WGS/Desktop Manager™ User's Guide

Version 2.0

Contents

3   Using the Toolkit

4 Working With Windows

5 Using Commands

6   Desktop Commands

Appendixes

Preface

The *WGS/Desktop Manager User's Guide* (Version 2.0) shows you how to begin using Desktop Manager. It contains step-by-step procedures and reference material for all Desktop Manager functions. This guide is intended for first-time users as well as users who have some experience using the Desktop Manager and are seeking detailed reference material.

Your WGS software should already be installed on your system. If it isn't, contact your system administrator.

The best way to learn how to use the WGS/Desktop Manager is to read through the Chapter 1, "Introduction," and then work through the procedures in Chapter 2, "Getting Started," reading the descriptive material as you go along. These procedures can be used for tutorial instruction as well as for reference.

Chapter 3, "Using the Toolkit," shows you step-by-step how to use each entry in the Toolkit, a menu displayed on your Desktop screen that provides entry into applications such as Mail and Calendar and system administration functions, as well as access to such peripheral devices as tape drives and printers.

Chapter 4, "Working with Windows," introduces the concept of separate work areas on your screen and shows you how to use windows to facilitate working with multitasks.

Chapter 5, "Using Commands," explains how to use commands to accomplish your work. Chapter 6, "Commands," is an alphabetic reference, providing descriptive text and procedures for all the Desktop commands.

1

Introduction

The Workgroup Solutions (WGS)/Desktop Manager provides an easy-to-use, visual interface that gives you the power to organize documents, spreadsheets, mail, databases, and other information for maximum flexibility in doing your everyday work. The WGS/Desktop Manager combines easily accessible menus, windows, and forms with the versatility and robust power of the CTIX operating system. The following explanation describes a typical session with the WGS/Desktop Manager.

A Visual Interface for the CTIX System

Immediately upon login, you have all the Desktop Manager tools at hand. You can start your work by checking the Message Center for any urgent mail, appointments, or messages from the system.

```
┌─Message Center───────────────────────────────────┐
│ ┌─────────────────────────────────────────────┐  │
│ │ -Aug 27,  9:45  Weekly Staff Meeting -Calendar│  │
│ │  Aug 28,  9:45  Weekly Staff Meeting -Calendar ▼│
│ └─────────────────────────────────────────────┘  │
└──────────────────────────────────────────────────┘
┌─Desktop──────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────┐ │
│ │ -June.budget    - Spreadsheet                │ │
│   Meetings       - WGS/Word Processor Document   │
│   MyDir          - Directory                     │
│   MyDoc          - WGS/Word Processor Document    │
│   RapDir         - Directory                      │
│   myfile         - WGS/Word Processor Document    │
│   starting       - Snapshot                       │
└──────────────────────────────────────────────────┘
```

```
TOOLKIT│ CMNDS │ CREATE│PRV WDW│NXT WDW│ SEND │        │ PASTE │        │
```

Then, open the Toolkit and mail a reply.

```
┌─Message Center─────────────────────────────────────┐
│ ▐Aug 27,  9:45  Weekly Staff Meeting -Calendar▌     │
│  Aug 28,  9:45  Weekly Staff Meeting -Calendar ▾    │
```

```
┌─Desktop─────────────────────────┐  ┌─Toolkit──────────────────────────┐
│ ▐June.budget    - Spreadsheet▌   │  │ Administration  Quick Message     │
│  Meetings    - WGS/Word Processor Docu│ CTIX System     Read Mail       │
│  MyDir      - Directory          │  │ Calendar        ▐Send Mail▌       │
│  MyDoc      - WGS/Word Processor Docu│ Desktop         Status Line     │
│  RapDir     - Directory          │  │ Information     Tape              │
│  myfile     - WGS/Word Processor Docu│ Message Center  Trashcan        │
│  starting   - Snapshot           │  │ Other Users     Word Era          │
│                                  │  │ Preferences     Workgroup         │
│                                  │  │ Printers                          │
```

Move cursor to desired tool and press LineFeed.
s

```
│TOOLKIT│ CMNDS │        │PRV WDW│NXT WDW│         │        │       │      │
```

423.1-2

Check your Calendar and review your appointments, prepare a To-Do list, or open a directory and review your previous assignments. Press one key to create new objects within your Desktop directory, and then get right to work.

```
Calendar of carol:  Day at a Time
    Appointments of Thursday August 27, 1987      Keyword:

   Time        Comment              Time        Comment

   7:00                             12:00

   8:00                             1:00

   9:00                             2:00      * Meeting with Finance

   10:00       * Staff Meeting      3:00

   11:00                            4:00



CREATE |TO_DO  |EDIT    PREV    |NEXT    |SH MON |SH WEEK SH HOUR|          |
```

After opening several documents, consulting spreadsheets, or sorting through information in a customer list or a parts catalogue, you can combine all the information into a simple report, and then mail it to a preset distribution list.

The Desktop Manager also bundles your Office Applications into one consistent environment that you can customize to your specifications. Learn how to use one application, and you've learned how to use them all.

There is no need to remember computer commands, communication protocol, or programming languages with the Desktop Manager. The commands are displayed in menus and are as easy to use as moving the cursor or filling in a form.

```
┌─ Directory Commands ─┐
│                      │
│  Cleanup   Open      │
│  Close     Organize  │
│  Copy      Paste     │
│  Create    Previous  │
│  Delete    Print     │
│  Find      Refresh   │
│  Help      Rename    │
│  Layout    Run       │
│  Logout    Security  │
│  Move      Send      │
│  Next      Time      │
│                      │
└──────────────────────┘
```
423.1-4

Even sophisticated system administration routines or formerly difficult tasks in setting up hardware are accomplished in the same simple manner.

While providing a consistent, visual environment for those new to computers, the Desktop Manager also makes it easy for experienced users to access the CTIX system and use CTIX commands.

```
┌─ Message Center ─────────────────────────────────────────┐
│                                                          │
│  Aug 27,  9:45  Weekly Staff Meeting -Calendar           │
│  Aug 20,  9:45  Weekly Staff Meeting -Calendar           │
│                                                          │
└──────────────────────────────────────────────────────────┘

┌─ Desktop ──────────────────────────────────┐  ┌─ Toolkit ─────────────────────────────────┐
│                                            │  │                                           │
│  June.budget   - Spreadsheet               │  │  Administration    Quick Message          │
│  Meetings      - WGS/Word Processor Docu│  │  CTIX System       Read Mail              │
│  MyDir         - Directory               │  │  Calendar          Send Mail              │
│  MyDoc         - WGS/Word Processor Docu│  │  Desktop           Status Line            │
│  RapDir        - Directory               │  │  Information       Tape                   │
│  myfile        - WGS/Word Processor Docu│  │  Message Center    Trashcan               │
│  starting      - Snapshot                │  │  Other Users       Word Era               │
│                                            │  │  Preferences       Workgroup              │
│                                            │  │  Printers                                 │
└────────────────────────────────────────────┘  └───────────────────────────────────────────┘
```

Move cursor to desired tool and press LineFeed.
ca
`TOOLKIT│ CMNDS │      │ PRV WDW│NXT WDW│`

423.1-5

In short, the Desktop Manager makes it easy to use the CTIX system, allowing you to be more creative and productive in your work.

Organization

The *WGS/Desktop Manager User's Guide* (Version 2.0) presents the information you need in a straightforward manner. Each chapter is devoted to a specific aspect of working with the Desktop Manager and can be used for tutorial instruction as well as for reference.

This manual is structured as follows:

This chapter, "Introduction," provides an introduction to the CTIX system and the Desktop Manager interface. It also gives you a look at some of the windows and tools you will be using.

Chapter 2, "Getting Started," introduces you to the basic concepts of the Desktop Manager and to the functional tasks you will be doing. For example, it explains opening and closing objects, creating directories, working with the Desktop and Message Center windows, and logging out. A description of how to use the Help feature is also provided.

Chapter 3, "Using the Toolkit," describes the Toolkit menu in detail and shows how to use it to enter applications or to customize the Desktop Manager. This chapter also shows you how to delete objects.

Chapter 4, "Working with Windows," describes what windows are and how they can be used to streamline your work with the CTIX system.

Chapter 5, "Using Commands," describes the Commands menu and use of advanced commands.

Chapter 6, "Commands," is an alphabetic listing of the commands available in the Desktop Manager. A description of each command and procedures for using it are provided.

Appendix A, "Keyboard Tables," translates virtual key names used in this guide to the equivalent keystrokes for specific terminal keyboards.

The Glossary introduces you to Desktop Manager terminology and to some general CTIX terms.

Related Documentation

The documents described below provide additional information related to the contents of this manual.

For a complete list of Convergent Technologies publications, see the "Guide to Technical Documentation" in the *Executive Manual*.

Office Automation

WGS/Calendar User's Guide (Version 2.0)

WGS/Mail User's Guide (Version 2.0)

WGS/Word Processor User's Guide (Version 2.0)

WGS/Spreadsheet User's Guide (Version 2.0)

NOTE: The WGS user's guides document Version 2.0 of the WGS software.   Further references to these guides do not include the version number after the titles; always refer, however, to the Version 2.0 documentation.

Operating System

CTIX Operating System Manuals

CTIX Operating System Manuals (Version B)

The *WGS/Calendar User's Guide* describes how to use the Calendar to set up appointments, send message notifications, and schedule your time on a daily, weekly, and monthly basis.

The *WGS/Mail User's Guide* describes how to use Mail to send and receive electronic messages.

The *WGS/Word Processor User's Guide* describes how to use the Word Processor to create, work with, and print documents.

The *WGS/Spreadsheet User's Guide* describes how to use the Spreadsheet to create and work with spreadsheets.

The CTIX operating system manuals and the Release Notice applicable to your specific machine describe the version of the CTIX operating system that is used in your computer.

2
Getting Started

The WGS/Desktop Manager is an easy-to-use interface that enables you to work with a variety of CTIX tools and applications software. You can create multiple objects (such as directories, documents, and files); have several kinds of objects open at one time; use windows to move quickly between objects; and access the CTIX system.

The Keyboard

Several kinds of terminals and keyboards can be used with the Desktop Manager. The key names used in this manual are the more commonly used, or virtual, key names. To see what these virtual key names correspond to on your keyboard, refer to Appendix A in this manual. If you need further assistance, see your system administrator.

Logging In

Logging in to the Desktop Manager gives you access to the Desktop Manager tools and applications. To log in to the system, you need a user login name and, in some cases, a password. Your system administrator is responsible for assigning you a login name and password. The password is optional.

To log in to the Desktop Manager, enter your login name and password at the CTIX login prompt. The CTIX login prompt looks like this:

    login:

*NOTE: Be sure to use the correct case (lower or upper) when entering your login name. The WGS/Desktop Manager is a case-sensitive system. A login name with an uppercase first letter (for example, **Nancy**) is not recognized by the system if entered with a lowercase first letter (for example, **nancy**).*

To log in to the Desktop Manager:

1. Type your login name after the login prompt.

2. Press **Return**.

3. If the password prompt appears, type your password, and press **Return** again.

   In some cases, you may not go directly into the Desktop Manager. Instead, you see this CTIX system prompt:

       $

4. If this prompt appears, type **exec desktop** and press **Return**.

   NOTE: If you do not log in correctly, the following message appears:

       login incorrect

   Enter your login name and password again. If you are still unable to log in, see your system administrator.

The Screen

When you log in to the Desktop Manager, the Desktop Manager screen is displayed, as shown below:
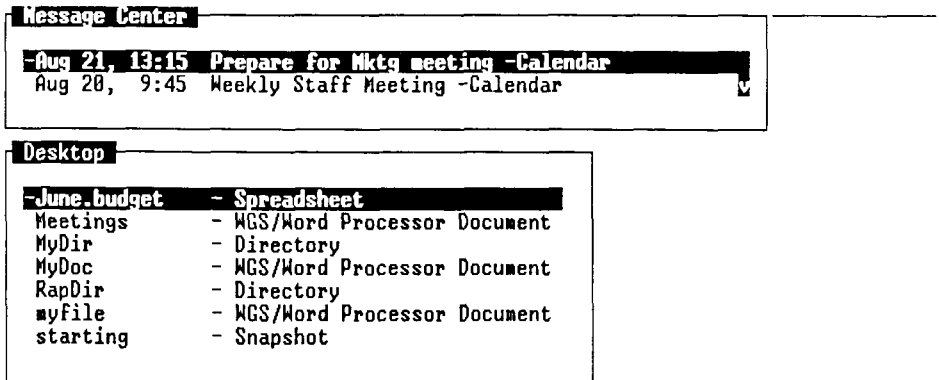
```
┌─Message Center┐──────────────────────────────────────────────────
│ ▌-Aug 21, 13:15  Prepare for Mktg meeting -Calendar        ▐│
│  Aug 20,  9:45  Weekly Staff Meeting -Calendar              ▼│
│                                                              │

┌─Desktop┐─────────────────────────────────────────┐
│ ▌-June.budget   - Spreadsheet                    ▐│
│  Meetings       - WGS/Word Processor Document     │
│  MyDir          - Directory                       │
│  MyDoc          - WGS/Word Processor Document     │
│  RapDir         - Directory                       │
│  myfile         - WGS/Word Processor Document     │
│  starting       - Snapshot                        │
│                                                   │
└───────────────────────────────────────────────────┘


Use arrow keys to MOVE the window.
██████████▌SWITCH▌ MOVE █▌ GROW ▌ SHRINK▌     ▌MAX/PRE█ MENU ▌     ▌
                                                              423.2-1
```

You see the Desktop window, the Message Center window, the function key menu, the status line, and the cursor.

The Status Line

At the top of the screen, you see the status line. It contains the date and time of day and your user login name. The status line also displays icons, such as MAIL or ALRM, for messages you have received but have not read.

The Desktop Window

When you enter the Desktop Manager, the Desktop window is your active window.
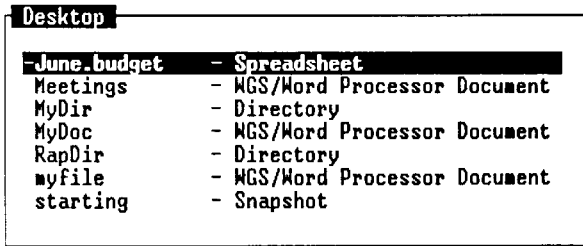
```
┌─ Desktop ────────────────────────────────────────────┐
│                                                       │
│ ┌─June.budget      ─ Spreadsheet───────────────────┐  │
│   Meetings         ─ WGS/Word Processor Document      │
│   MyDir            ─ Directory                        │
│   MyDoc            ─ WGS/Word Processor Document       │
│   RapDir           ─ Directory                        │
│   myfile           ─ WGS/Word Processor Document       │
│   starting         ─ Snapshot                        │
│                                                       │
└───────────────────────────────────────────────────────┘
                                            423.2-2
```

A *window* is a part of the screen that is surrounded by a border. It
contains your work or information necessary to perform your work.
Windows are used to differentiate tasks and can contain objects, menus,
or forms.

The window you are currently working in is called the *active window*. The
active window contains the cursor. On some terminals, the active window
can be distinguished by a highlighted border, wider than the other
window borders. By moving the cursor to a window, you are making it
the active window and can proceed to work with your objects.

An *object* is any type of file that you use in the Desktop Manager. An
object can be a directory, a word processor document, a spreadsheet, a
database, or another kind of file. Some open objects are displayed in
windows; others, such as documents, take up the full screen.

A *directory* is a specific type of object used to create and store other
objects. Documents, other directories, spreadsheets, records, and other
objects are stored in directories. When you enter the Desktop Manager,
the Desktop is your main directory.

As you create new objects in the Desktop, additional windows appear on
the screen. When the objects are saved to disk, these windows disappear
and then reappear when the objects are reopened.

For more information on the Desktop window, see "Using the Desktop,"
later in this chapter.

For more information on using windows, see Chapter 4, "Working With
Windows."

The Message Center Window

When you enter the Desktop Manager, you see not only the Desktop window, but also the Message Center window. The Message Center displays Calendar alarm messages and Quick Messages from other users.

```
┌─Message Center──────────────────────────────────────────┐
│                                                          │
│   -Aug 21, 13:15  Prepare for Mktg meeting -Calendar     │
│    Aug 20,  9:45  Weekly Staff Meeting -Calendar       ▼ │
│                                                          │
└──────────────────────────────────────────────────────────┘
```
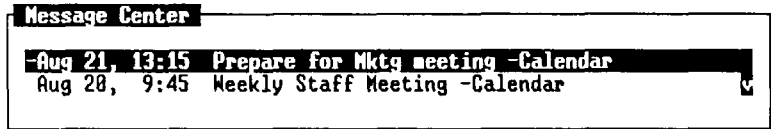
423.2-3

The Message Center displays up to four messages initially, expanding the window as each new message is received. If more than four messages are received, the older messages are no longer visible. To read these messages, enter the Message Center and use the **Up** and **Down** cursor keys to scroll its contents until you have read all the messages.

In Chapter 3, "Using The Toolkit," you will learn how to enlarge the Message Center to display up to 20 messages. There is no limit to the number of messages that can be contained in the Message Center.

For more information on the Message Center, see "Using the Message Center," later in this chapter.

The Function Key Menu

At the bottom of the Desktop Manager screen is the function key menu, which displays the function keys (**F1** through **F8**) and their assignments. Function keys are used to issue commands and manipulate the Desktop, Message Center, and other windows. These function keys apply only to the currently active window.

```
TOOLKIT│ CMNDS │ CREATE│PRV WDW│NXT WDW│  SEND │       │ PASTE │       │
```

423.2-4

The function keys are defined below.

Key	Description
F1 (Toolkit)	Contains a number of tools and applications that can be accessed from the Desktop, Message Center, or another window.
F2 (Cmnds)	Contains a list of commands that can be applied to any object in the active window.
F3 (Create)	Allows you to create directories, and objects such as documents, spreadsheets, and so on.
F4 (Prv Wdw)	Makes the previously active window the current window.
F5 (Nxt Wdw)	Returns you to your previously active window.
F6 (Send)	Places you in WGS/Mail. Use this command as a quick way to mark an object as an attachment and send it through Mail.
F8 (Paste)	Used to copy and move objects from one window to another.

In this manual, function key commands are indicated by the function key number, followed by its associated command in parentheses. For example, the **Toolkit** command is indicated this way:

F1 (Toolkit)

In all applications, in Window Manager, and in some other windows you may open, the names on the function key menu change. The changing menus indicate that different functions are currently assigned to the listed keys.

The Cursor

The *cursor* is a blinking underline character or a highlighted block located in one of the Desktop Manager windows. The cursor marks the object you are currently using.

You move the cursor within a window by pressing the cursor keys, or by typing the first few letters of the name of the object.

If more than one window is open, the window with the cursor is the active window. The active window is always on top of the other windows. If you open a new window, the new window is placed on top, and the cursor moves to that window.

```
┌─Message Center──────────────────────────────┐
│                                              │
│ ┌─Aug 27,  9:45  Weekly Staff Meeting -Calendar─┐
│   Aug 20,  9:45  Weekly Staff Meeting -Calendar ▼ │
│                                              │
└──────────────────────────────────────────────┘

┌─Desktop──────────────────────────────┐
│                                       │
│  June.budget    - Spreadsheet         │
│  Meetings       - WGS/Word ┌─Desktop/MyDir─────────────────────┐
│ ─MyDir          - Directory│                                   │
│  MyDoc          - WGS/Word │ ─Inventory      - Directory        │
│  RapDir         - Directory│  Shipping       - Directory         │
│  myfile         - WGS/Word │  distribution   - Spreadsheet       │
│  starting       - Snapshot │  invoice        - WGS/Word Processor Document │
│                            │  payables       - WGS/Word Processor Document │
└──────────────────────────┘                                   │
                             └───────────────────────────────────┘
```

423.2-5

Using the Desktop

The kinds of objects you have in your Desktop depend upon your system and the types of applications you have installed. A typical Desktop may have several kinds of objects in it.

Objects are normally displayed in the Desktop in two columns. The first column lists the name of the object; the second column lists the type of object it is. Later you will learn how to display additional information about objects in more than two columns, or display only the object names.

A typical Desktop may look like this:
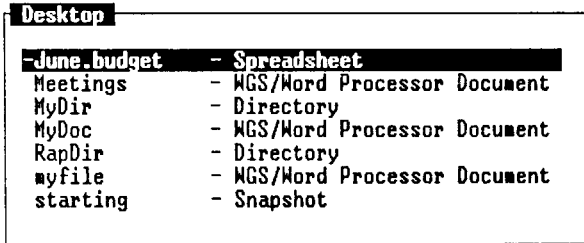
```
┌─Desktop────────────────────────────────────┐
│                                             │
│ -June.budget    - Spreadsheet               │
│  Meetings       - WGS/Word Processor Document│
│  MyDir          - Directory                 │
│  MyDoc          - WGS/Word Processor Document│
│  RapDir         - Directory                 │
│  myfile         - WGS/Word Processor Document│
│  starting       - Snapshot                  │
│                                             │
└─────────────────────────────────────────────┘
                                    423.2-6
```

Creating a Desktop Object

When you first log in to the Desktop Manager, your Desktop window is empty. In order to have an object in your Desktop, you must create it.

To create an object in the Desktop:

1. Log in to the system, and enter the Desktop.

2. Press **F3** (*Create*) or select Create from the *Commands* menu.

> *NOTE: An alternative way to issue a command is to select it from the* Commands *menu.   To select a command, press* **F2** *(Cmnds), move the cursor to the command you want on the menu, and press* **Enter***.*
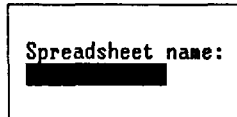
A menu appears that lists the types of objects you can create.
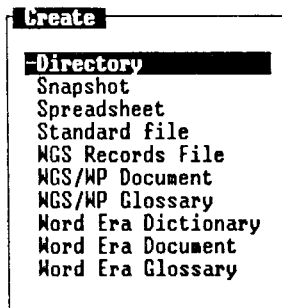
```
┌─Create────────────┐
│                   │
│ -Directory        │
│  Snapshot         │
│  Spreadsheet      │
│  Standard file    │
│  WGS Records File │
│  WGS/WP Document  │
│  WGS/WP Glossary  │
│  Word Era Dictionary│
│  Word Era Document│
│  Word Era Glossary│
│                   │
└───────────────────┘
         423.2-7
```

3. Move the cursor to the type of object you want to create.

4. Press **Enter**.

   A new form appears. It prompts you to fill in the name of the object you are creating. For example, if you are creating a spreadsheet, you need to complete the *Spreadsheet Name* field.

```
┌─────────────────────────┐
│                         │
│ Spreadsheet name:       │
│ ████████████            │
│                         │
│                         │
└─────────────────────────┘
         423.2-8
```

5. Type in the name of the object you are creating and press **Enter**.

NOTE: Certain keyboard characters cannot be used when you create an object name. For more information about invalid characters, see "Invalid Characters in Object Names," later in this chapter.

If the object is a directory or other nonapplication object, it is created with the name you have given it.

If the object is a document, spreadsheet, glossary, or some other application file, you enter the application. The object is created when you save the file and exit the application.

When the object is created, the command line at the bottom of the screen displays the following message:

    (object name) created in Desktop

Invalid Characters in Object Names

There are certain characters you cannot use when you name an object in the Desktop Manager. These characters are restricted to use with the CTIX system. You receive an error message if you enter one of these characters in an object name:

/ \ ^ ? ' " ; [ ] < > | { } @ $ & * ( ) ½ ¼ = ¢

A space also cannot be used in a Desktop Manager object name. For example, the name **MyDir** is a perfectly acceptable object name, but **My Dir** is invalid because of the space.

Object names that have a period (.) or a dash (-) are acceptable as long as the name does not *begin* with either of these two characters. For example, the name **Erik-doc** is a legitimate object name, but **-Erikdoc** is not.

The Create Menu

The objects listed in the *Create* menu may vary depending upon your system and how it is set up. However, you may find these items:

Directory	A directory holds files and other objects. You can create one or more directories within another directory; these are called *subdirectories*.
WGS/WP Document	Takes you into the Word Processor and allows you to create a document.
WGS/WP Glossary	Allows you to create phrase files for the Word Processor that are useful for boilerplate text.
WGS Records	Lets you create data records with the Word Processor Sort/ Merge file.
Snapshot	Allows you to create an image of the directories and files displayed on your screen at a certain point in your work. Opening a snapshot allows you to return to the same point.

Spreadsheet	Takes you into the Spreadsheet application and allows you to create a new spreadsheet.
Standard file	Allows you to create a standard ASCII file that can be used by nonword-processing editors such as vi, for example.
Unify database	Allows you to enter the Unify application and create a new database.

Creating a Directory

A directory holds files and other objects, as well as other directories. Creating a directory is similar to creating any other object in the Desktop Manager.

A directory can be compared to a file folder in a desk. You place related information into a folder; you place related files into a directory.

You can create a directory from the Desktop or from a directory you have opened.
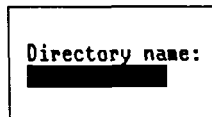
To create a directory:

1. Press **F3** (Create).

   The *Create* menu appears.

2. Move the cursor to *Directory* and press **Enter**.

   A form prompts you for the directory name.

```
┌─────────────────────┐
│ Directory name:     │
│ ███████████         │
│                     │
└─────────────────────┘
       423.2-9
```

3. Type the name of the directory you want to create (for example, **MyDir**).

4. Press **Enter**.

   At the bottom of the screen, the command line displays this message:

   MyDir created in Desktop

   A new directory is created in the Desktop with the name you have given it.
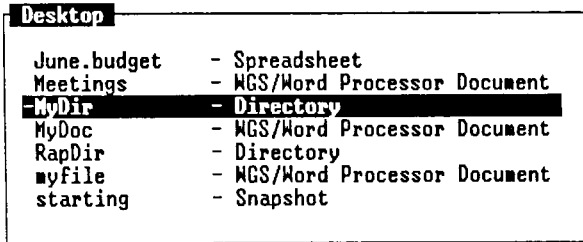
```
┌─█Desktop█──────────────────────────────────────────┐
│                                                     │
│  June.budget    - Spreadsheet                       │
│  Meetings       - WGS/Word Processor Document        │
│ ▐-MyDir         - Directory                     ▌   │
│  MyDoc          - WGS/Word Processor Document        │
│  RapDir         - Directory                         │
│  myfile         - WGS/Word Processor Document        │
│  starting       - Snapshot                          │
│                                                     │
└─────────────────────────────────────────────────────┘
                                          423.2-10
```

You can create a new directory in any directory in your system. A directory that is created inside another directory is called a subdirectory.

The CTIX system allows you to create many layers of subdirectories within the Desktop Manager, giving you flexibility in customizing your work.

For more information about the structure of CTIX and the organization of directories in the Desktop Manager, see "Working with Desktop Objects," later in this chapter.

Creating Other Objects

The procedure for creating a directory is the same as that used to create any other object. However, the form prompting for the object name differs from object to object.

For example, if you want to create a document, follow the steps above, selecting *WGS/WP Document* from the *Create* menu instead of *Directory*. When you press **Enter**, a form asking you for the document name appears.

Fill in the name of the document and press **Enter** to enter the Word Processor. After you have created the text and pressed **Exit**, the name of the document is displayed in the Desktop or in the directory where it was created.

Selecting Desktop Objects

Once you have created an object in the Desktop, you work with it by opening it. Or, you give a command to carry out some other operation, such as **Move** or **Copy**. Choosing an object to work with is called *selecting* an object.

There are two ways to select an object:

- Use the cursor keys to highlight the object.

- Type the first few characters of the name of the object.

Moving the Cursor with the Cursor Keys

The cursor keys can be used to move the cursor to any object in a window. Refer to Appendix A, or select *Keyboard* from the *Help Table of Contents* if you cannot locate the cursor keys.

The following cursor keys are used to move the cursor to objects in menus:

Down	Moves the cursor down to the next object.
Up	Moves the cursor up to the previous object.
Back and **Forward**	Move the cursor between the columns of a multicolumn menu.
Shift-Up	Moves the cursor to the first object in a window.
Shift-Down	Moves the cursor to the last object in a column or a window.

Moving the Cursor by Typing

Another way to move the cursor to an object is by typing the first few characters of the name of the object. As you do so, the cursor moves to the first object name beginning with the characters you type.

You need to type only as many characters as are needed to distinguish the desired object from the other objects in the current display.

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

file2	-	WGS/WP Document
financials	-	WGS/WP Directory
forms	-	WGS/WP Document

When you type an **f**, *file2* is highlighted because it is the first object with a name that begins with *f*.

When you type **f**, an *f* appears on the command line at the bottom of the screen above the function key menu. If you type an **o** following the *f*, *fo* is placed on the command line, and the cursor moves to *forms*.

If you have several similar file names, you can continue to type additional characters until you have moved the cursor to the file name you want to select.

When you select objects by typing, the system does not distinguish between uppercase and lowercase characters.

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

    financial
    forms

Typing an **f** or an **F** highlights *financial*, since it is the first object name that begins with an *f*.

Selecting Several Objects by Marking

You can work with more than one object at a time by selecting several objects and applying a command to all of them. To select several objects, move the cursor to each one in turn, and press **Mark.**

Each time you press **Mark,** an additional object is highlighted. When an object is marked, an asterisk (*) appears next to the object name. The selected objects stay marked until you apply a command, or until you cancel the marked objects.

Canceling Marked Objects

You can cancel marked objects one at a time, or all at once.

To cancel one marked object at a time, move the cursor to each marked object, and press **Mark.**

To unmark all the marked objects in a window, press **Cancel.**

Opening a Desktop Object

When you open an object, its contents are displayed in a window.

To open an object in the Desktop:

1. Move the cursor to the name of the object you want to open.

2. Press **Enter.**

If the object you are opening is an application file (for example, a document), the application program is opened.

However, if the object you are opening is not an application, but some other object such as a directory, a window with the name of the object appears.

For example, if you have a directory named **MyDir** in your Desktop, and you open **MyDir**, a window called **Desktop/MyDir** is opened on the screen.

```
┌─Desktop/MyDir────────────────────────────────┐
│  ┌─────────────────────────────────────────┐ │
│  │-Inventory      - Directory              │ │
│   Shipping       - Directory                 │
│   distribution   - Spreadsheet               │
│   invoice        - WGS/Word Processor Document│
│   payables       - WGS/Word Processor Document│
│                                               │
└───────────────────────────────────────────────┘
```
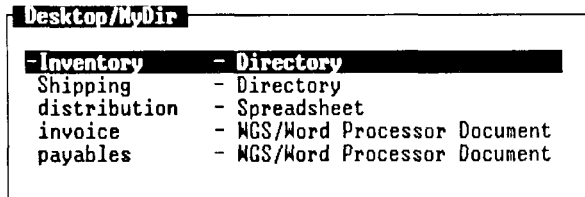
423.2-11

Working with Desktop Objects

Once you have opened an object such as the directory **Desktop/MyDir**, you work with it exactly as you would the Desktop. You can create new objects in it, such as documents and spreadsheets, or you can create additional directories.

An easy way to work with the Desktop is to think of it as being like the desk in your office. In your desk, you have a drawer with folders in it. Folders are used to store information. Important papers are put together to make files, and related files are put into the folders.

To use the information you have put into a file, you open the drawer of your desk, find the folder you want, take out the file you need, and use the information inside it.

When you have finished using the file, you return the information to the file, put the file back into the folder, and put the folder into the drawer. Then you take out another folder and work on other information, or you finish your work and close the drawer.

Working with the Desktop Manager is very similar to working with the folders and files in your desk. You open the Desktop Manager (the drawer) to get access to your directories (the folders), and work with objects (the files) to do your work. When you are done, you finish using the objects, close the directories, and exit the Desktop Manager.

While working at your desk, you may commonly find yourself putting a folder with a number of files inside another folder in your drawer. This keeps related information together and allows you to organize your files in a way that is most effective for you.

In the Desktop Manager, you do the same thing. You can put a directory inside another directory. Using multiple directories allows you to group information in a dynamic, organized way, maximizing your ability to handle your work.

For example, a directory created in the Desktop can hold several additional directories. Each of these directories can in turn hold other directories and files. If you set up a directory to hold only related files, it is easy to see the versatility of the Desktop Manager.

As you use the Desktop Manager and become familiar with its power, you may find yourself dividing your projects into different directories. By dividing your projects in this way, the Desktop can be used as a list of current directories. This flexible arrangement makes moving directories and files easy and facilitates quick changes in the organization of your projects.

The following illustration shows an example of how multiple directories and files can be organized using the Desktop Manager.
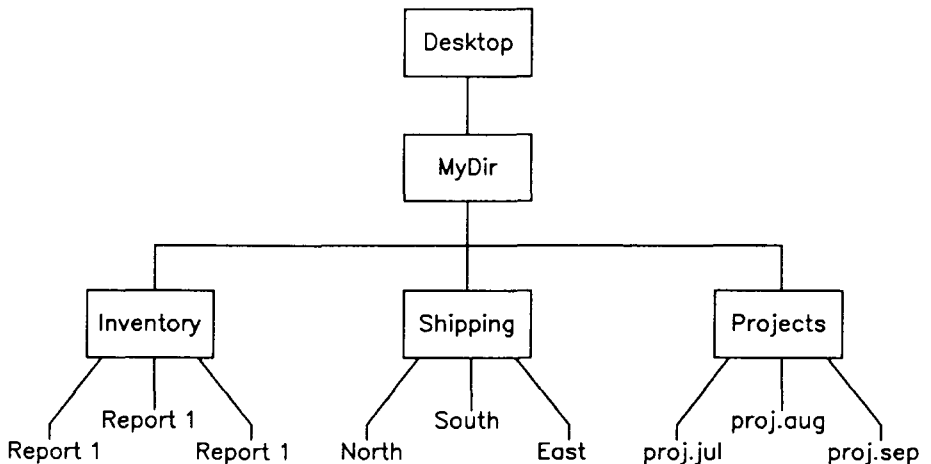
423.2-12

Using Windows

It's easy to move through the Desktop Manager because it uses windows to display objects. When you create a new directory or access a Desktop tool using **F1** (Toolkit), a window is opened. Each new window is highlighted, and the active window is always placed on top.

For example, the directory **MyDir** is the currently active window in the following illustration.

```
┌─ Message Center ──────────────────────────────────────────┐
│                                                           ▲
│  Aug 21, 13:15  Prepare for Mktg meeting -Calendar        █
│ ─Aug 28,  9:45  Weekly Staff Meeting -Calendar            │
│                                                           ▼
│                                                           │
└───────────────────────────────────────────────────────────┘

┌─ Desktop ─────────────────────────────────────┐
│                                                │
│  June.budget    - Spreadsheet                  │
│  Meetings       - WGS/Word ┌─ Desktop/MyDir ─────────────────────────────┐
│ ─MyDir          - Directory│                                             │
│  MyDoc          - WGS/Word │ ─Inventory      - Directory                 │
│  RapDir         - Directory│  Shipping       - Directory                 │
│  myfile         - WGS/Word │  distribution   - Spreadsheet               │
│  starting       - Snapshot │  invoice        - WGS/Word Processor Document│
│                            │  payables       - WGS/Word Processor Document│
└────────────────────────────┤                                             │
                             └─────────────────────────────────────────────┘
```

423.2-13

You can jump to any window by pressing **Control-Z** (Window Manager), then **F8** (Menu) for a list of active windows. Select the woindow and press **Enter**.

```
┌─ Active Windows ────────────────┐
│                                 │
│    1 Status Line of carol       │
│    2 Message Center             │
│    3 Desktop                    │
│    4 Phone Memo                 │
│   ─5 Add Attachments            │
│                                 │
└─────────────────────────────────┘
```
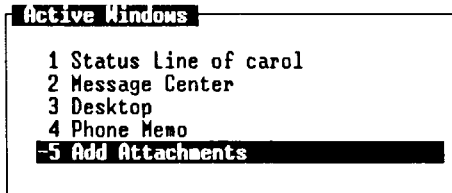
423.2-14

To exit the Window Manager, press **Cancel** or **Exit**.

For more information about working with windows, see Chapter 4, "Working with Windows."

Using the Toolkit

F1 (Toolkit) gives you access to a variety of Desktop Manager tools. These tools can be used to enter application programs such as the Calendar, to read and send mail, to send Quick Messages, to access the Message Center, to retrieve discarded objects from the Trashcan, or to change the preference forms associated with many of the windows you use.
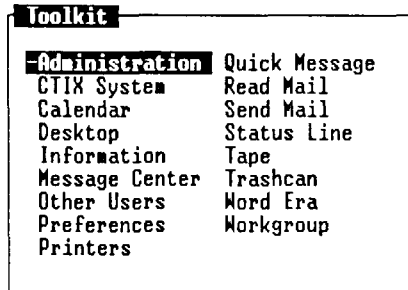
```
┌─Toolkit────────────────────────────┐
│                                    │
│ -Administration  Quick Message     │
│  CTIX System     Read Mail         │
│  Calendar        Send Mail         │
│  Desktop         Status Line       │
│  Information     Tape              │
│  Message Center  Trashcan          │
│  Other Users     Word Era          │
│  Preferences     Workgroup         │
│  Printers                          │
│                                    │
└────────────────────────────────────┘
                            423.2-15
```

If you are set up as an expert user, you can also use the Toolkit to do a variety of system administration functions such as configuring printers, or backing up and restoring your system. You can also use the Toolkit to enter the CTIX system.

For more information about the Toolkit, see Chapter 3, "Using the Toolkit."

Entering Commands

Once you have selected the objects with which you want to work, there are three ways to give commands:

- Press **F2** (Cmnds) to display the *Commands* menu; then select the command you want from the menu.

```
┌─Directory Commands────────┐
│                           │
│ ▄Cleanup▄  Open           │
│  Close     Organize       │
│  Copy      Paste          │
│  Create    Previous       │
│  Delete    Print          │
│  Find      Refresh        │
│  Help      Rename         │
│  Layout    Run            │
│  Logout    Security       │
│  Move      Send           │
│  Next      Time           │
│                           │
└───────────────────────────┘
```
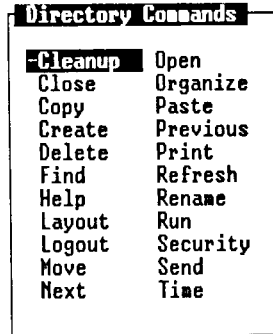
423.2-16

- Use the function key menu.

- Use a command key.

Each of these methods of giving commands is explained in detail in Chapter 5, "Using Commands."

Closing a Desktop Object

To close a desktop object, press **Exit**.

If you are in an application program such as the Word Processor, pressing **Exit** returns you to the directory where the document resides.

If you close a directory, or some other object, you return to a previous window. For example, if you close the directory **MyDir**, which resides in the Desktop, you are returned to the Desktop.

Using the Message Center

The Message Center stores and displays Quick Messages from other users, reminders of Calendar appointments, and status messages from the system.

Displaying the Message Center

There are many ways to display the Message Center. You can select *Message Center* from the *Toolkit* menu (**F1**), or you can use the *Window Manager* menu. To use the *Window Manager* menu, press **Control-z**; then either press **F8** (Menu) and select *Message Center* from the *Active Windows* menu, or press **F2** (Switch), and then press **Up** until the Message Center is the active window.

The following example shows you how to display the Message Center from the Toolkit menu:

1. Press **F1** (Toolkit).

2. Move the cursor to Message Center.

3. Press **Enter**.

The Message Center becomes the active window.

```
┌─────────────────────────────────────────────────────────────┐
│ Message Center                                               │
│                                                              │
│   Aug 21, 13:15  Prepare for Mktg meeting -Calendar        █ │
│  -Aug 20,  9:45  Weekly Staff Meeting -Calendar            v │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```
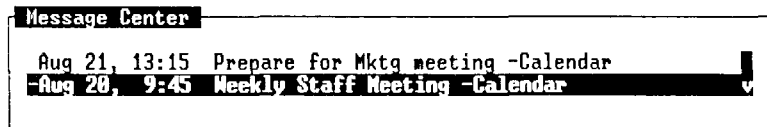
<div align="right">423.2-17</div>

The Message Center Window

The Message Center window is located at the top of your screen. It is opened automatically when you enter the Desktop Manager. Once you are in the Desktop Manager, you can enter and exit the Message Center as often as you like.

Messages are listed in the Message Center as they arrive, with the most recent message being listed first. Each message shows the time and date it arrived and, when applicable, the name of the person sending it.

Up to four messages are visible at one time. The window is very small if there are no messages, but as messages arrive, it expands until all four messages are displayed.

If more than four messages are received, the additional messages are placed out of view. A scroll bar on the right side of the window informs you that there are more messages.

The Message Center window is set up initially to display four messages at one time. You can change this number to display from one to 20 messages at one time using the *Message Center Preferences* form. For information on changing these preferences, see "Changing Message Center Preferences," in Chapter 3.

Scrolling Messages in the Message Center

To scroll down through the Message Center, press **Down** or **Page**. **Down** moves the cursor down one line at a time, **Page** shows you the next page of messages, and **End** jumps the cursor to the last message in the Message Center. **Scroll Up** and **Scroll Down** can be used also for the next or previous page of messages. When the cursor reaches the last message, scrolling stops.

To scroll back to the top of the Message Center, press **Up** or **Shift-Page**. **Up** moves the cursor up one line at a time, **Shift-Page** shows you the previous page of messages, and **Begin** jumps the cursor to the first message in the Message Center.

Message Notification

When you receive a message, a notification window opens immediately.
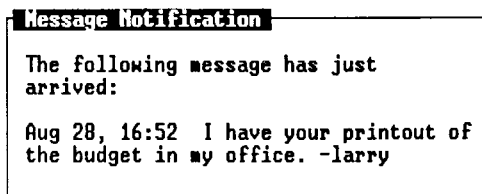
```
┌─ Message Notification ─────────────────┐
│                                        │
│ The following message has just         │
│ arrived:                               │
│                                        │
│ Aug 28, 16:52   I have your printout of│
│ the budget in my office. -larry        │
│                                        │
└────────────────────────────────────────┘
                    423.2-18
```

You have a choice of reading the message or going on with your current work and saving the message for later. The types of message notices you can receive are for mail, Quick Messages, calendar alarms, and printer notifications.

To read the message, press **Enter**. For mail, you see the In-Box with the cursor on the message just received. For calendar notices, you see the calendar appointment window for the alarm notice just received. For Quick Messages, you must go to the Message Center to read the message. (In this case, pressing **Enter** is only an acknowledgment. It doesn't make the Message Center the current window.) For printer notifications, the only message you receive is displayed in the Message Notification window. Pressing **Enter** after you have read the message is an acknowledgment only.

To close the notification window and continue your current work, press **Cancel**. The notification window closes and a reminder icon appears in the status line. The following icons are used:

Icon	Description
MAIL	for mail messages
ALRM	for calendar alarm notices
PRT	for printer notifications
MSG	for Quick Messages

When you want to look at your message, make the status line active and select the appropriate function key, **F4** (Mail), **F5** (Message), **F6** (Printer), and **F7** (Alarm), to read your message.

Deleting Messages from the Message Center

When you have finished reading a message, you may want to discard it. There are several ways to discard messages.

You can

- delete individual messages one at a time, or several at a time

- delete all of the messages at once

- remove old messages automatically on a daily, weekly, or monthly basis

It is also possible to restore deleted messages after they have been removed, if you have not yet exited from the Desktop Manager.

Deleting a Single Message

To delete a single message:

1. Move the cursor to the message you want to delete.

2. Press **Delete** or select *Delete* from the *Commands* menu.

The message is deleted from the Message Center.

Deleting Several Messages at Once

To remove several messages at one time:

1. Move the cursor to the message you want to delete, and press **Mark**.

2. Move the cursor to the next message and press **Mark** again. Each time you press **Mark**, an asterisk (*) appears to the left of the message to show that it has been selected. Mark all the messages you want to delete.

3. Press **Delete** or select *Delete* from the *Commands* menu.

This deletes all of the marked messages.

Deleting All Messages in the Message Center

To delete all of the messages in the Message Center at once:

1. Press **F2** (Cmnds).

2. Move the cursor to *DeleteAll*.

3. Press **Enter**.

All of the messages in the Message Center are deleted at one time. The following message appears:

    Message Center is Empty

Restoring Deleted Messages

Deleted messages can be restored to the Message Center by using the **Restore** command on the *Commands* menu. Using the **Restore** command restores all of the messages deleted since you first logged in to the Desktop Manager.

Once you log out of your system, the deleted messages are removed permanently and are no longer retrievable.

To restore deleted messages to the Message Center:

1. Enter the Message Center by selecting it from the Toolkit (**F1**), or by using the *Window Manager* menu (**Control-z**).

2. Press **F2** (Cmnds).

3. Move the cursor to *Restore* and press **Enter**.

All the deleted messages are returned to the Message Center.

Removing Messages Automatically

Messages can be removed automatically by changing a Message Center Preference, which allows you to customize your Message Center.

You can remove your old messages from the Message Center on a daily, weekly, or monthly basis, or you can choose to have automatic message removal turned off permanently.

For more information on automatic removal of messages, see "Changing Message Center Preferences," in Chapter 3.

Leaving the Message Center

There are many ways to leave the Message Center. You can return to a previously open window by using the *Window Manager* menu (**Control-z**), or you can select a new application or window by pressing **F1** (Toolkit) or **Prv Wdw/Next Wdw**.

To leave the Message Center using the *Window Manager* menu:

1. Press **Control-z** to display the *Window Manager* menu.

2. Press **F8** (Menu) to display the *Active Windows* menu; then select your next window.

3. Press **Enter**.

You are returned to the tool or window you have selected.
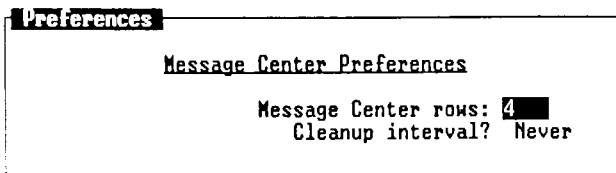
Changing the Size of the Message Center Window

If you want to enlarge or reduce the size of your Message Center window, you can do so by changing the number of messages in your Message Center Preferences or by enlarging the window. See Chapter 4 for more information on changing window size.

To change the size of the Message Center window:

1. Press **F1** (Toolkit).

2. Move the cursor to *Preferences* and press **Enter**.

3. Move the cursor to *Message Center* and press **Enter**.

The *Message Center Preferences* form appears.

```
┌─ Preferences ──────────────────────────────────┐
│                                                 │
│         Message Center Preferences              │
│                                                 │
│              Message Center rows: 4             │
│              Cleanup interval?  Never           │
│                                                 │
└─────────────────────────────────────────────────┘
                                      423.2-19
```

4. Move the cursor to *Message Center Rows*.

5. Enter the maximum number of rows you want displayed (between 1 and 20).

6. Press **Enter**.

   The next time you resume the Message Center, it changes to fit the size you have selected.

For more information on how to change preferences for the Message Center window, see "Changing Message Center Preferences," in Chapter 3.

Getting Help

The Desktop Manager has a built-in Help feature you can use whenever you need help giving commands, using tools, or working with some other aspect of the Desktop Manager.

To get Help information, press **Help**.

If you are in the process of completing a Desktop Manager command, information specific to that command is displayed.

A sample Help window is shown below:
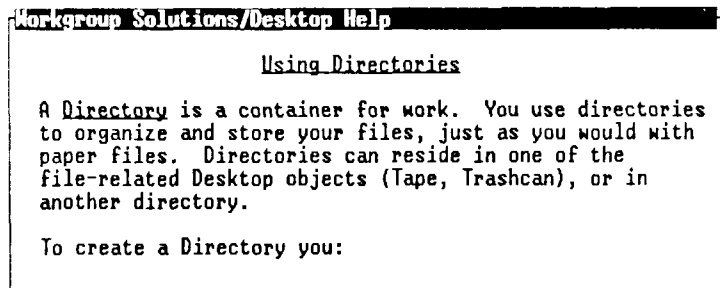
```
┌─────────────────────────────────────────────────────────────┐
│ Workgroup Solutions/Desktop Help                             │
│                                                              │
│                    Using Directories                         │
│                                                              │
│  A Directory is a container for work.  You use directories   │
│  to organize and store your files, just as you would with    │
│  paper files.  Directories can reside in one of the          │
│  file-related Desktop objects (Tape, Trashcan), or in        │
│  another directory.                                          │
│                                                              │
│  To create a Directory you:                                  │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```
                                                         423.2-20

For more information on topics related to the command or function for which you want help, select one of the function keys that are visible when Help is displayed.

Using the Help Table of Contents

For a complete list of Desktop Manager Help topics, press **F1** (Content) after the Help screen is displayed.

The Help Table of Contents fills several screens. To select a topic from the Help Table of Contents, move the cursor to the chosen topic, and press **Enter**. To exit the Table of Contents, press **Cancel.**

Finishing a Help Session

To finish using Help and to return to where you were when you requested Help, press **Exit**.

Logging Out

When you have finished using the Desktop Manager and you want to end the session, log out. Logging out takes you out of the Desktop Manager and back to the login screen.

There are two ways to log out of the Desktop Manager:

- Press **Exit** to close all the open windows and exit the Desktop Manager.

- Use the **Logout** command to take a snapshot of the current state of your screen, and then exit. Taking a snapshot of your current state returns you to that state when you log in for your next session.

Closing all Windows on the Screen

To log out of the Desktop Manager by closing all of the open windows, press **Exit** once for each open window. When you close the last window on the screen, a form appears asking you if you want to log out. When you press **Enter,** you have logged out of the system. The login prompt appears on the screen.

If an application window has been suspended, you cannot log out. You must enter the application, press **Exit** to close the window, and then log out.

When you press **Exit** to close the last window, the *Logout* form appears.

```
┌─■CONFIRM■──────────────────────────────┐
│                                        │
│  Do you wish to logout?                │
│                                        │
│     Press LineFeed to logout or ^X to  │
│  continue.                             │
│                                        │
│                                        │
└────────────────────────────────────────┘
```
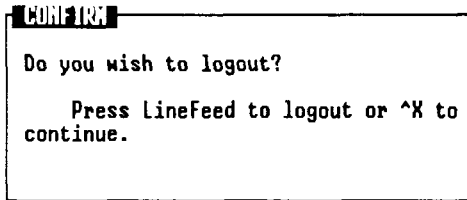
423.2-21

To log out, press **Enter**. This closes the final window and returns you to the login screen. When you log in again, you enter the Desktop, as described at the beginning of this chapter.

For more information on maneuvering through application windows, see Chapter 4, "Working with Windows."

Using the Logout Command

If you have opened a number of windows and you want to return to the same place when you reenter the Desktop Manager, you may not want to close all the windows before you log out. In this case you can take a snapshot that returns you to exactly where you were when you logged out.

A *snapshot* is a record of the exact state of your screen; it records all of the open Desktop windows and the location of the cursor. When you reenter the Desktop Manager, the screen appears with an exact snapshot of your work.

If an application window has been left active, you cannot take a snapshot. An error message appears prompting you to close the application. Reenter the application, close it, and then take a snapshot. Your work is saved, and you exit the system.

For more information on maneuvering through application windows, see Chapter 4.

To take a snapshot of the current state of your work:

1. Press **F2** (Cmnds).

    The *Commands* menu appears.

2. Move the cursor to *Logout*.
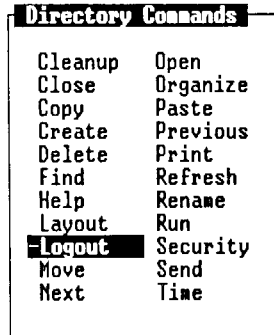
```
┌─ Directory Commands ─────────┐
│                              │
│  Cleanup    Open             │
│  Close      Organize         │
│  Copy       Paste            │
│  Create     Previous         │
│  Delete     Print            │
│  Find       Refresh          │
│  Help       Rename           │
│  Layout     Run              │
│  Logout     Security         │
│  Move       Send             │
│  Next       Time             │
│                              │
└──────────────────────────────┘
            423.2-22
```

3. Press **Enter**.

    The *Logout* form appears with the following message:

    > Do you wish to take a snapshot? Press Enter to take a snapshot or
    > Cancel to close all windows and exit.

4. Press **Enter** to take a snapshot and log out.

    When you log in again, you return automatically to the place where
    you left off.

3

Using the Toolkit

The Toolkit menu displays some of the tools and applications available through the WGS/Desktop Manager. The Toolkit menu includes standard Desktop tools such as the Message Center, Preferences, Printer menus, Quick Message, and Trashcan, as well as application tools such as Calendar and Mail.

Displaying the Toolkit Menu

To display the Toolkit menu, press **F1** (Toolkit).

Your Toolkit menu may look like this:
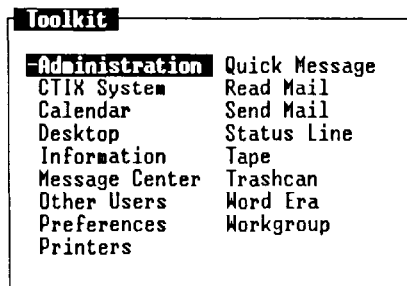
```
┌─Toolkit─────────────────────────────┐
│                                      │
│ ▓Administration▓ Quick Message       │
│ CTIX System      Read Mail           │
│ Calendar         Send Mail           │
│ Desktop          Status Line         │
│ Information      Tape                │
│ Message Center   Trashcan            │
│ Other Users      Word Era            │
│ Preferences      Workgroup           │
│ Printers                             │
│                                      │
└──────────────────────────────────────┘
                              423.3-1
```

NOTE: If an optional application listed on the Toolkit does not appear on your Toolkit menu, it means the application is not installed on your system, or you have not been given access to it by your system administrator.

You may also have one or more applications on your system that are not listed in the Toolkit above.

For more information about optional applications, see your system administrator.

Each of the tools and applications displayed on the previous *Toolkit* menu is discussed in this chapter.

Selecting a Desktop Tool

To select a tool from the Toolkit:

1. Press **F1** (Toolkit).

2. Move the cursor to the tool you want, and press **Enter**.

The tool you selected appears on the screen.

Exiting the Toolkit

To remove the *Toolkit* menu from the screen and return to the window where you are working, press **Cancel** or **Exit**.

The Administration Entry

Administration is an entry on the Toolkit that appears only if you are set up to do administrative functions for your system. If you have *Administration* on your *Toolkit* menu, you may be a system administrator, or an expert user.

If you are set up to do administrative functions, your Toolkit may look like this:
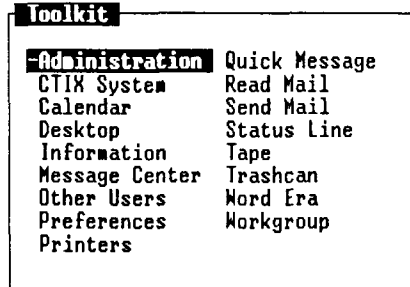
```
┌─Toolkit────────────────────────────────┐
│                                         │
│ -Administration  Quick Message          │
│  CTIX System     Read Mail              │
│  Calendar        Send Mail              │
│  Desktop         Status Line            │
│  Information     Tape                   │
│  Message Center  Trashcan               │
│  Other Users     Word Era               │
│  Preferences     Workgroup              │
│  Printers                               │
│                                         │
└─────────────────────────────────────────┘
                                    423.3-2
```

Administrative functions include

- Setting the system date and time

- Configuring the disk drive for your system

- Backing up the system to the tape drive

- Restoring information from the tape drive to the system

- Configuring Mail

- Configuring printers

- Changing user level

- Checking system information

- Configuring remote terminals

- Adding and changing user login names and passwords

The administrative capabilities on the *Toolkit* menu can vary from system to system. Thus, your Toolkit may allow you to do more, or fewer, administrative functions than you see listed here.

For more information on system administration, see the *CTIX Administration Tools Manual*.

The CTIX System Entry

The *CTIX System* entry is a direct interface to the CTIX operating system. It allows you to enter CTIX commands directly into the system.

Your system may be set up so that you have access to the CTIX system. In most cases, only expert users are set up to work directly with the CTIX shell.

If your system is set up for you to work directly with the CTIX shell, you see *CTIX System* listed on your *Toolkit* menu.

Your Toolkit may look like this:
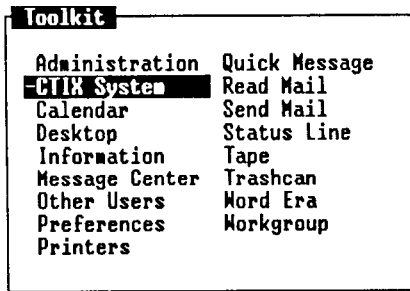
```
┌─────────────────────────────────┐
│ Toolkit                         │
│ Administration   Quick Message  │
│ CTIX System      Read Mail      │
│ Calendar         Send Mail      │
│ Desktop          Status Line    │
│ Information      Tape           │
│ Message Center   Trashcan       │
│ Other Users      Word Era       │
│ Preferences      Workgroup      │
│ Printers                        │
│                                 │
└─────────────────────────────────┘
                         423.3-3
```

Caution: *If you are not an expert CTIX user, it is best not to work with the shell. If you do not know how to use CTIX, mistakes may cause you to lose important information.*

Entering the CTIX Shell

To enter the CTIX shell:

1. Press **F1** (Toolkit).

2. Move the cursor to *CTIX System* and press **Enter**.

The CTIX system prompt appears, and you are ready to use the CTIX system shell. The prompt looks like this:

   $

For more information about the CTIX system, see the *CTIX Operating System Manual*.

Exiting the CTIX Shell

To exit the CTIX system and return to the Desktop Manager, press **Control-d**, or **Exit**.

The Calendar Entry

The Calendar is a simple and effective time organization tool that allows you to keep track of daily, weekly, and monthly appointments.

The *Calendar* appears on the *Toolkit* menu when you press **F1** (Toolkit).

Your Toolkit may look like this:
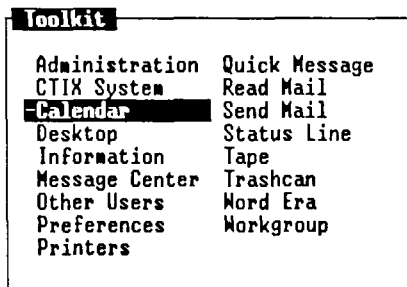
```
┌─Toolkit────────────────────────────┐
│                                     │
│  Administration   Quick Message     │
│  CTIX System      Read Mail         │
│  █Calendar█       Send Mail         │
│  Desktop          Status Line       │
│  Information      Tape              │
│  Message Center   Trashcan          │
│  Other Users      Word Era          │
│  Preferences      Workgroup         │
│  Printers                           │
│                                     │
└─────────────────────────────────────┘
                            423.3-4
```

Displaying the Calendar

To display the Calendar:

1. Press **F1** (Toolkit).

2. Move the cursor to *Calendar* and press **Enter**.

   The Calendar screen is displayed.

```
┌─────────────────────────────────────────────────────────────┐
│ Calendar of carol:  Month at a Time                          │
│  August                                  1987   July    1987 │
│                                                 Su M  Tu M  Th F  Sa │
│  Su     M     Tu    M     Th    F     Sa               1  2  3  4 │
│ ┌─────┬─────┬─────┬─────┬─────┬─────┬─────┐     5  6  7  8  9 18 11 │
│ │     │     │     │     │     │     │  1  │    12 13 14 15 16 17 18 │
│ │     │     │     │     │     │     │     │    19 28 21 22 23 24 25 │
│ │  2  │  3  │  4  │  5  │  6  │  7  │  8  │    26 27 28 29 38 31 │
│ │     │     │     │     │     │     │     │                       │
│ │  9  │ 18  │ 11  │ 12  │ 13  │ 14  │ 15  │                       │
│ │     │     │     │     │     │     │     │    September    1987 │
│ │ 16  │ 17  │ 18  │ 19  │ 28  │ 21  │ 22  │    Su M  Tu M  Th F  Sa │
│ │     │     │     │     │     │     │     │           1  2  3  4  5 │
│ │ 23  │ 24  │ 25  │ 26  │ 27  │ 28  │ 29  │     6  7  8  9 18 11 12 │
│ │     │     │     │     │     │     │     │    13 14 15 16 17 18 19 │
│ │ 38  │ 31  │     │     │     │     │     │    28 21 22 23 24 25 26 │
│ └─────┴─────┴─────┴─────┴─────┴─────┴─────┘    27 28 29 38 │
│  Keyword:                                                    │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

```
EXIT   │TO_DO │EDIT   │PREV  │NEXT  │      │SH WEEK│SH DAY │      │
```

423.3-5

For more information on how to use the Calendar, see the *WGS/Calendar User's Guide*.

Exiting the Calendar

To exit the Calendar and return to the Desktop Manager, press **Exit**.

The Desktop Entry

The Desktop is the window you enter when you first log in to the Desktop Manager. No matter how many other objects or windows you enter from the Desktop, the Desktop is always the window in which you begin.

The *Desktop* entry is on the *Toolkit* menu as an easy and convenient way to reenter the Desktop from another object. If the Desktop window is closed, the *Toolkit* entry is the only way to reopen it. If the Desktop window is open, you can also press **Control–z** to display the *Window Manager* menu, then press **F2** (Switch) and a cursor key to return to the Desktop from another window.

For a complete description of how to use the Desktop to create and manipulate objects such as directories, files, and documents, see Chapters 2, "Getting Started," and Chapter 6, "Commands."

```
┌─Desktop───────────────────────────────────────┐
│                                                │
│   June.budget    - Spreadsheet                 │
│   Meetings       - WGS/Word Processor Document  │
│   ─MyDir         - Directory                    │
│   MyDoc          - WGS/Word Processor Document  │
│   RapDir         - Directory                    │
│   myfile         - WGS/Word Processor Document  │
│   starting       - Snapshot                     │
│                                                │
└────────────────────────────────────────────────┘
```
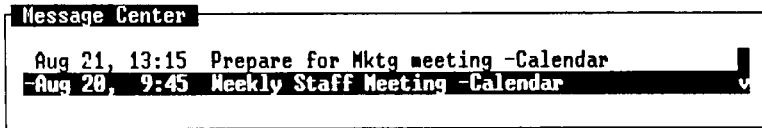   423.3-6

The Message Center Entry

The Message Center is one of the windows visible on your screen when you enter the Desktop Manager. Although you initially enter the Desktop Manager in the Desktop, you can go to the Message Center easily.

The *Message Center* entry is placed on the Toolkit as an easy and convenient way to enter the Message Center from the Desktop, or as a way to return to the Message Center from another object. If the Message Center is open, you can also press **Control–z** to display the *Window Manager* menu, then press **F2** (Switch) and a cursor key to enter or return to the Message Center from another window.

For a complete description of how to use the Message Center, see Chapter 2.

```
┌─Message Center────────────────────────────────────────┐
│                                                        │
│   Aug 21, 13:15  Prepare for Mktg meeting -Calendar  █ │
│  ▔Aug 20,  9:45  Weekly Staff Meeting -Calendar      v │
│                                                        │
└────────────────────────────────────────────────────────┘
                                              423.3-8
```
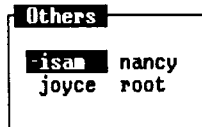
The Other Users Entry

The *Other Users* entry is used to access users on your system who are not listed in your workgroup. The *Other Users* entry can also be used to log in as root, the main directory in the CTIX system.

To use the *Other Users* entry:

1. Press **F1** (Toolkit).

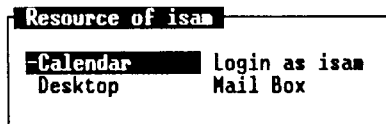2. Move the cursor to *Other Users* and press **Enter**.

    The *Other Users* menu is displayed.

```
┌─Others──────────┐
│                 │
│  ▔isam  nancy   │
│  joyce  root    │
│                 │
└─────────────────┘
      423.3-9
```

3. Move the cursor to the login name of the user whose objects you want to use, and press **Enter**.

    The Resources menu for the user you have selected is displayed.

```
┌─Resource of isam────────────┐
│                             │
│  ▔Calendar     Login as isam│
│  Desktop       Mail Box     │
│                             │
└─────────────────────────────┘
          423.3-10
```

4. Move the cursor to the object with which you want to work, and press **Enter**.

If the selected object is not protected by a security setting, it is opened. If the selected object is protected by a security setting, you receive an error message, and access is denied. If a password is required, you see the message:

Password:

Enter the password for the user you have selected.

For more information on working with the *Other Users* entry, see "The Workgroup Entry," later in this chapter. Working with the *Other Users* entry is the same as working with the Workgroup. The *Resources* menu, security settings, and passwords of other users are all described in that section.

The Preferences Entry

You can customize some of the Desktop Manager commands and operations by using the *Preferences* entry on the Toolkit.

This section of the guide describes how to change User Preferences and Message Center Preferences. For information on how to change preferences associated with application programs, such as Mail or Calendar, see the appropriate user's guide.

Preferences are set up separately for each user login name. When you use your own login name to change preferences, the preferences are in effect for your Desktop only. They do not affect the Desktops of other users.
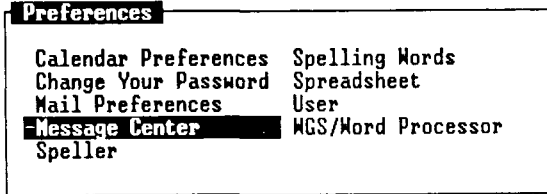

Displaying the Preferences Menu

To change any of the User Preference settings, you must display the *Preferences* menu, choose the type of preferences you want to change, and fill out a form.

To display the *Preferences* menu:

1. Press **F1** (Toolkit).

2. Move the cursor to *Preferences* and press **Enter**.

   You see the following *Preferences* menu:

```
┌─Preferences───────────────────────────────────────┐
│                                                    │
│  Calendar Preferences  Spelling Words              │
│  Change Your Password  Spreadsheet                 │
│  Mail Preferences      User                        │
│  � Message Center  WGS/Word Processor         │
│  Speller                                           │
│                                                    │
└────────────────────────────────────────────────────┘
                                      423.3-11
```

   Your *Preferences* menu may differ from the one shown here. Depending upon the application software installed on your system, you may have more or fewer selections than are displayed.

3. Move the cursor to the setting you want to change and press **Enter**.

   An additional form with parameters for the Preference setting you have selected appears on the screen.

4. Fill in the form and press **Enter**.

The setting you have chosen is changed in the manner you have specified.

Changing User Preferences

Changing User Preferences enables you to customize the way the Desktop Manager's menus and forms are presented on your screen.

To change the User Preferences:

1. Press **F1** (Toolkit).

2. Move the cursor to *Preferences* and press **Enter**.

   The *Preferences* menu is displayed.

3. Move the cursor to *User* and press **Enter**.

```
┌─Preferences────────────────────────────────────────┐
│                                                     │
│  Calendar Preferences  Spelling Words               │
│  Change Your Password  Spreadsheet                  │
│  Mail Preferences      ▐User▌                        │
│  Message Center        WGS/Word Processor            │
│  Speller                                            │
│                                                     │
└─────────────────────────────────────────────────────┘
                                        423.3-12
```

The following *User Preferences* form is displayed:

```
┌─Preferences─────────────────────────────────────────────┐
│                      User Preferences                    │
│                                                          │
│  Directory display type: ▐Name and description▌          │
│  Directory display order: Alphabetical                   │
│         Empty Trashcan? Weekly                           │
│        Read permissions: Public                          │
│       Write permissions: Private                         │
│         Run permissions: Public                          │
│          Default editor: /usr/bin/ted                    │
│           Default shell: /bin/sh                         │
│      24-hour time format: No                             │
│                                                          │
└──────────────────────────────────────────────────────────┘
                                           423.3-13
```

4. Move the cursor to the field you want to change. The message line
    at the bottom of the screen, above the function key menu, tells you
    what to do to fill in the field.

If the message line prompts you to select an entry (for example, a
directory display or a display order):

1. Press **Control-c** to display a menu of the choices for that entry.

    For example, if you want to change the directory display type, you
    see a menu that looks like this:

```
┌──────────────────────────┐
│  Name only               │
│  ▐Name and description▌   │
│  Long form               │
│                          │
└──────────────────────────┘
          423.3-14
```

Using the Toolkit 3—11

2. Move the cursor to the choice you want.

3. Press **Enter** to change the entry.

   To select an entry without displaying the menu, press the **Spacebar** until the desired choice is displayed.

   If the message line prompts you to enter a response, type a new entry.

   For information on the choices for each *User Preference* field, see "User Preference Choices," which follows.

4. Continue moving the cursor to the fields and changing the entries until all the fields display the choices you want.

5. When you have finished changing the form, press **Enter**.

This sets the Preference settings that you have changed and returns you to the window you were in when you selected the *Preferences* menu.

User Preference Choices

The following paragraphs describe the choices for each *User Preference* field.

Directory Display Type

Name and description | This is the default entry. This means when you open any directory, the list of objects is shown with each object name, followed by a description of that object. For example, the entry for a directory named **mydir** is displayed as:

    mydir - Directory

Long form | In this form, the name of each object is followed by its description, the date it was created or last changed, and its size in characters.

Name only | If you change this field to Name only, your directory windows list only object names.

Directory Display Order

Alphabetical	This is the default entry. Objects within a directory 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 the smallest to the largest size, in characters.
Alphabetical by type	All objects of the same type are grouped together and alphabetized within each group. For example, all directories would be displayed in alphabetical order, then all standard files, and so on.

Empty Trashcan

Weekly	This is the default entry. All objects in the Trashcan older than seven days are removed automatically when you log in.
Monthly	All objects in the Trashcan older than one month are removed automatically when you log in.
Daily	Objects older than 24 hours are removed automatically from the Trashcan when you log in.
Never	The Trashcan is never emptied automatically. You must delete every object individually from the Trashcan.
	You can delete objects from the Trashcan individually by entering the Trashcan and pressing **F2**, and then selecting Delete from the Commands menu.

Read Permissions

Public
: This is the default entry. Other users in your system can read or copy any files and search any directories.

Group
: Anyone in your workgroup can read or copy your files or search your directories.

Private
: Only someone who is logged in under your user name can read your files or search through your directories.

Write Permissions

Private
: This is the default entry. Only someone who is logged in under your user name can edit your files or create or copy entries into your directories.

Group
: Any user in your workgroup can enter and update any one of your files or directories.

Public
: Other users in your system can update any of your directories or files. You should assign public write permission on a file–by–file basis, and only to files and directories to be shared and modified by other users.

Write protected
: Directories and files cannot be updated or changed by anyone, including yourself, until the write–protection is removed. Write–protected files can be deleted, but only if you have not write–protected the directory that contains them.

Run Permissions

Public
: This is the default entry. Anyone can run your executable files.

Private
: Your executable files can be run only by someone who is logged in under your user name.

Can't run
: A file is not executable. Data and text files are not executable; this permission is always assigned to them by default.

Default Editor

This selection displays the editor you use automatically when working with standard files. The default editor supplied with WGS is *ted*, a simple, full-screen editor. If you have installed another editor, for example *vi*, you may want to use it as the default editor. If so, type the pathname to the editor in this field.

The pathnames are

    ted editor   **/bin/ted**

    vi editor   **/usr/bin/vi**

    ed editor   **/bin/ed**

    WGS/Word Processor (See your system administrator for the correct pathname.)

Default Shell

This selection appears if you have been assigned expert status. Expert status displays *CTIX System* in your Toolkit. When you select *CTIX System*, you use the default shell.

The pathname for the default shell is **/bin/sh**.

Changing Message Center Preferences

You can change the Message Center to fit your needs by using the *Message Center Preferences*. You can set the maximum number of messages visible in the window, as well as determine how often old messages are removed.

To set the *Message Center Preferences*:

1. Press **F1** (Toolkit).

2. Move the cursor to *Preferences* andpress **Enter**.
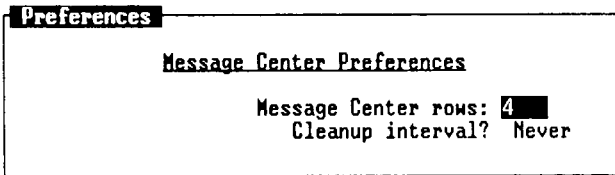
    The *Preferences* menu appears on the screen.

3. Move the cursor to *Message Center*.
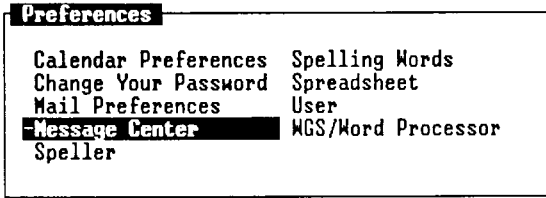
```
┌─ Preferences ────────────────────────────────────┐
│                                                   │
│  Calendar Preferences  Spelling Words             │
│  Change Your Password  Spreadsheet                │
│  Mail Preferences      User                       │
│  ▌Message Center    ▌  WGS/Word Processor         │
│  Speller                                          │
│                                                   │
└───────────────────────────────────────────────────┘
                                        423.3-15
```

4. Press **Enter**.

   The *Message Center Preferences* form appears:

```
┌─ Preferences ────────────────────────────────────┐
│                                                   │
│           Message Center Preferences              │
│                                                   │
│              Message Center rows: 4▌              │
│              Cleanup interval?  Never             │
│                                                   │
└───────────────────────────────────────────────────┘
                                        423.3-16
```

5. Fill in the *Preferences* form and press **Enter**.

The Message Center is now altered to fit your specifications.

Message Center Preference Choices

The *Message Center Preferences* form allows you to change the window size and the frequency with which messages are deleted.

Message Center Rows

The *Message Center Rows* option enables you to determine the size of the Message Center display at the top of your terminal screen.

The default size is four rows, meaning that up to four messages can be displayed before additional messages are placed out of view. The maximum number of messages that can be displayed is 20.

Entering a number other than four (for example, 20) causes that number of messages to be displayed before the remaining messages are placed out of view.

Enter a number between 1 and 20 to set the size of the Message Center display.

Cleanup Interval

The cleanup interval is the frequency with which old messages are discarded automatically. You can choose to discard old messages on a daily, weekly, or monthly basis, or you can choose to never have old messages discarded.

Enter *Daily, Weekly, Monthly*, or *Never* to set the cleanup interval.

When you have filled in the *Message Center Preferences* form, press **Enter**.

Changing Your Password

A password is used to protect your Desktop, directories, and files by preventing unwanted users from logging in to your system and gaining access to your files. Your password is a secret code that only you, and the people you want to tell, should know.

Your password may be assigned to you by your system administrator when you are set up to work on the CTIX system. If you have not been assigned a password, you can assign one using the *Change Your Password* option.

The *Change Your Password* option is also used to alter or remove your existing password.

To add a password or change your current one:

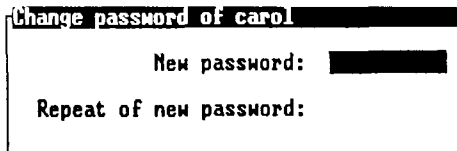1. Press **F1** (Toolkit).

    The *Toolkit* menu appears.

2. Select *Preferences* from the *Toolkit* menu and press **Enter**.

    The *Preference* menu appears.

3. Select the *Change Your Password* option and press **Enter**.

    The *Changing Password* menu appears.

```
┌─────────────────────────────────────────┐
│▐Change password of carol▌                │
│                                          │
│             New password: ▐█████▌        │
│                                          │
│   Repeat of new password:                │
│                                          │
└─────────────────────────────────────────┘
                                   423.3-17
```

4. Select *Change Password* and press **Enter**.

5. If you have a password, type it in the *Old Password* field and press **Return**.

    If you don't have a password, the *Old Password* field does not appear.

6. Type your new password, press **Return**, and type it again to confirm it.

    Your password must

    • be at least six characters long

    • contain at least two alphabetic characters and one numeric or special character

    • differ from your old password by at least three characters

    If you do not enter a valid password, an error message appears when you press **Return**. Follow the directions that appear on the screen until you enter a valid password.

7. Press **Enter**.

You return to the Desktop Manager in the window you were in when you selected *Toolkit* in step 1.

Removing Your Password

You can remove the password protection on your Desktop if you want to allow other users in your system to enter your Desktop without restriction.

To remove your password:

1. Display the *Changing Password* menu, as described in the previous steps.

2. Type your old password and press **Return**.

3. Leave the *New Password* field blank and press **Enter**.

Your password is removed, and you are returned to the window you were in when you entered the *Changing Password* menu.

The Printers Entry

The following procedures show you how to open the *Printers* object, check the printer queue, and restart a printer.

Opening the Printers Object

The *Printers* object is displayed in the Toolkit. To open Printers:

1. Press **F1** (Toolkit).

2. Move the cursor to *Printers* and press **Enter**.

The following *Printers* menu is displayed:
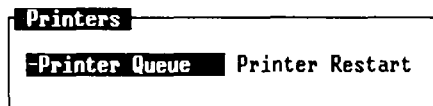
```
┌─ Printers ──────────────────────────────┐
│ ┌───────────────┐                        │
│ │ Printer Queue │  Printer Restart       │
│ └───────────────┘                        │
└─────────────────────────────────────────┘
                              423.3-18
```

Checking the Printer Queue

You can send several files to the printer in succession. The printer queue is a list of these print jobs in the order in which they will be printed. You can check this list to see what is waiting to be printed.

To check the printer queue:

1. Press **F1** (Toolkit).

2. Select *Administration* and press **Enter**.

3. Select *Printer Administration* and press **Enter**.

4. Choose *View Print Queue Status* to see what print jobs are queued.

5. When you have finished viewing the display, press **Exit**.

   (If you want to check the general status of all printers on the system, you can choose *View Printer System Status* from the *Printer Administration* menu.)

The Printer Queue status window is displayed. It informs you which printers are currently printing and which are idle.

```
┌─■ LP System Status ■─────────────────────────────────────────┐
│  Scheduler Status:    Running        Default printer:   HPLaserjet
│  Printer Status:
│ ┌──────────────────────────────────────────────────────────┐
│ │HPLaserjet     idle
│ │FHPLaserjet    idle
│ │
│ │
│ └──────────────────────────────────────────────────────────┘
│  Queue  Status:
│ ┌──────────────────────────────────────────────────────────┐
│ │HPLaserjet     accepting requests
│ │FHPLaserjet    accepting requests
│ │
│ │
│ └──────────────────────────────────────────────────────────┘
│  Output Status:
│ ┌──────────────────────────────────────────────────────────┐
│ │
│ │
│ │
│ └──────────────────────────────────────────────────────────┘
└──────────────────────────────────────────────────────────────┘
                                                      423.3-19
```

After checking the printer queue, press **Cancel** or **Exit** to return to the window you were in when you checked the printer.

Other Printer Administration Functions

If you have system administration privileges, you can perform other printer administration functions, such as adding printers to or removing them from the system, or stopping or restarting them.

To do printer administration tasks,

1. Press **F1** (Toolkit).

2. Select *System Administration* and press **Enter**.

3. Select *Printer Administration* and press **Enter**.

4. Choose the function you want to perform from the *Printer Administration* menu.

Sending and Receiving Quick Messages

The Quick Message feature of the Desktop Manager allows you to send short, one-line messages to other users in your system. These messages are sent using the *Quick Message* selection of the *Toolkit* menu and are displayed in the receiving user's Message Center window.

Quick Messages can be sent to

*   individual users

*   users in your workgroup

*   everybody on your system

*   everybody who is logged in to your system

If you want to send a message to a user who is not on your system, use the *Send Mail* feature on the *Toolkit* menu.

If you want to see a list of the users in your workgroup before entering Quick Message, select *Workgroup* from the *Toolkit* menu. For a list of all the users in your system, enter Quick Message and use the cursor keys to scroll up or down if necessary.

Sending a Quick Message

To send a Quick Message, you need to fill in the *Send Message* form, and then press **Enter**.

To send a Quick Message:

1. Press **F1** (Toolkit).

2. Move the cursor to *Quick Message* and press **Enter**.

    The *Quick Message* form appears.

```
┌─Quick Message──────────────────────────────────────────────┐
│                                                             │
│                        Quick Message                        │
│                                                             │
│   Send to:  ┌──────────────────────────────────────────┐   │
│             │ =ALL        WORKGROUP  debi    joyce   root│   │
│             │ ALL LOGIN   abe        eric    larry   tdl │   │
│             │ GTDL        carol      gtdl    nancy   user1│  │
│             │ PTDL        david      isam    ptdl    willie│ │
│             └──────────────────────────────────────────┘   │
│                                                             │
│   Message:                                                  │
│                                                             │
└─────────────────────────────────────────────────────────────┘
Select one or more user names                           423.3-21
```

3. Move the cursor to the name of each user who is to receive your message, and press **Mark**. An asterisk appears beside each selection.

    ALL: Sends the message to all users of your system.

    ALL LOGIN: Sends the message to all users currently logged in.

    WORKGROUP: Sends the message to all users in your workgroup.

4. Press **Return** to move to the *Message* field.

5. Type your message, which can be up to 58 characters long. If you would like to send a longer message, use the *Send Mail* entry on the *Toolkit* menu.

6. Press **Enter**.

The message is delivered to the recipients you designated in the *Send To* field.

Receiving a Quick Message

Quick Messages you receive from other users are displayed in your Message Center window. The date and time the message was sent are displayed at the beginning of the message, and the login name of the sender is shown at the end.
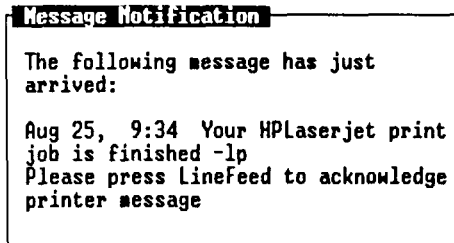
```
┌─Message Notification─────────────────────┐
│                                          │
│ The following message has just           │
│ arrived:                                 │
│                                          │
│ Aug 25,  9:34  Your HPLaserjet print     │
│ job is finished -lp                      │
│ Please press LineFeed to acknowledge     │
│ printer message                          │
│                                          │
└──────────────────────────────────────────┘
                              423.3-22
```

For more information on receiving Quick Messages in the Message Center, see "Using the Message Center," in Chapter 2, "Getting Started."

Deleting a Quick Message

When you have finished reading a Quick Message, you may want to discard it. To remove a Quick Message from your Message Center:

1. Move the cursor to the message you want to discard.

2. Press **Delete**, or press **F2** and then select *Delete* from the *Commands* menu.

The message is deleted from the Message Center.

Quick Messages can also be removed from the Message Center automatically if you change a Message Center Preference. Messages can be removed on a daily, weekly, or monthly basis, or you can choose never to have your messages removed automatically.

For more information on automatic removal of Quick Messages, see "Changing Message Center Preferences," earlier in this chapter.

Restoring Deleted Quick Messages

Unlike other objects deleted in the Desktop Manager, deleted Quick Messages are not placed in the Trashcan. However, they can be recovered if you have not logged out since the Quick Message was deleted.

To recover deleted Quick Messages:

1. Enter the Message Center by pressing **Control-z** and then the appropriate cursor key; or by pressing **F8** (Menu) and selecting *Message Center*; or by pressing **F1** (Toolkit) and selecting *Message Center.*

2. Press **F2** (Cmnds).

    The *Message Center Commands* menu is displayed.

3. Move the cursor to *Restore.*
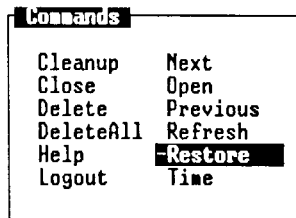
```
┌─Commands──────────────┐
│                       │
│   Cleanup   Next       │
│   Close     Open       │
│   Delete    Previous   │
│   DeleteAll Refresh    │
│   Help      ▌Restore▐  │
│   Logout    Time       │
│                       │
└───────────────────────┘
          423.3-23
```

4. Press **Enter.**

All the Quick Messages that have been deleted since you logged in are returned to the Message Center.

Reading Mail

The *Read Mail* feature of the Desktop Manager allows you to read mail messages sent to you by other users in the system. *Read Mail* appears on the *Toolkit* menu when you press **F1** (Toolkit).
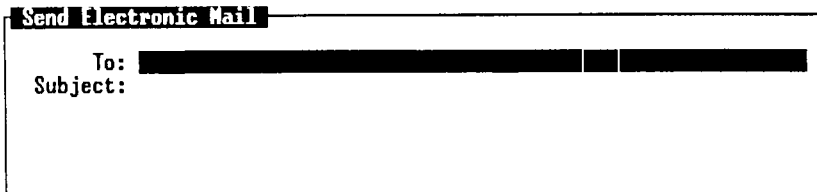
Your Toolkit may look like this:
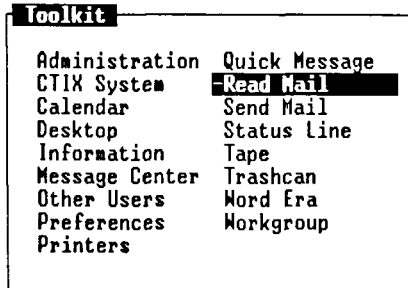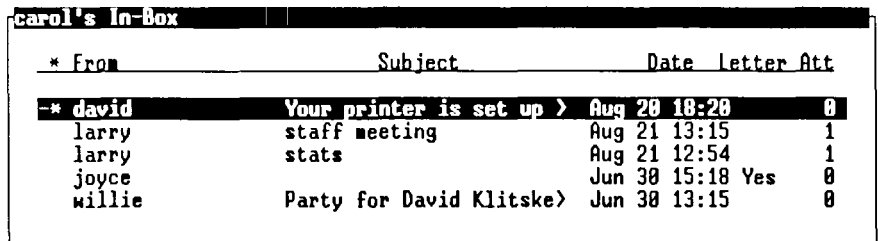
```
┌─Toolkit────────────────────────┐
│                                 │
│  Administration   Quick Message │
│  CTIX System     ─Read Mail     │
│  Calendar         Send Mail     │
│  Desktop          Status Line   │
│  Information      Tape          │
│  Message Center   Trashcan      │
│  Other Users      Word Era      │
│  Preferences      Workgroup     │
│  Printers                       │
│                                 │
└─────────────────────────────────┘
```
                                    423.3-24

Entering Read Mail

To enter the *Read Mail* function:

1. Press **F1** (Toolkit).

2. Move the cursor to *Read Mail* and press **Enter**.

The In-Box is displayed.

```
┌─carol's In-Box─────────────────────────────────────┐
│                                                     │
│   * From              Subject          Date  Letter Att │
│                                                     │
│  ─* david      Your printer is set up ) Aug 20 18:20    0 │
│    larry       staff meeting           Aug 21 13:15     1 │
│    larry       stats                   Aug 21 12:54     1 │
│    joyce                               Jun 30 15:18 Yes 0 │
│    willie      Party for David Klitske) Jun 30 13:15    0 │
│                                                     │
└─────────────────────────────────────────────────────┘
```
                                    423.3-25

For more information on how to read mail, see the *WGS/Mail User's Guide*.

Exiting Read Mail

To exit from the *Read Mail* function and return to a Desktop Manager window, press **Exit**.

Sending Mail

The *Send Mail* feature of the Desktop Manager allows you to send mail messages to other users in the system. *Send Mail* appears on the *Toolkit* menu when you press **F1** (Toolkit).

Your Toolkit may look like this:
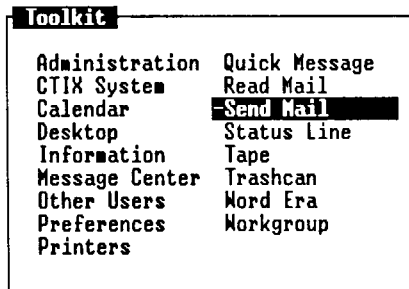
```
┌─■Toolkit────────────────────────────┐
│                                      │
│  Administration  Quick Message       │
│  CTIX System     Read Mail           │
│  Calendar        ─Send Mail          │
│  Desktop         Status Line         │
│  Information     Tape                │
│  Message Center  Trashcan            │
│  Other Users     Word Era            │
│  Preferences     Workgroup           │
│  Printers                            │
│                                      │
└──────────────────────────────────────┘
                            423.3-26
```

Entering Send Mail

To enter the *Send Mail* function:

1. Press **F1** (Toolkit).

2. Move the cursor to *Send Mail* and press **Enter**.

The *Send Electronic Mail* or *Phone Memo* form appears.

```
┌─■Send Electronic Mail────────────────────────────────┐
│                                                       │
│      To: ███████████████████████████ ██ ██ █████████  │
│  Subject: ████                                        │
│                                                       │
│                                                       │
│                                                       │
└───────────────────────────────────────────────────────┘
                                        423.3-27
```

```
┌─ Phone Memo ────────────────────────────────────────────────┐
│     To: ███████████████████████████████████████████████     │
│   From: Carol                        Number:                │
│     Of: Convergent                   Extension: 3126        │
│ Message:                                                     │
│                                                              │
│                                                              │
│  ┌────────────────────────────────────────────────────────┐ │
│  │ Phoned          Returned Call    Will Call Again URGENT │ │
│  │ Call Back       Wants Meeting    Was In                 │ │
│  └────────────────────────────────────────────────────────┘ │
│                                                              │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

                                                    423.3-28

For more information on how to send mail, see the *WGS/Mail User's
Guide*.

Exiting Send Mail

To exit from the *Send Mail* function and return to the Desktop Manager,
press **Exit**.

The Tape Entry

The Tape entry on the *Toolkit* menu allows you to back up and restore
objects to and from the tape drive connected to your system. Using the
Tape entry, you can protect the contents of your system by saving it to
tape and restoring it if for some reason your system should fail.

Backing up and restoring information on your system is similar to using
the **Copy** command on the *Commands* menu to copy objects from one file
or directory to another. You mark the objects you want to back up and
copy them to tape. When you do a Restore operation, all the objects on
the tape are copied back to your system.

Backing up Objects to Tape

To back up objects to tape:

1. Enter the directory or Desktop that holds the objects you want to back up.

2. Mark the objects to be backed up by moving the cursor to each object and pressing **Mark**.

3. Press **Copy**, or select *Copy* from the *Commands* menu.

    You see this message:

    Open destination directory and press PASTE.

4. Press **F1** (Toolkit).

    The *Toolkit* menu is displayed.

5. Move the cursor to *Tape* and press **Enter**.

    The *Tape* menu is displayed.
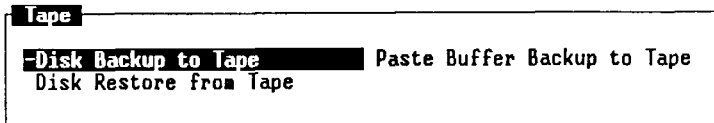
```
┌─Tape─────────────────────────────────────────────┐
│                                                   │
│  ─Disk Backup to Tape        Paste Buffer Backup to Tape │
│   Disk Restore from Tape                          │
│                                                   │
└───────────────────────────────────────────────────┘
```
                                                    423.3-29

6. Move the cursor to *Paste Buffer Backup to Tape*.

7. Press **Enter**.

The screen changes, and you enter the CTIX Administration Tools Backup facility. Your screen may look like this:

```
┌ Confirm ─────────────────────────────────────────────────┐
│                                                            │
│  These files are to be backed up:                          │
│  ┌──────────────────────────────────────────────────────┐ │
│  │ MyDir/distribution:S                                  │ │
│  │ MyDir/invoice:W                                        │ │
│  │ MyDir/payables:W                                       │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  └──────────────────────────────────────────────────────┘ │
│  Total size: 8 blocks                                      │
│       LineFeed - Proceed with backup.                      │
│       ^X        - Return to main menu.                     │
└────────────────────────────────────────────────────────────┘
```

<div align="right">423.3-30</div>

8. Press **Enter**.

A screen appears instructing you to insert a tape into the tape drive.

9. Insert a backup tape and press **Enter**.

Your files are copied to tape.

NOTE: In order to successfully back up objects to tape, you may need more information about the tape drive and the CTIX Administration Backup facility than can be provided here. For more information, see the CTIX Administration Tools Manual.

To exit the CTIX Administration Tape Backup facility, press **Cancel** or **Exit** to return to the Desktop Manager directory where you began.

Restoring Backed-Up Objects to Your System

You can restore objects to your system, or someone else's system, by copying the files from the tape to the destination system.

To restore objects from tape:

1. Press **F1** (Toolkit).

2. Move the cursor to *Tape* and press **Enter**.

    The *Tape* menu appears.

3. Move the cursor to *Disk Restore from Tape*.

4. Press **Enter**.

The screen changes, and you enter the CTIX Administration Tools Restore facility. Your screen may look like this:
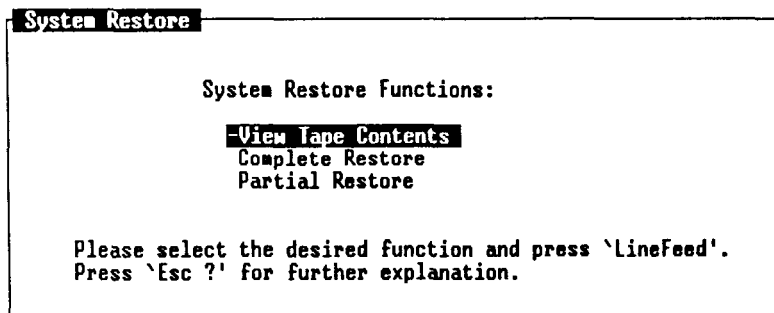
```
┌─ System Restore ──────────────────────────────────────┐
│                                                        │
│              System Restore Functions:                 │
│                                                        │
│                 -View Tape Contents                    │
│                  Complete Restore                      │
│                  Partial Restore                       │
│                                                        │
│                                                        │
│      Please select the desired function and press `LineFeed'. │
│      Press `Esc ?' for further explanation.            │
│                                                        │
└────────────────────────────────────────────────────────┘
                                          423.3-31
```

NOTE: Restoring objects from tape to your system is a CTIX administration function and requires more information than can be provided in this manual. To restore your backed-up objects, see the CTIX Administration Tools Manual.

To exit the CTIX Administration Tape Backup facility, press **Cancel** or **Exit** to return to the Desktop Manager directory where you began.

The Trashcan Entry

The Trashcan is a tool that serves as a receptacle for discarded information. Most deleted objects are stored in the Trashcan. You can retrieve information that has been sent to the Trashcan, or you can discard it permanently by deleting it from the Trashcan.

Quick Messages that are deleted are not stored in the Trashcan, but can be restored if you have not logged out. For more information about restoring deleted Quick Messages, see "Sending and Receiving Quick Messages," earlier in this chapter.

Deleting Objects From the Trashcan

Since all deleted objects are moved to the Trashcan, you are given a second chance to be sure you no longer want these objects. Once an object is deleted from the Trashcan, it is permanently deleted from the system.

To delete objects from the Trashcan:

1. Press **F1** (Toolkit).

2. Move the cursor to *Trashcan* and press **Enter**.
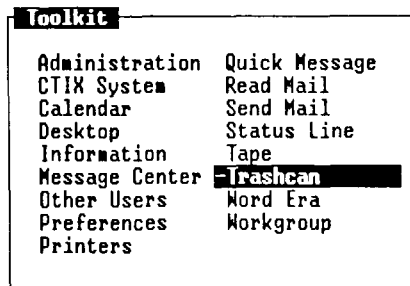
```
┌ Toolkit ─────────────────────────────┐
│                                       │
│  Administration   Quick Message       │
│  CTIX System      Read Mail           │
│  Calendar         Send Mail           │
│  Desktop          Status Line         │
│  Information       Tape               │
│  Message Center  ▚Trashcan▞           │
│  Other Users      Word Era            │
│  Preferences      Workgroup           │
│  Printers                             │
│                                       │
└───────────────────────────────────────┘
```
423.3-32

You see a list of all the objects and directories in the Trashcan.
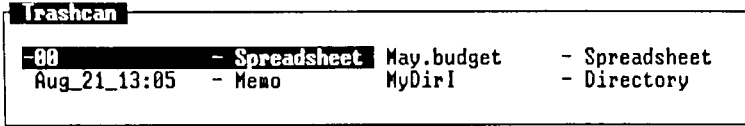
```
┌─■Trashcan■────────────────────────────────────────────────────────┐
│                                                                    │
│  ■-88            ■   -■Spreadsheet■ May.budget   - Spreadsheet      │
│   Aug_21_13:05    - Memo           MyDirI        - Directory        │
│                                                                    │
└────────────────────────────────────────────────────────────────────┘
```
<div align="right">423.3-33</div>

3. Move the cursor to the first object you want to delete, and press
    Mark.

4. Continue moving the cursor and pressing **Mark** until all the objects
    you want to delete are highlighted.

5. Press **Delete** (or select *Delete* from the *Commands* menu).

The highlighted objects are deleted from the Trashcan and your system;
they cannot be retrieved.

Emptying the Trashcan

You should empty your Trashcan periodically to clear up space on your
hard disk. You can choose to clear your Trashcan automatically by using
the *Empty Trashcan?* selection of the *User Preferences* form.

To empty the Trashcan automatically:

1. Press **F1** (Toolkit).

2. Move the cursor to *Preferences* and press **Enter**.

3. Move the cursor to *User* and press **Enter**.
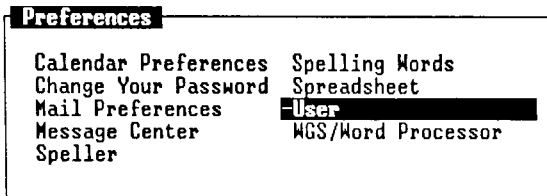
```
┌─■Preferences■──────────────────────────────────┐
│                                                 │
│  Calendar Preferences  Spelling Words           │
│  Change Your Password  Spreadsheet              │
│  Mail Preferences      ■-User■                  │
│  Message Center        WGS/Word Processor        │
│  Speller                                        │
│                                                 │
└─────────────────────────────────────────────────┘
```
<div align="right">423.3-34</div>

4. Move the cursor to the *Empty Trashcan?* field.

5. Press the cursor keys until the desired cleanup interval is displayed in the field. Your choices are the following:

Daily   All objects in the Trashcan older than 24 hours are deleted automatically when you log in.

Weekly   All objects in the Trashcan older than seven days are deleted automatically when you log in.

Monthly   All objects in the Trashcan older than one month are deleted automatically when you log in.

Never   Objects placed in your Trashcan are never deleted automatically. You must delete them yourself.

6. Press **Enter**.

Moving Objects From the Trashcan

You can retrieve objects you have deleted by moving them from the Trashcan to a directory.

To move objects from the Trashcan:

1. Press **F1** (Toolkit).

2. Move the cursor to *Trashcan* and press **Enter**.

   The contents of the Trashcan appear.

3. Move the cursor to the objects you want to move, and press **Mark** after each desired object.
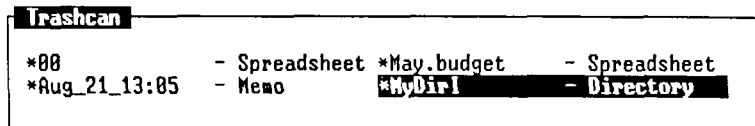
```
┌─ Trashcan ──────────────────────────────────────────────┐
│                                                          │
│  *00              - Spreadsheet  *May.budget   - Spreadsheet │
│  *Aug_21_13:05    - Memo         *MyDir1       - Directory  │
│                                                          │
└──────────────────────────────────────────────────────────┘
                                                  423.3-35
```

4. Press **Move** (or select *Move* from the *Commands* menu).

   This message appears:

   > Open destination directory and press PASTE

5. Open or resume the directory to which you want to move the objects.

6. Press **F8** (Paste) or select *Paste* from the *Commands* menu.

The marked objects are retrieved from the Trashcan and moved to the destination directory.

The Workgroup Entry

The CTIX system is a multiuser environment that allows users to share objects such as files, directories, and applications. These objects are shared through the *Workgroup* entry on the *Toolkit* menu (**F1**).

The *workgroup* is a collection of related users organized into a group that shares common information. Members of a workgroup have access to a common set of files and can share work by using the same objects. Workgroups are set up by a system administrator and can be made up of a small subset of the total users on a CTIX system.

Users who do not want to share personal files or applications with others in their workgroup can protect their objects by assigning a security protection.

Each user can prevent others from reading and changing personal files and, at the same time, share common resources with the group. Passwords and protection enable users to improve the efficiency of their work and maintain the privacy they deserve.

Using the Workgroup Object

Using the *Workgroup* object, it is possible for you to view, copy, move, and even delete directories and files that belong to another user. You can do so without having to log out or log in under a different user name.

To open and use the *Workgroup* object:

1. Press **F1** (Toolkit).

2. Move the cursor to *Workgroup* and press **Enter**.

```
┌─Toolkit────────────────────────────┐
│                                     │
│  Administration  Quick Message      │
│  CTIX System     Read Mail          │
│  Calendar        Send Mail          │
│  Desktop         Status Line        │
│  Information     Tape               │
│  Message Center  Trashcan           │
│  Other Users     Word Era           │
│  Preferences     -Workgroup         │
│  Printers                           │
│                                     │
└─────────────────────────────────────┘
```
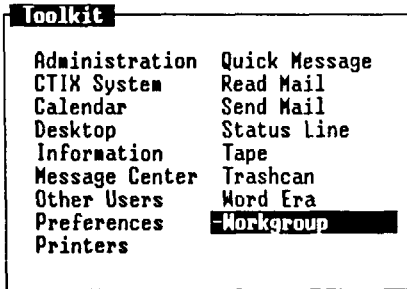
                                                        423.3-36

The *Workgroup* menu appears, displaying a list of the users in your workgroup. It is similar to the one shown below.

```
┌─WorkGroup──────────┐
│                    │
│  -CTDL     gtdl    │
│  PTDL      larry   │
│  abe       ptdl    │
│  david     tdl     │
│  debi      user1   │
│  eric      willie  │
│                    │
└────────────────────┘
```
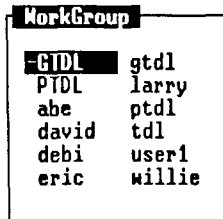
                                 423.3-37

3. Move the cursor to the login name of the user with whose objects you want to work.

4. Press **Enter**.

The *Resources* menu for the user appears, showing a list of the user's objects.

```
┌─Resource of larry──────────────┐
│                                │
│  -Calendar      Login as larry │
│   Desktop       Mail Box       │
│                                │
└────────────────────────────────┘
```
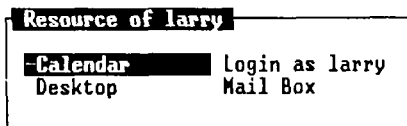
                                     423.3-38

5. Move the cursor to the object you want to use and press **Enter**.

If the selected object is not protected by a security setting, it is opened.

NOTE: All Desktop Manager commands that work with your own objects also work with the objects of a user in your workgroup.

If the selected object is protected by a security setting, you receive an error message, and access is denied.

While trying to enter another user's Desktop, you may receive this error message:

Can't read Desktop.

This message means that the Desktop you are trying to open has been assigned the security setting, *Private Read Permissions*. You can access it only by logging in to the user's Desktop with that user's login name and password.

If you know the user's login password:

1. Press **Cancel** to return to the *Workgroup* menu.

2. Move the cursor to the name of the user whose Desktop you want to enter, and press **Enter**.

   The *Resources* menu for that person is displayed.

3. Move the cursor to *Login As* (User's Name) and press **Enter.**

   The *Password* form is displayed.

4. Enter the user's password and press **Return**.

The user's Desktop is opened on the screen. If you type an incorrect password, you see this message:

Sorry

The prompt is removed, and your Desktop is resumed.

When you open the Desktop of another user, that user's Desktop overlaps your own Desktop window and becomes the active window.

The Resources Menu

Your *Resources* menu has four entries:

- *Calendar*

- *Mail Box*

- *Desktop*

- *Login As* (user's name)

You cannot access the Message Centers of the other users in your workgroup through the *Resources* menu.

Other Users' Passwords

Other users in your workgroup can protect the contents of their logins and Desktops by assigning passwords to their systems. You must know a user's password to log in as that person. If you know the password, you can select another user's login from the *Resources* menu and use the applications, directories, and files as if they were your own.

Caution: *If no password has been assigned to your own login name or Desktop, any other user in your workgroup can enter your system and use it. For your own protection, it is a good idea to assign a password to your login (if you have not already done so).*

For more information about passwords, see "The Preferences Entry," earlier in this chapter.

Other Users' Security

Other users can also set security permissions on their directories and files. *Security permissions*, which can be assigned to individual files and directories, allow certain types of access to certain selected users.

For example, you may want the users within your workgroup to have access to your files while preventing any other users in the system from entering your Desktop and directories. You can set the appropriate level of security for your Desktop by pressing **F2** (Cmnds) and selecting *Security* on the *Commands* menu.

Being able to access and work with another user's Desktop or files is dependent on how those users have set up their security permissions. Maximum security is provided by setting security permissions on all directories and files and password-protecting the user's login name.

Security Permissions

There are three levels of security permissions:

Public   Allows anyone on the system to access a user's files.

Group   Allows anyone in the workgroup to access a user's files.

Private   Allows only the user to access his/her own files.

You can apply security permissions selectively to different objects so that some directories and files are protected while others can be accessed by other users. You can set protection so that anyone can read your files and directories but no one else can actually write or run them. You do this by setting separate security levels for reading, writing, and running files.

Working With Objects Having Security Permissions

If you gain access to another user's Desktop, you can display any object that has Private Access permission.

If you have accessed another user's directory through the user's Desktop (but not his or her login) and it has been given Private Write permission, you will not be able to move, create, or modify a file in that directory.

If a directory has Private Write permission, you cannot copy a file into it, even if you can open it for editing. Use the **Security** command before opening the directory, so you can see the security that has been set on the directory. (See "Finding Another User's Security Settings," later in this chapter.)

If the other user has set the write permission on the directory to write-protected, you cannot create, move, or copy anything into the directory, even if you have entered it through the user's login name.

For more information on setting security for the Desktop, individual files, and directories, see "The Preferences Entry," earlier in this chapter, and "Security," in Chapter 6, "Commands."

Finding Another User's Security Settings

You can check the security settings for any object in another user's directories or files by entering that user's system and using the **Security** command to read the settings on the desired objects.

To read another user's security settings:

1. Press **F1** (Toolkit).

    The *Toolkit* menu appears.

2. Move the cursor to *Workgroup* and press **Enter**.

    The *Workgroup* menu appears.

3. Move the cursor to the user whose security settings you want to find, and press **Enter**.

    The *Resources* menu for that user appears on the screen.

4. Select *Desktop* and press **Enter**.

    The user's Desktop appears on the screen.

5. Move the cursor to the object for which you want to find security.

6. Press **F2** (Cmnds).

   The *Commands* menu appears.

7. Move the cursor to *Security* and press **Enter**.

For more information on working with or changing security on another user's system, see "Security," in Chapter 6.

Exiting From Another User's Desktop

When you are through using the Desktop of another user, you should exit from the other user's Desktop.

If you have opened only the directory of another user without opening his or her Desktop, you need close only the open objects belonging to the other user's directory. Then press **Exit** to return to your own Desktop.

To exit from another user's directory:

1. Close all open directories and files in the other user's directory.

2. Press **Exit**.

The other user's directory is removed from your screen, and your Desktop becomes the active window.

To exit when you are logged-in to another user's Desktop:

1. Close all open directories or files belonging to the other user.

2. Press **Exit**.

   You see this message:

   Do you wish to Logout?

3. Press **Enter** to log out.

The other user's Desktop is removed from your screen, and your Desktop is redisplayed.

4

Working With Windows

This chapter shows you how to use the menu to open, close, move, grow, and shrink up to eight windows on the screen.

What Is a Window?

A *window* is a section of the screen that is surrounded by a border and contains a portion of your work, or the information necessary to perform your work. Windows are used to display the objects you are currently using.

All open objects are enclosed in windows. There are two kinds of windows:

- Desktop windows

- Application windows

A *Desktop window* is a window that is opened when you access a Desktop object, such as a directory, or a menu, such as the Toolkit. An *application window* is a window that is opened when you access an application, such as the Word Processor, Spreadsheet, or Calendar.

Up to 16 windows can be displayed on the screen at any one time. Open windows are manipulated using the *Window Manager* menu. You can display the *Window Manager* menu on the Window command line by pressing **Control−z**. When the Window function keys are displayed, press the appropriate function key for the command you want to use.

You can move any window using the **Move** command. Moving windows allows you to set up your screen to make it easy to work. Once you have opened at least two windows, you can move between them by using the **Switch** and **Menu** commands.

Most windows can be enlarged to fill the full screen, or reduced so they are very small. This is done using the **Grow** and **Shrink** commands with the cursor keys. The **Max/Pre** command is used to enlarge a window to fill the full screen, or to return it to its previous size.

The size of some application windows, such as the Calendar, cannot be enlarged or reduced using the **Grow**, **Shrink**, and **Max/Pre** commands. If this is the case, these commands do not appear on the *Window Manager* menu when the cursor is in the application window.

Opening Windows

When you open an object, a window appears to display the contents. For example, when you enter the Desktop Manager, a window is opened that contains a list of the files and directories in the Desktop.

```
┌─Message Center────────────────────────────────────────┐
│                                                        │
│  -Aug 27,  9:45  Weekly Staff Meeting -Calendar        │
│   Aug 20,  9:45  Weekly Staff Meeting -Calendar ▼      │
│                                                        │
│                                                        │
└────────────────────────────────────────────────────────┘
┌─Desktop───────────────────────────────────────────────┐
│                                                        │
│  -June.budget     - Spreadsheet                        │
│   Meetings        - WGS/Word Processor Document         │
│   MyDir           - Directory                          │
│   MyDoc           - WGS/Word Processor Document         │
│   RapDir          - Directory                          │
│   myfile          - WGS/Word Processor Document         │
│   starting        - Snapshot                           │
│                                                        │
└────────────────────────────────────────────────────────┘
```
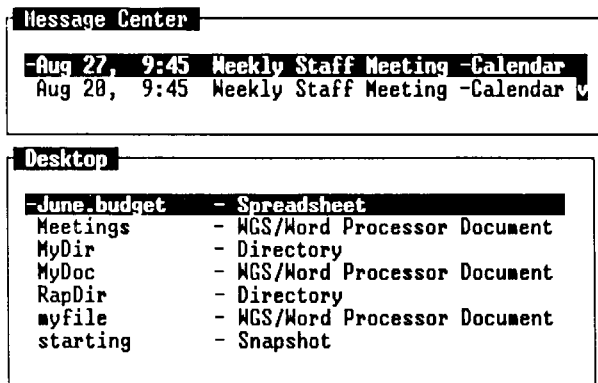
```
TOOLKIT│ CMNDS │ CREATE│PRV WDW│NXT WDW│  SEND │      ██ │ PASTE │      █
```
                                                                    423.4-1

To open an object displayed in a Desktop window:

1. Move the cursor to the name of the object 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, close the window.

To close a window:

1. Press **Exit**.

    If the window contains work that you have created with an application program, you may see a message that prompts you to save or not to save the changes you have made to the file in the window.

2. If you see the Save Window prompt, move the cursor to *Yes* or *No*, and press **Enter**.

The window is closed and removed from the screen.

Moving the Cursor Within a Window

When you have a long file or a directory containing many items, often only a portion of the object is displayed in the window. To see more of the object, move the cursor around inside the window. Moving the cursor inside the window shifts the part of the object that is out of view into the window. In this way, you can move around in the window and see all of the object.

You can move the cursor within a window one line at a time, one page at a time, to the beginning of a window, or to the end of a window. You can also move the cursor sideways, so that you can display parts of especially wide windows to the left and right.

If you want to move to specific objects within a window, you can move the cursor to the object using the cursor keys, or point to the object by typing the first few characters of the object name.

The following table shows you the various keys used to move the cursor within a window. If your keyboard keys are different from those described below, refer to Appendix A in the back of this guide, press **Help**, or select *Help* from the *Commands* menu and then press **F1** (Contents) to see a table for your keyboard.

To scroll	Follow these steps
Down one line at a time	Press **Down**
Up a one line at a time	Press **Up**
Continually downward	Press and hold **Scroll Down**
Continually upward	Press and hold **Scroll Up**
Down a page at a time	Press **Page**
Up a page at a time	Press **Shift—Page**
To the end of a file or list of items	Press **End**
To the beginning of a file or list of items	Press **Begin**
To the last item in acurrent display	Press **Shift-Home**
To the first item in a display	Press **Home**

Using the Window Manager

The *Window Manager* is used to manipulate the windows you have open on your screen. You can enlarge or reduce the size of your windows, move windows around on the screen, or move between windows.

To display the Window Manager function key line from any window, press **Control–z**.

| | SWITCH | MOVE | GROW | SHRINK | | MAX/PRE | MENU | | |

423.4–2

From this function key line you can choose commands to manipulate the active window's size or position.

To use the *Window Manager* menu:

1. Press **Menu** (F8) to display the *Window Manager* menu.

2. Carry out a **Window Manager** command by using the cursor keys, a combination of cursor keys and numbers, or by pressing a number. (These three methods of giving commands are described in greater detail in the following section, "Giving Window Manager Commands.")

3. Press **Cancel** to return to the Window Manager function key line.

When you have finished using a **Window Manager** command, you have two choices:

1. Press another function key to use a different **Window Manager** command.

2. Press **Cancel**, **Return**, or **Enter** to redisplay the window you were working in when you pressed **Control–z**.

Giving Window Manager Commands

There are several ways you can give a Window Manager command:

- Press a cursor key

- Press a number and then a cursor key

- Press a number

- Press a letter

Some Window Manager commands allow you to use all of these methods; others may allow you to use only one or two. The methods, and the commands with which they can be used, are described below.

Pressing a Cursor Key

All the Window Manager commands (except **Max/Pre**), can be carried out by pressing the cursor keys. To use the cursor keys to carry out a command (for example, to move a window):

1. Press the function key for the command you want to carry out.

   (In this example, press **F3** for **Move**).

2. Press **Forward, Back, Up**, or **Down**.

In the example above, pressing one of the cursor keys once moves the window to the left or right one character, or up or down one line. If you want to move the window 10 characters to the left or right, (or 10 lines up or down), press the appropriate cursor key 10 times. If you want to move the window continuously, press and hold down the key.

For commands such as **Shrink** and **Grow**, pressing a cursor key once reduces or enlarges the window one character or one line.

Only the **Up** and **Down** cursor keys are used for the **Switch** and **Menu** commands. With the **Switch** command, pressing a cursor key once moves you backward or forward into the next open window. With the **Menu** command, pressing a cursor key once moves you to the next line displayed in the Windows menu.

Pressing a Number and a Cursor Key

Pressing a number and then a cursor key is a quick way to carry out Window Manager commands. In this instance, the window moves the number of lines or spaces that you select.

To carry out a command using this method (for example, to move a window):

1. Press the function key for the command you want to perform.

   (In this example, press **F3** for **Move**.)

2. Press a number on the typewriter keyboard, or on the numeric pad keys.

   (For example, press **5**.)

3. Press the appropriate cursor key for the direction in which you want the command to be applied.

   (For example, press **Back** to move the window five spaces to the left.)

This method, pressing a number and then a cursor key, cannot be used with the **Switch, Max/Pre** or **Menu** commands.

Pressing a Number

Pressing a number is a method used with the **Menu** command and the **Switch** command. The **Menu** command is used to display the *Windows* menu, which is a list of all the windows currently open on the screen. These windows are numbered, up to a maximum of eight.

Pressing a number is a quick way to move the cursor to a window listed in the *Windows* menu. Once the window is highlighted, pressing **Enter** makes that window the active window by bringing it to the front of the screen, moving the cursor into it, and redisplaying the *Desktop Manager* menu. (For more information on the **Menu** command, and on working with several windows at once, see "Working with Several Windows," later in this chapter.)

To select an entry in the *Active Windows* menu by pressing a number:

1. Press **F8** (Menu).

   The *Active Windows* menu is displayed. It is similar to the one shown below:

   ```
   ┌─────────────────────────────────────┐
   │ ■Active Windows■                     │
   │                                      │
   │   1 Status Line of carol             │
   │   2 Message Center                   │
   │   3 Desktop                          │
   │  ■-4 Desktop/MyDir■                  │
   │                                      │
   └─────────────────────────────────────┘
                              423.4-3
   ```
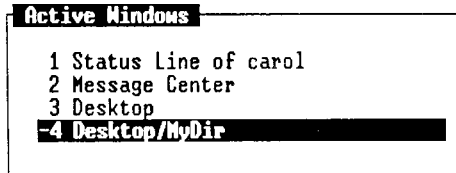
2. Press the number of the window to which you want to move.

   The cursor moves to the numbered window, and the window name is highlighted in the list.

3. Press **Enter**.

The window you have highlighted is placed on top of the other windows, the cursor moves into it, and the *Desktop Manager* menu is redisplayed at the bottom of the screen. You are now ready to continue working with the window.

Pressing a Letter

You can change the active window by pressing the first letter of the first word in the window title, for example, **D** for **Desktop**. Remember to enter an uppercase letter to match the first letter of the window name.

You can use either method:

1. Press **Control−z** to display the *Window Manager* function key line.

   Switch is the command that is in effect unless you specify a different command.

2. Press the first letter (uppercase or lowercase as necessary) of the first word in the window title.

or

1. Press **Control—z**, then press **F8** (Menu).

2. Press the number corresponding to the window title listed in the *Active Windows* menu.

Changing the Current Window

Usually, when you are working with the Desktop Manager, you have more than one window open on the screen. In the course of doing your work, you may need to move from one window to another. To do so, use the **Switch** command (**F2**).

The **Switch** command is used to switch between windows that are currently open on the screen. You can switch between windows by going forward (to the next open window) or by going backward (to the previous open window). To go forward, use the **Down** cursor key; to go backward to the previous open window, use the **Up** cursor key.

Repeatedly pressing either cursor key cycles you through all the windows currently open on the screen.

To switch windows:

1. Press **Control—z**, then **F2** (Switch).

2. Press **Up** or **Down**.

You can also switch windows using the **Menu** command. The **Menu** command displays a menu of currently open windows. From this list, you can select your current window.

To use the **Menu** command:

1. Press **F8** (Menu).

    The *Active Windows* menu is displayed; it may look like this:
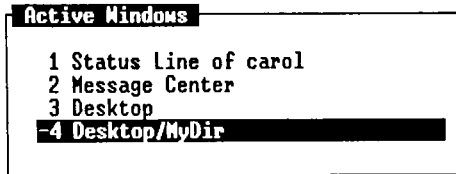
    ```
    ┌─Active Windows──────────────┐
    │  1 Status Line of carol     │
    │  2 Message Center           │
    │  3 Desktop                  │
    │ ─4 Desktop/MyDir            │
    │                             │
    └─────────────────────────────┘
                          423.4-4
    ```

2. Use the cursor keys, or press a number, to move the highlight to the window you want to enter.

3. Press **Enter**.

The window you have selected is highlighted, and the *Desktop Manager* menu returns to the bottom of the screen. You are now able to work with the Desktop Manager in the window you have entered.

Moving Windows

When you open a Desktop or application object, a window is opened on the screen. Each new window is placed on top of the previous windows, in some cases covering them. Moving windows allows you to reposition them, making it convenient for you to work with several windows at once. To move a window, use the **Move** command.

To move a window:

1. Move the cursor to the window you want to move by using the **Switch** or **Menu** commands.

2. Press **Control—z**, then **F3** (Move).

3. Move the window by pressing a cursor key, or by pressing a number and then a cursor key.

Changing Window Size

Sometimes in working with several windows, you may want to reduce the size of the ones you are not using currently, so that you can fit several windows on the screen at once. Later, when you want to work with one of these windows, you can enlarge it to make it easier to use. To enlarge a window, use the **Grow** command (**F4**).

To enlarge a window:

1. Move the cursor to the window you want to enlarge.

2. Press **F4** (Grow).

3. Enlarge the window by pressing the appropriate cursor key, or by pressing a number and then the cursor key.

In order to fit several windows on the screen at one time, you may want to reduce the ones you are not using. Shrinking a window reduces its size and allows you to place several windows in view without interfering with your current work. To reduce the size of a window, use the **Shrink** command (**F5**).

The size of some application windows cannot be reduced. If the **Shrink** command cannot be used with a particular application window, it does not appear on the *Window Manager* menu when you are working with that application.

To reduce a window:

1. Move the cursor to the window you want to reduce.

2. Press **Control—z**, then **F5** (Shrink).

3. Reduce the window by pressing the appropriate cursor key, or by pressing a number and then the cursor key.

Sometimes in the course of your work, you may want to enlarge a window to its maximum size (the full screen), and then later return it to a smaller size. To do this, use the **Max/Pre** command (**F7**).

For example, if you are working in one window, and you want to quickly perform a task in another window that is very small, you can switch to the small window, use the **Max/Pre** command to enlarge it to its full size, do what you need to do, then quickly return the window to its smaller size by pressing **Max/Pre** again. Then you can return to the main body of your work, without having spent much time working with the other window.

The **Max/Pre** command is a toggle command; it always does the opposite of the current state of the window. For example, if a window is full sized, using **Max/Pre** returns the window to its previous smaller size. If the window is currently small, **Max/Pre** enlarges the window to its full size.

Some full-size application windows cannot be reduced and, therefore, the **Max/Pre** command cannot be used with these windows. If the **Max/Pre** command cannot be used with an application, it does not appear on the *Window Manager* menu when you are working with that application.

(For more information on the **Max/Pre** command, see "Maximum/ Previous (Max/Pre)," in Chapter 6.)

To enlarge a window using the **Max/Pre** command:

1. Move the cursor to the window you want to enlarge to its full size.

2. Press **F7** (Max/Pre).

The window is enlarged to its maximum size (the full screen).

To reduce a window to its previous size:

1. Move the cursor to the window that you want to reduce to its previous, small size.

2. Press **F7** (Max/Pre).

The window is reduced to its previous size.

Working With Several Windows

Usually, you have more than one Desktop window open on your screen. One of the these windows is always the active window.

When you open a Desktop or application object, a window is opened on the screen. Each time you open a new window, it is placed on top of the previous windows, in some cases covering them up.

The *active window* is always the top window, the one not covered by any of the other windows. On most terminals, you can tell which is the active window because its border is highlighted, and it appears brighter and bolder than the other open windows.

If your terminal does not display the brightness of the active window, you can still tell which window is the active window. The active window on all terminals is always the window containing the cursor.

```
┌─Message Center────────────────────────────────────────┐
│                                                        │
│  Aug 21, 13:15  Prepare for Mktg meeting -Calendar   █│
│ -Aug 20,  9:45  Weekly Staff Meeting -Calendar        v│
│                                                        │
└────────────────────────────────────────────────────────┘
┌─Desktop──────────────────────────────┐  ┌─Toolkit──────────────────────────┐
│                                      │  │                                  │
│ -June.budget   - Spreadsheet         │  │ -Administration  Quick Message   │
│ Meetings      - WGS/Word Processor Docu│  CTIX System    Read Mail        │
│ MyDir         - Directory            │  │ Calendar        Send Mail        │
│ MyDoc         - WGS/Word Processor Docu│  Desktop         Status Line      │
│ RapDir        - Directory            │  │ Information     Tape             │
│ myfile        - WGS/Word Processor Docu│  Message Center  Trashcan        │
│ starting      - Snapshot             │  │ Other Users     Word Era         │
│                                      │  │ Preferences     Workgroup        │
└──────────────────────────────────────┘  │ Printers                         │
                                           └──────────────────────────────────┘
```

Window Manager commands are used to manipulate the windows you have open on your screen. In working with windows, there are several things you can do to improve your work. These include:

- Reducing the size of windows not currently being used

- Moving windows around on the screen, so that at least some part of each window is always visible

- Using the **Max/Pre** command to reduce all windows to a small size, then working in each at full size by using the **Max/Pre** command

5

Using Commands

When you open an object in the Desktop Manager, its contents are displayed in a window. To open an object, place the cursor on the object you want to open, and press **Enter**. If you do not select a command from a function key or a menu, **Open** is the command that is carried out.

Entering Commands

In addition to opening an object, there are three ways to enter commands in the Desktop Manager. You can either

- display the *Commands* menu and select the command you want from the menu

- use the function keys (**F1** through **F8**)

- use a command key, such as **Move, Copy,** or **Delete**

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

Using the Commands Menu

The *Commands* menu lists all the commands available for the active window. Since all commands are not applicable to each particular object or application, the *Commands* menu does not always list the same commands. As shown in the illustration below, the *Commands* menu displayed when the Message Center is active is not the same as the command displayed when a directory (such as the Desktop) is the active window.

```
┌─■Directory Commands■──────┐
│                           │
│  ■Cleanup■  Open          │
│   Close    Organize       │
│   Copy     Paste          │
│   Create   Previous       │
│   Delete   Print          │
│   Find     Refresh        │
│   Help     Rename         │
│   Layout   Run            │
│   Logout   Security       │
│   Move     Send           │
│   Next     Time           │
│                           │
└───────────────────────────┘
```
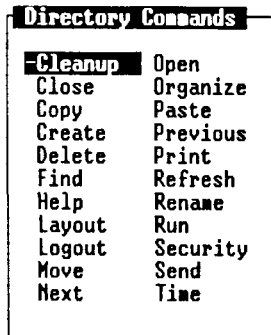
423.5-1

To use the *Commands* menu, first move the cursor to an object (such as a directory or file); then display the *Commands* menu to select a command.

In general, the steps for using the *Commands* menu are as follows:

1. Move the cursor to an object, or mark several objects using the **Mark** key.

2. Display the *Commands* menu.

3. Move the cursor to a command in the *Commands* menu, and press **Enter** to execute the command.

Displaying the Commands Menu

After pointing to an object, you can display the *Commands* menu by pressing **F2** (Cmnds).

In some instances, such as in applications, pressing **F2** (Cmnds) does not display the *Commands* menu. In this case, press **Control-c**, which usually displays the *Commands* menu.

Pressing **F2** or **Control-c** shows the *Commands* menu for the active window. If a directory is the active window, a *Directory Commands* menu, similar to the one below, appears:

```
┌─Commands────────────────┐
│                         │
│  Cleanup    Next        │
│  Close      Open        │
│  Delete     Previous    │
│  DeleteAll  Refresh     │
│  Help       Restore     │
│  Logout     Time        │
│                         │
└─────────────────────────┘
```
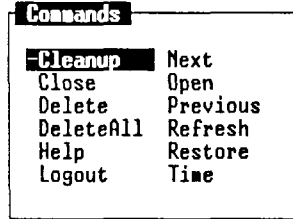
                            423.5-2

Selecting a Command

The *Commands* menu allows you to select only one command at a time. There are two ways to select a command from the *Commands* menu. You can either

- move the cursor to the command using the cursor keys, and then press **Enter**

- point to the command by typing the first few characters of the command name, and then press **Enter**

To select a command with the cursor keys:

1. Press **F2** (Cmnds) to display the *Commands* menu.

2. Use the cursor keys to move the cursor to the chosen command.

3. Press **Enter**.

The command is executed on the previously highlighted object or objects.

To select a command by typing:

1. Press **F2** (Cmnds) to display the Commands menu.

2. Type the first few characters of the command name (**co** for **Copy**, **mo** for **Move**, and so on).

    You need 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 **Print** command from a *Directory Commands* menu, you would type **pri**. Typing **pr** would be insufficient, since there is another command, **Previous**, that begins with **pr**.

    When you type the characters, the command is highlighted.

3. Press **Enter**.

The command is executed on the previously highlighted object or objects.

Example

The following example shows you how to execute the **Delete** command from a *Directory Commands* menu. For full information on the **Delete** command, see Chapter 6, "Commands."

1. Open or resume the directory that contains the file you want to delete.

2. Move the cursor to the file you want to delete, or type the first few characters of the file name.

    The file name is highlighted in the directory window.

3. Press **F2** (Cmnds) to display the Commands menu.

4. Move the cursor to *Delete*, or type **d**.

```
┌─■Directory Commands■─┐
│                      │
│  Cleanup    Open     │
│  Close      Organize │
│  Copy       Paste    │
│  Create     Previous │
│ ■Delete■    Print    │
│  Find       Refresh  │
│  Help       Rename   │
│  Layout     Run      │
│  Logout     Security │
│  Move       Send     │
│  Next       Time     │
│                      │
└──────────────────────┘
```
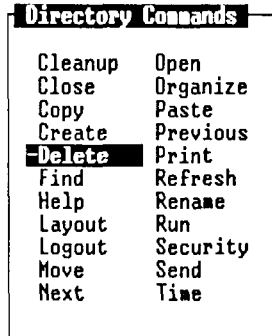
                                    423.5-4

5. Press **Enter.**

The file is deleted from the directory and moved to the Trashcan.

```
┌─■Message Center■─────────────────────────────────────────┐
│                                                          │
│ ■Aug 21, 13:15  Prepare for Mktg meeting -Calendar■      │
│  Aug 20,  9:45  Weekly Staff Meeting -Calendar       ▼  │
└──────────────┌─■Trashcan■────────────────────────────────┐
               │                                            │
               │  88            - Spreadsheet  MyDir1       - Directory
┌─■Desktop■────│                                       .dir ■  - Directory■
│              │                                            │
│ ■June.budget  - Spreadsheet■                             │
│  Meetings     - WGS/Word Processor Document              │
│  MyDir        - Directory                                │
│  MyDoc        - WGS/Word Processor Document              │
│  RapDir       - Directory                                │
│  myfile       - WGS/Word Processor Document              │
│  starting     - Snapshot                                 │
│                                                          │
└──────────────────────────────────────────────────────────┘
```
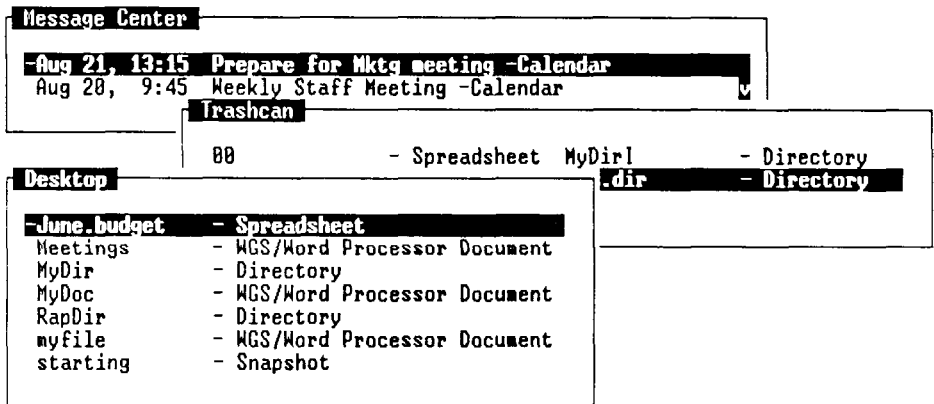
Deleted object(s) moved to Trashcan
Delete new.dir
```
■TOOLKIT■ CMNDS │ CREATE■PRV WDW│NXT WDW│ SEND │    ■ PASTE │        ■
```
                                    423.5-5

Notice that

    Delete filename

(filename refers to the name of the file you deleted) is displayed briefly on
the command line at the bottom of the screen, and this message is
displayed on the message line:

    deleted object(s) moved to Trashcan

The Function Key Menu

The function key menu at the bottom of the screen contains frequently
used commands that are associated with the active window. When a
directory window is active, for example, you see the following function
key menu:

`TOOLKIT| CMNDS | .CREATE PRV WDW|NXT WDW| SEND | ____ .PASTE | ____`

423.5-6

The function key menu corresponds to the function keys **F1** through **F10**.
To use any of the commands displayed on the function key menu, press
the function key that corresponds to it.

If your keyboard has function keys that are different from the ones
described here, press **Help**, or select *Help* from the *Commands* menu and
press **F1** (Contents) to see how your function keys correspond to the
ones described.

Example

To execute the **Toolkit** command, press **F1**.

The Command Keys

The command keys provide commands frequently used with the Desktop
and many other applications.

Commands on the command keys have the same meaning as the
corresponding entry in the *Commands* menu. In other words, pressing
the **Move** key and selecting *Move* from the *Commands* menu have the
same effect.

Example

The following example shows you how to enter the **Delete** command using the **Delete** key.

1. Open or resume the directory that contains the file you want to delete.

2. Move the cursor to the file you want to delete, or type the first few characters of the file name.

3. Press **Delete**.

Notice that

    Delete filename

is displayed on the command line at the bottom of the screen, and the following message appears on the Message line:

    deleted object(s) moved to Trashcan

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 can supply this information by typing it or selecting it from a menu.

Executing Commands on More Than One Object

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

To enter a command to affect several objects, first use the **Mark** key to mark the objects; then issue the command.

Example

The following example shows you how to delete several files.

1. Open or resume the directory containing the files you want to delete.

2. Move the cursor to the first file you want to delete, and press **Mark**.

```
┌─Desktop/MyDir────────────────────────────────┐
│                                               │
│ *Inventory      - Directory                   │
│  Shipping       - Directory                   │
│  distribution   - Spreadsheet                 │
│  invoice        - WGS/Word Processor Document  │
│  payables       - WGS/Word Processor Document  │
│                                               │
└───────────────────────────────────────────────┘
                                    423.5-7
```

3. Continue moving the cursor and pressing **Mark** until you have highlighted all the files you want to delete.

```
┌─Desktop/MyDir────────────────────────────────┐
│                                               │
│ *Inventory      - Directory                   │
│ *Shipping       - Directory                   │
│ *distribution   - Spreadsheet                 │
│ *invoice        - WGS/Word Processor Document  │
│ *payables       - WGS/Word Processor Document  │
│                                               │
└───────────────────────────────────────────────┘
                                    423.5-8
```

4. Press **Delete**.

Notice that the following message appears on the command line:

   Delete file1 file2 ...,
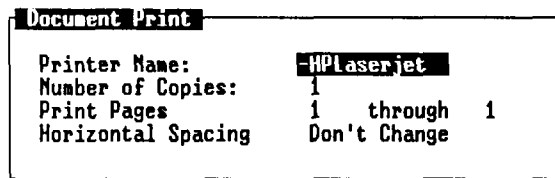
where

file1, file2, ..., refers to the names of the files you deleted. As each file is moved to the Trashcan, its name appears on the message line.

Using Forms

Many commands require you to give more information before the command is executed. When you enter these commands, the appropriate forms are displayed.

A *form* is a window that consists of areas called fields. A *field* is an area of the form in which you type information concerning one element 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.

```
┌─█Document Print█─────────────────────
│
│  Printer Name:        ─HPLaserjet█
│  Number of Copies:    1
│  Print Pages          1     through   1
│  Horizontal Spacing   Don't Change
│
└──────────────────────────────────────
                                    423.5-9
```

In some instances, forms appear with information already filled in. These filled-in fields are called *default entries*. This means that if you want to use the form with the supplied information, you need only press **Enter**. You also have the option of changing these entries if you want.

Types of Form Fields

There are two types of form fields: fields that allow you to select from a menu, and fields that require you to type an entry. When you move the cursor to a field, a message appears on the message line informing you about the types of responses the field requires.

Filling in Forms

To fill in a form, simply change the desired field entries, and then press **Enter**.

You can move through the fields in a form using the cursor keys, **Tab**, **Return**, and **Control—Tab**.

If you see *Select* as the first word in the message, it means that the field is a menu field. If you see *Enter* as the first word, it means type in information.

1. If the field requires you to enter information, type your new entry. You can type over the current entry; the field clears automatically when you begin typing.

2. If the field requires you to select from a list of choices, press **Control-c** to display the menu choices. Then move the cursor to the desired option, and press **Enter**.

    You can also press the **Spacebar** repeatedly until the entry you want is displayed.

3. After filling in the form, execute the command by pressing **Enter**. The form window closes, and the command is executed.

Canceling the Field Changes

There may be occasions when you need to cancel all the field entries you have changed and return them to their original default entries. To do so, press **Cancel**.

The form window closes, and no changes are made. This also cancels the command itself.

Canceling Commands

You can cancel any command by pressing **Cancel** before you press the **Enter** key to execute the command.

After you cancel a command, you are returned to the point where you started the command.

To clear a field and leave it blank when you enter your changes, press **ClearLine**.

Advanced Command Entry

This section describes advanced methods of issuing *Desktop Manager* commands. These advanced methods are useful for experienced users who prefer to enter commands directly on a command line.

If you feel more comfortable using the *Commands* menu, action keys, and function keys to accomplish your *Desktop Manager* commands, skip this section and read it later when you want to learn the advanced methods.

This section covers

- entering commands on the command line

- using path names in typed commands

- examples of typed commands

NOTE: The command syntax described in this chapter is the syntax used when typing Desktop Manager *commands. It is not CTIX command syntax.*

Entering Commands on the Command Line

You can enter commands directly by issuing them at the command line. The *command line* is an unmarked line directly above the function key menu that displays or accepts characters when commands are entered.

To enter commands into the command line:

1. Press **Control-c**.

2. Type the name of the command, followed by a space.

3. Type the name of the object (or objects) to be affected by the command.

4. Press **Enter**.

The command line displays the characters as you type the command. If you make a mistake as you type the command, press **Cancel** or **Backspace** to remove the characters on the command line.

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 **Control-c**.

2. Type

   de

   As you type, characters appear on the command line at the bottom of the screen.

3. Press the **Spacebar** to leave a space.

4. Type

   myfile
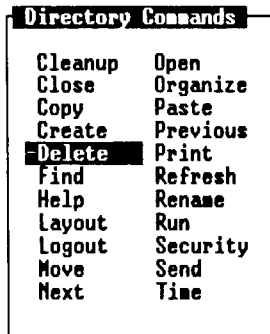
```
┌─Directory Commands─────┐
│                        │
│   Cleanup   Open       │
│   Close     Organize   │
│   Copy      Paste      │
│   Create    Previous   │
│  ▌Delete█   Print      │
│   Find      Refresh    │
│   Help      Rename     │
│   Layout    Run        │
│   Logout    Security   │
│   Move      Send       │
│   Next      Time       │
│                        │
└────────────────────────┘
         423.5-10
```

5. Press **Enter**.

The following message is displayed on the Message line:

    deleted object(s) 9moved to Trashcan

The *Directory Commands* menu appears on the screen.

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 manipulate objects contained in suspended or closed directories. This is particularly useful when you want to open a file without having to open several directories to get to it.

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

What Is a Pathname?

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

The following illustration shows how to create a path name for a sample directory. The sample directory is located in the Desktop and is called **mydir.**

If you were told to specify the location of the directory **mydir**, you might say, "The sample directory is contained in the Desktop." Or you might draw a diagram such as the one below:

Desktop-->   mydir

A pathname is a shorthand way of allowing you to specify this relationship, using slashes (/) to indicate levels or layers in a directory. For example, the pathname to **mydir** would be

Desktop/mydir

This indicates that **Desktop** is the top level of the directory, and just below it is **mydir.**

If you look at the window that contains the directory **mydir**, you notice the window title is **Desktop/mydir**. This indicates that **mydir** is a directory contained in the Desktop.

```
┌─Desktop────────────────────────────────────────┐
│                                                 │
│   June.budget    - Spreadsheet                  │
│   Meetings       - WGS/Word Processor Document   │
│   MyDir          - Directory                    │
│   MyDoc          - WGS/Word Processor Document   │
│   RapDir         - Directory ┌─Desktop/MyDir──────────────────────────┐
│   myfile         - WGS/Word   │                                        │
│   starting       - Snapshot   │  Inventory      - Directory             │
│                               │  Shipping       - Directory             │
└───────────────────────────────┤  distribution   - Spreadsheet           │
                                │  invoice        - WGS/Word Processor Document │
                                │  payables       - WGS/Word Processor Document │
                                │                                        │
                                └────────────────────────────────────────┘
```
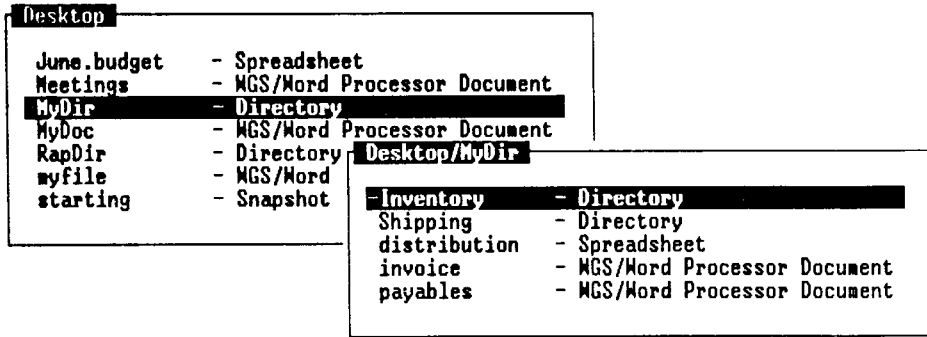
                                                                   423.5-11

Opening a Directory by Typing the Pathname

To open or resume a directory by typing its pathname, you must type the complete pathname exactly as the object names appear in the Desktop window or directory displays. For instance, to open the directory **mydir**, you would type **Desktop** with an uppercase **D**, then a slash, and then **mydir** with a lowercase **m**.

Example

To open the directory **mydir**:

1. Type:

    Desktop/mydir

2. Press **Enter**.

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

The File Name Expansion Character

The Desktop command line gives you the ability to use a shorthand notation for operating on groups of objects simultaneously. This is called the *file name expansion character*, or the *wild card*.

The file name expansion character is an asterisk (*). When entered as part of a command at the command line, this expansion character matches any characters that follow the asterisk.

Suppose, for example, you have the following four documents in your **mydir** directory: **memo-1**, **memo-2**, **memo-3**, and **memo-4**. With the aid of the file name expansion character, you could manipulate all four of these files at once. For example, you could delete them from the current directory by typing the command:

delete memo*

This is the equivalent of saying, "Delete all the files in the current directory having names that start with memo." Please note that the command locates all instances of the target object in your current directory only.

Use the asterisk (*) in commands with caution. It is easy to specify more files than you intended. For example, if you had another document in your directory named **memo.new** (that you want to keep), the **delete memo*** command would delete **memo.new** as well.

6

Desktop Commands

This chapter contains an alphabetic list of the *Desktop Manager* commands. Each command discussion starts with a general description of the command and is followed by the command procedures.

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 commands in this chapter can be accomplished by pressing a key, selecting a function key, or selecting a command from a *Commands* menu. If you need more information on how to use these methods, see Chapter 5, "Using Commands."

```
┌─Directory Commands─┐
│                    │
│  Cleanup    Open   │
│  Close      Organize│
│  Copy       Paste  │
│  Create     Previous│
│  Delete     Print  │
│  Find       Refresh│
│  Help       Rename │
│  Layout     Run    │
│  Logout     Security│
│  Move       Send   │
│  Next       Time   │
│                    │
└────────────────────┘
         423.6-1
```

The **Cleanup** command closes all the directory windows except the active window and the Message Center. It also does not close windows containing application programs such as a document or spreadsheet. Application windows must be closed individually before you log out.

The **Cleanup** command can be selected only from the *Commands* menu.

To clean up all open directories (except the active window):

1. Enter the directory you want to remain open.

2. Press **F2** (Cmnds) to display the *Commands* menu.

   The **Cleanup** command is highlighted.

3. Press **Enter**.

All open directories except the active directory and the status line are removed from the screen. If the Message Center is on the screen, it remains on the screen. If the Message Center is not on the screen, the active window is the only window that remains.

Any windows containing application programs are still open. You must resume and close them before you can log out.

CLOSE

The **Close** command closes open objects. When you close an object, the window for that object closes and is removed from the screen. If you close the status line, you log out of the system. To issue the **Close** command, press **Exit** or select *Close* from the *Commands* menu.

To close an object:

1. If the object you want to close is not the active window, resume it.

2. Press **Exit** or select *Close* from the *Commands* menu.

If the object you want to close is a window in which an application program is running, the program may prompt you to save the file. (See your application manual for instructions.)
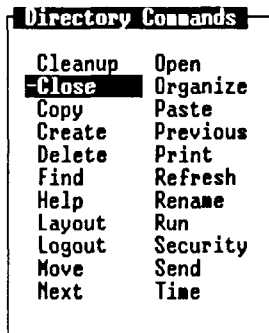
```
┌─■Directory Commands■─┐
│                      │
│  Cleanup   Open      │
│  ■Close■   Organize  │
│  Copy      Paste     │
│  Create    Previous  │
│  Delete    Print     │
│  Find      Refresh   │
│  Help      Rename    │
│  Layout    Run       │
│  Logout    Security  │
│  Move      Send      │
│  Next      Time      │
│                      │
└──────────────────────┘
            423.6-2
```

COPY

The **Copy** command copies individual files, groups of files, or the entire contents of a directory.

When you copy files, you can place the copies in the same directory as the original file or into another directory. If you copy files into the same directory as the original files, you must give the copied files new names. When you copy files into another directory, you may not have to rename the copied files.

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

The following procedures show you how to

- copy a file within a directory

- copy a file into another directory

- copy several files into another directory

- copy a directory

NOTE: You can cancel the **Copy** *command any time before the Paste step. To cancel a command, press* **Cancel**.

Copying a File Within a Directory

When you copy a file within its current directory, you must give the copied file a new name.

To copy a file within its current directory:

1. Open or resume the directory that contains the file you want to copy.

2. Move the cursor to the file you want to copy.

3. Press **Copy** or select *Copy* from the *Commands* menu.

   The following message appears:

   Open destination directory and press PASTE

   The destination directory is the current directory.

4. Press **F8** (Paste).

   You see a form similar to this:

```
┌─Desktop/MyDir────────────────────────────────┐
│                                               │
│   Inventory      - Directory                  │
│   Shipping       - Directory                  │
│   distribution   - Spreadsheet                │
│   invoice        - WGS/Word Processor Document │
│  ▐payables       - WGS/Word Processor Document▌│
│                                               │
└───────────────────────┐                       │
                        │   Copy payables to:   │
                        │   ▬▬▬▬▬▬▬             │
                        │                       │
                        └───────────────────────┘
                                        423.6-3
```

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

5. Type a new name for the copied file.

6. Press **Enter**.

The directory now contains both the original file and a copy of the original file with a new name.

Copying a File Into Another Directory

When you copy a file into another directory, the name of the file need not change. If the destination directory already contains a file with the same name as the file you are copying, you see a form requesting a new name for the copied file.

To copy a file into another directory:

1. Open or resume the directory containing the file you want to copy.

2. Move the cursor to the file you want to copy.

3. Press **Copy** or select *Copy* from the *Commands* menu.

   The following message appears:

       Open destination directory and press PASTE

4. Open or resume the directory where you want to place the copied file.

5. Press **F8** (Paste).

If the destination directory already contains a file with the same name, you see a form that requests a new name. Type a new name and press **Enter**.

The file is copied into the destination directory.

Copying Several Files Into Another Directory

You can copy more than one file at a time when you are copying files into another directory. You can also mark and copy multiple files into the same directory. However, as they are copied, you are asked to enter new file names one at a time, in sequence.

To copy several files into another directory:

1. Open or resume the directory that contains the files you want to copy.

2. Move the cursor to the first file you want to copy and press **Mark**.

3. Move the cursor to each file you want to copy, pressing **Mark** at each desired file.

4. Press **Copy** or select *Copy* from the *Commands* menu.

   The following message appears:

   > Open destination directory and press PASTE

5. Open or resume the directory where you want to place the copied files.

6. Press **F8** (Paste).

The marked files are copied into the destination directory. The file names are unchanged. If a file having the same name as one of the copied files exists in the destination directory, you are prompted to give the file a new name.

*NOTE: If you want to unmark a marked file, move the cursor to the file, and press **Mark** again.*

Copying a Directory

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

To copy a directory:

1. Move the cursor to the name of the directory you want to copy.

2. Press **Copy** or select *Copy* from the *Commands* menu.

   The following message appears:

   > Open destination directory and press PASTE

3. Open or resume the directory where you want to place the copied directory.

4. Press **F8** (Paste).

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

NOTE: If you attempt to copy a directory into itself, you see this message:

> recursive copy not allowed

Open or resume another directory in which to paste the copied directory.

CREATE

The **Create** command displays a menu listing the objects you can create. The object you create is placed into the directory that is active when you start the **Create** command.

To create a new object:

1. Press **F3** (Create) or select *Create* from the *Commands* menu.

2. A Create menu similar to the one below appears:
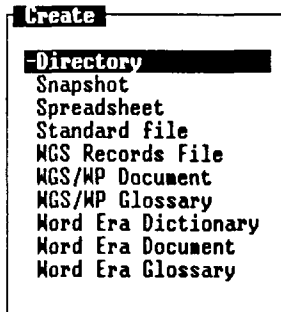
```
┌─█Create█─────────────┐
│ █─Directory█████████ │
│ Snapshot             │
│ Spreadsheet          │
│ Standard file        │
│ WGS Records File     │
│ WGS/WP Document      │
│ WGS/WP Glossary      │
│ Word Era Dictionary  │
│ Word Era Document    │
│ Word Era Glossary    │
└──────────────────────┘
        423.6-4
```

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

3. Move the cursor to the type of object you want to create, and press **Enter**.

A window appears prompting you to name the object you are creating. For example, if you are creating a directory, you see this window:
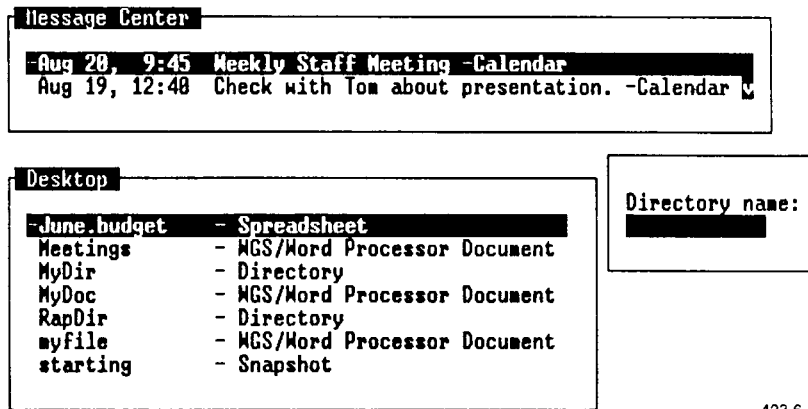
```
┌─────────────────────────────────────────────────────────────────
│ ▀Message Center▀
│ ┌────────────────────────────────────────────────────────────┐
│ │▀Aug 20,  9:45  Weekly Staff Meeting -Calendar▀             │
│ │ Aug 19, 12:40  Check with Tom about presentation. -Calendar ▼│
│ └────────────────────────────────────────────────────────────┘
└─────────────────────────────────────────────────────────────────

┌─────────────────────────────────────────┐   ┌──────────────────┐
│ ▀Desktop▀                               │   │ Directory name:  │
│ ┌─────────────────────────────────────┐ │   │ �▄              │
│ │▀June.budget    - Spreadsheet▀       │ │   └──────────────────┘
│  Meetings      - WGS/Word Processor Document
│  MyDir         - Directory
│  MyDoc         - WGS/Word Processor Document
│  RapDir        - Directory
│  myfile        - WGS/Word Processor Document
│  starting      - Snapshot
└─────────────────────────────────────────┘
                                               423.6-5
```

4. Type a name for the object you are creating.

5. Press **Enter**.

If you create an application file, an application window opens, ready for you to begin work on the new file.

If you create a directory, the new directory is placed in the current directory.

DELETE

The **Delete** command is used for removing objects that you no longer need. This makes more room in your directories for objects you want to keep.

All deleted objects are moved to the Trashcan, so you have a chance to retrieve any accidental deletions before they are removed from the system.

To delete an object:

1. Open or resume the directory containing the object you want to delete.

2. Move the cursor to the object you want to delete.

3. Press **Delete** or select *Delete* from the *Commands* menu.

The object is moved to the Trashcan.

To delete several objects:

1. Open or resume the directory containing the objects you want to delete.

2. Move the cursor to the first object you want to delete, and press **Mark**.

3. Continue moving the cursor and pressing **Mark** until you have highlighted all the objects you want to delete.

4. Press **Delete** or select *Delete* from the *Commands* menu.

The previously highlighted objects are moved to the Trashcan.

Deleting Files From the Trashcan

Since all deleted objects are moved to the Trashcan, you are given a second chance to be sure you no longer want these objects. Once an object is deleted from the Trashcan, it is removed from the system and cannot be retrieved.

To free space on your hard disk, you should clear out your Trashcan periodically. The Desktop Manager can clear out your Trashcan automatically at regular intervals, such as every week or month.

The default interval at which old objects are removed from the Trashcan is weekly. For information on changing the cleanup interval, see "Changing User Preferences" in Chapter 3, "Using the Toolkit."

NOTE: You can retrieve deleted files from the Trashcan by moving them back to any directory. To do this, open the Trashcan, and use the **Move** *command.*

To delete objects from the Trashcan:

1. Press **F1** (Toolkit).

2. Move the cursor to *Trashcan.*

3. Press **Enter.**

   You see a list of all the objects in the Trashcan.

4. Move the cursor to the first object you want to delete, and press **Mark.**

5. Continue pointing and pressing **Mark** until you have highlighted all the objects you want to delete.

6. Press **Delete** or select *Delete* from the *Commands* menu.

All the marked objects are deleted from the Trashcan. This time they are removed from your system permanently.

DELETEALL

The **DeleteAll** command deletes all the messages in the Message Center. When all messages have been deleted, the Message Center displays this message:

> Message Center is empty.

To delete all the messages in the Message Center:

1. Enter or resume the Message Center window.

2. Press **F2** (Cmnds).

The *Commands* menu is displayed.

3. Move the cursor to *DeleteAll* and press **Enter**.

All the messages in the Message Center are deleted.

Restoring Deleted Messages

Messages deleted using the **DeleteAll** command can be restored to the Message Center if you have not logged out of the Desktop Manager since the messages were deleted.

For more information on restoring deleted messages to the Message Center, see the **Restore** command, later in this chapter.

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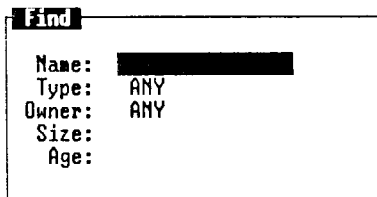
The **Find** command locates objects stored in the Desktop. This is particularly useful if you have a large collection of objects, such as files and directories. You can search for objects based on their name, type, ownership, size, or age. For example, you can search for all files older than a given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

You can also open an object or run an executable file from the list displayed by the **Find** command.

To use the **Find** command:

1. Open or resume the Desktop or directory from which you want to start your search.

2. Press **F2** (Cmnds) to display the *Commands* menu.

3. Move the cursor to *Find* and press **Enter**.

    You see the *Find* form.

```
┌─■Find■─────────────────────┐
│  Name: ■■■■■■■■■■■■■■■■      │
│  Type:   ANY               │
│  Owner:  ANY               │
│  Size:                     │
│   Age:                     │
│                            │
└────────────────────────────┘
                      423.6-6
```

    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.

4. Fill in as many of the fields as you want to find. (For a description of each of the fields, see "Using the Find Form Fields," later in this section.)

NOTE: To see a menu of the choices available in certain fields, press **Control-c.** *Or, press the* **Spacebar** *to scroll the choices into the field one entry at a time. If no menu or choices appear, type the name of the object you want to find.*

You must make an entry in at least one field. If you fill in more than one field, the files that are found match all of the fields for which you make an entry. For example, if you enter a type and a size, you find files that are both the type and size you have entered.

If you do not make an entry in a field, that field does not restrict the search. For example, if you do not enter a type, the Desktop Manager searches for all types of files that match your other field entries.

5. After filling in all the fields you want, press **Enter** to start the search.

If no objects are found that match all of the entries you made in the form, you see this message:

No file was found that matches the criteria.

Press **Enter,** 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 objects, similar
to the following:

```
┌─■Find: Desktop─────────────────────────────────────────────┐
│                                                             │
│ ─MyDir/payables                            ─ WGS/Word Processor D │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```
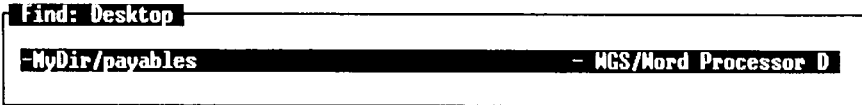
<div align="right">423.6-7</div>

The window border displays the name of the object where the **Find**
command began the search.   In this case, the Desktop was the first
location where the **Find** command searched.   The Find window contains
path names from the Desktop to the files or directories that were found.

Opening an Object From the Find Window

You can open any of the objects or run an executable file by pointing to
the name in the Find window, and then pressing **Enter**.   When you do so,
the Find window closes.

To open any object from the Find window:

1.   Move the cursor to the desired object.

2.   Press **Enter**.

Completing the Find Form Field

The following descriptions tell you how to complete the fields of the *Find* form.

The Name Field

Use this field to type the name of an object you want to locate. If you are not sure of the name, or want to find all files with similar names, you can use the * wildcard to search for groups of files. For more information, see "The File Name Expansion Character," in Chapter 5.

The Type Field

Use this field to enter the type of file you want to locate. If you are not sure of the type, or want to include all types of files in the search, select *Any*.

Some of the available file types are displayed in the following *Type* menu. Depending upon your configuration, you may or may not have all of these file types on your system.

```
1-2-3 Worksheet         Snapshot
ANY                     Spreadsheet
Ambiguous file type     Standard file
Directory               WGS Records File
Executable file         WGS/WP Document
Letter                  WGS/WP Glossary
Mail                    Word Era Data File
Mail Status             Word Era Dictionary
Memo                    Word Era Document
Multiplan SYLK file     Word Era Glossary
```
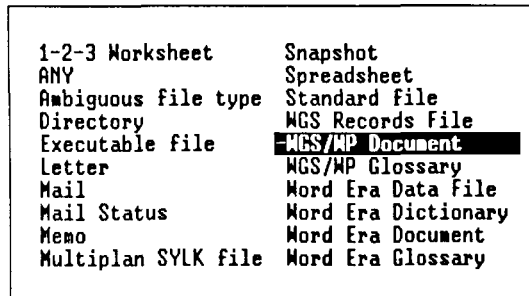
423.6-8

The Owner Field

The owner for files you create and store in the Desktop is normally the login name of the user who created them. If you want to find files in your directories that belong to an owner other than yourself, you can use this field to enter the name of the owner.

You see an *Owner* menu similar to the following:
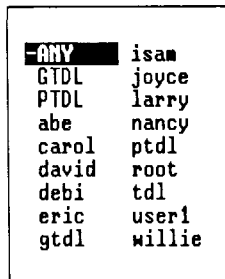
```
-ANY     isam
GTDL     joyce
PTDL     larry
abe      nancy
carol    ptdl
david    root
debi     tdl
eric     user1
gtdl     willie
```
423.6-9

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.

The Size Field

This field can be used to determine how many large files you have in your system. In some systems, disk space is at a premium. Being able to monitor the size of your files is a good way to keep track of how much space you might have left. All file sizes are displayed in numbers of characters.

These are the different ways you can search for file size:

- Files of a specific size. If you know the exact number of characters in the file or files, type this number, for example, **2400**.

- 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 2400 characters, type **<2400**

- 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 2400 characters, type **>2400**

- 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 2400 characters but smaller than 3200 characters, type **2400..3200**

The Age Field

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

- 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 seven days old, type **>7**

- 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**

- 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**

GROW

You can increase the size of your windows using the **Grow** command. If, for example, you want to enlarge your current window so you can see more of your work, or if you have suspended and shrunk a window and want to begin using it again, use the **Grow** command and the appropriate cursor key.

To move the window border several lines at a time, press a number key and then a cursor key.

To enlarge a window:

1. Press **Control—z**.

2. Move the cursor to the window you want to enlarge.

3. Press **F4** (Grow).

4. Enlarge the window by pressing the appropriate cursor key, or by pressing a number and then the cursor key.

HELP

You can use the **Help** command any time you need more information about your current activity or the Desktop Manager in general. If you are in the process of entering a command, information about that command is displayed. In some cases, a general purpose Help screen is displayed. After you finish using the Help window, you are returned to where you were when you requested *Help*.

To get Help:

1. Move the cursor to the object or command for which you want help.

2. Press **Help** or select *Help* from the *Commands* menu.

A Help screen is displayed.

```
┌─Workgroup Solutions/Desktop Help───────────────────────────┐
│                                                            │
│                  The Message Center Object                 │
│                                                            │
│   The Message Center contains brief (one line) messages    │
│   that you have received from other users, members of your │
│   workgroup, and the Calendar alarm system.                │
│                                                            │
│   These messages allow other users to quickly notify you of│
│   important events, for example, "meet me in 2 minutes in  │
│   the conference room".                                    │
│                                                            │
└────────────────────────────────────────────────────────────┘
```
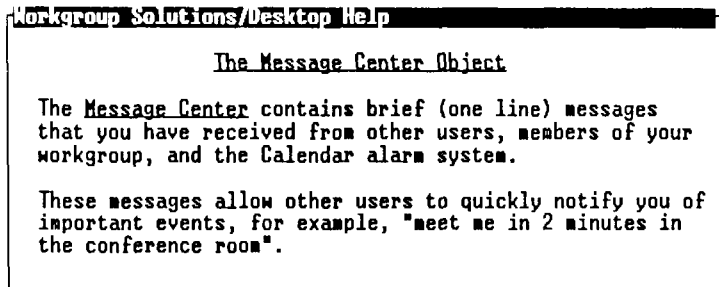
423.6-10

Using the Help Table of Contents

To see a list of the subjects for which *Help* is available, press **F1** (Content).

Pressing **F1** displays a Table of Contents of the *Help* topics available for your reference. Your *Help Table of Contents* may look like this:

```
┌Table of Contents────────────────────────────────────────────────┐
│                                                                  │
│                      Workgroup Solutions/Desktop Help            │
│                                                                  │
│ Using help          - How to Use the HELP Facility               │
│  Overview           - Introduction to the WGS/Desktop Manager    │
│  Keyboard           - WGS/Desktop Terminal Keyboard Map          │
│  Office Software     - Using the WGS/Office Software              │
│  Office             - The WGS/Office                             │
│  Forms              - Using Forms                                │
│  Menus              - Using WGS/Desktop Menus                    │
│  Windows            - WGS/Desktop Windows                        │
│  Window Manager     - Window Management Operations               │
│  Grow               - Growing Window Size                        │
│  MaxPre             - Maximum or Previous Window Size            │
│  Menu               - List of Open Windows                       │
│  Move Window        - Moving Windows                             │
│  Scroll             - Scrolling Window Contents                  │
│  Shrink             - Shrinking Window Size                      │
│                                                                  │
└──────────────────────────────────────────────────────────────────┘
```

<div align="right">423.6-11</div>

To see *Help* information on a particular topic in the Table of Contents, move the cursor to that topic and press **Enter**. Pressing **Enter** leads you to additional screens and function keys that you can use to gain additional information about particular topics.

Leaving Help

When you have finished viewing Help, press **Exit**. This returns you to where you were when you requested Help.

For more information on *Help*, see "Getting Help," in Chapter 2.

The **Layout** command shows the organization of the directories contained
in the file system, beginning with the Desktop or current directory. If the
Layout command is executed on an object or directory that does not
contain any other directories, you see this message:

> The current directory contains only files.

The **Layout** command is organized as a menu of directories. You can
work with any directory listed in the *Layout* menu by pressing **F2** and
selecting a command.

To show the layout of a directory:

1. Open or resume that directory.

2. Press **F2** (Cmnds) to display the *Commands* menu.

   You see a menu similar to the following:
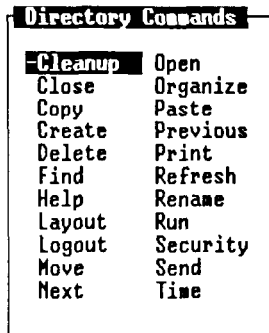
```
┌─Directory Commands─┐
│                    │
│ -Cleanup█  Open     │
│  Close    Organize  │
│  Copy     Paste     │
│  Create   Previous  │
│  Delete   Print     │
│  Find     Refresh   │
│  Help     Rename    │
│  Layout   Run       │
│  Logout   Security  │
│  Move     Send      │
│  Next     Time      │
│                    │
└────────────────────┘
```
                 423.6-12

3. Move the cursor to *Layout* and press **Enter.**

Notice that the display shows only directories contained in the directory you have selected. For example, the Desktop directory displays the following layout:

```
┌─Layout: Desktop/MyDir─┐
│                       │
│ � Inventory      │
│   Shipping            │
│      East             │
│      North            │
│      South            │
│      West             │
│                       │
└───────────────────────┘
```
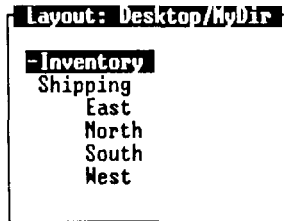
423.6-13

Notice in the above layout that there are several subdirectories beneath the main directory. These directories are staggered to show their relationship to the main directory, and to the directories above and below them. You can open and work with any directory shown in the *Layout* menu.

Opening a Directory in the Layout Window

You can open any of the directories displayed in the *Layout* menu by selecting them as you normally would from a directory window.

To open any directory in the *Layout* menu:

1. Move the cursor to the name of the directory you want to open.

2. Press **Enter**.

The directory is opened, and the contents are displayed.

Giving a Command in the Layout Menu

The *Layout Commands* menu provides you with several additional commands that you can use or apply to the directories displayed in the *Layout* menu.

To use a command on the *Layout Commands* menu:

1. Select a directory in your system, and display the Layout window.

2. Press **F2** (Cmnds).

    The *Layout Commands* menu is displayed.
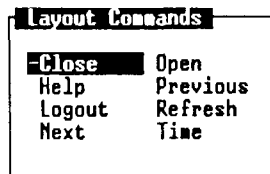
```
┌─Layout Commands───────┐
│                       │
│  Close      Open      │
│  Help       Previous  │
│  Logout     Refresh   │
│  Next       Time      │
│                       │
└───────────────────────┘
              423.6-14
```

    Some of the commands on the *Layout Commands* menu can be applied directly to a highlighted directory; others are commands that perform some other action, such as **Time** and **Refresh**.

    If you want to apply a command:

3. Move the cursor to the directory with which you want to work.

    If not, skip step 3.

4. Move the cursor to the command you want to use on the *Layout Commands* menu, and press **Enter**.

The command is carried out. For example, the form that gives the time is displayed, or the screen is refreshed.

The **Logout** command is used at the end of a Desktop Manager work session to close the Desktop Manager. This leaves the Desktop Manager login message displayed and reduces the chance of unauthorized users gaining access to your directories and files.

There are two ways to log out of the Desktop Manager:

- Close all your open windows, and exit the Desktop Manager.

- Use the **Logout** command to take a snapshot of your current state, and then exit. Taking a snapshot of your current state returns you to that state when you log in for your next session.

Closing all Windows on the Screen

One way to log out of the Desktop Manager is to close all windows until only one is left open. This last window asks if you want to log out. You press **Enter**, the Desktop Manager closes, and you leave the system.

To log out of the Desktop Manager by closing all of the windows, press **Exit** once for each open window.

If you are in an application program such as the Word Processor, pressing **Exit** closes the application. When the application is closed, continue to press **Exit** until you log out.

When you press **Exit** to close the last window, the *Logout* form appears.
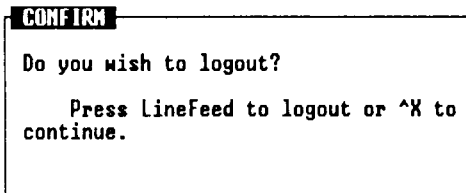
```
┌─█CONFIRM█────────────────────────────┐
│ Do you wish to logout?               │
│                                      │
│     Press LineFeed to logout or ^X to│
│ continue.                            │
│                                      │
│                                      │
└──────────────────────────────────────┘
                            423.6-15
```

To log out, press **Enter**. This closes the final window and returns you to the login prompt. When you log in again, you enter the Desktop.

Using the Logout Command

If you work with the same windows often, you may not want to close them before you log out. In this case, you can take a snapshot of your screen that returns you to exactly where you left off.

To take a snapshot of the current state of your system:

1. Press **F2** (Cmnds).

   The *Commands* menu appears.

2. Move the cursor to *Logout*.

```
┌─■Directory Commands─────┐
│                         │
│   Cleanup   Open        │
│   Close     Organize    │
│   Copy      Paste       │
│   Create    Previous    │
│   Delete    Print       │
│   Find      Refresh     │
│   Help      Rename      │
│   Layout    Run         │
│   ■Logout   Security    │
│   Move      Send        │
│   Next      Time        │
│                         │
└─────────────────────────┘
```
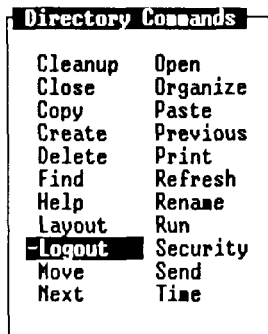
                    423.6-16

3. Press **Enter**.

   The *Logout* form appears.

   The *Logout* form prompts as follows:

   Do you wish to take a snapshot? Press Enter to take a snapshot or Cancel to close all windows and exit.

4. Press **Enter**.

The screen clears, and you exit the Desktop Manager. When you log in again, you return automatically to the place where you left off.

MAXIMUM/PREVIOUS (MAX/PRE)

The **Maximum/Previous** command enlarges a window to its maximum size (the full screen), then returns it to its previous, smaller size. The **Max/Pre** command is a toggle command. If the window is at its maximum size, the **Max/Pre** command returns it to its previous, smaller size. If the window is currently small, **Max/Pre** enlarges the window to full screen size.

Some full–size application windows cannot be reduced. In these instances, the **Max/Pre** command is inoperative and does not appear on the *Window Manager* menu.

To enlarge a window using the **Maximum/Previous** command:

1. Press **Control–z**.

2. Move the cursor to the window you want to enlarge to its full size.

3. Press **F7** (Max/Pre).

The window is enlarged to its maximum size (the full screen).

To reduce a window to its previous size:

1. Move the cursor to the window you want to reduce to its previous size.

2. Press **F7** (Max/Pre).

The window is reduced to its previous size.

The **Menu** command gives you a list of currently open windows and allows you to select your next current window. This is a quick way to return to any open window, including your Desktop.

To use the **Menu** command:

1. Press **Control—z**, then **F8** (Menu).

   The *Active Window* menu appears, listing all your currently open windows. It may look similar to this:

   ```
   ┌ Active Windows ┐─────────────────────────┐
   │                                            │
   │    1 Status Line of carol                  │
   │    2 Message Center                        │
   │    3 Desktop                               │
   │ ▉▉4 Desktop/MyDir▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉      │
   │                                            │
   └────────────────────────────────────────────┘
   ```
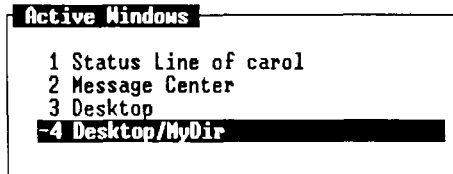
   423.6-17

2. Use the cursor keys or press a number to move the highlight to the window you want to enter.

3. Press **Enter**.

The window you have selected is highlighted, and the Desktop Manager function menu returns to the bottom of the screen. You are now able to work with the Desktop Manager in the window you have entered.

MOVE

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

There is also a **Move** command in the Window Manager. You can use this command to move your open windows on the screen.

The following procedures show you how to move

- files to another directory

- a directory

- objects from the Trashcan

- windows

*NOTE: You can cancel the **Move** command any time before the Paste step. To cancel a command, press **Cancel**.*

Moving Files to Another Directory

When you move a file to another directory, the destination directory should not contain a file with the same name as the file you are moving. If it does, you are prompted to rename the moved file.

To move one or more files to another directory:

1. Open or resume the directory that contains the file or files you want to move.

2. Move the cursor to the files you want to move.

    If you want to move more than one file, move the cursor to each file and press **Mark**.

3. Press **Move** or select *Move* from the *Commands* menu.

    This message appears:

        Open destination directory and press PASTE

4. Open or resume the directory to which you want to move the files.

5. Press **F8** (Paste).

The marked files are moved to the destination directory and deleted from the original location. When you resume the original window, you see that the files have been removed from this window.

Moving a Directory

When you move a directory, you move the directory and everything in it to a new location. The directory, and the files within it, keep the same names.

To move a directory, follow the steps previously shown for moving files.

Moving Objects From the Trashcan

The Trashcan contains objects that you deleted previously. When you want to retrieve objects from the Trashcan, you can move them to any directory.

To move objects from the Trashcan:

1. Press **F1** (Toolkit).

2. Move the cursor to *Trashcan*.
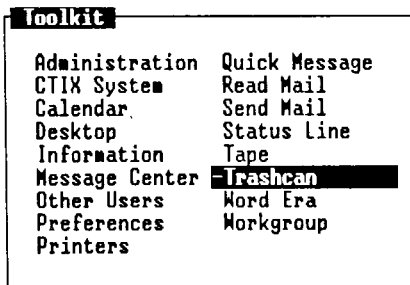
```
┌─Toolkit─────────────────────────┐
│ Administration  Quick Message   │
│ CTIX System     Read Mail       │
│ Calendar,       Send Mail       │
│ Desktop         Status Line     │
│ Information     Tape            │
│ Message Center  Trashcan        │
│ Other Users     Word Era        │
│ Preferences     Workgroup       │
│ Printers                        │
└─────────────────────────────────┘
                        423.6-18
```

3. Press **Enter**.

   A list of all the objects in the Trashcan is displayed.

4. Move the cursor to the objects you want to retrieve from the Trashcan.

   If you want to move more than one object, move the cursor to each desired object, and press **Mark**.

5. Press **Move** or select *Move* from the *Commands* menu.

   This message appears:

   Open destination directory and press PASTE

6. Open or resume the directory to which you want to move the selected objects.

7. Press **F8** (Paste).

The objects are moved from the Trashcan to the destination directory.

Moving Windows

When you open a Desktop or application object, a window is opened on the screen. Each new window is placed on top of the previous windows, in some cases covering them up. Moving windows allows you to reposition any open window on the screen, making several windows available to you at once. To move a window, use the **Move** command.

To move a window:

1. Press **Control−z** to display the *Window Manager* menu.

2. Move the cursor to the window you want to move by using the **Switch** or **Menu** command.

3. Press **F3** (Move).

4. Move the window by pressing a cursor key, or by pressing a number and then a cursor key.

OPEN

The **Open** command is used to open 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, the command that is used if you do not specify another command.

To open an object in the current window:

1. Move the cursor to the object you want to open.

2. Press **Enter** or select *Open* from the *Commands* menu.

The open object is displayed in a new window.

ORGANIZE

The **Organize** command lets you change the way your directory menus are displayed. This can help you find the files or directories you need or give you more information about your files and directories.

The contents of directories are displayed initially in alphabetical order by name, with names starting with capital letters preceding names starting with lowercase letters. The name of each object is followed by a dash and a brief description of the type of object, for example, **mydir - Directory**.

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

- long form, in which the date of the last change and the size of the file or directory are displayed

- 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:

- Most recently created or changed first

- Oldest created or changed first

- Largest in size first

- Smallest in size first

- Alphabetical by type (description)

The new organization is used only as long as the window is open. If you close the object, then open it again, it returns to the default organization. However, the default organization can also be changed. For details, see "Changing User Preferences," in Chapter 3.

To change the organization of a directory:

1. Open or resume the directory you want to organize.

2. Press **F2** (Cmnds) to display the *Directory* menu.

3. Move the cursor to *Organize* and press **Enter**.

   The *Organize* form is displayed, as shown below.

```
┌─Organize─────────────────────────────────┐
│                                           │
│           Organize directory              │
│                                           │
│  Directory display type: ▐Name and description▌ │
│  Directory display order:  Alphabetical   │
│                                           │
└───────────────────────────────────────────┘
                              423.6-19
```

4. Move the cursor to the first field on the form, Directory Display Type, and press the cursor keys until the correct choice is displayed.

5. Move the cursor to the second field on the form, *Directory Display Order*, and press the cursor keys until the correct choice is displayed.

6. Press **Enter** to execute the *Organize* command.

The directory is reorganized.

PASTE

The **Paste** command is used for placing copied or moved files into a new location. **Paste** is the final step of a **Copy** or **Move** command.

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

To put files in a new location:

1. Move the cursor to the file you want to move or copy. If you are moving or copying several files, move the cursor to each and press **Mark**.

2. Press **Move** or **Copy**.

   This message is displayed:

   Open destination directory and press PASTE

3. Open or resume the directory to which you want to move or copy the files.

4. Press **F8** (Paste).

The files are moved or copied to the new directory.

PRINT

The **Print** command sends copies of your files to be printed on a printer attached to your system.

Printing a File

To print the contents of a file:

1. Open or resume the directory containing the file you want to print.

2. Move the cursor to the name of the file you want to print.

3. Press **F2** (Cmnds) to display the *Commands* menu.

4. Move the cursor to *Print* and press **Enter**.

   The following *Print* form is displayed:

```
┌─Document Print────────────────────────────┐
│                                           │
│  Printer Name:      -HPLaserjet            │
│  Number of Copies:  1                      │
│  Print Pages        1    through   1       │
│  Horizontal Spacing Don't Change           │
│                                           │
└───────────────────────────────────────────┘
                                    423.6-20
```

5. Move the cursor to the *Printer Name* field, and press the **Spacebar** until the printer you want to use is displayed.

6. Move the cursor to the *Number of Copies* field, and type the number of copies you want printed.

7. When you are ready to print, press **Enter**.

You see this message on the Message line:

   filename queued for printing

where

filename is the name of your file or directory. This means the file has been copied to the printer queue, where it waits its turn to print.

Displaying the Printer Queue

You can send several files to the printer in succession. The printer queue is a list of these jobs in the order in which they will be printed. You can check this list to see what is waiting to be printed.

To display the printer queue:

1. Press **F1** (Toolkit).

2. Select *Administration* and press **Enter**.

3. Select *Printer Administration* and press **Enter**.

4. Choose *View Print Queue Status* to see what print jobs are queued.

5. When you have finished viewing the display, press **Exit**.

(If you want to check the general status of all printers on the system, you can choose *View Printer System Status* from the *Printer Administration* menu.)

REFRESH

The **Refresh** command is used to redisplay the contents of your screen after a message or stray character has disturbed the screen display.

To execute the **Refresh** command, select *Refresh* from the *Commands* menu and press **Enter**.

The contents of the screen are redisplayed.

RENAME
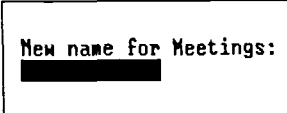
The **Rename** command is used to change the names of existing directories and files.

When you rename an object, you must give it a new name not used already in its directory. You should give each object a unique name that reflects its contents.

To rename an object:

1. Open or resume the directory containing the object you want to rename.

2. Move the cursor to the object you want to rename.

3. Press **F2** (Cmnds) to display the *Commands* menu.

4. Move the cursor to *Rename* and press **Enter**.

   You see the following form:

   New name for Meetings:
   ▮▮▮▮▮▮▮▮▮▮▮

   423.6—23

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

5. Type a new name for the object.

6. Press **Enter**.

The object is renamed.

RESTORE

The **Restore** command returns deleted messages to the Message Center. Messages that are deleted from the Message Center are not lost permanently until you log out of your system. Once you log out, your deleted messages are removed permanently.

However, if you have not logged out, you can retrieve discarded messages and return them to the Message Center. To do so:

1. Enter the Message Center.

2. Press **F2** (Cmnds).

   The *Commands* menu appears.

3. Move the cursor to *Restore* and press **Enter**.

All the messages deleted since you logged in to your system are returned to the Message Center.

RUN

The **Run** command initiates the execution of programs or executable files. **Run** is the default command for programs and executable files.

To run a program or executable file:

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

2. Move the cursor to the name of the program or executable file you want to run.

3. Press **Enter**.

The program or executable file begins its process.

SCROLL

The **Scroll** command allows you to roll information forward or backward in the window to see what is not shown in the original window display. Scroll bars appear in the right side of the window when there is more information to be displayed.

In CTIX windows, you can scroll not only forward and backward, but to the left and right as well.

To scroll in a Desktop Manager window that displays the **Scroll** command in the Window Manager menu or in any CTIX window:

1. Press **Control–z** to display the *Window Manager* menu.

2. Press **F6** (Scroll), then the appropriate cursor key.

The **Security** command lets you control access to your Desktop, applications, directories, and files.

There are three types of access for a file and two types for a directory.

Read permission	The file or directory can be examined (read, copied, searched) by those who have access.
Write permission	The file or the contents of a directory 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 directories.)

Each of the categories of permission listed above can be assigned an access level. You can assign yourself one access level and assign other users in the system a different access level. The three levels of acces are:

Private access	Only the owner of the files has permission to read, write, or run the designated files.
Public access	All users have permission to read, write, or run the designated files.
Group access	Only the members of your workgroup can read, write, or run the designated files.

You can set access permissions in the Desktop Manager for each directory and for every file. For example, you can have a file that has public read permission and private write permission. Any user in the system can examine or copy the file, but only you can modify it.

Desktop Manager Security

To set the security level for the Desktop Manager, fill in the *User Preferences* form on the *Toolkit* menu.

For more information, see "Changing User Preferences," in Chapter 3.

Application Security

Security can be set for most of the tools listed in your Toolkit. To set security for applications such as Calendar, Read Mail, and Send Mail, or for Toolkit entries such as the Trashcan or Desktop:

1. Press **F1** (Toolkit).

   The *Toolkit* menu appears.

2. Move the cursor to the entry for which you want to set security.

3. Press **F2** (Cmnds).

   The *Commands* menu appears.

4. Move the cursor to *Security* and press **Enter**.

   The *Security* form appears. (If no security can be set, a message to that effect is displayed.)

```
┌─Security on Meetings─────────────┐
│                                  │
│            Owner:  ─carol        │
│            Group:  ct            │
│  Read permissions:  Public       │
│ Write permissions:  Private      │
│   Run permissions:  Can't run    │
│                                  │
└──────────────────────────────────┘
                      423.6-24
```

It displays the settings currently in effect for the application or tool.

5. Fill in the fields and press **Enter.**

   For each field, you can press the cursor keys to display each of the choices in succession, or press **Control-c** to select from a menu of the choices.

The form is changed, and security is assigned at the levels you have set.

File and Directory Security

To change the security permissions of a file or directory:

1. Open or resume the directory containing the file or directory for which you want to change the security permissions.

2. Move the cursor to the file or directory you want to change.

3. Press **F2** (Cmnds) to display the *Commands* menu.

4. Move the cursor to *Security* and press **Enter.**

   You see the *Security* form. It displays the settings currently in effect for the directory or file.

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

   For each field, you can press **Up** or **Down** to display each of the choices in succession, or press **Control-c** to select from a menu of the choices.

6. When you have finished changing the form, press **Enter.**

The Security Form Fields

The fields in the *Security* form are explained below.

The Owner Field

You are normally the owner of the files you create and store in the Desktop Manager. Your login name is the name you use.

The choices for this field are as follows. Your exact display may vary depending upon the number of users on your system.

```
GTDL    joyce
PTDL    larry
abe     nancy
carol   ptdl
david   root
debi    tdl
eric    user1
gtdl    willie
isam
```

423.6–25

For a list of owners on your system, press **Control-c**.

Caution: *Be careful when changing the owner of a file or directory. If you change the owner of an object to an owner other than the current user, or to a login you cannot enter, you may not be able to make additional changes to the file or directory. This may prevent you from using the* **Security** *command to change the owner back to the original.*

The Group Field

Your files usually belong to the workgroup to which you belong. Sometimes, however, you may set up a file to belong to another group.

The *Group* field lists all the groups currently on your system.

For a list of groups on your system, press **Control-c**.

The Read Permissions Field

You can use this field to determine if the contents of your files and directories can be opened, viewed, or copied by others. This is useful to prevent unauthorized users from viewing confidential or sensitive information. There are three choices for this field:

Private   Access to the file or directory 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.

Group   Members of your workgroup can access a file, application, or directory, and view or copy the contents.

Public   All users of your system can open and view the contents of the file or directory, or copy its contents.

The Write Permissions Field

You can use this field to determine if the contents of your files can be edited and if a user may add or delete files from your directories. This is useful to prevent unauthorized users from changing important data. The choices for this field are:

Write-protected   No user, including the owner, can edit the file or create or copy files into the directories. However, the owner can still delete the file or directory.

Private   Only the owner of the file or directory 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 owner of the copied file.

Group   Members of your workgroup can access your files, applications, or directories, and make changes to the contents.

Public   All users of your system can make changes to the file or directory.

The Run Permissions Field

You can use this field to determine if programs (executable files) stored in your Desktop can be run (executed) by other users. This is useful to keep unauthorized users from running your programs. The selections for this field are:

Can't run   The file is not an executable program. This choice should be selected for all files containing data or text. It does not appear in the *Security* form for directories.

Private   Only the owner of the executable file can run it.

Group   Members of your workgroup can run the executable file.

Public   All users of your system can run the executable file.

The **Send** command sends objects as attachments to Mail messages. Mark the objects you want to send, and the **Send** command takes you into *Mail*, where you send the message.

To send attachments using the **Send** command:

1. Move the cursor to the objects to be attached, and press **Mark**.

2. Press **F6** (Send).

    The *Send Electronic Mail* or *Phone Memo* form is displayed.

```
┌─Phone Memo──────────────────────────────────────────────────┐
│                                                              │
│       To: ████████████████████████████████████████          │
│     From: Carol                   Number:                    │
│       Of: Edson Studios           Extension: 3126            │
│  Message:                                                    │
│                                                              │
│                                                              │
│   ┌──────────────────────────────────────────────────────┐  │
│   │ Phoned          Returned Call    Will Call Again  URGENT│ │
│   │ Call Back       Wants Meeting    Was In               │  │
│   └──────────────────────────────────────────────────────┘  │
│                                                              │
│                                                              │
└──────────────────────────────────────────────────────────────┘
                                                    423.6-26
```

3. Fill out the form that is displayed.

4. Press **Enter**.

The *Exit Options* menu is displayed.

```
┌─Exit Options─┐
│              │
│ *Send Mail   │
│  Edit Letter │
│  Attachments │
│  Quit        │
│              │
└──────────────┘
      423.6-27
```

5. Move the cursor to *Attachments* and press **Enter**.

The *Send Mail Attachments* form is displayed. It shows the name of the object (or objects) you have chosen to attach.
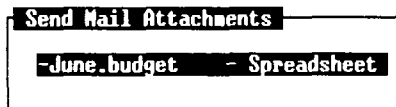
```
┌─Send Mail Attachments─────────┐
│                               │
│ -June.budget    - Spreadsheet │
│                               │
└───────────────────────────────┘
               423.6-28
```

6. If you want to send the object you are attaching without any additional editing, skip to step 8.

If you want to edit the file you are attaching, press **Enter**.

The file is opened.

7. Edit the file, and then press **Exit** to return to the *Send Mail Attachments* form.

8. Press **F5** (Send) to send the attachments you have selected.

The attachments are sent. You are returned to the Desktop or to the window you were in when you pressed **F6** (Send).

To send attachments using the **Send** command, you must have Mail installed on your system. If you do not have Mail installed on your system, the *Send Electronic Mail* or *Phone Memo* forms do not appear.

If you have Mail on your system, you can also send attachments using the **Send Mail** command, which is an entry on the *Toolkit* menu.

For more information on sending Mail, see the *WGS/Mail User's Guide*.

SHRINK

The **Shrink** command reduces a window's size, allowing you to place several windows in view without interfering with your current work.

To reduce the size of a window:

1. Press **Control-z**.

2. Move the cursor to the window you want to reduce.

3. Press **F5** (Shrink).

4. Reduce the window by pressing the appropriate cursor key, or by pressing a number and then the cursor key.

SWITCH

The **Switch** command is used to switch between windows currently open on the screen. You can switch windows by going forward to the next open window or by going backward to the previous open window. To go to the next open window, use the **Down** key; to go to the previous open window, use the **Up** key.

Pressing either cursor key repeatedly cycles you through all the windows currently open.

To switch windows:

1. Press **Control-z**, then **F2** (Switch). Giving the **Switch** command is optional since **Switch** is the command that is executed unless you enter another command.

2. Press the **Up** or **Down** cursor key.

TIME

The **Time** command displays the system date and time. You can select this command only from the *Commands* menu.

To display the Date and Time window:

1. Press **F2** (Cmnds) to display the *Commands* menu.

2. Move the cursor to *Time* and press **Enter.**
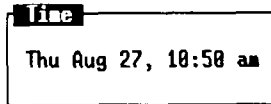
```
┌─Time────────────────┐
│                     │
│ Thu Aug 27, 10:50 am│
│                     │
└─────────────────────┘
```
423.6-29

Appendixes

A
Keyboard Tables

This appendix lists the preconfigured terminal types supported with this release of WGS. The preconfigured terminals listed provide keys that help you take full advantage of the WGS features.

Since this release of WGS supports several terminal types (and, therefore, several different keyboards), this guide refers to keys by virtual key names. For example, where this manual reads **Enter**, you might press **Go** or **Linefeed**, depending on the type of terminal you use.

This appendix provides key tables for the standard preconfigured terminals. Use the appropriate key table to determine the actual keys on your keyboard that match the virtual key names given in this guide.

If you use a nonstandard terminal that is not configured with WGS keys, you can type key sequences to perform many of the WGS functions. Refer to "Generic Keyboard," later in this appendix, for a list of key sequences to type for the virtual keys.

Preconfigured Terminal Types

This release of WGS supports the following preconfigured terminals:

- PT and GT (with RS-422 and RS-232-C connections)

- Wyse 85

- DEC VT-100 compatibles

- DEC VT-102

- DEC VT-220

- T0-235

Generic Keyboard

The following table translates virtual key names into keystroke sequences for a generic (dumb) terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Escape bw	F8	Escape 8
BackSpace	BackSpace	F9	Escape 9
BackTab	Escape Tab	F10	Escape 0
Begin	Escape bg	Help	Escape ?
Break	Break	Home	Escape hm
Cancel	Control-X	InputMode	Escape im
Clear	Escape ce	Mark	Escape mk
ClearLine	Escape ci	Message	Escape ms
Close	Escape cl	Move	Escape mv
Command	Control-C	Next	Escape nx
Copy	Escape cp	Open	Escape op
Create	Escape cr	Options	Escape ot
Delete	Escape dl	Page	Escape pg
Delete Character	Delete	PF1	Escape f1
Down	Escape dn	PF2	Escape f2
End	Escape en	PF3	Escape f3
Enter	LineFeed	PF4	Escape f4
Exit	Control-D	PF5	Escape f5
Escape	ESC	PF6	Escape f6
Find	Escape fi	PF7	Escape f7
Forward	Escape fw	PF8	Escape f8
F1	Escape 1	PF9	Escape f9
F2	Escape 2	PF10	Escape f0
F3	Escape 3	PF11	Escape f-
F4	Escape 4	PF12	Escape f=
F5	Escape 5	Previous	Escape pv
F6	Escape 6	Print	Escape pr
F7	Escape 7	Redo	Escape ro

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Ref	Escape re	Shift-Message	Escape MS
Replace	Escape rp	Shift-Move	Escape MV
Restart	Escape rs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Escape PG
Save	Escape sa	Shift-Previous	Escape PV
Scroll Up	Escape ru	Shift-Print	Escape PR
Scroll Down	Escape dn	Shift-Redo	Escape RO
Select	Escape sl	Shift-Replace	Escape RP
Shift-Back	Escape BW	Shift-Resume	Escape RM
Shift-Beginning	Escape BG	Shift-Save	Escape SV
Shift-Cancel	Escape CX	Shift-Undo	Escape UD
Shift-ClearLine	Escape Cl	Shift-F1	Escape !
Shift-Command	Escape CM	Shift-F2	Escape @
Shift-Copy	Escape RP	Shift-F3	Escape #
Shift-Create	Escape CR	Shift-F4	Escape $
Shift-Delete Character	Escape DC	Shift-F5	Escape %
Shift-End	Escape EN	Shift-F6	Escape Control
Shift-Exit	Escape EX	Shift-F7	Escape &
Shift-Find	Escape FI	Shift-F8	Escape *
Shift-Forward	Escape FW	Shift-F9	Escape (
Shift-Help	Escape HL	Shift-F10	Escape)
Shift-Home	Escape HM	Undo	Escape ud
Shift-InputMode	Escape NJ	Up	Escape up

PT/GT Keyboard

The following table translates the virtual key names used in this guide to actual keys on the PT/GT terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	Mark	Mark
BackTab	Control-Tab	Move	Move
Begin	Control-Up Arrow	Next	Shift-Right Arrow
Break	Cancel	Page	Next Page
Cancel	Cancel	Previous	Shift-Left Arrow
Clear	Control-F7	Print	Control-F4
ClearLine	Shift-Cancel	Redo	Control-F2
Close	Control-F6	Replace	Control-F3
Command	Control-C	Save	Control-F1
Copy	Copy	Scroll Up	Scroll Down
Delete	Control-Delete	Scroll Down	Scroll Up
Delete Character	Delete	Shift-Back	Control-Left Arrow
Down	Down Arrow	Shift-Copy	Shift-Copy
End	Control-Down Arrow	Shift-Delete Character	Shift-Delete
Enter	Go	Shift-Exit	Shift Finish
Exit	Finish	Shift-Forward	Control-Right Arrow
Escape	Control-E	Shift-Help	Shift-Help
Forward	Right Arrow	Shift-Home	Shift-Down Arrow
F1	F1	Shift-Move	Shift-Move
F2	F2	Shift-Page	Prev Page
F3	F3	Shift-F1	Shift-F1
F4	F4	Shift-F2	Shift-F2
F5	F5	Shift-F3	Shift-F3
F6	F6	Shift-F4	Shift-F4
F7	F7	Shift-F5	Shift-F5
F8	F8	Shift-F6	Shift-F6
F9	F9	Shift-F7	Shift-F7
F10	F10	Shift-F8	Shift-F8
Help	Help	Shift-F9	Shift-F9
Home	Shift-Up Arrow	Shift-F10	Shift-F10
InputMode	Overtype	Up	Up Arrow

VT-100 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-100 terminal keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+F1** is a second **F1** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F6	Escape 6
BackSpace	BackSpace	F7	Escape 7
BackTab	Escape Tab	F8	Escape 8
Begin	Escape bg	F9	Escape 9
Break	Break	F10	Escape 0
Cancel	Control-X	+F1	Pf1
Clear	Escape ce	+F2	Pf2
ClearLine	Escape ci	+F3	Pf3
Close	Escape cl	+F4	Pf4
Command	Control-C	Help	Escape ?
Copy	Escape cp	Home	Escape hm
Create	Escape cr	InputMode	Escape im
Delete	Escape dl	Mark	Escape mk
Delete Character	Delete	Message	Escape ms
Down	Down Arrow	Move	Escape mv
End	Escape en	Next	Escape nx
Enter	LineFeed	Open	Escape op
Exit	Control-D	Options	Escape ot
Escape	ESC	Page	Escape pg
Forward	Right Arrow	PF1	Escape f1
F1	Escape 1	PF2	Escape f2
F2	Escape 2	PF3	Escape f3
F3	Escape 3	PF4	Escape f4
F4	Escape 4	PF5	Escape f5
F5	Escape 5	PF6	Escape f6

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
PF7	Escape f7	Shift-Forward	Escape FW
PF8	Escape f8	Shift-Help	Escape HL
PF9	Escape f9	Shift-Home	Escape HM
PF10	Escape f0	Shift-InputMode	Escape NJ
PF11	Escape f-	Shift-Message	Escape MS
PF12	Escape f=	Shift-Move	Escape MV
Previous	Escape pv	Shift-Next	Escape NX
Print	Escape pr	Shift-Options	Escape OT
Redo	Escape ro	Shift-Page	Escape PG
Ref	Escape re	Shift-Previous	Escape PV
Replace	Escape rp	Shift-Print	Escape PR
Restart	Escape rs	Shift-Redo	Escape RO
Resume	Escape rm	Shift-Replace	Escape RP
Return	Return	Shift-Resume	Escape RM
Save	Escape sa	Shift-Save	Escape SV
Scroll Up	Escape ru	Shift-Undo	Escape UD
Scroll Down	Escape dn	Shift-F1	Escape !
Select	Escape sl	Shift-F2	Escape @
Shift-Back	Escape BW	Shift-F3	Escape #
Shift-Beginning	Escape BG	Shift-F4	Escape $
Shift-Cancel	Escape CX	Shift-F5	Escape %
Shift-ClearLine	Escape CI	Shift-F6	Escape Control
Shift-Command	Escape CM	Shift-F7	Escape &
Shift-Copy	Escape RP	Shift-F8	Escape *
Shift-Create	Escape CR	Shift-F9	Escape (
Shift-Delete Character	Escape DC	Shift-F10	Escape)
Shift-End	Escape EN	Undo	Escape ud
Shift-Exit	Escape EX	Up	Up Arrow
Shift-Find	Escape FI		

VT-220 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-220 terminal keyboard or to keystroke sequences.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break		Help	Help
Cancel	Control-X	Home	Escape hm
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character		Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape en	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape Cl	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape $
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape FI	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

WYSE-85 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the Wyse-85 keyboard or to keystroke sequences to be typed from the Wyse-85 keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	<X]	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break	Break	Help	Help
Cancel	Control-X	Home	Home
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character	Shift-<X]	Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape ot	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape CI	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape $
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape FI	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

T0-235 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the T0-235 keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+Cancel** is a second **Cancel** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F2	F2
BackSpace	Back Space	F3	F3
BackTab	Control Tab	F4	F4
Begin	Control Up	F5	F5
Break	Control]	F6	F6
Cancel	Control-X	F7	F7
+Cancel	F20	F8	F8
Clear	Control F7	F9	F9
ClearLine	Shift F20	F10	F10
Close	Control F6	Help	Help
Command	Control-C	Home	Shift-Up
+Command	F13	InputMode	Insert-Here
Copy	F11	Mark	Select
Create	***	Message	Escape MS
Delete	Remove	Move	F12
Delete Character	<X	Next	Shift-Right
Down	Down Arrow	Open	Control-F5
End	Control-Down	Options	Escape ot
Enter	Do	Page	Next Page
Exit	Control-D	Previous	Shift-Left
+Exit	F14	Print	F19
Escape	ESC	Redo	Control-F2
Find		Ref	
Forward	Right Arrow	Replace	Control-F3
F1	F1		

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Restart	Escape vs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Prev Page
Save	Control-F1	Shift-Previous	Escape PV
Scroll Up	Prev Screen	Shift-Print	Escape PR
Scroll Down	Next Screen	Shift-Redo	Escape RO
Shift-Back	Control-Left	Shift-Replace	Escape RP
Shift-Beginning	Escape BG	Shift-Resume	Escape RM
Shift-Cancel	Escape CX	Shift-Save	Escape SV
Shift-ClearLine	Escape cl	Shift-Undo	Escape VD
Shift-Command	Escape CM	Shift-F1	Shift-F1
Shift-Copy	Shift-F11	Shift-F2	Shift-F2
Shift-Create	Escape CR	Shift-F3	Shift-F3
Shift-Delete Character	Control-<X	Shift-F4	Shift-F4
Shift-End	Escape EN	Shift-F5	Shift-F5
Shift-Exit	Shift-F14	Shift-F6	Shift-F6
Shift-Find	Escape fi	Shift-F7	Shift-F7
Shift-Forward	Control-Right	Shift-F8	Shift-F8
Shift-Help	Shift-Help	Shift-F9	Shift-F9
Shift-Home	Shift-Down	Shift-F10	Shift-F10
Shift-InputMode	Escape NJ	Undo	Control-U
Shift-Message	Escape MS	Up	Up Arrow
Shift-Move	Shift-F12		

B

Keyboard Mapping Tables

The tables in this appendix show you the virtual key names (names used in this manual), keyboard map file names (in parentheses), and the escape sequences for generic, GT/PT, VT100, VT-220, and Wyse-85 keyboards. For example, this manual refers to the Exit key, but the correct entry in the generic keyboardmap file for Exit on a PT/GT terminal would be:

Exit   ^D   Finish

Generic Keyboard Keystrokes

The following table translates virtual key names into escape sequences for the generic keyboard (dumb terminal). If your terminal has no keyboardmap file in /usr/lib/ctam/kbmaps, the correct key sequences are those in the second column below.

Virtual Key Name	Actual Keys on the Generic Keyboard	Virtual Key Name	Actual Keys on the Generic Keyboard
Back	Esc bw	ClearLine	Esc ci
BackSpace	BackSpace	Close	Esc cl
BackTab	Esc Tab	Command (Cmd)	^C
Begin (Beg)	Esc bg	Copy	Esc cp
Break	Break	Create (Creat)	Esc cr
Cancel (Cancl)	^X	Delete (Dlete)	Esc dl
Clear	Esc ce	Delete Character (DleteChar)	Delete

Virtual Key Name	Actual Keys on the Generic Keyboard	Virtual Key Name	Actual Keys on the Generic Keyboard
Down	Esc dn	Next	Esc nx
End	Esc en	Open	Esc op
Enter	LineFeed	Options (Opts)	Esc ot
Exit	ˆD	Page	Esc pg
Escape (ESC)	ESC	PF1	Esc f1
Find	Esc fi	PF2	Esc f2
Forward	Esc fw	PF3	Esc f3
F1	Esc 1	PF4	Esc f4
F2	Esc 2	PF5	Esc f5
F3	Esc 3	PF6	Esc f6
F4	Esc 4	PF7	Esc f7
F5	Esc 5	PF8	Esc f8
F6	Esc 6	PF9	Esc f9
F7	Esc 7	PF10	Esc f0
F8	Esc 8	PF11	Esc f-
F9	Esc 9	PF12	Esc f=
F10	Esc 0	Previous (Prev)	Esc pv
Help	Esc ?	Print	Esc pr
Home	Esc hm	Redo	Esc ro
InputMode	Esc im	Ref	Esc re
Mark	Esc mk	Replace (Rplac)	Esc rp
Message (Msg)	Esc ms	Restart (Rstrt)	Esc rs
Move	Esc mv	Resume (Rsume)	Esc rm

Virtual Key Name	Actual Keys on the Generic Keyboard	Virtual Key Name	Actual Keys on the Generic Keyboard
Return	Return	Shift-Move	Esc MV
Save	Esc sa	Shift-Next	Esc NX
Scroll Up (RollUp)	Esc ru	Shift-Options (Shift-Opts)	Esc OT
Scroll Down (RollDown)	Esc dn	Shift-Page	Esc PG
Select (Slect)	Esc sl	Shift-Previous (Shift-Prev)	Esc PV
Shift-Back	Esc BW	Shift-Print	Esc PR
Shift-Beginning (Shift-Beg)	Esc BG	Shift-Redo	Esc RO
Shift-Cancel (Shift-Cancl)	Esc CN	Shift-Replace (Rplac)	Esc RP
Shift-ClearLine	Esc Cl	Shift-Resume (Shift-Rsume)	Esc RM
Shift-Command (Shift-Cmd)	Esc CM	Shift-Save	Esc SV
Shift-Copy	Esc RP	Shift-Undo	Esc UD
Shift-Create (Shift-Creat)	Esc CR	Shift-F1	Esc !
Shift-Delete Character (Shift-DleteChar)	Esc DC	Shift-F2	Esc @
Shift-End	Esc EN	Shift-F3	Esc #
Shift-Exit	Esc EX	Shift-F4	Esc $
Shift-Find	Esc FI	Shift-F5	Esc %
Shift-Forward	Esc FW	Shift-F6	Esc ^
Shift-Help	Esc HL	Shift-F7	Esc &
Shift-Home	Esc HM	Shift-F8	Esc *
Shift-InputMode	Esc NJ	Shift-F9	Esc (
Shift-Message (Shift-Msg)	Esc MS	Shift-F10	Esc)

GT/PT Keyboard Keystrokes (gt.kb)

The following table translates virtual key names into actual keys for the PT/GT keyboard. The keyboard map file entry if different is shown in parentheses.

Virtual Key Name	Actual GT/PT Key	Virtual Key Name	Actual GT/PT Key
Undo	Esc ud	F3	F3
Up	Esc up	F4	F4
Back	Left Arrow	F5	F5
BackTab	ˆTab	F6	F6
Break	Cancel	F7	F7
Cancel (Cancl)	Cancel	F8	F8
Clear	ˆF7	F9	F9
ClearLine	Shift-Cancel	F10	F10
Close	ˆF6	Help	Help
Command (Cmd)	ˆC	Home	Shift-Up
Copy	Copy	InputMode	Overtype
Delete (Dlete)	ˆDelete	Mark	Mark
Delete Character (DleteChar)	Delete	Move	Move
Down	Down Arrow	Next	Shift-Right Arrow
End	ˆDown	Page	Next Page
Enter	Go	Print	ˆF4
Exit	Finish	Redo	ˆF2
Escape (Esc)	ˆE	Replace (Rplac)	ˆF3
Forward	Right Arrow	Save	ˆF1
F1	F1	Scroll Up (RollUp)	Scroll Down
F2	F2	Scroll Down (RollDown)	Scroll Up

Virtual Key Name	Actual GT/PT Key	Virtual Key Name	Actual GT/PT Key
Shift-Back	ˆLeft	Shift-F1 (s_F1)	Shift-F1
Shift-Copy (s_Copy)	Shift-Copy	Shift-F2 (s_F2)	Shift-F2
		Shift-F3 (s_F3)	Shift-F3
Shift-Delete Character (s_DleteChar) _	Shift-Delete	Shift-F4 (s_F4)	Shift-F4
Shift-Exit (s_Exit)	Shift Finish	Shift-F5 (s_F5)	Shift-F5
Shift-Forward (s_Forward)	ˆRight Arrow	Shift-F6 (s_F6)	Shift-F6
Shift-Help (s_Help)	Shift-Help	Shift-F7 (s_F7)	Shift-F7
Shift-Home (s_Home)	Shift-Down	Shift-F8 (s_F8)	Shift-F8
Shift-Move (s_Move)	Shift-Move	Shift-F9 (s_F9)	Shift-F9
		Shift-F10 (s_F10)	Shift-F10
Shift-Page (s_Page)	Prev Page	Up	Up Arrow

VT-100 Keyboard Keystrokes (vt100.kb)

The VT-100 keyboard mapping follows the Generic Keyboard Keystrokes table at the beginning of this Appendix except for the keys listed below. (The +, as used below, means this is another instance of a key mapping for a particular virtual key name. +F1 is a second F1 key.)

Virtual Key Name	Actual VT-100 Key
Back	Left Arrow
Cancel	ˆX
Command (Cmd)	ˆC
Down	Down Arrow
Exit	ˆD
Forward	Right Arrow
F1	Esc1
F2	Esc2
F3	Esc3
F4	Esc4
+F1	Pf1
+F2	Pf2
+F3	Pf3
+F4	Pf4
Up	Up Arrow

VT-220 Keyboard Keystrokes (vt220.kb)

The VT-220 keyboard mapping follows the Generic Keyboard Keystrokes table at the beginning of this Appendix except for the following:

Virtual Key Name	Actual VT-220 Key
Break	
Cancel (Cancl)	ˆX
Command (Cmd)	ˆC
Dlete	Remove
DleteChar	
Enter	Do
Exit	ˆD
Find	Find
F1	F6
F2	F7
F3	F8
F4	F9
F5	F10
F6	F17
F7	F18
F8	F19
F9	F20
Help	Help
InputMode	Insert-Here
Mark	Select

WYSE-85 Keyboard Keystrokes (wy85.kb)

The WYSE-85 keyboard mapping follows the Generic Keyboard Keystrokes table at the beginning of this Appenidx except for the keys listed in the table below. The WYSE-85 is a VT-220-compatible terminal. Most keys are identical to the VT-220; a few differ only in the key label.

Virtual Key Name	Actual VT-220 Key
Backspace	<X]
Cancel (Cancl)	^X
Command (Cmd)	^C
Delete (Dlete)	Remove
Delete Character (DleteChar)	Shift-<X]
Enter	Do
Exit	^D
Find	Find
F1	F6
F2	F7
F3	F8
F4	F9
F5	F10
F6	F17
F7	F18
F8	F19
F9	F20
Help	Help
Home	Home
InputMode	Insert-Here
Mark	Select

active window. The Desktop Manager window that is currently open on the screen. This window is displayed over other windows and has a highlighted border The cursor is always displayed in the active window.

application. On a CTIX computer system, a software program, such as the Word Processor, Spreadsheet, Mail, or Calendar, that can be entered through the Desktop Manager.

case—sensitive. The ability of the CTIX system to differentiate between commands entered with capital letters (for example, **A**) as opposed to lowercase letters (a). CTIX commands typed into the system are not recognized unless entered with the proper case.

command key. A keyboard key, such as Delete, that causes the system to perform a predefined function without producing printable characters on the screen.

CTIX command. A choice selected from the Desktop Manager Command menu used to instruct the system to perform a function or carry out an activity. CTIX commands can also be typed.

CTIX operating system. The operating system that underlies the Desktop Manager. See also **operating system**.

cursor. The blinking underline character or highlighted block visible in the active window that marks your place on the Desktop Manager screen. Commands are carried out on the object at the cursor location.

default. A preset command or action that is automatically carried out by the system if a user does not specify an alternative. For example, there are many commands available for working with a selected object. However, if you press **Enter** without giving a command, the default command for the object is **Open**.

Desktop. The first directory you enter (the default directory) when you log in to the Desktop Manager. The Desktop is your main directory, and it can be used to create objects such as documents, spreadsheets, and additional directories. See also **default**.

directory. Similar to a folder in a desk drawer, a directory holds objects that are placed in it. A directory has a specific name and acts as a location for finding and working with the objects it holds.

function key. Function keys are the numbered keys located at the top of the keyboard (F1 through F10). They correspond to the function key menus at the bottom of the Desktop Manager screen. Their functions (and the function key menus) change according to the state of the program being used.

function key menu. A horizontal strip at the bottom of the Desktop Manager screen that indicates the action assigned to a function key on the keyboard. Function key menus (and the actions assigned to them) change as different operations are made available in the Desktop Manager.

login name. The name by which you are known to the operating system. Your login name is usually assigned to you by your system administrator.

menu. A list of available items in the Desktop Manager from which you can select. You can make selections in the Desktop Manager from among several options on a menu.

Message Center. The window at the top of your screen that displays the most recent Mail, Calendar, and Quick Messages. You can scroll the Message Center window to view additional messages.

notification. A message displayed on the Desktop Manager screen when you receive a message from another user in the system. If you choose to look at the message later, an icon, such as ALRM or MAIL, appears in the status line as a reminder that you have a message.

object. A term that refers to any or all of the different types of files that can be created and manipulated by the Desktop Manager. These include directories, databases, documents, spreadsheets, and applications, as well as any other objects that may be set up by your system administrator.

operating system. A master program that manages all the tasks required to run a computer system. Its primary functions are to organize and maintain the file system, provide for loading and execution of application programs, and provide a link between the computer and the outside world.

password. A secret word or string of characters assigned to you by a system administrator that you enter when you log in to the Desktop Manager. A password is used to provide protection for your system.

prompt. A character, such as the CTIX system $ or a statement in a form, that prompts you to enter information to carry out an action or command.

record. An organized and identifiable collection of related information transcribed on a computer storage medium. For example, a record in a personnel file contains related information such as first and last name, date, and place of birth, Social Security number, and so on.

spreadsheet. An object created by the WGS Spreadsheet program.

status line. The line at the top of the Message Center window that gives information such as your login name, the date and time, and message notifications.

system administrator. The person responsible for setting up and maintaining your computer system.

Toolkit. A Desktop Manager menu that lists the tools with which you can work. These tools can be used to send and read Mail, configure your user preferences, access the Trashcan, return to the Desktop or Message Center windows, and do other things your system is set up to do.

Trashcan. The place where deleted objects are placed when they are removed from the Desktop Manager screen. Objects in the Trashcan can be retrieved and returned to the screen. Objects deleted from the Trashcan are permanently removed from the system.

window. An identifiable area on the screen that contains specific information. For example, a window can be a directory, the Message Center, or a menu. A window is set off from other windows by a boundary line and a tag line at the top showing the name of the window.

message types (**cont.**)
    printer notifications, 2-23
    Quick Messages, 2-23
messages
    deleting all, 2-25
    deleting automatically, 2-25
    deleting single, 2-24
    deleting several at once, 2-24
    restoring deleted, 2-25, 6-42
    system, 1-1 to 1-3
    visible, 2-22
Most recent display order, 3-13
Move command, 6-30 to 6-23
moved or copied files to a new
    location, 6-37
moving
    between windows, 2-7
    the cursor by typing, 2-14
    files, directories to new loca-
        tions, 6-30 to 6-33
    moving the cursor using cursor
        keys, 2-13
    windows, 6-33
MSG icon, 2-23

Name and discription display type,
    3-12
Name only display type, 3-12
notification of messages, 2-22 to 2-23
Nxt Wdw (F5) function key, 2-6

object, 2-4
    created, confirmation message,
        2-9
    names, invalid characters, 2-10
    types, 2-8
objects
    canceling marked, 2-15
    changing menu displays, 6-35 to
        6-36
    closing, 2-20
    creating, 2-8 to 2-13

deleting from Trashcan, 3-31 to
    3-32
emptying Trashcan automat-
    ically, 3-32 to 3-33
in Desktop, 2-7 to 2-8
list of those you can create, 6-9
    to 2-10
locating, 6-14 to 6-19
moving from Trashcan, 3-33 to
    3-34, 6-32 to 6-33
opening, 6-34
removing, 6-11 to 6-12
selecting by marking, 2-15
sending as mail attachments,
    6-52 to 6-54
Office Applications, 1-3
Open command, 6-34
opening
    Desktop object, 2-15
    directory in the Layout window,
        6-24
    objects from Find window, 6-16
    objects, 6-34
organization of directories in the file
    system, 6-23 to 6-25, 6-35 to
    6-36
organization of manual, ix, 1-4
Organize command, 6-35 to 6-36
Other Users entry, 3-8 to 3-9

password
    changing, 3-17 to 3-18
    of other user, 3-37
    removing, 3-19
Paste (F8) function key, 2-6
Paste command, 6-37
pathnames, 5-13 to 5-14
permissions
    read, 6-45
    write, 6-45
    run, 6-45
Phone Memo form, 6-52
picture of current work on screen,
    2-29 to 2-30
placing files in a new location, 6-37