



AT&T

AT&T UNIXTM PC

Model 7300

Getting Started Guide



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AT&T UNIX™ PC

Model 7300

Getting Started Guide

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Preface

The AT&T UNIXTM PC Getting Started Guide is your introduction to the AT&T UNIXTM PC Model 7300 computer. It is designed for the first-time computer user.

This guide is for all new UNIX PC users. It contains six brief practice sessions in which you learn about the UNIX PC by using it. When you finish the last session, you will be comfortable with your UNIX PC and ready to use the computer to speed and simplify your work.

Organization of This Guide

This guide contains the following sections:

Introducing the UNIX PC

This section explains what you need to know about the UNIX PC before you begin the practice sessions.

Chapter 1 - Getting Started

In this practice session you get your first look at the Office work area, the starting place for all of your work.

Chapter 2 - Moving Around the Office

In this chapter you get to know the parts of the Office and learn some of the basic skills you need to work with the UNIX PC.

Chapter 3 - Working in the Office

Chapter 3 shows you how to accomplish familiar tasks such as finding and looking at the work you keep in the Office.

Preface

Chapter 4 - Managing Your Windows

In this chapter you learn how to set up your work area the way you want it using the windows on your screen.

Chapter 5 - Managing Your Files

This chapter shows you how to use files and folders to manage the information you store in your computer.

Chapter 6 - Setting Up Your Own Office

In this chapter you establish an Office work area for your own use.

Glossary

This section explains the Office and computer terminology used in this guide.

How to Use This Guide

Your UNIX PC should already be set up and the software installed before you begin using this guide. If your computer is not installed, see the AT&T UNIXTM PC Installation Guide or get your system administrator to help.

Beginners

New computer users will want to learn about the UNIX PC systematically, working through all of the chapters to build expertise.

Experts

Experienced computer users may want to skim or skip over some of this material. You can concentrate on the sessions covering subject matter that is of interest to you or read the explanations without doing the steps. Once you are familiar with the UNIX PC, you may find the AT&T UNIXTM PC Owner's Manual better suited to your needs.

Other Useful Manuals

You will find additional information about the UNIX PC in these manuals:

AT&T UNIXTM PC Installation Guide

This manual contains information you need to unpack, set up, and install your UNIX PC.

AT&T UNIXTM PC Owner's Manual

This is a reference manual containing complete information about the use and care of the UNIX PC.

AT&T UNIXTM PC Communications Management User's Guide

This set of manuals covers the telephone and terminal communications features of your UNIX PC.

Application Manuals

Each optional software package you purchase for the UNIX PC is accompanied by a user's guide. You will want to consult these manuals before you use the software.

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Introducing the UNIX PC

This introductory section presents general information about your AT&T UNIX PC Model 7300 and tells you what you need to do before starting the practice sessions.

Welcome to the UNIX PC

Your new UNIX PC is a desktop computer that makes office, telephone, and UNIX data processing available in a format designed for business computing.

The Office software provides you with an easy, flexible means of interacting with your computer. The UNIX PC Office is organized a lot like your office, with a file cabinet, a wastebasket, and a work area where you do familiar office tasks. The UNIX PC also serves as a business communications system that manages your telephone calls, including calls to other computers.

At the same time, the UNIX PC lets you take full advantage of the strengths of AT&T's UNIX System V operating system. This means you can perform several tasks at the same time. You also have access to an extensive library of UNIX software and applications.

The UNIX PC is designed to accommodate the way you work and do business today. Even so, it doesn't get in the way of the experienced UNIX user, who can easily gain direct access to the UNIX operating system.

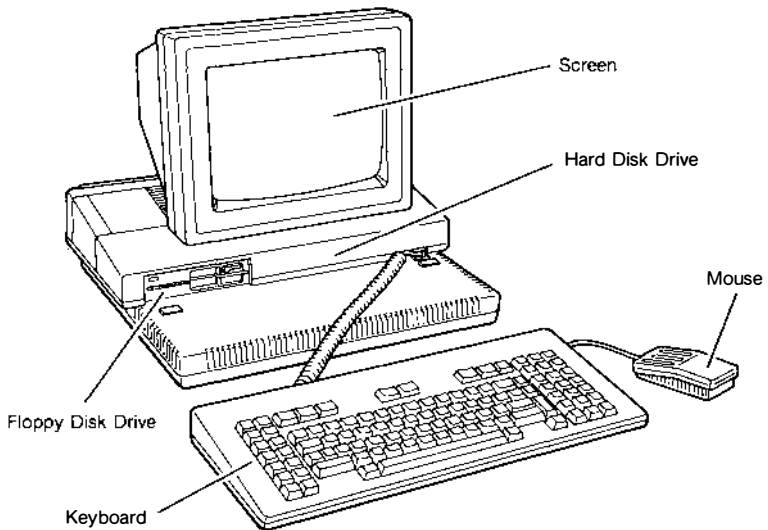
Getting to Know Your UNIX PC

Your UNIX PC computer system is made up of hardware, the electronic and mechanical parts of the machine, and software, the programs that create, process, and display information. The hardware and software work together so you can store, manipulate, and retrieve information quickly and efficiently.

To use your UNIX PC, you don't need to learn about how the hardware and software work, any more than you need to know how the engine of a car works to drive one. The UNIX PC is designed for use by business people whose professional expertise is in areas other than computing.

UNIX PC Hardware

The UNIX PC hardware consists of several components. The illustration below shows the parts of the UNIX PC that you will be concerned with:



The keyboard and the mouse are your means of communicating with the computer. You use the keyboard to type information and instructions to control the work performed by your computer. The mouse lets you point out and act on the information you want to work with.

The display screen is where the computer displays information. The information on the screen changes frequently. When you want a permanent paper copy of the displayed information, you print it on your printer, if you have one attached to your UNIX PC.

The two disk drives store information in a form that the computer can rapidly retrieve. The hard disk drive, inside the UNIX PC case, stores all of your programs and data. The floppy disk drive lets you load new software and data from floppy disks onto the hard disk and copy data from the hard disk onto floppy disks.

Connectors are provided for two telephone lines. You can talk on one line while you send and receive information from another computer on the other line. The Telephone Manager software acts as an extension of your telephone system and lets you control phone activities automatically.

This manual shows you how to use all of these UNIX PC components except the telephone. See the AT&T UNIX PC Telephone Manager User's Guide in the Communications Management binder for phone instructions.

UNIX PC Software

Software is the set of programs that makes your computer work. Your UNIX PC software includes the UNIX operating system, which controls the flow of information through the computer. The UNIX system was designed by AT&T to work on a variety of different computers and to allow software written for other computers to be used on UNIX systems. As a result, it is efficient, highly reliable, and lets your computer take advantage of a large collection of popular software.

The UNIX PC software includes the Office, which lets you communicate your instructions to the UNIX system in an easy-to-use window format. You can also add a variety of applications, which are programs designed for specific purposes.

The Office

You use the Office whenever you work with the UNIX PC. This software takes care of the complex parts of providing instructions to the computer, so that you can focus on the task at hand.

The Office organizes your work using windows, menus, forms, and English language commands. Windows are separate areas on your screen that permit you to have more than one task displayed. Menus are lists of choices from which you make selections. Forms are requests for information that you type in. Commands are instructions that you send to the computer using either the mouse or the keyboard.

This manual gets you started using all of these Office features.

Windows

The Office displays the various tasks you are working on in separate screen areas called windows. You can work with several windows at the same time, moving from one activity to another simply by changing windows. You can print a document, for example, while you are working on a spreadsheet. You can make a phone call and at the same time display the information that you want to discuss. You can make a graph of information from a spreadsheet with both the graph and the spreadsheet visible on your screen. And help is always within reach, from the <Help> key or the mouse.

Applications

Applications are programs that perform specific tasks. You can purchase a variety of applications for the UNIX PC to suit your particular business needs. The types of applications available for the UNIX PC include office productivity, business management, communications, and systems and programming.

After you finish this Getting Started Guide, you will be ready to start learning your first application.

Before You Begin

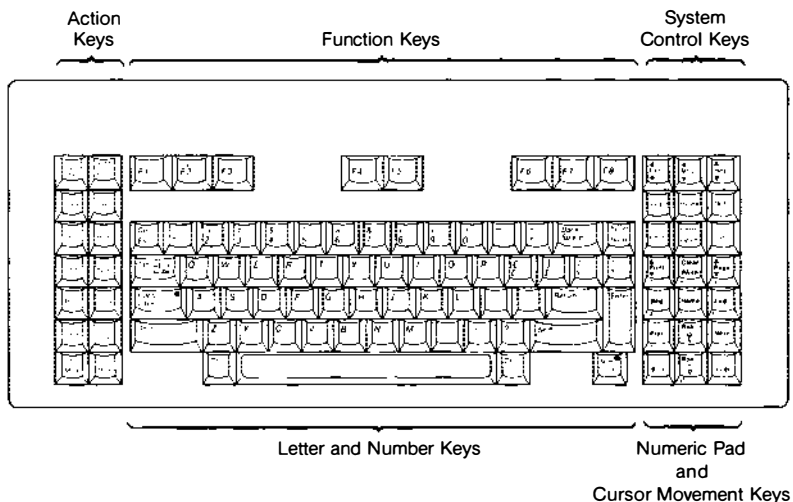
Allow yourself about half an hour to complete each of the six practice sessions in this guide. You can take as long as you want and stop between sessions.

You won't have to learn technical terminology to use this guide, but you will learn some new concepts and new uses for familiar words. When a word is used in a new way for the first time, it is explained. If you see an unfamiliar term, you can find its definition in the Glossary at the end of this guide.

Keyboard Layout

Before starting Chapter 1, take a few moments to look at the UNIX PC keyboard.

Your keyboard is very much like a typewriter keyboard, but it has additional keys for computer tasks. You will want to locate these groups of keys:



Cursor movement keys--Located at the bottom right of the keyboard, these keys are used to move around on the screen.

Function keys--The keys **<F1>** through **<F8>**, at the top of the keyboard, perform different functions depending on the program you are using. Labels for these keys are called screen keys and are displayed at the bottom of the screen. Each label shows the function that is currently assigned to the corresponding key.

Action keys and system control keys--The named keys on the left and right sides of the keyboard perform various commands and functions.

Letter and number keys--These keys are similar to keys on a standard typewriter. You use them to type information for display on the screen.

Numeric pad--This group of keys, arranged like a calculator, is useful for typing numbers. Press the <Num Lock> key at the lower right of the keyboard to use the numeric pad.

Materials You Will Need

When your UNIX PC is set up and ready to go, you can proceed with the practice sessions. To do the steps, you will need:

- o A UNIX PC Model 7300.
- o The software that was provided when you purchased your UNIX PC.

If your UNIX PC is new and still in the shipping carton, refer to the AT&T UNIX PC Installation Guide. You may want to get your system administrator or another experienced computer user to help you set up the computer and install the software.

- o You also need copies of the two sample files, example and windows. These are provided as part of your standard software. They should be present unless another user has removed them.

Conventions Used in This Guide

This guide uses the following special notation to simulate keys and displays that can't be duplicated in print:

Please login: Type: sum the example file	Messages displayed on the screen, information for you to type, and names of files and folders are printed in boldface .
<Help> <Exit>	Names of keys on the keyboard are enclosed in <>'s.
<B1> <B2> <B3>	The left mouse button. The middle mouse button. The right mouse button.
[ORGANIZE] [PASTE]	Screen keys are enclosed in []'s. You can press the corresponding function key, or you can point to the screen label with the mouse and press <B1>.
Filecabinet Wastebasket	Highlighted items in a menu are enclosed in 's.
<Shift>-<Page>	Key combinations are represented by the two keys separated by a dash. For example, to type this key combination, you hold down <Shift>, press <Page>, and then release both keys.
[X]	The exit symbol on the lower left corner of a window.
[?]	The help symbol on the upper right corner of a window.
[OK]	The symbol at the bottom of a form used to implement the changes to the form.

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Chapter 1 Getting Started

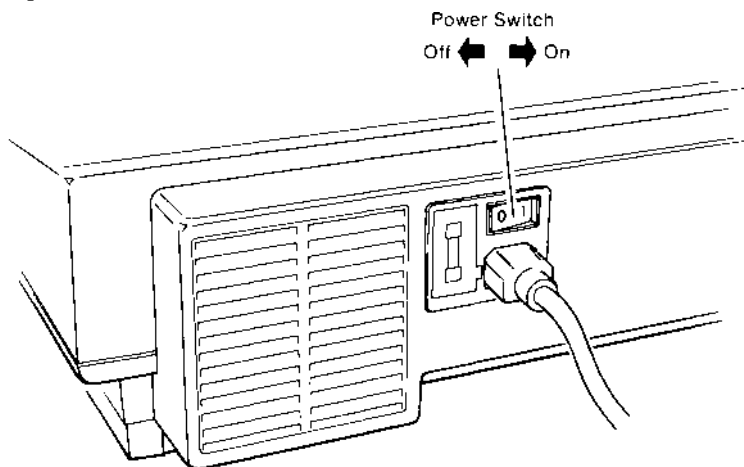
This practice session shows you how to turn on your UNIX PC and start working. You will find out what the mouse, windows, Office objects, and commands are. Then you will learn how to finish up your computer session.

- > The steps for you to perform are given in paragraphs that start with >, like this one.

These action paragraphs are followed by explanations of the results.

Turning On the Power

The first step is to turn on the power to the UNIX PC. If you're facing the front of your UNIX PC, you'll find the power switch on the right rear of the base, above the power cord:



- > Press the power switch on (toward the I).

The UNIX PC displays messages while it is starting up. The messages don't require responses from you.

First, these messages are displayed:

```
*****
*
*
*          TM
*    AT&T UNIX  pc
*
*    Model 7300
*
*    Version 2.0
*
*
*    Copyright (C) 1985
*
*    AT&T
*
*    All Rights Reserved
*
*
*****
```

Searching floppy disk...

Searching hard disk...

```
*****
*****
*****
*****
*****
```

This tells you that essential software is being loaded into the computer's memory. It also tells you the release number of your software.

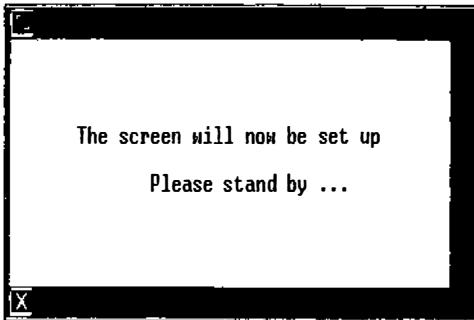
Getting Started

Next the screen is cleared, and you see this display:



This message tells you that the UNIX PC is testing to be sure that the information stored on your disk is usable.

Finally, this display appears briefly:



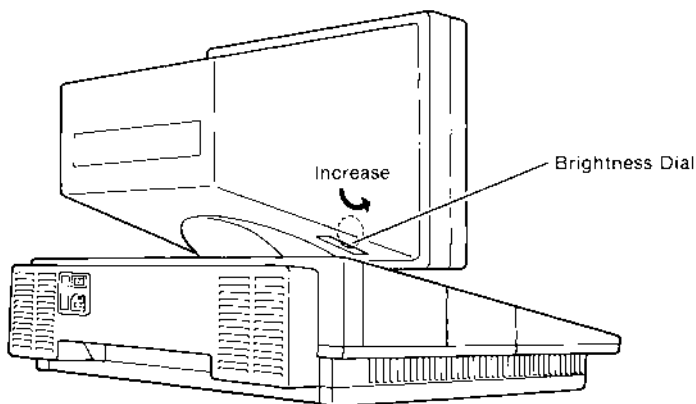
Adjustments

While the UNIX PC is getting ready to go to work, you can make some adjustments for your comfort.

The brightness of the UNIX PC display can be adjusted to suit your lighting conditions. You can also tilt the UNIX PC screen up and down or side to side for easy viewing. The keyboard and mouse can be moved to convenient locations on your desk.

First, adjust the screen brightness:

- > Find the brightness control, located on the lower left side of the display screen unit:



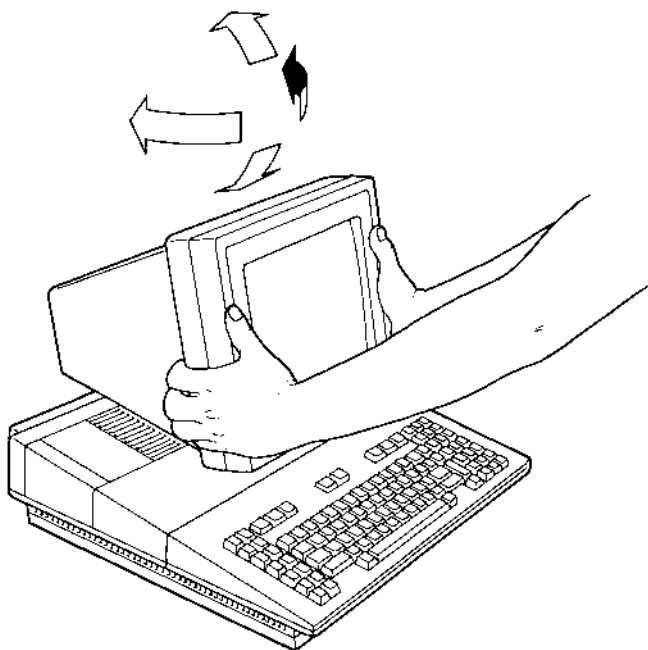
Turning this control wheel away from you dims the screen display; turning it toward you increases the brightness.

- > Adjust the brightness to a comfortable level.

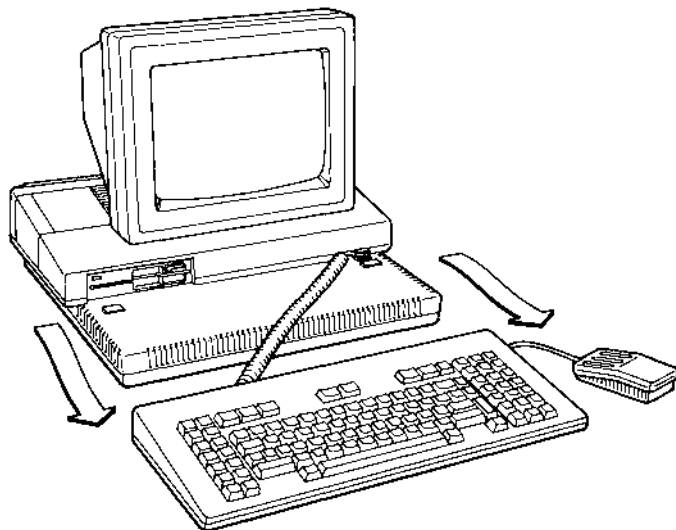
Getting Started

Now adjust the viewing angle of the screen:

- > Place both hands on the display screen unit, as shown in the illustration below, and slowly turn and tilt it to adjust it to the viewing angle you prefer. Avoid touching the screen surface, since this will leave fingerprints.



If the keyboard is not in a convenient position for typing, you'll want to move it. You'll also want to provide a clear area beside the keyboard for the mouse:



- > Pull the keyboard away from the display screen unit using both hands.
- > Move the keyboard to a convenient typing position.
- > Move the mouse to a convenient location near the keyboard, within easy reach.

Getting Started

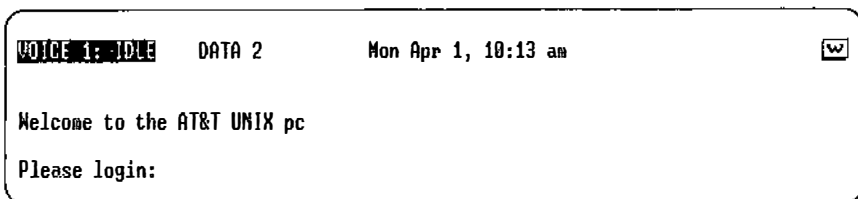
You can repeat any of these adjustments at any time while you're using the UNIX PC.

Note

DO NOT unplug the keyboard or the mouse while the power is turned on.

Logging In

By the time you finish making adjustments, you'll see this display:



The top line on the screen is called the **status line**. It displays current information about your UNIX PC system. If your UNIX PC is connected to the telephone lines, the left end of the status line displays telephone information, as in the illustration. If you haven't plugged in and set up your phones, this part of the line is blank.

The date and time are displayed in the middle of the status line. When you receive messages, you'll see a notice to the right of the date and time. The right end of the status line displays the Window Manager symbol, which you will learn about in Chapter 2.

Below the status line is the **login prompt**. In response to the login prompt you type a user ID. A user ID identifies you to the computer. Generally your user ID is your name or initials. In Chapter 6 you will set up your own user ID.

The tutor User ID

For practice purposes you will use a special user ID that is supplied with your UNIX PC system. This user ID is tutor. When you use this user ID to log into the UNIX PC, any work that you or others have stored on the UNIX PC is protected, so you can explore and experiment as much as you want.

> Type this: tutor

Be sure to use lowercase letters. tutor and TUTOR are not the same to the UNIX PC. You'll want to follow the use of upper and lower case given in your manuals.

If you type a wrong letter, press the <Backspace> key, which is located above and to the right of the letter keys, and type again. Your screen looks like this:

Please login: tutor

> Press the <Enter> key, which is located to the right of the <Shift> and <Return> keys.

You will see a message similar to this:

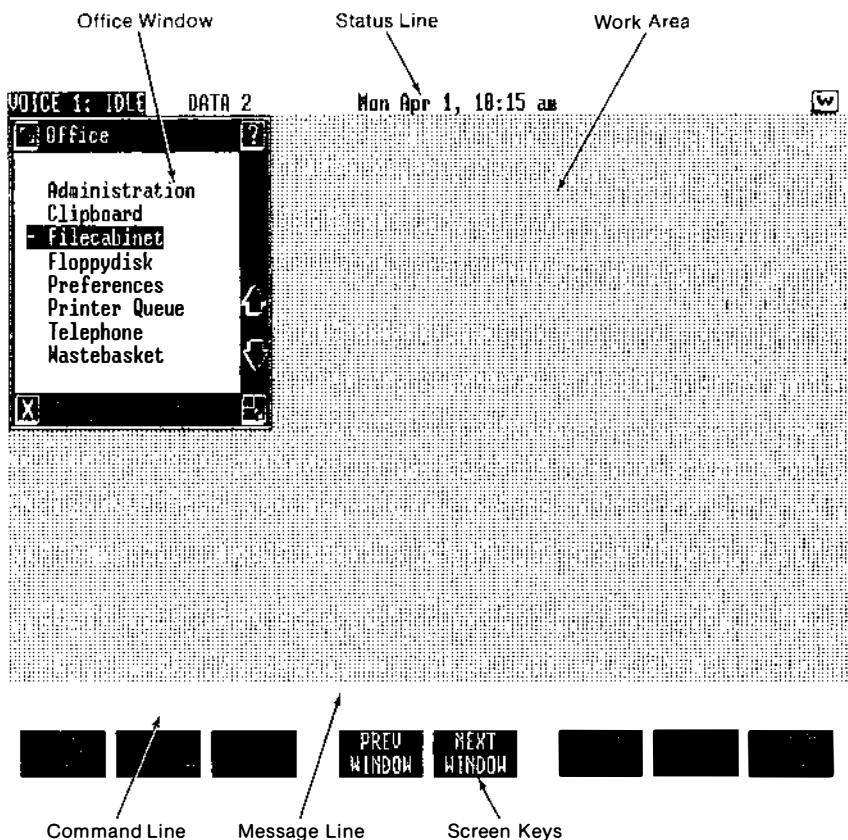
65% of the storage space is available

The message tells how much space is available on your hard disk to store your work. The percentage that you see will probably differ from the example above.

Getting Started

The Office

After a few moments, you will see the Office display:



The Office is the central part of your UNIX PC system. Just as the office you probably come to every morning is the starting point of all the tasks you perform in your business, the UNIX PC Office is where you begin all of the business tasks you perform with your computer.

- > Look at your Office display and find each of the parts discussed below. Refer to the illustration if you need help.

You already know about the status line at the top of your screen.

Below the status line is the work area, in the middle section of the screen. This area is where windows containing your work in process will be displayed. Currently this section contains the Office window.

The message line is located just below the work area, near the bottom of your screen. This line displays feedback from any task you have selected and messages to guide you in completing your work. Right now, the message line is blank.

Below the message line is the command line. This line displays the commands that you have selected to accomplish your tasks. This line is also blank at the moment.

At the bottom of the screen are the screen keys, which correspond to keys <F1> through <F8> at the top of the keyboard. You'll learn to use the screen keys later in this chapter.

The Office Window

The work area is currently displaying the Office window. A window is a section of the screen that is surrounded by a border and contains a portion of your work or information necessary to perform your work. Windows separate the many tasks you may be working on at one time.

Your Office window provides the tools that you use to get to all of the other parts of your system. This window is always available and displays the main parts of your system.

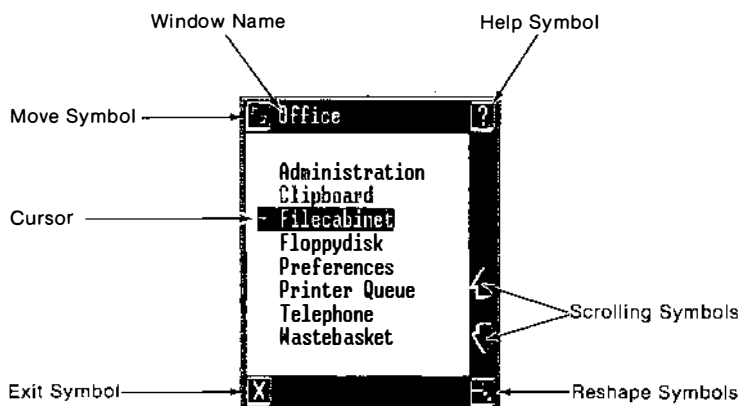
Some of the tools in your computer Office have the same names as things commonly found in an office, such as the Filecabinet, Telephone, and Wastebasket.

Getting Started

As you can see, the Office window occupies only a small part of the work area. There is room for more than your Office window, and you will probably have more than one window on your screen most of the time, just as you usually have several papers out on your desk.

A bar, called the cursor, highlights one of the objects in the Office. By moving this highlighting cursor, you choose the objects to work with.

The illustration below shows you the parts of a window. As you work through these chapters you will learn the purpose of each part:

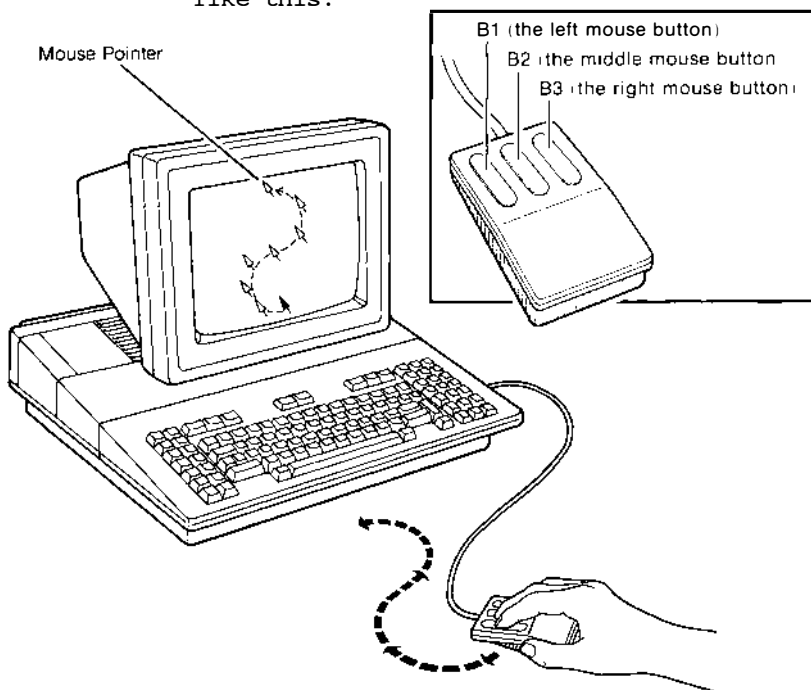


The Mouse

The mouse is a piece of equipment designed to fit in the palm of your hand and let you control the movement of the mouse pointer on the screen.

Practice displaying the pointer and moving it around the screen:

- > Place the mouse in the palm of your hand with your fingers over the three buttons, like this:



- > Don't be concerned about the buttons for now; just roll the mouse in any direction on your desktop. Observe how the pointer follows this motion.

You can move the pointer anywhere on the screen.

- > Move the pointer around in the Office window.

Notice that as you move the pointer through the list of objects, the highlighting cursor moves from one object to another. Moving the cursor onto an object is called pointing to it.

- > Move the highlighting onto |Filecabinet|.

Getting Started

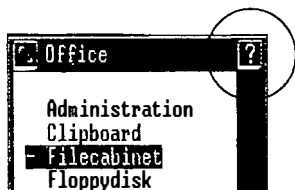
Getting Help

The first thing you'll learn to do with the mouse is to get help.

UNIX PC Help is designed to provide the information you need immediately. Help gives you information about what you are currently working on.

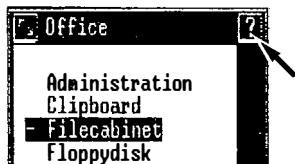
The Help Symbol

To get help, you use the [?] symbol in the upper right corner of the Office window:



To use this symbol, you move the tip of the mouse pointer onto the symbol and press the left mouse button, which is called <B1>. This button tells the UNIX PC to take action on the help symbol you are pointing to.

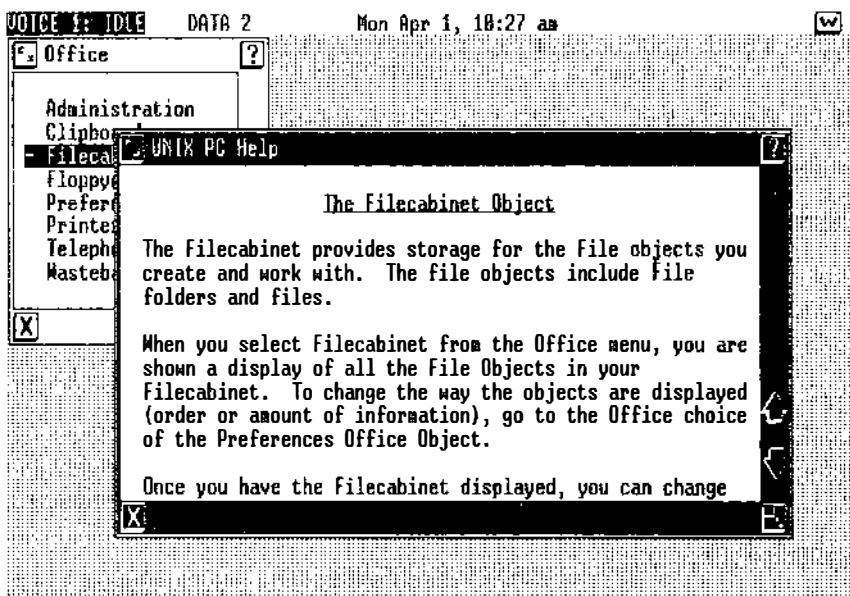
- > Move the mouse pointer onto the help symbol, like this:



- > Press <B1> until it clicks, as you would a keyboard key.

The Help Window

A new window opens, so that your screen now looks like this:



Press PAGE for more information



Don't be concerned if you see information about a different object than is shown in the illustration.

- > Read the information in the Help window, which tells you about the highlighted object.

When you requested help, a new window appeared. What about the Office window?

Getting Started

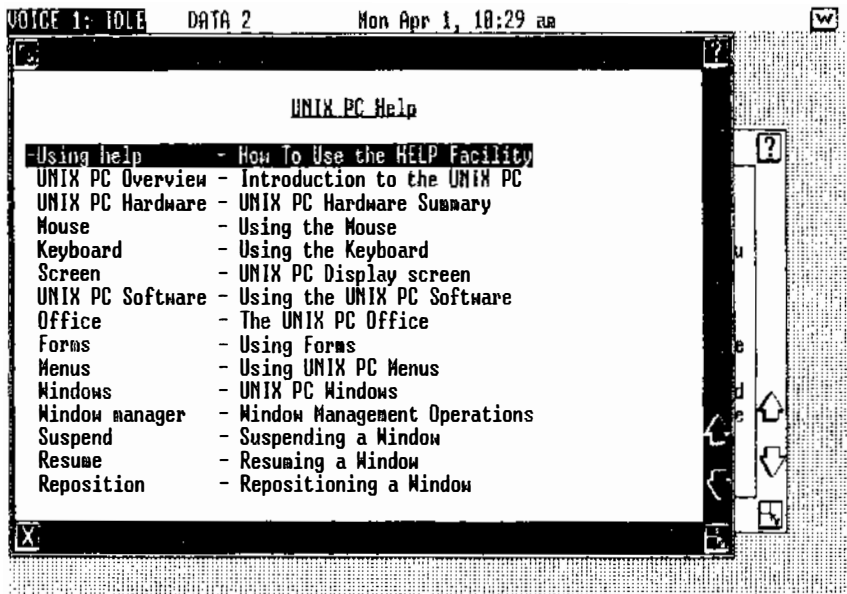
The new window covers part of the Office window. The Office window is still available, but the new window takes priority. The new window is the most recent window you asked for, so the system makes the new window active. Notice that its border is highlighted, while the Office window's border is no longer highlighted.

You can easily return to the Office window any time you want to. For the time being, work with the new window and find out how to use the help system.

Choose one of the topics displayed by the screen keys:

- > Move the mouse pointer to the [TABLE OF CONTENTS] screen key.
- > Press <B1>. Remember, <B1> is the left mouse button.

Another new window appears, containing a list of more subjects for which help information can be displayed:



Select help display and touch ENTER

Closing the Help Window

Now that you've seen how the UNIX PC provides you with help, you can close the Help windows. Closing a window clears it from your screen, just as you clear a document from your desk when you put it away.

Close the Help windows:

- > Move the mouse pointer to the [X] symbol in the lower left corner of the window border:



- > Press <B1>.
- > Point to the [X] symbol on the other help window, and press <B1> again.

The windows close and the Office window becomes the active window.

Leaving the Office

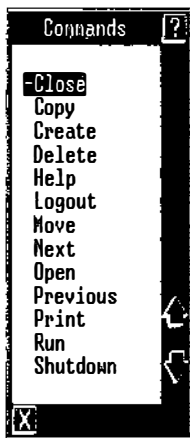
When you are finished using the Office, you clear the Office display from the screen, to protect your information from unauthorized use. Just as you displayed the Office by logging in, you leave the Office by logging out.

To log out, you use the logout command. A command is an instruction that tells a computer to perform a function or carry out an operation. The UNIX PC makes it easy to give commands: you display a menu, which is a list of the commands for the active window, and choose the command you want. The middle button on the mouse, <B2>, displays menus of commands.

Getting Started

- > Move the mouse pointer into the Office window.
- > Press <B2>.

A new window displays:

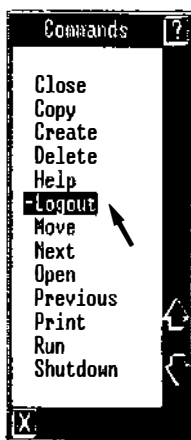


This window, called the Commands menu, is a list of the Office commands. You'll learn more about these commands later in this guide. For now, locate logout in the menu.

The Logout command closes the Office window. You cannot close the Office window by pointing to the [X] symbol in its lower border or by using the <Exit> key.

You can use the mouse to point to commands, just as you point to objects in the Office window.

- > Move the mouse pointer into the new window.
- > Point to logout. It looks like this:



- > Press <B1>.

The Commands menu and the Office window both close, and the **Please login:** message is displayed.

Note

We recommend that you do not turn off the power to your UNIX PC. If you want to turn off the power, you must follow the Shutdown procedure to avoid possible damage to the hard disk. See the AT&T UNIX PC Owner's Manual for details.

Getting Started

By now you're probably curious to know more about windows, and about the objects in your Office and the other commands on the menu. In the next chapter, you'll open more windows and move between them, and you'll get to know some of the objects in your Office.

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Chapter 2 Moving Around the Office

This chapter gives you an overview of the Office contents and shows you how to use the Filecabinet, which is the Office object that you use most frequently. You will also get to know how windows work--how they separate and organize your projects so that you can do several things at once. You will find out how to move from one window to another.

Before starting this practice session, you need to do the following:

- > Log in as tutor, displaying the Office.

See Chapter 1 if you need a reminder on how to log in.

Office Contents

The objects listed in the Office window give you access to the information you store in the computer and provide you with facilities and services that help you to work with information.

Administration is designed for use by the person who is maintaining the UNIX PC. It is used to assign new users to the system, back up and restore data, set up the hardware and software, and similar maintenance tasks.

The Clipboard is a temporary location for information being transferred from one place to another.

The Filecabinet stores and organizes the work that you keep in your UNIX PC.

Floppydisk lets you work with the UNIX PC's floppy disk drive to copy data and programs between floppy disks and the Filecabinet.

Preferences is used to customize some of the Office features, such as the Filecabinet displays and the telephone.

Printer Queue lets you display a list of print jobs that are waiting to be printed.

Telephone contains the UNIX PC's telephone features that assist you in making calls to both people and computers.

The Wastebasket contains information that you have removed from the Filecabinet.

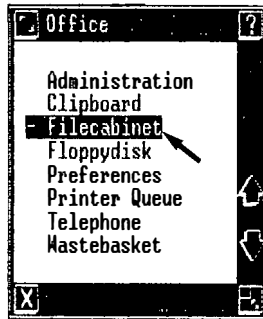
Your Office may contain more objects than the ones in this list. These additional objects appear in your Office when you have purchased and installed optional software. The manuals for your optional software tell you how to use these objects.

Opening the Filecabinet

The Filecabinet in your computer office is very much like an ordinary file cabinet. It stores your files or documents and organizes them by keeping them in file folders.

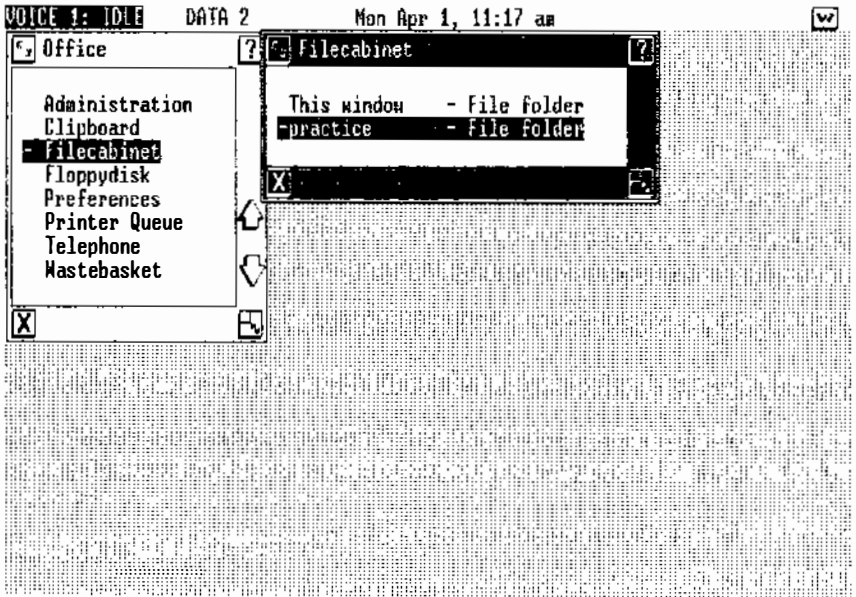
To display the contents of the Filecabinet, you first open the Filecabinet. When you open the Filecabinet, you open another window on the screen.

- > Move the mouse pointer into the Office window.
- > Point to |Filecabinet|. This is what it looks like:



- > Press <B1>.

You will see a Filecabinet window:



ORGANIZE

RENAME

PREV
WINDOW

NEXT
WINDOW

PASTE

When you point to an object in the Office and press <B1>, the object is automatically opened in its own window.

Filecabinet Contents

Your Filecabinet may contain several files and folders, if you have some optional software or other people have been using tutor. In any event, you should see an entry for a file folder named practice:

practice - File folder

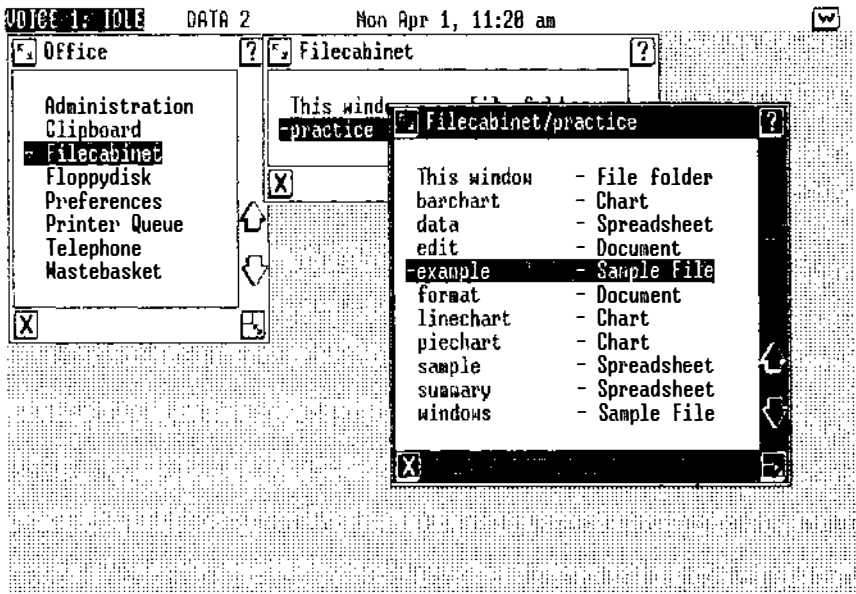
Opening the practice Folder

Every project that you create in the Office is stored in a file. A File folder is a container that stores and organizes these files. Just as you can keep all of the papers related to a project in a folder named after the project, you can use file folders to store and organize groups of related files.

The folder named practice is where the example files supplied with your software are stored. To use these practice files, you open the practice folder:

- > Point to |practice - File folder| in the Filecabinet display.
- > Press <B1>.

Now you have three open windows:



The name of the window for the practice folder is Filecabinet/practice. This reminds you that the practice folder is stored in the Filecabinet.

Your practice folder contains two sample files, example and windows. These are special files that don't require applications.

You may also have some practice files for your applications in the folder. The names and descriptions of the files that you see will depend on what application software you have purchased and installed. The illustration shows some representative examples of files that you might have in your practice folder.

Note

If the sample files example and windows do not appear in your practice folder display, you will need to see your System Administrator for help.

Moving from Window to Window

Only one of the windows on your screen is the active window. Some windows will overlap or completely cover the other windows. The active window is always on top and clearly visible. You can tell which window is active by looking at the window border. The active window border is highlighted.

You can see that the Filecabinet/practice window is the active window. What if you want to go back to the Office window? This is easy:

- > Move the mouse pointer anywhere in the Office window.
- > Press <B1>.

Now the Office window is active. The Filecabinet and Filecabinet/practice windows are still open, but they are currently suspended. Suspended windows (the Filecabinet and Filecabinet/practice windows, in this case) remain open, waiting for you to make them active.

Suspending a Window

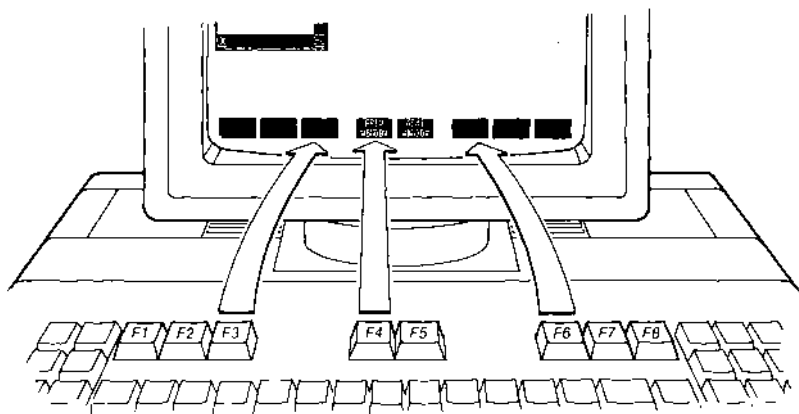
When you suspend a window you are "putting it aside." It is still open. Suspending a window, unlike closing a window, does not "put the window away."

Suspending a window is similar to what you do with a group of documents on your desk. If you are looking at one document on your desk and you pull another document from a file folder, you may put the new document on top of the first document. You don't have to put the first document back in the file folder to look at another document. You simply open the new document over the previous document, without putting the previous document away.

The [PREV WINDOW] and [NEXT WINDOW] Keys

How do you get back to a window that is suspended? You already know one way: point to it and press <B1>. However, you can also look through each of the windows in order. This is helpful when you have lots of windows on the screen or when windows are completely covered by other windows.

The [PREV WINDOW] command makes the window that you were previously using the active window. One way to give this command is by pointing to the screen key and pressing <B1>, as you did in Chapter 1 when you were using Help. You can also give the command in a single step by pressing the function key that is associated with the screen key:



Moving Around the Office

The screen keys contain tasks that are related to the active window. When you make another window active, you may see a new set of screen keys, allowing the same function keys to perform different tasks in different situations.

- > Press the [PREV WINDOW] key, <F4>, several times.
- > Press the [NEXT WINDOW] key, <F5>, several times.
- > Finish with the Office window active.

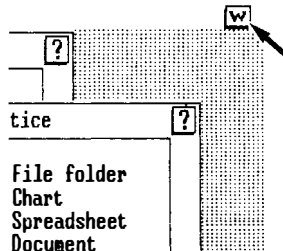
When you display a new window, you are opening the window. When you make a suspended window active, you are resuming the window.

The Window Manager

You now know two ways to move from one window to another: by pointing to the window you want and pressing <B1> and by using the [NEXT WINDOW] and [PREV WINDOW] commands. A third way is to use the Window Manager menu. This menu lists the open windows for you. These are all the windows, including any suspended windows, that you have been working with.

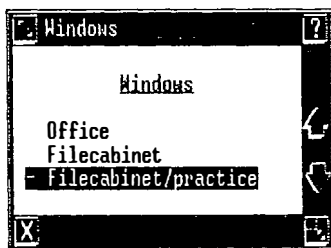
Display the Window Manager menu:

- > With the mouse, point to the [W] symbol in the status line, in the upper right corner of the screen:



- > Press <B1>.

You will see this menu:



The menu lists your open windows: the Office, the Filecabinet, and Filecabinet/practice. This menu is particularly useful if you want to use a window that is completely covered by other windows, since it lets you resume any of the open windows.

- > In the Window Manager menu, point to |Filecabinet/practice|.
- > Press <B1>.

The Window Manager window closes, and the Filecabinet/practice window is now the active window.

Window selection is only one of the functions that the Window Manager provides; you'll learn about some of the others in Chapter 4.

So there are three ways to move from window to window:

- o Point to the window you want and press <B1>,
or
- o Use [NEXT WINDOW] and [PREV WINDOW],
or
- o Use the Window Manager menu.

Why so many ways to do the same thing? The reason is so that you have a choice. You can use the method that you find most efficient or appropriate for the task at hand.

You will find that there are usually several ways to do an Office task. In particular, most things that you can do with the mouse, you can also do by pressing keys on the keyboard. This guide concentrates on teaching you the easiest ways to do things and showing you the flexibility of the UNIX PC system. As you gain experience, you will discover which methods you prefer.

Closing Windows

When you have finished working with the Office for the day, you close all of the windows you have opened.

You already know how to close windows by pointing to the [X] symbol in the border and pressing <B1>. You can also close windows using the <Exit> key, which is located on the upper right side of the keyboard.

First, close the Filecabinet/practice window:

> Press <Exit>.

When one window is closed, another window is automatically made active. Here, the Filecabinet window is made active.

Now close the Filecabinet window:

> Press <Exit> again.

All of the windows except the Office are now closed.

You have finished this practice session. If you want to log out, see "Leaving the Office" in Chapter 1 for instructions.

So far, you haven't seen a window with work in it. In the next chapter, you'll take a look at some sample work and learn how to set up your own work.

Chapter 3 Working in the Office

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Opening a File.....	4-3
Scrolling.....	4-5
Closing a File.....	4-7
Creating a New Folder.....	4-7
Filling Out Forms.....	4-9

Chapter 3 Working in the Office

A file is the basic unit of work that all of your applications create. In this chapter you will find out more about folders and files, including how to open files and look at their contents. After seeing how files work, you will create a file folder of your own and learn how to fill out forms.

Before starting this practice session, you need to do the following:

- > Log in as tutor, displaying the Office.

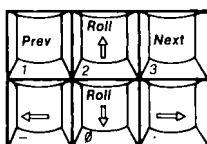
See Chapter 1 if you need a reminder on how to log in.

Files and Folders

You've seen how to display the names of the files in a folder. To see what is in a file, you open the file.

To open one of the sample files in the practice folder, you first open the Filecabinet and then the practice folder. You have already opened these using the mouse. You can also open them using the keyboard:

- > Find the arrow keys on the lower right corner of the keyboard:



- > Press the up arrow or down arrow keys until |Filecabinet| is highlighted.
- > Press <Enter>.

The arrow keys move the highlighting, just as the mouse does, and the <Enter> key serves the same purpose as <B1>. You can use either of these methods, mouse or keyboard, to point to things and open them.

Use the mouse to open the **practice** folder:

- > Point to |practice - File folder|.
- > Press <B1>.

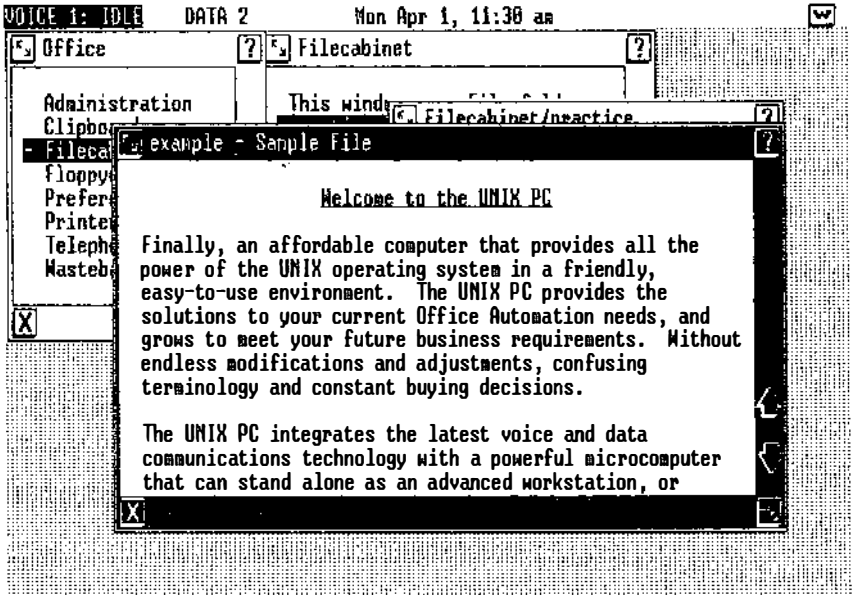
Opening a File

You use the same pointing method to open a file as you do to open the Filecabinet and **practice** folder: point to the file you want to open and then press either <B1> on the mouse or the <Enter> key.

Open the **example** file:

- > In the Filecabinet/practice window, point to |example - Sample File|.
- > Press <B1>.

The example file is opened, and your screen looks like this:



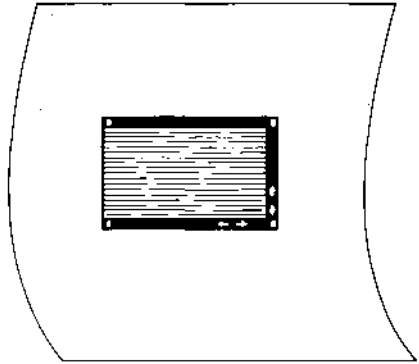
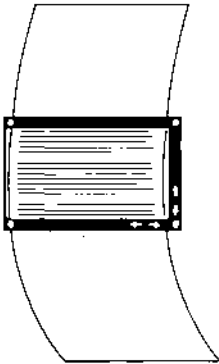
Press PAGE for more information

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Scrolling

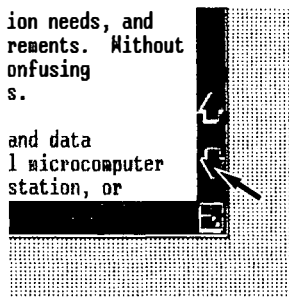
The example file contains a discussion of the benefits of the UNIX PC. You can see that there is more of the discussion than appears on your screen, since it ends in midsentence. To see the rest of the file, you use scrolling.

Scrolling means rolling the information forward or backward or side to side in the window to see what is not shown in the original window display:



Scroll the **example** file to see the rest of the information in the file.

- > Move the mouse pointer to the downward pointing arrow symbol in the window border:



- > Press <B1>.

The contents of the **example** window scroll to display several more lines of the file.

- > Press <B1> repeatedly, until all of the file has scrolled onto the screen.

You can also scroll in the other direction until the beginning of the file is displayed.

- > Move the mouse pointer to the upward pointing arrow symbol in the window border.
- > Press <B1> repeatedly, until the beginning of the file is displayed.

Some of the applications you use will allow you to scroll sideways as well, using arrows in the bottom border of the window.

The sample files are designed to work without applications so that you can use them for practice. You can scroll through these files, but you can't edit or change them. When you create files using your applications, you will be able to make changes to them and save the changes on your disk.

Closing a File

When you are finished working with a file and want to put it away, you close the file. You use the same methods to close a file window that you used to close the Filecabinet/practice window and the Filecabinet window.

Close the example file:

- > Press <Exit>.

The example window disappears, and the Filecabinet/practice window becomes active. Remember, when you close a window, it is no longer available. When you suspend a window, it is still available but no longer the active window.

- > Press <Exit> again to close the practice folder.

Creating a New Folder

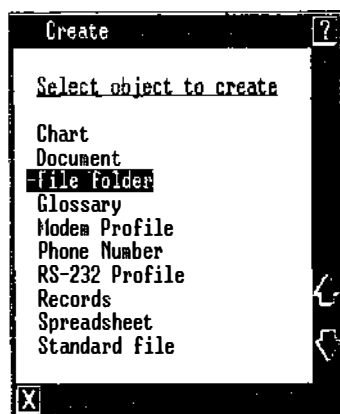
So far you have been working with files and folders that were provided for you. How do you make a new file or folder?

You can make a folder of your own by using the Create command. You already know how to use commands--you practiced with the Logout command in Chapter 1.

Create a folder of your own:

- > Move the mouse pointer into the Filecabinet window.
- > Press <B2>, the middle mouse button, displaying the Commands menu.
- > Point to |Create|.
- > Press <B1>.

You will see the menu of objects you can create:

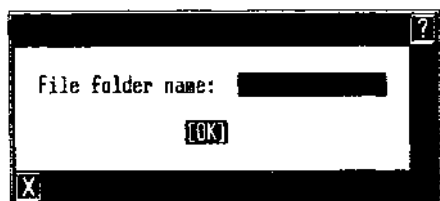


Your menu will probably contain different items than in this illustration. What your menu displays depends on what applications you have purchased and installed and what objects they let you create. The illustration shows some representative examples of objects that you might be able to create if you had installed word processor, spreadsheet and graphics software. You'll want to check your application manuals to find out what names they use for their objects.

One of the choices on your menu is File folder.

- > Point to |File folder|.
- > Press <B1>.

Another window appears:



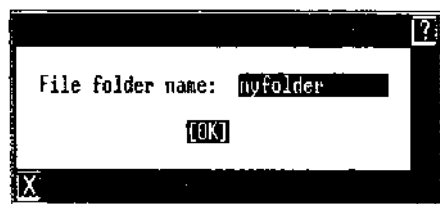
Filling Out Forms

The new window is a form. A form is a window where you supply information needed to complete a command or task. The blanks that you fill in are called fields.

Some forms have several fields for you to fill in. This form has only one field, in which you type a name for the file folder you are creating.

> Type this: myfolder

Your form now looks like this:



What if you make a typing mistake? There are two ways to correct it:

- > Press the <Back Space> key until you've erased the mistake, and then type the name again,
- or
- > Press the <Clear Line> key, in the upper left corner of the keyboard, to erase what you've typed, and then type again.

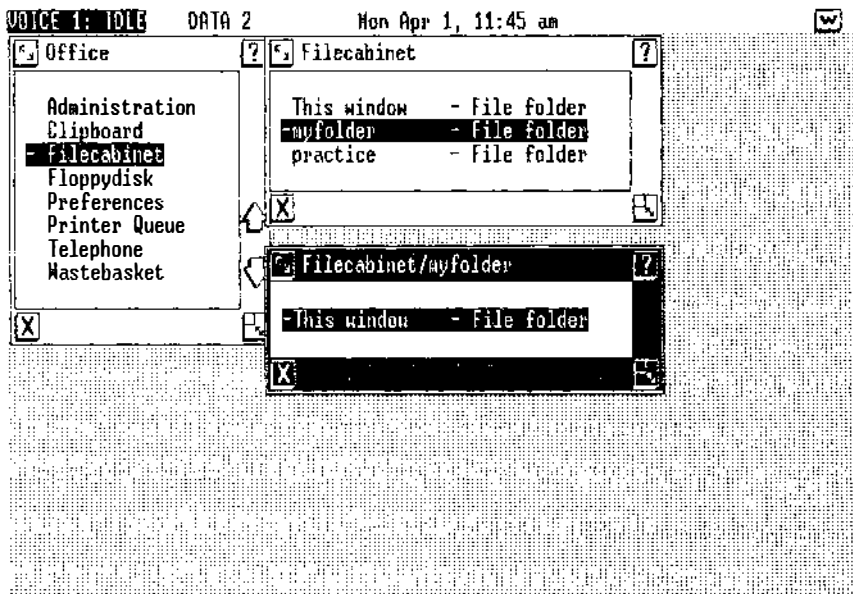
When your form is filled out correctly, tell the **UNIX** PC to use the name you typed to create the folder:

- > Point to [OK], at the bottom of the form.
- > Press <B1>.

The Filecabinet window changes to display your new file folder, **myfolder - File folder**. To see what's in the new folder, open it:

- > Point to |myfolder - File folder|.
- > Press <B1>.

The new folder looks like this:



ORGANIZE

RENAME

PREV
WINDOWNEXT
WINDOW

PASTE

The only entry in the folder is This window - File folder. Every folder in the Office has a This window - File folder entry, which is used by the software to keep track of where the folder belongs. This window - File Folder cannot be opened.

You also use the Create command to create new files, choosing the type of file you want from the Create menu. Once a file or folder has been created, you can open it.

Working in the Office

You have finished this session and can close your windows and take a break.

You know two ways to close a window: point to the [X] symbol in the border and press <B1>, or press the <Exit> key. Using the way you prefer:

- > Close myfolder.
- > Close the Filecabinet.

Now that you are comfortable with windows and Office objects, you are ready to try using some of the features that make the Office a powerful tool for organizing and managing your work.

Chapter 4 Managing Your Windows

Changing Window Shape and Size.....	5-3
Moving Windows.....	5-8

Chapter 4 Managing Your Windows

When you open windows, their size, shape, and position on the screen are determined automatically. In this chapter you will find out how to control the shape and position of windows, setting up the screen so that all of the information you are working with is visible and organized to suit your needs.

Before starting this session, you need to do the following:

- > Log in as tutor, displaying the Office.

See Chapter 1 if you need a reminder on how to log in.

- > Create a new file folder in your Filecabinet. Name this folder `myfolder`.

If you completed Chapter 3, this folder is already present. See Chapter 3 if you need help to create the folder.

Changing Window Shape and Size

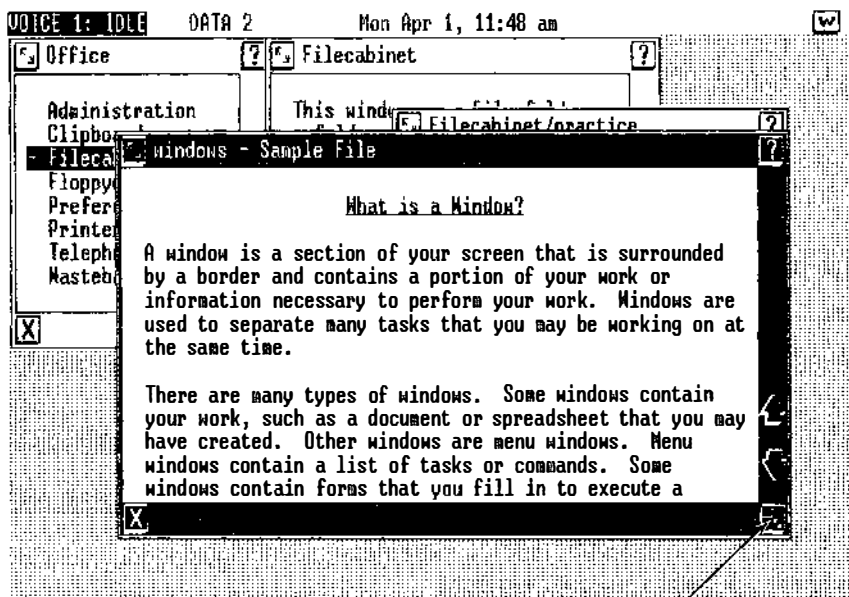
When you open a new window, the Window Manager determines what size the window needs to be to display the contents. You can change the size and shape of any window that contains your work.

To practice reshaping a window, open the sample file named **windows**. To open the file, you must first open the Filecabinet and the practice folder:

- > Point to |Filecabinet| in the Office window.
- > Press <B1>.
- > Point to |practice - File folder|.
- > Press <B1>.
- > Point to |windows - Sample File|.
- > Press <B1>.

Managing Your Windows

You now have four windows open. Notice that the last window you opened has a box symbol in the lower right corner of its border:



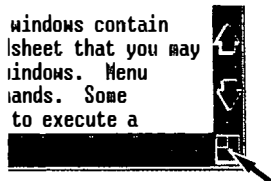
Reshaping Symbol

You use this symbol to change the size and shape of a window. You can reshape any window that has this symbol in the border.

When you reshape a window, you pull an outline of the window border along with the mouse. As you move the mouse, the outline expands and contracts like a rubber band.

Practice by making your window smaller:

- > Point to the window reshape symbol:



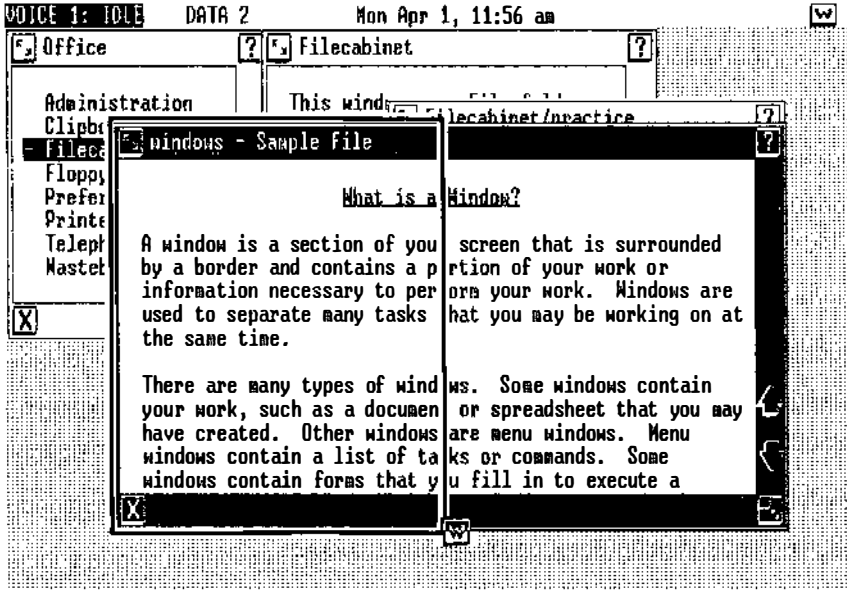
- > Press and hold <B1>. Do not release <B1>.

A dotted outline appears around the window, and the mouse pointer changes to a [W] symbol. This tells you that you can now change the size and shape of the window.

- > With the mouse, move the [W] symbol toward the upper left corner of the window.

Managing Your Windows

As you move the mouse, the outline moves with the mouse:

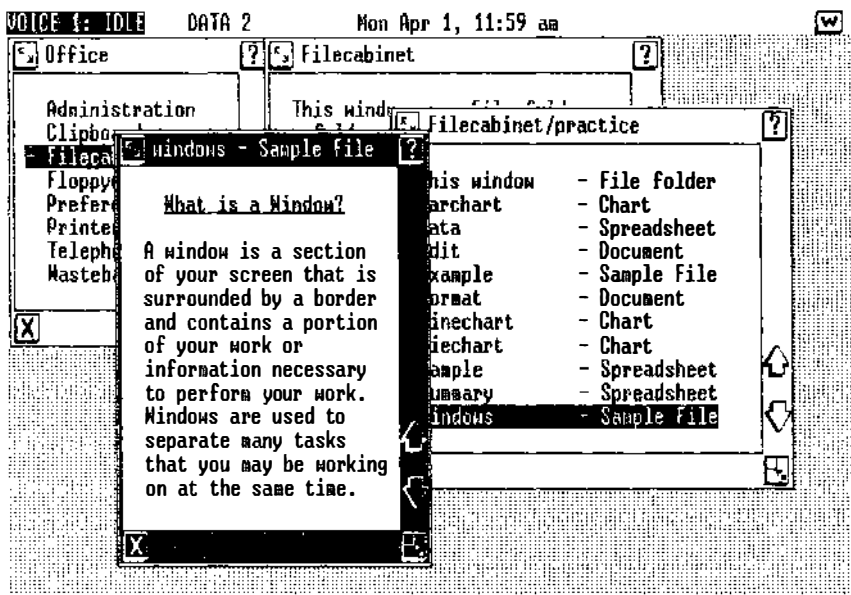


Press PAGE for more information

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- > With the mouse, move the [W] symbol to different parts of the screen and notice how the outline becomes larger and smaller.
- > Continue moving the mouse until the outline is about the size and shape shown in the illustration above.
- > Release <B1>.

A few moments after you release <B1>, the window is displayed with the dimensions of the outline:



Press PAGE for more information

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Notice that the information in the window is rearranged to take the new window shape into account. You will find that each of your applications takes a different approach to how information is displayed in windows of different sizes and shapes. If all of the information does not fit in the window, you will be able to scroll the contents as you learned in Chapter 3.

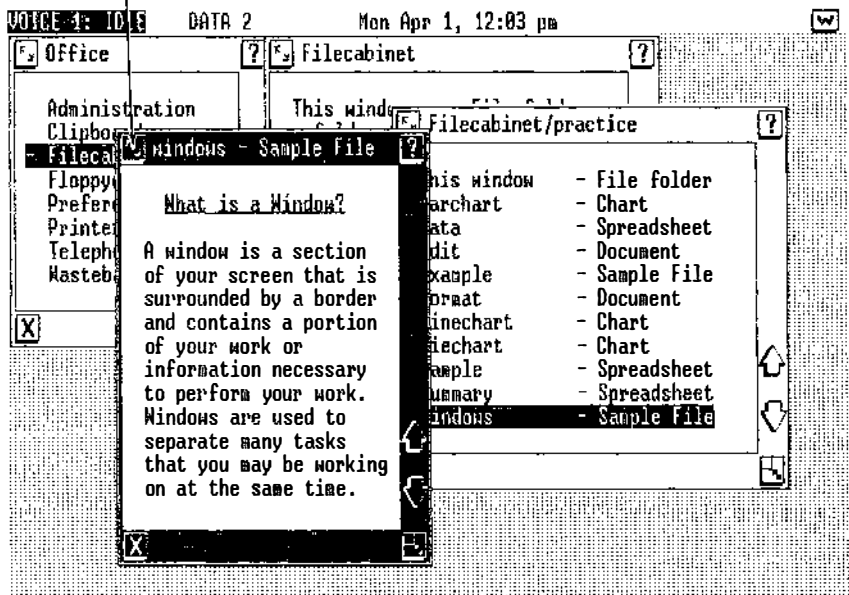
Some windows, such as the Filecabinet window, cannot be made narrower than the width required to display the information they contain.

Moving Windows

You can move windows anywhere within the work area. By combining reshaping with moving, you can arrange the windows on the screen to display the information you want to see. For example, you can display a spreadsheet window in one part of the screen and a graph made from the spreadsheet in another window elsewhere on the screen.

To move a window, use the symbol in the upper left corner of the window border:

Moving Symbol



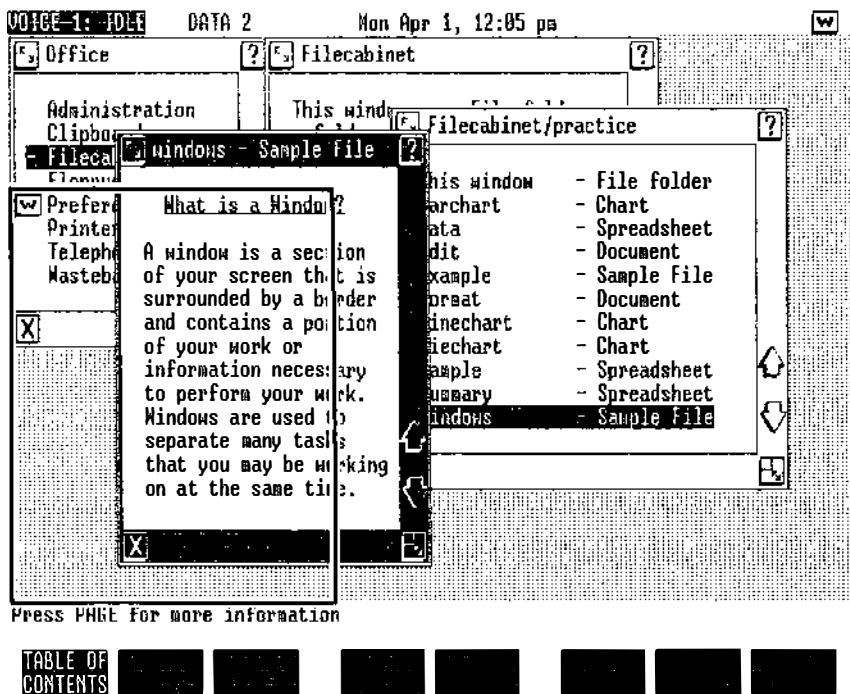
To practice, move the window you just reshaped:

- > Point to the "move window" symbol.
- > Press and hold <B1>. Do not release <B1>.
- > With the mouse, move the [W] symbol to different parts of the screen.

The outline appears as it did when you reshaped the window. But this time the outline retains the shape of the window and can be moved anywhere on the screen.

Managing Your Windows

- ```
> Move the outline until it is in the lower
left corner of the screen, like this:
```



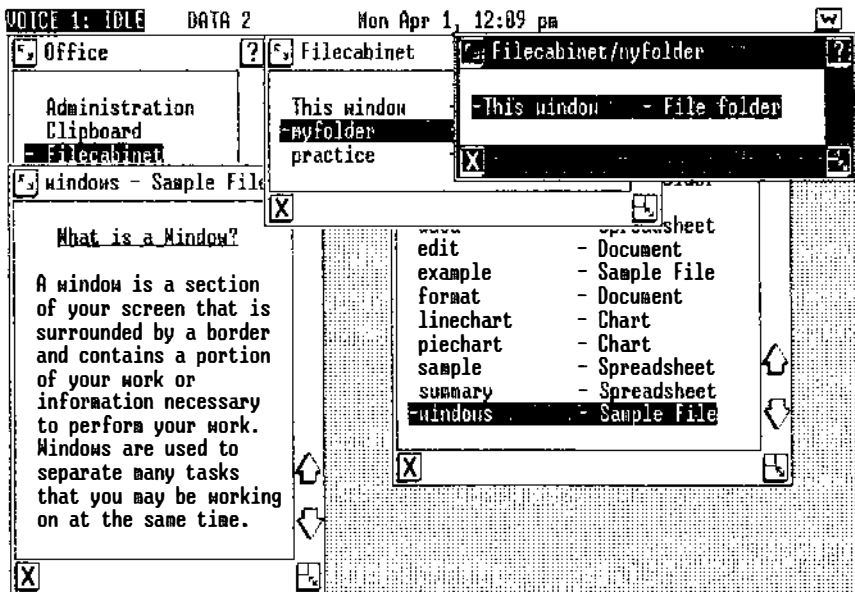
- > Release <B1>.

The window is displayed in the new location.

Now you can open the file folder that you created in Chapter 3, myfolder, and move it so that the two windows for practice and myfolder are both visible.

- > Point to the Filecabinet window.
- > Press <B1>.
- > Point to |myfolder - File folder|.
- > Press <B1>.
- > Point to the move symbol on the Filecabinet/myfolder window.
- > Press and hold <B1>. The dotted outline appears.
- > Move the outline to the upper right corner of the screen.
- > Release <B1>.

Your screen looks like this:



By arranging the windows so that they are all clearly visible, you make it easy to do work involving all of them, as you will see in the next chapter.

You have finished this chapter, and you can close your windows and log out if you want.

- > Close all of the windows except the Office.

You now know how to set up the screen to display the work you need, just as you arrange your desk with what you're working on in view. You can combine this with what you know about moving from one window to another to work on several tasks simultaneously. For example, you can start an application to produce a report in one window while you type a letter to accompany the report in a second window to one side, going back to check on the progress of the report from time to time.

In the next chapter you will practice working with several windows at once while learning to manage your files and folders.

### Note 1

In initial releases of software, some windows that display the move and shape symbols will close after they have been moved or shaped. If this happens, just reopen the window.

### Note 2

If you move the mouse pointer out of the work area into the status line or screen keys when moving or shaping a window, the dotted outline will not turn off when you release <B1>. If this happens, just move the mouse so that the pointer returns to the work area, and the border will disappear.

## Chapter 5 Managing Your Files

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| Deleting.....         | 6-10 |
| The Wastebasket.....  | 6-11 |
| Managing Folders..... | 6-13 |

## Chapter 5 Managing Your Files

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As you work with the UNIX PC, you soon begin to accumulate files storing your reports, memos, budgets, and other information. To keep your collection organized, you'll want to know how to move files from one folder to another, make extra copies of files, and get rid of files you no longer need. In this chapter you'll learn the commands to manage your files and folders.

Before starting this practice session, you need to do the following:

- > Log in as tutor, displaying the Office.

See Chapter 1 if you need a reminder on how to log in.

- > Create a new folder in your Filecabinet.  
Name this folder myfolder.

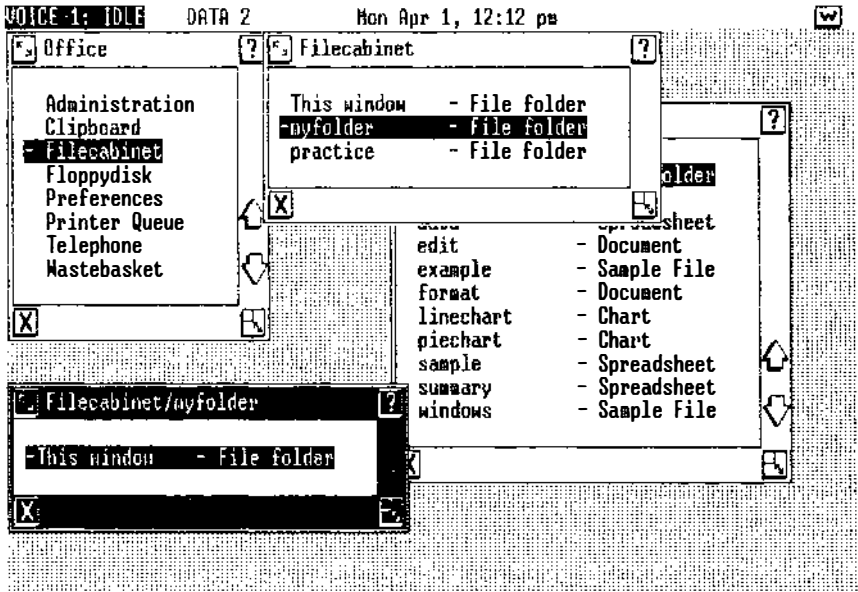
If you completed Chapter 3, this folder is already present. See Chapter 3 if you need help to create the folder.

By now you know how to open, resume, move, and close windows, so these procedures aren't described in detail here.

In this practice session you work with the Filecabinet and two folders, practice and myfolder. As you saw in the previous chapter, it helps to arrange the windows on your screen to accommodate the work you will do.

- > Open the Filecabinet.
- > Open the practice folder.
- > Resume the Filecabinet and open myfolder.

You now have four windows open, and your screen looks like this:



ORGANIZE

RENAME

PREV  
WINDOW

NEXT  
WINDOW

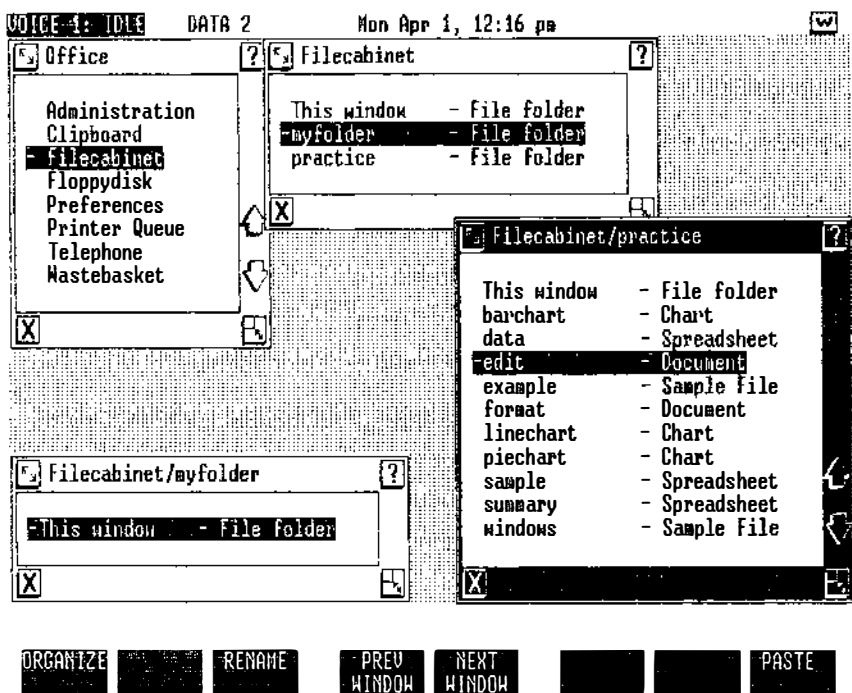
PASTE

## Managing Your Files

Arrange the windows for this session:

- > Move the Filecabinet/myfolder window to the lower left corner of the work area.
- > Move the Filecabinet/practice window to the lower right corner of the work area.

Now your screen looks like this:



### Moving Files

As you add files and folders to your Filecabinet, you will find that you occasionally need to rearrange them.

You can move files from one folder to another. When you move a file, it is removed from the old folder and placed (pasted) in the new folder. To practice using the Move command, move the windows file from the practice folder to myfolder.

- > In the Filecabinet/practice window, point to |windows - Sample File|.
- > Press <B2>, displaying the Commands menu.
- > Point to |Move|.
- > Press <B1>.

You will see these messages at the bottom of the screen:

Point to destination folder and touch PASTE  
Move windows

The first message, on the message line, tells you what to do to finish moving the file. The second line, the command line, echoes the command and shows you the file you selected to move.

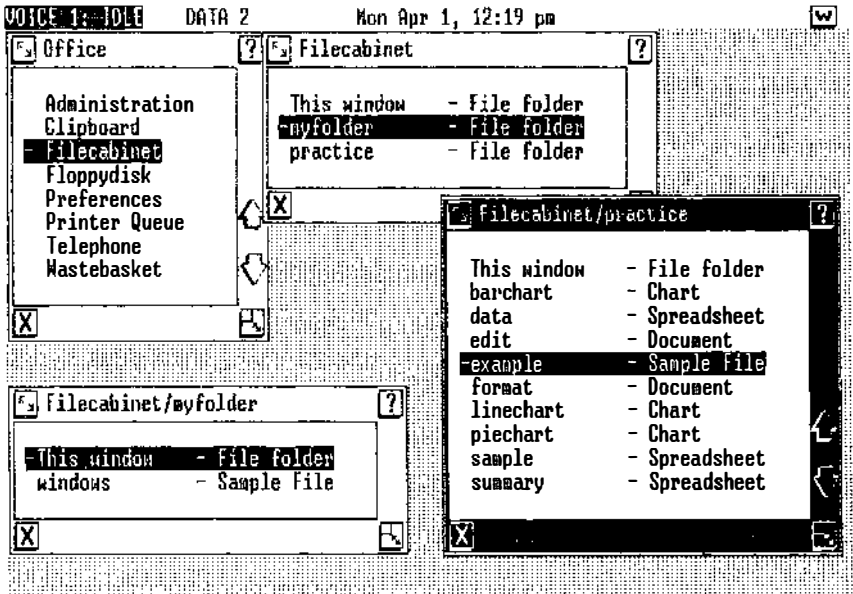
- > Point to the Filecabinet/myfolder window.
- > Press <B1> to make it the active window.
- > Point to [PASTE].
- > Press <B1>.

The windows file now appears in the Filecabinet/myfolder window. When you resume the Filecabinet/practice window, you will see that the file is no longer in the practice folder.

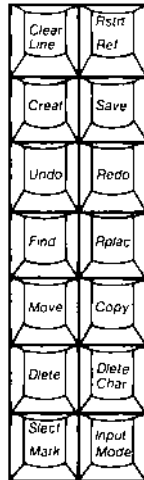
- > Resume the Filecabinet/practice window.

Managing Your Files

Your screen now looks like this:



You have seen how to move a file using the Commands menu and the mouse. You can also use the keyboard to give the Move command. The action keys, on the left side of the keyboard, provide several of the most frequently used commands:



You can use the action keys or the Commands menu to give commands, as you prefer or find most convenient for the work you're doing.

To practice using an action key, move the windows file back to the practice folder:

- > Resume the Filecabinet/myfolder window.
- > Point to |windows - Sample File|.
- > Press the <Move> key.

Pressing <Move> is the same as choosing Move from the Commands menu.

- > Resume the Filecabinet/practice window.
- > Press <F8>, the [PASTE] key.

The windows file is back in the practice folder. When you resume the Filecabinet/myfolder window, you will see that windows is no longer in myfolder.

### Copying Files

Moving a file relocates it in a different folder. You will also want to duplicate files, so that you have more than one copy of a file.

There are a number of reasons for copying files. You may want to have two copies of the same file in different folders, or you may want to make some changes in a file but leave the original file intact.

Just as you can move a file using either the Commands menu or the action keys, you can also use both methods to copy a file. To practice, copy the example file from the practice folder to myfolder.

- > In the Filecabinet/practice window, point to |example - Sample File|.
- > Press <B2> to open the Commands menu.
- > Point to |Copy|.
- > Press <B1>.

You will see these messages at the bottom of the screen:

Point to destination folder and touch PASTE  
Copy example

- > Resume the Filecabinet/myfolder window.
- > Point to [PASTE].
- > Press <B1>.

The example file now appears in two places: the practice folder and myfolder. You have made a duplicate of this file.

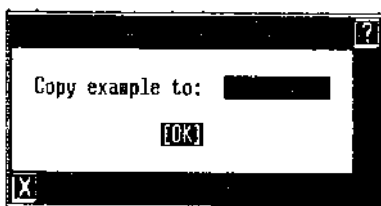
What if you want to make a copy of a file in the same folder? You can make a second copy of example in the same folder. For this copy, practice using the action keys.

- > In the Filecabinet/myfolder window, point to |example - Sample File|.
- > Press the <Copy> key.

The message telling you to select the destination folder appears. Since you are copying to the same folder, which is already the active window, the destination folder is already selected.

- > Press [PASTE].

You will see this form:

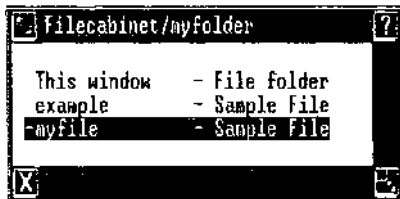


Because you are putting the copy in the same folder as the original, you need to give the copy a different name. You can't have two files in a folder with the same name. This form is provided for you to fill in the new name for the copy.

- > Type this name: myfile

> Press <Enter>.

Now your folder has two files in it, `example` and `myfile`:



### Deleting

When information is no longer needed, you will want to remove it from the Office to clear out space for more current information. Removing information from the Office is called deleting.

Delete is a powerful command that can quickly erase large amounts of information. When you delete information from the Filecabinet, it is moved to the Wastebasket. If you accidentally delete a file or folder, you can retrieve it by moving it out of the Wastebasket into the Filecabinet or a folder. Once you delete information from the Wastebasket, however, it is permanently removed from the Office.

To practice, you can delete the two copies of the `example` file from your folder. To learn how to select more than one file for use with a command, you can delete both of them at the same time.

- > In the Filecabinet/myfolder window, point to |example - Sample File|.
- > Press the right mouse button, <B3>.
- > Point to |myfile - Sample File|.

When you move the mouse, **example** remains highlighted and **myfile** also becomes highlighted. You can use <B3> to select an assortment of files or other objects. Then when you give a command, the command affects everything that is highlighted in the active window.

Use the <Delete> key to delete the two files:

- > Press <Delete>.

The message line momentarily displays:

**example was moved to Wastebasket**

and then:

**myfile was moved to Wastebasket**

The command line displays:

**delete example myfile**

The two files no longer appear in **myfolder**.

### The Wastebasket

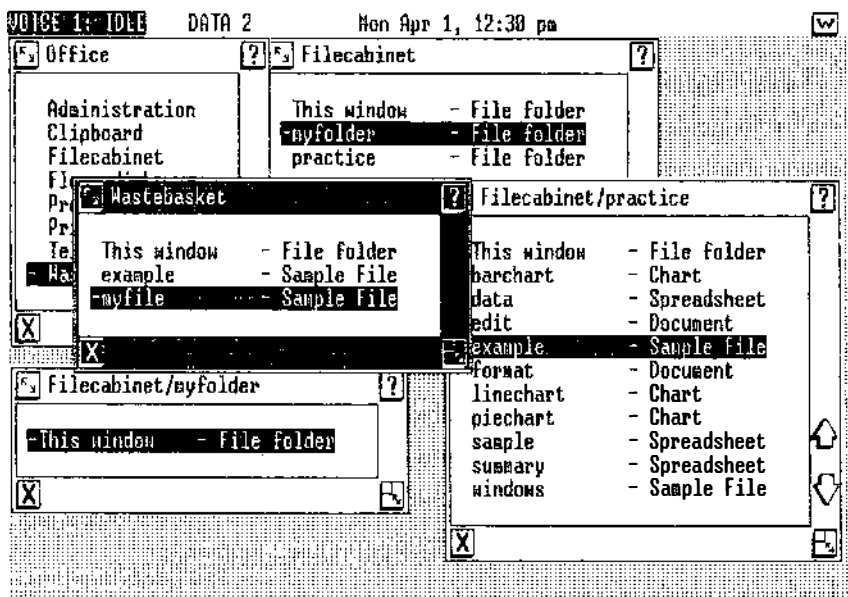
Whenever you delete something from the Filecabinet, it is moved to the Wastebasket. If you find that you need it after all, you can open the Wastebasket and move it back into the Filecabinet. When you know you will not want a file again, you can delete it from the Wastebasket, erasing it permanently.

Practice opening the Wastebasket and retrieving your sample files:

- > Point to the Office window.
- > Press <B1>.
- > Point to |Wastebasket|.
- > Press <B1>.

## Managing Your Files

Your Wastebasket looks like this:



Retrieve the example file from the Wastebasket, moving it back into myfolder:

- > In the Wastebasket window, point to |example - Sample File|.
- > Press <Move>.
- > Resume the Filecabinet/myfolder window.
- > Press [PASTE].

The example file has been returned to myfolder. When you make the Wastebasket the active window, you will see that example is no longer in the Wastebasket:

- > Resume the Wastebasket window.

### Managing Folders

The commands you have learned to manage files, Copy, Move, and Delete, can be used with folders as well as files. These commands affect a folder and everything it contains. For example, when you copy a folder, the folder and its entire contents are duplicated.

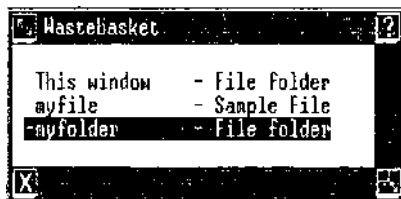
You are finished working with myfolder, and you are ready to start creating your own folders and files. To leave the Filecabinet tidy for the next user, close the Filecabinet/myfolder window, and then delete this folder:

- > Resume and close the Filecabinet/myfolder window, making the Filecabinet window the current window.
- > In the Filecabinet window, point to |myfolder - File folder|.
- > Press <Dlete>.

When you make the Wastebasket the active window, you will see the newly deleted folder:

- > Resume the Wastebasket window.

Your Wastebasket looks like this:



When you delete things from the Wastebasket, they are permanently removed from your UNIX PC system and can no longer be retrieved. Deleting a folder also deletes everything contained in the folder.

Delete `myfile` and `myfolder` from the Wastebasket:

- > In the Wastebasket window, point to  
|myfile - Sample File|.
- > Press <B3>.
- > Point to |myfolder - File folder|.
- > Press <B3>.
- > Press <Dlete>.

You have finished this practice session, and you can close your windows and log out:

- > Close all of the windows except the Office.
- > Give the Logout command.

You will find, as you build your collection of files and folders, that a little time spent organizing and planning will greatly improve your efficiency. For example, you might want to create a folder for each project, or a folder for each application.

You'll want to be cautious about deleting information that you might need in the future. However, you know how to retrieve information from the Wastebasket if you make a mistake while deleting.

You also know several different ways to select items from a menu and to enter commands. This built-in flexibility is one of the features that makes the Office easy to use.

## Chapter 6    Setting Up Your Own Office

---

|                              |     |
|------------------------------|-----|
| Adding Your Own User ID..... | 7-2 |
| Choosing Your User ID.....   | 7-6 |
| Using Your User ID.....      | 7-8 |

From the first five chapters of this guide, you now have a good working knowledge of the Office and its facilities. The tutor user ID provided you with an Office and a set of practice files that you could explore without disturbing other users' work.

Now that you are ready to begin using the UNIX PC for your own work, you should set up your own user ID. This will provide you with an Office area of your own, to store your files and folders and keep them separate from those belonging to other users. This chapter guides you through the process of setting up your own user ID.

When you finish this practice session, you'll be ready to start using your applications.

Before setting up your user ID, you will need to log out of the tutor Office, displaying the Please login: prompt. See Chapter 1 if you need instructions to log out.

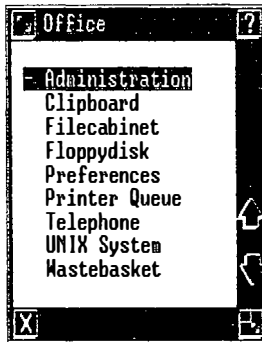
### Adding Your Own User ID

To set up your user ID, you will need to log in as install. The install user ID is provided for you to load software onto the UNIX PC and set up separate user IDs for each person who works with the computer. It provides you with "expert user" commands that aren't available when you use the tutor user ID.

Log in as install:

- > In response to the Please login: display, type this:  
  
install
- > Press <Enter>.

You will see the install Office, which contains the same objects as the tutor Office, plus the UNIX System object, which is for expert users:



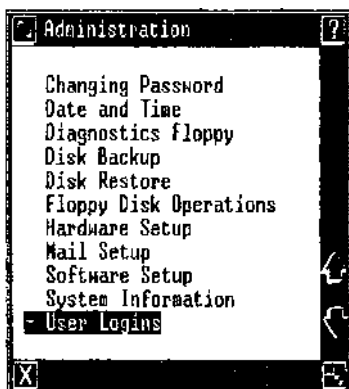
To create a new user ID, you use Administration. To open it:

- > Point to |Administration|.
- > Press <Enter>.

## Setting Up Your Own Office

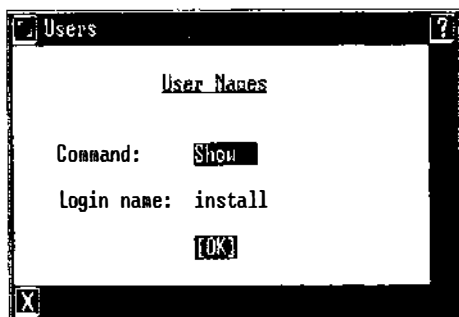
---

This displays the Administration menu:



- > Point to |User Logins|.
- > Press <Enter>.

You will see the User Names form:

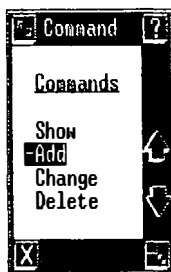


The screenshot shows a window titled "Users" with a question mark icon in the top right corner. Inside the window, the text "User Names" is centered. Below it, there are two labels: "Command:" followed by a highlighted box containing the word "Show", and "Login name:" followed by the text "install". At the bottom center of the window is a button labeled "OK". The window has a standard Mac OS-style title bar with a close button (X) in the bottom left corner.

The first field of the form is highlighted.

> Press <Cmd>.

This displays a menu of the commands that you can use with the User Names form:



The screenshot shows a vertical menu window titled "Command" with a question mark icon in the top right corner. The menu lists several options: "Commands" (which is highlighted), "Show", "-Add", "Change", and "Delete". On the right side of the menu, there are two arrow icons: an upward-pointing arrow and a downward-pointing arrow. The menu has a standard Mac OS-style title bar with a close button (X) in the bottom left corner and a small icon in the bottom right corner.

## Setting Up Your Own Office

---

You want to add a new user ID.

- > Point to |Add|.
- > Press <Enter>.

Now the User Names form looks like this:



The screenshot shows a window titled "Users" with a question mark icon in the top right corner. Inside the window, the text "User Names" is centered. Below this, there are two labels: "Command:" and "Login name:". The "Command:" field contains the text "Add". The "Login name:" field contains the text "install". Below the "Login name:" field, there is a button labeled "TOKI". In the bottom left corner of the window, there is a close button with an "X" icon.

### Choosing Your User ID

Give some thought to what user ID you want to use when you log into the system. A user ID is a single word in lowercase, nine characters or less. A good user ID is short, simple, and easy to remember. Your first name or your initials make good user IDs.

- > Point to the field to the right of Login name:
- > Type your user ID.
- > Press <Enter> to send the form to the system.

After a few moments you will see the User form:

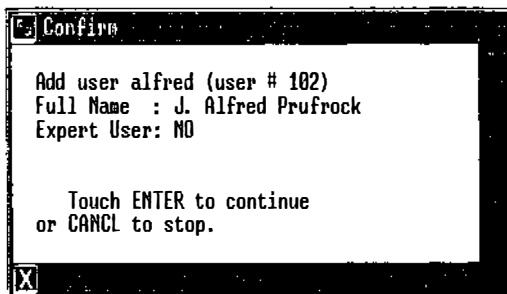
This form lets you type in your name and decide whether you want to be an Expert user. Expert users have the UNIX System listed in the Office. If you plan to work directly with the UNIX operating system or to use Administration for tasks like setting up hardware, backing up and restoring files, or formatting and duplicating floppy disks, you will want to be an Expert user. If you don't plan to use these features, you do not have to be an Expert user.

- > In the Full Name field, type your name.
- > If you don't want to be an Expert user, point to the Expert User field and press <Mark> to display NO.

The form fields you have used so far have required you to type a response. The Expert User field is a second type of field, a multiple choice field. You can see each of the choices for a field of this type by repeatedly pressing the <Mark> key, or you can display a menu of the choices by pressing the <Opts> key.

- > Press <Enter>.

You will see a Confirm message similar to this:



- > Press <Enter>.

After a few moments, your user ID is added to the system, and you will see the User Names form, displaying your user ID.

### Using Your User ID

Now you can log out of install and log back in with your user ID:

- > Press <Exit> to close the User Names window.
- > Press <Exit> again to close the Administration window.
- > Give the Logout command.
- > In response to the Please login: display, type your own user ID and press <Enter>.

From now on, use your own user ID to log in and work in the Office. Use the tutor user ID when you want to practice or learn to use software.

### Note

The practice folder that appears in tutor's Filecabinet will not appear in your own Filecabinet.

## Conclusion

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This guide has introduced you to working in the Office and helped you to set up an Office of your own. Now that you know your way around the Office, you can begin using the many applications available for your UNIX PC. You'll also want to learn to use the telephone features of the UNIX PC, using the AT&T UNIX PC Telephone Manager User's Guide in the Communications Management binder.

When you need help with Office tasks, you can press the <Help> key or refer to the Quick Reference Card. For more detailed information, see the AT&T UNIX PC Owner's Manual, where you'll find explanations and step-by-step instructions for every Office procedure.

The practice sessions you've just completed covered the basic Office procedures that you need to know to begin working, but they did not attempt to demonstrate all of the commands and features that your Office provides. In many cases you learned only one way to perform a task when several alternative ways are available.

Here are some examples of subjects you may want to explore in the AT&T UNIX PC Owner's Manual:

- o Several of the screen keys were not covered. These provide additional file management commands.
- o There are several additional commands on the Command menu and keys on the keyboard.

Some features are provided as both commands and keys; for example there is a <Creat> key as well as a Create command and a <Dlete> key as well as a Delete command.

- o You will learn shortcuts that will help you give commands more quickly and efficiently.

## Conclusion

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- o You can learn more about the rest of your Office objects.

For example, you'll use the Clipboard to transfer data among different application files, and you'll use Floppydisk to copy data to floppy disks for transfer to other UNIX PC systems or for safekeeping.

- o As you create more files, you'll want to learn more about the facilities for organizing your growing collection. You'll also want to learn how to make backup copies of important files.
- o If you have a printer attached to your UNIX PC, you'll want to read your printer manual and learn how to make printed copies of your projects.

As you work with your UNIX PC, you'll discover additional ways to make your work easier and more efficient and to improve the quality of the information you process and use.

## Glossary

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|                      |                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action Keys</b>   | Named keys on the left side of the keyboard that perform various Office and application commands.                                                          |
| <b>Active Window</b> | The window that you are currently working with. This window is on top of any other open windows and its border is highlighted.                             |
| <b>Application</b>   | Software designed to perform a particular kind of work. For example, you use a Word Processing application to create and edit documents you want to print. |
| <b>Backup</b>        | A spare copy of data or software that you keep in case the original is damaged or lost.                                                                    |
| <b>Character</b>     | A letter, number, or symbol.                                                                                                                               |
| <b>Clipboard</b>     | An Office object that you use for temporary storage, especially for moving or copying information from one file to another.                                |
| <b>Close</b>         | A command that removes a window from the screen, so that it is no longer available.                                                                        |
| <b>Command</b>       | An instruction by which you tell the computer to perform a function or carry out an activity.                                                              |
| <b>Computer</b>      | A machine that processes information by accepting data, performing operations on the data, and supplying the results of these operations.                  |

## Glossary

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|                      |                                                                                                                                                                                |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Configuration</b> | The way in which the computer is set up to allow for particular uses or situations. For example, you configure the UNIX PC to work with your particular model of printer.      |
| <b>Copy</b>          | A command that allows you to duplicate files or information.                                                                                                                   |
| <b>Create</b>        | A command you use to make new files and file folders.                                                                                                                          |
| <b>Cursor</b>        | A mark that shows where the next action will be taken or character will be displayed on the screen.                                                                            |
| <b>Default</b>       | A value that the computer uses if the user does not specify a value.                                                                                                           |
| <b>Delete</b>        | To remove, erase, or discard data.                                                                                                                                             |
| <b>Disk</b>          | Circular magnetic media used to store data and programs. This term can refer to a floppy diskette or a hard disk.                                                              |
| <b>Disk Drive</b>    | A device that reads and writes information on a disk. The disk in a floppy disk drive can be removed and replaced; a hard disk drive is sealed and its disk cannot be removed. |
| <b>Error Message</b> | A response from a program indicating that a problem has arisen or something unexpected has happened, requiring your attention.                                                 |

|                      |                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Field</b>         | An area in a form which you fill in with your choice or response. For example, you fill in a file name field with a name of a file.                                              |
| <b>File</b>          | A collection of data organized as a unit and identified by a name. All of the work you store on the computer is kept in files.                                                   |
| <b>Filecabinet</b>   | An Office object in which you store work, including folders and files.                                                                                                           |
| <b>File Folder</b>   | A named container that can store files and other folders.                                                                                                                        |
| <b>Floppy Disk</b>   | Removable flexible plastic media used with the floppy disk drive to store data and programs.                                                                                     |
| <b>Form</b>          | A display that provides blanks for you to fill in to give the computer information it needs to complete a task.                                                                  |
| <b>Format</b>        | (1) To prepare a new floppy disk for use with the UNIX PC.<br><br>(2) The way in which data is displayed; pertaining to the way the data appears on your screen or printed copy. |
| <b>Function Keys</b> | The top row of keys, <F1> through <F8>, which perform the commands displayed in the screen keys.                                                                                 |
| <b>Install</b>       | To set up the hardware and software of a computer so that it can be used. Installing often includes customizing the system for a particular situation or user.                   |

## Glossary

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|               |                                                                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Login         | A command you enter when you start using a computer to tell the computer system who you are and gain access to your files.                                                        |
| Logout        | A command you enter when you are finished working with the Office to exit from the Office display.                                                                                |
| Menu          | A list of things you can do displayed by a program. As in a restaurant, you choose something from the menu before anything else happens.                                          |
| Modem         | A device that transmits and receives data over telephone lines.                                                                                                                   |
| Mouse         | A device that moves a pointer on the screen as you move the mouse along the surface of your desk. The mouse has three buttons that give you access to various computer functions. |
| Mouse Pointer | A symbol on a computer screen that moves when you move the mouse and indicates what you have pointed to. The pointer is usually an arrow.                                         |
| Move          | A command that changes the location of files and folders within the Office.                                                                                                       |
| Office        | The central part of the UNIX PC system, from which you can get to all of the UNIX PC objects and features and to which you return when you are finished doing work.               |

|                         |                                                                                                                                                                          |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Object</b>           | An article in the Office that you can act upon or store information in. For example, the Filecabinet is an object that stores files and folders.                         |
| <b>Open</b>             | A command that puts a new window on the screen, containing the object that you are opening.                                                                              |
| <b>Operating System</b> | The software that controls and allocates the <b>UNIX</b> PC's resources, such as memory, disk storage, and the screen display.                                           |
| <b>Password</b>         | A word or series of characters that you type to gain access to a computer system.                                                                                        |
| <b>Paste</b>            | A command that completes a copy or move operation.                                                                                                                       |
| <b>Point</b>            | To highlight an object, command, or field to be acted on. There are several ways to point: by moving the mouse, by pressing the arrow keys, or by typing an item's name. |
| <b>Printer</b>          | A machine that transfers information stored in the computer onto paper.                                                                                                  |
| <b>Program</b>          | A set of step-by-step instructions that tells a computer how to do a particular task.                                                                                    |
| <b>Resume</b>           | A command that makes an available but inactive window the active window.                                                                                                 |
| <b>Save</b>             | A command to preserve information by recording it in a file on a disk.                                                                                                   |

## Glossary

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|                    |                                                                                                                                                                                                                           |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Screen</b>      | The UNIX PC's display unit.                                                                                                                                                                                               |
| <b>Screen Keys</b> | The rectangles at the bottom of the screen which display commands and act as labels for the function keys <F1> through <F8>. Commands on the screen keys can also be selected with the mouse.                             |
| <b>Scroll</b>      | An action that causes the contents of a window to move up or down or to the right or left. This lets you display other parts of the information.                                                                          |
| <b>Select</b>      | To choose an object or command that has been pointed to for action. You can select one item by pressing <B1> or <Enter>, or you can select several objects by pointing to each in succession and pressing <B3> or <Mark>. |
| <b>Software</b>    | Computer programs that have been stored on a disk or other media.                                                                                                                                                         |
| <b>Status line</b> | An area at the top of the screen reserved for information about the current state of the computer and its activities.                                                                                                     |
| <b>Suspend</b>     | A command that makes the current window inactive, so that you can use a different window or give window management commands.                                                                                              |
| <b>System</b>      | A general term for a computer and its software and data.                                                                                                                                                                  |

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|                              |                                                                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System Administration</b> | The maintenance tasks required to keep the UNIX PC system in good running order, such as making backup copies of files and formatting floppy disks.                                                                                                           |
| <b>UNIX</b>                  | The operating system used by the UNIX PC.                                                                                                                                                                                                                     |
| <b>Wastebasket</b>           | An Office object that serves as a receptacle for discarded information. You can retrieve information that has been consigned to the Wastebasket or discard it permanently.                                                                                    |
| <b>Window</b>                | A section of the screen that is surrounded by a border and contains a portion of your work or information necessary to perform your work. Windows are used to separate many tasks that you may be working on at the same time.                                |
| <b>Work Area</b>             | The part of the screen in which windows containing your work appear.                                                                                                                                                                                          |
| <b>Write Protect Notch</b>   | The rectangular cutout on one edge of a floppy disk. If this notch is covered with a piece of special tape that comes with the floppy disk, new information cannot be written on the disk. In this way, data on the floppy disk is protected from alteration. |



## GETTING STARTED

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