



AT&T

999-801-311IS
For use with 3.51 Software

**AT&T UNIX[®] PC
Owner's Manual**

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NOTICE

The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

Important Information for Users of UNIX PC 3.51 Software

This section contains important information for using AT&T **UNIX**® PC version 3.51. Please review this information before using the AT&T **UNIX** PC, and keep it with your AT&T UNIX PC Owner's Manual. Page numbers below refer to related information in this guide.

NEW FEATURES:

- 1 Pages 3-15, 3-99, 4-68, C-1: Expert users may now open two types of UNIX System windows from the Office. Selecting |UNIX System| will open a bordered window with your default shell running. Selecting |Full Screen UNIX| will open a 24 x 80 character window without borders. The default shell runs here also. The Full Screen UNIX window is identified in the Window Manager menu of open windows with the label "Unknown Contents."
- 2 Page 3-20. When your hard disk is nearly full, you will be notified by a message icon that pops up on the status line. When this icon appears, point to it with the mouse and press <B1> or press <Msg> to see the warning message. Whenever you get this message, it is a good time to examine your files and delete those that you no longer need.
- 3 Page 3-28. There is now a quick way to move between windows by using the <Shift>-<Suspd> and <Shift>-<Rsume> keys.
 - a To display the next window press:

 <Shift>-<Suspd>
 - b To display the previous window press:

 <Shift>-<Rsume>

"Next" and "Previous" are defined by internal system lists of windows.

- 4 Page 3-120. Floppy disks can now be formatted with either 8 or 10 sectors per track. If you want to make a backup copy of your **UNIX** PC system software, you should first format your floppy disk(s) to contain 10 sectors per track.
- a Point to |Floppydisk| in the Office and press <Enter>.
 - b Point to |Floppy Disk System Format (10 sectors)| and press <Enter>.
 - c Insert the blank floppy disk that is to be formatted and follow the instructions on the screen.

Note that the Floppydisk menu entry, |Floppy Disk Regular Format (8 sectors)|, is identical to the |Floppy Disk Format| function that was used in Version 3.5 and earlier versions.

In making backup copies of the system software, note that the GSS Drivers and GSI VDI are formatted 8 sectors per track.

For any application software where the format of the disk is unknown, you can quickly determine its format:

- a Place the floppy disk in the drive.
- b Flip the drive lever down.
- c Open |UNIX System| from the Office window.
- d Type: `iv -t /dev/rfp020 <Return>`

This will give you a complete description of the disk. Look for "8" or "10" on the line that identifies the number of physical sectors per track.

- 5 Page 3-134. You may display the status of each printer connected to the UNIX PC.

- a Select |Printers| from the Office.
- b Select |Printer Status| from the Printers Menu.

The status of each printer will be displayed.

- 6 Pages 4-11, 4-15. The UNIX PC now supports Hardware Flow Control on its serial ports. Hardware Flow Control may be used to improve communications between the UNIX PC and other devices that also support hardware flow control. AT&T Information System Network (ISN) is such a network.

Hardware Flow Control is particularly useful if it is the only flow control mechanism available, because the typical software (XON/XOFF) flow control is unavailable or disabled by the application that uses full 8-bit character set across the serial link. The UUCP program and the EMACS editor are two such applications. Each serial port has a separate Hardware Flow Control option that can be configured independently. If Hardware Flow Control is unavailable on the device to which you are connected, it should not be enabled on the UNIX PC.

To set up the Hardware Flow Control:

- a Select |Administration| from the Office window of install.
- b Select |Hardware Setup| and press <Return>.
- c Select |RS232 Setup| or |RS232 Expansion Setup| and press <Return>.

If you have chosen |RS232 Expansion Setup|, select the port number.

- d Point to the **Enable Hardware Flow Control?** field. Select <Yes> to enable Hardware Flow Control. Select <No> to disable it.
- 7 Page 4-26. There are two IPC drivers listed in the Loadable Device Driver Interface window:

Standard Sys V IPC (lipc)

and

Enhanced Sys V IPC (nipc)

The standard IPC driver will be loaded by default and should remain so under most circumstances. The enhanced IPC driver is a noncertified version containing fixes for specific system problems. If when running a particular software package you receive a system message indicating:

kernel crash: rmfree panic

you should unload the standard IPC driver and load the enhanced IPC driver. Follow the directions in the Owner's Manual.

- 8 Page 4-39. The electronic mail names of other computers may now have up to eight (8) characters.

TECHNICAL TIPS:

- 1 Pages 3-20. Make sure you have closed all of the windows that you have opened by pressing the <Msg> key or pointing to the [!!] or [!] icon. While one of these windows is open, the date and time field cannot be updated and system functions that are controlled by the crontab file will not execute.
- 2 Pages 3-20, F-1. If you have not installed an electronic mail package on your **UNIX** PC, you can still receive electronic mail by opening a UNIX window and typing **mail**, by pointing the mouse to the envelope icon and pressing <B1>, or by pressing the <Msg> key.

When you access mail by using the <Msg> key or mouse and save the mail, the mail will be stored in the directory **/etc/lldrv**. If you access mail from the shell, mail will be saved in the current directory.

If you do not have an electronic mail package installed, you should access mail from the shell.

- 3 Page 3-88. The Security command will allow you to change the owner of a file to several logins including some system logins. Do not change the owner of a file to any of the following logins: **root**, **uucp**, **uucpadm**, **adm**, **daemon**, **nuucp**, or **lp**. You will not be allowed to change the ownership back to the original login if you do this.
- 4 Page 3-95. The disk heads on the model 3B1 do not need to be parked using the Diagnostic Disk. These disk heads are parked automatically when the shutdown command is used. Disk heads on model 7300 must be parked with the Diagnostic Disk as described on page 3-95 in the this manual.

- 5 Page 3-114. Do not turn the lever or remove the floppy disk while the red light on the disk drive is lit. Wait until the procedure that is executing has completed, or until you have closed the Floppydisk window.
- 6 Page 3-141. Do not open the Office of another user using |Other Users| while you have a data call in process. When you exit from the Office of the other user, the data call will be terminated.
- 7 Page 4-36. When sending mail to a system which is a part of a network such as ISN, long or complicated send and receive strings may be required. These entries must be set up via the UNIX shell by editing the file /usr/lib/uucp/L.sys. The entries can not be made using the Mail Setup form in the Administration menu. The entries should be made according to the instructions supplied by the person in charge of administering the receiving computer on the network.

A typical "long" entry in /usr/lib/uucp/L.sys is described below. For more information about the UUCP system, see the UNIX Programmer's Manual, Volume 2; Holt, Rinehart, and Winston; New York, 1983.

The example below shows how to dial up a remote system via a switch. For lack of space, this example is shown on two lines. The entry should be typed on one line.

```
sys Any ph1 1200 1234567 "" \d\r NAME? sys GO
\r in:--in: nuucp word: P/W
```

Each field in this sample entry is described below.

sys The name of the remote system.

Any This is the string which indicates the days-of-the-week and times-of-the-day when the system may be called (e.g. MoTuTh0800-1730). The day portion may be a list containing these abbreviations:

Su Mo Tu We Th Fr Sa

or it may be **Wk** for any weekday or **Any** for any day. The time should be a range of times (e.g. 0800-1230). If no time portion is specified, any time of day is assumed to be okay for the call.

ph1 This is the device to be used for the call. The last part of the special file name is used (e.g. ph1 for phone line 2, ph0 for phone line 1, and tty000, tty001 ... for serial ports, etc.)

1200 This is the line speed for the call (e.g. 300, 1200, etc.)

1234567 The phone number. For serial ports, the field contains the same string as used for the device field (e.g. tty000.)

The rest of the fields:

The login information is given as a series of fields and subfields in the format:

expect send [expect send] ...

where expect is the string expected to be read and send is the string to be sent after the expect string has been received.

The expect field may be made up of subfields in the form

expect[-send-expect]...

where the -send is sent if the prior expect is not successfully read and the -expect following the send is the next expected string.

There are two special names available to be sent during the login sequence. The string EOT will send an EOT character and the string BREAK will send a BREAK character.

""	expect nothing.
\d\r	delay 2 seconds (\d) and send a carriage return (\r). (start interacting with the switch)
NAME?	expect the string "NAME?." (the switch prompts for system name)
sys	send the string "sys." (answer the prompt)
GO	expect the string "GO." (the switch indicates the requested system is connected)
\r	send a carriage return. (start interacting with the system)
in:--in:	expect the string "in." (actually "login:"). If not received, send a newline character and expect "in:" again. (the system prompts for the login id)
nuucp	send the string "nuucp." (answer the login prompt)
word:	expect the string "word:". (actually "Password:"). (the system prompts for the password)

P/W send the string P/W. (answer the password prompt)

- 8 Page 4-55. If you are installing a new version of a software package that is already installed on your UNIX PC, you should remove the old version before you begin the installation procedure. See page 4-59 for instructions.
- 9 Page 4-68, 4-70. You may calculate the disk space that is used by each user by opening the User Login Interface window and pressing the [Compute Space] screen key. Disk usages will be computed and displayed within 1-2 minutes. If any users have been deleted from the system, these values may be incorrect.

To display the correct value for each user, highlight the user and press <Enter>. The form that is displayed will contain the correct values.

- 10 Page 4-68, item 6. The login name may consist of one to eight characters. The first character must be alphabetic. The remaining characters may be letters or numbers. No uppercase characters may be used.
- 11 Page 4-75. To change a password, you should try a combination of alphabetic and numeric characters. You should avoid using characters such as @, backspace, ", #, etc.
- 12 Page 4-81. The national date for changing daylight savings time has been changed. To prevent your UNIX PC from automatically changing to Daylight Saving Time on the wrong date, you must set it up so that it will not change the time automatically. You must manually change the time on the appropriate dates.

In the Set Date and Time form, point to the field labeled **Is Daylight Savings Time EVER Used?** and select **NO**.

- 13** Page 4-90. If your system receives messages from other computers or if you have users who may log on from remote locations, disable all communication ports before doing a system backup. Otherwise, some files may be changing while the backup is taking place. Enable communications once again after the backup is complete.

Attention Personal Calendar Users!

If you have AT&T Personal Calendar software installed on your system, or if you are about to install it, read the attached documentation for information about the new Personal Calendar features included in the 3.5 Foundation Set software. Note that this information is not described in your AT&T UNIX[®] PC Personal Calendar User's Guide.

The following Personal Calendar enhancements are included in the 3.5 Foundation Set software:

- o You can use Personal Calendar from a remote terminal.
- o The EDIT KEYWORD and EDIT CALENDAR screen keys correspond to the F3 function key instead of F1.
- o An EXIT CALENDAR screen key, corresponding to the F1 function key, exits Personal Calendar.
- o A new Calendar Preferences entry, **Calendar default display mode**, lets you select which calendar (Month, Week, or Day at a Time) appears when you open Personal Calendar from the Office.
- o A To-Do List lets you keep track of things you have to do for a particular month, week, or day.

Refer to the AT&T UNIX[®] PC Remote Access User's Guide for information about using a remote terminal. Refer to the attached pages for detailed information about the new location of the EDIT KEYWORD screen key and the new EXIT CALENDAR screen key, the Calendar default display mode, and the To-Do List.

The EDIT KEYWORD and EDIT CALENDAR Screen Keys

The location of the EDIT KEYWORD and EDIT CALENDAR screen keys is changed from F1 to F3. The following screens are affected:

The Month at a Time calendar:

VOICE 1: IDLE DATA 2 Med Aug 20, 10:26 am

Office of user [7]

Calendar of user: Month at a Time [7]

AUGUST 1986						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 1986

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 1986

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB

1986 1987

EXIT
CALENDAR

TO DO
LIST

EDIT
KEYWORD

PREV
MONTH

NEXT
MONTH

SHOW
WEEK

SHOW
DAY

The Day at a Time calendar:

VOICE 1: IDLE DATA 2 Wed Aug 28, 10:26 am

Office of user... [7]

Calendar of user: Day at a Time [2]

APPTS OF WEDNESDAY AUGUST 20, 1986

TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00		1:00	
9:00		2:00	
10:00		3:00	
11:00		4:00	

Note:

[X]

CREATE APPT TO DO LIST EDIT CALENDAR PREV DAY NEXT DAY SHOW MONTH SHOW WEEK SHOW HOUR

The EXIT CALENDAR Screen Key

The EXIT CALENDAR screen key, F1, lets you leave Personal Calendar. The following screens are affected:

The Month at a Time calendar:

VOICE 1: 1013 DATA 2 Wed Aug 28, 10:26 am

Office of user

Calendar of user: Month at a Time

AUGUST 1986							JULY 1986
Su	M	Tu	W	Th	F	Sa	Su M Tu W Th F Sa
					1	2	6 7 8 9 10 11 12
3	4	5	6	7	8	9	13 14 15 16 17 18 19
10	11	12	13	14	15	16	20 21 22 23 24 25 26
17	18	19	20	21	22	23	27 28 29 30 31
24	25	26	27	28	29	30	
31							

SEPTEMBER 1986

Su M Tu W Th F Sa
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB

1986 1987

EXIT CALENDAR TO_DO LIST EDIT KEYWORD PREV MONTH NEXT MONTH SHOW WEEK SHOW DAY

The Week at a Time calendar:

VOICE 1: IDLE DATA 2 Wed Aug 28, 10:27 am

Office of user

Calendar of user: Week at a Time

Week of AUGUST 17, 1986

	8/17	8/18	8/19	8/20	8/21	8/22	8/23
	Su	M	Tu	W	Th	F	Sa
7:00A							
8:00A							
9:00A							
10:00A							
11:00A							
12:00P							
1:00P							
2:00P							
3:00P							
4:00P							

EXIT TO DO PREV NEXT SHOW SHOW
CALENDAR LIST WEEK WEEK MONTH DAY

Setting Calendar Default Display Mode

By default, you see this Month at a Time calendar when you open Calendar:

VOICE 1: IDLE DATA 2 Med Aug 28, 18:27 am

Office of user

Calendar of user: Month at a Time

AUGUST 1986						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 1986

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 1986

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAR APR MAY JUN JUL SEP OCT NOV DEC JAN FEB

1986 1987

EXIT TO DO EDIT PREV NEXT SHOW SHOW
CALENDAR LIST KEYWORD MONTH MONTH WEEK DAY

You can use the calendar with the preset monthly display, or you can change the Calendar default display mode field to show the Week at a Time or Day at a Time calendar by default when you open Calendar.

To change the Calendar default display mode:

- 1 Select |Preferences| from the Office.

2 Select |Calendar| from the Preferences menu.

You see this Calendar Preferences form:

Preferences

Calendar

Calendar default display mode	Month at a Time
Calendar display in 24 hour format	No
Start hour for Calendar screen displays	7 : 00 AM/PM AM
Auto delete appointments	No
Auto delete appointment period (days)	No
Auto delete alarms	No
Auto delete alarm period (days)	No

[OK]

3 Press <Mark> to select Day at a Time, Week at a Time, or Month at a Time.

4 Press <Enter>.

Creating, Editing, and Printing a Things-To-Do List

You can use the Personal Calendar to help you manage your time by creating a To-Do list.

Your To-Do list can be as long as you like. Once you've created a To-Do List, you can display it, modify it, delete it, or print it. You can save your To-Do list in your Filecabinet.

Creating a To-Do List

You can create a To-Do List from the Month, Day, or Week at a Time Calendar.

You have room for a total of 60 characters per line (or item), and you can view 17 lines at a time. To view the next set of 17 lines, press the Page key. To view the previous 17 lines, press the Shift-Page key combination.

To create a To-Do List:

- 1 Select |Calendar| from the Office.
- 2 Press [TO_DO LIST].

The To-Do List form appears:

A screenshot of a graphical user interface window titled "Calendar of user: TO_DO List". The window has a title bar with a question mark icon on the right. The main area is a large empty rectangle. At the bottom left is a small square button with an "X" icon, and at the bottom right is a small square button with a plus sign icon.

- 3 Press [CREATE ITEM].

The Create To-Do Item form appears:



- 4 Type the To-Do item, and press <Enter>.

To create more than one To-Do list item, repeat steps 3 and 4 above.

Continue pressing the CREATE ITEM key, typing in items and pressing the Enter key until you have completed your list. The list remains on the screen until you press a screen key or the Exit key.

Displaying Your To-Do List

To display your To-Do List:

- 1 Select |Calendar| from the Office.
- 2 Press [TO_DO LIST].

Inserting Items

If you reach the end of the list and realize you forgot to include an item, you can insert it anywhere in the list by using the INSERT ITEM screen key.

To insert an item into your list:

- 1 Select the item number below the location you want to insert an item.

- 2 Press [INSERT ITEM]. The Insert TO_DO Item form appears:



- 3 Type your new item, and press <Enter>.

The new item is added above the item you selected in the list and the list is renumbered.

To insert more than one item, repeat steps 1 through 3 above.

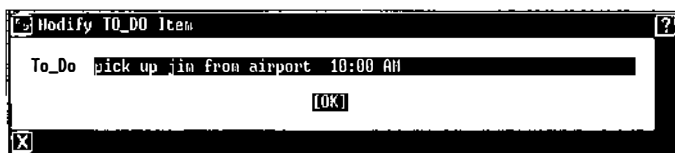
Modifying Items

You can change an item in your To-Do List using the MODIFY ITEM screen key.

To modify an item from your To-Do List:

- 1 Select the item to be modified.
- 2 Press [MODIFY ITEM].

The Modify TO_DO item form appears.



3 Type your changes. As you type, the line is cleared.

4 Press <Enter>.

To modify more than one item repeat steps 1 through 3 above.

Deleting Items

To delete an item:

1 Select the item you want to delete.

2 Press [DELETE ITEM].

The highlighted item is deleted.

To delete several items at once from your To-Do List:

1 Select the first item and press <Mark>. Continue with this procedure until you have marked all items on the form to be deleted.

2 Press [DELETE ITEM].

Printing Your To-Do List

You can print a copy of your To-Do list by using the Print key or by selecting Print TO_DO List from the Commands menu.

To print the To-Do list:

1 Open the To-Do list.

2 Press <Print> or select |Print TO_DO List| from the Commands menu.

You see the Print file form.

3 Select the name of your printer and press <Return>.

- 4 If the number of copies you need is more than one, then type in the number and press <Enter>.

Your To-Do list is printed.

Saving To-Do Lists

You can save your To-Do list in your Filecabinet by using the Save key or the Commands menu in the Office.

To save your To-Do list in a file:

- 1 Press <Save> or select |Save TO_DO List| from the Commands menu.
- 2 Type in a name for the file.
- 3 Press <Enter>.

Your To-Do list is saved under the name you have given it as a Standard file in your Filecabinet.

The TO DO LIST Screen Key

With the To-Do List feature a new screen key, TO_DO LIST, is added. The following screens are affected:

The Month at a Time calendar:

VOICE 1: IDLE DATA 2 Wed Aug 28, 19:29 am

Office of user

Calendar of user: Month at a Time

AUGUST 1986						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 1986
Su M Tu W Th F Sa
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

SEPTEMBER 1986
Su M Tu W Th F Sa
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

MAR APR MAY JUN JUL **AUG** SEP OCT NOV DEC JAN FEB
1986 1987

EXIT TO DO EDIT PREV NEXT SHOW SHOW
CALENDAR LIST KEYWORD MONTH MONTH WEEK DAY

The Week at a Time calendar:

VOICE 1: 1000 DATA 2 Wed Aug 20, 10:29 am

Office of user

Calendar of user: Week at a Time

Week of AUGUST 17, 1986

	8/17	8/18	8/19	8/20	8/21	8/22	8/23
	Su	M	Tu	W	Th	F	Sa
7:00A							
8:00A							
9:00A							
10:00A							
11:00A							
12:00P							
1:00P							
2:00P							
3:00P							
4:00P							

EXIT CALENDAR

TO DO LIST

PREV WEEK

NEXT WEEK

SHOW MONTH

SHOW DAY

The Day at a Time calendar:

VOICE 1: IDLE DATA 2 Wed Aug 28, 18:38 am

Office of user

Calendar of user: Day at a Time

APPTS OF WEDNESDAY AUGUST 20, 1986

TIME	COMMENT	TIME	COMMENT
7:00		12:00	
8:00		1:00	
9:00		2:00	
10:00		3:00	
11:00		4:00	

Note:

CREATE
APPT

TO_DO
LIST

EDIT
CALENDAR

PREV
DAY

NEXT
DAY

SHOW
MONTH

SHOW
WEEK

SHOW
HOUR

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

WARNING

This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

This equipment is registered with the Federal Communications Commission (FCC) in accordance with Part 68 of its Rules. In compliance with the rules, be advised of the following:

Connection of registered equipment to the telephone network must be through a standard network interface jack, USOC RJ12C. Jacks can be ordered from the local telephone company or through AT&T Information Systems as an authorized agent.

Registered equipment may not be used with Coin Telephone Lines. Equipment may be used with Party Lines in areas where state tariffs permit such connections and when equipment is adaptable for such use.

Before equipment is connected to the telephone network, the local telephone company must be notified and provided with the following:

- **The particular line or lines to which equipment is to be connected.**
- **The registration number and Ringer Equivalence Number (REN) from the label on the equipment.**
- **The type of jack(s) to be ordered.**

The local telephone company must also be notified upon final disconnection of the equipment from the line or lines.

If trouble is experienced, the equipment should be disconnected (unplugged) from the network interface to determine if the equipment or the telephone line is the trouble source. If the equipment is determined to be malfunctioning, it should not be reconnected until repairs are completed.

Repairs to this equipment, other than routine repairs, can only be made by AT&T Information Systems and their authorized agents.

If the equipment causes harm to the telephone network, the local telephone company may temporarily discontinue your service and, if possible, notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

The local telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper functioning of your equipment. If they do you will be given adequate notice in writing to allow you an opportunity to maintain uninterrupted telephone service.

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- **Reorient the receiving antenna.**
- **Relocate the computer with respect to the receiver.**
- **Move the computer away from the receiver.**
- **Plug the computer into a different outlet so that computer and receiver are on different branch circuits.**

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:

"How to Identify and Resolve Radio-TV Interference Problems"

This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402

Stock No. 004-000-00398-5

LIMITED WARRANTY

AT&T Information Systems Inc. warrants this AT&T Computer Product to be in good working order for a period of ninety (90) days from the date of purchase from AT&T Information Systems or an authorized AT&T Computer dealer. Should this Product fail to be in good working order at any time during this 90-day warranty period, AT&T Information Systems will, at its option, repair or replace this Product at no additional charge except as set forth below. Repair parts and replacement Products will be furnished on an exchange basis and will be either new, remanufactured or refurbished, at the discretion of AT&T Information Systems. All replaced parts and Products become the property of AT&T Information Systems. This limited warranty does not include repair of damage to the Product resulting from accident, disaster, misuse, abuse, non-AT&T modification of the Product, or other events outside AT&T Information Systems's reasonable control or not arising under normal operating conditions.

Limited Warranty service during the 90-day period can be obtained from AT&T Information Systems technicians or by returning the product to an authorized AT&T Computer dealer. Contact your authorized AT&T Computer dealer or, if purchased directly from AT&T Information Systems, your AT&T Account Executive for further information.

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Preface

The AT&T UNIX[®] PC Owner's Manual is a reference guide for the AT&T UNIX PC. This manual provides detailed information about UNIX PC operation and step-by-step procedures for using and maintaining the UNIX PC Office system.

This manual is intended for users who have some familiarity with the UNIX PC and are seeking detailed reference material.

This guide is organized into the following sections:

- o **Introducing the AT&T UNIX PC** describes the UNIX PC and explains the purpose and capabilities of the system.
- o **Using the UNIX PC** covers frequently used UNIX PC procedures, such as how to use the keyboard and mouse and how to log into the system.
- o **Working with the Office** contains step-by-step procedures for entering and performing Office commands and tasks.
- o **Managing the UNIX PC** provides step-by-step procedures for performing system administration and maintenance on the UNIX PC.
- o **Appendixes** include a list of the system software facilities, a table of file name suffixes, instructions for accessing the UNIX system, printer connection information, instructions for recovering from a full system disk, and how to use UNIX mail.
- o **Glossary** contains definitions of Office and computer terminology.

Preface

How to Proceed

This manual is intended to provide answers to specific questions about **UNIX** PC operation and software. It is not intended to teach you how to use the **UNIX** PC. If you are unfamiliar with the **UNIX** PC, you can teach yourself the basic **UNIX** PC concepts and procedures using the AT&T UNIX® PC Getting Started Guide.

In this manual you will find a detailed table of contents, an index, and a set of comprehensive summary charts to help you locate specific information.

If you are looking for installation and setup information, refer to the AT&T UNIX® PC Hardware Installation Guide.

Other Useful Manuals

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

- o AT&T UNIX® PC System Software Installation Guide

This manual contains all the information necessary to check your system software, and update it.

- o AT&T UNIX® PC UNIX System V User's Manual

This manual provides comprehensive information on UNIX operating system commands and facilities.

- o AT&T UNIX® PC Telephone Manager User's Guide

This guide, located in the Communications Management binder, explains how to use the telephone features of your **UNIX** PC. It includes a self-teaching section for beginners.

Preface

- o AT&T UNIX[®] PC Remote Access User's Guide

This guide, located in the Communications Management binder, explains how to connect a remote terminal to a **UNIX** PC functioning as a host computer.

- o AT&T UNIX[®] PC Terminal Emulation User's Guide

This guide, located in the Communications Management binder, describes how to set up **UNIX** PC Asynchronous Terminal Emulation and use its features.

- o Application Guides

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



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1 Introducing the AT&T UNIX PC

The AT&T **UNIX** PC is designed especially to support the kind of work you've always done in your office. It has many of the features you'd expect to find in an office. Some of them are office tools you take for granted--a clock, a wastebasket, and a filecabinet that organizes your work into files and folders.

Some of the features may be new to you. You may have a word processor, a graphics package that lets you draw on your screen, or a spreadsheet to perform some financial analyses. You may also have electronic mail to send messages to people you can't reach by phone. You can choose from an extensive list of application software. Regardless of the features you choose to add to your **UNIX** PC, you'll find that you already know a lot about how to use them. They are designed to work the way you're used to working in your office.

The **UNIX** PC is also a communications center. It has two telephone lines--one for voice calls and one for sending data to other computers or terminals. You can take advantage of telephone features such as one-button dialing for frequently called numbers, automatic redialing, and automatic recording of important information about every call you make. You can send files to someone working on another **UNIX** PC or terminal, or you can receive information from some of the most popular bulletin boards and information systems. And you never need to interrupt your work. The **UNIX** PC is designed to let you do several tasks at the same time.

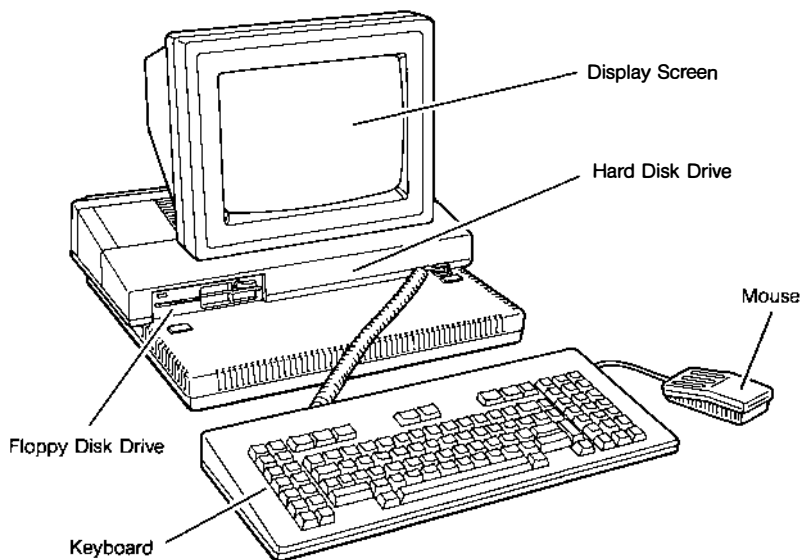
The **UNIX** PC is simply a powerful computer that is easy to use. What makes it powerful is the **UNIX** System V operating system. For those who are familiar with the **UNIX** System V commands and structure, the **UNIX** PC allows direct access to the languages and programming tools that make **UNIX** System V one of the most popular operating systems available.

Introducing the AT&T UNIX PC

The **UNIX** PC is designed to work the way you're used to working, performing multiple tasks quickly and efficiently.

The UNIX PC Workstation

The **UNIX** PC has a display screen, a keyboard, a mouse, and two disk drives.



The Display Screen

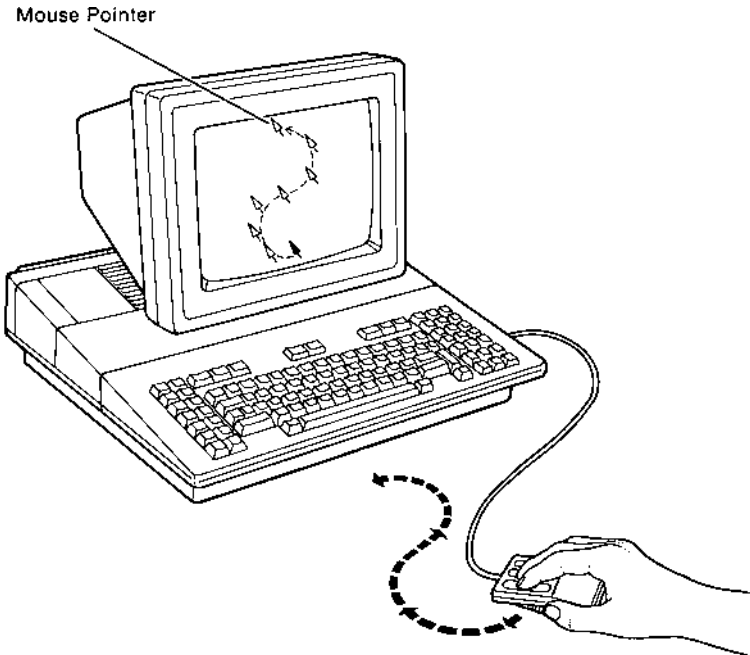
The **UNIX** PC communicates with you through the display screen. Most of the time, it displays the Office work area. This is where you'll work with information using the application software you have purchased for your **UNIX** PC.

The Hard Disk

The hard disk is permanently installed in the base of the workstation. It stores the programs and data that you work with, including the UNIX System V software that makes the UNIX PC work.

The Mouse

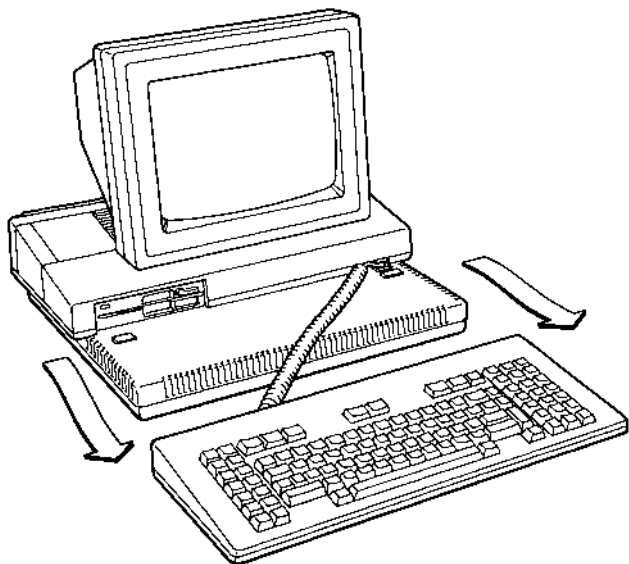
The mouse fits in the palm of your hand and rests on your desk top. It controls the mouse pointer on the screen. When you move the mouse around on your desk top, the pointer moves around the screen and points to objects in the Office work area.



Introducing the AT&T UNIX PC

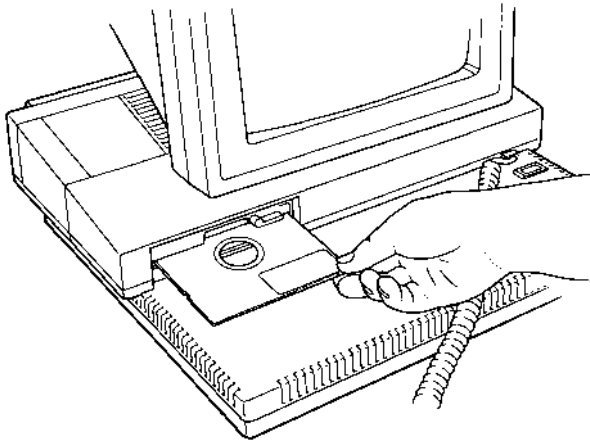
The Keyboard

The keyboard plugs into the base of the workstation. When you're not using it, it rests on the keyboard storage pad. When you're working with the **UNIX** PC, you can move the keyboard off the storage pad to a comfortable position on your desk top.



The Floppy Disk Drive

When you add new programs to the hard disk or work with data that is contained on floppy disks, you use the floppy disk drive. After you insert a floppy disk into the floppy disk drive, you can work with the information contained on the floppy disk.



For more information about using floppy disks and the floppy disk drive, see "Using Floppy Disks" in the Working with the Office section of this guide.

Introducing the AT&T UNIX PC

The Office

The **UNIX PC Office** makes the **UNIX PC** easy to use. It lets you work on several tasks at the same time by displaying your work in separate areas called windows. The Office contains familiar objects, such as a Filecabinet and a Wastebasket, and stores your work in files and folders. All work in the **UNIX PC Office** can be accomplished by pointing to these familiar objects and selecting an action with the keyboard keys or the mouse.



Conventions

Information displayed on the screen is shown in **boldfaced type**. For example:

Please login:

Information you type is shown in **boldfaced type**. For example:

Type **abc**

Keys on the keyboard are shown enclosed in <>'s when used in procedures. For example:

<Enter>

Screen keys are enclosed in []'s. For example:

[PASTE]

The mouse buttons are represented as follows:

Left mouse button	<B1>
Middle mouse button	<B2>
Right mouse button	<B3>

Items to select (highlight) from menus are shown enclosed in ||'s. For example:

|Filecabinet|

Key combinations are represented by the two keys separated by a hyphen. For example:

<Shift>-<Page>

To type this key combination, you hold down <Shift>, press <Page>, and then release both keys.

The exit symbol in the lower-left corner of a window is shown as:

[X]

The help symbol in the upper-right corner of a window is shown as:

[?]

The symbol at the bottom of a form used to implement changes is shown as:

[OK]



Using the UNIX PC

1. The first step is to identify the problem or question that needs to be answered.



2 Using the UNIX PC

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2 Using the UNIX PC

This section of the Owner's Manual includes procedures that allow you to log into and out of the system, adjust the screen, use the keyboard and mouse, and shut down the system.

To use the procedures described in this section, your UNIX PC must be set up and the software must be installed. See the AT&T UNIX PC Hardware Installation Guide and the AT&T UNIX PC System Software Installation Guide if setup and installation have not been completed.

This section contains the following chapters:

- o "Getting Started" shows you how to turn the power on and off, log in, and start using the system.
- o "Adjusting the Display Screen" explains how to position the screen to suit your needs and adjust the screen brightness to the desired level of intensity.
- o "Using the Keyboard" describes how to use the UNIX PC keyboard and remove the keyboard from the keyboard storage pad.
- o "Using the Mouse" shows how to hold the mouse, move the mouse pointer, and use the mouse buttons.
- o "Shutting Down the System" shows you how to close the Office, log out of the system, turn down the screen brightness, and turn off the power.



Getting Started

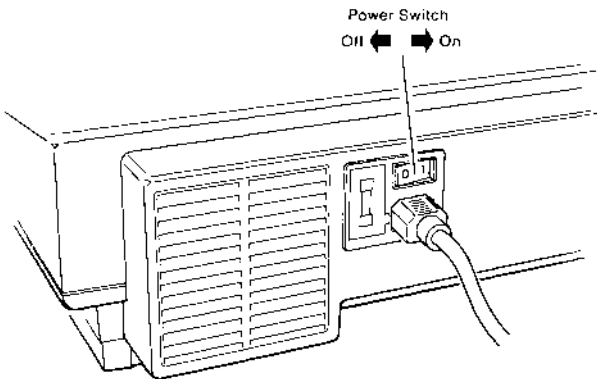
This chapter describes the procedures you follow to turn on power to your UNIX PC, log in, and display the Office.

Usually, the UNIX PC power is not turned off. However, if you need to turn the power on, use the procedure described below.

Turning On the Power

Turning on the power is a simple process:

- 1 Find the power switch on the back of the workstation. It is located just above the power cord:



- 2 Press the power switch toward the I.

Getting Started

Caution

Before turning the power off, you must perform the system shutdown procedure to avoid loss of data. See "Shutting Down the System" in this section for details.

Testing at Power-Up

After you turn on the power, the system displays these messages:

```
*****
*
*           AT&T UNIX  TM pc           *
*           Model 7300           *
*           Version 3.5           *
*
*           Copyright (C) 1986    *
*           AT&T                  *
*           All Rights Reserved   *
*
*****

Searching floppy disk...

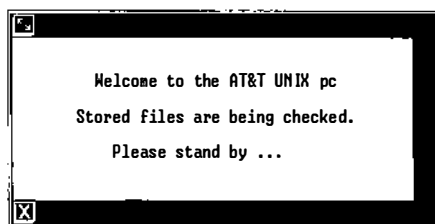
Searching hard disk...
*****
*****
*****
```

These messages tell you that essential software is being loaded into the computer's memory from the hard disk.

Note

If you do not see anything on the screen within a few seconds after turning the power on, the screen brightness may be turned down. See "Adjusting the Display Screen" for information on adjusting the screen brightness.

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



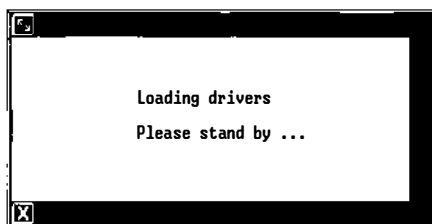
This message tells you that the **UNIX** PC is testing to be sure that the file system stored on your disk is usable.

Note

If your **UNIX** PC is being used for the first time since the software was installed, the screen display you see differs from the above. See the AT&T UNIX PC System Software Installation Guide for instructions.

Getting Started

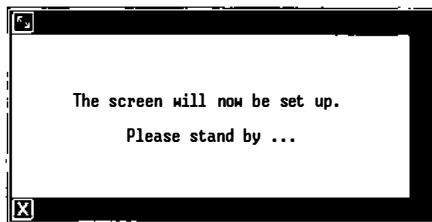
After the tests are complete, the following message is displayed:



Note

For information on setting up expansion ports, see the "Setting Up the UNIX PC" chapter in the **Managing the UNIX PC** section of this manual.

Then the following message is displayed:



This message confirms that the disk contents are in sound condition. While this message is displayed, the Office programs begin running. Finally, the login message is shown and the system is fully operational.

Logging Into the System

When the UNIX PC is powered up and ready to go, you see a message similar to this:

Welcome to the AT&T UNIX PC

Please login:

When you see this display, the system is waiting for you to enter your user name, which identifies you to the system. After you enter your user name, you may or may not need to enter a password.

The UNIX PC system initially provides two user names, **tutor** and **install**. The **tutor** user name requires no password; it is provided with your system to give you access to the practice files included in the Office software. The **install** user name is not password protected initially. You can assign a password after you log in. The **install** user name is provided for your use when setting up and configuring your system hardware and software.

You will want to establish a different user name for each user of the UNIX PC system, so that each user will have a separate area in which to store information. For information on how to set up user names and assign passwords, see the **Managing the UNIX PC** section of this manual.

To log into the system if you do not have a password:

- 1 Type your user name.

You must type it exactly as it was defined to the system, in upper- or lowercase letters.

- 2 Press <Enter>.

After a few moments you see the Office window.

If you typed your user name incorrectly, you may see the **Password:** message when you are not expecting it, or you may see the message **Login incorrect**. Type your user name again.

Getting Started

To log into the system if you do have a password:

- 1 Type your user name.

You must type it exactly as it was defined to the system, in upper- or lowercase letters.

- 2 Press <Enter>.

The system responds by displaying **Password:**

- 3 Type your password and press <Enter>.

You must type it exactly as it was defined to the system, in upper- or lowercase letters.

Notice that your password is not displayed as you type it. This security measure makes it harder for someone to discover your password.

After you enter your password, the system displays the Office window.

If you typed your user name or your password incorrectly, you will see the **login incorrect** message. In this case, enter your user name and password again.

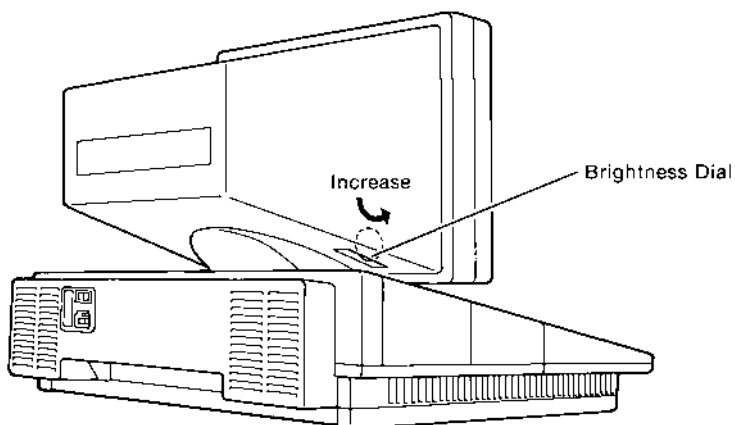
Adjusting the Display Screen

This chapter describes how to adjust the screen brightness and position your workstation screen.

Adjusting the Screen Brightness

To adjust the screen brightness, turn the brightness dial forward or backward.

- 1 Locate the brightness dial under the left side of the display screen, as shown below:



- 2 Complete the adjustment as follows:

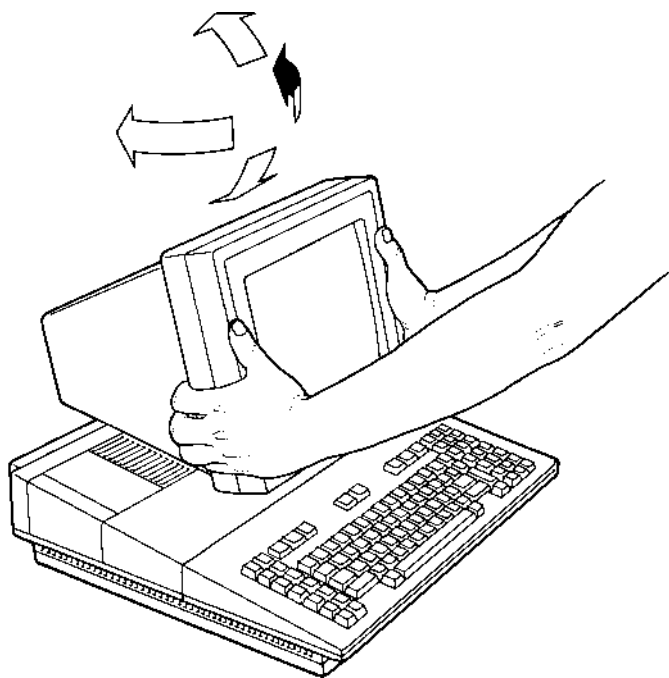
To increase the brightness, turn the dial toward the front of the UNIX PC.

To decrease the brightness, turn the dial toward the rear of the UNIX PC.

Adjusting the Display Screen

Positioning the Screen

The display screen tilts forward or backward and swivels to the left or right. The following illustration shows you how to position the display screen to suit your requirements.



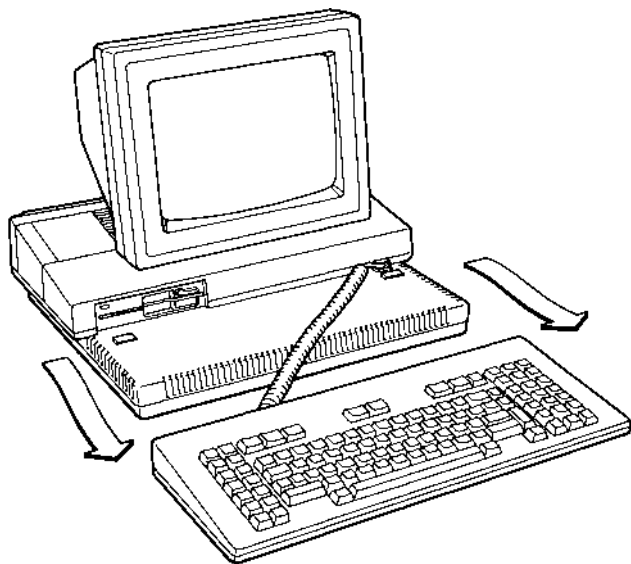
Using the Keyboard

This chapter describes the features of the **UNIX PC** keyboard.

The **UNIX PC** keyboard closely resembles a standard typewriter keyboard, but it has many extra keys that are dedicated to performing computer tasks.

Removing the Keyboard from the Storage Pad

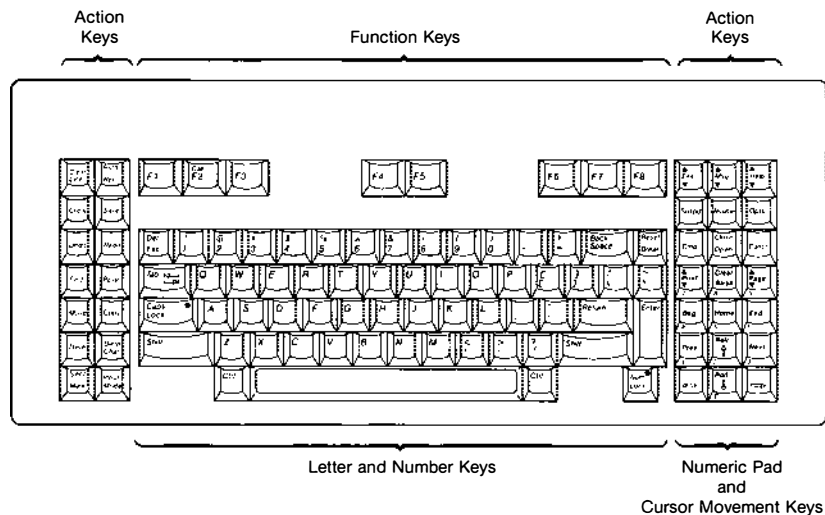
You can remove the keyboard from the storage pad and place it away from your **UNIX PC** workstation. To move the keyboard, simply slide it off the front of the storage pad. It's a good idea to store your keyboard on the storage pad when it is not in use.



Using the Keyboard

Reviewing the Keyboard Layout

The following illustration shows the location of the special keys used for specific tasks. For a summary of all keyboard functions, see "Keyboard Summary Chart" at the end of this chapter.



- o Cursor movement keys move the cursor or the highlight bar in windows, menus, and forms.
- o Function keys issue the commands displayed in the labels at the bottom of the screen.
- o Action keys issue various Office and application commands, such as the Copy and Delete commands.
- o Letter and number keys are used to type information as you would using a standard typewriter.
- o Numeric pad keys are used with the Num Lock key to type numbers.

Other Keyboard Features

The UNIX PC keyboard has some additional special features:

- o Many keys repeat when held down continuously, as does the space bar on an electric typewriter.
- o Two keys, the Caps Lock and Num Lock keys, have lights that indicate when the key is in effect.

When you press the Caps Lock key once, the light comes on to remind you that the letter keys will now produce capital letters without using the Shift key. Press the Caps Lock key again, turning off the light, and the letter keys produce lowercase letters.

Similarly, pressing the Num Lock key so that the light turns on makes the keys on the lower-right side of the keyboard type numbers. Press the Num Lock key again and these keys return to their usual functions.

- o The Ctrl key is similar to the Shift key in that you hold the Ctrl key down while typing other keys. The instructions for the software you are using will tell you when to use the Ctrl key.
- o The F2 key is marked Call to indicate that holding down the Shift key and pressing the F2 key opens Telephone Manager. This action is described in the AT&T UNIX PC Telephone Manager User's Guide in the Communications Management binder.
- o Many keys have two labels, one at the top and one at the bottom. This labeling means the top function is performed when you press the key with the Shift key held down, and the bottom function is performed when you press the key by itself.

Using the Keyboard

For example, the Tab key moves the cursor to the next tab stop or form field when pressed. When you hold down the Shift key and press the Tab key, the cursor moves to the previous tab stop or form field.

Keyboard Summary Chart

The following table briefly describes the functions of each of the UNIX PC keys and key combinations. Keys that do not appear in the chart are not used in the Office; these keys are used in applications.

Keyboard Summary Chart

Key	Purpose
Arrow keys	Move the cursor or highlight bar. Used with Shift to scroll within a window.
Back Space	Deletes the character to the left of the cursor when filling in forms or typing commands.
Beg	Moves the cursor to the top of a form, menu, or list.
Cancel	Cancels command or form entry. Cancels selections.
Caps Lock	Types uppercase letters without using the Shift key.
Clear Line	Erases the line with the cursor. Erases a field in a form.
Close	Used with Shift to close an object or window.

Keyboard Summary Chart (Continued)

Key	Purpose
Cmd	Displays the Commands menu. Precedes typed command entry. Displays list of options for fields that allow selection.
Copy	Copies files. Copies folders. Copies to or from the Clipboard. Copies to or from the Floppydisk.
Creat	Makes a new file, folder, or other object.
Ctrl	Sends a control code or performs a special function when held down while pressing a second key.
Dlete	Deletes files to the Wastebasket. Deletes folders to the Wastebasket. Permanently removes objects from the Wastebasket.
Dlete Char	Erases the character at the cursor position.
End	Moves to the bottom of a menu, form, or list.

Using the Keyboard

Keyboard Summary Chart (Continued)

Key	Purpose
Enter	Executes the default command associated with an object. Accepts a filled-in form. Implements a menu selection. Terminates and sends a typed command. Continues after an error.
Exit	Closes a window. Leaves the Help system. Ends an application session.
Find	Locates files and folders.
Help	Displays Help information.
Home	Moves the cursor to the top of a form, menu, or list.
Input Mode	Selects between overwriting existing characters and inserting. Inserting is the default.
Move	Moves a file from one location to another. Moves a folder from one location to another. Moves deleted information from the Wastebasket back into the Filecabinet.
Msg	Displays any system messages that are waiting.

Keyboard Summary Chart (Continued)

Key	Purpose
Next	Moves the cursor to the next item in a form, menu, or list.
Num Lock	When lit, permits the numbers and symbols of the numeric pad to be used. When not lit, the numeric pad keys perform their cursor movement functions.
Open	Opens an object or window.
Opts	Displays list of options for fields that allow selection.
Page	Moves through a file or Help display one window of lines at a time. Used with Shift to move backward a window of lines.
Prev	Moves to the previous item in a form, menu, or list.
Print	Prints the contents of standard files. Used with Shift, prints a copy of the screen display on a dot matrix printer.

Using the Keyboard

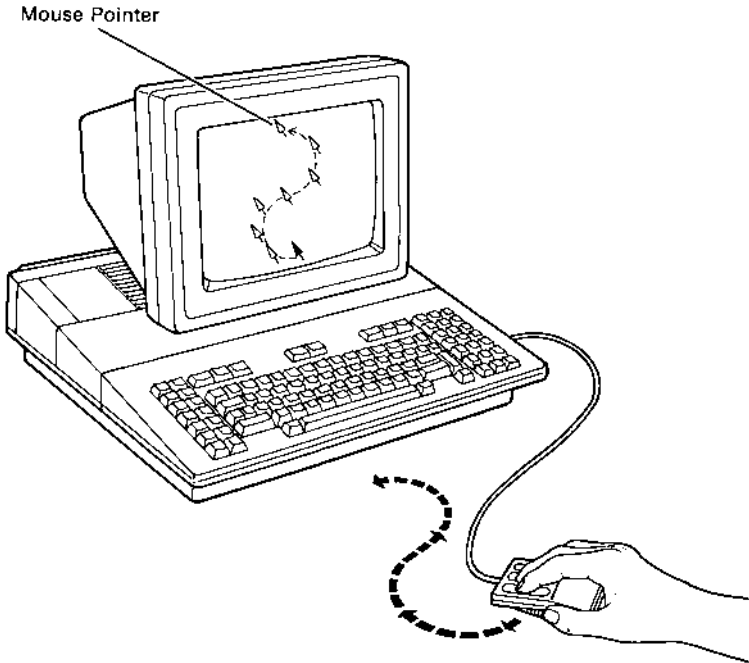
Keyboard Summary Chart (Continued)

Key	Purpose
Return	Moves to the next field of a form. Executes the default command associated with an object. Moves highlight to next item in the menu. Terminates and sends a typed command. Continues after an error.
Rsume	Resumes the selected window in the Window Manager menu.
Shift	Types uppercase characters. Selects the top legend on function keys. Allows speed-dialing when pressed with F1 or F3 through F8.
Slect-Mark	Chooses items for action. Cycles through options in a field that allows selection.
Suspd	Suspends the current window and displays the Window Manager menu.
Tab	Selects the next field in a form. Used with Shift, selects the previous field in a form.

Using the Mouse

This chapter explains the features of the **UNIX** PC mouse.

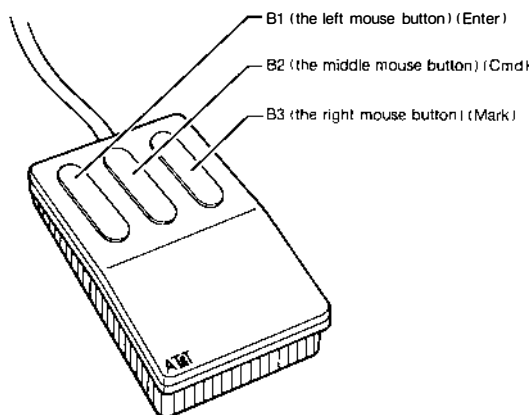
With the mouse, a device designed to fit in the palm of your hand, you can control the movement of the mouse pointer anywhere on your screen.



Hold the mouse with the cord leading away from your fingers, as shown above.

Using the Mouse

Each mouse button performs a different function.



- o The left button, B1, acts like the Enter key. It is used for selecting objects and commands and performing default actions on objects.
- o The middle button, B2, acts like the Cmd key. It is used for displaying the Commands menu or options windows.
- o The right button, B3, acts like the Mark key. It is used for selecting and marking multiple objects that will be affected by the next command.

For information on specific functions of the mouse, see "Working with Windows" in the Working with the Office section of this manual.

Shutting Down the System

This chapter describes procedures to follow when you are finished with a **UNIX PC** work session. Also included are procedures to follow when you are going to be away from your **UNIX PC** workstation for an extended period of time.

Briefly, the procedure to finish a work session is:

- 1 Close all application windows.
- 2 Log out from all open Offices.

See "Working with Other Users" in the **Working with the Office** section of this manual for more information on exiting from multiple offices.

- 3 Turn down the screen brightness.

You can set the screen to blank automatically after a specified number of minutes. See the "Changing User Preferences" chapter in the **Working with the Office** section in this manual.

Note

Do not turn off the power at the end of each day. Doing so causes unnecessary strain on your system. In addition, your system will be unavailable to users who might want to log in remotely or send you electronic mail. See "Completing System Shutdown" below for power-down instructions.

See "Working with Windows" in the **Working with the Office** section of this manual for instructions on closing windows. When all application windows are closed, you can proceed to log out.

Shutting Down the System

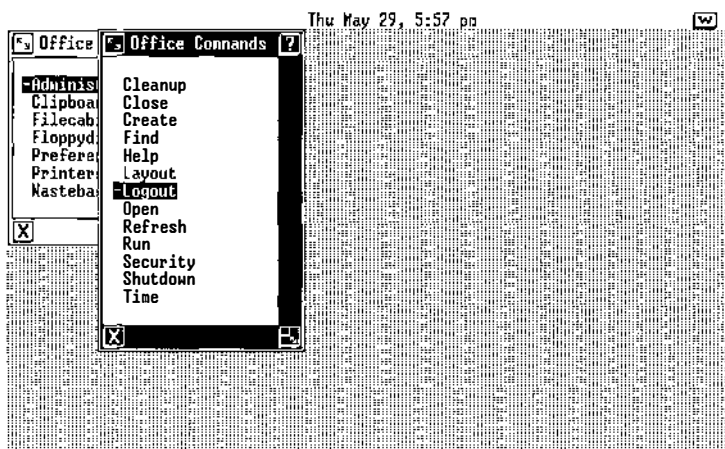
Logging Out

The logout procedure closes the Office environment and displays the Please login: prompt. This procedure allows the next user to log in using his or her own user name. This procedure also makes it harder for an unauthorized user to gain access to your folders and files.

You can log out in two ways: you can select logout from the Office Commands menu, or you can exit from the Office window.

To log out using the Office Commands menu:

- 1 Close all windows except the Office.
- 2 Press <Cmd> or press the <B2> mouse button to display the Office Commands menu.
- 3 Point to |Logout|.



Cursor to desired command and touch ENTER

- 4 Press <Enter> or <B1>.

You see a confirm message.

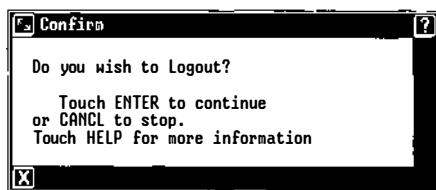
- 5 Press <Enter> or <B1>.

The Office window is removed from the screen and the **Please login:** prompt is displayed.

To log out by exiting from the Office window:

- 1 Close all windows except the Office.
- 2 Press <Exit> or point to the [X] icon and press <B1>.

The following message window is displayed:



- 3 Press <Enter> to log out.

You can also press <Cancl> if you decide to continue working.

The Office is removed from your screen and you see the **Please login:** prompt.

Turning Down the Screen Brightness

After you log out, you should turn down the screen brightness. This prevents screen burn-in, a condition in which a screen develops ghost images of data that is displayed for an extended period.

You can set the screen to blank automatically after a specified number of minutes. See the "Changing User Preferences" chapter in the **Working with the Office** section in this manual.

Shutting Down the System

Completing System Shutdown

The shutdown procedures must be followed before you turn off the power to the **UNIX** PC. The shutdown command can be executed only from the **UNIX** PC. In a multiuser system, shutdown cannot be run from a remote terminal.

Cautions

Do not turn off the power without performing the shutdown procedure. Failure to perform the shutdown procedure before turning the power off can result in loss of data or damage to your hard disk.

Do not turn off the power without making sure that all users are logged off. Otherwise, work in progress may be lost or destroyed.

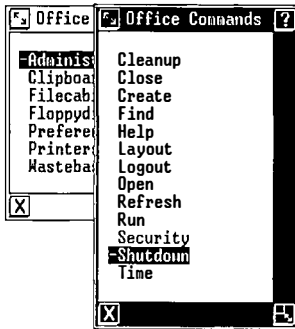
To shut down the system:

- 1 Make sure no other users are logged in.

You can check the users on the system by selecting |System Information| from the Administration menu.

- 2 Close all application windows. Only the Office window should remain open.
- 3 Press <Cmd> or <B2> to display the Office Commands menu.

- 4 Point to |Shutdown| and press <Enter> or <B1>.



You see a Confirm window containing this message:

Do you wish to perform a system shutdown?

If other users are on the system, or an electronic mail transfer is in progress, you will instead see a message confirming that you want to continue. Press <Enter> to continue.

If other users are still logged in, they receive a broadcast message informing them to log off.

- 5 Press <Enter> to shut down.

You see this message:

Shutting the system down. Please wait ...

Shutting Down the System

Once the automatic shutdown procedure begins, a series of messages appear. Your response is not required until the shutdown procedure is complete. Do not turn off the power until you see the following message:

**Ready to power off or reset the machine.
Press RETURN to reboot**

You can safely turn the power off now, or you can press the Enter or Return key to continue using the UNIX PC.

Working with the Office

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3 Working with the Office

This section of the AT&T UNIX PC Owner's Manual gives procedures for each of the UNIX PC Office commands and features.

This section is divided into the following chapters:

- o "Summary Charts" lists screen keys and their functions and all of the Office commands in alphabetical order, with brief explanations of their functions and where to find more information.
- o "Using the Office" describes the contents of the Office.
- o "Working with Windows" describes the UNIX PC windows and explains how to work with windows using the mouse and the keyboard keys.
- o "Selecting Objects and Entering Commands" shows you how to select Office objects using the mouse or keyboard keys. It also covers the different ways in which you can enter commands, describing how to use forms, menus, action keys, and screen keys.
- o "Using Office Commands" contains an alphabetical list of the Office commands, with step-by-step instructions for accomplishing the tasks each command initiates.
- o "Changing User Preferences" describes the user convenience features and gives procedures for changing these settings to suit your preferences.
- o "Using Floppy Disks" describes how to handle, insert, and remove floppy disks. It also describes how to use the Floppydisk object of the Office for copying and moving files from the UNIX PC to a floppy disk.

Working with the Office

- o "Using Printers" describes how to use printer commands in the Printers object in the Office.
- o "Working with Other Users" describes the multiuser capabilities of the UNIX PC and shows you how to use the Other Users object in the Office.

Summary Charts

The summary charts list screen keys and their functions and all of the UNIX PC Office commands, with brief summaries of their functions and pages where you can find more information.

Screen Key Summary Chart

This summary chart covers the commands provided by the screen keys, which correspond to the function keys F1 through F8. Screen keys display functions that are available for the active window.

The screen keys summarized below are associated with the Office window and the Filecabinet and file folder windows. You do not see the ORGANIZE, RENAME, and PASTE screen keys when the Office window is the active window. They are available only from the Filecabinet and file folder windows.

You can use the screen keys by pressing the associated function key, or you can point to the screen key with the mouse and press the B1 mouse button.

ORGANIZE	SECURITY	RENAME	PREV WINDOW	NEXT WINDOW	FIND	SHOW LAYOUT	PASTE
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Summary Charts

Screen Key Summary Chart

Screen Key and Keyboard Designation	Purpose	Page
ORGANIZE <F1>	Changes the way Filecabinet and folder contents are displayed.	3-81
SECURITY <F2>	Changes ownership and access permissions for a folder or file.	3-89
RENAME <F3>	Changes the name of a folder or file.	3-86
PREV WINDOW <F4>	Resumes the previous available window (not including application windows).	3-83
NEXT WINDOW <F5>	Resumes the next available window (not including application windows).	3-79
FIND <F6>	Locates files and folders.	3-66
SHOW LAYOUT <F7>	Lists folders contained in the opened object. If selected from the Office, shows folder organization of Filecabinet.	3-94
PASTE <F8>	Completes a Copy or Move command.	3-83

Command Summary Chart

This summary chart lists and describes all of the Office commands. You can use these commands by pressing the B2 mouse button or the Cmd key and choosing the command you want from the Office Commands menu.

Note that seven commands--the Copy, Delete, Move, Organize, Paste, Print, and Rename commands--appear on the Office Commands menu only when the Filecabinet or a file folder window is active. These commands do not appear on the Office Commands menu when the Office is the active window.

The commands are listed in alphabetical order.

Command Summary Chart

Command	Purpose	Page
Cleanup	Closes all open folders and Filecabinets.	3-55
Close	Closes an object or window.	3-56
Copy	Copies files. Copies folders. Copies to or from the Clipboard. Copies to or from the Floppydisk.	3-57
Create	Makes a new file or folder.	3-61
Delete	Deletes files. Deletes folders. Permanently removes objects from the Wastebasket.	3-63

Summary Charts

Command Summary Chart (Continued)

Command	Purpose	Page
Find	Locates files and folders.	3-65
Help	Displays Help information.	3-71
Layout	Lists folders contained in opened object.	3-72
Logout	Exits from the Office and displays the login prompt.	3-74
Move	Moves a file from one location to another.	3-76
	Moves a folder from one location to another.	
	Moves deleted information from the Wastebasket back into the Filecabinet.	
Open	Opens an object or window.	3-79
Organize	Changes the way Office objects and folder contents are displayed.	3-80
Paste	Completes a Copy or Move command.	3-82
Print	Prints contents of standard files.	3-83
Refresh	Redisplays objects in a window.	3-86
	Redisplays the contents of the entire screen on a remote terminal.	
Rename	Changes the name of a folder or file.	3-86
Run	Executes the selected program.	3-88

Command Summary Chart (Continued)

Command	Purpose	Page
Security	Changes ownership and access permissions for a folder or file.	3-88
Shutdown	Prepares the system for the power to be turned off.	3-95
Time	Displays the system Date and Time window.	3-97

- 3 Press [RENAME] or select |Rename| from the Commands menu.

You see this window:



The form displays the name of the file you are renaming. In the illustration above, the name of the file being renamed is **example**.

- 4 Type a new name for the folder or file.
- 5 Press <Enter>.

The folder or file is renamed.

Run Command

The Run command initiates the execution of programs that are contained in executable files. Run is the default command for programs and executable files.

You can use either of these methods to enter the Run command:

- o Point to the executable file and press <Bl> or <Enter>.
- o Select |Run| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To run a program contained in an executable file:

- 1 Open or resume the folder containing the program or executable file you want to run.

Using the Office

This chapter discusses the **UNIX PC Office** environment. It describes the parts of the Office display and their functions, including the objects in the Office, files, and file folders.

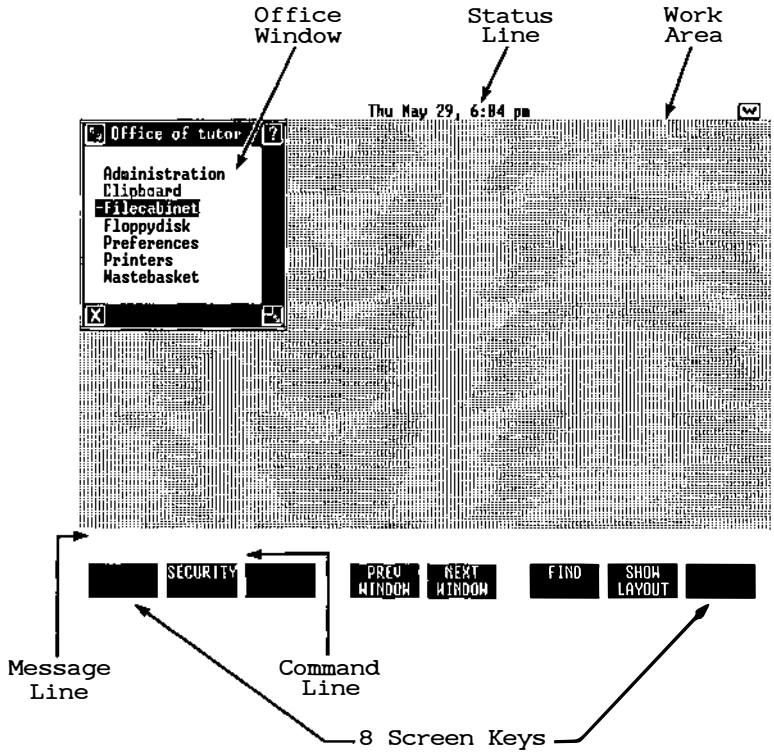
The Office Display

The Office is the central part of your **UNIX PC** computer system. The Office is where you begin all the tasks you perform with your computer. It is automatically displayed after you log into the **UNIX PC**.

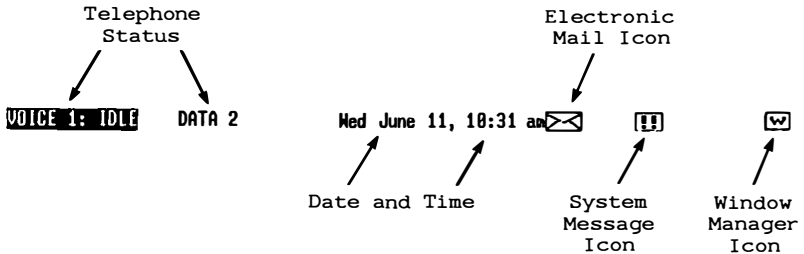


Using the Office

The Office screen display has five major sections: the status line, the work area, the command line, the message line, and the screen keys.



The status line is the top line of the screen. It displays the following information, from left to right, about the current state of your UNIX PC system.



- o The status of the telephone lines is displayed on the left of the status line. The appearance depends on how you have set up your telephone lines. If you have set up both lines, you see **VOICE 1** and either **DATA 2** or **VOICE 2**. If you set up a single line, you see **VOICE 1** and can select **DATA 1** when needed.

When a voice line is not in use, its status is shown as **IDLE**. During a voice call you place or receive, the status is shown as **ACTIVE**.

If you have not set up the telephone, no telephone status information is displayed. See the AT&T UNIX PC Telephone Manager User's Guide in the Communications Management binder for further information.

- o The date and time are displayed in the middle of the status line. See the **Managing the UNIX PC** section of this manual if you need to set the correct date or time.
- o The electronic mail icon, which looks like an envelope, appears when someone sends you electronic mail.

Using the Office

- o The system message icons, double exclamation points [!!] or a single exclamation point [!], appear when a system message is waiting for your attention. To see the message, you either point to the icon with the mouse and press the B1 mouse button or press the Msg key.
- o The Window Manager icon, [W], appears at the right end of the status line. You can point to this icon and press the B1 mouse button to gain access to the Window Manager (see "Working with Windows" in this section).
- o Your applications may display additional symbols in the status line. See your application manuals for more information.

The work area, the middle portion of your screen, displays all your windows, including menus and forms. When you first log in, the Office window is displayed.

The message line, located just below the work area, displays feedback from any task you have selected and messages to help guide you in completing any of your selected tasks.

The command line, located below the message line, displays the commands you have selected to accomplish your tasks.

The screen keys, located at the bottom of the screen, display Office commands. These commands or functions correspond to the function keys F1 through F8. The commands or functions are associated with the active window, and they change to provide different commands for each window. The commands can be executed in two ways: by pressing the corresponding function key or by pointing to the screen key with the mouse and pressing the B1 mouse button.

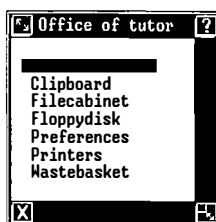
The screen keys for the Office are:

Screen and Keyboard Designation	Function
SECURITY <F2>	Changes ownership or access permissions for a Filecabinet, folder, or file.
PREV WINDOW <F4>	Resumes the previous window.
NEXT WINDOW <F5>	Resumes the next window.
FIND <F6>	Locates files and folders.
SHOW LAYOUT <F7>	Displays folder organization of the Filecabinet.

These commands are described in "Using Office Commands" in this section.

The Office Window

The Office window contains the objects you will use to store and gain access to your work. The top border of the Office window identifies the owner of the Office. For example, the following Office window is one that is displayed when you are logged into the tutor login. When you are logged into your own Office, the Office window border displays your user name.



Using the Office

The cursor in the Office is a highlighted bar you can move using the arrow keys or the mouse. Other window parts are described in "Working with Windows" in this section.

Office Objects

The following list describes the Office objects and tells you where to find information concerning each of them.

Administration contains system administration functions. These functions are discussed in the Managing the UNIX PC section of this manual.

The Clipboard is used to store files that are being transferred. It is also used to transfer portions of files between applications. The Clipboard is discussed in the "Using Office Commands" chapter of this section and in the manuals for applications that use the Clipboard.

The Filecabinet provides you with access to the files and folders stored on the hard disk. It is discussed in the "Using Office Commands" chapter of this section.

The Floppydisk allows you to work with files contained on a UNIX PC floppy disk in the same manner that you use files in the Filecabinet. It allows you to format, copy, and repair UNIX PC floppy disks. It also allows you to read, write, and format MS-DOS floppy disks. This object is discussed in the "Using Floppy Disks" chapter of this section.

Other Users appears in the Office when you have selected **Multi-user items** from the Preferences form. This object allows you to access Offices, Filecabinets, folders, and files of other system users from your own Office. This object is explained in the "Working with Other Users" chapter of this section.

Preferences is used to customize various features of your workstation, including the Office and Telephone. This object is explained in the "Changing User Preferences" chapter of this section.

Printers lets you check the status of files you have sent to the printer and cancel printing of any files that are waiting to print. It also lets you set up and restart any attached printers. See the "Using Printers" chapter of this section for more information.

UNIX System appears in your Office display when you have been registered as an Expert User, providing you a means of entering UNIX commands. Expert Mode is discussed in the "Updating the UNIX PC" chapter of the Managing the UNIX PC section of this manual.

The Wastebasket contains folders and files that you have deleted. It is described in the "Using Office Commands" chapter of this section.

You may see more objects in your Office than those listed. These additional objects are displayed when an application you have installed places them on the menu. They are discussed in the manuals for that software.

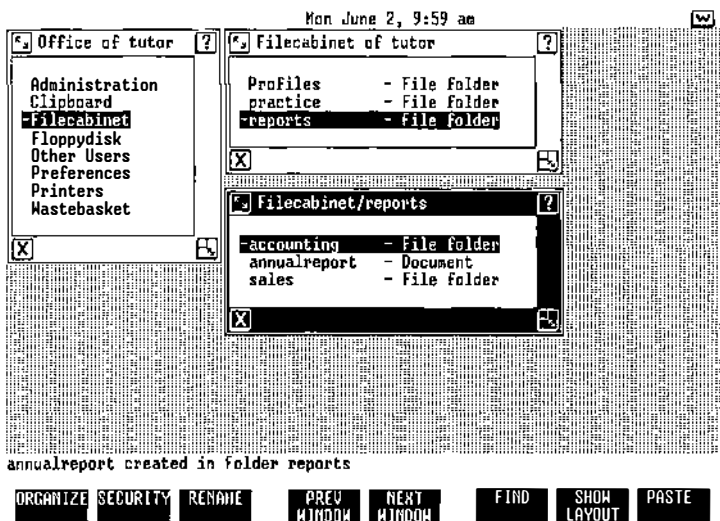
Files and Folders

The Filecabinet, Floppydisk, Clipboard, and Wastebasket can all contain files and file folders. A file is the unit the computer uses to store each piece of your work, such as a document. Each file has an identifying name. A file folder is also a named unit, which can contain files and other file folders.

You can use file folders to organize your files so you can easily find the ones you need. For example, you might want to create a file folder for each project you are working on, or you might want a folder to contain the files for each application you use. If you have a large collection of files, you may want to create folders within other folders. For example, you might have a folder named **reports**, containing a separate folder for each type of report.

Using the Office

Files and file folders are illustrated below. The Filecabinet in the illustration contains the folders **practice** and **reports**, and the **reports** folder contains two folders, **accounting** and **sales**, and one file, a document named **annualreport**. (This document was created with an optional word processing package.)



Commands are provided to let you create and rename files and folders, copy them, move them from one folder or object to another, and delete them when no longer needed. These commands are discussed individually in "Using Office Commands" in this section.

Each file and file folder is identified by a name. By assigning a name that describes the contents of the file or folder, you can organize your work more easily.

The computer places some restrictions on the names you can use. File and folder naming restrictions are:

- o All names for objects of the same type within a particular object or folder must be different. For example, you cannot have two files named **example** in the **practice** file folder. However, you can have two files named **example** in two different file folders in your Filecabinet.
- o You can use upper- or lowercase letters in file names, but keep in mind that uppercase and lowercase are not the same to the UNIX PC. For example, **myfile**, **Myfile**, and **MYFILE** are three different file names.
- o A file or folder name can be from 1 to 14 characters long. For some applications, the maximum length of a file name used by the application is shorter than this. Your application manuals tell you the maximum length for file names and you will not be allowed to assign a longer name to this type of file.
- o You can use letters, numbers, periods (.), hyphens (-), and underscores (_) in file names. You should not use other symbols, and you should not use a period as the first character in a name.

Some of the applications you use may add some characters, such as **.hlp** or **:F**, to the end of the names of their files. You will not see these additional characters in the folder displays, and you do not usually need to be concerned about them. Appendix B contains a list of the added characters used by the Office software for special files. See your application manuals for information on the special suffixes that each application can use.

Using the Office

The following examples show valid and invalid file names and names that the UNIX PC does not allow you to use.

<u>File Name</u>	<u>Validity</u>
letter	Acceptable, but if you write many letters you may have trouble remembering what is in the file.
lettermay5js	A good name because you can immediately tell this is the letter you wrote to J. S. on the 5th of May.
;&?	Unacceptable; it uses symbols other than periods, underscores, and hyphens.
34	Acceptable; but the nature of the file's contents may not be clear after some time has passed.
my folder	Unacceptable because it includes a space.
my_folder	Acceptable; the underscore can be used to separate words for clarity.
Budgets	A good name for a file folder containing budget information.

You may find it helpful to begin file folder names with capital letters and file names with lowercase letters. Using a convention like this makes it easier for you to scan a list of your folders and files and quickly locate the ones you need.

Special Objects

You may see other objects in your Filecabinet or folders. These include the following when the Asynchronous Terminal Emulator is installed:

Modem Profile: This label is used to describe a configuration for the modem. Modem Profiles are stored in the Profiles folder in your Filecabinet. See the **Managing the UNIX PC** section of this manual and refer to the AT&T UNIX PC Terminal Emulation User's Guide and the AT&T UNIX PC Telephone Manager User's Guide in the Communications Management binder.

RS-232 Profile: This label is used to describe a configuration for an RS-232 port. RS-232 Profiles are stored in the Profiles folder in your Filecabinet. For more information, see the **Managing the UNIX PC** section of this manual and the AT&T UNIX PC Terminal Emulator User's Guide in the Communications Management binder.

Caution

Do not move the Profiles folder from your Filecabinet. Your software expects to find it there.

Do not move a Modem Profile or an RS-232 Profile out of the Profiles folder. Your software expects these profiles to be stored there.

Sample file: This file, used for instructional purposes, is provided with your software. You cannot create sample files from the UNIX PC Office. See the AT&T UNIX PC Getting Started Guide for more information.

Executable file: This file is a program that is normally executed. The default command on an executable file is Run rather than Open.

You may also see other object types. These depend on the applications you have installed. See your application manuals for more information.

Messages

The UNIX PC Office provides several different types of messages. These include the following:

Working icon: When the system is busy executing a command or operation, you see the working icon in the lower-right corner of the screen:



Using the Office

The icon tells you to wait while the system completes the work in progress. When the command or operation is complete, and the system is ready to accept input, the icon disappears.

Mail icon: The envelope icon in the status line tells you that mail has arrived at your workstation:



If you have an electronic mail application installed on your **UNIX** PC, you can read the mail by pointing to the icon with the mouse and pressing the B1 mouse button or by pressing the Msg key.

If you don't have an electronic mail application installed, you can use the mail feature that **UNIX** provides. With **UNIX** mail, you can also read your mail by pointing to the mail icon or pressing the Msg key. See Appendix F for more information about using **UNIX** mail.

System message icons: The [!!] and [!] icons appear in the status line when the system has a message for you, such as Printer out of paper. To see the message, point to the icon with the mouse and press the B1 mouse button, or press the Msg key. The message is displayed in a window. Press the Enter key to see the next message, if there is one, or to close the window if no further messages are available.

Confirming messages: Some operations and commands require you to confirm an action before it is executed. For these operations and commands, a Confirm window is displayed containing instructions for you to follow.

Error messages: If an error occurs, such as giving a command that is not allowed at the present time, or if the system cannot execute a command that you request, an error message is displayed in a window. The message explains what happened and tells you how to proceed.

Working with Windows

This chapter explains how to open and close windows, suspend and resume windows, and use the Window Manager menu. It also explains how to move windows and change window size and shape.

In addition, this chapter describes how to accomplish each window management task using the mouse, and then it explains how to accomplish the same task with keyboard keys.

For more information on how to point to objects and enter commands, see "Selecting Objects and Entering Commands" in this section. The individual commands are described in detail in "Using Office Commands."

What Is a Window?

A window is a section of the screen surrounded by a border and containing a portion of your work or information necessary to perform your work. Windows are used to separate tasks on which you are working. Any open object is enclosed in a window.

You will usually have more than one window open on the screen. Windows can overlap partially or completely. When you are using a window that completely covers the work area, you can still use the windows that are "behind" the full-screen window. You can size, move, reshape, or suspend a window by using the Window Manager icons or commands.

The commands discussed in this chapter allow you to control the size and placement of the windows on your screen, giving you easy and rapid access to the various tasks you are working on concurrently.

Working with Windows

Using Window Borders

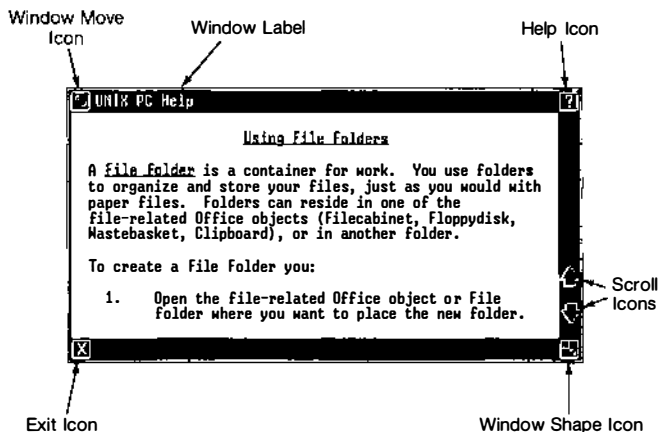
Window borders do more than just separate one window from another and display the window's name.

The borders have mouse-sensitive areas that allow you to close windows, position windows, change window size and shape, and scroll the contents within the window.

These border areas are used by pointing to the appropriate icon and then pressing a mouse button.

What Is an Icon?

An icon is a symbol that represents an Office function. Many of the UNIX PC icons represent tasks associated with window management. The following illustration shows the window-border icons used in UNIX PC windows. Some windows do not have all of the icons. If an icon is not present, the function it represents is not available for the window.



Opening Windows

When you open an object, its contents are displayed in a window. For example, when you open the Filecabinet, a Filecabinet window is opened containing a list of the files and folders in the Filecabinet.

You can open windows from the keyboard or with the mouse. These operations are explained in detail in the AT&T UNIX PC Getting Started Guide.

You can have up to eight windows open on your screen at once. If you try to open a ninth window, you see the message **Can't create window**. If you see this message, press the Enter key, close any unnecessary windows, and continue your work. You can use the Cleanup command to close all Filecabinets and folder windows at once. For more information, see the "Using Office Commands" chapter of this section of the manual.

Opening Windows with the Mouse

To open an object, folder, or file using the mouse:

- 1 Point to the name of the object, folder, or file you want to open.
- 2 Press <B1>.

A new window is opened and the contents of the object are displayed.

Opening Windows with the Enter Key

To open an object, folder, or file using the Enter key:

- 1 Point to the name of the object, folder, or file you want to open.
- 2 Press <Enter>.

A new window is opened and the contents of the object are displayed.

Closing Windows

When you have finished using a window and want to remove it from the screen, you close the window.

You can close a window in two ways: using the mouse or using the keyboard.. To close a window with the mouse, use the [X] icon, located in the lower-left corner of the window border. You can also close a window with the Exit key. This key is located on the upper-right side of the keyboard.

Closing Windows with the Mouse

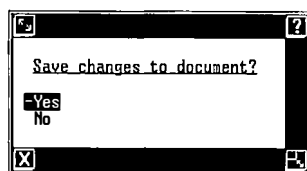
To close a window with the mouse:

- 1 Point to the [X] in the lower-left corner of the window border.
- 2 Press <B1>.
- 3 If you see a Save window, follow your application's directions to save the file and close the window.

Closing Windows from the Keyboard

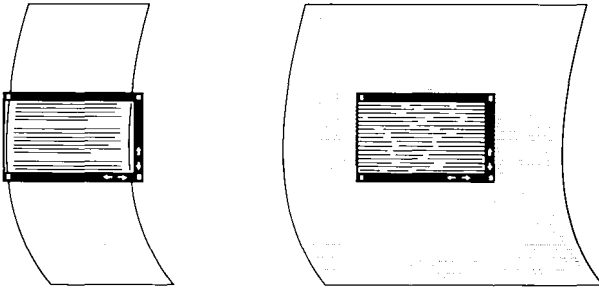
To close a window from the keyboard:

- 1 Press <Exit>.
- 2 If you see a Save window, follow your application's directions to save the file and close the window.



Scrolling Window Contents

When you have a long file or a file folder containing many items, often only a part is displayed in the window. To see more of the file or items, you scroll. Scrolling means that you are rolling the window contents forward or backward or side to side within the window to see what is not shown in the original window display, as illustrated below:



You can scroll up and down a few lines at a time, to the previous page, next page, beginning of file, and end of file. A page is the number of lines that fit in the window. You can also scroll to the left side or right side of certain wide displays or files.

To scroll with the mouse, use the scroll icons located on the right and bottom borders of the window. The arrows indicate which part of the window's contents comes into view when the icon is selected. When all of the contents fit in the available window space so that scrolling is not necessary, the scroll icons may not appear.

You can also scroll with the arrow keys located in the lower-right corner of your keyboard. The arrows on these keys also indicate which part of the document comes into view. The arrow keys move the cursor or highlight a line or a character at a time until the cursor reaches the top, bottom, left, or right window border. Then the contents that were previously obscured can be scrolled into view, a line or a character at a time.

Working with Windows

The following chart shows you the various ways to scroll window contents using the keyboard or the mouse.

To move window contents

Forward a few lines at a time

Continuously forward

Forward a page at a time

To the end of the file or list of items

Backward a few lines at a time

Continuously backward

Backward a page at a time

To the beginning of the file

Follow these steps

Point to the down arrow icon and press <B1>, or press the <down arrow> key.

Point to the down arrow icon and press and hold <B1>, or press and hold the <down arrow> key.

Point to the down arrow icon and press <B2>, or press <Page>.

Point to the down arrow icon and press <B3>, or press <End>.

Point to the up arrow icon and press <B1>, or press the <up arrow> key.

Point to the up arrow icon and press and hold <B1>, or press and hold the <up arrow> key.

Point to the up arrow icon and press <B2>, or press <Shift>-<Page>.

Point to the up arrow or list of items icon and press <B3>, or press <Beg>.

Some windows may also have left and right scrolling icons.

To display contents

Follow these steps

To the right a few columns at a time

Point to the right arrow icon and press <B1>, or press the <right arrow> key.

Continuously right

Point to the right arrow icon and press and hold <B1>, or press and hold the <right arrow> key.

To the left a few columns at a time

Point to the left arrow icon and press <B1>, or press the <left arrow> key.

Continuously left

Point to the left arrow icon and press and hold <B1>, or press and hold the <left arrow> key.

If a window contains more information than is shown, the screen icons appear in its border. If all available information is displayed, the icons normally do not appear.

Note

When scrolling a long menu display from the keyboard, move the mouse pointer out of the menu before you begin scrolling.

Working with Several Windows

Usually you will have more than one window open on your screen. One window is always the active window; it is the window on top, not covered by any of the other windows. You can always tell which window is the active window by looking at its border. Just as the current item in a menu is highlighted, the border of the active window is highlighted.

Working with Windows

Any other open windows are available for use, but they are suspended. The other open windows wait for you to make them active.

The commands you give affect the active window. Before giving a command, you must resume the window that you want the command to affect.

Suspending and Resuming Windows

When you suspend a window, you are setting it aside for the time being. It is still on the screen and available for use. Suspending a window, unlike closing a window, does not remove the window from the screen.

Any task or program running in a suspended window continues to run. For example, you can start printing a file in one window, suspend the window, and work on a different file in another window. The printing continues without interfering with your other activities. You don't have to wait for the processing in the suspended window to finish.

When you come back to a suspended window, you are resuming it. When you resume a window, the previously active window is suspended, and the resumed window becomes the active window. The resumed window is made the top window, and its border becomes highlighted.

You can suspend and resume windows in three ways. You can point to a suspended window with the mouse, you can use the NEXT WINDOW and PREV WINDOW keys to make windows active in succession, or you can use the Window Manager menu to select the window you want.

Suspending and Resuming Windows with the Mouse

To suspend the active window and resume a different window:

- 1 Point to any exposed portion of the suspended window.
- 2 Press <B1>.

The suspended window is resumed.

If the window you want to make active is completely covered by other windows, you cannot use the mouse method. You can move or reshape some of the windows to uncover the one you want, or you can use one of the other two methods discussed below.

Using PREV WINDOW and NEXT WINDOW

The PREV WINDOW and NEXT WINDOW screen keys allow you to move quickly between windows. They are useful for moving between your Office, Filecabinet, and folders. These keys do not resume application windows, the UNIX System window, the telephone Call Screen window, and any other window for which PREV WINDOW and NEXT WINDOW are not displayed on screen keys.

You can select these screen keys in two ways:

- o Press <F4> for [PREV WINDOW] or <F5> for [NEXT WINDOW].
- o Point to the screen key with the mouse and press <B1>.

To resume the previous window:

- o Select [PREV WINDOW].

To resume the next window:

- o Select [NEXT WINDOW].

Using the Window Manager Menu

To resume a window that is completely covered by other windows, and to see a list of all of your open windows, you can use the Window Manager menu. The Window Manager menu lists all of the available windows for you.

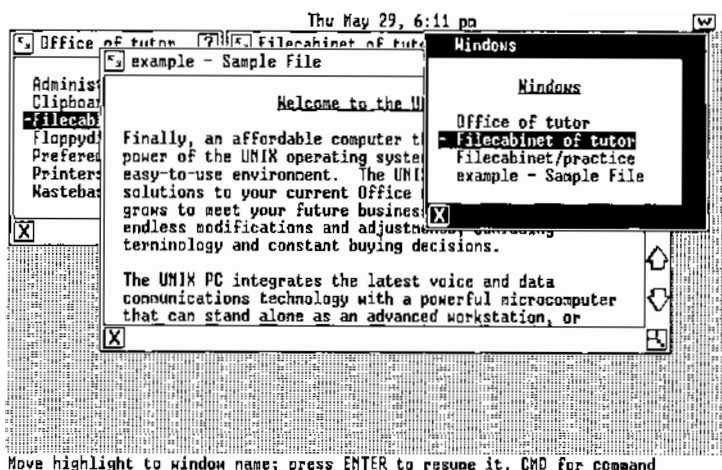
You can display the Window Manager in three ways:

- o You can point to the [W] icon in the upper-right corner of the screen and press <B1>.

Working with Windows

- o You can point to any dotted part of the work area that does not contain a window and press <B1>.
- o You can press <Suspd>.

You see a Windows menu similar to this:



The Window Manager menu lists all the open windows. In this example, the open windows are the Office, the Filecabinet, a folder in the Filecabinet named practice, and a sample file in the practice folder named **example**.

To resume any window listed in the Window Manager menu:

- 1 Point to the name of the window you want to resume.
- 2 Press <B1> or <Enter> or <Resume>.

The window is resumed.

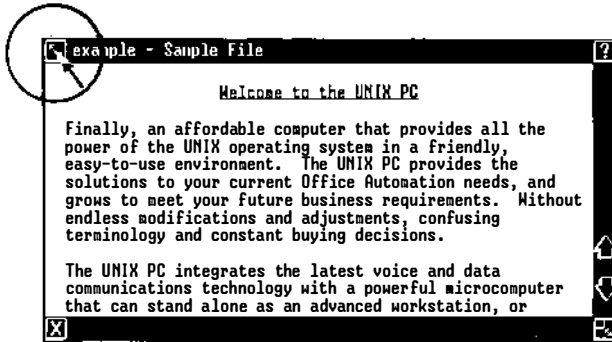
If you decide to return to the last window that was active, press the Exit key or point to the [X] icon in the Window Manager menu and press the B1 mouse button.

Moving Windows

You can place a window anywhere in the work area of your screen. Before moving a window, you must make it the active window. To move a window, you can use the mouse or the Window Manager Move command.

To move a window with the mouse:

- 1 Resume the window you want to move.
- 2 Point to the move icon, in the upper-left corner of the window:



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

You see a dotted outline around the window border. Continue holding the B1 mouse button.

- 4 Move the mouse until the dotted outline is in the desired location, and then release <B1>.

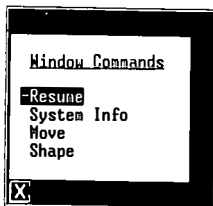
The window moves to the new location.

Working with Windows

To move a window using the Window Manager Move command:

- 1 Press <Suspd> to display the Windows menu.
- 2 Point to the name of the window you want to move.
- 3 Press <Cmd>.

You see the following Window Commands menu:



- 4 Select |Move| and press <Enter>.

You see a dotted outline around the window border.

- 5 Use the arrow keys to move the outline to the desired location.
- 6 Press <Enter>.

The window moves to the new location.

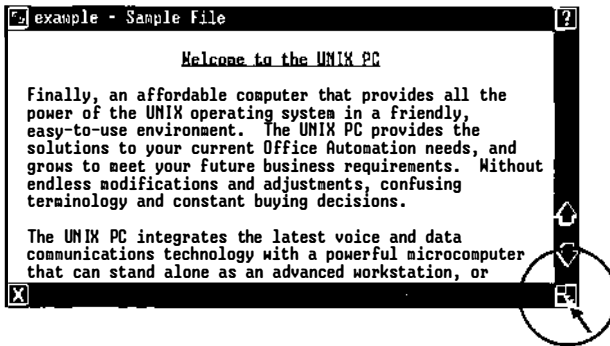
Reshaping a Window

You can change the shape and size of a window. Most windows, such as file folder windows and the Office window, have a minimum size that is necessary to display the contents. You cannot make windows of this type smaller than their minimum size.

To reshape a window, you can use the mouse or the Window Manager Shape command. Before reshaping a window by using the mouse, you must make it the active window.

To change the shape and size of a window with the mouse:

- 1 If the window you want to reshape is not active, resume it.
- 2 Point to the reshaping icon in the lower-right corner of the window border:



- 3 Press and hold <B1>. Do not release <B1>.
You see a dotted outline around the window border.
- 4 Move the mouse down and to the right to enlarge the outline.
The upper-left corner maintains the same position and the lower-right corner moves with the mouse pointer to change the shape of the window.
- 5 Move the mouse up and to the left to shrink the outline.
- 6 Release <B1>.

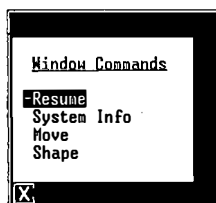
The window is redrawn with the new dimensions of the outline.

Working with Windows

To change the shape and size of the window by using the Window Manager Shape command:

- 1 Press <Suspd> to display the Windows menu.
- 2 Point to the name of the window you want to reshape.
- 3 Press <Cmd>.

The following Window Commands menu is displayed:



- 4 Select |Shape| and press <Enter>.

You see a dotted outline around the window border.

- 5 Use the arrow keys to reshape the outline.
- 6 Press <Enter>.

The window is redrawn with the new dimensions.

Selecting Objects and Entering Commands

The **UNIX** PC allows you to select objects and enter commands in a variety of ways. This chapter describes all of the methods and the concepts behind them.

When you work in the Office, you select the objects you want to work with by pointing to them. You can use the mouse or keyboard to point to objects. Next you select the command you want. This command affects the objects you have selected. Because you can display both the objects and the commands, you do not need to memorize their names.

This chapter shows you how to:

- o Select objects
- o Open the Office objects
- o Enter commands
- o Use the Commands menu
- o Use the action keys
- o Use the screen keys
- o Use forms
- o Use advanced command entry methods

Selecting Objects

The contents of the Office are called objects. When you want to use an Office object, you designate which object you want by selecting it. Once you have selected an object, you can display its contents or issue commands as discussed later in this chapter.

To work with an Office object, or any object in a window, menu, or form, you point to an object and then choose an action (such as open, copy, move) for that object. When you point to (select) an object, it becomes highlighted.

Selecting Objects and Entering Commands

Some commands allow you to work with more than one object. You can select several objects, highlighting each of them, and then enter a command to affect all of the highlighted objects.

You can select objects with the mouse, use the keyboard keys, or type the name of the item.

When you see the Office window, one of the Office objects is always marked by a highlighting bar and a dash on the left side. This highlighting acts as a cursor in the Office, Office object, and folder displays. By moving this cursor, you point out the objects you want to use.

Applications use different types of cursors, depending on the kinds of operations you are performing. See the application manuals for details.

The arrow symbol is the mouse pointer and is controlled by moving the mouse. You can use this pointer to move the cursor and point to the objects you want to open or use.

Using the Mouse

To select any object in a menu:

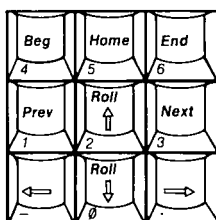
- 1 Move the mouse pointer into the window.
- 2 Move the pointer to highlight the object you want.

To select several objects:

- 1 Select the first object.
- 2 Press <B3> to mark that object.
The marked object remains highlighted.
- 3 Select the next object and press <B3>.
The second marked object remains highlighted.
- 4 Continue until all of the objects you want are highlighted.

Using the Arrow Keys

The cursor movement keys can be used to select objects in any window. These keys are located in the lower-right corner of your keyboard:



To select a single object, use the following cursor movement keys:

- o The Beg key moves the cursor to the first object in the window, menu, or form.
- o The Home key also moves the cursor to the first object.
- o The End key moves the cursor to the last object.
- o The Prev key moves the cursor to the previous object.
- o The Next key moves the cursor to the next object.
- o The up arrow key moves the cursor up to the previous object.
- o The down arrow key moves the cursor down to the next object.
- o The left and right arrow keys move the cursor between the columns of a multicolumn menu.

Selecting Objects and Entering Commands

To select more than one object from the keyboard:

- 1 Use the cursor movement keys to select the first object.
- 2 Press <Mark>.
- 3 Use the cursor movement keys to select the next object. The object that you marked remains highlighted.
- 4 Continue selecting objects and marking them until all the objects you want are highlighted.

Typing Object Names

The third way to select objects is by typing the first few characters of the object name. The first object name that begins with the characters you typed becomes highlighted.

To point to a single object, you need type only as many letters as are needed to distinguish it from the other objects in the display.

For example, suppose you have the following objects displayed in a folder:

```
file2
financials
forms
```

When you type an **f**, **file2** is highlighted. If you then type an **o**, the highlight is moved from **file2** to **forms**.

When you select from a menu, normally the system does not distinguish between upper- and lowercase characters. If you were to type **F** above, the cursor would still move to **file2**.

You can tell the system to pay attention to whether characters are upper- or lowercase letters by typing a **>** before you type the first character.

For example, suppose you have the following objects displayed in a folder:

**Financial
forms**

In this example, if you type >f, the highlight moves immediately to **forms**.

Canceling a Selection

When you have selected several objects, you can cancel any of the selections.

To cancel the selection of one object at a time:

- o Point to each selected object, and press <B3> or <Mark>.

You can cancel the selection of all selected objects in two ways:

- o Press <Cancel>.
- o Point to the [X] icon at the bottom of the window and press <B1>. (Note that this method also closes the window.)

Opening Office Objects

When you open an object, its contents are displayed in a window. Because the Open command is used frequently, it is the default command for the Office objects, file folders, and most files. The default command is performed when you press the Enter key if you do not specify a command to use.

You can open Administration, the Clipboard, the Filecabinet, Preferences, Printers, the Telephone, and the Wastebasket simply by selecting the object you want to open and pressing the Enter key or the B1 mouse button.

You can also open file folders and files by selecting them and pressing the Enter key or the B1 mouse button.

See "Using Office Commands" in this section for more information on opening objects.

Selecting Objects and Entering Commands

Entering Commands

Once you have selected the objects you want, you enter a command that specifies what you want to do with the objects. You can enter commands in three ways:

- o Display the Commands menu and select the command you want from the menu.
- o Use the screen keys.
- o Use the action keys.

Each of these three methods is discussed separately below. A fourth way of entering commands is discussed in "Advanced Command Entry" later in this section.

Using the Commands Menu

The Commands menu lists all the commands available for the active window. Because all commands are not applicable to each particular object or application, the Commands menu does not always list the same commands. For example, the Commands menu displayed when the Filecabinet is open contains seven commands--Copy, Delete, Move, Organize, Paste, Print, and Rename commands--that are not included in the Office Commands menu.

To use the Commands menu, you point to an object (a folder or file, for example), display the Commands menu, and then select a command to perform on the highlighted object.

Displaying the Commands Menu

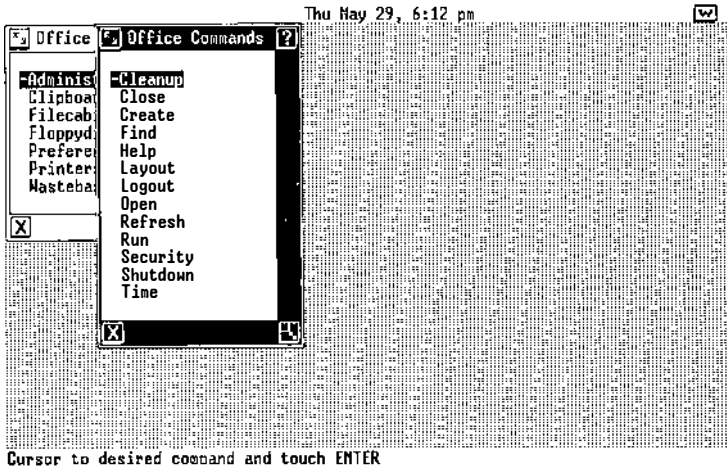
You can display the Commands menu by pressing the B2 mouse button or by pressing the Cmd key, which is located above and to the right of the Enter key.

To display the Commands menu:

- o Press <B2> or <Cmd>.

Selecting Objects and Entering Commands

The Commands menu for the active window is displayed. If the Office is the active window, a menu similar to the following one appears:



Cursor to desired command and touch ENTER

Selecting a Command from the Commands Menu

The Commands menu allows you to select only one command at a time. You can select a command from the Commands menu in two ways:

- o Point to it (with the mouse or the arrow keys).
- o Type the first few characters of the command name.

To select a command by pointing:

- 1 Point to the desired command with the mouse pointer or the arrow keys.

The command is highlighted.

- 2 Press <B1> or <Enter>.

The highlighted command takes effect on the previously highlighted object or objects.

Selecting Objects and Entering Commands

To select a command by typing:

- 1 Type the first few characters of the command name (cr for create, t for time, and so on).

Type only as many characters as are needed to differentiate the command you want from the other commands in the menu. For example, to select the Rename command from the Office Commands menu, you would type ren. Typing re would be insufficient because another command, the Refresh command, begins with re.

When you type the characters, the command is highlighted.

- 2 Press <Enter>.

The highlighted command takes effect on the previously highlighted object or objects.

Example

The following example shows you how to execute the Delete command from the Commands menu. For full information on using the Delete command, see "Using Office Commands" in this section.

- 1 Open or resume the folder containing the file you want to delete.
- 2 Point to the file you want to delete or type the first few characters of the file name.

The file name is highlighted in the folder window.

- 3 Press <B2> or <Cmd> to display the Commands menu.
- 4 Point to |Delete| or type d.
- 5 Press <B1> or <Enter>.

The file is deleted from the folder and moved to the Wastebasket.

Using Screen Keys

The screen keys at the bottom of the screen also provide commands associated with the active window. When an application window is active, you see the screen keys for that application. When the Office window is active, for example, you see the Office screen keys.

You can enter a command using a screen key in two ways:

- o You can press the function key that corresponds to the screen key.
- o You can point to the screen key with the mouse and press <B1>.

Example

To execute the Organize command:

- o Press <F1>, or move the mouse pointer to [ORGANIZE] and press <B1>.

See "Using Office Commands" in this section for full information on the Organize command.

Using Action Keys

The action keys are arranged in columns on the left and right sides of your keyboard. These keys provide a third way to enter commands.

The action keys provide commands that are used frequently and are common to the Office and many applications. These action key commands have the same meaning as the corresponding entry in the Commands menu; for example, pressing the Move key and selecting |Move| from the Commands menu have the same effect.

Selecting Objects and Entering Commands

Example

The following example shows you how to enter the Delete command using the Dlete action key. For full information on using the Delete command, see "Using Office Commands" in this section.

- 1 Open or resume the folder containing the file you want to delete.
- 2 Point to the file you want to delete or type the first few characters of the file name.
- 3 Press <Dlete>.

The file is deleted from the folder and moved to the Wastebasket.

Feedback from Commands

When you enter a command, the command line and the message line display information about the command.

The command line displays the command you are entering. For example, if you point to a file named **example** and press the Copy key, the command line displays **copy example**.

The message line confirms that a command has been completed. For example, if you point to the file **example** and press the Dlete key, the message line displays **example was moved to Wastebasket**.

Working with Commands

Some commands can be used with more than one object at a time. For example, you can delete several files at once. Other commands require you to provide additional information after you enter the command. You supply this information by typing it or by selecting from a menu. The following section explains how to use these command features.

Selecting Objects and Entering Commands

Executing Commands on Several Objects

You can execute some commands on more than one object. Other commands, such as Open, operate on a single object.

To enter a command affecting several objects, you first use the Mark key or the B3 mouse button to mark the objects to be affected by the command. Then you issue the command to affect these objects.

Example

The following example shows you how to delete several files. For full information on using the Delete command, see "Using Office Commands" in this section.

- 1 Open or resume the folder containing the files you want to delete.
- 2 Point to the first file you want to delete, and press <B3> or <Mark> to highlight it.
- 3 Continue pointing and pressing <B3> or <Mark> until you have highlighted all the files you want to delete.
- 4 Press <B2> or <Cmd> to display the Commands menu.
- 5 Point to |Delete| or type d.
- 6 Press <B1> or <Enter>.

The files are deleted from the folder and moved to the Wastebasket.

Selecting Objects and Entering Commands

Using Forms

Many commands require you to give more information before the command is executed. When you enter these commands, they display forms for you to complete.

A form is a window consisting of areas called fields. A field is an area of the form window in which you type information concerning one aspect of the command or task you are performing. For example, one field in a print form requests the name of the printer, another field asks for the number of copies to print, and so on.

In some instances, forms appear with information already completed. These filled-in fields contain entries supplied by the system by default or by a user the last time the form was used. If you want to use the form with the supplied information, you need only press the Enter key or point to the [OK] icon with the mouse and press the B1 mouse button. You can also change these entries.

Types of Fields

The two types of form fields are:

- o Fields that allow you to select from a list of choices. If you try to type in such a field, a menu of choices appears.
- o Fields that require you to type an entry.

Filling In Forms

You can change a multiple-choice field in two ways:

- o You can select from a menu of choices.
- o You can display each of the optional entries in succession.

To change a field entry:

- 1 Point to the desired field using the mouse or the arrow keys.

If you use the mouse, press <B1> to move the highlight to the desired field.

You can move to the desired field in a form using any of the pointing methods described earlier in this chapter, such as moving the mouse pointer and pressing the B1 mouse button or using the arrow keys. You can also use the Tab, Shift-Tab, Next, and Return keys to move between fields. When you point to the field, a message may appear on the message line informing you of the type of response the field requires.

- 2 If the field requires you to select from a list of choices, press <B2>, <Cmd>, <Opts>, or a character to display a menu of the choices for the field, and then select an option from the menu.

You can also press <B3> or <Mark> repeatedly until the entry you want is displayed.

- 3 If the field requires you to enter information, type your new entry.

Canceling the Field Changes

To cancel all the field entries you have changed and return the entries to their original default settings:

- o Press <Cancl>.

The form window closes and no changes are made. This action also cancels the command that displayed the form.

Executing the Form

After filling in the form, you can execute the command, closing the form window in two ways:

- o You can press <Enter>.
- o You can point to the [OK] icon at the bottom of the form and press <B1>.

Selecting Objects and Entering Commands

Canceling Commands

You can cancel a command by pressing the Cncl key. This key is located on the right side of your keyboard. You can cancel a command at any time before you have pressed the Enter key.

To cancel a command:

- o Press <Cncl>.

The command is canceled and the cursor returned to the point where you started the command.

Advanced Command Entry

The advanced methods of command entry presented below may be useful for experienced users who prefer entering commands by typing.

If you feel more comfortable using the Commands menu, action keys, and screen keys to accomplish your Office tasks, skip this section and read it later when you want to learn the advanced methods.

This subsection covers:

- o Typing commands
- o Using pathnames in typed commands

It also gives examples of typed commands.

Note

The command syntax described in this subsection is the syntax used when typing Office commands. It is not the command syntax of a UNIX shell.

For information on entering UNIX commands, see the AT&T UNIX PC UNIX System V User's Manual.

Typing Commands

You can enter Office commands by pressing the Cmd key and typing the name of the action, followed by the name(s) of the object(s) to be affected. For example, you can delete a file by first pressing the Cmd key, then typing **delete**, a space, and the name of the file, and then pressing the Return or Enter key.

This method is most effective when you are operating the **UNIX** PC with the Commands menu display turned off. Once you are familiar with the commands that are available, you'll find that you can enter commands more rapidly if you turn the Commands menu off and type them. This method of command entry is also useful when you are working with the **UNIX** PC using a remote terminal. (See "Changing User Preferences" in this section for information on turning off the Commands menu.)

To type a command:

- 1 Press <Cmd>.

The Commands menu appears as usual if it has not been turned off.

- 2 Type the command name. You need type only the first few characters of the command name.
- 3 Press the space bar once.
- 4 Type the entire name of the object to be affected by the command.
- 5 Press <Return> or <Enter>.

The command line displays the characters as you type a command. You can use the Cncl, Back Space, and Clear Line keys to change the characters on the command line.

Selecting Objects and Entering Commands

Example

The following example shows you how to type a command to affect an object displayed in the active window.

Suppose you have a file named **myfile** in the active window. To delete **myfile**, follow these steps:

- 1 Press <Cmd>.

- 2 Type delete

You see each character appear on the command line at the bottom of the screen.

- 3 Press the space bar to leave a space.

- 4 Type **myfile**

- 5 Press <Return> or <Enter>.

The command line displays **delete myfile** before the file is deleted, and the feedback **myfile was moved to Wastebasket** appears on the message line.

Using Pathnames

The previous example shows how to type a command when the object is contained in the active window. You can also type commands to take effect on objects contained in folders that are suspended or closed. This method is particularly useful when you want to open a file without having to open several folders to get to it.

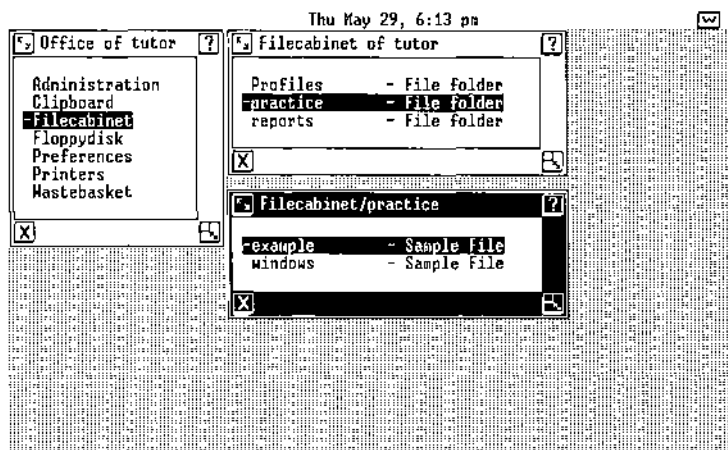
To type a command for an object that is not contained in the active window, you type the pathname to the object.

Selecting Objects and Entering Commands

What Is a Pathname?

A pathname is a way of specifying the location of an object contained in a folder other than the current folder.

The following illustration shows the arrangement of folders and files belonging to tutor. If you have followed the examples in the AT&T UNIX PC Getting Started Guide, you are familiar with the folders and files shown below.



This illustration shows two of the files contained in the **practice** folder. If you were to specify the location of the **practice** folder, you might say, "the **practice** folder is contained in the **Filecabinet**." Or you might draw a diagram such as:

Filecabinet --> practice

Selecting Objects and Entering Commands

A pathname is a shorthand way of allowing you to specify this relationship, using slashes (/). For example, the pathname to the **practice** folder is:

Filecabinet/practice

If you look at the window that contains the **practice** folder, notice that the window title is **Filecabinet/practice**. This title indicates that **practice** is a folder contained in the Filecabinet.

Opening a Folder by Typing the Pathname

To open or resume a folder by typing its pathname, you must type the complete pathname exactly as the object names appear in the Office window or folder displays. For instance, to open the **practice** folder, you type **Filecabinet** with an uppercase F, a slash, and **practice** with a lowercase p.

Example

To open the **practice** folder:

- 1 Resume the Office.
- 2 Type **Filecabinet/practice**
- 3 Press <Return> or <Enter>.

This typed command opens the **practice** folder, no matter what folder window is active when you type the command.

You could also enter this command as follows:

- 1 Press <Cmd>.
- 2 Type **open Filecabinet/practice**
- 3 Press <Return> or <Enter>.

Selecting Objects and Entering Commands

Typing Commands for Several Objects

You can also type commands so that several files or folders are affected. You can include more than one file name in a typed command, or you can use the * (wildcard) character to specify a group of similarly named files.

For example, if you have three files named `file1`, `file2`, and `file3`, you could delete them from the current folder by typing the command:

```
delete file1 file2 file3
```

A quicker way to delete the three files would be to type the command:

```
delete file*
```

This command is equivalent to saying, "delete all the files in the current folder with names that start with `file`." Using the * character in a file name when you type a command means the command affects all files in the current folder with names that start with the letters before the *.

The * character must be used with caution, because it is easy to specify more files than you intend. For example, the `delete file*` command above could easily delete more than the three files `file1`, `file2`, and `file3`. If the current folder had files named `file4`, `file10`, and `file_today`, these files would also be deleted.



Using Office Commands

This chapter contains an alphabetical list of the **UNIX** PC Office commands. The command procedures follow a general description of the command. The general description summarizes the methods for entering the command, which can include the Commands menu, screen keys, and action keys. See "Selecting Objects and Entering Commands" in this section for a detailed explanation of command entry methods.

When you are looking for a command procedure, be sure to read the general description of the command and then look for the specific procedure that applies to the task you want to accomplish.

Many of the command procedures in this chapter describe both the keyboard and Commands menu methods for accomplishing the procedure. For example:

- o Press <Copy> or select |Copy| from the Commands menu.

This step in the Copy command procedure reminds you that you can enter the Copy command by pressing the Copy key or by selecting |Copy| from the Commands menu. Use the method you prefer.

For a detailed description of these methods for using commands, see the previous chapter, "Selecting Objects and Entering Commands."

Cleanup Command

The Cleanup command closes the Filecabinet, Floppydisk, and folder windows displayed on your screen. It does not close windows containing application programs such as documents, spreadsheets, or graphs, nor does it close UNIX system windows. These windows must be closed individually before you log out or shut down the system.

The Cleanup command can be executed only by selecting it from the Commands menu or by typing its name.

Using Office Commands

To clean up all open folders (including Filecabinet, Wastebasket, Administration, and Floppydisk objects):

- 1 Open or resume the Office, a folder, the Filecabinet, or the Floppydisk object.
- 2 Select |Cleanup| from the Commands menu.

All open folders, Filecabinets, and Floppydisk objects are closed and removed from the screen. The Office becomes the current window. Any windows containing application programs or the UNIX system are still open, and they must be resumed and then exited before logging out or shutting down the system.

Close Command

The Close command closes open objects. When you close an object, the window for that object is closed and removed from the screen. To issue the Close command, you can use any of the following methods:

- o Press the <Exit> key.
- o Point to the [X] icon in the lower-left corner of the window and press <Bl>.
- o Select |Close| from the Commands menu.
- o Press <Shift>-<Close>.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To close an object:

- 1 If the object you want to close is not the active window, resume it.
- 2 Press <Exit> or point to the [X] icon and press <Bl>.

If the object you want to close is in a window in which an application program is running, the program may prompt you to save the file. See your application manual for instructions.

If you point to the [X] icon on the Office window and press the B1 mouse button, you see a message asking you to confirm that you want to log out of the Office. If you do not want to log out, press the Canc1 key. See "Logout Command" for more information.

Copy Command

The Copy command allows you to make duplicates of individual files, groups of files, or the entire contents of a folder or floppy disk.

When you copy files, you can place the copies in the same folder as the original file or in other folders. Keep in mind that each file in a folder must have a unique file name. If you copy files into the same folder as the original files, you must give the copied files new names. When you copy files into another folder, you need not rename the copied files.

When you copy the entire contents of a folder, you can place the copied files in a new folder or add them to an existing folder.

You can use either of these methods to enter the Copy command:

- o Press the <Copy> key.
- o Select |Copy| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

Note

You can cancel the Copy command any time before the Paste step. To cancel a command, press the Canc1 key.

Using Office Commands

The following procedures show you how to:

- o Copy a file within a folder
- o Copy a file into another folder
- o Copy several files into another folder
- o Copy a folder

For information on copying folders and files to and from the Floppydisk, see "Using Floppy Disks" in this section.

Copying a File within a Folder

When you copy a file within its current folder, you must give the duplicate a new name.

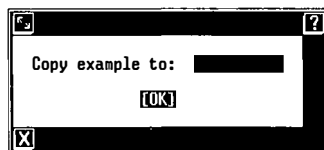
To copy a file within its current folder:

- 1 Open or resume the folder that contains the file you want to copy.
- 2 Point to the file you want to copy.
- 3 Press <Copy> or select |Copy| from the Commands menu.

The message **Open destination folder and touch PASTE** appears. The destination folder is the current folder.

- 4 Press [PASTE] or select |Paste| from the Commands menu.

You see a form similar to this:



The form displays the name of the file you are copying. In the illustration above, the name of the file being copied is **example**.

- 5 Type a new name for the copied file in the form.
- 6 Point to [OK] and press <B1>, or press <Enter>.

The folder now contains both the original file and the copy with the new name.

Copying a File into Another Folder

When you copy a file into another folder, the name of the file does not change. If you want to rename the duplicate file, complete the Copy procedure and then use the Rename command.

If the destination folder already contains a file with the same name as the file you are copying, you will be prompted to give the file a new name, as you are when you copy a file within a folder.

To copy a file into another folder:

- 1 Open or resume the folder containing the file you want to copy.
- 2 Point to the file you want to copy.
- 3 Press <Copy> or select |Copy| from the Commands menu.

The message **Open destination folder and touch PASTE** appears.

- 4 Open or resume the folder where you want to place the copied file.
- 5 Press [PASTE] or select |Paste| from the Commands menu.

The file is copied into the destination folder with the same file name. If you want to give the duplicate file a new name, use the Rename command.

Using Office Commands

Copying Several Files into Another Folder

You can also copy more than one file at a time when you are copying files into another folder. When you copy more than one file at a time within the same folder, you are prompted to rename each copied file.

To copy several files into another folder:

- 1 Open or resume the folder containing the files you want to copy.
- 2 Select the files you want to copy.
- 3 Press <Copy> or select |Copy| from the Commands menu.

The message **Open destination folder and touch PASTE** appears.

- 4 Open or resume the folder in which you want to place the copied files.
- 5 Press [PASTE] or select |Paste| from the Commands menu.

The highlighted files are copied into the destination folder with the same names. If the destination folder already contains files with the same names as any of the files you are copying, you are prompted to rename each duplicate file name.

Copying a Folder

When you copy a folder, you copy the folder and everything in it into a new location. The folder keeps the same name.

You cannot copy a folder into itself. For example, you cannot copy the **practice** folder and paste it into the Filecabinet/practice window.

The following procedure assumes that you want to copy the folder into another folder or into the Filecabinet. If you want to copy a folder onto a floppy disk, see "Using Floppy Disks" in this section.

To copy a folder:

- 1 Point to the name of the folder you want to copy.
- 2 Press <Copy> or select |Copy| from the Commands menu.

The message **Open destination folder and touch PASTE** appears.

- 3 Open or resume the folder where you want to place the copied folder.
- 4 Press [PASTE] or select |Paste| from the Commands menu.

The folder and its entire contents are copied into the destination folder. If you want to give the copied folder a new name, use the Rename command.

Create Command

The Create command displays a menu listing the objects you can create; it then displays a form so you can name the object you are creating.

The object you create is placed in the folder that is active when you start the Create command. If you create an object when the Office window is active, the created object is placed in the Filecabinet. Two exceptions are RS-232 Profiles and Modem Profiles, which are placed in the Profiles folder in the Filecabinet.

You can use either of these methods to enter the Create command:

- o Press <Creat>.
- o Select |Create| from the Commands menu.

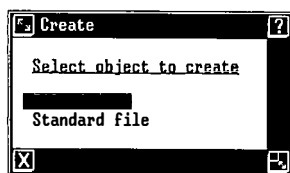
For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

Using Office Commands

To create a new object:

- 1 Press <Creat> or select |Create| from the Commands menu.

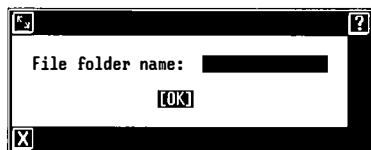
A Create menu similar to the one below appears:



The choices listed on the menu depend on the particular applications, languages, and other optional software installed on your system.

- 2 Point to the type of object you want to create and press <Enter>.

A window appears asking you to name the object you are creating. For example, if you are creating a file folder, you see this window:



- 3 Type a name for the object you are creating.

For information on naming objects, see "Using the Office" in this section.

- 4 Point to [OK] and press <Bl>, or press <Enter>.

If the object you created is an application file, an application window usually opens, ready for you to begin work on the new file. See your application manual for details.

If you have created a folder, the new folder is placed in the folder that was current when you started the Create command or in the Filecabinet if the Office was current.

Delete Command

The Delete command removes folders or files you no longer need from your Filecabinet or Floppydisk. This makes more room in your Filecabinet for folders and files you need to keep.

All deleted folders and files are moved to the Wastebasket, so you have a chance to retrieve any accidental deletions before they are deleted from the system.

You can use either of these methods to enter the Delete command:

- o Press <Dlete>.
- o Select |Delete| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To delete a folder or file:

- 1 Open or resume the folder containing the folder or file you want to delete.
- 2 Point to the folder or file you want to delete.
- 3 Press <Dlete> or select |Delete| from the Commands menu.

The folder or file is moved to the Wastebasket.

Using Office Commands

Deleting Several Folders and Files

To delete several folders and files:

- 1 Open or resume the folder containing the folders and files you want to delete.
- 2 Point to the first folder or file you want to delete and press <Mark>.
- 3 Continue pointing and pressing <B3> or <Mark> until you have highlighted all the folders and files you want to delete.
- 4 Press <Delete> or select |Delete| from the Commands menu.

The previously highlighted folders and files are moved to the Wastebasket.

Deleting Files from the Wastebasket

Because all deleted folders and files are moved to the Wastebasket, you are given a second chance to be sure you no longer want these objects. You can retrieve files from the Wastebasket by moving them back to any folder. To do this, open the Wastebasket and use the Move command. Once a folder or file is deleted from the Wastebasket, it is deleted from the system.

You should clear out your Wastebasket periodically to clear space on your hard disk. You can choose to clear your Wastebasket automatically by using the **Empty Wastebasket?** selection of the Office Preferences form. See "Changing User Preferences" in this section of the manual for more information.

To delete files from the Wastebasket:

- 1 If the Office is not the active window, resume it.
- 2 Point to |Wastebasket|.
- 3 Press <B1> or <Enter> to open the Wastebasket.

You see a list of all the folders and files in the Wastebasket.

- 4 Point to the first folder or file you want to delete and press <Mark>.
- 5 Continue pointing and pressing <B3> or <Mark> until you have highlighted all the folders and files you want to delete.
- 6 Press <Dlete> or select |Delete| from the Commands menu.

The highlighted folders and files are deleted from the Wastebasket and cannot be retrieved.

Find Command

The Find command locates files and file folders stored in the Filecabinet. This command is particularly useful if you have a large collection of files and folders. You can search for files and folders based on their name, type, ownership, size, or age. For example, you can search for all files older than a given number of days, all files larger than a given size, or all executable files. The Find command displays a list of all files and folders that match the conditions you specify.

You can search for files in any of the Office objects that store files and folders: the Filecabinet, the current folder, the Floppydisk, the Clipboard, and the Wastebasket. The Find command searches all files and folders in the current object you have opened or, if given from the Office, in the Filecabinet.

The Find command displays the matching files and folders using the display type and order you specify using the Office Preferences (see "Changing User Preferences" in this section).

You can open, copy, delete, or move one or more files or folders, or you can run an executable file from the list displayed by the Find command.

Using Office Commands

You can use any of these methods to enter the Find command:

- o Press the [FIND] screen key, <F6>.
- o Press the <Find> key.
- o Select |Find| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To use the Find command:

- 1 Open or resume the object or folder in which you want to search. If you give the command from the Office, the entire Filecabinet will be searched.
- 2 Press [FIND], or press the <Find> key, or select |Find| from the Commands menu.

You will see the Find form:

If you have used the Find command since logging in, the form displays the entries you made the last time you used the command. Otherwise, the form is blank.

- 3 Fill in as many of the fields as you want. The individual fields are described below.

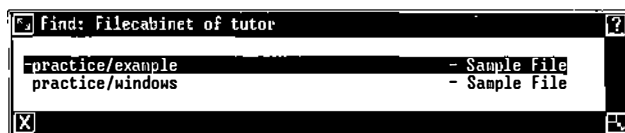
You must make an entry in at least one field. If you fill in more than one field, the files that are found will match all of the fields for which you make an entry.

If you do not make an entry in a field, this field does not restrict the search. For example, if you do not enter a type, all types of files that match your other field entries are found. To remove an entry from a field, point to the field and press <Clear Line>.

- 4 Press <Enter>.

If no files or folders are found that match all of the entries you made in the form, you see the message, **No file was found that matched the criteria**. Press the Enter key and then repeat the Find command using different entries in one or more fields.

If the search is successful, you see a list of the matching files and folders. For example, if you log in as **tutor** and search the Filecabinet for all sample files, you see a list similar to the following:



The window border displays the name of the object that was searched. Under the name you see the pathname from this object to the file or folder that was found (in this case, the two files are in the **practice** folder). See "Selecting Objects and Entering Commands" in this section for more information on pathnames.

Using Office Commands

You can open, copy, delete, or move any of the files or folders, or run an executable file, by pointing to the name in the Find window and then selecting the desired command. When you do so, the Find window closes.

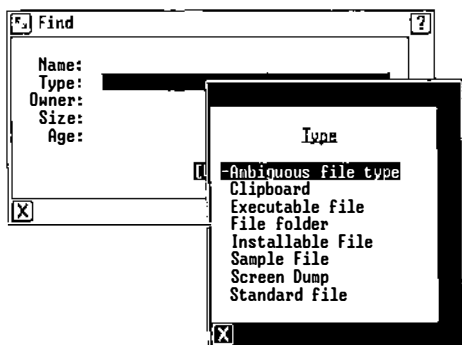
The fields in the Find form are explained below.

Name: Use this field to type the name of a file or folder you want to locate. If you are not sure of the name, or if you want to find all files with similar names, you can use * to search for groups of files. For example, to search for all files with names starting with the letter d, you could type:

d*

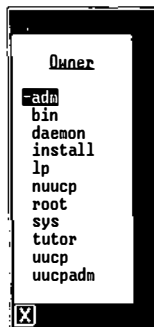
Type: Use this field to enter the type of file you want to locate. This field supplies a list of the file types available on your system, which you can display by pressing the B2 mouse button or the Cmd or Opts key, or you can display each choice in succession by pressing the B3 mouse button or the Mark key. If you are not sure of the type or want to include all types of files in the search, leave this field blank.

If you have not installed any optional software, you see the following choices:



Owner: The owner for files you create and store in the Office is normally the user name you used to log in. For example, if you log in as **tutor**, the files and folders you see are owned by tutor. If you want to find files in your Filecabinet that belong to a different owner, you can use this field to enter the name of the owner.

You can display the choices for this field by pressing the B3 mouse button or the Mark key to see each choice in succession, or you can press the B2 mouse button, or the Cmd or Opts key to see a menu of the choices. If you have not yet set up any user names on your system, you will see the following choices:



Most of these owners are responsible for your system software and need not concern you. If you are not sure of the owner of the file you want to find, leave this field blank.

Size: Use this field to search for files according to their size. If you have set the Office Preferences to display files and folders using the long form, object and folder menus display the size of your files in characters. You can search for files by size in four ways:

- o Files of a specific size: if you know the exact number of characters in the file or files, type this number.

- o Files smaller than a given size: if you know the file or files to be fewer than a certain number of characters, type < followed by the number. For example, to find files smaller than 32,000 characters, type:

<32000

- o Files larger than a given size: if you know the file or files to be more than a certain number of characters, type > followed by the number. For example, to find files larger than 2,400 characters, type this:

>2400

- o Files in a given size range: if you know the file or files to be between two sizes, type the two sizes separated by two periods (..). For example, to search for files larger than 2,400 characters but smaller than 32,000 characters, type:

2400..32000

Age: Use this field to search for files according to how recently they were created or changed. You can search for a file based on its age in three ways:

- o Files older than a given number of days: if you know the file or files have been created or last changed at least a certain number of days ago, type > followed by the number of days. For example, to find files more than 7 days old, type:

>7

- o Files newer than a given day: if you know the file or files have been created or last changed within the last few days or after a certain day, type < followed by the number of days. For example, to find files created within the last 14 days, type:

<14

- o Files in a given age range: if you know the file or files have been created or last changed within a particular time span, type the age range in number of days, separated by two periods. For example, to find files created between 7 and 14 days ago, type:

7..14

Help Command

You can get Help any time you need more information about your current activity or the Office in general. If you are in the process of entering a command, information about that command is displayed. If you are pointing to an object, information about that type of object is displayed. In some cases, a general-purpose Help screen appears. After viewing Help information, exiting from the Help window returns the cursor to its location when you requested Help.

You can use any of these methods to view Help information:

- o Press <Help>.
- o Use the [?] icon in the upper-right corner of the window.
- o Select |Help| from the Commands menu.

For more information on the various methods of entering commands, see the "Selecting Objects and Entering Commands" chapter in this section.

To get Help:

- 1 Point to the object or command for which you want help.
- 2 Press <Help>, select |Help| from the Commands menu, or point to [?] and press <B1>.

To see a list of subjects for which Help is available, press [TABLE OF CONTENTS].

Using Office Commands

To see Help information on a particular topic in the Table of Contents display, point to that topic and press <Enter>.

Use the screen keys to display information on related topics.

- 3 When you have finished viewing the Help information, press <Exit> to return to the previous display.

Layout Command

The Layout command shows the organization of the folders contained in the file system, beginning with the Filecabinet or current folder. If this command is executed from the Office, the layout of the Filecabinet is displayed. If the command is executed on an object or folder that does not contain any other folders, you see the message **The current folder contains only files.** The Layout command is available both from the Commands menu and from the SHOW LAYOUT screen key.

The layout display is organized as a menu of folders. You can open, copy, move, or delete any folder displayed in the Layout menu by pointing to the desired folder and then selecting the desired command.

You can use either of these two methods to execute the Layout command on an open object:

- o Select |Layout| from the Commands menu.
- o Press [SHOW LAYOUT].

For more information on the various methods of entering commands, see the "Selecting Objects and Entering Commands" chapter in this section.

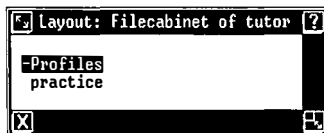
To show the layout of an object (this example uses the Filecabinet of the tutor login):

- 1 Open the Filecabinet.

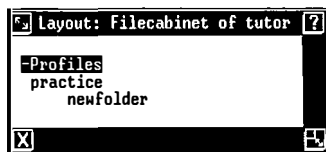
You could also have only the Office open for a complete Filecabinet layout.

- 2 Press [SHOW LAYOUT] or select |Layout| from the Commands menu.

You see the following display:



Notice the display shows only folders contained in the tutor Filecabinet. If this Filecabinet had contained a folder inside the practice folder named newfolder, the display would look like this:



If arrows appear in the window border, this means that more folders can be viewed. Press the Page key or point to the arrow icons and press the B1 mouse button to see more of the layout.

Opening Folders from the Layout Window

You can open any of the folders displayed in the Layout window by selecting them as you normally would from the Filecabinet display.

To open any folder in the Layout window:

- 1 Point to the name of the folder you want to open.
- 2 Press <Enter> or <B1>.

The folder is opened, displaying its contents.

Using Office Commands

Deleting Folders from the Layout Window

You can delete any of the folders displayed in the Layout window by selecting them as you normally would from a Filecabinet display.

To delete any folder in the Layout window:

- 1 Point to the name of the folder you want to delete.
- 2 Press <Delete> or select |Delete| from the Commands menu.

The folder and all the files it contains are deleted and moved to the Wastebasket.

Logout Command

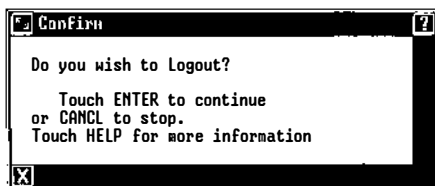
The Logout command closes the Office at the end of a UNIX PC session. This command leaves the UNIX PC with the login display and reduces the chance of unauthorized users gaining access to your folders and files.

You can log out in one of three ways: using the [X] icon on the Office window, using the Exit key from the Office window, or using the Commands menu.

To log out using the [X] icon:

- 1 Close all application windows.
- 2 Resume the Office window.
- 3 Point to the [X] icon at the bottom of the Office window and press <B1>.

You see this message:



- 4 Press <B1> or <Enter>.

The screen is cleared and you see the **Please login:** prompt. To use the Office again, follow your usual login procedure.

To log out using the <Exit> key:

- 1 Close all application windows.
- 2 Resume the Office window.
- 3 Press <Exit>.

You see the confirm message illustrated above.

- 4 Press <B1> or <Enter>.

The screen is cleared and you see the **Please login:** prompt. To use the Office again, follow your usual login procedure.

To log out using the Commands menu:

- 1 Close all application windows.
- 2 Resume the Office window.
- 3 Press <B2> or <Cmd>.
- 4 Point to |Logout| and press <Enter>.

Using Office Commands

The screen is cleared and you see the **Please login:** prompt. To use the Office again, follow your usual login procedure.

You can also use the Close command from the Office to log out. See "Close Command" in this chapter for more information.

Move Command

The Move command moves folders and files to new locations in the Office. When an object is moved, it is deleted from its original location.

You can use either of these methods to enter the Move command:

- o Press <Move>.
- o Select |Move| from the Commands menu.

For more information on the various methods of entering commands, see the "Selecting Objects and Entering Commands" chapter in this section.

Note

You can cancel the Move command any time before the Paste step. To cancel a command, press the Canc1 key.

The following procedures show you how to:

- o Move files to another folder
- o Move a folder
- o Move folders and files from the Wastebasket

For information on moving folders and files to and from the Floppydisk, see "Using Floppy Disks" in this section.

Moving Files to Another Folder

To move one or more files to another folder:

- 1 Open or resume the folder containing the file or files you want to move.
- 2 Select the files you want to move.
- 3 Press <Move> or select |Move| from the Commands menu.

The message **Open destination folder and touch PASTE** appears.

- 4 Open or resume the folder to which you want to move the files.
- 5 Press [PASTE] or select |Paste| from the Commands menu.

The highlighted files are moved to the destination folder and deleted from the original location. If the destination folder already contains items having the same name as the objects you are moving, you are prompted to rename the objects you are moving.

Moving a Folder

When you move a folder, you move the folder and everything in it to a new location. The folder keeps the same name.

You cannot move a folder into itself. For example, you cannot move the **practice** folder and paste it into the Filecabinet/practice window.

The following procedure assumes that you want to move the folder to another folder or to the Filecabinet. If you want to move a folder to the Floppydisk, see "Using Floppy Disks" in this section.

Using Office Commands

To move a folder:

- 1 Point to the folder you want to move.
- 2 Press <Move> or select |Move| from the Commands menu.

The message **Open destination folder and touch PASTE** appears.

- 3 Open or resume the folder in which you want to place the moved folder.
- 4 Press [PASTE] or select |Paste| from the Commands menu.

The folder and its entire contents are moved to the destination folder.

Moving Folders and Files from the Wastebasket

You can retrieve folders and files you have deleted by moving them from the Wastebasket.

To move folders and files from the Wastebasket:

- 1 Resume the Office.
- 2 Select the Wastebasket and press <Enter>.
The contents of the Wastebasket appear.
- 3 Select the folders and files you want to move by pressing <Mark> or <B3>.
- 4 Press <Move> or select |Move| from the Commands menu.
The message **Open destination folder and touch PASTE** appears.
- 5 Open or resume the folder to which you want to move the folders or files.
- 6 Press [PASTE] or select |Paste| from the Commands menu.

The selected folders and files are moved to the destination folder.

Next Window Command

This command is used for moving between windows.

NEXT WINDOW is a screen key at the bottom of the screen. This command is executed by pressing the F5 function key or pointing to the NEXT WINDOW screen key with the mouse and pressing the B1 mouse button.

The Next Window command does not resume application windows, the Call Screen window, the UNIX System window, or any other window that does not show the NEXT WINDOW screen key. See "Working with Windows" in this section for other methods of resuming windows.

To move to the next window:

- o Press [NEXT WINDOW].

To move to the previous window, see "Previous Window Command" in this chapter.

Open Command

The Open command opens objects. When you open an object, its contents are displayed in a new window. If the object requires an application to display it, that application is started automatically. Open is the default command for most objects--that is, it is used if you do not specify a different command.

You can use any of these methods to open an object:

- o For most objects, simply point to the object and press <B1> or <Enter>.
- o Press the <Open-Close> key.
- o Select |Open| from the Commands menu.

If you want to open an executable file that allows editing, you should use the Open command from the Commands menu or the Open-Close key. Pressing the left mouse button or the Enter key causes an executable file to run.

Using Office Commands

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To open an object in the active window using the Commands menu:

- 1 Point to the object you want to open.
- 2 Press <B2> or <Cmd> to display the Commands menu.
- 3 Point to |Open| and press <B1> or <Enter>.

The open object is displayed in a new window.

To use the Open-Close key:

- 1 Point to the object you want to open.
- 2 Press <Open-Close>.

The open object is displayed in a new window.

To open an object with the Enter key:

- 1 Point to the object.
- 2 Press <Enter>.

The open object is displayed in a new window.

Organize Command

The Organize command changes the order of objects or items displayed in your Filecabinet and lets you change the way your Filecabinet, Floppydisk, Wastebasket, and folder menus are displayed. This command can help you to find the files or folders you need or give you more information about your files and folders.

The contents of Office objects and folders are initially displayed in alphabetical order by name; names starting with capital letters precede those starting with lowercase letters. The name of each folder and file is followed by a dash and a brief description of the type of object. For example, the practice folder is shown as practice - File folder.

You can use the Organize command to change the displays to:

- o The long form, in which the date the file was last changed or restored and the size of the file or folder are displayed.
- o The name-only form, in which the description is omitted.

You can also change the order in which the entries are displayed to any of the following:

- o Most recently created or changed first
- o Least recently created or changed first
- o Largest in size first
- o Smallest in size first
- o Alphabetical by type (description)

The new organization is used only as long as the window is open. If you close the object and then open it again, it returns to the default organization. The default organization can also be changed. See "Changing User Preferences" in this section for more information.

You can use either of these methods to enter the Organize command:

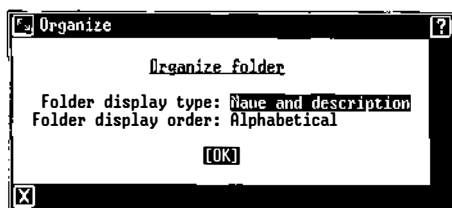
- o Press [ORGANIZE].
- o Select |Organize| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To organize an object or folder display:

- 1 Open or resume the object or folder that you want to organize.
- 2 Press [ORGANIZE] or select |Organize| from the Commands menu.

You see the Organize form:



- 3 Point to the first field on the form, **Folder display type:**, and press <B3> or <Mark> until the desired choice is displayed.
- 4 Point to the second field on the form, **Folder display order:**, and press <B3> or <Mark> until the desired choice is displayed.
- 5 Point to [OK] and press <B1>, or press <Enter>.

The object or folder window is reorganized.

Paste Command

The Paste command places copied or moved files in a new location. Paste is the final step in a Copy or Move procedure.

The Paste command is also used when you are moving part of a file from one application to another. See your application manuals for details.

You can use either of these methods to enter the Paste command:

- o Press [PASTE].
- o Select |Paste| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To put files in a new location:

- 1 Open or resume the folder or object in which you want to paste the copied or moved file.
- 2 Press [PASTE] or select |Paste| from the Commands menu.

The file is copied or moved to the new location. See "Copy Command" and "Move Command" in this chapter for complete copying and moving procedures.

Previous Window Command

The Previous Window command resumes the last active window before the current one. This command is used for moving between windows. It is executed by pressing the F4 function key or by pointing to the PREV WINDOW screen key with the mouse and pressing the B1 mouse button.

The Previous Window command does not resume application windows, the Call Screen window, the UNIX System window, or any other window that does not show the PREV WINDOW screen key. See "Working with Windows" in this section for other methods of resuming windows.

To move to the previous window:

- o Press [PREV WINDOW].

To move to the next window, see "Next Window Command" in this chapter.

Print Command

The Print command prints the contents of standard files. You can also print a copy of your screen display.

If you want to print the contents of an application file, you must normally open the file and then select the Print command. See your application manuals for details.

Before you can print, your printer must be installed and configured. See "Setting Up a Printer" in the "Using Printers" chapter of this section.

Using Office Commands

You can use either of these methods to enter the print command:

- o Press <Print>.
- o Select |Print| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

The following procedures show you how to:

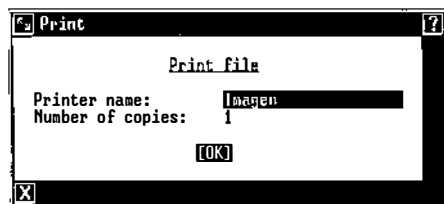
- o Print a standard file.
- o Print the screen display.

Printing a Standard File

To print the contents of a standard file:

- 1 Open or resume the object or folder containing the file you want to print.
- 2 Point to the name of the file.
- 3 Press <Print> or select |Print| from the Commands menu.

The following form is displayed:



- 4 Point to the **Printer name:** field and press <B3> or <Mark> until the name of your printer is displayed.

- 5 Point to the **Number of copies:** field and type the number of copies you want printed.
- 6 When you are ready to print, press <Enter> or point to the [OK] icon at the bottom of the form and press <B1>.

You see the message **filename** queued for printing on the message line (**filename** is the name of your file).

Printing the Screen Display

You can print the entire screen display from the **UNIX** PC console, if you have a dot-matrix printer attached to it. This command cannot be executed from a remote terminal logged into the **UNIX** PC.

To print your console screen's contents:

- o Press and hold <Shift>, and then press <Print>.

A message is displayed that asks you to wait until printing can begin. The screen display is then added to the print queue. As soon as the wait message is removed from the screen, you can continue working, even though printing may not have begun.

Note

Screen prints are sent to the first dot-matrix printer set up in the Printer Setup form, rather than the Default Printer. To send the screen print to a different dot-matrix printer, remove all configured dot-matrix printers from the Printer Setup form; then configure the desired printer (serial or parallel) before configuring any others.

Using Office Commands

Refresh Command

The Refresh command is used primarily for redisplaying the screen of a remote workstation after a message or stray characters have disturbed the screen display. If the Refresh command is executed from the local workstation, the contents of the current window are redisplayed.

To execute the Refresh command:

- o Press <Rfrsh>, or
- o Select |Refresh| from the Commands menu, or
- o Press <Esc> <r> <f> in sequence.

The contents of the screen (remote workstation) or current window (local workstation) are redisplayed.

Rename Command

The Rename command changes the names of existing folders and files. When you rename a folder or file, you must give it a new name not already used in the folder that contains it. You should give each folder and file a unique name that reflects its contents.

You can use either of these methods to enter the Rename command:

- o Press [RENAME].
- o Select |Rename| from the Commands menu.

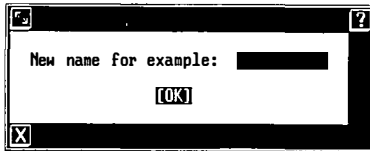
For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To rename a folder or file:

- 1 Open or resume the object or folder containing the folder or file you want to rename.
- 2 Point to the folder or file you want to rename.

- 3 Press [RENAME] or select |Rename| from the Commands menu.

You see this window:



The form displays the name of the file you are renaming. In the illustration above, the name of the file being renamed is **example**.

- 4 Type a new name for the folder or file.
- 5 Press <Enter>.

The folder or file is renamed.

Run Command

The Run command initiates the execution of programs that are contained in executable files. Run is the default command for programs and executable files.

You can use either of these methods to enter the Run command:

- o Point to the executable file and press <B1> or <Enter>.
- o Select |Run| from the Commands menu.

For more information on the various methods of entering commands, see "Selecting Objects and Entering Commands" in this section.

To run a program contained in an executable file:

- 1 Open or resume the folder containing the program or executable file you want to run.

Using Office Commands

- 2 Point to the name of the program or executable file you want to run.
- 3 Press <Enter> or select |Run| from the Commands menu.

The program in the executable file begins running.

Security Command

The Security command lets you control access to your Filecabinet, folders, and files.

You can gain access to a file in three ways and to a folder in two:

<u>Access</u>	<u>Description</u>
Read permission	The file or folder can be examined (read, copied, searched) by those who have access.
Write permission	The file or the contents of a folder can be modified by those who have access.
Run permission	A file can be run (executed) by those who have access. (Does not apply to folders.)

You can determine whether your Filecabinet, folders, and files have private, public, or group access.

Private access means that only the owner of the files has permission to read, write, or run the designated files.

Public access means that all users have permission to read, write, or run the designated files.

Group access, available with some application packages, allows you to set up groups having access to the same files. (If you don't have the applications that allow you to create groups, group access functions the same as public access.)

You can set access permissions for your Filecabinet, for each folder, or for each file. For instance, if you have a file that has public read permission and private write permission, all users can examine or copy the file, but only the owner can modify it.

You can use either of these methods to enter the Security command:

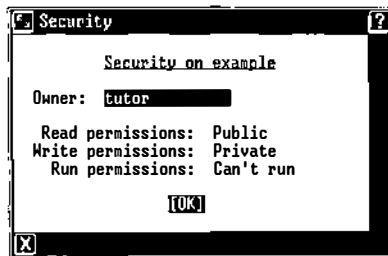
- o Press [SECURITY].
- o Select |Security| from the Commands menu.

For more information on the various methods of entering commands, see the "Selecting Objects and Entering Commands" chapter in this section.

To change the security permissions of a file or folder:

- 1 Open or resume the object or folder containing the file or folder for which you want to change the security permissions.
- 2 Point to the file or folder you want to change.
- 3 Press [SECURITY] or select |Security| from the Commands menu.

You see the Security form that displays the settings currently in effect for the folder or file. For example, if you log in as **tutor** and select the **example** file, the form looks like this:



Using Office Commands

- 4 Change as many of the fields as you want.
The individual fields are described below.

For each field, you can press <B3> or <Mark> to display each of the choices in succession, or you can press <B2>, <Cmd>, or <Opts> to select from a menu of the choices.

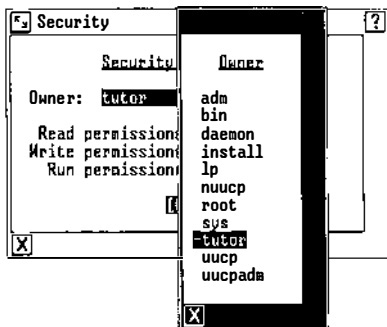
- 5 When you are finished changing the form, press <Enter>.

The fields in the Security form are explained below.

Owner: The owner of the files you create and store in the Office is normally the user name you used to log in. For example, if you log in as tutor, the files and folders you see are owned by tutor. You can use this field to assign a file or folder to a different owner.

Normally, you will not assign ownership of a file to another user. You will need to do this, however, for files you are giving to another user.

The choices for this field are as follows, if you have not set up any user names on your system:



Most of these owners are programs responsible for your system software and need not concern you.

Caution

Be careful when changing the owner of a file or folder. If you change the owner of a file or folder to an owner other than the current user name or to an owner corresponding to a login you cannot enter, you may not be able to make changes to the file or folder, and you will no longer be able to use the Security command to change the owner selection back to the original.

Read permissions: You can use this field to determine if the contents of your files and folders can be opened, viewed, or copied by others. This command is useful to prevent unauthorized users from viewing confidential or sensitive information. The three types of access for read permissions are:

- o Private--Access to the file or folder is restricted to its owner, typically your user name, so that only you can open it and see its contents or make a copy of it. You must be logged in with the user name shown under **Owner:** to view its contents or to copy it.

Note

If a file's read permission is private, it is also print-protected. Change its permission to public and print it; then change its read permission back to private.

- o Public--All users of your UNIX PC system can open and view the contents of the file or folder and copy its contents.
- o Group--All users of a group you have set up can open and view the contents of the file or folder and copy its contents. Groups can be created only if you have installed certain applications that support group access.

Note

If you don't have any applications supporting group access, group access functions the same as public access.

Write permissions: You can use this field to determine if the contents of your files can be edited and if a user can add or delete files from your folders. This is useful to prevent unauthorized users from changing important data. The three types of access for write permissions are:

- o Write-protected--No user, including the owner, can edit the file or create or copy files into the folders. However, the owner can still delete the file or folder.
- o Private--Only the owner of the file or folder can make changes to its contents. If its read permission is public, other users can modify this file by copying it first. Then the other user becomes the owner of the copied file.
- o Public--All users of your **UNIX** PC system can make changes to the file or folder.
- o Group--All users of a group you have set up can open and view the contents of the file or folder and copy its contents. Groups can be created only if you have installed certain applications that support group access.

Note

If you don't have any applications supporting group access, group access functions the same as public access.

Run permissions: You can use this field to determine whether programs (executable files) stored in your Filecabinet can be run (executed) by other users. This command is useful to keep unauthorized users from running your programs. The three types of access for run permissions are:

- o **Can't run**--The file or folder is not an executable program. This choice should be selected for all folders and for files containing data or text. It does not appear in the Security form for folders.
- o **Private**--Only the owner of the executable file can run it.
- o **Public**--All users of your **UNIX** PC system can run the executable file.
- o **Group**--All users of a group you have set up can open and view the contents of the file or folder and/or copy its contents. Groups can be created only if you have installed certain applications that support group access.

Note

If you don't have any applications supporting group access, group access functions the same as public access.

Show Layout Command

The Show Layout command (same as the Layout command) shows the organization of the folders contained in the file system, beginning with the Filecabinet or current folder. If this command is executed from the Office, the layout of the Filecabinet is displayed. If the command is executed on an object or folder that does not contain any other folders, you see **The current folder contains only files** message. The Show Layout command is available both from the screen keys (SHOW LAYOUT) and from the Commands menu (Layout).

For more information on the Layout command, see "Layout Command" in this chapter.

Shutdown Command

The Shutdown command must be entered before you turn off the power to the UNIX PC. This command can be executed only from the Commands menu on the UNIX PC console. It cannot be executed from a remote terminal.

Cautions

Do not turn off the power without performing the shutdown procedure.

Failure to enter the Shutdown command before turning the power off can result in loss of data or damage to your hard disk.

Do not turn off the power without making sure that all users except the user on the console are logged off and that no incoming or outgoing mail is being sent. Otherwise, work in progress may be lost or destroyed.

To enter the Shutdown command:

- 1 Make sure all remote users are logged off.
- 2 Select |Shutdown| from the Commands menu.

If other users are on the system, or if there is incoming or outgoing mail, you see a warning message. Press <Enter> to continue.

You see a confirmation message requiring you to respond.

- 3 Press <Enter> to continue.

If other users are logged in, they will receive a broadcast message informing them to log off. The system then waits for one minute.

You will briefly see the following message: **IF YOU PLAN ON MOVING OR SHIPPING THE UNIX PC, PLEASE REBOOT THE DIAGNOSTICS DISK TO PARK THE DISK HEADS.** This message means to insert the Diagnostics floppy disk; then press the reset button to display the Diagnostics menu. After choosing the Park Disk Heads selection, you can safely move or ship the **UNIX PC** to a new location.

You need to park the disk heads only if you are going to move the UNIX PC to a new location. It is not necessary to park the disk heads every time you shut down the system.

When the shutdown procedure is complete, you see the following message. Do not turn off the power until you see the following message:

**Ready to power off or reset the machine.
Press RETURN to reboot**

You can safely turn the power off now. To continue using the **UNIX PC**, press the Return key to restart (reboot) the system; rebooting can take five to ten minutes.

Time Command

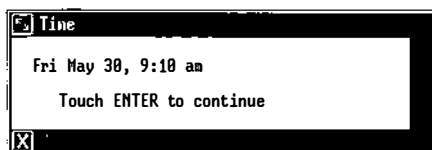
The Time command displays the system date and time, which is for use on remote workstations. It is selectable only from the Commands menu.

To display the date and time:

- 1 Select |Time| from the Commands menu.

Using Office Commands

You see a Time window similar to the following:



- 2 Press <Enter> to remove the window from the screen.

Changing User Preferences

You can customize some of the **UNIX** PC Office features and operations by using the Preferences object in the Office window. Some applications also provide preferences that let you customize the application. See your application manuals for details.

The entire workstation can be set up in several ways so that all users are affected. See the **Managing the UNIX** PC section of this manual for details.

Preferences Summary

All of the features and functions you can customize using the Preferences object are listed below. These features are described in detail at the end of this chapter.

Office Preferences

Folder display type: Displays of Office object and folder contents can be in any of three formats: the name of each object followed by its description; the name alone; or the long form, which includes the name, description, date of last change, and size.

Folder display order: The order in which Office object and folder contents are displayed can be any of six sequences: alphabetical, most recent, least recent, largest item first, smallest item first, and alphabetical by type.

Standard window size: Certain displays use a default window size. You can determine the number of rows and columns in the standard window.

Changing User Preferences

Empty Wastebasket?: You can choose the interval in which the Wastebasket is emptied. All previously deleted files contained in the Wastebasket are automatically removed from the system. The Wastebasket is emptied following a login. So, if your selected interval is **Daily**, your Wastebasket is automatically emptied after you log in every day. The four cleanup interval selections are **Never**, **Daily**, **Weekly**, or **Monthly**. If you keep the **Never** selection, you must remember to open your Wastebasket periodically and delete files from it manually.

Note

The following read, write, and run permissions affect all folders and files that you create after you change the preferences settings. Any folders and files you created prior to the preferences change may not have the same permissions. Use the Security command to see and, if you like, change the current permission for any folder or file.

Read permissions: You can use this field to control whether other users can view or copy folders and files belonging to the current user name. Two read permission settings can be used: **Private** and **Public**.

Write permissions: You can use this field to control whether other users can update or modify files and folders belonging to the current user name. Three write permission settings can be used: **Private**, **Public**, and **Write protected**.

Run permissions: You can use this field to control whether other users can run executable files belonging to the current user name. Three run permission settings can be used: **Private**, **Public**, and **Can't run**. All text files should have permissions set to **Can't run**.

Multi-user items?: You can use this field to create an Office object called **Other Users**. The Other Users object allows you to work with the Offices, Filecabinets, folders, and files of other users of the system along with the Filecabinet, folders, and files of your own user login. Two selections can be used for this field: **Yes** and **No**. **Yes** causes **Other Users** to be added to your Office.

Display command menu: You can turn off display of the Command menu so that no menu appears when you press the Cmd key. This field is useful if you know what the commands are and want to type them as rapidly as possible. It speeds response time when you are working from a remote terminal.

Turn screen off after: You can set up automatic blanking of your screen after a specified time interval of no keyboard or mouse input. Your time interval can be any number of minutes from 1 through 59. If you set this field to 0, the screen never blanks automatically.

Default editor: This selection displays the editor you use automatically when working with standard files. The default editor originally supplied with the system is **ed**, a UNIX line editor. The pathname for **ed** is **/bin/ed**. If you have installed another editor--for instance, **vi**--you may want to use it as the default editor. If so, type the pathname to the editor in this field. The pathname for **vi** is **/usr/bin/vi**.

Default shell: This selection appears if you have been assigned **expert** status. Expert status displays **UNIX System** in your Office window and allows you to access the UNIX operating system from your Office. For more information on expert status, see "Adding New Users" in the "Updating the **UNIX PC**" chapter in the **Managing the UNIX PC** section of this manual. When you select **UNIX System**, you will be using the default shell shown in this field. The pathname for the **UNIX System V shell** is **/bin/sh**. The pathname for the **Korn shell** is **/bin/ksh** (available with the optional Development Set software).

Changing User Preferences

Application Preferences

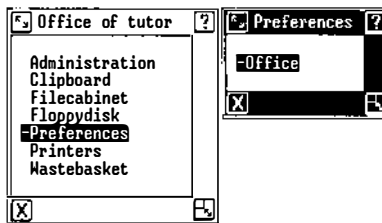
Some applications have preference settings. Your applications manuals describe these settings.

Displaying the Preferences Menu

To change any of the user preferences, display the Preferences menu, choose the type of preferences you want to change, and then fill out a form.

To display the Preferences menu:

- 1 Resume the Office window, if it is not the active window.
- 2 Point to |Preferences| and press <Enter>.
- 3 You see the following Preferences menu. Your menu may contain additional choices if you have installed optional software:



- 4 Point to the type of preferences you want to change and press <Enter>.

Changing the Office Preferences

Choosing the Office selection of the Preferences menu displays a form that allows you to customize the way the **UNIX** PC Office is presented on your screen. The following procedure shows you how to change any field in this form.

To change the Office preferences:

- 1 Point to |Office| in the Preferences menu and press <Enter>, displaying the form below, which shows the default values of the settings:

Preferences

Office preferences

Folder display type: Name and description
Folder display order: Alphabetical
Standard window rows: 12 columns: 75
Empty Wastebasket? Never
Read permissions: Public
Write permissions: Private
Run permissions: Public
Multi-user items? No
Display command menu? Yes
Turn screen off after 0 minutes
Default editor: /bin/ed

[OK]

- 2 Move the highlight to the field you want to change.

You can use the arrow keys, the Tab key, the Next and Prev keys, or the Return key to move the highlight. You can also move the mouse pointer and press the B1 mouse button to move the highlight to the desired field.

- 3 Select the desired preference setting.

The message line explains the possible entries for each field.

If the message line prompts you to select an entry, you can select the preference settings from a menu by pressing the Cmd or Opts key or the B2 mouse button. You can also step through possible preference settings by pressing the Mark key or the B3 mouse button.

If the message line prompts you to enter a response, type your new entry.

Changing User Preferences

- 4 Continue pointing to fields and changing the entries until all the fields display the choices you want.
- 5 When you have finished changing the form, press <Enter> to execute the changes on the Office preferences form. You see the Preferences menu again.
- 6 Press <Exit> or <Cancl> to remove the Preferences menu from the screen.

Office Preferences Fields

The following paragraphs describe the choices for each Office preference field.

Folder display type:

Name and description is the default. When you open any folder or the Filecabinet, Wastebasket, Floppydisk, or Clipboard, the list of folders and files is shown, with each folder and file name followed by a description of that folder or file. For example, the entry for a file folder named **myfolder** is displayed as **myfolder - File folder**.

Long form: In this form, the name of each folder and file is followed by its description, the date it was created or last changed, and its size in characters.

Name only: In this format, your folder windows list only folder and file names; the description of each folder and file type is not shown.

Folder display order:

Alphabetical is the default entry. Objects within a folder are listed in alphabetical order. Any names beginning with capital letters are displayed first.

Most recent: Objects are displayed in order from the most to the least recently created or changed.

Least recent: Objects are displayed in order from the least to the most recently created or changed.

Largest first: Objects are displayed in order from largest to smallest.

Smallest first: Objects are displayed in order from smallest to largest.

Alphabetical by type: All objects of the same type are grouped together and alphabetized within each group. For example, all file folders are displayed in alphabetical order, then all standard files in alphabetical order, and so on.

Standard window rows: The default entry is 12. The standard window height is 12 rows. You can enter any new value from 5 through 18.

Standard window columns: The default entry is 75. The standard window width is 75 columns. You can enter any new value from 20 through 76.

Empty Wastebasket?

Never is the default entry. The Wastebasket is never emptied automatically.

Daily: The Wastebasket is emptied automatically after you log in each day.

Weekly: All objects that have been in the Wastebasket for more than 7 days are deleted automatically after you log in.

Monthly: All objects that have been in the Wastebasket for more than 1 month are deleted automatically after you log in.

Permissions: Note that new values in the permission preferences affect only those files and folders created after the new values are assigned. You can use the Security command to check and change permissions for specific files or folders.

Read permissions:

Private: Only someone logged in under your user name can read or copy your files or search through your folders.

Changing User Preferences

Group: Any member of the group you have set up can read or copy any files and search any folders.

Public is the default entry. Any user who can log in can read or copy any files and search any folders.

Write permissions:

Write protected: Folders and files cannot be updated or changed by anyone, including yourself, until the write-protection is removed. A write-protected file can be deleted unless the folder that contains it is also write-protected.

Private is the default entry. Only someone logged in under your user name can edit your files or create or copy entries into your folders.

Group: Any member of the group you have set up can edit your files or create or copy entries into your folders.

Public: Other users can update any of your folders or files. You should assign **Public write permission** on a file-by-file basis to files and folders to be shared and modified by other users.

Run permissions:

Can't run: A file is not executable. Data, text files, and folders are not executable: can't run permission is always assigned to them by default.

Private: Your executable files can be run only by someone logged in under your user name.

Group: Any member of the group you have set up can run your executable files.

Public is the default entry. Anyone can run your executable files.

Multi-user items?

No is the default entry. The **Other Users** object does not appear in your Office window. See "Working with Other Users" in this section.

Yes: The **Other Users** object appears in your Office window, so you can access other users' Offices from your own Office window.

Note

Groups can be created only if you have installed specific applications that support group access. If you do not have any applications that support group access, group access functions as public access.

Command menu:

Yes is the default entry. Every time you press the Cmd key or the B2 mouse button, you see the Commands menu.

No: You do not see the Commands menu when you press the Cmd key or the B2 mouse button. Instead, you see the **Enter command:** prompt. Select **No** only if you are familiar with typing Office commands.

Turn screen off: To set up automatic blanking of your screen, type a number from 1 through 59. This number specifies the number of elapsed minutes before your screen goes blank when there is no input. If you do not want the screen to blank automatically, specify 0 minutes. You prolong the life of your screen by blanking it when you're not using it. As soon as you press any key or move the mouse, the screen display is restored. Note that this field sets automatic blanking for all console users on the system, not for individual user logins.

Changing User Preferences

Default editor: This selection displays the editor you automatically use when working with standard files. The default editor originally supplied with the system is **ed**, a UNIX line editor. If you have installed another editor--for instance, **vi**--you may want to use it as the default editor. If so, type the pathname to the editor in this field. The pathname to the **ed** editor is **/bin/ed**. The pathname to the **vi** editor is **/usr/bin/vi**.

Default shell: This selection appears if you have been assigned **expert** status. Expert status displays **UNIX System** in your Office window and allows you to access UNIX from your Office. When you select **UNIX System**, you use the default shell shown in this field. For more information on Expert and Normal status, see "Maintaining the **UNIX PC**" in the **Managing the UNIX PC** section of this manual.

The system is shipped with the UNIX System V shell. The pathname for this shell is **/bin/sh**. If you have installed the Development software floppy set, the Korn shell is available through the pathname **/bin/ksh**.

Using Floppy Disks

You use floppy disks to copy and move information to and from your hard disk. For example, you use floppy disks when you install new software on your **UNIX** PC and when you make backup copies of information for safekeeping.

The following procedures show you how to:

- o Handle floppy disks
- o Use the Floppydisk object in the Office
- o Display the contents of a **UNIX** PC floppy disk
- o Copy entire **UNIX** PC floppy disks
- o Copy selected folders and files on a **UNIX** PC floppy disk
- o Move selected folders and files on a **UNIX** PC floppy disk
- o Format a **UNIX** PC floppy disk
- o Repair a damaged **UNIX** PC floppy disk
- o Format an MS-DOS floppy disk
- o Read files from and write files on MS-DOS floppy disks

For information on backing up and restoring files on your hard disk, see "Maintaining the **UNIX** PC" in the **Managing the UNIX PC** section of this manual.

Using Floppy Disks

Handling Floppy Disks

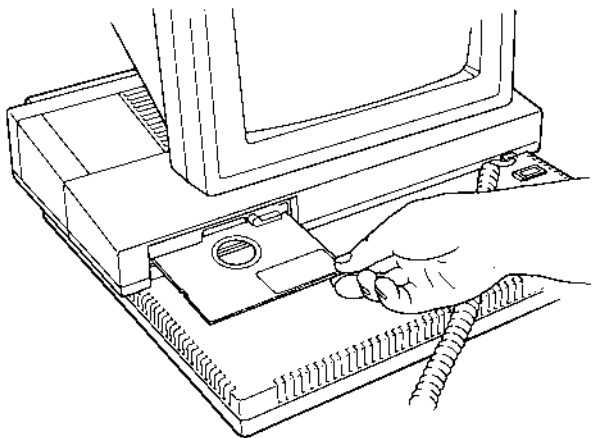
The following procedures are recommended for handling and storing floppy disks:

- o Handle floppy disks by the protective jacket. Do not touch the magnetic surface that shows through the jacket.
- o Keep contaminants such as food, liquids, and dust away from floppy disks.
- o If a floppy disk becomes soiled, do not use it! If you do, the contaminant may be spread to the drive and then passed on to clean disks.
- o Keep magnets away from floppy disks, because they can erase your data. Your telephone receiver has a magnet in it. Telephones should never be placed on or close to disks. Paper clips kept in magnetic holders can become magnetized and should not be used near disks.
- o Avoid high temperatures, outside the normal office range. The inside of your car, for example, can easily become too hot for a floppy disk.
- o Floppy disks are flexible, but they should not be deliberately bent or creased.
- o Do not put heavy weights on floppy disks or keep them in stacks or under pressure. Do not use paper clips or rubber bands on them.
- o Use only one label per floppy disk. If you need to change labels, peel the old label off first. Use a soft felt-tip pen to write on the label, because a ball-point pen or a pencil can make dents in the disk surface.
- o Return the floppy disk to its protective sleeve as soon as you are finished using it. Store disks upright when not in use.

Inserting Floppy Disks into the Computer

To insert a floppy disk in the floppy disk drive:

- 1 Make sure the power is on.
- 2 Remove the keyboard from the keyboard storage pad to expose the floppy disk drive.
- 3 Press the lever on the right side of the disk drive up and to the right, as indicated by the arrows on the drive.
- 4 Position the floppy disk label side up with the write-protect notch or protective tape to your left.



- 5 Gently insert the floppy disk into the disk drive until it stops.
- 6 Latch the drive shut by pressing the lever down and to your left so that it locks into the vertical position.

Using Floppy Disks

After you have inserted the floppy disk, you can proceed with your software operation. When the floppy disk is in use, the light on the upper-left side of the disk drive is lit.

Caution

Never raise the lever or remove the floppy disk from the drive while the red light is on. Doing so can cause data on the floppy disk to be lost or destroyed.

Removing the Floppy Disk

To remove a floppy disk from the drive:

- 1 Make sure the software operation that was using the floppy disk drive is finished and that the light on the disk drive is off.
- 2 Press the lever on the right side of the drive up and to the right.
- 3 Pull the floppy disk out of the drive and return it to its storage envelope.

Note

If you raise the lever on the floppy disk drive before a software operation is complete, a warning window appears within a few seconds. If you see this window, reinsert the same floppy disk, lower the lever, and press the Enter key. Do not raise the lever again until the software operation is finished and the red light turns off.

The Floppydisk Object

The **UNIX PC** allows you to work with two types of floppy disks: floppy disks that have file systems designed for use with the **UNIX PC** and floppy disks that have file systems designed for use with an **MS-DOS** operating system. This section describes how to use both types of floppy disks.

The Floppydisk object in the Office allows you to display the contents of a **UNIX PC** floppy disk, copy **UNIX PC** floppy disks, format **UNIX PC** floppy disks, and repair damaged **UNIX PC** floppy disks. It also allows you to format, read from, and write out to **MS-DOS** floppy disks.

Floppy disks provide a convenient way to store files, folders, and programs away from your **UNIX PC**. You may want to do this for several reasons:

- o You may want to keep separate backup copies of important files or data by copying these files from your Filecabinet onto a floppy disk.
- o You may want to lock up confidential data or files to prevent unauthorized persons from using them on your system.

You can move these files from your Filecabinet onto a floppy disk, or you can create these files and work with them on a floppy disk, removing the floppy disk when you are finished.

- o You may want to copy or move data or files from one **UNIX PC** to another.

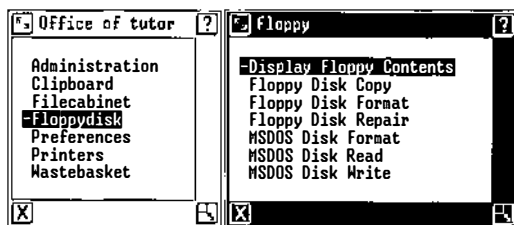
Often, the easiest way to move data or files between two computers is to copy files from the Filecabinet onto a floppy disk on the first **UNIX PC**, move the floppy disk to a second **UNIX PC**, and then copy them from the floppy disk into the Filecabinet on the second computer.

Using Floppy Disks

- o You may want to copy or move files between an MS-DOS computer and the **UNIX** PC.

You can read from or write onto most MS-DOS floppy disks. To use the MS-DOS data files with your **UNIX** PC, you must have equivalent applications installed on both computers or create a program to translate the data.

When you open the Floppydisk object from the Office, you see the following window, which displays all of the Floppydisk selections:



To open the Floppydisk object:

- 1 Resume the Office window.
- 2 Highlight |Floppydisk|.
3. Press <Enter> or <B1>.

Displaying the Contents of the Floppy Disk

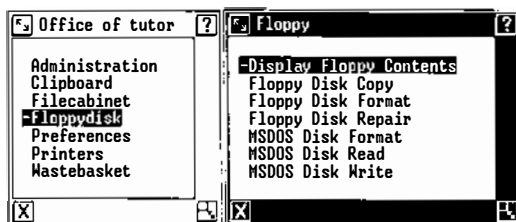
To see what is contained on a **UNIX** PC floppy disk, you must insert a formatted floppy disk into the floppy disk drive and choose the **Display Floppy Contents** selection. You cannot use this selection to display the contents of an MS-DOS floppy disk or a **UNIX** PC Backup floppy disk. You use the Format Floppy Disk selection to format a new **UNIX** PC floppy disk.

To display the contents of a **UNIX** PC floppy disk:

- 1 Point to |Floppydisk| in the Office window.
- 2 Press <B1> or <Enter>.

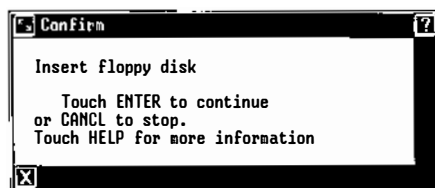
Your Floppydisk menu is displayed.

- 3 Point to |Display Floppy Contents|.



- 4 Press <Enter> or <B1>.

You see the following message window:



- 5 Insert a floppy disk that has been formatted for the **UNIX** PC into the floppy disk drive and press the lever down, as described at the beginning of this chapter.
- 6 Press <Enter>.

Using Floppy Disks

The files and folders contained on the floppy disk are displayed in a window that is very similar to the Filecabinet window. If no files or folders are on the floppy disk, you will see **Empty folder**.

You can open and use any of these folders and files in the same way that you open them from the Filecabinet window. You can copy and move files and folders between your Filecabinet and your Floppydisk. You can delete files and folders from your Floppydisk and recover them from the Wastebasket. See "Using Office Commands" in this section for detailed descriptions of these procedures.

If you attempt to open a folder or file and receive the **Access denial** message, the folder or file was created and modified by another user under a user name different from the one you are currently using. Use the Security command to change ownership of the file to your user name and then open the file. See "Using Office Commands" in this section for more information on the Security command.

When you are displaying the contents of a floppy disk, the red light on the floppy disk drive is on. When the red light is on, do not raise the lever or attempt to remove the floppy disk. If you do so, you can lose data from the floppy disk. If you suspect you may have lost data or otherwise damaged the files contained on a floppy disk, see "Repairing Floppy Disks" later in this chapter.

When you have finished using the floppy disk, you must close the Floppydisk menu before you can turn the latch and remove the floppy disk from the drive.

To close the Floppydisk menu:

- 1 Close all windows you have opened from the Floppydisk or from any folders it contains.
- 2 Resume the Floppydisk menu.
- 3 Press <Exit> or point to the [X] icon and press <B1>.

You see the message: **It is now safe to remove the floppy disk.**

If you have left open any folders or files that are stored on the floppy disk, these windows remain on the screen. You will be prompted to close these windows before you can remove the floppy disk from the drive.

Before you remove the floppy disk from the drive or lift the drive lever, you must wait until the red light is off. Be very careful to do this; otherwise, you may damage data on your floppy disk.

Note

To avoid accidental damage to a floppy disk from a remote system, never leave floppy disks in the floppy disk drive after you are through using them.

Copying Entire Floppy Disks

The **Floppy Disk Copy** selection copies the entire contents of one floppy disk onto another formatted floppy disk. You cannot specify individual folders or files to copy. For information on how to copy selected folders and files, see "Copying or Moving Folders and Files to the Floppydisk" in this chapter.

Only floppy disks that have been formatted to work with the UNIX PC can be copied with this procedure. You can use this selection to copy your System Software disks. You cannot use this selection to duplicate MS-DOS disks.

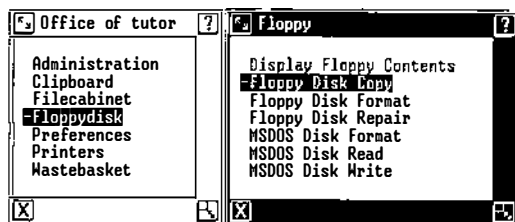
The floppy disk that contains the files you want to copy is called the source diskette; the formatted floppy disk that you are copying to is called the target diskette. Be sure your target disks are formatted before you begin the floppy disk copy procedure. Also, be sure your target disks do not contain any files you want to keep. The **Floppy Disk Copy** selection copies over any existing files on the target disk.

To copy the entire contents of one floppy disk onto another:

- 1 Point to |Floppydisk| in the Office window.
- 2 Press <Enter> or <Bl>.

Using Floppy Disks

You see the following window:



3 Point to |Floppy Disk Copy|.

4 Press <Enter> or <B1>.

You see a message asking you to insert the source diskette.

5 Insert the source diskette (the floppy disk that contains the files you want to copy).

6 Press <Enter> or <B1>.

The **UNIX** PC copies the contents of the source diskette into a temporary storage area on the hard disk. When the copy is completed, you see a message asking you to insert the target diskette.

7 Remove the source diskette and insert the target diskette (the floppy disk you want to copy onto).

8 Press <Enter> or <B1>.

The **UNIX** PC copies the files from the temporary storage area onto the target floppy disk. When the copy is completed, you are asked if you want to make another copy of the files in the temporary storage area.

- 9 Type **y** if you want to make another copy;
type **n** if you do not want to make another
copy.
- 10 Remove the target diskette from the floppy
disk drive.

If you chose to make another copy, respond to the next message by inserting a formatted target floppy disk and pressing the Enter key or the B1 mouse button.

If you chose not to make another copy, the floppy disk copy procedure is completed.

Copying or Moving Folders and Files to a Floppy Disk

You can copy or move selected folders and files to a UNIX PC floppy disk. You may want to do this for safekeeping or for security reasons.

For information on how to handle floppy disks and insert them into the drive, see "Handling Floppy Disks" at the beginning of this chapter.

To copy or move folders or files onto a floppy disk:

- 1 Open or resume the Filecabinet or the folder that contains the folders or files you want to copy or move.
- 2 Select the folders or files you want to copy or move.
- 3 Select the Copy or Move command.

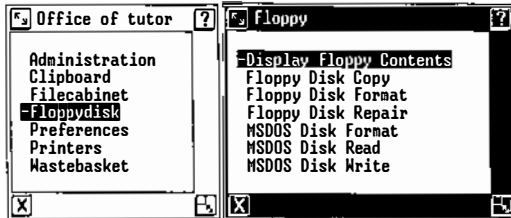
The message **Open destination folder and touch PASTE** appears. The Floppydisk is the destination.

- 4 Resume the Office window.
- 5 Point to |Floppydisk| and press <Enter> or <B1>.

You see the Floppydisk menu.

Using Floppy Disks

- 6 Point to |Display Floppy Contents|.



- 7 Press <Enter> or <Bl>.

The Insert floppy disk message is displayed.

- 8 Insert a formatted floppy disk into the floppy disk drive and then press <Enter> or <Bl>.

A window showing the contents of the floppy disk is displayed.

- 9 Select the Paste command.

The selected folders and files are copied or moved to the floppy disk, and their names will appear in the Floppydisk menu.

A UNIX PC floppy disk has a limited capacity. You should not copy or move a large amount of data to it at one time. It is safe to copy or move data one or two files at a time, unless the files are very large. If a file is too large to fit on one disk, separate it into two files and save it on two floppy disks.

If you see the message **Error in writing (filename) to floppydisk**, this usually means that the floppy disk does not have enough space to hold the file. Note the name of the file and try again to copy or move it to a different floppy disk. If you are attempting to copy or move one extremely large file to a blank floppy disk and you receive the **Error in writing (filename) to floppydisk** message, you will have to split the large file into two or more smaller files.

To remove the floppy disk from the drive, you must first close all the open Floppydisk folders and files. Then close the Floppydisk menu, so that the red light on the drive is off and the message It is now safe to remove the Floppy disk appears.

Copying or Moving Folders and Files from a Floppy Disk

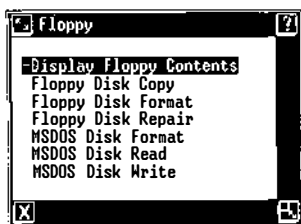
You can copy or move folders and files from a UNIX PC floppy disk into your Filecabinet or a folder.

To copy or move folders and files from a floppy disk:

- 1 Resume the Office window.
- 2 Point to |Floppydisk| and press <Enter> or <B1>.

The Floppydisk menu is displayed.

- 3 Point to |Display Floppy Contents|.



- 4 Press <Enter> or <B1>.

The Insert floppy disk window is displayed.

- 5 Insert the floppy disk containing the folders and files you want to copy or move and press <Enter> or <B1>.

The Floppydisk menu is displayed.

- 6 Select the folders and files you want to copy or move.

Using Floppy Disks

- 7 Select the Copy or Move command.

The message **Open destination folder and touch PASTE** appears.

- 8 Open or resume the folder in which you want to place the copied files.

- 9 Select the Paste command.

The selected folders and files are copied or moved to the destination window, and their names will appear in the destination window.

To remove the floppy disk from the drive, you must first close all Floppydisk folders and files. Then close the Floppydisk menu, so that the red light on the drive is off and the message **It is now safe to remove the Floppy disk** appears.

Formatting UNIX PC Floppy Disks

Before you can use a new floppy disk with the UNIX PC, you must format it. Formatting a floppy disk means preparing it to accept the information you want to store on it. Once formatted for the UNIX PC, the floppy disk is usable for its lifetime without reformatting. Because formatting a floppy disk erases whatever is contained on it, be careful not to format floppy disks that contain information you want to keep.

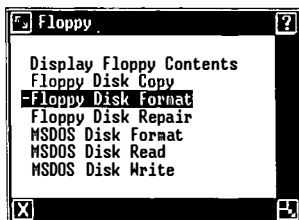
The following procedure shows you how to format a floppy disk to be used with the UNIX PC. If you want to format a floppy disk to be used on an MS-DOS system, see "Formatting MS-DOS Floppy Disks" in this chapter.

To format a UNIX PC floppy disk:

- 1 Point to |Floppydisk| in the Office window.
- 2 Press <Enter> or <Bl>.

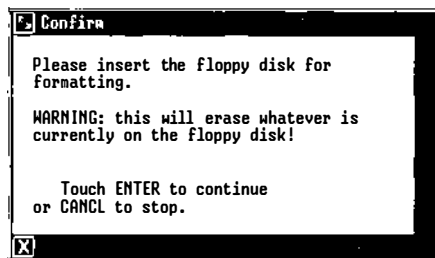
The Floppydisk menu is displayed.

- 3 Point to |Floppy Disk Format|.



- 4 Press <Enter> or <Bl>.

You see the following window:



- 5 Insert a blank floppy disk or one that can be overwritten.
- 6 Press <Enter> or <Bl>.

The **UNIX** PC formats the floppy disk and notifies you when it has completed the format procedure.

- 7 Press <Enter>.

You can now choose the **Floppy Disk Format** selection again to format another disk or press the Exit key to return to the Office window.

Using Floppy Disks

Repairing Floppy Disks

You can repair a UNIX PC floppy disk that has a damaged file system by using the Floppy Disk Repair function. Use this selection if you display the contents of a floppy disk and receive the message: **The previous operation on this floppy disk was incomplete.** If you receive this message, close the display window and make sure you have inserted a UNIX PC floppy disk. This function is used only for floppy disks that have damage to the files contained on the disks; it is not for floppy disks that have been physically damaged. Floppy disks that have been physically damaged should be thrown away.

If a floppy disk's file system is damaged, you may lose some files when it is repaired. However, if you do not repair a damaged file system, and then you add or remove any files from the floppy disk, you will probably lose more data. Repairing a damaged file system helps prevent future loss of data. This function also works only for floppy disks formatted for use with the UNIX PC. It does not work for MS-DOS-formatted floppy disks, nor does it work for Backup floppy disks.

To repair a UNIX PC floppy disk:

- 1 Point to |Floppydisk| in the Office window.
- 2 Press <Enter>.

The Floppydisk menu is displayed.

- 3 Point to |Floppy Disk Repair| and press <Enter>.

A Confirm window requests that you insert the damaged floppy disk.

- 4 Insert the UNIX PC floppy disk you want to repair and press <Enter>.

You see the message: **Floppy disk files are being checked. Please Stand by...**

After the floppy disk file system is repaired, you see the Floppydisk menu again.

- 5 Press <Exit> to return to the Office.

Even though you have successfully repaired the floppy disk's damaged file system, you still may have lost some of the data that was stored on the floppy disk. Before putting the floppy disk away, you should display its contents and check your files.

Formatting MS-DOS Floppy Disks

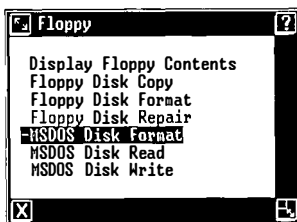
You can format floppy disks to be used with an MS-DOS system. You may want to use this selection before using the MS-DOS Disk Write selection.

To format an MS-DOS disk:

- 1 Point to |Floppydisk| in the Office window.
- 2 Press <Enter> or <B1>.

The Floppydisk menu is displayed.

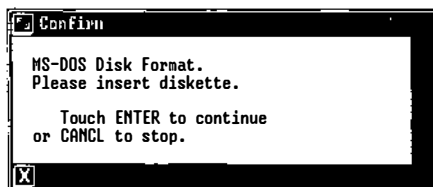
- 3 Point to |MSDOS Disk Format|.



- 4 Press <Enter>.

Using Floppy Disks

You see the following message:



- 5 Insert a blank floppy disk and press <Enter>.

You see the following message:

Formatting 8 sectors/track, 320 kbytes/disk.
Format in progress, please wait...

This formatting takes a few minutes as several surface check passes are completed. You will be notified when the disk is formatted. Press the Enter key to return to the Floppydisk menu.

Reading MS-DOS Floppy Disks

If you have data or source files on an MS-DOS floppy disk, you can examine the directory of the MS-DOS disk and copy any of the files into your **UNIX** PC Filecabinet. This function is useful only if the MS-DOS files were created with an MS-DOS application for which an equivalent UNIX application is installed on your **UNIX** PC. If you do not have an equivalent application installed on your **UNIX** PC, you may need to create a program that translates MS-DOS data or source files into a format understood by the **UNIX** PC. Executable object files should not be moved from an MS-DOS environment to the UNIX PC environment using this function.

Caution

Do not attempt to move or reshape the MS-DOS window or perform other tasks while it is active--wait until after you have closed the MS-DOS Floppydisk menu window.

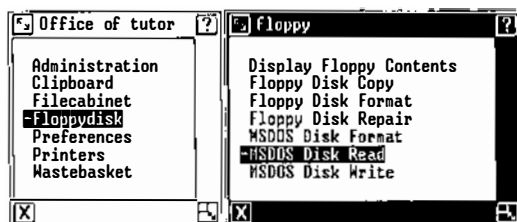
To read the directory of an MS-DOS floppy disk:

- 1 Point to |Floppydisk| in the Office window.

- 2 Press <Enter>.

The Floppydisk menu appears.

- 3 Point to |MSDOS Disk Read|.



- 4 Press <Enter>.

- 5 Insert the MS-DOS disk into the floppy disk drive.

- 6 Press <Enter>.

The directory (list of files) for the MS-DOS disk appears. Five new screen keys with the following labels are displayed: the OPEN, CLOSE, COPY, EXIT, and FULLDISP screen keys.

To see an expanded version (full display) of the MS-DOS directory:

- o Select [FULLDISP].

Using Floppy Disks

After selecting FULLDISP, you see the WIDEDISP screen key. To see a wide display of the MS-DOS directory:

- o Select [WIDEDISP].

To view the contents of a file in the MS-DOS directory:

- o Point to the name of the file and select [OPEN].

If the contents of the MS-DOS file take more than one screen, use the space bar to view the next screen. You can use the Ctrl-S key combination to pause the scrolling and the Ctrl-Q key combination to start it again. This function should be used only to verify a file's contents, not to examine the information in detail. You can use Shift-Exit key combination to return to the MS-DOS Disk Read window.

To copy a file from the MS-DOS floppy disk directory into your Filecabinet:

- 1 Point to the name of the file you want to copy.
- 2 Select [COPY].

You see a window that displays a default file name for the copied MS-DOS file. You can use the supplied default file name or enter one of your own. Keep the following in mind when naming this copied file:

- o If you select the default file name, the file is copied into your Filecabinet. If you want to move it to another folder, you can do so later using the standard Move command procedure. See the "Using Office Commands" chapter in this section for more information on the Move command.

- o If you want to specify a folder location for this file, you must supply the pathname, including the folder name and the new file name. For example, to copy the file into a folder named **Data** with a new file name of **file.msdos**, you must enter **Data/file.msdos** in the **Copy to:** field of the MS-DOS file name menu. For more information on using pathnames, see "Advanced Command Entry" in the "Selecting Objects and Entering Commands" chapter of this section.
- o If the file you want to copy is a data file to be used by an application installed on the **UNIX PC**, then it is necessary to append a suffix to the end of the file name. This suffix identifies the file type to the **UNIX PC** and allows the **UNIX PC** to invoke the correct application when the file is opened. See Appendix B for a list of the suffixes for each type of object supplied with the **UNIX PC** software. To find out the suffixes for files used by other software, see the manual supplied with that software.

3 Press <Enter>.

You are notified when the copy is complete.

You can now continue following the previous procedure to copy more files. Or you can exit from the **MS-DOS Disk Read** selection.

4 Press [EXIT] or [CLOSE] to exit the MS-DOS Disk Read selection.

5 Remove the floppy disk.

The copied files are displayed when you open the destination Filecabinet or folder. Remember, if you have copied a data file, you must have included the appropriate suffix to use the data file with an installed **UNIX PC** application. If your Filecabinet or folder display shows the copied files as standard files, you must Rename the file to include the appropriate suffix. See the "Using Office Commands" chapter of this section for more information on the Rename command.

Note

You cannot edit an MS-DOS file on the floppy disk. To edit an MS-DOS file, follow the procedure for copying a file from the MS-DOS disk into your Filecabinet. This procedure is described earlier in this section.

Writing onto MS-DOS Floppy Disks

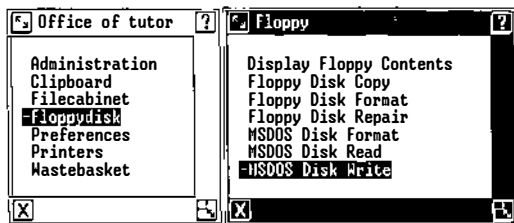
The **MSDOS Disk Write** selection allows you to write files from the UNIX PC and change their format so that they can be used with an MS-DOS system. To use this function, you must have a floppy disk formatted for MS-DOS. Use the **MSDOS Disk Format** selection described earlier in this chapter to format an MS-DOS disk.

To write UNIX PC files onto an MS-DOS disk:

- 1 Point to |Floppydisk| in the Office window.
- 2 Press <Enter>.

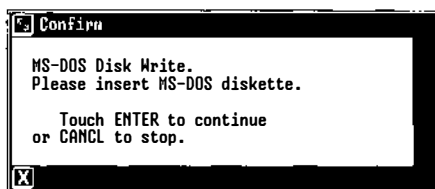
The Floppydisk menu appears.

- 3 Point to |MSDOS Disk Write|.



- 4 Press <Enter>.

You see the following Confirm window:



- 5 Insert an MS-DOS-formatted floppy disk.
- 6 Press any key.

You see this MS-DOS file writer form:



The form requests the name of the **UNIX** PC file that you want to copy onto the MS-DOS floppy disk. You must give the complete pathname, below the Filecabinet, to this file.

For example, if you are going to copy the file **myfile**, located in the folder **Notes** in your Filecabinet, you would type **Notes/myfile**.

- 7 Type the UNIX pathname and press <Return>.

Using Floppy Disks

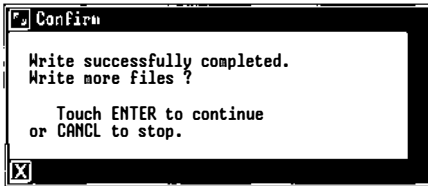
- 8 Type an MS-DOS file name and press <Return>.

The file name must be acceptable for an MS-DOS file (consult your MS-DOS documentation).

- 9 The MS-DOS file ext field supplies a default extension for the copied file (.DOC). If you want another extension for this copied file, type another extension. MS-DOS accepts no more than three characters for a file name extension.

Press <Enter> to use .DOC as your file name extension, or type a new file name extension and press <Enter>.

Your UNIX file is copied onto the MS-DOS-formatted floppy disk in the floppy disk drive. When the copy is completed, you see the following message:



- 10 Press <Enter> if you want to copy another UNIX file onto the MS-DOS disk; otherwise, press <Cancl> to return to the Floppydisk menu.

Using Printers

This chapter shows you how to use the printer commands found in the Printers object of every Office. The following procedures show you how to:

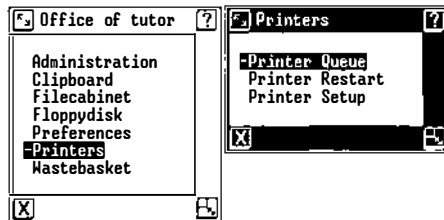
- o Open the Printers object
- o Check the print queue
- o Cancel print jobs
- o Restart a printer
- o Set up a printer

Opening the Printers Object

The Printers object is displayed in the Office of every user login. To open the Printers object:

- 1 Point to |Printers|.
- 2 Press <Enter>.

The following Printers menu is displayed:



Using Printers

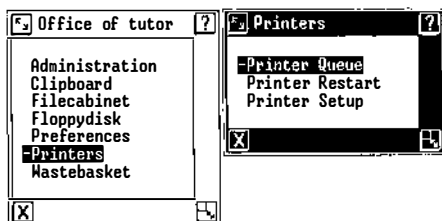
Checking the Printer Queue

You can send several screen prints and files to the printer in succession. The printer queue is a list of these jobs in the order they will print. You can check this list to see what is waiting to print.

To check the printer queue:

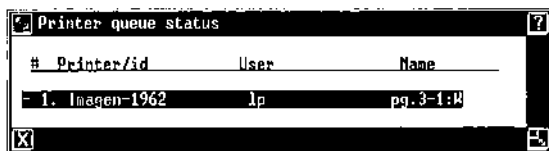
- 1 Resume the Office window.
- 2 Point to |Printers|.
- 3 Press <B1> or <Enter>.

The following Printers menu is displayed:



- 4 Point to |Printer Queue|.
- 5 Press <Enter>.

The Printer queue status window is displayed. For example, if you have a document waiting, the display would look something like this:



If no print jobs are printing or waiting to be printed, the Printer queue status window is empty.

- 6 When you finish viewing the display, press <Exit>.

Canceling Print Jobs

You can use the Printer queue status display to cancel any job that is waiting to print.

To cancel print jobs:

- 1 Point to |Printers| from the Office and press <Enter>.
- 2 Point to |Printer Queue| and press <Enter>.
- 3 Point to the print job you want to cancel.

If you want to cancel several print jobs, point to each and press <B3> or <Mark>.

- 4 Press <Enter> or <B1>.

A confirm message is displayed.

- 5 Press <Enter> or <B1>.

The item(s) are removed from the queue, and the printer stops printing in a few moments.

Note

If you cancel a graphics print job (for example, a screen print) in the middle of printing, you must reset the printer to exit graphic print mode. To do this, turn the printer's power switch off and then on again.

Using Printers

Restarting the Printer

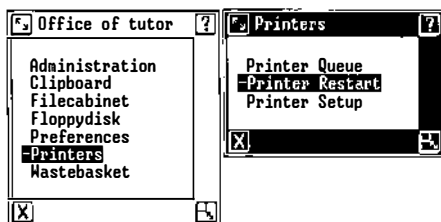
If you attempt to print when your printer is not attached, you hear a beep and see the [!!] displayed on the status line. Use the mouse pointer to point to the [!!] and then press the left mouse button to display the system error message. The message informs you that the printer cannot be accessed and that you must check the power and the cable connection and restart the printer.

To restart a printer:

- 1 Resume the Office window.
- 2 Point to |Printers|.
- 3 Press <Enter> or <B1>.

You see the Printers window.

- 4 Point to |Printer Restart|.



- 5 Press <Enter> or <B1>.

This command restarts the printer connected to your UNIX PC, and you see the message: **The printer is now reset.** The print job that was queued starts to print or, if no print job was queued, the printer is ready to print.

Setting Up a Printer

To connect a printer to your system, you must tell the system the name of the printer you are connecting. You must also indicate whether the printer is serial or parallel. Parallel printers connect to the printer port, labeled Printer; serial printers connect to RS-232 ports. Check your printer manual to determine whether your printer is serial or parallel. For information on specific printers, see Appendix D of this manual.

Note

Setting up a printer temporarily halts the printing of any other printer connected to your system. You may want to check the print queue before setting up another printer. To check the print queue, see "Checking the Printer Queue" in this chapter.

The Printer Setup task can be selected from the Administration menu in the Office of the **install** login or from the Printers object in the Office of every user login. The following procedures show you how to use Printer Setup from the Printers object. (To set up a printer in Administration, see the "Setting Up the UNIX PC" chapter of the **Managing the UNIX PC** section in this manual.)

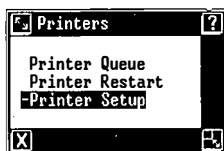
To set up a printer:

- 1 Resume the Office.
- 2 Point to |Printers| and press <Enter>.

The Printers menu appears.

Using Printers

- 3 Point to |Printer Setup|.



- 4 Press <Enter>.

You see the Printer Setup form:

A screenshot of a 'Printer Setup' form. It contains several sections for configuring printer settings. The 'Serial' section lists ports 0 through 6, each with a 'Name' field (all set to 'NONE') and a 'Speed' field (all set to '9600'). The 'Parallel' section has a 'Name' field set to 'NONE'. The 'Remote Computer' section lists 'Remote Computer 1' and 'Remote Computer 2', each with 'Name' and 'Printer Name' fields, all set to 'NONE'. The 'Default Printer Type' is set to 'NONE'. An '[OK]' button is at the bottom center. The form has a question mark icon in the top right corner and an 'X' icon in the bottom left corner.

Serial:	Port 0	Name	NONE	Speed	9600
	Port 1	Name	NONE	Speed	9600
	Port 2	Name	NONE	Speed	9600
	Port 3	Name	NONE	Speed	9600
	Port 4	Name	NONE	Speed	9600
	Port 5	Name	NONE	Speed	9600
	Port 6	Name	NONE	Speed	9600
Parallel:	Name	NONE			
Remote Computer 1:	Name	NONE			
	Printer Name	NONE			
Remote Computer 2:	Name	NONE			
	Printer Name	NONE			
Default Printer Type:	NONE				

- 5 Use the appropriate procedure(s), from the "Serial Printer Setup," "Parallel Printer Setup," and "Remote Printer Setup" discussions that follow this procedure, to set up the type(s) of printer you want to use, then continue to Step 6 of this procedure to complete the printer setup.

- 6 When you have entered the appropriate serial, parallel, and remote printer information, point to the **Default Printer Type:** field, which specifies the default printer to be one of the printer types previously set up. For example, if you enter **Serial** in this field, the Print command sends your files to the printer displayed in the **Serial: Port 0** field, unless specified otherwise in the Print form.

You must enter a printer type in this field, even if you have only one printer set up.

- 7 Press <Cmd> to display the default printer selections.
- 8 Point to the type of printer you want to make your default printer.
- 9 Press <Enter>.

The selected printer type is displayed in the **Default Printer Type:** field.

Note

If, at a later date, you change the default printer, be sure the new default printer is properly set up.

- 10 Press <Enter>.

If a message tells you to reenter the printer name, you have set up more than one field with the same printer name. Change one of the field names and then press <Enter>.

A warning message reminds you that all current printing is temporarily halted until this setup procedure is complete.

- 11 Press <Enter>.

Using Printers

Serial Printer Setup

Use the following procedures to fill in the **Serial:** field in the Printer Setup form:

- 1 Point to the field for the serial port number to which you want the printer attached. For example, if you want to set up a serial printer on the RS-232 expansion port 3, point to the **Serial: Port 3** field.

The **Port 0** field corresponds to the built-in RS-232 port on your **UNIX PC**. The **Port 1** through **Port 6** fields correspond to the RS-232 expansion ports; if you use one of these ports, make sure you have an RS-232 expansion board installed at that port. To determine which port number you should use, refer to "Setting Up Expansion Ports" in the "Setting Up the **UNIX PC**" chapter in the **Managing the UNIX PC** section of this guide.

- 2 Press <Cmd> to display the available serial printer names.
- 3 Point to the name of the serial printer you want to set up and press <Enter>.

If the name of the printer you want to set up is not displayed, point to |Other| and press <Enter>.

The name of the serial printer you selected appears in the **Serial: Name** field for the RS-232 port you selected.

Note

If you configure a serial printer and the RS-232 port you chose is currently configured for some other device, a confirm message appears to remind you that you are removing the current setup. Press the Enter key to continue setting up the port, or press the Cancel key to leave the port set up as it is.

- 4 Move to the Speed field for the serial printer.
- 5 Press <Mark> until you see the appropriate line speed (baud rate).
- 6 To set up additional serial printers, repeat steps 1 through 5 above for each.

Parallel Printer Setup

Use the following procedures to fill in the **Parallel:** field in the Printer Setup form:

- 1 Point to the **Parallel: Name** field.
- 2 Press <Cmd> to display the available parallel printers.
- 3 Point to the name of the printer you want to set up and press <Enter>.

If the name of the printer you want to set up is not displayed, point to |Other| and press <Enter>.

The name of the printer you have selected appears in the **Parallel: Name** field.

Remote Printer Setup

Use the following procedures to fill in the **Remote Printer** field in the Printer Setup form:

- 1 Point to the **Remote Computer 1: Name** field.
- 2 Press <Cmd> to display the remote computer names known to your system. If you have already used Mail Setup to identify some remote systems, a list of these known system names appears. If you have not yet set up any remote computer names through Mail Setup, you must do so before attempting to use remote printing. See "Setting Up Mail" in the "Updating the UNIX PC" chapter in the **Managing the UNIX PC** section of this manual for Mail Setup procedures.

Using Printers

- 3 Point to the name of the remote computer you want to use and press <Enter>.
- 4 Press <Return> to point to the **Printer Name** field.
- 5 Type the name of the remote printer.

You may have to get this information from the person in charge of the remote computer attached to the remote printer.

- 6 If you want to set up a second remote printer, press <Return> to point to the **Remote Computer 2: Name** field, and then repeat steps 2 through 5 above.

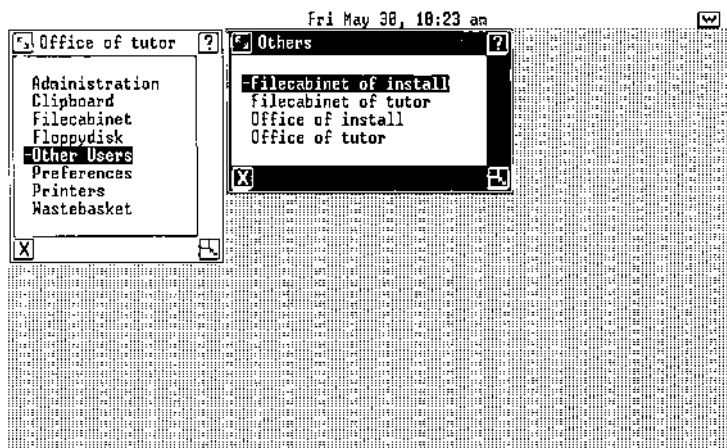
Working with Other Users

This chapter discusses the multiuser capabilities of the UNIX PC and the Other Users object of the Office window. It describes how to set up your Preferences form to display other users in the Office, and how to use the Other Users object to gain access to the Filecabinet, folders, and files of other users of the system.

The Other Users Object

The Other Users object allows you to access the Filecabinet, folders, and files of other users of the system without logging out and logging back in under another user name.

The Other Users object appears in the Office window only if you have set up the Preferences form to display it. The Other Users object appears automatically in the Office window after you type y in the Multi-user items? field of the Preferences form and press the Enter key.



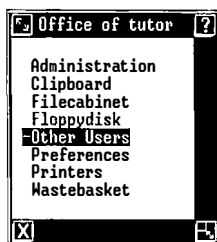
Working with Other Users

Opening the Other Users Object

After you have changed the Preferences form to display the Other Users object, you can open it and view a list of all users of the system.

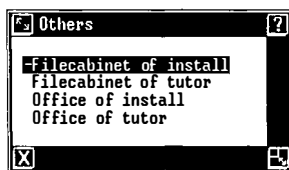
To open the Other Users object:

- 1 Point to |Other Users| in the Office window.



- 2 Press <Enter> or <Bl>.

You see an Others window similar to the one shown below that displays the list of available user names.



Using Other Users' Offices

Many times you need to use folders or files that reside in the Filecabinet of another user's Office. For example, you may need to copy someone else's spreadsheet information into a document you are preparing or you may be working with another user on a project that shares the same folder. For whatever reason, as long as the folders and files belonging to another user have public permission, you can view, copy, move and even delete them without having to log out and log in with a different user name.

All Office commands work in other users' Offices just as they do in your own Office. For more information on the Office commands, see the "Using Office Commands" chapter in this section.

To use another user's Office:

- 1 Point to |Other Users| in the Office window.
- 2 Press <Enter> or <Bl>.

A window containing a list of the available user logins is displayed.

- 3 Point to the Filecabinet or Office you want to display.
- 4 Press <Enter> or <Bl>.

If the selected Filecabinet is not protected by private permissions, it is opened.

If the selected Office is not protected by a password, it is opened.

Note

For security, each user name on the system should be protected by a password.

Working with Other Users

If you see the message: **Can't read Filecabinet**, the Filecabinet you are trying to open has been assigned private read permissions and can be accessed only from that user's Office. If you know the password to the Office containing the desired Filecabinet, open the Office and then open the Filecabinet from the other user's Office window.

If you open the Office of another user, that Office is displayed over your initial Office window. You can move between the Offices by using the mouse to click on the desired Office or (if one of the Offices is completely covered by the other Office) by using the Window Manager menu to select the hidden Office. You can also move one of the Offices to a different position on the screen.

Other Users' Protections

Other users can protect the contents of their own Offices by assigning passwords to their Offices. You must know the password to open a password-protected Office. Users can also set the permissions on their Filecabinets, folders, or individual files to allow public or private access.

If a Filecabinet is set for private access only, you cannot use its folders or files without first opening the other user's Office. Once you have gained access to another user's Office, you can display any object that has private access permissions.

A suggestion might be to set files and folders you want to share with other users as public read permission and private write permission. This enables users to read and copy contents of your files and folders, but they cannot modify the original copy unless they know your password.

If you have gained access to a folder owned by another user through that user's Filecabinet and not his or her Office, and if it has private write permission, you will not be able to move, create, or modify a file in this folder, or copy a file into it, even if you are able to open the file for editing. You should use the Security command on the folder before opening it to see the permissions the other user has set on the folder.

If the other user's folder has write-protected permission, you cannot create, move, or copy anything into the folder even if you have gained access to the folder through the user's Office.

In either situation, you can copy the desired item from the other user's folder into your Filecabinet.

Using Password-Protected Offices

If you are attempting to open another user's password-protected Office, you see the Password: prompt after you select the other user's Office.

To open a password-protected Office:

- 1 Type the other user's password.
- 2 Press <Return>.

If you type an incorrect password in response to the Password: prompt, you see the message Sorry before the prompt is removed and the Office window is resumed.

Exiting from Other Users' Offices

When you are through using the Office or Filecabinet of another user, you should exit from the other user's Office or Filecabinet.

If you have opened only a Filecabinet of another user, without opening the other user's Office, you need only close any open folders or files belonging to the other user's Filecabinet. Then press the Exit key or use the [X] icon to leave the other user's Filecabinet and return to your own Office.

If you have opened the Office of another user, you need to close any open folders or files belonging to the other user's Office. Then press the Exit key or use the [X] icon to log out of the other user's Office.

Working with Other Users

To exit from another user's Filecabinet:

- 1 Close all folders and files opened from the other user's Filecabinet.
- 2 Press <Exit> or point to the [X] icon and press <Bl>.

The other user's Filecabinet is removed from your screen, and your Office becomes the active window.

To exit from another user's Office:

- 1 Close all folders or files opened from the other user's Office.
- 2 Press <Exit> or point to the [X] icon and press <Bl>.

You see the message: **Do you wish to Logout?**

- 3 Press <Enter> to log out.

The other user's Office is removed from your screen, and your Office becomes the current window.

Note

If you try to exit from the first Office you opened before exiting from an Office that was opened later, you see the message: **Please close all open files before trying to logout.** Press the Enter key and then log out from the last Office you opened.

You must exit from other Offices in the reverse order from which you opened them.



4 Managing the UNIX PC

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4 Managing the UNIX PC

This section of the UNIX PC Owner's Manual covers how to set up and update your system and how to maintain your UNIX PC.

To use the procedures described in this section, your UNIX PC hardware and system software must be installed. See the AT&T UNIX PC Hardware Installation Guide and the AT&T UNIX PC System Software Installation Guide if installation is not complete.

This section contains the following chapters:

- o "Summary Chart" lists the functions you perform to set up, update, and maintain the UNIX PC.
- o "The System Administrator" discusses the role of the person who manages system tasks and the two Administration menus available for such management.
- o "Setting Up the UNIX PC" covers setup of your RS-232 ports, modems, and printers.
- o "Updating the UNIX PC" covers installing software, setting up mail, adding and removing user logins, changing passwords, and changing the system date and time.
- o "Maintaining the UNIX PC" covers displaying system information, backing up and restoring files, and running diagnostics.



Summary Chart

The following summary below lists the functions you perform to set up, update, and maintain the **UNIX** PC. The functions are available through the Administration menu of any user login or the Administration menu of the **install** login. They are arranged by alphabetical order of function title.

The other chapters in this section are organized according to general category of function, such as setting up the **UNIX** PC, as opposed to alphabetical order. Use this chart to locate Administration topics in the chapters that follow.

Administration Summary Chart

Function	Purpose	Page
Change root password	Changes or removes root password (available only from install Administration menu).	4-79
Changing Password	Changes or removes passwords.	4-76
Date and Time	Changes system date and time (available only from install Administration menu).	4-81
Diagnostics Floppy	Provides instructions for running hardware diagnostic tests (available only from install Administration menu).	4-99

Summary Chart

Administration Summary Chart (Continued)

Function	Purpose	Page
Disk Backup	Makes floppy disk copies of hard disk files for backup purposes.	4-88
Disk Restore	Copies files from backup floppy disks onto the hard disk.	4-95
Install Software From Floppy	Installs application software (programs) from floppy disk.	4-55
Install Software Sent by Electronic Mail	Installs software from mail.	4-57
Mail Setup	Sets up the UNIX PC to exchange mail with another computer.	4-31
Modem Setup	Configures the built-in modem for international standards (available only from Hardware Setup in the install Administration menu) .	4-24
Printer Setup	Sets up a printer on an RS-232 or parallel port (available from Hardware Setup in the install Administration menu or Printers in the Office of any user login) .	4-22
Remove Installed Software	Removes installed software.	4-59

Administration Summary Chart (Continued)

Function	Purpose	Page
RS232 Setup	Sets up an RS-232 port to connect to different devices such as another computer, a modem, or a terminal (available only from Hardware Setup in the install Administration menu).	4-11
RS-232 Expansion Setup	Sets up an RS-232 expansion port to connect to different devices such as another computer, a modem, or a terminal (available only from Hardware Setup in the install Administration menu).	4-15
Set Up Font	Changes the font of characters on the screen (available only from Software Setup in the install Administration menu).	4-60
Set Up Loadable Device Drivers	Loads device driver software (available only from Software Setup in the install Administration menu).	4-26
Show Installed Software	Displays a list of installed software.	4-58

Summary Chart

Administration Summary Chart (Continued)

Function	Purpose	Page
System Information	Displays system information.	4-87
User Logins	Adds, changes, or deletes user login information (available only from the install Administration menu).	4-67

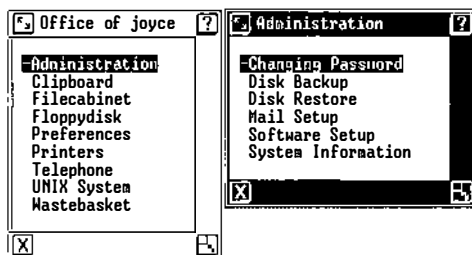
The System Administrator

Most of the procedures describing how to set up your **UNIX PC** are usually performed by a person designated as the system administrator. A **UNIX PC** system administrator does not necessarily have to be a **UNIX** expert or even an experienced computer system manager. In many cases, **UNIX PC** system administration is accomplished by a computer user who is interested in learning more about the **UNIX PC** and managing the system tasks with which others do not want to be concerned. In fact, the **UNIX PC** makes it easy for a new computer user to manage a multiuser computer system by using the same simple methods for selecting commands and functions used for any Office task.

The **UNIX PC** separates the administration tasks into two Administration menus: an Administration menu available from the Office of any user and the Administration menu available from the Office of **install**.

The Administration Menu

The Administration menu available from the Office of any user login contains selections associated with common user maintenance tasks such as changing your own password or backing up and restoring folders and files on the hard disk. Other tasks include installing and removing software, setting up mail connections, and displaying system information. These tasks are used frequently by most users. The following Administration menu displays these tasks:

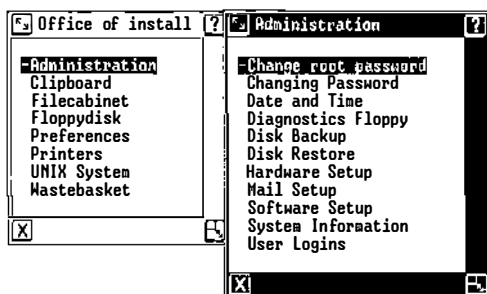


The System Administrator

The Administration Menu of the install Login

Additional administration tasks are available when you log in using the **install** user name. The Administration menu of the **install** login contains all the selections found in the Administration menu of any user login, plus selections associated with the management of the total multiuser environment. These include changing the root password, setting the system date and time, diagnosing hardware problems, setting up the **UNIX** PC hardware connections, and adding authorized users to the **UNIX** PC system.

The Administration menu of the **install** login contains the following selections:



Setting Up the UNIX PC

This chapter shows you how to complete the setup of your **UNIX** PC. This chapter discusses the setup tasks in roughly the order you would follow during the initial setup of the **UNIX** PC, as follows:

- o Setting up the RS-232 ports
- o Setting up the built-in modem for international standards
- o Setting up printers
- o Configuring loadable device drivers

With the exception of printer setup, the tasks discussed in this chapter are available only from the Administration menu of the **install** login. Printer setup is also available from the Office of any user.

For information on mail setup, how to install additional software, and how to add other users, see the next chapter, "Updating the **UNIX** PC."

Using the install Login

To display the Administration menu of the **install** login, you must log in as **install**.

- 1 At the Please login: prompt, type **install**.

If you need help logging out, see "Logout Command" in the "Using Office Commands" chapter of the **Working with the Office** section.

- 2 Press <Return>.

If you see the **Password:** prompt, type the password and then press <Return>.

The Office of **install** appears.

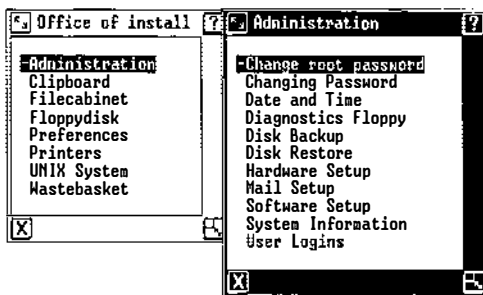
Setting Up the UNIX PC

- 3 Point to |Administration|.



- 4 Press <Enter>.

You see the following Administration menu:



Setting Up an RS-232 Connection

The RS-232 port on the back of your workstation base can be used to connect your workstation to an external modem, a serial printer (see "Setting Up the Printer" in this chapter), a terminal, or another computer. You also have the option of connecting a plotter or other type of device to the RS-232 port if you have installed the software to support its use (see "Loading Device Drivers" later in this chapter).

For information on setting up an expansion port, see "Setting Up Expansion Ports" in this chapter.

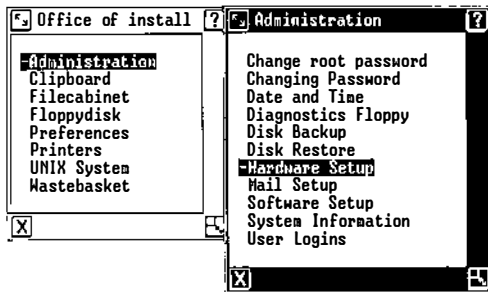
Before you can use the RS-232 port, you must:

- o Make the physical connection using a cable with RS-232 connectors.
- o Set up (configure) your system to recognize the type of connection you are making.

Refer to the appropriate equipment operator's manual for cable connections. A null modem (or crossed send/receive) cable is required when you are connecting two pieces of equipment (such as two UNIX PCs or a terminal and a UNIX PC) without an external modem. For more information on null modem cables, see Appendix D.

To set up an RS-232 port:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter> to display the Administration menu.
- 3 Point to |Hardware Setup|.



- 4 Press <Enter>.

The Hardware menu appears.

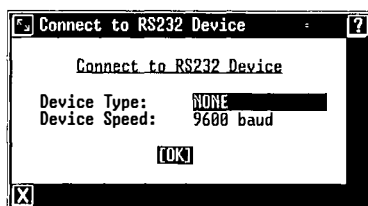
Setting Up the UNIX PC

- 5 Point to |RS232 Setup|.



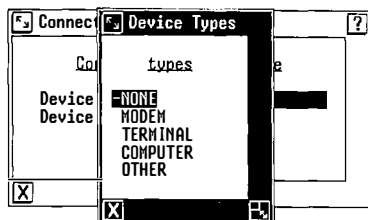
- 6 Press <Enter>.

The Connect to RS232 Device form appears as shown below:



- 7 Press <Cmd> for a menu of device types.

The Device Types menu appears as shown below:



The following list explains the device types:

NONE	Default entry that appears if nothing is set up on the RS-232 port. NONE is also used to remove a configured device.
MODEM	Connects an external modem to the RS-232 port.
TERMINAL	Connects a terminal to the RS-232 port.
COMPUTER	Connects another computer to the RS-232 port.
OTHER	Connects another device, such as a plotter, to the RS-232 port.

Note

Use the **Printer Setup** selection in the Hardware menu to configure a serial printer on the RS-232 port.

- 8 Point to the desired device type.
- 9 Press <Enter>.
- 10 Press <Return>.

The highlight moves to the **Device Speed:** field. The correct device speed entry depends on the device type you are connecting. See the device instruction manual for more information.

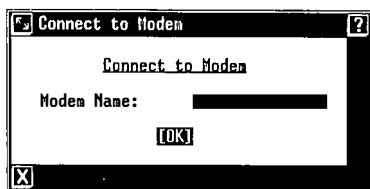
- 11 Press <Mark> until the correct baud rate (line speed) appears.
- 12 Press <Enter>.

Setting Up the UNIX PC

- 13 If you are configuring a terminal, an information message tells you the RS-232 port is set up. Press <Enter> to continue working.

If you are configuring a modem, go to step 14. If you are configuring a computer, go to step 15. If you are using the **Other** selection, go to step 16.

- 14 If you are connecting a modem, the Connect to Modem form requests the name of the modem, as shown below:



- o Press <Mark> until you see the type of modem you want to use, and then press <Enter>.

An information message tells you the RS-232 port is set up.

- o Press <Enter> to continue working.
- 15 If you are connecting a computer, a form requesting the type of calls appears. If you are receiving calls only, select **HOST only**. If you are making but not receiving calls, select **CALLER only**.

Caution

The UNIX PC RS-232 port cannot be configured as both a host and a caller at the same time. When two computers are connected, one must be designated as the "caller" and the other as the "host." Connecting two host computers via the RS-232 ports causes erratic behavior on both machines.

- o Press <Mark> until you see the appropriate entry.
- o Press <Enter>.

An information message tells you the RS-232 port is set up.

- o Press <Enter> to continue working.
- 16 If you are using the **Other** selection to configure a special device, a form requesting the device name and type of connection appears. In most cases, you will select **CALLER only** if the device receives output only from the UNIX PC. Refer to the manual for the device you are configuring for more information.

Setting Up Expansion Ports

When you install expansion boards containing RS-232 ports and the accompanying RS-232 Expansion software, a new selection is added to the Hardware Setup menu. This new selection is **RS-232 Expansion Setup**. You must use this selection and choose the expansion port number to be configured before configuring the expansion port.

To set up an expansion port:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.

You see the Administration menu.

Setting Up the UNIX PC

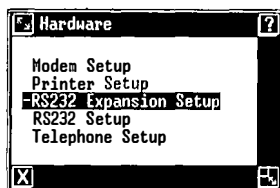
- 3 Point to |Hardware Setup|.



- 4 Press <Enter>.

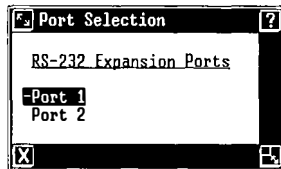
You see the Hardware menu.

- 5 Point to |RS232 Expansion Setup|.



- 6 Press <Enter>.

You see the Port Selection menu, from which you select the number of the expansion port you are configuring. The Port Selection menu contains entries only for the expansion ports installed on the UNIX PC. So if two expansion ports are installed, the Port Selection menu contains two items:



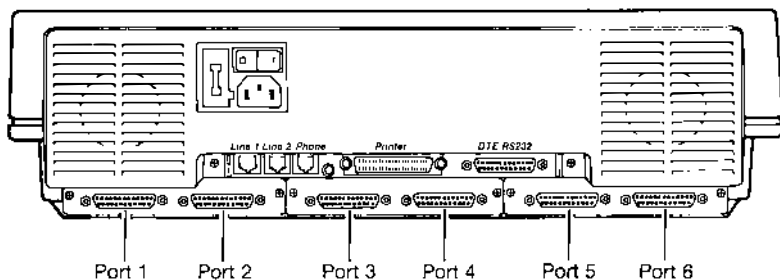
The expansion port number is based on the expansion slot you used to install your expansion board. Expansion RS-232 slots are numbered 1 through 6 from left to right (when you are looking at the rear of the UNIX PC), depending on the number of expansion RS-232 ports you have installed.

When you are looking at the rear of your UNIX PC to determine the port number:

- o Do not count the DTE RS-232 port that is above the expansion slots. This port is not an expansion port.
- o Do not count RAM expansion boards that do not contain RS-232 ports.

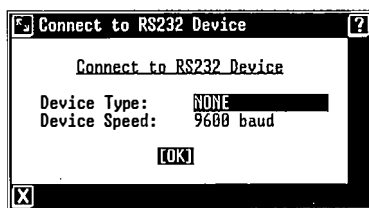
Setting Up the UNIX PC

- o Count the RS-232 port connectors beginning at the left expansion slot. The first connector from the left is port number 1 (regardless of which expansion slot contains the ports), the second connector from the left is port number 2, and so on, as shown below:



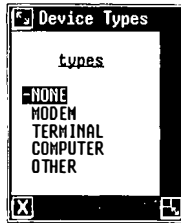
- 7 Point to the desired expansion port number and press <Enter>.

You see the Connect to RS232 Device form.



- 8 Press <Cmd> for a menu of device types.

The Device Types menu appears as shown below:



The following list explains the device types:

- | | |
|-----------------|--|
| NONE | Default entry. Appears if nothing is set up on the RS-232 port. Also used to remove a configured device. |
| MODEM | Connects an external modem to the RS-232 port. |
| TERMINAL | Connects a terminal to the RS-232 port. |
| COMPUTER | Connects another computer to the RS-232 port. |
| OTHER | Connects other devices such as a plotter to the RS-232 port. |

Note

Use the **Printer Setup** selection in the Hardware menu to configure a serial printer on the RS-232 port.

- 9 Point to the desired device type.
- 10 Press <Enter>.

Setting Up the UNIX PC

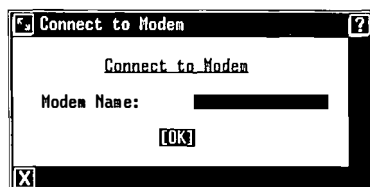
- 11 Press <Return>.

The highlight moves to the **Device Speed:** field. The correct device speed entry depends on the device type you are connecting. See the device instruction manual for more information.

- 12 Press <Mark> until the correct baud rate (line speed) appears.
- 13 Press <Enter>.
- 14 If you are configuring a terminal, an information message tells you the RS-232 port is now set up.

If you are configuring a modem, go to step 15. If you are configuring a computer, go to step 16. If you are using the **Other** selection, go to step 17.

- 15 If you are connecting a modem, the Connect to Modem form requests the name of the modem, as shown below:



- o Press <Mark> until you see the modem type you want to use, and then press <Enter>.

An information message tells you the RS-232 port is set up.

- o Press <Enter>.

- 16 If you are connecting a computer, a form requesting the type of calls appears. If you are receiving calls only, select **HOST only**. If you are making but not receiving calls, select **CALLER only**.

Caution

The UNIX PC RS-232 port cannot be configured as both a host and a caller at the same time. When two computers are connected, one must be designated as the "caller" and the other as the "host." Connecting two host computers via the RS-232 ports causes erratic behavior on both machines.

- o Press <Mark> until you see the appropriate entry.
- o Press <Enter>.

An information message tells you the RS-232 port is set up.

- o Press <Enter> to continue working.
- 17 If you are using the **Other** selection to configure a special device, a form requesting the device name and type of connection appears. In most cases, you will choose **CALLER only** if the device receives output only from the UNIX PC. Refer to the manual for the device you are configuring for more information.

Setting Up the UNIX PC

Setting Up a Printer

To connect a printer to your system, you must tell the system the name of the printer you are connecting. You must also indicate whether it is a serial or a parallel printer. Parallel printers connect to the printer port, labeled Printer; serial printers connect to RS-232 ports. Check your printer manual to determine whether the printer is serial or parallel. For more information on individual printer types, see Appendix D of this manual.

Printer Setup is available through the Administration of **install** or through **Printers** in the Office of any user.

Note

Setting up a printer temporarily halts the printing of any other printer connected to your system. You may want to check the printer queue before setting up another printer (see "Checking the Printer Queue" in the **Using Printers** section). For information on printer setup, see "Setting Up a Printer" and "Print Command" in the "Using Office Commands" chapter of the **Working with the Office** section.

To set up a printer:

- 1 Point to |Administration| in the Office of **install**.
- 2 Press <Enter>.

You see the Administration window.

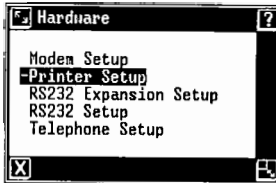
- 3 Point to |Hardware Setup|.



- 4 Press <Enter>.

You see the Hardware menu.

- 5 Point to |Printer Setup|.



- 6 Press <Enter>.

Setting Up the UNIX PC

You see this Printer Setup form:

Serial:			
Port 0	Name	NONE	Speed 9600
Port 1	Name	NONE	Speed 9600
Port 2	Name	NONE	Speed 9600
Port 3	Name	NONE	Speed 9600
Port 4	Name	NONE	Speed 9600
Port 5	Name	NONE	Speed 9600
Port 6	Name	NONE	Speed 9600
Parallel:			
	Name	NONE	
Remote Computer 1:			
	Name	NONE	
	Printer Name	NONE	
Remote Computer 2:			
	Name	NONE	
	Printer Name	NONE	
Default Printer Type: NONE			

Refer to the "Using Printers" chapter in the **Working with the Office** section for information about completing the Printer Setup form.

Setting Up the Built-In Modem

You can use the Modem Setup feature to configure the built-in modem to comply with international standards. You can configure the modem to operate in either Bell 212 or CCITT mode.

The mode settings you specify are saved in a configuration file. Once you change the settings, reboot the system to initialize the built-in modem to the appropriate settings.

To set up the built-in modem for international standards:

- 1 Log in as **install**.
- 2 Point to |Administration| and press <Enter>.

The Administration menu appears.

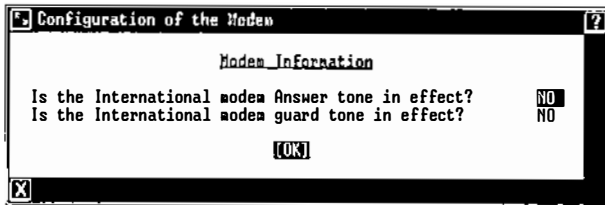
- 3 Point to |Hardware Setup| and press <Enter>.

You see the Hardware menu:



- 4 Select |Modem Setup| from the Hardware menu.

You see this Modem Information form:



- 5 First, answer the question Is the International modem Answer tone in effect?

If you are outside the United States or Canada, or are calling outside the U.S. or Canada, press <Mark> until YES appears.

If you are calling inside the U.S. or Canada, from within the U.S. or Canada, keep NO selected.

Setting Up the UNIX PC

- 6 Press <Return> to move the cursor to the question **Is the International modem guard tone in effect?**

To set the 1807 Hz guard tone compatible with the CCITT V.22 specification, press <Mark> until **YES** appears.

To set the modem for Bell 212 mode, keep **NO** selected.

- 7 Press <Enter> to save your selections.
- 8 Close the Administration windows.
- 9 Perform a system shutdown and press <Enter> to reboot the system and initialize the new modem settings. See "Using Office Commands" in the **Working with the Office** section of this guide for information about performing a system shutdown.

Loading Device Drivers

When you install a hardware device that uses device drivers, you must choose between having the device driver software load into your system every time you turn the system on or having the device driver software load only when you select it.

The **Set Up Loadable Device Drivers** selection allows you to choose when you want to load a particular device driver. This selection is available only from the Administration menu of the **install** login.

Caution

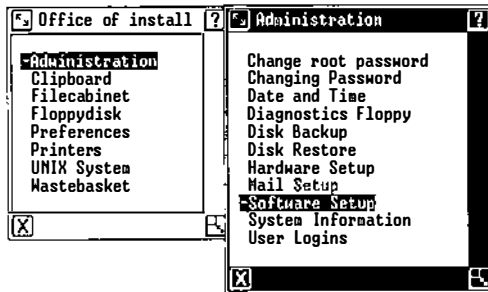
Do not attempt to change the Loadable Device Drivers configuration unless you have hardware technical experience or technical help. Changes can cause serious damage to the **UNIX PC**. Refer to the manual supplied with the device driver for more detailed information.

To load a device driver:

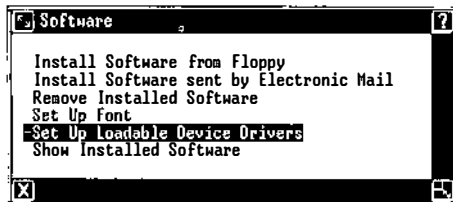
- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |Software Setup|.



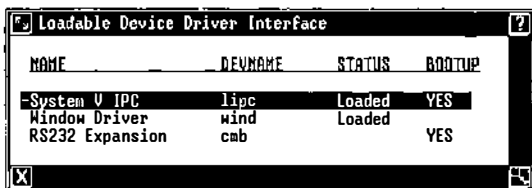
- 4 Press <Enter>.
- The Software menu appears.
- 5 Point to |Set Up Loadable Device Drivers|.



- 6 Press <Enter>.

Setting Up the UNIX PC

You see a menu of available loadable device drivers:



NAME	DEVNAME	STATUS	BOOTUP
-System V IPC	lipc	Loaded	YES
Window Driver	wind	Loaded	
RS232 Expansion	cab		YES

7 Point to the device driver you want to load.

8 Press <Cmd>.

You see this Loadable Device Driver Commands menu:



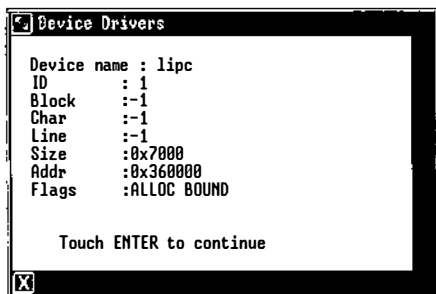
9 Select the desired option and press <Enter>.

A confirmation window appears.

10 Press <Enter> to return to the Loadable Device Driver Interface menu.

To display detailed information about a device driver, highlight the desired driver and press <Enter>.

You see the Device Drivers window, which displays information about the driver, as shown below:



- 11 Press <Exit> to return to the Software menu.

After Setting Up the UNIX PC

After you set up your **UNIX** PC, you will probably want to customize it to your specifications. You may want to install some of the application software you have purchased. Or you may want to add some users and change some passwords.

The next chapter of this section, "Updating the **UNIX** PC," shows you how to:

- o Set up mail information
- o Install additional software
- o Set up a new font to change the appearance of characters on your screen
- o Add authorized system users
- o Change passwords
- o Change the system date and time

Setting Up the UNIX PC

The third chapter of this section, "Maintaining the UNIX PC," shows you how to:

- o Display system information
- o Back up files from your hard disk
- o Restore files to your hard disk
- o Use the Diagnostics floppy disk

Updating the UNIX PC

This chapter shows you how to update the **UNIX** PC by setting up the system for communications, installing software, adding and removing user logins, changing passwords, and changing the system date and time. Some of the tasks discussed in this chapter are executed only from the Administration menu of the **install** login; others are executed from the Administration menu of any login. The procedures covered in this section are:

- o Setting up mail information for communications
- o Installing software from floppy disks
- o Installing software from Electronic Mail
- o Displaying installed software
- o Removing installed software
- o Setting up a new font
- o Adding and removing user logins
- o Using passwords
- o Changing the system date and time

Setting Up Mail

Mail Setup is used for more than just setting up Electronic Mail. You use the **Mail Setup** option to set up your system to use printers attached to remote computers. Read the following mail setup procedures even if you have not purchased Electronic Mail software.

Updating the UNIX PC

To exchange electronic mail or files with another computer and to print your files on a printer attached to another computer, you and the person in charge of the other computer must set up and exchange the following information:

- o The communication method to be used, and your telephone numbers, if appropriate
- o A unique name for your computer (until you enter a different name, the name of your computer is UNIXPC)
- o An optional mail password
- o Information about the computer receiving your mail (information you receive from the person in charge of the other computer)

To enter mail setup information, you can use the Administration menu in the Office of any user name.

Note that if you want to communicate with another computer with your UNIX PC functioning as a terminal, you must have the Asynchronous Terminal Emulation (ATE) software, or another communications package, installed. Refer to "Installing Software" later in this chapter for instructions. For complete information about Terminal Emulation, see the AT&T UNIX PC Terminal Emulation User's Guide.

Setting Up the Communication Line

When you communicate with another computer, you can use any of several connection methods:

- o Connect a telephone line to the Line 1 or Line 2 port on the back panel of your computer (refer to the AT&T UNIX PC Telephone Manager User's Guide for more information about connecting telephone lines).
- o Connect a telephone line to an external modem connected to an RS-232 port.
- o Connect a null modem (crossed) cable from one of your RS-232 ports directly to another computer or network.

If you plan to use the telephone lines for communications, you must install the Telephone Manager software. Refer to the AT&T UNIX PC Telephone Manager User's Guide for installation procedures.

When you are connecting directly through an RS-232 port, one computer must be configured as the caller and the other as the host. Refer to the appropriate procedures in the "Setting Up the UNIX PC" chapter for RS-232 setup.

Setting Up Your Computer Name and Password

You must give your computer a unique name so it can be distinguished from any other computers connected to it. If you want, you can restrict electronic communications by providing an electronic mail password.

You must give your computer's unique name to those in charge of other systems with whom you want to communicate. If you change your computer name, don't forget to notify those who communicate with you.

Note

Although you can use longer names, only the first six characters will be used by electronic communications. Therefore, it is a good idea to make the first six characters of the computer name as unique as possible.

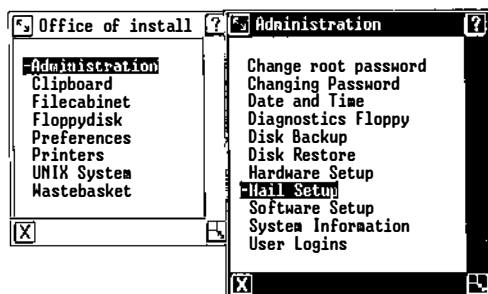
To change the computer name:

- 1 Point to |Administration| in any Office.
- 2 Press <Enter>.

You see the Administration menu.

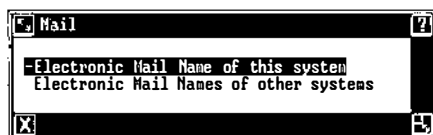
Updating the UNIX PC

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.

The Mail menu appears, as shown below:



- 5 Select |Electronic Mail Name of this system|.

- 6 Press <Enter>.

You see this form requesting your computer name:

Setting Electronic Mail name

Setting Electronic Mail name

Name of computer:

Should electronic mail have a password?

UNIXPC
NO

(OK)

- 7 Type the new unique computer name and press <Return> to move the cursor to the next field.
- 8 ~~If you want to enter a password, press <Mark> until YES appears in this field, and then continue to step 9.~~
- ~~If you do not want to enter a password, press <Mark> until NO appears, and then skip to step 11.~~
- 9 Press <Enter>.

If you entered YES in the password field, an information message tells you to enter a new password. Press <Enter> and then continue to step 10.

- 10 Type the new password and press <Return>. Notice that characters do not appear on the screen as you type.

You are asked to enter the password once more to ensure against typing errors. If you make an error, press <Return> and begin again.

Note

Remember this password! You must tell other persons communicating with you what password to use.

11 Press <Enter>.

A message displays the name of the system and tells you to notify other persons with whom you communicate.

12 Press <Enter>.

To change the password, repeat steps 5 through 8 and 11 above, making sure that **NO** appears in the password field (step 8). A message informs you that the password is removed. Then repeat steps 5 through 12, this time with **YES** in the password field (step 8), and enter the new password.

Setting Up Information about Other Systems

If you want to communicate with other computer systems, you must provide information about each. For example, if you want to print files on a printer attached to another computer, you must enter information about that computer so your **UNIX** PC knows where to send the files. For **UNIX** users, this action allows uucp exchange as well.

You must provide certain setup information about each receiving computer. Once you provide this information, an entry for that computer appears in the Mail Setup menu. The following paragraphs describe how to set up and edit information about receiving computers and how to delete an entry from the Mail Setup menu.

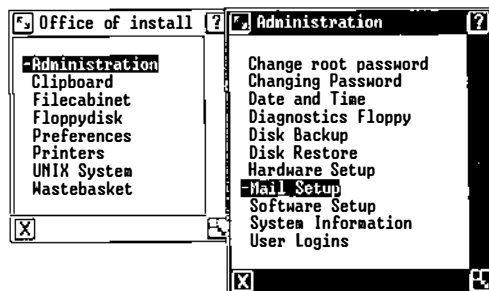
Adding a Receiving Computer

To add a new receiving computer to the Mail Setup menu:

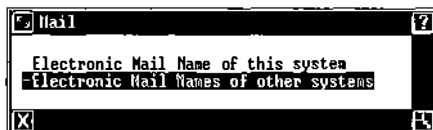
- 1 Point to |Administration| in any Office window.
- 2 Press <Enter>.

You see the Administration menu.

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.
- You see the Mail menu.
- 5 Point to |Electronic Mail Names of other systems|.



- 6 Press <Enter>.

You see the Mail Setup menu. The menu lists an entry for each receiving computer you have set up. Each entry shows the receiving computer's system name, the connection device, and the telephone number (if there is one). If you have not entered setup information for any receiving computer, the Mail Setup menu is empty.

- 7 Press the [CREATE] screen key to display the Edit Mail Entry form, which requests information about the receiving computer.

```

Edit Mail Entry

System name:  brinbl
Mail login:   uucp
Mail password:
Connection:   ph1
Speed:        300
Telephone number: 7777
Transmission days: All Days
Transmission times: All Times

[OK]
```

- 8 Complete the Edit Mail Entry form to set up mail information about the receiving computer. Then press <Enter> to save the entry. If you press <Exit> after completing the form, the entry is not saved.

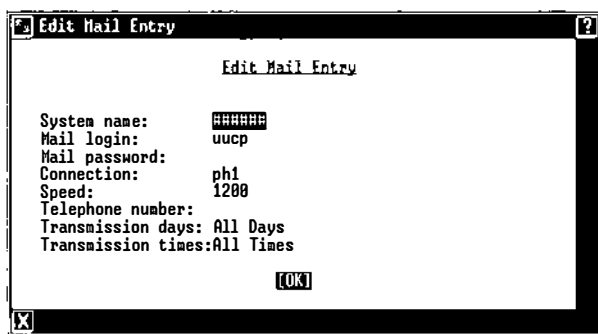
See "The Edit Mail Entry Form" below for information about each field in the form.

The Edit Mail Entry Form

Complete the Edit Mail Entry form as you would any other form:

- o Use the Return key and the arrow keys to move the cursor in the form.
- o Use the Mark key to select an option for a field.
- o For fill-in fields, type information directly in the field.
- o When you complete the form, press the Enter key to save your information. If you press the Exit key after completing the form, the information you entered is not saved.

The following paragraphs describe each field in the Edit Mail Entry form, shown below:



The screenshot shows a window titled "Edit Mail Entry" with a standard window control bar (minimize, maximize, close buttons). The title bar also contains the text "Edit Mail Entry" and a small icon. The main area of the window contains the following text:

```
System name:      [#####]
Mail login:       uucp
Mail password:
Connection:       ph1
Speed:            1200
Telephone number:
Transmission days: All Days
Transmission times: All Times
```

At the bottom center of the window is a button labeled "OK". The window has a standard X11-style border with a title bar and a close button in the bottom-left corner.

System name:

This field specifies the name of the receiving computer you want to set up. Get the system name from the person in charge of the receiving computer. The name can be up to six characters.

Mail login:

This field specifies the Electronic Mail login name. It does not specify the user login. If the receiving computer uses a nonstandard mail login, you can create a special login. Once you create a special mail login, it appears as an option for this field.

Note

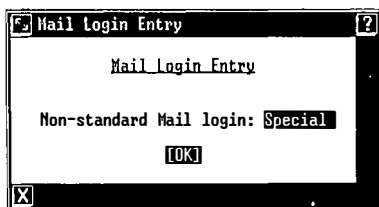
You should never use any login name other than **nuucp** or **uucp** without express instructions from the person in charge of the receiving computer or from your technical representative.

To create a nonstandard mail login:

- 1 Press <Mark> until you see **Special**.
- 2 Press <Creat>.

A warning message appears to make sure you want to enter a nonstandard mail login.

- 3 Press <Enter> to display the Mail Login Entry form.



- 4 Type the special mail login, which can consist of up to eight alphanumeric (plus underscore) characters. Then press <Enter>.

Mail password:

This field specifies the receiving computer's Electronic Mail password, if one exists. If the receiving computer does not use a mail password, leave this field blank. Otherwise, get the password from the person in charge of the receiving computer.

Connection:

This field specifies the type of connection you want to use. Some connections include **tty000** for the RS-232 port, **tty001** through **tty006** for the six RS-232 expansion ports, and **ph0** and **ph1** for telephone lines. Your system may have fewer or more options, depending on the software you have installed.

Some systems provide multiple connection types. In such a case, you can create a separate entry for each connection type, so there can be more than one entry for a single UNIX PC. Electronic Mail first tries the connection that appears first in the Mail Setup menu; if that connection is busy, Electronic Mail tries the next connection.

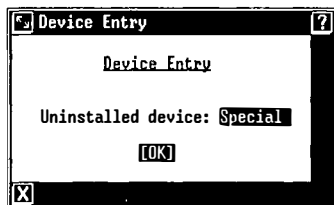
In some cases, Mail Setup does not recognize a device. If the device you want to use does not appear as an option for this field, you can specify a special nonstandard connection. To do so:

- 1 Press <Creat>.

A warning message appears to make sure that you want to enter a special device.

Updating the UNIX PC

- 2 Press <Enter> to display the Device Entry form.



- 3 Type the name of the device, using any character except space. Then press <Enter>.

That device now appears as an option for this field.

Speed:

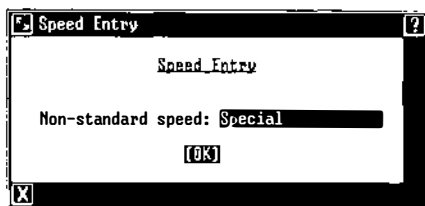
This field determines the baud rate. The internal telephone ports support 300 baud and 1200 baud, with 1200 baud being the default speed. The RS-232 ports support speeds from 150 baud to 9600 baud, with 9600 being the default speed. The STARLAN and Ethernet networks support their own baud rates, specified by selecting **Network**.

In some cases, a device uses a speed not given as an option for this field. If the device you are using requires a speed not provided in the field, you can enter a special nonstandard speed. To do so:

- 1 Press <Creat>.

A warning message appears to make sure you want to enter a special speed.

- 2 Press <Enter> to display the Speed Entry form.



- 3 Type the speed you want to use, using any characters except space. Then press <Enter>.

The new speed now appears as an option for this field.

Telephone number:

This field specifies a data telephone number for connections that use a dialing system. If the device you selected does not use a dialing system, leave this field blank.

The data telephone number can consist of numeric characters, dialcode names (described later in this chapter, under "Dialcodes"), and any of the following special characters, which let you access telephone switches found in business telephone systems:

Updating the UNIX PC

<u>Character</u>	<u>Function</u>
~ + =	Pause for dial tone
,	Pause 2 seconds
:	Pause 10 seconds
& !	Switch flash
\$ @	Hang up or disconnect
-	No action

Transmission days:

This field determines the days of the week your system can transmit mail to the other system.

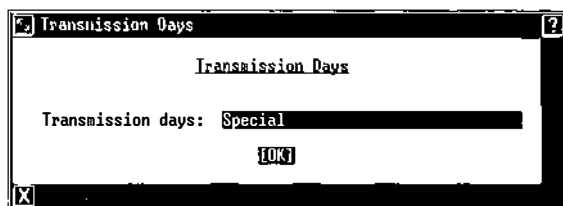
The standard options are **All Days**, **Work Days** (Monday through Friday), **Weekends** (Saturday, Sunday), and **Never**. Use the **Never** option if you want only to receive mail, not send it.

You can also create your own special combination of transmit days:

- 1 Press <Creat>.

A warning message appears to make sure you want to create a special group of transmission days.

- 2 Press <Enter> to display the Transmission Days form.



- 3 Using the abbreviations shown below, type the days you want to set up as transmit days.

<u>Abbreviation</u>	<u>Days</u>
Any	All days of the week
Nvr	Never
Wk	Monday through Friday
Su	Sunday
Mo	Monday
Tu	Tuesday
We	Wednesday
Th	Thursday
Fr	Friday
Sa	Saturday

If you use conflicting abbreviations (such as **Nvr** and **Any**) or multiple references, Mail Setup uses the options in the order they appear in the list above.

- 4 Press <Enter>.

The new combination of transmit days now appears as an option for this field.

Updating the UNIX PC

Transmission times:

This field determines the range of time your system can transmit mail to the other system.

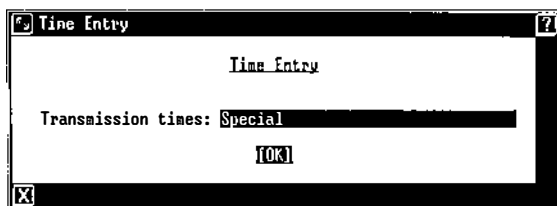
The standard options are **All Times**, **Working Hours** (9:00 AM through 5:00 PM), **Nights** (5:00 PM through 9:00 AM), and **Late Nights** (9:00 PM through 5:00 AM).

You can also create a special nonstandard range of transmission hours:

- 1 Press <Creat>.

A warning message appears to make sure you want to create a special time range.

- 2 Press <Enter> to display the Time Entry form.



- 3 Type the hours you want to set up as the transmission time range. Use the 24-hour format, and separate the start and end times with a hyphen (-), as shown in this example:

0300-1300 (from 3:00 AM to 1:00 PM).

- 4 Press <Enter>.

The new range of transmission hours now appears as an option for this field.

Dialcodes

Mail Setup lets you create dialcodes, which contain numbers, Electronic Mail special dialing characters, and other dialcode names. (For a list of Electronic Mail special dialing characters, see the description of the **Telephone number**: field under "The Edit Mail Entry Form" above.)

Use dialcodes to avoid retyping frequently dialed numbers, such as access codes, long distance service codes, and overseas access codes. The use of dialcodes also saves disk storage space.

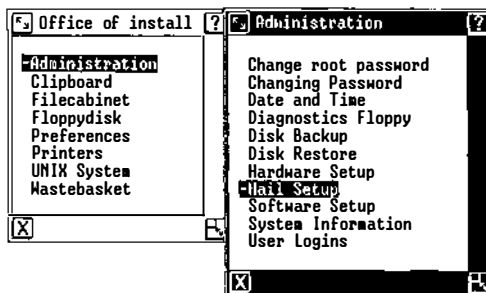
When you create a dialcode, it is listed as an entry in the Dialcodes menu. The following paragraphs describe how to create, edit, and delete dialcode entries.

To create a dialcode:

- 1 Point to |Administration| in any Office window.
- 2 Press <Enter>.

You see the Administration menu.

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.

You see the Mail menu.

- 5 Point to |Electronic Mail Names of other systems|.

- 6 Press <Enter>.

You see the Mail Setup menu.

- 7 Press the [DIAL CODES] screen key.

You see the Dialcodes menu, which lists all existing dialcodes. If you have not created any dialcodes, the menu is empty.

- 8 Press the [CREATE] screen key.

You see this Dialcode Entry/Edit form:



The screenshot shows a window titled "Dialcode Entry/Edit" with a question mark icon in the top right corner. Inside the window, the title "Dialcode Entry/Edit" is centered. Below it, there are two labels: "Dialcode name:" followed by a text input field, and "Dialcode number:" followed by another text input field. At the bottom center of the window is a button labeled "[OK]". The window has a standard Mac OS-style border with a close button (X) in the top left corner.

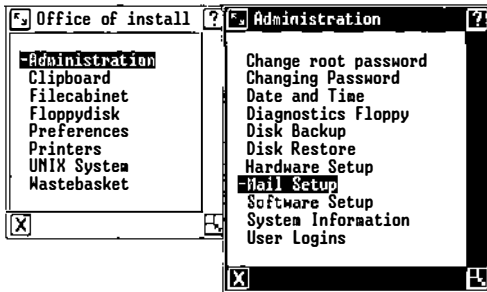
- 9 Type the name of the dialcode. Dialcode names can consist of up to 38 letters.
- 10 Press <Return> to move the cursor to the **Dialcode number:** field.
- 11 Type the dialing sequence for the dialcode. You can use numbers, Electronic Mail special dialing characters, and other dialcode names. For a list of Electronic Mail special dialing characters, see the description of the **Telephone number:** field under "The Edit Mail Entry Form" above.
- 12 Press <Enter> to save the dialcode entry. If you press <Exit>, the dialcode entry is not saved.

To edit an existing dialcode entry:

- 1 Point to |Administration| in any Office window.
- 2 Press <Enter>.

You see the Administration menu.

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.

You see the Mail menu.

- 5 Point to |Electronic Mail Names of other systems|.
- 6 Press <Enter>.

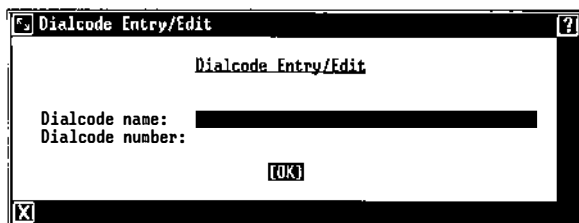
You see the Mail Setup menu.

- 7 Press the [DIAL CODES] screen key.

You see the Dialcodes menu, which lists all existing dialcodes. If you have not created any dialcodes, the menu is empty.

- 8 Point to the entry you want to edit and press the [EDIT] screen key.

You see the Dialcode Entry/Edit form.



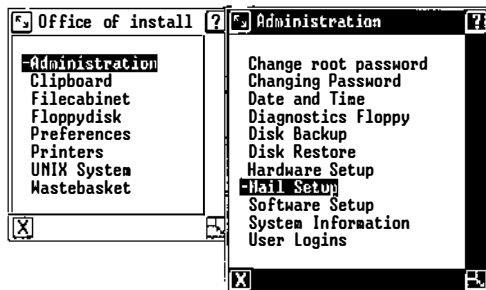
- 9 Edit the dialcode name or number and press <Enter> to save the changes.

To delete a dialcode entry:

- 1 Point to |Administration| in any Office window.
- 2 Press <Enter>.

You see the Administration menu.

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.

You see the Mail menu.

- 5 Point to |Electronic Mail Names of other systems|.

- 6 Press <Enter>.

You see the Mail Setup menu.

- 7 Press the [DIAL CODES] screen key.

You see the Dialcodes menu, which lists all existing dialcodes. If you have not created any dialcodes, the menu is empty.

- 8 Point to the item you want to delete and press the [DELETE] screen key.

You see the Confirm Deletion form.

- 9 Make sure the answer is Yes, and then press <Enter>.

You see the Dialcodes menu. Notice that the dialcode has been deleted.

Editing a Mail Setup Entry

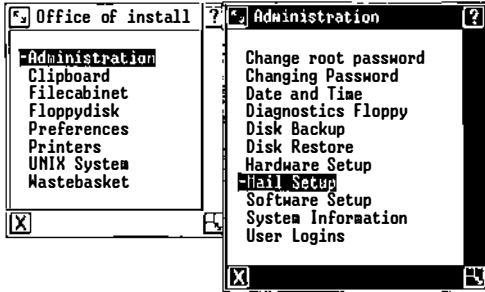
To edit the information about a receiving computer already listed in the Mail Setup menu:

- 1 Point to |Administration| in any Office window.

- 2 Press <Enter>.

You see the Administration menu.

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.

You see the Mail menu.

- 5 Point to |Electronic Mail Names of other systems|.
- 6 Press <Enter>.

You see the Mail Setup menu. The menu lists an entry for each receiving computer you set up. Each entry shows the receiving computer's system name, the connection device, and the phone number (if there is one). If you have not entered setup information for any receiving computer, the Mail Setup menu is empty.

- 7 Point to the entry you want to edit.

- 8 Press the [EDIT] screen key to display the Edit Mail Entry form, which shows the existing Mail Setup information for the highlighted entry.

The screenshot shows a window titled "Edit Mail Entry" with a question mark icon in the top right corner. Inside the window, the title "Edit Mail Entry" is centered. Below it, the following fields are listed:

System name:	#####
Mail login:	uucp
Mail password:	
Connection:	ph1
Speed:	1200
Telephone number:	
Transmission days:	All Days
Transmission times:	All Times

At the bottom right of the form area, there is a button labeled "[OK]". The window has a standard Mac OS-style border with a close button (X) in the bottom left corner.

- 9 Edit the information in the form as needed. Refer to the procedures above, under "The Edit Mail Entry Form" for information about each field.
- 10 Press <Enter> to save the changes.

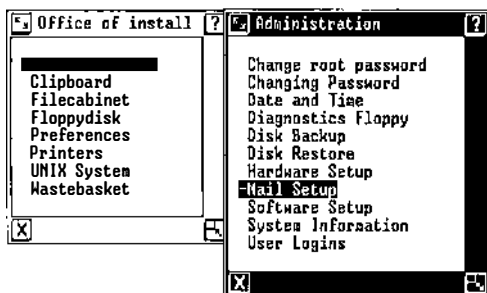
Deleting a Receiving Computer

To delete a receiving computer from the Mail Setup menu:

- 1 Point to |Administration| in any Office window.
- 2 Press <Enter>.

You see the Administration menu.

- 3 Point to |Mail Setup|.



- 4 Press <Enter>.

You see the Mail menu.

- 5 Point to |Electronic Mail Names of other systems|.

- 6 Press <Enter>.

You see the Mail Setup menu. Each entry shows the receiving computer's system name, the connection device, and the phone number (if there is one). If you have not entered setup information for any receiving computer, the Mail Setup menu is empty.

- 7 Move the cursor to highlight the entry you want to delete.

- 8 Press the [DELETE] screen key.

You see the Confirm Deletion window.

- 9 Make sure the answer **Yes** appears in the form, and then press <Enter>.

You see the Mail Setup menu again. Notice that the entry has been deleted.

Installing Software from Floppy Disks

You can install additional software by loading floppy disks and using the **Software Setup** selection of the Administration menu. The **Software Setup** selection is available from the Administration menu of any user.

To install software:

- 1 Point to |Administration| in any Office window.

- 2 Press <Enter>.

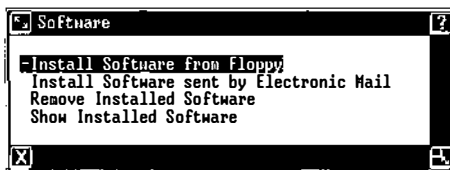
The Administration menu appears.

- 3 Point to |Software Setup|.

- 4 Press <Enter>.

The Software menu appears.

- 5 Point to |Install Software from Floppy|.



- 6 Press <Enter>.

You are prompted to insert the first floppy disk.

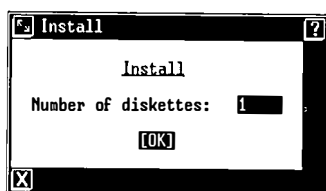
- 7 Insert the first floppy disk and press <Enter>.

A message informs you that the system is checking for a size file that determines the amount of disk space required by the application.

Updating the UNIX PC

If the size file is found, the message **Install in progress** appears as the software is installed. Skip to step 9.

If the size file is not found, you see the Install form shown below. Continue on to step 8.



- 8 Type the number of floppy disks in the set of disks containing the software, and then press <Enter>.

The message **Install in progress** appears as the software is installed.

- 9 You are notified when to remove the first floppy disk and insert the next one (if the set contains more than one floppy disk).

After inserting the next floppy disk, press <Return> as you are prompted.

- 10 Continue removing and inserting floppy disks in sequence until the software package is installed.

You are notified when to remove the last floppy disk. The system continues the installation process.

Depending on the software you are installing, you may be asked specific questions about the program. Refer to the appropriate application manual if you need assistance.

You are notified when the software is installed.

Note

Most errors (disks out of order, disk not inserted properly, and so on) are caught, and you are prompted to take corrective action. If you have consistent problems with the same floppy disk, the problem is likely to be the floppy disk itself. In this case, contact the software manufacturer.

Installing Software from Electronic Mail

Certain software can be sent through the communication lines. If you receive software in this manner, you can install it by using the **Install Software sent by Electronic Mail** selection in your Administration menu.

To install the software sent from Electronic Mail:

- 1 Point to |Administration| in the Office of any user.
- 2 Press <Enter>.

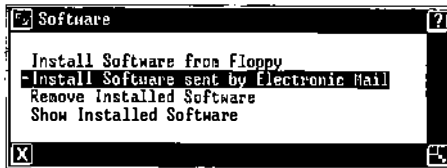
The Administration menu appears.

- 3 Point to |Software Setup|.
- 4 Press <Enter>.

The Software menu is displayed.

Updating the UNIX PC

- 5 Point to |Install Software sent by Electronic Mail|.



- 6 Press <Enter>.

The `spool/uucppublic` window is displayed.

- 7 Point to the name of the software you want to install, and then press <Enter>.

The message **Install in progress** appears as the software is being installed. The system continues the installation process.

Depending on the software you are installing, you may be asked specific questions about the program.

You are notified when the installation is complete.

Displaying a List of Installed Software

When you install software, whether from floppy disks or from Electronic Mail, the UNIX PC keeps a record of the packages you have installed. You can check to see which packages have already been installed on your system.

You can look at the list of installed software from the Administration menu of the Office of any login.

To view a list of installed software:

- 1 Point to |Administration| in the Office of any user name.

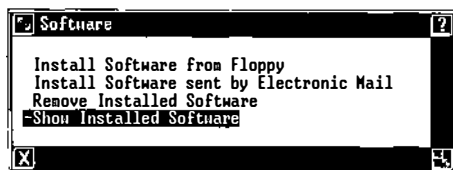
- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |Software Setup| and press <Enter>.

The Software menu appears.

- 4 Point to |Show Installed Software|.



- 5 Press <Enter>.

You see a list of software packages already installed on your system. If none are installed, a message informs you.

- 6 Press <Enter> to return to the Software menu.

Removing Software

You can remove software that has been installed on your system.

To remove software:

- 1 Point to |Administration| in the Office of any user name.

- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |Software Setup| and press <Enter>.

The Software menu appears.

Updating the UNIX PC

4 Point to |Remove Installed Software|.

5 Press <Enter>.

You see a list of installed software packages.

6 Point to the software package you want to remove.

7 Press <Enter>.

As with the installation, the removal process depends on the individual software application.

A message appears telling you the package you specified has been removed.

Setting Up a Different Font

The **Set Up Font** selection, available from the Administration menu of **install**, lets you assign different fonts to windows and application programs. You assign a different font by selecting the font and the system slot into which the font is installed.

There are 16 system slots: slots 0 through 7, which become the default fonts for new windows, and slots 8 through 15, which can be used in application programs. The font assigned to slot 0 is the system font. The font loaded into slot 0 becomes the **Default system font** in the Font Name menu.

Caution

Unless you are programming applications, and want different programs to use different fonts, do not change the **Slot number** field. Change the font for slot 0 only.

Use only a 12-point font in slot 0.

The following table lists and describes some of the available fonts. More fonts may be available, depending on the application programs you have installed. In the table, each 12-point font is marked by an asterisk, and a sample is provided for each.

Font Descriptions

Font	Description
BLD.ft	Basic line drawing (VT-100)
ELD.ft	Extended line drawing (VT-100)
*FANCY.I.E.12A	Fancy italic 12-point font A B C # a b c
FANCY.I.E.18.A	Fancy italic 18-point font
FANCY.I.E.24.A	Fancy italic 24-point font
*FANCY.R.E.12.A	Fancy Roman 12-point font A B C # a b c
FANCY.R.E.18.A	Fancy Roman 18-point font
FANCY.R.E.24.A	Fancy Roman 24-point font

Font Descriptions (Continued)

Font	Description
*PLAIN.I.E.12.A	Plain italic 12-point font A B C # a b c
PLAIN.I.E.18.A	Plain italic 18-point font
PLAIN.I.E.24.A	Plain italic 24-point font
*PLAIN.R.E.12.A	Sans serif 12-point font A B C # a b c
PLAIN.R.E.18.A	Sans serif 18-point font
PLAIN.R.E.24.A	Sans serif 24-point font
ROMC.ft	Read-only memory character set (BCT513)
ROMG.ft	Read-only memory graphics set (BCT513)
SCLD.ft	Special character line drawing (VT-100)
*UK.ft	United Kingdom character set A B C £ a b c
VBM.ft	Video text mosaic character set (BCT513)

Font Descriptions (Continued)

Font	Description
monitor.8.ft	Mnemonic for data communication control bytes
mosaic.8.ft	Graphics set
special.8.ft	Mathematical symbols, commercial abbreviations, border designs
*system.8.ft	Standard 12-point sans serif font A B C # a b c
*system.r.8.ft	Other 12-point sans serif font A B C # a b c
* This is a 12-point font and can be installed in slot 0.	

Note

You can edit font files. Font assignments are stored in the `/etc/.fontload` file. If you change a font, be sure to make a copy of the font file first. See the descriptions of `cfont` (1) and `font` (4) in the AT&T UNIX PC UNIX System V User's Manual.

To set up a font:

- 1 Select `|Administration|` from the Office of `install` and press `<Enter>`.

Updating the UNIX PC

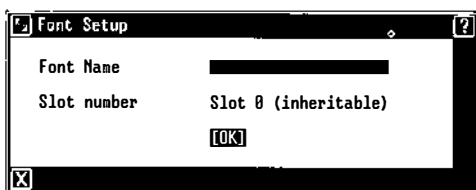
You see the Administration menu.

- 2 Select |Software Setup| and press <Enter>.

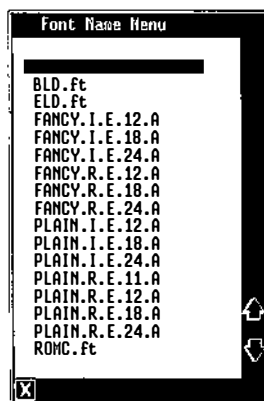
You see the Software menu.

- 3 Select |Set Up Font| and press <Enter>.

You see a Font Setup menu, similar to the menu shown below:



- 4 Press <Cmd> to display the Font Name menu, which shows the available fonts. Your menu will be similar to the menu below:



- 5 Select the font you want to use and press <Enter>.

Do not use a graphics font for a text application; likewise, do not use a text font for a graphics application. Use only a 12-point font in slot 0.

- 6 Press <Return> to move the cursor to the **Slot number** field.
- 7 Press <Cmd> to display a list of available slots.
- 8 Select the slot number into which you want the font installed. Unless you are programming applications and want each application to use a different font, use slot 0.
- 9 Press <Enter> to save the change.

A confirm message appears to make sure you want to install the font into the slot.

- 10 Press <Enter>.

If you installed a new font in slot 0, you should now check that you have installed the correct font:

- o Select |Set Up Font| from the Software menu and press <Enter> to display the Font Setup menu; the characters in the menu use the new font.
- o If the menu contents are garbled, proceed immediately to the steps given below, under "Restoring the Default System Font."

If the menu contents do not look like you think they should, repeat steps 5, 9, and 10 above, selecting the correct font.

If you changed the font for slot 0, only new windows that you open use the new font. You can log out and then log in again to change the screen keys and all windows to the new font. If you want to change the font for the status line as well, shut down and reboot the system.

Updating the UNIX PC

Restoring the Default System Font

If you install a new font in slot 0 and then see garbled characters when you check the Font Name menu:

- 1 Press <Enter> from the Font Setup menu.
- 2 Press <Enter> again for each of the two windows that look like Confirm windows (even if you cannot read the garbled contents).
- 3 Close all other active windows until the Office is the only active window on your screen.
- 4 Press <Cmd> to display the Office Commands menu (which may contain garbled characters).
- 5 Type **sh** and press <Enter> to perform a system shutdown. (When the shutdown is complete, your system will use the default system font again.)
- 6 Press <Enter> for both windows that appear (even if the characters are garbled).
- 7 Press <Return> to respond to the message in the upper-left corner of the screen. This action reboots your system.

Adding New Users

To use the system, you must first log in--that is, type a name recognized by the system as an authorized user. You must add a new user login to the system so a new user can log in.

To add a new user, you follow a procedure starting from the Administration menu of the **install** login. You must log in as **install** before attempting to add users.

You can change user login information once you have entered it, or you can remove the information so the user is no longer recognized by the system and therefore cannot log in.

All user logins are listed in the User Login menu. Once users are added to the list, they should protect the files in their own user area by adding a password to their login. Users control their own passwords: they create the passwords and can change or remove passwords at any time by using the Administration menu in their own Offices. For more information about passwords, see "Adding or Changing a Password" in this chapter.

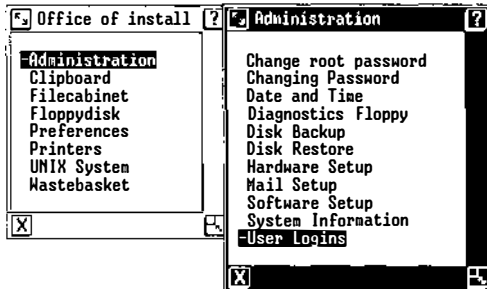
Users are of two types: normal and expert. Expert users have access to UNIX through the **UNIX System** selection that appears in the Office window. Normal users do not have direct access to UNIX and do not see the **UNIX System** selection in the Office window.

To add a new user:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.

The Administration menu appears.

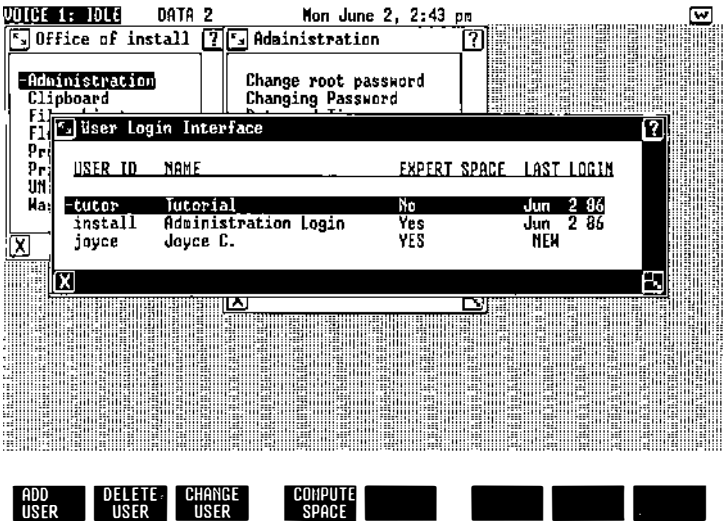
- 3 Point to |User Logins|.



- 4 Press <Enter>.

Updating the UNIX PC

The User Login Interface menu and the screen keys shown below appear:



5 Press [ADD USER].

You see this ADD USER form:

The screenshot shows a terminal window with the title bar "ADD USER". The form contains the following fields:

Login Name :

User Name :

Expert ? : No

[OK]

6 Type the name the new user will use to log into the system.

- 7 Press <Return>.

The highlight moves to the **User Name** field.

- 8 Type the user's full name (up to 24 characters) and press <Return>.

The highlight moves to the **Expert?** field. No indicates the user has no **UNIX System** selection in the Office menu (normal status).

- 9 If the user should have the **UNIX System** selection in the Office menu (expert status), press <Mark> until **Yes** appears.

- 10 Press <Enter>.

The ADD USER form is removed from the screen. If the name you typed is the name of a deleted user whose files still exist, you are notified, and you must press the <Enter> key to continue. You see the User Login menu. Notice that the new user login information is now listed in the menu.

- 11 Press <Exit> to return to the Administration menu.

Displaying User Login Information

You can display user login information from the Administration of **install**. The User Information screen includes the following information:

- o The user's login name and user name
- o The user's directory
- o The shell the user uses
- o The user id and group id
- o Whether the user is an expert
- o Whether the user has a password

Updating the UNIX PC

- o When the user was created and the date the user last logged in
- o How much disk space the user takes up

To display user login information:

- 1 Point to |Administration| in the Office of install.

- 2 Press <Enter>.

The Administration menu appears.

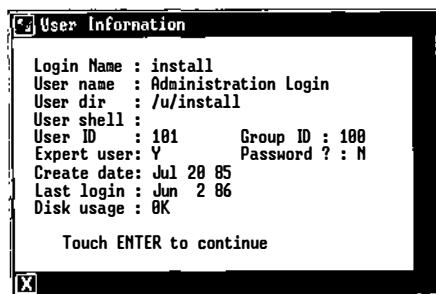
- 3 Point to |User Logins| and press <Enter>.

The User Login Interface menu appears.

- 4 Point to the user name for which you want to display information.

- 5 Press <Enter>.

You see an information window similar to the following:



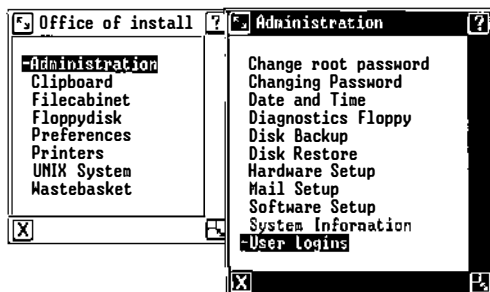
- 6 Press <Enter> to return to the User Login Interface menu.
- 7 Press <Exit> to return to the Administration menu.

Updating the Status of Users

You can change user login information such as user status (normal or expert) or user name.

To change user login information:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.
The Administration menu appears.
- 3 Point to |User Logins|.



- 4 Press <Enter>.
The User Login Interface menu appears.
- 5 Point to the name of the user for whom you are changing information.
- 6 Press [CHANGE USER].
The Change Login Information form appears.
- 7 Press <Return> to move to the field you want to change.
- 8 Type the new information.

Updating the UNIX PC

- 9 Press <Enter>.

The Change Login Information form is removed from the screen and the User Login form appears again.

- 10 Press <Exit> to return to the Administration menu.

Removing User Logins

When a user should no longer be recognized by the system as an authorized user, delete the user name from the User Login menu. This deletion prevents the user from logging into the system, but it does not automatically delete the user's files. You can choose to leave the user's files where they are, move them to another user's Filecabinet, or delete them.

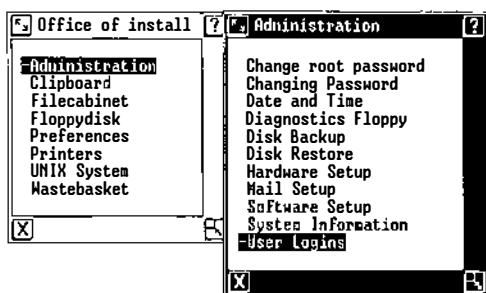
Press the Exit key anytime before completing the Delete User command to cancel the command.

To remove a user login:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |User Logins|.



- 4 Press <Enter>.

The User Login Interface form appears.

- 5 Point to the name of the user you want to remove.

- 6 Press [DELETE USER].

You see a Confirm window.

- 7 Press <Enter> to verify that you want to delete this user.

A window prompts you to select what to do with the user's files.

- 8 Press <Mark> until you see the action you want to take on the user's files. The following list describes each option:

Move lets you move the user's files to another user's Filecabinet. The files are stored in a folder named after the deleted user's login name. If the deleted user's login name is the same as a filename in the recipient's Filecabinet, you are prompted to specify a new folder name.

Delete lets you delete the user's files.

Nothing lets you keep the user's files where they are. The files still exist in the deleted user's directory, but you must use UNIX to access them. The deleted user's Filecabinet no longer exists.

- 9 Press <Enter>.

If you selected **Delete** or **Nothing** in step 8, you see the User Login menu again. Notice that the deleted user's entry is shaded. The next time the menu appears, the entry will not be listed.

If you selected **Move** in step 8, another window requests the name of the user who will inherit the files; continue on to step 10.

- 10 If you are moving the deleted user's files, type the recipient user's name and press <Enter>.

If the deleted user's login name is the same as an existing file or folder in the recipient's Filecabinet, you are prompted to type a new folder name, under which the files will be stored. Type a new folder name and press <Enter>.

You see the User Login menu again. Notice that the user's entry is shaded, and **del'd** appears next to the user name. The next time the menu appears, the entry will not be listed.

Computing User Space

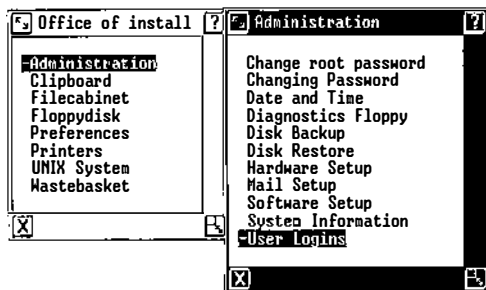
You can determine how much of the available hard disk space each user login uses.

To compute user space:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |User Logins|.



- 4 Press <Enter>.

The User Login Interface menu appears.

- 5 Press [COMPUTE SPACE].

A Confirm message window informs you that
Calculating disk space takes 1-2 minutes.

- 6 Press <Enter> to continue.

The system calculates user space for all user names and displays the number of bytes used by each user name on the system.

- 7 Press <Exit> to return to the Administration menu.

Using Passwords

You use passwords to restrict access to user logins and the **install** login. A password also protects access to the UNIX **root** (or superuser) login. If you installed the UNIX system software, you are aware of the password you assigned to the **root** login during the installation procedure. These passwords make it more difficult for unauthorized users to damage or view your user files or system files.

Protecting the install Login

It is recommended that you add a password to protect the **install** login because it is the only login that permits access to the extended Administration menu. The Administration menu of the **install** login contains many selections that could disrupt other users of the system if these selections were accidentally changed or deleted. Once protected with a password, the Administration menu of the **install** login is available only to those who need to use it. Follow the procedures for adding a password to create the login password.

Updating the UNIX PC

Adding or Changing a Password

To add or change a password to any user name (including the **install** login), you can use the Administration menu of the Office for that user name. To add or change the password for the **root** login, you must use the Administration of **install**. See "Changing the Root Password" in this chapter to change the **root** password.

To add or change a password:

- 1 Select |Administration| in the Office of the user name you want to password protect.

- 2 Press <Enter>.

The Administration menu appears.

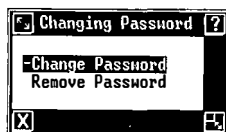
- 3 Point to |Changing Password|.



- 4 Press <Enter>.

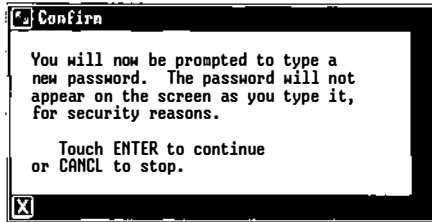
The Changing Password menu appears.

- 5 Point to |Change Password|.



- 6 Press <Enter>.

You see this Confirm window:



- 7 Press <Enter>.

- 8 Type your new password and press <Return>.

Use any characters except @, backspace, or control characters. The system recognizes up to a maximum of eight characters. (Your typed password does not appear on the screen for security purposes.) Do not type a password that is too hard to remember.

Note

You must type the same password twice to protect against typing errors. If you make an error, you see this message:
They don't match; try again.

- 9 Retype your password.
10 Press <Return>.

After you type the password twice, the Administration menu appears again.

The next time you log in, you must use your new password. Do not forget your password!

Updating the UNIX PC

Removing a Password

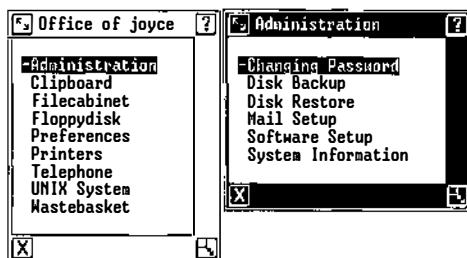
To remove a password:

- 1 Point to |Administration| in the Office of the user name that contains the password you want to remove.

- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |Changing Password|.



- 4 Press <Enter>.

The Changing Password menu appears.

- 5 Point to |Remove Password|.



- 6 Press <Enter>.

You see this message: Your password is now removed.

7 Press <Enter>.

You see the Administration menu again.

Changing the Root Password

The UNIX root login is protected by a password. If you installed the UNIX system software, you are aware of the password you assigned to the root login during the installation procedure. It is very important to keep the root login protected by a password, but you may decide that you want to change the password from the one you assigned during the installation procedure.

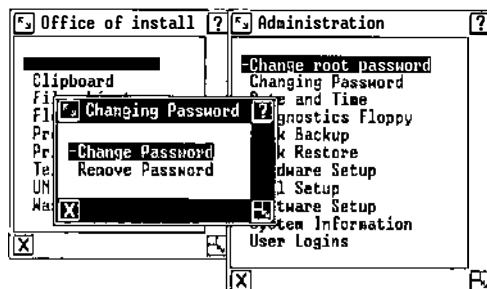
The root password is changed just like any other password, except that the **Change root password** selection appears only in the Administration menu of the Office of install.

To change the root password:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.
- 3 Point to |Change root password|.
- 4 Press <Enter>.

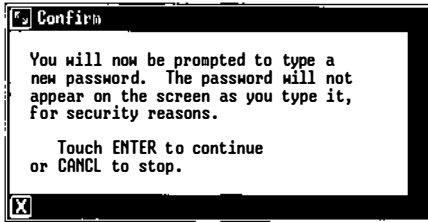
The Changing Password menu appears.

- 5 Point to |Change Password|.



- 6 Press <Enter>.

You see the following Confirm window:



- 7 Press <Enter>.

- 8 Type the new root password and press <Return>.

Use any characters except @, backspace, or control characters. The system recognizes a maximum of eight characters. (For security purposes, your typed password does not appear on the screen.) Do not type a password that is too hard to remember.

Note

You must type the same password twice to protect against typing errors. If you make an error, you see this message:
They don't match; try again.

- 9 Retype your password.
10 Press <Return>.

After you type the password twice, the Administration menu appears again.

The next time you log in, you must use your new password. Do not forget your password!

Changing the System Date and Time

The UNIX PC displays the date and time in the status line at the top of the screen. When you install the system software, you may need to reset the date and time.

You can use the Administration menu in the Office of install to change the system date and time. When you set the date and time, you can choose from 24 time zones and 2 date display formats (American and European). This feature is useful for calculating times for time-conscious applications such as Electronic Mail or Telephone Manager.

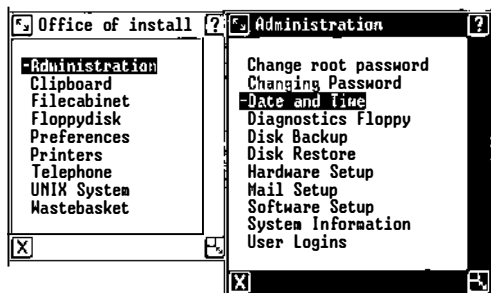
Also, you can set the daylight savings feature to accommodate daylight savings changes automatically if your area of the country uses daylight savings.

To set the system date and time:

- 1 Point to |Administration| in the Office of install.
- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |Date and Time|.



- 4 Press <Enter>.

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You see a Set Date and Time form, similar to the following:

Enter changes to system date and time

Set Date and Time

Date **June 2** , 1986

Time 4 : 01

AM or PM PM

Time Zone pacific (8)

Is Daylight Savings Time EVER used? NO

Date display format American

OK

- 5 To change the month, press <Cmd>, select the abbreviation for the current month, and press <Enter>.
- 6 Press <Return>.
The highlight moves to the day field.
- 7 To change the day, press <Cmd>, select the current day, and press <Enter>.
- 8 Press <Return>.
The highlight moves to the year field.
- 9 To change the year, press <Cmd>, select the year, and press <Enter>.
- 10 Press <Return>.
The highlight moves to the hour field.

To set the time:

- 1 Type the current hour, and then press <Return>.

The highlight moves to the minutes field.

- 2 Type the minute (allow a minute or so for processing), and then press <Return>.

The highlight moves to the AM or PM field.

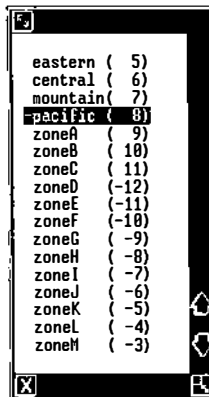
To set morning or evening:

- 1 To change to morning or evening, press <Mark>.
- 2 Press <Return>.

The highlight moves to the Time Zone field.

To change the time zone:

- 1 Press <Cmd> to see the list of 24 time zones, based on Greenwich Mean Time: 4 North American time zones and 20 time zones lettered A through T for the other continents based on their proximity to Greenwich, England.



Updating the UNIX PC

Each of the lettered zones is assigned a number, some preceded by a minus sign (-).

Zones preceded by a minus sign are east of Greenwich, England. Other zones are west of Greenwich, England. Check an atlas to determine time zones outside the continental United States.

- 2 Point to the time zone you want to use, and then press <Enter>.
- 3 Press <Return>.

The highlight moves to the **Is Daylight Savings Time EVER used?** field.

To set daylight savings time:

- 1 If your area of the country sets the time ahead one hour in the Spring and back an hour in the Fall, you should select **|YES|** for daylight savings.

Press <Mark> until you see **YES**.

- 2 Press <Return>.

The highlight moves to the **Date display Format** field.

To set the date display format:

- o Press <Mark> to select **American** (Wed Apr 16) or **European** (Wed 16 Apr).

When you are satisfied with the values entered in the form, complete the following steps:

- 1 Press <Enter>.

The New Date and Time form appears. Check the displayed date and time before confirming.

- 2 Press <Enter> again to confirm.

The Date and Time window is removed from the screen and the Administration menu appears.

Note

If you changed the time zone or the date display format, the change does not occur until after the next system shutdown and reboot. At that time, it may be necessary to reset the hours and minutes fields to reflect the change in time zone.



Maintaining the UNIX PC

This chapter shows you how to perform tasks associated with regular maintenance of the UNIX PC. Procedures in this chapter show you how to:

- o Display system information
- o Back up your files from the hard disk
- o Restore your files to the hard disk
- o Use the Diagnostics floppy disk

Displaying System Information

System information such as your system name, software version number, amount of available disk space, hardware setup information, date of last backup, and the users logged into the system is displayed in the System Information window. You may find this window handy for a quick look at system status before you update the system.

The System Information window is available from the Administration menu of any user login.

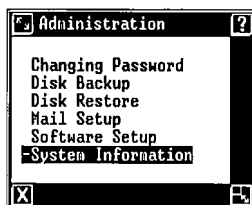
To display system information:

- 1 Point to |Administration| in the Office of any user name.
- 2 Press <Enter>.

The Administration menu appears.

Maintaining the UNIX PC

- 3 Point to |System Information|.



- 4 Press <Enter>.

You see a System Information window, similar to the following:



The following list explains the information displayed:

System Name	Shows the name you have given the system to identify it from other computers when sending mail. (See "Setting Up Mail" in this section.)
--------------------	--

Version	Shows the version (release) number of the UNIX PC system software you are currently running.
Disk Space Free	Shows the amount of free disk space on the hard disk in both percent and number of bytes. If the Display Floppy Contents menu is open, the available space on the floppy disk is also presented.
On RS232 Port	Shows what, if anything, is currently connected to your RS-232 port.
On RS232 Port 00n	Shows what, if anything, is currently connected to an RS-232 expansion port. The n represents the port number.
On Parallel Port	Shows the name of the printer, if any, that is currently connected to the printer port.
Last Backup	Shows the most recent date and time you performed a complete backup.
Memory	Shows the amount of RAM installed (including expansion board memory).
USERS LOGGED ON	Shows login names of users logged into the system at current time.
SOFTWARE INSTALLED	Shows the names of application programs currently installed. Use scroll icons to display information not immediately shown.

- 5 Press <Enter> or <Exit> to return to the Administration menu.

Backing Up Your Hard Disk Files

To maintain your system on a regular basis, you should set up a schedule for doing backups (making floppy disk copies of the files on your hard disk). Backing up your system on a regular basis is a good safety precaution against an unexpected system failure or operator error. Although a system failure is extremely unlikely, if one should occur you can restore your files using the latest backup floppy disks.

The **Disk Backup** selection is available from the Administration menu of every user name. You can use the **Disk Backup** selection to back up all files (system and user), only files updated since the last backup, or a single user's files. Once the backup is complete, the Disk Backup lets you verify the contents of each floppy disk.

When you select the type of backup you want to perform, a message informs you of the approximate number of floppy disks you will need. Make sure you have enough 5 1/4-inch floppy disks (double-sided, double-density, 48 tracks per inch, soft-sectored) that have been formatted on the UNIX PC. For information on formatting UNIX PC floppy disks, see "Using Floppy Disks" in the **Working with the Office** section of this manual.

Note

If you run out of formatted floppy disks during the backup procedure, you must stop the backup, format more floppy disks, and then start the backup from the beginning.

Backup Types

Backups are of three types:

- o Complete backup
- o Partial backup
- o Back up one user

Complete Backup

A complete backup copies all the files you have created, as well as all system files installed or created following the initial installation of the Foundation Set. This type of backup generally requires a large number of floppy disks, depending on the system age and the number of applications installed. When you select **Complete Backup** from the Backup menu, a message informs you of the approximate number of floppy disks required.

You should do a complete backup after the initial system configuration and after every time you update your system software. This action gives you a set of floppy disks containing your latest system software and many of your user files. It also establishes the starting point for any subsequent partial backups.

Partial Backup

A partial backup copies only those files modified or created since the last complete backup was performed. These tend to be much smaller backups and can be scheduled more frequently. When you select **Partial Backup** from the Backup menu, a message informs you of the approximate number of floppy disks required.

You should perform a partial backup at least every week. This way, if you should experience a system failure, you could restore your last complete backup and your last partial backup, losing no more than one week's work. It is necessary to save only the most recent partial backup.

Back Up One User

This selection backs up all files belonging to a user that you select. This selection could be referred to as "backing up the Filecabinet," because it copies only the files and folders in the Filecabinet of the selected user. This backup selection should be done frequently. In fact, all users should use this selection daily to back up their own files.

Note

The floppy disks used in these backup operations are usable only by the Restore function; they are not usable from the Office window.

Using the Disk Backup Selection

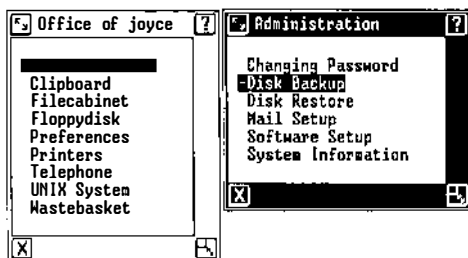
All backups are started from the Administration menu. You are informed of the number of disks required (floppy disks can store approximately 1/3 of a megabyte) for the type of backup you are performing.

To perform a backup:

- 1 Point to |Administration| in the Office of any user name.
- 2 Press <Enter>.

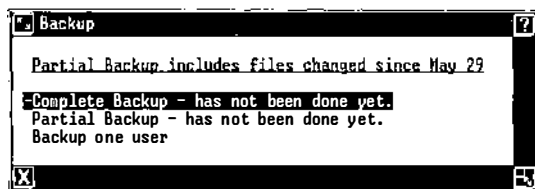
The Administration menu appears.

- 3 Point to |Disk Backup|.



- 4 Press <Enter>.

You see the following Backup menu:



- 5 Point to the type of backup you want to perform (see "Backup Types" above for an explanation of the three types).
- 6 Press <Enter>.

If you are backing up one user, a User menu appears. Point to the user name, and then press <Enter>.

If you are performing a complete, an information message tells you the approximate number of floppy disks required. If you do not have enough floppy disks on hand, press the Canc1 key and format more floppy disks.

A Confirm message informs you to insert a formatted floppy disk.

- 7 Insert a formatted floppy disk and press <Enter>.

The UNIX PC informs you when you need to remove a floppy disk and insert another one.

When you remove a floppy disk, attach a label containing the subject, date, and number of the floppy disk (the first floppy disk is number 1 and so on). Store the floppy disk in its protective envelope. If you write on a label already attached to the floppy disk, use only a felt-tip or nylon-tip pen. A ball point or pencil can damage data.

Note

If you should have a problem with the floppy disk, you must start the backup procedure from the beginning. Remove and discard the damaged floppy disk. Begin the backup again.

- 8 Press <Enter> after inserting each floppy disk.

When the backup is complete, you are prompted to remove the last floppy disk. Then the following prompt appears to let you verify the data on the floppy disks: **Do you wish to check the data on the floppy disk(s)?**

- 9 If you want to verify the data on the floppy backup disks, continue on to step 10.

If you do not want to verify the floppy backup disks, press <Cncl>. You see a confirmation that the backup is complete.

- 10 To verify the data on the backup floppy disks, press <Enter>.

You are prompted to insert the floppy backup disks one by one, starting with the first in the set.

When the last floppy backup disk has been checked, a confirmation message tells you that the backup is complete.

- 11 Remove the last floppy backup disk and press <Enter>.

Restoring Files to Your Hard Disk

If you want to restore an earlier version of a file from floppy disk to your hard disk, use the **Disk Restore** selection from the Administration menu of any user login. You can use only those floppy disks created with the backup procedure to restore files to your hard disk.

The type of backup floppy disks you use is determined by the types of files you want to restore. For example, if you want to restore only files in one user area, use the files on a user backup floppy disk; if you want to restore recently modified files, use the files from the last partial backup set; and if you want to restore all your files, start with the Foundation Set, followed by your last complete backup floppy set, and then the latest partial backup set.

Realize, of course, that the changes made since your last backup are not stored on the floppy disks; they cannot be recovered from backup files.

Restore Types

Restore methods are of four types:

- o RESTORE All
- o RESTORE by UNIX Name
- o SHOW and RESTORE Folders
- o SHOW and RESTORE Files

Note

The **SHOW and RESTORE Folders** selection does not restore the Phone Directory files (which contains your directory entries if you have Telephone Manager software installed). To restore the Phone Directory file, use **RESTORE All** or **SHOW and RESTORE Files**.

Maintaining the UNIX PC

RESTORE All: Copies all files on the floppy disk set to the UNIX PC hard disk. RESTORE ALL restores all the files on a complete backup set, all the files on a partial backup set, or all the files on a user backup set.

RESTORE by UNIX Name: Restores the files (on any type of backup floppy set) you specify by typing the full UNIX pathname of each file.

SHOW and RESTORE Folders: Restores folders you specify by selecting them from a list.

SHOW and RESTORE Files: files you specify by selecting them from a list.

Restoring Files

The Disk Restore selection is available from the Administration menu of the Office of any user login. You can restore only those files contained on backup floppy sets.

To restore files:

- 1 Point to |Administration| in the Office of any user login.
- 2 Press <Enter>.

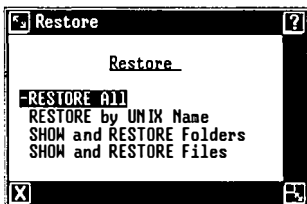
The Administration menu appears.

- 3 Point to |Disk Restore|.



- 4 Press <Enter>.

You see the following Restore menu:



- 5 Point to the type of restore you want to use (see "Restore Types" above for an explanation).
- 6 Press <Enter>.
- The Confirm message window informs you to insert a floppy disk.
- 7 Insert the backup floppy disk containing files you want to restore. (If you have more than one backup floppy disk, insert the floppy disks one at a time, in numerical order.)
- 8 Press <Enter>.

- 9 If you select any choice other than **RESTORE** All perform the appropriate procedure below:

o **RESTORE by UNIX Name**

Type the complete UNIX pathname of the files you want to restore. Type one file name in each field, pressing <Return> to move to the next field.

When you have entered all your file names or you have filled the screen, press <Enter>.

o **SHOW and RESTORE Folders**

Point to the desired folder and press <Enter>.

For more than one folder, point to the first folder and press <Mark>; point to the next folder and press <Mark>. When you have marked all the folders to be restored, press <Enter>.

o **SHOW and RESTORE Files**

Point to the desired file and press <Enter>.

For more than one file, point to the file and press <Mark>; point to the next file and press <Mark>. When you have marked all the files to be restored, press <Enter>.

When the restore procedure is complete, a message informs you that it is safe to remove the floppy disk.

- 10 Remove the floppy disk and insert the next one, if any.
- 11 Press <Enter>.
- 12 Continue with the above procedure until you have restored your files.

Performing Diagnostic Tests

When your system has a problem, you may be able to determine whether the problem is caused by the software or the hardware by running hardware diagnostic tests. If the problem concerns hardware, the diagnostic tests will tell you. If the diagnostic tests run successfully, then the software is probably at fault. Consult your service representative when you cannot resolve the problem.

You can have the system perform diagnostics to test hardware functions by selecting tests from a menu. The **Diagnostics Floppy** selection is available only from the Administration menu of the Office of **install**. Hardware diagnostic tests can be run only by rebooting the system (the menu selection provides information only).

Caution

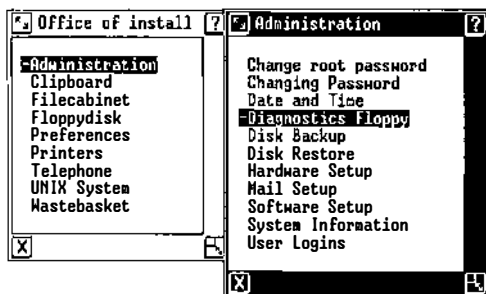
Refer to the AT&T UNIX[®] PC Service Manual for complete information on performing diagnostic tests to avoid destroying files.

To learn about diagnostic tests:

- 1 Select |Administration| in the Office of **install**.
- 2 Press <Enter>.

The Administration menu appears.

- 3 Point to |Diagnostics Floppy|.



- 4 Press <Enter>.

A message window tells you that you should insert the Diagnostics disk, shut down the system, and press the reset button to display the Diagnostics menu.

- 5 Press <Enter> to continue.

Note that diagnostic tests are not actually performed until you follow the procedures indicated in the previous message window.

Appendices



A Summarizing the System Software File List

This appendix contains a summary of the **UNIX** System V facilities available on the **UNIX** PC. The lists that follow are pointers to the AT&T UNIX PC UNIX System V User's Manual. The number in parentheses below the lefthand column heading of each list indicates the section of the manual in which the listed items are described.

Additional columns in the lists provide a quick reference for distinguishing between items included with the purchase of the **UNIX** PC Foundation Set and items supplied in optional software packages.

This appendix has the following sections, corresponding to the AT&T UNIX PC UNIX System V User's Manual:

Section	Contents	Page
1M and 1	Shell commands and standard application programs available for the UNIX PC	A-2, A-3
7	Manual pages for UNIX special files	A-3
2	UNIX system calls	A-8
3	All the system subroutines provided with the UNIX PC	A-9
4	File formats used on the UNIX PC	A-10
5	Miscellaneous facilities	A-10

Summarizing the System Software File List

Commands and Application Programs (1M)	UNIX Utilities			
	Found Set	Document Prep.	Enhanced Editor	Develop. Set
accept	x			
bcopy				x
chroot				x
clri				x
cron	x			
devnm	x			
df	x			
dismount	x			
fsck	x			
fsdb				x
getty	x			
init	x			
iv	x			
killall	x			
login	x			
lpadmin	x			
lpmove	x			
lpsched	x			
lpshut	x			
masterupd	x			
mkfs	x			
mknod	x			
mount	x			
ncheck				x
rc	x			
reject	x			
reboot	x			
rmchg				x
setmnt	x			
setuname	x			
setgetty	x			
shutdown	x			
telinit	x			
umount	x			
uuclean	x			
uusub	x			
wall	x			
whodo				x

Summarizing the System Software File List

Special Files (7)	UNIX Utilities			
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set
drivers	x			
err	x			
escape	x			
gd	x			
kbd	x			
lp	x			
mem	x			
null	x			
phone	x			
termio	x			
tty	x			

Commands and Application Programs (1)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
300		x			
4014		x			
450		x			
adb				x	
admin				x	
ar				x	
as				x	
asa	x				
async_mail	x				
awk	x				
banner	x				
basename	x				
bc	x				
bdiff				x	
bfs			x		
cal				x	
cancel	x				
cat	x				
cb				x	
cc				x	
cd	x				
cdc				x	
cflow				x	

Summarizing the System Software File List

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
cfont				x	
checkcw		x			
checkeq		x			
checkmm		x			
chgrp	x				
chmod	x				
chown	x				
cmp	x				
cmpdt				x	
col		x			
comb				x	
comm	x				
cp	x				
cpio	x				
cpp				x	
crypt					x
csplit				x	
cu	x				
cut	x				
cw		x			
cxref				x	
date	x				
dc	x				
dd	x				
delta				x	
deroff		x			
diff	x				
diff3				x	
diffmk		x			
dircmp				x	
dirname	x				
disable	x				
dismount	x				
du	x				
dump				x	
echo	x				
ed	x				x
egrep				x	
enable	x				
env	x				

Summarizing the System Software File List

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
eqn		x			
expr	x				
factor				x	
false	x				
fc	x				
file	x				
find	x				
get				x	
getopt	x				
getterm	x				
greek		x			
grep	x				
head	x				
hp		x			
hyphen		x			
id	x				
ipcrm				x	
ipcs				x	
join				x	
kill	x				
ksh				x	
lddrv	x				
ld				x	
lex				x	
line	x				
lint				x	
ln	x				
logname				x	
lorder				x	
lp	x				
lpstat	x				
ls	x				
m4				x	
mail	x				
make				x	
makekey					x
mc68k	x				
mesg	x				
message	x				
mkdir	x				
mm		x			
mmt		x			

Summarizing the System Software File List

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
more	x				
mv	x				
mvt		x			
neqn		x			
newform		x			
newgrp	x				
nice	x				
nl	x				
nm				x	
nohup	x				
nroff		x			
od	x				
osdd		x			
pack	x			x	
page	x				
passwd	x				
paste	x				
path	x				
pcat	x			x	
pdp11	x				
pr	x				
prof				x	
prs				x	
ps	x				
ptx			x		
pwd	x				
red	x				
regcmp				x	
rm	x				
rmail	x				
rmdir	x				
rmdel				x	
rsh	x				
sact				x	
sccsdiff				x	
scrset	x				
sdb				x	
sdiff				x	
sed	x				
sh	x				
shform	x				

Summarizing the System Software File List

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
size	x				
sleep	x				
sort	x				
spell		x			
split	x				
strip				x	
stty	x				
su	x				
sum	x				
sync	x				
tabs		x			
tail	x				
tar				x	
tbl		x			
tc		x			
tee	x				
test	x				
time	x				
touch	x				
tr	x				
true	x				
tset				x	
tsort				x	
ttys					
u370x					
u3bx					
uaupd	x				
umask	x				
umodem	x				
uname	x				
unget				x	
uniq	x			x	
units				x	
unpack	x			x	
uucp	x				
uname	x				
uupick	x				
uustat	x				
uuto	x				
uux	x				

Summarizing the System Software File List

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
val				x	
vax	x				
vc				x	
vi			x		x
wait	x				
wc	x				
what				x	
who	x				
write	x				
xargs				x	
yacc				x	

System Calls (2)			
access	getpid	pipe	stime
acct	getuid	plock	syslocal
alarm	ioctl	profil	sync
brk	kill	ptrace	time
chdir	link	read	times
chmod	locking	semctl	ulimit
chown	lseek	semget	umask
chroot	mknod	semop	umount
close	mount	setpgrp	uname
creat	msgctl	setuid	unlink
dup	msgget	shmctl	ustat
exec	msgop	shmget	utime
exit	nice	shmop	wait
fcntl	open	signal	write
fork	pause	stat	

Summarizing the System Software File List

Subroutines

(3)

a641	getpass	scanf
abort	getpent	setbuf
abs	getpw	setjmp
acos	getpwent	sin
asin	gets	sinh
assert	getut	sleep
atan	hsearch	sputl
atan2	hypot	sqrt
atof	l3tol	ssignal
bessel	ldahread	stdio
bsearch	ldclose	stdipc
clock	ldfhread	string
conv	ldlread	strtol
cos	ldlseek	swab
cosh	ldohseek	system
crypt	ldopen	tam
ctermid	ldrseek	tan
ctime	ldshread	tanh
ctype	ldsseek	tmpfile
curses	ldtbindex	tmpnam
cuserid	ldtbread	track
dial	ldtbseek	trig
drand48	log	tsearch
ecvt	log10	ttyname
end	logname	ttyslot
eprintf	lsearch	ungetc
erf	malloc	wind
exp	matherr	wrastop
fclose	memory	
ferror	menu	
floor	message	
fopen	mktemp	
form	monitor	
fread	nlist	
frexp	paste	
fseek	perror	
ftw	popen	
gamma	pow	
getarg	printf	
getc	putc	
getcwd	putpwent	
getenv	puts	
getgrent	qsort	
getlogin	rand	
getopt	regcmp	

Summarizing the System Software File List

File Formats (4)	
a.out adf ar checklist core cpio dir filehdr font fs fspec gettydefs group inittab inode issue	ldfon linenum master mnttab passwd plot pnch profile reloc scsfile scnhdr shlib syms ua utmp

Miscellaneous Facilities (5)
ascii environ eqnchar fontl greek man mm mptx regexp stat term termcap types

B Identifying Foundation Set File Name Suffixes

Special files are identified to the system software on the UNIX PC by appending a special suffix to the file name. For example, the sample file, **example**, is identified to the system as a sample file by the suffix **.hlp**. Its full name is **example.hlp**.

Normally, you need not be concerned with these suffixes. The suffix must be included with the file name, however, if you refer to the file by typing its pathname. If you list the contents of a folder using the UNIX System V shell, you see the suffix appended to the file name in this listing.

The length of the file name, including suffix, cannot exceed 14 characters.

The following table lists the suffixes used with objects included with the UNIX PC. As you install new applications, each file associated with the application will have an identifying suffix. Consult the manual that accompanies the application for these suffixes.

<u>Object Type</u>	<u>Suffix</u>	<u>Example</u>
Executable file	none	myprogram
File folder	none	practice
Standard file	none	newfilename
Sample file	.hlp	example.hlp
Installable file	+IN	applic+IN
Clipboard file	:C	clip:C



C Accessing the UNIX System and the System V Shell

If you are familiar with the UNIX operating system and the System V shell, you can run single shell commands from the Office environment and create a window on a System V shell (or other default shell, as specified under **Preferences** in the Office). This appendix describes the procedures for performing these functions.

If you want the UNIX System object in your Office, you must use the User Login Interface form to change the **Expert?** field to **Yes**. Nonexpert users do not have the UNIX System object in their Offices. See "Adding New Users" in the **Managing the UNIX PC** section of this manual for information on expert and nonexpert status.

All examples below assume the System V shell is the default shell.

Opening a Window on the System V Shell

You can open a window on the System V shell in two ways:

- o Select |UNIX System| in the Office.

This action creates a UNIX System window in which the shell is running and displays the prompt \$. The current directory is `/u/username/Filecabinet` (where `username` is your user name).

- o From the Office, Filecabinet, any folder, Wastebasket, or Administration window, type `!sh` and press <Enter> or <Return>.

This action creates a UNIX System window in which the shell is running and displays the prompt \$. The current directory is the directory from which the command was issued. (A folder in the Office is a UNIX directory.) For example, if the active window is `Filecabinet/practice`, the current directory is `/u/username/Filecabinet/practice` (where `username` is your user name).

Accessing the UNIX System and the System V Shell

To exit from a UNIX System window:

- o Press <Return>, and then press <Ctrl>-<D>. Press <Enter> also, if prompted.

Executing a Single Command from the System V Shell

To execute a single shell command and return to the window from which it was issued:

- 1 From the Office, Filecabinet, any folder, Wastebasket, or Administration window, type `!cmdname` (where `cmdname` is the command you want to execute).
- 2 Press <Enter> or <Return>.

A UNIX System window opens, displaying the results of your command. When the command has completed, the system displays the message **Press ENTER to continue** on the message line at the bottom of the screen.

- 3 Press <Enter> to close the window and return to the window that was active when you typed the command.

For example, if you type this command:

```
!ls -l
```

and press the Return key, a UNIX System window is created and the contents of the current directory are listed. When you have finished viewing the list, press the Enter key to close the window.

For further information about the UNIX operating system and its implementation on the UNIX PC, consult the AT&T UNIX PC UNIX System V User's Manual.

Opening Directories by Pathname

The file management capabilities provided in your Filecabinet can be used elsewhere in the UNIX file system. To open a directory outside of the Filecabinet, begin from the Office, Filecabinet, Administration, or any folder window. Type the complete pathname of the directory and press the Return key or the Enter key. The directory will open in a window, listing its contents in menu form. For example, to open the /u directory, type: /u and press the Enter key. All user names stored under /u (initially **tutor** and **install**) are listed in the menu.

From this point, you can use Office commands such as FIND, SHOW LAYOUT, and so forth on the contents of the window.

Note

Never move or delete any UNIX System files or directories displayed this way; you may damage your software by doing so.

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D Connecting Printers to the UNIX PC

The AT&T **UNIX** PC supports a variety of draft and letter-quality printers. This appendix gives information on printer settings and how to connect supported printers to the **UNIX** PC. In general, the printer settings should not require any changes by the user.

After connecting your printers to the **UNIX** PC, use the Administration menu in the Office of **install** to inform the software about the printers. See "Setting up Printers" in the **Managing the UNIX PC** section for more information.

If you need more information to connect your printer, or a model of printer not described here, you may want to contact your technical services representative.

Caution

Do not attempt to use two of the same type of printer on the **UNIX** PC. For example, do not connect an AT&T 455 printer on both the RS-232 and Parallel ports. The software can handle only one of each type of printer connected to the **UNIX** PC.

Connecting Printers to the UNIX PC

Printer Name: **ATT 455 Parallel Printer**

Cable: Centronics--Male-to-Female

UNIX PC Printer setup--name: Parallel ATT455

Printer switch settings recommended for use with UNIX PC:

Ten-position switch:

1	2	3	4	5	6	7	8	9	10
open	close	open	open	open	open	open	open	open	open

Front panel switch:

	1	2	3	4	5	6	7	8
SW1	open	open	close	open	-	-	-	-
SW2	close	open	open	open	-	-	-	-
SW3	open	open	open	open	close	close	open	open

Printer Name: **ATT 455 Serial Printer**

Cable: Null Modem--Male-to-Female

UNIX PC Printer setup--name: Serial ATT455

Printer switch settings recommended for use with UNIX PC:

Ten-position switch:

1	2	3	4	5	6	7	8	9	10
open	close	close	close	close	close	close	close	open	close

Front panel switch:

	1	2	3	4	5	6	7	8
SW1	open	open	close	open	-	-	-	-
SW2	close	open	open	open	-	-	-	-
SW3	open	open	open	open	close	close	open	open

Connecting Printers to the UNIX PC

Printer Name: **ATT 457 Parallel Printer**

Cable: Centronics--Male-to-Female

UNIX PC Printer setup--name: Parallel ATT457

Printer switch settings recommended for use with **UNIX PC**:

	1	2	3	4	5	6	7	8
SW1	open	close	close	close	-	-	-	-
SW2	close	open	open	open	open	open	open	open

Printer Name: **ATT 458 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial ATT458

Printer switch settings recommended for use with **UNIX PC**:

	1	2	3	4	5	6	7	8
SW1	open	close	close	close	-	-	-	-
SW2	close	open	open	close	open	close	close	close
SW3	open	close	close	close	open	open	open	open
SW4	open	close	open	close	close	close	close	open

Connecting Printers to the UNIX PC

Printer Name: **ATT 470 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT470

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW3	close	open	close	open	-	-	-	-

Printer Name: **ATT 471 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT471

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW3	close	open	close	open	-	-	-	-

Printer Name: **ATT 473 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT4733

	1	2	3	4	5	6	7	8
SW1	close	close	open	close	close	open	open	close
SW2	open	close	open	close	open	open	open	open
SW3	open	close	open	close	-	-	-	-

Connecting Printers to the UNIX PC

Printer Name: **ATT 474 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT474

Printer switch settings recommended for use with **UNIX**
PC:

	1	2	3	4	5	6	7	8
SW1	close	close	open	close	close	open	open	close
SW2	open	close	open	close	open	open	open	open
SW3	open	close	open	close	-	-	-	-

Printer Name: **ATT 475 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial ATT475

Printer switch settings recommended for use with **UNIX**
PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW21	open	open	open	close	open	close	open	close
SW22	open	open	open	open	-	-	-	-
SW23	close	open	open	open	close	open	-	-
SW24	open	close	close	open	open	close	open	close

Connecting Printers to the UNIX PC

Printer Name: **ATT 476 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial ATT476

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW21	open	open	open	close	open	close	open	close
SW22	open	open	open	open	-	-	-	-
SW23	close	open	open	open	close	open	-	-
SW24	open	close	close	open	open	close	open	close

Printer Name: **Epson FX80 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel Epson

Printer switch settings:

	1	2	3	4	5	6	7	8
SW1	off	off	off	off	off	on	on	on
SW2	off	on	on	off	-	-	-	-

Connecting Printers to the UNIX PC

Printer Name: **Epson FX80 Serial Printer**

Cable: RS232 Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial Epson

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	off	off	off	off	off	on	on	on
SW2	off	on	on	off	-	-	-	-

Printer Name: **HP7470A Plotter--Serial**

Cable: RS232 Null Modem--Male-to-Male

UNIX PC GSS Driver setup--Plotter type: HP7470A

Plotter switch settings:

S2	S1	Y	US	A3	B4	B3	B2	B1
0	0	0	1	0	1	0	1	0

Printer Name: **HP7475A Plotter--Serial**

Cable: RS232 Null Modem--Male-to-Male

UNIX PC GSS Driver setup--Plotter type: HP7475A

S2	S1	Y	US	A3	B4	B3	B2	B1
0	0	0	1	0	1	0	1	0

Connecting Printers to the UNIX PC

Printer Name: **HP Laserjet Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial HPLaserjet

Printer switch settings:

	1	2	3	4	5	6	7	8
SW1	off	on	off	on	off	off	off	on

Printer Name: **HP Thinkjet Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel HPThinkjet

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	down	down	down	down	up	up	down	down

Printer Name: **HP Thinkjet Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial HPThinkjet

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	down	down	down	down	up	up	down	down

Connecting Printers to the UNIX PC

Printer Name: **Microline 92 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial Okidata 92

Printer switch settings recommended for use with UNIX PC:

Operator's panel:

	1	2	3	4	5	6	7	8
SW1	off	on	off	off	on	on	off	on

Super speed board switches:

	1	2	3	4	5	6	7	8
SW1	on	on	off	off	off	on	off	on
SW2	off	on	on	on	off	on	off	off

Printer Name: **NEC 2050 Spinwriter Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel AT&T455 or
Parallel NEC2050

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	off	off	off	on	off	off	off	off
SW2	off	off	on	off	off	off	on	off

Connecting Printers to the UNIX PC

Printer Name: **NEC 3550 Spinwriter Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: AT&T455 or NEC3550

Printer switch settings:

	1	2	3	4	5	6	7	8
SW1	off	on	on	on	on	off	off	off
SW2	off	off	off	on	on	off	off	off
SW3	on	off	off	on	off	on	on	off

Printer Name: **Omni 855 (TI) Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Omni855

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	on	on	off	on	on	on	on	on

Printer Name: **Omni 855 (TI) Serial Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Omni855

Printer switch settings recommended for use with UNIX PC:

	1	2	3	4	5	6	7	8
SW1	on	on	off	on	on	on	off	off

E Recovering from a Full System Disk

If you have less than 5 percent of available disk space, you will see the following message:

Out of Space

Warning: Your hard disk is almost out of space. Please go to the Wastebasket and delete some files, or move some files to a floppy disk.

Although the message informs you to move some files to floppy disks to free some disk space, you may experience some difficulty if your disk is completely full. Please try the following procedures before contacting your computer dealer or AT&T Account Representative.

To recover from a full system disk:

- 1 Delete the files in your Wastebasket and in other users' Wastebaskets.
- 2 Move some files from your system disk to floppy disks.

If you still can't move files to a floppy disk:

- 1 Reboot the system (this action deletes temporary files and creates more free space).
- 2 Move files from system disk to floppy disks.

If neither of these procedures solve your problem:

- o Contact your authorized computer dealer or, if purchased directly from AT&T Information Systems, your AT&T Account Representative.



F Using UNIX Mail

If you don't have an electronic mail application installed, you can send and receive messages by using the UNIX system mail command. This command lets you read text files only; for more information about sending other types of files through the UNIX system, refer to the AT&T UNIX PC UNIX System V User's Manual.

Note

You must be an expert user to send mail by using the UNIX system mail command. If you are not an expert user, refer to the "Adding New Users" chapter in the **Managing the UNIX PC** section of this guide for instructions on how to change your status. You need not be an expert user to receive mail.

To send mail:

- 1 Select |UNIX System| from the Office, and then press <Enter>.
- 2 If you are sending mail to a user on your system, type mail userlogin (where userlogin is that user's login name).

If you are sending mail to a user on another system, type mail sysname!userlogin (where sysname is the system name of the computer and userlogin is the user's login on the remote system, as set up through Mail Setup in Administration). Refer to the "Updating the UNIX PC" chapter in the **Managing the UNIX PC** section of this guide for mail setup instructions.
- 3 Press <Return>.
- 4 Type your message and then press <Return>.

Note that once you press <return> you cannot go back and edit the message.
- 5 Press <CTRL>-<D> to send the message.

Using UNIX Mail

To read mail:

- 1 Point to the mail icon and press <B1> or press <Msg>; or from the UNIX window, type **mail** and press <Return>.

You see the message on the screen. If another message is waiting, or if any previous messages have been sent and not deleted, a question mark appears below the message.

- 2 To read another message, press <Return>. Messages are displayed in last-received to first-received order.
- 3 When all the messages have been displayed, the regular UNIX system prompt (\$ or, if you are in root, #) appears below the message. Press <Return> to display the Office.

If you want to display the Office before looking at all the mail messages, press <Ctrl>-<D> twice.

To delete the current message and display the next message:

- o Press <d> and then press <Return>.

To put unread mail back in the mail file and stop reading mail:

- o Press <q> and then press <Return>.

To display the current message on the screen again:

- o Press <p> and then press <Return>.

To save the current message in a file:

- o Press <s>, type the name of the file in which to save the message, and then press <Return>. For example, if you want to save a message about sales in a file named **Sales**, press <s>, then type **Sales**, then press <Return>.

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Glossary

action keys	Named keys on the left and right sides of the keyboard that perform various Office and application commands.
active window	The window you are currently using. This window is displayed over other windows and has a highlighted border.
ADF	Application Data Format - a file format that supports data interchange between different applications. Refer to the <u>AT&T UNIX[®] PC UNIX System V User's Manual</u> for more details about ADF file format.
Administration	Commands used to set up, maintain, and update the computer system's hardware and software configuration; such as installing new software packages, backing up and restoring files, adding user logins, and updating passwords.
application	Software designed to perform a particular kind of work. For example, you use the Word Processor application to create and edit documents you want to print.
ASCII	American Standard Code for Information Interchange - a standard file format with no formatting codes. This format allows data to be transmitted between computers and other electronic devices in a form easily recognized and translated.

Glossary

backup	A spare copy of data or software you keep in case the original is damaged or lost.
baud rate	The rate at which data is transmitted over communication lines. Typical rates are 300, 1200, and 9600 bits per second.
bit	Contraction of the words binary digit. A bit is represented by a binary number system (0's and 1's), and is the smallest unit of information used by a computer.
boldface	Heavy printing to distinguish it from other type.
character	A letter, number, or symbol.
Clipboard	An Office object you use for temporary storage, especially for moving or copying information from one file to another.
Close	A command that removes a window from the screen.
command	An instruction that tells the computer to perform a function or carry out an activity.
communication line	The physical means of connecting one location to another for transmitting and receiving data.
computer	A machine that processes information by accepting data, performing operations on the data, and supplying the results of these operations.

configuration	The way 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.
Copy	A command you use to duplicate information.
Create	A command you use to make new files and file folders.
cursor	A mark that shows where the next action will be taken or the next character will be displayed on the screen.
data	Facts, numbers, letters, and symbols that a computer can process.
data bits	A string of bits that represents a character. Eight bits make up one byte, or one character.
data calls	Calls made using a modem or the RS-232 port. Data is transmitted through communication lines.
default	A value the computer uses if you do not specify a value.
delete	To remove, erase, or discard data.
disk	Circular magnetic medium used to store data and programs. This term can refer to a floppy (flexible) disk or a hard disk.

Glossary

disk drive	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.
edit	To make changes, including additions and deletions, to the format or content of data.
emulate	The ability to imitate the functions of another system and thereby be compatible with programs that expect those functions. The UNIX PC's display screen emulates a VT-100 terminal during data communications, for example.
error message	A response from a program indicating that a problem has arisen or something unexpected has happened that requires your attention.
field	An area in a form that you fill in with your choice or response. For example, you fill in a file name field with the name of a file.
file	A collection of data organized as a unit and identified by a name. All of the work you store in the computer is kept in files.
Filecabinet	An Office object in which you can store work, including files and folders.
file folder	A named container used to store files and other folders.

floppy disk	Removable, flexible, plastic medium used with the floppy disk drive to store data and programs.
form	A display that provides blanks for you to fill in to give the computer information it needs to complete a task.
format	(1) To prepare a new floppy disk to use with the UNIX PC. (2) The way the data appears on your screen or printed copy.
function keys	The top row of keys, F1 through F8, that perform the commands displayed on the screen keys.
icon	A symbol you can select with the mouse to perform a function or command.
install	To set up the hardware and software of a computer so it can be used. Installing often includes customizing the system for a particular situation or user.
log in	To type your user name into a computer to identify yourself so you can gain access to your files.
log out	To exit from the Office when you have finished working.
menu	A list of selectable items displayed by a program. As in a restaurant, you must choose something from the menu before anything else happens.

Glossary

modem	Contraction of the words <u>m</u> odulator- <u>d</u> emodulator. A device that encodes and decodes data transmitted over communication lines.
mouse	A device that moves a pointer on the screen as you move it along the surface of your desk. The mouse has three buttons that give you access to various computer functions. The left button, B1, is the Enter key; the middle button, B2, displays the Commands menu for the current menu or form; the right button, B3, marks items to be acted upon.
parity check	A means of checking whether data transmitted through telephone lines or an RS-232 cable is garbled during transmission. The UNIX PC offers an even- or odd-parity check in which garbled characters are displayed as small squares when a parity check is displayed as received.
password	A word or series of characters you type to gain access to a computer system after responding to the login prompt.
pathname	A means of identifying a file by including the names of the folders that must be opened to reach it from the Filecabinet. The names of the folders are separated by slashes (/). For example, the pathname of the file myfile , stored in the practice folder, is practice/myfile .

point	To select an object, command, or field for action by highlighting it. There are several ways to point: by moving the mouse, pressing the arrow keys, or typing the name or first few characters of an item. You can select several items by pointing to each and pressing the B3 mouse button or the Mark key.
port	A place where data enters and exits from the computer. For example, data is sent to a printer through the printer port on the back of the UNIX PC.
Preferences	The settings used to customize various options in the Office and in applications such as the Word Processor, Personal Calendar, Mail, Telephone Manager, and so on.
print	To make a paper copy of a document.
printer	An output device that transfers information stored in or received by the computer onto paper as a permanent or <u>hard</u> copy.
program	A set of step-by-step instructions that tells a computer how to do a particular task.
remote mail	Mail being sent to another computer connected by cable or local area network, or a telephone line configured as a data line.

Glossary

remote terminal	A communications device, such as a display screen and keyboard, you can use to enter data into and access data from a computer system.
Resume	A command that makes a suspended window active.
RS-232	The number given to a standard that governs the signals used in devices that electronically transmit strings of data. Data calls and Electronic Mail can be transmitted through the RS-232 port on the UNIX PC.
Save	A command to preserve information by storing it in a file on a disk.
screen	The UNIX PC's workstation display.
screen keys	The commands displayed at the bottom of the screen. Use these commands by pointing with the mouse or pressing a corresponding function key, F1 through F8.
scroll	An action that causes the window contents to move up or down, right or left, allowing you to display information not visible when a window is first opened. To scroll, point with the mouse to the scroll icons (arrows) in the lower-right window border and press the B1 mouse button.

select	To point to an object, command, or field for action by highlighting it. There are several ways to select: by moving the mouse, pressing the arrow keys, or typing the name or first few characters of an item. You can select several items by pointing to each and pressing the B3 mouse button or the Mark key.
software	Computer programs that have been stored on a disk or other medium.
status line	An area at the top of the screen reserved for information about the current state of the computer and its activities.
Suspend	A command that makes the current window inactive, so you can use a different window or give window management commands.
system	A general term for a computer and its software and data.
system administration	The maintenance tasks required to keep the UNIX PC system current and in good working order, such as making backup copies of files and installing new software packages.
system administrator	The user who logs in with the install login. This user has access to all programs and functions of the UNIX PC.
tape	Magnetic medium used to store copies of your data and programs.

Glossary

tape drive	A device that reads and writes information to and from a tape. The tape cartridge can be inserted and removed from the tape drive.
target	A means by which the UNIX PC can send mail to an alternative computer.
telecommunications	A means of exchanging information electronically over a distance, as through a telephone line.
terminal	A communications device, such as a display screen and keyboard, you can use to enter data into and access data from a computer system.
user name	The name you type to log into a computer to identify yourself so you gain access to your files.
value	Information, often a number, that is entered into a field.
Wastebasket	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.
window	A section of the screen surrounded by a border containing a portion of your work, or information necessary to perform your work. Windows are used to separate many tasks you may be working on at the same time.

write-protect	To protect a tape or floppy disk from having data erased accidentally.
write-protect notch	The rectangular cutout on one edge of a floppy disk. If this notch is covered with special tape that comes with the disk, new information cannot be written on the disk. In this way, data on the floppy disk is protected from alteration.



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