



AT&T

999-801-310IS
For use with 3.51 Software

AT&T UNIX[®] PC
Getting Started

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Preface

Welcome to the AT&T UNIXTM PC Getting Started Guide. This guide provides information on how to begin using your UNIX PC. This guide is organized in the following sections:

- o **Introducing the UNIX PC** explains what you need to know about the UNIX PC before you begin the practice sessions.
- o **Getting Started** introduces you to the Office work area, the starting place for all of your work.
- o **Moving Around the Office** gives you the basic skills you need to work with the UNIX PC.
- o **Working in the Office** shows you how to accomplish familiar tasks such as looking at the work you keep in the Office.
- o **Managing Your Windows** shows you how to set up your work area the way you want it using the windows on your screen.
- o **Managing Your Files** shows you how to use files and folders to manage the information you store in your computer.
- o **Setting Up Your Own Office** shows you how to establish an Office work area for your own use.
- o **The Glossary** explains the Office and computer terminology used in this guide.

How to Proceed

Your UNIX PC should already be set up and the software installed before you begin using this guide. If your computer is not installed, see the AT&T UNIXTM PC Hardware Installation Guide for information on unpacking, setting up, and installing your UNIX PC.

Preface

You can benefit most from this guide by working through all of the chapters systematically. Once you are familiar with the UNIX PC, you will find the AT&T UNIXTM PC Owner's Manual better suited to your needs.

Other Useful Manuals

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

AT&T UNIXTM PC System Software Installation Guide

This manual contains information you need to update the system software on your UNIX PC.

AT&T UNIX PC Owner's Manual

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

AT&T UNIXTM PC Communications Management User's Guide

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

Application Manuals

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

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1 Introducing the UNIX PC

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

Welcome to the UNIX PC

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

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

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

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

Getting to Know Your UNIX PC

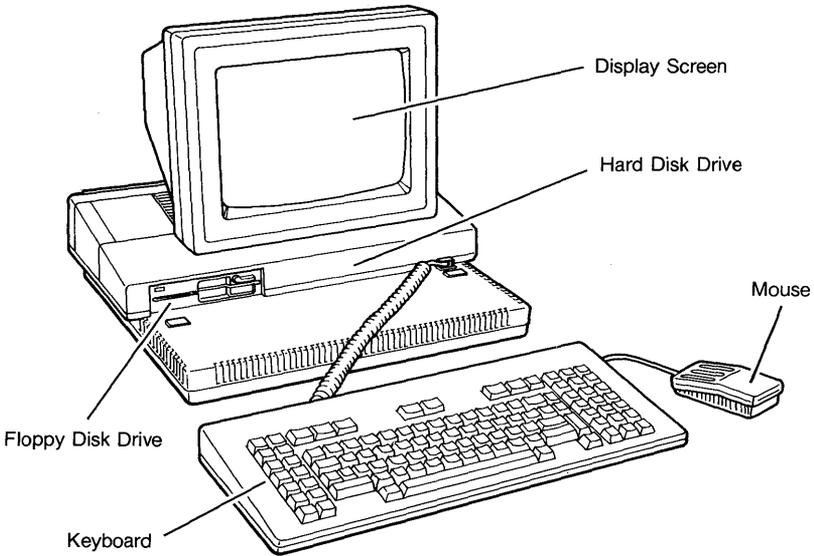
Your UNIX PC system is made up of hardware, the electronic and mechanical parts of the machine, and software, the programs that create, process, and display information. The hardware and software work together so you can store, manipulate, and retrieve information quickly and efficiently.

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

Introducing the UNIX PC

UNIX PC Hardware

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



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

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

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

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

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

UNIX PC Software

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

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

The Office

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

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

Introducing the UNIX PC

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

Windows

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

Applications

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

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

Before You Begin

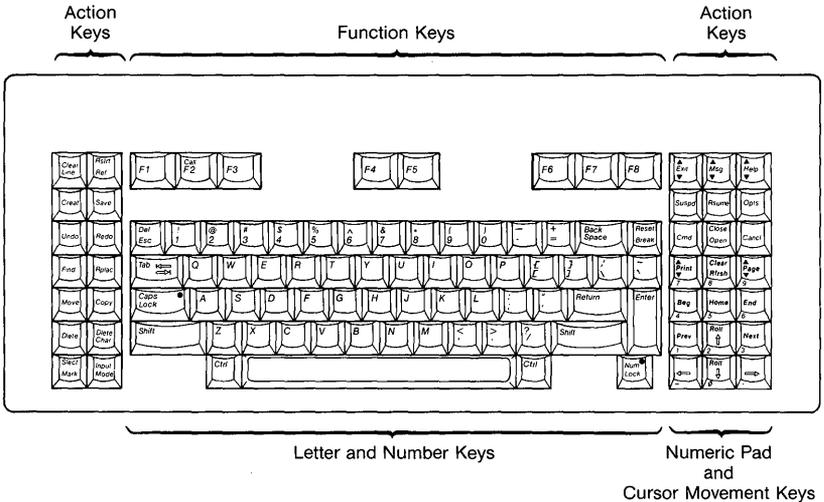
Allow yourself about half an hour to complete each of the six practice sessions in this guide. You can take as long as you want and stop between sessions.

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

Keyboard Layout

Before you begin with **Getting Started**, take a few moments to look at the UNIX PC keyboard.

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



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

Function keys--The keys F1 through F8 at the top of the keyboard perform different actions depending on the program you are using. Labels for these keys are displayed at the bottom of the screen on "screen keys." Each screen key shows the function that is currently assigned to the corresponding function key.

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

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

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

Materials You Will Need

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

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

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

- o You also need copies of the two sample files, **example** and **windows**. These are provided as part of your standard software. If these files are missing, you will learn how to restore them in the **Moving Around the Office** chapter of this guide.

Conventions

This guide uses the following 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 **meeting**

Names of keys on the keyboard are enclosed in <>'s when used in procedures. For example:

<Exit>

The mouse buttons are represented as follows:

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

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

[PASTE]

You can press the corresponding function key, or you can point to the screen key with the mouse and press B1.

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

|Filecabinet|

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

<Shift>-<Page>

To type this key combination, you hold down <Shift>, press <Page>, 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]

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2 Getting Started

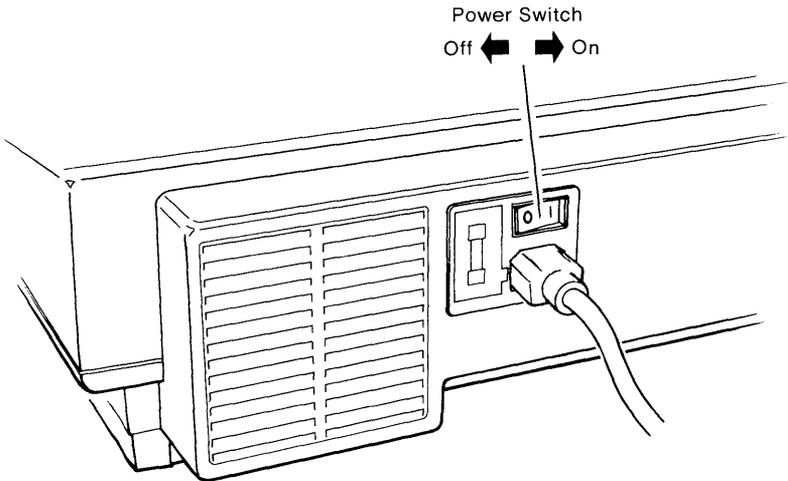
This practice session shows you how to turn on your UNIX PC and start working. You will find out what the mouse, windows, Office objects, and commands are. Then you will learn how to end your computer session.

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

These action paragraphs are followed by explanations of the results.

Turning On the Power

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



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

Getting Started

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

First, these messages are displayed:

```
*****
*
*
*           TM
*      AT&T UNIX  pc
*
*      Version 3.8
*
*
*      Copyright (C) 1985
*
*      AT&T
*
*      All Rights Reserved
*
*
*****
```

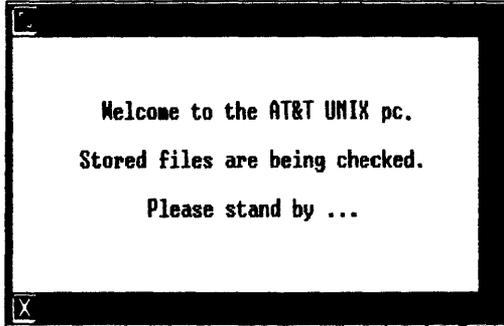
Searching floppy disk...

Searching hard disk...

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

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

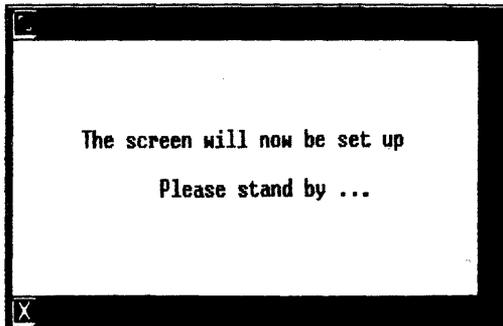
Next the screen is cleared, and you see this display:



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

Then a message appears telling you the device drivers are being loaded.

Finally, this display appears briefly:



Adjustments

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

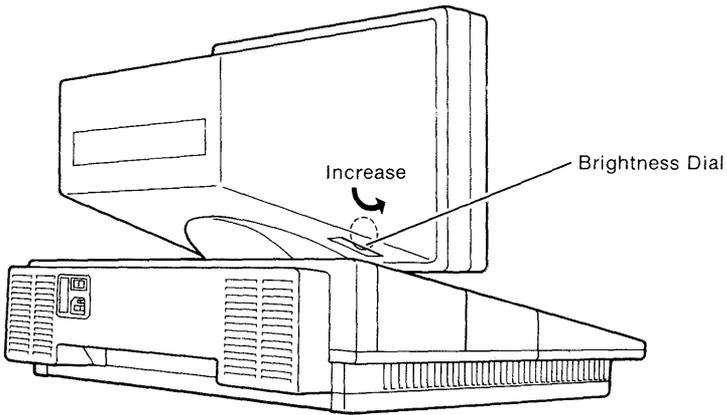
The brightness of the UNIX PC display can be adjusted to suit your lighting conditions. You can also tilt the UNIX PC screen up and down or side to side for easy

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viewing. The keyboard and mouse can be moved to convenient locations on your desk.

First, adjust the screen brightness:

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

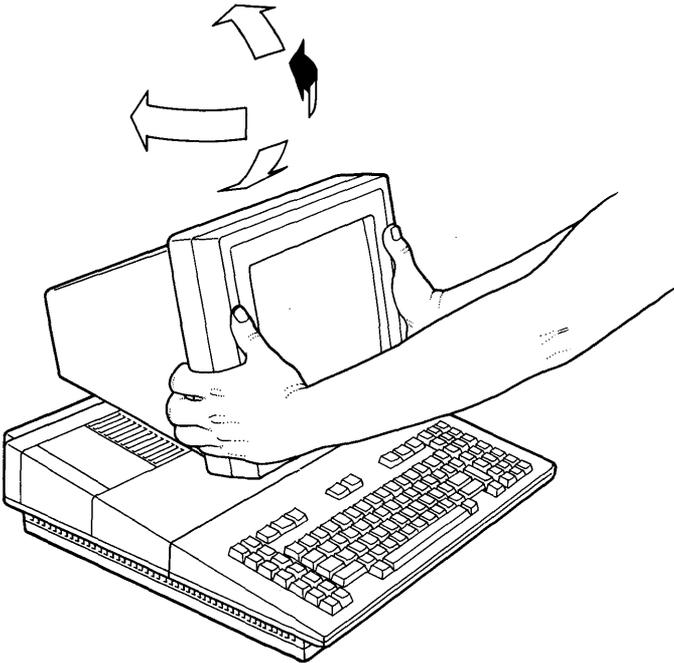


Turning this control wheel away from you dims the screen display; turning it toward you increases the brightness.

- > Adjust the brightness to a comfortable level.

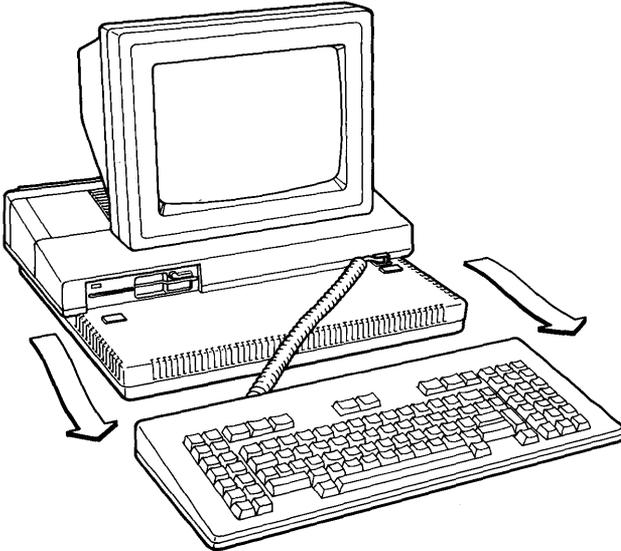
Now adjust the viewing angle of the screen:

- > Place both hands on the display screen unit, as shown in the illustration below, and slowly turn and tilt it adjusting it to the viewing angle you prefer.



Getting Started

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



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

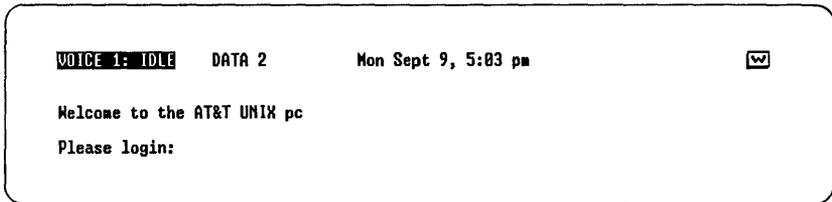
You can repeat any of these adjustments at any time while you're using the UNIX PC.

Caution

Do not unplug the keyboard or the mouse while the power is turned on.

Logging In

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



The top line on the screen is called the status line. It displays current information about your UNIX PC system. If your UNIX PC is connected to the telephone lines, the left end of the status line displays telephone information as shown in the illustration.

The date and time are displayed in the middle of the status line. When you receive messages, you'll see a notice to the right of the date and time.

The right end of the status line displays the Window Manager icon, which you will learn about in the **Moving Around the Office** chapter of this guide.

Below the status line is the login prompt. In response to the login prompt, you type a user name. A user name is a name that identifies you to the computer. It can also be referred to as a user id or a user login. It gives you access to your own storage area for information, separate from information stored by other users. Generally, your user name is your name or initials. In the **Setting Up Your Own Office** chapter in this guide, you will set up your own user name.

For practice purposes you will use a special user id supplied with your UNIX PC system. This user id is

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tutor. When you use tutor to log into the UNIX PC, any work that you or others have stored under other user names is protected, so you can explore and experiment as much as you want.

> Type tutor

If you type a wrong character, press the Backspace key, located above and to the right of the letter keys. Then retype the character. Your screen looks like this:

```
Welcome to the AT&T UNIX pc
```

```
Please login: tutor
```

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

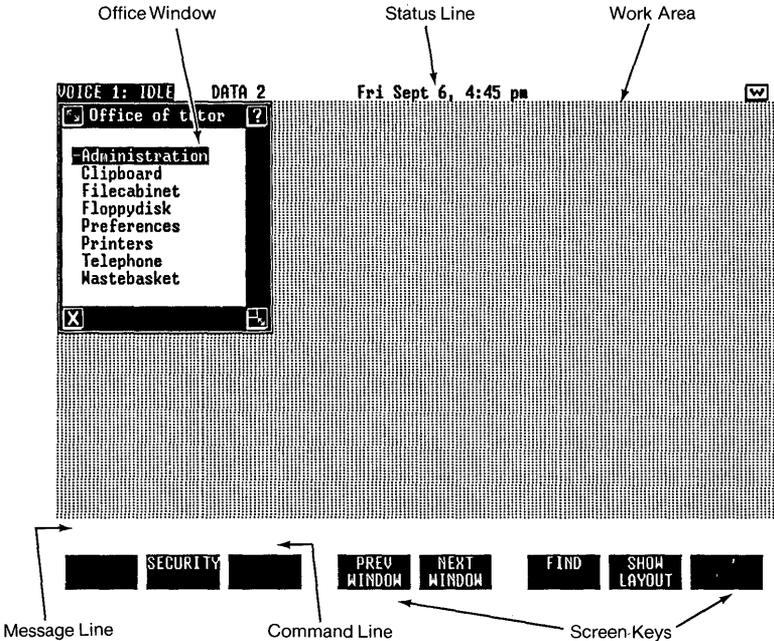
You see a message similar to this:

```
65% of the storage space is available
```

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

The Office

After a few moments, the Office menu appears:



The Office is the central part of your UNIX PC system. Just as the office you probably come to every morning is the starting point of all the tasks you perform in your business, the UNIX PC Office is where you begin all of the business tasks you perform with your computer. Notice that the Office menu is personalized (in this example, Office of tutor).

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

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

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

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

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

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

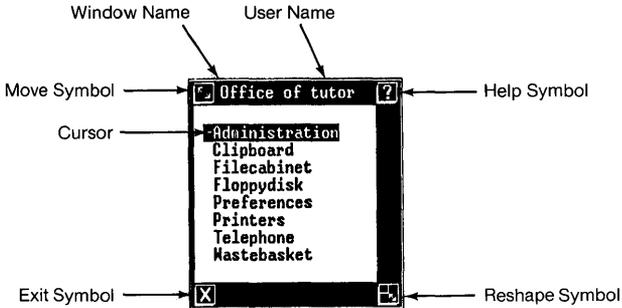
Your Office window provides the tools you use to get to all of the other parts of your system. This window is always available.

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

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

A bar, called the cursor, highlights one of the objects in the Office. By moving this cursor, you choose the objects you want to use.

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



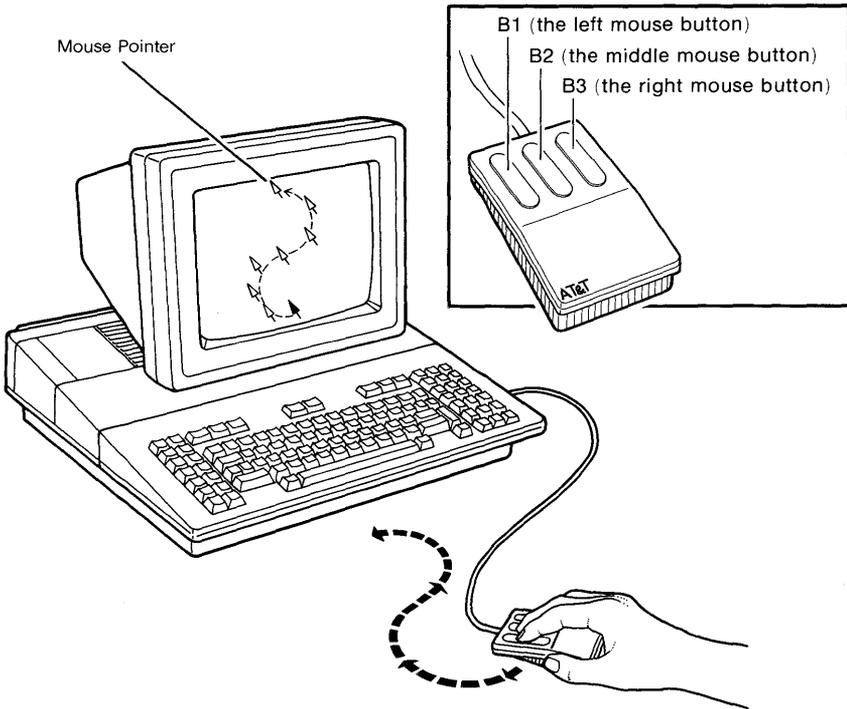
The Mouse

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

Getting Started

Practice moving the pointer around the screen:

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



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

You can move the pointer anywhere on the screen.

- > Move the pointer around in the Office window.

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

- > Move the cursor to |Filecabinet|. Then move the pointer out of the Office window to the right so that |Filecabinet| remains highlighted.

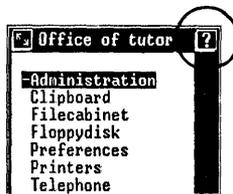
Getting Help

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

UNIX PC Help is designed to provide the information you need immediately. Help gives you information about the work you are currently doing. After looking at the help information, you return to what you were doing when you asked for help.

The Help Icon

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

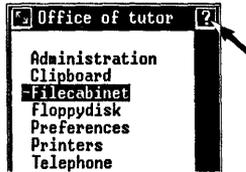


This symbol is called an **icon**. Icons are symbols that represent common **UNIX** PC tasks. To use an icon, you move the tip of the mouse pointer to it and press B1 or B2.

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To use the help icon, you point to it and press the left mouse button, called B1. This button tells the UNIX PC to take action on the help icon.

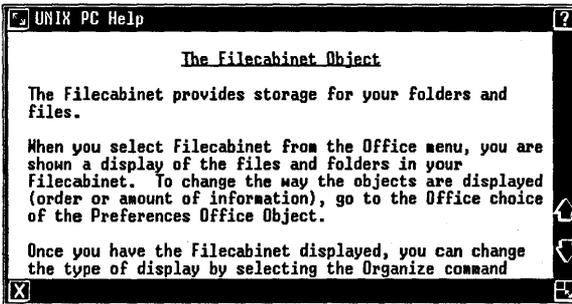
- > With the highlight on |Filecabinet|, move the mouse pointer to the help icon, as shown below:



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

The Help Window

A new window opens; your screen now looks like this:



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

When you requested help, a new window appeared. The new window covers part of the Office window. The

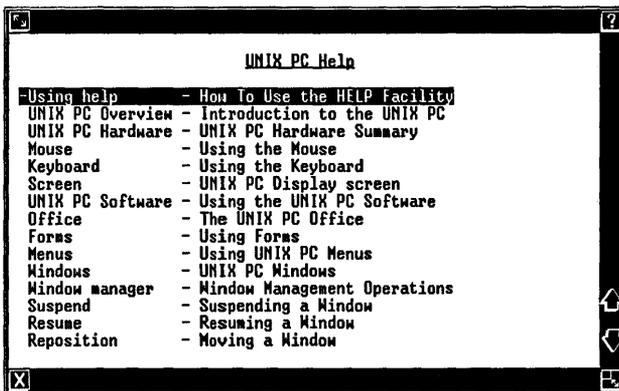
Office window is still available, but the new window takes priority. The new window is the most recent window you asked for, so the system makes the new window active. Notice that its border is highlighted, while the Office window's border is no longer highlighted.

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

Choose one of the topics displayed by the screen keys:

- > Move the mouse pointer to the [TABLE OF CONTENTS] screen key.
- > Press <B1>.

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



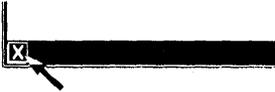
Closing the Help Window

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

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Close the Help windows:

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



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

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

Leaving the Office

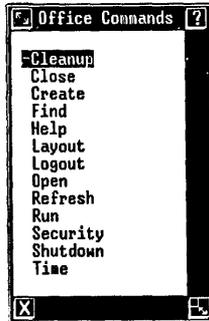
When you have finished using the Office, you clear the Office from the screen to protect your information from unauthorized use. Just as you displayed the Office by logging in, you leave the Office by logging out.

There are several ways to log out: From the Office, you can select the [X] icon with the mouse, then press the Enter key; or press the Exit key, then the Enter key. For the following exercise, you will use the Logout command to practice using commands.

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

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

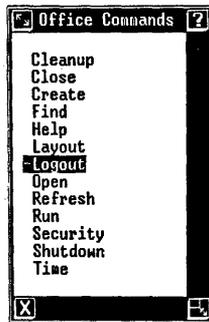
A new window appears:



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

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

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



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> Press <B1>.

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

Note

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

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

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3 Moving Around the Office

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

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

> Log in as tutor, displaying the Office.

See the Getting Started chapter in this guide if you need a reminder on how to log in.

Office Contents

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

Administration is used to maintain the UNIX PC. You can change your password, back up and restore data, set up software, and view system information. For other administrative functions, see the AT&T UNIX PC Owner's Manual.

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

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

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

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

Moving Around the Office

Printers lets you display a list of print jobs that are waiting to be printed. You can also restart a printer that has been halted.

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

The Wastebasket contains information you have removed from the Filecabinet.

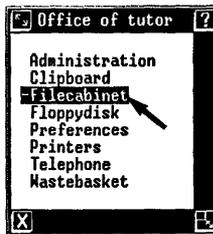
Your Office may contain more objects than the ones in this list. These additional objects appear in your Office when you have purchased and installed optional software. The manuals for your optional software tell you how to use these objects.

Opening the Filecabinet

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

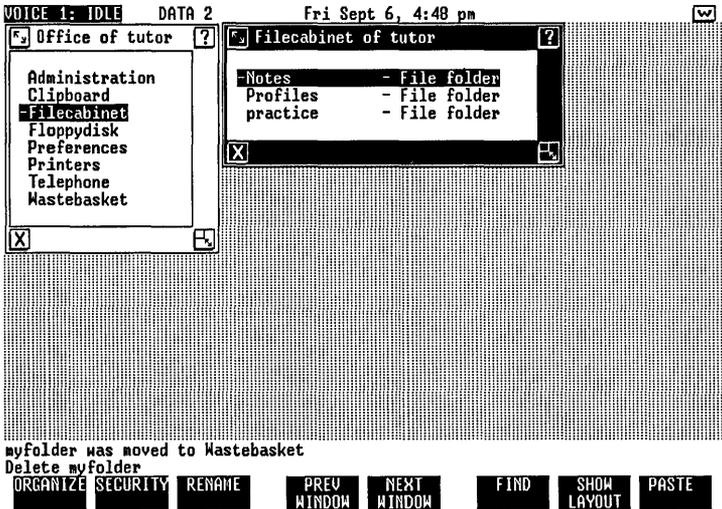
To display the contents of the Filecabinet, you first open the Filecabinet. When you open the Filecabinet, you open another window on the screen.

- > Move the mouse pointer into the Office window.
- > Point to |Filecabinet|. Your office looks like this:



> Press <B1>.

You see a Filecabinet window:



When you point to an object in the Office and press B1, the object opens automatically in its own window.

Filecabinet Contents

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

practice - File folder

You should also have a Notes File folder maintained by your telephone software and a Profiles File folder for setting up communications profiles. These folders appear whether or not you have set up communication lines. You'll learn about these folders when you begin using the manuals in the Communications Management binder.

Moving Around the Office

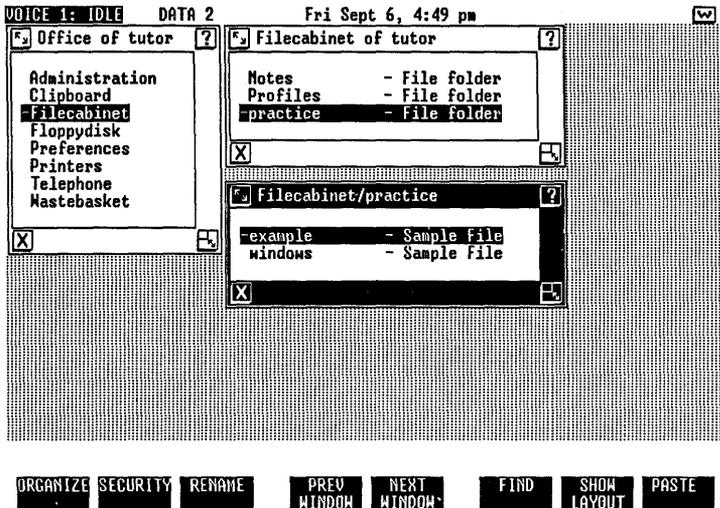
Opening the practice Folder

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

The folder named `practice` contains the example files supplied with your software. To use these practice files, open the `practice` folder:

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

Now you have three open windows:



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

Your **practice** folder contains two sample files, **example** and **windows**. These are special files that don't require applications. You may see additional files if other users have been using the tutor user name.

Moving from Window to Window

Only one of the windows on your screen is the active window. Some windows will overlap or completely cover the other windows. The active window is always on top and clearly visible. The window border is highlighted.

The Filecabinet/practice window is the active window. To return to the Office:

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

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

Suspending a Window

When you suspend a window, you are leaving it temporarily. It is still open.

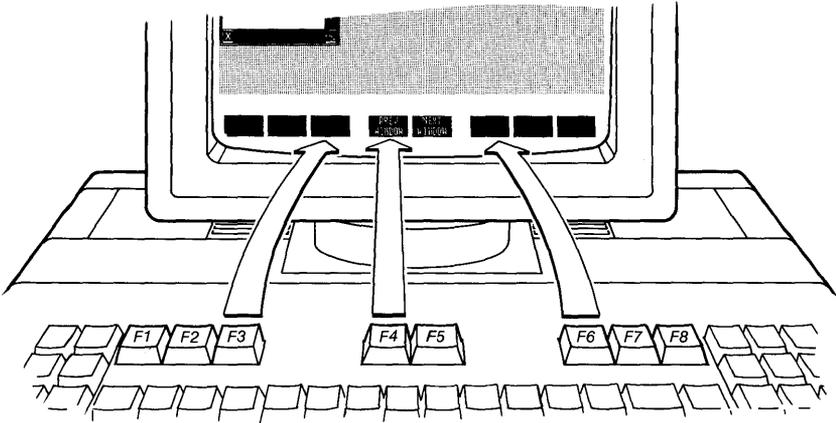
Suspending a window is similar to what you do with a group of documents on your desk. If you are looking at one document and pull another document from a file folder, you may put the new document on top of the first document. You don't have to put the first document back in the file folder to look at another document. You simply open the new document over the previous document.

Previous and Next Windows

One way to get back to a suspended window is to point to it and press B1. However, you can also look through each of the windows in order. This is helpful when you have several windows on the screen or when windows are completely covered by other windows.

Moving Around the Office

The PREV WINDOW command makes the window you were previously using the active window. One way to give this command is by pointing to the screen key and pressing B1. You can also give the command in a single step by pressing the function key associated with the screen key:



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

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

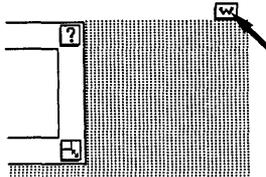
When you display a new window, you are opening the window. When you make a suspended window active, you are resuming the window.

The Window Manager

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

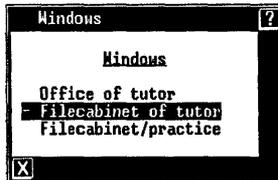
Display the Window Manager menu:

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



- > Press <B1>.

You see this menu:



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

- > Point to |Filecabinet/practice| in the Window Manager menu.

Moving Around the Office

> Press <B1>.

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

Window selection is only one of the functions the Window Manager provides; you'll learn about some of the others in the **Managing Your Windows** chapter in this guide.

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

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

Use the method you find most efficient or appropriate for the task at hand.

You will find there are usually several ways to do an Office task. You can perform most functions using either the mouse or the keyboard. This guide concentrates on teaching you the easiest ways to do things and showing you the flexibility of the **UNIX PC** system. As you gain experience, you will discover which methods you prefer.

Closing Windows

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

You already know how to close windows by pointing to the X icon in the border and pressing B1. You can also close windows using the Exit key, located on the upper right side of the keyboard.

First, close the Filecabinet/practice window:

> Press <Exit>.

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

Now close the Filecabinet window:

> Press <Exit> again.

All of the windows except the Office are now closed.

You have finished this practice session. If you want to log out:

> Press <Exit>, then press <Enter>.

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

4 Working in the Office	4-1
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Files and Folders	4-1
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Opening a File	4-2
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Scrolling	4-3
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Closing a File	4-5
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Creating a New Folder	4-6
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Filling Out Forms	4-7
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4 Working in the Office

A file contains what you create using any of your applications. In this chapter you will find out more about folders and files, including how to open files and look at their contents. After seeing how files work, you will create a file folder of your own and learn how to fill out forms.

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

- > Log in as tutor.

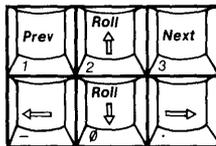
See the **Getting Started** chapter of this guide if you need a reminder on how to log in.

Files and Folders

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

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

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



- > Press the up arrow or down arrow keys until you highlight |Filecabinet|.

Working in the Office

- > Press <Enter>.

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

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

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

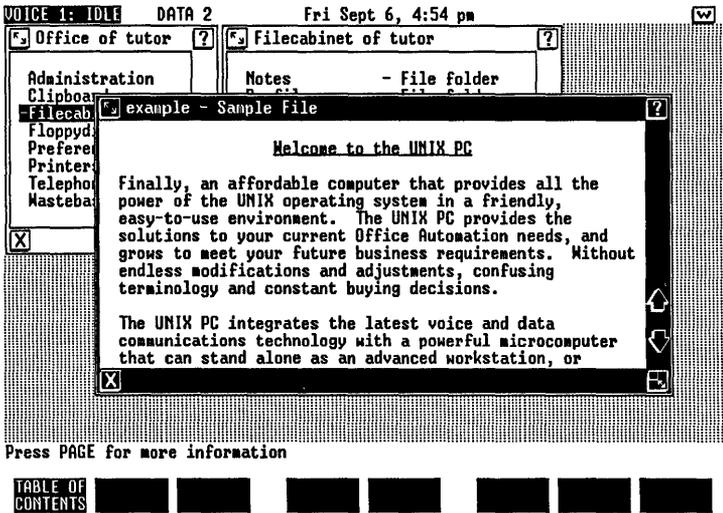
Opening a File

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

Open the example file:

- > Point to |example - Sample File| in the Filecabinet/practice window.
- > Press <B1>.

The example file opens and your screen looks like this:

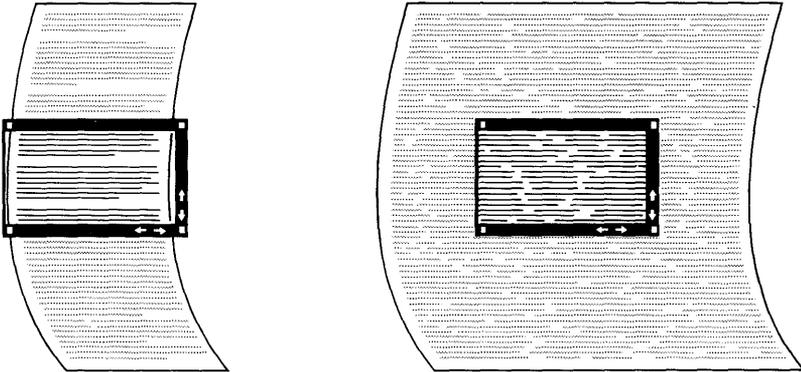


Scrolling

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

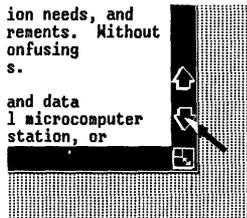
Working in the Office

Scrolling means rolling the information forward or backward or side to side in the window to see what is not shown in the original window display. The framed areas in this illustration below represent the parts of the documents you see on the screen:



Scroll the example file to see the rest of the information in the file:

- > Move the mouse pointer to the down-arrow icon in the window border:



- > Press <Bl>.

The contents of the example window scroll to display several more lines of the file. You can also scroll the text by pressing the Page key.

- > Press <Page> repeatedly until all of the file has scrolled by on the screen.

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

- > Move the mouse pointer to the up-arrow icon in the window border.
- > Press <Bl> repeatedly until the beginning of the file is displayed.

You can also scroll back to the beginning of the file using the Shift key with the Page key.

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

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

Closing a File

When you are finished working with a file and want to put it away, you close the file. You use the same methods to close a file window that you used to close the Filecabinet/practice window and the Filecabinet window: You can either press the Exit key or select the [X] icon with the mouse.

Close the example file:

- > Press <Exit>.

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

suspend a window, it is still available but no longer the active window.

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

Creating a New Folder

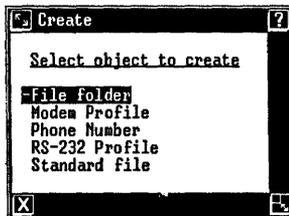
So far you have been working with files and folders that were provided for you. You can create files and folders using the Create command.

You already know how to use commands--you practiced with the Logout command in the **Getting Started** chapter of this guide.

Create a folder of your own:

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

You see the menu of objects you can create:



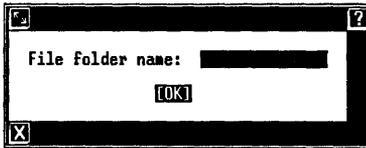
Your menu probably contains several choices in addition to those shown in the illustration. What your menu

displays depends on the applications you have installed and the objects they let you create. You'll want to check your application manuals to find out what names they use for their objects.

One of the choices on your menu is File folder.

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

Another window appears:



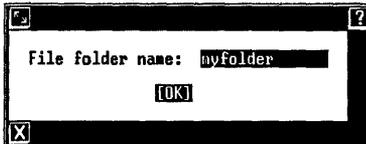
Filling Out Forms

The new window contains a form. A form requests information needed to complete a command or task. The blanks you fill in are called fields.

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

- > Type **myfolder**

Your form now looks like this:



Working in the Office

If you make a typing error, use one of the following methods to correct it:

- > Press the <Back Space> key until you've erased the mistake, then type the name again

or

- > Press the <Clear Line> key, in the upper left corner of the keyboard, to erase what you've typed; then type again.

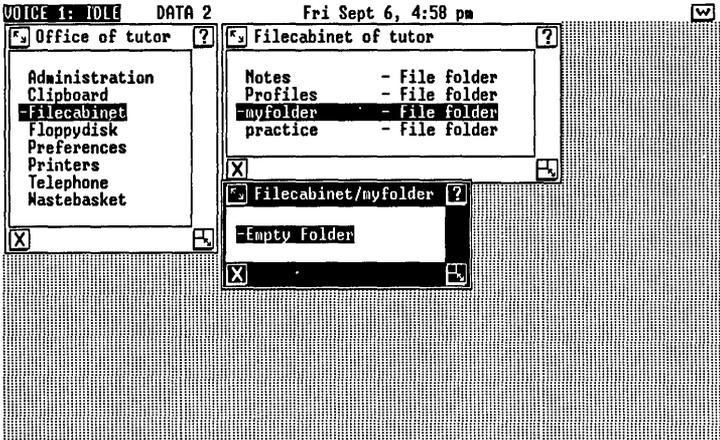
When your form is filled out correctly, tell the UNIX PC to use the name you typed to create the folder:

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

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

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

The new folder looks like this:



The newly created folder is empty--you have not stored any information in it yet.

You have finished this session and can close your windows.

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

- > Close myfolder.
- > Close the Filecabinet.

You are ready to try using some of the features that make the Office a powerful tool for organizing and managing your work.

5 Managing Your Windows

5-1

Changing Window Size and Shape

5-1

Moving Windows

5-5

5 Managing Your Windows

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

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

- > Log in as **tutor**.

See **Getting Started** in this guide if you need a reminder on how to log in.

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

If you completed the previous chapter, **Working in the Office**, this folder is already present. See the previous chapter if you need help to create the folder.

Changing Window Size and Shape

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

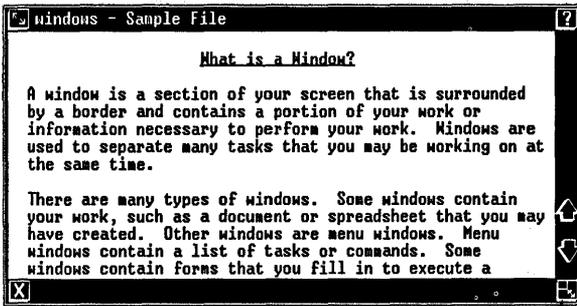
To practice reshaping a window, open the sample file named **windows**. To open the file, you must first open the Filecabinet and the **practice** folder:

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

Managing Your Windows

> Press <B1>.

You now have four windows open. These windows each have square-shaped icons in the lower right corners of their borders:



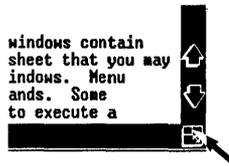
Reshaping Symbol

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

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

Practice by making your window smaller:

- > Point to the reshape icon:

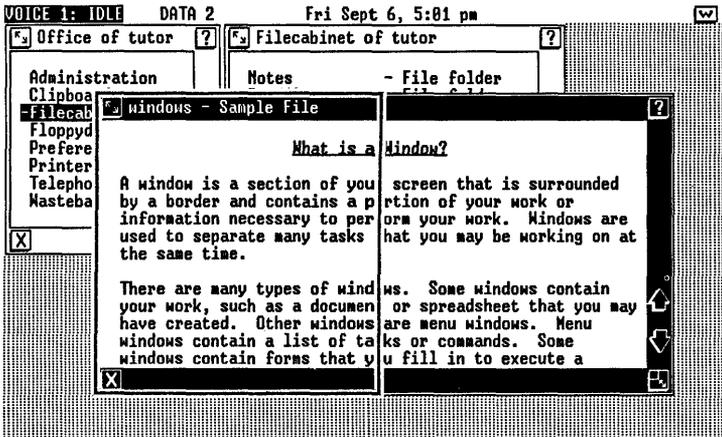


- > Press and hold <B1>. Do not release <B1>.

A dotted outline appears around the window. You can now change the size and shape of the window.

- > Move the mouse pointer toward the upper left corner of the window.

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



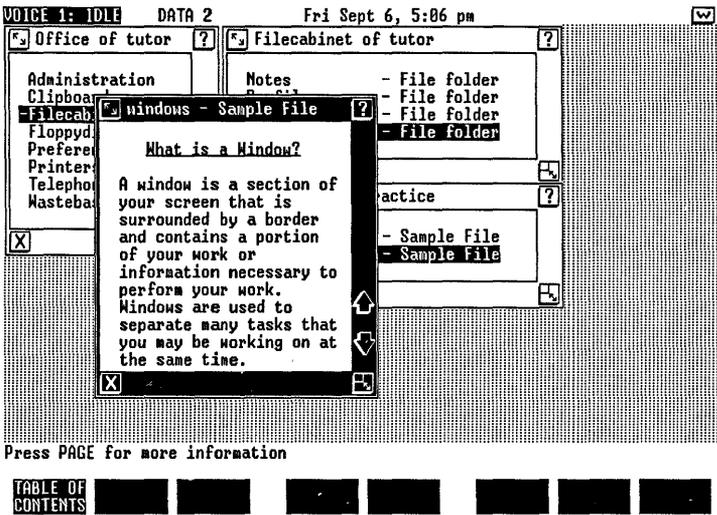
Press PAGE for more information



Managing Your Windows

- > Move the pointer to different parts of the screen and notice how the outline becomes larger and smaller.
- > Continue moving the mouse until the outline is about the size and shape shown in the illustration above.
- > Release <B1>.

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



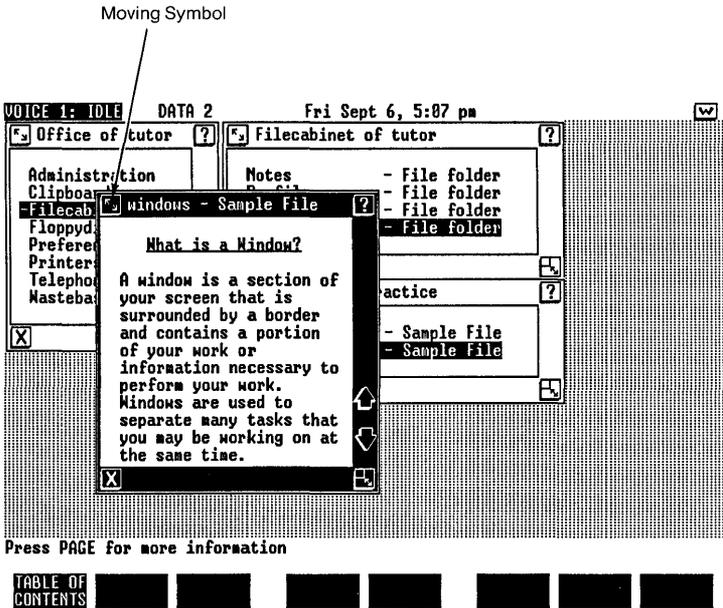
Notice that the information in the window is rearranged to take the new window shape into account. You will find that each of your applications takes a different approach to how information is displayed in windows of different sizes and shapes. If all of the information does not fit in the window, you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

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

Moving Windows

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

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



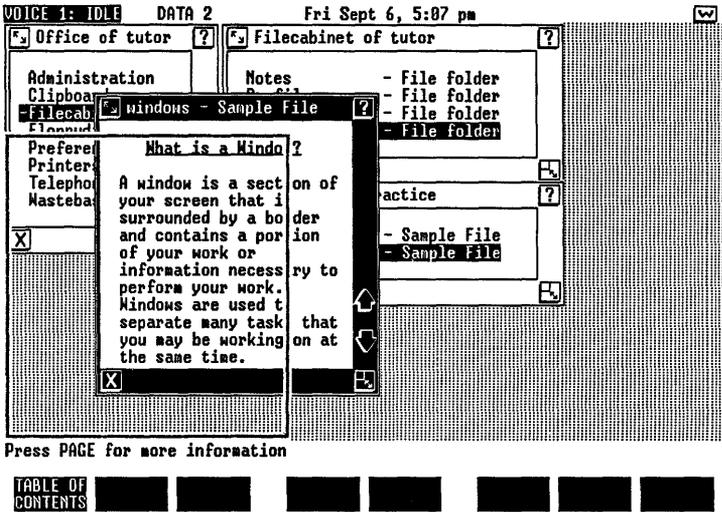
To practice, move the window you just reshaped:

Managing Your Windows

- > Point to the move icon.
- > Press and hold <B1>. Do not release <B1>.
- > Move the mouse pointer to different parts of the screen.

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

- > Move the outline until it is in the lower left corner of the screen:



- > Release <B1>.

The window is displayed in the new location.

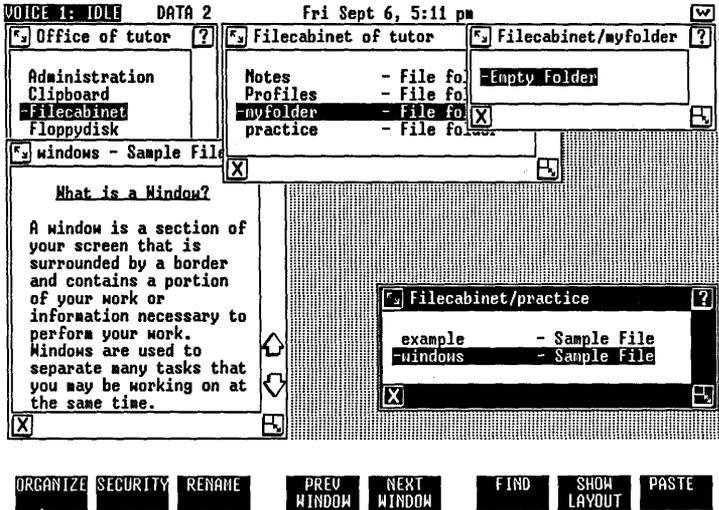
Now you can practice moving a couple of windows so that both are visible.

- > Point to the Filecabinet window.
- > Press <B1>.

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

Managing Your Windows

Your screen looks like this:



Note

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

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

You can do all of the tasks you just completed using the Window Commands menu and the arrow keys. To display the Window Commands menu, press the Suspd or Rsume key, then the Cmd key; or point to [W] and press B1, then point to the Windows menu and press B2. Select **Move** or **Shape** from the menu and use the arrow

keys to move the dotted outline. When you have the size or location you want, press the Enter key.

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

> Close all of the windows except the Office.

You now know how to set up the screen to display the work you need, just as you arrange your desk with what you're working on in view. You can combine this with what you know about moving from one window to another to work on several tasks simultaneously. For example, you can produce a report in one window while you type a letter to accompany the report in a second window. The report is clearly visible on your screen so you can refer to it as you write your letter.

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

6 Managing Your Files

6-1

Finding Files

6-1

Moving Files

6-4

Copying Files

6-9

Deleting

6-10

The Wastebasket

6-12

Managing Folders

6-13

6 Managing Your Files

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

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

- > Log in as tutor.

See **Getting Started** if you need a reminder on how to log in.

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

If you completed the **Working in the Office** chapter, this folder is already present. Refer to this chapter if you need help to create the folder.

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

Finding Files

As you build a collection of folders and files, you will want to locate a particular file quickly, and you may not recall where it is stored. For example, you might want to find a memo you wrote last week, but you don't remember the name of the file or the folder where it is stored.

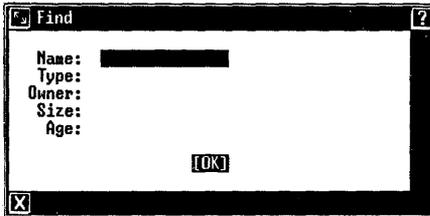
The Find command can help in these situations. This command lets you enter the information you have about a file or folder. It uses the information to search through all of your folders, then displays the names of any files and folders that match your criteria.

Managing Your Files

You can practice using the Find command to look for a sample file beginning with the letter e:

- > Press the [FIND] key, <F6>.

You see the Find form:



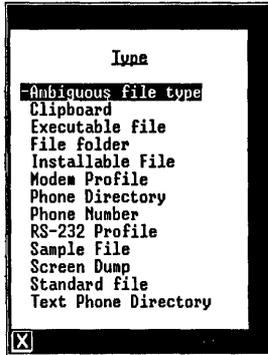
The form lets you enter the information you have about the files you are seeking. You can include information about the name of the file, the file type, the owner of the file, how large the file is, and how old the file is. In this case, you know that the file's name starts with e, and you know it is a sample file.

- > Highlight the **Name:** field.
- > Type e*

The * tells the Find command to look for all names that start with the letter or group of letters (or characters) before the *. You can use * to find groups of files with similar names.

- > Highlight the **Type:** field.
- > Press <Cmd>.

You see a list of the file types available on your system:

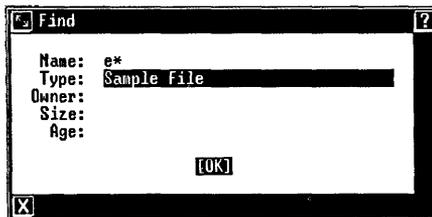


Your menu probably contains additional choices, depending on the optional software you have installed.

The form fields you have used so far have required you to type a response. The Type: field is a second kind of field, a multiple choice field. You can see each of the choices for a multiple choice field by repeatedly pressing the Mark key, or you can display a menu of the choices by pressing the Cmd key as you did here.

- > Highlight |Sample File|.
- > Press <Enter>.

Now your Find form looks like this:

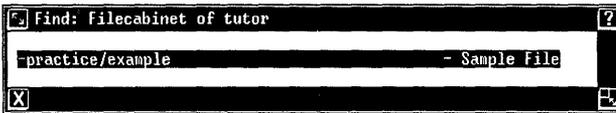


Managing Your Files

Since you don't have any information for the other three fields, you can leave them blank. Left blank, these fields tell the Find command to look for files of any age, any size, and belonging to any owner.

> Press <Enter>.

After a few moments, you see this window:



This window is named Find: Filecabinet of (user name) to tell you that the file is in the Filecabinet. The name of the file is shown as **practice/example**, telling you that it is stored in the **practice** folder.

> Close the Find window.

Moving Files

When you work with a group of files and folders, you will find that you occasionally need to rearrange them.

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

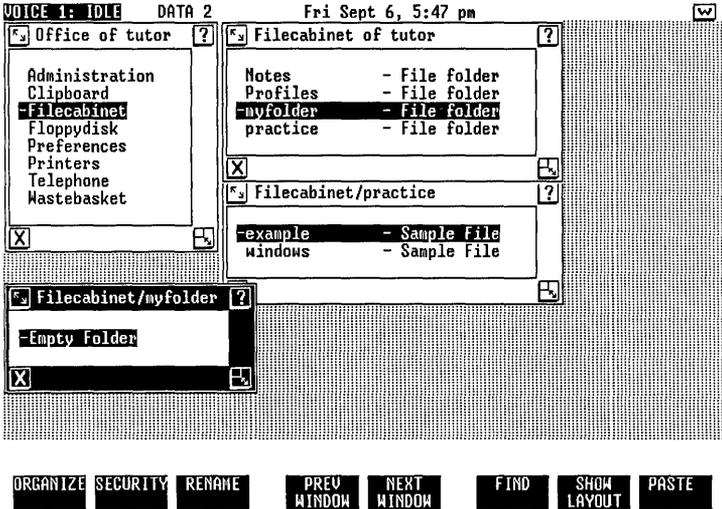
> Close the Find window.

> Open the Filecabinet.

> Open the **practice** folder.

> Resume the Filecabinet and open **myfolder**.

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

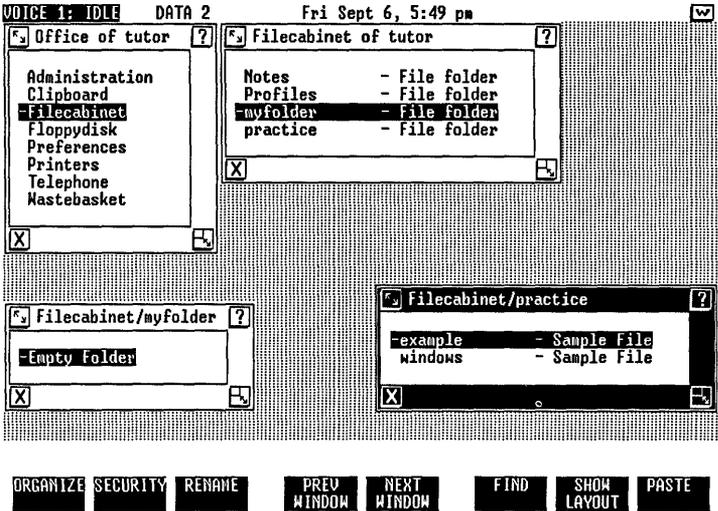


Arrange the windows for this session:

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

Managing Your Files

Now your screen looks like this:



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

You see these messages at the bottom of the screen:

Open destination folder and touch PASTE
Move windows

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

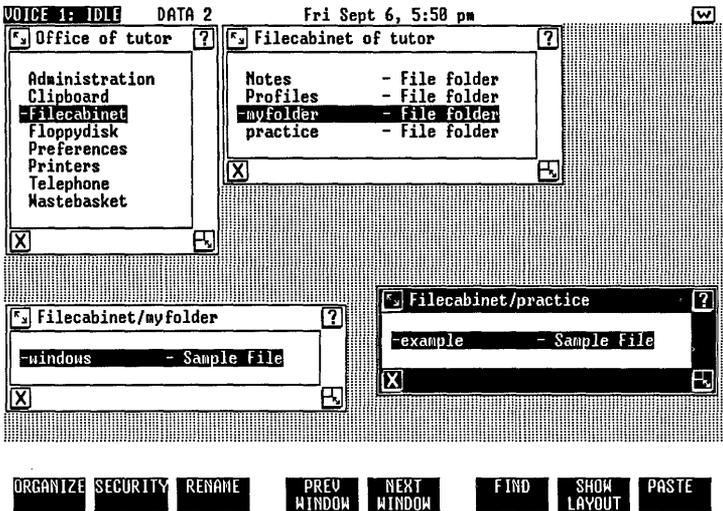
- > Point to the Filecabinet/myfolder window.

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

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

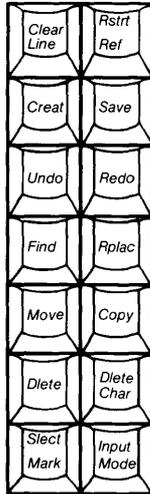
- > Resume the Filecabinet/practice window.

Your screen now looks like this:



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

Managing Your Files



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

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

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

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

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

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

Copying Files

Moving a file relocates it in a different folder. Copying a file makes a duplicate of it.

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

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

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

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

**Open destination folder and touch PASTE
Copy example**

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

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

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

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

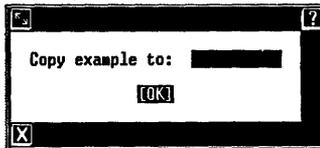
Managing Your Files

- > Press the <Copy> key.

A message telling you to select the destination folder appears. Since you are copying to the same folder, the destination folder is already selected.

- > Press [PASTE].

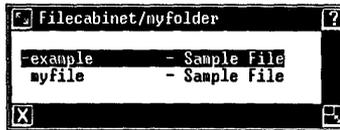
You see this form:



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

- > Type myfile
- > Press <Enter>.

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



Deleting

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

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

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

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

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

Use the Delete key to delete the two files:

- > Press <Delete>.

The message line momentarily displays:

example was moved to Wastebasket

and then:

myfile was moved to Wastebasket

The command line displays:

delete example myfile

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

Managing Your Files

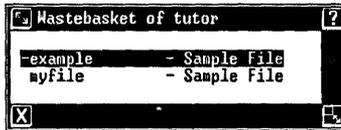
The Wastebasket

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

Practice opening the Wastebasket and retrieving your sample files:

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

Your Wastebasket looks like this:



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

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

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

- > Resume the Wastebasket window.

Managing Folders

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

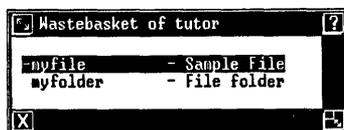
You are finished working with **myfolder**. You can start creating your own folders and files. To leave the Filecabinet clean for the next user, close the Filecabinet/myfolder window, and then delete this folder:

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

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

- > Resume the Wastebasket window.

Your Wastebasket looks like this:



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

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

- > In the Wastebasket window, point to |myfile - Sample File|.

Managing Your Files

- > Press <B3>.
- > Point to |myfolder - File folder|.
- > Press <B3>.
- > Press <Delete>.

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

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

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

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

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

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Choosing Your User Name 7-3

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7 Setting Up Your Own Office

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

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

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

Before setting up your user name, you will need to log out of the tutor Office, displaying the **Please login:** prompt. See the **Getting Started** chapter of this guide if you need instructions to log out.

Adding Your Own User Name

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

Log in as **install**:

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

Setting Up Your Own Office

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



To create a new user name, use Administration:

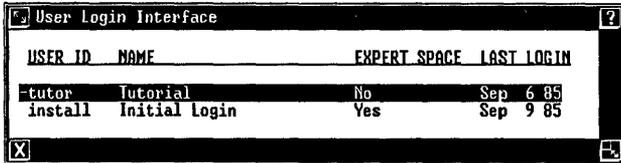
- > Point to |Administration|.
- > Press <Enter>.

This displays the Administration menu:



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

The User Login Interface menu appears showing all the user names on the system.



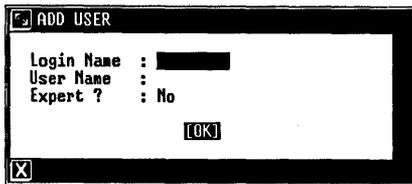
USER ID	NAME	EXPERT SPACE	LAST LOGIN
-tutor	Tutorial	No	Sep 6 85
install	Initial Login	Yes	Sep 9 85

The first field of the form is highlighted.

You want to add a new user name:

> Press [ADD USER].

The ADD USER form appears:



ADD USER

Login Name :

User Name :

Expert ? : No

[OK]

Choosing Your User Name

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

> Type your user name in the Login Name field.

> Press <Return>.

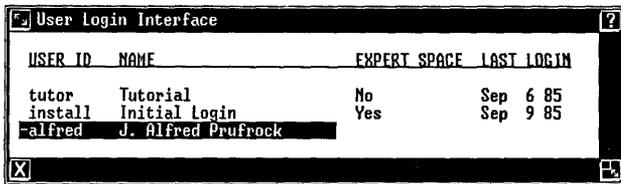
You can also enter your full name up to 24 characters in the User Name field and whether you want to be an

Setting Up Your Own Office

Expert user. If you plan to work directly with the UNIX operating system or to use Administration for tasks like setting up hardware, adding user logins, or setting up for remote mail, you will want to be an Expert user. If you don't plan to use these features, you do not have to be an Expert user.

- > In the User Name field, type your full name.
- > If you do want to be an Expert user, point to the Expert User field and press <Mark>.
- > Press <Enter>.

Your user name is added to the system. You see the User Login Interface menu displaying your user name.



The screenshot shows a window titled "User Login Interface" with a table of users. The table has four columns: USER ID, NAME, EXPERT SPACE, and LAST LOGIN. The rows are: tutor (Tutorial, No, Sep 6 85), install (Initial Login, Yes, Sep 9 85), and -alfred (J. Alfred Prufrock, No, Sep 9 85). The -alfred row is highlighted. There are window control buttons (X, ?) in the corners.

USER ID	NAME	EXPERT SPACE	LAST LOGIN
tutor	Tutorial	No	Sep 6 85
install	Initial Login	Yes	Sep 9 85
-alfred	J. Alfred Prufrock	No	Sep 9 85

Using Your User Name

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

- > Press <Exit> to close the User Login Interface window.
- > Press <Exit> again to close the Administration window.
- > Press <Exit>, then <Enter> to logout.
- > In response to the Please login: prompt, type your own user name and press <Enter>.

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

For instructions on password-protecting your files, refer to the **Managing the UNIX PC** section of the AT&T UNIX PC Owner's Manual.

Note

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

8 Conclusion

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

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

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

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

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

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

- o You will learn shortcuts that help you give commands more quickly and efficiently.
- o You can learn more about the rest of your Office objects.

Conclusion

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

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

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

Glossary

Action Keys	Named keys on the left side 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.
Application	Software designed to perform a particular kind of work. For example, you use a word processing application to create and edit documents you want to print.
Backup	A spare copy of data or software you keep in case the original is damaged or lost.
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 so that it is no longer available.
Command	An instruction by which you tell the computer to perform a function or carry out an activity.

Glossary

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 allowing you 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 character will be displayed on the screen.
Default	A value the computer uses if you do not specify a value or change the setting.
Delete	To remove, erase, or discard data.
Disk	Circular magnetic medium used to store data and programs. This term can refer to a floppy 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.

Error Message	A response from a program indicating a problem has arisen or something unexpected has happened requiring 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 on the computer is kept in files.
Filecabinet	An Office object where you can store work, including folders and files.
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 data is displayed; pertaining to the way the data appears on your screen or printed copy.

Glossary

Function Keys	The top row of keys, F1-F8, that perform the commands displayed in 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.
Login	A command you enter when you start using a computer to identify yourself so you can gain access to your files.
Logout	A command you use 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 choose something from the menu before anything else happens.
Modem	Contraction of the words <u>mod</u> ulator- <u>dem</u> odulator. A device that encodes and decodes data transmitted over communication lines.
Mouse	A device that moves a pointer on the screen as you move the mouse along the surface of your desk. The mouse has three buttons that give you access to various computer functions.

Mouse Pointer	A symbol that moves on your screen when you move the mouse, and indicates what you have selected. The pointer is usually an arrow, but can change shape when you point to certain parts of the screen display.
Move	A command that moves text or files to another location.
Object	An article in the Office you can act upon or use to store information. For example, the Filecabinet is an object that stores files and folders.
Office	The central part of the UNIX PC system, from which you can get to objects and to which you return when you are finished doing work.
Open	A command that puts a new window on the screen containing the object you are opening.
Operating System	The software that controls and allocates the UNIX PC resources, such as memory, disk storage, and the screen display.
Password	A word or series of characters you type to gain access to a computer system after responding to the login prompt.
Paste	The command that puts the information stored in a buffer from the copy or move operation in its new location.

Glossary

Point	To highlight an object, command, or field you are selecting. There are several ways to point: by moving the mouse, by pressing the arrow keys, or by typing the name or first few characters of an item.
Printer	An output device that prints information stored in or received by the computer.
Program	A set of step-by-step instructions that tells a computer how to do a particular task.
Resume	A command that makes an available but inactive window the active window.
Save	A command to preserve information by recording 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 label the function keys F1 through F8. These commands can also be selected with the mouse.
Scroll	An action that causes the contents of a window to move up or down, or to the right or left. This lets you display information not visible when a window is first opened.

Select	To highlight an object or command for action. You can select an item by pressing B1 or Enter, or you can select several items by pointing to each in succession and pressing B3 or Mark.
Software	Computer programs that have been stored on a disk or other media.
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 in good running order, such as making backup copies of files and formatting floppy disks.
UNIX	The operating system used by the UNIX PC.
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.

Glossary

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.
Work Area	The part of the screen where windows containing your work appear.
Write-protect notch	The rectangular cutout on one edge of a floppy disk. If this notch is covered with a piece of special tape that comes with the disk, new information cannot be written on the disk. In this way, data on the floppy disk is protected from alteration.

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