AT&T

AT&T UNIX® PC
Owner's Manual

NOTICE

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

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

NEW FEATURES:

1   Pages 3-15, 3-99, 4-68, C-1: Expert users may now open two types of UNIX System windows from the Office. Selecting |UNIX System| will open a bordered window with your default shell running. Selecting |Full Screen UNIX| will open a 24 x 80 character window without borders. The default shell runs here also. The Full Screen UNIX window is identified in the Window Manager menu of open windows with the label "Unknown Contents."

2   Page 3-20. When your hard disk is nearly full, you will be notified by a message icon that pops up on the status line. When this icon appears, point to it with the mouse and press <B1> or press <Msg> to see the warning message. Whenever you get this message, it is a good time to examine your files and delete those that you no longer need.

3   Page 3-28. There is now a quick way to move between windows by using the <Shift>-<Suspd> and <Shift>-<Rsume> keys.

a   To display the next window press:

        <Shift>-<Suspd>

b   To display the previous window press:

        <Shift>-<Rsume>

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

4   Page 3-120.   Floppy disks can now be formatted
    with either 8 or 10 sectors per track. If you
    want to make a backup copy of your **UNIX** PC
    system software, you should first format your
    floppy disk(s) to contain 10 sectors per track.

    a   Point to |Floppydisk| in the Office and
            press <Enter>.

    b   Point to |Floppy Disk System Format (10
            sectors)| and press <Enter>.

    c   Insert the blank floppy disk that is to
            be formatted and follow the instructions
            on the screen.

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

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

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

    a   Place the floppy disk in the drive.

    b   Flip the drive lever down.

    c   Open |**UNIX** System| from the Office window.

    d   Type: **iv -t /dev/rfp020** <Return>

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

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

    a   Select |Printers| from the Office.

    b   Select |Printer Status| from the Printers
            Menu.

    The status of each printer will be displayed.

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

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

    To set up the Hardware Flow Control:

    a   Select |Administration| from the Office
            window of **install.**

    b   Select |Hardware Setup| and press
            <Return>.

    c   Select |RS232 Setup| or |RS232 Expansion
            Setup| and press <Return>.

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

---

    d   Point to the **Enable Hardware Flow Control?** field. Select <Yes> to enable Hardware Flow Control. Select <No> to disable it.

7 Page 4-26. There are two IPC drivers listed in the Loadable Device Driver Interface window:

    Standard Sys V IPC (1ipc)

        and

    Enhanced Sys V IPC (nipc)

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

    kernel crash: rmfree panic

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

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

TECHNICAL TIPS:

1   Pages 3-20. Make sure you have closed all of
    the windows that you have opened by pressing
    the <Msg> key or pointing to the [!!] or [!]
    icon. While one of these windows is open, the
    date and time field cannot be updated and
    system functions that are controlled by the
    crontab file will not execute.

2   Pages 3-20, F-1. If you have not installed an
    electronic mail package on your **UNIX** PC, you
    can still receive electronic mail by opening a
    UNIX window and typing **mail**, by pointing the
    mouse to the envelope icon and pressing <B1>,
    or by pressing the <Msg> key.

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

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

3   Page 3-88. The Security command will allow
    you to change the owner of a file to several
    logins including some system logins. Do not
    change the owner of a file to any of the
    following logins: **root, uucp, uucpadm, adm,
    daemon, nuucp,** or **lp.** You will not be allowed
    to change the ownership back to the original
    login if you do this.

4   Page 3-95. The disk heads on the model 3B1 do
    not need to be parked using the Diagnostic
    Disk.   These   disk   heads   are   parked
    automatically when the shutdown command is
    used. Disk heads on model 7300 must be parked
    with the Diagnostic Disk as described on page
    3-95 in the this manual.

5   Page 3-114. Do <u>not</u> turn the lever or remove
    the floppy disk while the red light on the disk
    drive is lit. Wait until the procedure that
    is executing has completed, or until you have
    closed the Floppydisk window.

6   Page 3-141. Do <u>not</u> open the Office of another
    user using |Other Users| while you have a data
    call in process. When you exit from the Office
    of the other user, the data call will be
    terminated.

7   Page 4-36. When sending mail to a system which
    is a part of a network such as ISN, long or
    complicated send and receive strings may be
    required.   These entries must be set up via
    the   UNIX   shell   by   editing   the   file
    /usr/lib/uucp/L.sys. The entries can not be
    made   using   the   Mail   Setup   form   in   the
    Administration menu.   The entries should be
    made according to the instructions supplied by
    the person in charge of administering the
    receiving computer on the network.

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

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

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

    Each field in this sample entry is described
    below.

    sys   The name of the remote system.

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

Su Mo Tu We Th Fr Sa

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

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

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

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

The rest of the fields:

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

expect send [expect send] ...

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

The <u>expect</u> field may be made up of subfields in the form

<u>expect</u>[<u>-send-expect</u>]...

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

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

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

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

8   Page 4-55. If you are installing a new version of a software package that is already installed on your **UNIX** PC, you should remove the old version before you begin the installation procedure. See page 4-59 for instructions.

9   Page 4-68, 4-70. You may calculate the disk space that is used by each user by opening the User Login Interface window and pressing the [Compute Space] screen key. Disk usages will be computed and displayed within 1-2 minutes. If any users have been deleted from the system, these values may be incorrect.

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

10   Page 4-68, item 6. The login name may consist of one to eight characters. The first character must be alphabetic. The remaining characters may be letters or numbers. No uppercase characters may be used.

11   Page 4-75. To change a password, you should try a combination of alphabetic and numeric characters. You should avoid using characters such as @, backspace, ", #, etc.

12   Page 4-81. The national date for changing daylight savings time has been changed. To prevent your **UNIX** PC from automatically changing to Daylight Saving Time on the wrong date, you must set it up so that it will not change the time automatically. You must manually change the time on the appropriate dates.

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

---

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

Attention Personal Calendar Users!

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

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

     o You can use Personal Calendar from a remote terminal.

     o The EDIT KEYWORD and EDIT CALENDAR screen keys correspond to the F3 function key instead of F1.

     o An EXIT CALENDAR screen key, corresponding to the F1 function key, exits Personal Calendar.

     o A new Calendar Preferences entry, **Calendar default display mode**, lets you select which calendar (Month, Week, or Day at a Time) appears when you open Personal Calendar from the Office.

     o A To-Do List lets you keep track of things you have to do for a particular month, week, or day.

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

The EDIT KEYWORD and EDIT CALENDAR Screen Keys

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

The Month at a Time calendar:

```
VOICE 1: IDLE    DATA 2         Wed Aug 20, 10:26 am                    [w]
 Office of user          [?]
   Calendar of user:  Month at a Time                                   [?]
  AUGUST                                        1986   JULY          1986
                                                       Su M  Tu W  Th F  Sa
  Su     M     Tu     W     Th     F     Sa                 1  2  3  4  5
                                        1     2        6  7  8  9 10 11 12
                                                      13 14 15 16 17 18 19
  3      4     5      6      7      8     9            20 21 22 23 24 25 26
                                                      27 28 29 30 31
  10     11    12     13     14     15    16
                                                      SEPTEMBER     1986
  17     18    19     20     21     22    23          Su M  Tu W  Th F  Sa
                                                          1  2  3  4  5  6
  24     25    26     27     28     29    30           7  8  9 10 11 12 13
                                                      14 15 16 17 18 19 20
  31                                                  21 22 23 24 25 26 27
                                                      28 29 30

  MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB
  1986                                                    1987
  X
```

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

The Day at a Time calendar:

```
VOICE 1: IDLE    DATA 2        Wed Aug 20, 10:26 am                    [w]
  Office of user          [?]
   Calendar of user:  Day at a Time                                     [?]
 | APPTS OF WEDNESDAY AUGUST 20, 1986    O-x                            |
 | TIME        COMMENT        | TIME        COMMENT                     |
 | 7:00                       | 12:00                                  |
 |                            |                                        |
 | 8:00                       | 1:00                                   |
 |                            |                                        |
 | 9:00                       | 2:00                                   |
 |                            |                                        |
 | 10:00                      | 3:00                                   |
 |                            |                                        |
 | 11:00                      | 4:00                                   |  ⇧
 |                                                                     |
 | Note:                                                               |  ⇩
  [X]
```

| CREATE APPT | TO_DO LIST | EDIT CALENDAR | PREV DAY | NEXT DAY | SHOW MONTH | SHOW WEEK | SHOW HOUR |

The EXIT CALENDAR Screen Key

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

The Month at a Time calendar:

```
VOICE 1: IDLE    DATA 2      Wed Aug 20, 10:26 am                    [w]
  Office of user         [?]
   Calendar of user:  Month at a Time                               [?]
  AUGUST                                  1986    JULY            1986
                                                  Su M  Tu W  Th F  Sa
  Su    M     Tu    W     Th    F     Sa               1  2  3  4  5
                                 1     2           6  7  8  9 10 11 12
                                                  13 14 15 16 17 18 19
                                                  20 21 22 23 24 25 26
  3     4     5     6     7     8     9           27 28 29 30 31
  10    11    12    13    14    15    16          SEPTEMBER       1986
                                                  Su M  Tu W  Th F  Sa
  17    18    19    20    21    22    23             1  2  3  4  5  6
                                                   7  8  9 10 11 12 13
  24    25    26    27    28    29    30          14 15 16 17 18 19 20
                                                  21 22 23 24 25 26 27
  31                                              28 29 30
                                                                    ⬆
  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC  JAN  FEB         ⬇
  1986                                                 1987
  X

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

The Week at a Time calendar:

```
VOICE 1: IDLE    DATA 2         Wed Aug 20, 10:27 am                      [w]
  Office of user            [?]
  [ ] Calendar of user:  Week at a Time                                   [?]

      Week of AUGUST 17, 1986
      8/17    8/18    8/19    8/20    8/21    8/22    8/23
      Su      M       Tu      W       Th      F       Sa
 7:00A
 8:00A
 9:00A
10:00A
11:00A
12:00P
 1:00P
 2:00P
 3:00P
 4:00P
```

```
  EXIT     TO_DO            PREV    NEXT     SHOW             SHOW
CALENDAR   LIST             WEEK    WEEK     MONTH            DAY
```

ﻭ

Setting Calendar Default Display Mode

By default, you see this Month at a Time calendar when
you open Calendar:
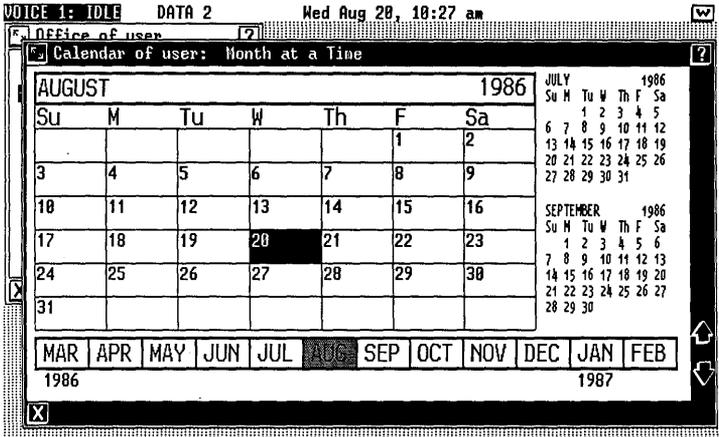
```
VOICE 1: IDLE    DATA 2          Wed Aug 20, 10:27 am                    [w]
 Office of user        [?]
 Calendar of user:   Month at a Time                                    [?]
 AUGUST                                    1986    JULY              1986
                                                   Su M  Tu W  Th F  Sa
 Su    M     Tu    W     Th    F     Sa                  1  2  3  4  5
                                     1     2     6  7  8  9  10 11 12
                                                   13 14 15 16 17 18 19
                                                   20 21 22 23 24 25 26
 3     4     5     6     7     8     9     27 28 29 30 31
 10    11    12    13    14    15    16    SEPTEMBER          1986
                                                   Su M  Tu W  Th F  Sa
 17    18    19    20    21    22    23       1  2  3  4  5  6
                                            7  8  9  10 11 12 13
 24    25    26    27    28    29    30    14 15 16 17 18 19 20
                                                   21 22 23 24 25 26 27
 31                                        28 29 30

  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC  JAN  FEB
  1986                                              1987
 [X]
```

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

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

To change the Calendar default display mode:

      1   Select |Preferences| from the Office.

2 Select |Calendar| from the Preferences menu.

You see this Calendar Preferences form:

```
┌─────────────────────────────────────────────────────────────┐
│▐▀▌ Preferences                                           ▐?▌ │
│                                                              │
│                         Calendar                             │
│   Calendar default display mode        ▐Month at a Time▌     │
│   Calendar display in 24 hour format   No                    │
│   Start hour for Calendar screen displays  7    : 00   AM/PM  AM │
│   Auto delete appointments             No                    │
│   Auto delete appointment period (days)                      │
│   Auto delete alarms                   No                    │
│   Auto delete alarm period (days)                            │
│                                                              │
│                          [OK]                                │
│                                                              │
│ ▐X▌                                                          │
└─────────────────────────────────────────────────────────────┘
```

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

4 Press <Enter>.

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

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

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

Creating a To-Do List

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

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

To create a To-Do List:

1 Select |Calendar| from the Office.

2 Press [TO_DO LIST].

The To-Do List form appears:
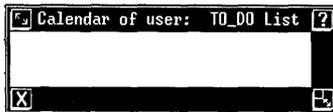
3 Press [CREATE ITEM].

The Create To-Do Item form appears:

```
┌─────────────────────────────────────────────┐
│ ▣ Create TO_DO Item                       [?]│
│ ┌──────────────────────────────────────────┐│
│ To_Do ▐                      .              ▌│
│ └──────────────────────────────────────────┘│
│                      [OK]                     │
│ ┌──┐                                          │
│ │X │                                          │
│ └──┘                                          │
└─────────────────────────────────────────────┘
```

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

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

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

Displaying Your To-Do List

To display your To-Do List:

1 Select |Calendar| from the Office.

2 Press [TO_DO LIST].

Inserting Items

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

To insert an item into your list:

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

---

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

```
┌─────────────────────────────────────────────────────┐
│ ⌐ Insert TO_DO Item                              ?│
├─────────────────────────────────────────────────────┤
│  To_Do  ████████████████████████████████████████    │
│                          [OK]                        │
│ ┌──┐                                                 │
│ │X │                                                 │
└─└──┘─────────────────────────────────────────────────┘
```

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

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

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

Modifying Items

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

To modify an item from your To-Do List:

1 Select the item to be modified.

2 Press [MODIFY ITEM].

The Modify TO_DO item form appears.

```
┌─────────────────────────────────────────────────────┐
│ ⌐ Modify TO_DO Item                              ?│
├─────────────────────────────────────────────────────┤
│  To_Do  pick up jim from airport  10:00 AM          │
│                          [OK]                        │
│ ┌──┐                                                 │
│ │X │                                                 │
└─└──┘─────────────────────────────────────────────────┘
```
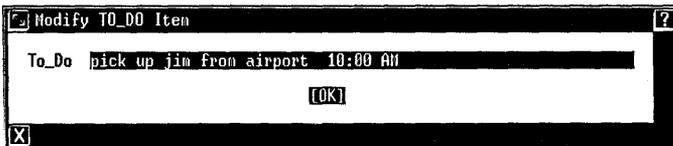
3 Type your changes. As you type, the line is cleared.

4 Press <Enter>.

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

Deleting Items

To delete an item:

1 Select the item you want to delete.

2 Press [DELETE ITEM].

The highlighted item is deleted.

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

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

2 Press [DELETE ITEM].

Printing Your To-Do List

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

To print the To-Do list:

1 Open the To-Do list.

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

You see the Print file form.

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

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

Your To-Do list is printed.

Saving To-Do Lists

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

To save your To-Do list in a file:

1 Press <Save> or select |Save TO_DO List| from
the Commands menu.

2 Type in a name for the file.

3 Press <Enter>.

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

The TO DO LIST Screen Key

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

The Month at a Time calendar:

VOICE 1: IDLE	DATA 2	Wed Aug 20, 10:29 am	[w]

Office of user [?]

Calendar of user: Month at a Time [?]

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

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

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

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

1986   1987

[X]

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

The Week at a Time calendar:

```
┌──────────────────────────────────────────────────────────────────────────┐
│VOICE 1: IDLE    DATA 2          Wed Aug 20, 10:29 am              [w]       │
│┌ Office of user ──────[?]──────────────────────────────────────────────────│
││┌ Calendar of user:  Week at a Time ──────────────────────────────[?]──│    │
│││ ┌────────────────────────────────────────────────────────────────┐ │    │
│││ │Week of AUGUST 17, 1986                                          │ │    │
│││ │ 8/17   8/18   8/19   8/20   8/21   8/22   8/23                   │ │    │
│││ │Su     M      Tu     W      Th     F      Sa                      │ │    │
││  7:00A                                                              │ │    │
││  8:00A                                                              │ │    │
││  9:00A                                                              │ │    │
││ 10:00A                                                              │ │    │
││ 11:00A                                                              │ │    │
││ 12:00P                                                              │ │    │
│[X] 1:00P                                                             │ │    │
││  2:00P                                                              │ │    │
││  3:00P                                                          ⬆   │ │    │
││  4:00P                                                          ⬇   │ │    │
││                                                                     │ │    │
││[X]                                                                  │ │    │
│└────────────────────────────────────────────────────────────────────┘      │
└──────────────────────────────────────────────────────────────────────────┘
```

```
┌──────────┬──────────┬────────┐  ┌──────────┬──────────┐  ┌──────────┬────────┐  ┌──────────┐
│  EXIT    │  TO_DO   │        │  │  PREV    │  NEXT    │  │  SHOW    │        │  │  SHOW    │
│ CALENDAR │  LIST    │        │  │  WEEK    │  WEEK    │  │  MONTH   │        │  │  DAY     │
└──────────┴──────────┴────────┘  └──────────┴──────────┘  └──────────┴────────┘  └──────────┘
```

14

The Day at a Time calendar:

```
VOICE 1: IDLE    DATA 2          Wed Aug 20, 10:30 am                    [w]
  Office of user          [?]
    Calendar of user:  Day at a Time                                    [?]

  APPTS OF WEDNESDAY AUGUST 20, 1986   o─╥
  ┌──────────────────────────┬──────────────────────────┐
  │TIME        COMMENT        │TIME        COMMENT        │
  │ 7:00                      │12:00                      │
  │                           │                           │
  │ 8:00                      │ 1:00                      │
  │                           │                           │
  │ 9:00                      │ 2:00                      │
  │                           │                           │
  │10:00                      │ 3:00                      │
  │                           │                           │
  │11:00                      │ 4:00                      │ ⇧
  └──────────────────────────┴──────────────────────────┘
   Note:                                                    ⇩
  [X]
```

```
CREATE   TO_DO   EDIT       PREV   NEXT    SHOW    SHOW    SHOW
 APPT    LIST  CALENDAR     DAY    DAY     MONTH   WEEK    HOUR
```

WARNING

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

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

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

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

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

- The particular line or lines to which equipment is to be connected.

- The registration number and Ringer Equivalence Number (REN) from the label on the equipment.

- The type of jack(s) to be ordered.

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

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

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

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

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

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

- Reorient the receiving antenna.

- Relocate the computer with respect to the receiver.

- Move the computer away from the receiver.

- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

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

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

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

Stock No. 004-000-00398-5

LIMITED WARRANTY

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

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

ALL EXPRESS OR IMPLIED WARRANTIES FOR THIS PRODUCT
INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS
FOR A PARTICULAR PURPOSE ARE LIMITED IN DURATION TO A
PERIOD OF 90 DAYS FROM THE DATE OF PURCHASE, AND NO
WARRANTIES, WHETHER EXPRESS OR IMPLIED, WILL APPLY
AFTER THIS PERIOD. SOME STATES DO NOT ALLOW
LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO
THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

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

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

This guide is organized into the following sections:

   o   **Introducing the AT&T UNIX PC** describes the
       UNIX PC and explains the purpose and
       capabilities of the system.

   o   **Using the UNIX PC** covers frequently used **UNIX**
       PC procedures, such as how to use the
       keyboard and mouse and how to log into the
       system.

   o   **Working with the Office** contains step-by-step
       procedures for entering and performing Office
       commands and tasks.

   o   **Managing the UNIX PC** provides step-by-step
       procedures for performing system
       administration and maintenance on the **UNIX**
       PC.

   o   **Appendixes** include a list of the system
       software facilities, a table of file name
       suffixes, instructions for accessing the **UNIX**
       system, printer connection information,
       instructions for recovering from a full
       system disk, and how to use UNIX mail.

   o   **Glossary** contains definitions of Office and
       computer terminology.

---

o <u>AT&T **UNIX**® PC Remote Access User's Guide</u>

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

o <u>AT&T **UNIX**® PC Terminal Emulation User's
Guide</u>

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

o <u>Application Guides</u>

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

Contents

Contents

Introducing the AT&T UNIX PC

2

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

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

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

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

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

The UNIX PC Workstation

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

Display Screen

Hard Disk Drive

Mouse

Floppy Disk Drive

Keyboard
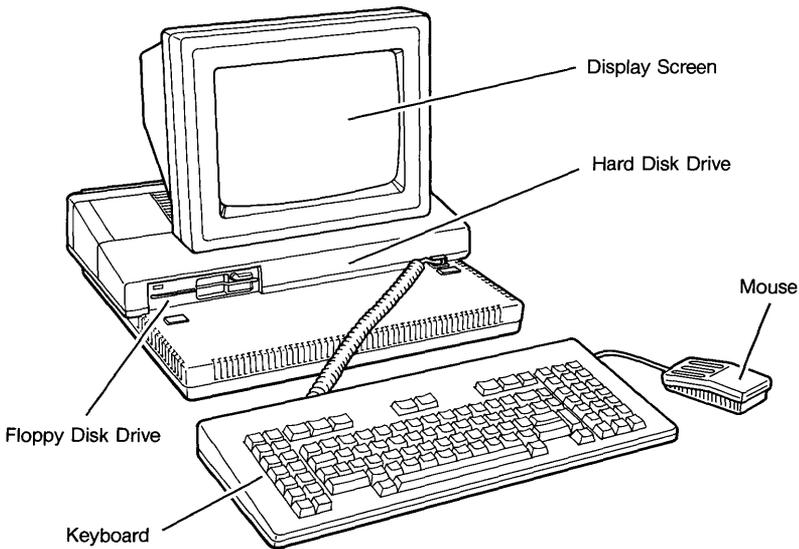
The Display Screen

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

The Hard Disk

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

The Mouse

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

Mouse Pointer
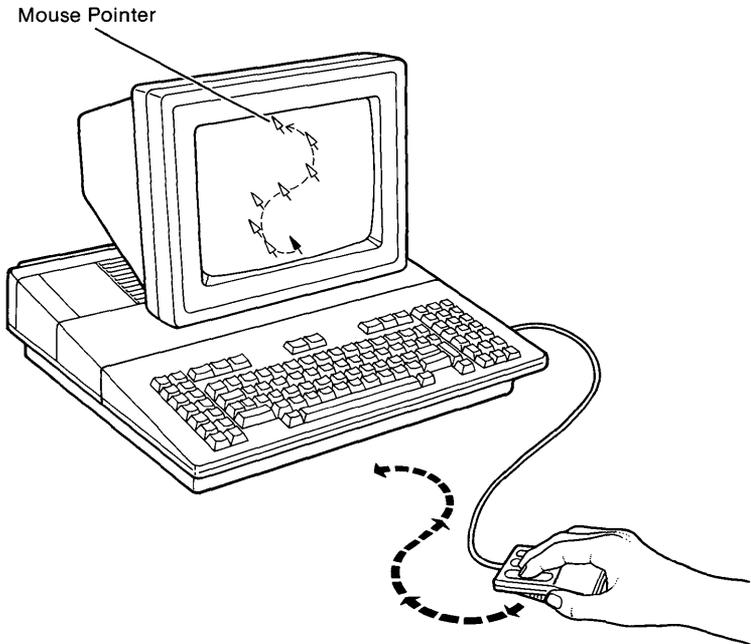
The Keyboard

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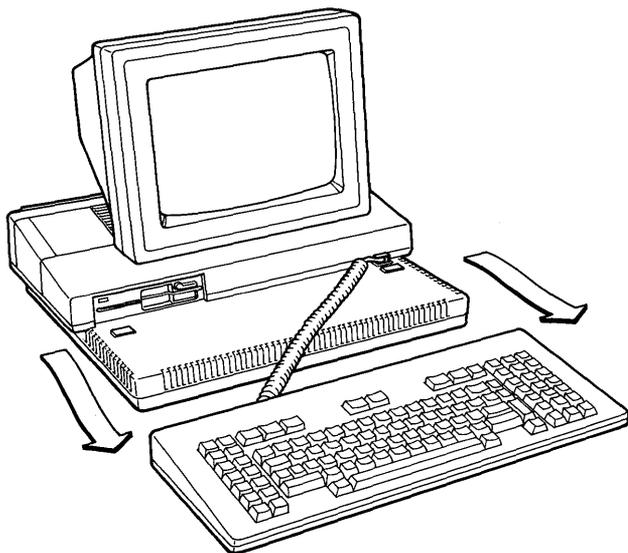
The Floppy Disk Drive

When you add new programs to the hard disk or work with
data that is contained on floppy disks, you use the
floppy disk drive. After you insert a floppy disk into
the floppy disk drive, you can work with the
information contained on the floppy disk.
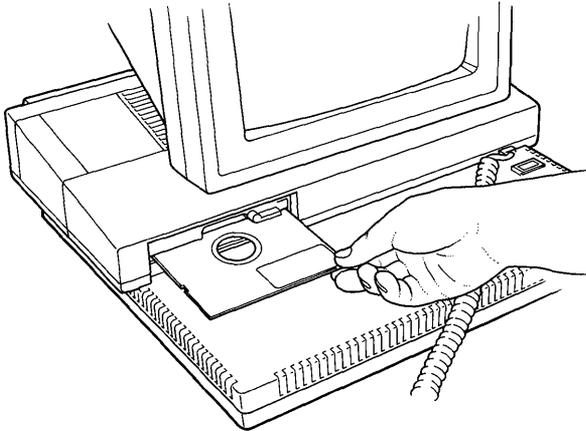
For more information about using floppy disks and the
floppy disk drive, see "Using Floppy Disks" in the
Working with the Office section of this guide.

The Office

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

```
                          Thu May 29, 5:56 pm                    [w]
  ┌─────────────────────┐
  │ ⌐ Office of tutor [?]│
  │                      │
  │ ─Administration      │
  │  Clipboard           │
  │  Filecabinet         │
  │  Floppydisk          │
  │  Preferences         │
  │  Printers            │
  │  Wastebasket         │
  │                      │
  │ [X]              ⌐⌐  │
  └─────────────────────┘
```

```
        ■■■SECURITY■■■      ■PREV■ ■NEXT■    ■FIND■ ■SHOW■  ■■■
                           ■WINDOW■WINDOW■          ■LAYOUT■
```
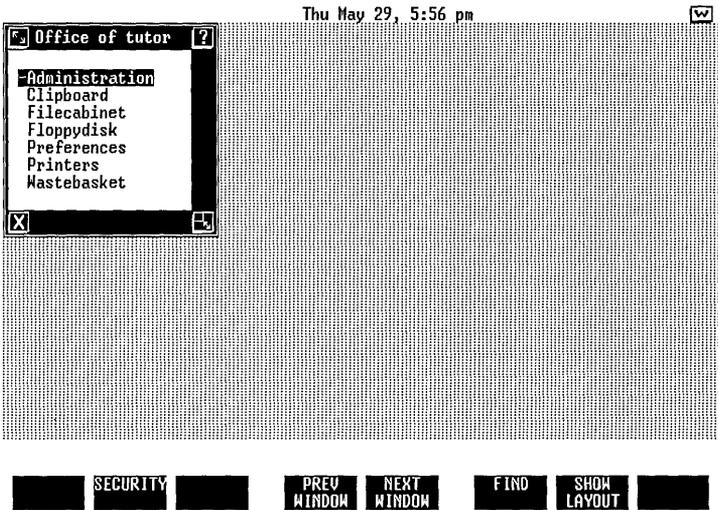
Conventions

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

> **Please login:**

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

> Type **abc**

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

> <Enter>

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

> [PASTE]

The mouse buttons are represented as follows:

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

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

> |Filecabinet|

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

> <Shift>-<Page>

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

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

> [X]

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

> [?]

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

> [OK]

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

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

This section contains the following chapters:

    o   "Getting Started" shows you how to turn the
        power on and off, log in, and start using the
        system.

    o   "Adjusting the Display Screen" explains how
        to position the screen to suit your needs and
        adjust the screen brightness to the desired
        level of intensity.

    o   "Using the Keyboard" describes how to use the
        UNIX PC keyboard and remove the keyboard from
        the keyboard storage pad.

    o   "Using the Mouse" shows how to hold the
        mouse, move the mouse pointer, and use the
        mouse buttons.

    o   "Shutting Down the System" shows you how to
        close the Office, log out of the system, turn
        down the screen brightness, and turn off the
        power.

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

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

Turning On the Power

Turning on the power is a simple process:

    1 Find the power switch on the back of the workstation. It is located just above the power cord:
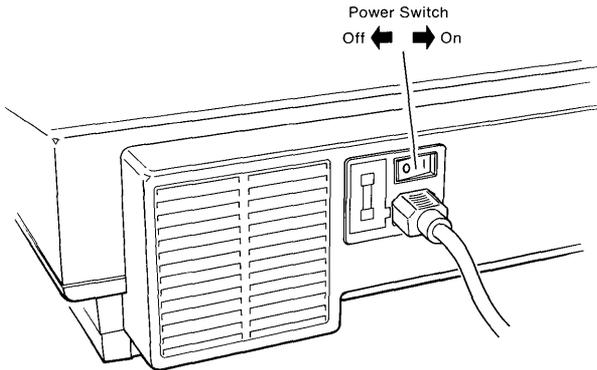
    2 Press the power switch toward the **I**.

Caution

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

Testing at Power-Up

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

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

Searching floppy disk...

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

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

Note

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

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

```
┌──────────────────────────────────────┐
│ █▀                                     │
│  ┌──────────────────────────────────┐  │
│  │   Welcome to the AT&T UNIX pc     │  │
│  │                                   │  │
│  │  Stored files are being checked.  │  │
│  │                                   │  │
│  │       Please stand by ...         │  │
│  │                                   │  │
│  └──────────────────────────────────┘  │
│ ☒                                      │
└──────────────────────────────────────┘
```
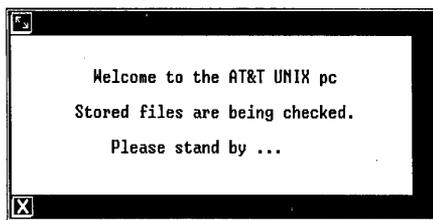
This message tells you that the **UNIX** PC is testing to
be sure that the file system stored on your disk is
usable.

Note

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

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

```
┌──────────────────────────────────────┐
│ ▓                                      │
│                                        │
│            Loading drivers             │
│                                        │
│            Please stand by ...         │
│                                        │
│ �X                                      │
└──────────────────────────────────────┘
```

Note

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

Then the following message is displayed:

```
┌──────────────────────────────────────┐
│ ▓                                      │
│                                        │
│        The screen will now be set up.  │
│                                        │
│            Please stand by ...         │
│                                        │
│ �X                                      │
└──────────────────────────────────────┘
```
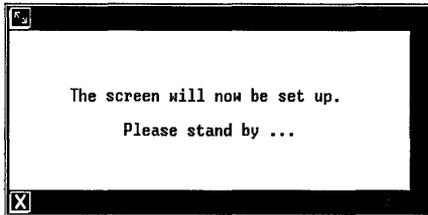
This message confirms that the disk contents are in
sound condition. While this message is displayed, the
Office programs begin running. Finally, the login
message is shown and the system is fully operational.

Logging Into the System

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

> **Welcome to the AT&T UNIX PC**
>
> **Please login:**

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

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

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

To log into the system if you <u>do not</u> have a password:

> 1 Type your user name.
>
> You must type it exactly as it was defined to
> the system, in upper- or lowercase letters.
>
> 2 Press <Enter>.

After a few moments you see the Office window.

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

To log into the system if you <u>do</u> have a password:

    1 Type your user name.

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

    2 Press <Enter>.

       The system responds by displaying **Password:**

    3 Type your password and press <Enter>.

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

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

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

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

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

Adjusting the Screen Brightness

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

> 1 Locate the brightness dial under the left side of the display screen, as shown below:
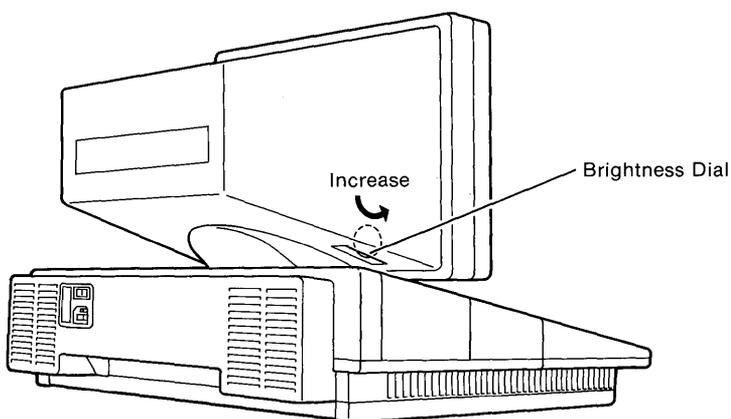
> 2 Complete the adjustment as follows:
>
> To increase the brightness, turn the dial toward the front of the UNIX PC.
>
> To decrease the brightness, turn the dial toward the rear of the UNIX PC.

Positioning the Screen

The display screen tilts forward or backward and
swivels to the left or right. The following
illustration shows you how to position the display
screen to suit your requirements.
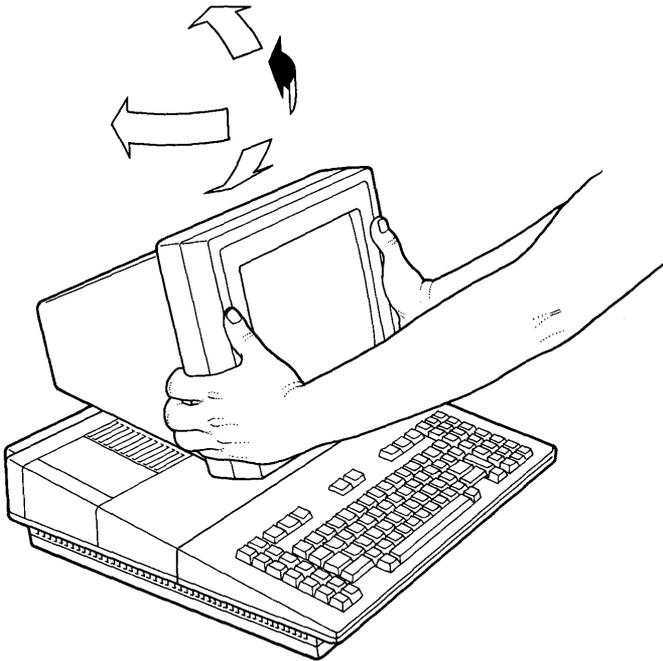
This chapter describes the features of the **UNIX** PC keyboard.

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

Removing the Keyboard from the Storage Pad

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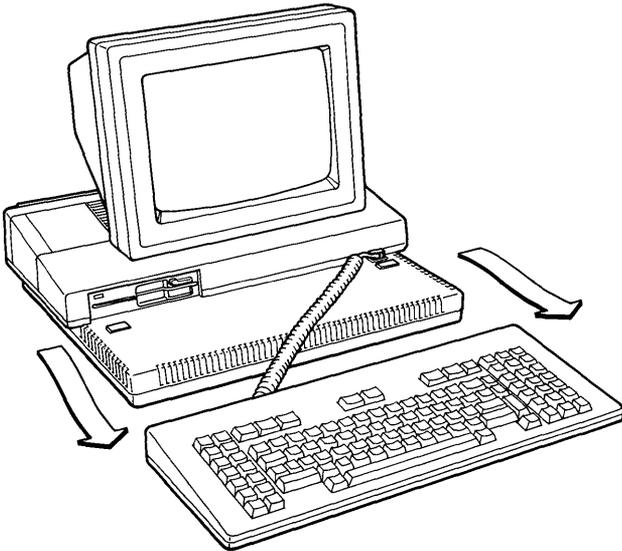
Reviewing the Keyboard Layout

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

Action Keys   Function Keys   Action Keys

Letter and Number Keys   Numeric Pad and Cursor Movement Keys
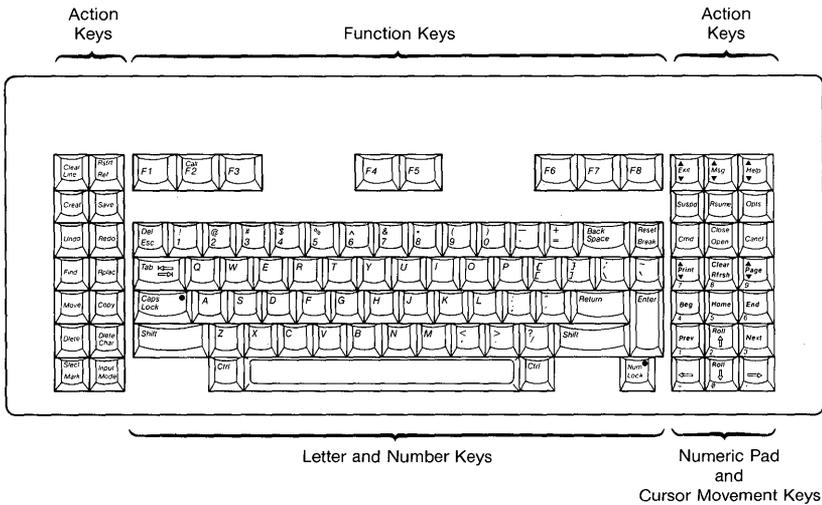
o   Cursor movement keys move the cursor or the highlight bar in windows, menus, and forms.

o   Function keys issue the commands displayed in the labels at the bottom of the screen.

o   Action keys issue various Office and application commands, such as the Copy and Delete commands.

o   Letter and number keys are used to type information as you would using a standard typewriter.

o   Numeric pad keys are used with the Num Lock key to type numbers.

Other Keyboard Features

The **UNIX** PC keyboard has some additional special
features:

- o Many keys repeat when held down continuously,
  as does the space bar on an electric
  typewriter.

- o Two keys, the Caps Lock and Num Lock keys,
  have lights that indicate when the key is in
  effect.

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

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

- o The Ctrl key is similar to the Shift key in
  that you hold the Ctrl key down while typing
  other keys. The instructions for the
  software you are using will tell you when to
  use the Ctrl key.

- o The F2 key is marked Call to indicate that
  holding down the Shift key and pressing the
  F2 key opens Telephone Manager. This action
  is described in the AT&T UNIX PC Telephone
  Manager User's Guide in the Communications
  Management binder.

- o Many keys have two labels, one at the top and
  one at the bottom. This labeling means the
  top function is performed when you press the
  key with the Shift key held down, and the
  bottom function is performed when you press
  the key by itself.

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

Keyboard Summary Chart

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

Keyboard Summary Chart

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

Keyboard Summary Chart (Continued)

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

Keyboard Summary Chart (Continued)

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

Keyboard Summary Chart (Continued)

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

Keyboard Summary Chart (Continued)

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

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

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

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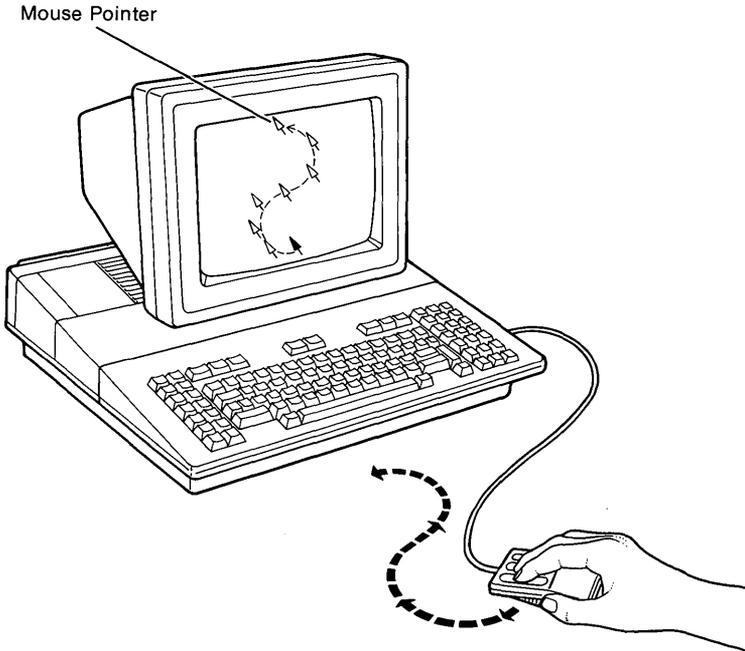
Hold the mouse with the cord leading away from your fingers, as shown above.

Each mouse button performs a different function.

B1 (the left mouse button) (Enter)

B2 (the middle mouse button) (Cmd)

B3 (the right mouse button) (Mark)
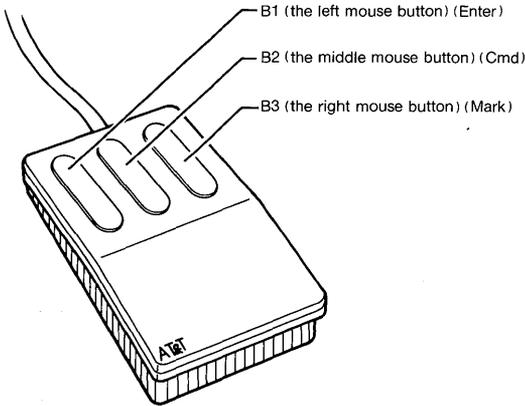
o   The left button, B1, acts like the Enter key.
    It is used for selecting objects and commands
    and performing default actions on objects.

o   The middle button, B2, acts like the Cmd key.
    It is used for displaying the Commands menu
    or options windows.

o   The right button, B3, acts like the Mark key.
    It is used for selecting and marking multiple
    objects that will be affected by the next
    command.

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

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

Briefly, the procedure to finish a work session is:

1   Close all application windows.

2   Log out from all open Offices.

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

3   Turn down the screen brightness.

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

Note

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

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

Logging Out

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

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

To log out using the Office Commands menu:

     1   Close all windows except the Office.

     2   Press <Cmd> or press the <B2> mouse button to
           display the Office Commands menu.

     3   Point to |Logout|.
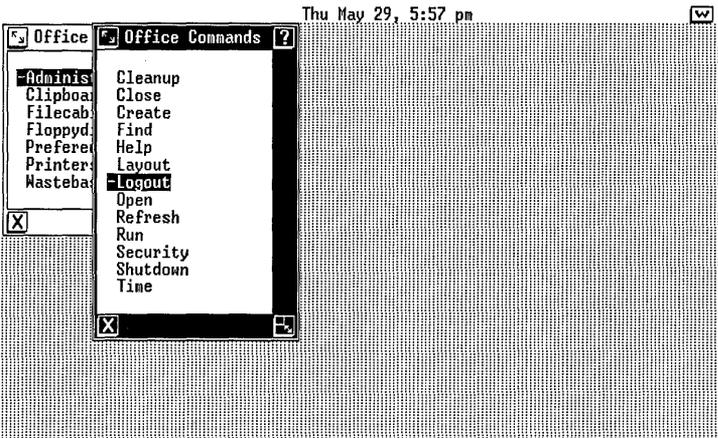
```
                              Thu May 29, 5:57 pm              [w]
[⌐] Office [⌐] Office Commands [?]
  ────────────────────────────────────────
  ▀Administ   Cleanup
   Clipboa    Close
   Filecab    Create
   Floppyd    Find
   Prefere    Help
   Printer    Layout
   Wasteba    ▀Logout
  ┌─┐         Open
  │X│         Refresh
  └─┘         Run
              Security
              Shutdown
              Time
              ┌─┐              ┌─┐
              │X│              │ │
              └─┘              └─┘

Cursor to desired command and touch ENTER
```

     4   Press <Enter> or <B1>.

        You see a confirm message.

5   Press <Enter> or <B1>.

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

To log out by exiting from the Office window:

1   Close all windows except the Office.

2   Press <Exit> or point to the [X] icon and
    press <B1>.

    The following message window is displayed:

```
┌─────────────────────────────────────────────┐
│ ⌐. Confirm                                ?  │
│                                               │
│   Do you wish to Logout?                      │
│                                               │
│      Touch ENTER to continue                  │
│   or CANCL to stop.                           │
│   Touch HELP for more information             │
│                                               │
│ X                                             │
└─────────────────────────────────────────────┘
```
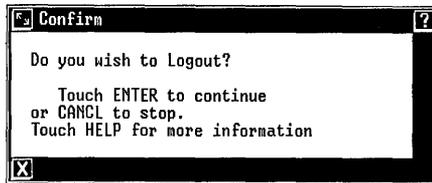
3   Press <Enter> to log out.

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

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

Turning Down the Screen Brightness

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

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

Completing System Shutdown

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

Cautions

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

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

To shut down the system:

1 Make sure no other users are logged in.

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

2 Close all application windows. Only the
   Office window should remain open.

3 Press <Cmd> or <B2> to display the Office
   Commands menu.

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

```
Office    Office Commands  ?

 Adminis   Cleanup
 Clipboa   Close
 Filecab   Create
 Floppyd   Find
 Prefere   Help
 Printer   Layout
 Wasteba   Logout
           Open
 X         Refresh
           Run
           Security
           Shutdown
           Time

           X
```
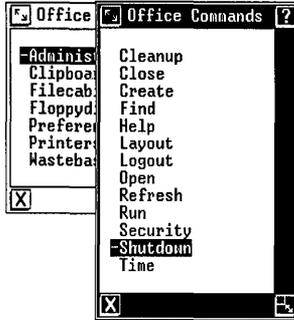
You see a Confirm window containing this
message:

Do you wish to perform a system shutdown?

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

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

5 Press <Enter> to shut down.

You see this message:

Shutting the system down. Please wait ...

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

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

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

Contents

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

This section is divided into the following chapters:

   o   "Summary Charts" lists screen keys and their
       functions and all of the Office commands in
       alphabetical order, with brief explanations
       of their functions and where to find more
       information.

   o   "Using the Office" describes the contents of
       the Office.

   o   "Working with Windows" describes the **UNIX** PC
       windows and explains how to work with windows
       using the mouse and the keyboard keys.

   o   "Selecting Objects and Entering Commands"
       shows you how to select Office objects using
       the mouse or keyboard keys. It also covers
       the different ways in which you can enter
       commands, describing how to use forms, menus,
       action keys, and screen keys.

   o   "Using Office Commands" contains an
       alphabetical list of the Office commands,
       with step-by-step instructions for
       accomplishing the tasks each command
       initiates.

   o   "Changing User Preferences" describes the
       user convenience features and gives
       procedures for changing these settings to
       suit your preferences.

   o   "Using Floppy Disks" describes how to handle,
       insert, and remove floppy disks. It also
       describes how to use the Floppydisk object of
       the Office for copying and moving files from
       the **UNIX** PC to a floppy disk.

o   "Using Printers" describes how to use printer
    commands in the Printers object in the
    Office.

o   "Working with Other Users" describes the
    multiuser capabilities of the **UNIX** PC and
    shows you how to use the Other Users object
    in the Office.

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

Screen Key Summary Chart

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

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

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

| ORGANIZE | SECURITY | RENAME | | PREV WINDOW | NEXT WINDOW | | FIND | SHOW LAYOUT | PASTE |

Screen Key Summary Chart

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

Command Summary Chart

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

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

The commands are listed in alphabetical order.

Command Summary Chart

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

Command Summary Chart (Continued)

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

Command Summary Chart (Continued)

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

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

    You see this window:

```
┌──────────────────────────────────┐
│ ⌐⌐                            ?   │
│ New name for example: ██████████  │
│              [OK]                 │
│ X                                 │
└──────────────────────────────────┘
```

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

4   Type a new name for the folder or file.

5   Press <Enter>.

The folder or file is renamed.

Run Command

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

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

    o   Point to the executable file and press <B1>
        or <Enter>.

    o   Select |Run| from the Commands menu.

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

To run a program contained in an executable file:

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

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

The Office Display

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

Thu May 29, 6:05 pm

```
Office of tutor
-Administration
 Clipboard
 Filecabinet
 Floppydisk
 Preferences
 Printers
 Wastebasket
```

SECURITY   PREV NEXT   FIND SHOW
            WINDOW WINDOW   LAYOUT
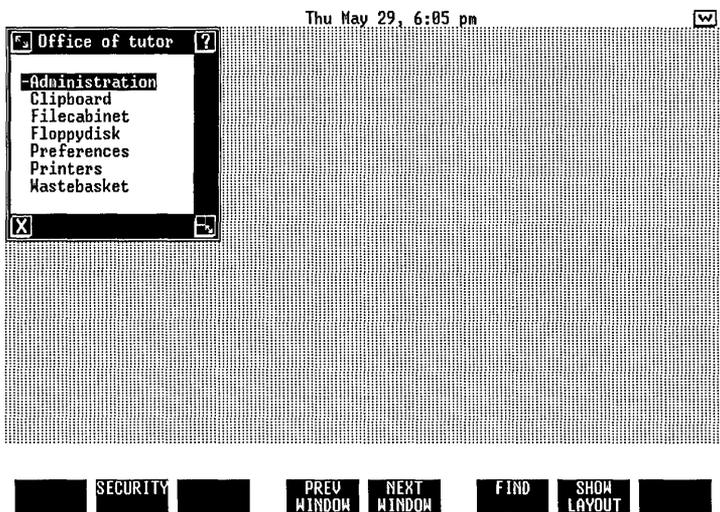
The Office screen display has five major sections: the
status line, the work area, the command line, the
message line, and the screen keys.

Office   Status   Work
Window   Line   Area

Thu May 29, 6:04 pm

```
Office of tutor  ?

  Administration
  Clipboard
 -Filecabinet
  Floppydisk
  Preferences
  Printers
  Wastebasket
 X
```

| | SECURITY | | PREV WINDOW | NEXT WINDOW | FIND | SHOW LAYOUT | |

Message   Command
Line   Line

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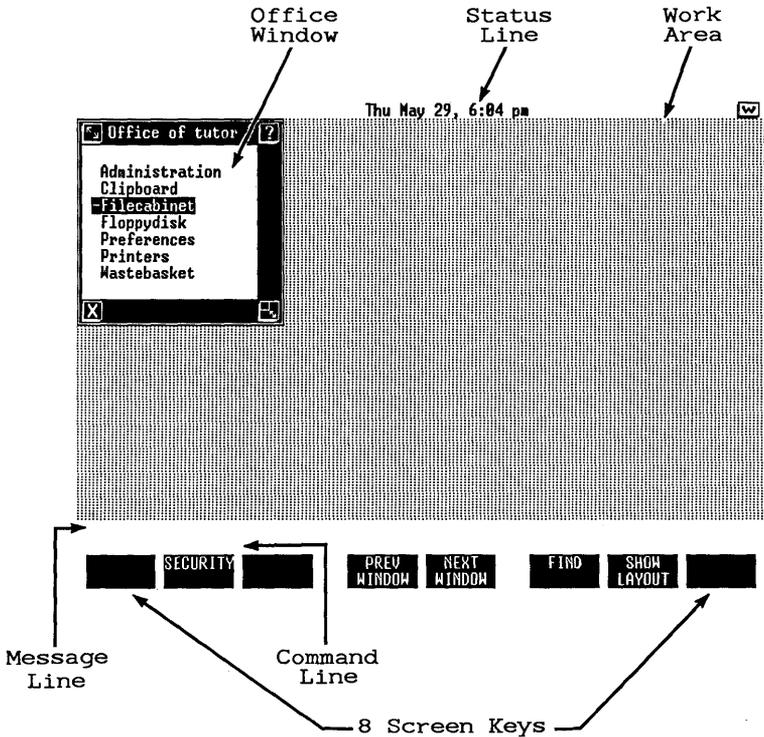
The status line is the top line of the screen. It
displays the following information, from left to right,
about the current state of your UNIX PC system.


```
  Telephone                          Electronic
   Status                            Mail Icon
      /        \                        /
VOICE 1: IDLE    DATA 2      Wed June 11, 10:31 am⊠    [!]         [w]
                               /        /              /          /
                        Date and Time          System      Window
                                               Message     Manager
                                                Icon        Icon
```
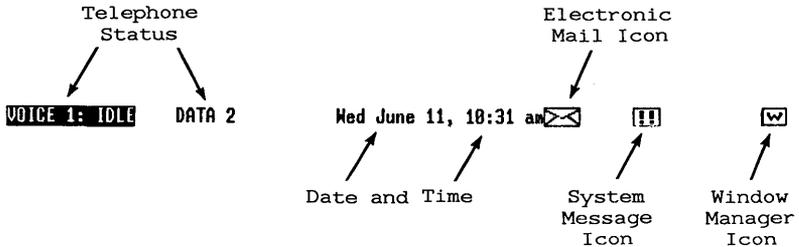

o   The status of the telephone lines is
    displayed on the left of the status line.
    The appearance depends on how you have set up
    your telephone lines. If you have set up
    both lines, you see VOICE 1 and either DATA 2
    or VOICE 2. If you set up a single line, you
    see VOICE 1 and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

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

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

o   The date and time are displayed in the middle
    of the status line. See the Managing the
    UNIX PC section of this manual if you need to
    set the correct date or time.

o   The electronic mail icon, which looks like an
    envelope, appears when someone sends you
    electronic mail.

o   The system message icons, double exclamation
    points [!!] or a single exclamation point
    [!], appear when a system message is waiting
    for your attention. To see the message, you
    either point to the icon with the mouse and
    press the B1 mouse button or press the Msg
    key.

o   The Window Manager icon, [W], appears at the
    right end of the status line. You can point
    to this icon and press the B1 mouse button to
    gain access to the Window Manager (see
    "Working with Windows" in this section).

o   Your applications may display additional
    symbols in the status line. See your
    application manuals for more information.

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

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

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

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

The screen keys for the Office are:

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

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

The Office Window

The Office window contains the objects you will use to store and gain access to your work. The top border of the Office window identifies the owner of the Office. For example, the following Office window is one that is displayed when you are logged into the **tutor** login. When you are logged into your own Office, the Office window border displays your user name.
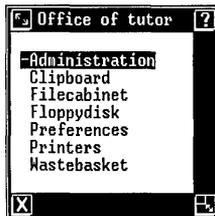
The cursor in the Office is a highlighted bar you can
move using the arrow keys or the mouse. Other window
parts are described in "Working with Windows" in this
section.

Office Objects

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

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

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

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

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

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

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

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

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

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

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

Files and Folders

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

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

Files and file folders are illustrated below. The
Filecabinet in the illustration contains the folders
practice and **reports,** and the **reports** folder contains
two folders, **accounting** and **sales,** and one file, a
document named **annualreport.** (This document was
created with an optional word processing package.)
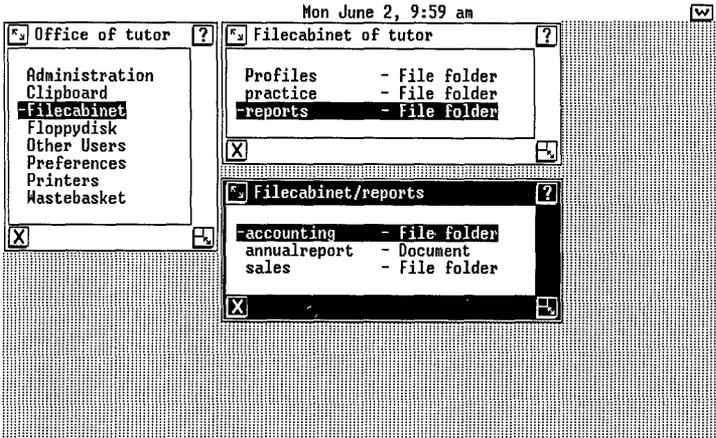
```
                          Mon June 2, 9:59 am                    [w]
 [▪]Office of tutor [?]  [▪]Filecabinet of tutor        [?]
  Administration          Profiles     - File folder
  Clipboard               practice     - File folder
  -Filecabinet            -reports     - File folder
  Floppydisk             [X]                          [▪]
  Other Users
  Preferences            [▪]Filecabinet/reports        [?]
  Printers
  Wastebasket             -accounting   - File folder
 [X]              [▪]     annualreport  - Document
                          sales         - File folder
                         [X]                          [▪]

  annualreport created in Folder reports
```

ORGANIZE SECURITY RENAME PREV NEXT FIND SHOW PASTE
                          WINDOW WINDOW   LAYOUT

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

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

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

  o All names for objects of the same type within a particular object or folder must be different. For example, you cannot have two files named **example** in the **practice** file folder. However, you can have two files named **example** in two different file folders in your Filecabinet.

  o You can use upper- or lowercase letters in file names, but keep in mind that uppercase and lowercase are not the same to the **UNIX** PC. For example, **myfile, Myfile,** and **MYFILE** are three different file names.

  o A file or folder name can be from 1 to 14 characters long. For some applications, the maximum length of a file name used by the application is shorter than this. Your application manuals tell you the maximum length for file names and you will not be allowed to assign a longer name to this type of file.

  o You can use letters, numbers, periods (.), hyphens (-), and underscores (_) in file names. You should not use other symbols, and you should not use a period as the first character in a name.

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

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

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

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

Special Objects

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

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

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

Caution

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

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

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

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

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

Messages

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

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

working

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

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

⊠

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

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

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

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

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

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

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

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

What Is a Window?

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

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

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

Using Window Borders

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

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

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

What Is an Icon?

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

Window Move Icon / Window Label / Help Icon / Scroll Icons / Exit Icon / Window Shape Icon

UNIX PC Help

Using File Folders

A File folder is a container for work. You use folders
to organize and store your files, just as you would with
paper files. Folders can reside in one of the
file-related Office objects (Filecabinet, Floppydisk,
Wastebasket, Clipboard), or in another folder.

To create a File Folder you:

1.   Open the file-related Office object or File
     folder where you want to place the new folder.

Opening Windows

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

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

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

Opening Windows with the Mouse

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

    1 Point to the name of the object, folder, or
       file you want to open.

    2 Press <B1>.

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

Opening Windows with the Enter Key

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

    1 Point to the name of the object, folder, or
       file you want to open.

    2 Press <Enter>.

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

Closing Windows

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

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

Closing Windows with the Mouse

To close a window with the mouse:

1   Point to the [X] in the lower-left corner of the window border.

2   Press <B1>.

3   If you see a Save window, follow your application's directions to save the file and close the window.

Closing Windows from the Keyboard

To close a window from the keyboard:

1   Press <Exit>.

2   If you see a Save window, follow your application's directions to save the file and close the window.
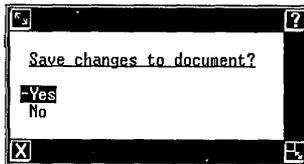
Scrolling Window Contents

When you have a long file or a file folder containing
many items, often only a part is displayed in the
window. To see more of the file or items, you scroll.
Scrolling means that you are rolling the window
contents forward or backward or side to side within the
window to see what is not shown in the original window
display, as illustrated below:
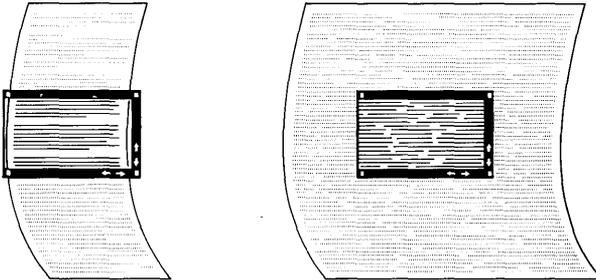
You can scroll up and down a few lines at a time, to
the previous page, next page, beginning of file, and
end of file. A page is the number of lines that fit in
the window. You can also scroll to the left side or
right side of certain wide displays or files.

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

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

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

To move window contents	**Follow these steps**
Forward a few lines at a time	Point to the down arrow icon and press <B1>, or press the <down arrow> key.
Continuously forward	Point to the down arrow icon and press and hold <B1>, or press and hold the <down arrow> key.
Forward a page at a time	Point to the down arrow icon and press <B2>, or press <Page>.
To the end of the file or list of items	Point to the down arrow icon and press <B3>, or press <End>.
Backward a few lines at a time	Point to the up arrow icon and press <B1>, or press the <up arrow> key.
Continuously backward	Point to the up arrow icon and press and hold <B1>, or press and hold the <up arrow> key.
Backward a page at a time	Point to the up arrow icon and press <B2>, or press <Shift>-<Page>.
To the beginning of the file	Point to the up arrow or list of items icon and press <B3>, or press <Beg>.

Some windows may also have left and right scrolling icons.

To display contents	Follow these steps
To the right a few columns at a time	Point to the right arrow icon and press <B1>, or press the <right arrow> key.
Continuously right	Point to the right arrow icon and press and hold <B1>, or press and hold the <right arrow> key.
To the left a few columns at a time	Point to the left arrow icon and press <B1>, or press the <left arrow> key.
Continuously left	Point to the left arrow icon and press and hold <B1>, or press and hold the <left arrow> key.

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

Note

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

Working with Several Windows

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

Working with Windows

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

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

Suspending and Resuming Windows

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

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

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

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

Suspending and Resuming Windows with the Mouse

To suspend the active window and resume a different
window:

        1   Point to any exposed portion of the suspended
            window.

        2   Press <B1>.

The suspended window is resumed.

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

Using PREV WINDOW and NEXT WINDOW

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

You can select these screen keys in two ways:

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

To resume the previous window:

> o   Select [PREV WINDOW].

To resume the next window:

> o   Select [NEXT WINDOW].

Using the Window Manager Menu

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

You can display the Window Manager in three ways:

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

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

o   You can press <Suspd>.

You see a Windows menu similar to this:

```
                    Thu May 29, 6:11 pm                      [w]
[⌐] Office of tutor  [?][⌐] Filecabinet of tut  Windows
        [⌐] example - Sample File
Adminis                                              Windows
Clipboa           Welcome to the U
-Filecab                                        Office of tutor
Floppyd  Finally, an affordable computer t -Filecabinet of tutor
Preferen power of the UNIX operating syste   Filecabinet/practice
Printer  easy-to-use environment. The UNI    example - Sample File
Wasteba  solutions to your current Office
[X]      grows to meet your future busines[X]
         endless modifications and adjustm
         terminology and constant buying decisions.          [⇧]
         The UNIX PC integrates the latest voice and data
         communications technology with a powerful microcomputer [⇩]
         that can stand alone as an advanced workstation, or
            [X]                                              [⊡]
```

Move highlight to window name; press ENTER to resume it, CMD for command

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

To resume any window listed in the Window Manager menu:

1   Point to the name of the window you want to
    resume.

2   Press <B1> or <Enter> or <Resume>.

The window is resumed.

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

Moving Windows

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

To move a window with the mouse:

    1 Resume the window you want to move.

    2 Point to the move icon, in the upper-left
       corner of the window:
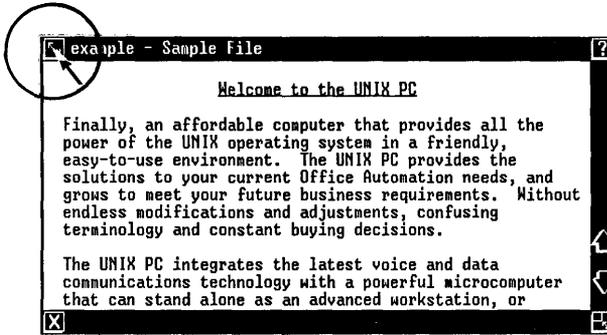
    3 Press and hold <B1>. Do not release <B1>.

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

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

The window moves to the new location.

To move a window using the Window Manager Move command:

1   Press <Suspd> to display the Windows menu.

2   Point the the name of the window you want to move.

3   Press <Cmd>.

You see the following Window Commands menu:

```
   Window Commands
   Resume
   System Info
   Move
   Shape
   X
```
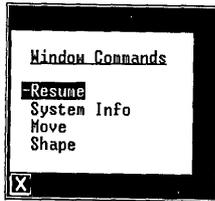
4   Select |Move| and press <Enter>.

You see a dotted outline around the window border.

5   Use the arrow keys to move the outline to the desired location.

6   Press <Enter>.

The window moves to the new location.

Reshaping a Window

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

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

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

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

     2 Point to the reshaping icon in the lower-right corner of the window border:

```
┌─────────────────────────────────────────┬─┐
│▣ example ~ Sample File                   │?│
├─────────────────────────────────────────┴─┤
│             Welcome to the UNIX PC         │
│                                            │
│  Finally, an affordable computer that provides all the │
│  power of the UNIX operating system in a friendly,     │
│  easy-to-use environment.  The UNIX PC provides the    │
│  solutions to your current Office Automation needs, and│
│  grows to meet your future business requirements.  Without│
│  endless modifications and adjustments, confusing      │
│  terminology and constant buying decisions.            │
│                                                     ⬆  │
│  The UNIX PC integrates the latest voice and data      │
│  communications technology with a powerful microcomputer ⬇ │
│  that can stand alone as an advanced workstation, or   │
├─┐                                             ┌──────┤
│X│                                             │      │
└─┘                                             └──────┘
```

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

        You see a dotted outline around the window border.

     4 Move the mouse down and to the right to enlarge the outline.

        The upper-left corner maintains the same position and the lower-right corner moves with the mouse pointer to change the shape of the window.

     5 Move the mouse up and to the left to shrink the outline.

     6 Release <B1>.

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

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

       1   Press <Suspd> to display the Windows menu.

       2   Point to the name of the window you want to reshape.

       3   Press <Cmd>.

          The following Window Commands menu is displayed:

```
┌─────────────────────┐
│  ┌───────────────┐  │
│  │ Window Commands│ │
│  │ ─────────────  │  │
│  │ ▇Resume▇       │  │
│  │ System Info    │  │
│  │ Move           │  │
│  │ Shape          │  │
│  │                │  │
│  │ ▣              │  │
│  └───────────────┘  │
└─────────────────────┘
```

       4   Select |Shape| and press <Enter>.

          You see a dotted outline around the window border.

       5   Use the arrow keys to reshape the outline.

       6   Press <Enter>.

The window is redrawn with the new dimensions.

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

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

This chapter shows you how to:

    o Select objects

    o Open the Office objects

    o Enter commands

    o Use the Commands menu

    o Use the action keys

    o Use the screen keys

    o Use forms

    o Use advanced command entry methods

Selecting Objects

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

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

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

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

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

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

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

Using the Mouse

To select any object in a menu:

        1   Move the mouse pointer into the window.

        2   Move the pointer to highlight the object you
            want.

To select several objects:

        1   Select the first object.

        2   Press <B3> to mark that object.

            The marked object remains highlighted.

        3   Select the next object and press <B3>.

            The second marked object remains highlighted.

        4   Continue until all of the objects you want
            are highlighted.

Using the Arrow Keys

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

```
 Beg    Home    End
  4       5      6
        Roll
 Prev    ⇧     Next
  1       2      3
        Roll
  ⇐      ⇩      ⇨
  _       0      .
```
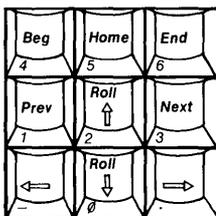
To select a single object, use the following cursor movement keys:

- o The Beg key moves the cursor to the first object in the window, menu, or form.

- o The Home key also moves the cursor to the first object.

- o The End key moves the cursor to the last object.

- o The Prev key moves the cursor to the previous object.

- o The Next key moves the cursor to the next object.

- o The up arrow key moves the cursor up to the previous object.

- o The down arrow key moves the cursor down to the next object.

- o The left and right arrow keys move the cursor between the columns of a multicolumn menu.

To select more than one object from the keyboard:

    1 Use the cursor movement keys to select the
       first object.

    2 Press <Mark>.

    3 Use the cursor movement keys to select the
       next object. The object that you marked
       remains highlighted.

    4 Continue selecting objects and marking them
       until all the objects you want are
       highlighted.

Typing Object Names

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

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

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

    file2
    financials
    forms

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

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

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

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

   Financial
   forms

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

Canceling a Selection

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

To cancel the selection of one object at a time:

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

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

   o   Press <Cancl>.

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

Opening Office Objects

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

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

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

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

Entering Commands

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

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

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

Using the Commands Menu

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

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

Displaying the Commands Menu

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

To display the Commands menu:

>   o   Press <B2> or <Cmd>.

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

```
                            Thu May 29, 6:12 pm                        ⊡
 ⌐ Office ⌐ Office Commands ?

 -Adminis -Cleanup
  Clipboa  Close
  Filecab  Create
  Floppyd  Find
  Prefere  Help
  Printer  Layout
  Wasteba  Logout
           Open
  X        Refresh
           Run
           Security
           Shutdown
           Time

           X              ⌐
```
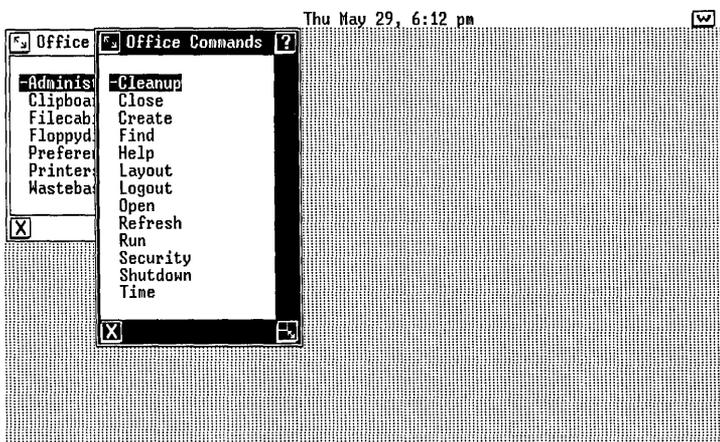
Cursor to desired command and touch ENTER

Selecting a Command from the Commands Menu

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

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

To select a command by pointing:

> 1   Point to the desired command with the mouse
>   pointer or the arrow keys.
>
>   The command is highlighted.
>
> 2   Press <B1> or <Enter>.

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

To select a command by typing:

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

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

       When you type the characters, the command is
       highlighted.

   2   Press <Enter>.

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

\

Example

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

   1   Open or resume the folder containing the file
       you want to delete.

   2   Point to the file you want to delete or type
       the first few characters of the file name.

       The file name is highlighted in the folder
       window.

   3   Press <B2> or <Cmd> to display the Commands
       menu.

   4   Point to |Delete| or type **d**.

   5   Press <B1> or <Enter>.

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

Using Screen Keys

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

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

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

Example

To execute the Organize command:

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

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

Using Action Keys

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

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

Example

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

    1 Open or resume the folder containing the file
       you want to delete.

    2 Point to the file you want to delete or type
       the first few characters of the file name.

    3 Press <Dlete>.

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

Feedback from Commands

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

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

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

Working with Commands

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

Executing Commands on Several Objects

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

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

Example

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

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

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

Using Forms

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

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

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

Types of Fields

The two types of form fields are:

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

Filling In Forms

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

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

To change a field entry:

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

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

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

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

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

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

Canceling the Field Changes

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

o   Press <Cancl>.

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

Executing the Form

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

o   You can press <Enter>.

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

Canceling Commands

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

To cancel a command:

o   Press <Cancl>.

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

Advanced Command Entry

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

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

This subsection covers:

o   Typing commands

o   Using pathnames in typed commands

It also gives examples of typed commands.

Note

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

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

Typing Commands

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

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

To type a command:

1 Press <Cmd>.

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

2 Type the command name. You need type only the first few characters of the command name.

3 Press the space bar once.

4 Type the entire name of the object to be affected by the command.

5 Press <Return> or <Enter>.

The command line displays the characters as you type a command. You can use the Cancl, Back Space, and Clear Line keys to change 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 <Cmd>.

2 Type **delete**

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

3 Press the space bar to leave a space.

4 Type **myfile**

5 Press <Return> or <Enter>.

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

Using Pathnames

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

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

What Is a Pathname?

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

The following illustration shows the arrangement of folders and files belonging to **tutor**. If you have followed the examples in the AT&T **UNIX** PC Getting Started Guide, you are familiar with the folders and files shown below.
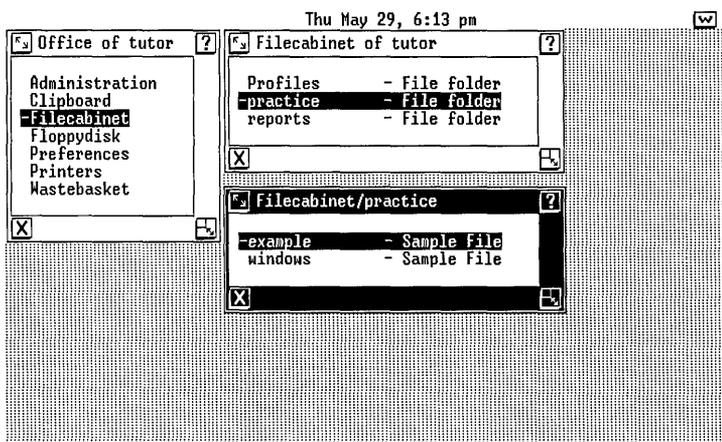
This illustration shows two of the files contained in the **practice** folder. If you were to specify the location of the **practice** folder, you might say, "the **practice** folder is contained in the Filecabinet." Or you might draw a diagram such as:

        Filecabinet --> practice

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

Filecabinet/practice

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

Opening a Folder by Typing the Pathname

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

Example

To open the **practice** folder:

    1 Resume the Office.

    2 Type **Filecabinet/practice**

    3 Press <Return> or <Enter>.

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

You could also enter this command as follows:

    1 Press <Cmd>.

    2 Type **open Filecabinet/practice**

    3 Press <Return> or <Enter>.

Typing Commands for Several Objects

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

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

> delete file1 file2 file3

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

> **delete file***

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

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

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

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

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

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

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

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

Cleanup Command

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

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

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

> 1 Open or resume the Office, a folder, the
> Filecabinet, or the Floppydisk object.

> 2 Select |Cleanup| from the Commands menu.

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

Close Command

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

> o Press the <Exit> key.

> o Point to the [X] icon in the lower-left
> corner of the window and press <B1>.

> o Select |Close| from the Commands menu.

> o Press <Shift>-<Close>.

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

To close an object:

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

> 2 Press <Exit> or point to the [X] icon and
> press <B1>.

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

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

Copy Command

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

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

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

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

      o Press the <Copy> key.

      o Select |Copy| from the Commands menu.

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

Note

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

The following procedures show you how to:

o Copy a file within a folder

o Copy a file into another folder

o Copy several files into another folder

o Copy a folder

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

Copying a File within a Folder

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

To copy a file within its current folder:

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

2 Point to the file you want to copy.

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

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

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

You see a form similar to this:

```
┌──────────────────────────────┐
│ ▣                         [?] │
│ ┌──────────────────────────┐ │
│ │ Copy example to: ▮▮▮▮▮▮▮▮ │ │
│ │          [OK]            │ │
│ └──────────────────────────┘ │
│ ▣                            │
└──────────────────────────────┘
```
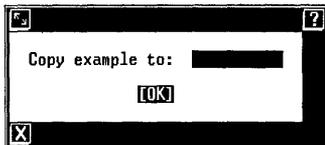
The form displays the name of the file you are copying. In the illustration above, the name of the file being copied is **example**.

5 Type a new name for the copied file in the form.

6 Point to [OK] and press <B1>, or press <Enter>.

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

Copying a File into Another Folder

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

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

To copy a file into another folder:

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

2 Point to the file you want to copy.

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

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

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

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

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

Copying Several Files into Another Folder

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

To copy several files into another folder:

> 1 Open or resume the folder containing the files you want to copy.
>
> 2 Select the files you want to copy.
>
> 3 Press <Copy> or select |Copy| from the Commands menu.
>
>   The message **Open destination folder and touch PASTE** appears.
>
> 4 Open or resume the folder in which you want to place the copied files.
>
> 5 Press [PASTE] or select |Paste| from the Commands menu.

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

Copying a Folder

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

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

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

To copy a folder:

> **1** Point to the name of the folder you want to copy.
>
> **2** Press <Copy> or select |Copy| from the Commands menu.
>
> The message **Open destination folder and touch PASTE** appears.
>
> **3** Open or resume the folder where you want to place the copied folder.
>
> **4** Press [PASTE] or select |Paste| from the Commands menu.

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

Create Command

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

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

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

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

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

To create a new object:

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

   A Create menu similar to the one below
   appears:

```
┌──────────────────────────┐
│ █ Create        ·     ?  │
│                          │
│  Select object to create │
│                          │
│  ▀File folder            │
│   Standard file          │
│                          │
│ X                     █  │
└──────────────────────────┘
```
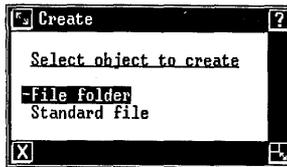
   The choices listed on the menu depend on the
   particular applications, languages, and other
   optional software installed on your system.

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

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

```
┌──────────────────────────┐
│ █     ·        ·      ?  │
│                          │
│  File folder name: █████ │
│            [OK]          │
│                          │
│ X                        │
└──────────────────────────┘
```
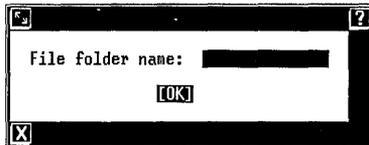
3 Type a name for the object you are creating.

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

4 Point to [OK] and press <B1>, or press
<Enter>.

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

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

Delete Command

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

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

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

o Press <Dlete>.

o Select |Delete| from the Commands menu.

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

To delete a folder or file:

1 Open or resume the folder containing the
folder or file you want to delete.

2 Point to the folder or file you want to
delete.

3 Press <Dlete> or select |Delete| from the
Commands menu.

The folder or file is moved to the Wastebasket.

Deleting Several Folders and Files

To delete several folders and files:

    1 Open or resume the folder containing the folders and files you want to delete.

    2 Point to the first folder or file you want to delete and press <Mark>.

    3 Continue pointing and pressing <B3> or <Mark> until you have highlighted all the folders and files you want to delete.

    4 Press <Dlete> or select |Delete| from the Commands menu.

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

Deleting Files from the Wastebasket

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

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

To delete files from the Wastebasket:

    1 If the Office is not the active window, resume it.

    2 Point to |Wastebasket|.

    3 Press <B1> or <Enter> to open the Wastebasket.

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

4   Point to the first folder or file you want to
    delete and press <Mark>.

5   Continue pointing and pressing <B3> or <Mark>
    until you have highlighted all the folders
    and files you want to delete.

6   Press <Dlete> or select |Delete| from the
    Commands menu.

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

Find Command

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

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

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

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

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

    o   Press the [FIND] screen key, <F6>.

    o   Press the <Find> key.

    o   Select |Find| from the Commands menu.

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

To use the Find command:

    1   Open or resume the object or folder in which
        you want to search. If you give the command
        from the Office, the entire Filecabinet will
        be searched.

    2   Press [FIND], or press the <Find> key, or
        select |Find| from the Commands menu.

        You will see the Find form:
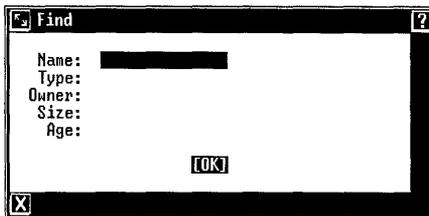
```
┌──────────────────────────────────────────┐
│ ▓ Find                                 ? │
├──────────────────────────────────────────┤
│   Name: ████████████████                 │
│   Type:                                   │
│  Owner:                                   │
│   Size:                                   │
│    Age:                                   │
│                                           │
│              [OK]                         │
│                                           │
│ X                                         │
└──────────────────────────────────────────┘
```

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

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

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

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

4   Press <Enter>.

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

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

```
┌──────────────────────────────────────────────────────┐
│ ▣ Find: Filecabinet of tutor                      [?] │
├──────────────────────────────────────────────────────┤
│ ▀practice/example                      ─ Sample File  │
│  practice/windows                      ─ Sample File  │
├──────────────────────────────────────────────────────┤
│ [X]                                               [▣] │
└──────────────────────────────────────────────────────┘
```
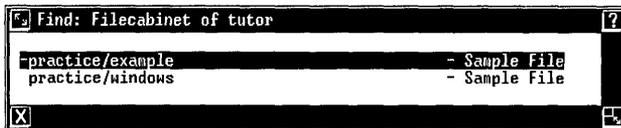
The window border displays the name of the object that
was searched. Under the name you see the pathname from
this object to the file or folder that was found (in
this case, the two files are in the **practice** folder).
See "Selecting Objects and Entering Commands" in this
section for more information on pathnames.

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

The fields in the Find form are explained below.

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

>   **d***

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

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

```
┌─────────────────────────────────┐
│ ⌜ₛ⌟ Find                    ⌊?⌋  │
│  ┌──────────────────────┐       │
│  Name:                   │       │
│  Type: ███████████████   │       │
│  Owner:      ┌────────────────────────┐
│  Size:       │                         │
│  Age:        │           Type          │
│              │                         │
│  ┌┐ [[  │ -Ambiguous file type     │
│  │X│     │ Clipboard                │
│          │ Executable file          │
│          │ File folder              │
│          │ Installable File         │
│          │ Sample File              │
│          │ Screen Dump              │
│          │ Standard file            │
│          │ ⌊X⌋                      │
│          └─────────────────────────┘
```
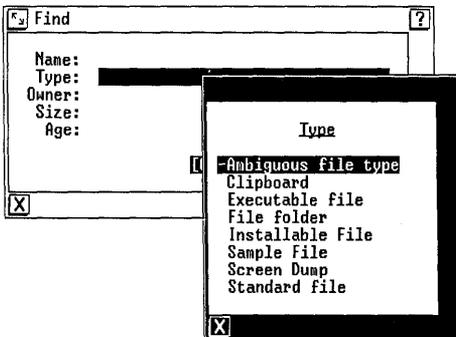
Owner: The owner for files you create and store in
the Office is normally the user name you used to log
in.   For example, if you log in as tutor, the files and
folders you see are owned by tutor.   If you want to
find files in your Filecabinet that belong to a
different owner, you can use this field to enter the
name of the owner.

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

```
          ┌──────────────┐
          │              │
          │    Owner      │
          │ ┌──────────┐ │
          │ │-adm      │ │
          │ │ bin      │ │
          │ │ daemon   │ │
          │ │ install  │ │
          │ │ lp       │ │
          │ │ nuucp    │ │
          │ │ root     │ │
          │ │ sys      │ │
          │ │ tutor    │ │
          │ │ uucp     │ │
          │ │ uucpadm  │ │
          │ └──────────┘ │
          │ [X]          │
          └──────────────┘
```

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

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

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

Using Office Commands

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

   <32000

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

   >2400

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

   2400..32000

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

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

   >7

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

   <14

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

7..14

Help Command

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

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

o Press <Help>.

o Use the [?] icon in the upper-right corner of
the window.

o Select |Help| from the Commands menu.

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

To get Help:

1 Point to the object or command for which you
want help.

2 Press <Help>, select |Help| from the Commands
menu, or point to [?] and press <Bl>.

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

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

Use the screen keys to display information on
related topics.

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

Layout Command

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

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

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

o   Select |Layout| from the Commands menu.

o   Press [SHOW LAYOUT].

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

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

1   Open the Filecabinet.

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

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

You see the following display:

```
╔══════════════════════════════════╗
║ ⌐ Layout: Filecabinet of tutor [?]║
║ ─Profiles                         ║
║   practice                        ║
║                                   ║
║ [X]                            ⊟  ║
╚══════════════════════════════════╝
```
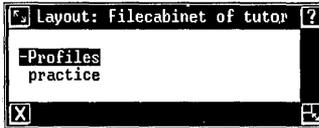
Notice the display shows only folders contained in the
tutor Filecabinet. If this Filecabinet had contained a
folder inside the **practice** folder named **newfolder,** the
display would look like this:

```
╔══════════════════════════════════╗
║ ⌐ Layout: Filecabinet of tutor [?]║
║ ─Profiles                         ║
║   practice                        ║
║        newfolder                  ║
║ [X]                            ⊟  ║
╚══════════════════════════════════╝
```
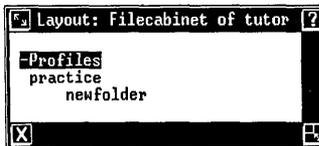
If arrows appear in the window border, this means that
more folders can be viewed. Press the Page key or
point to the arrow icons and press the B1 mouse button
to see more of the layout.

Opening Folders from the Layout Window

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

To open any folder in the Layout window:

       1 Point to the name of the folder you want to
          open.

       2 Press <Enter> or <B1>.

The folder is opened, displaying its contents.

Deleting Folders from the Layout Window

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

To delete any folder in the Layout window:

 1 Point to the name of the folder you want to
    delete.

 2 Press <Dlete> or select |Delete| from the
    Commands menu.

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

Logout Command

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

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

To log out using the [X] icon:

 1 Close all application windows.

 2 Resume the Office window.

 3 Point to the [X] icon at the bottom of the
    Office window and press <B1>.

You see this message:
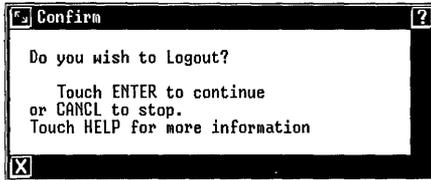
```
┌──────────────────────────────────────┐
│ ▣ Confirm                          ? │
│                                        │
│  Do you wish to Logout?               │
│                                        │
│     Touch ENTER to continue           │
│  or CANCL to stop.                    │
│  Touch HELP for more information      │
│                                        │
│ ▣                               .     │
└──────────────────────────────────────┘
```

4 Press <B1> or <Enter>.

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

To log out using the <Exit> key:

1 Close all application windows.

2 Resume the Office window.

3 Press <Exit>.

You see the confirm message illustrated
above.

4 Press <B1> or <Enter>.

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

To log out using the Commands menu:

1 Close all application windows.

2 Resume the Office window.

3 Press <B2> or <Cmd>.

4 Point to |Logout| and press <Enter>.

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

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

Move Command

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

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

> o   Press <Move>.

> o   Select |Move| from the Commands menu.

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

Note

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

The following procedures show you how to:

> o   Move files to another folder

> o   Move a folder

> o   Move folders and files from the Wastebasket

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

Moving Files to Another Folder

To move one or more files to another folder:

1   Open or resume the folder containing the file
    or files you want to move.

2   Select the files you want to move.

3   Press <Move> or select |Move| from the
    Commands menu.

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

4   Open or resume the folder to which you want
    to move the files.

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

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

Moving a Folder

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

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

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

To move a folder:

     1 Point to the folder you want to move.

     2 Press <Move> or select |Move| from the
        Commands menu.

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

     3 Open or resume the folder in which you want
        to place the moved folder.

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

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

Moving Folders and Files from the Wastebasket

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

To move folders and files from the Wastebasket:

     1 Resume the Office.

     2 Select the Wastebasket and press <Enter>.

        The contents of the Wastebasket appear.

     3 Select the folders and files you want to move
        by pressing <Mark> or <B3>.

     4 Press <Move> or select |Move| from the
        Commands menu.

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

     5 Open or resume the folder to which you want
        to move the folders or files.

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

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

Next Window Command

This command is used for moving between windows.

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

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

To move to the next window:

    o Press [NEXT WINDOW].

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

Open Command

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

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

    o For most objects, simply point to the object
       and press <B1> or <Enter>.

    o Press the <Open-Close> key.

    o Select |Open| from the Commands menu.

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

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

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

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

The open object is displayed in a new window.

To use the Open-Close key:

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

The open object is displayed in a new window.

To open an object with the Enter key:

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

The open object is displayed in a new window.

Organize Command

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

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

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

      o   The long form, in which the date the file was
          last changed or restored and the size of the
          file or folder are displayed.

      o   The name-only form, in which the description
          is omitted.

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

      o   Most recently created or changed first

      o   Least recently created or changed first

      o   Largest in size first

      o   Smallest in size first

      o   Alphabetical by type (description)

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

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

      o   Press [ORGANIZE].

      o   Select |Organize| from the Commands menu.

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

To organize an object or folder display:

     1   Open or resume the object or folder that you
         want to organize.

     2   Press [ORGANIZE] or select |Organize| from
         the Commands menu.

You see the Organize form:

```
┌────────────────────────────────────────────┐
│ ⌐⌐ Organize                              ?  │
│                                              │
│               Organize folder                │
│     Folder display type: Name and description│
│     Folder display order: Alphabetical       │
│                    [OK]                       │
│                                              │
│ X                                            │
└────────────────────────────────────────────┘
```
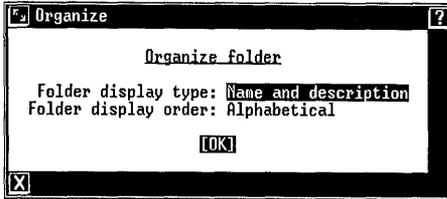
3 Point to the first field on the form, **Folder
   display type:**, and press <B3> or <Mark> until
   the desired choice is displayed.

4 Point to the second field on the form, **Folder
   display order:**, and press <B3> or <Mark>
   until the desired choice is displayed.

5 Point to [OK] and press <B1>, or press
   <Enter>.

The object or folder window is reorganized.

Paste Command

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

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

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

        o Press [PASTE].

        o Select |Paste| from the Commands menu.

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

To put files in a new location:

      1   Open or resume the folder or object in which
          you want to paste the copied or moved file.

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

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

Previous Window Command

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

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

To move to the previous window:

      o   Press [PREV WINDOW].

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

Print Command

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

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

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

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

   o   Press <Print>.

   o   Select |Print| from the Commands menu.

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

The following procedures show you how to:

   o   Print a standard file.

   o   Print the screen display.

Printing a Standard File

To print the contents of a standard file:

   1   Open or resume the object or folder
       containing the file you want to print.

   2   Point to the name of the file.

   3   Press <Print> or select |Print| from the
       Commands menu.

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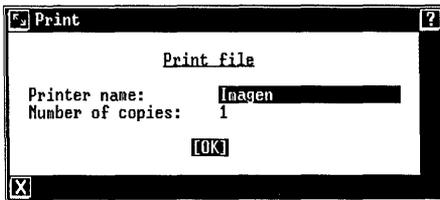
   4   Point to the **Printer name:** field and press
       <B3> or <Mark> until the name of your printer
       is displayed.

5 Point to the **Number of copies:** field and type the number of copies you want printed.

6 When you are ready to print, press <Enter> or point to the [OK] icon at the bottom of the form and press <B1>.

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

Printing the Screen Display

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

To print your console screen's contents:

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

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

Note

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

Refresh Command

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

To execute the Refresh command:

    o   Press <Rfrsh>, or

    o   Select |Refresh| from the Commands menu, or

    o   Press <Esc> <r> <f> in sequence.

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

Rename Command

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

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

    o   Press [RENAME].

    o   Select |Rename| from the Commands menu.

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

To rename a folder or file:

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

    2   Point to the folder or file you want to rename.

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

    You see this window:

```
┌──────────────────────────────────────┐
│ ▓▓                                  ? │
│                                       │
│  New name for example: ▓▓▓▓▓▓▓▓▓      │
│                  [OK]                 │
│                                       │
│ X        ?                            │
└──────────────────────────────────────┘
```

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

4   Type a new name for the folder or file.

5   Press <Enter>.

The folder or file is renamed.

Run Command

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

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

    o   Point to the executable file and press <B1>
        or <Enter>.

    o   Select |Run| from the Commands menu.

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

To run a program contained in an executable file:

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

2 Point to the name of the program or executable file you want to run.

3 Press <Enter> or select |Run| from the Commands menu.

The program in the executable file begins running.

Security Command

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

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

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

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

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

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

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

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

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

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

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

To change the security permissions of a file or folder:

> 1   Open or resume the object or folder containing the file or folder for which you want to change the security permissions.
>
> 2   Point to the file or folder you want to change.
>
> 3   Press [SECURITY] or select |Security| from the Commands menu.
>
>   You see the Security form that displays the settings currently in effect for the folder or file. For example, if you log in as **tutor** and select the **example** file, the form looks like this:

```
┌─────────────────────────────────────┐
│▐▖ Security                        ▐?▌│
│ ┌───────────────────────────────┐   │
│ │      Security on example       │   │
│ │  Owner: ▐tutor        ▌         │   │
│ │                                 │   │
│ │   Read permissions:  Public     │   │
│ │  Write permissions:  Private    │   │
│ │    Run permissions:  Can't run  │   │
│ │            [OK]                 │   │
│ │                                 │   │
│ ▐X▌                              │   │
│ └───────────────────────────────┘   │
└─────────────────────────────────────┘
```
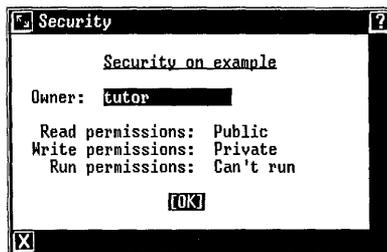
4   Change as many of the fields as you want.
    The individual fields are described below.

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

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

The fields in the Security form are explained below.

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

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

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

```
┌─────────────────────────┬────┐
│ ⌐ Security              │ ? │
├─────────────────────┐   └────┤
│                     │        │
│          Security│  Owner     │
│                  │            │
│  Owner: tutor    │  adm       │
│                  │  bin       │
│   Read permission│  daemon    │
│  Write permission│  install   │
│    Run permission│  lp        │
│                  │  nuucp     │
│                [ │  root      │
│                  │  sys       │
│ X│                 -tutor     │
│                  │  uucp      │
│                  │  uucpadm   │
│                  │            │
│                   X           │
└─────────────────────────┘
```
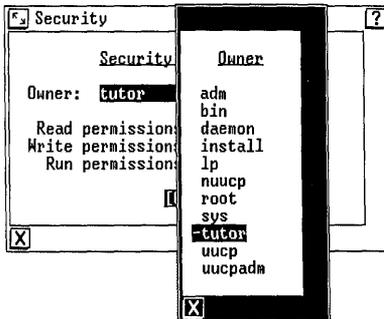
Most of these owners are programs responsible for your
system software and need not concern you.

Caution

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

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

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

Note

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

o   Public--All users of your **UNIX** PC system can
    open and view the contents of the file or
    folder and copy its contents.

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

Using Office Commands

Note

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

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

    o   Write-protected--No user, including the
        owner, can edit the file or create or copy
        files into the folders. However, the owner
        can still delete the file or folder.

    o   Private--Only the owner of the file or folder
        can make changes to its contents. If its
        read permission is public, other users can
        modify this file by copying it first. Then
        the other user becomes the owner of the
        copied file.

    o   Public--All users of your **UNIX** PC system can
        make changes to the file or folder.

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

Note

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

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

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

Note

> If you don't have any applications sup-
> porting group access, group access
> functions the same as public access.

Show Layout Command

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

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

Shutdown Command

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

Cautions

<u>Do not turn off the power without
performing the shutdown procedure</u>.
Failure to enter the Shutdown command
before turning the power off can result
in loss of data or damage to your hard
disk.

<u>Do not turn off the power without making
sure that all users except the user on
the console are logged off and that no
incoming or outgoing mail is being sent</u>.
Otherwise, work in progress may be lost
or destroyed.

To enter the Shutdown command:

1   Make sure all remote users are logged off.

2   Select |Shutdown| from the Commands menu.

    If other users are on the system, or if there
    is incoming or outgoing mail, you see a
    warning message. Press <Enter> to continue.

    You see a confirmation message requiring you
    to respond.

3   Press <Enter> to continue.

    If other users are logged in, they will
    receive a broadcast message informing them to
    log off. The system then waits for one
    minute.

You will briefly see the following message: IF YOU
PLAN ON MOVING OR SHIPPING THE UNIX PC, PLEASE REBOOT
THE DIAGNOSTICS DISK TO PARK THE DISK HEADS. This
message means to insert the Diagnostics floppy disk;
then press the reset button to display the Diagnostics
menu. After choosing the Park Disk Heads selection,
you can safely move or ship the UNIX PC to a new
location.

You need to park the disk heads only if you are going
to move the UNIX PC to a new location. It is not
necessary to park the disk heads every time you shut
down the system.

When the shutdown procedure is complete, you see the
following message. Do not turn off the power until you
see the following message:

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

You can safely turn the power off now. To continue
using the UNIX PC, press the Return key to restart
(reboot) the system; rebooting can take five to ten
minutes.

Time Command

The Time command displays the system date and time,
which is for use on remote workstations. It is
selectable only from the Commands menu.

To display the date and time:

        1 Select |Time| from the Commands menu.

You see a Time window similar to the
following:

```
┌─────────────────────────────────────────┐
│ ▓ Time                                    │
│                                           │
│  Fri May 30, 9:10 am                      │
│                                           │
│     Touch ENTER to continue               │
│                                           │
│ X                                         │
└─────────────────────────────────────────┘
```
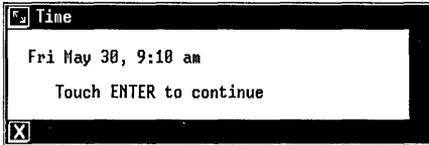
2   Press <Enter> to remove the window from the
screen.

You can customize some of the **UNIX** PC Office features
and operations by using the Preferences object in the
Office window. Some applications also provide
preferences that let you customize the application.
See your application manuals for details.

The entire workstation can be set up in several ways so
that all users are affected. See the **Managing the** UNIX
PC section of this manual for details.

Preferences Summary

All of the features and functions you can customize
using the Preferences object are listed below. These
features are described in detail at the end of this
chapter.

Office Preferences

Folder display type: Displays of Office object and
folder contents can be in any of three formats: the
name of each object followed by its description; the
name alone; or the long form, which includes the name,
description, date of last change, and size.

Folder display order: The order in which Office object
and folder contents are displayed can be any of six
sequences: alphabetical, most recent, least recent,
largest item first, smallest item first, and
alphabetical by type.

Standard window size: Certain displays use a default
window size. You can determine the number of rows and
columns in the standard window.

Empty Wastebasket?: You can choose the interval in
which the Wastebasket is emptied. All previously
deleted files contained in the Wastebasket are
automatically removed from the system. The Wastebasket
is emptied following a login. So, if your selected
interval is **Daily,** your Wastebasket is automatically
emptied after you log in every day. The four cleanup
interval selections are **Never, Daily, Weekly,** or
Monthly. If you keep the **Never** selection, you must
remember to open your Wastebasket periodically and
delete files from it manually.

Note

> The following read, write, and run
> permissions affect all folders and files
> that you create after you change the
> preferences settings. Any folders and
> files you created prior to the
> preferences change may not have the same
> permissions. Use the Security command
> to see and, if you like, change the
> current permission for any folder or
> file.

Read permissions: You can use this field to control
whether other users can view or copy folders and files
belonging to the current user name. Two read
permission settings can be used: **Private** and **Public.**

Write permissions: You can use this field to control
whether other users can update or modify files and
folders belonging to the current user name. Three
write permission settings can be used: **Private,**
Public, and **Write protected.**

Run permissions: You can use this field to control
whether other users can run executable files belonging
to the current user name. Three run permission
settings can be used: **Private, Public,** and **Can't run.**
All text files should have permissions set to **Can't**
run.

Multi-user items?: You can use this field to create an
Office object called **Other Users**. The Other Users
object allows you to work with the Offices,
Filecabinets, folders, and files of other users of the
system along with the Filecabinet, folders, and files
of your own user login. Two selections can be used for
this field: **Yes** and **No**. **Yes** causes **Other Users** to be
added to your Office.

Display command menu: You can turn off display of the
Command menu so that no menu appears when you press the
Cmd key. This field is useful if you know what the
commands are and want to type them as rapidly as
possible. It speeds response time when you are working
from a remote terminal.

Turn screen off after: You can set up automatic
blanking of your screen after a specified time interval
of no keyboard or mouse input. Your time interval can
be any number of minutes from 1 through 59. If you set
this field to 0, the screen never blanks automatically.

Default editor: This selection displays the editor you
use automatically when working with standard files.
The default editor originally supplied with the system
is **ed**, a UNIX line editor. The pathname for **ed** is
/bin/ed. If you have installed another editor--for
instance, **vi**-- you may want to use it as the default
editor. If so, type the pathname to the editor in this
field. The pathname for **vi** is **/usr/bin/vi**.

Default shell: This selection appears if you have been
assigned **expert** status. Expert status displays **UNIX
System** in your Office window and allows you to access
the UNIX operating system from your Office. For more
information on expert status, see "Adding New Users" in
the "Updating the **UNIX** PC" chapter in the **Managing the**
UNIX PC section of this manual. When you select **UNIX
System**, you will be using the default shell shown in
this field. The pathname for the **UNIX System V** shell
is **/bin/sh**. The pathname for the **Korn shell** is
/bin/ksh (available with the optional Development Set
software).

Application Preferences

Some applications have preference settings. Your
applications manuals describe these settings.

Displaying the Preferences Menu

To change any of the user preferences, display the
Preferences menu, choose the type of preferences you
want to change, and then fill out a form.

To display the Preferences menu:

> 1 Resume the Office window, if it is not the
>   active window.
>
> 2 Point to |Preferences| and press <Enter>.
>
> 3 You see the following Preferences menu. Your
>   menu may contain additional choices if you
>   have installed optional software:

```
┌─────────────────────┐┌─────────────────┐
│[⌐]Office of tutor [?]││[⌐]Preferences [?]│
├─────────────────────┤├─────────────────┤
│ Administration      ││ ▄Office▄         │
│ Clipboard           ││                 │
│ Filecabinet         ││[X]           [↵]│
│ Floppydisk          │└─────────────────┘
│ ▄Preferences▄       │
│ Printers            │
│ Wastebasket         │
│                     │
│[X]              [↵] │
└─────────────────────┘
```
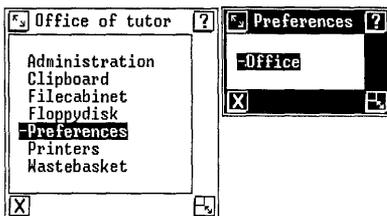
> 4 Point to the type of preferences you want to
>   change and press <Enter>.

Changing the Office Preferences

Choosing the Office selection of the Preferences menu
displays a form that allows you to customize the way
the **UNIX** PC Office is presented on your screen. The
following procedure shows you how to change any field
in this form.

To change the Office preferences:

    1 Point to |Office| in the Preferences menu and press <Enter>, displaying the form below, which shows the default values of the settings:

```
┌──────────────────────────────────────────────────────┐
│[⌐₁]Preferences                                     [?]│
├──────────────────────────────────────────────────────┤
│                                                        │
│                    Office preferences                  │
│                                                        │
│     Folder display type: Name and description          │
│    Folder display order: Alphabetical                  │
│      Standard window rows: 12         columns:  75     │
│       Empty Wastebasket? Never                         │
│        Read permissions: Public                        │
│       Write permissions: Private                       │
│         Run permissions: Public                        │
│         Multi-user items? No                           │
│     Display command menu? Yes                          │
│     Turn screen off after 0        minutes             │
│          Default editor: /bin/ed                       │
│                       [OK]                             │
│                                                        │
│[X]                                                     │
└──────────────────────────────────────────────────────┘
```

    2 Move the highlight to the field you want to change.

        You can use the arrow keys, the Tab key, the Next and Prev keys, or the Return key to move the highlight. You can also move the mouse pointer and press the B1 mouse button to move the highlight to the desired field.

    3 Select the desired preference setting.

        The message line explains the possible entries for each field.

        If the message line prompts you to select an entry, you can select the preference settings from a menu by pressing the Cmd or Opts key or the B2 mouse button. You can also step through possible preference settings by pressing the Mark key or the B3 mouse button.

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

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

5   When you have finished changing the form,
    press <Enter> to execute the changes on the
    Office preferences form. You see the
    Preferences menu again.

6   Press <Exit> or <Cancl> to remove the
    Preferences menu from the screen.

Office Preferences Fields

The following paragraphs describe the choices for each
Office preference field.

Folder display type:

Name and description is the default. When you open any
folder or the Filecabinet, Wastebasket, Floppydisk, or
Clipboard, the list of folders and files is shown, with
each folder and file name followed by a description of
that folder or file. For example, the entry for a file
folder named **myfolder** is displayed as **myfolder** - **File
folder**.

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

Name only: In this format, your folder windows list
only folder and file names; the description of each
folder and file type is not shown.

Folder display order:

Alphabetical is the default entry. Objects within a
folder are listed in alphabetical order. Any names
beginning with capital letters are displayed first.

Most recent: Objects are displayed in order from the
most to the least recently created or changed.

Least recent: Objects are displayed in order from the
least to the most recently created or changed.

Largest first: Objects are displayed in order from largest to smallest.

Smallest first: Objects are displayed in order from smallest to largest.

Alphabetical by type: All objects of the same type are grouped together and alphabetized within each group. For example, all file folders are displayed in alphabetical order, then all standard files in alphabetical order, and so on.

Standard window rows: The default entry is **12**. The standard window height is 12 rows. You can enter any new value from 5 through 18.

Standard window columns: The default entry is **75**. The standard window width is 75 columns. You can enter any new value from 20 through 76.

Empty Wastebasket?

Never is the default entry. The Wastebasket is never emptied automatically.

Daily: The Wastebasket is emptied automatically after you log in each day.

Weekly: All objects that have been in the Wastebasket for more than 7 days are deleted automatically after you log in.

Monthly: All objects that have been in the Wastebasket for more than 1 month are deleted automatically after you log in.

Permissions: Note that new values in the permission preferences affect only those files and folders created after the new values are assigned. You can use the Security command to check and change permissions for specific files or folders.

Read permissions:

Private: Only someone logged in under your user name can read or copy your files or search through your folders.

Group: Any member of the group you have set up can read or copy any files and search any folders.

Public is the default entry. Any user who can log in can read or copy any files and search any folders.

Write permissions:

Write protected: Folders and files cannot be updated or changed by anyone, including yourself, until the write-protection is removed. A write-protected file can be deleted unless the folder that contains it is also write-protected.

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

Group: Any member of the group you have set up can edit your files or create or copy entries into your folders.

Public: Other users can update any of your folders or files. You should assign **Public write permission** on a file-by-file basis to files and folders to be shared and modified by other users.

Run permissions:

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

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

Group: Any member of the group you have set up can run your executable files.

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

Multi-user items?

No is the default entry. The **Other Users** object does not appear in your Office window. See "Working with Other Users" in this section.

Yes: The **Other Users** object appears in your Office window, so you can access other users' Offices from your own Office window.

Note

Groups can be created only if you have installed specific applications that support group access. If you do not have any applications that support group access, group access functions as public access.

Command menu:

Yes is the default entry. Every time you press the Cmd key or the B2 mouse button, you see the Commands menu.

No: You do not see the Commands menu when you press the Cmd key or the B2 mouse button. Instead, you see the **Enter command:** prompt. Select **No** only if you are familiar with typing Office commands.

Turn screen off: To set up automatic blanking of your screen, type a number from 1 through 59. This number specifies the number of elapsed minutes before your screen goes blank when there is no input. If you do not want the screen to blank automatically, specify **0** minutes. You prolong the life of your screen by blanking it when you're not using it. As soon as you press any key or move the mouse, the screen display is restored. Note that this field sets automatic blanking for all console users on the system, not for individual user logins.

Default editor: This selection displays the editor you automatically use when working with standard files. The default editor originally supplied with the system is **ed**, a UNIX line editor. If you have installed another editor--for instance, **vi**--you may want to use it as the default editor. If so, type the pathname to the editor in this field. The pathname to the **ed** editor is **/bin/ed**. The pathname to the **vi** editor is **/usr/bin/vi**.

Default shell: This selection appears if you have been assigned **expert** status. Expert status displays **UNIX System** in your Office window and allows you to access UNIX from your Office. When you select **UNIX System**, you use the default shell shown in this field. For more information on Expert and Normal status, see "Maintaining the **UNIX** PC" in the **Managing the** UNIX PC section of this manual.

The system is shipped with the UNIX System V shell. The pathname for this shell is **/bin/sh**. If you have installed the Development software floppy set, the Korn shell is available through the pathname **/bin/ksh**.

You use floppy disks to copy and move information to and from your hard disk. For example, you use floppy disks when you install new software on your **UNIX** PC and when you make backup copies of information for safekeeping.

The following procedures show you how to:

o   Handle floppy disks

o   Use the Floppydisk object in the Office

o   Display the contents of a **UNIX** PC floppy disk

o   Copy entire **UNIX** PC floppy disks

o   Copy selected folders and files on a **UNIX** PC floppy disk

o   Move selected folders and files on a **UNIX** PC floppy disk

o   Format a **UNIX** PC floppy disk

o   Repair a damaged **UNIX** PC floppy disk

o   Format an MS-DOS floppy disk

o   Read files from and write files on MS-DOS floppy disks

For information on backing up and restoring files on your hard disk, see "Maintaining the **UNIX** PC" in the **Managing the** UNIX **PC** section of this manual.

Handling Floppy Disks

The following procedures are recommended for handling and storing floppy disks:

o   Handle floppy disks by the protective jacket. Do not touch the magnetic surface that shows through the jacket.

o   Keep contaminants such as food, liquids, and dust away from floppy disks.

o   If a floppy disk becomes soiled, do not use it! If you do, the contaminant may be spread to the drive and then passed on to clean disks.

o   Keep magnets away from floppy disks, because they can erase your data. Your telephone receiver has a magnet in it. Telephones should never be placed on or close to disks. Paper clips kept in magnetic holders can become magnetized and should not be used near disks.

o   Avoid high temperatures, outside the normal office range. The inside of your car, for example, can easily become too hot for a floppy disk.

o   Floppy disks are flexible, but they should not be deliberately bent or creased.

o   Do not put heavy weights on floppy disks or keep them in stacks or under pressure. Do not use paper clips or rubber bands on them.

o   Use only one label per floppy disk. If you need to change labels, peel the old label off first. Use a soft felt-tip pen to write on the label, because a ball-point pen or a pencil can make dents in the disk surface.

o   Return the floppy disk to its protective sleeve as soon as you are finished using it. Store disks upright when not in use.

Inserting Floppy Disks into the Computer

To insert a floppy disk in the floppy disk drive:

1 Make sure the power is on.

2 Remove the keyboard from the keyboard storage pad to expose the floppy disk drive.

3 Press the lever on the right side of the disk drive up and to the right, as indicated by the arrows on the drive.

4 Position the floppy disk label side up with the write-protect notch or protective tape to your left.
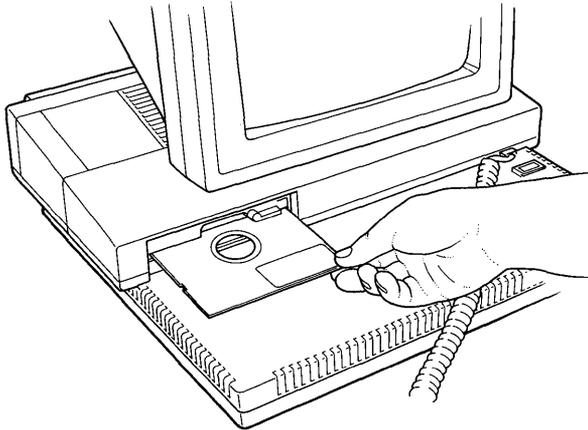
5 Gently insert the floppy disk into the disk drive until it stops.

6 Latch the drive shut by pressing the lever down and to your left so that it locks into the vertical position.

After you have inserted the floppy disk, you can
proceed with your software operation. When the floppy
disk is in use, the light on the upper-left side of the
disk drive is lit.

Caution

Never raise the lever or remove the
floppy disk from the drive while the red
light is on. Doing so can cause data on
the floppy disk to be lost or destroyed.

Removing the Floppy Disk

To remove a floppy disk from the drive:

1 Make sure the software operation that was
   using the floppy disk drive is finished and
   that the light on the disk drive is off.

2 Press the lever on the right side of the
   drive up and to the right.

3 Pull the floppy disk out of the drive and
   return it to its storage envelope.

Note

If you raise the lever on the floppy
disk drive before a software operation
is complete, a warning window appears
within a few seconds. If you see this
window, reinsert the same floppy disk,
lower the lever, and press the Enter
key. Do not raise the lever again until
the software operation is finished and
the red light turns off.

The Floppydisk Object

The **UNIX** PC allows you to work with two types of floppy disks: floppy disks that have file systems designed for use with the **UNIX** PC and floppy disks that have file systems designed for use with an MS-DOS operating system. This section describes how to use both types of floppy disks.

The Floppydisk object in the Office allows you to display the contents of a **UNIX** PC floppy disk, copy **UNIX** PC floppy disks, format **UNIX** PC floppy disks, and repair damaged **UNIX** PC floppy disks. It also allows you to format, read from, and write out to MS-DOS floppy disks.

Floppy disks provide a convenient way to store files, folders, and programs away from your **UNIX** PC. You may want to do this for several reasons:

      o   You may want to keep separate backup copies of important files or data by copying these files from your Filecabinet onto a floppy disk.

      o   You may want to lock up confidential data or files to prevent unauthorized persons from using them on your system.

          You can move these files from your Filecabinet onto a floppy disk, or you can create these files and work with them on a floppy disk, removing the floppy disk when you are finished.

      o   You may want to copy or move data or files from one **UNIX** PC to another.

          Often, the easiest way to move data or files between two computers is to copy files from the Filecabinet onto a floppy disk on the first **UNIX** PC, move the floppy disk to a second **UNIX** PC, and then copy them from the floppy disk into the Filecabinet on the second computer.

o   You may want to copy or move files between an
    MS-DOS computer and the **UNIX** PC.

    You can read from or write onto most MS-DOS
    floppy disks. To use the MS-DOS data files
    with your **UNIX** PC, you must have equivalent
    applications installed on both computers or
    create a program to translate the data.

When you open the Floppydisk object from the Office,
you see the following window, which displays all of the
Floppydisk selections:

```
┌──────────────────────┐┌─────────────────────────┐
│⌐,⌐│Office of tutor  ?││⌐,⌐│Floppy              ?│
├──────────────────────┤├─────────────────────────┤
│ Administration       ││ ▀Display Floppy Contents│
│ Clipboard            ││ Floppy Disk Copy        │
│ Filecabinet          ││ Floppy Disk Format      │
│ ▀Floppydisk          ││ Floppy Disk Repair      │
│ Preferences          ││ MSDOS Disk Format       │
│ Printers             ││ MSDOS Disk Read         │
│ Wastebasket          ││ MSDOS Disk Write        │
├──────────────────────┤├─────────────────────────┤
│⌐X⌐                ⌐,⌐││⌐X⌐                   ⌐,⌐│
└──────────────────────┘└─────────────────────────┘
```
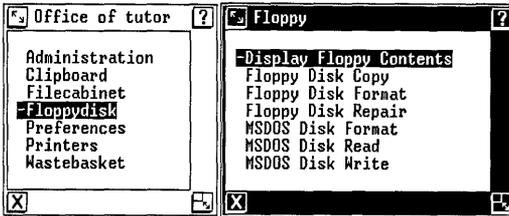
To open the Floppydisk object:

1   Resume the Office window.

2   Highlight |Floppydisk|.

3   Press <Enter> or <B1>.

Displaying the Contents of the Floppy Disk

To see what is contained on a **UNIX** PC floppy disk, you
must insert a _formatted_ floppy disk into the floppy
disk drive and choose the **Display Floppy Contents**
selection. You cannot use this selection to display
the contents of an MS-DOS floppy disk or a **UNIX** PC
Backup floppy disk. You use the **Format Floppy Disk**
selection to format a new **UNIX** PC floppy disk.

To display the contents of a **UNIX** PC floppy disk:

1   Point to |Floppydisk| in the Office window.

2   Press <B1> or <Enter>.

Your Floppydisk menu is displayed.

3   Point to |Display Floppy Contents|.

```
┌─────────────────────┐┌──────────────────────────────┐
│[⌐]Office of tutor [?]││[⌐]Floppy                  [?]│
│                     ││                              │
│ Administration      ││ ▄Display Floppy Contents▄▄▄▄▄ │
│ Clipboard           ││ Floppy Disk Copy             │
│ Filecabinet         ││ Floppy Disk Format           │
│ ▄Floppydisk▄▄▄▄▄     ││ Floppy Disk Repair           │
│ Preferences         ││ MSDOS Disk Format            │
│ Printers            ││ MSDOS Disk Read              │
│ Wastebasket         ││ MSDOS Disk Write             │
│                     ││                              │
│[X]              [⌐ₓ]││[X]                       [⌐ₓ]│
└─────────────────────┘└──────────────────────────────┘
```

4   Press <Enter> or <B1>.

You see the following message window:

```
┌──────────────────────────────┐
│[⌐]Confirm                 [?]│
│                              │
│ Insert floppy disk           │
│                              │
│    Touch ENTER to continue   │
│ or CANCL to stop.            │
│ Touch HELP for more information│
│[X]                           │
└──────────────────────────────┘
```
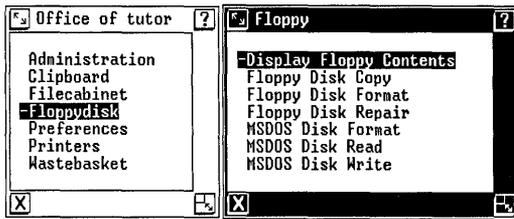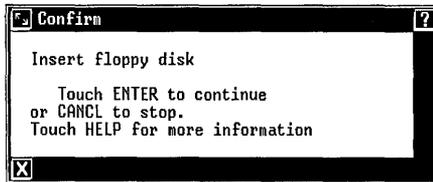
5   Insert a floppy disk that has been formatted
    for the **UNIX** PC into the floppy disk drive
    and press the lever down, as described at the
    beginning of this chapter.

6   Press <Enter>.

The files and folders contained on the floppy disk are displayed in a window that is very similar to the Filecabinet window. If no files or folders are on the floppy disk, you will see **Empty folder**.

You can open and use any of these folders and files in the same way that you open them from the Filecabinet window. You can copy and move files and folders between your Filecabinet and your Floppydisk. You can delete files and folders from your Floppydisk and recover them from the Wastebasket. See "Using Office Commands" in this section for detailed descriptions of these procedures.

If you attempt to open a folder or file and receive the **Access denial** message, the folder or file was created and modified by another user under a user name different from the one you are currently using. Use the Security command to change ownership of the file to your user name and then open the file. See "Using Office Commands" in this section for more information on the Security command.

When you are displaying the contents of a floppy disk, the red light on the floppy disk drive is on. When the red light is on, do not raise the lever or attempt to remove the floppy disk. If you do so, you can lose data from the floppy disk. If you suspect you may have lost data or otherwise damaged the files contained on a floppy disk, see "Repairing Floppy Disks" later in this chapter.

When you have finished using the floppy disk, you must close the Floppydisk menu before you can turn the latch and remove the floppy disk from the drive.

To close the Floppydisk menu:

  1 Close all windows you have opened from the Floppydisk or from any folders it contains.

  2 Resume the Floppydisk menu.

  3 Press <Exit> or point to the [X] icon and press <B1>.

You see the message: **It is now safe to remove the floppy disk**.

If you have left open any folders or files that are
stored on the floppy disk, these windows remain on the
screen. You will be prompted to close these windows
before you can remove the floppy disk from the drive.

Before you remove the floppy disk from the drive or
lift the drive lever, you must wait until the red light
is off. Be very careful to do this; otherwise, you may
damage data on your floppy disk.

Note

> To avoid accidental damage to a floppy disk
> from a remote system, never leave floppy
> disks in the floppy disk drive after you are
> through using them.

Copying Entire Floppy Disks

The **Floppy Disk Copy** selection copies the entire
contents of one floppy disk onto another formatted
floppy disk. You cannot specify individual folders or
files to copy. For information on how to copy selected
folders and files, see "Copying or Moving Folders and
Files to the Floppydisk" in this chapter.

Only floppy disks that have been formatted to work with
the **UNIX** PC can be copied with this procedure. You can
use this selection to copy your System Software disks.
You cannot use this selection to duplicate MS-DOS
disks.

The floppy disk that contains the files you want to
copy is called the source diskette; the formatted
floppy disk that you are copying to is called the
target diskette. Be sure your target disks are
formatted before you begin the floppy disk copy
procedure. Also, be sure your target disks do not
contain any files you want to keep. The **Floppy Disk
Copy** selection copies over any existing files on the
target disk.

To copy the entire contents of one floppy disk onto
another:

    1   Point to |Floppydisk| in the Office window.

    2   Press <Enter> or <B1>.

You see the following window:

```
┌─────────────────────┬──┬────────────────────────────┬──┐
│ ⌐ Office of tutor   │? ││ ⌐ Floppy                   │? │
│ ┌─────────────────┐ │  ││ ┌────────────────────────┐ │  │
│ │ Administration  │ │  ││ │ Display Floppy Contents│ │  │
│ │ Clipboard       │ │  ││ │█Floppy Disk Copy█      │ │  │
│ │ Filecabinet     │ │  ││ │ Floppy Disk Format     │ │  │
│ │█-Floppydisk█    │ │  ││ │ Floppy Disk Repair     │ │  │
│ │ Preferences     │ │  ││ │ MSDOS Disk Format      │ │  │
│ │ Printers        │ │  ││ │ MSDOS Disk Read        │ │  │
│ │ Wastebasket     │ │  ││ │ MSDOS Disk Write       │ │  │
│ └─────────────────┘ │  ││ └────────────────────────┘ │  │
│ [X]             │ ⊞ ││ [X]                      │ ⊞ │
└─────────────────────┴──┴────────────────────────────┴──┘
```
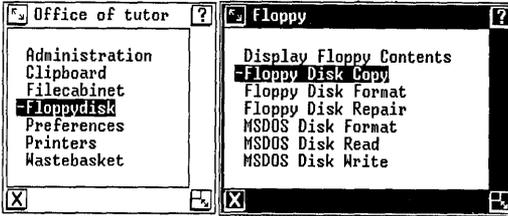
3   Point to |Floppy Disk Copy|.

4   Press <Enter> or <B1>.

    You see a message asking you to insert the
    source diskette.

5   Insert the source diskette (the floppy disk
    that contains the files you want to copy).

6   Press <Enter> or <B1>.

    The **UNIX** PC copies the contents of the source
    diskette into a temporary storage area on the
    hard disk. When the copy is completed, you
    see a message asking you to insert the target
    diskette.

7   Remove the source diskette and insert the
    target diskette (the floppy disk you want to
    copy onto).

8   Press <Enter> or <B1>.

    The **UNIX** PC copies the files from the
    temporary storage area onto the target floppy
    disk. When the copy is completed, you are
    asked if you want to make another copy of the
    files in the temporary storage area.

9 Type **y** if you want to make another copy; type **n** if you do not want to make another copy.

10 Remove the target diskette from the floppy disk drive.

If you chose to make another copy, respond to the next message by inserting a formatted target floppy disk and pressing the Enter key or the B1 mouse button.

If you chose not to make another copy, the floppy disk copy procedure is completed.

Copying or Moving Folders and Files to a Floppy Disk

You can copy or move selected folders and files to a **UNIX** PC floppy disk. You may want to do this for safekeeping or for security reasons.

For information on how to handle floppy disks and insert them into the drive, see "Handling Floppy Disks" at the beginning of this chapter.

To copy or move folders or files onto a floppy disk:

1 Open or resume the Filecabinet or the folder that contains the folders or files you want to copy or move.

2 Select the folders or files you want to copy or move.

3 Select the Copy or Move command.

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

4 Resume the Office window.

5 Point to |Floppydisk| and press <Enter> or <B1>.

You see the Floppydisk menu.

6   Point to |Display Floppy Contents|.

```
┌─────────────────────┐┌──────────────────────────────┐
│⌜⌝Office of tutor  ?  ││⌜⌝Floppy                    ? │
│                     ││                              │
│ Administration      ││ ■Display Floppy Contents     │
│ Clipboard           ││  Floppy Disk Copy            │
│ Filecabinet         ││  Floppy Disk Format          │
│ ■Floppydisk         ││  Floppy Disk Repair          │
│ Preferences         ││  MSDOS Disk Format           │
│ Printers            ││  MSDOS Disk Read             │
│ Wastebasket         ││  MSDOS Disk Write            │
│                     ││                              │
│ ☒                 ⊞ ││ ☒                          ⊞ │
└─────────────────────┘└──────────────────────────────┘
```
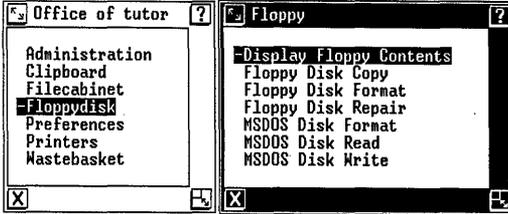
7   Press <Enter> or <B1>.

The **Insert floppy disk** message is displayed.

8   Insert a formatted floppy disk into the
        floppy disk drive and then press <Enter> or
        <B1>.

A window showing the contents of the floppy
disk is displayed.

9   Select the Paste command.

The selected folders and files are copied or moved to
the floppy disk, and their names will appear in the
Floppydisk menu.

A **UNIX** PC floppy disk has a limited capacity. You
should not copy or move a large amount of data to it at
one time. It is safe to copy or move data one or two
files at a time, unless the files are very large. If a
file is too large to fit on one disk, separate it into
two files and save it on two floppy disks.

If you see the message **Error in writing** (filename) **to
floppydisk**, this usually means that the floppy disk
does not have enough space to hold the file. Note the
name of the file and try again to copy or move it to a
different floppy disk. If you are attempting to copy
or move one extremely large file to a blank floppy disk
and you receive the **Error in writing** (filename) **to
floppydisk** message, you will have to split the large
file into two or more smaller files.

To remove the floppy disk from the drive, you must first close all the open Floppydisk folders and files. Then close the Floppydisk menu, so that the red light on the drive is off and the message **It is now safe to remove the Floppy disk** appears.

Copying or Moving Folders and Files from a Floppy Disk

You can copy or move folders and files from a **UNIX** PC floppy disk into your Filecabinet or a folder.

To copy or move folders and files from a floppy disk:

    1 Resume the Office window.

    2 Point to |Floppydisk| and press <Enter> or <B1>.

       The Floppydisk menu is displayed.

    3 Point to |Display Floppy Contents|.

```
┌──────────────────────────┐
│ ▛▖ Floppy            [?] │
│ ┌──────────────────────┐ │
│ │-Display Floppy Contents│
│ │ Floppy Disk Copy      │ │
│ │ Floppy Disk Format    │ │
│ │ Floppy Disk Repair    │ │
│ │ MSDOS Disk Format     │ │
│ │ MSDOS Disk Read       │ │
│ │ MSDOS Disk Write      │ │
│ └──────────────────────┘ │
│ [X]                   [▤] │
└──────────────────────────┘
```
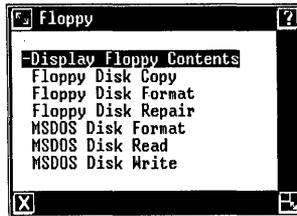
    4 Press <Enter> or <B1>.

       The **Insert floppy disk** window is displayed.

    5 Insert the floppy disk containing the folders and files you want to copy or move and press <Enter> or <B1>.

       The Floppydisk menu is displayed.

    6 Select the folders and files you want to copy or move.

---

   7   Select the Copy or Move command.

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

   8   Open or resume the folder in which you want
        to place the copied files.

   9   Select the Paste command.

The selected folders and files are copied or moved to
the destination window, and their names will appear in
the destination window.

To remove the floppy disk from the drive, you must
first close all Floppydisk folders and files.   Then
close the Floppydisk menu, so that the red light on the
drive is off and the message **It is now safe to remove
the Floppy disk** appears.

Formatting UNIX PC Floppy Disks

Before you can use a new floppy disk with the **UNIX** PC,
you must format it.   Formatting a floppy disk means
preparing it to accept the information you want to
store on it.   Once formatted for the **UNIX** PC, the
floppy disk is usable for its lifetime without
reformatting.   Because formatting a floppy disk erases
whatever is contained on it, be careful not to format
floppy disks that contain information you want to keep.

The following procedure shows you how to format a
floppy disk to be used with the **UNIX** PC.   If you want
to format a floppy disk to be used on an MS-DOS system,
see "Formatting MS-DOS Floppy Disks" in this chapter.

To format a **UNIX** PC floppy disk:

   1   Point to |Floppydisk| in the Office window.

   2   Press <Enter> or <B1>.

        The Floppydisk menu is displayed.

---

3 Point to |Floppy Disk Format|.

```
┌─────────────────────────────────┐
│ ▓ Floppy                    [?] │
├─────────────────────────────────┤
│  Display Floppy Contents         │
│  Floppy Disk Copy                │
│ ▓Floppy Disk Format▓             │
│  Floppy Disk Repair              │
│  MSDOS Disk Format               │
│  MSDOS Disk Read                 │
│  MSDOS Disk Write                │
│                                  │
│ [X]                         [▓]  │
└─────────────────────────────────┘
```

4 Press <Enter> or <B1>.

   You see the following window:

```
┌─────────────────────────────────┐
│ ▓ Confirm                        │
├─────────────────────────────────┤
│  Please insert the floppy disk for │
│  formatting.                     │
│                                  │
│  WARNING: this will erase whatever is │
│  currently on the floppy disk!  │
│                                  │
│     Touch ENTER to continue      │
│  or CANCL to stop.               │
│ [X]                              │
└─────────────────────────────────┘
```
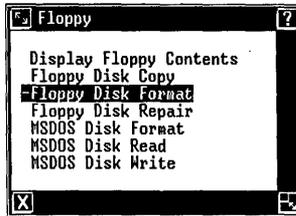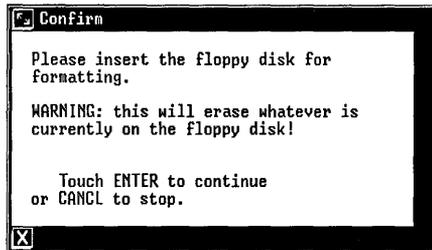
5 Insert a blank floppy disk or one that can be
   overwritten.

6 Press <Enter> or <B1>.

   The **UNIX** PC formats the floppy disk and
   notifies you when it has completed the format
   procedure.

7 Press <Enter>.

You can now choose the **Floppy Disk Format** selection
again to format another disk or press the Exit key to
return to the Office window.

Repairing Floppy Disks

You can repair a **UNIX** PC floppy disk that has a damaged
file system by using the **Floppy Disk Repair** function.
Use this selection if you display the contents of a
floppy disk and receive the message: **The previous
operation on this floppy disk was incomplete.** If you
receive this message, close the display window and make
sure you have inserted a **UNIX** PC floppy disk. This
function is used only for floppy disks that have damage
to the files contained on the disks; it is not for
floppy disks that have been physically damaged. Floppy
disks that have been physically damaged should be
thrown away.

If a floppy disk's file system is damaged, you may lose
some files when it is repaired. However, if you do not
repair a damaged file system, and then you add or
remove any files from the floppy disk, you will
probably lose more data. Repairing a damaged file
system helps prevent future loss of data. This
function also works only for floppy disks formatted for
use with the **UNIX** PC. It does not work for MS-DOS-
formatted floppy disks, nor does it work for Backup
floppy disks.

To repair a **UNIX** PC floppy disk:

1 Point to |Floppydisk| in the Office window.

2 Press <Enter>.

   The Floppydisk menu is displayed.

3 Point to |Floppy Disk Repair| and press
   <Enter>.

   A Confirm window requests that you insert the
   damaged floppy disk.

4 Insert the **UNIX** PC floppy disk you want to
   repair and press <Enter>.

   You see the message: **Floppy disk files are
   being checked. Please Stand by...**

   After the floppy disk file system is
   repaired, you see the Floppydisk menu again.

5 Press <Exit> to return to the Office.

Even though you have successfully repaired the floppy disk's damaged file system, you still may have lost some of the data that was stored on the floppy disk. Before putting the floppy disk away, you should display its contents and check your files.

Formatting MS-DOS Floppy Disks

You can format floppy disks to be used with an MS-DOS system. You may want to use this selection before using the **MS-DOS Disk Write** selection.

To format an MS-DOS disk:

1 Point to |Floppydisk| in the Office window.

2 Press <Enter> or <B1>.

The Floppydisk menu is displayed.

3 Point to |MSDOS Disk Format|.

```
┌────────────────────────────┐
│ 🖳 Floppy               ?  │
├────────────────────────────┤
│  Display Floppy Contents   │
│  Floppy Disk Copy          │
│  Floppy Disk Format        │
│  Floppy Disk Repair        │
│ ▄MSDOS Disk Format▄        │
│  MSDOS Disk Read           │
│  MSDOS Disk Write          │
│                            │
│ X                      🖳  │
└────────────────────────────┘
```

4 Press <Enter>.

You see the following message:

```
┌─────────────────────────────────────┐
│ ▣ Confirm                            │
│                                      │
│ MS-DOS Disk Format.                  │
│ Please insert diskette.              │
│                                      │
│     Touch ENTER to continue          │
│ or CANCL to stop.                    │
│                                      │
│ ☒                                    │
└─────────────────────────────────────┘
```
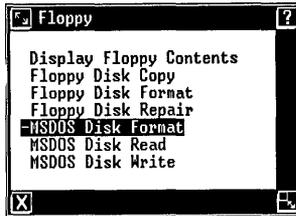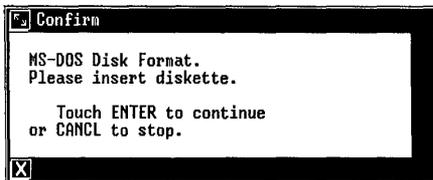
5   Insert a blank floppy disk and press <Enter>.

    You see the following message:

    Formatting 8 sectors/track, 320 kbytes/disk.
    Format in progress, please wait...

This formatting takes a few minutes as several surface
check passes are completed. You will be notified when
the disk is formatted. Press the Enter key to return
to the Floppydisk menu.

Reading MS-DOS Floppy Disks

If you have data or source files on an MS-DOS floppy
disk, you can examine the directory of the MS-DOS disk
and copy any of the files into your **UNIX** PC
Filecabinet. This function is useful only if the MS-
DOS files were created with an MS-DOS application for
which an equivalent UNIX application is installed on
your **UNIX** PC. If you do not have an equivalent
application installed on your **UNIX** PC, you may need to
create a program that translates MS-DOS data or source
files into a format understood by the **UNIX** PC.
Executable object files should not be moved from an MS-
DOS environment to the **UNIX** PC environment using this
function.

Caution

Do not attempt to move or reshape the MS-
DOS window or perform other tasks while
it is active--wait until after you have
closed the MS-DOS Floppydisk menu
window.

To read the directory of an MS-DOS floppy disk:

1   Point to |Floppydisk| in the Office window.

2   Press <Enter>.

The Floppydisk menu appears.

3   Point to |MSDOS Disk Read|.

```
┌──────────────────────┬───┐┌──────────────────────────┬───┐
│ ▣ Office of tutor    │ ? ││ ▣ Floppy                 │ ? │
├──────────────────────┴───┤├──────────────────────────┴───┤
│  Administration          ││  Display Floppy Contents      │
│  Clipboard               ││  Floppy Disk Copy             │
│  Filecabinet             ││  Floppy Disk Format           │
│ ▰Floppydisk              ││  Floppy Disk Repair           │
│  Preferences             ││  MSDOS Disk Format            │
│  Printers                ││ ▰MSDOS Disk Read              │
│  Wastebasket             ││  MSDOS Disk Write             │
├───┬──────────────────┬───┤├───┬──────────────────────┬───┤
│ X │                  │ ▣ ││ X │                      │ ▣ │
└───┴──────────────────┴───┘└───┴──────────────────────┴───┘
```
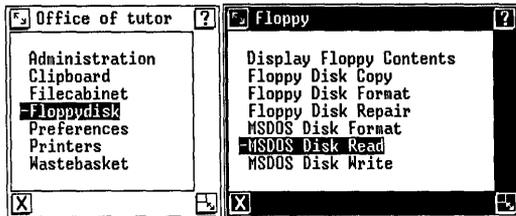
4   Press <Enter>.

5   Insert the MS-DOS disk into the floppy disk
      drive.

6   Press <Enter>.

The directory (list of files) for the MS-DOS disk
appears. Five new screen keys with the following
labels are displayed: the OPEN, CLOSE, COPY, EXIT, and
FULLDISP screen keys.

To see an expanded version (full display) of the MS-DOS
directory:

o   Select [FULLDISP].

After selecting FULLDISP, you see the WIDEDISP screen key. To see a wide display of the MS-DOS directory:

o   Select [WIDEDISP].

To view the contents of a file in the MS-DOS directory:

o   Point to the name of the file and select [OPEN].

If the contents of the MS-DOS file take more than one screen, use the space bar to view the next screen. You can use the Ctrl-S key combination to pause the scrolling and the Ctrl-Q key combination to start it again. This function should be used only to verify a file's contents, not to examine the information in detail. You can use Shift-Exit key combination to return to the MS-DOS Disk Read window.

To copy a file from the MS-DOS floppy disk directory into your Filecabinet:

1   Point to the name of the file you want to copy.

2   Select [COPY].

You see a window that displays a default file name for the copied MS-DOS file. You can use the supplied default file name or enter one of your own. Keep the following in mind when naming this copied file:

o   If you select the default file name, the file is copied into your Filecabinet. If you want to move it to another folder, you can do so later using the standard Move command procedure. See the "Using Office Commands" chapter in this section for more information on the Move command.

o   If you want to specify a folder location
    for this file, you must supply the
    pathname, including the folder name and
    the new file name. For example, to copy
    the file into a folder named **Data** with a
    new file name of **file.msdos**, you must
    enter **Data/file.msdos** in the **Copy to:**
    field of the MS-DOS file name menu. For
    more information on using pathnames, see
    "Advanced Command Entry" in the "Selecting
    Objects and Entering Commands" chapter of
    this section.

o   If the file you want to copy is a data
    file to be used by an application
    installed on the **UNIX** PC, then it is
    necessary to append a suffix to the end of
    the file name. This suffix identifies the
    file type to the **UNIX** PC and allows the
    UNIX PC to invoke the correct application
    when the file is opened. See Appendix B
    for a list of the suffixes for each type
    of object supplied with the **UNIX** PC soft-
    ware. To find out the suffixes for files
    used by other software, see the manual
    supplied with that software.

3   Press <Enter>.

    You are notified when the copy is complete.

    You can now continue following the previous
    procedure to copy more files. Or you can
    exit from the **MS-DOS Disk Read** selection.

4   Press [EXIT] or [CLOSE] to exit the **MS-DOS
    Disk Read** selection.

5   Remove the floppy disk.

The copied files are displayed when you open the
destination Filecabinet or folder. Remember, if you
have copied a data file, you must have included the
appropriate suffix to use the data file with an
installed **UNIX** PC application. If your Filecabinet or
folder display shows the copied files as standard
files, you must Rename the file to include the
appropriate suffix. See the "Using Office Commands"
chapter of this section for more information on the
Rename command.

Note

You cannot edit an MS-DOS file on the
floppy disk. To edit an MS-DOS file,
follow the procedure for copying a file
from the MS-DOS disk into your
Filecabinet. This procedure is
described earlier in this section.

Writing onto MS-DOS Floppy Disks

The **MSDOS Disk Write** selection allows you to write
files from the **UNIX** PC and change their format so that
they can be used with an MS-DOS system. To use this
function, you must have a floppy disk formatted for MS-
DOS. Use the **MSDOS Disk Format** selection described
earlier in this chapter to format an MS-DOS disk.

To write **UNIX** PC files onto an MS-DOS disk:

1 Point to |Floppydisk| in the Office window.

2 Press <Enter>.

The Floppydisk menu appears.

3 Point to |MSDOS Disk Write|.

```
┌─────────────────────┐┌───────────────────────────┐
│⌐┐Office of tutor  [?]││⌐┐Floppy                 [?]│
├─────────────────────┤├───────────────────────────┤
│ Administration      ││ Display Floppy Contents    │
│ Clipboard           ││ Floppy Disk Copy           │
│ Filecabinet         ││ Floppy Disk Format         │
│▐Floppydisk          ││ Floppy Disk Repair         │
│ Preferences         ││ MSDOS Disk Format          │
│ Printers            ││ MSDOS Disk Read            │
│ Wastebasket         ││▐MSDOS Disk Write           │
├─────────────────────┤├───────────────────────────┤
│[X]              [⌐┐]││[X]                    [⌐┐]│
└─────────────────────┘└───────────────────────────┘
```

4 Press <Enter>.

You see the following Confirm window:

```
┌──────────────────────────────────────────┐
│ ▣ Confirm                                  │
│                                            │
│  MS-DOS Disk Write.                        │
│  Please insert MS-DOS diskette.            │
│                                            │
│     Touch ENTER to continue                │
│  or CANCL to stop.                         │
│ ▣                                          │
└──────────────────────────────────────────┘
```
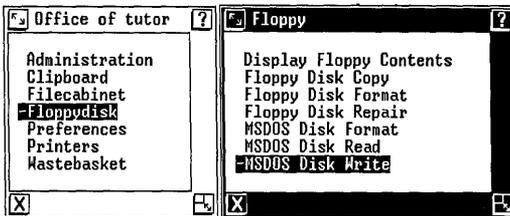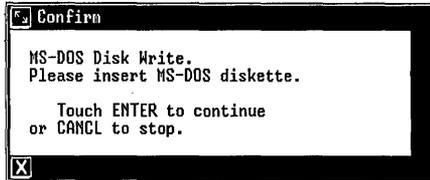
5   Insert an MS-DOS-formatted floppy disk.

6   Press any key.

You see this MS-DOS file writer form:

```
┌────────────────────────────────────────────────────┐
│ ▣ MSDOS file write                              [?]  │
│                                                      │
│  Unix file name      ████████████████████████████   │
│  MS-DOS file name                                    │
│  MS-DOS file ext     DOC                             │
│                          [OK]                        │
│ ▣                                                    │
└────────────────────────────────────────────────────┘
```
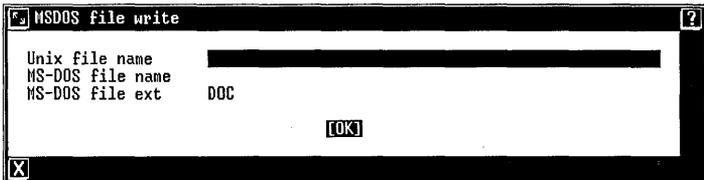
The form requests the name of the **UNIX** PC
file that you want to copy onto the MS-DOS
floppy disk. You must give the complete
pathname, below the Filecabinet, to this
file.

For example, if you are going to copy the
file **myfile**, located in the folder **Notes** in
your Filecabinet, you would type
Notes/myfile.

7   Type the UNIX pathname and press <Return>.

8 Type an MS-DOS file name and press <Return>.

The file name must be acceptable for an MS-DOS file (consult your MS-DOS documentation).

9 The **MS-DOS file ext** field supplies a default extension for the copied file (**.DOC**). If you want another extension for this copied file, type another extension. MS-DOS accepts no more than three characters for a file name extension.

Press <Enter> to use **.DOC** as your file name extension, or type a new file name extension and press <Enter>.

Your UNIX file is copied onto the MS-DOS-formatted floppy disk in the floppy disk drive. When the copy is completed, you see the following message:

```
 Confirm 

  Write successfully completed.
  Write more files ?

     Touch ENTER to continue
  or CANCL to stop.

  X
```
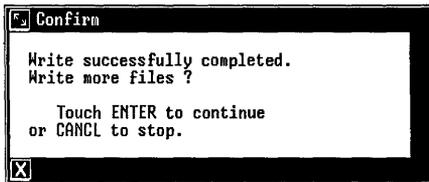
10 Press <Enter> if you want to copy another UNIX file onto the MS-DOS disk; otherwise, press <Cancl> to return to the Floppydisk menu.

This chapter shows you how to use the printer commands found in the Printers object of every Office. The following procedures show you how to:

o Open the Printers object

o Check the print queue

o Cancel print jobs

o Restart a printer

o Set up a printer

Opening the Printers Object

The Printers object is displayed in the Office of every user login. To open the Printers object:

1 Point to |Printers|.

2 Press <Enter>.

The following Printers menu is displayed:

```
 ┌──────────────────────┐┌─────────────────────┐
 │ [▪]Office of tutor [?]││[▪]Printers       [?]│
 ├──────────────────────┤├─────────────────────┤
 │  Administration      ││ ▉Printer Queue▉     │
 │  Clipboard           ││  Printer Restart    │
 │  Filecabinet         ││  Printer Setup      │
 │  Floppydisk          │├─────────────────────┤
 │  Preferences         ││[X]              [⊞] │
 │  ▉Printers▉          │└─────────────────────┘
 │  Wastebasket         │
 ├──────────────────────┤
 │[X]               [⊞] │
 └──────────────────────┘
```
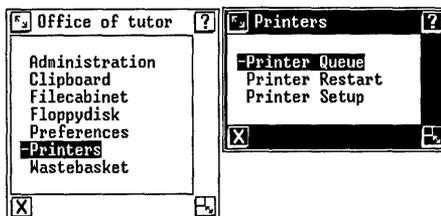
Checking the Printer Queue

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

To check the printer queue:

1   Resume the Office window.

2   Point to |Printers|.

3   Press <B1> or <Enter>.

The following Printers menu is displayed:

```
┌─────────────────┐ ┌─────────────────┐
│▣ Office of tutor ?│ │▣ Printers      ?│
│                 │ │                 │
│ Administration  │ │ -Printer Queue  │
│ Clipboard       │ │  Printer Restart│
│ Filecabinet     │ │  Printer Setup  │
│ Floppydisk      │ │                 │
│ Preferences     │ │ ⊠             ⊞ │
│ -Printers       │ └─────────────────┘
│ Wastebasket     │
│ ⊠             ⊞ │
└─────────────────┘
```
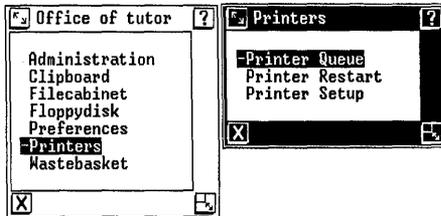
4   Point to |Printer Queue|.

5   Press <Enter>.

The Printer queue status window is displayed.
For example, if you have a document waiting,
the display would look something like this:

```
┌───────────────────────────────────────┐
│▣ Printer queue status               ?│
│                                       │
│ #  Printer/id     User         Name   │
│ - 1. Imagen-1962     lp        pg.3-1:W│
│ ⊠                                   ⊞ │
└───────────────────────────────────────┘
```
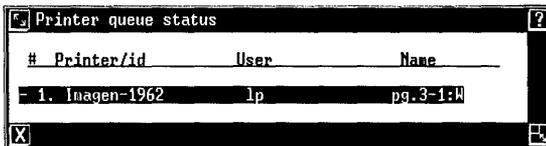
If no print jobs are printing or waiting to be printed, the Printer queue status window is empty.

6   When you finish viewing the display, press <Exit>.

Canceling Print Jobs

You can use the Printer queue status display to cancel any job that is waiting to print.

To cancel print jobs:

1   Point to |Printers| from the Office and press <Enter>.

2   Point to |Printer Queue| and press <Enter>.

3   Point to the print job you want to cancel.

    If you want to cancel several print jobs, point to each and press <B3> or <Mark>.

4   Press <Enter> or <B1>.

    A confirm message is displayed.

5   Press <Enter> or <B1>.

The item(s) are removed from the queue, and the printer stops printing in a few moments.

Note

If you cancel a graphics print job (for example, a screen print) in the middle of printing, you must reset the printer to exit graphic print mode. To do this, turn the printer's power switch off and then on again.

Restarting the Printer

If you attempt to print when your printer is not
attached, you hear a beep and see the [!!] displayed on
the status line. Use the mouse pointer to point to the
[!!] and then press the left mouse button to display
the system error message. The message informs you that
the printer cannot be accessed and that you must check
the power and the cable connection and restart the
printer.

To restart a printer:

     1 Resume the Office window.

     2 Point to |Printers|.

     3 Press <Enter> or <B1>.

        You see the Printers window.

     4 Point to |Printer Restart|.

```
┌─────────────────────┐┌─────────────────────┐
│ Office of tutor  ?  ││ Printers         ?  │
├─────────────────────┤├─────────────────────┤
│  Administration     ││  Printer Queue      │
│  Clipboard          ││  Printer Restart    │
│  Filecabinet        ││  Printer Setup      │
│  Floppydisk         ││                     │
│  Preferences        │├─────────────────────┤
│  Printers           ││ X                ⌐ᴣ │
│  Wastebasket        │└─────────────────────┘
├─────────────────────┤
│ X                ⌐ᴣ │
└─────────────────────┘
```
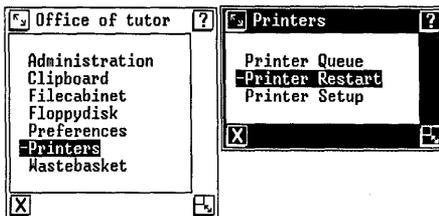
     5 Press <Enter> or <B1>.

This command restarts the printer connected to your
UNIX PC, and you see the message: **The printer is now
reset.** The print job that was queued starts to print
or, if no print job was queued, the printer is ready to
print.

Setting Up a Printer

To connect a printer to your system, you must tell the
system the name of the printer you are connecting. You
must also indicate whether the printer is serial or
parallel. Parallel printers connect to the printer
port, labeled Printer; serial printers connect to RS-
232 ports. Check your printer manual to determine
whether your printer is serial or parallel. For
information on specific printers, see Appendix D of
this manual.

Note

> Setting up a printer temporarily halts
> the printing of any other printer
> connected to your system. You may want
> to check the print queue before setting
> up another printer. To check the print
> queue, see "Checking the Printer Queue"
> in this chapter.

The Printer Setup task can be selected from the
Administration menu in the Office of the **install** login
or from the Printers object in the Office of every user
login. The following procedures show you how to use
Printer Setup from the Printers object. (To set up a
printer in Administration, see the "Setting Up the **UNIX**
PC" chapter of the **Managing the** UNIX PC section in this
manual.)

To set up a printer:

1 Resume the Office.

2 Point to |Printers| and press <Enter>.

The Printers menu appears.

3   Point to |Printer Setup|.

```
┌─────────────────────────┐
│ ▣ Printers           ? │
│                         │
│   Printer Queue         │
│   Printer Restart       │
│  ▐Printer Setup▌        │
│                         │
│ ▣                    ⬛ │
└─────────────────────────┘
```
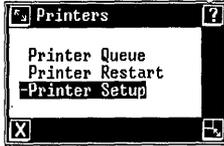
4   Press <Enter>.

You see the Printer Setup form:

```
┌──────────────────────────────────────────────────┐
│ ▣ Printer Setup                                ? │
│                                                    │
│  Serial:  Port 0 Name  NONE       Speed  9600     │
│           Port 1 Name  NONE       Speed  9600     │
│           Port 2 Name  NONE       Speed  9600     │
│           Port 3 Name  NONE       Speed  9600     │
│           Port 4 Name  NONE       Speed  9600     │
│           Port 5 Name  NONE       Speed  9600     │
│           Port 6 Name  NONE       Speed  9600     │
│  Parallel:       Name  NONE                        │
│  Remote Computer 1:    Name  NONE                  │
│                Printer Name  NONE                  │
│  Remote Computer 2:    Name  NONE                  │
│                Printer Name  NONE                  │
│                                                    │
│  Default Printer Type:       NONE                  │
│                    [OK]                            │
│                                                    │
│ ▣                                                  │
└──────────────────────────────────────────────────┘
```
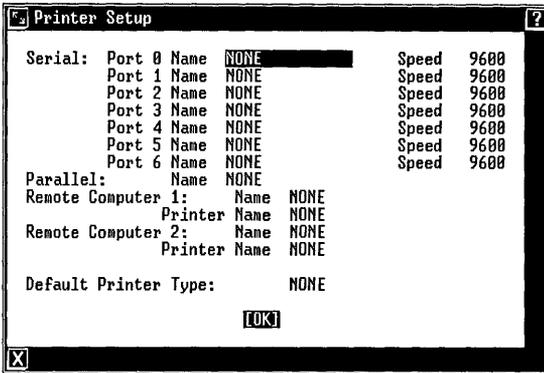
5   Use the appropriate procedure(s), from the
    "Serial Printer Setup," "Parallel Printer
    Setup," and "Remote Printer Setup"
    discussions that follow this procedure, to
    set up the type(s) of printer you want to
    use, then continue to Step 6 of this
    procedure to complete the printer setup.

6   When you have entered the appropriate serial,
    parallel, and remote printer information,
    point to the **Default Printer Type:** field,
    which specifies the default printer to be one
    of the printer types previously set up. For
    example, if you enter **Serial** in this field,
    the Print command sends your files to the
    printer displayed in the **Serial: Port 0**
    field, unless specified otherwise in the
    Print form.

    You must enter a printer type in this field,
    even if you have only one printer set up.

7   Press <Cmd> to display the default printer
    selections.

8   Point to the type of printer you want to make
    your default printer.

9   Press <Enter>.

    The selected printer type is displayed in the
    Default Printer Type: field.

Note

    If, at a later date, you change the
    default printer, be sure the new default
    printer is properly set up.

10   Press <Enter>.

    If a message tells you to reenter the printer
    name, you have set up more than one field
    with the same printer name. Change one of
    the field names and then press <Enter>.

    A warning message reminds you that all
    current printing is temporarily halted until
    this setup procedure is complete.

11   Press <Enter>.

Serial Printer Setup

Use the following procedures to fill in the **Serial:**
field in the Printer Setup form:

1   Point to the field for the serial port number
    to which you want the printer attached. For
    example, if you want to set up a serial
    printer on the RS-232 expansion port 3, point
    to the **Serial: Port 3** field.

    The **Port 0** field corresponds to the built-in
    RS-232 port on your **UNIX** PC. The **Port 1**
    through **Port 6** fields correspond to the RS-
    232 expansion ports; if you use one of these
    ports, make sure you have an RS-232 expansion
    board installed at that port. To determine
    which port number you should use, refer to
    "Setting Up Expansion Ports" in the "Setting
    Up the **UNIX** PC" chapter in the **Managing the**
    UNIX **PC** section of this guide.

2   Press <Cmd> to display the available serial
    printer names.

3   Point to the name of the serial printer you
    want to set up and press <Enter>.

    <u>If the name of the printer you want to set up
    is not displayed</u>, point to |Other| and press
    <Enter>.

    The name of the serial printer you selected
    appears in the **Serial: Name** field for the RS-
    232 port you selected.

                        Note

    If you configure a serial printer and
    the RS-232 port you chose is currently
    configured for some other device, a
    confirm message appears to remind you
    that you are removing the current setup.
    Press the Enter key to continue setting
    up the port, or press the Cancl key to
    leave the port set up as it is.

4 Move to the **Speed** field for the serial printer.

5 Press <Mark> until you see the appropriate line speed (baud rate).

6 To set up additional serial printers, repeat steps 1 through 5 above for each.

Parallel Printer Setup

Use the following procedures to fill in the **Parallel:** field in the Printer Setup form:

1 Point to the **Parallel: Name** field.

2 Press <Cmd> to display the available parallel printers.

3 Point to the name of the printer you want to set up and press <Enter>.

If the name of the printer you want to set up is not displayed, point to |Other| and press <Enter>.

The name of the printer you have selected appears in the **Parallel: Name** field.

Remote Printer Setup

Use the following procedures to fill in the **Remote Printer** field in the Printer Setup form:

1 Point to the **Remote Computer 1: Name** field.

2 Press <Cmd> to display the remote computer names known to your system. If you have already used Mail Setup to identify some remote systems, a list of these known system names appears. If you have not yet set up any remote computer names through Mail Setup, you must do so before attempting to use remote printing. See "Setting Up Mail" in the "Updating the **UNIX** PC" chapter in the **Managing the** UNIX **PC** section of this manual for Mail Setup procedures.

3   Point to the name of the remote computer you
    want to use and press <Enter>.

4   Press <Return> to point to the **Printer Name**
    field.

5   Type the name of the remote printer.

    You may have to get this information from the
    person in charge of the remote computer
    attached to the remote printer.

6   If you want to set up a second remote
    printer, press <Return> to point to the
    Remote Computer 2: Name field, and then
    repeat steps 2 through 5 above.

This chapter discusses the multiuser capabilities of
the **UNIX** PC and the Other Users object of the Office
window. It describes how to set up your Preferences
form to display other users in the Office, and how to
use the Other Users object to gain access to the
Filecabinet, folders, and files of other users of the
system.

The Other Users Object

The Other Users object allows you to access the
Filecabinet, folders, and files of other users of the
system without logging out and logging back in under
another user name.

The Other Users object appears in the Office window
only if you have set up the Preferences form to display
it. The Other Users object appears automatically in
the Office window after you type **y** in the **Multi-user
items?** field of the Preferences form and press the
Enter key.

```
                           Fri May 30, 10:23 am                    [w]
[•] Office of tutor  [?] [•] Others                       [?]
    Administration       ▔Filecabinet of install
    Clipboard            Filecabinet of tutor
    Filecabinet          Office of install
    Floppydisk           Office of tutor
   ▔Other Users
    Preferences      [X]                              [•]
    Printers
    Wastebasket
   [X]               [•]



    ▓▓▓ SECURITY ▓▓▓    ▓ PREV ▓ NEXT ▓   ▓ FIND ▓ SHOW ▓▓
                        ▓ WINDOW▓WINDOW▓          ▓LAYOUT▓
```
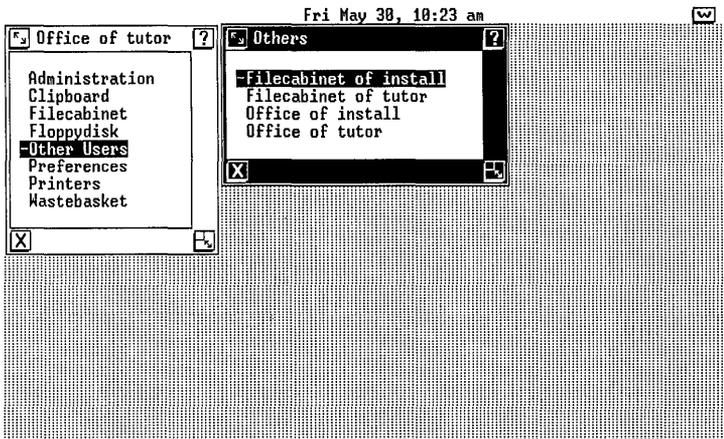
Opening the Other Users Object

After you have changed the Preferences form to display
the Other Users object, you can open it and view a list
of all users of the system.

To open the Other Users object:

1 Point to |Other Users| in the Office window.

```
┌──────────────────────────┐
│ ▣ Office of tutor    [?]  │
│ ┌────────────────────┐   │
│ │ Administration     │   │
│ │ Clipboard          │   │
│ │ Filecabinet        │   │
│ │ Floppydisk         │   │
│ │ �switchOther Users  │   │
│ │ Preferences        │   │
│ │ Printers           │   │
│ │ Wastebasket        │   │
│ └────────────────────┘   │
│ [X]                 [⊡]  │
└──────────────────────────┘
```
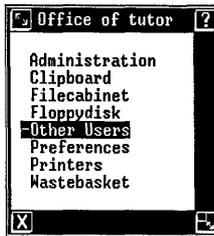
2 Press <Enter> or <B1>.

You see an Others window similar to the one
shown below that displays the list of
available user names.

```
┌──────────────────────────┐
│ ▣ Others            [?]  │
│ ┌────────────────────┐   │
│ │ ▪Filecabinet of install │
│ │ Filecabinet of tutor  │
│ │ Office of install    │
│ │ Office of tutor      │
│ └────────────────────┘   │
│ [X]                 [⊡]  │
└──────────────────────────┘
```
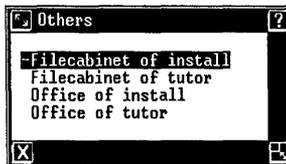
Using Other Users' Offices

Many times you need to use folders or files that reside in the Filecabinet of another user's Office. For example, you may need to copy someone else's spreadsheet information into a document you are preparing or you may be working with another user on a project that shares the same folder. For whatever reason, as long as the folders and files belonging to another user have public permission, you can view, copy, move and even delete them without having to log out and log in with a different user name.

All Office commands work in other users' Offices just as they do in your own Office. For more information on the Office commands, see the "Using Office Commands" chapter in this section.

To use another user's Office:

1 Point to |Other Users| in the Office window.

2 Press <Enter> or <B1>.

A window containing a list of the available user logins is displayed.

3 Point to the Filecabinet or Office you want to display.

4 Press <Enter> or <B1>.

If the selected Filecabinet is not protected by private permissions, it is opened.

If the selected Office is not protected by a password, it is opened.

Note

For security, each user name on the system should be protected by a password.

If you see the message: **Can't read Filecabinet,** the
Filecabinet you are trying to open has been assigned
private read permissions and can be accessed only from
that user's Office. If you know the password to the
Office containing the desired Filecabinet, open the
Office and then open the Filecabinet from the other
user's Office window.

If you open the Office of another user, that Office is
displayed over your initial Office window. You can
move between the Offices by using the mouse to click on
the desired Office or (if one of the Offices is
completely covered by the other Office) by using the
Window Manager menu to select the hidden Office. You
can also move one of the Offices to a different
position on the screen.

Other Users' Protections

Other users can protect the contents of their own
Offices by assigning passwords to their Offices. You
must know the password to open a password-protected
Office. Users can also set the permissions on their
Filecabinets, folders, or individual files to allow
public or private access.

If a Filecabinet is set for private access only, you
cannot use its folders or files without first opening
the other user's Office. Once you have gained access
to another user's Office, you can display any object
that has private access permissions.

A suggestion might be to set files and folders you want
to share with other users as public read permission and
private write permission. This enables users to <u>read</u>
and <u>copy</u> contents of your files and folders, but they
cannot modify the original copy unless they know your
password.

If you have gained access to a folder owned by another
user through that user's Filecabinet and not his or her
Office, and if it has private write permission, you
will not be able to move, create, or modify a file in
this folder, or copy a file into it, even if you are
able to open the file for editing. You should use the
Security command on the folder before opening it to see
the permissions the other user has set on the folder.

If the other user's folder has write-protected permission, you cannot create, move, or copy anything into the folder even if you have gained access to the folder through the user's Office.

In either situation, you can copy the desired item _from_ the other user's folder into your Filecabinet.

Using Password-Protected Offices

If you are attempting to open another user's password-protected Office, you see the Password: prompt after you select the other user's Office.

To open a password-protected Office:

  1 Type the other user's password.

  2 Press <Return>.

If you type an incorrect password in response to the Password: prompt, you see the message **Sorry** before the prompt is removed and the Office window is resumed.

Exiting from Other Users' Offices

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

If you have opened only a Filecabinet of another user, without opening the other user's Office, you need only close any open folders or files belonging to the other user's Filecabinet. Then press the Exit key or use the [X] icon to leave the other user's Filecabinet and return to your own Office.

If you have opened the Office of another user, you need to close any open folders or files belonging to the other user's Office. Then press the Exit key or use the [X] icon to log out of the other user's Office.

To exit from another user's Filecabinet:

      1 Close all folders and files opened from the
          other user's Filecabinet.

      2 Press <Exit> or point to the [X] icon and
          press <B1>.

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

To exit from another user's Office:

      1 Close all folders or files opened from the
          other user's Office.

      2 Press <Exit> or point to the [X] icon and
          press <B1>.

          You see the message: **Do you wish to Logout?**

      3 Press <Enter> to log out.

The other user's Office is removed from your screen,
and your Office becomes the current window.

Note

      If you try to exit from the first Office
      you opened before exiting from an Office
      that was opened later, you see the
      message: **Please close all open files**
      before trying to logout. Press the
      Enter key and then log out from the last
      Office you opened.

      You must exit from other Offices in the
      reverse order from which you opened
      them.

Managing the UNIX PC

Contents

This section of the **UNIX PC Owner's Manual** covers how
to set up and update your system and how to maintain
your **UNIX** PC.

To use the procedures described in this section, your
UNIX PC hardware and system software must be installed.
See the AT&T **UNIX** PC Hardware Installation Guide and
the AT&T **UNIX** PC System Software Installation Guide if
installation is not complete.

This section contains the following chapters:

o   "Summary Chart" lists the functions you
    perform to set up, update, and maintain the
    UNIX PC.

o   "The System Administrator" discusses the role
    of the person who manages system tasks and
    the two Administration menus available for
    such management.

o   "Setting Up the **UNIX** PC" covers setup of your
    RS-232 ports, modems, and printers.

o   "Updating the **UNIX** PC" covers installing
    software, setting up mail, adding and
    removing user logins, changing passwords, and
    changing the system date and time.

o   "Maintaining the **UNIX** PC" covers displaying
    system information, backing up and restoring
    files, and running diagnostics.

The following summary below lists the functions you perform to set up, update, and maintain the **UNIX** PC. The functions are available through the Administration menu of any user login or the Administration menu of the **install** login. They are arranged by alphabetical order of function title.

The other chapters in this section are organized according to general category of function, such as setting up the **UNIX** PC, as opposed to alphabetical order. Use this chart to locate Administration topics in the chapters that follow.

Administration Summary Chart

Function	Purpose	Page
Change root password	Changes or removes root password (available only from **install** Administration menu).	4-79
Changing Password	Changes or removes passwords.	4-76
Date and Time	Changes system date and time (available only from **install** Administration menu).	4-81
Diagnostics Floppy	Provides instructions for running hardware diagnostic tests (available only from **install** Administration menu).	4-99

Administration Summary Chart (Continued)

Function	Purpose	Page
Disk Backup	Makes floppy disk copies of hard disk files for backup purposes.	4-88
Disk Restore	Copies files from backup floppy disks onto the hard disk.	4-95
Install Software From Floppy	Installs application software (programs) from floppy disk.	4-55
Install Software Sent by Electronic Mail	Installs software from mail.	4-57
Mail Setup	Sets up the **UNIX** PC to exchange mail with another computer.	4-31
Modem Setup	Configures the built-in modem for inter-national standards (available only from **Hardware Setup** in the **install** Administration menu).	4-24
Printer Setup	Sets up a printer on an RS-232 or parallel port (available from **Hardware Setup** in the **install** Administration menu or **Printers** in the Office of any user login).	4-22
Remove Installed Software	Removes installed software.	4-59

Administration Summary Chart (Continued)

Function	Purpose	Page
RS232 Setup	Sets up an RS-232 port to connect to different devices such as another computer, a modem, or a terminal (available only from **Hardware Setup** in the install Administration menu).	4-11
RS-232 Expansion Setup	Sets up an RS-232 expansion port to connect to different devices such as another computer, a modem, or a terminal (available only from **Hardware Setup** in the install Administra- tion menu).	4-15
Set Up Font	Changes the font of characters on the screen (available only from **Software Setup** in the install Administration menu).	4-60
Set Up Loadable Device Drivers	Loads device driver software (available only from **Software Setup** in the install Administration menu).	4-26
Show Installed Software	Displays a list of installed software.	4-58

Administration Summary Chart (Continued)

Function	Purpose	Page
System Information	Displays system information.	4-87
User Logins	Adds, changes, or deletes user login information (available only from the **install** Administration menu).	4-67

Most of the procedures describing how to set up your
UNIX PC are usually performed by a person designated as
the system administrator. A **UNIX** PC system
administrator does not necessarily have to be a UNIX
expert or even an experienced computer system manager.
In many cases, **UNIX** PC system administration is
accomplished by a computer user who is interested in
learning more about the **UNIX** PC and managing the system
tasks with which others do not want to be concerned.
In fact, the **UNIX** PC makes it easy for a new computer
user to manage a multiuser computer system by using the
same simple methods for selecting commands and
functions used for any Office task.

The **UNIX** PC separates the administration tasks into two
Administration menus: an Administration menu available
from the Office of any user and the Administration menu
available from the Office of **install**.

The Administration Menu

The Administration menu available from the Office of
any user login contains selections associated with
common user maintenance tasks such as changing your own
password or backing up and restoring folders and files
on the hard disk. Other tasks include installing and
removing software, setting up mail connections, and
displaying system information. These tasks are used
frequently by most users. The following Administration
menu displays these tasks:

```
┌─────────────────────┐┌──────────────────────────┐
│ ▚ Office of joyce [?]││▚ Administration      [?]│
├─────────────────────┤├──────────────────────────┤
│ ▐Administration▌    ││ ▐Changing Password▌     │
│  Clipboard          ││  Disk Backup             │
│  Filecabinet        ││  Disk Restore            │
│  Floppydisk         ││  Mail Setup              │
│  Preferences        ││  Software Setup          │
│  Printers           ││  System Information      │
│  Telephone          │├──────────────────────────┤
│  UNIX System        ││ [X]                  [⊞] │
│  Wastebasket        │└──────────────────────────┘
├─────────────────────┤
│ [X]            [⊞]  │
└─────────────────────┘
```
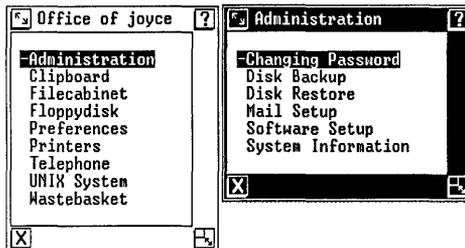
The Administration Menu of the install Login

Additional administration tasks are available when you
log in using the **install** user name. The Administration
menu of the **install** login contains all the selections
found in the Administration menu of any user login,
plus selections associated with the management of the
total multiuser environment. These include changing
the root password, setting the system date and time,
diagnosing hardware problems, setting up the **UNIX** PC
hardware connections, and adding authorized users to
the **UNIX** PC system.

The Administration menu of the **install** login contains
the following selections:

```
┌─ Office of install ─[?]┌─ Administration ──────[?]
│ ─Administration─       │ ─Change root password─
│  Clipboard             │  Changing Password
│  Filecabinet           │  Date and Time
│  Floppydisk            │  Diagnostics Floppy
│  Preferences           │  Disk Backup
│  Printers              │  Disk Restore
│  UNIX System           │  Hardware Setup
│  Wastebasket           │  Mail Setup
│ [X]                    │  Software Setup
└────────────────────────┤  System Information
                         │  User Logins
                         │ [X]
                         └─────────────────────────
```
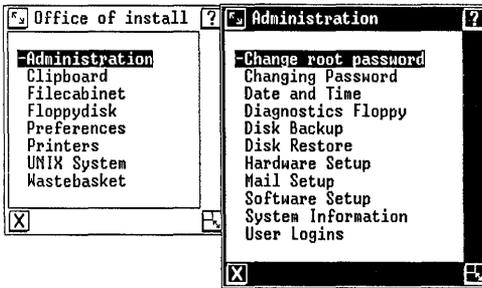
This chapter shows you how to complete the setup of
your **UNIX** PC. This chapter discusses the setup tasks
in roughly the order you would follow during the
initial setup of the **UNIX** PC, as follows:

      o   Setting up the RS-232 ports

      o   Setting up the built-in modem for
         international standards

      o   Setting up printers

      o   Configuring loadable device drivers

With the exception of printer setup, the tasks
discussed in this chapter are available only from the
Administration menu of the **install** login. Printer
setup is also available from the Office of any user.

For information on mail setup, how to install
additional software, and how to add other users, see
the next chapter, "Updating the **UNIX** PC."

Using the install Login

To display the Administration menu of the **install**
login, you must log in as **install.**

    1 At the **Please login:** prompt, type **install.**

       If you need help logging out, see "Logout
       Command" in the "Using Office Commands"
       chapter of the **Working with the Office**
       section.

    2 Press <Return>.

       If you see the **Password:** prompt, type the
       password and then press <Return>.

       The Office of **install** appears.

3   Point to |Administration|.

```
┌─────────────────────────┐
│ ▣ Office of install  ?  │
├─────────────────────────┤
│ ▄Administration▄        │
│  Clipboard              │
│  Filecabinet            │
│  Floppydisk             │
│  Preferences            │
│  Printers               │
│  UNIX System            │
│  Wastebasket            │
│ ┌──┐                 ┌─┐│
│ │X │                 │▣││
│ └──┘                 └─┘│
└─────────────────────────┘
```

4   Press <Enter>.

You see the following Administration menu:

```
┌─────────────────────────┐┌──────────────────────────┐
│ ▣ Office of install  ?  ││ ▣ Administration       ?  │
├─────────────────────────┤├──────────────────────────┤
│ ▄Administration▄        ││ ▄Change root password▄   │
│  Clipboard              ││  Changing Password        │
│  Filecabinet            ││  Date and Time            │
│  Floppydisk             ││  Diagnostics Floppy       │
│  Preferences            ││  Disk Backup              │
│  Printers               ││  Disk Restore             │
│  UNIX System            ││  Hardware Setup           │
│  Wastebasket            ││  Mail Setup               │
│ ┌──┐              ┌─┐   ││  Software Setup           │
│ │X │              │▣│   ││  System Information       │
│ └──┘              └─┘   ││  User Logins              │
└─────────────────────────┘│ ┌──┐                 ┌─┐ │
                           │ │X │                 │▣│ │
                           │ └──┘                 └─┘ │
                           └──────────────────────────┘
```

Setting Up an RS-232 Connection

The RS-232 port on the back of your workstation base
can be used to connect your workstation to an external
modem, a serial printer (see "Setting Up the Printer"
in this chapter), a terminal, or another computer. You
also have the option of connecting a plotter or other
type of device to the RS-232 port if you have installed
the software to support its use (see "Loading Device
Drivers" later in this chapter).

For information on setting up an expansion port, see
"Setting Up Expansion Ports" in this chapter.

Before you can use the RS-232 port, you must:

> o   Make the physical connection using a cable
>   with RS-232 connectors.

> o   Set up (configure) your system to recognize
>   the type of connection you are making.

Refer to the appropriate equipment operator's manual
for cable connections. A null modem (or crossed
send/receive) cable is required when you are connecting
two pieces of equipment (such as two **UNIX** PCs or a
terminal and a **UNIX** PC) without an external modem. For
more information on null modem cables, see Appendix D.

To set up an RS-232 port:

> 1   Point to |Administration| in the Office of
>   **install.**

> 2   Press <Enter> to display the Administration
>   menu.

> 3   Point to |Hardware Setup|.

```
┌─────────────────────┬──┬─────────────────────────┬──┐
│ Office of install   │? ││ Administration          │? │
├─────────────────────┤  ├─────────────────────────┤  │
│ ▐Administration▌    │  │ Change root password    │  │
│  Clipboard          │  │ Changing Password       │  │
│  Filecabinet        │  │ Date and Time           │  │
│  Floppydisk         │  │ Diagnostics Floppy      │  │
│  Preferences        │  │ Disk Backup             │  │
│  Printers           │  │ Disk Restore            │  │
│  UNIX System        │  │ ▐Hardware Setup▌        │  │
│  Wastebasket        │  │ Mail Setup              │  │
│                     │  │ Software Setup          │  │
│ [X]                 │  │ System Information      │  │
│                     │  │ User Logins             │  │
│                     │  │ [X]                     │  │
└─────────────────────┴──┴─────────────────────────┴──┘
```
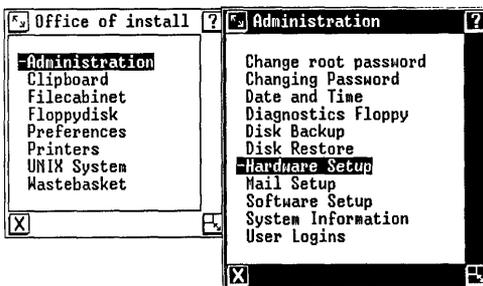
> 4   Press <Enter>.
>
>   The Hardware menu appears.

5 Point to |RS232 Setup|.

```
┌─────────────────────────┐
│ �largeHardware        [?] │
│                          │
│   Modem Setup            │
│   Printer Setup          │
│  ▬RS232 Setup            │
│   Telephone Setup        │
│                          │
│ [X]                   ▣  │
└─────────────────────────┘
```

6 Press <Enter>.

The Connect to RS232 Device form appears as
shown below:
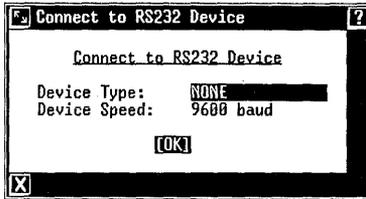
```
┌───────────────────────────────────┐
│ ▣ Connect to RS232 Device     [?] │
│                                    │
│        Connect to RS232 Device     │
│                                    │
│   Device Type:      NONE           │
│   Device Speed:     9600 baud      │
│                                    │
│              [OK]                  │
│                                    │
│ [X]                                │
└───────────────────────────────────┘
```

7 Press <Cmd> for a menu of device types.

The Device Types menu appears as shown below:

```
┌──────────────────────────────────┐
│ ▣ Connec▣ Device Types      [?] │
│                                  │
│    Co│      types      │e        │
│                                  │
│   Device│▬NONE          │        │
│   Device│ MODEM         │        │
│         │ TERMINAL      │        │
│         │ COMPUTER      │        │
│         │ OTHER         │        │
│ [X]     │               │        │
│         │ [X]        ▣  │        │
└──────────────────────────────────┘
```
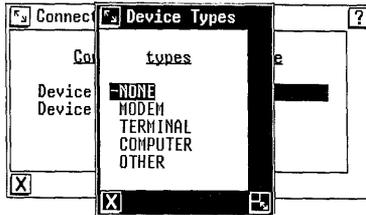
The following list explains the device types:

NONE   Default entry that appears if
             nothing is set up on the RS-232
             port.   NONE is also used to remove
             a configured device.

MODEM   Connects an external modem to the
             RS-232 port.

TERMINAL   Connects a terminal to the RS-232
             port.

COMPUTER   Connects another computer to the RS-
             232 port.

OTHER   Connects another device, such as a
             plotter, to the RS-232 port.

Note

Use the **Printer Setup** selection in the
Hardware menu to configure a serial
printer on the RS-232 port.

8   Point to the desired device type.

9   Press <Enter>.

10 Press <Return>.

    The highlight moves to the **Device Speed:**
    field.   The correct device speed entry
    depends on the device type you are
    connecting.   See the device instruction
    manual for more information.

11 Press <Mark> until the correct baud rate
    (line speed) appears.

12 Press <Enter>.

13 If you are configuring a terminal, an
information message tells you the RS-232 port
is set up. Press <Enter> to continue
working.

If you are configuring a modem, go to step
14. If you are configuring a computer, go to
step 15. If you are using the **Other**
selection, go to step 16.

14 If you are connecting a modem, the Connect to
Modem form requests the name of the modem, as
shown below:

```
┌─────────────────────────────────┐
│■ Connect to Modem            [?] │
│                                  │
│         Connect to Modem         │
│                                  │
│   Modem Name:    Answer_only     │
│                                  │
│               [OK]               │
│                                  │
│ X                                │
└─────────────────────────────────┘
```
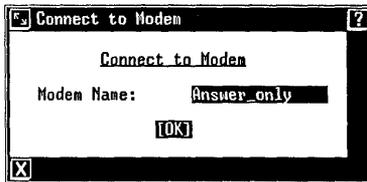
o Press <Mark> until you see the type of
modem you want to use, and then press
<Enter>.

An information message tells you the RS-
232 port is set up.

o Press <Enter> to continue working.

15 If you are connecting a computer, a form
requesting the type of calls appears. If you
are receiving calls only, select **HOST only**.
If you are making but not receiving calls,
select **CALLER only**.

Caution

The **UNIX** PC RS-232 port cannot be
configured as both a host and a caller
at the same time. When two computers
are connected, one must be designated as
the "caller" and the other as the
"host." Connecting two host computers
via the RS-232 ports causes erratic
behavior on both machines.

o   Press <Mark> until you see the appropriate
     entry.

o   Press <Enter>.

     An information message tells you the RS-
     232 port is set up.

o   Press <Enter> to continue working.

16   If you are using the **Other** selection to
      configure a special device, a form requesting
      the device name and type of connection
      appears. In most cases, you will select
      CALLER only if the device receives output
      only from the **UNIX** PC. Refer to the manual
      for the device you are configuring for more
      information.

Setting Up Expansion Ports

When you install expansion boards containing RS-232
ports and the accompanying RS-232 Expansion software, a
new selection is added to the Hardware Setup menu.
This new selection is **RS-232 Expansion Setup**. You must
use this selection and choose the expansion port number
to be configured before configuring the expansion port.

To set up an expansion port:

1   Point to |Administration| in the Office of
     install.

2   Press <Enter>.

     You see the Administration menu.

---

3 Point to |Hardware Setup|.

```
┌─────────────────────────┐
│▓ Administration      [?]│
│                         │
│  Change root password   │
│  Changing Password      │
│  Date and Time          │
│  Diagnostics Floppy     │
│  Disk Backup            │
│  Disk Restore           │
│ ▀Hardware Setup         │
│  Mail Setup             │
│  Software Setup         │
│  System Information     │
│  User Logins            │
│ [X]                  [▦]│
└─────────────────────────┘
```

4 Press <Enter>.

You see the Hardware menu.

5 Point to |RS232 Expansion Setup|.

```
┌─────────────────────────┐
│▓ Hardware            [?]│
│  Modem Setup            │
│  Printer Setup          │
│ ▀RS232 Expansion Setup  │
│  RS232 Setup            │
│  Telephone Setup        │
│ [X]                  [▦]│
└─────────────────────────┘
```
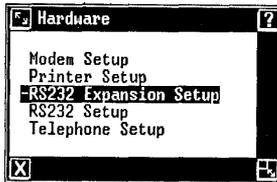
6 Press <Enter>.

You see the Port Selection menu, from which
you select the number of the expansion port
you are configuring. The Port Selection menu
contains entries only for the expansion ports
installed on the **UNIX** PC. So if two
expansion ports are installed, the Port
Selection menu contains two items:

```
┌───────────────────────────┐
│ [⌐] Port Selection    [?] │
│                           │
│    RS-232 Expansion Ports │
│   ┌──────┐                │
│   ┤Port 1│                │
│    Port 2                 │
│ ┌─┐                    ┌─┐│
│ │X│                    │⌐││
└─┴─┴────────────────────┴─┴┘
```
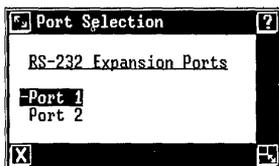
The expansion port number is based on the
expansion slot you used to install your
expansion board. Expansion RS-232 slots are
numbered 1 through 6 from left to right (when
you are looking at the rear of the **UNIX** PC),
depending on the number of expansion RS-232
ports you have installed.

When you are looking at the rear of your **UNIX**
PC to determine the port number:

o   Do not count the DTE RS-232 port that is
    above the expansion slots. This port is
    not an expansion port.

o   Do not count RAM expansion boards that do
    not contain RS-232 ports.

o <u>Count the RS-232 port connectors beginning
   at the left expansion slot</u>. The first
   connector from the left is port number 1
   (regardless of which expansion slot
   contains the ports), the second connector
   from the left is port number 2, and so on,
   as shown below:

Port 1   Port 2   Port 3   Port 4   Port 5   Port 6
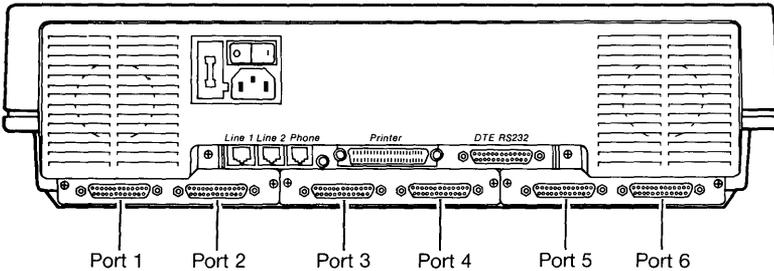
7 Point to the desired expansion port number
     and press <Enter>.

     You see the Connect to RS232 Device form.
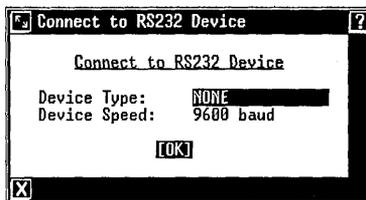
8 Press <Cmd> for a menu of device types.

The Device Types menu appears as shown below:

```
┌──────────────────┐
│ ▓ Device Types   │
│                  │
│      types       │
│                  │
│ ▓NONE            │
│  MODEM           │
│  TERMINAL        │
│  COMPUTER        │
│  OTHER           │
│                  │
│ ▓X           ▓   │
└──────────────────┘
```
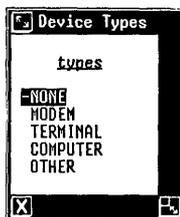
The following list explains the device types:

NONE   Default entry. Appears if nothing
              is set up on the RS-232 port. Also
              used to remove a configured device.

MODEM   Connects an external modem to the
              RS-232 port.

TERMINAL Connects a terminal to the RS-232
              port.

COMPUTER Connects another computer to the RS-
              232 port.

OTHER   Connects other devices such as a
              plotter to the RS-232 port.

Note

Use the **Printer Setup** selection in the
Hardware menu to configure a serial
printer on the RS-232 port.

9   Point to the desired device type.

10 Press <Enter>.

11   Press <Return>.

     The highlight moves to the **Device Speed:**
     field. The correct device speed entry
     depends on the device type you are
     connecting. See the device instruction
     manual for more information.

12   Press <Mark> until the correct baud rate
     (line speed) appears.

13   Press <Enter>.

14   If you are configuring a terminal, an
     information message tells you the RS-232 port
     is now set up.

     If you are configuring a modem, go to step
     15. If you are configuring a computer, go to
     step 16. If you are using the **Other**
     selection, go to step 17.

15   If you are connecting a modem, the Connect to
     Modem form requests the name of the modem, as
     shown below:

```
┌─────────────────────────────────────┐
│ ■ Connect to Modem              [?] │
├─────────────────────────────────────┤
│                                     │
│            Connect to Modem         │
│                                     │
│     Modem Name:    Answer_only      │
│                                     │
│                  [OK]               │
│                                     │
├─────────────────────────────────────┤
│ [X]                                 │
└─────────────────────────────────────┘
```
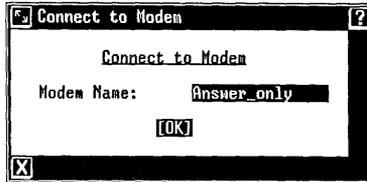
     o   Press <Mark> until you see the modem type
         you want to use, and then press <Enter>.

         An information message tells you the RS-
         232 port is set up.

     o   Press <Enter>.

16 If you are connecting a computer, a form
    requesting the type of calls appears. If you
    are receiving calls only, select **HOST only**.
    If you are making but not receiving calls,
    select **CALLER only**.

Caution

The **UNIX** PC RS-232 port cannot be
configured as both a host and a caller
at the same time. When two computers
are connected, one must be designated as
the "caller" and the other as the
"host." Connecting two host computers
via the RS-232 ports causes erratic
behavior on both machines.

o Press <Mark> until you see the appropriate
   entry.

o Press <Enter>.

   An information message tells you the RS-
   232 port is set up.

o Press <Enter> to continue working.

17 If you are using the **Other** selection to
    configure a special device, a form requesting
    the device name and type of connection
    appears. In most cases, you will choose
    CALLER only if the device receives output
    only from the **UNIX** PC. Refer to the manual
    for the device you are configuring for more
    information.

Setting Up a Printer

To connect a printer to your system, you must tell the
system the name of the printer you are connecting. You
must also indicate whether it is a serial or a parallel
printer. Parallel printers connect to the printer
port, labeled Printer; serial printers connect to RS-
232 ports. Check your printer manual to determine
whether the printer is serial or parallel. For more
information on individual printer types, see Appendix D
of this manual.

Printer Setup is available through the Administration
of **install** or through **Printers** in the Office of any
user.

Note

Setting up a printer temporarily halts
the printing of any other printer
connected to your system. You may want
to check the printer queue before
setting up another printer (see
"Checking the Printer Queue" in the
Using Printers section). For
information on printer setup, see
"Setting Up a Printer" and "Print
Command" in the "Using Office Commands"
chapter of the **Working with the Office**
section.

To set up a printer:

  1 Point to |Administration| in the Office of
     install.

  2 Press <Enter>.

     You see the Administration window.

3 Point to |Hardware Setup|.

```
┌─────────────────────────────┐
│ █ Administration         ?  │
│ ┌─────────────────────────┐ │
│ │ Change root password    │ │
│ │ Changing Password       │ │
│ │ Date and Time           │ │
│ │ Diagnostics Floppy      │ │
│ │ Disk Backup             │ │
│ │ Disk Restore            │ │
│ │ ▬Hardware Setup         │ │
│ │ Mail Setup              │ │
│ │ Software Setup          │ │
│ │ System Information      │ │
│ │ User Logins             │ │
│ ├─────────────────────────┤ │
│ │ X                    ▣  │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘
```

4 Press <Enter>.

   You see the Hardware menu.

5 Point to |Printer Setup|.

```
┌─────────────────────────────┐
│ █ Hardware               ?  │
│ ┌─────────────────────────┐ │
│ │ Modem Setup             │ │
│ │ ▬Printer Setup          │ │
│ │ RS232 Expansion Setup   │ │
│ │ RS232 Setup             │ │
│ │ Telephone Setup         │ │
│ ├─────────────────────────┤ │
│ │ X                    ▣  │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘
```
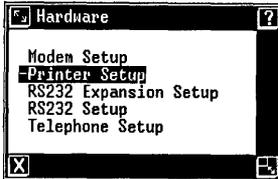
6 Press <Enter>.

You see this Printer Setup form:

```
┌──────────────────────────────────────────────────────────┐
│ [■] Printer Setup                                      [?]│
│                                                            │
│  Serial:  Port 0 Name  ████████████     Speed   9600      │
│           Port 1 Name  NONE             Speed   9600      │
│           Port 2 Name  NONE             Speed   9600      │
│           Port 3 Name  NONE             Speed   9600      │
│           Port 4 Name  NONE             Speed   9600      │
│           Port 5 Name  NONE             Speed   9600      │
│           Port 6 Name  NONE             Speed   9600      │
│  Parallel:       Name  NONE                               │
│  Remote Computer 1:      Name   NONE                      │
│                  Printer Name   NONE                      │
│  Remote Computer 2:      Name   NONE                      │
│                  Printer Name   NONE                      │
│                                                            │
│  Default Printer Type:       NONE                         │
│                        [OK]                               │
│ [X]                                                        │
└──────────────────────────────────────────────────────────┘
```

Refer to the "Using Printers" chapter in the **Working with the Office** section for information about completing the Printer Setup form.

Setting Up the Built-In Modem

You can use the Modem Setup feature to configure the built-in modem to comply with international standards. You can configure the modem to operate in either Bell 212 or CCITT mode.

The mode settings you specify are saved in a configuration file. Once you change the settings, reboot the system to initialize the built-in modem to the appropriate settings.

To set up the built-in modem for international standards:

     1 Log in as **install**.

     2 Point to |Administration| and press <Enter>.

        The Administration menu appears.

3   Point to |Hardware Setup| and press <Enter>.

You see the Hardware menu:

```
┌─────────────────────────────┐
│ ⌐ Hardware              [?] │
│ ┌─────────────────────────┐ │
│ │ ─Modem Setup            │ │
│ │  Printer Setup          │ │
│ │  RS232 Expansion Setup  │ │
│ │  RS232 Setup            │ │
│ │  Telephone Setup        │ │
│ └─────────────────────────┘ │
│ [X]                     [⌐] │
└─────────────────────────────┘
```
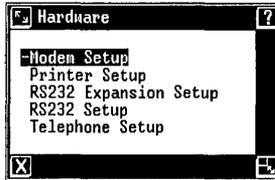
4   Select |Modem Setup| from the Hardware menu.

You see this Modem Information form:

```
┌───────────────────────────────────────────────────────────────┐
│ ⌐ Configuration of the Modem                              [?]  │
│                                                                 │
│                      Modem Information                          │
│                                                                 │
│  Is the International modem Answer tone in effect?      NO      │
│  Is the International modem guard tone in effect?       NO      │
│                         [OK]                                    │
│ [X]                                                             │
└───────────────────────────────────────────────────────────────┘
```
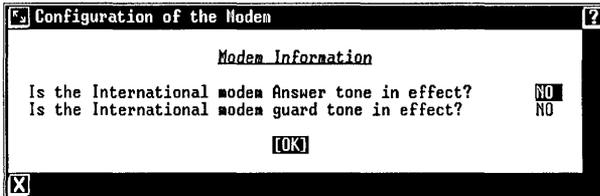
5   First, answer the question **Is the
International modem Answer tone in effect?**

If you are outside the United States or
Canada, or are calling outside the U.S. or
Canada, press <Mark> until **YES** appears.

If you are calling inside the U.S. or Canada,
from within the U.S. or Canada, keep **NO**
selected.

6 Press <Return> to move the cursor to the
   question **Is the International modem guard
   tone in effect?**

   To set the 1807 Hz guard tone compatible with
   the CCITT V.22 specification, press <Mark>
   until **YES** appears.

   To set the modem for Bell 212 mode, keep **NO**
   selected.

7 Press <Enter> to save your selections.

8 Close the Administration windows.

9 Perform a system shutdown and press <Enter>
   to reboot the system and initialize the new
   modem settings. See "Using Office Commands"
   in the **Working with the Office** section of
   this guide for information about performing a
   system shutdown.

Loading Device Drivers

When you install a hardware device that uses device
drivers, you must choose between having the device
driver software load into your system every time you
turn the system on or having the device driver software
load only when you select it.

The **Set Up Loadable Device Drivers** selection allows you
to choose when you want to load a particular device
driver. This selection is available only from the
Administration menu of the **install** login.

Caution

Do not attempt to change the Loadable
Device Drivers configuration unless you
have hardware technical experience or
technical help. Changes can cause
serious damage to the **UNIX** PC. Refer to
the manual supplied with the device
driver for more detailed information.

To load a device driver:

    1 Point to |Administration| in the Office of
      install.

    2 Press <Enter>.

    The Administration menu appears.

    3 Point to |Software Setup|.

```
┌─Office of install─?┐┌─Administration──────?┐
│                    ││                       │
│ ▀Administration▀   ││ Change root password  │
│  Clipboard         ││ Changing Password     │
│  Filecabinet       ││ Date and Time         │
│  Floppydisk        ││ Diagnostics Floppy    │
│  Preferences       ││ Disk Backup           │
│  Printers          ││ Disk Restore          │
│  UNIX System       ││ Hardware Setup        │
│  Wastebasket       ││ Mail Setup            │
│                    ││ ▀Software Setup▀      │
│ ☒                ◄─┘│ System Information    │
└────────────────────┘│ User Logins           │
                      │                        │
                      │ ☒                    ⊞ │
                      └────────────────────────┘
```

    4 Press <Enter>.
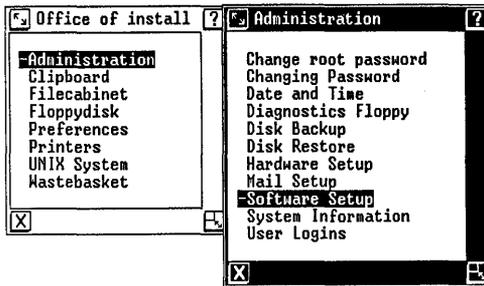
    The Software menu appears.

    5 Point to |Set Up Loadable Device Drivers|.

```
┌─Software───────────────────────────?┐
│                                      │
│ Install Software from Floppy         │
│ Install Software sent by Electronic Mail│
│ Remove Installed Software            │
│ Set Up Font                          │
│ ▀Set Up Loadable Device Drivers▀     │
│ Show Installed Software              │
│                                      │
│ ☒                                  ⊞ │
└──────────────────────────────────────┘
```
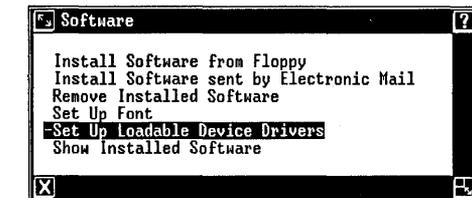
    6 Press <Enter>.

You see a menu of available loadable device
drivers:
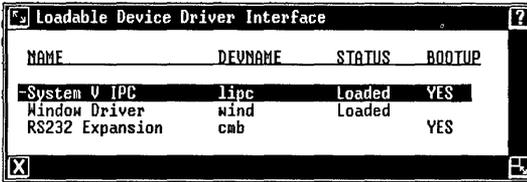
```
╔════════════════════════════════════════════════╗
║ ▐▀▌ Loadable Device Driver Interface        ₒ  ▐?▌║
╟────────────────────────────────────────────────╢
║  NAME               DEVNAME    STATUS   BOOTUP   ║
║ ┌──────────────────────────────────────────┐    ║
║ │-System V IPC       lipc      Loaded   YES │    ║
║  Window Driver       wind      Loaded         │  ║
║  RS232 Expansion     cmb                YES      ║
║ ▐X▌                                         ▐▀▌  ║
╚════════════════════════════════════════════════╝
```

7 Point to the device driver you want to load.

8 Press <Cmd>.

You see this Loadable Device Driver Commands
menu:

```
     ╔════════════════════════════════════╗
     ║ ▐▀▌ Loadable Device Driver Commands ║
     ╟────────────────────────────────────╢
     ║ -INSTALL DRIVER                     ║
     ║  REMOVE DRIVER                      ║
     ║ ▐X▌                          ▐▀▌    ║
     ╚════════════════════════════════════╝
```
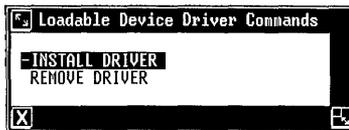
9 Select the desired option and press <Enter>.

A confirmation window appears.

10 Press <Enter> to return to the Loadable
Device Driver Interface menu.

To display detailed information about a
device driver, highlight the desired driver
and press <Enter>.

You see the Device Drivers window, which
displays information about the driver, as
shown below:

```
┌──────────────────────────────────────────┐
│ ▓ Device Drivers                           │
├──────────────────────────────────────────┤
│  Device name : lipc                        │
│  ID       : 1                              │
│  Block    :-1                              │
│  Char     :-1                              │
│  Line     :-1                              │
│  Size     :0x7000                          │
│  Addr     :0x360000                        │
│  Flags    :ALLOC BOUND                      │
│                                            │
│        Touch ENTER to continue             │
│ ┌─┐                                        │
│ │X│                                        │
│ └─┘                                        │
└──────────────────────────────────────────┘
```
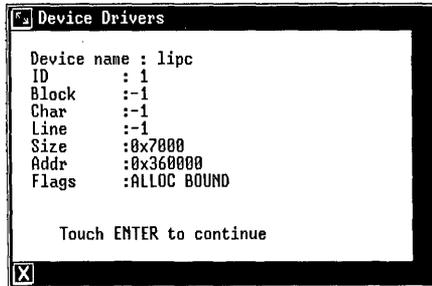
11 Press <Exit> to return to the Software menu.

After Setting Up the UNIX PC

After you set up your **UNIX** PC, you will probably want
to customize it to your specifications. You may want
to install some of the application software you have
purchased. Or you may want to add some users and
change some passwords.

The next chapter of this section, "Updating the **UNIX**
PC," shows you how to:

o Set up mail information

o Install additional software

o Set up a new font to change the appearance of
    characters on your screen

o Add authorized system users

o Change passwords

o Change the system date and time

The third chapter of this section, "Maintaining the UNIX PC," shows you how to:

    o Display system information

    o Back up files from your hard disk

    o Restore files to your hard disk

    o Use the Diagnostics floppy disk

This chapter shows you how to update the **UNIX** PC by
setting up the system for communications, installing
software, adding and removing user logins, changing
passwords, and changing the system date and time. Some
of the tasks discussed in this chapter are executed
only from the Administration menu of the **install** login;
others are executed from the Administration menu of any
login. The procedures covered in this section are:

> o   Setting up mail information for
>   communications
>
> o   Installing software from floppy disks
>
> o   Installing software from Electronic Mail
>
> o   Displaying installed software
>
> o· Removing installed software
>
> o   Setting up a new font
>
> o   Adding and removing user logins
>
> o   Using passwords
>
> o   Changing the system date and time

Setting Up Mail

Mail Setup is used for more than just setting up
Electronic Mail. You use the **Mail Setup** option to set
up your system to use printers attached to remote
computers. Read the following mail setup procedures
even if you have not purchased Electronic Mail
software.

To exchange electronic mail or files with another
computer and to print your files on a printer attached
to another computer, you and the person in charge of
the other computer must set up and exchange the
following information:

> o   The communication method to be used, and your
>   telephone numbers, if appropriate

> o   A unique name for your computer (until you
>   enter a different name, the name of your
>   computer is UNIXPC)

> o   An optional mail password

> o   Information about the computer receiving your
>   mail (information you receive from the person
>   in charge of the other computer)

To enter mail setup information, you can use the
Administration menu in the Office of any user name.

Note that if you want to communicate with another
computer with your **UNIX** PC functioning as a terminal,
you must have the Asynchronous Terminal Emulation (ATE)
software, or another communications package, installed.
Refer to "Installing Software" later in this chapter
for instructions. For complete information about
Terminal Emulation, see the <u>AT&T **UNIX** PC Terminal
Emulation User's Guide</u>.

Setting Up the Communication Line

When you communicate with another computer, you can use
any of several connection methods:

> o   Connect a telephone line to the Line 1 or
>   Line 2 port on the back panel of your
>   computer (refer to the <u>AT&T **UNIX** PC Telephone
>   Manager User's Guide</u> for more information
>   about connecting telephone lines).

> o   Connect a telephone line to an external modem
>   connected to an RS-232 port.

> o   Connect a null modem (crossed) cable from one
>   of your RS-232 ports directly to another
>   computer or network.

If you plan to use the telephone lines for communications, you must install the Telephone Manager software. Refer to the AT&T UNIX PC Telephone Manager User's Guide for installation procedures.

When you are connecting directly through an RS-232 port, one computer must be configured as the caller and the other as the host. Refer to the appropriate procedures in the "Setting Up the UNIX PC" chapter for RS-232 setup.

Setting Up Your Computer Name and Password

You must give your computer a unique name so it can be distinguished from any other computers connected to it. If you want, you can restrict electronic communications by providing an electronic mail password.

You must give your computer's unique name to those in charge of other systems with whom you want to communicate. If you change your computer name, don't forget to notify those who communicate with you.

Note

Although you can use longer names, only the first six characters will be used by electronic communications. Therefore, it is a good idea to make the first six characters of the computer name as unique as possible.

To change the computer name:

    1 Point to |Administration| in any Office.

    2 Press <Enter>.

       You see the Administration menu.

3   Point to |Mail Setup|.

```
┌─────────────────────┬─┐┌──────────────────────────┬─┐
│▣ Office of install  │?││▣ Administration          │?│
├─────────────────────┴─┤├──────────────────────────┴─┤
│ ▐Administration▌      ││ Change root password        │
│  Clipboard            ││ Changing Password           │
│  Filecabinet          ││ Date and Time               │
│  Floppydisk           ││ Diagnostics Floppy          │
│  Preferences          ││ Disk Backup                 │
│  Printers             ││ Disk Restore                │
│  UNIX System          ││ Hardware Setup              │
│  Wastebasket          ││ ▐Mail Setup▌                │
│                       ││ Software Setup              │
│ ▣                     ├┐│ System Information          │
└───────────────────────┘│ User Logins                 │
                         ├──────────────────────────────┤
                         │▣                            ▣│
                         └──────────────────────────────┘
```
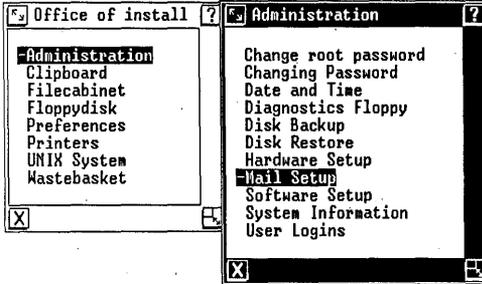
4   Press <Enter>.

The Mail menu appears, as shown below:

```
┌────────────────────────────────────┬─┐
│▣ Mail                              │?│
├────────────────────────────────────┴─┤
│ ▐Electronic Mail Name of this system▌│
│  Electronic Mail Names of other systems│
│                                       │
│ ▣                                   ▣│
└───────────────────────────────────────┘
```
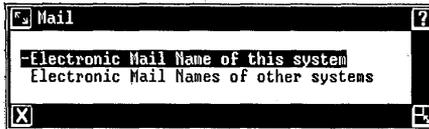
5   Select |Electronic Mail Name of this system|.

6 Press <Enter>.

You see this form requesting your computer name:

```
┌─────────────────────────────────────────────────────┐
│▣ Setting Electronic Mail name                      ▣│
├─────────────────────────────────────────────────────┤
│           Setting Electronic Mail name              │
│                                                     │
│         Name of computer:              UNIXPC       │
│    Should electronic mail have a password?  NO      │
│                    [OK]                             │
│                                                     │
│▣                                                    │
└─────────────────────────────────────────────────────┘
```

7 Type the new unique computer name and press <Return> to move the cursor to the next field.

8 If you want to enter a password, press <Mark> until **YES** appears in this field, and then continue to step 9.

If you do not want to enter a password, press <Mark> until **NO** appears, and then skip to step 11.

9 Press <Enter>.

If you entered **YES** in the password field, an information message tells you to enter a new password. Press <Enter> and then continue to step 10.

10 Type the new password and press <Return>. Notice that characters do not appear on the screen as you type.

You are asked to enter the password once more to ensure against typing errors. If you make an error, press <Return> and begin again.

Note

Remember this password! You must tell
other persons communicating with you
what password to use.

11   Press <Enter>.

A message displays the name of the system and
tells you to notify other persons with whom
you communicate.

12   Press <Enter>.

To change the password, repeat steps 5 through 8 and 11
above, making sure that **NO** appears in the password
field (step 8). A message informs you that the
password is removed. Then repeat steps 5 through 12,
this time with **YES** in the password field (step 8), and
enter the new password.

Setting Up Information about Other Systems

If you want to communicate with other computer systems,
you must provide information about each. For example,
if you want to print files on a printer attached to
another computer, you must enter information about that
computer so your **UNIX** PC knows where to send the files.
For **UNIX** users, this action allows uucp exchange as
well.

You must provide certain setup information about each
receiving computer. Once you provide this information,
an entry for that computer appears in the Mail Setup
menu. The following paragraphs describe how to set up
and edit information about receiving computers and how
to delete an entry from the Mail Setup menu.

Adding a Receiving Computer

To add a new receiving computer to the Mail Setup menu:

1 Point to |Administration| in any Office window.

2 Press <Enter>.

You see the Administration menu.

3 Point to |Mail Setup|.

```
┌─────────────────────────┐ ┌───────────────────────────┐
│⌐ Office of install  ?   │ │⌐ Administration        ?  │
├─────────────────────────┤ ├───────────────────────────┤
│ ▀Administration▀        │ │ Change root password      │
│ Clipboard               │ │ Changing Password         │
│ Filecabinet             │ │ Date and Time             │
│ Floppydisk              │ │ Diagnostics Floppy        │
│ Preferences             │ │ Disk Backup               │
│ Printers                │ │ Disk Restore              │
│ UNIX System             │ │ Hardware Setup            │
│ Wastebasket             │ │ ▀Mail Setup▀              │
│                         │ │ Software Setup            │
│ ⊠                       │ │ System Information        │
└─────────────────────────┘ │ User Logins               │
                            │            ⊠              │
                            └───────────────────────────┘
```

4 Press <Enter>.

You see the Mail menu.

5 Point to |Electronic Mail Names of other systems|.

```
┌──────────────────────────────────────────┐
│⌐ Mail                                 ?   │
├──────────────────────────────────────────┤
│  Electronic Mail Name of this system     │
│ ▀Electronic Mail Names of other systems▀ │
│ ⊠                                        │
└──────────────────────────────────────────┘
```
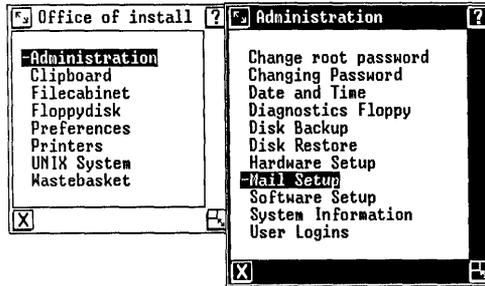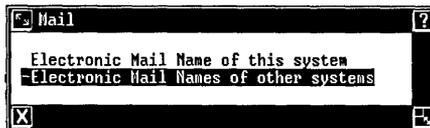
6 Press <Enter>.

You see the Mail Setup menu. The menu lists an entry for each receiving computer you have set up. Each entry shows the receiving computer's system name, the connection device, and the telephone number (if there is one). If you have not entered setup information for any receiving computer, the Mail Setup menu is empty.

7   Press the [CREATE] screen key to display the Edit Mail Entry form, which requests information about the receiving computer.
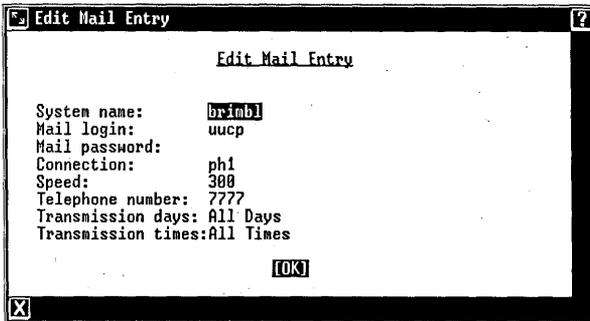
```
┌──────────────────────────────────────────────────┐
│ ▣ Edit Mail Entry                               ? │
├──────────────────────────────────────────────────┤
│                     Edit Mail Entry                │
│                                                    │
│    System name:      brimbl                        │
│    Mail login:       uucp                          │
│    Mail password:                                  │
│    Connection:       ph1                           │
│    Speed:            300                            │
│    Telephone number: 7777                          │
│    Transmission days: All Days                     │
│    Transmission times:All Times                    │
│                                                    │
│                        [OK]                        │
│ ▣                                                  │
└──────────────────────────────────────────────────┘
```

8   Complete the Edit Mail Entry form to set up mail information about the receiving computer. Then press <Enter> to save the entry. If you press <Exit> after completing the form, the entry is not saved.

See "The Edit Mail Entry Form" below for information about each field in the form.

The Edit Mail Entry Form

Complete the Edit Mail Entry form as you would any
other form:

> o   Use the Return key and the arrow keys to move
>   the cursor in the form.
>
> o   Use the Mark key to select an option for a
>   field.
>
> o   For fill-in fields, type information directly
>   in the field.
>
> o   When you complete the form, press the Enter
>   key to save your information. If you press
>   the Exit key after completing the form, the
>   information you entered is not saved.

The following paragraphs describe each field in the
Edit Mail Entry form, shown below:

```
┌─────────────────────────────────────────────────────┐
│█ Edit Mail Entry                                   ? │
│                                                       │
│                    Edit Mail Entry                    │
│                                                       │
│         System name:      ██████                      │
│         Mail login:       uucp                        │
│         Mail password:                                │
│         Connection:       ph1                         │
│         Speed:            1200                        │
│         Telephone number:                             │
│         Transmission days: All Days                   │
│         Transmission times:All Times                  │
│                                                       │
│                         [OK]                          │
│                                                       │
│X                                                      │
└─────────────────────────────────────────────────────┘
```

System name:

This field specifies the name of the receiving computer
you want to set up. Get the system name from the
person in charge of the receiving computer. The name
can be up to six characters.

Mail login:

This field specifies the Electronic Mail login name.
It does not specify the user login. If the receiving
computer uses a nonstandard mail login, you can create
a special login. Once you create a special mail login,
it appears as an option for this field.

Note

> You should never use any login name
> other than **nuucp** or **uucp** without express
> instructions from the person in charge
> of the receiving computer or from your
> technical representative.

To create a nonstandard mail login:

1 Press <Mark> until you see **Special**.

2 Press <Creat>.

A warning message appears to make sure you
want to enter a nonstandard mail login.

3 Press <Enter> to display the Mail Login Entry
form.

```
┌──────────────────────────────────────┐
│ ▛ Mail Login Entry                  ? │
│                                        │
│          Mail Login Entry              │
│                                        │
│   Non-standard Mail login: Special     │
│               [OK]                     │
│ X                                      │
└──────────────────────────────────────┘
```
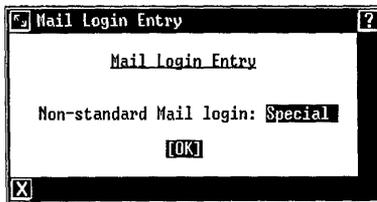
4 Type the special mail login, which can
consist of up to eight alphanumeric (plus
underscore) characters. Then press <Enter>.

Mail password:

This field specifies the receiving computer's
Electronic Mail password, if one exists. If the
receiving computer does not use a mail password, leave
this field blank. Otherwise, get the password from the
person in charge of the receiving computer.

Connection:

This field specifies the type of connection you want to
use. Some connections include **tty000** for the RS-232
port, **tty001** through **tty006** for the six RS-232
expansion ports, and **ph0** and **ph1** for telephone lines.
Your system may have fewer or more options, depending
on the software you have installed.

Some systems provide multiple connection types. In
such a case, you can create a separate entry for each
connection type, so there can be more than one entry
for a single **UNIX** PC. Electronic Mail first tries the
connection that appears first in the Mail Setup menu;
if that connection is busy, Electronic Mail tries the
next connection.

In some cases, Mail Setup does not recognize a device.
If the device you want to use does not appear as an
option for this field, you can specify a special
nonstandard connection. To do so:

      1 Press <Creat>.

         A warning message appears to make sure that
         you want to enter a special device.

2   Press <Enter> to display the Device Entry
    form.

```
┌──────────────────────────────────┐
│ █ Device Entry              [?]   │
│                                   │
│            Device Entry           │
│                                   │
│    Uninstalled device: Special    │
│               [OK]                │
│                                   │
│ ⊠                                 │
└──────────────────────────────────┘
```
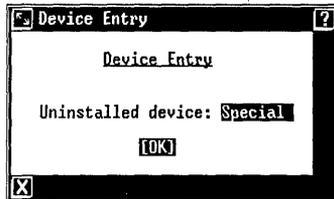
3   Type the name of the device, using any
    character except space.   Then press <Enter>.

    That device now appears as an option for this
    field.

Speed:

This field determines the baud rate.   The internal
telephone ports support 300 baud and 1200 baud, with
1200 baud being the default speed.   The RS-232 ports
support speeds from 150 baud to 9600 baud, with 9600
being the default speed.   The STARLAN and Ethernet
networks support their own baud rates, specified by
selecting **Network**.

In some cases, a device uses a speed not given as an
option for this field.   If the device you are using
requires a speed not provided in the field, you can
enter a special nonstandard speed.   To do so:

1   Press <Creat>.

    A warning message appears to make sure you
    want to enter a special speed.

2   Press <Enter> to display the Speed Entry
    form.

```
┌──────────────────────────────────────────┐
│ [≡] Speed Entry                        [?]│
│                                            │
│              Speed Entry                   │
│                                            │
│      Non-standard speed: Special           │
│                   [OK]                     │
│ [X]                                        │
└──────────────────────────────────────────┘
```
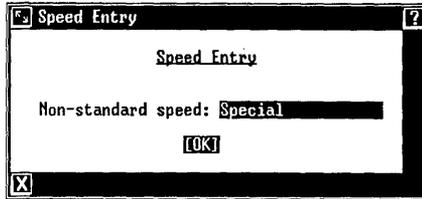
3   Type the speed you want to use, using any
    characters except space. Then press <Enter>.

    The new speed now appears as an option for
    this field.

Telephone number:

This field specifies a data telephone number for
connections that use a dialing system. If the device
you selected does not use a dialing system, leave this
field blank.

The data telephone number can consist of numeric
characters, dialcode names (described later in this
chapter, under "Dialcodes"), and any of the following
special characters, which let you access telephone
switches found in business telephone systems:

Character	Function
~ + =	Pause for dial tone
,	Pause 2 seconds
:	Pause 10 seconds
& !	Switch flash
$ @ -	Hang up or disconnect
	No action

Transmission days:

This field determines the days of the week your system can transmit mail to the other system.

The standard options are **All Days, Work Days** (Monday through Friday), **Weekends** (Saturday, Sunday), and **Never**. Use the **Never** option if you want only to receive mail, not send it.

You can also create your own special combination of transmit days:

    1 Press <Creat>.

       A warning message appears to make sure you want to create a special group of transmission days.

2   Press <Enter> to display the Transmission
    Days form.

```
┌─────────────────────────────────────────────┐
│█ Transmission Days                        [?]│
│                                               │
│              Transmission Days                │
│                                               │
│   Transmission days: ▐Special           ▌     │
│                      [OK]                     │
│                                               │
│ [X]                                           │
└─────────────────────────────────────────────┘
```
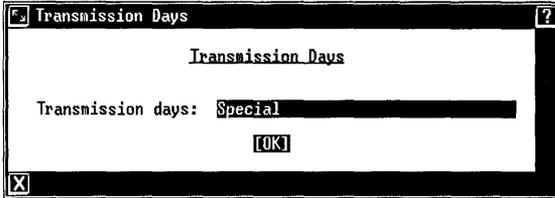
3   Using the abbreviations shown below, type the
    days you want to set up as transmit days.

    Abbreviation   **Days**

        Any   All days of the week
        Nvr   Never
        Wk   Monday through Friday
        Su   Sunday
        Mo   Monday
        Tu   Tuesday
        We   Wednesday
        Th   Thursday
        Fr   Friday
        Sa   Saturday

    If you use conflicting abbreviations (such as
    Nvr and **Any)** or multiple references, Mail
    Setup uses the options in the order they
    appear in the list above.

4   Press <Enter>.

    The new combination of transmit days now
    appears as an option for this field.

Transmission times:

This field determines the range of time your system can transmit mail to the other system.

The standard options are **All Times, Working Hours** (9:00 AM through 5:00 PM), **Nights** (5:00 PM through 9:00 AM), and **Late Nights** (9:00 PM through 5:00 AM).

You can also create a special nonstandard range of transmission hours:

> 1   Press <Creat>.
>
> A warning message appears to make sure you want to create a special time range.
>
> 2   Press <Enter> to display the Time Entry form.

```
┌──────────────────────────────────────────────┐
│■ Time Entry                                ?│
│                                                │
│                    Time Entry                  │
│                                                │
│      Transmission times: Special               │
│                          [OK]                  │
│                                                │
│ X                                             │
└──────────────────────────────────────────────┘
```
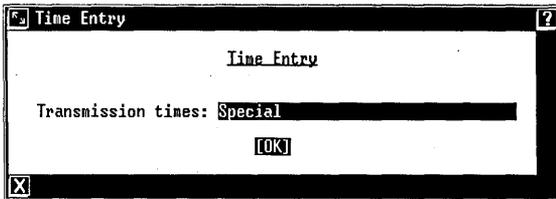
> 3   Type the hours you want to set up as the transmission time range. Use the 24-hour format, and separate the start and end times with a hyphen (-), as shown in this example:
>
> **0300-1300** (from 3:00 AM to 1:00 PM).
>
> 4   Press <Enter>.

The new range of transmission hours now appears as an option for this field.

Dialcodes

Mail Setup lets you create dialcodes, which contain
numbers, Electronic Mail special dialing characters,
and other dialcode names. (For a list of Electronic
Mail special dialing characters, see the description of
the **Telephone number:** field under "The Edit Mail Entry
Form" above.)

Use dialcodes to avoid retyping frequently dialed
numbers, such as access codes, long distance service
codes, and overseas access codes. The use of dialcodes
also saves disk storage space.

When you create a dialcode, it is listed as an entry in
the Dialcodes menu. The following paragraphs describe
how to create, edit, and delete dialcode entries.

To create a dialcode:

> 1 Point to |Administration| in any Office
> window.
>
> 2 Press <Enter>.
>
> You see the Administration menu.
>
> 3 Point to |Mail Setup|.

```
┌─────────────────────┬──┐┌────────────────────────┬──┐
│▣ Office of install  │? ││▣ Administration        │? │
├─────────────────────┴──┤├────────────────────────┴──┤
│ ▋Administration▋       ││ Change root password      │
│  Clipboard             ││ Changing Password         │
│  Filecabinet           ││ Date and Time             │
│  Floppydisk            ││ Diagnostics Floppy        │
│  Preferences           ││ Disk Backup               │
│  Printers              ││ Disk Restore              │
│  UNIX System           ││ Hardware Setup            │
│  Wastebasket           ││ ▋Mail Setup▋              │
│┌─┐                  ┌─┐││  Software Setup           │
││X│                  │↵││  System Information        │
│└─┘                  └─┘││  User Logins              │
└────────────────────────┤┌─┐                      ┌─┐│
                         ││X│                      │↵││
                         │└─┘                      └─┘│
                         └──────────────────────────┘
```
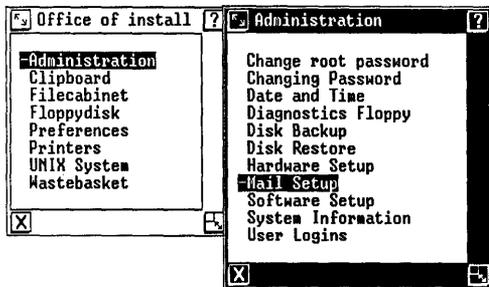
> 4 Press <Enter>.
>
> You see the Mail menu.

5   Point to |Electronic Mail Names of other
    systems|.

6   Press <Enter>.

    You see the Mail Setup menu.

7   Press the [DIAL CODES] screen key.

    You see the Dialcodes menu, which lists all
    existing dialcodes. If you have not created
    any dialcodes, the menu is empty.

8   Press the [CREATE] screen key.

    You see this Dialcode Entry/Edit form:

```
┌─────────────────────────────────────────────┐
│▣ Dialcode Entry/Edit                       ?│
│                                              │
│               Dialcode Entry/Edit            │
│                                              │
│   Dialcode name:  ███████████████████████    │
│   Dialcode number:                           │
│                       [OK]                   │
│                                              │
│ ▣                                            │
└─────────────────────────────────────────────┘
```

9   Type the name of the dialcode. Dialcode
    names can consist of up to 38 letters.

10 Press <Return> to move the cursor to the
    Dialcode number: field.

11 Type the dialing sequence for the dialcode.
    You can use numbers, Electronic Mail special
    dialing characters, and other dialcode names.
    For a list of Electronic Mail special dialing
    characters, see the description of the
    Telephone number: field under "The Edit Mail
    Entry Form" above.

12 Press <Enter> to save the dialcode entry. If
    you press <Exit>, the dialcode entry is not
    saved.

To edit an existing dialcode entry:

    1   Point to |Administration| in any Office
window.

    2   Press <Enter>.

    You see the Administration menu.

    3   Point to |Mail Setup|.

```
┌──Office of install─[?]┌──Administration──────[?]
│ ▌Administration      │ Change root password
│  Clipboard           │ Changing Password
│  Filecabinet         │ Date and Time
│  Floppydisk          │ Diagnostics Floppy
│  Preferences         │ Disk Backup
│  Printers            │ Disk Restore
│  UNIX System         │ Hardware Setup
│  Wastebasket         │ ▌Mail Setup
│ [X]               [↴]│ Software Setup
└──────────────────────┘ System Information
                         User Logins
                        [X]               [↴]
```
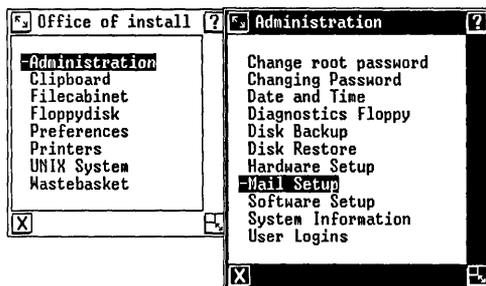
    4   Press <Enter>.

    You see the Mail menu.

    5   Point to |Electronic Mail Names of other
systems|.

    6   Press <Enter>.

    You see the Mail Setup menu.

    7   Press the [DIAL CODES] screen key.

    You see the Dialcodes menu, which lists all
existing dialcodes. If you have not created
any dialcodes, the menu is empty.

    8   Point to the entry you want to edit and press
the [EDIT] screen key.

You see the Dialcode Entry/Edit form.

```
┌─────────────────────────────────────────────────┐
│ [≡] Dialcode Entry/Edit                      [?] │
│                                                   │
│                  Dialcode Entry/Edit              │
│                                                   │
│    Dialcode name:   ▐███████████████████████▌     │
│    Dialcode number: ▐███████████████████████▌     │
│                          [OK]                     │
│  [X]                                              │
└─────────────────────────────────────────────────┘
```
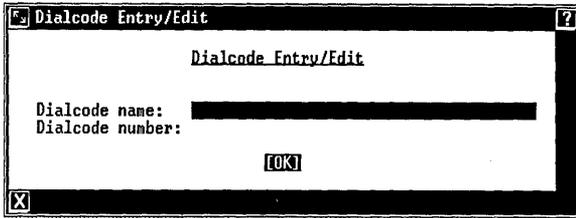
9   Edit the dialcode name or number and press
    <Enter> to save the changes.

To delete a dialcode entry:

1   Point to |Administration| in any Office
    window.

2   Press <Enter>.

    You see the Administration menu.

3   Point to |Mail Setup|.

```
┌─────────────────────┐┌──────────────────────────┐
│[≡] Office of install[?]│[≡] Administration     [?]│
│┌───────────────────┐│ Change root password      │
││-Administration    ││ Changing Password         │
││ Clipboard         ││ Date and Time             │
││ Filecabinet       ││ Diagnostics Floppy        │
││ Floppydisk        ││ Disk Backup               │
││ Preferences       ││ Disk Restore              │
││ Printers          ││ Hardware Setup            │
││ UNIX System       ││-Mail Setup                │
││ Wastebasket       ││ Software Setup            │
│ [X]                ││ System Information        │
└─────────────────────┘│ User Logins              │
                       │  [X]                   [↵]│
                       └──────────────────────────┘
```
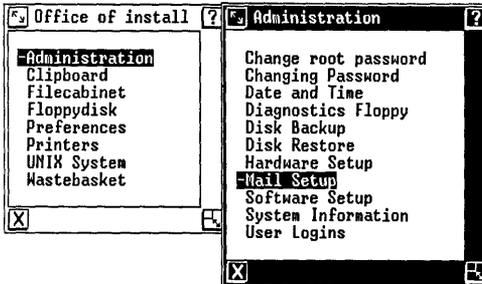
4   Press <Enter>.

    You see the Mail menu.

5 Point to |Electronic Mail Names of other systems|.

6 Press <Enter>.

You see the Mail Setup menu.

7 Press the [DIAL CODES] screen key.

You see the Dialcodes menu, which lists all existing dialcodes. If you have not created any dialcodes, the menu is empty.

8 Point to the item you want to delete and press the [DELETE] screen key.

You see the Confirm Deletion form.

9 Make sure the answer is **Yes**, and then press <Enter>.

You see the Dialcodes menu. Notice that the dialcode has been deleted.

Editing a Mail Setup Entry

To edit the information about a receiving computer already listed in the Mail Setup menu:

1 Point to |Administration| in any Office window.

2 Press <Enter>.

You see the Administration menu.

3 Point to |Mail Setup|.

```
┌─────────────────────┐
│⌐₃Office of install ?│┌─────────────────────────┐
│                     ││⌐₃Administration        ?│
│ ▐Administration▌    ││                         │
│ Clipboard           ││ Change root password    │
│ Filecabinet         ││ Changing Password       │
│ Floppydisk          ││ Date and Time           │
│ Preferences         ││ Diagnostics Floppy      │
│ Printers            ││ Disk Backup             │
│ UNIX System         ││ Disk Restore            │
│ Wastebasket         ││ Hardware Setup          │
│                     ││ ▐Mail Setup▌            │
│⌐X⌐            ⌐⌐⌐  ││ Software Setup          │
└─────────────────────┘│ System Information      │
                       │ User Logins             │
                       │                         │
                       │ ⌐X⌐               ⌐⌐⌐ │
                       └─────────────────────────┘
```
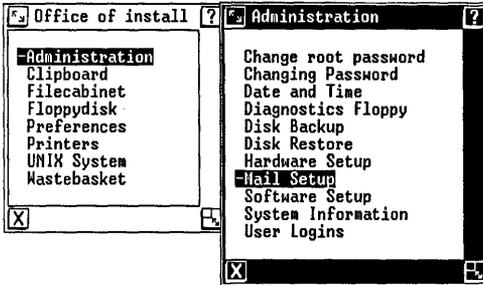
4 Press <Enter>.

You see the Mail menu.

5 Point to |Electronic Mail Names of other
systems|.

6 Press <Enter>.

You see the Mail Setup menu. The menu lists
an entry for each receiving computer you set
up. Each entry shows the receiving
computer's system name, the connection
device, and the phone number (if there is
one). If you have not entered setup
information for any receiving computer, the
Mail Setup menu is empty.

7 Point to the entry you want to edit.

8 Press the [EDIT] screen key to display the
Edit Mail Entry form, which shows the
existing Mail Setup information for the
highlighted entry.

```
┌─────────────────────────────────────────────┐
│ ▣ Edit Mail Entry                          ? │
├─────────────────────────────────────────────┤
│                 Edit Mail Entry               │
│                                               │
│   System name:    ██████                      │
│   Mail login:     uucp                        │
│   Mail password:                              │
│   Connection:     ph1                         │
│   Speed:          1200                        │
│   Telephone number:                           │
│   Transmission days: All Days                 │
│   Transmission times:All Times                │
│                   [OK]                        │
│ ▣                                             │
└─────────────────────────────────────────────┘
```

9 Edit the information in the form as needed.
Refer to the procedures above, under "The
Edit Mail Entry Form" for information about
each field.

10 Press <Enter> to save the changes.

Deleting a Receiving Computer

To delete a receiving computer from the Mail Setup
menu:

1 Point to |Administration| in any Office
window.

2 Press <Enter>.

You see the Administration menu.

3 Point to |Mail Setup|.

```
 ┌──────────────────────┐┌──────────────────────────┐
 │⟨ᵣ⟩Office of install ⟨?⟩││⟨ᵣ⟩Administration       ⟨?⟩│
 │ ┌────────────────┐   ││ Change root password    │
 │ │■Administration │   ││ Changing Password        │
 │  Clipboard           ││ Date and Time            │
 │  Filecabinet         ││ Diagnostics Floppy       │
 │  Floppydisk          ││ Disk Backup              │
 │  Preferences         ││ Disk Restore             │
 │  Printers            ││ Hardware Setup           │
 │  UNIX System         ││ ┌────────────────┐       │
 │  Wastebasket         ││ │■Mail Setup     │       │
 │ ┌──┐                 ││ Software Setup           │
 │ │⊠ │              ⟨⤵⟩││ System Information       │
 │ └──┘                 ││ User Logins              │
 │                      ││ ┌──┐                     │
 │                      ││ │⊠ │                 ⟨⤵⟩│
 │                      ││ └──┘                     │
 └──────────────────────┘└──────────────────────────┘
```
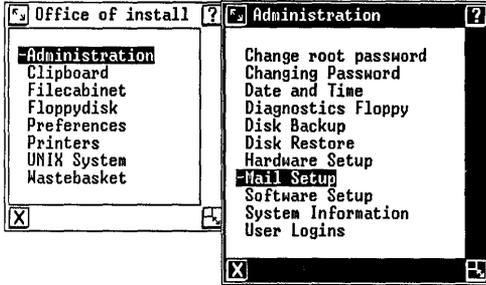
4 Press <Enter>.

You see the Mail menu.

5 Point to |Electronic Mail Names of other systems|.

6 Press <Enter>.

You see the Mail Setup menu. Each entry shows the receiving computer's system name, the connection device, and the phone number (if there is one). If you have not entered setup information for any receiving computer, the Mail Setup menu is empty.

7 Move the cursor to highlight the entry you want to delete.

8 Press the [DELETE] screen key.

You see the Confirm Deletion window.

9 Make sure the answer **Yes** appears in the form, and then press <Enter>.

You see the Mail Setup menu again. Notice that the entry has been deleted.

Installing Software from Floppy Disks

You can install additional software by loading floppy
disks and using the **Software Setup** selection of the
Administration menu. The **Software Setup** selection is
available from the Administration menu of any user.

To install software:

1   Point to |Administration| in any Office
window.

2   Press <Enter>.

The Administration menu appears.

3   Point to |Software Setup|.

4   Press <Enter>.

The Software menu appears.

5   Point to |Install Software from Floppy|.

```
 ┌─────────────────────────────────────────┐
 │ ⌐ Software                 ·        │?│  │
 ├─────────────────────────────────────────┤
 │ ─Install Software from Floppy            │
 │  Install Software sent by Electronic Mail│
 │  Remove Installed Software               │
 │  Show Installed Software                 │
 │ ⊠                       ·            ⌐┘  │
 └─────────────────────────────────────────┘
```
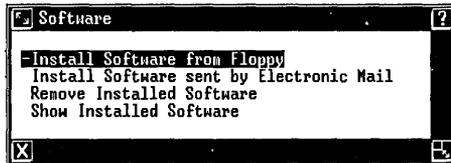
6   Press <Enter>.

You are prompted to insert the first floppy
disk.

7   Insert the first floppy disk and press
<Enter>.

A message informs you that the system is
checking for a size file that determines the
amount of disk space required by the
application.

If the size file is found, the message
Install in progress appears as the software
is installed. Skip to step 9.

If the size file is not found, you see the
Install form shown below. Continue on to
step 8.

```
┌─────────────────────────────┐
│ � Install            ▐?▌  │
│          Install            │
│   Number of diskettes:  ▐ ▌ │
│             [OK]            │
│ ▐X▌                         │
└─────────────────────────────┘
```
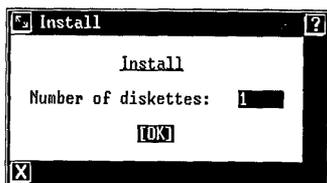
8   Type the number of floppy disks in the set of
disks containing the software, and then press
<Enter>.

The message **Install in progress** appears as
the software is installed.

9   You are notified when to remove the first
floppy disk and insert the next one (if the
set contains more than one floppy disk).

After inserting the next floppy disk, press
<Return> as you are prompted.

10   Continue removing and inserting floppy disks
in sequence until the software package is
installed.

You are notified when to remove the last floppy disk.
The system continues the installation process.

Depending on the software you are installing, you may
be asked specific questions about the program. Refer
to the appropriate application manual if you need
assistance.

You are notified when the software is installed.

Note

Most errors (disks out of order, disk
not inserted properly, and so on) are
caught, and you are prompted to take
corrective action. If you have
consistent problems with the same floppy
disk, the problem is likely to be the
floppy disk itself. In this case,
contact the software manufacturer.

Installing Software from Electronic Mail

Certain software can be sent through the communication
lines. If you receive software in this manner, you can
install it by using the **Install Software sent by
Electronic Mail** selection in your Administration menu.

To install the software sent from Electronic Mail:

1 Point to |Administration| in the Office of
any user.

2 Press <Enter>.

The Administration menu appears.

3 Point to |Software Setup|.

4 Press <Enter>.

The Software menu is displayed.

---

5   Point to |Install Software sent by Electronic
    Mail|.

```
┌──────────────────────────────────────────────┐
│ ⌐ Software                                 ?  │
│ ┌────────────────────────────────────────┐   │
│ │ Install Software from Floppy            │   │
│ │ ▀Install Software sent by Electronic Mail   │
│ │ Remove Installed Software               │   │
│ │ Show Installed Software                 │   │
│ X                                          ⌐   │
└──────────────────────────────────────────────┘
```
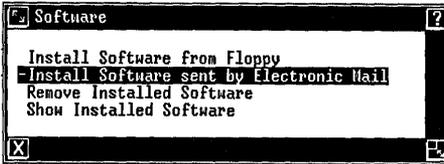
6   Press <Enter>.

The **spool/uucppublic** window is displayed.

7   Point to the name of the software you want to
    install, and then press <Enter>.

The message **Install in progress** appears as the software
is being installed. The system continues the
installation process.

Depending on the software you are installing, you may
be asked specific questions about the program.

You are notified when the installation is complete.

Displaying a List of Installed Software

When you install software, whether from floppy disks or
from Electronic Mail, the **UNIX** PC keeps a record of the
packages you have installed. You can check to see
which packages have already been installed on your
system.

You can look at the list of installed software from the
Administration menu of the Office of any login.

To view a list of installed software:

1   Point to |Administration| in the Office of
    any user name.

2 Press <Enter>.

The Administration menu appears.

3 Point to |Software Setup| and press <Enter>.

The Software menu appears.

4 Point to |Show Installed Software|.

```
┌──────────────────────────────────────────┐
│ Software                              [?] │
│ ┌────────────────────────────────────────┐
│  Install Software from Floppy            │
│  Install Software sent by Electronic Mail │
│  Remove Installed Software               │
│ ▌Show Installed Software▐                │
│ [X]                                   [⊞] │
└──────────────────────────────────────────┘
```
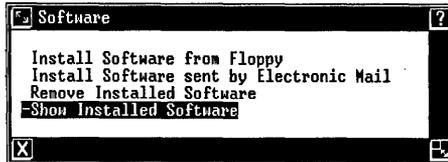
5 Press <Enter>.

You see a list of software packages already installed on your system. If none are installed, a message informs you.

6 Press <Enter> to return to the Software menu.

Removing Software

You can remove software that has been installed on your system.

To remove software:

1 Point to |Administration| in the Office of any user name.

2 Press <Enter>.

The Administration menu appears.

3 Point to |Software Setup| and press <Enter>.

The Software menu appears.

4 Point to |Remove Installed Software|.

5 Press <Enter>.

You see a list of installed software
packages.

6 Point to the software package you want to
remove.

7 Press <Enter>.

As with the installation, the removal process depends
on the individual software application.

A message appears telling you the package you specified
has been removed.

Setting Up a Different Font

The **Set Up Font** selection, available from the
Administration menu of **install**, lets you assign
different fonts to windows and application programs.
You assign a different font by selecting the font and
the system slot into which the font is installed.

There are 16 system slots: slots 0 through 7, which
become the default fonts for new windows, and slots 8
through 15, which can be used in application programs.
The font assigned to slot 0 is the system font.   The
font loaded into slot 0 becomes the **Default system** font
in the Font Name menu.

Caution

Unless you are programming applications,
and want different programs to use
different fonts, do not change the **Slot
number** field.   Change the font for slot
0 only.

Use only a 12-point font in slot 0.

The following table lists and describes some of the
available fonts. More fonts may be available,
depending on the application programs you have
installed. In the table, each 12-point font is marked
by an asterisk, and a sample is provided for each.

Font Descriptions

Font	Description
BLD.ft	Basic line drawing (VT-100)
ELD.ft	Extended line drawing (VT-100)
*FANCY.I.E.12A	Fancy italic 12-point font *A B C #* *a b c*
FANCY.I.E.18.A	Fancy italic 18-point font
FANCY.I.E.24.A	Fancy italic 24-point font
*FANCY.R.E.12.A	Fancy Roman 12-point font A B C # a b c
FANCY.R.E.18.A	Fancy Roman 18-point font
FANCY.R.E.24.A	Fancy Roman 24-point font

Font Descriptions (Continued)

Font	Description
*PLAIN.I.E.12.A	Plain italic 12-point font *A B C #* *a b c*
PLAIN.I.E.18.A	Plain italic 18-point font
PLAIN.I.E.24.A	Plain italic 24-point font
*PLAIN.R.E.12.A	Sans serif 12-point font A B C # a b c
PLAIN.R.E.18.A	Sans serif 18-point font
PLAIN.R.E.24.A	Sans serif 24-point font
ROMC.ft	Read-only memory character set (BCT513)
ROMG.ft	Read-only memory graphics set (BCT513)
SCLD.ft	Special character line drawing (VT-100)
*UK.ft	United Kingdom character set A B C £ a b c
VBM.ft	Video text mosaic character set (BCT513)

Font Descriptions (Continued)

Font	Description
monitor.8.ft	Mnemonic for data communication control bytes
mosaic.8.ft	Graphics set
special.8.ft	Mathematical symbols, commercial abbreviations, border designs
*system.8.ft	Standard 12-point sans serif font A B C # a b c
*system.r.8.ft	Other 12-point sans serif font A B C # a b c
* This is a 12-point font and can be installed in slot 0.	

Note

You can edit font files. Font assign-
ments are stored in the **/etc/.fontload**
file. If you change a font, be sure to
make a copy of the font file first. See
the descriptions of cfont (1) and font
(4) in the <u>AT&T **UNIX** PC UNIX System V
User's Manual</u>.

To set up a font:

    1 Select |Administration| from the Office of
       install and press <Enter>.

You see the Administration menu.

2   Select |Software Setup| and press <Enter>.

You see the Software menu.

3   Select |Set Up Font| and press <Enter>.

You see a Font Setup menu, similar to the
menu shown below:

```
┌─────────────────────────────────────────┐
│ ▣ Font Setup                        [?] │
│                                          │
│    Font Name        Default system font  │
│                                          │
│    Slot number      Slot 0 (inheritable) │
│                                          │
│                     [OK]                 │
│                                          │
│ ▣                                        │
└─────────────────────────────────────────┘
```
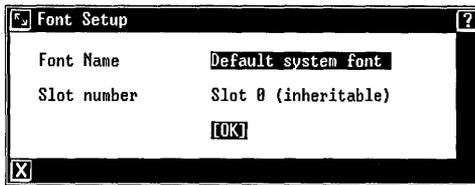
4   Press <Cmd> to display the Font Name menu,
which shows the available fonts. Your menu
will be similar to the menu below:

```
┌──────────────────────────┐
│ Font Name Menu           │
│                          │
│ -Default system font     │
│  BLD.ft                  │
│  ELD.ft                  │
│  FANCY.I.E.12.A          │
│  FANCY.I.E.18.A          │
│  FANCY.I.E.24.A          │
│  FANCY.R.E.12.A          │
│  FANCY.R.E.18.A          │
│  FANCY.R.E.24.A          │
│  PLAIN.I.E.12.A          │
│  PLAIN.I.E.18.A          │
│  PLAIN.I.E.24.A          │
│  PLAIN.R.E.11.A          │
│  PLAIN.R.E.12.A          │
│  PLAIN.R.E.18.A      ⇧   │
│  PLAIN.R.E.24.A          │
│  ROMC.ft             ⇩   │
│ ▣                        │
└──────────────────────────┘
```
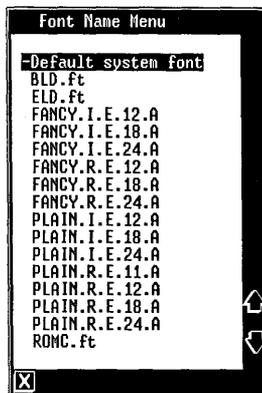
5 Select the font you want to use and press
   <Enter>.

   Do not use a graphics font for a text
   application; likewise, do not use a text font
   for a graphics application. Use only a 12-
   point font in slot 0.

6 Press <Return> to move the cursor to the **Slot**
   number field.

7 Press <Cmd> to display a list of available
   slots.

8 Select the slot number into which you want
   the font installed. Unless you are
   programming applications and want each
   application to use a different font, use slot
   0.

9 Press <Enter> to save the change.

   A confirm message appears to make sure you
   want to install the font into the slot.

10 Press <Enter>.

   If you installed a new font in slot 0, you
   should now check that you have installed the
   correct font:

   o Select |Set Up Font| from the Software
      menu and press <Enter> to display the Font
      Setup menu; the characters in the menu use
      the new font.

   o <u>If the menu contents are garbled</u>, proceed
      immediately to the steps given below,
      under "Restoring the Default System Font."

      <u>If the menu contents do not look like you
      think they should</u>, repeat steps 5, 9, and
      10 above, selecting the correct font.

If you changed the font for slot 0, only new windows
that you open use the new font. You can log out and
then log in again to change the screen keys and all
windows to the new font. If you want to change the
font for the status line as well, shut down and reboot
the system.

Restoring the Default System Font

If you install a new font in slot 0 and then see garbled characters when you check the Font Name menu:

  1 Press <Enter> from the Font Setup menu.

  2 Press <Enter> again for each of the two windows that look like Confirm windows (even if you cannot read the garbled contents).

  3 Close all other active windows until the Office is the only active window on your screen.

  4 Press <Cmd> to display the Office Commands menu (which may contain garbled characters).

  5 Type **sh** and press <Enter> to perform a system shutdown. (When the shutdown is complete, your system will use the default system font again.)

  6 Press <Enter> for both windows that appear (even if the characters are garbled).

  7 Press <Return> to respond to the message in the upper-left corner of the screen. This action reboots your system.

Adding New Users

To use the system, you must first log in--that is, type a name recognized by the system as an authorized user. You must add a new user login to the system so a new user can log in.

To add a new user, you follow a procedure starting from the Administration menu of the **install** login. You must log in as **install** before attempting to add users.

You can change user login information once you have entered it, or you can remove the information so the user is no longer recognized by the system and therefore cannot log in.

All user logins are listed in the User Login menu.
Once users are added to the list, they should protect
the files in their own user area by adding a password
to their login. Users control their own passwords:
they create the passwords and can change or remove
passwords at any time by using the Administration menu
in their own Offices. For more information about
passwords, see "Adding or Changing a Password" in this
chapter.

Users are of two types: normal and expert. Expert
users have access to UNIX through the **UNIX System**
selection that appears in the Office window. Normal
users do not have direct access to UNIX and do not see
the **UNIX System** selection in the Office window.

To add a new user:

1   Point to |Administration| in the Office of
    install.

2   Press <Enter>.

    The Administration menu appears.

3   Point to |User Logins|.

```
┌──────────────────────┐┌──────────────────────────┐
│⌐ Office of install  ?││⌐ Administration        ?│
├──────────────────────┤├──────────────────────────┤
│ ▄Administration▄     ││ Change root password     │
│ Clipboard            ││ Changing Password        │
│ Filecabinet          ││ Date and Time            │
│ Floppydisk           ││ Diagnostics Floppy       │
│ Preferences          ││ Disk Backup              │
│ Printers             ││ Disk Restore             │
│ UNIX System          ││ Hardware Setup           │
│ Wastebasket          ││ Mail Setup               │
│                      ││ Software Setup           │
│ X                    ││ System Information        │
└──────────────────────┘│ ▄User Logins▄            │
                        │ X                      ⊞│
                        └──────────────────────────┘
```
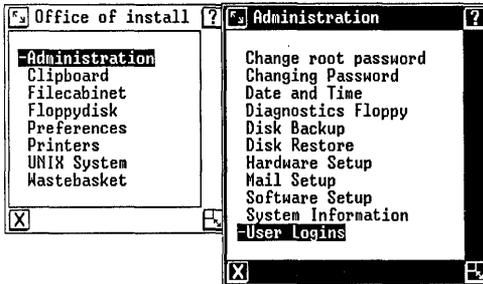
4   Press <Enter>.

The User Login Interface menu and the screen
keys shown below appear:

```
VOICE 1: IDLE    DATA 2         Mon June 2, 2:43 pm              [w]
[▪] Office of install [?][▪] Administration        [?]

 ┌Administration─┐    │ Change root password │
 │ Clipboard     │    │ Changing Password    │
 │ Fi┌[▪] User Login Interface  ·                          [?]┐
 │ FI│                                                        │
 │ Pr│ USER ID   NAME                    EXPERT SPACE  LAST LOGIN │
 │ Pr│                                                        │
 │ UN│─tutor     Tutorial               No        Jun  2 86  │
 │ Wa│ install   Administration Login   Yes       Jun  2 86  │
 [X] │ joyce     Joyce C.               YES       NEW        │
     │[X]                                                [▪] │
     └───────────────[Λ]──────────────────────[▪]───────────┘
```

```
┌──────┬───────┬───────┬────────┐
│ ADD  │DELETE │CHANGE │COMPUTE │
│ USER │ USER  │USER   │ SPACE  │
└──────┴───────┴───────┴────────┘
```
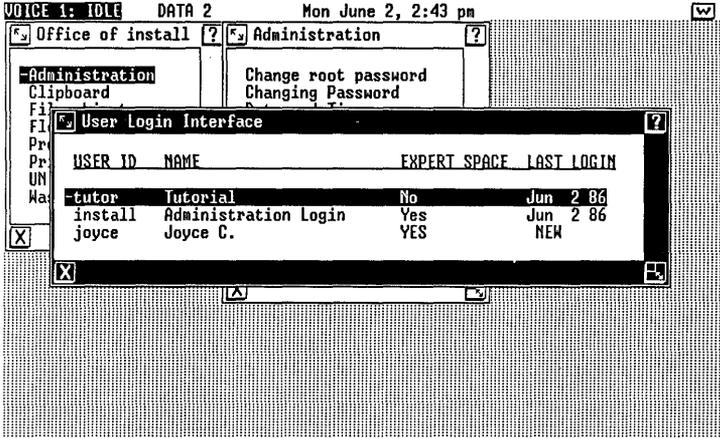
5   Press [ADD USER].

You see this ADD USER form:

```
┌[▪] ADD USER  ·                    [?]┐
│                                      │
│   Login Name  : ████████             │
│   User Name   :                      │
│   Expert ?    : No                   │
│                                      │
│              [OK]                    │
│                                      │
│[X]     ·                             │
└──────────────────────────────────────┘
```
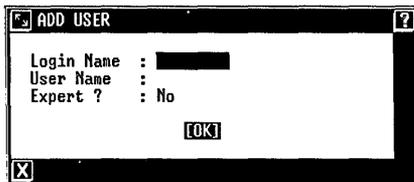
6   Type the name the new user will use to log
into the system.

7   Press <Return>.

The highlight moves to the **User Name** field.

8   Type the user's full name (up to 24
characters) and press <Return>.

The highlight moves to the **Expert?** field.   No
indicates the user has no **UNIX System**
selection in the Office menu (normal status).

9   If the user should have the **UNIX System**
selection in the Office menu (expert status),
press <Mark> until **Yes** appears.

10 Press <Enter>.

The ADD USER form is removed from the screen.
If the name you typed is the name of a
deleted user whose files still exist, you are
notified, and you must press the <Enter> key
to continue.   You see the User Login menu.
Notice that the new user login information is
now listed in the menu.

11 Press <Exit> to return to the Administration
menu.

Displaying User Login Information

You can display user login information from the
Administration of **install**.   The User Information screen
includes the following information:

o   The user's login name and user name

o   The user's directory

o   The shell the user uses

o   The user id and group id

o   Whether the user is an expert

o   Whether the user has a password

o   When the user was created and the date the
    user last logged in

o   How much disk space the user takes up

To display user login information:

1   Point to |Administration| in the Office of
    install.

2   Press <Enter>.

    The Administration menu appears.

3   Point to |User Logins| and press <Enter>.

    The User Login Interface menu appears.

4   Point to the user name for which you want to
    display information.

5   Press <Enter>.

    You see an information window similar to the
    following:
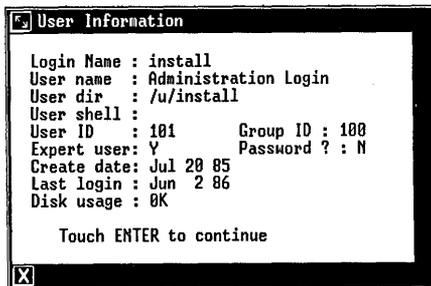
```
┌─────────────────────────────────────────┐
│ ▛▜ User Information                       │
│                                           │
│   Login Name : install                    │
│   User name  : Administration Login       │
│   User dir   : /u/install                 │
│   User shell :                            │
│   User ID    : 101      Group ID : 100    │
│   Expert user: Y        Password ? : N    │
│   Create date: Jul 20 85                  │
│   Last login : Jun  2 86                  │
│   Disk usage : 0K                         │
│                                           │
│      Touch ENTER to continue              │
│                                           │
│ ▣                                         │
└─────────────────────────────────────────┘
```

6   Press <Enter> to return to the User Login
    Interface menu.

7   Press <Exit> to return to the Administration
    menu.

Updating the Status of Users

You can change user login information such as user
status (normal or expert) or user name.

To change user login information:

    1 Point to |Administration| in the Office of
       install.

    2 Press <Enter>.

       The Administration menu appears.

    3 Point to |User Logins|.

```
┌─Office of install─?┐┌─Administration──────?┐
│ ▌Administration▐   ││ Change root password │
│  Clipboard         ││ Changing Password    │
│  Filecabinet       ││ Date and Time        │
│  Floppydisk        ││ Diagnostics Floppy   │
│  Preferences       ││ Disk Backup          │
│  Printers          ││ Disk Restore         │
│  UNIX System       ││ Hardware Setup       │
│  Wastebasket       ││ Mail Setup           │
│ ─────────────────  ││ Software Setup       │
│ X                  ││ System Information   │
└────────────────────┘│ ▌User Logins▐        │
                      │ X                    │
                      └──────────────────────┘
```
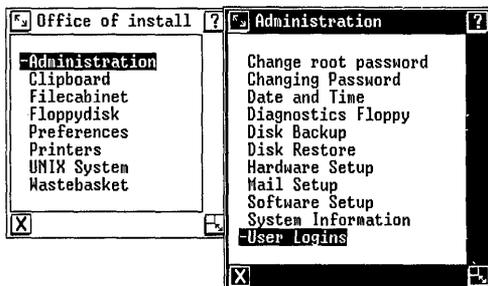
    4 Press <Enter>.

       The User Login Interface menu appears.

    5 Point to the name of the user for whom you
       are changing information.

    6 Press [CHANGE USER].

       The Change Login Information form appears.

    7 Press <Return> to move to the field you want
       to change.

    8 Type the new information.

9   Press <Enter>.

   The Change Login Information form is removed
   from the screen and the User Login form
   appears again.

10   Press <Exit> to return to the Administration
   menu.

Removing User Logins

When a user should no longer be recognized by the
system as an authorized user, delete the user name from
the User Login menu. This deletion prevents the user
from logging into the system, but it does not
automatically delete the user's files. You can choose
to leave the user's files where they are, move them to
another user's Filecabinet, or delete them.

Press the Exit key anytime before completing the Delete
User command to cancel the command.

To remove a user login:

1   Point to |Administration| in the Office of
   install.

2   Press <Enter>.

   The Administration menu appears.

3   Point to |User Logins|.

```
┌─────────────────────────┐┌─────────────────────────────┐
│ ⌐ Office of install  [?]││ ⌐ Administration         [?] │
│ ┌─────────────────┐     ││ Change root password        │
│ │▉Administration  │     ││ Changing Password           │
│ │ Clipboard       │     ││ Date and Time               │
│ │ Filecabinet     │     ││ Diagnostics Floppy          │
│ │ Floppydisk      │     ││ Disk Backup                 │
│ │ Preferences     │     ││ Disk Restore                │
│ │ Printers        │     ││ Hardware Setup              │
│ │ UNIX System     │     ││ Mail Setup                  │
│ │ Wastebasket     │     ││ Software Setup              │
│ │                 │     ││ System Information          │
│ │[X]           ⌐ │     ││▉User Logins                 │
│ └─────────────────┘     ││                             │
│                         ││[X]                      ⌐   │
│                         │└─────────────────────────────┘
```
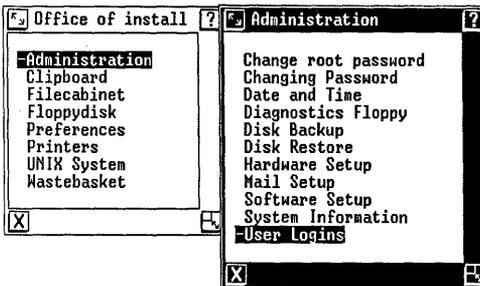
4 Press <Enter>.

The User Login Interface form appears.

5 Point to the name of the user you want to remove.

6 Press [DELETE USER].

You see a Confirm window.

7 Press <Enter> to verify that you want to delete this user.

A window prompts you to select what to do with the user's files.

8 Press <Mark> until you see the action you want to take on the user's files. The following list describes each option:

Move lets you move the user's files to another user's Filecabinet. The files are stored in a folder named after the deleted user's login name. If the deleted user's login name is the same as a filename in the recipient's Filecabinet, you are prompted to specify a new folder name.

Delete lets you delete the user's files.

Nothing lets you keep the user's files where they are. The files still exist in the deleted user's directory, but you must use UNIX to access them. The deleted user's Filecabinet no longer exists.

9 Press <Enter>.

If you selected **Delete** or **Nothing** in step 8, you see the User Login menu again. Notice that the deleted user's entry is shaded. The next time the menu appears, the entry will not be listed.

If you selected **Move** in step 8, another window requests the name of the user who will inherit the files; continue on to step 10.

10 If you are moving the deleted user's files,
type the recipient user's name and press
<Enter>.

If the deleted user's login name is the same
as an existing file or folder in the
recipient's Filecabinet, you are prompted to
type a new folder name, under which the files
will be stored. Type a new folder name and
press <Enter>.

You see the User Login menu again. Notice that the
user's entry is shaded, and **del'd** appears next to the
user name. The next time the menu appears, the entry
will not be listed.

Computing User Space

You can determine how much of the available hard disk
space each user login uses.

To compute user space:

1 Point to |Administration| in the Office of
install.

2 Press <Enter>.

The Administration menu appears.

3 Point to |User Logins|.

```
┌──────────────────────┐┌──────────────────────────┐
│▛▜Office of install  ? │▛▜Administration        ? │
│┌────────────────────┐ │┌────────────────────────┐│
││▛Administration▜    │ ││Change root password    ││
││ Clipboard          │ ││Changing Password        ││
││ Filecabinet        │ ││Date and Time            ││
││ Floppydisk         │ ││Diagnostics Floppy       ││
││ Preferences        │ ││Disk Backup              ││
││ Printers           │ ││Disk Restore             ││
││ UNIX System        │ ││Hardware Setup           ││
││ Wastebasket        │ ││Mail Setup               ││
││                    │ ││Software Setup           ││
││▐X▌              ▗▚ │ ││System Information        ││
│└────────────────────┘ ││▐User Logins▌            ││
│                        │└────────────────────────┘│
│                        │▐X▌                    ▗▚ │
│                        └──────────────────────────┘
```
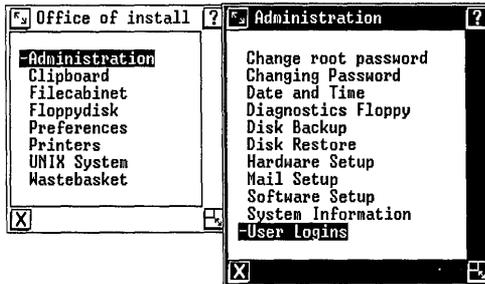
4 Press <Enter>.

The User Login Interface menu appears.

5 Press [COMPUTE SPACE].

A Confirm message window informs you that
Calculating disk space takes 1-2 minutes.

6 Press <Enter> to continue.

The system calculates user space for all user
names and displays the number of bytes used
by each user name on the system.

7 Press <Exit> to return to the Administration
menu.

Using Passwords

You use passwords to restrict access to user logins and
the **install** login. A password also protects access to
the UNIX **root** (or superuser) login. If you installed
the UNIX system software, you are aware of the password
you assigned to the **root** login during the installation
procedure. These passwords make it more difficult for
unauthorized users to damage or view your user files or
system files.

Protecting the install **Login**

It is recommended that you add a password to protect
the **install** login because it is the only login that
permits access to the extended Administration menu.
The Administration menu of the **install** login contains
many selections that could disrupt other users of the
system if these selections were accidentally changed or
deleted. Once protected with a password, the
Administration menu of the **install** login is available
only to those who need to use it. Follow the
procedures for adding a password to create the login
password.

Adding or Changing a Password

To add or change a password to any user name (including the **install** login), you can use the Administration menu of the Office for that user name. To add or change the password for the **root** login, you must use the Administration of **install**. See "Changing the Root Password" in this chapter to change the **root** password.

To add or change a password:

 1   Select |Administration| in the Office of the
     user name you want to password protect.

 2   Press <Enter>.

     The Administration menu appears.

 3   Point to |Changing Password|.

```
┌─────────────────────────────┐
│ [⌐] Administration        [?]│
├─────────────────────────────┤
│ ▐─Changing Password         │
│    Disk Backup              │
│    Disk Restore             │
│    Mail Setup               │
│    Software Setup           │
│    System Information       │
│ [X]                      [⌐] │
└─────────────────────────────┘
```

 4   Press <Enter>.

     The Changing Password menu appears.

 5   Point to |Change Password|.

```
┌─────────────────────────┐
│ [⌐] Changing Password [?]│
├─────────────────────────┤
│ ▐─Change Password        │
│    Remove Password       │
│ [X]                   [⌐]│
└─────────────────────────┘
```

6   Press <Enter>.

You see this Confirm window:

```
┌─────────────────────────────────────────┐
│ ▮ Confirm                                │
│                                          │
│  You will now be prompted to type a      │
│  new password.  The password will not    │
│  appear on the screen as you type it,    │
│  for security reasons.                   │
│                                          │
│     Touch ENTER to continue              │
│  or CANCL to stop.                       │
│                                          │
│ ▣                                        │
└─────────────────────────────────────────┘
```
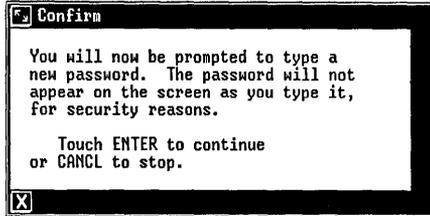
7   Press <Enter>.

8   Type your new password and press <Return>.

Use any characters except @, backspace, or
control characters. The system recognizes up
to a maximum of eight characters. (Your
typed password does not appear on the screen
for security purposes.) Do not type a
password that is too hard to remember.

Note

You must type the same password twice to
protect against typing errors. If you
make an error, you see this message:
They don't match; try again.

9   Retype your password.

10   Press <Return>.

After you type the password twice, the Administration
menu appears again.

The next time you log in, you must use your new
password. Do not forget your password!

Removing a Password

To remove a password:

    1 Point to |Administration| in the Office of
        the user name that contains the password you
        want to remove.

    2 Press <Enter>.

        The Administration menu appears.

    3 Point to |Changing Password|.

```
┌─────────────────────┐┌─────────────────────┐
│⌐ Office of joyce  ?││⌐ Administration ·  ?│
│ ┌─────────────────┐ ││ ┌─────────────────┐ │
│ │■Administration │ ││ │■Changing Password│ │
│  Clipboard         ││  Disk Backup        │
│  Filecabinet       ││  Disk Restore       │
│  Floppydisk        ││  Mail Setup         │
│  Preferences       ││  Software Setup     │
│  Printers          ││  System Information │
│  Telephone         ││                     │
│  UNIX System       ││ ┌─┐              ┌─┐│
│  Wastebasket       ││ │X│              │⌐││
│ ┌─┐            ┌─┐ ││ └─┘              └─┘│
│ │X│            │⌐│ │└─────────────────────┘
│ └─┘            └─┘ │
└─────────────────────┘
```
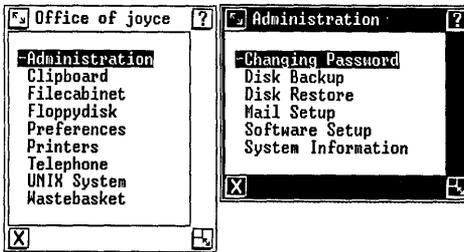
    4 Press <Enter>.

        The Changing Password menu appears.

    5 Point to |Remove Password|.

```
┌──────────────────────┐
│⌐ Changing Password ?│
│                      │
│   Change Password    │
│  ■Remove Password    │
│ ┌─┐             ┌─┐ │
│ │X│             │⌐│ │
│ └─┘             └─┘ │
└──────────────────────┘
```
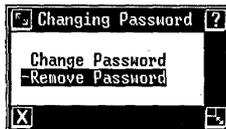
    6 Press <Enter>.

        You see this message: **Your password is now**
        removed.

7 Press <Enter>.

You see the Administration menu again.

Changing the Root Password

The UNIX **root** login is protected by a password. If you installed the UNIX system software, you are aware of the password you assigned to the **root** login during the installation procedure. It is very important to keep the **root** login protected by a password, but you may decide that you want to change the password from the one you assigned during the installation procedure.

The **root** password is changed just like any other password, except that the **Change root password** selection appears only in the Administration menu of the Office of **install**.

To change the **root** password:

1 Point to |Administration| in the Office of **install**.

2 Press <Enter>.

3 Point to |Change root password|.

4 Press <Enter>.

The Changing Password menu appears.

5 Point to |Change Password|.

```
┌──────────────────────┐┌─────────────────────────┐
│▛▜ Office of install ▐?▌▛▜ Administration      ▐?▌│
│┌────────────────────┐│┌───────────────────────┐ │
││▛Administration▜    │││▛Change root password▜ │ │
││ Clipboard          │││ Changing Password     │ │
││ Fi┌─────────────────┴┴─┐e and Time           │ │
││ Fl│▛▜ Changing Password▐?▌gnostics Floppy    │ │
││ Pr│┌───────────────────┐│k Backup            │ │
││ Pr││▛Change Password▜  ││k Restore           │ │
││ Te││ Remove Password   ││dware Setup         │ │
││ UN│└───────────────────┘│1 Setup             │ │
││ Wa│▐X▌                  ├┤tware Setup         │ │
││   └────────────────────┘│▀tem Information     │ │
││▐X▌                  ├┤   User Logins          │ │
│└────────────────────┘└───────────────────────┘ │
│                      ▐X▌                   ├┤   │
└──────────────────────┴─────────────────────────┘
```

6   Press <Enter>.

You see the following Confirm window:

```
┌──────────────────────────────────────────┐
│ ▓ Confirm                                 │
│                                           │
│ You will now be prompted to type a        │
│ new password.  The password will not      │
│ appear on the screen as you type it,      │
│ for security reasons.                     │
│                                           │
│    Touch ENTER to continue                │
│ or CANCL to stop.                         │
│ ▣                                         │
└──────────────────────────────────────────┘
```
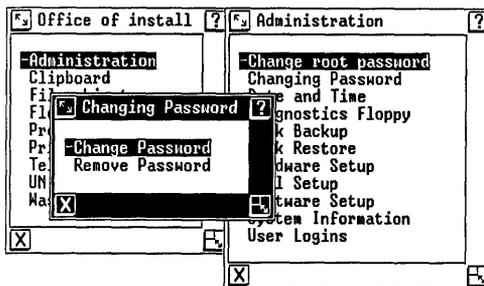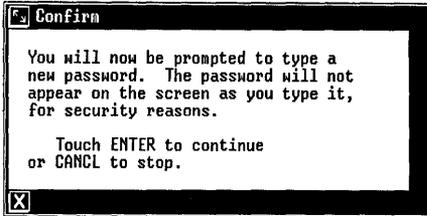
7   Press <Enter>.

8   Type the new **root** password and press
     <Return>.

Use any characters except @, backspace, or
control characters. The system recognizes a
maximum of eight characters. (For security
purposes, your typed password does not appear
on the screen.) Do not type a password that
is too hard to remember.

Note

You must type the same password twice to
protect against typing errors. If you
make an error, you see this message:
They don't match; try again.

9   Retype your password.

10   Press <Return>.

After you type the password twice, the Administration
menu appears again.

The next time you log in, you must use your new
password. Do not forget your password!

Changing the System Date and Time

The **UNIX** PC displays the date and time in the status
line at the top of the screen. When you install the
system software, you may need to reset the date and
time.

You can use the Administration menu in the Office of
install to change the system date and time. When you
set the date and time, you can choose from 24 time
zones and 2 date display formats (American and
European). This feature is useful for calculating
times for time-conscious applications such as
Electronic Mail or Telephone Manager.

Also, you can set the daylight savings feature to
accommodate daylight savings changes automatically if
your area of the country uses daylight savings.

To set the system date and time:

1 Point to |Administration| in the Office of
   install.

2 Press <Enter>.

   The Administration menu appears.

3 Point to |Date and Time|.

```
┌─────────────────────────────┐
│ Office of install  [?]│ Administration          [?]│
├───────────────────────┤                             │
│ Administration       │ Change root password        │
│ Clipboard            │ Changing Password           │
│ Filecabinet          │ Date and Time               │
│ Floppydisk           │ Diagnostics Floppy          │
│ Preferences          │ Disk Backup                 │
│ Printers             │ Disk Restore                │
│ Telephone            │ Hardware Setup              │
│ UNIX System          │ Mail Setup                  │
│ Wastebasket          │ Software Setup              │
│                      │ System Information          │
│ [X]                  │ User Logins                 │
└──────────────────────┤                             │
                       │ [X]                         │
                       └─────────────────────────────┘
```
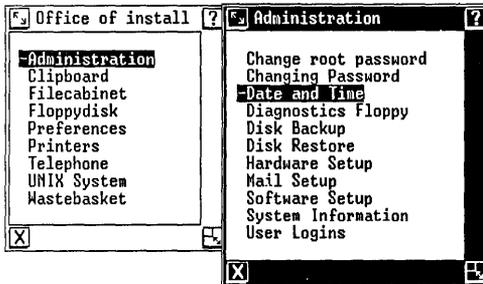
4 Press <Enter>.

You see a Set Date and Time form, similar to
the following:

```
┌──────────────────────────────────────────┐
│█▄│ Enter changes to system date and time  │?│
├──────────────────────────────────────────┤
│              Set Date and Time             │
│                                            │
│   Date        June 2  , 1986               │
│                                            │
│   Time           4 : 01                    │
│                                            │
│   AM or PM        PM                        │
│                                            │
│   Time Zone      pacific ( 8)              │
│                                            │
│   Is Daylight Savings Time EVER used?  NO  │
│                                            │
│   Date display format     American         │
│                  [OK]                       │
├──────────────────────────────────────────┤
│X│                     .          .        │
└──────────────────────────────────────────┘
```

5   To change the month, press <Cmd>, select the
    abbreviation for the current month, and press
    <Enter>.

6   Press <Return>.

    The highlight moves to the day field.

7   To change the day, press <Cmd>, select the
    current day, and press <Enter>.

8   Press <Return>.

    The highlight moves to the year field.

9   To change the year, press <Cmd>, select the
    year, and press <Enter>.

10 Press <Return>.

    The highlight moves to the hour field.

To set the time:

    1 Type the current hour, and then press
        <Return>.

        The highlight moves to the minutes field.

    2 Type the minute (allow a minute or so for
        processing), and then press <Return>.

        The highlight moves to the **AM or PM** field.

To set morning or evening:

    1 To change to morning or evening, press
        <Mark>.

    2 Press <Return>.

        The highlight moves to the **Time Zone** field.

To change the time zone:

    1 Press <Cmd> to see the list of 24 time zones,
        based on Greenwich Mean Time: 4 North
        American time zones and 20 time zones
        lettered A through T for the other continents
        based on their proximity to Greenwich,
        England.

```
 eastern  (  5)
 central  (  6)
 mountain(  7)
 pacific  (  8)
 zoneA    (  9)
 zoneB    ( 10)
 zoneC    ( 11)
 zoneD    (-12)
 zoneE    (-11)
 zoneF    (-10)
 zoneG    ( -9)
 zoneH    ( -8)
 zoneI    ( -7)
 zoneJ    ( -6)
 zoneK    ( -5)
 zoneL    ( -4)
 zoneM    ( -3)
```
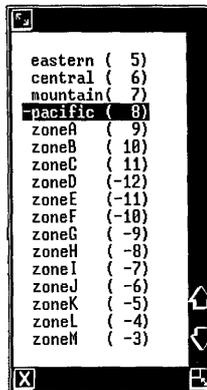
Each of the lettered zones is assigned a
number, some preceded by a minus sign (-).

Zones preceded by a minus sign are east of
Greenwich, England. Other zones are west of
Greenwich, England. Check an atlas to
determine time zones outside the continental
United States.

2   Point to the time zone you want to use, and
then press <Enter>.

3   Press <Return>.

The highlight moves to the **Is Daylight
Savings Time EVER used?** field.

To set daylight savings time:

1   If your area of the country sets the time
ahead one hour in the Spring and back an hour
in the Fall, you should select |YES| for
daylight savings.

Press <Mark> until you see **YES**.

2   Press <Return>.

The highlight moves to the **Date display
Format** field.

To set the date display format:

o   Press <Mark> to select **American** (Wed Apr 16)
or **European** (Wed 16 Apr).

When you are satisfied with the values entered in the
form, complete the following steps:

1   Press <Enter>.

The New Date and Time form appears.   Check
the displayed date and time before
confirming.

2   Press <Enter> again to confirm.

The Date and Time window is removed from the screen and the Administration menu appears.

Note

If you changed the time zone or the date display format, the change does not occur until after the next system shutdown and reboot. At that time, it may be necessary to reset the hours and minutes fields to reflect the change in time zone.

This chapter shows you how to perform tasks associated
with regular maintenance of the **UNIX** PC. Procedures in
this chapter show you how to:

   o Display system information

   o Back up your files from the hard disk

   o Restore your files to the hard disk

   o Use the Diagnostics floppy disk

Displaying System Information

System information such as your system name, software
version number, amount of available disk space,
hardware setup information, date of last backup, and
the users logged into the system is displayed in the
System Information window. You may find this window
handy for a quick look at system status before you
update the system.

The System Information window is available from the
Administration menu of any user login.

To display system information:

   1 Point to |Administration| in the Office of
      any user name.

   2 Press <Enter>.

      The Administration menu appears.

3   Point to |System Information|.

```
┌─────────────────────────┐
│ ▛▌Administration    ▐?▌ │
│                         │
│  Changing Password      │
│  Disk Backup         .  │
│  Disk Restore           │
│  Mail Setup             │
│  Software Setup         │
│ ▐─System Information▌   │
│                         │
│ ▐X▌              ▐▛▌    │
└─────────────────────────┘
```

4   Press <Enter>.

You see a System Information window, similar
to the following:

```
┌─────────────────────────────────┐
│ ▛▌System Information        ▐?▌ │
│                                 │
│ ▐─System Name:      UNIXPC▌     │
│  Version:           3.5         │
│  Disk Space Free:   78% or 28893k│
│  On RS232 Port:     Nothing     │
│  On RS232 Port 001: Nothing     │
│  On RS232 Port 002: Nothing     │
│  On Parallel Port:  Nothing     │
│  Last Backup:       Never       │
│  Memory:            1024k       │
│                                 │
│      ----- USERS LOGGED ON ----- │
│                install          │
│                                 │
│     ----- SOFTWARE INSTALLED ----- │
│                                 │
│ ▐X▌                      ▐▛▌   │
└─────────────────────────────────┘
```
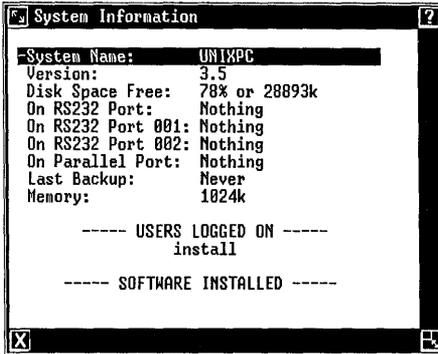
The following list explains the information
displayed:

System Name   Shows the name you have given
                  the system to identify it from
                  other computers when sending
                  mail.   (See "Setting Up Mail"
                  in this section.)

Version	Shows the version (release) number of the **UNIX** PC system software you are currently running.
Disk Space Free	Shows the amount of free disk space on the hard disk in both percent and number of bytes. If the Display Floppy Contents menu is open, the available space on the floppy disk is also presented.
On RS232 Port	Shows what, if anything, is currently connected to your RS-232 port.
On RS232 Port 00n	Shows what, if anything, is currently connected to an RS-232 expansion port. The **n** represents the port number.
On Parallel Port	Shows the name of the printer, if any, that is currently connected to the printer port.
Last Backup	Shows the most recent date and time you performed a complete backup.
Memory	Shows the amount of RAM installed (including expansion board memory).
USERS LOGGED ON	Shows login names of users logged into the system at current time.
SOFTWARE INSTALLED	Shows the names of application programs currently installed. Use scroll icons to display information not immediately shown.

5   Press <Enter> or <Exit> to return to the Administration menu.

Backing Up Your Hard Disk Files

To maintain your system on a regular basis, you should
set up a schedule for doing backups (making floppy disk
copies of the files on your hard disk). Backing up
your system on a regular basis is a good safety
precaution against an unexpected system failure or
operator error. Although a system failure is extremely
unlikely, if one should occur you can restore your
files using the latest backup floppy disks.

The **Disk Backup** selection is available from the
Administration menu of every user name. You can use
the **Disk Backup** selection to back up all files (system
and user), only files updated since the last backup, or
a single user's files. Once the backup is complete,
the Disk Backup lets you verify the contents of each
floppy disk.

When you select the type of backup you want to perform,
a message informs you of the approximate number of
floppy disks you will need. <u>Make sure you have enough
5 1/4-inch floppy disks (double-sided, double-density,
48 tracks per inch, soft-sectored) that have been
formatted on the UNIX PC</u>. For information on
formatting **UNIX** PC floppy disks, see "Using Floppy
Disks" in the **Working with the Office** section of this
manual.

Note

If you run out of formatted floppy disks
during the backup procedure, you must
stop the backup, format more floppy
disks, and then start the backup from
the beginning.

Backup Types

Backups are of three types:

o   Complete backup

o   Partial backup

o   Back up one user

Complete Backup

A complete backup copies all the files you have
created, as well as all system files installed or
created following the initial installation of the
Foundation Set. This type of backup generally requires
a large number of floppy disks, depending on the system
age and the number of applications installed. When you
select **Complete Backup** from the Backup menu, a message
informs you of the approximate number of floppy disks
required.

You should do a complete backup after the initial
system configuration and after every time you update
your system software. This action gives you a set of
floppy disks containing your latest system software and
many of your user files. It also establishes the
starting point for any subsequent partial backups.

Partial Backup

A partial backup copies only those files modified or
created since the last complete backup was performed.
These tend to be much smaller backups and can be
scheduled more frequently. When you select **Partial
Backup** from the Backup menu, a message informs you of
the approximate number of floppy disks required.

You should perform a partial backup at least every
week. This way, if you should experience a system
failure, you could restore your last complete backup
and your last partial backup, losing no more than one
week's work. It is necessary to save only the most
recent partial backup.

Back Up One User

This selection backs up all files belonging to a user
that you select. This selection could be referred to
as "backing up the Filecabinet," because it copies only
the files and folders in the Filecabinet of the
selected user. This backup selection should be done
frequently. In fact, all users should use this
selection daily to back up their own files.

Note

The floppy disks used in these backup
operations are usable only by the
Restore function; they are not usable
from the Office window.

Using the Disk Backup Selection

All backups are started from the Administration menu.
You are informed of the number of disks required
(floppy disks can store approximately 1/3 of a
megabyte) for the type of backup you are performing.

To perform a backup:

1   Point to |Administration| in the Office of
any user name.

2   Press <Enter>.

The Administration menu appears.

3   Point to |Disk Backup|.

```
┌─────────────────────┐┌─────────────────────┐
│⌐₃ Office of joyce  ?││⌐₃ Administration   ?│
├─────────────────────┤├─────────────────────┤
│ ▐Administration▌    ││  Changing Password  │
│  Clipboard          ││ ▐Disk Backup▌       │
│  Filecabinet        ││  Disk Restore       │
│  Floppydisk         ││  Mail Setup         │
│  Preferences        ││  Software Setup     │
│  Printers           ││  System Information │
│  Telephone          ││ ┌─────────────────┐ │
│  UNIX System        ││ │X│             │⌐│ │
│  Wastebasket        ││ └─────────────────┘ │
│ ┌───┐          ┌──┐ ││                     │
│ │X│            │⌐│ ││                     │
└─────────────────────┘└─────────────────────┘
```
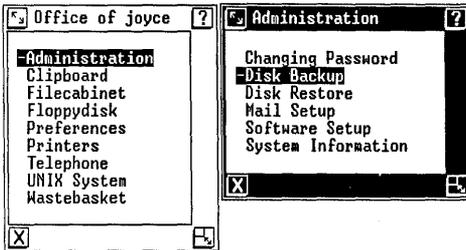
4   Press <Enter>.

You see the following Backup menu:

```
┌──────────────────────────────────────────────┐
│ ▣ Backup                                   🔢 │
├──────────────────────────────────────────────┤
│  Partial Backup includes files changed since May 29 │
│ ┌────────────────────────────────────────┐   │
│ │-Complete Backup - has not been done yet.│   │
│ │ Partial Backup - has not been done yet. │   │
│ │ Backup one user                         │   │
│ ☒                                        🔳 │
└──────────────────────────────────────────────┘
```
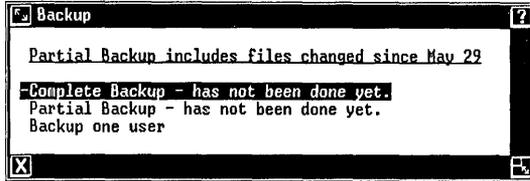
5   Point to the type of backup you want to
    perform (see "Backup Types" above for an
    explanation of the three types).

6   Press <Enter>.

    If you are backing up one user, a User menu
    appears. Point to the user name, and then
    press <Enter>.

    If you are performing a complete, an
    information message tells you the approximate
    number of floppy disks required. If you do
    not have enough floppy disks on hand, press
    the Cancl key and format more floppy disks.

    A Confirm message informs you to insert a
    formatted floppy disk.

7   Insert a formatted floppy disk and press
    <Enter>.

    The **UNIX** PC informs you when you need to
    remove a floppy disk and insert another one.

    When you remove a floppy disk, attach a label
    containing the subject, date, and number of
    the floppy disk (the first floppy disk is
    number 1 and so on). Store the floppy disk
    in its protective envelope. If you write on
    a label already attached to the floppy disk,
    use only a felt-tip or nylon-tip pen. A ball
    point or pencil can damage data.

Note

If you should a problem with the floppy disk, you must start the backup procedure from the beginning. Remove and discard the damaged floppy disk. Begin the backup again.

8   Press <Enter> after inserting each floppy disk.

When the backup is complete, you are prompted to remove the last floppy disk. Then the following prompt appears to let you verify the data on the floppy disks: **Do you wish to check the data on the floppy disk(s)?**

9   If you want to verify the data on the floppy backup disks, continue on to step 10.

If you do not want to verify the floppy backup disks, press <Cancl>. You see a confirmation that the backup is complete.

10 To verify the data on the backup floppy disks, press <Enter>.

You are prompted to insert the floppy backup disks one by one, starting with the first in the set.

When the last floppy backup disk has been checked, a confirmation message tells you that the backup is complete.

11 Remove the last floppy backup disk and press <Enter>.

Restoring Files to Your Hard Disk

If you want to restore an earlier version of a file
from floppy disk to your hard disk, use the **Disk**
Restore selection from the Administration menu of any
user login. You can use only those floppy disks
created with the backup procedure to restore files to
your hard disk.

The type of backup floppy disks you use is determined
by the types of files you want to restore. For
example, if you want to restore only files in one user
area, use the files on a user backup floppy disk; if
you want to restore recently modified files, use the
files from the last partial backup set; and if you want
to restore all your files, start with the Foundation
Set, followed by your last complete backup floppy set,
and then the latest partial backup set.

Realize, of course, that the changes made since your
last backup are not stored on the floppy disks; they
cannot be recovered from backup files.

Restore Types

Restore methods are of four types:

> o   RESTORE All

> o   RESTORE by UNIX Name

> o   SHOW and RESTORE Folders

> o   SHOW and RESTORE Files

Note

The **SHOW and RESTORE Folders** selection
does not restore the Phone Directory
files (which contains your directory
entries if you have Telephone Manager
software installed). To restore the
Phone Directory file, use **RESTORE All** or
SHOW and RESTORE Files.

RESTORE All: Copies all files on the floppy disk set
to the **UNIX** PC hard disk. RESTORE ALL restores all the
files on a complete backup set, all the files on a
partial backup set, or all the files on a user backup
set.

RESTORE by UNIX Name: Restores the files (on any type
of backup floppy set) you specify by typing the full
UNIX pathname of each file.

SHOW and RESTORE Folders: Restores folders you specify
by selecting them from a list.

SHOW and RESTORE Files: files you specify by selecting
them from a list.

Restoring Files

The **Disk Restore** selection is available from the
Administration menu of the Office of any user login.
You can restore only those files contained on backup
floppy sets.

To restore files:

> 1 Point to |Administration| in the Office of
>   any user login.
>
> 2 Press <Enter>.
>
>   The Administration menu appears.

---

3 Point to |Disk Restore|.

```
┌─────────────────────────┐
│ ▣ Administration      ? │
├─────────────────────────┤
│  Changing Password      │
│  Disk Backup            │
│ ▀Disk Restore           │
│  Mail Setup             │
│  Software Setup         │
│  System Information     │
│ ▣                    ▣  │
└─────────────────────────┘
```

4 Press <Enter>.

You see the following Restore menu:

```
┌─────────────────────────┐
│ ▣ Restore            ? │
├─────────────────────────┤
│        Restore          │
│                         │
│ ▀RESTORE All            │
│  RESTORE by UNIX Name   │
│  SHOW and RESTORE Folders│
│  SHOW and RESTORE Files │
│ ▣                    ▣  │
└─────────────────────────┘
```
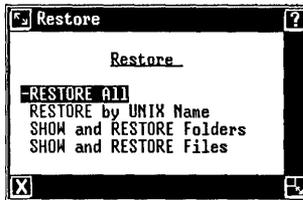
5 Point to the type of restore you want to use
   (see "Restore Types" above for an
   explanation).

6 Press <Enter>.

The Confirm message window informs you to
insert a floppy disk.

7 Insert the backup floppy disk containing
   files you want to restore. (If you have more
   than one backup floppy disk, insert the
   floppy disks one at a time, in numerical
   order.)

8 Press <Enter>.

9   If you select any choice other than **RESTORE
    All** perform the appropriate procedure below:

    o   **RESTORE by UNIX Name**

        Type the complete UNIX pathname of the
        files you want to restore. Type one file
        name in each field, pressing <Return> to
        move to the next field.

        When you have entered all your file names
        or you have filled the screen, press
        <Enter>.

    o   **SHOW and RESTORE Folders**

        Point to the desired folder and press
        <Enter>.

        For more than one folder, point to the
        first folder and press <Mark>; point to
        the next folder and press <Mark>. When
        you have marked all the folders to be
        restored, press <Enter>.

    o   **SHOW and RESTORE Files**

        Point to the desired file and press
        <Enter>.

        For more than one file, point to the file
        and press <Mark>; point to the next file
        and press <Mark>. When you have marked
        all the files to be restored, press
        <Enter>.

    When the restore procedure is complete, a
    message informs you that it is safe to remove
    the floppy disk.

10 Remove the floppy disk and insert the next
    one, if any.

11 Press <Enter>.

12 Continue with the above procedure until you
    have restored your files.

Performing Diagnostic Tests

When your system has a problem, you may be able to determine whether the problem is caused by the software or the hardware by running hardware diagnostic tests. If the problem concerns hardware, the diagnostic tests will tell you. If the diagnostic tests run successfully, then the software is probably at fault. Consult your service representative when you cannot resolve the problem.

You can have the system perform diagnostics to test hardware functions by selecting tests from a menu. The **Diagnostics Floppy** selection is available only from the Administration menu of the Office of **install**. Hardware diagnostic tests can be run only by rebooting the system (the menu selection provides information only).

Caution

Refer to the AT&T UNIX® PC Service Manual for complete information on performing diagnostic tests to avoid destroying files.

To learn about diagnostic tests:

1   Select |Administration| in the Office of **install**.

2   Press <Enter>.

The Administration menu appears.

Maintaining the UNIX PC

3 Point to |Diagnostics Floppy|.

```
┌─────────────────────┐ ┌─────────────────────┐
│[▪]Office of install [?]│[▪]Administration      [?]│
│ ┌─────────────────┐ │ │                       │
│ │-Administration  │ │ │ Change root password  │
│ │ Clipboard       │ │ │ Changing Password     │
│ │ Filecabinet     │ │ │ Date and Time         │
│ │ Floppydisk      │ │ │ -Diagnostics Floppy   │
│ │ Preferences     │ │ │ Disk Backup           │
│ │ Printers        │ │ │ Disk Restore          │
│ │ Telephone       │ │ │ Hardware Setup        │
│ │ UNIX System     │ │ │ Mail Setup            │
│ │ Wastebasket     │ │ │ Software Setup        │
│ │                 │ │ │ System Information    │
│ [X]               ▣ │ │ User Logins           │
└─────────────────────┘ │ [X]                 ▣ │
                        └─────────────────────┘
```
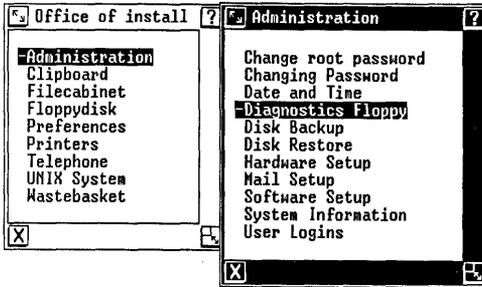
4 Press <Enter>.

A message window tells you that you should insert the Diagnostics disk, shut down the system, and press the reset button to display the Diagnostics menu.

5 Press <Enter> to continue.

Note that diagnostic tests are not actually performed until you follow the procedures indicated in the previous message window.

A Summarizing the System Software File List

This appendix contains a summary of the **UNIX** System V facilities available on the **UNIX** PC. The lists that follow are pointers to the AT&T **UNIX** PC **UNIX** System V User's Manual. The number in parentheses below the lefthand column heading of each list indicates the section of the manual in which the listed items are described.

Additional columns in the lists provide a quick reference for distinguishing between items included with the purchase of the **UNIX** PC Foundation Set and items supplied in optional software packages.

This appendix has the following sections, corresponding to the AT&T **UNIX** PC **UNIX** System V User's Manual:

Section	Contents	Page
1M and 1	Shell commands and standard application programs available for the **UNIX** PC	A-2, A-3
7	Manual pages for **UNIX** special files	A-3
2	**UNIX** system calls	A-8
3	All the system subroutines provided with the **UNIX** PC	A-9
4	File formats used on the **UNIX** PC	A-10
5	Miscellaneous facilities	A-10

Commands and Application Programs (1M)	UNIX Utilities			
	Found Set	Document Prep.	Enhanced Editor	Develop. Set
accept	x			
bcopy				x
chroot				x
clri				x
cron	x			
devnm	x			
df	x			
dismount	x			
fsck	x			
fsdb				x
getty	x			
init	x			
iv	x			
killall	x			
login	x			
lpadmin	x			
lpmove	x			
lpsched	x			
lpshut	x			
masterupd	x			
mkfs	x			
mknod	x			
mount	x			
ncheck				x
rc	x			
reject	x			
reboot	x			
rmchg				x
setmnt	x			
setuname	x			
setgetty	x			
shutdown	x			
telinit	x			
umount	x			
uuclean	x			
uusub	x			
wall	x			
whodo				x

Special Files (7)	UNIX Utilities			
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set
drivers	x			
err	x			
escape	x			
gd	x			
kbd	x			
lp	x			
mem	x			
null	x			
phone	x			
termio	x			
tty	x			

Commands and Application Programs (1)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
300		x			
4014		x			
450		x			
adb				x	
admin				x	
ar				x	
as				x	
asa	x				
async_mail	x				
awk	x				
banner	x				
basename	x				
bc	x				
bdiff				x	
bfs			x		
cal				x	
cancel	x				
cat	x				
cb				x	
cc				x	
cd	x				
cdc				x	
cflow				x	

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
cfont				x	
checkcw		x			
checkeq		x			
checkmm		x			
chgrp	x				
chmod	x				
chown	x				
cmp	x				
cmpdt				x	
col		x			
comb				x	
comm	x				
cp	x				
cpio	x				
cpp				x	
crypt					x
csplit				x	
cu	x				
cut	x				
cw		x			
cxref				x	
date	x				
dc	x				
dd	x				
delta				x	
deroff		x			
diff	x				
diff3				x	
diffmk		x			
dircmp				x	
dirname	x				
disable	x				
dismount	x				
du	x				
dump				x	
echo	x				
ed	x				x
egrep				x	
enable	x				
env	x				

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
eqn		x			
expr	x				
factor				x	
false	x				
fc	x				
file	x				
find	x				
get				x	
getopt	x				
getterm	x				
greek		x			
grep	x				
head	x				
hp		x			
hyphen		x			
id	x				
ipcrm				x	
ipcs				x	
join				x	
kill	x				
ksh				x	
lddrv	x				
ld				x	
lex				x	
line	x				
lint				x	
ln	x				
logname				x	
lorder				x	
lp	x				
lpstat	x				
ls	x				
m4				x	
mail	x				
make				x	
makekey					x
mc68k	x				
mesg	x				
message	x				
mkdir	x				
mm		x			
mmt		x			

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
more	x				
mv	x				
mvt		x			
neqn		x			
newform		x			
newgrp	x				
nice	x				
nl	x				
nm				x	
nohup	x				
nroff		x			
od	x				
osdd		x			
pack	x			x	
page	x				
passwd	x				
paste	x				
path	x				
pcat	x			x	
pdp11	x				
pr	x				
prof				x	
prs				x	
ps	x				
ptx			x		
pwd	x				
red	x				
regcmp				x	
rm	x				
rmail	x				
rmdir	x				
rmdel				x	
rsh	x				
sact				x	
sccsdiff				x	
scrset	x				
sdb				x	
sdiff				x	
sed	x				
sh	x				
shform	x				

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
size	x				
sleep	x				
sort	x				
spell		x			
split	x				
strip				x	
stty	x				
su	x				
sum	x				
sync	x				
tabs		x			
tail	x				
tar				x	
tbl		x			
tc		x			
tee	x				
test	x				
time	x				
touch	x				
tr	x				
true	x				
tset				x	
tsort				x	
ttyx					
u370x					
u3bx					
uaupd	x				
umask	x				
umodem	x				
uname	x				
unget				x	
uniq	x			x	
units				x	
unpack	x			x	
uucp	x				
uuname	x				
uupick	x				
uustat	x				
uuto	x				
uux	x				

Commands and Application Programs (1) (continued)	UNIX Utilities				
	Found. Set	Document Prep.	Enhanced Editor	Develop. Set	Encrypt Package
val				x	
vax	x				
vc				x	
vi			x		x
wait	x				
wc	x				
what				x	
who	x				
write	x				
xargs				x	
yacc				x	

System Calls (2)			
access	getpid	pipe	stime
acct	getuid	plock	syslocal
alarm	ioctl	profil	sync
brk	kill	ptrace	time
chdir	link	read	times
chmod	locking	semctl	ulimit
chown	lseek	semget	umask
chroot	mknod	semop	umount
close	mount	setpgrp	uname
creat	msgctl	setuid	unlink
dup	msgget	shmctl	ustat
exec	msgop	shmget	utime
exit	nice	shmop	wait
fcntl	open	signal	write
fork	pause	stat	

Subroutines (3)		
a641	getpass	scanf
abort	getpent	setbuf
abs	getpw	setjmp
acos	getpwent	sin
asin	gets	sinh
assert	getut	sleep
atan	hsearch	sputl
atan2	hypot	sqrt
atof	l3tol	ssignal
bessel	ldahread	stdio
bsearch	ldclose	stdipc
clock	ldfhread	string
conv	ldlread	strtol
cos	ldlseek	swab
cosh	ldohseek	system
crypt	ldopen	tam
ctermid	ldrseek	tan
ctime	ldshread	tanh
ctype	ldsseek	tmpfile
curses	ldtbindex	tmpnam
cuserid	ldtbread	track
dial	ldtbseek	trig
drand48	log	tsearch
ecvt	log10	ttyname
end	logname	ttyslot
eprintf	lsearch	ungetc
erf	malloc	wind
exp	matherr	wrastop
fclose	memory	
ferror	menu	
floor	message	
fopen	mktemp	
form	monitor	
fread	nlist	
frexp	paste	
fseek	perror	
ftw	popen	
gamma	pow	
getarg	printf	
getc	putc	
getcwd	putpwent	
getenv	puts	
getgrent	qsort	
getlogin	rand	
getopt	regcmp	

Summarizing the System Software File List

File Formats (4)	
a.out	ldfon
adf	linenum
ar	master
checklist	mnttab
core	passwd
cpio	plot
dir	pnch
filehdr	profile
font	reloc
fs	sccsfile
fspec	scnhdr
gettydefs	shlib
group	syms
inittab	ua
inode	utmp
issue	

Miscellaneous Facilities (5)
ascii
environ
eqnchar
font1
greek
man
mm
mptx
regexp
stat
term
termcap
types

B Identifying Foundation Set File Name Suffixes

Special files are identified to the system software on the **UNIX** PC by appending a special suffix to the file name. For example, the sample file, **example,** is identified to the system as a sample file by the suffix **.hlp**. Its full name is **example.hlp**.

Normally, you need not be concerned with these suffixes. The suffix must be included with the file name, however, if you refer to the file by typing its pathname. If you list the contents of a folder using the UNIX System V shell, you see the suffix appended to the file name in this listing.

The length of the file name, including suffix, cannot exceed 14 characters.

The following table lists the suffixes used with objects included with the **UNIX** PC. As you install new applications, each file associated with the application will have an identifying suffix. Consult the manual that accompanies the application for these suffixes.

Object Type	Suffix	Example
Executable file	none	myprogram
File folder	none	practice
Standard file	none	newfilename
Sample file	.hlp	example.hlp
Installable file	+IN	applic+IN
Clipboard file	:C	clip:C

C Accessing the UNIX System and the System V Shell

If you are familiar with the UNIX operating system and the System V shell, you can run single shell commands from the Office environment and create a window on a System V shell (or other default shell, as specified under **Preferences** in the Office). This appendix describes the procedures for performing these functions.

If you want the UNIX System object in your Office, you must use the User Login Interface form to change the **Expert?** field to **Yes**. Nonexpert users do not have the UNIX System object in their Offices. See "Adding New Users" in the **Managing the UNIX PC** section of this manual for information on expert and nonexpert status.

All examples below assume the System V shell is the default shell.

Opening a Window on the System V Shell

You can open a window on the System V shell in two ways:

> o   Select |UNIX System| in the Office.
>
>   This action creates a UNIX System window in which the shell is running and displays the prompt $. The current directory is **/u/username/Filecabinet** (where **username** is your user name).
>
> o   From the Office, Filecabinet, any folder, Wastebasket, or Administration window, type **!sh** and press <Enter> or <Return>.
>
>   This action creates a UNIX System window in which the shell is running and displays the prompt $. The current directory is the directory from which the command was issued. (A folder in the Office is a UNIX directory.) For example, if the active window is **Filecabinet/practice**, the current directory is **/u/username/Filecabinet/practice** (where **username** is your user name).

To exit from a UNIX System window:

> o Press <Return>, and then press <Ctrl>-<D>.
> Press <Enter> also, if prompted.

Executing a Single Command from the System V Shell

To execute a single shell command and return to the
window from which it was issued:

> 1 From the Office, Filecabinet, any folder,
> Wastebasket, or Administration window, type
> !cmdname (where cmdname is the command you
> want to execute).
>
> 2 Press <Enter> or <Return>.
>
> A UNIX System window opens, displaying the
> results of your command. When the command
> has completed, the system displays the
> message **Press ENTER to continue** on the
> message line at the bottom of the screen.
>
> 3 Press <Enter> to close the window and return
> to the window that was active when you typed
> the command.

For example, if you type this command:

> !ls -l

and press the Return key, a UNIX System window is
created and the contents of the current directory are
listed. When you have finished viewing the list, press
the Enter key to close the window.

For further information about the UNIX operating system
and its implementation on the **UNIX** PC, consult the AT&T
UNIX PC UNIX System V User's Manual.

Opening Directories by Pathname

The file management capabilities provided in your
Filecabinet can be used elsewhere in the UNIX file
system. To open a directory outside of the
Filecabinet, begin from the Office, Filecabinet,
Administration, or any folder window. Type the
complete pathname of the directory and press the Return
key or the Enter key. The directory will open in a
window, listing its contents in menu form. For
example, to open the /u directory, type: **/u** and press
the Enter key. All user names stored under /u
(initially **tutor** and **install**) are listed in the menu.

From this point, you can use Office commands such as
FIND, SHOW LAYOUT, and so forth on the contents of the
window.

Note

Never move or delete any UNIX System
files or directories displayed this way;
you may damage your software by doing so.

The AT&T **UNIX** PC supports a variety of draft and letter-quality printers. This appendix gives information on printer settings and how to connect supported printers to the **UNIX** PC. In general, the printer settings should not require any changes by the user.

After connecting your printers to the **UNIX** PC, use the Administration menu in the Office of **install** to inform the software about the printers. See "Setting up Printers" in the **Managing the** UNIX **PC** section for more information.

If you need more information to connect your printer, or a model of printer not described here, you may want to contact your technical services representative.

Caution

Do not attempt to use two of the same type of printer on the **UNIX** PC. For example, do not connect an AT&T 455 printer on both the RS-232 and Parallel ports. The software can handle only one of each type of printer connected to the **UNIX** PC.

Printer Name: **ATT 455 Parallel Printer**

Cable: Centronics--Male-to-Female

UNIX PC Printer setup--name: Parallel ATT455

Printer switch settings recommended for use with **UNIX** PC:

Ten-position switch:

1	2	3	4	5	6	7	8	9	10
open	close	open	open	open	open	open	open	open	open

Front panel switch:

	1	2	3	4	5	6	7	8
SW1	open	open	close	open	-	-	-	-
SW2	close	open	open	open	-	-	-	-
SW3	open	open	open	open	close	close	open	open

Printer Name: **ATT 455 Serial Printer**

Cable: Null Modem--Male-to-Female

UNIX PC Printer setup--name: Serial ATT455

Printer switch settings recommended for use with **UNIX** PC:

Ten-position switch:

1	2	3	4	5	6	7	8	9	10
open	close	close	close	close	close	close	close	open	close

Front panel switch:

	1	2	3	4	5	6	7	8
SW1	open	open	close	open	-	-	-	-
SW2	close	open	open	open	-	-	-	-
SW3	open	open	open	open	close	close	open	open

Printer Name: **ATT 457 Parallel Printer**

Cable: Centronics--Male-to-Female

UNIX PC Printer setup--name: Parallel ATT457

Printer switch settings recommended for use with **UNIX**
PC:

	1	2	3	4	5	6	7	8
SW1	open	close	close	close	-	-	-	-
SW2	close	open	open	open	open	open	open	open

Printer Name: **ATT 458 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial ATT458

Printer switch settings recommended for use with **UNIX**
PC:

	1	2	3	4	5	6	7	8
SW1	open	close	close	close	-	-	-	-
SW2	close	open	open	close	open	close	close	close
SW3	open	close	close	close	open	open	open	open
SW4	open	close	open	close	close	close	close	open

Printer Name: **ATT 470 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT470

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW3	close	open	close	open	-	-	-	-

Printer Name: **ATT 471 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT471

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW3	close	open	close	open	-	-	-	-

Printer Name: **ATT 473 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT4733

	1	2	3	4	5	6	7	8
SW1	close	close	open	close	close	open	open	close
SW2	open	close	open	close	open	open	open	open
SW3	open	close	open	close	-	-	-	-

Printer Name: **ATT 474 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel ATT474

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	close	close	open	close	close	open	open	close
SW2	open	close	open	close	open	open	open	open
SW3	open	close	open	close	-	-	-	-

Printer Name: **ATT 475 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial ATT475

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW21	open	open	open	close	open	close	open	close
SW22	open	open	open	open	-	-	-	-
SW23	close	open	open	open	close	open	-	-
SW24	open	close	close	open	open	close	open	close

Printer Name: **ATT 476 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial ATT476

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	open	close	open	open	close	close	open	open
SW2	close	open	open	close	open	close	close	open
SW21	open	open	open	close	open	close	open	close
SW22	open	open	open	open	-	-	-	-
SW23	close	open	open	open	close	open	-	-
SW24	open	close	close	open	open	close	open	close

Printer Name: **Epson FX80 Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel Epson

Printer switch settings:

	1	2	3	4	5	6	7	8
SW1	off	off	off	off	off	on	on	on
SW2	off	on	on	off	-	-	-	-

Printer Name: **Epson FX80 Serial Printer**

Cable: RS232 Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial Epson

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	off	off	off	off	off	on	on	on
SW2	off	on	on	off	-	-	-	-

Printer Name: **HP7470A Plotter--Serial**

Cable: RS232 Null Modem--Male-to-Male

UNIX PC GSS Driver setup--Plotter type: HP7470A

Plotter switch settings:

S2	S1	Y	US	A3	B4	B3	B2	B1
0	0	0	1	0	1	0	1	0

Printer Name: **HP7475A Plotter--Serial**

Cable: RS232 Null Modem--Male-to-Male

UNIX PC GSS Driver setup--Plotter type: HP7475A

S2	S1	Y	US	A3	B4	B3	B2	B1
0	0	0	1	0	1	0	1	0

Printer Name: **HP Laserjet Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial HPLaserjet

Printer switch settings:

	1	2	3	4	5	6	7	8
SW1	off	on	off	on	off	off	off	on

Printer Name: **HP Thinkjet Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel HPThinkjet

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	down	down	down	down	up	up	down	down

Printer Name: **HP Thinkjet Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial HPThinkjet

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	down	down	down	down	up	up	down	down

Printer Name: **Microline 92 Serial Printer**

Cable: Null Modem--Male-to-Male

UNIX PC Printer setup--name: Serial Okidata 92

Printer switch settings recommended for use with **UNIX** PC:

Operator's panel:

	1	2	3	4	5	6	7	8
SW1	off	on	off	off	on	on	off	on

Super speed board switches:

	1	2	3	4	5	6	7	8
SW1	on	on	off	off	off	on	off	on
SW2	off	on	on	on	off	on	off	off

Printer Name: **NEC 2050 Spinwriter Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Parallel AT&T455 or
Parallel NEC2050

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	off	off	off	on	off	off	off	off
SW2	off	off	on	off	off	off	on	off

Printer Name: **NEC 3550 Spinwriter Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: AT&T455 or NEC3550

Printer switch settings:

	1	2	3	4	5	6	7	8
SW1	off	on	on	on	on	off	off	off
SW2	off	off	off	on	on	off	off	off
SW3	on	off	off	on	off	on	on	off

Printer Name: **Omni 855 (TI) Parallel Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Omni855

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	on	on	off	on	on	on	on	on

Printer Name: **Omni 855 (TI) Serial Printer**

Cable: Centronics--Male-to-Male

UNIX PC Printer setup--name: Omni855

Printer switch settings recommended for use with **UNIX** PC:

	1	2	3	4	5	6	7	8
SW1	on	on	off	on	on	on	off	off

E Recovering from a Full System Disk

If you have less than 5 percent of available disk
space, you will see the following message:

>Out of Space

>**Warning: Your hard disk is almost out of space.
>Please go to the Wastebasket and delete some
>files, or move some files to a floppy disk.**

Although the message informs you to move some files to
floppy disks to free some disk space, you may
experience some difficulty if your disk is completely
full. Please try the following procedures before
contacting your computer dealer or AT&T Account
Representative.

To recover from a full system disk:

>1 Delete the files in your Wastebasket and in
>other users' Wastebaskets.

>2 Move some files from your system disk to
>floppy disks.

If you still can't move files to a floppy disk:

>1 Reboot the system (this action deletes
>temporary files and creates more free space).

>2 Move files from system disk to floppy disks.

If neither of these procedures solve your problem:

>o Contact your authorized computer dealer or,
>if purchased directly from AT&T Information
>Systems, your AT&T Account Representative.

If you don't have an electronic mail application
installed, you can send and receive messages by using
the UNIX system mail command. This command lets you
read text files only; for more information about
sending other types of files through the UNIX system,
refer to the AT&T UNIX PC UNIX System V User's Manual.

Note

You must be an expert user to send mail
by using the **UNIX** system **mail** command.
If you are not an expert user, refer to
the "Adding New Users" chapter in the
Managing the UNIX **PC** section of this
guide for instructions on how to change
your status. You need not be an expert
user to receive mail.

To send mail:

1   Select |UNIX System| from the Office, and
    then press <Enter>.

2   If you are sending mail to a user on your
    system, type **mail userlogin** (where **userlogin**
    in that user's login name).

    If you are sending mail to a user on another
    system, type **mail sysname!userlogin** (where
    sysname is the system name of the computer
    and **userlogin** is the user's login on the
    remote system, as set up through Mail Setup
    in Administration). Refer to the "Updating
    the **UNIX** PC" chapter in the **Managing the** UNIX
    PC section of this guide for mail setup
    instructions.

3   Press <Return>.

4   Type your message and then press <Return>.

    Note that once you press <return> you cannot
    go back and edit the message.

5   Press <CTRL>-<D> to send the message.

To read mail:

      1 Point to the mail icon and press <B1> or
         press <Msg>; or from the UNIX window, type
         mail and press <Return>.

         You see the message on the screen. If
         another message is waiting, or if any
         previous messages have been sent and not
         deleted, a question mark appears below the
         message.

      2 To read another message, press <Return>.
         Messages are displayed in last-received to
         first-received order.

      3 When all the messages have been displayed,
         the regular UNIX system prompt ($ or, if you
         are in **root**, #) appears below the message.
         Press <Return> to display the Office.

         If you want to display the Office before
         looking at all the mail messages, press
         <Ctrl>-<D> twice.

To delete the current message and display the next
message:

      o Press <d> and then press <Return>.

To put unread mail back in the mail file and stop
reading mail:

      o Press <q> and then press <Return>.

To display the current message on the screen again:

      o Press <p> and then press <Return>.

To save the current message in a file:

      o Press <s>, type the name of the file in which
         to save the message, and then press <Return>.
         For example, if you want to save a message
         about sales in a file named **Sales**, press <s>,
         then type **Sales**, then press <Return>.

Glossary

action keys	Named keys on the left and right sides of the keyboard that perform various Office and application commands.
active window	The window you are currently using. This window is displayed over other windows and has a highlighted border.
ADF	Application Data Format - a file format that supports data interchange between different applications. Refer to the <u>AT&T **UNIX** ® PC UNIX System V User's Manual</u> for more details about ADF file format.
Administration	Commands used to set up, maintain, and update the computer system's hardware and software configuration; such as installing new software packages, backing up and restoring files, adding user logins, and updating passwords.
application	Software designed to perform a particular kind of work. For example, you use the Word Processor application to create and edit documents you want to print.
ASCII	American Standard Code for Information Interchange - a standard file format with no formatting codes. This format allows data to be transmitted between computers and other electronic devices in a form easily recognized and translated.

backup	A spare copy of data or software you keep in case the original is damaged or lost.
baud rate	The rate at which data is transmitted over communication lines. Typical rates are 300, 1200, and 9600 bits per second.
bit	Contraction of the words binary digit. A bit is represented by a binary number system (0's and 1's), and is the smallest unit of information used by a computer.
boldface	Heavy printing to distinguish it from other type.
character	A letter, number, or symbol.
Clipboard	An Office object you use for temporary storage, especially for moving or copying information from one file to another.
Close	A command that removes a window from the screen.
command	An instruction that tells the computer to perform a function or carry out an activity.
communication line	The physical means of connecting one location to another for transmitting and receiving data.
computer	A machine that processes information by accepting data, performing operations on the data, and supplying the results of these operations.

configuration   The way the computer is set up to
                      allow for particular uses or
                      situations. For example, you
                      configure the **UNIX** PC to work with
                      your particular model of printer.

Copy   A command you use to duplicate
                      information.

Create   A command you use to make new files
                      and file folders.

cursor   A mark that shows where the next
                      action will be taken or the next
                      character will be displayed on the
                      screen.

data   Facts, numbers, letters, and symbols
                      that a computer can process.

data bits   A string of bits that represents a
                      character. Eight bits make up one
                      byte, or one character.

data calls   Calls made using a modem or the RS-
                      232 port. Data is transmitted
                      through communication lines.

default   A value the computer uses if you do
                      not specify a value.

delete   To remove, erase, or discard data.

disk   Circular magnetic medium used to
                      store data and programs. This term
                      can refer to a floppy (flexible) disk
                      or a hard disk.

disk drive	A device that reads and writes information on a disk. The disk in a floppy disk drive can be removed and replaced; a hard disk drive is sealed and its disk cannot be removed.
edit	To make changes, including additions and deletions, to the format or content of data.
emulate	The ability to imitate the functions of another system and thereby be compatible with programs that expect those functions. The **UNIX** PC's display screen emulates a VT-100 terminal during data communications, for example.
error message	A response from a program indicating that a problem has arisen or something unexpected has happened that requires your attention.
field	An area in a form that you fill in with your choice or response. For example, you fill in a file name field with the name of a file.
file	A collection of data organized as a unit and identified by a name. All of the work you store in the computer is kept in files.
Filecabinet	An Office object in which you can store work, including files and folders.
file folder	A named container used to store files and other folders.

floppy disk	Removable, flexible, plastic medium used with the floppy disk drive to store data and programs.
form	A display that provides blanks for you to fill in to give the computer information it needs to complete a task.
format	(1) To prepare a new floppy disk to use with the **UNIX** PC. (2) The way the data appears on your screen or printed copy.
function keys	The top row of keys, F1 through F8, that perform the commands displayed on the screen keys.
icon	A symbol you can select with the mouse to perform a function or command.
install	To set up the hardware and software of a computer so it can be used. Installing often includes customizing the system for a particular situation or user.
log in	To type your user name into a computer to identify yourself so you can gain access to your files.
log out	To exit from the Office when you have finished working.
menu	A list of selectable items displayed by a program. As in a restaurant, you must choose something from the menu before anything else happens.

---

modem   Contraction of the words modulator-
                         demodulator. A device that encodes
                         and decodes data transmitted over
                         communication lines.

mouse   A device that moves a pointer on the
                         screen as you move it along the
                         surface of your desk. The mouse has
                         three buttons that give you access to
                         various computer functions. The left
                         button, B1, is the Enter key; the
                         middle button, B2, displays the
                         Commands menu for the current menu or
                         form; the right button, B3, marks
                         items to be acted upon.

parity check   A means of checking whether data
                         transmitted through telephone lines
                         or an RS-232 cable is garbled during
                         transmission. The **UNIX** PC offers an
                         even- or odd-parity check in which
                         garbled characters are displayed as
                         small squares when a parity check is
                         displayed as received.

password   A word or series of characters you
                         type to gain access to a computer
                         system after responding to the **login**
                         prompt.

pathname   A means of identifying a file by
                         including the names of the folders
                         that must be opened to reach it from
                         the Filecabinet. The names of the
                         folders are separated by slashes (/).
                         For example, the pathname of the file
                         myfile, stored in the practice
                         folder, is **practice/myfile**.

---

point   To select an object, command, or
                             field for action by highlighting it.
                             There are several ways to point: by
                             moving the mouse, pressing the arrow
                             keys, or typing the name or first few
                             characters of an item. You can
                             select several items by pointing to
                             each and pressing the B3 mouse button
                             or the Mark key.

port   A place where data enters and exits
                             from the computer. For example, data
                             is sent to a printer through the
                             printer port on the back of the **UNIX**
                             PC.

Preferences   The settings used to customize
                             various options in the Office and in
                             applications such as the Word
                             Processor, Personal Calendar, Mail,
                             Telephone Manager, and so on.

print   To make a paper copy of a document.

printer   An output device that transfers
                             information stored in or received by
                             the computer onto paper as a
                             permanent or <u>hard</u> copy.

program   A set of step-by-step instructions
                             that tells a computer how to do a
                             particular task.

remote mail   Mail being sent to another computer
                             connected by cable or local area
                             network, or a telephone line
                             configured as a data line.

remote terminal	A communications device, such as a display screen and keyboard, you can use to enter data into and access data from a computer system.
Resume	A command that makes a suspended window active.
RS-232	The number given to a standard that governs the signals used in devices that electronically transmit strings of data. Data calls and Electronic Mail can be transmitted through the RS-232 port on the **UNIX** PC.
Save	A command to preserve information by storing it in a file on a disk.
screen	The **UNIX** PC's workstation display.
screen keys	The commands displayed at the bottom of the screen. Use these commands by pointing with the mouse or pressing a corresponding function key, F1 through F8.
scroll	An action that causes the window contents to move up or down, right or left, allowing you to display information not visible when a window is first opened. To scroll, point with the mouse to the scroll icons (arrows) in the lower-right window border and press the B1 mouse button.

select	To point to an object, command, or field for action by highlighting it. There are several ways to select: by moving the mouse, pressing the arrow keys, or typing the name or first few characters of an item. You can select several items by pointing to each and pressing the B3 mouse button or the Mark key.
software	Computer programs that have been stored on a disk or other medium.
status line	An area at the top of the screen reserved for information about the current state of the computer and its activities.
Suspend	A command that makes the current window inactive, so you can use a different window or give window management commands.
system	A general term for a computer and its software and data.
system administration	The maintenance tasks required to keep the **UNIX** PC system current and in good working order, such as making backup copies of files and installing new software packages.
system administrator	The user who logs in with the install login. This user has access to all programs and functions of the **UNIX** PC.
tape	Magnetic medium used to store copies of your data and programs.

tape drive	A device that reads and writes information to and from a tape. The tape cartridge can be inserted and removed from the tape drive.
target	A means by which the **UNIX** PC can send mail to an alternative computer.
telecommuni- **cations**	A means of exchanging information electronically over a distance, as through a telephone line.
terminal	A communications device, such as a display screen and keyboard, you can use to enter data into and access data from a computer system.
user name	The name you type to log into a computer to identify yourself so you gain access to your files.
value	Information, often a number, that is entered into a field.
Wastebasket	An Office object that serves as a receptacle for discarded information. You can retrieve information that has been consigned to the Wastebasket, or discard it permanently.
window	A section of the screen surrounded by a border containing a portion of your work, or information necessary to perform your work. Windows are used to separate many tasks you may be working on at the same time.

write-protect   To protect a tape or floppy disk from
                           having data erased accidentally.

write-protect   The rectangular cutout on one edge of
notch   a floppy disk. If this notch is
                           covered with special tape that comes
                           with the disk, new information cannot
                           be written on the disk. In this way,
                           data on the floppy disk is protected
                           from alteration.

Index

A

accessing
   the System V shell C-1
   the UNIX system C-1
action keys 2-12
active window 3-27
ADD USER
   form 4-68
   screen key 4-68
adding
   a password 4-76
   a receiving computer 4-37
   new users to the system 4-66
Adjusting the Display Screen 2-9
Administration Summary Chart 4-3
administration tasks 3-14, 4-7
   all users' 4-7
   install's 4-7
advanced command entry 3-48
After Setting Up the **UNIX** PC 4-29
American date display format 4-84
application
   guides iii
   Preferences 3-100
arrow keys 3-37
assigning different fonts 4-60
AT&T printers
   455 Parallel Printer D-2
   455 Serial Printer D-2
   457 Parallel Printer D-3
   458 Serial Printer D-3
   470 Parallel Printer D-4
   471 Parallel Printer D-4
   473 Parallel Printer D-4
   475 Parallel Printer D-5
   475 Serial Printer D-5
   476 Serial Printer D-6
AT&T **UNIX** PC manuals
   Getting Started Guide ii
   Hardware Installation Guide ii, 4-1
   Remote Access User's Guide iii
   Service Manual 4-99
   System Software Installation Guide 4-1

E   (continued)

Exit key   3-75
EXIT screen key   3-127
exiting
    from other user's Filecabinets   3-146
    from other user's Offices   3-145
expansion ports   4-17
expert
    status   3-99
    user   4-69
extended line drawing font   4-61

F

FANCY I.3.24.A   4-61
fancy
    italic font   4-61
    roman font   4-61
FANCY.I.E.12.A   4-61
FANCY.I.E.18.A   4-61
FANCY I.3.24.A   4-61
FANCY.R.E.12.A   4-61
FANCY.R.E.18.A   4-61
FANCY.R.E.24.A   4-61
feedback from commands   3-44
file   3-15
    access   3-88
    naming restrictions   3-17
    formats   A-10
    types   3-68
Filecabinet object   3-14
Find
    command   3-65
    key   3-66
Find form   3-66
    Age field   3-70
    Mame field   3-68
    Owner field   3-69
    Size field   3-69
    Type field   3-68
FIND screen key   3-66
floppy disk   1-5
    closing   3-114
    copying   3-115
    copying files and folders from   3-119
    copying files and folders to   3-117
    disk drive   1-5, 3-109
    displaying contents   3-112

K

keeping a deleted user's files   4-73
key indicator lights   2-13
keyboard   1-4, 2-11
   action keys   2-12
   cursor movement keys   2-12
   features   2-13
   function keys   2-12
   labeling   2-13
   layout   2-12
   letter and number keys   2-12
   numeric pad keys   2-12
   storage pad   2-11
   summary chart   2-14
Korn shell   3-99

L

last backup   4-89
Layout command   3-72
left mouse button   2-20
letter and number keys   2-12
list of print jobs   3-132
Loadable Device Driver Commands menu   4-28
loading device drivers   4-26
locating files and folders   3-65
logging
   out   2-22
   in   2-7
   out   3-74
login
   information   4-66
   names of users logged on   4-89
   prompt   2-7
Logout command   3-74

M

mail
   icon   3-20
   login   4-40
   password   4-41
   setup entry   4-51

P, Q (continued)

PLAIN.R.E.12.A 4-62
PLAIN.R.E.18.A 4-62
PLAIN.R.E.24.A 4-62
Port Selection menu 4-17
positioning the screen 2-10
power
    off 3-94
    on 2-3
    switch 2-3
Preferences
    menu 3-100
    object 3-14
    summary 3-97
PREV WINDOW screen key 3-29, 3-83
Previous Window command 3-83
Print
    command 3-83
    form 3-84
    key 3-84
print jobs
    cancel 3-133
    list 3-132
    view 3-132
printer
    connected to printer port 4-89
    connections D-1
    parallel 3-134, 3-139
    remote 3-139
    serial 3-134, 3-138
    queue 3-132
Printer
    menu 3-131
    object 3-15
    queue status window 3-132
    Restart selection 3-134
Printer Setup 3-134, 4-22
    form 4-24
    parallel 3-139
    remote 3-139
    serial 3-138
printing
    a standard file 3-84
    an application file 3-83
    the screen display 3-85
private access 3-88
problems 4-99
Profiles folder 3-18
protecting user logins 4-75

S (continued)

special objects (continued)
   RS-232 Profile   3-19
   sample file   3-19
special.8.ft   4-63
Speed Entry form   4-43
spool/uucppublic window   4-58
standard
   sans serif font   4-63
   window size   3-97
status line   3-11
   date and time   3-11
   electronic mail icon   3-11
   illustration   3-10
   system message icon   3-12
   telephone status   3-11
   window manager icon   3-11
status of user
   expert   4-69
   normal   4-69
   updating   4-71
subroutines   A-9
suffixes   B-1
Summary Chart   4-3
   Office commands   3-5
   screen key   3-4
suspending windows   3-28
system
   administrator   4-7
   date and time   3-95, 4-81
   information   4-87
   management   4-7
   message icon   3-11, 3-20
   name   4-88
   shutdown   2-24
   slots for fonts   4-60
   software files   A-1
system.8.ft   4-63
system.r.8.ft   4-63

T

TABLE OF CONTENTS screen key   3-71
target disk   3-115
telephone
   lines   1-1, 4-32
   status   3-11
testing at power up   2-4

U (continued)

user (continued)
   space 4-74
   status 4-69, 4-70
User
   Information window 4-70
   Login Interface menu 4-68
   Login menu 4-67
users 4-67
   expert 4-67
   normal 4-67
   logged on 4-89
using
   other user's Offices 3-143
   password-protected Offices 3-145
   pathnames 3-50
   printers 3-131
   printers attached to remote computers 4-31
   the keyboard 2-11
   the mouse 2-19
   the **UNIX** PC 2-1
   UNIX Mail F-1
uucp 4-40

V

VBM.ft 4-62
verifying backup data 4-94
version 4-89
vi 3-99
video text mosaic character set font 4-62

W, X, Y, Z

Wastebasket
   deleting files and folders 3-64
   object 3-15, 3-63, 3-78
WIDEDISP screen key 3-126
window
   active 3-27
   borders 3-22
   closing 3-24
   commands 3-32
   label 3-22
   manager icon 3-12
   move icon 3-22