

Using the OpenStep Desktop

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SunSoft
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Preface

This manual, *Using the OpenStep Desktop*, is a comprehensive introduction to the Solaris™ OpenStep™ user interface. With the help of this guide, you can quickly get familiar with the various color, sound, graphics, and text applications that make up the Solaris OpenStep desktop environment.

Who Should Use This Book

If you are just beginning to use the Solaris OpenStep applications, this manual is for you. It provides step-by-step instructions for managing your workspace and using the applications that enable you to perform everyday tasks. If you are developing or designing OpenStep applications, some familiarity with the content of this book would help you understand the more in-depth information in the *OpenStep User Interface Guidelines* manual.

How This Book Is Organized

This manual contains the following chapters:

Chapter 1, “Starting and Ending a Work Session,” describes the day-to-day tasks you perform in using OpenStep, such as logging in and out, using the mouse, choosing commands, and accessing online help.

Chapter 2, “Working With Windows,” discusses how you use windows on the OpenStep desktop. It tells you how to open, close, reorder, move, miniaturize, and resize windows, as well as how to scroll to view a window’s contents.

Chapter 3, “Using the File Viewer,” tells you how to use the File Viewer to locate and use folders and files. It describes how to browse, find, list, and open folders and files; and how to stock the File Viewer’s shelf for faster access to folders and files you use frequently.

Chapter 4, “Working With Applications,” describes how to use applications from the OpenStep desktop, including how to start an application both manually and automatically, how to run several applications and switch among them, and how to customize the application dock with applications you use frequently.

Chapter 5, “Creating and Saving Files,” tells you how to use OpenStep tools to create and save files.

Chapter 6, “Organizing Your Work,” discusses various tasks for organizing your work by creating new folders; and deleting, renaming, moving, and copying existing folders and files. It also tells you how to link and merge folders, and how to compress files and folders to save space.

Chapter 7, “Inspecting Files and Folders,” describes how to get information about a folder or file, as well as how to manage access to folders and files by assigning them to appropriate groups and changing access permissions.

Chapter 8, “Working With Disks,” tells you how to use floppy disks and CD-ROMs with OpenStep.

Chapter 9, “Typing and Editing,” describes how you can type and edit in any OpenStep application to create documents or simply to name files and folders. It includes instructions for using fonts and special characters. And it tells you how to format your documents by setting margins, indentation, and tabs.

Chapter 10, “Working With Color,” discusses ways of selecting and using color in OpenStep, using the color wheel, colors on the screen, and three color models. It tells you how to create color lists, palettes, and a swatch bar to save colors for use in your files and applications.

Chapter 11, “Working With Graphics,” tells you how to add graphic images to your documents.

Chapter 12, “Receiving and Sending Mail,” discusses how to use the OpenStep Mail application to receive and send electronic messages. It tells you how to compose messages using text, sound, and graphic images, and how to attach an existing file or folder to your message.

Chapter 13, “Managing the Mail Application,” tells you how to manage mailboxes and messages. It includes instructions for creating a mailbox; finding, moving, and deleting messages; and tailoring how you receive new messages and how the system notifies you of new mail.

Chapter 14, “Printing,” describes how to prepare a file for printing, and how to print a file to a printer or a PostScript™ file.

Chapter 15, “Personalizing the Workspace,” covers how to use the Preferences application to customize your OpenStep workspace. It includes instructions for setting your password; setting the date and time; choosing localization options such as an application language, units of measurement, and paper size for printing; choosing fonts for the screen and for applications; setting global file and folder permissions; speeding up the display of large file systems; and displaying UNIX® system and dot files.

Chapter 16, “Managing Hardware,” covers how to use the Preferences application to manage your hardware. It includes instructions for setting the screen save delay on your system; changing the background color of your display, choosing system beeps and warnings, and changing how your mouse responds.

Chapter 17, “Using the Terminal Application,” tells you how to use the Terminal application to run UNIX programs that you cannot run effectively in the OpenStep workspace.

Appendix A, “Command Reference,” summarizes the menus, commands, and buttons that are available in each OpenStep application.

Related Books

For a quick overview of the basics of using the OpenStep user interface, refer to *QuickStart to Using the OpenStep Desktop*.

What Typographic Changes Mean

Table P-1 describes the typographic changes used in this book.

Table P-1 Typographic Conventions

Typeface or Symbol	Meaning	Example
AaBbCc123	The names of commands, files, and directories; on-screen computer output	Edit your <code>.login</code> file. Use <code>ls -a</code> to list all files. <code>machine_name%</code> You have mail.
AaBbCc123	What you type, contrasted with on-screen computer output	<code>machine_name% su</code> Password:
<i>AaBbCc123</i>	Command-line placeholder: replace with a real name or value	To delete a file, type <code>rm filename</code> .
<i>AaBbCc123</i>	Book titles, new words or terms, or words to be emphasized	Read Chapter 6 in <i>User's Guide</i> . These are called <i>class</i> options. You <i>must</i> be root to do this.

Shell Prompts in Command Examples

Table P-2 shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

Table P-2 Shell Prompts

Shell	Prompt
C shell prompt	<code>machine_name%</code>
C shell superuser prompt	<code>machine_name#</code>
Bourne shell and Korn shell prompt	<code>\$</code>
Bourne shell and Korn shell superuser prompt	<code>#</code>

Starting and Ending a Work Session



The Solaris™ OpenStep™ workspace is a complete environment with color, sound, graphics, and text to support the most extraordinary tasks—as well as your day-to-day work.

This chapter describes the tasks you will need to perform to start using OpenStep, such as the following:

- Logging in and starting the OpenStep desktop
- Using the mouse
- Choosing commands
- Clicking for help
- Getting help by topic
- Ending your work session

Logging In and Starting the OpenStep Desktop

If your system is running the OpenWindows environment, the OpenStep desktop starts automatically when you log in unless you or your system administrator has configured it for manual startup (see the *Solaris OpenStep Installation Guide*). If you have chosen to start the OpenStep desktop manually, you use the `openstep` command to start the OpenStep desktop after OpenWindows is started (see the `openstep` man page).

If your system is running the CDE environment, the OpenStep desktop starts automatically when you select “OpenStep” from the CDE login menu. You can use the `openstep` command to start the OpenStep desktop with the application dock not visible (see the `openstep` man page).

Note – You can change your password using the Preferences application. See “Setting a Password” on page 15-6.

Your Workspace

The *workspace* is where you do all your work on your system. It is where you both create and organize your creations. When you first enter the workspace, it contains the elements shown in Figure 1-1 on page 1-4.

Most icons in the application dock represent applications such as Edit—a text processor for creating formatted documents—or the electronic Mail application. The dock makes it easy to start up applications you use frequently.

Applications present information in windows, which open and close in your workspace. *File Viewer* gives you access to your files, including all your applications. The *File Viewer* has a menu, titled *Workspace*, that lists commands you can choose to make the application do something.

The shape of the *pointer* changes depending on what you are doing. Common shapes are shown in Table 1-1.

Table 1-1 Standard Pointer Shapes

Shape	Used For
	The arrow, for pointing to objects.
	The I-beam, for editing text.
	The question mark, for pointing to something you want to find out about.
	The copy pointer, used to indicate that a file or folder is being copied
	The move pointer, used to indicate that a file or folder is being moved.
	The link pointer, used to indicate that a file or folder is being linked.

A menu lists commands you choose to make an application do something.

An icon is a small pictorial representation of something, such as a file or application.

The File Viewer provides access to your files.

This column of icons is the application dock, or dock, for short.

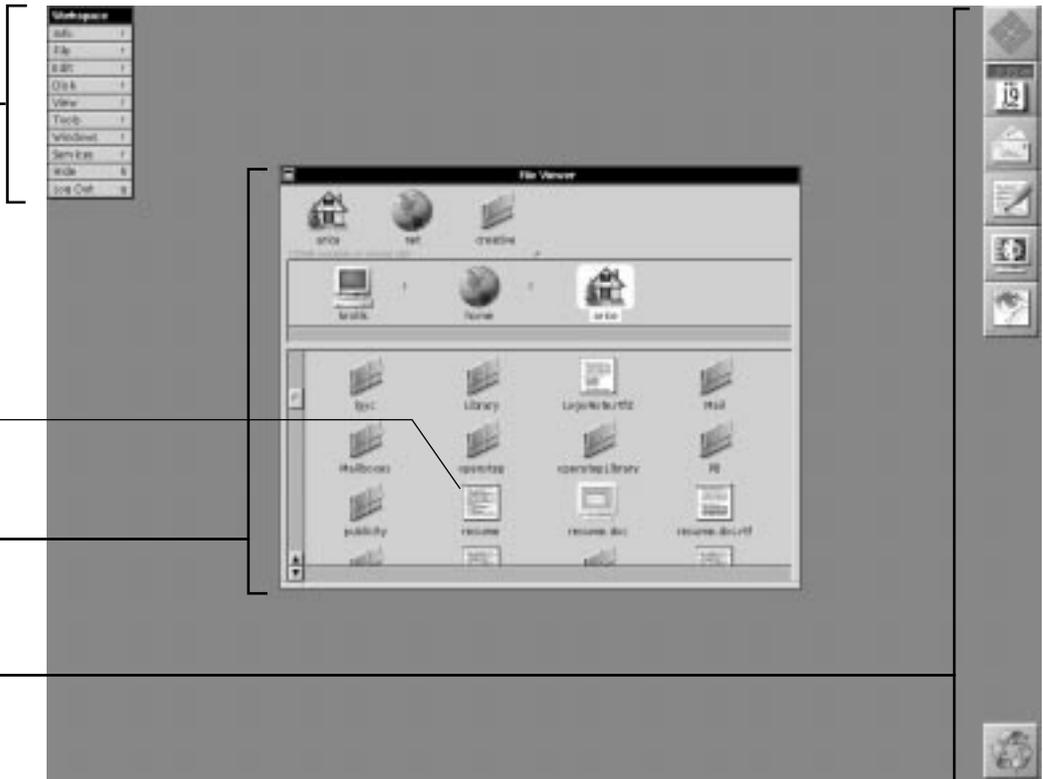


Figure 1-1 OpenStep Workspace

Screen Saver

If, when you are in the workspace, you leave the system on but you do not use the mouse or keyboard for a while, the screen saver starts up. The screen saver normally starts up if you do not press a key or move the mouse for 30 minutes. You can change this delay or even turn off the screen saver completely with the Preferences application. See “Setting the Screen Saver” on page 16-1.

Adjusting Volume

If your system can play sounds, you can adjust the volume with the Preferences application. See “Adjusting Sound Volume” on page 16-5.

Using the Mouse

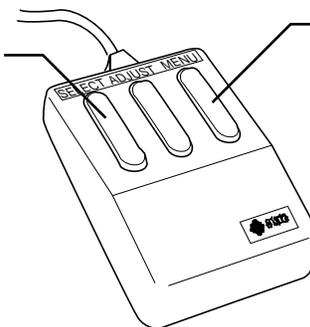
Except for typing text, you do almost everything on the computer with the mouse (or whatever pointing device you are using). The mouse controls movement of the pointer.

A Sun™ optical mouse uses optical sensing to measure how far you slide it, and it must be used on a Sun mouse pad. The mouse pad must be aligned correctly; its long sides must be horizontal, like the computer screen.

- 1. Move the pointer by sliding the mouse over the supplied mouse pad or over a smooth, flat surface.**
- 2. Position the pointer on an object such as a button, slider, or icon.**
- 3. Use a mouse button to click, press, drag, or double-click.**

Note – The Sun mouse has three buttons, and an x86 mouse can have two or three buttons. Normally, the left button performs the operations described here—clicking, double-clicking, dragging, and so on (see Figure 1-2), but some users, especially left-handed ones, prefer to switch these operations to the right button. (You can do so with the Preferences application; see “Hiding Menus” on page 15-4.) In this manual, “clicking a mouse button” and “clicking on an object” mean pressing whichever button you are using for these operations.

The left mouse button is normally used for clicking, double-clicking, dragging, and the other mouse operations described in this chapter.



The right mouse button is normally used to open application menus, but some left-handed users prefer to make it into the Select button. When they do, the left button becomes the menu button.

Figure 1-2 Moving the Mouse

If you reach the edge of the mouse pad while sliding the mouse, you can lift it and put it back down somewhere else without moving the pointer. No matter how far you move the mouse, the pointer stays on the screen.

Basic Mouse Actions

Once the pointer is pointing to something—it is over an icon or word, for example—you use a mouse button to perform one of these actions:

Click Without moving the mouse, press and release a mouse button.

Press Without moving the mouse, press a mouse button and hold it down. Pressing usually has the same effect as repeated clicking.

Drag Press a mouse button and hold it down. Then move the pointer by sliding the mouse. Finally, release the mouse button.

Double-click Click twice in quick succession. This often extends the action caused by a single click. In text editing, for example, clicking once selects a location between characters and clicking twice selects a word. An application may even use triple-clicking, for example, to select a paragraph.

Note – You can use the Preferences application to reverse the mouse buttons, to adjust the responsiveness of the computer to multiple-clicking, and to adjust the responsiveness of the pointer to mouse movement. See “Hiding Menus” on page 15-4 and “Changing the Responsiveness of the Mouse” on page 16-8.

Buttons, Text Fields, and Sliders

Buttons You often use the mouse to operate buttons in windows to make something happen in an application. Buttons come in all shapes and sizes. They are labeled with text or graphics to indicate what they do. You click on or press a button with the mouse, and the button responds visually—it is usually highlighted in white until its function is completed, as shown in Figure 1-3.



Figure 1-3 Compose Button Is Highlighted When Clicked

If you decide that you do not want to click on a button after all, you can move the cursor away from the button before releasing the mouse button.

Clicking on a button might change a setting. To change it again, you may need to click on the button again. A visual clue tells you what the setting is, as shown in Figure 1-4.

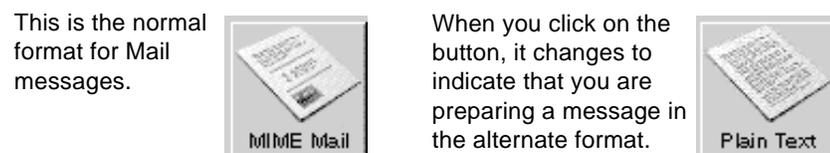


Figure 1-4 Mail Format Button

Clicking on a check box button places or removes a check mark in the box (see Figure 1-5).

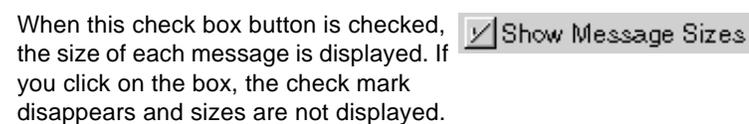


Figure 1-5 Check Box Button

Pressing a button with a  on it displays a *pop-up list* of options from which you can choose (see Figure 1-6). For example, when printing, you can use such a button to specify the units of measurement for the dimensions of custom paper in your printer.

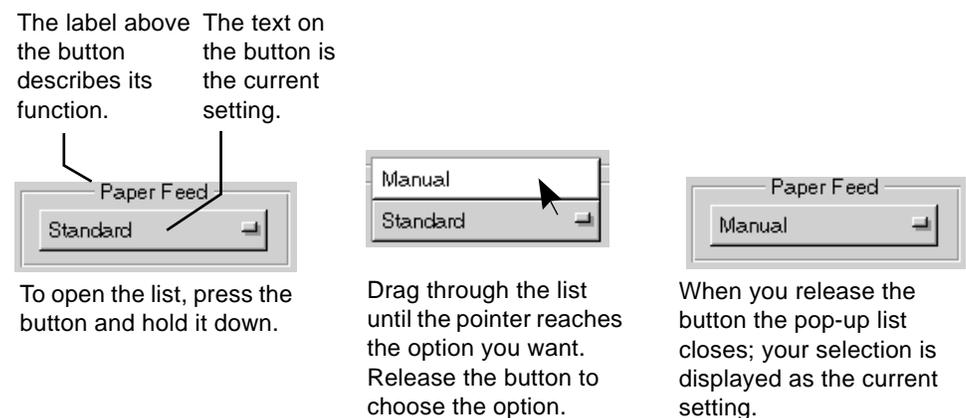


Figure 1-6 Using a Pop-up List

Pressing a button with a ▾ on it displays a *pull-down list* of commands that cause actions to occur. You drag the pointer through the list to the option you want and then release the mouse button, with the results shown in Figure 1-7.

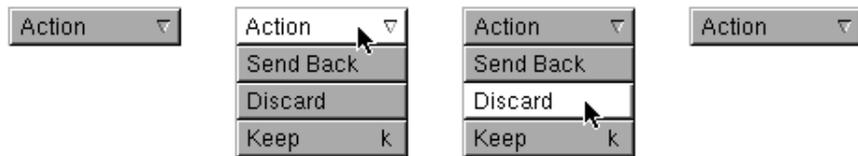


Figure 1-7 Using a Pull-down List

When buttons are grouped together, as shown in Figure 1-8, clicking on one to select it might deselect another. Often you can drag through the group and operate one of the buttons by releasing the mouse button when the pointer is over it. You can do this in the Preferences application, for example, when selecting one of four rates at which character keys on the keyboard repeat when you hold them down.



Figure 1-8 Grouped Buttons

A *dimmed* button—shown in gray rather than in black—is currently unavailable for use. The button in Figure 1-9, for example, is used on a number of panels to restore the original settings. It is dimmed when you open one of these panels and remains dimmed until you actually change one of the settings.

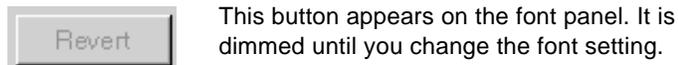


Figure 1-9 Dimmed Button

The return symbol on a button, as shown in Figure 1-10 on page 1-9, means you can operate the button (when it is not dimmed) by pressing the Return key on the keyboard.

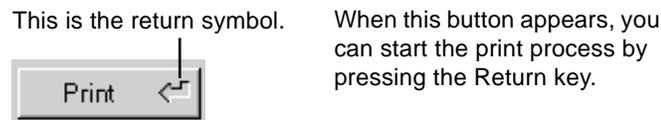


Figure 1-10 Button Operated With the Return Key

Text fields Sometimes telling an application what to do involves typing in a white area called a *text field*, as shown in Figure 1-11. A label indicates the text field's function.

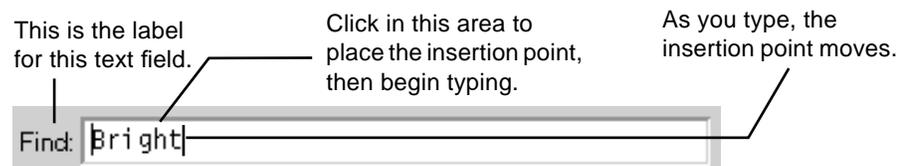


Figure 1-11 Typical Text Field

When you work in a window that contains text fields, an insertion point often appears in the first field, indicating that you can insert text there.

To move the insertion point to another text field, click in the other field. You can also press the Tab key to move to the next field in a window. Or hold down the Shift key and press Tab to go to the previous field.

If you type more than can fit in a text field, text you have already typed moves to the left, out of view, so you can see what you are typing, as shown in Figure 1-12.

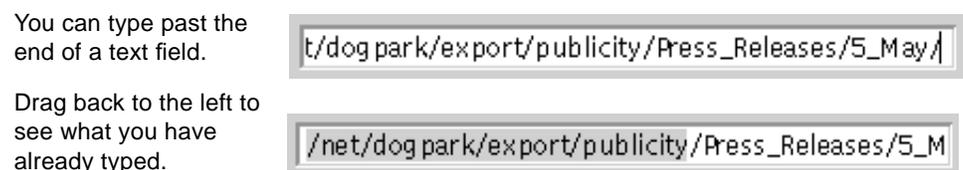


Figure 1-12 Typing Past the Edge of a Text Field

Sliders You sometimes use a slider to specify a setting in a range. Simply move a knob back and forth in a bar by dragging it. Or click on the bar to make the knob jump to the position under the pointer.

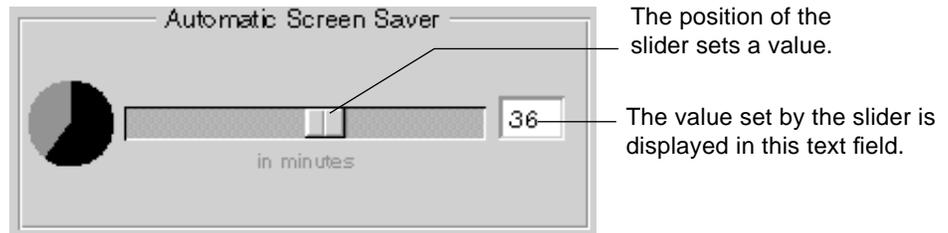


Figure 1-13 Screen Saver Slider Controls

If a *text field* next to the slider shows a value representing the current setting, you can type in the field to change the setting.

Choosing Commands From Menus

To tell an application what to do, you often use *commands*. Commands are displayed in *menus*. Each application has a *main menu* that is displayed when you are working in the application (see Figure 1-14 on page 1-11).

1. **To choose a command, click on it, type its keyboard alternative, or drag to it.**
2. **To keep a submenu open, drag it by its title bar.**
3. **To close a detached submenu, click on its close button.**

Some commands perform an action on something you have selected, such as text, an icon, or a window. Other commands open a *panel*—a small window that may ask for more instructions—or another menu called a *submenu* (see Figure 1-15 on page 1-11).

A dimmed command is shown in gray rather than in black, and is currently unavailable.

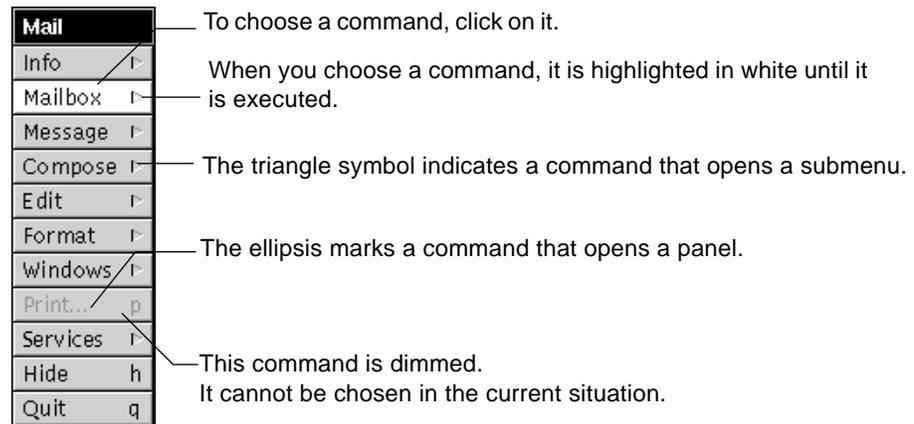


Figure 1-14 Mail Application's Main Menu

If you prefer to use the keyboard, you can type a command's keyboard alternative. Hold down the Command key and type the character shown next to the command. For an uppercase character, hold down the Shift key too.

Note – Your keyboard's Command key is the key to the left of the space bar. It is usually labeled  and referred to as the Meta key. The submenu stays open until the next time you choose a command from the first menu.

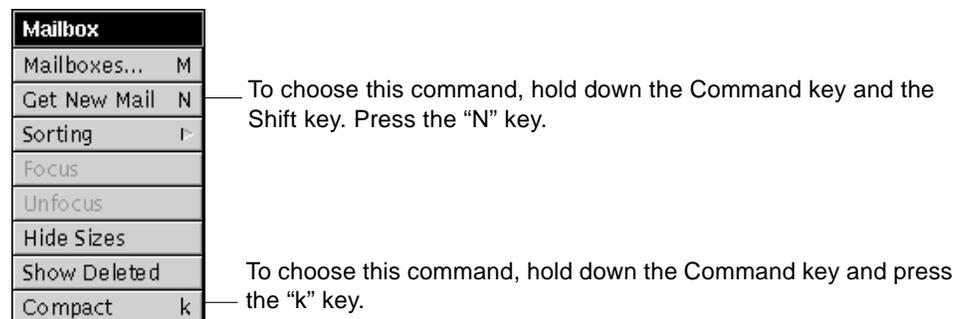


Figure 1-15 Mailbox Submenu

If the command opens a submenu, the submenu is displayed next to the main menu, as shown in Figure 1-16.

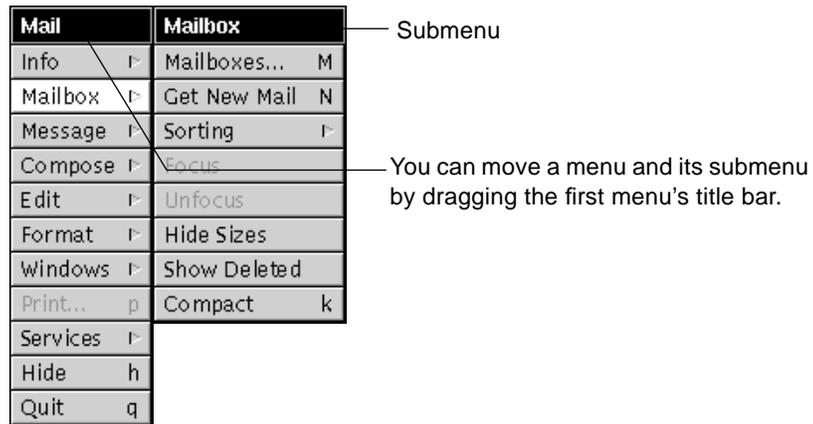


Figure 1-16 Menu and Submenu Together

Note – The button that you do not use for clicking (which is normally the right button) opens the menu at the pointer location. For more information, see “Hiding Menus” in Chapter 20.

You can also choose a command while dragging through a menu. Start with the pointer pointing to any command, drag to the one you want, and release the mouse button. As you drag through a menu, each command is highlighted in turn. If a command opens a submenu, the submenu appears until you move to another command (see Figure 1-17 on page 1-13).

Mail	Mailbox
Info ▸	Mailboxes... M
Mailbox ▸	Get New Mail N
Message ▸	Sorting ▸
Compose ▸	Focus
Edit ▸	Unfocus
Format ▸	Show Sizes
Windows ▸	Show Deleted
Print... p	Compact k
Services ▸	
Hide h	
Quit q	

You can drag into a submenu to choose a command. The submenu closes afterward.

Figure 1-17 Dragging Into the Submenu

A submenu normally closes when you choose another command from the menu that opens it. If you do not want the submenu to close, you can detach it, as shown in Figure 1-18. The submenu is then displayed until you close it yourself.

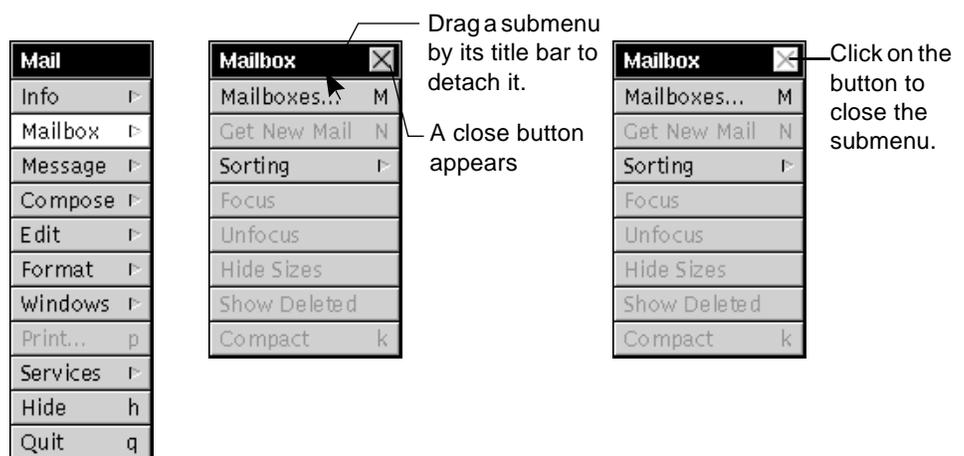


Figure 1-18 Mailbox Submenu Detached From the Main Menu

If you press on the command that opened a detached submenu, another copy of the submenu is displayed next to the main menu. You can drag into this copy to choose a command, but when you release the mouse button it will close.

Clicking for Help

In some applications, you can find out about an item by selecting it with the question mark pointer, as shown in Figure 1-19. You get this pointer by holding down the Help key.

- ◆ Hold down the Help key and click on any command, window, or panel.

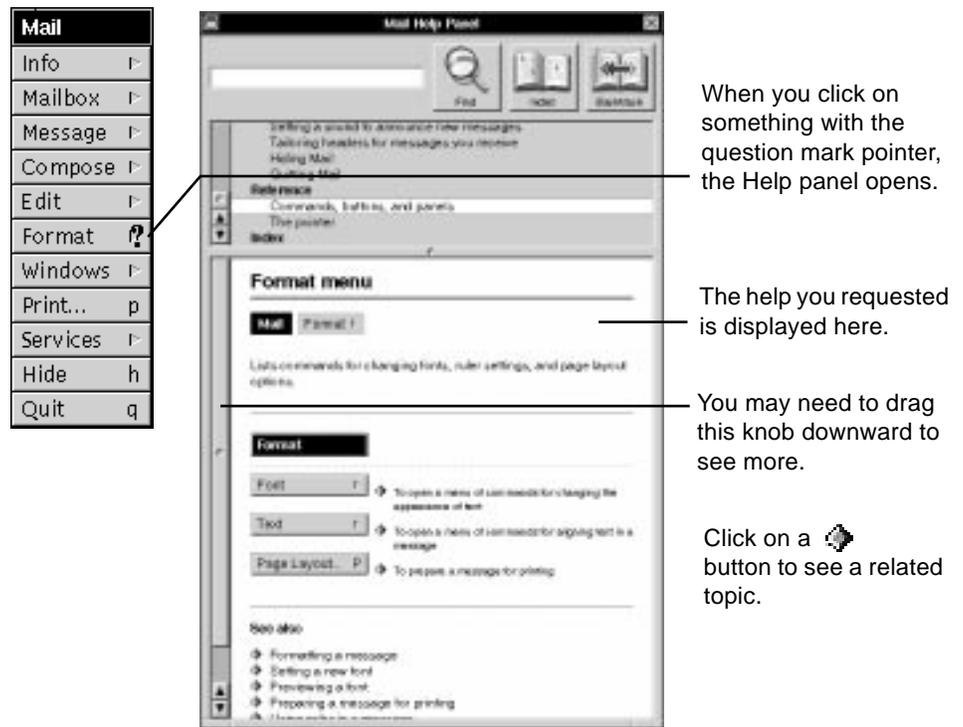


Figure 1-19 Clicking for Help

Clicking with the question mark pointer usually provides help on a command, window, or panel. In some cases, you can also find out about a specific button or icon in a window by using the question mark pointer to click on it.

Getting Help by Topic

You can find out how to do something in an application by selecting a topic from the table of contents in the Help panel, as shown in Figure 1-20.

1. Choose **Info** from the application's main menu.
2. Choose **Help** from the Info menu.
3. Click a topic in the Help panel.

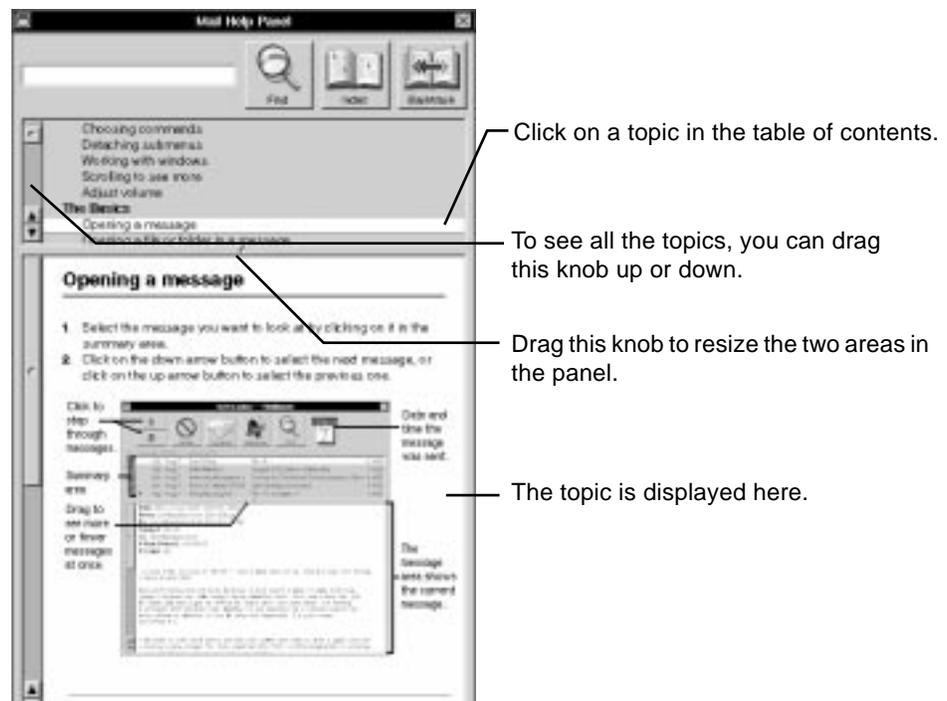


Figure 1-20 Getting Help by Topic

You can also click on a  button to see a related topic.

Buttons in the Help Panel

The three buttons at the top of the Help panel provide other ways to find a topic.

Index Click on this button to view an index of topics in the application. The index appears in the topic area. Then select the index entry you want to find out about.

Backtrack You can click on this button to see the topic you viewed last.

Find You can type a keyword in the text field at the top of the Help panel. Then click on Find to view the next topic that contains the keyword. Help is organized like a stack of topics. The Find button searches through the stack starting from the current topic. You can click on Find again and again until you find the topic you want.

Ending Your Work Session

At the end of a work session, you can *log out* of the OpenStep desktop to put all your work away. Before doing this, make sure to save any work you have done in *any* application.

♦ **To log out, choose Log Out from the Workspace menu and click on the Log Out button.**

You log out with the Log Out command in the Workspace menu, as shown in Figure 1-21 on page 1-17. If this menu is not visible, you can make it appear by clicking in the File Viewer, or by double-clicking on the Sun icon at the top of the dock.

When you choose Log Out, the panel shown in Figure 1-21 on page 1-17 opens. If you click on Log Out by accident, click on Cancel in the panel to make it close so you can keep working.

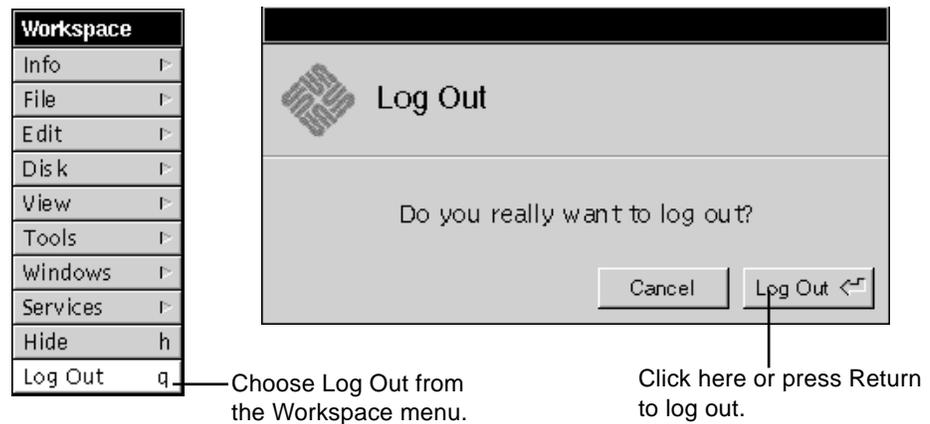


Figure 1-21 Logging Out

The Log Out command shuts down all running OpenStep applications. If you have unsaved work, another panel asks if you want to save.

The Log Out command also shuts down the X server unless the `TerminateWindowManager` user default has been set to NO (see the *Solaris OpenStep Installation Guide*).

Note – For information on how to save work before logging out, see Chapter 5, “Creating and Saving Files.”

Working With Windows



This chapter describes how to work with windows and includes information about the following:

- Types of windows
- Selecting a window to work in
- Reordering overlapping windows
- Moving a window
- Resizing a window
- Scrolling to see more
- Miniaturizing a window
- Closing a window

Types of Windows

Windows can look different from one another, but they generally have a few things in common.

- A *title bar* at the top of the window shows the window's name.
- *Scrollers*—shaded areas along the left side and sometimes the bottom of a window—to adjust the view in the window when there is more of it than you can currently see.
- A *resize bar* at the bottom of many windows is for changing the window's size.

OpenStep™ has two types of windows: *standard windows* and *panels*.

A standard window is where the action in an application occurs. If you are creating a document, you type or draw in a standard window, such as the Edit window shown in Figure 2-1. The File Viewer is also a standard window—it is where you do desktop management tasks such as organizing files.

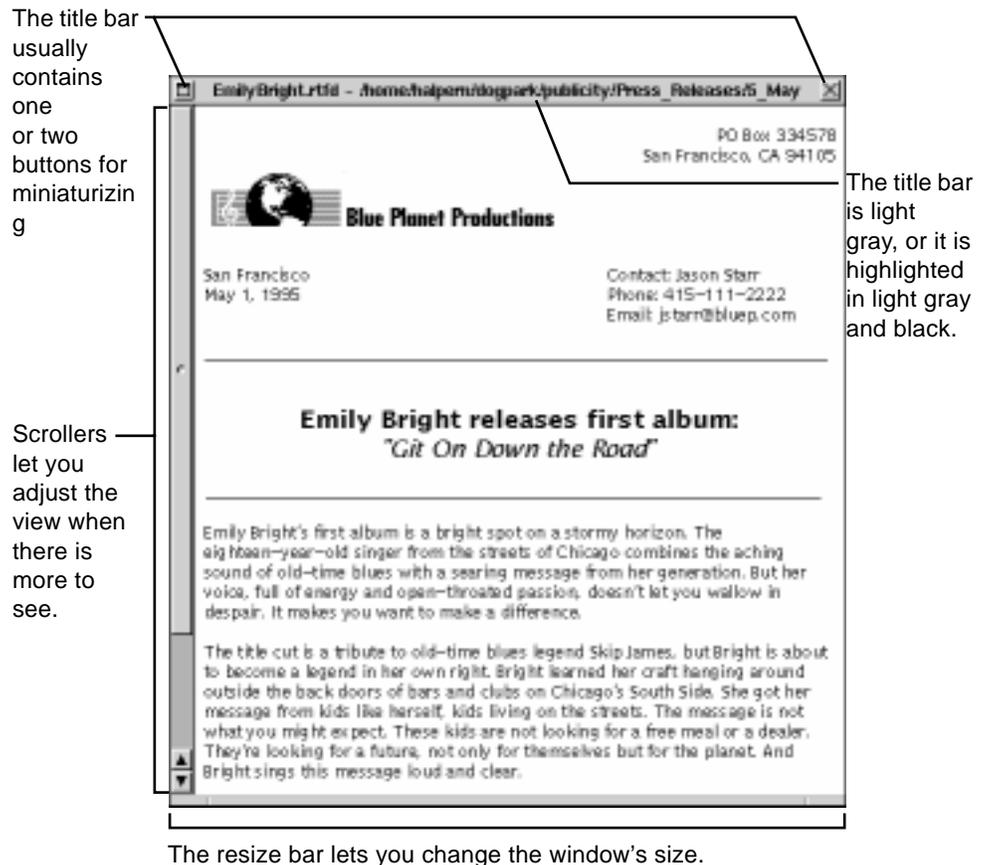


Figure 2-1 Typical Standard Window

Panels are windows in which you tell an application what to do. Often they open when you choose a command, asking you for more instructions or to confirm the command. When you quit an application without saving your changes, for example, a panel might ask if you want to save those changes.

Some panels act on the contents of a standard window. For example, a Find panel locates specific text in a document (see Figure 2-2).

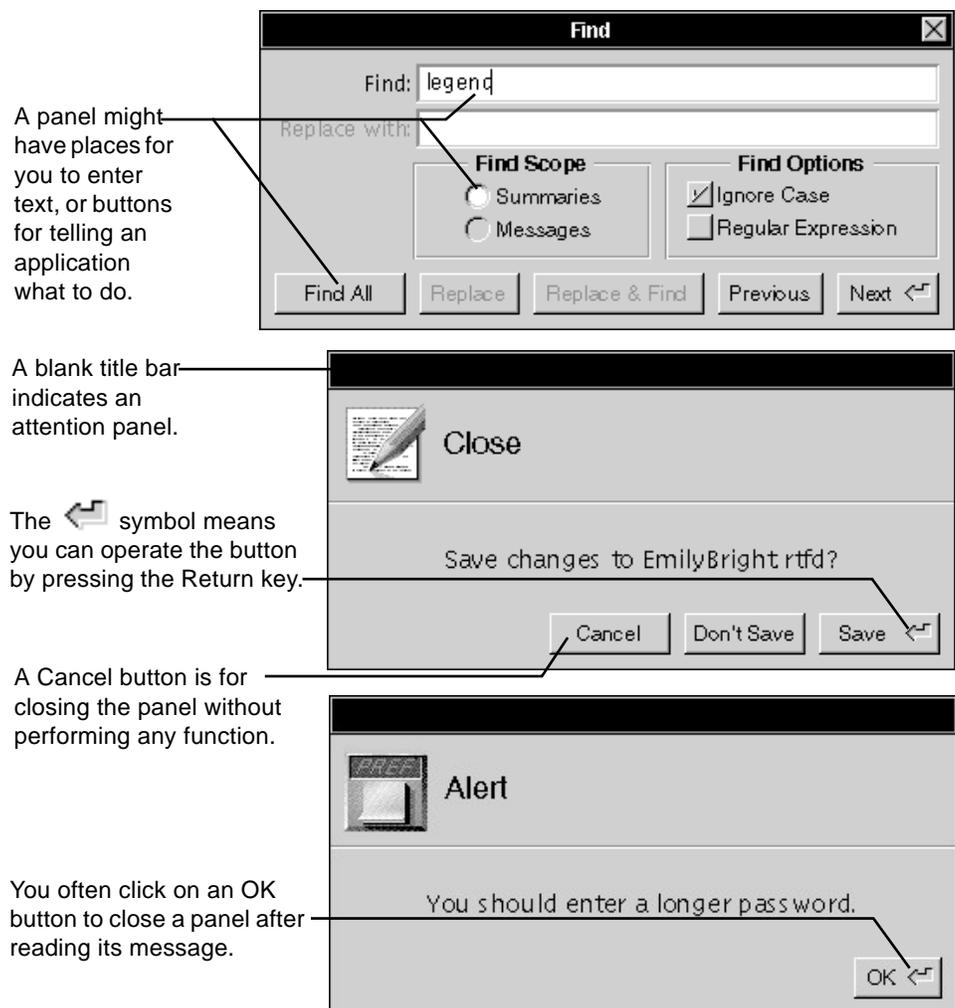


Figure 2-2 Different Types of Panels

A panel with a blank title bar (no title or buttons) is an *attention panel* (see Figure 2-2). When one of these panels opens, you have to respond to it before you can do anything else in the application.

Selecting a Window to Work In

To work in a window, you make it the *key window*—the window where you type, or that accepts your keystrokes. There is only one key window at a time (see Figure 2-3).

- ◆ Click in the window where you want to work.

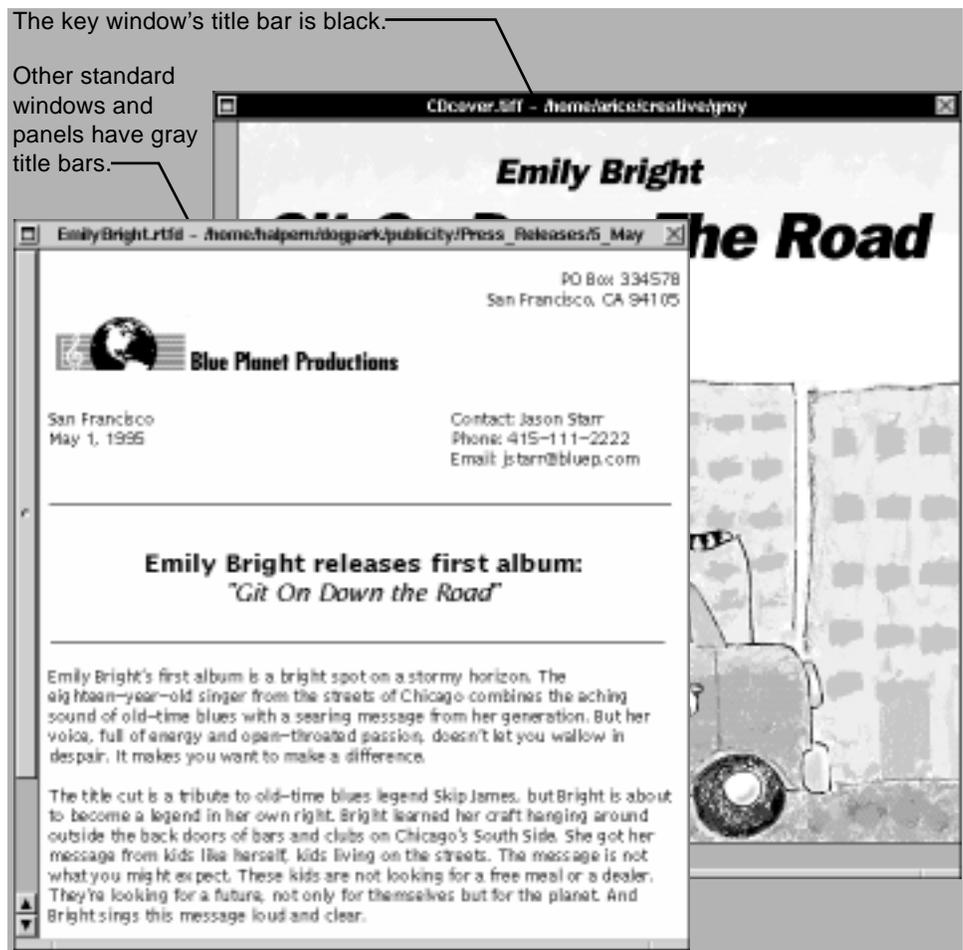


Figure 2-3 Selecting a Window

When you open a panel that helps you work in a standard window, the panel becomes the key window—its title bar becomes black. The standard window then gets a dark gray title bar and is known as the *main window* (see Figure 2-4).

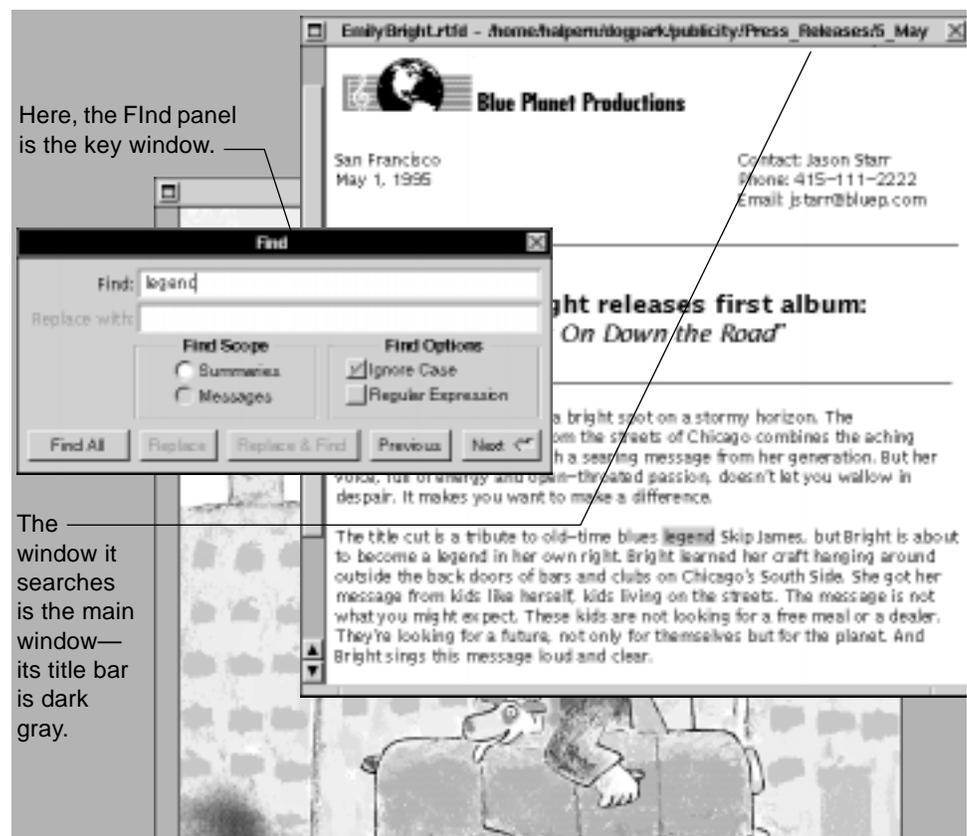


Figure 2-4 Main Window

A standard window with a black title bar is both the key window and the main window.

Reordering Windows That Overlap

Like sheets of paper on your desk, windows can overlap or completely cover each other. You bring a window forward so you can work in it by clicking in it (see Figure 2-5).

- ◆ To bring a window forward, click in it.
or
- ◆ Choose Windows from the Workspace menu and then choose the window from the Windows menu.

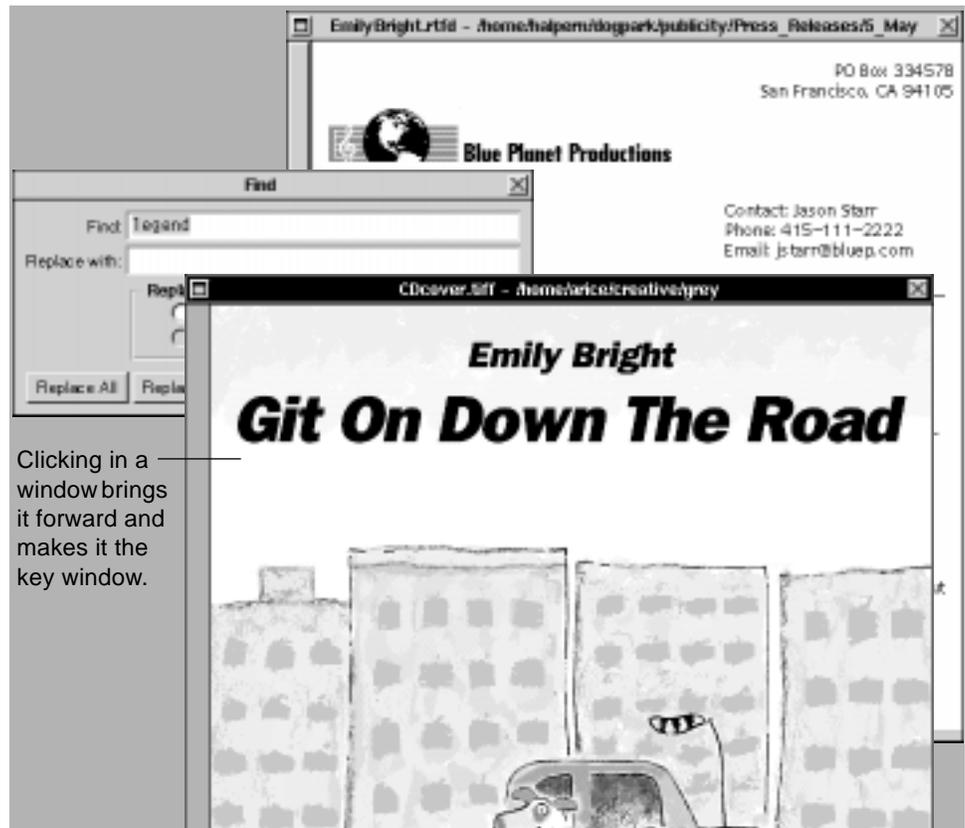


Figure 2-5 Reordering Windows

No other window can cover an attention panel. Menus stay in front of standard windows and ordinary panels.

More Ways to Reorder Windows

In addition to reordering by direct clicking, you can use keys on the keyboard to reorder windows in special ways, as listed Table 2-1.

Table 2-1 Keyboard Commands for Reordering Windows

Action	Effect
Hold down the Alt ¹ key and click in the window's title bar.	Brings the window forward without making it the key window
Hold down the Command ² key and click in the window's title bar.	Sends the window to the back of other windows
Hold down the Command key and press the up arrow key.	Brings the back window to the front
Hold down the Command key and press the down arrow key.	Sends the front window to the back

1. On a Sun keyboard, either of the Alt keys works as your Alt key.

2. On a Sun keyboard, the  key works as your Command key.

For more information about the Windows menu, see “Standard Commands” on page A-1.

Moving a Window

You can move a window on the screen by dragging its title bar as shown in Figure 2-6 (do not press any buttons in the title bar). As you drag, the entire window follows the pointer. When the window is where you want it, release the mouse button.

- ◆ Drag the title bar of the window you want to move.

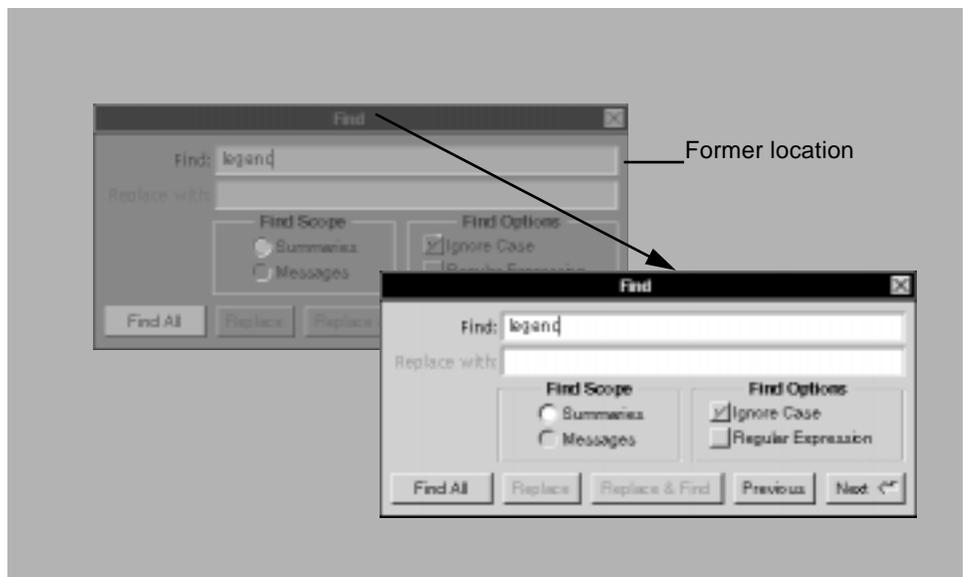


Figure 2-6 Moving a Window

Dragging a window brings it to the front of other windows. It also makes it the key window (unless you hold down the Alt key while you drag).

You can drag a window anywhere on the screen and even partially off the edge of the screen (see Figure 2-7 on page 2-9). Since the pointer cannot leave the screen, part of the window's title bar—the part where the pointer is—always remains visible, and you can drag the window back into full view.

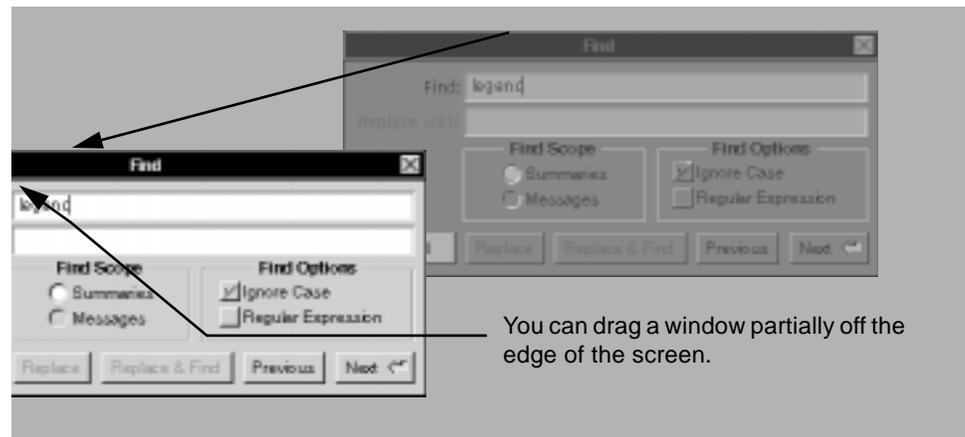


Figure 2-7 Dragging a Window Off the Screen

Resizing a Window

You can make a window larger, to see more of its contents, or smaller, so it takes up less space (see Figure 2-9 on page 2-10 and Figure 2-10 on page 2-11). To do so, drag its *resize bar*—the narrow gray border along the bottom of most windows (see Figure 2-8).

- ◆ To change the width of a window, drag horizontally from either end region of its resize bar.
- ◆ To change its height, drag vertically from the middle region.
- ◆ To change width and height at the same time, drag diagonally from an end region.

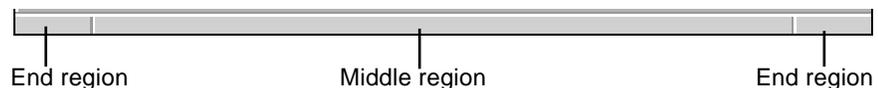


Figure 2-8 Resize Bar

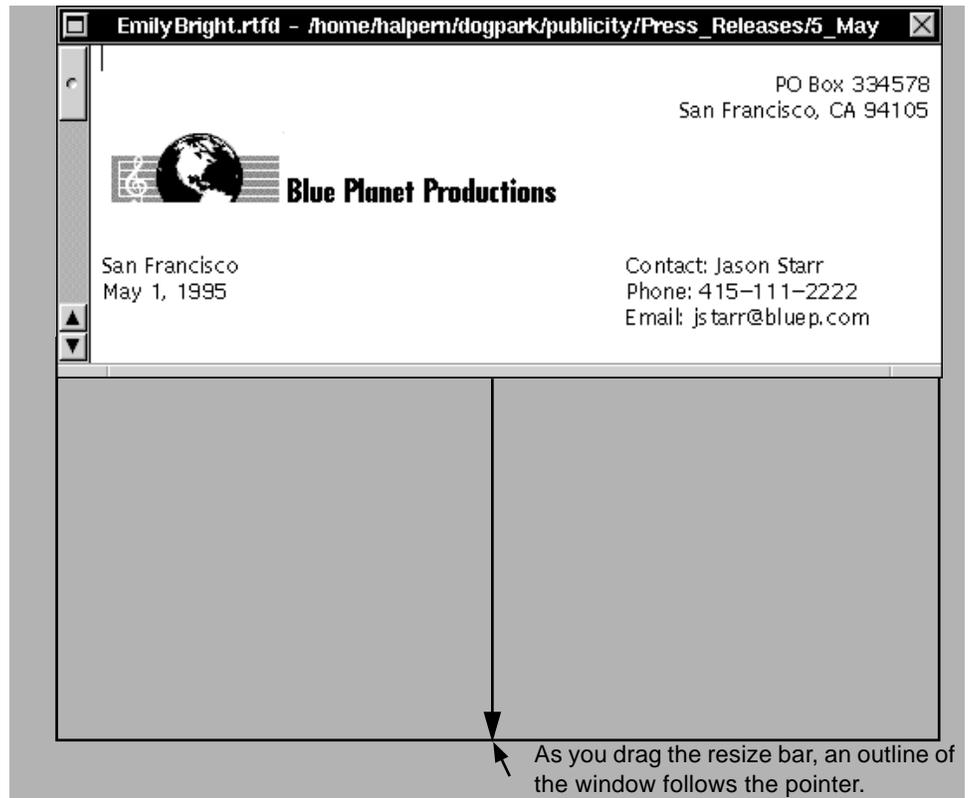


Figure 2-9 Resizing a Window



Figure 2-10 Resized Window

Scrolling to See More

Often there is more in a window than you can see at once. To see what is not visible, you *scroll*, as shown in Figure 2-11 on page 2-12. If only one page of a 25-page document is showing, for example, you can use the *vertical scroller* to see the other pages.

- ◆ **To scroll one line or other increment, click on the scroll button that points in the direction you want to scroll.**
- ◆ **To scroll a "windowful," hold down the Alt key and click on a scroll button.**

- ◆ To scroll to an approximate location, drag the scroll knob or click in the bar.



Use a scroller when information is too long or wide to appear all at once.

Figure 2-11 Window Showing Only Part of a Document

A scroller works like a slider—you move a knob up and down or back and forth in a bar (see Figure 2-12). You can also click on a *scroll button*. Press either of the scroll buttons to scroll continuously.

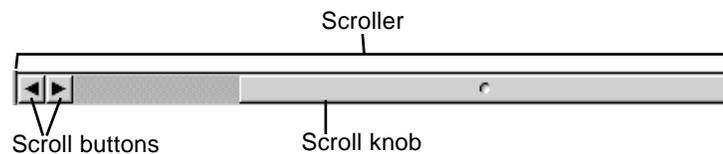


Figure 2-12 Scroller

How to Scroll—A Summary

Table 2-2 summarizes the ways in which you can scroll through windows.

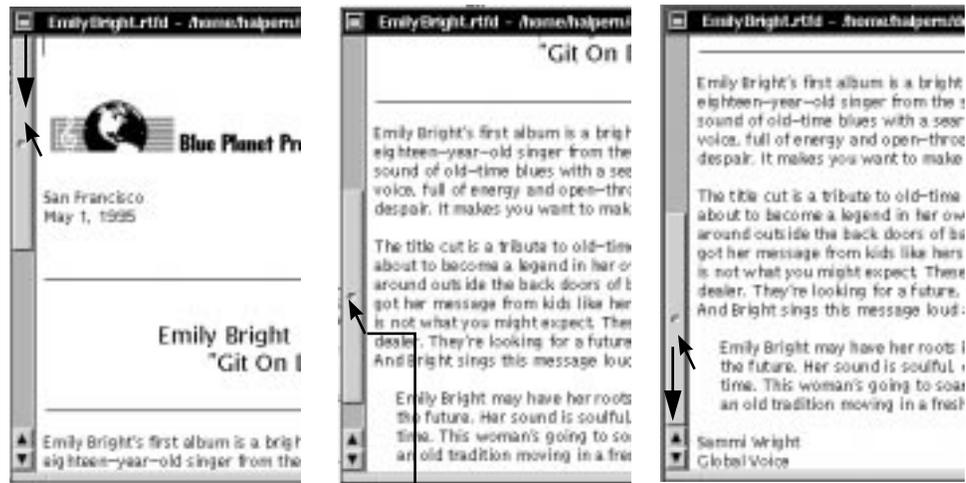
Table 2-2 Ways to Scroll—A Summary

Action	Effect
Click a scroll button	Scrolls an increment
Press a scroll button	Scrolls continuously by increments
Alt ¹ -click a scroll button	Scrolls a “windowful”
Click in the bar	Scrolls directly to any location
Drag the scroll knob	Scrolls gradually to any location
Alt-drag the scroll knob	Scrolls more gradually to any location

1. On a Sun keyboard, either of the Alt keys works as your Alt key.

Some applications have their own buttons for scrolling a page at a time. See the user’s guide that comes with the application.

You can hold down the Alt key while clicking on a scroll button to scroll by just less than the height or width of the current view, showing some of the previous view for context. Figure 2-13 on page 2-14 shows other ways to scroll.



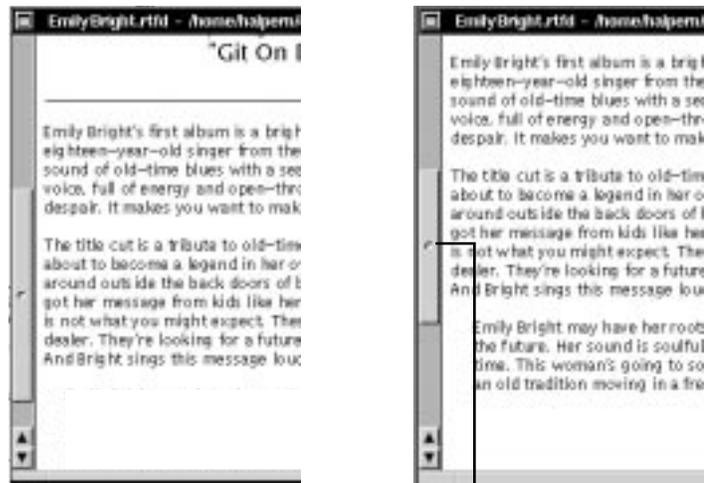
Drag the scroll knob to scan contents as they go by. Hold down the Alt key while dragging to scroll more gradually.

Click in the scroll bar. The scroll knob jumps to where the pointer is and contents scroll accordingly.

Press and hold down the mouse button in the bar and keep dragging.

Figure 2-13 Scrolling Techniques

The size and position of the scroll knob show how much and what part of the total contents you are viewing. The scroller represents the length or width of the contents, and the knob represents the portion and location of the current view (see Figure 2-14 on page 2-15).



This window shows the middle third of the document.

When you type more, the knob gets shorter.

Figure 2-14 Scroll Knob Indicates What Portion of the Document Is Displayed

The size of the scroll knob also changes when you resize the window.

Miniaturizing a Window

If you want to put a window aside without actually closing it, you can miniaturize it, as shown in Figure 2-15. When you do this, the window shrinks into a *miniwindow*—an icon that appears at the bottom of the screen.

- ◆ To miniaturize a window, click on the miniaturize button at the left of its title bar.
- ◆ To restore the window, double-click on its miniwindow.

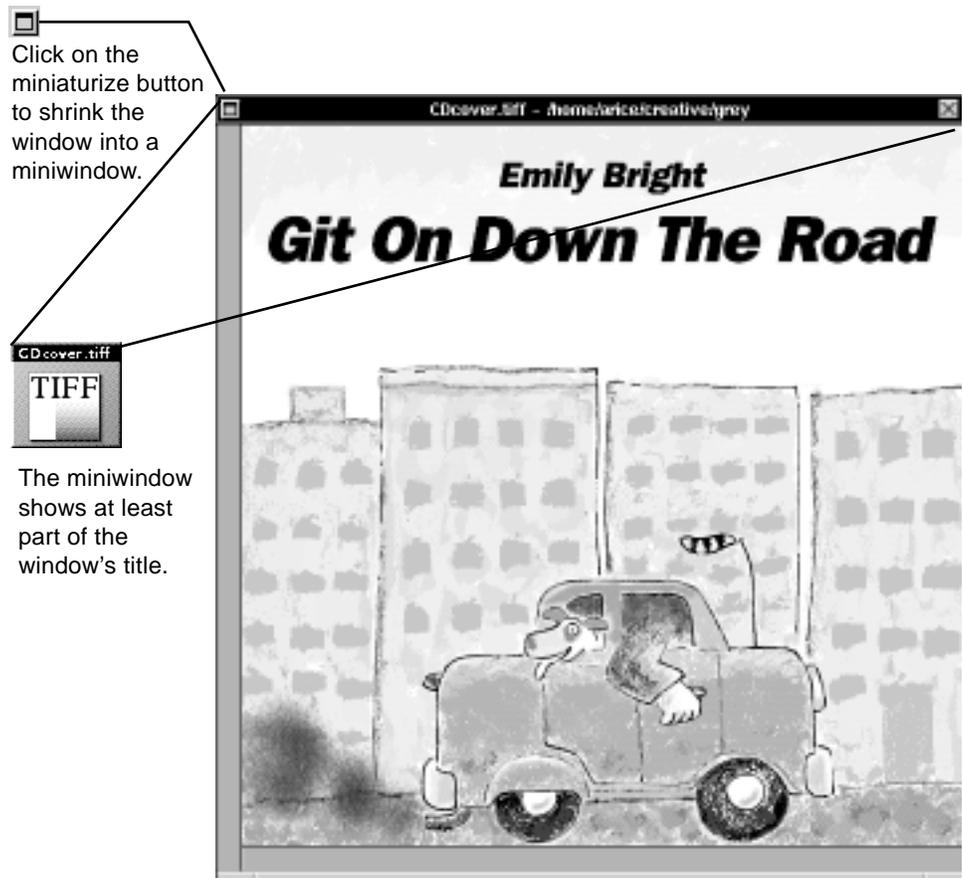


Figure 2-15 Miniaturizing a Window

You can move the miniwindow by dragging it, or click on it to bring it to the front. You cannot, however, drag it into the dock (as you can an application icon) or into the File Viewer (as you might a file or folder icon).

When you double-click on the miniwindow to restore the window, the miniwindow goes away and the window returns as you left it—in its same size and location as though it had never been miniaturized. Unsaved work is still there too.

You can also miniaturize a window by choosing Miniaturize Window from the Windows menu (see “Standard Commands” on page A-1).

Closing a Window

When you are finished with a window, you can *close* it to remove it from the workspace completely, as shown in Figure 2-16. Unlike miniaturizing, closing a window makes it disappear from the screen.

- ◆ Click on the close button at the right end of the window’s title bar.

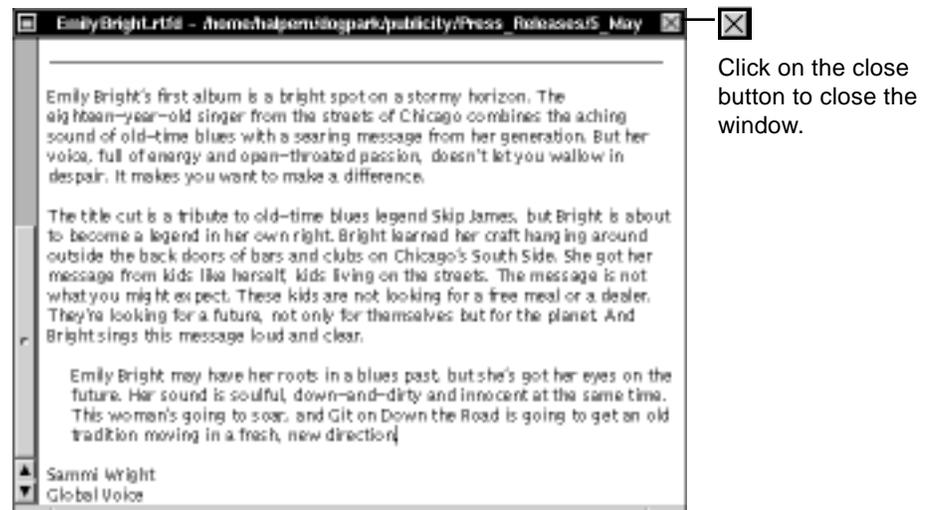


Figure 2-16 Closing a Window

A partially drawn close button usually means that the window contains unsaved work (see Figure 2-17). When you save, the button returns to normal. If you click on the button while it is partially drawn, a panel asks if you want to save your work. After you respond to the panel, the window closes.



Figure 2-17 Partially Drawn Close Button

If you close a window without saving changes, the changes will not be there the next time you open the window.

For information on saving work in a window before closing that window, see Chapter 5, "Creating and Saving Files."

You can also close a window by choosing Close Window from the Windows menu. See "Standard Commands" on page A-1.

Using the File Viewer



The Workspace Manager has a variety of tools for browsing information in your file system and locating files and applications. You use the File Viewer to see what files and applications you have. It has a Finder for quickly locating a specific file or folder.

This chapter describes how you can do the following:

- Open a folder
- Open a file
- Browse files and folders
- List files and folders
- Stock the shelf
- Open folders and files by typing
- Select several files and folders
- Open a folder in its own window
- Find files and folders
- Personalize your File Viewer

File System

The OpenStep™ file system keeps information in *files* and *folders*. A file might be a magazine article you write, an illustration you create with a graphics application, or the application itself. A folder is a container, and it can contain files and other folders, which can themselves contain more folders. Folders can be “nested” in as many layers, or levels, as you find useful.

The files and folders make up a *file system*. You can think of this file system as an upside down tree, with a *root* folder at the top and branches that grow downward. Figure 3-1 shows three branches of a typical OpenStep file system.

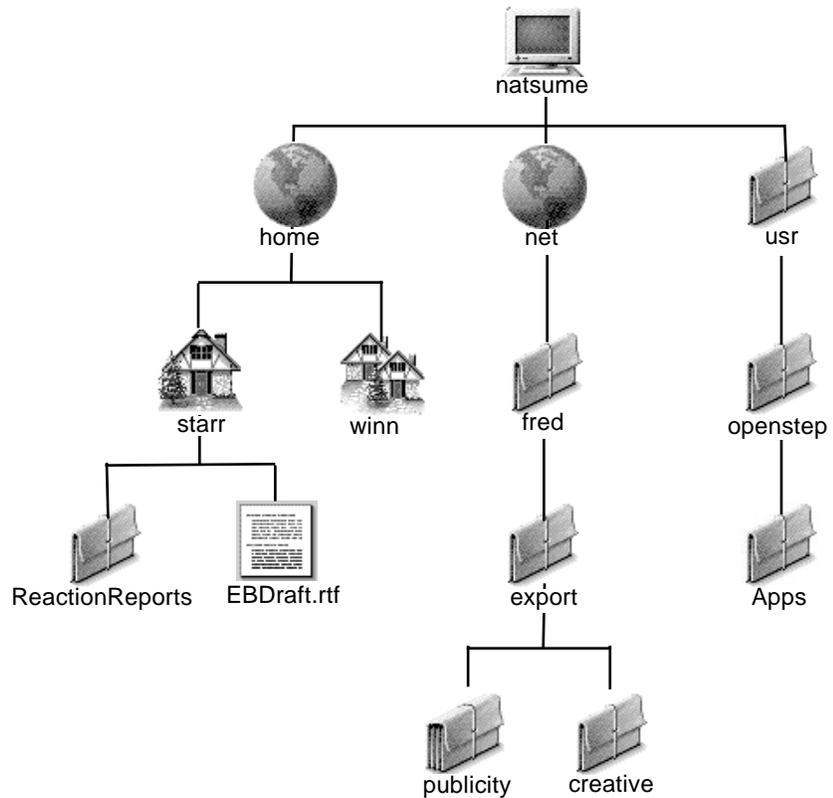


Figure 3-1 Three Branches of a Typical OpenStep File System

Each file or folder has a name that identifies its contents. For example, a folder containing the Solaris™ OpenStep™ applications is called `Apps`. A file might be called `EB_draft.rtf`.

A file or folder also has a path name that identifies its location. The *path name* lists the folders along its branch of the file system. The folder names are separated by slashes (/). A slash at the beginning of a path name represents the root folder.

The complete name for the `Apps` folder (referring to Figure 3-1 on page 3-2) is `/usr/openstep/Apps`; the complete name for the text document is `/home/starr/EB_draft.rtf`.

You often identify a file or folder by its path name. You might type a path name or read it in a panel.

Workstations running the OpenStep desktop are typically part of a network, and make use of files on other computers. Many of these files are displayed in a path that includes the `/net` folder, which represents the network. Referring again to Figure 3-1 on page 3-2, the path name `/net/fred/export/publicity` identifies a folder named `publicity` on another computer that is named `fred`.

As Seen in the File Viewer

To get to the files and folders in the file system, you use the File Viewer (see Figure 3-2 on page 3-4). The File Viewer appears when you enter the OpenStep workspace and can stay open the whole time you are working.

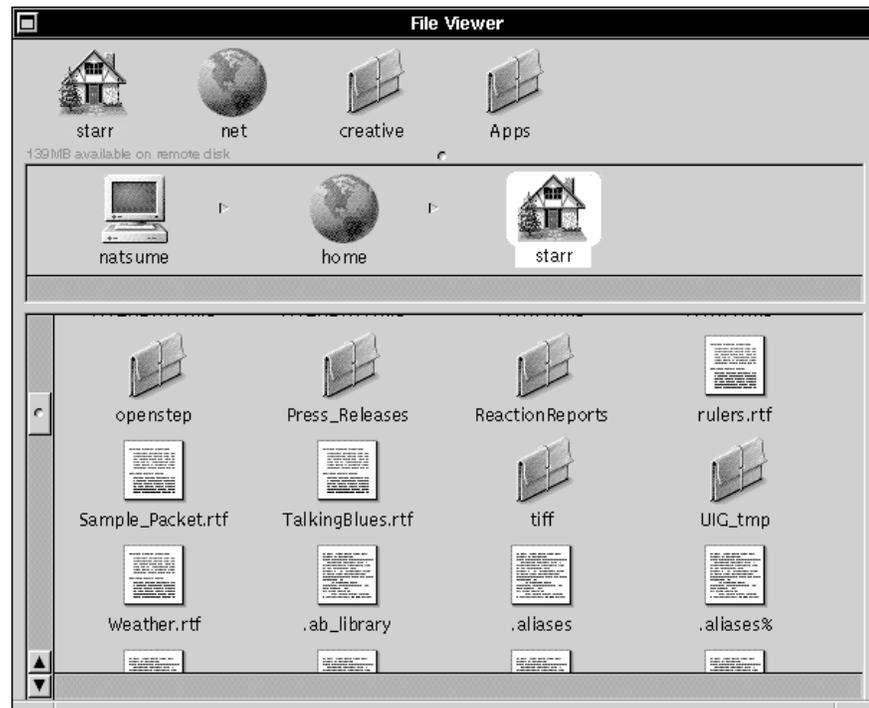


Figure 3-2 File Viewer, Showing One Branch of Starr's File System

Files and folders are displayed as icons. Different areas of the File Viewer have the following uses:

- Icons on the *shelf* can provide a shortcut to files and folders you access frequently. The shelf always contains your *home folder*, which is where you keep your own work. You can add or remove other files and folders.
- The *icon path* shows where you are in the file system. This row of icons shows the selected file or folder and the folders above it in its branch of the file system.
- The bottom area displays the contents of the *current folder*—the one you are currently working in. When you use OpenStep for the first time, files and folders here are shown as icons.

When you enter the workspace, you see the contents of your home folder. Your home folder has the icon of a house. Its name is your user name.

Opening a Folder

You open a folder (as shown in Figure 3-3) to see its contents, which are displayed in the bottom area of the File Viewer (as shown in Figure 3-4 on page 3-6). When you first use OpenStep, files and folders here are displayed as large icons. To see them as large icons if you do not currently, open the View menu and choose Icon.

◆ Click on a folder on the shelf or in the icon path.

or

◆ Double-click on a folder in the current view.

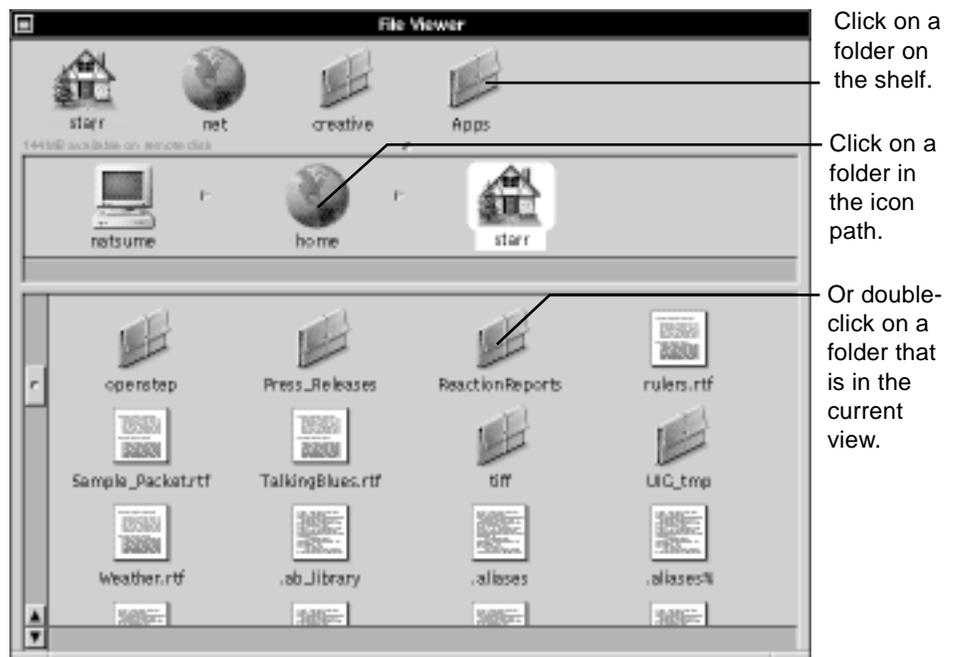


Figure 3-3 Opening a Folder

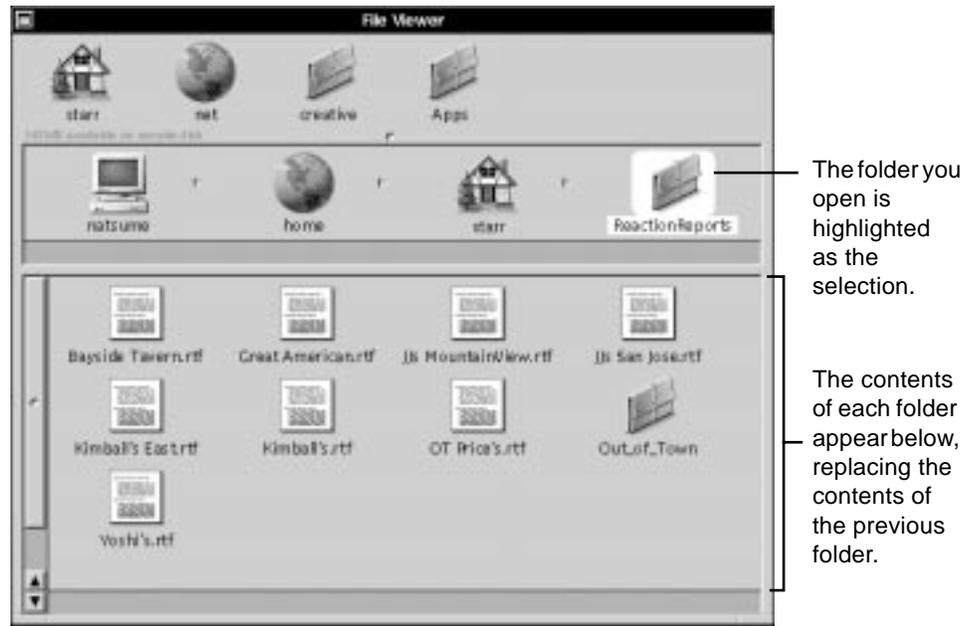


Figure 3-4 After Double-clicking on ReactionReports

With the icon view, you can select a folder without opening it by clicking on it in the current view instead of double-clicking on it.

The way you move through the file system when you open a folder depends on what part of the File Viewer you open it from (see Figure 3-5, Figure 3-6 on page 3-7, and Figure 3-7 on page 3-7).



Figure 3-5 Opening a Folder From the Shelf



Figure 3-6 Opening a Folder From the Icon Path

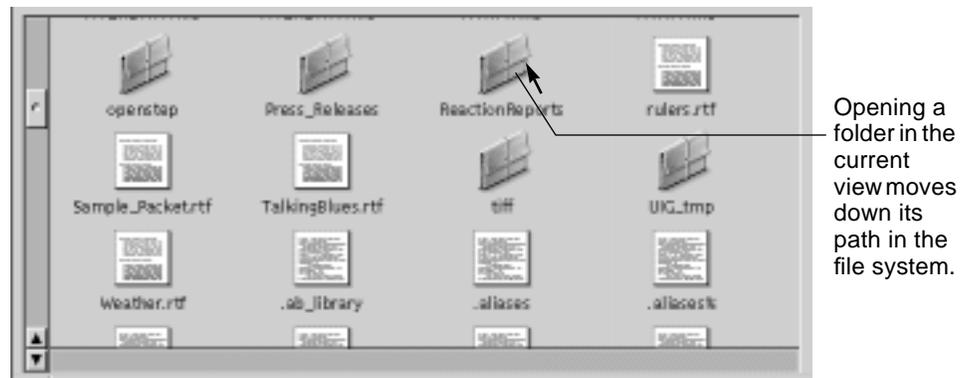


Figure 3-7 Opening a Folder in the Current View

The file system contains UNIX® files that are not displayed in the File Viewer unless you specify that you want them to be displayed. See “Displaying UNIX Files” on page 15-24.

Opening a File

You open a file (as shown in Figure 3-8 on page 3-8) to see its contents.

If a file is associated with an OpenStep application, the application associated with the file starts, if it is not already running. It then shows the contents of the file in a window. See “Which Application Opens a File” on page 3-10 for information on the file extensions that are recognized by OpenStep desktop applications.

- ◆ **Double-click on the file on the shelf, in the icon path, or in the current view.**

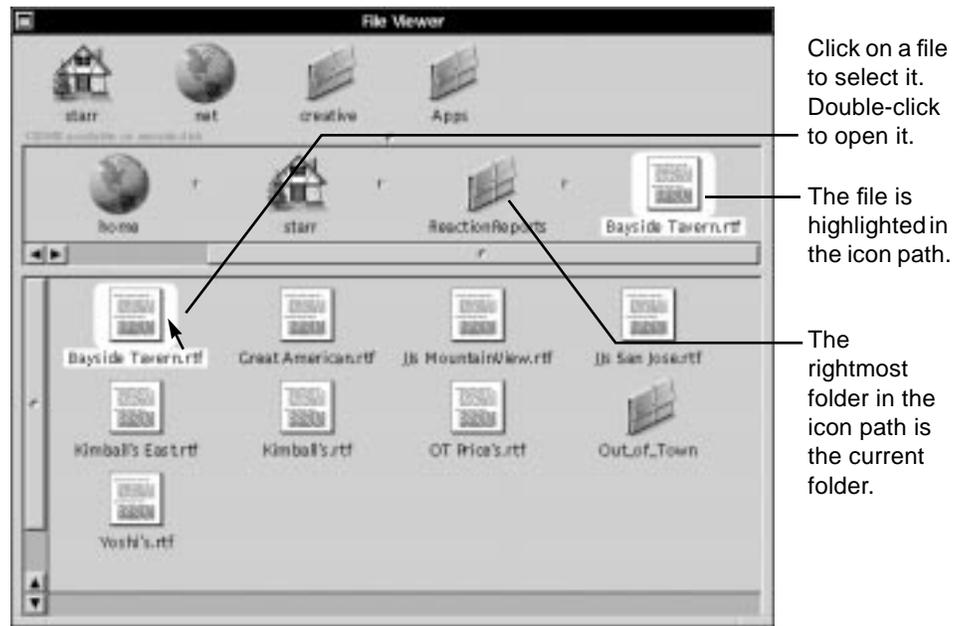


Figure 3-8 Opening a File

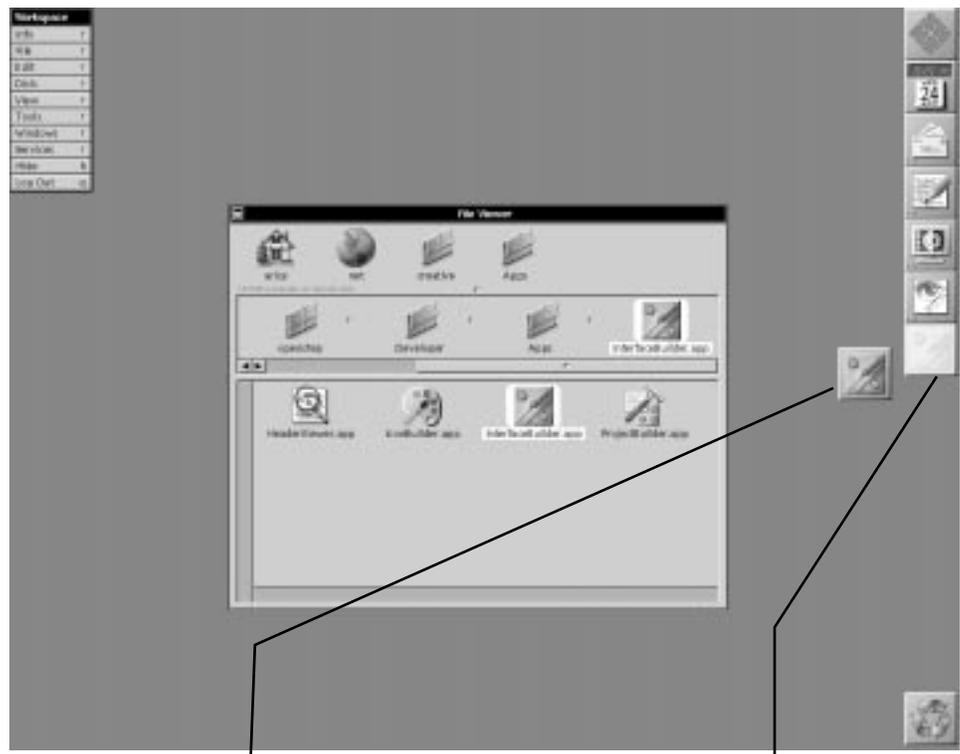
If a file is associated with a non-OpenStep application (for example, a document file associated with FrameMaker), opening the file in the File Viewer does not start the non-OpenStep application, but may start an OpenStep application.

If you open a file that is an OpenStep application, the application simply starts.

If you open a file that is a non-OpenStep application, OpenStep does one of the following:

- Starts the Terminal application, which then attempts to start the application you opened.
- Displays an alert panel with the message “This application doesn’t contain software for this kind of computer.”

When an OpenStep application that is not in the dock starts, its icon is displayed at the bottom of the screen. You can drag the icon into the dock, as shown in Figure 3-9 on page 3-9. Do not drag icons of non-OpenStep applications into the dock.



If an application is not in the dock, you can drag it to an empty area of the dock.

When a ghost image appears in the dock, release the mouse button.

Figure 3-9 Dragging an Application to the Dock

If a file does not open, you may not have read permission for it. See “Permissions Granted” on page 6-2 and “Changing Permissions for a File or Folder” on page 7-9.

Which Application Opens a File

You can tell which application opens a file by the file icon. Usually, it resembles the application icon (see Table 3-1). You can also tell by the file name *extension*—the last period in the name and the characters that follow. The extension describes the type of information in the file. For example, a file in Rich Text Format (RTF) has the extension `.rtf`. A file with encapsulated PostScript™ has an `.eps` extension. A plain text file has no extension.

Table 3-1 Which Application Opens a File

File Extension	File Icon	Application Icon	Application
<code>.eps</code>			Preview
<code>.rtf</code>			Edit

OpenStep desktop applications recognize files with the extensions listed in Table 3-2, and the correct application is started to open these files. The icons for these file types are shown in Table 3-3 on page 3-11.

Table 3-2 File Extensions Recognized by OpenStep Desktop Applications

Opened by	Extensions
Edit ¹	<code>.rtfd</code> , <code>.rtf</code> , <code>.text</code>
Mail	<code>.mbox</code> , <code>.vox</code>
Preview	<code>.ps</code> , <code>.tiff</code> , <code>.eps</code>

1. Other file types are used by OpenStep development tools. Some of these files may also be opened by Edit.

Note – For more information, see “Changing the Application That Opens a File” on page 7-6.

Icons in the File System

Different kinds of files and folders have different icons. There are also icons for disks, disk drives, or any other devices that might appear in your file system. Table 3-3 shows some common icons. (For information on other icons, see Chapter 4, “Working With Applications” and Chapter 8, “Working With Disks.”) You also may see icons for applications you buy or create yourself.

Table 3-3 Icons in the File System

Icon	Meaning
	A general-purpose folder. You can create folders of this type.
	A folder that is on another computer on the network. You can open it by clicking, even though it is on another computer. (In most cases, you will not have access to every folder on the other computer.)
	A computer's root folder. The computer's name is displayed with the icon.
	Your home folder.
	Someone else's home folder, which you might see if you are working on a network or sharing your computer with other people.
	The /net folder, which contains folders on other computers that belong to the network.

Table 3-3 Icons in the File System (Continued)

Icon	Meaning
	A file in Rich Text Format (often called an RTF file), which contains text with font and formatting properties, such as bold or italic.
	An RTF file that contains one or more graphic images.
	A file that contains only <i>plain text</i> —text with no font or formatting properties.
	A file that contains a graphic image in encapsulated PostScript format, often called an EPS file.
	A file with a graphic image in tag image file format, often called a TIFF file.
	An application that does not have its own icon.
	A file or folder that has been compressed. See “Compressing and Decompressing a File or Folder” on page 6-16.
	A broken link to a file or folder (see Chapter 6, “Organizing Your Work,” for information on links).
	An application that cannot be run—for example, because it is not configured to run on your type of computer. In the dock, it might be an application that was moved, renamed, or that no longer exists.

A folder is dimmed when you do not have permission to open it. If you try to open it, no contents are displayed even if it has some.

Browsing Files and Folders

Browsing is a way to move quickly through the files and folders in your file system. When you choose Browser, the current view becomes a *browser*, which lists the contents of each folder in the icon path, as shown in Figure 3-10. The contents are listed by name in the column below the icon.

- ◆ To see the contents of several folders at once, choose View from the Dock menu and then choose Browser from the View menu.
- ◆ To open a folder, select its name in the browser.
- ◆ To open a file, double-click on its name in the browser.

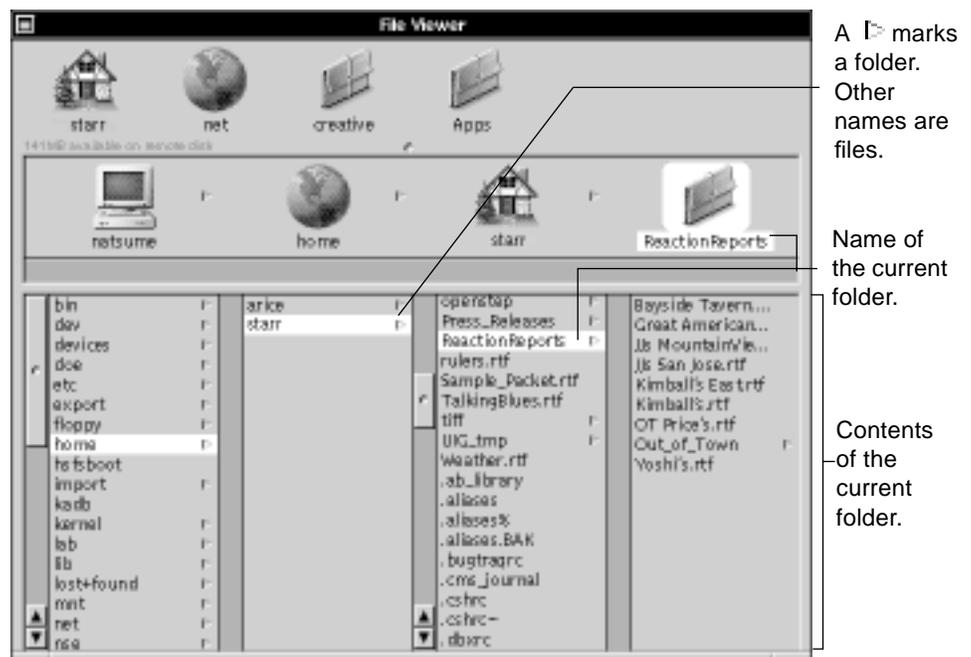


Figure 3-10 File Viewer's Browser View

When you select a folder in a browser, the contents of the folder are displayed in the column to the right (see Figure 3-11).

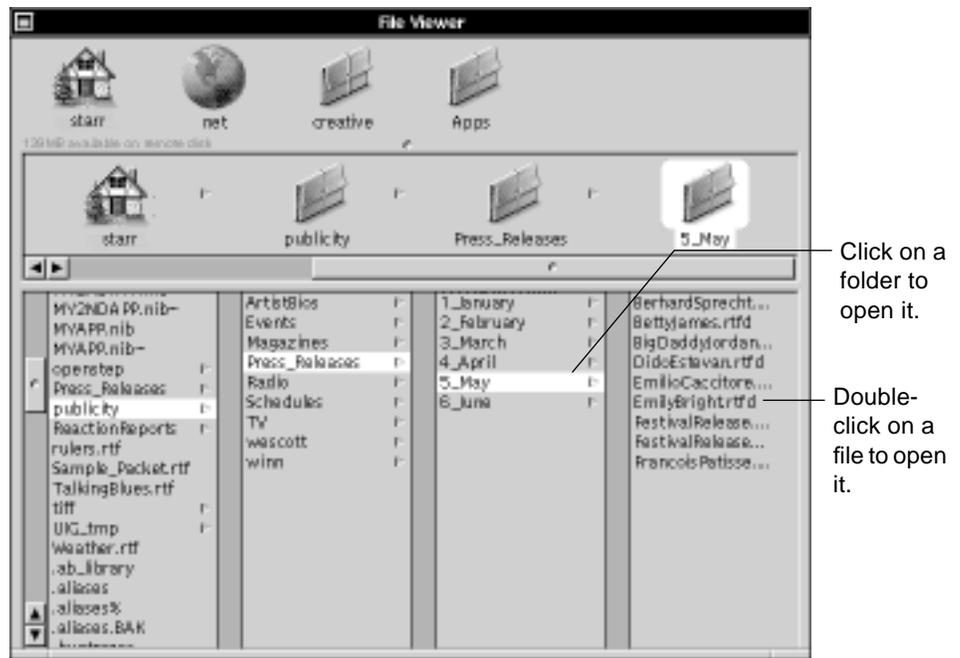


Figure 3-11 Opening Files and Folders in Browser View

You can also open files and folders from the shelf and icon path, just as you can when you are working with other views.

Listing Files and Folders

- ◆ To change to the listing view, choose **View** from the **Workspace** menu and then choose **Listing** from the **View** menu.
- ◆ To open a file or folder, double-click on the icon next to its name.

You can list the contents of the current folder to show the size, history, and permissions for files and folders. When you choose Listing, the view changes to show this information (see Figure 3-12).

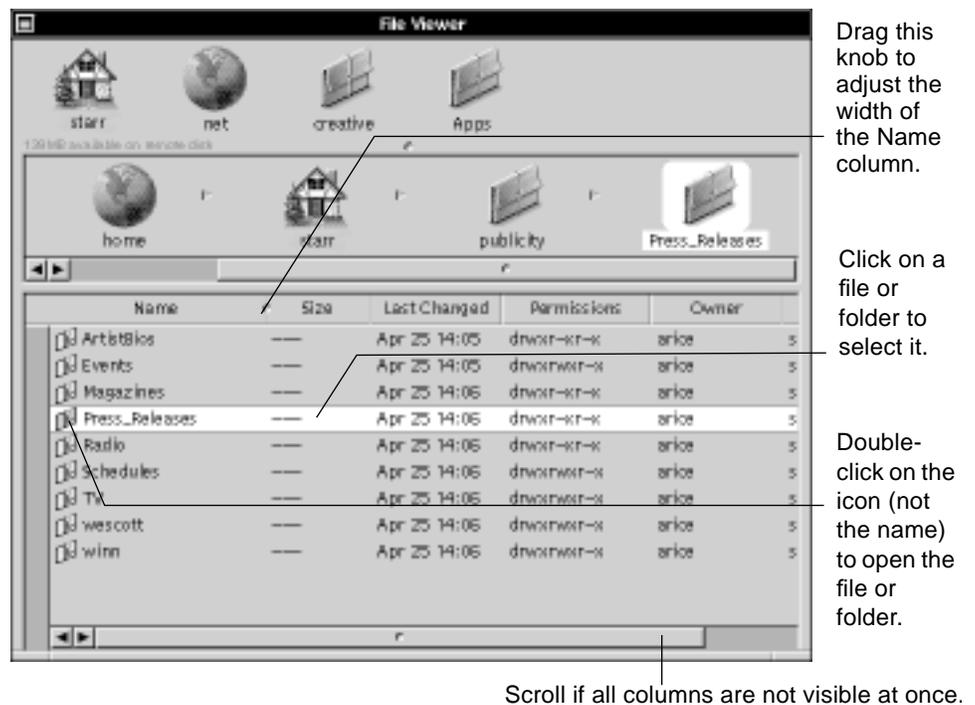


Figure 3-12 File Viewer's Listing View

In the listing view, the icon next to a name indicates whether it is a file, folder, or application:



Marks a folder



Marks an application



Marks any other file

You can also open a file or folder from the shelf or icon path, just as you can when working with other views.

To find out the size of a folder, you have to use the Inspector command. See “Getting Information about a File or Folder” in Chapter 7.

What You See in the Listing View

When you display the contents of a folder in the listing view, the columns next to each file or folder name provide the following information (see Figure 3-13 on page 3-17):

Size The size, in *bytes*, for files. In a plain text file, for instance, each character occupies one byte.

Last Changed The date and time (based on a 24-hour clock) that the file or folder was created, or that changes were last made to it. Older files list the year instead of the time.

Permissions The read (**r**), write (**w**), and execute (**x**) *permissions*, successively, for the person who owns the file or folder, a group of people who may have special access it, and anyone else who has access to the file system. A listing of **r - x** for the group, for example, means the group has read and execute permissions but not write permission.

Owner The user name of the person who owns the file or folder.

Group The group of users who have the group permissions.

For more information on permissions, see “Changing Permissions for a File or Folder” on page 7-9.

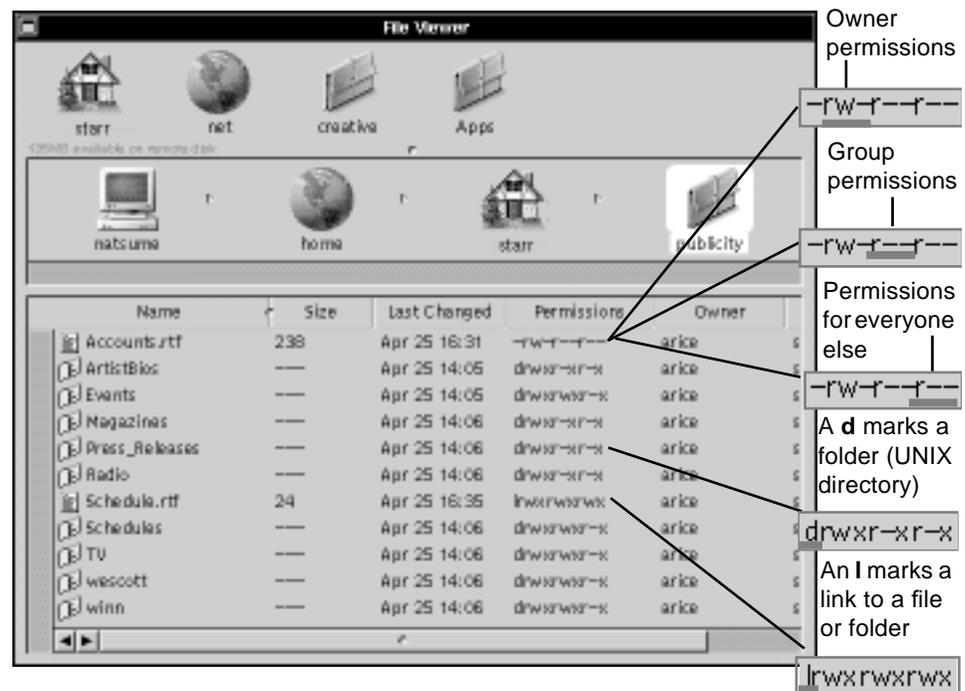


Figure 3-13 File and Folder Permissions in the Listing View

Stocking the Shelf

You can stock your shelf with folders or files you use frequently. Just drag them from the icon path as shown in Figure 3-14 on page 3-18.

- ◆ **To add a folder or file to the shelf, select the folder or file. Then drag it from the icon path to an empty space on the shelf.**
- ◆ **To remove a folder or file from the shelf, drag it out of the File Viewer into the workspace.**

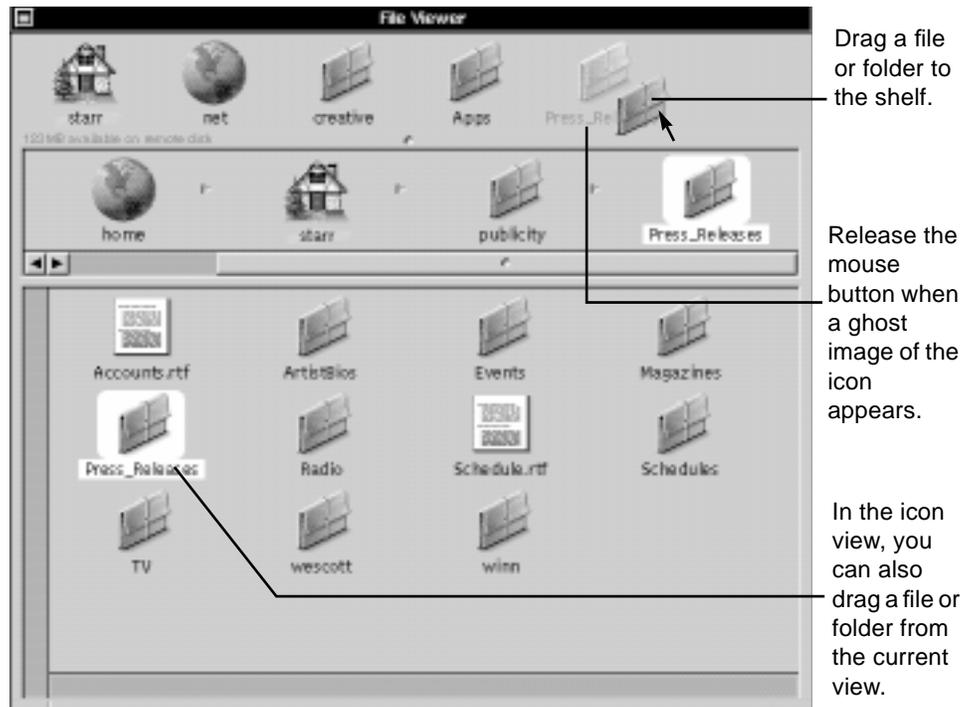


Figure 3-14 Adding a Folder To the Shelf

Drag a file or folder into the workspace to remove it from the shelf (see Figure 3-15 on page 3-19).

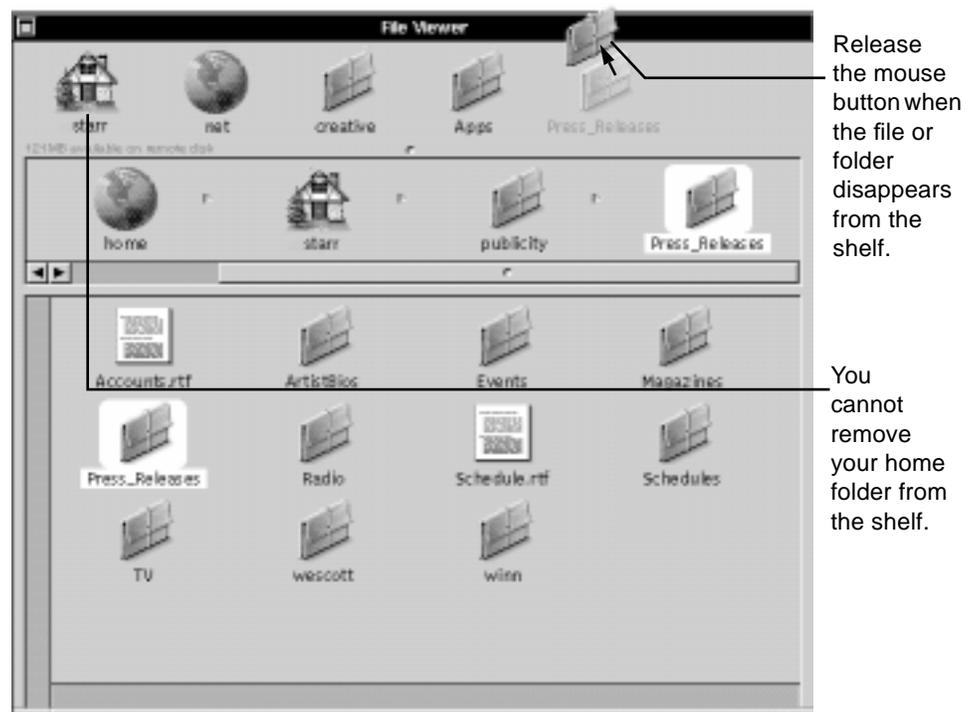


Figure 3-15 Removing a Folder From the Shelf



Caution – When you drag a file or folder to add it to the shelf or remove it, do not release the mouse button while the icon you are dragging is over another folder. If you do, you might accidentally copy or move the file or folder you are dragging.

You can make more room on your shelf by resizing the File Viewer so it is wider.

You can adjust the number of rows on your shelf. See “Personalizing Your File Viewer” on page 3-32.

Opening Folders and Files by Typing

You can put your mouse aside and select and open folders and files from the keyboard, as shown in Figure 3-16 and Figure 3-17 on page 3-21.

- ◆ To move along the current branch of the file system, press the left or right arrow key.
- ◆ To move through the contents of a folder in the browser or listing view, press the up or down arrow key.
- ◆ To select a specific file or folder in the current folder, type the first few characters of its name.
- ◆ To open the selected file or folder, press Return.

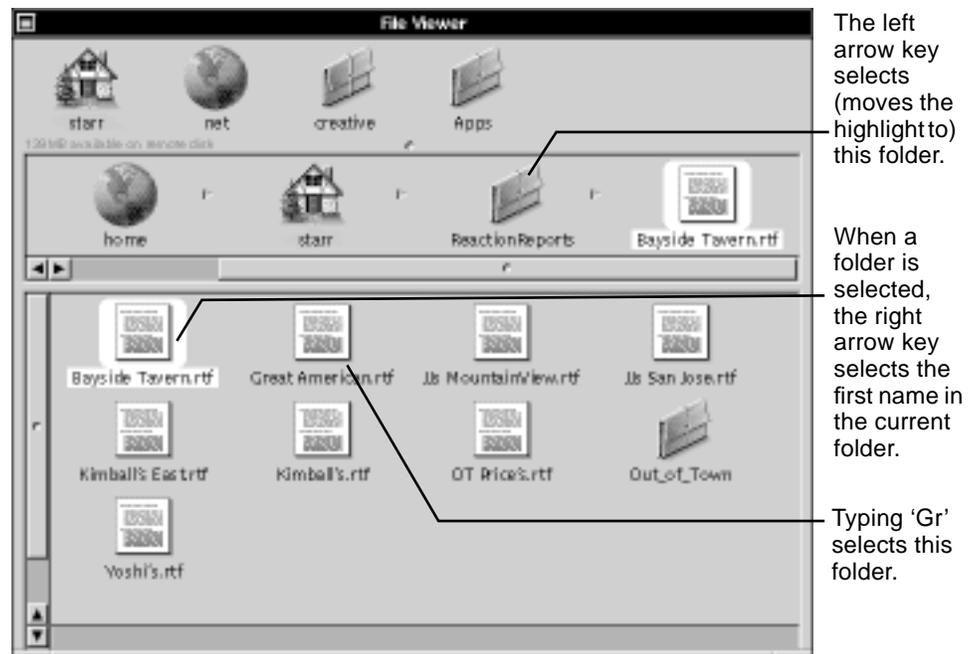


Figure 3-16 Opening Files or Folders From the Keyboard

If you make a mistake or change your mind while typing a file or folder name, pause for a moment to start over.

With the browser or listing view, you can use the up and down arrow keys to move through the contents of a folder, as shown in Figure 3-17.

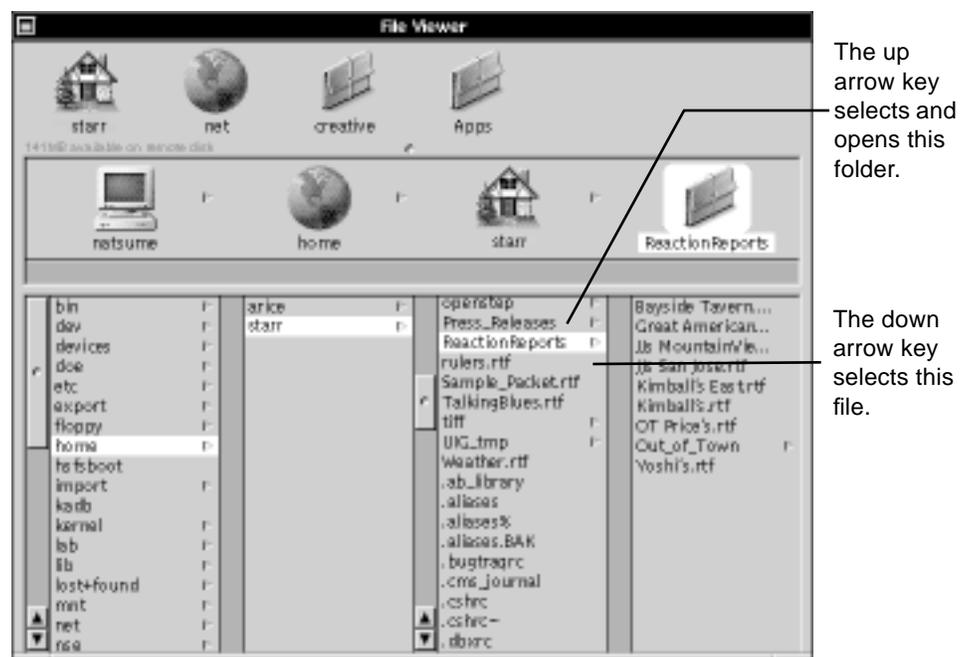


Figure 3-17 Using the Arrow Keys to Move in the Browser View

You can locate any file or folder by typing its path name. As soon as you type a slash (/) or tilde character (~) to begin the path name, the Finder opens. See “Options for Searching” on page 3-31.

Selecting Several Files and Folders

You can select several files and folders in the current folder and then perform some operation with all of them (see Figure 3-18). For example, you can open several files at the same time by selecting them and double-clicking on the selection icon (see Figure 3-19 on page 3-23).

- ◆ Drag around (or over) the files and folders you want to select.
- ◆ Hold down the Shift key and select each file or folder you want to add to the selection or remove from it.
- ◆ In the browser or listing view, hold down the Alt key and click to select a range between the current selection and where you click.

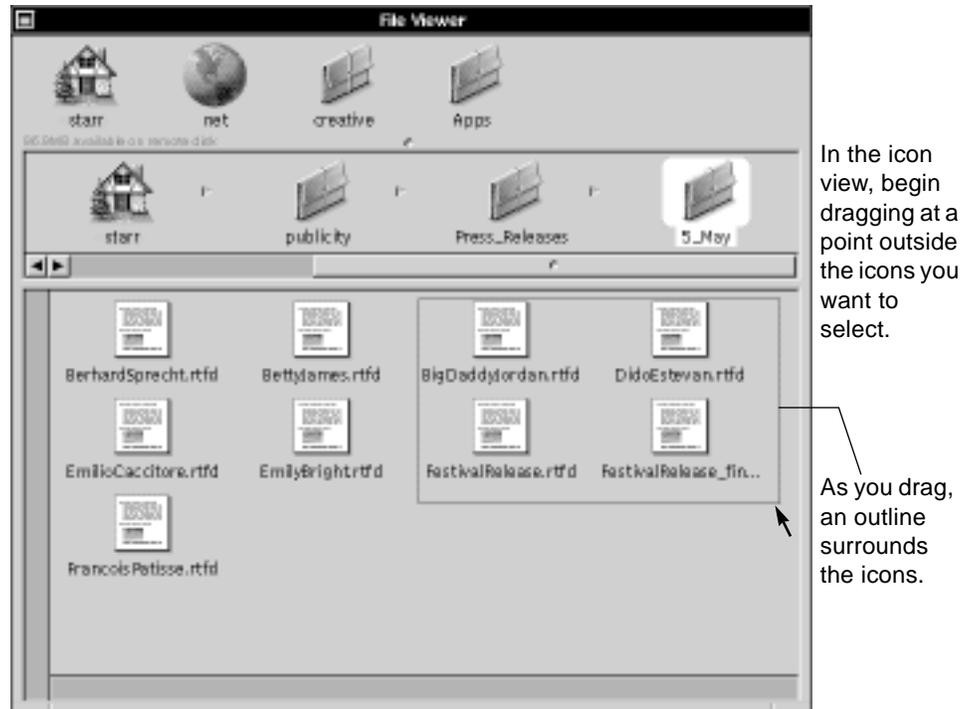


Figure 3-18 Selecting Several Files

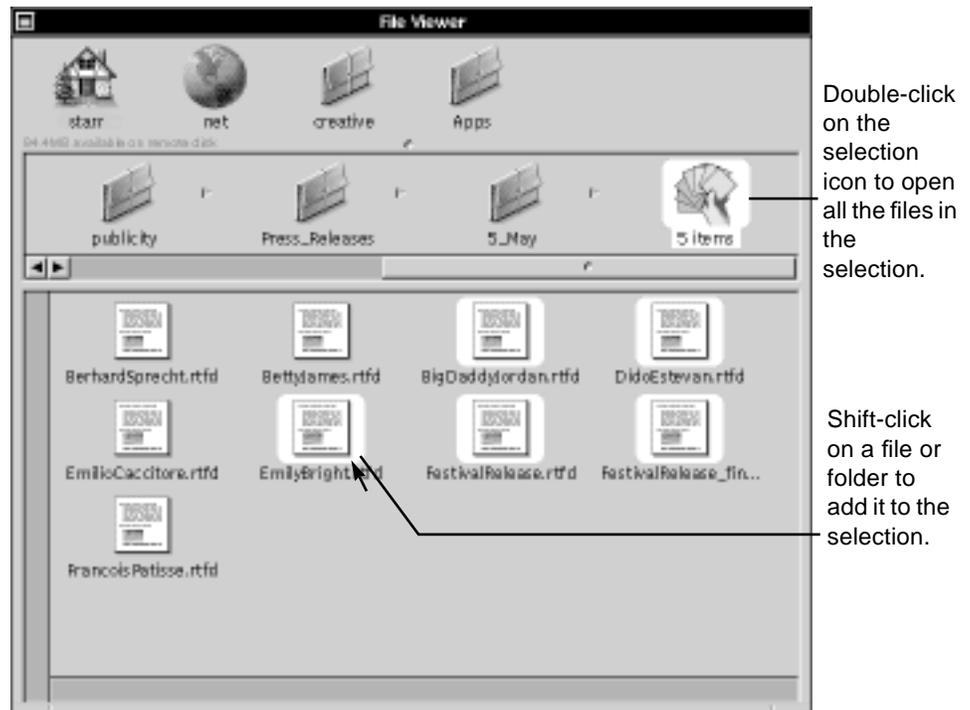


Figure 3-19 Opening Several Selected Files

You can also hold down the Shift key while dragging around several icons to add all of them to your selection.

You can drag and use the Shift key to make multiple selections in the browser or listing view too (see Figure 3-20 on page 3-24).



Drag to make a continuous selection.



Shift-click on a name to add it to the selection.

Figure 3-20 Selecting Multiple Files in the Browser View

Or you can use the Alt key to select a range of files and folders, as shown in [Figure 3-21](#) on page 3-25.

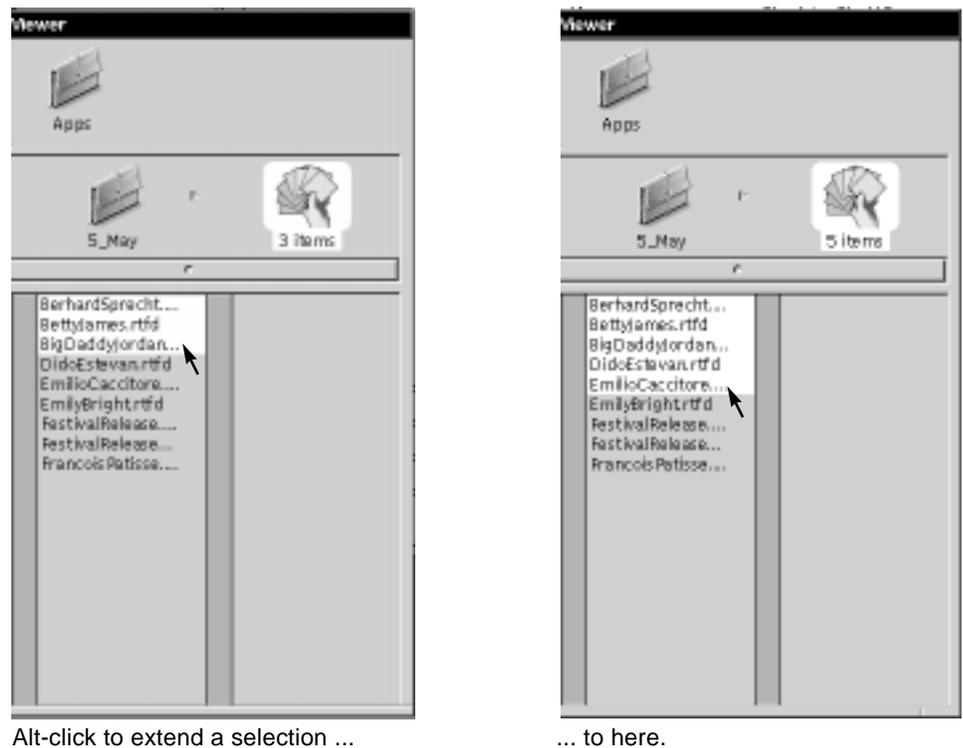


Figure 3-21 Extending a Selection in the Browser View

In either the browser or listing view, you can hold down the Shift key while you click a selected file or folder, or while you drag over several, to remove files or folders from the selection.

To find out which is your keyboard's Alt key, see "Keyboard Basics" on page 9-5.

Opening a Folder in Its Own Window

You can open a folder in its own window (see Figure 3-22 on page 3-26), for example, to be able to see the folder's contents while opening other folders in the File Viewer.

1. Select the folder you want to open.

2. Choose File from the Dock menu.
3. Choose Open as Folder from the File menu.

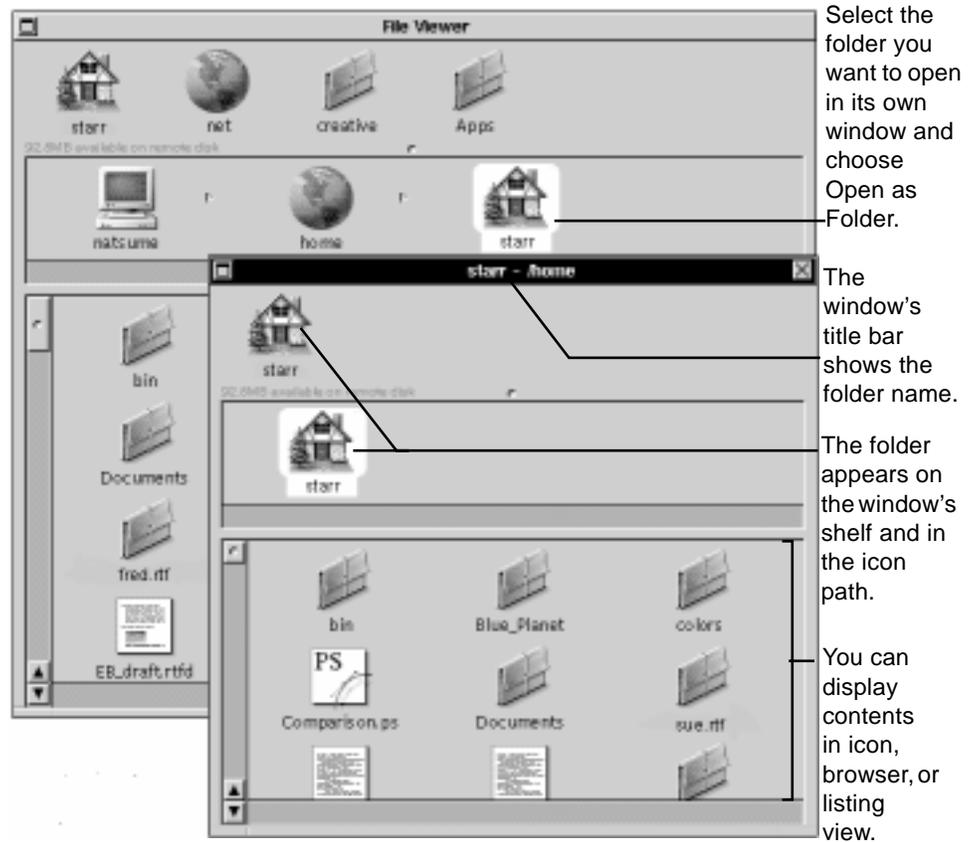


Figure 3-22 Opening a Folder in Its Own Window

This window behaves like the File Viewer, except that it shows only the contents of the selected folder. In it, you can open files and folders, drag them to the shelf, and do anything else you do in the File Viewer.

File Packages—Files That Are Really Folders

A file package is a special kind of folder whose contents are not normally shown in the File Viewer or any other folder window. Instead, file packages look and behave like regular files. Double-clicking on a file package, for example, starts up an application or shows the contents of a file in a window.

File packages keep together information that should not be separated. When you add a graphic image to an Edit document, for example, Edit puts the graphic in its own file and stores it in a file package along with a file containing the document's text. Most applications are also file packages. They consist of a file containing the actual application and other files that the application uses, such as sounds.

You rarely need to see the contents of a file package, and you shouldn't normally change its contents. But to look inside one—for example, to copy something from it—select it in the File Viewer and choose Open as Folder from the File menu as shown in Figure 3-23 on page 3-28.

You can tell that a file is really a file package if:

- The Open as Folder command is not dimmed when the file is selected. When you select a regular file, this command is dimmed.
- When you inspect the file with the Inspector command, the file is treated as a folder. See “Getting Information About a File or Folder” on page 7-1.
- The file is an RTF file with an `.rtfd` extension.
- The file is an application with an `.app` extension.

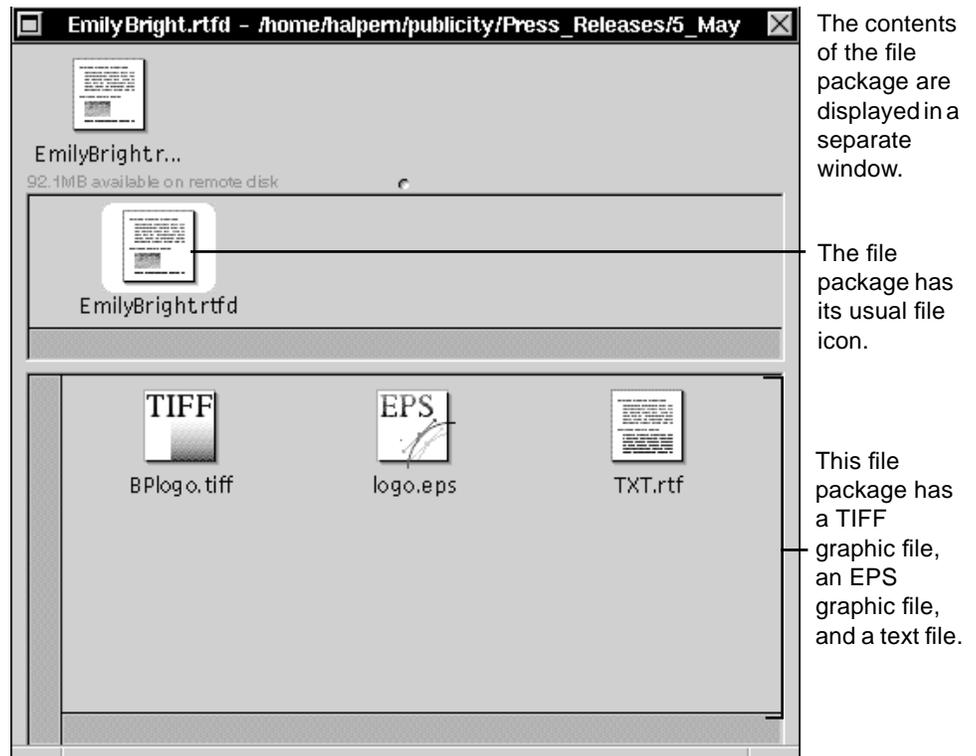


Figure 3-23 Opening a File Package

Finding Files and Folders

You can search for a file or folder (see Figure 3-24 on page 3-29) based on any part of its name. You can also search for a file based on a string of text that is in the file. You tell the Finder where to search by designating a *target*. You can drag any folder from the File Viewer to the Finder's shelf and use it as a target.

1. Choose Tools from the Dock menu.
2. Choose Finder from the Tools menu.
3. Select a target from the Finder's shelf.
4. Use the pop-up list to indicate whether you are searching for a file name or a text string inside a file.

5. Type in the name or text string for which you want to search.
6. Click on the Find button or press the Return key.

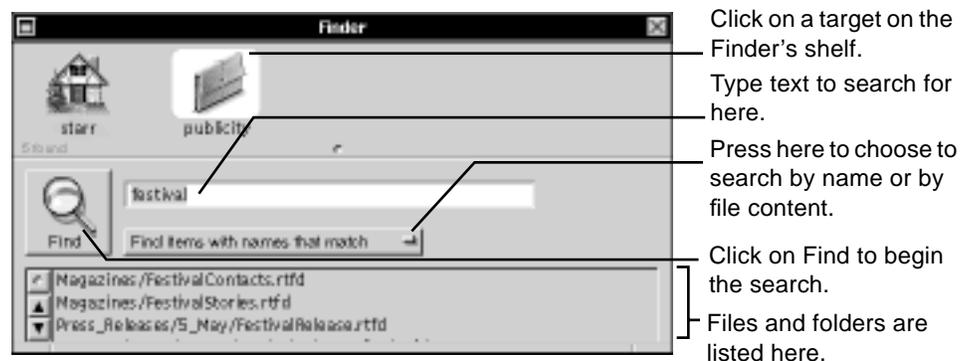


Figure 3-24 Searching for Files and Folders

You can search for a single file or folder by name—regardless of the target—by typing its entire path name in the Finder, such as `/home/starr/publicity/Press_Releases` or `~starr/creative`. When found, the file or folder is selected in the File Viewer.

Shortcuts to Typing Path Names

Here are a few shortcuts you can use to enter a path name in the Finder.

- You can designate your home folder with a tilde character (~). To identify a path that continues past your home folder, just continue the path name. Typing ~/EB_draft.rtf, for example, is a shortcut for /home/starr/EB_draft.rtf. To specify someone else's home folder, type ~ followed by the name of that person's home folder, as in ~poupon.
- You can type a few characters of a name in a path name and press the Esc key to fill in the rest of the name. To type /home/starr, for example, type /h and press Esc, then type /s and press Esc. If more than one name matches what you have typed so far, the Finder lists all possible matches each time you press Esc.

During a search, the Find button changes to a stop sign that you can click on to interrupt the search.

You can select a file or folder in the Finder and use the Inspector command to inspect it (see Chapter 7, "Inspecting Files and Folders"). You can also search for an address book by content.

To narrow down your search, you can select from the files and folders you find, as shown in Figure 3-25, and then search on the selection.

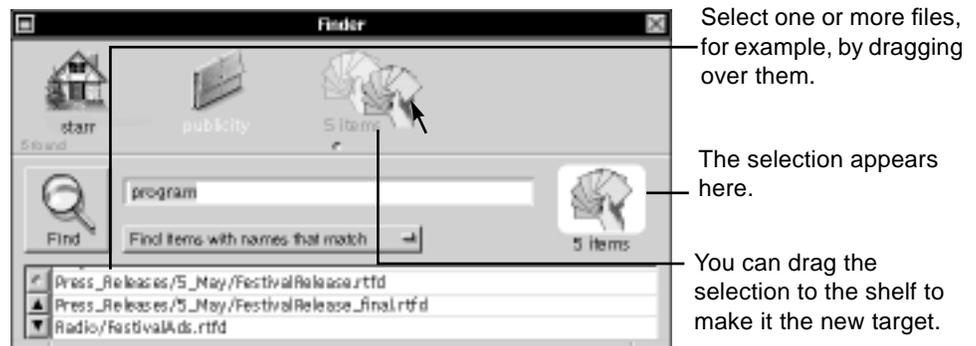


Figure 3-25 Selecting a Second Target From the Results of the First Search

When you search by name, you can double-click on a file or folder listed in the Finder to select it in the File Viewer—even while the search is still in progress. When you search by content, double-clicking on a file listed in the Finder opens the file and selects the text you are searching for. In either mode, you can also select a file in the Finder and then double-click on its icon to open it.

Options for Searching

You can find any file or folder while working in the File Viewer by typing its full path name. As soon as you type a slash (/) or tilde character (~), the Finder opens and shows your typing. Complete the path name and press Return. The file or folder is selected in the File Viewer and the Finder closes.

You can also press Esc in the File Viewer to type the path name of the current selection in the Finder.

If you want the Finder to list a file or folder *without* selecting it in the File Viewer—for example, so you can drag it to the Finder’s shelf to use as a target—type the path name and press Esc instead of Return.

You can Shift-click an item on the shelf to add it to your target. If you forget what is in a target that consists of a multiple selection, press the Esc key to list the selection’s contents.

When searching by name, you can use an asterisk (*) as a wildcard. For example, to find all TIFF files within a target, type *.tiff.

To search for names that contain a ~ or *, enclose your text in quotation marks, as in “~oldfile”.

You can select more than one file or folder in the Finder the same as with browser or listing view in the File Viewer. See “Selecting Several Files and Folders” on page 3-22. You can use the Preferences command to search for one or more keywords in files. See “Workspace Manager Commands” on page A-10.

Personalizing Your File Viewer

You can adjust spacing of icons or browser columns displayed in the File Viewer. The Icon View option lets you adjust the spacing in the icon view, as shown in Figure 3-26.

1. Choose Info from the Workspace menu.
2. Choose Preferences from the Info menu.
3. Choose the Icon View, Browser, or Shelf option from the pop-up list at the top of the Workspace Manager Preferences panel.
4. Make settings in the panel to adjust spacing between icons or the width of browser columns.

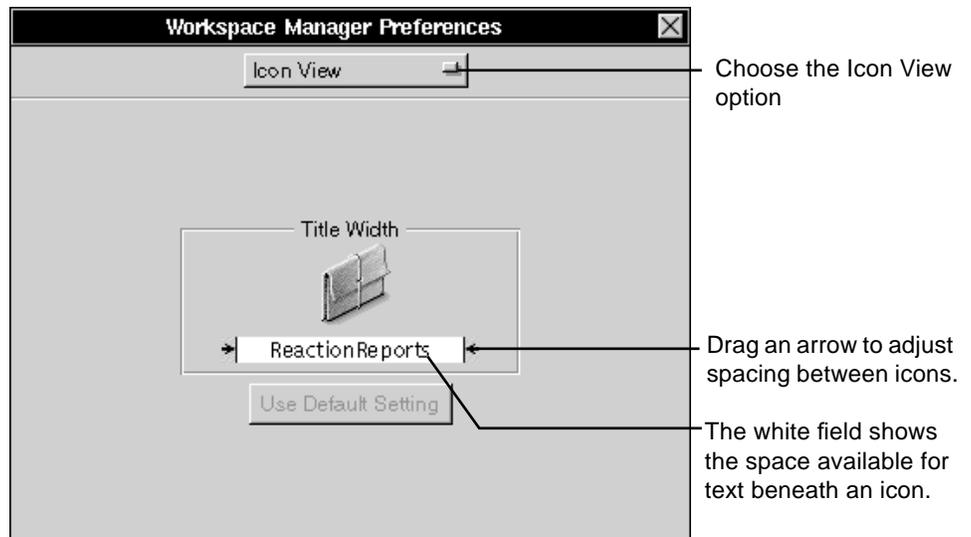


Figure 3-26 Adjusting the Spacing Between Icons

With the Browser option, you can adjust the width of columns in the browser view, as shown in Figure 3-27 on page 3-33.

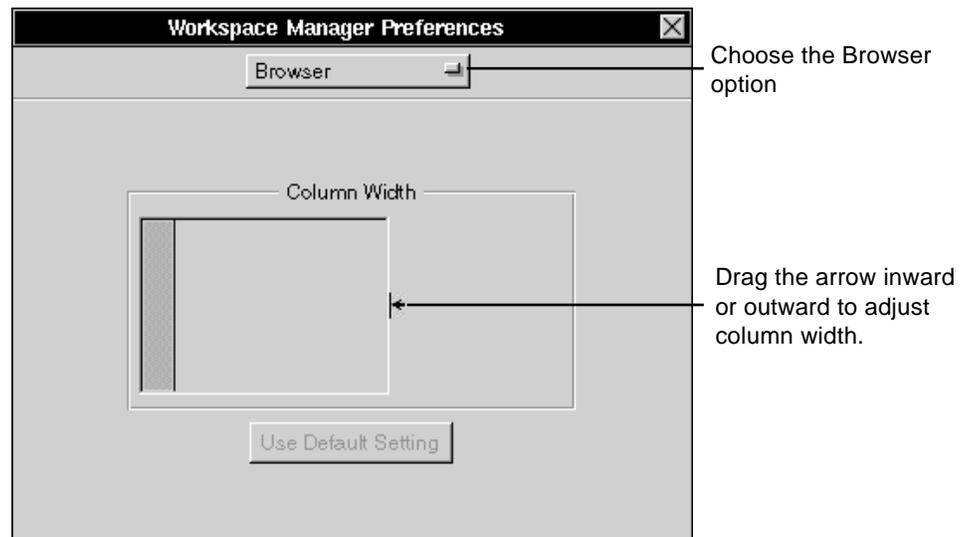


Figure 3-27 Adjusting the Width of Columns in the Browser View

With the Shelf option, you can adjust spacing between icons on the shelf, as shown in Figure 3-28 on page 3-34.

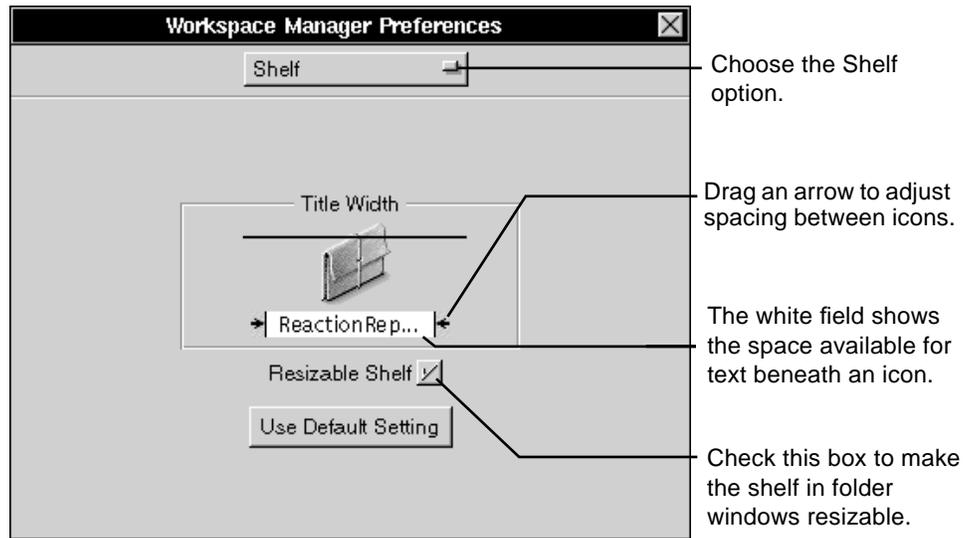


Figure 3-28 Adjusting the Spacing Between Icons on the Shelf

You can also add rows to the shelf. When you click on the Resizable Shelf box, a resize knob appears at the bottom center of the shelf, as shown in Figure 3-29 on page 3-35.

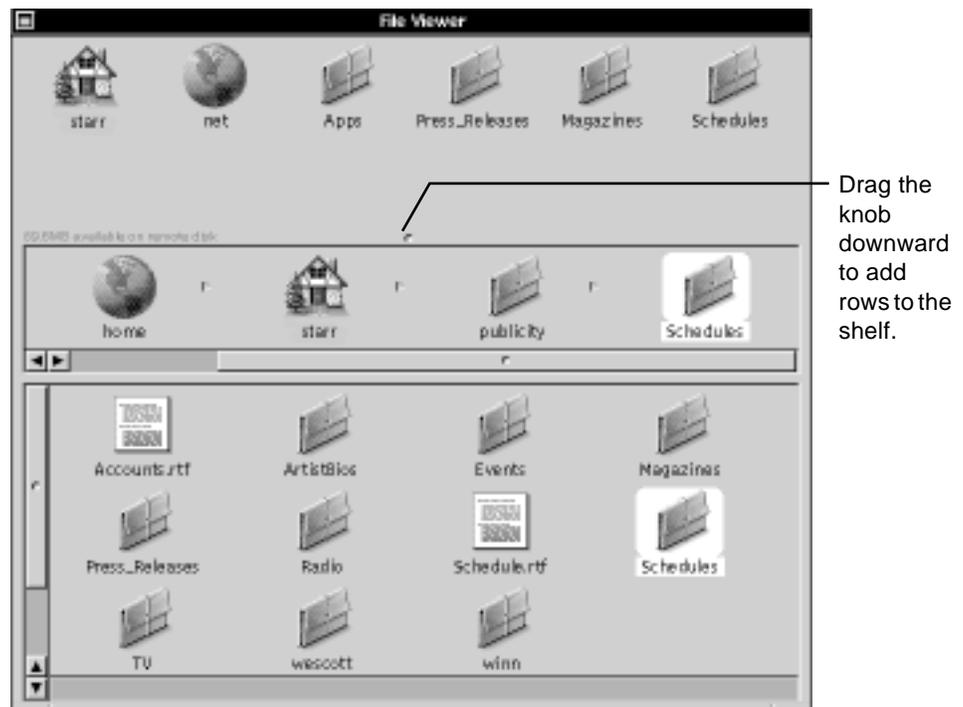


Figure 3-29 Adding Rows to the Shelf

You can click on the Use Default Setting button in the Preferences panel to return to the default OpenStep settings.

Network Perspective

Since OpenStep runs on computers that are connected in networks, understanding the basics of networking will help you get the most out of OpenStep. It is the network that makes it possible to exchange electronic mail with other people and share their files, all within seconds and without ever leaving your own desk.

A network can consist of two computers or two thousand. Some of them will have people like you working at them. Others, known as *servers*, will contain files and folders shared by everyone on the network.

You access servers and the files they contain through the `/net` folder in your root folder. Files and folders accessed through other paths, such as `/usr/openstep`, are usually on the hard disk in your own computer.

Note – Your home folder is typically on a server, and therefore accessible from any computer in the network. This means you can log into any computer on the network with your user name and password, and find yourself in your own workspace, with access to the files in your home folder.

Working with files and folders on a server is no different than working with files and folders on your own computer. But while everyone can access the folders in `/net`, only you can access the other folders in your root folder.

Working With Applications



This chapter describes the following topics:

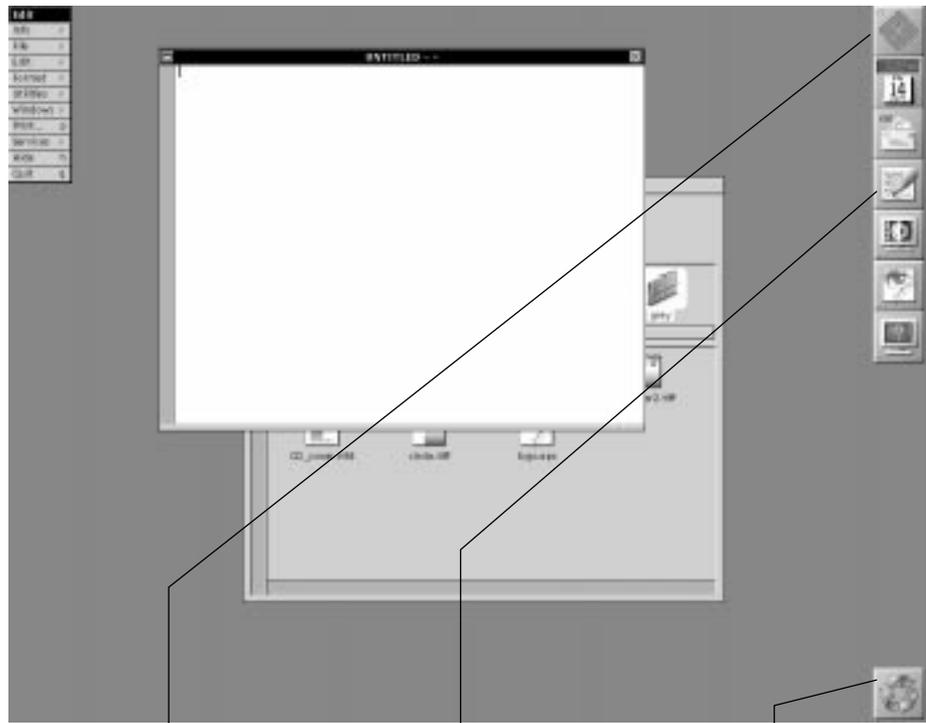
- Starting an OpenStep™ application from the dock
- Running several applications
- Switching to another application
- Hiding an application
- Customizing the application dock
- Starting applications automatically
- Requesting services from other applications
- Quitting an application

Starting an OpenStep Application From the Dock

Solaris™ OpenStep™ comes with several applications, and you may add other OpenStep applications that you buy or create yourself. You can keep the icons that represent the applications in the application dock—the column of icons lining the right side of the screen.

When you double-click on an application icon in the dock, the icon is highlighted for a moment. Then the application's main menu appears, often along with another window, as shown in Figure 4-1 on page 4-2.

- ◆ **Double-click on the application icon in the dock.**



The Sun icon remains at the top of the dock. You can drag it downward to remove most of the dock from view.

You can double-click on an application to start it up.

You use the recycler to delete files and folders from the file system.

Figure 4-1 Starting the Edit Application

Before you start an application, its icon has an ellipsis . While an application is starting, its icon is highlighted. When the application is running, the ellipsis disappears. See Figure 4-2.



Figure 4-2 Application Icons Show Application Status

Note – You start an OpenStep application that is not in the dock by opening a file from the Workspace Manager. See “Opening a File” on page 3-7.

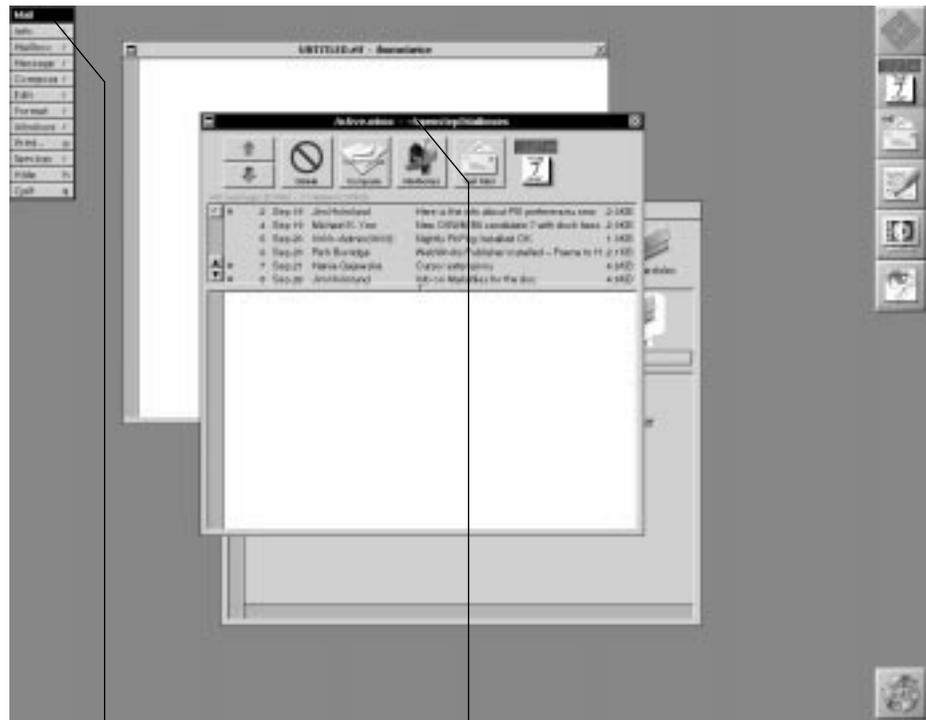
The recycler is described in “Deleting a File or Folder” on page 6-18.

Running Several Applications

You can run several applications at once, as shown in Figure 4-3 on page 4-4. For instance, you can view a Mail message while typing in an Edit document. Although several applications can be running, you work in only one at a time—the *active application*.

When you start an application, it becomes the active application. Its main menu replaces any other menus on the screen.

♦ **Start each application you want to run.**



The active application is the one with a menu showing. It also contains the key window.

Figure 4-3 Starting Mail After Edit

You might also do something that causes an application to start up automatically. For example, double-clicking on a document file icon starts the Edit application and opens the document file.

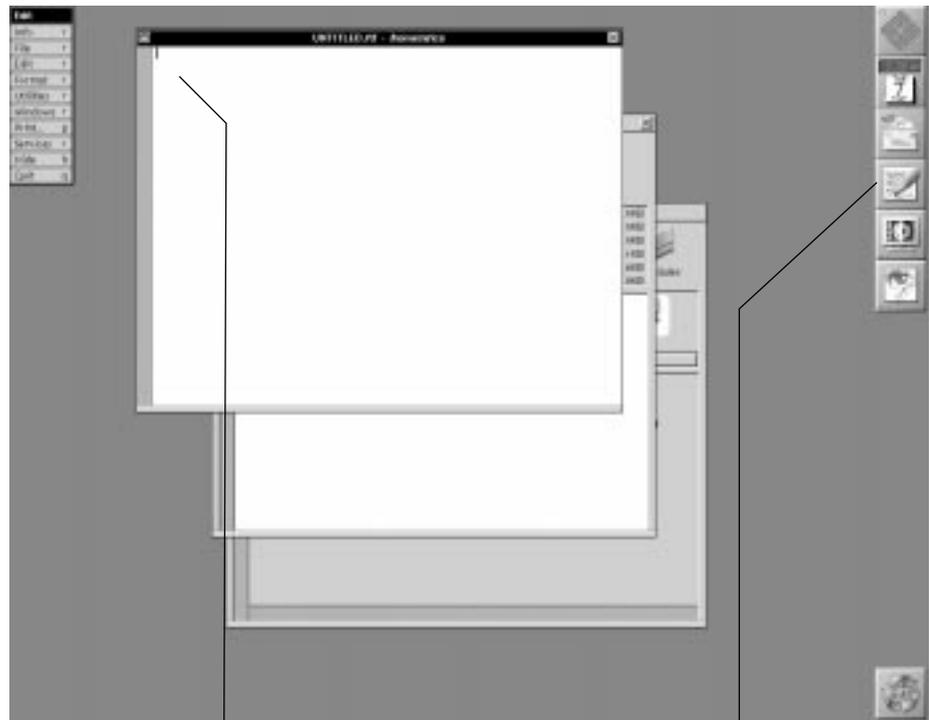
Switching to Another Application

When you want to work in another application, just click in one of its windows as shown in Figure 4-4 on page 4-5. If no windows are showing, double-click on the application icon.

◆ Click in one of the application windows.

or

◆ Double-click on its icon.



Click in a window to bring the window forward and activate its application.

Or double-click on its application icon.

Figure 4-4 After Clicking in the Document Window

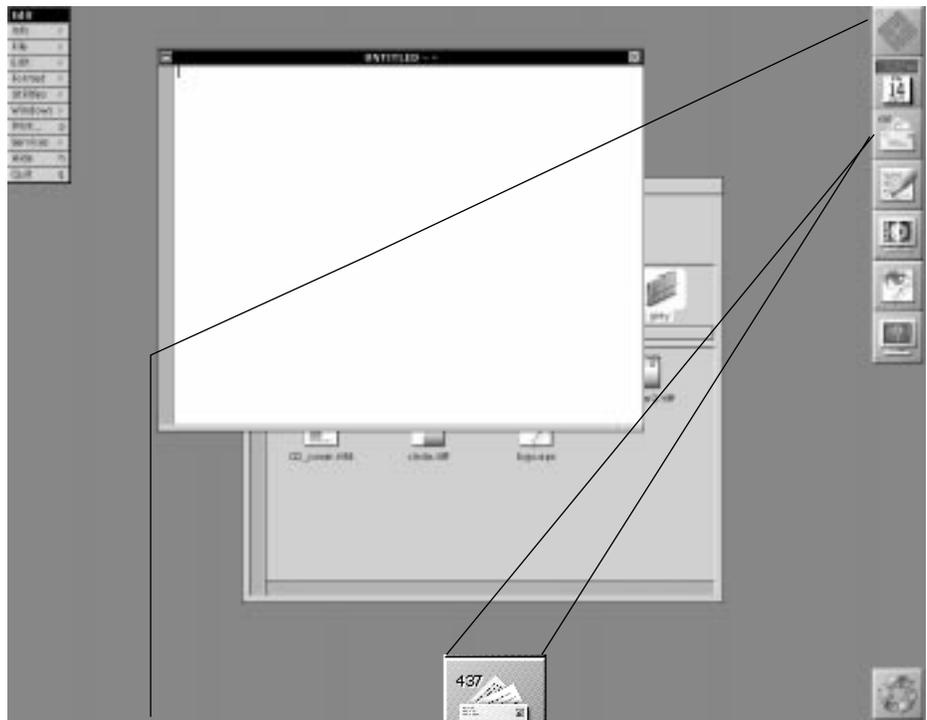
When you leave one application to work in another, the standard windows that belong to the application you leave stay on your screen. If an attention panel is open, it stays too. But the application's menus and all other panels are no longer displayed. When you switch back to the application, its menus and panels reappear, just as you left them.

Hiding an Application

If you want to stop working with an application but plan to use it later in the same work session, you can hide it to get its windows out of the way. All its windows disappear from view, but the application continues to run (see Figure 4-5).

By hiding applications, you can have several running and easily accessible while your workspace remains free of windows you are not currently using.

- ◆ To hide an application, choose **Hide** from its main menu.
- ◆ To show the application, double-click on its icon.



Unhide the Workspace Manager application by clicking on the Sun icon.

When a docked application is hidden—as opposed to not running—there is no ellipsis  in its icon.

Figure 4-5 After Choosing Hide From the Mail Menu

When you unhide an application, all its windows reappear, and the application is activated, just as though it had never been hidden.

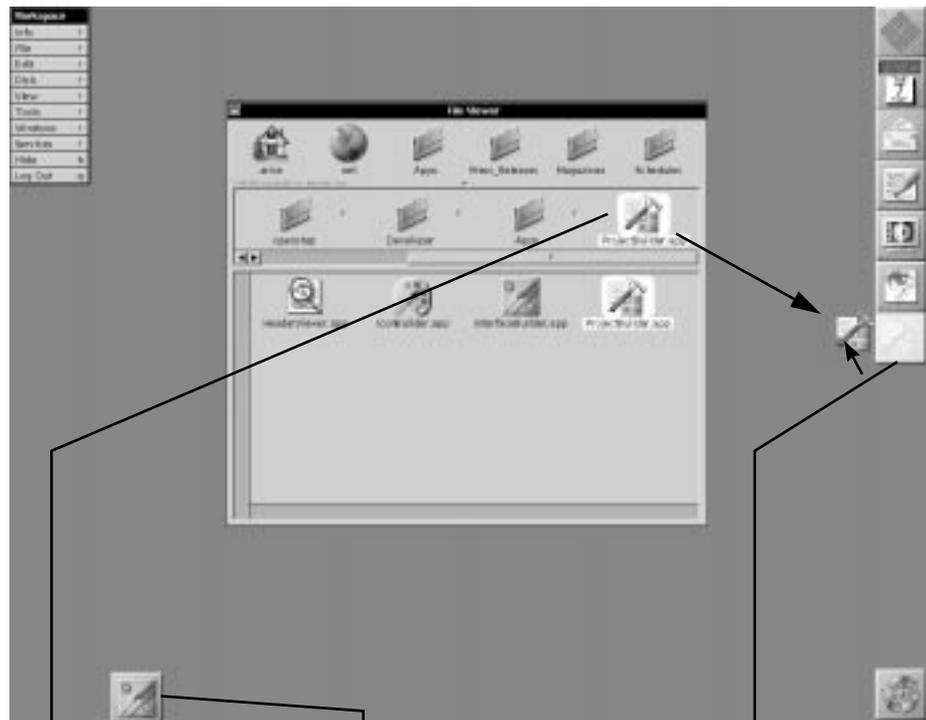
Note – When you hide an application, no unsaved work is lost. Nor is it saved. For information on saving your work, see Chapter 5, “Creating and Saving Files.”

Customizing the Application Dock

You can fill your dock with frequently used OpenStep applications. Then, to start up a docked application, you just double-click on it.

The Solaris™ OpenStep™ applications can be found in the `/usr/openstep/Apps` folder. Any additional OpenStep applications installed on your network should be in the `/usr/local/openstep/Apps` folder, and OpenStep applications installed only on your computer should be in `~/openstep/Apps`. If you installed Workshop™ OpenStep™, you can find the developer applications in `/usr/openstep/Developer/Apps` folder.

- ◆ **To add an OpenStep application to the dock, select the application in the File Viewer and drag it into an empty space in the dock (see Figure 4-6 on page 4-8).**
- ◆ **To remove an application from the dock, drag it into the workspace while it is not running (see Figure 4-7 on page 4-9).**
- ◆ **To reorder applications in the dock, drag one from its current location to an empty space in the dock.**



Drag an application icon from the File Viewer to any empty space in the dock.

You can also drag a freestanding application into the dock.

When a ghost image appears in the dock, release the mouse button.

Figure 4-6 Customizing the Application Dock

You can drag an application from the File Viewer to an empty space in the dock. (Release the mouse button when a ghost image of the icon is displayed in the dock.) You can also drag a freestanding application icon into the dock.

Normally, no windows or menus can cover the dock. However, if you hold down the Alt key and click on the Sun icon in the dock, the dock can be covered. To bring the dock back to the front, Alt-click on the Sun icon again.

Note – Alt-clicking on the Sun icon to send the dock to the back increases the area of the screen you can work in.

If your dock fills up, you must remove an icon from it to add any others. You can drag an application out of the dock when it is not running, as shown in Figure 4-7. (Release the application when it is no longer displayed in the dock.)

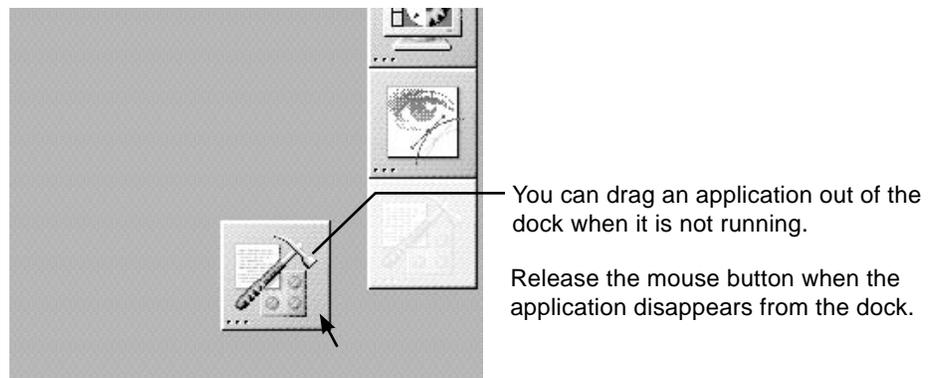


Figure 4-7 Removing an Icon From the Dock

The Sun icon always remains at the top of the dock. The Recycler appears in the dock, or if there is no room there, at the lower-left corner of the screen.

Note – You can remove a running application from the dock by holding down the Command key and dragging it out of the dock. You can also do this to remove the recycler.

Note – Do not drag non-OpenStep applications to the dock.

When You Want to Locate a Docked Application

If you forget where a docked application is in the file system, you can see its path name in the Workspace Manager Preferences panel, as shown in Figure 4-8 on page 4-10. Open the Info menu and choose the Preferences command. Then choose the Dock option from the pop-up list at the top of the panel.

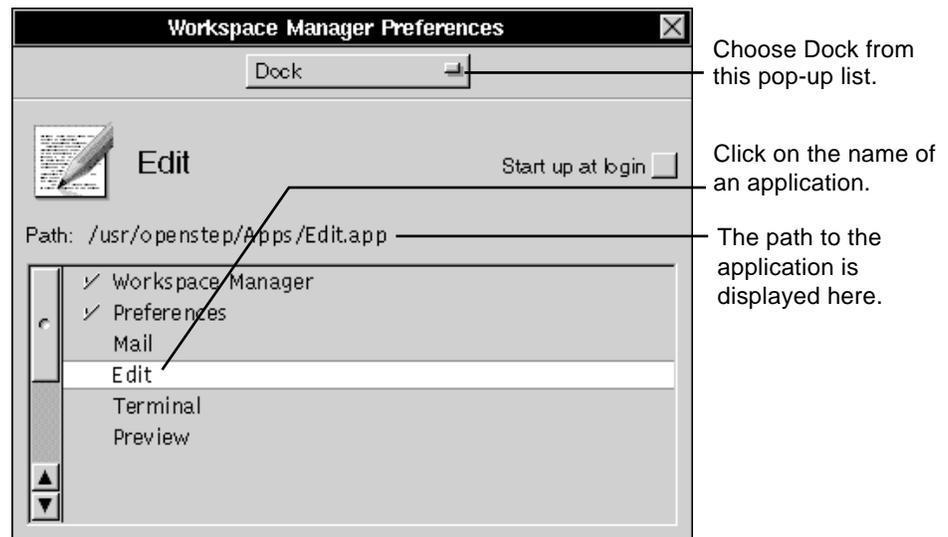


Figure 4-8 Locating a Docked Application

Starting an Application Automatically

You can set any application that is in the dock to start up automatically when you enter the workspace, as shown in Figure 4-9 on page 4-11. If you regularly exchange electronic mail with other people on a network, for instance, you can set the Mail application to start up when you log in.

1. Put the application in the dock.
2. Choose Info from the Workspace menu.
3. Choose Preferences from the Info menu.
4. Choose Dock from the pop-up list at the top of the Preferences panel.
5. Click on an application to select it.
6. Click on the Start up at login check box.

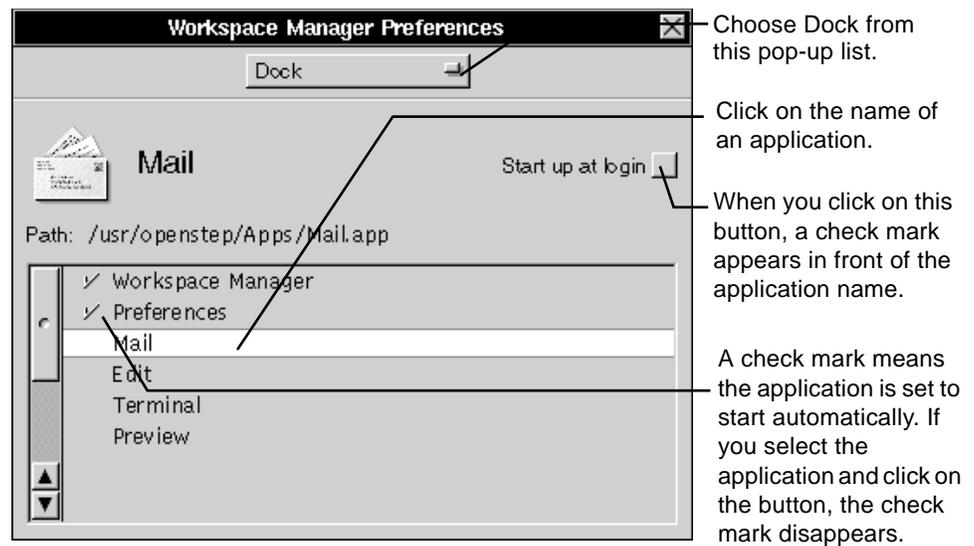


Figure 4-9 Setting Mail to Start Automatically

The Workspace Manager is always running, and so it is always checked.

Requesting Services From Other Applications

You can request the service of one application while you are working in another. A service provides a shortcut to starting up or switching to an application and requesting a specific action from it. Available services are listed in the Services menu.

Figure 4-10 on page 4-12 shows an example.

1. **Select the text or file you want serviced.**
2. **Choose Services from the application's main menu.**
3. **Choose a command from the Services menu.**

Select a path name you receive in a Mail message.



Choose Open in Workspace from the Services menu.

The file opens without your having to locate it first in the File Viewer.

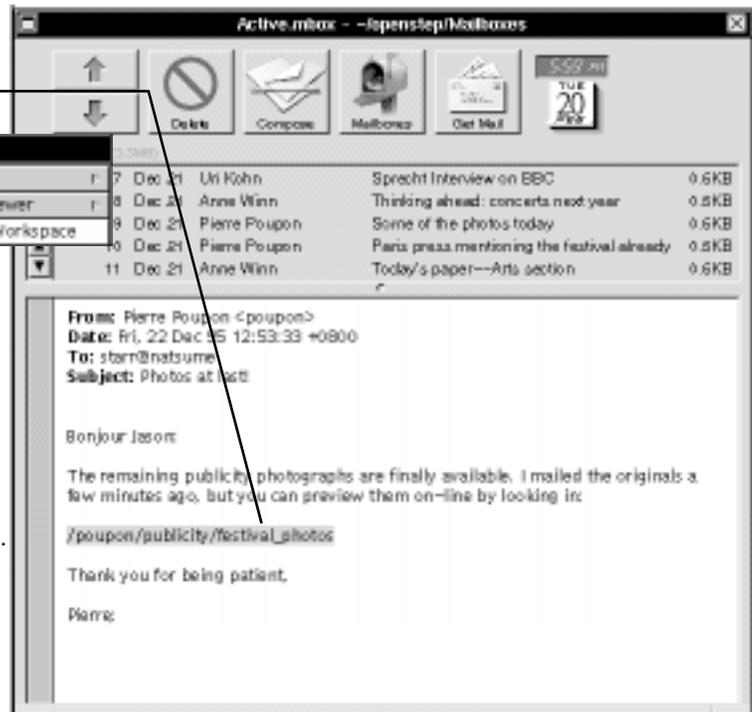


Figure 4-10 Requesting a Workspace Service While Using Mail

The exact commands in the Services menu depend on which applications you have. Some commands, like the one shown in Figure 4-10, are not available until you select something, like a file's path name.

Several OpenStep applications provide services. If you have other applications, you might see other services in the menu too.

Note – Services menu commands for OpenStep applications are described in “Standard Commands” on page A-1. You can use the Preferences application to remove commands you do not need from the Services menu. See “Customizing the Services Menu” on page 15-16.

Quitting an Application

When you are completely finished with your work in an application, you can quit the application to close all its windows and any work they contain.

♦ **Choose Quit from the application’s main menu.**

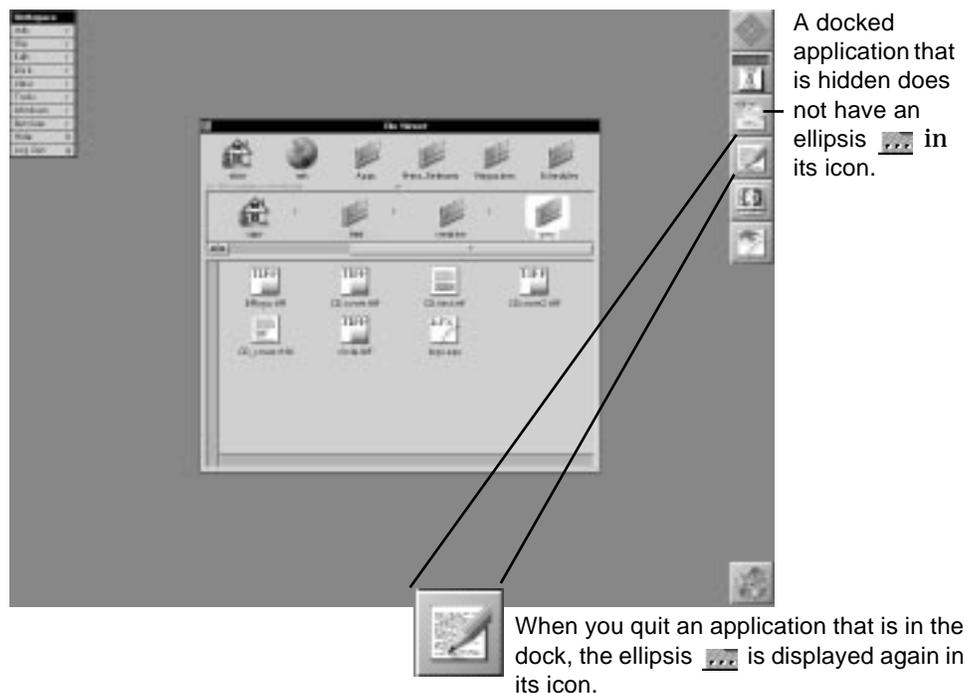


Figure 4-11 After Quitting Edit (Mail Is Running But Hidden)

If any window in the application contains unsaved work, a panel asks if you want to save before quitting the application (and closing the window).

Note – If you think you may use the application later in your work session and just want its windows out of the way, it is better to hide the application rather than quit it—it takes less time to unhide an application than it does to restart it.

For information on saving your work before quitting an application, see Chapter 5, “Creating and Saving Files.”

When the Quit Command Fails

On rare occasions, your actions in an application may have no effect due to a software problem. You can usually solve the problem simply by quitting the application and starting it again.

If choosing the Quit command has no effect, you may be able to quit the application by using the Workspace Manager Processes command, as shown in Figure 4-12. Switch to the Workspace Manager—for instance, by clicking in the File Viewer. Open the Tools menu and choose the Processes command. Then choose Applications from the pop-up list at the top of the Processes panel. Select the application you want to quit and click on the Kill button.

The application quits running, but any unsaved work in the application is lost. You should use the Processes command to quit an application only as a last resort.

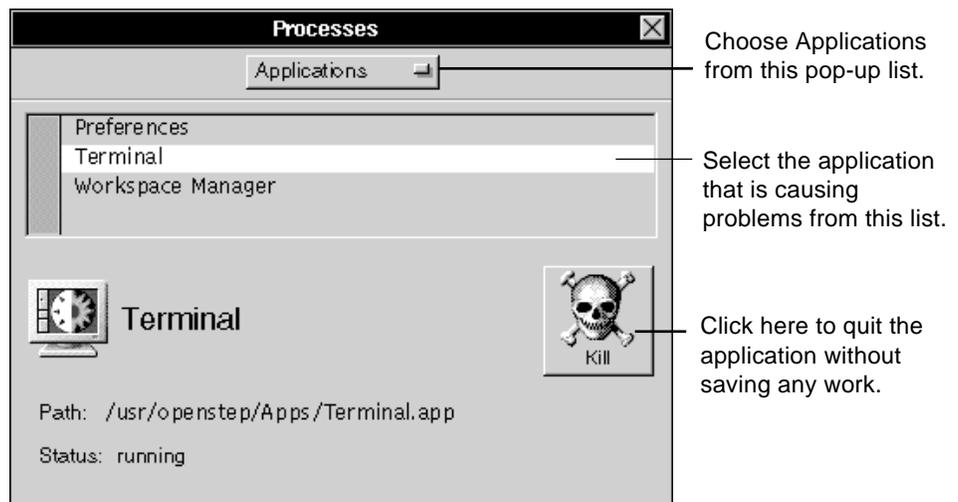


Figure 4-12 When the Quit Command Fails

OpenStep Applications

OpenStep comes with several applications, which are kept in the `/usr/openstep/Apps` folder. These applications are briefly described in Table 4-1 on page 4-15 along with their icons.

If you installed the developer software, you will find the developer applications in `/usr/openstep/Developer/Apps`.

Table 4-1 OpenStep Applications

Icon	Application
	Preferences is an application for setting personal preferences for using the OpenStep desktop, such as key repeat speed or an application language. When it is running, its icon in the dock shows the date and time. See Chapter 15, “Personalizing the Workspace” and Chapter 16, “Managing Hardware.”
	Mail is a multimedia electronic mail application for communicating with others on a network. You can send text, graphics, sound, and even files and folders. See Chapter 12, “Receiving and Sending Mail” and Chapter 13, “Managing the Mail Application.”
	Edit is a Rich Text editor you can use to create formatted documents with graphics. See Chapter 9, “Typing and Editing” and Chapter 11, “Working With Graphics.”
	Terminal is for working directly with UNIX® by entering UNIX commands and running UNIX programs. Terminal can also run programs that require VT100 terminal support. See Chapter 17, “Using the Terminal Application.”
	Preview displays the contents of PostScript™, EPS, and TIFF files as images. See Chapter 11, “Working With Graphics.”

Creating and Saving Files

Whenever you create a document (for example, a text report, an illustration, or a spreadsheet), you start by creating a file. All the work you do is kept in that file when you save it. You can change it and save the changes, or you can save different versions of the file.

This chapter describes how to do the following:

- Create a file
- Open a file
- Save a new file
- Save changes
- Save another version of a file

Creating a File

When you want to create something new, you start the application you want to use, open a new window, and begin to work in it.

You open the window with the New command in the document menu, as shown in Figure 5-1 on page 5-2. This menu might be called Document, Image, Project, or whatever describes what you create with the application.

- 1. Start the application you want to use.**
- 2. Choose the command that opens the document menu.**
- 3. Choose New.**

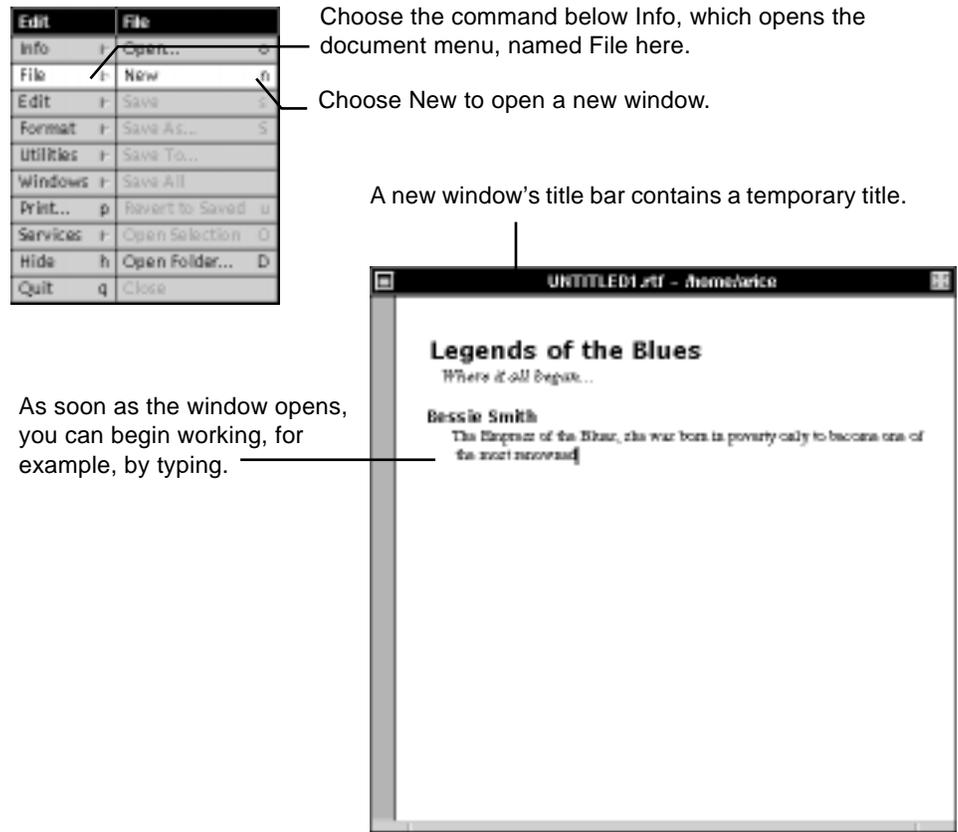


Figure 5-1 Creating a File

You store the work you do in a file. You name the new file and put it in a folder when you first save the contents of the new window.

If you close the window without saving, no file is created and work you have done in the window is lost.

Some applications give you a new window automatically when you start them from the dock or when you open their files from the File Viewer.

Opening a File

You can open a file while you are working in an application. Use the Open panel, which contains a small browser that lists the files the application can open, as shown in Figure 5-2. You locate a file in this browser just as you locate a file with the browser view in the File Viewer.

1. Choose the command that opens the document menu.
2. Choose Open.
3. In the Open panel, select the file or files you want to open.
4. Click on OK.

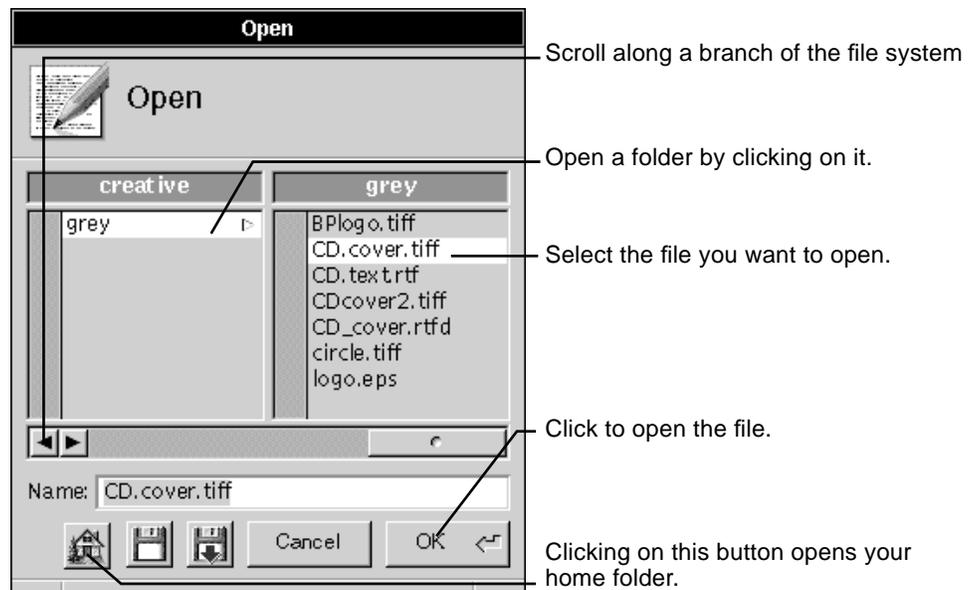


Figure 5-2 Opening a File

Instead of selecting the file you want to open in the browser, you can type its path name, as shown in Figure 5-3 on page 5-4. If the file is further down the branch of the file system from the folder that is currently open in the panel, you only need to type the part of the path name that begins with a name in that folder.



Figure 5-3 Typing a Path Name

Note – You can double-click on a file in the browser to open the file without having to click on OK. You can also open more than one file by selecting the files you want to open—for example, by dragging over them—and clicking on OK.

When you open a file, the panel goes away and the contents of the file are displayed in a window.

Note – You can use the same shortcuts to typing path names in the Open panel as you can in the Finder. See “Shortcuts to Typing Path Names” on page 3-30.

For more information on using a browser, see “Browsing Files and Folders” on page 3-13.

You can use the disk buttons in an Open panel to open and eject floppy disks. See “Opening and Saving Files on a Floppy Disk” on page 8-10.

Saving a New File

To name a new file and put it in a folder, you must save it. When you are working in a new window and you choose Save, a panel opens that contains a browser (see Figure 5-4 on page 5-5). Locate and open a folder in this browser just as you do with the browser view in the File Viewer.

- 1. Choose the command that opens the document menu.**
- 2. Choose Save.**
- 3. In the Save panel, name the file and open the folder in which you want to put it.**
- 4. Click on OK.**

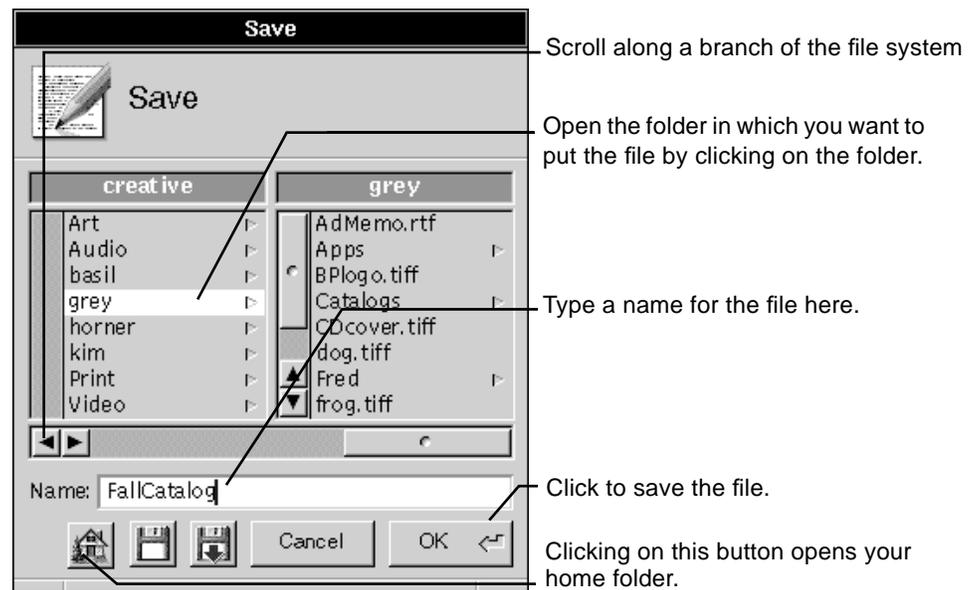


Figure 5-4 Saving a New File

When you save a file, the Save panel closes and the file is placed in its folder, as shown in Figure 5-5.

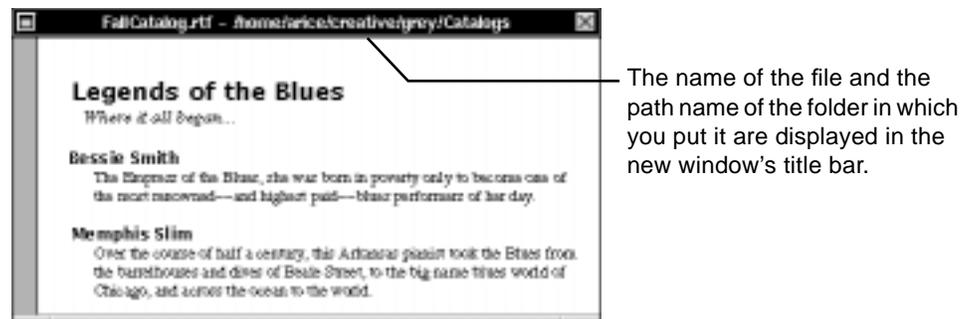


Figure 5-5 Path Name of Saved File Displayed in Title Bar

Guidelines for Naming Files and Folders

You can choose nearly any name you want for a file or folder. Just keep the following in mind:

- You cannot use the same name more than once in the same folder. However, you can use the same name in different folders.
- Lowercase letters are distinguished from uppercase letters, so `Fall Catalog` is the name of one file and `fall catalog` is the name of another file.
- You can use any characters except a slash (/), which separates names in a path name. It is better to avoid spaces and the ` ` ` ` & | - and ^ characters, which have special meanings in UNIX®.
- Remember that the extension at the end of most file names associates the file with an application. If you do not include the extension when you name the file, the application adds it automatically.

Tricks in the Name Field

Instead of selecting a folder to save a file in, you can type a path name for the file in the Save panel. Use the same shortcuts described in “Shortcuts to Typing Path Names” on page 3-30.

To save the file further down the branch of the file system from the folder that is currently open in the panel, type just the part of the path name that begins with a name in that folder. In the panel Figure 5-4 on page 5-5, for example, type `Catalogs/FallCatalog` to save `FallCatalog.rtf` in the `Catalogs` folder.

You can also create a folder in which to save a file. Type a path name for the file that includes the folder’s name as though the folder already exists. Type `Festival/Program`, for example, to create a `Festival` folder and save `Program.rtf` in it. In the panel that asks if you want to create the folder, click on `Create`.

To replace a file with the one you are saving, select the file you want to replace and click on `OK`. In the panel that asks if you want to replace the file, click on `Replace`.

Saving Changes

You save changes you make to a file so they are there when you next open the file. Just choose Save while working in the window that contains the file. The contents of the window replace the previous version of the file on disk. The window stays on the screen so you can keep working in the file (see Figure 5-6).

- ◆ To save changes in a file, open the document menu from the main menu and then choose Save from the document menu.
- ◆ To save changes in all the files open in an application, choose Save All from the document menu.

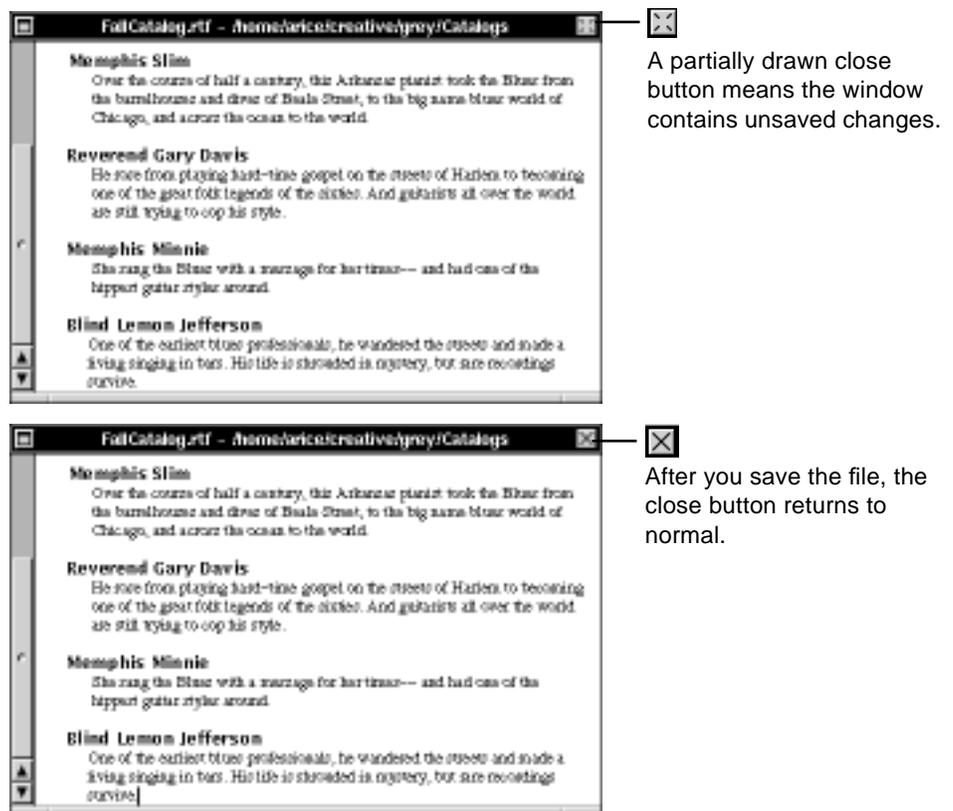


Figure 5-6 Saving Changes in a File

You can undo changes you do not want to keep with the Revert to Saved command in the document menu. See “Standard Commands” on page A-1.

Note – You should save changes periodically as you work in a file, not just when you are about to close it. By saving frequently, you avoid losing a lot of work if the file closes unexpectedly—for example, if there is a power failure.

If you choose Save All when any window in the application contains work that has not yet been saved, a Save panel opens. You can then name the file and put it in a folder.

When You Save an Edit Document

When you save an Edit document, Edit creates a temporary backup file, which contains the version of the file without the changes you are saving. Edit deletes this backup file as soon as the new version is successfully saved on disk.

If something happens that prevents Edit from saving the file—a power failure, for example—the backup copy remains, and you can recover its contents. You can tell which is the backup copy because it has the same name as the original file but with a tilde (~) appended to it. For example, the backup copy for Memo.rtf would be Memo.rtf~.

If only the backup file remains, you can remove the ~ from the name and use it in place of the original. See “Renaming a File or Folder” on page 6-4.

Saving Another Version of a File

You can save the contents of a file under a different name and in a different folder while keeping the original file too. You typically do this to save one version of a file before making any more changes to it.

Both the Save As and Save To commands save the contents of the window you are working in as another file. Each command opens the Save panel, where you name the new version of the file and put it in a folder, just as you do for a new file (see Figure 5-7 on page 5-9). The original file stays the same as when you last saved it.

1. Open the document menu from the main menu.
2. Choose Save As or Save To from the document menu.
3. In the Save panel, name the new version and open the folder in which you want to put it.
4. Click on OK.

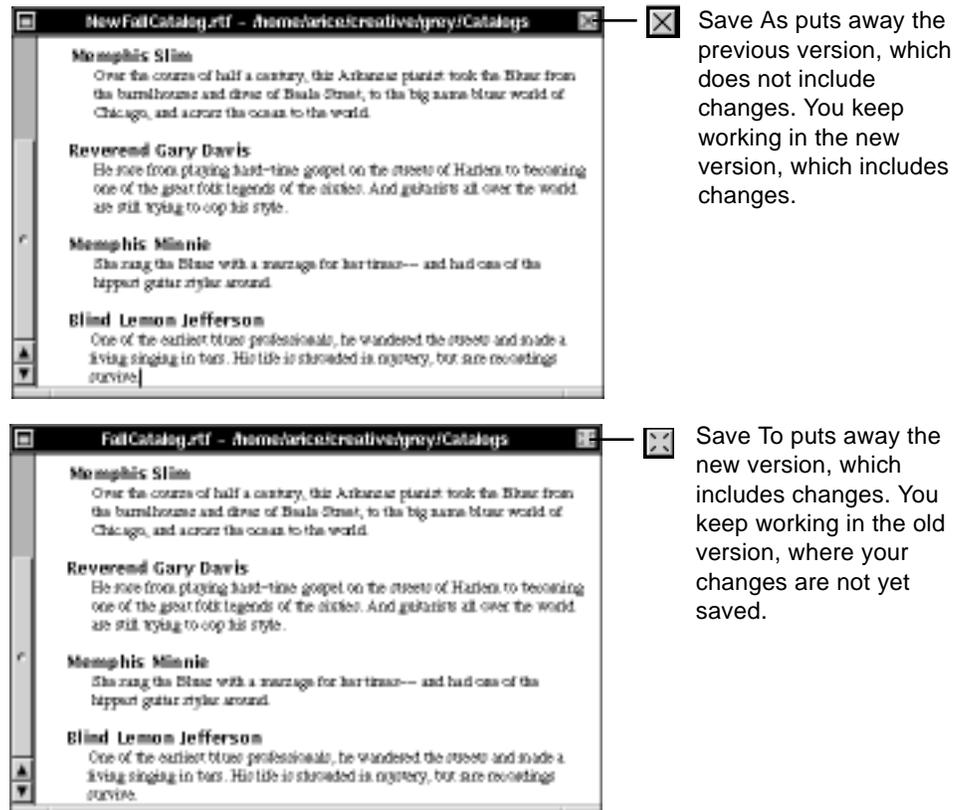


Figure 5-7 Saving Another Version of a File

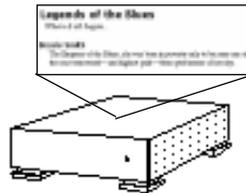
Note – You can think of these commands as taking a snapshot of the file and putting the snapshot away, while you continue to work in the other version of the file. Save As puts a snapshot of the original version aside, and Save To puts a snapshot of the revised version aside.

Why Save?

When you work in a file—for example, by typing in an Edit document—the system displays your work in a window. But it does not retain your work permanently on disk until you save the file.

Before closing a window that contains a file you have been working in, you need to save your changes if you want them to be there the next time you open the file. If you close the file without saving, the changes are not copied onto the disk and they are there when you next open the file.

When you open a file:

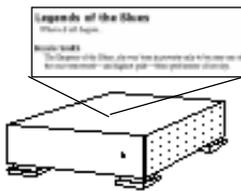


OpenStep leaves the original file on disk.



It copies the file into the window.

When you revise a file, for example, by typing in it:

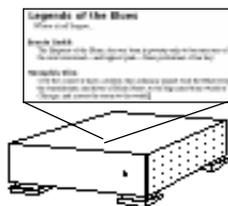


The file on disk remains unchanged.



You see your revisions in the window.

When you save the file:



The copy you have revised replaces the file on disk.



Figure 5-8 Reasons for Saving

Organizing Your Work



This chapter describes the following tasks you can perform in the OpenStep™ environment to organize your work:

- Creating a folder
- Renaming a file or folder
- Copying a file or folder
- Moving a file or folder
- Replacing a file or folder
- Merging two folders
- Creating a link
- Setting options for copying links
- Compressing and decompressing a file or folder
- Deleting a file or folder
- Retrieving a file or folder from the recycler
- Handling several files and folders at once
- Managing several file operations
- Solving file and folder problems

Permissions Granted

To make changes to the file system, for instance, by moving files around or renaming them, you must have certain permissions for the files and folders you are working with. To rename a file, for example, you need permission to change the contents of the folder it is in.

There are two basic types of permissions for a file or folder: *read permission*—that is, permission to look at its contents—and *write permission*, or permission to change its contents.

All of the tasks described in this chapter require that you have the correct permissions. When you try to do something you do not have permission for—such as move a file out of someone else’s folder—a panel typically informs you that you cannot do it.

You can set permissions for your own files and folders to prevent anyone else from changing them. For example, you might give other people permission to read a folder, and therefore browse its contents. But if you do not give them write permission for the folder, they cannot change the folder’s contents, for example, by moving a file out of it.

You can even use permissions to protect your work from yourself. If you remove write permission from an important file, for example, you cannot accidentally alter the file by saving changes to it.

For information on how to set permissions for yourself and for others who have access to your files, see “Changing Permissions for a File or Folder” on page 7-9.

Creating a Folder

As you accumulate files, you can create folders to put them in so they are easy to find. Choosing New Folder creates a folder in the current folder, as shown in Figure 6-1.

1. **Open the folder in which you want to put the new folder.**
2. **Choose File from the Workspace menu.**
3. **Choose New Folder from the File menu.**
4. **Type a name for the folder and press Return.**

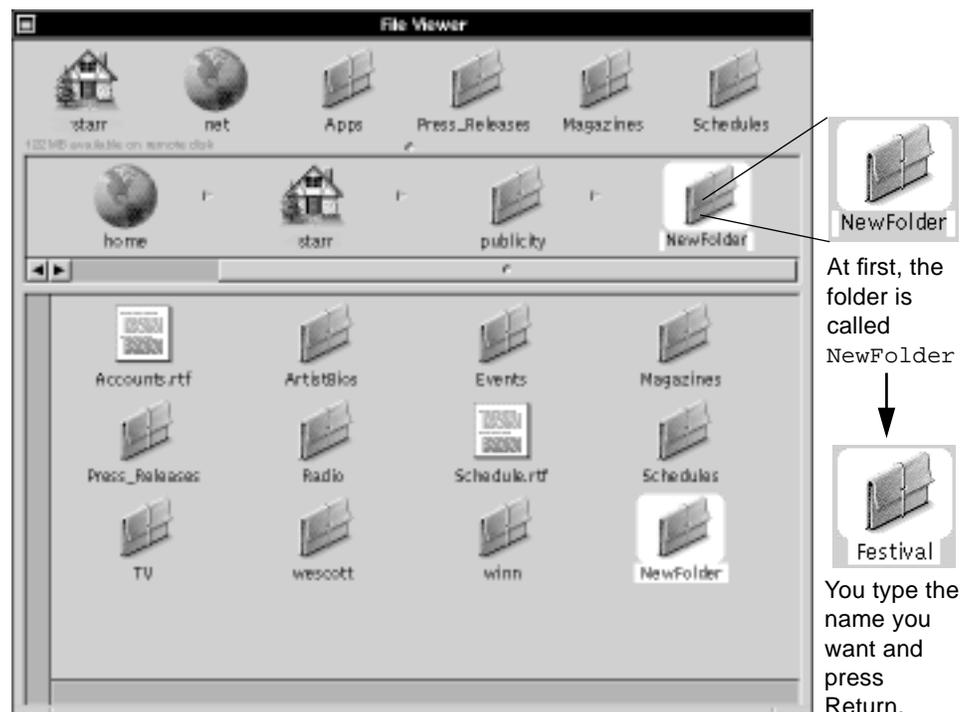


Figure 6-1 Creating a Folder

Your new folder is empty at first. But you can put files and other folders in it by copying or moving them into it, by saving files in it, or by creating other new folders in it.

Pick a name for your folder as described in “Guidelines for Naming Files and Folders” on page 5-6.

Renaming a File or Folder

You can rename a file or folder simply by editing its name in the File Viewer or any other folder window, as shown in Figure 6-2.

1. **Select the file or folder.**
2. **Edit the name in the icon path.**
3. **Press Return.**

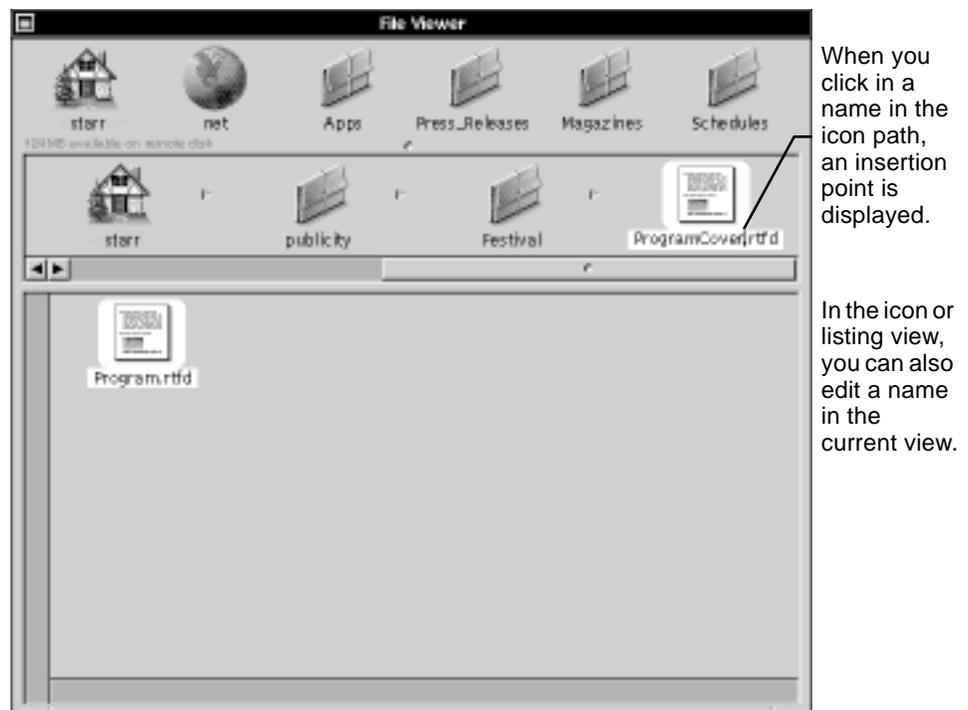


Figure 6-2 Renaming a File or Folder

Pick a new name for the file or folder as described in “Guidelines for Naming Files and Folders” on page 5-6.

You can use Edit menu commands to edit a file or folder name. You can also choose Sort Icons from the View menu to alphabetize the contents of a folder after renaming in it. See “Workspace Manager Commands” on page A-10.

The name of a file or folder cannot or should not change in these cases:

- You cannot rename your home folder.
- Do not rename an application. Changing an application’s name may prevent you from opening files you have already created with the application.
- Do not change a file’s extension if that will prevent the file from opening in the right application.

Copying a File or Folder

You can make a copy of a file or folder in another folder, as shown in Figure 6-3 on page 6-6. When you copy a folder, you copy all the files and folders in it too.

- 1. Select the file or folder and drag it to the shelf.**
- 2. Select the folder in which you want to put the copy.**
- 3. Hold down the Alt key and drag what you are copying from the shelf to the folder in the icon path.**

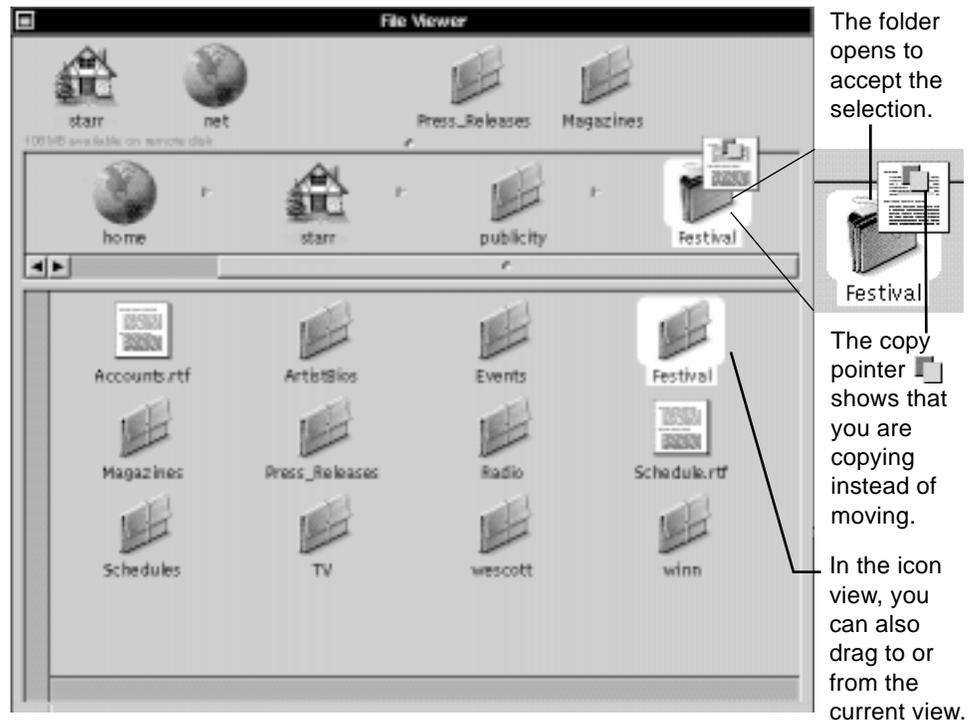


Figure 6-3 Copying a File or Folder

The standard way to copy a file or folder is to drag it from the shelf to a folder in the icon path. But you can also drag from the icon path to a folder on the shelf, or from one folder window to another.

You might not need to hold down the Alt key while you drag. It depends on where you are dragging the selection. When you drag it to a folder that is on a different disk, for example, the selection is copied even if you do not use the Alt key.

If a folder does not open when you drag a selection to it, check your permissions for that folder.

To find out which is your keyboard's Alt key, see "Keyboard Basics" on page 9-5.

If the Processes panel asks for additional instructions, see “Solving File and Folder Problems” on page 6-24.

For information on copying a selection of files or folders, see “Handling Several Files and Folders at Once” on page 6-21.

You can also use the Duplicate command in the File menu to copy a file or folder. See “Workspace Manager Commands” on page A-10.

Moving a File or Folder

You move a file or folder into another folder much as you copy it—by dragging it to the other folder, as shown in Figure 6-4 on page 6-8. When you move a folder, you move all the files and folders in it, too.

- 1. Select the file or folder and drag it to the shelf.**
- 2. Select the folder you want to put it in.**
- 3. Hold down the Command key and drag what you are moving from the shelf to the folder in the icon path.**

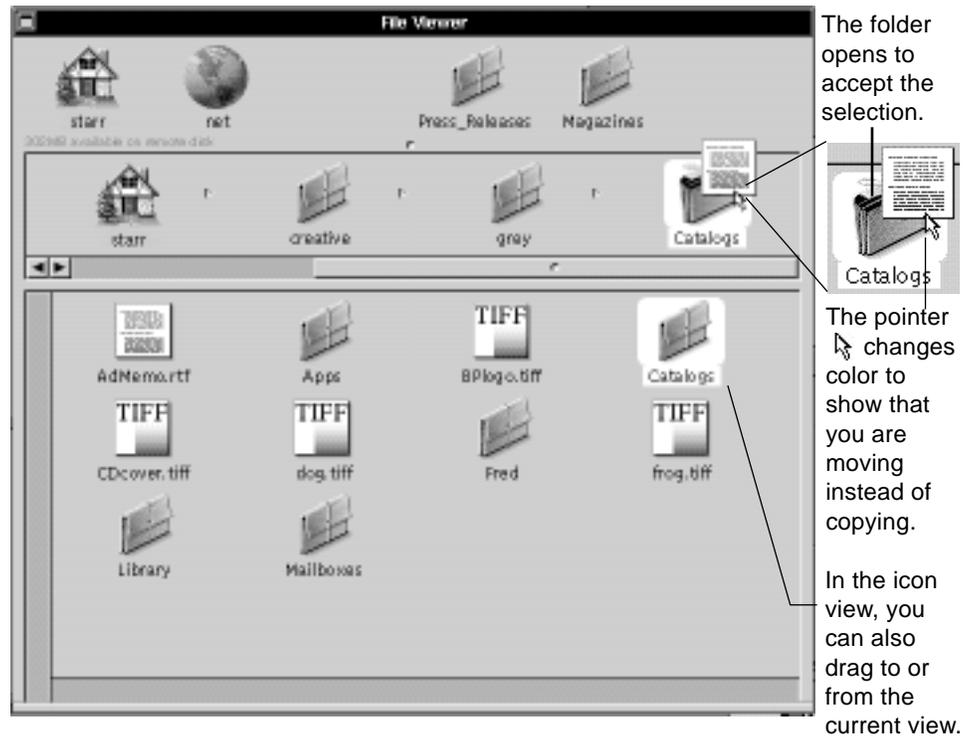


Figure 6-4 Moving a File or Folder

The standard way to move a file or folder is to drag it from the shelf to a folder in the icon path. But you can also drag from the icon path to a folder on the shelf, or from one folder window to another.

If the Processes panel asks for additional instructions, see “Solving File and Folder Problems” on page 6-24.

For information on moving a selection of files or folders, see “Handling Several Files and Folders at Once” on page 6-21.

You might not need to hold down the Command key while you drag. It depends on where you are dragging the selection. When you drag it to a folder on the same part of a disk, for example, the selection is moved even if you do not use the Command key.

If a folder does not open when you drag a selection to it, you do not have permission to put anything in that folder.

When It Is a Copy or a Move

When you drag a file or folder to another folder, the Workspace Manager either copies it or moves it, depending on where the destination folder is. You can tell which by the shape of the pointer.

A  copies the selection. This pointer is displayed when the selection and the folder to which you are dragging it are on a different disk (or different part of a disk, if your system administrator has partitioned the disk to act as separate disks). For example, it is displayed when you drag a file from your system's hard disk to a floppy disk or to a disk on another system on the network.

A  moves the selection. This pointer is displayed when the selection and the folder are on the same disk or part of a disk.

To make the copy pointer appear in any case, you can hold down the Alt key as you drag. To get the move pointer, hold down the Command key as you drag.

Replacing a File or Folder

You can replace a file or folder with another one of the same name. If the replacement and original do not have the same name, rename one of them so they do. Then copy or move the replacement into the folder that contains the original. The Processes panel (see Figure 6-5 on page 6-10) asks if you want to replace the existing file or folder.

- 1. Select the file or folder you want to use as the replacement.**
- 2. Drag the selection to the folder that contains the file or folder you want to replace.**
- 3. Click on Replace in the Processes panel.**

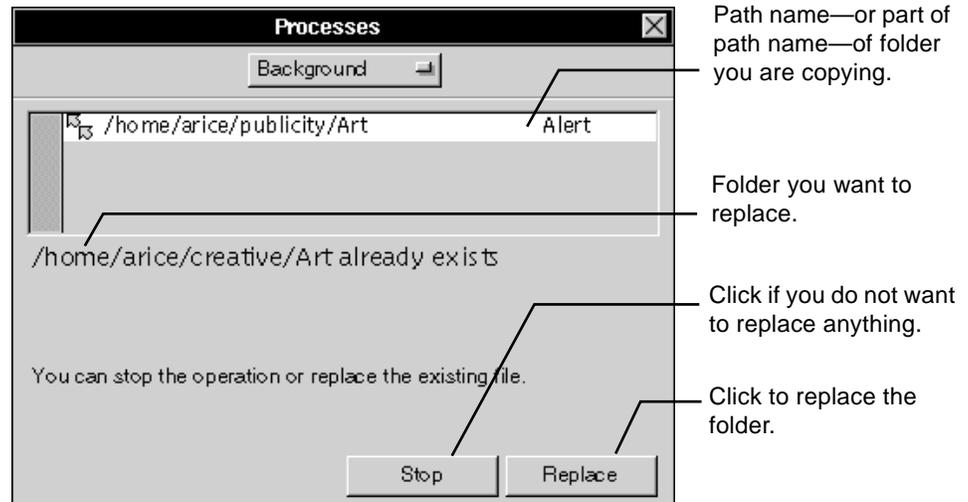


Figure 6-5 Replacing a File or Folder

Replacing a folder removes the entire contents of the existing folder and leaves only the contents of the folder you copied or moved, as shown in Figure 6-6.

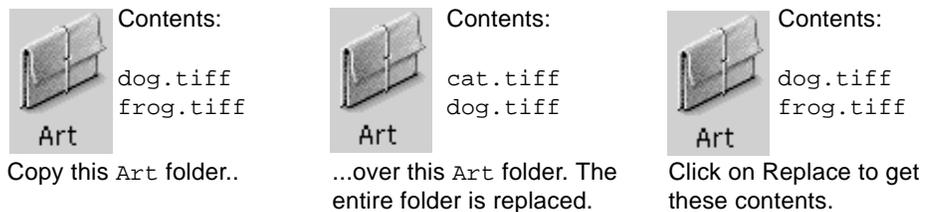


Figure 6-6 Effect of Replacing a Folder

Any file or folder you replace is moved into the recycler. To get it back, see “Retrieving a File or Folder From the Recycler” on page 6-19.

For information on replacing a selection of files and folders, see “Handling Several Files and Folders at Once” on page 6-21.

If the Processes panel asks for additional instructions, see “Solving File and Folder Problems” on page 6-24.

Merging Two Folders

You can incorporate changes made to one folder into another folder that has the same name. When you copy a folder over another with the same name, the Processes panel provides the options shown in Figure 6-7.

1. Select the folder you want to merge.
2. Hold down the Alt key and drag the selection to the folder that contains the folder with which you want to merge.
3. Click on Merge in the Processes panel.

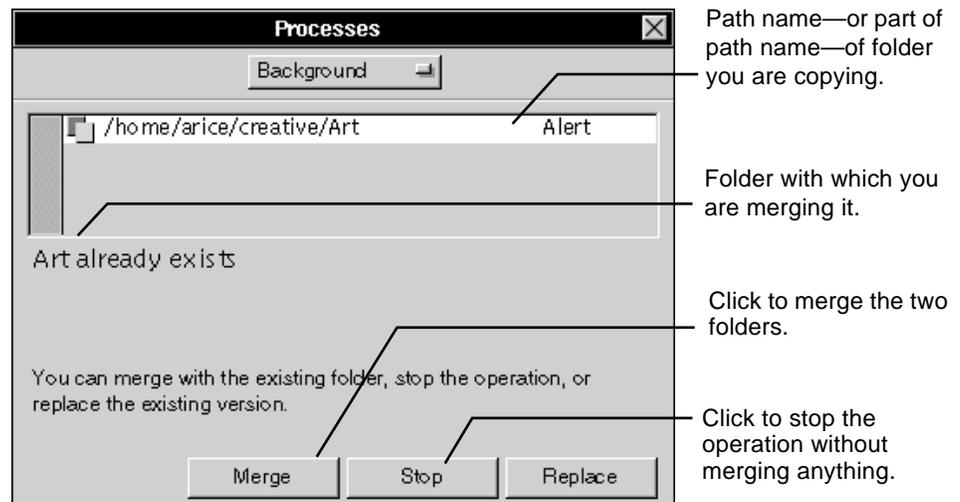


Figure 6-7 Merging Two Folders

When you merge two folders, the new folder contains the entire contents of the folder you copy, plus any files or folders unique to the existing folder, as shown in Figure 6-8 on page 6-12.

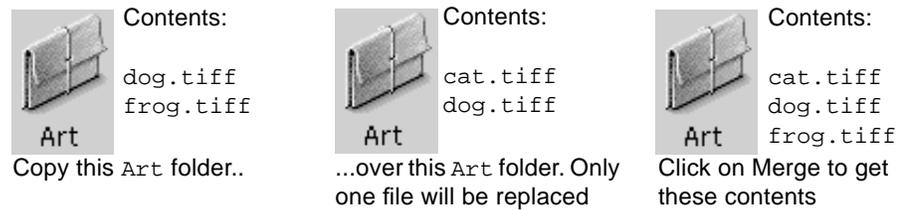


Figure 6-8 Effect of Merging Two Folders

To find out which is your keyboard's Alt key, see "Keyboard Basics" on page 9-5.

For information on merging more than one folder at a time, see "Handling Several Files and Folders at Once" on page 6-21.

Any file or folder that is replaced is moved into the recycler. To get it back, see "Retrieving a File or Folder From the Recycler" on page 6-19.

If the Processes panel asks for more instructions, see "Solving File and Folder Problems" on page 6-24.

How Merging Saves Time

Before the Workspace Manager replaces a file during merging, it checks for any differences between it and the replacement. It compares their size and the date they were last changed. If it finds no difference, it does not replace the file.

When you are working on a large project at your office, you might copy part of the project onto a disk to work on it at home. Maybe you change 5 files out of 20 that you copied. When you merge them back with the rest of the files, the Desktop Manager detects that you changed only 5 files. Instead of taking the time to copy all 20 files, it copies only those 5.

Creating a Link

You can keep a file or folder in one location and work with it in another by creating a *link* to it (see Figure 6-9 on page 6-13). The link looks just like the file or folder to which it points. It has the same icon, and when you open it, you see the same contents.

1. Select the file or folder to which you want to create a link and drag it to the shelf.
2. Select the folder in which you want to put the link.
3. Hold down the Control key and drag the selection from the shelf to the folder in the icon path.

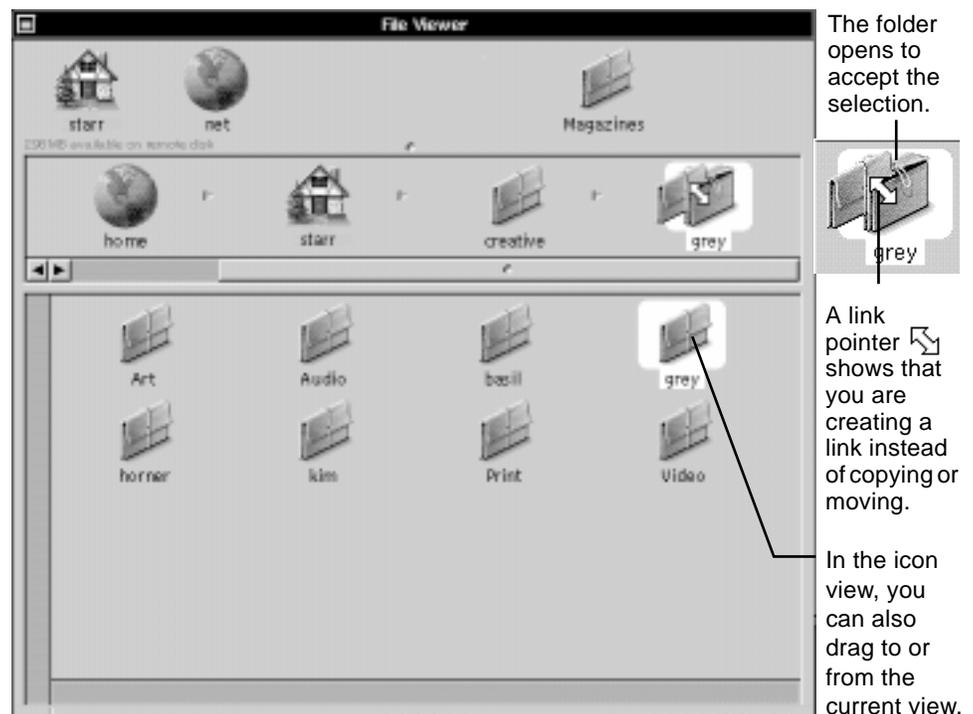


Figure 6-9 Creating a Link

To create a link, you can also drag from the icon path to a folder on the shelf, or from one folder window to another.

If a folder does not open when you drag a selection over it, you do not have permission to put a link in that folder.

For information on creating several links at a time, see “Handling Several Files and Folders at Once” on page 6-21.

You can identify a link and tell what file or folder it points to with the Inspector command. See “Getting Information About a File or Folder” on page 7-1.

What Is a Link?

A link is a pointer to a file or folder that is somewhere else in the file system. A link looks and acts like the file or folder to which it points. It has the same icon, and when you open it, you see the same contents.

- On a network, links make it easy for several people to open the same file.

For example, if you are working with a group of people on the same project, you can create a link to your group’s *Schedule* file and keep it in your home folder. To see the current schedule—including any changes made to it—you can open your link.

- Links save time.

Instead of following a lengthy path to a folder you work in frequently, you can create a link to the folder and put it somewhere convenient, such as in your home folder. Then to get to the actual contents of the folder, you just open your link.

- Links save disk space.

Instead of copying a sound or application into your home folder, just make a link to it. Since a link is just a pointer to the file, it takes up practically no space on the disk.

A link remains tied to the name and location of the file or folder it points to. You can move the link or rename it, and it still points to the file or folder. If the actual file or folder is moved, renamed, or deleted, however, the link breaks. You should therefore make links only to files or folders that you are relatively sure are not going to be moved or renamed.

When a link does break, its icon changes to a question mark. You can re-establish the link by returning the actual file or folder to its original location and name. Otherwise, you should delete the link.

Setting Options for Copying Links

When you copy a file that is actually a link, the Processes panel asks whether you want to make another link, or make a copy of the actual file or folder the link points to. If you do not want to be asked, you can select an option that applies for every link you copy. You select this option in the Workspace Manager Preferences panel, as shown in Figure 6-10.

1. Choose **Info** from the **Workspace** menu.
2. Choose **Preferences** from the **Info** menu.
3. Choose **File Copy Options** from the pop-up list at the top of the **Workspace Manager Preferences** panel.
4. Select an option.

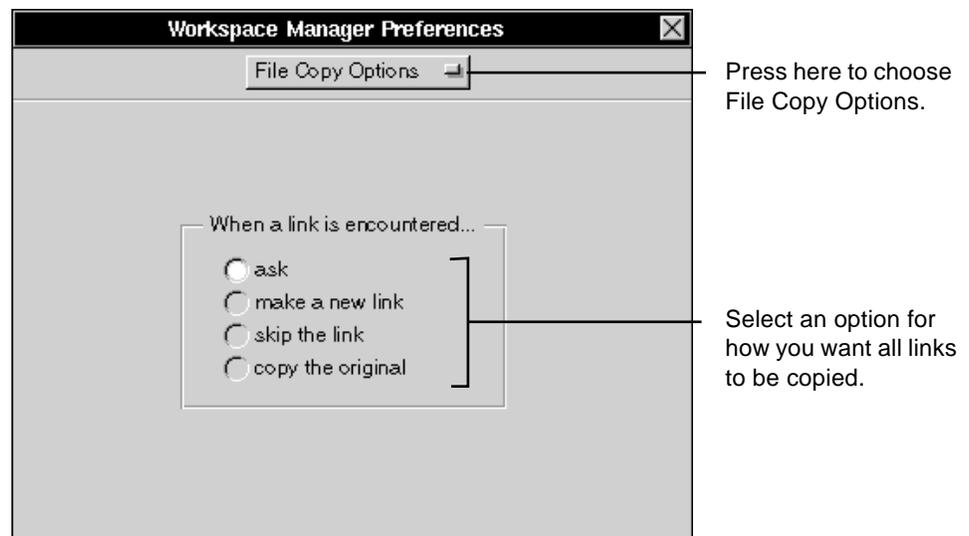


Figure 6-10 Setting Options for Copying Links

Options for Copying Links

Select one of the following options from the File Copy Options in the Workspace Manager Preferences panel. The option you select applies for all links that you copy.

Ask When this option is selected, the Processes panel asks what you want to do for each link you try to copy.

Make a new link Select this option and the Workspace Manager creates another link for each link it copies.

Skip the link Select this option and the Workspace Manager skips all links without copying them.

Copy the original Select this option and the Workspace Manager creates a copy of the actual file or folder to which a link points.

Compressing and Decompressing a File or Folder

You can free space on your disk by compressing a file or folder, as shown in Figure 6-11. Then when you want to open the file or folder, you decompress it.

- 1. To compress a file or folder, select it and choose File from the Workspace menu. Then choose Compress from the File menu.**
- 2. To decompress the file or folder so you can open it, select it and choose File from the Workspace menu. Then choose Decompress from the File menu.**

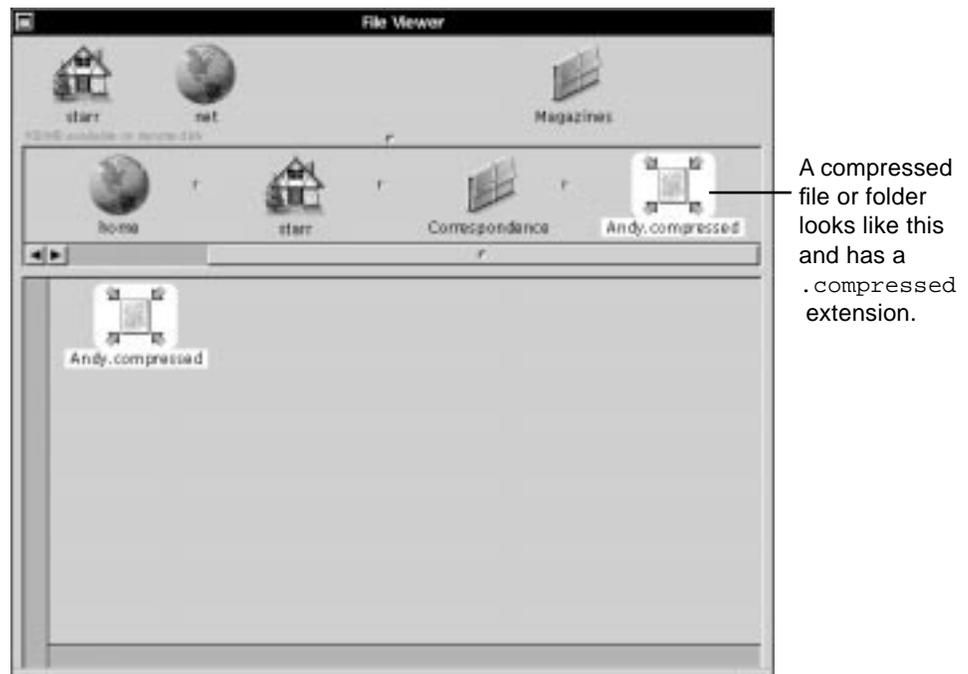


Figure 6-11 Compressing a File or Folder

When you compress a file or folder, the amount its size is reduced depends on the kind of information in it. Compression works best on text files, reducing the size by up to 75 percent. It is also a good idea for folders that you do not look in very often, such as a folder containing an old project you are not currently working on.

You can decompress a file or folder with the Decompress command or you can double-click on a compressed file or folder. In the latter case, the Inspector panel opens, and you can click on the Decompress button to decompress the file or folder. The file or folder then has its original icon and takes up its original amount of disk space.

You can use the Inspector command to find out the size of a file or folder before and after compressing it. See “Getting Information About a File or Folder” on page 7-1.

Deleting a File or Folder

You can remove a file or folder from the file system without immediately destroying it by moving it into the *recycler*—the icon at the bottom of the screen, as shown in Figure 6-12. When you decide you really want to destroy it, you can empty the recycler.

1. Select the file or folder.
2. Drag the selection from the icon path to the recycler.
3. When you are sure you want to destroy everything in the recycler, choose **File** from the Workspace menu and then choose **Empty Recycler** from the File menu.

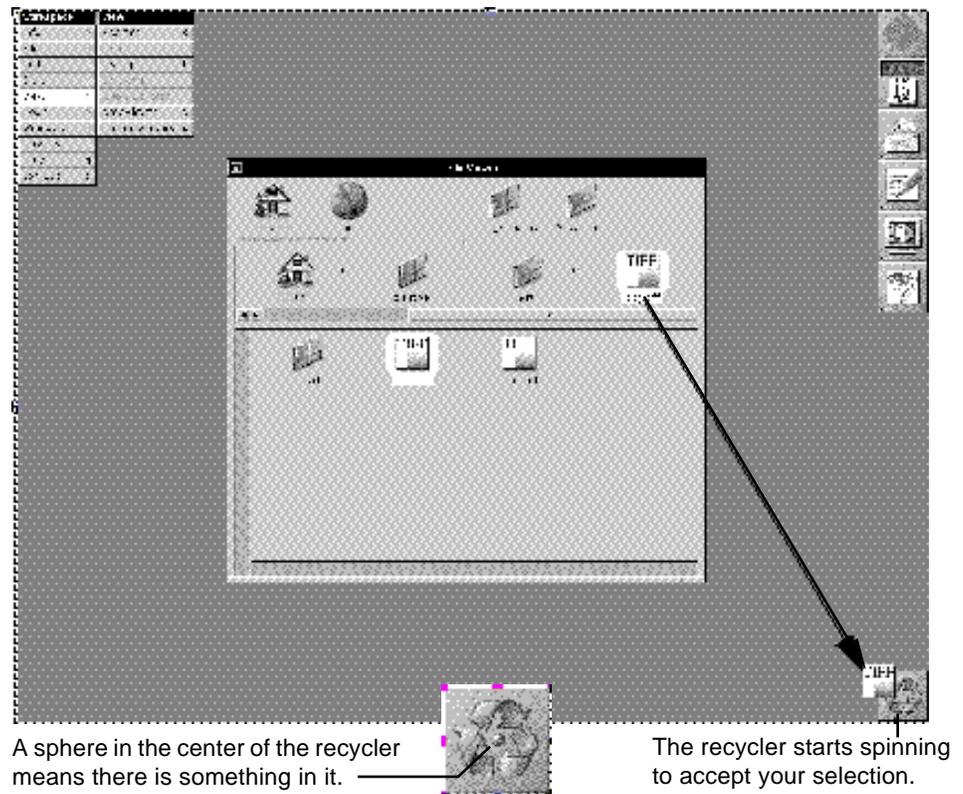


Figure 6-12 Deleting a File or Folder

You can also drag a file or folder from the shelf to the recycler. Or with the icon view, you can drag it from the current view.



Caution – The Empty Recycler command permanently destroys the contents of the recycler. You should leave files and folders in the recycler until you are sure you do not need them. But to free disk space, make sure to empty the recycler periodically.

Retrieving a File or Folder From the Recycler

When you move a file or folder into the recycler, it is not lost forever. You can retrieve it by opening the recycler and dragging the file or folder back to the File Viewer or any other folder window, as shown in Figure 6-13 on page 6-20.

1. **Double-click on the recycler.**
2. **Drag the file or folder from the Recycler window to a folder in the File Viewer.**
3. **Click on the close button in the Recycler window.**

Double-click on the recycler to see its contents.

Drag the file or folder from the Recycler window to a folder in the File Viewer.

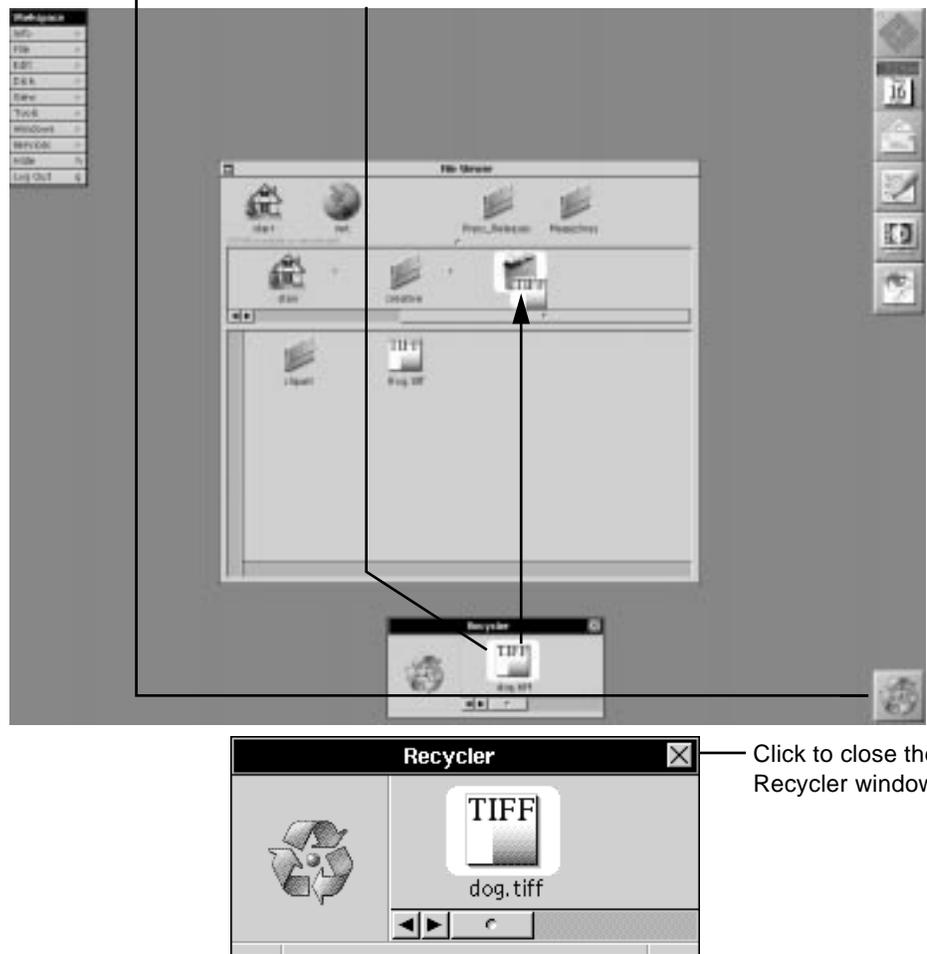


Figure 6-13 Retrieving a File

You can only retrieve files or folders that you recycled since you last chose the Empty Recycler command.

You can destroy a file or folder without moving it to the recycler with the Destroy command in the File menu. See “Workspace Manager File Menu” on page A-11.

On many networks, the system administrator makes backup copies of files. If you accidentally destroy something, see your system administrator about retrieving a copy of it.

For information on deleting a selection of files and folders, see “Handling Several Files and Folders at Once” on page 6-21.

Handling Several Files and Folders at Once

You can work with several files and folders at once—to move them all to another folder, for example, or to put them all in the recycler. When you select several files or folders, a selection icon is displayed in the icon path, as shown in Figure 6-14 on page 6-22. You can drag this icon to copy, move, link, or delete the selection of files and folders just as you drag a single file or folder.

- 1. Select the files or folders you want to copy, move, link, or delete.**
- 2. Drag the selection icon to a folder or the recycler.**

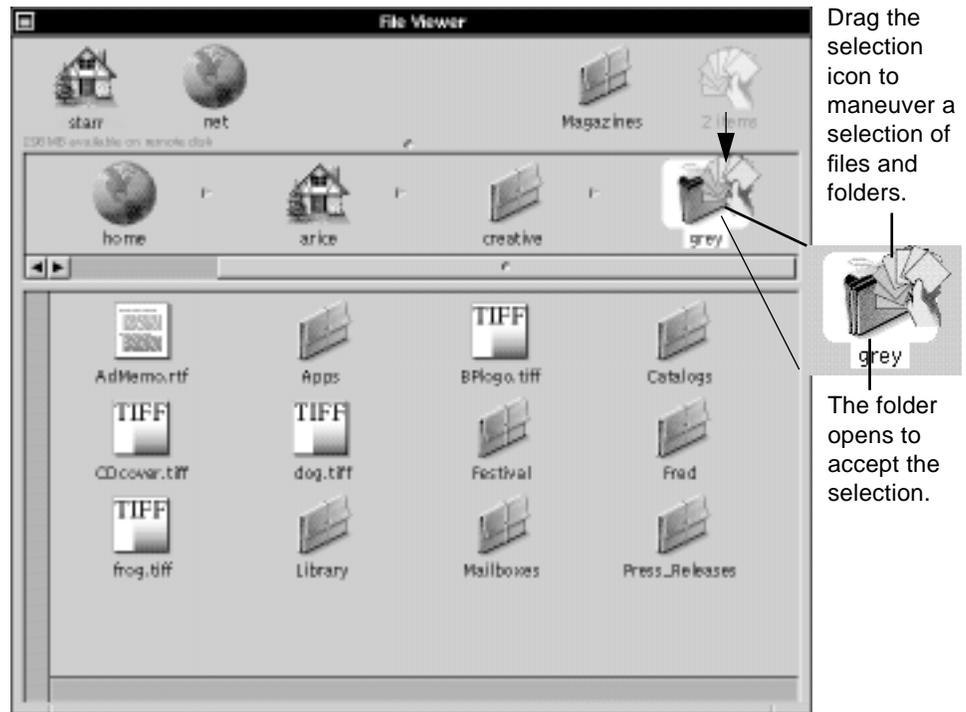


Figure 6-14 Handling Several Files and Folders at Once

If the folder does not open, you do not have permission to complete the operation.

Select more than one file or folder as described in “Selecting Several Files and Folders” on page 3-22.

If the Processes panel asks for additional instructions, see “Solving File and Folder Problems” on page 6-24.

Managing Several File Operations

OpenStep can perform several file operations at the same time (see Figure 6-15). You can copy a selection, compress a folder, and delete another folder, without waiting for any previous operation to be completed. In the meantime, you can do something else in the Workspace Manager or with any other application.

1. Choose Tools from the Workspace menu.
2. Choose Processes from the Tools menu.
3. Choose Background from the pop-up list at the top of the Processes panel.
4. Click on the operation you want to check.
5. If you want to halt the operation, click on Pause or Stop.

OpenStep carries out most of the file operations described in this chapter in the background—that is, behind the scenes where you do not have to worry about them. You can track the progress of an operation, or stop, or pause it with the Processes panel.

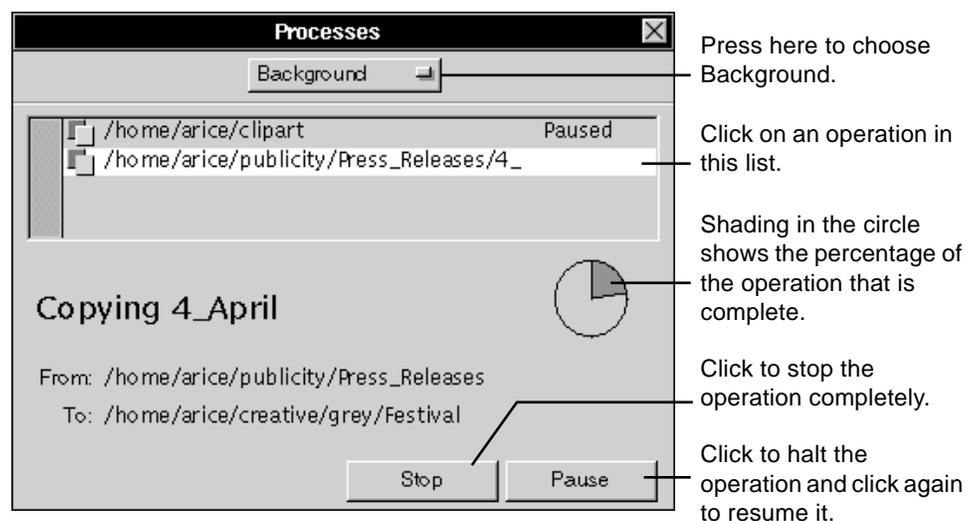


Figure 6-15 Managing Several File Operations



Caution – Sometimes you need to make sure that a particular operation is complete before you begin another. For example, if you are moving some files out of a folder that you then want to delete, make sure the move is complete before you delete the folder.

If you stop an operation that is partially completed, such as a copy or move, any file or folder already named in the panel is copied or moved. If you stop while a folder is named, parts of the folder may be copied or moved.

Solving File and Folder Problems

Sometimes when you are working with files, the Processes panel may describe a problem and wait for additional instructions before proceeding, as shown in Figure 6-16.

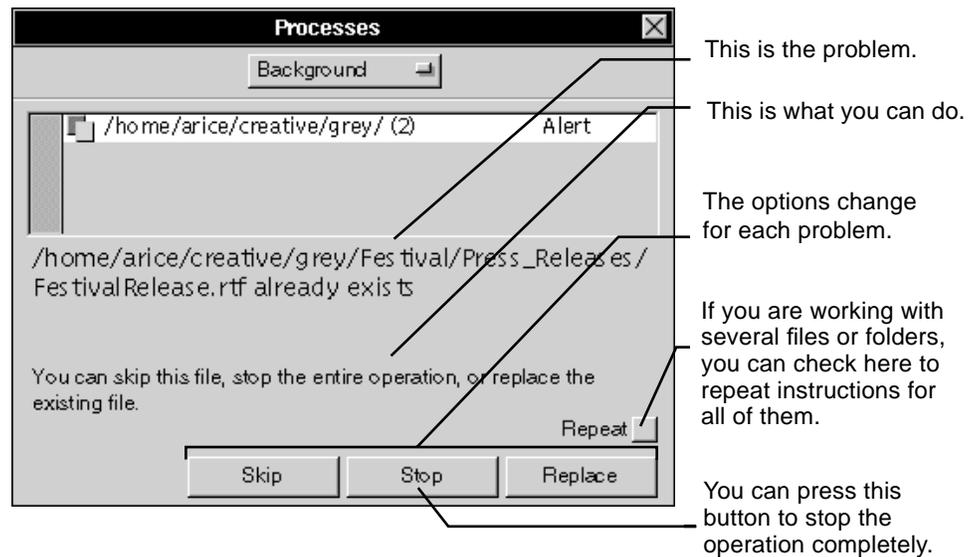


Figure 6-16 Solving File and Folder Problems

Here are some common messages and ways to respond to them.

One or several folders already exist at destination

- ◆ **Click on Merge to merge all folders in the selection with the existing folder of the same name.**
- ◆ **Click on Replace to have all folders in the selection replace the existing folder of the same name.**
- ◆ **Click on Proceed to decide for each folder.**
When you click on Proceed, you are asked whether you want to replace, merge, or skip each folder, one at a time (see the messages in “File or folder already exists”).

File or folder already exists

- ◆ **Click on Replace to replace the existing file or folder named in the panel.**
See “Replacing a File or Folder” on page 6-9 for more information.
- ◆ **Click on Merge to merge the folder named in the panel with the existing folder.**
See “Merging Two Folders” on page 6-11.
- ◆ **Click on Skip if you do not want to replace the file or folder.**
When you are copying or moving a selection of files or folders, this button skips the one currently named in the panel, but keeps copying or moving the rest of the selection.

File or folder is a link

- ◆ **Click on Copy to create a copy of the actual file or folder the link points to.**
This copy is not a link.
- ◆ **Click on New Link to create another link to the file or folder.**
- ◆ **Click on Skip if you do not want to copy the link.**
When you are copying or moving a selection of files and folders, this button skips the link currently named, but continues with the rest of the selection.

Note – You can choose one of these options for all links you copy with the Preferences command. See “Setting Options for Copying Links” on page 6-15.

No room on disk

- 1. Remove files and folders from the disk to which you are copying or moving and click on Proceed. Choose the Inspector from the Tools menu to see how much space is left on the disk and the size of your selection.**
- 2. Free the necessary amount of space, return to the Processes panel, and click on Proceed to complete the operation.**

No room in recycler

◆ **Click on Empty to empty the recycler.**

Any files or folders in the recycler are permanently removed and then the operation continues.

Repeat Box

When the Processes panel asks how to handle one of several files or folders in a selection, you can check the Repeat box. Then click on a button to apply your response to the entire selection.

For example, if the panel says a file already exists, you can check Repeat and click on Replace to replace all files with the same name as any in the selection without being asked about each one.

If the panel says that a file or folder you are copying is a link, you can check Repeat and click on New Link to copy all links as links. Or check Repeat and click on Skip if you do not want to copy any links in the selection.

The Repeat option can carry out or skip any of these actions: replacing files, copying links, or merging or replacing folders. It applies only to the exact situation named in the panel.

Inspecting Files and Folders



The Workspace Manager's Inspector panel gives you quick information about files and folders—and some options for managing them. You open the Inspector panel with the Inspector command in the Tools menu.

The following topics are discussed in this chapter:

- Getting information about a file or folder
- Previewing the contents of a file
- Sorting files and folders
- Changing the application that opens a file
- Assigning a file or folder to a new group
- Changing permissions for a file or folder

Getting Information About a File or Folder

You can use the Inspector to get information about a file or folder—its size, owner, and group, as well as its permissions and the last time it was changed, as shown in Figure 7-1 on page 7-2.

- 1. Choose Tools from the Workspace menu.**
- 2. Choose Inspector from the Tools menu.**
- 3. Select a file or folder in the File Viewer.**
- 4. Choose Attributes from the pop-up list at the top of the Inspector panel.**

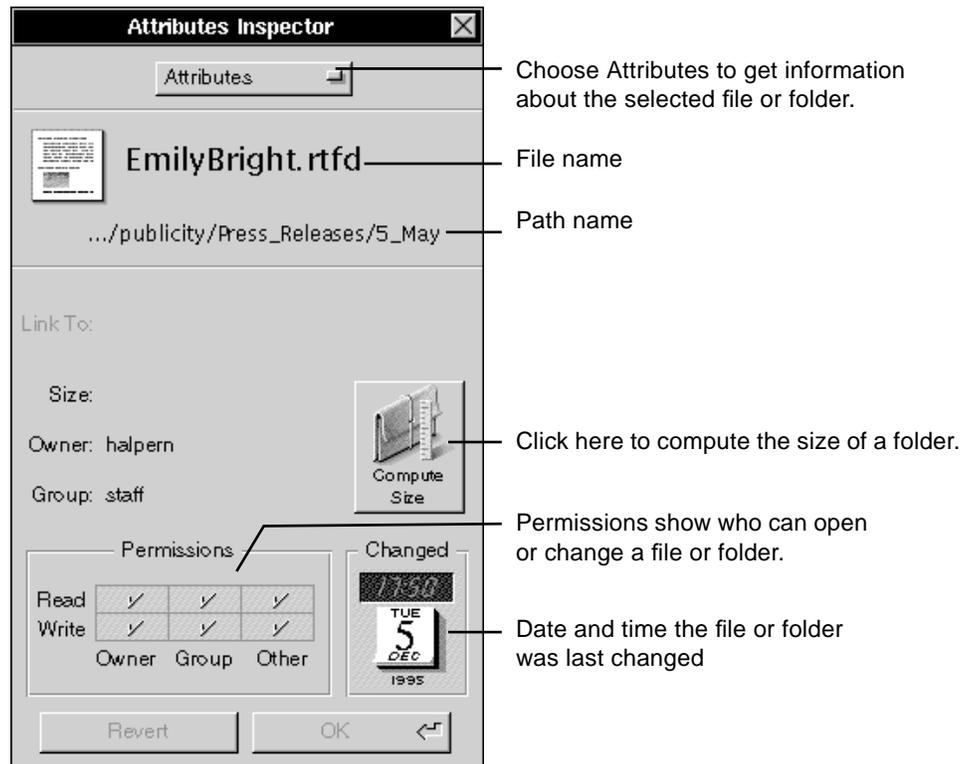


Figure 7-1 Getting Information About a File or Folder

The size of a file is displayed automatically each time you inspect it. But you have to compute the size of a folder if you have changed any of its files since the last time you inspected it.

When a File Is Not a File

In the File Viewer, you may see things that look like files or folders but really are not. These are either links or file packages.

Links A link looks and acts like an ordinary file or folder but is actually a pointer to a file or folder somewhere else in the system. When you inspect a link, the Inspector panel shows both the path name for the link and the path name for the file or folder to which it is linked. See “What Is a Link?” on page 6-14.

File packages A file package is a folder that looks and acts like a file. It contains information that should not be separated, such as the text and graphics files that make up a document or the files that make up an application. When you inspect a file package, it looks like a folder—you need to press the Compute button to compute its size. See “File Packages—Files That Are Really Folders” on page 3-27.

You can also get this information in the File Viewer. See “Listing Files and Folders” on page 3-15.

Previewing the Contents of a File

You can get a quick look at the contents of a file without taking the time to open the file and start up its application—to make sure it is the one you want, for example.

You use the File Inspector panel, which changes when you open different types of files. For example, the Inspector panels in Figure 7-2 on page 7-4 show the contents of an RTF file and a TIFF file.

1. **Choose Tools from the Workspace menu.**
2. **Choose Inspector from the Tools menu.**
3. **Select a file in the File Viewer.**
4. **Choose Contents from the pop-up list at the top of the Inspector panel.**

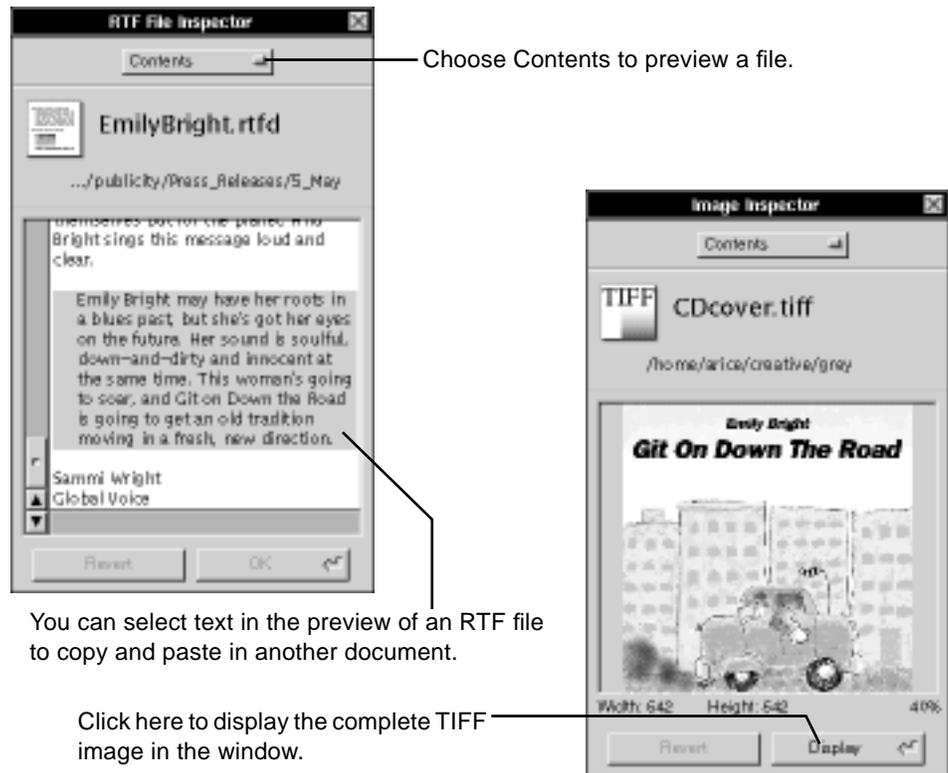


Figure 7-2 Previewing the Contents of a File

The Workspace Manager provides Inspector panels for inspecting several types of files, including RTF (.rtf and .rtfd), EPS, TIFF, and sound (.snd) files. If the application you are using produces a different kind of file, it may provide its own Inspector panel. If not, you cannot preview its files.

Sorting Files and Folders

The files and folders in the File Viewer and other folder windows are normally listed alphabetically by name. You can change the order in any folder to list its contents by kind, date, size, or owner, as shown in Figure 7-3 on page 7-5.

1. Choose Tools from the Workspace menu.
2. Choose Inspector from the Tools menu.
3. Open the folder you want to sort in the File Viewer.
4. Choose Contents from the pop-up list at the top of the Inspector panel.
5. Click on one of the sorting options and click on OK.

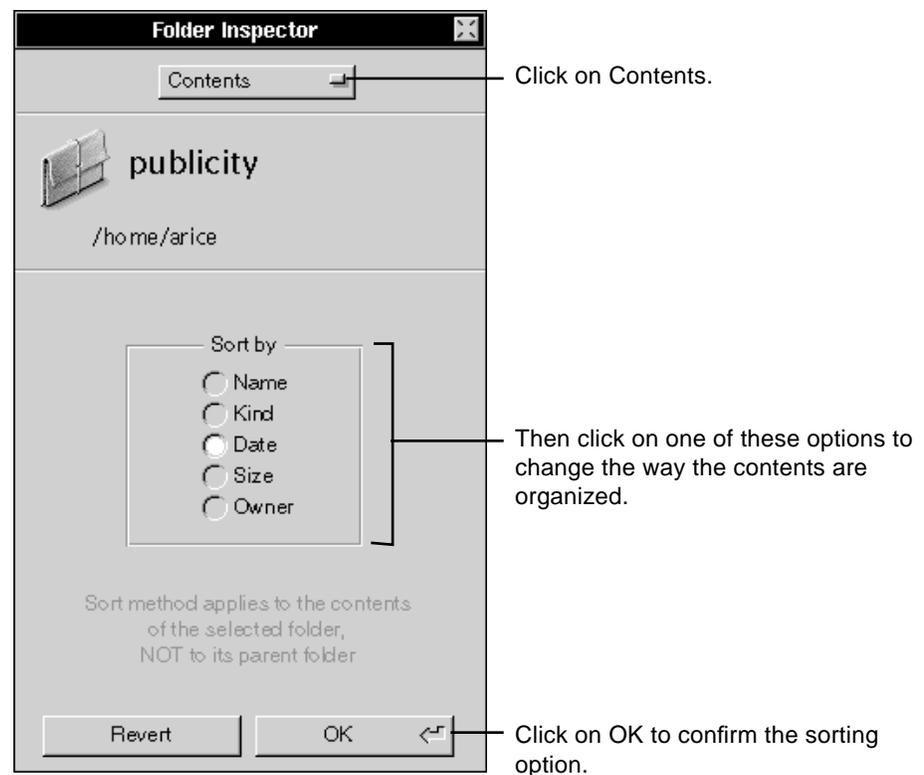


Figure 7-3 Sorting Files and Folders

Any change you make in the Folder Inspector panel applies only to the folder that is currently open in the File Viewer.

In the icon view, you can also use the Clean Up Icons command and the Sort Icons command in the View menu to organize your files and folders. See “Workspace Manager Commands” on page A-10.

Changing the Application That Opens a File

When you open a file in the Workspace Manager, an application automatically starts at the same time. That application depends on the type of file—that is, on its file extension. For example, when you open an RTF file, Edit normally starts.

You can use the Inspector to see which applications can open a file, to change the application that starts whenever you open specific types of files, or to open a file temporarily in another application, as shown in Figure 7-4 on page 7-7.

- 1. Choose Tools from the Workspace menu.**
- 2. Choose Inspector from the Tools menu.**
- 3. Select a file in the File Viewer.**
- 4. Choose Tools from the pop-up list at the top of the Inspector panel.**
- 5. Click on the application you want to open the file.**
- 6. Click on Set Default.**

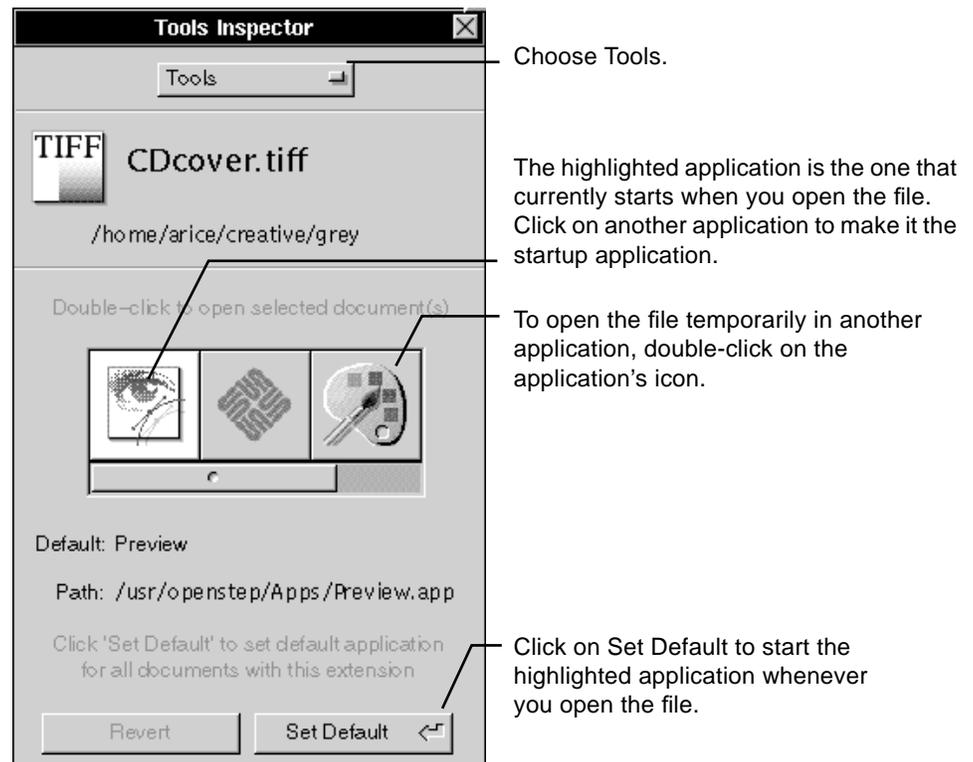


Figure 7-4 Changing the Application That Opens a File

Note – You can also open a file temporarily in an application by holding down the Command key and dragging the file icon from the icon path to the application icon in the dock.

For more information about what makes a file and application compatible, see “Which Application Opens a File” on page 3-10.

Assigning a File or Folder to a New Group

The Workspace Manager helps groups of people work more efficiently by sharing access to a set of files and folders. Every file and folder you create is assigned to a group. If you belong to more than one group, you can reassign files and folders from one group to another, as shown in Figure 7-5.

1. Choose Tools from the Workspace menu.
2. Choose Inspector from the Tools menu.
3. Select a file or folder in the File Viewer.
4. Choose Attributes from the pop-up list at the top of the Inspector panel.
5. Choose the new group from the Group pop-up list and click on OK.

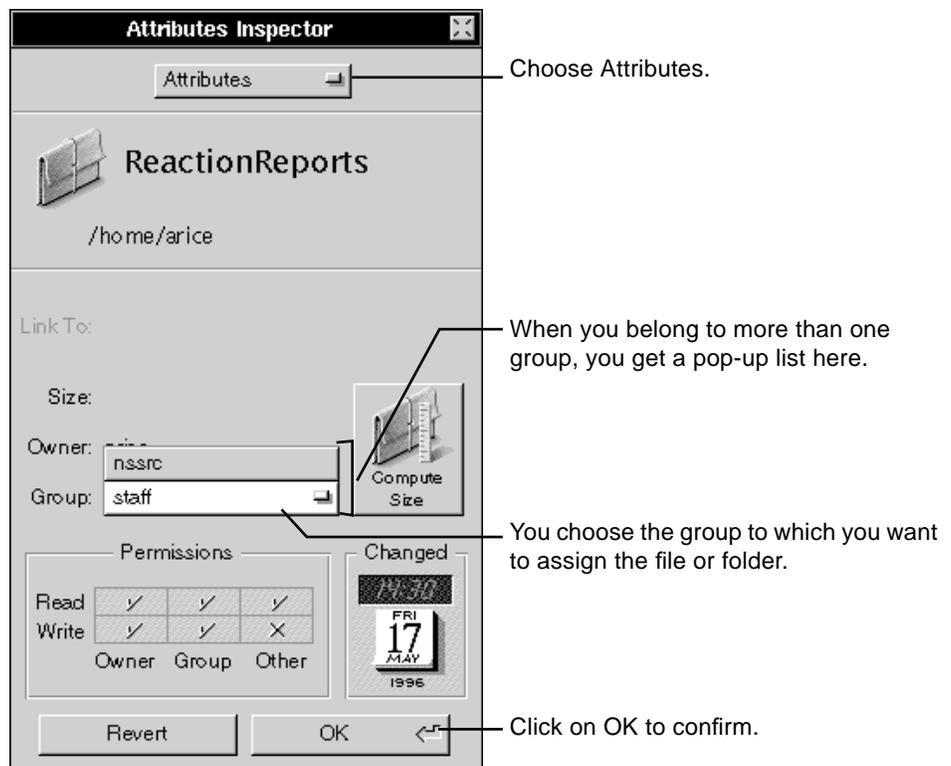


Figure 7-5 Assigning a File or Folder to a New Group

You can reassign only files and folders that you created.

For information about setting up groups to share files and folders, see your system administrator.

Changing Permissions for a File or Folder

You can control access to individual files and folders that you create—and protect them from accidental changes—by setting permissions for them, as shown in Figure 7-6 on page 7-10.

- 1. Choose Tools from the Workspace menu.**
- 2. Choose Inspector from the Tools menu.**
- 3. Select a file or folder in the File Viewer.**
- 4. Choose Access Control from the pop-up list on the Inspector panel.**
- 5. Check the permissions you want in the grid and click on OK.**

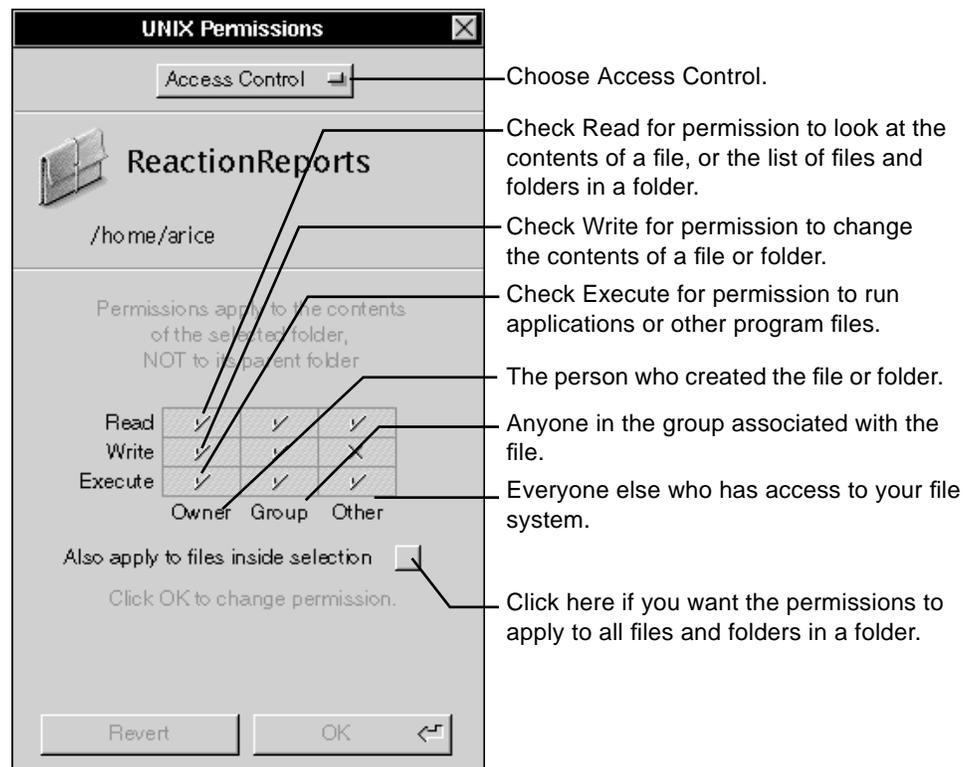


Figure 7-6 Changing Permissions for a File or Folder

Permission is granted when a check mark appears in the appropriate square. An X indicates that permission is denied. You can change permissions only if you are the owner of the file or folder.

You can also set read and write permissions in the Attributes Inspector panel. These permissions apply only to the current file or folder—not the files and folders it contains.



Caution – Do not change execute permissions unless you are an expert user. If you uncheck execute permissions for an application, you may not be able to open any of the files that use the application. If you uncheck execute permissions for a folder, you or others may not be able to open any of the files in the folder.

Permissions affect many file operations. For an overview, see “Permissions Granted” on page 6-2.

You can preset permissions for any file or folder you create with the Preferences application.

Working With Disks



This chapter discusses how to use disks: floppy disks and CD-ROMs. It covers the following topics:

- Inserting a floppy disk
- Preparing a new floppy disk
- Creating a folder window for a disk
- Copying files to or from a disk
- Reusing a disk
- Ejecting a disk
- Opening and saving files on a floppy disk

Inserting a Floppy Disk

You can use a floppy disk to store backup files or to move files from one computer to another. The disk can be in DOS format or UNIX® format.

- 1. Slide the disk into the drive, metal end first, label side up.**
- 2. Gently push the disk until it clicks into place.**
- 3. Choose Disk from the Workspace menu.**
- 4. Choose Check for Disks from the Disk menu.**
- 5. Click on the disk on the shelf or double-click on it in the current view to open it.**

Note – If a panel says that the disk is unreadable, you have to initialize the disk. See “Preparing a New Floppy Disk” on page 8-3.

For information on inserting a disk while working in an Open or Save panel, see “Opening and Saving Files on a Floppy Disk” on page 8-10. For information about how to insert a CD-ROM, see the owner’s guide for your CD-ROM drive.

When you insert a floppy disk and choose Check for Disks, it is displayed in your File Viewer—you have to choose Check for Disks for the disk to be displayed.

The disk is put in the folder called floppy in your root folder and the files and folders on the disk become part of your file system, as shown in Figure 8-1. You can open the disk to see its contents just like you open a folder.

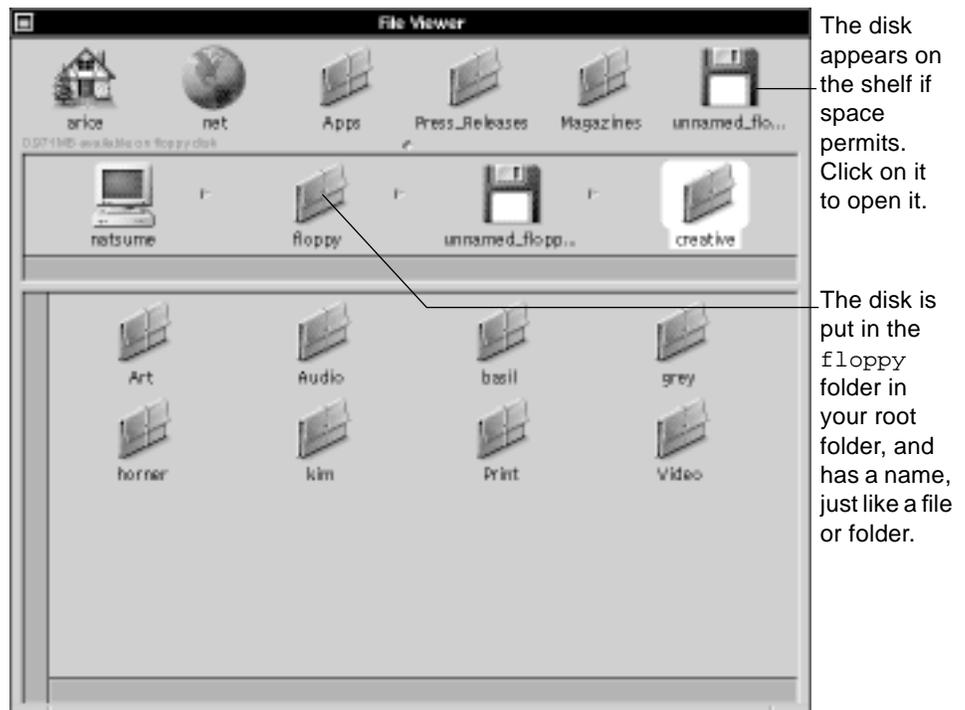


Figure 8-1 Floppy Disk in the File Viewer

You are the owner for all files and folders on any floppy disk that you insert. You can work in all its files and folders and change their permissions.

Preparing a New Floppy Disk

Before you can use a brand-new floppy disk, you have to *initialize* it. Initializing a disk prepares it to store files and folders. When you insert a new disk and choose Check for Disks, the Workspace Manager usually asks if you want to initialize the disk.

1. Insert the disk in the disk drive.
2. Choose Disk from the Workspace menu and choose Check for Disks from the Disk menu.
3. Click on Initialize.
4. Choose a format from the pop-up list in the Initialize panel.
5. Type a name for the disk.
6. Click on Erase.

When you click on Initialize, the panel shown in Figure 8-2 opens.

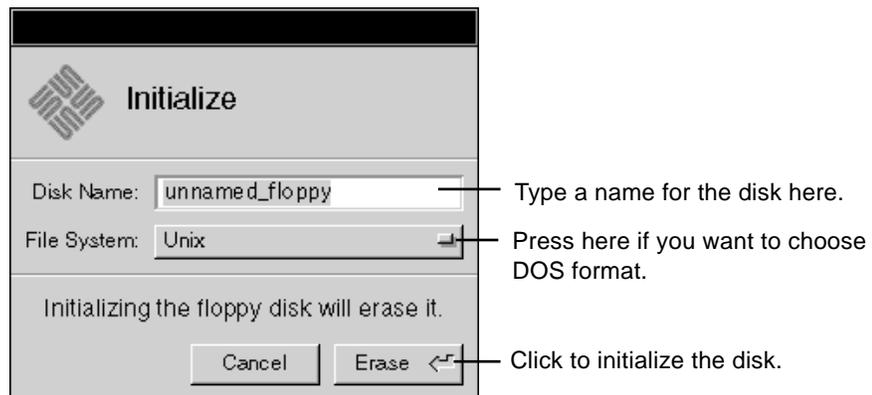


Figure 8-2 Initializing a Disk

If you do not name the disk, it has the name `unnamed_floppy`.

Note – You should initialize a disk in DOS format if you want to use the disk to copy files from your system to a DOS computer.

Creating a Folder Window for a Disk

When you insert a floppy disk or CD-ROM in your computer, the disk normally shows up on the File Viewer’s shelf, if space permits. You can have the disk open in its own window instead (see Figure 8-3).

- 1. Choose Info from the Workspace menu.**
- 2. Choose Preferences from the Info menu.**
- 3. Choose Disk Options from the pop-up list in the Workspace Manager Preferences panel.**
- 4. Click on the “open new folder window” option for removable disks.**

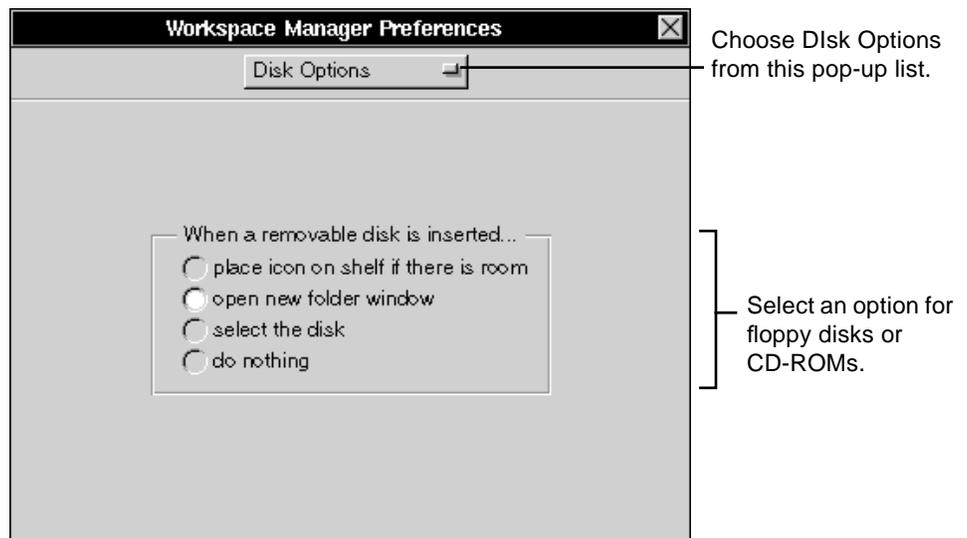


Figure 8-3 Disk Options

Other Disk Options

You can select one of four options for how removable disks are displayed in your file system. No matter which option you select, you can always find the disk to open it in your root folder.

Place icon on shelf When this option is selected, the disk is displayed on the shelf, if space permits.

Open new folder window Select this option to display the contents of the disk in its own folder window.

Select the disk This option selects and opens the disk in the File Viewer so its contents are displayed.

Do nothing This option simply puts the disk in your root folder without opening it or putting it on the shelf.

Copying Files to or From a Disk

You copy files or folders to or from a disk just like you copy them between folders. Select them and drag them where you want to put them, as shown in Figure 8-4 on page 8-6. To move a selection instead of copying it, hold down the Command key as you drag.

1. **Select the files you want to copy and drag them to the shelf.**
2. **Select the disk you want to copy them to. Or if you are copying from a disk, select the folder you want to copy them to.**
3. **Drag the files from the shelf to the disk or folder.**

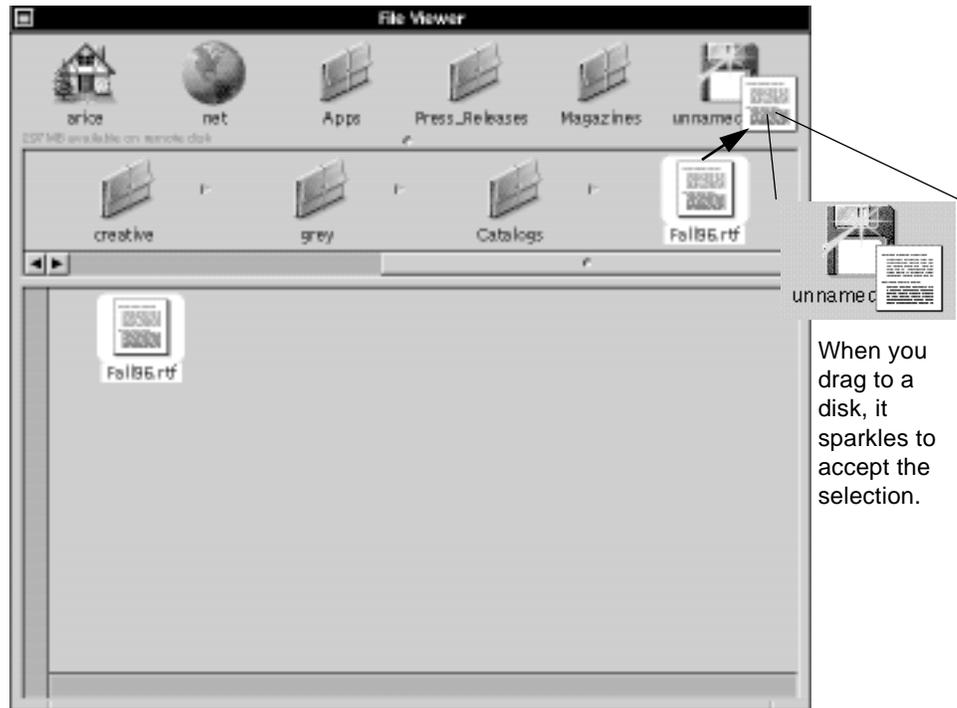


Figure 8-4 Copying Files to or From a Disk

Note – The best way to work with a file on a floppy disk is to copy the file somewhere else in your file system first and work in the copy. If you want to change a file on a CD-ROM, you must copy it somewhere else in your file system and then change the copy. You cannot change the contents of a CD-ROM.

Note – After copying files to a floppy disk, you can eject the disk and insert it into another computer to transfer files to that computer. See “Ejecting a Disk” on page 8-9.

DOS Disks

You can use a floppy disk to transfer files between a DOS computer and your system.

When you insert a DOS floppy disk into your system, the disk is displayed in the `floppy` folder in your root folder like any other disk. You can then copy files from the disk to your file system.

If you want to transfer a file from your system to a DOS computer, you can initialize a disk in DOS format (see “Reusing a Disk” on page 8-8). Then copy the files you want to transfer onto the disk, eject the disk, and insert it into the other computer.

Once a DOS disk is in your file system, you can work with its files just as you do anywhere else in the file system, with these exceptions:

- You do not set permissions for files or folders on a DOS disk, but you can when you copy them to your system’s disk.
- You cannot rename a DOS disk by editing its name in the icon path. You have to name it when you initialize it.

You may need to rename a file that you copy from a DOS disk.

When a File or Folder Does Not Fit on One Floppy Disk

If a file or folder is too large to fit on one floppy disk, you can copy it onto several. To make a backup copy of a 2-Mbyte file, for example, you can copy it onto two 1.4-Mbyte disks.

1. **Copy the file or folder to a floppy disk as you normally would.**
2. **If what you are copying is too big to fit on the disk, a panel asks if you want to create a multi-volume file. When you click Yes, the Workspace Manager copies a “chunk” of the file or folder onto the disk.**
3. **When the disk is full, a panel asks you to remove the disk from its drive and insert another one. After doing this, click Proceed in the panel. The Workspace Manager copies the second chunk.**
4. **Repeat this for as many disks as needed.**

To copy the file or folder from the disk back into your file system, perform the following steps:

- 1. Insert the disk containing the first chunk—a file with a `.chunk` extension.**
- 2. Drag the chunk to the folder you want to put it in.**
- 3. When a panel asks for the next chunk, remove the disk, insert the next one, and click on Proceed.**
- 4. Repeat this until you have copied all the chunks. Make sure to copy chunks in the order they were originally copied.**
- 5. If you insert a disk in the wrong order, just remove it and insert the correct one before clicking Proceed.**
- 6. After you copy all the chunks, you can open the file or folder as usual.**

Note – The Workspace Manager compresses a file or folder before it copies a chunk onto the floppy disk. Sometimes this makes the file or folder fit on one disk, in which case the Workspace Manager does not request an additional disk after all.

Reusing a Disk

You can erase a floppy disk and change its format by reinitializing it. Just select the disk (or any file or folder on it), and choose Initialize.

- 1. Insert the disk into the disk drive.**
- 2. Choose Disk from the Workspace menu and choose Check for Disks from the Disk menu.**
- 3. Select the disk in the File Viewer.**
- 4. Choose Initialize from the Disk menu.**
- 5. Choose a file format from the pop-up list in the Initialize panel and type a new name for the disk.**
- 6. Click on Erase.**



Caution – Initializing a disk destroys all files and folders on it. They cannot be retrieved.

When you choose Initialize, the panel shown in Figure 8-5 on page 8-9 opens.

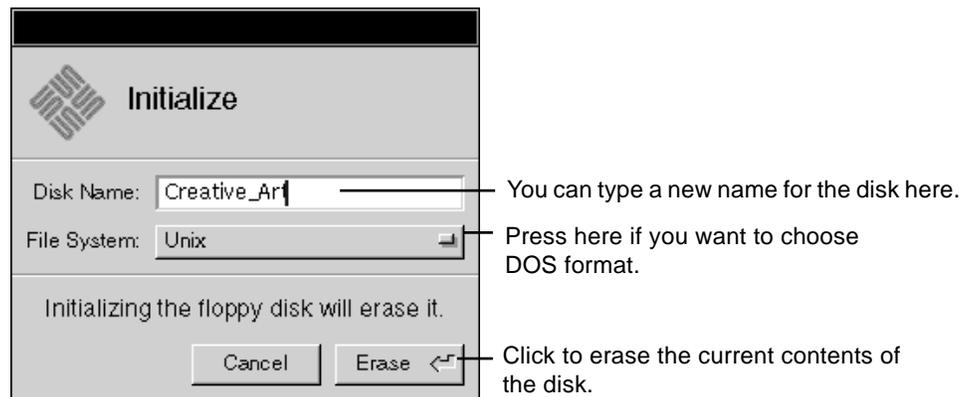


Figure 8-5 Reusing a Disk

You can give the disk a new name when you initialize it. If the disk is in UNIX format, you can also rename it later by editing its name in the icon path (just like you rename a file or folder).

Ejecting a Disk

When you are done using a removable disk, such as a floppy disk or a CD-ROM, you choose Eject to remove the disk's contents from the file system, as shown in Figure 8-6 on page 8-10. Only after you choose Eject and see the message asking you to eject should you actually remove the disk from the drive.

1. **Select the disk you want to eject.**
2. **Choose Disk from the Workspace menu.**
3. **Choose Eject from the Disk menu.**
4. **When a message asks you to eject the disk, remove the disk from your system's disk drive.**

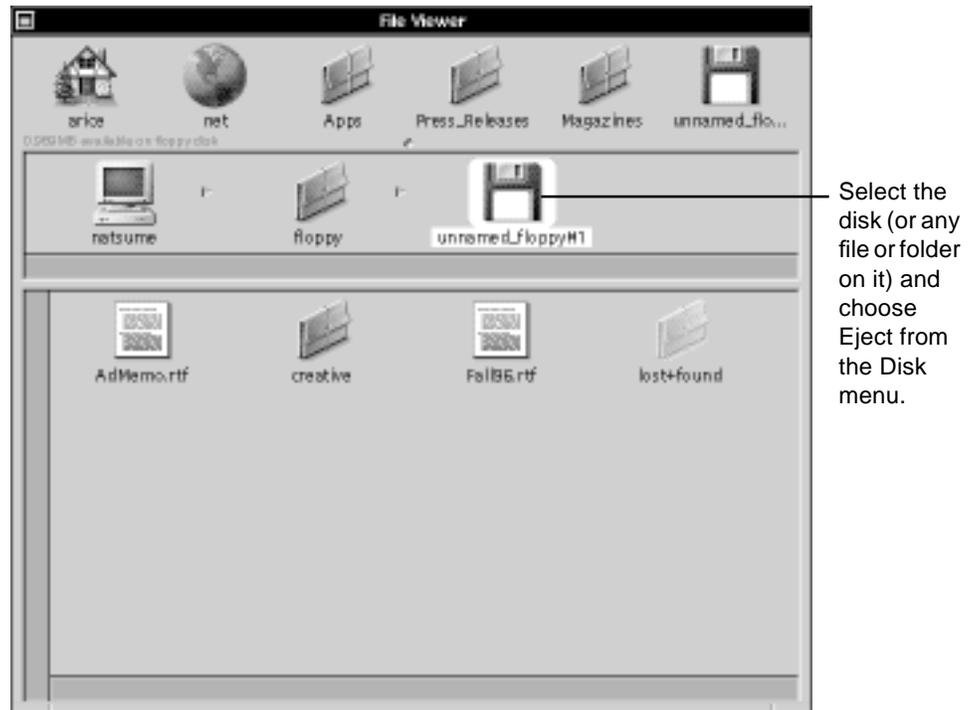


Figure 8-6 Ejecting a Disk



Caution – Do not remove a floppy disk from the disk drive before a message says to, or else you might lose information from that disk or from the next one you insert.

You can also eject a disk while working in an Open or Save panel. See “Opening and Saving Files on a Floppy Disk.”

Opening and Saving Files on a Floppy Disk

To make it easy to open and save files on a floppy disk, you can insert and eject disks while working in an Open or Save panel, as shown in Figure 8-7 on page 8-11.

1. When an Open or Save panel is open, insert the disk you want to open from or save on.
2. Click on the disk button in the panel.
3. Select the file you want to open, or type a name for the one you are saving.
4. Click on OK in the panel.



Figure 8-7 Saving Files on a Floppy Disk



Caution – Do not remove a floppy disk from the disk drive before a message says to, or else you might lose information from that disk or from the next one you insert.

You can use the disk and eject buttons to open and eject a floppy disk, a CD-ROM, or any other removable disk.

When you have more than one removable disk in your file system, clicking on the disk button repeatedly selects the next disk. To eject a particular disk when there is more than one, you must select the disk or a file or folder on it, and then click on the eject button.

You can browse several disks, one after the other, in an Open or Save panel. Just insert a disk and click on the disk button. Then after browsing, click on the eject button, remove the disk, insert another one, and click on the disk button again.

For information on opening and saving files in general, see Chapter 5, “Creating and Saving Files.”

The disk and eject buttons in an Open or Save panel perform the same operations as the Check for Disks and Eject commands in the Workspace Manager’s Disk menu. See “Workspace Manager Commands” on page A-10.

This chapter describes how you can type and edit documents. Most of the examples show Solaris™ OpenStep's™ Edit application, but any application that uses text, including the File Viewer and Mail, will use these editing techniques. The techniques work in text areas of any size, from file names in the File Viewer to Mail messages to large documents produced in Edit:

- Starting the Edit application
- Typing text
- Selecting text
- Deleting and replacing text
- Moving and copying text
- Finding text
- Replacing text that you find
- Typing special characters
- Previewing special characters
- Setting a new font
- Previewing a font
- Setting margins, indentation, and tabs
- Checking your spelling

Starting the Edit Application

The Edit application is a tool for creating formatted documents. You can start Edit with its icon in the dock or by opening an RTF file (one with an `.rtf` or `.rtfd` extension) from the File Viewer (see Figure 9-1 on page 9-2).

◆ **Double-click on the Edit icon in the dock.**

or

◆ **Open the `/usr/openstep/Apps` folder in the File Viewer and then double-click on `Edit.app`.**

or

◆ **Double-click on the icon for an RTF or RTFD file.**



Edit application icon



.rtf file icon



.rtfd file icon

Figure 9-1 Icons That Start Edit

You create an Edit document in a document window. When you start up Edit from the application dock, an empty document window like the one in Figure 9-2 on page 9-3 appears. When you start up Edit by clicking on a file icon, the file is opened in a document window. A window with a document in it looks like the one in Figure 9-3 on page 9-4. You can also open a new document window by choosing New from the File menu.

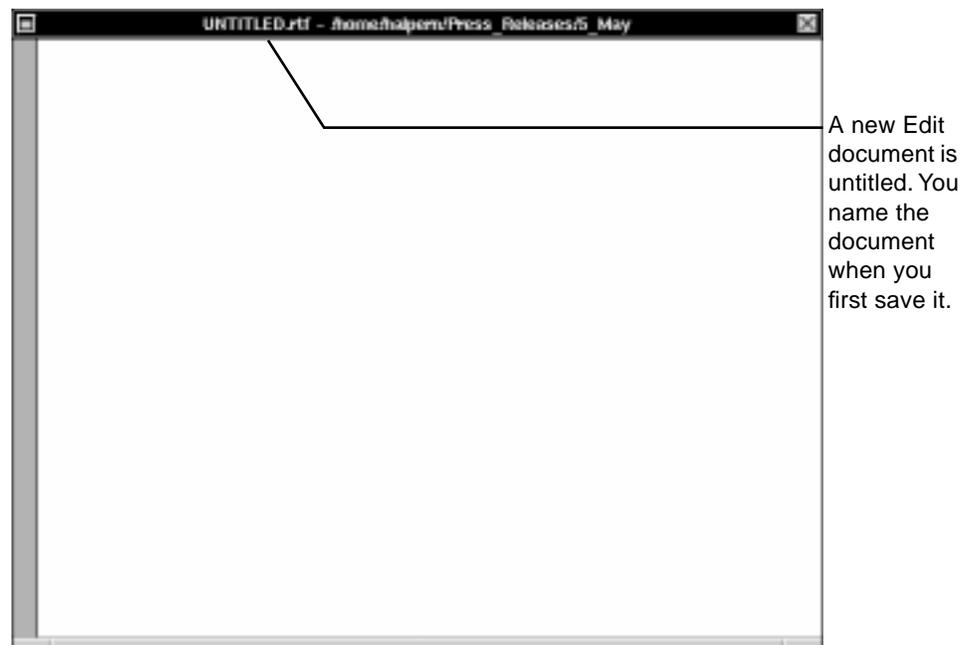


Figure 9-2 New Edit Document

For information on naming an Edit document, see Chapter 5, “Creating and Saving Files.”

You can add color or graphic images to a document. See Chapter 10, “Working With Color,” and Chapter 11, “Working With Graphics.”

Typing Text

You type text in a document or text field using the keyboard (see Figure 9-3 on page 9-4). As you type each character, it appears in the key window at the insertion point.

1. **Click in the window where you want to type.**
2. **Type without pressing Return at the end of each line.**
3. **Press Return to end each paragraph.**
4. **Click elsewhere to continue typing there.**

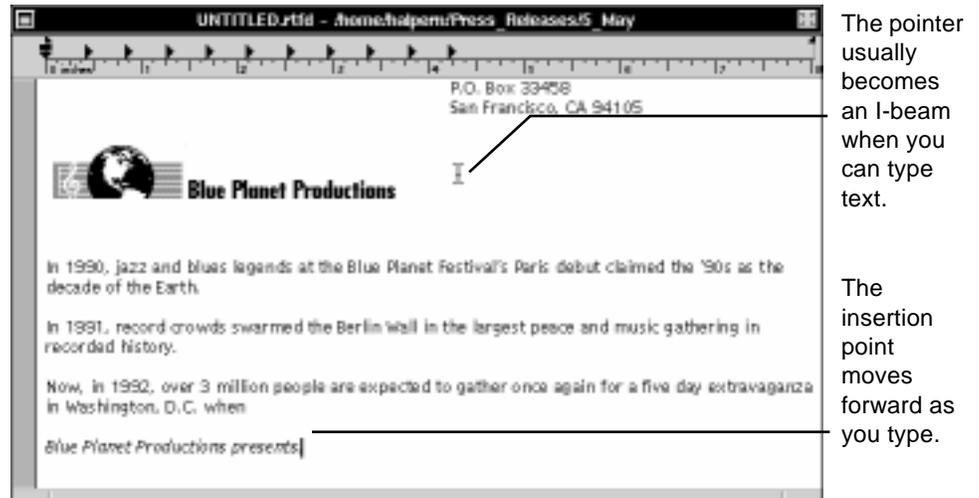


Figure 9-3 Typing to Create a Document

To move the insertion point and select a new place to type, click where you want the text to be displayed (see Figure 9-4).

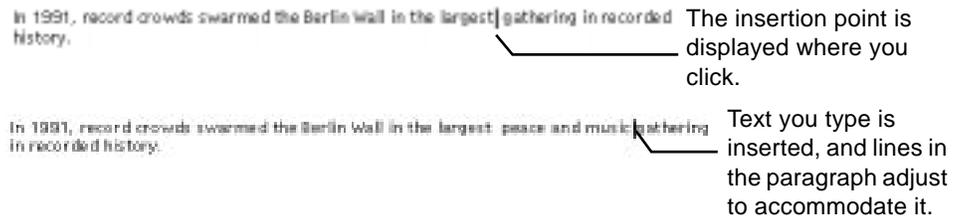


Figure 9-4 Moving the Insertion Point

You can also move the insertion point with an arrow key on the keyboard.

You do not have to press Return to end a line as you do on a typewriter. Applications automatically break lines between words (a process known as *word wrap*). You only press Return to cut a line short, as when ending a paragraph.

Keyboard Basics

Most keys on your keyboard are labeled with letters, numbers, punctuation, or other symbols that the keys generate when you press them (see Figure 9-5).

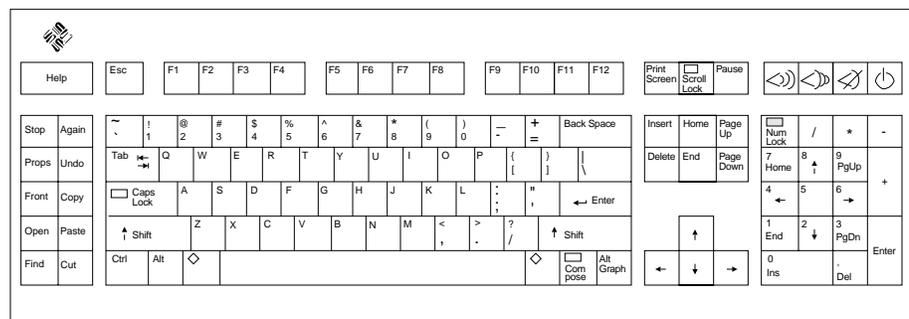


Figure 9-5 Typical Keyboard Layout for Sun Workstations

- Holding down the Shift key while typing another key gives you either uppercase letters or the upper characters on keys labeled with two characters. On most keyboards, you can press Caps Lock if you want to type uppercase letters without holding down the Shift key. To turn off Caps Lock, press the key again.
- Press the space bar to insert a space between two characters.
- Press Return to end a paragraph or begin a new line. In some panels, pressing Return operates a button.
- Press Tab to move to the next tab stop in a document or to the next text field in a panel. Sometimes, holding down Shift while pressing Tab moves you in the reverse direction—for example, to the previous field in a panel.
- To delete text, press the Back Space key, which backs up over text one character at a time.
- On a Sun keyboard, the \blacklozenge and Alt keys work as your Command key and Alt key, respectively. On the x86 keyboard, the key labeled “Alt” to the left of the space bar is the Command key, and the key labeled “Alt” to the right of the space bar is the Alt key. Several uses for these keys are given throughout this book.

- When you hold down a key, the character repeats itself. You can use the Preferences application to adjust the repetition speed. See “Setting the Rate for Repeating Characters” on page 16-6.
- The numeric keypad provides a convenient way to enter numbers and do calculations. There is no difference between typing the same character here and on the main part of the keyboard.
- Finally, if you type when there is no key window or if the key window does not accept typing, your system beeps so you know that your keystrokes are not having any effect.

Selecting Text

To edit text, you usually select it first, as shown in Figure 9-6. Your next action, such as choosing the Delete command, acts on the selection.

- ♦ **Drag across the text you want to select.**
- ♦ **Hold down the Alt key while clicking to select a range between the insertion point and where you click.**
- ♦ **Double-click on a word to select it.**
- ♦ **Triple-click anywhere in a paragraph to select the whole paragraph.**

One way to select text is to drag across it. Drag horizontally to select text on the same line or vertically to select several lines of text. You can even drag past the edge of your view—for instance, past the bottom of an Edit window—to scroll the window’s contents and keep selecting.



Now, in 1992, over 3 million people are expected to gather once again for a five-day
blowout in Washington, D.C. when

Selected text is highlighted in gray so that it stands out.

Figure 9-6 Selecting the Word “blowout”

The Alt key is useful for selecting large amounts of text, as shown in Figure 9-7 on page 9-7. You can even scroll beforehand to select more than is currently displayed.

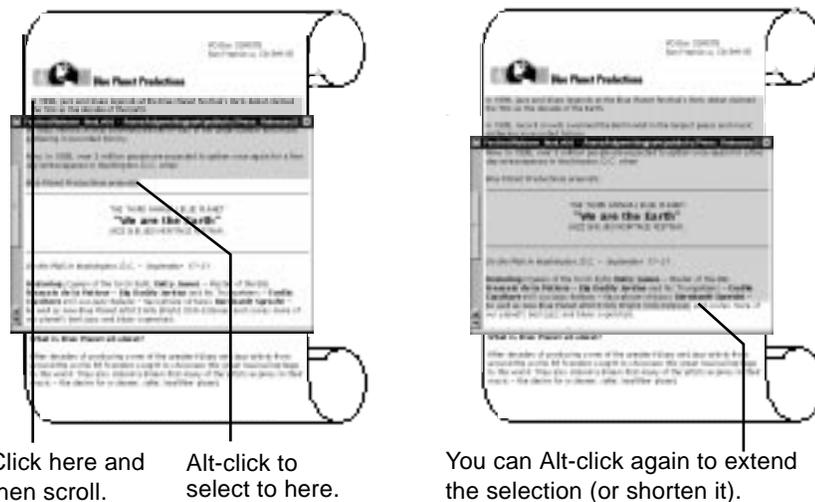


Figure 9-7 Selecting Text With the Alt Key

If you select text by double-clicking or triple-clicking on it, you can drag before releasing the mouse button the final time to extend the selection by a word or paragraph at a time. If you then Alt-click, the selection is extended to the next word or paragraph boundary.

Deleting and Replacing Text

Pressing the Back Space key as you type backs up and deletes characters one at a time. When text (or a graphic image) is selected, the Delete command in the Edit menu and the Back Space key do the same thing—they delete the selection (see Figure 9-8 on page 9-8).

- ◆ **To delete text as you type, press the Back Space key.**
- ◆ **To delete a block of text, select it. Then choose Delete from the Edit menu or press the Back Space key.**
- ◆ **To replace text, select it. Then type the replacement text.**

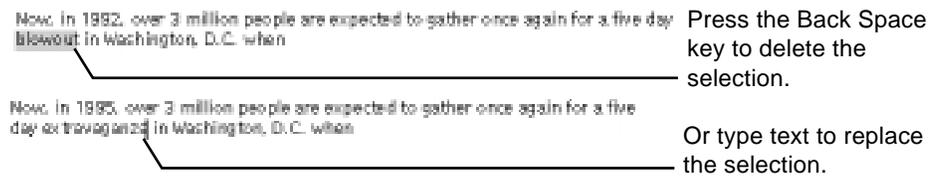


Figure 9-8 Deleting and Replacing Text

When you delete a word that you selected by double-clicking on it, spacing is automatically adjusted around the remaining words. For instance, if you double-click on the word *automatically* in the first sentence of this paragraph and then delete it, one space remains between *is* and *adjusted* instead of two.

Moving and Copying Text

You can move and copy text with the Cut, Copy, and Paste commands in the Edit menu, as shown in Figure 9-9. In applications where you work with graphic images, you can typically copy and move them too.

1. **Select what you want to move or copy.**
2. **Choose Edit from the application's main menu.**
3. **Choose Cut to move the selection or choose Copy to copy it.**
4. **Put the insertion point where you want the selection to be displayed.**
5. **Choose Paste.**

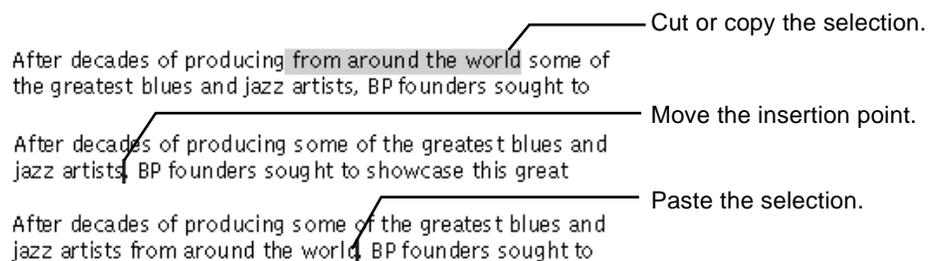


Figure 9-9 Moving and Copying Text

Choosing Cut removes the current selection and places it on the *pasteboard*—your system’s holding place for information you are transferring from one place to another. Choosing Copy puts a copy of the selection on the pasteboard.

The Paste command inserts the contents of the pasteboard at the insertion point, or if you selected text, in place of the selection.

You can paste text anywhere you can type—somewhere else in a document, in a text field, even in another application. Just click where you want the text to go.

A selection stays on the pasteboard until you replace it by choosing Cut or Copy again. You can therefore keep choosing Paste to paste the same selection over and over. When you paste a word that you cut or copied after double-clicking on it, spacing is adjusted around the pasted word.

Finding Text

You can search for a string of text in a document, such as an Edit document or a Mail message you are composing. You do this with the Find panel as shown in Figure 9-10 on page 9-10.

- 1. Choose Edit from the application’s main menu.**
- 2. Choose Find from the Edit menu.**
- 3. Choose Find Panel from the Find menu.**
- 4. Click in the document you want to search.**
- 5. In the Find panel, type the text you want to find.**
- 6. Click on the Next or Previous button.**

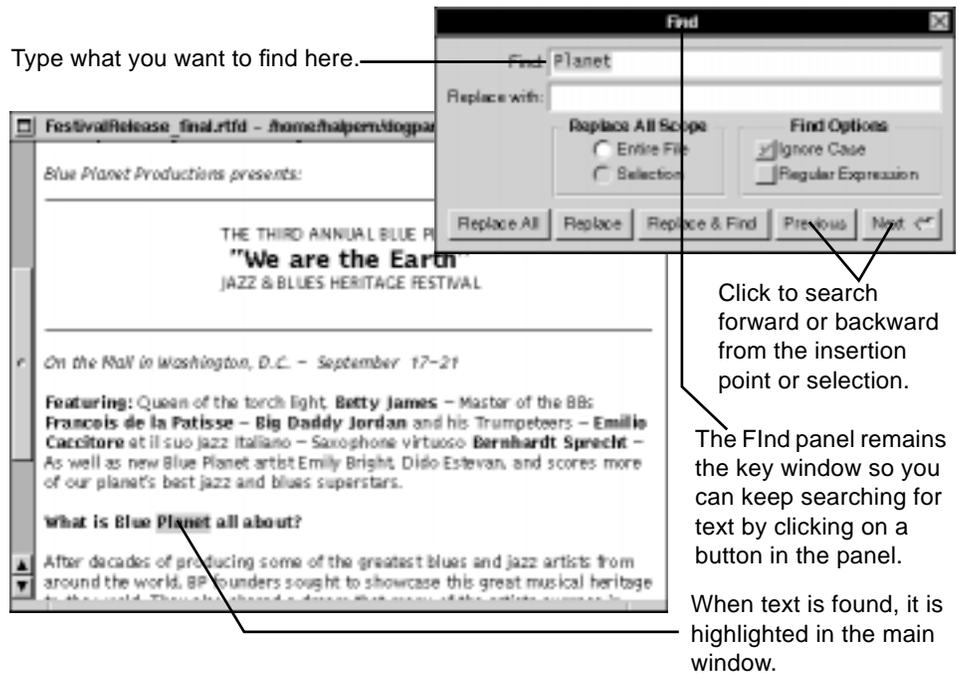


Figure 9-10 Finding Text

You can search for any sequence of characters in the standard text character set, including spaces. In some applications, you can also search for characters such as tabs and returns.

The Find panels in Edit and Mail have the options listed in Table 9-1 for searching for text.

Table 9-1 Find Options in Edit and Mail

Option	Meaning
Ignore Case	Uncheck the Ignore Case box to distinguish between uppercase and lowercase letters during the search—for example, to locate “Planet” but not “planet”.
Regular Expression	Check this box if you want the Find panel to recognize UNIX regular expressions, which are described in the UNIX manual page for <code>ed</code> .

Commands in the Find menu provide other ways to search for text. See “Standard Commands” on page A-1.

Replacing Text That You Find

In some applications, including Edit and Mail, the Find panel (see Figure 9-11) provides easy ways to replace each occurrence of text you find with another string of text. You can replace occurrences one by one, or you can replace them all at once.

1. Choose Edit from the application’s main menu.
2. Choose Find from the Edit menu.
3. Choose Find Panel from the Find menu.
4. Click in the document you want to search.
5. In the Find panel, type the text you want to find and the replacement text.
6. Click on the Next or Previous button.
7. Click on a replace button.

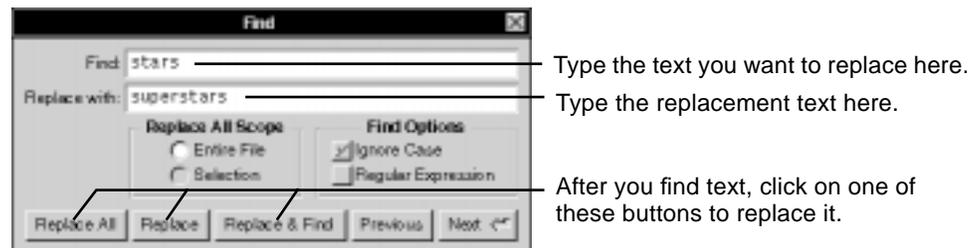


Figure 9-11 Replacing Text

Note – You can delete one or more occurrences of text you are searching for by leaving the “Replace with” field empty and clicking on a replace button.

The Find panel in Edit and Mail has several options (see Table 9-2) for replacing text you find. In Mail, these options apply only for a message you are composing.

Table 9-2 Replace Options Available in Edit and Mail

Option	Meaning
Replace	Click on this button after finding an occurrence of text to replace it with the text in the “Replace with” field.
Replace & Find	Click on this button to replace the current occurrence and find the next one, all in one motion.
Replace All	You can use the Replace All button to replace all occurrences of the text you are searching for. Replace All can apply to the entire document or to a selection only, depending on the setting under Replace All Scope.
Entire File	If you set the Entire File option under Replace All Scope, Replace All replaces all occurrences in the document.
Selection	You can select a portion of a document and set Selection under Replace All Scope. Clicking on Replace All then replaces only the occurrences in the selection.

Setting a New Font

You can give text in a document a different look by setting its *font*—changing its font family, making it bold, making it larger or smaller, or combining these effects. You use the Font Panel, as shown in Figure 9-12 and Figure 9-13 on page 9-13. The new font you select on the panel applies to text you are about to type at the insertion point or to text you select.

- 1. Select the text whose font you want to change, or click where you want to type text in a new font.**
- 2. Choose Format from the application’s main menu.**
- 3. Choose Font from the Format menu.**
- 4. Choose Font Panel from the Font menu.**
- 5. In the Font Panel, select the font family, typeface, and size you want.**
- 6. Click on Set.**

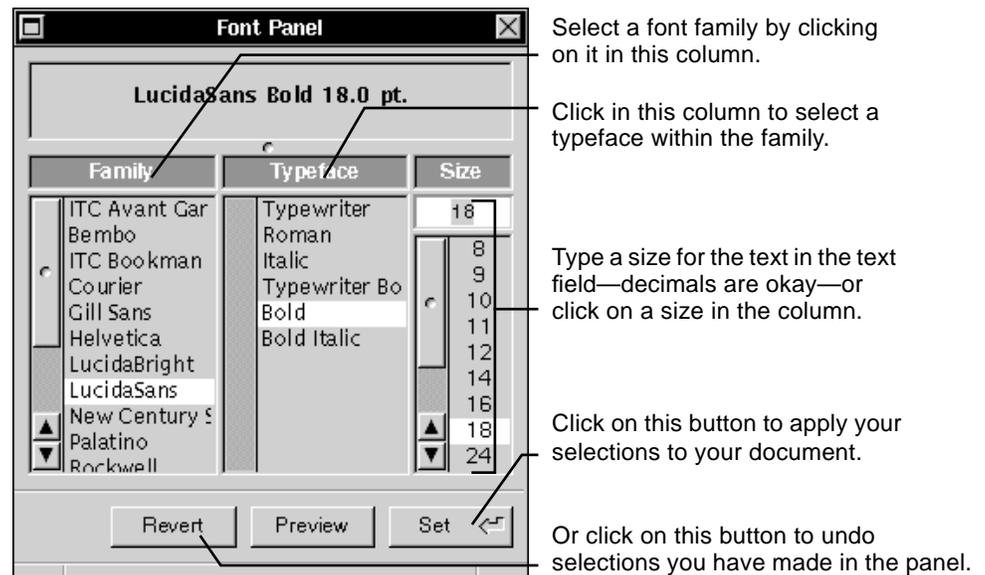


Figure 9-12 Font Panel



Type a + or - before a size value to increase or decrease each character in the selection by a certain number of points.

Figure 9-13 Increasing or Decreasing the Font Size

You can double-click on a font property to set it without clicking on Set. For example, double-click on 12 in the Size column to make your selection 12 points.

The top of the Font Panel usually displays the *current font*—the one you are about to type at the insertion point or the font of text you select (see Figure 9-14 on page 9-14).

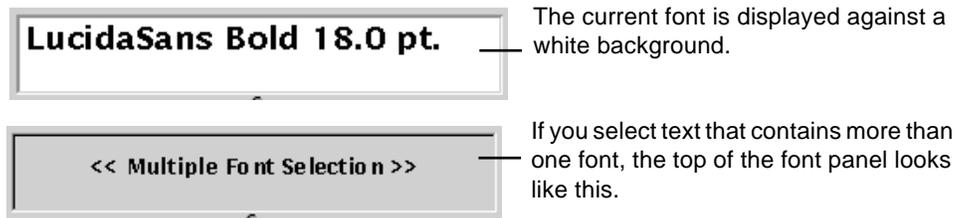


Figure 9-14 Current Font

You can apply one font property to a selection without affecting other properties. For example, you might select the following text:

Third Annual Blue Planet
We are the Earth

This selection includes more than one size and typeface. If you reset its size to 11 points, the whole selection is displayed in 11-point but the typefaces stay the same:

Third Annual Blue Planet
We are the Earth

If you set a family but not a typeface, for example, by double-clicking on the family in the Font Panel, a matching typeface in the new family is set automatically. Changing the above example to Helvetica, for example, makes it look like this:

Third Annual Blue Planet
We are the Earth

If a matching typeface is not available, setting the family but not a typeface has no effect.

You can also set font properties by choosing commands such as Bold or Italic from the Font menu. See “Standard Commands” on page A-1.

In some applications, the Font command is in the main menu. See the user’s guide for the application.

See also “What Is a Font?” on page 9-15.

Fonts and Special Characters

When you work with symbols and graphic characters that are not standard text characters, you can change the font family of standard characters in a selection without affecting the other characters. Just do not set a typeface.

For example, if you select “© Blue Planet,” which is in the Helvetica font family, and then double-click on Times® in the Font Panel, the standard characters change to Times and the © remains, as in “© Blue Planet.” If you similarly change “The value πr^2 ” from Helvetica to Times, the standard characters assume the new font but the π remains. If you instead set a typeface in either of these examples, the © or π changes to its equivalent standard character—here, a **c** or a **p**.

Some special characters, including π , are actually members of another font family. See “What Is a Font?”

What Is a Font?

A font is a set of properties—font family, typeface, and size—that determine what text looks like.

A *font family* is a collection of characters with a consistent design. Most families contain standard text characters. Some families, however, have symbols or graphic characters. The Symbol family, for example, has letters from the Greek alphabet and mathematical symbols.

Unlike other families, the characters in the Courier family all have the same width.

A *typeface* is a variation of a font family, such as **Bold**, *Italic*, or **Bold Italic**. Each family has its own set of typefaces.

The size of text is measured in *points*: A point is 1/72 of an inch. Point size is relative within a font family, so 11-point Times is larger than 10-point Times but looks smaller than 11-point Helvetica.

All characters—even spaces—have a font. If you put the insertion point after the space between two words and start to type, the text is displayed in the same font as the space character (which may not be the font of any neighboring text character).

The fonts available for your use will depend on the network you are using, but the fonts listed in Table 9-3 should be available in most situations.

Table 9-3 Commonly Available Font Families

Font Family	Example
Lucida Sans	This family is used on the OpenStep windows, and is usually the default font for Edit, Mail and other documents.
Times	This family is popular for memos, letters, or other documents.
Helvetica	This family is often used for headlines or headings.
Symbol	$\pi \geq \div \neq \text{©} \text{®} \text{™} \leftrightarrow \Omega$
Courier	This is a standard typewriter family.

Previewing a Font

You can see what a font looks like before you actually apply it to your document, as shown in Figure 9-15 on page 9-17.

- 1. Choose Format from the application's main menu.**
- 2. Choose Font from the Format menu.**
- 3. Choose Font Panel from the Font menu.**
- 4. In the Font Panel, select the font you want to preview and click on Preview.**
- 5. Replace text at the top of the panel with text you want to preview.**
- 6. Delete text you typed to display font names at the top of the panel again.**

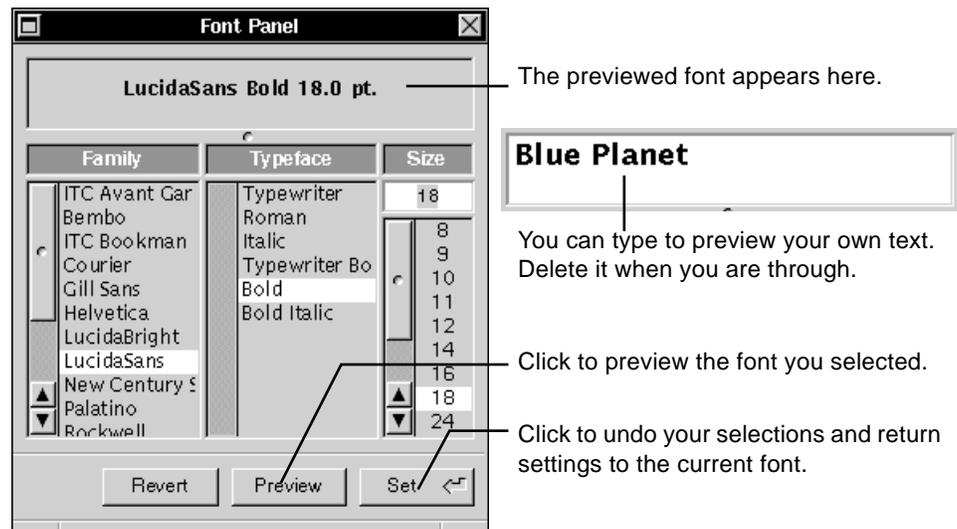


Figure 9-15 Previewing a Font

If you hold down the Shift key while clicking on the Preview button, the button remains highlighted until you Shift-click on it again. While the button is highlighted, each selection you make in the Font Panel is previewed at the top of the panel.

Setting Margins, Indentation, and Tabs

In many applications, you can use a *ruler* to alter margins, tab stops, and indentation (see Figure 9-16 through Figure 9-20). The ruler is initially hidden, but you can display it in a document window with the Show Ruler command.

1. Choose Format from the application's main menu.
2. Choose Text from the Format menu.
3. Choose Show Ruler from the Text menu.
4. Drag the left and right margin markers to set the margins for the entire document.
5. Adjust tab and indentation markers to format individual paragraphs.



Figure 9-16 Showing the Ruler in Edit

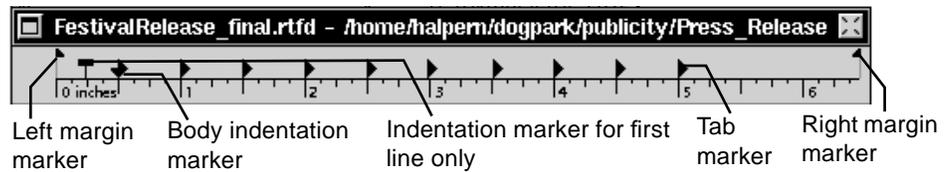


Figure 9-17 Ruler Markers

Margin Markers

The margin markers  set the left and right margins of all text in the document (see Figure 9-18).

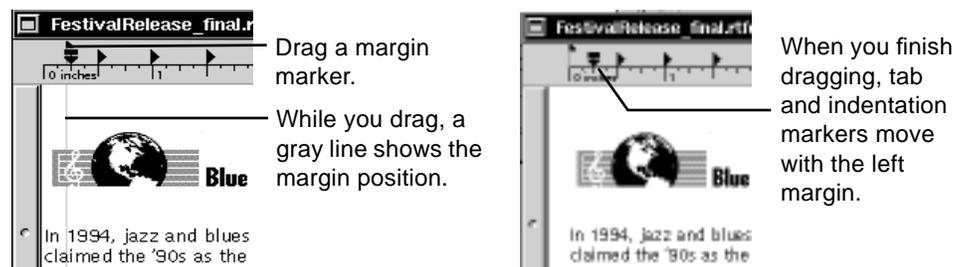


Figure 9-18 Setting Margins

Tab Stop Markers

To change the tab stops in a paragraph, click or select text anywhere in the paragraph. Then adjust tab markers in one of the ways shown in Figure 9-19.

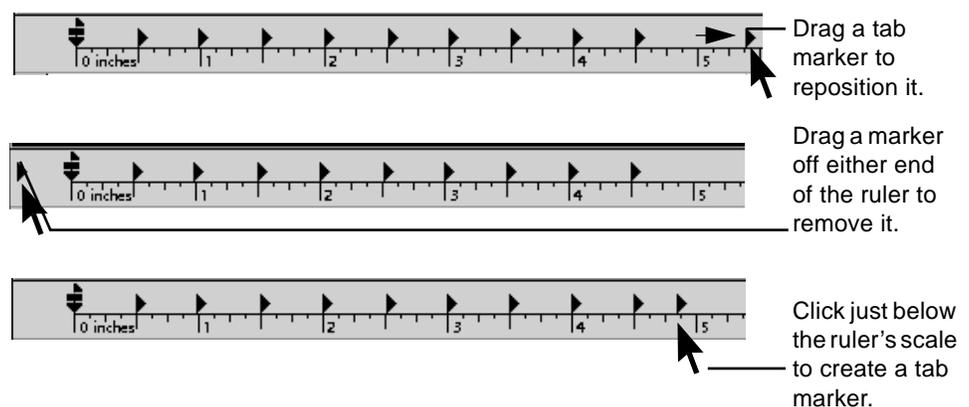


Figure 9-19 Adjusting a Tab Stop

Once you adjust the markers, you can press the Tab key anywhere in the paragraph and the insertion point advances to the next tab position.

Indentation Markers

Indentation markers also apply to the paragraph where you click or make a selection. Drag the first line indentation marker (T) to indent the first line of the paragraph. Drag the body indentation marker (▼) to indent the rest of the lines of the paragraph.

When you press Return to start a new paragraph, the new paragraph has the same indentation and tab stops as the one preceding it. You can also select several paragraphs to format all at once.

Note – If you drag the first line marker to the left of the body indent marker you can create a *hanging indent*. If you then align the body indentation marker with a tab marker, you can type a bulleted paragraph, like the one in Figure 9-20.

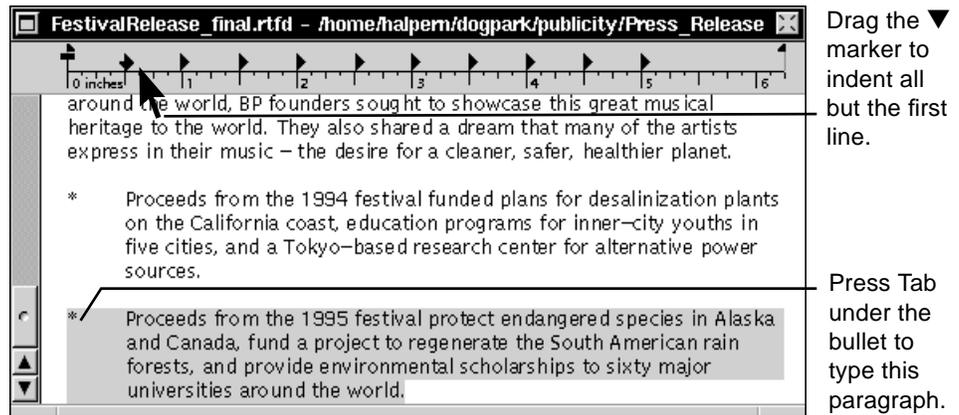


Figure 9-20 Setting Indentation

You can also use commands in the Text menu to align text in a paragraph and to copy and paste ruler settings. See “Standard Commands” on page A-1.

The location of the Text command may vary for some OpenStep applications. For specific information, see the chapter that describes the application.

Checking Your Spelling

In some applications, including Edit and Mail, you can quickly locate misspelled words and choose from possible corrections, as shown in Figure 9-21 on page 9-22.

- 1. Click in the document you want to check.**
- 2. Choose Edit from the application's main menu.**
- 3. Choose Spelling from the Edit menu.**
- 4. Click on Find Next in the Spelling panel.**
- 5. When a misspelled word is found, correct it or select another option from the panel.**
- 6. Repeat steps 4 and 5 until you have checked the entire document.**

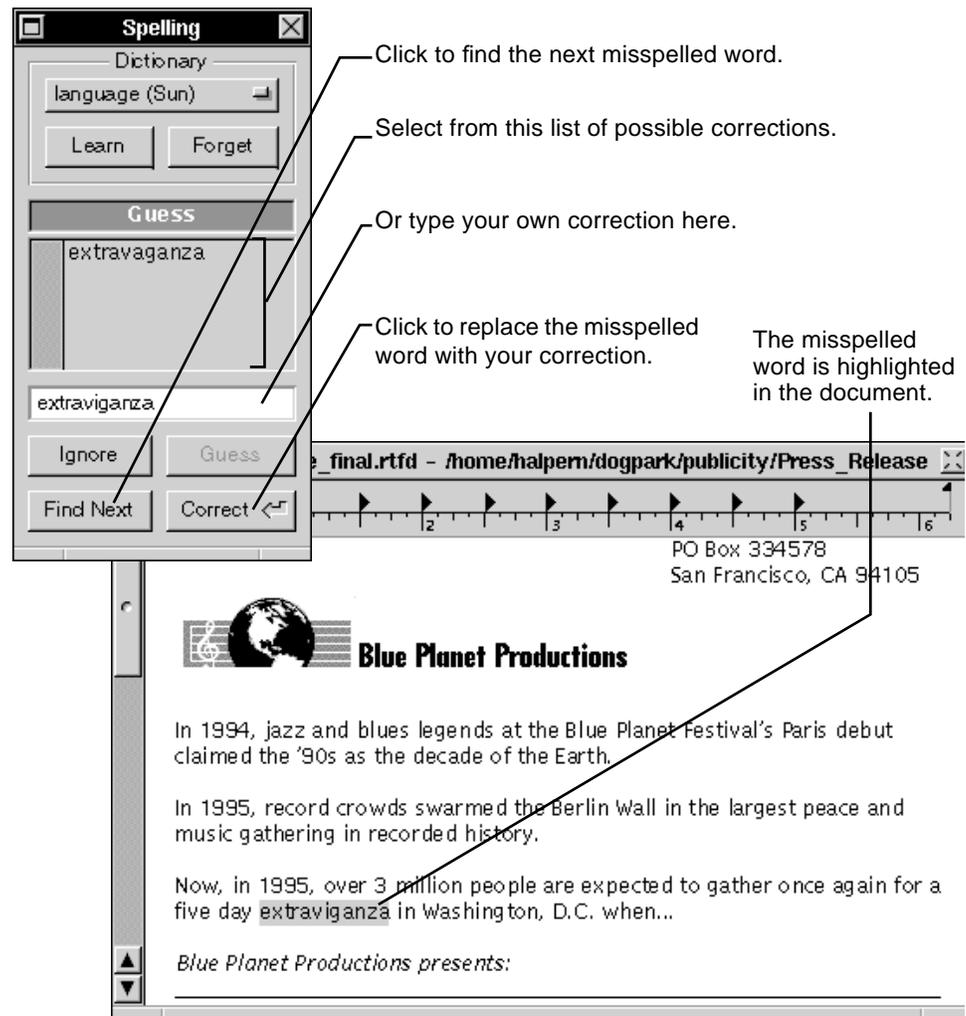


Figure 9-21 Checking Spelling

If a word appears to be misspelled, but is actually correct for the document you are checking, click on Ignore. For this document only, the panel skips all other occurrences of the word.

You can double-click on a word listed in the guess section of the panel to correct the misspelled word in your document. Then you do not have to click on Correct.

You can choose Check Spelling from the Edit menu to check spelling without opening the Spelling panel. See “Standard Commands” on page A-1.

You can even check the spelling of a word that is not in the document you are checking so that you can determine the correct spelling before you type it, as shown in Figure 9-22.

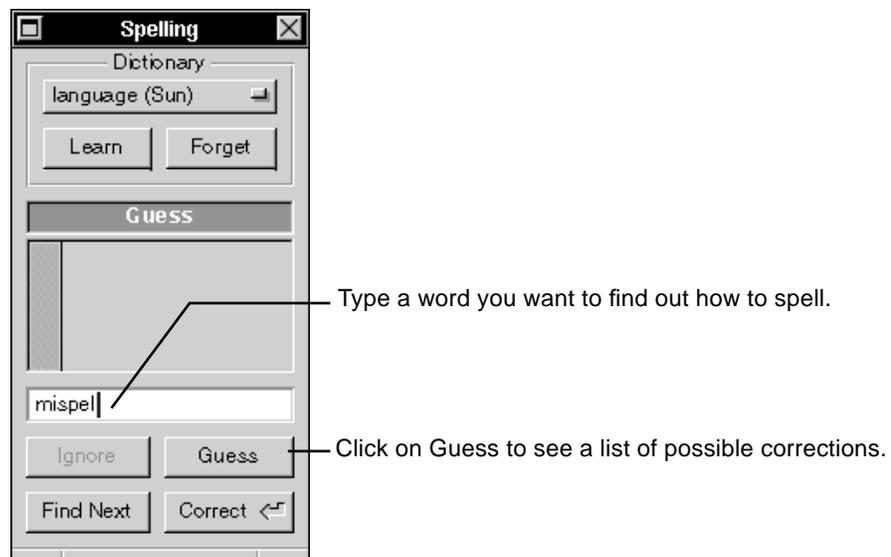


Figure 9-22 Checking the Spelling of a Word Not in the Document

Dictionary Options

The Spelling panel checks spelling against an English spelling dictionary. It also provides options for selecting from other dictionaries you have installed or for modifying a dictionary.

Dictionary If you have installed additional dictionaries, you can press this button to choose the one you want to use. The panel checks spelling against words listed in the dictionary you choose.

Learn If the panel identifies a correctly spelled word as misspelled, you can click on Learn to add the word to the current dictionary. The panel then treats this word as correct when you use any dictionary of the same language.

Forget You can select a word you have added to the current dictionary and click on Forget to remove the word from the dictionary.

Ignore Click on this button to treat all occurrences of a word as correct for this document only, without adding the word to the dictionary.

For information on installing additional dictionaries, such as a French or German dictionary, see the instructions that come with the dictionary.

Working With Color

10 

This chapter discusses the following topics:

- Using color in a document
- Creating color swatches
- Selecting a color from the color wheel
- Selecting colors from the screen
- Mixing your own colors
- Using an image as a palette
- Adding an image to the list of palettes
- Creating your own color list

Where to Find the Colors Panel

You use the Colors command to open the Colors panel.

In text applications like Edit and Mail, the Colors command is in the Font menu. (Choose Format from the main menu and then choose Font from the Format menu.) In applications that have color tools, the Colors command is typically in the Tools menu.

If you want to have the Colors panel at your fingertips, you can create a keyboard alternative for the Colors command and use it in any application that has a Colors command. See “Creating Keyboard Alternatives” on page 15-18.

Using Color in a Document

When you send Mail messages, you can send them in color. When you write a memo in Edit, you can highlight the text with color. When you want to add color to documents or even change the background color of your screen, you select the colors you want from the Colors panel, as shown in Figure 10-1 on page 10-3.

- 1. Open the Colors panel.**
- 2. Select the color you want.**
- 3. Drag the color from the color well to selected text in the document.**

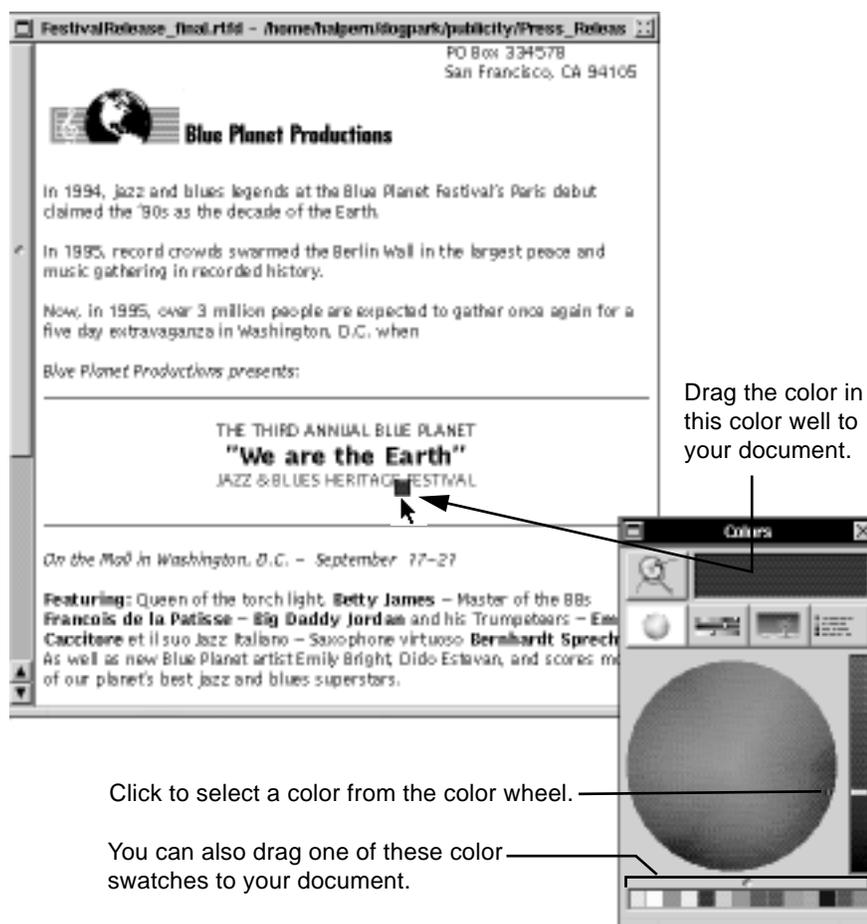


Figure 10-1 Using Color in a Document

Some applications have color tools—for drawing in color, for example. These tools typically use colors from wells in the application’s Inspector panel. To put color in one of these wells, you select a color in the Colors panel and drag it to the color well in the Inspector panel.

For more information about the color wheel, see “Selecting a Color From the Color Wheel” on page 10-5.

For other ways to select colors, see the instructions throughout this chapter.

Creating Color Swatches

When you need to use the same colors over and over, you can save them as swatches in the swatch bar at the bottom of the Colors panel, as shown in Figure 10-2.

1. **Open the Colors panel.**
2. **Select a color.**
3. **Drag the color from the color well to the swatch bar.**

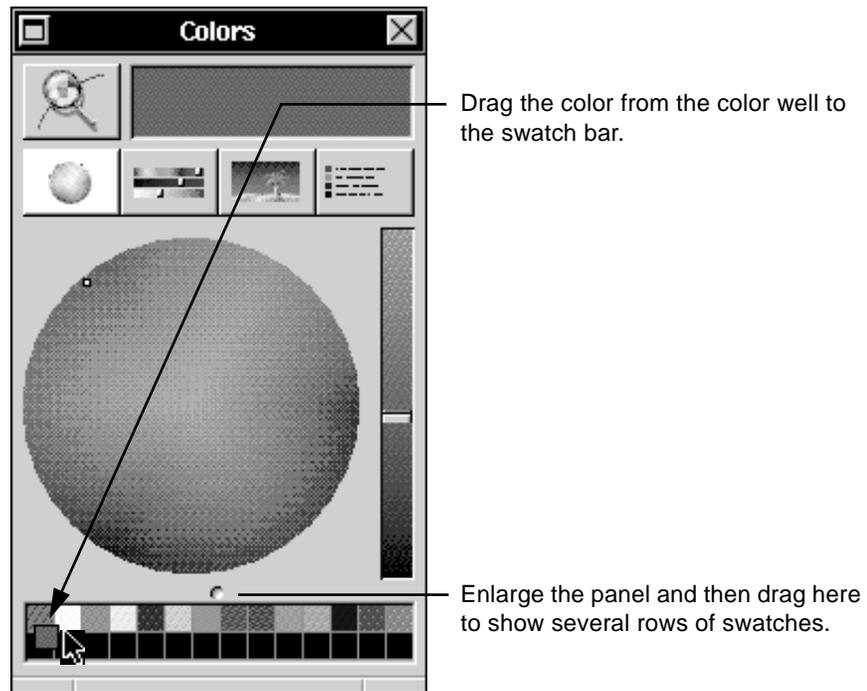


Figure 10-2 Creating Color Swatches

Each swatch has its own cell in the swatch bar. When you drag a new color to a cell, it replaces the existing color. You can make room for more swatches—hundreds of them—by making the Colors panel bigger.

All Colors panels have the same swatches. When you put a color swatch in the swatch bar in one application, it is instantly displayed in the Colors panels in other applications. The swatch remains there until you replace it with a new swatch.

Selecting a Color From the Color Wheel

The color wheel is a quick, visual method for selecting colors (see Figure 10-3 on page 10-6).

- 1. Open the Colors panel.**
- 2. Click on the color wheel button.**
- 3. Click or drag in the color wheel to select the color you want.**
- 4. Drag the brightness slider to make the color lighter or darker.**

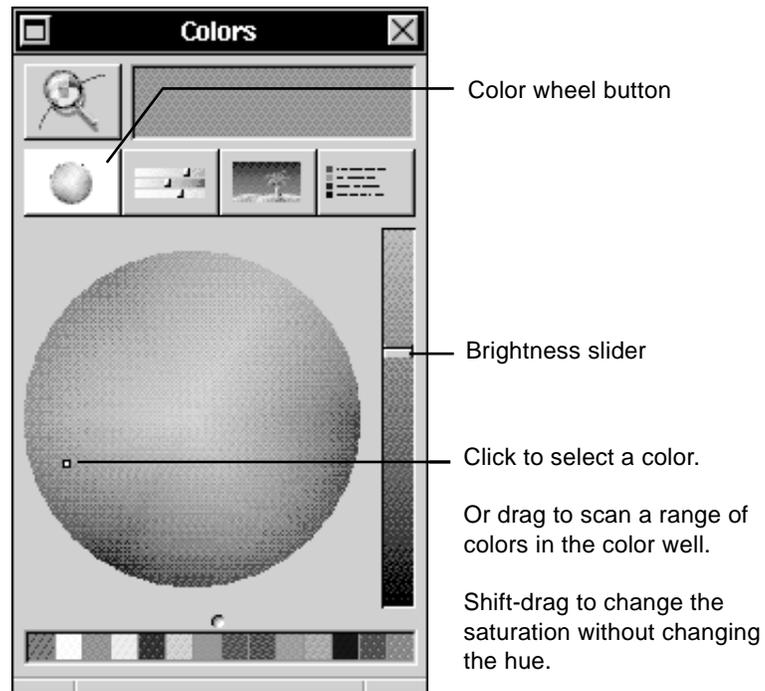


Figure 10-3 Selecting a Color From the Color Wheel

As you move the pointer around the wheel, the hues change. *Hue* is what distinguishes between red and yellow or yellow and green, for example. The colors on the rim of the wheel are the most saturated. You can think of *saturation* as the intensity of the color—or how much of a particular hue is in the color. As you move the pointer toward the center of the wheel, the colors become less saturated and more neutral. At the very center of the wheel, they appear white.

What Happens When You Print Colors

The colors you see on the screen can never precisely match printed colors because screen colors are created with light, while printed colors are created with pigments. Also, colors printed by different printing methods never look exactly alike.

However, your OpenStep™ environment has some features that help you get the color you want. Most colors you select in the Colors panel are calibrated so that they look the same when you print them on different brands of Level-II printers.

The exceptions are the CMYK colors described “Mixing Your Own Colors” on page 10-9. If you are an expert color graphics user and are using a traditional printing process, you can use these color models to specify colors numerically—for exact results.

If you are not an expert, you should use one of the other models and a Level-II printer to produce your printed images. Check the owner’s guide that comes with your printer to find out if it is a Level-II printer.

Selecting Colors From the Screen

You can capture any color that is on the screen and use it in a document or save it as a color swatch (see Figure 10-5 on page 10-9).

- 1. Open the Colors panel.**
- 2. Click on the magnifying glass; then move it to find the color you want.**
- 3. Center the color you want between the crosshairs and click.**

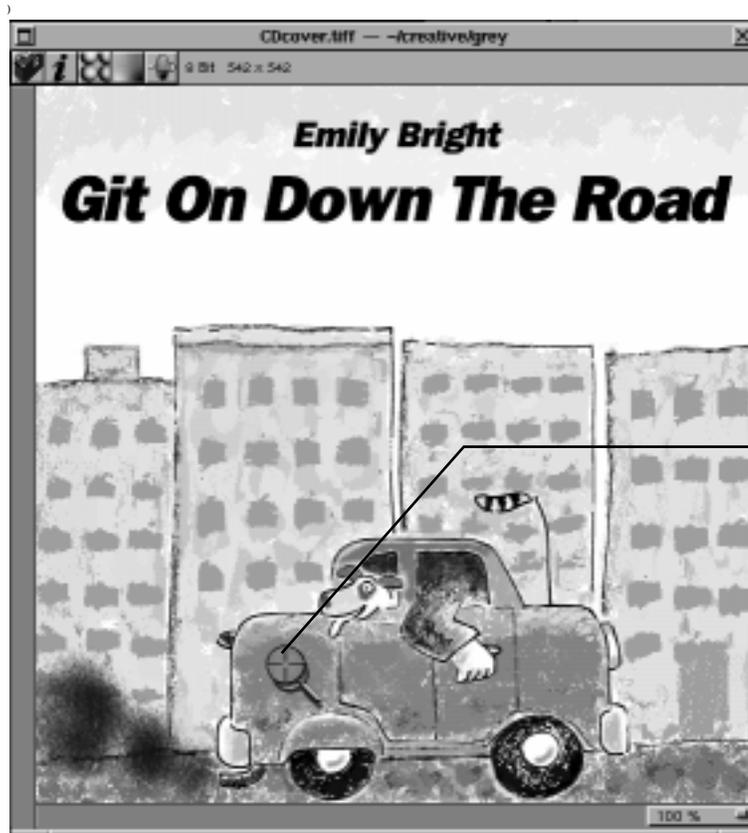


When you click here, the pointer changes to a magnifying glass.

Use the magnifying glass to find the color you want.

Figure 10-4 Finding the Color You Want to Select From the Screen

When you move the magnifying glass around the screen, it shows a magnified picture of every pixel you drag it over. (A *pixel* is one of the dots that makes up the image on the screen.)



You center the color you want between the crosshairs and click.

Figure 10-5 Selecting a Color From the Screen

Mixing Your Own Colors

You can mix your own colors—or shades of gray—using one of four models built into the Colors panel. Each of these models creates colors differently.

1. **Open the Colors panel.**
2. **Click on the color models button.**
3. **Click on the color model you want.**
4. **Drag the sliders to mix the color you want.**

For example, the *RGB color model* (see Figure 10-6) mixes colors by blending red, green, and blue light. This is a standard model for representing color on computer screens. The slider values indicate brightness, which can range from 0 for minimum brightness to 255 for maximum brightness.

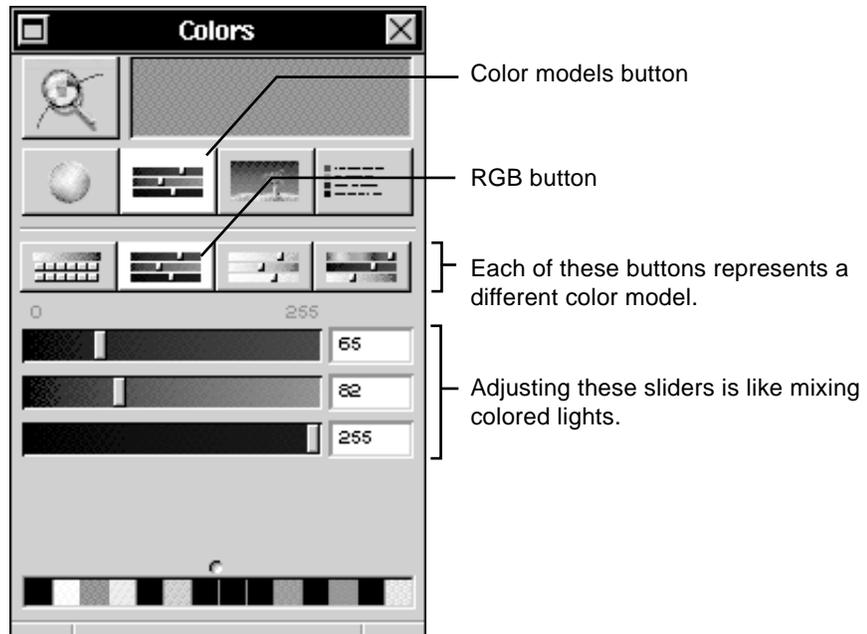


Figure 10-6 RGB Color Model

The *CMYK color model* (see Figure 10-7 on page 10-11) simulates the four-color printing process, which creates colors by combining cyan, magenta, yellow, and black inks. The slider values indicate saturation, which can range from 0 for no saturation to 100 for maximum saturation.

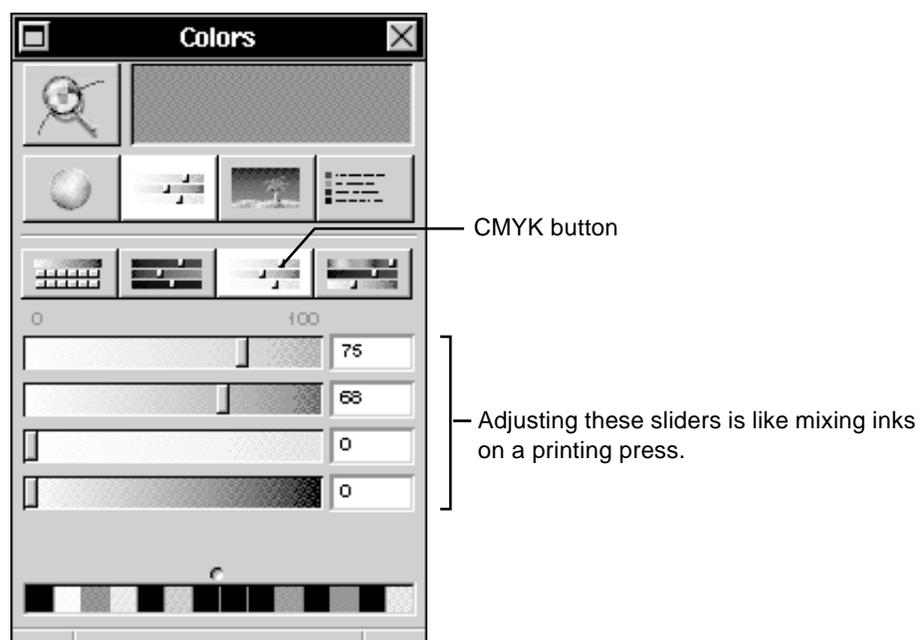


Figure 10-7 CMYK Color Model

The *HSB color model* (see Figure 10-8 on page 10-12) mixes colors by adjusting hue, saturation, and brightness. You can think of hue as the color name—red, green, or yellow, for example. Saturation is the intensity, or how much of a particular hue is in the color. Brightness is how dark or light the color is.

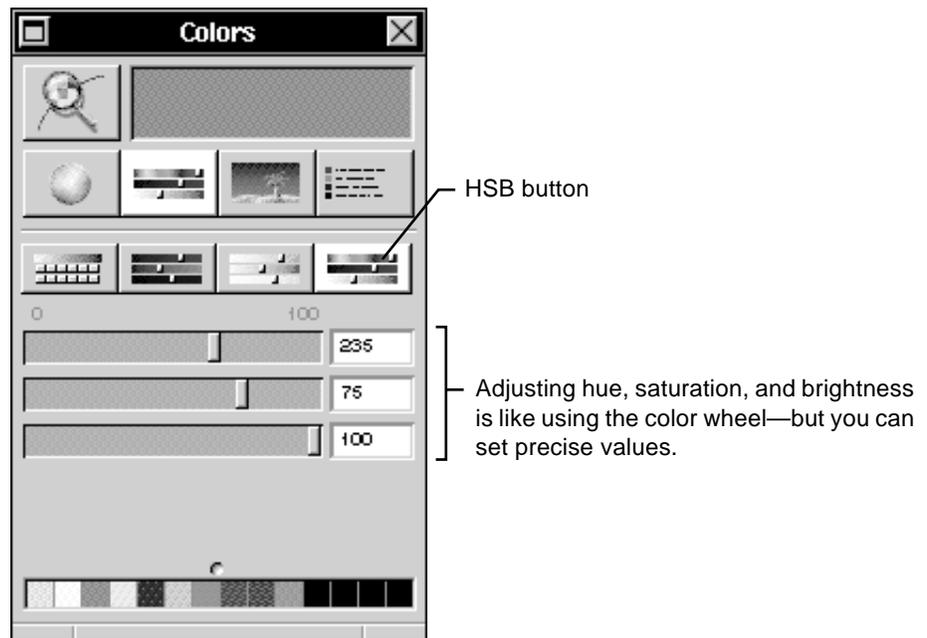


Figure 10-8 HSB Color Model

In addition to these three color models, you can use the gray scale (see Figure 10-9 on page 10-13) to work with shades of gray. The values on the gray-scale slider show the percentage of white in the gray.

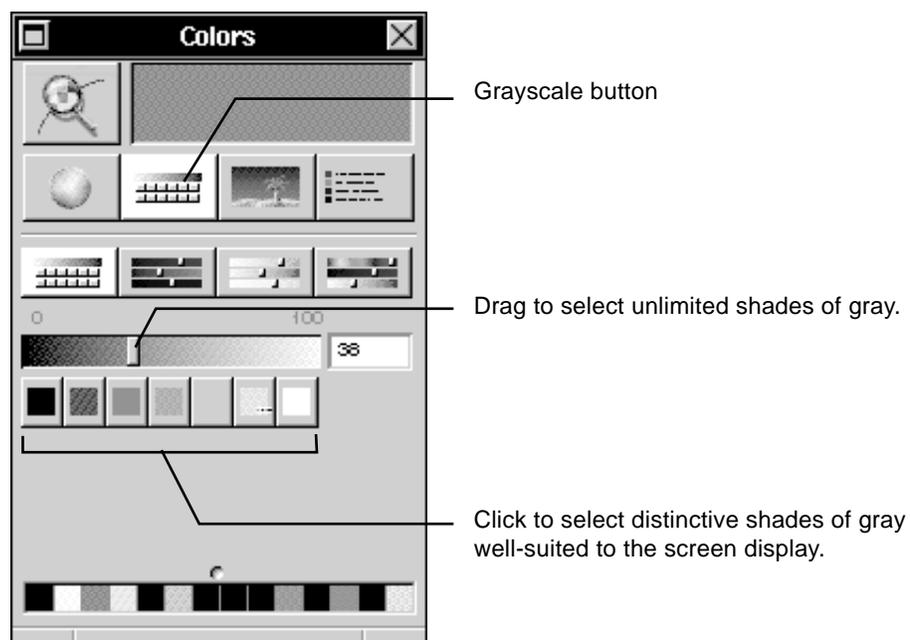


Figure 10-9 Gray Scale

If you are working with both color and shades of gray, you can also select shades of gray with the other models. In the RGB model, you set the same values for all three sliders. In the CMYK model, you set the cyan, magenta, and yellow sliders to 0 and adjust the black slider. In the HSB model, you set the hue and saturation sliders to 0 and adjust the brightness slider.

Using an Image as a Palette

You can use an image as a color palette, as shown in Figure 10-10. For example, if you have a cover image for a color brochure, you can keep it in a list of palettes in the Colors panel. Then you can choose one of the colors from it to use in the text of the brochure.

1. **Open the Colors panel.**
2. **Click on the palette button.**
3. **Choose an image from the pop-up list at the top of the panel.**
4. **Click or drag in the image to select the color you want.**

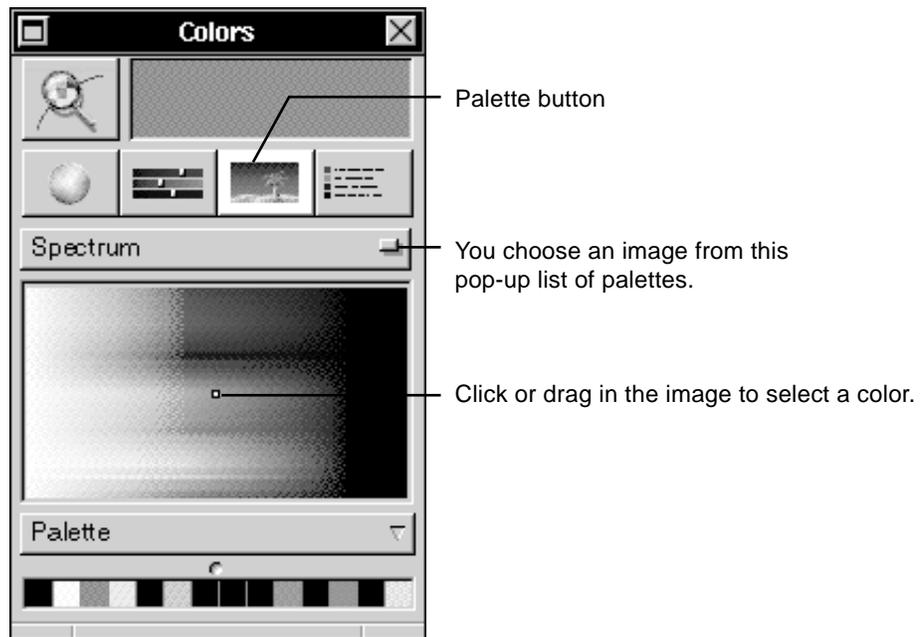


Figure 10-10 Using an Image as a Palette

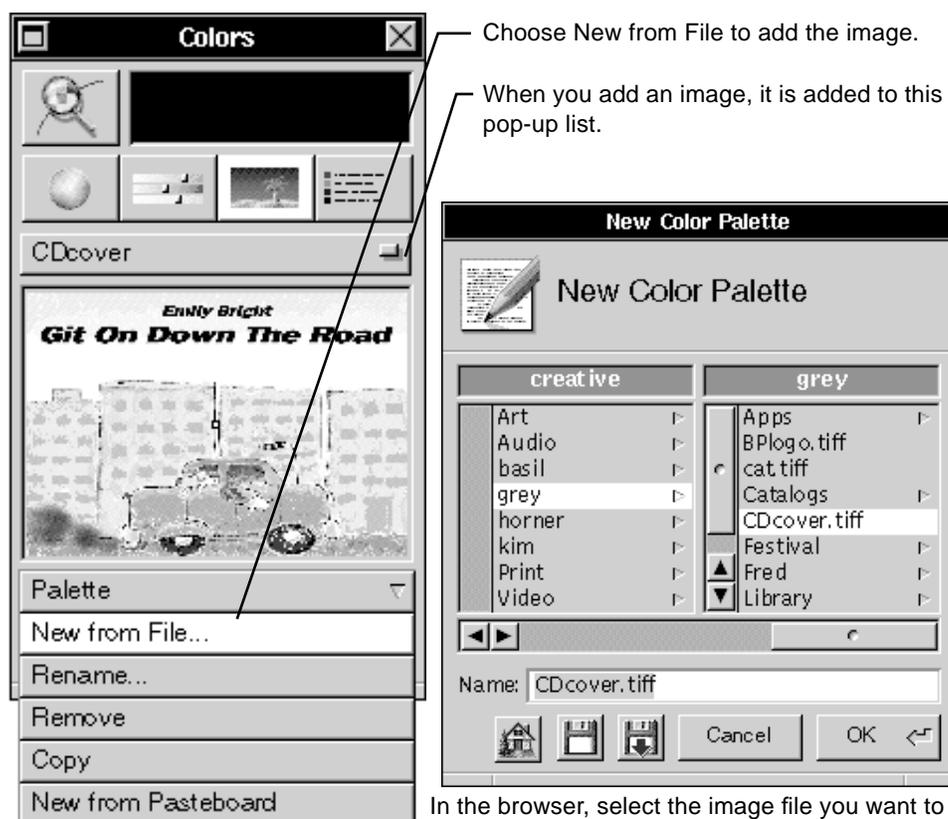
Some applications come with several images to use as palettes. You can also add your own images as described in “Adding an Image to the List of Palettes” on page 10-15.

You can also select a color directly from an image on the screen. See “Selecting Colors From the Screen” on page 10-7.

Adding an Image to the List of Palettes

You can add images to a list of palettes in the Colors panel to turn any image file into a palette, as shown in Figure 10-11.

1. Open the Colors panel.
2. Click on the palette button.
3. Choose New from File from the Palette pop-up list.
4. Select an image file and click on OK.



In the browser, select the image file you want to add to your list of palettes and click on OK—or drag a file or selection of files directly from the File Viewer to the image area of the Colors panel.

Figure 10-11 Adding an Image to the List of Palettes

You can press Palette and choose Rename to change the name of an image. You can also remove images from the list with the Remove command. All the images you add are saved as TIFF files in your ~/Library/Colors folder.

Using Part of an Image as a Palette

If you want to use part of a color image as a palette, you can do the following:

- 1. Select the part of the image you want and copy it to the pasteboard.**
- 2. Then open the Colors panel, click on the palette button, and choose New from Pasteboard from the Palette pop-up list.**
- 3. The image on the pasteboard is displayed in the Colors panel, and it is listed as an unnamed palette in the list at the top of the panel.**

To use the image in the color palette in a document, you can press Palette, choose Copy, and then use the Paste command in your application to paste it.

Opacity and Transparency—When You Want Layers of Color

Sometimes you want layers of color. For example, you may want to show color text over a color photograph. Or you may want the text to block part of the image behind it. You may want the image to show through your words. Or maybe you want to blend two or more images into a collage of semitransparent objects that overlap each other but do not block each other out.

In some applications, the Colors panel has an Opacity slider. You can use this slider to make selected objects and text as opaque or transparent as you want.

When you move the Opacity slider, you begin to see a split pattern in the color well. It is as though you were looking through a colored glass at a surface that is half black and half white. The more transparent the color becomes, the more clearly you see the black-and-white contrast.

In some applications, you can select individual pixels and change their opacity, so you can make parts of the image transparent.

Creating Your Own Color List

You can create your own list of colors, as shown in Figure 10-12 on page 10-18, and select them by name in the Colors panel. For example, if you have a publication that uses a standard palette of colors, you can name the colors and save them in a list.

- 1. Open the Colors panel.**
- 2. Select the first color you want to put in the list.**
- 3. Click on the Color List button.**
- 4. Choose New from the List pop-up list.**
- 5. Select another color, click on the Color List button, press Color, and choose New.**
- 6. Repeat step 5 for each color in the list.**

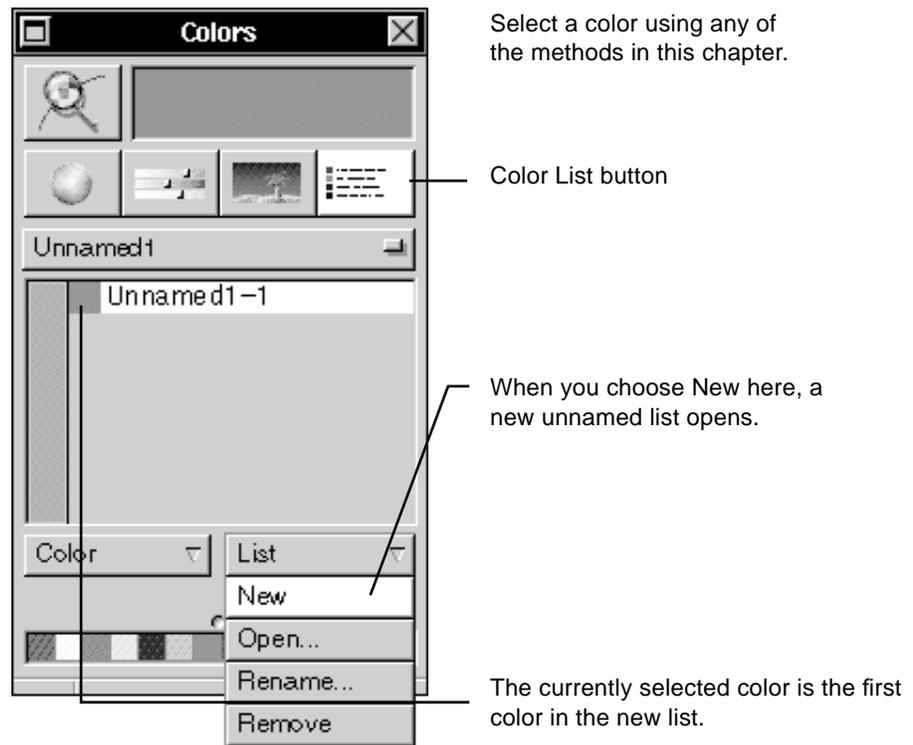


Figure 10-12 Creating Your Own Color List

When you create a list, it is displayed as an unnamed list in the pop-up list at the top of the panel. You can choose **Rename** from the **List** pop-up list to give it a name, as shown in Figure 10-13 on page 10-19.

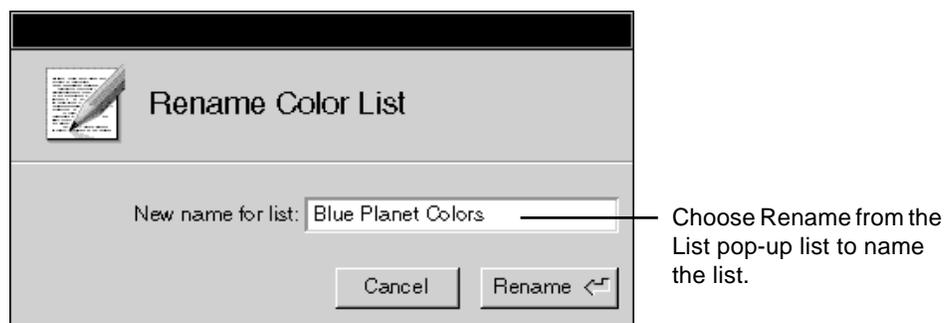


Figure 10-13 Renaming the Color List

You can choose Rename from the Color pop-up list to name individual colors in the list, as shown in Figure 10-14.

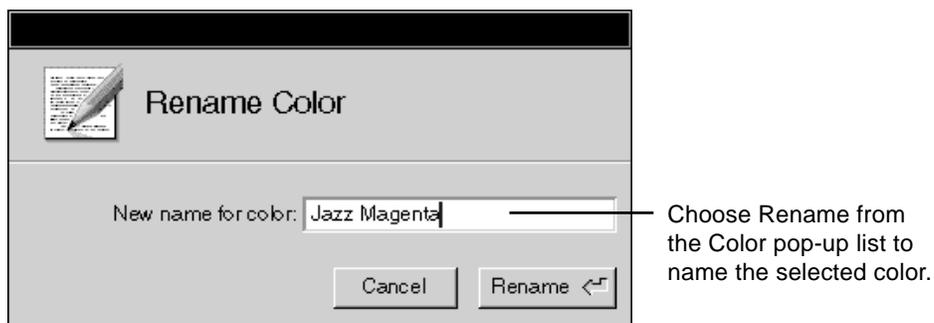


Figure 10-14 Renaming a Color

You can add as many colors as you want to the list. You just select each color one at a time and choose New from the Color pop-up list (see Figure 10-15 on page 10-20).



When you choose New here, the color in the color well is added to the list.

Or you can drag a color directly from the color well or from a color swatch to the list. You can also drag from a color well in another application.

Figure 10-15 Adding Colors to a Color List

You can choose Remove from the Color pop-up list to remove selected colors you do not want in the list. If you no longer need the list, you can choose Remove from the List pop-up list to remove it.

If Your Application Supplies Color Lists

Some applications supply color lists. They are stored in files with the extension `.clr`. You can open these lists in the Colors panel and use them like the color lists you create. You can choose Open from the List pop-up list to find them in your file system. When you select a `.clr` file and click on OK, it is displayed in the list. You can also drag the file icon directly into the list in the Colors panel.

All color lists that you create as well as those you get from applications are kept as `.clr` files in your `~/Library/Colors` folder. When you open an application's list with the Open command, a copy of the original file appears in the folder. When you remove the color list, the original file remains in your file system.



Caution – If you remove a list you created, the Remove command permanently removes it from the file system, and it can no longer be retrieved.

You can drag or paste graphic images into your pages in most OpenStep™ applications. You can preview how your pages will look before you print them. This chapter describes the following topics to help you work with graphics:

- Adding a graphic image
- Previewing pages
- Previewing graphic images

Adding a Graphic Image

You can add a graphic image to documents such as Edit documents or Mail messages (see Figure 11-1 on page 11-2). The image may be a file in TIFF, EPS, or another graphics file format.

- 1. Click in the document where you want the graphic image to appear.**
- 2. Drag the icon for the graphic file from the File Viewer into the document window.**

If you add a graphic image to an Edit document that contains only text, the document is converted to an untitled RTFD file. (RTFD files are Edit file packages that contain rich text and one or more graphic images.)

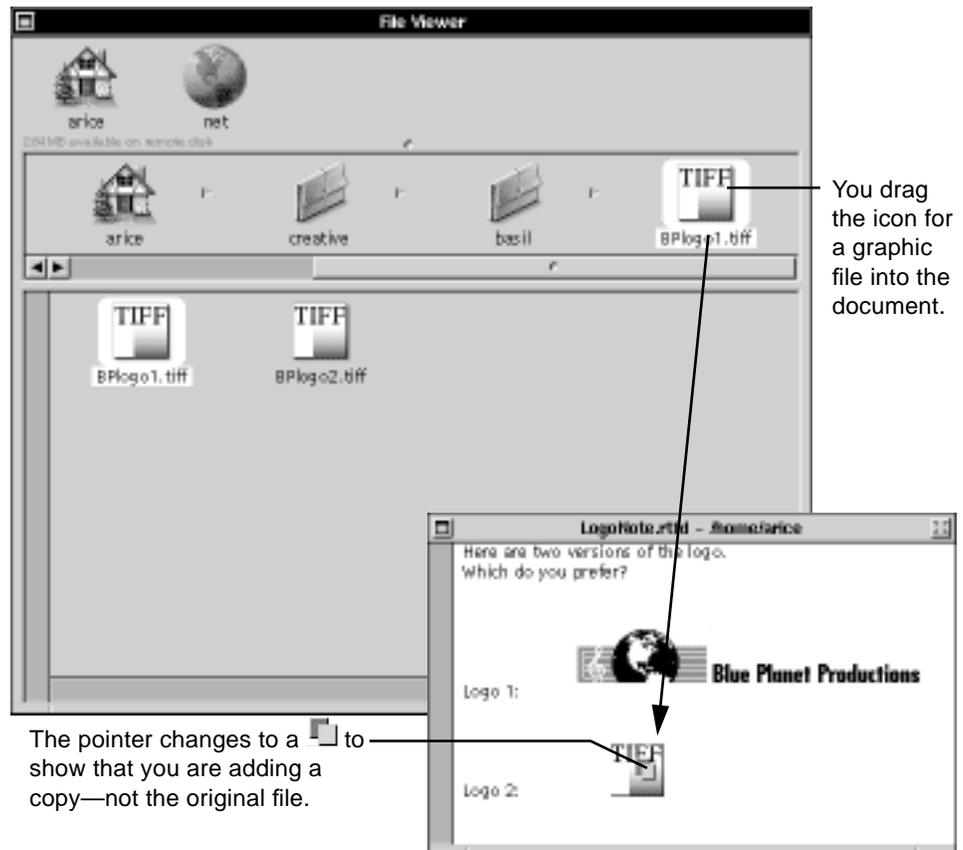


Figure 11-1 Adding a Graphic Image

If you want to add only part of a graphic image, you can use the commands in the Edit menu to copy what you want from the graphics document and paste it in the document where you want to add it.

You cannot modify the contents of graphic images you add to text documents. You can only move, copy, or delete them with the commands in the Edit menu.

For more information about file packages, see “File Packages—Files That Are Really Folders” on page 3-27.

You select graphic images you want to copy differently in different applications. For more information, see the user’s guide for your application.

Graphics File Formats

Graphic images and the documents they are created in can be stored in a number of different formats. The most common are shown in Table 11-1.

Table 11-1 Graphics File Formats

Icon	Format
	TIFF Tagged image file format is a format for single-page or smaller images. TIFF files typically include gray-scale or color halftones (such as photographs or shaded art) or screen images, as well as other kinds of art. TIFF files have a <code>.tiff</code> extension.
	EPS Encapsulated PostScript is another format for single-page or smaller images. EPS files typically include black-and-white, gray-scale, or color text or line art (such as technical drawings), as well as other kinds of art. Unlike TIFF files, EPS files can look good at almost any scale or resolution. Many illustration applications create EPS files. EPS files have an <code>.eps</code> extension.
	PS PostScript™ is a format for single- or multiple-page files. They can include the same kinds of information as EPS and TIFF files, but they also include information about how text and images are oriented on one or more pages. PS files can include fonts and printer-specific information for how they should be printed. As a rule, you cannot add PS files to your documents, but you can open them in Preview and print them. PS files have a <code>.ps</code> extension.

For more information, see “What Is a PostScript File?” on page 14-6.

Previewing Pages

You can preview your pages on screen before you print them, so you can see how they will look when you print them (see Figure 11-2 on page 11-4).

- 1. Choose Print from your application’s main menu and then click on Preview.**
- 2. Double-click on a PostScript (PS) file, if you have saved your pages in this format.**

When you click on Preview or double-click on a PostScript file that has a .ps extension, the Preview application starts and displays the first page of the file in a window.

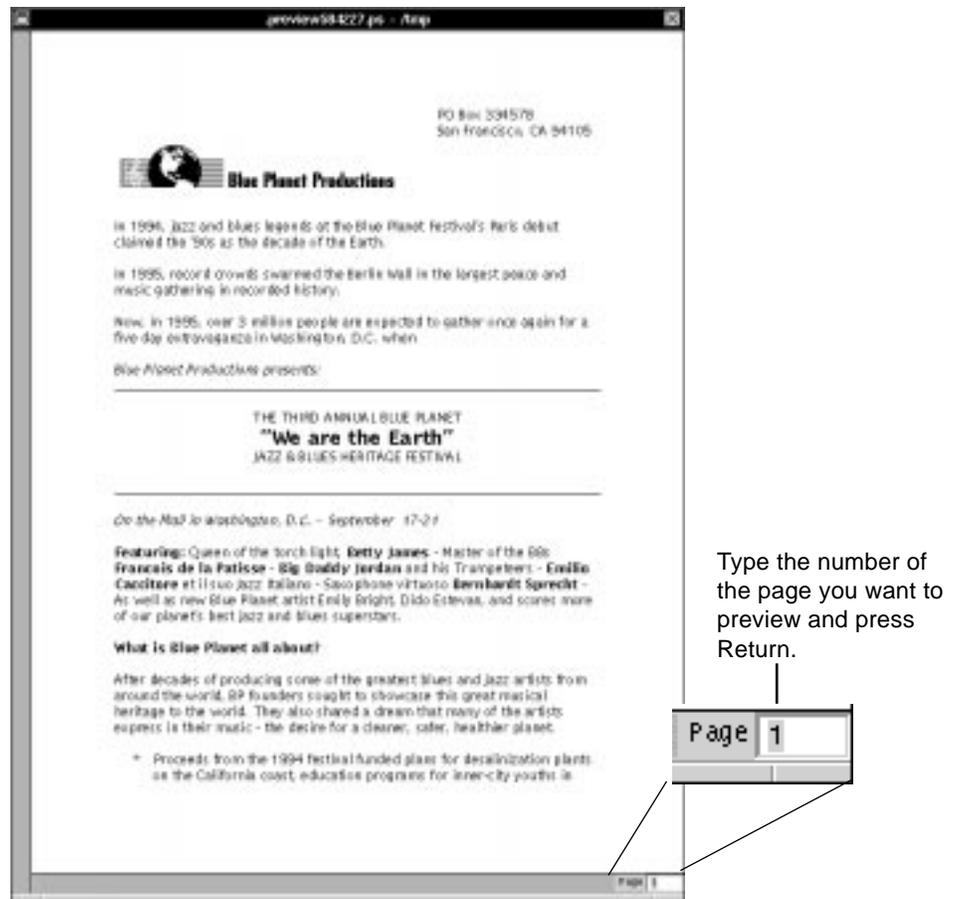


Figure 11-2 Previewing a Page

You can use the commands in the Display menu to switch pages, enlarge or reduce the scale of the pages in the window, and change how your pages are displayed in other ways.

Note – If you are having trouble previewing a file, start the Preview application in the `/usr/openstep/Apps` folder. Then try to open the file with the Open command in Preview’s File menu, but click on Use Simple Mode in the Open panel before clicking on OK. Some of Preview’s commands are not available in simple mode, but you can open a wider range of graphics files.

For more information about PostScript files and how to create them, see “Saving Your Pages as a PostScript File” on page 14-5.

For more information about the commands in the Display menu, see “Preview Commands” on page A-31.

Previewing Graphic Images

You can preview a graphic image in TIFF, EPS, and other graphics file formats to see how it will look when you add it to a document or print it (see Figure 11-3).

1. **Start up the Preview application by opening the** `/usr/openstep/apps` **folder and double-clicking on** `Preview.app`.
2. **Choose File from the Preview menu.**
3. **Choose Open from the File menu.**
4. **Select a graphics file in the panel.**
5. **Click on OK.**



A graphics file opens in a Preview window sized to fit the image.

Figure 11-3 Previewing a Graphic Image

Use the Zoom In and Zoom Out commands in the Display menu to enlarge and reduce the image.

You can also use the Inspector command on the Workspace Manager menu to preview a graphic image. See “Previewing the Contents of a File” on page 7-3.

Receiving and Sending Mail

The Solaris™ OpenStep™ Mail application enables you to receive and send messages, which may contain text, sound, graphic images, and even entire files or folders.

This chapter describes how to do the following:

- Start Mail
- Open a message
- Listen to a recording
- Open a file or folder in a message
- Send a message
- Attach a file or folder
- Forward a message
- Reply to a message
- Record and insert sound in a message
- Edit sound
- Save and restore a draft

Starting Mail

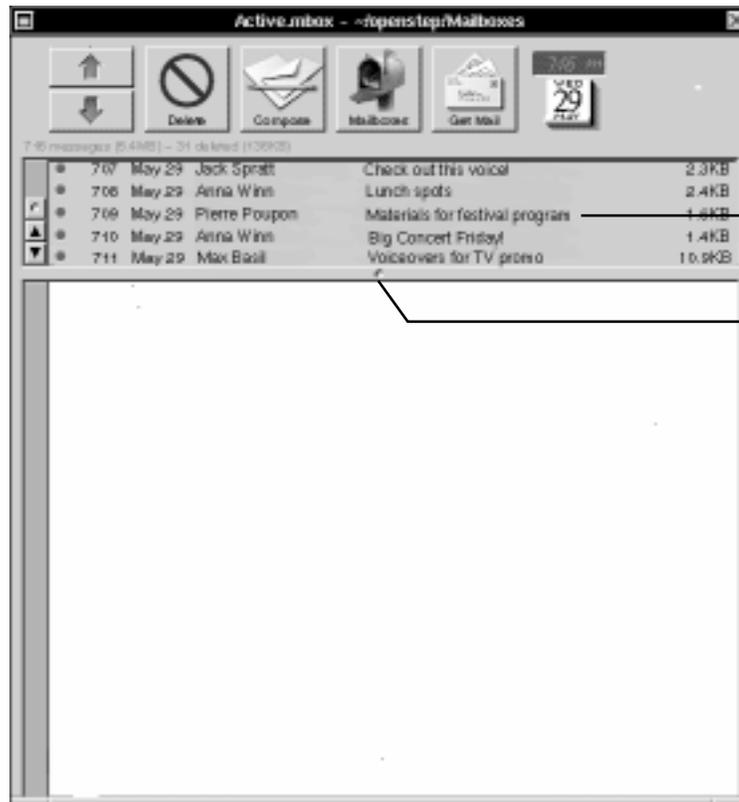
The Mail application is a tool for exchanging electronic messages with other people on a network or with others who have home folders in your system.

When Mail starts, a window displays the contents of your Active mailbox, as shown in Figure 12-1 on page 12-2. The Active mailbox is where all new messages are delivered.

◆ Double-click on the Mail icon in the application dock.

or

◆ Open the `/usr/openstep/Apps` folder in the File Viewer and double-click on `Mail.app`.



A one-line summary of each message you receive is displayed in the summary area.

Drag to see more or fewer summaries at once.

Figure 12-1 Active Mailbox Window

Click on the Get Mail button to receive your undelivered mail. When you become familiar with the Mail application, you will probably want to set it up for automatic delivery. See "Tailoring How You Receive New Messages" on page 13-18 for more information.

When a Mailbox Is Already in Use

If a panel warns that your mailbox is locked when Mail starts up, one of two causes is probable:

- Your Active mailbox is open on another system on the network. Click on Cancel in the panel so the mailbox does not open on this system.
- Your last Mail session ended abnormally, because of a power failure, for example. The mailbox is not open anywhere else so you can click on OK to open it now.

When working on a network, do not open the same mailbox on more than one system at once or you might lose mail from that mailbox. If you tend to log into several systems and you have set Mail to start automatically, you should set it to start hidden, which prevents your Active mailbox from opening at startup. To do so, do the following:

- 1. Choose Preferences from the Info menu.**
- 2. Then check the Hide on Auto-Launch box in the Preferences panel.**

Note – You can also use the Mail application by choosing a command from an application’s Services menu. See “Standard Commands” on page A-1.

Opening Messages

Messages you receive are listed in the summary area of your Active mailbox. When you select a message in the summary area, its contents appear in the message area below, as shown in Figure 12-2 on page 12-4.

- 1. Select the message you want to look at by clicking it in the summary area.**
- 2. Click on the down arrow button to select the next message, or click on the up arrow to select the previous one.**

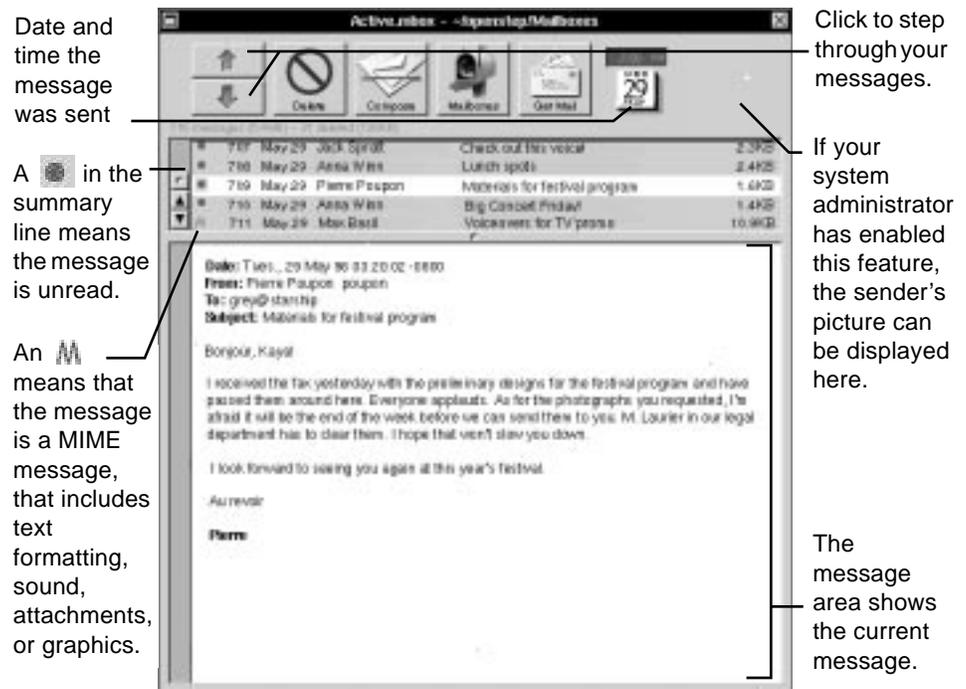


Figure 12-2 Opening a Message

As a shortcut, you can press Return to operate the down arrow button, and you can hold down Shift while pressing Return to operate the up arrow button.

After reading your messages, you can hide Mail. As long as Mail is running, you can tell if there are new messages by the appearance of its icon in the dock (see Figure 12-3).



Figure 12-3 Mail's Icon Tells You About Unread Mail

Note – You can receive a sound signal when new messages arrive. See “Setting a Sound to Announce New Messages” on page 13-20.

Listening to a Recording

You might receive a sound recording in a message. The recording is displayed as an icon, as shown in Figure 12-4. If your computer can play sounds, you can play back the recording, as shown in Figure 12-5 on page 12-6.

1. Double-click on the sound icon in the message.
2. Click on Play in the Lip Service panel.



When you double-click on a sound icon, the Lip Service panel opens.

Figure 12-4 Message With Three Recordings

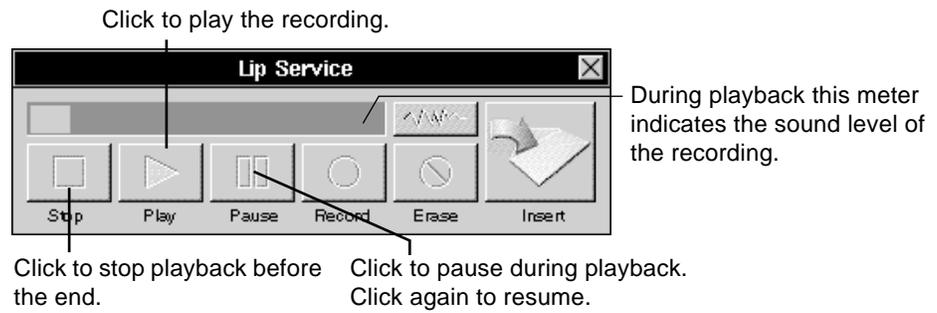


Figure 12-5 Playing Back the Recording

The buttons in the Lip Service panel work like those on a standard tape recorder.

Opening a File or Folder in a Message

You might receive a message with a file attached to it—or a folder containing several files. The file or folder is displayed as an icon on which you can double-click to see its contents (see Figure 12-6 on page 12-7).

- ◆ **Double-click on the file or folder in the message.**

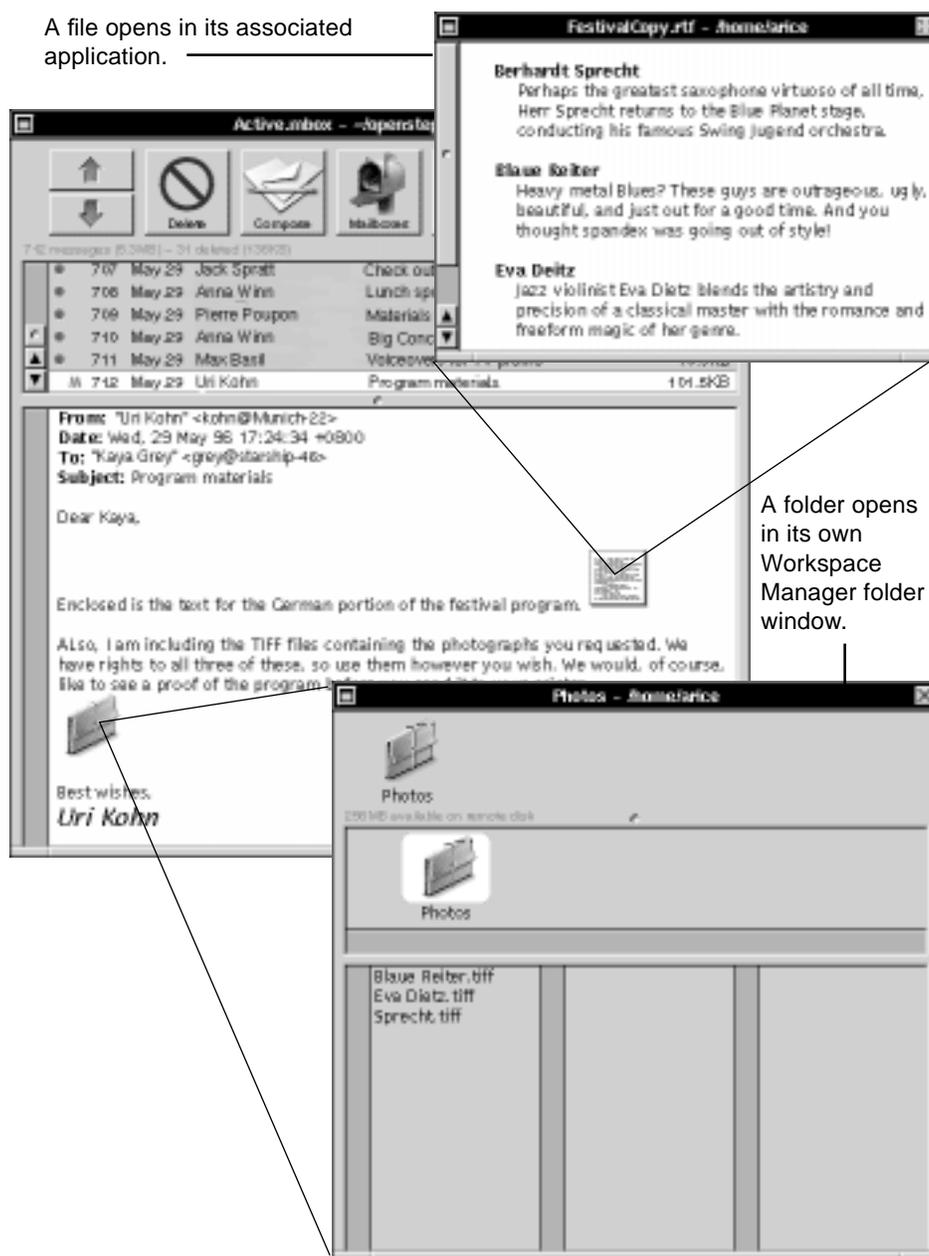


Figure 12-6 Opening a File and a Folder Attached to a Message

You can edit the contents of the file and save your changes. If you then send the message to anyone else—for example, by forwarding it—the file with your changes goes with it.

If you want to keep a copy of the file or folder, drag it out of the mailbox window to one of your folders in the File Viewer. You can also drag a graphic image out of the window to keep a copy of it.

Sending a Message

You can send a message to one person, a group of people, or a combination of individuals and groups. You address the message directly to at least one person or group. You can also send a “carbon copy” to anyone else who should see the message. You address and compose a message in a Compose window, shown in Figure 12-7 on page 12-9.

- 1. Click on the Compose button in a mailbox window.**
- 2. Address the message and type a brief summary of it.**
- 3. Compose your message.**
- 4. Click on the Deliver button.**

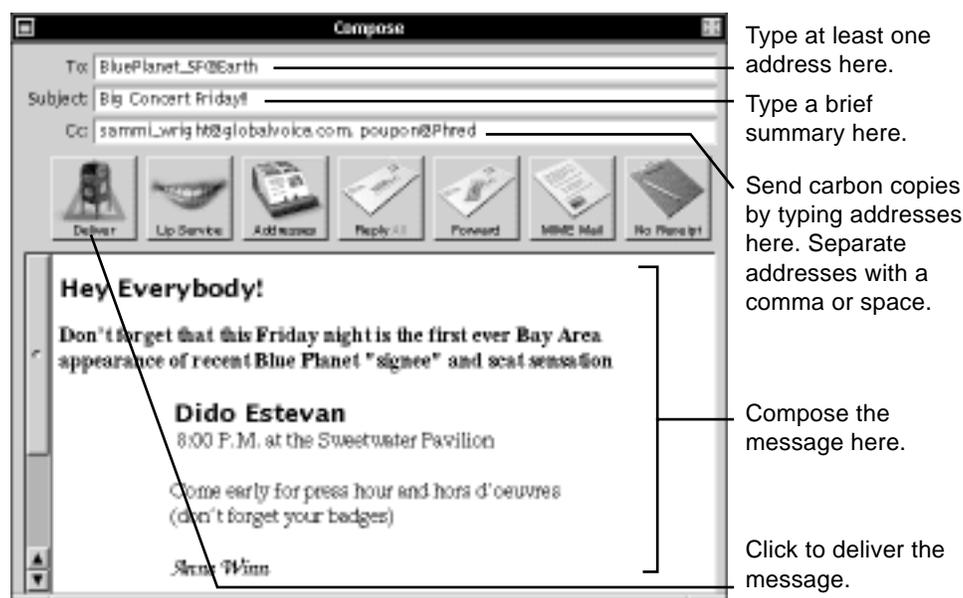


Figure 12-7 Sending a Message

You can type your message, set fonts, and make ruler settings just as you can in any standard document, such as an Edit document. To add a graphic image, drag a TIFF or EPS file into the message from the File Viewer or from another Mail window. You can also paste text or images copied from a Mail window or from another application.



When you set fonts, make ruler settings, or add images, a triangle reminds you to send the message only to people running OpenStep mail.

Figure 12-8 Triangle Reminder

When you include a graphic image in a message, Mail delivers a *copy* of the image. The file that contains the original remains wherever you dragged it from.

If you change your mind about sending a graphic, you can delete it just as you would delete text—for example, by pressing the Back Space key.

If you do not know an address, you can look it up. See “Looking Up Mail Addresses” on page 13-5.

Note – For more information on typing, formatting, and adding images, see Chapter 9, “Typing and Editing” and “Adding a Graphic Image” on page 11-1.

Note – For a summary of the buttons in a Compose window, see “Mail Buttons and Commands” on page A-17.

You can send your message to computers that do not run OpenStep mail, such as those on a NetWare network. Some of these computers will be able to receive MIME messages, include formatting, graphics, and attachments, but others will not. To be sure that what recipients who are not running OpenStep mail see matches what you send them, set the mail format button to MIME mail before delivering the message (see Figure 12-9).



Click to send your message to a computer that can display MIME messages.



Click to send your message to a computer that cannot display MIME messages.

Figure 12-9 Mail Format Button

Note – Formatting, graphics, sounds, or file or folder attachments generate unintelligible messages on computers that cannot receive MIME mail. If your message is going to other kinds of computers, switch the mail format button to Plain Text before delivering the message.

If you log out when a Compose window is open, without saving or delivering the message in it, a panel asks if you want to save your draft before closing it. If you click on Save, the message is saved in your Drafts mailbox.

Note – Use only ASCII characters in the address and Subject fields. Mail converts any other types of characters to ASCII characters.

What Is Plain Text Mail?

When you click on the Plain Text button in a Compose window, the text in your message is displayed in a fixed-width font, such as Courier. Any formatting is lost and line length is limited to 72 characters.

Also, if there are any graphic images, sounds, or attachments in the message, a panel asks you to remove them. Remove them and click on Plain Text again.

As you type your message, word wrap works as usual. But when you send the message, Return characters are added to the ends of lines, as required by the receiving computer.

You should include only ASCII characters in a message to a computer that does not run OpenStep. Mail converts any other characters to ASCII. For example, it converts an em dash (—) to a hyphen (-).

You can change the maximum line length of plain text messages. See “Expert Preferences” on page 13-29.

Addresses and Some Options for Entering Them

A person’s address is usually his or her user name. Your system administrator may also have set up group addresses, such as `BP_publicity`, that allow you to send messages to a specific group of people.

To send a message to someone on another network, you need to include information about the network. Such an address might look like `sammi_wright@globalvoice.com`.

You can look up the address of a person or a group on your network with the Addresses panel. See “Looking Up Mail Addresses” on page 13-5. A person’s address also is displayed in the summary of any message that person sends to you.

If you want to type a long list of addresses in a Compose window, choose Send Options from the Compose menu and type the list in the Send Options panel (see Figure 12-10 on page 12-12). (This panel has a large area for listing more addresses than can fit in a Compose window field.) Then press the button at the top of the panel to choose a type of address, as follows:

- Choose To or Cc to insert the addresses in the Compose window's To or Cc field.
- Choose bcc (blind carbon copy) to send hidden copies of the message. Whoever you enter here receives a copy of the message, but no other recipients know because the bcc list is not displayed in the message.

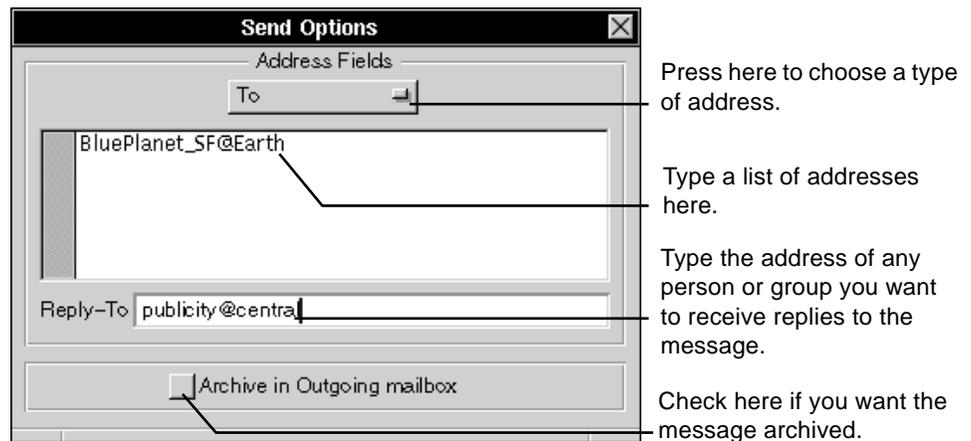


Figure 12-10 Send Options Panel

You can also have replies to your message go to one or more addresses other than your own. Type the addresses in the Reply-To field. When recipients click Reply in their mailbox window to reply to your message, any address you type here is inserted in their To field. If you also want a reply, type your address here too. For more information, see “Replying to a Message” on page 12-16.

You can specify a Reply-To address for all messages you send with the Preferences command in the Info menu. See “Mail Buttons and Commands” on page A-17.

Attaching a File or Folder

You can include a file or even an entire folder in a message, as shown in Figure 12-11 on page 12-13. Just drag the file or folder from the File Viewer or any other Workspace Manager folder window. You can even drag a selection icon into your message to attach all the files and folders in the selection.

1. Click in the Compose window where you want the file or folder to be displayed.
2. In the Workspace Manager's File Viewer, select the file or folder you want to send.
3. Drag the selection from the icon path into the Compose window.

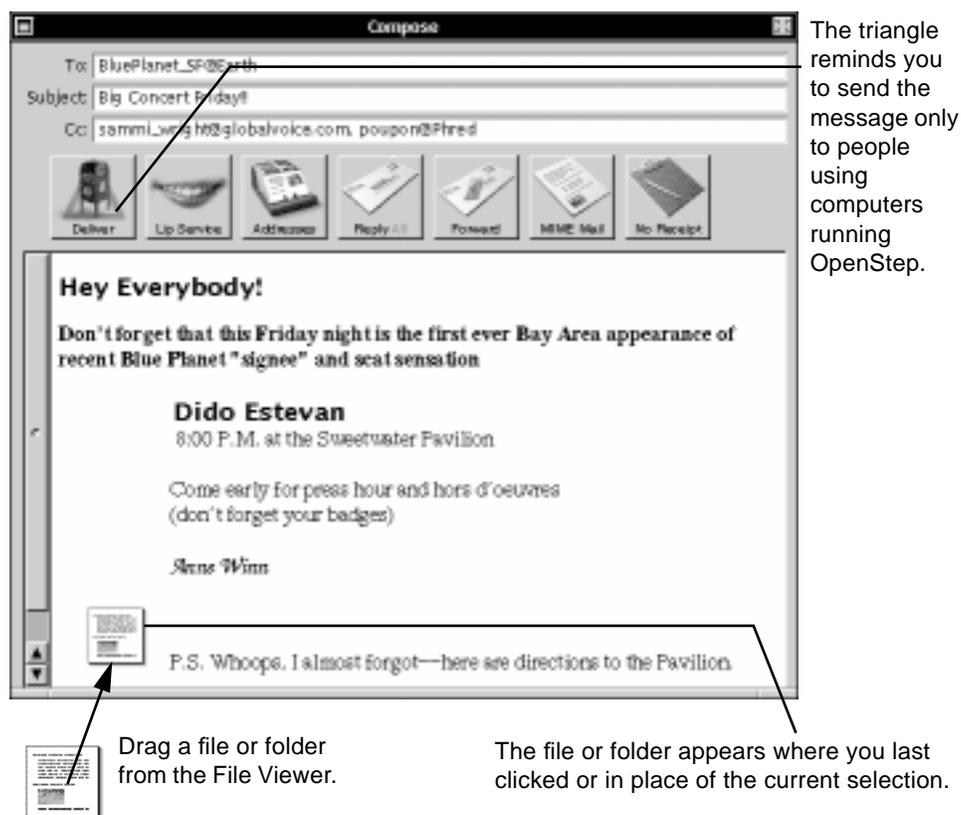


Figure 12-11 Attaching a File

Note – File or folder attachments generate unintelligible messages on computers that cannot read MIME mail.

You can also copy or drag a file or folder from another Compose window or from a mailbox window.

When you click on Deliver, Mail delivers a copy of the file or folder. The original remains wherever you dragged it from.

If you change your mind about attaching a file or folder, you can delete it from the message, for example, by pressing the Back Space key.

Forwarding a Message

You can quickly forward a message to others who may want to read it, as shown in Figure 12-12 on page 12-15.

- 1. Open the message you want to forward.**
- 2. Click on the Compose button in the mailbox window.**
- 3. Click on Forward in the Compose window.**
- 4. Address the message.**
- 5. Click on Deliver.**

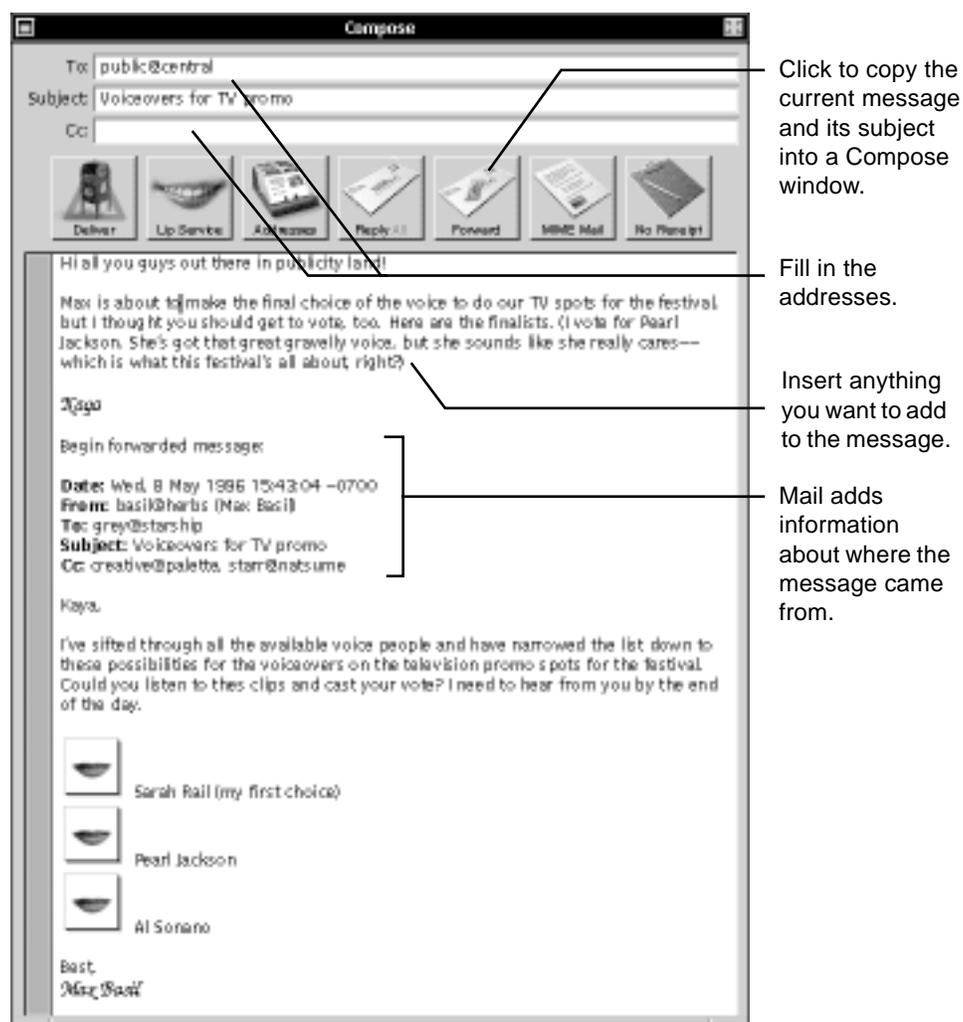


Figure 12-12 Forwarding a Message

You can forward several messages all in the same message. Just open each message in your mailbox window and click on Forward in the Compose window. Each message is inserted following anything that is already there.

When you copy a message into a Compose window with the Forward button, all formatting is copied, too, as well as any recordings, graphics, or file or folder attachments.

Note – You can remove formatting from a message you are forwarding by choosing Make ASCII from the Utilities menu. See “Mail Buttons and Commands” on page A-17.

Replying to a Message

If you want to reply to a message, you can quickly copy the sender’s address and subject into a Compose window, as shown in Figure 12-13 on page 12-17. Just click on the Reply button in your Compose window. To then copy the addresses listed in the message’s Cc field, click on the button again.

- 1. Open the message.**
- 2. Click on the Compose button in the mailbox window.**
- 3. Click on Reply in the Compose window.**
- 4. Click on Reply All to also send the reply to those who received a carbon copy of the original message.**
- 5. Type your reply.**

6. Click on Deliver.

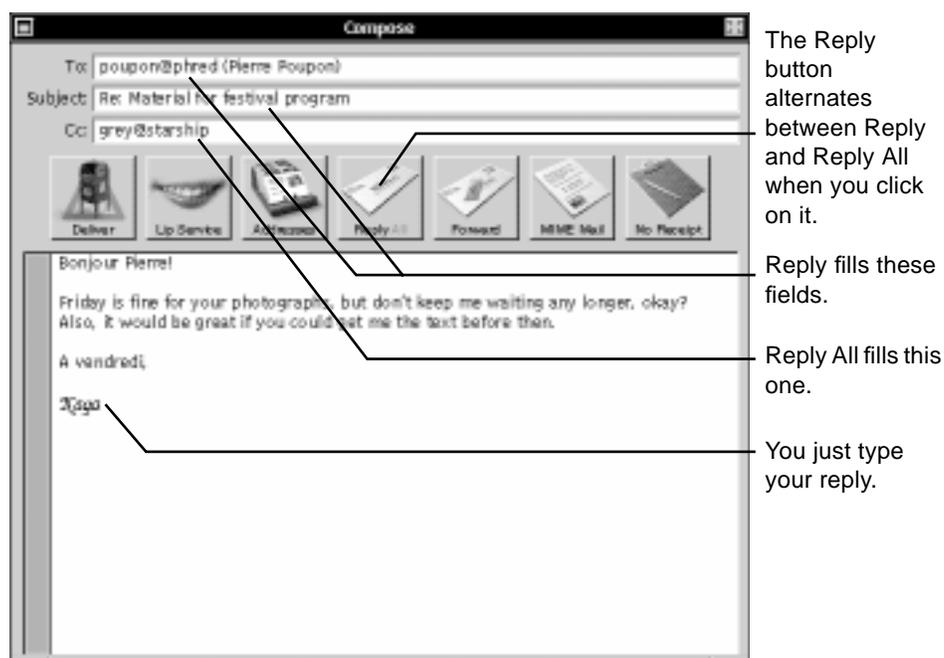


Figure 12-13 Replying to a Message

If the sender used the Send Options command to route your reply to an address other than his or her own, clicking Reply fills the To field with that address. See “Addresses and Some Options for Entering Them” on page 12-11.

Note – Use Forward and Reply together to include a copy of the original message to which you are responding. If recipients of your message do the same thing, their replies will contain all of the earlier messages in the exchange, and the message history will grow.

Recording and Inserting Sound in a Message

If your system can record sounds, you can include a sound recording in a message, as shown in Figure 12-14 on page 12-18 and Figure 12-15 on page 12-19.

You can use the Play button to play back your recording before inserting it. If you do not like the recording, just record over it or click Erase. You can also close the Lip Service panel without inserting the recording. Unless you erase it, the recording will be there when you next open the panel.

1. While composing a message in a Compose window, click on the Lip Service button.
2. Click on Record in the Lip Service panel and record through your computer's microphone.
3. Click on Stop when you are finished.
4. Click in the Compose window where you want the sound icon to be displayed.
5. Click on Insert.

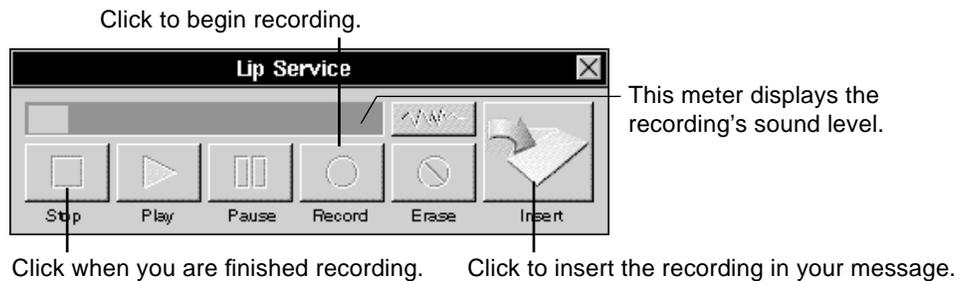


Figure 12-14 Recording a Sound

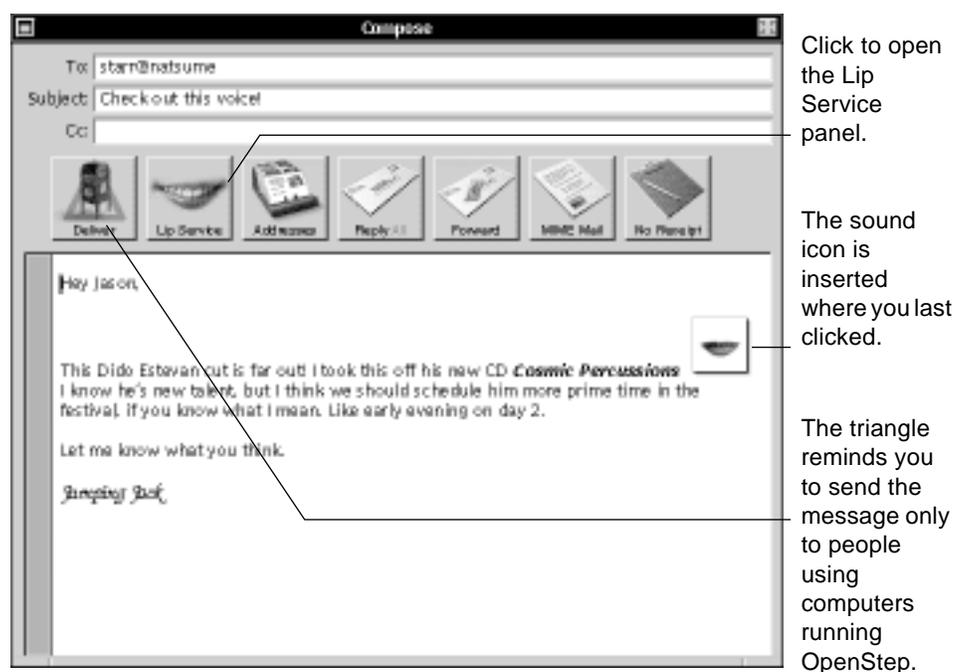


Figure 12-15 Including the Sound in a Message

If you change your mind about sending a recording after you insert it, delete the sound icon, for example, by pressing the Back Space key.

For more information on using a microphone with your computer, see the owner's guide for the computer or for any devices you have attached to it.

Editing Sound

You can edit a recording you have made or received by modifying its waveform in the Lip Service panel, as shown in Figure 12-16 on page 12-20, Figure 12-17 on page 12-21, and Figure 12-18 on page 12-22.

1. **Double-click on the sound icon.**
2. **Click on the waveform button in the Lip Service panel.**
3. **Select a portion of the waveform or click somewhere in it.**

4. Use Edit menu commands to edit the waveform. Or click Record to insert new material.
5. Click on Play to listen to the result.

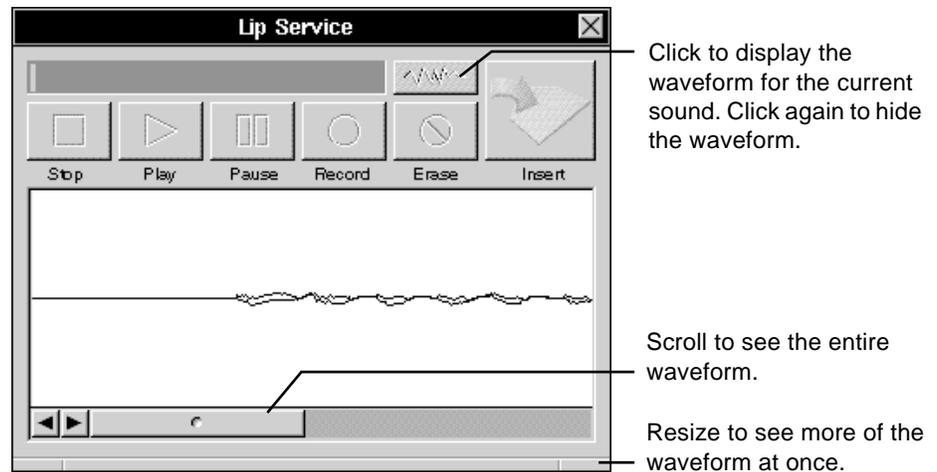


Figure 12-16 Displaying the Waveform of the Current Sound

You can select a segment of the waveform, as shown in Figure 12-17. Then click on Play to play back the segment. Click on Record to record over it. Or choose Cut or Copy from the Edit menu to move or copy it.

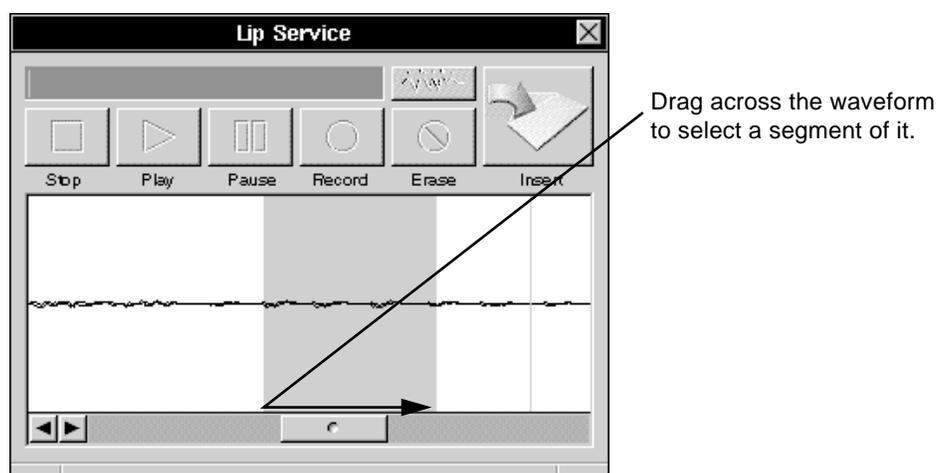
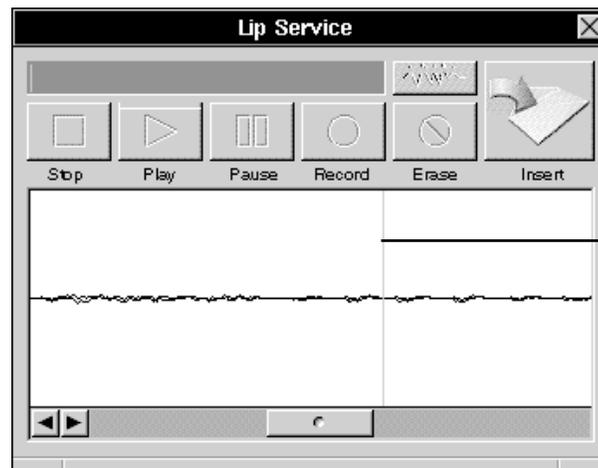


Figure 12-17 Selecting a Segment of the Waveform

You can also click in the waveform where you want to insert new material (see Figure 12-18 on page 12-22). Then click on Record to record the material, or choose Paste to insert a segment you cut or copied.



An insertion point is displayed where you click.

Figure 12-18 Inserting New Material in the Waveform



Caution – The Erase button erases the entire recording, even when only a segment is selected.

Saving a Draft

You can save the contents of a message you are composing, much as you save the contents of a document, as shown in Figure 12-19 on page 12-23. You might do this when composing a message you want to finish later or to save versions of a message as you type it.

1. **Choose Compose from the Mail menu.**
2. **Choose Drafts from the Compose menu.**
3. **Choose Save in Drafts from the Drafts menu.**

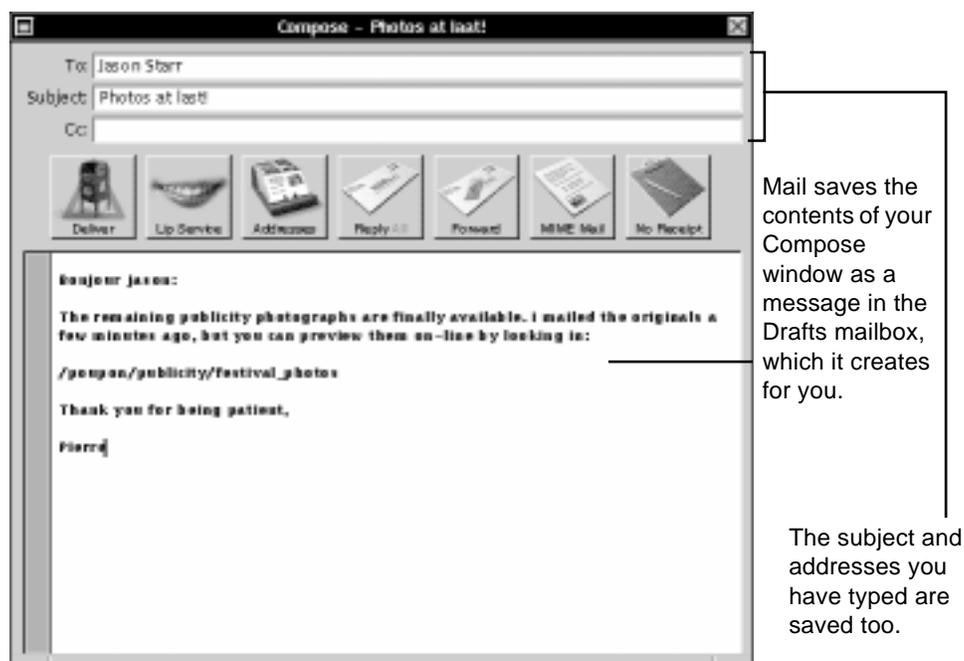


Figure 12-19 Saving a Draft

If you close a Compose window without saving or delivering the message in it, a panel asks if you want to save your draft before closing it. If you click on Save, the message is saved in your Drafts mailbox.

Each time you save a draft, Mail saves another version of the message in the Drafts mailbox—it does not replace the last version you saved.

Remember to delete drafts you do not need anymore from the Drafts mailbox so they do not take up disk space.

Restoring a Draft

You can restore the last draft of a message you saved so you can resume working in it, as shown in Figure 12-20 on page 12-24. Just choose the Restore Draft command. A Compose window opens that contains your draft, exactly as when you last saved it.

- ◆ To restore the last draft you saved, open the Compose menu and choose Restore Draft from the Drafts menu.
- ◆ To restore an earlier draft, open the Drafts mailbox, select the message, and choose Restore Draft.



Figure 12-20 Restoring a Draft

To restore an earlier draft, you must open the Drafts mailbox, select the message summary of the draft you want to restore, and choose Restore Draft.

You open the Drafts mailbox using the Mailboxes panel.

Besides getting and sending messages, you can use the Mail application to create and manage the contents of mailboxes, find out someone's mail address, send messages to groups of people, and set a variety of other personal preferences. The contents of this chapter show you how to do the following:

- Delete messages
- Compact a mailbox to free disk space
- Look up Mail addresses
- Create a Mail address book
- Create your own group address
- Create a mailbox
- Move messages to another mailbox
- Find messages
- Focus on a group of messages
- Tailor how you get new messages
- Set a sound to announce new messages
- Create headers for messages you send
- Tailor headers in messages you receive

Deleting Messages

You can let important messages accumulate in your mailbox. But you should delete messages you do not need (see Figure 13-1 on page 13-2)—especially if they contain sounds, graphic images, or attached files or folders, which can take up a large amount of disk space.

1. Select the message or messages you want to delete in the summary area.
2. Click on the Delete button or press the Back Space key.



Deletes the selected message or messages.

Figure 13-1 Deleting a Message

If you can tell without reading a message that you want to delete it, hold down the Control key while clicking on its summary to select the message without waiting for its contents to appear.

Table 13-1 on page 13-3 summarizes the ways in which you can select messages.

Note – You may be able to restore a message you deleted with the Undelete command in the Edit menu. See “Mail Buttons and Commands” on page A-17.

Table 13-1 How to Select a Message

What You Do	What Happens
Drag	Selects the messages you drag across
Shift-click	Adds the message to the selection, or removes it from the selection
Alt-click	Selects all messages between the one you click and the last one you selected
Control-click	Selects a message without opening it

Compacting a Mailbox to Free Disk Space

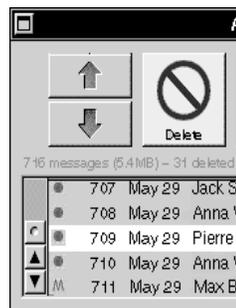
Deleting a message removes it from the mailbox, but it does not remove the message from the system. To do that, you have to compact your mailbox, as shown in Figure 13-2 on page 13-4.



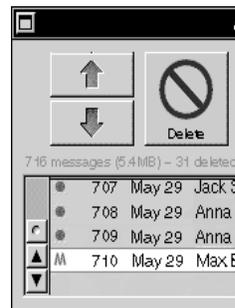
Caution – If you do not periodically compact your Active mailbox, messages accumulate and unnecessarily take up disk space. Once you compact, however, messages you have deleted from the mailbox are destroyed permanently—you cannot restore them with the Undelete command.

- 1. Open the mailbox you want to compact.**
- 2. Choose Utilities from the Mail menu.**

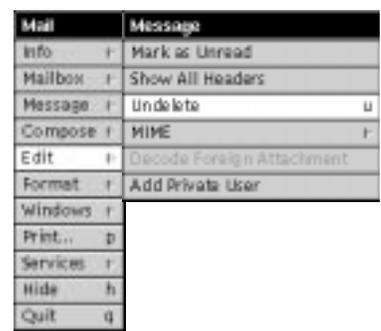
3. Choose Compact from the Utilities menu.



You delete a message.



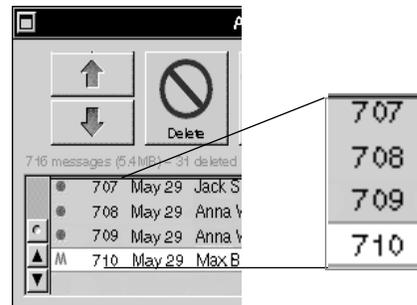
The message is removed from your mailbox.



But it remains on your list and you can retrieve it with the Undelete command.



You choose Compact.



All deleted messages are removed from disk permanently. Remaining messages in the mailbox are renumbered.

Figure 13-2 Compacting a Mailbox

Looking Up Mail Addresses

You can look up the addresses of other people and groups on your network with the Addresses panel, as shown in Figure 13-3. This panel lists addresses in a browser.

1. Open a Compose window and click the Addresses button.
2. Click on the type of address for which you are looking.
3. Select an address, or type part of a name and click on Find.
4. Click on the To or cc button to copy the address into your Compose window.



Figure 13-3 Looking Up a Mail Address

You can copy several addresses, one after the other, into a Compose window. Just select an address and click To or cc. The button appends the address to any already in the corresponding Compose window field.

You can use the Find button in the Addresses panel to search for an address based on any text in it, as shown in Figure 13-4 on page 13-6. For instance, if you type greg in the Name field and click on Find, Mail can find addresses like Greg.McLaughlin or gregm@dublin. Click on Find again to find the next occurrence of text in the list.

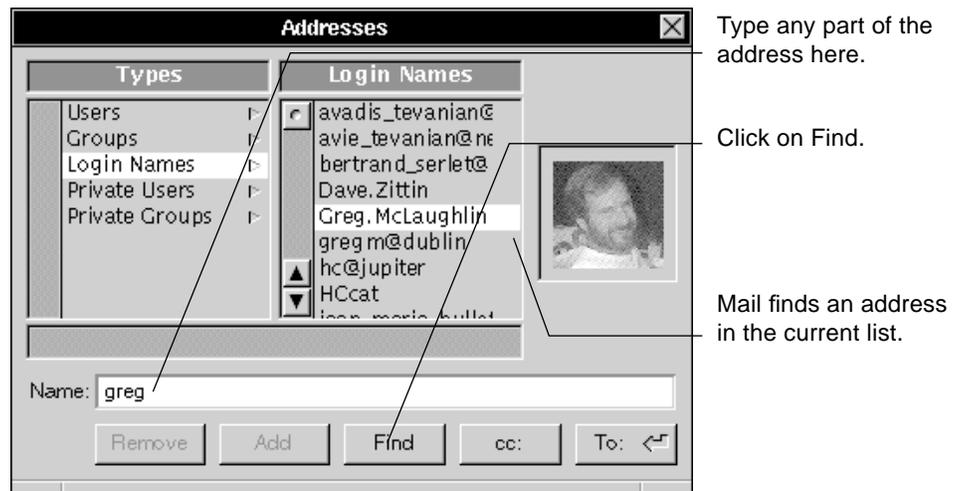


Figure 13-4 Using the Find Feature

When you select an individual’s address, a picture is displayed if your system administrator has set up Mail that way. For groups, and for people who do not have pictures in the system, the panel displays silhouette icons.

Understanding the Types Column

You can look up addresses in one of five lists described in Table 13-2. You select a list from the Types column.

Table 13-2 Types Used on the Address Panel

What You Do	What Happens
Users	List all addresses for everyone on your network
Groups	Lists group addresses available to everyone on the network
Login Names	Lists the user name of each person on the network
Private Users	Lists addresses that you use frequently
Private Groups	Lists group addresses you create

Addresses in Users, Groups, and Login Names are defined by your system administrator. You add the Private Users and Private Groups addresses yourself. See “Creating a Mail Address Book” next and “Creating Your Own Group Address” on page 13-8.

Creating a Mail Address Book

You can keep your own list of addresses in the Private Users list of your Addresses panel (see Figure 13-5). Maintaining such a list for addresses you use frequently saves you the trouble of searching through long lists to find them.

1. Open a Compose window and click the Addresses button.
2. Click on Private Users in the Types column of the Addresses panel.
3. Type an address in the Name field.
4. Click on Add.

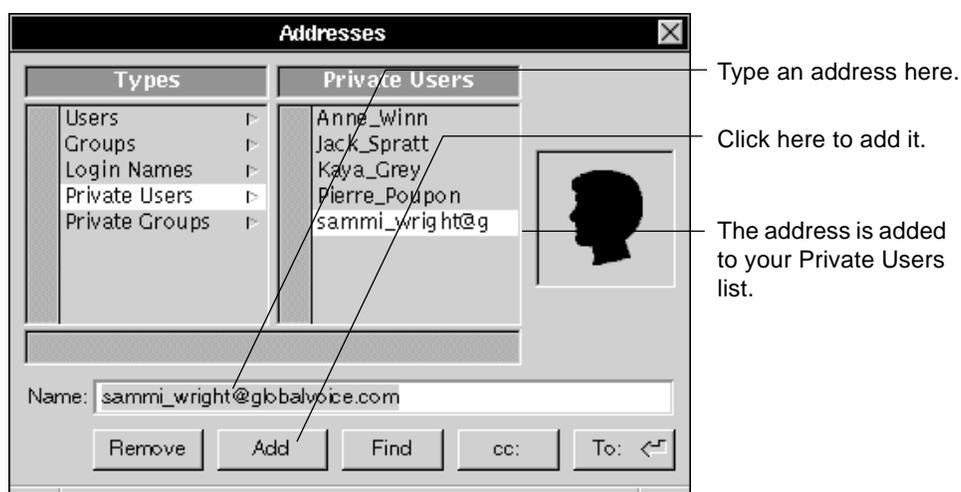


Figure 13-5 Creating Private User Sammi Wright

Once an address is in your Private Users list, you can select it and click on the To or cc button to copy the private address to the Compose window.

To remove an address from your Private Users list, select the address and click on the Remove button.

Note – If you open a message from someone whose address you want to add to your Private Users list, choose Add Private User from the Utilities menu. The sender's address is automatically added to your list, even if the Addresses panel is not open.

Creating Your Own Group Address

In addition to the group addresses set up by your system administrator, you can create some for your own use, as shown in Figure 13-6 on page 13-9. You might create an address for sending messages to everyone working on a particular project. When naming a group, do not use a comma or a space. Otherwise, follow the same guidelines as for naming files and folders.

- 1. Click on the Addresses button in a Compose window.**
- 2. Click on Private Groups in the Types column of the Addresses panel.**
- 3. Type a name for the group address and click on Add.**
- 4. In the Private Groups column, select the group address you just created.**
- 5. Type an address you want assigned to the group and click on Add.**
- 6. Repeat step 5 for each address in the group.**

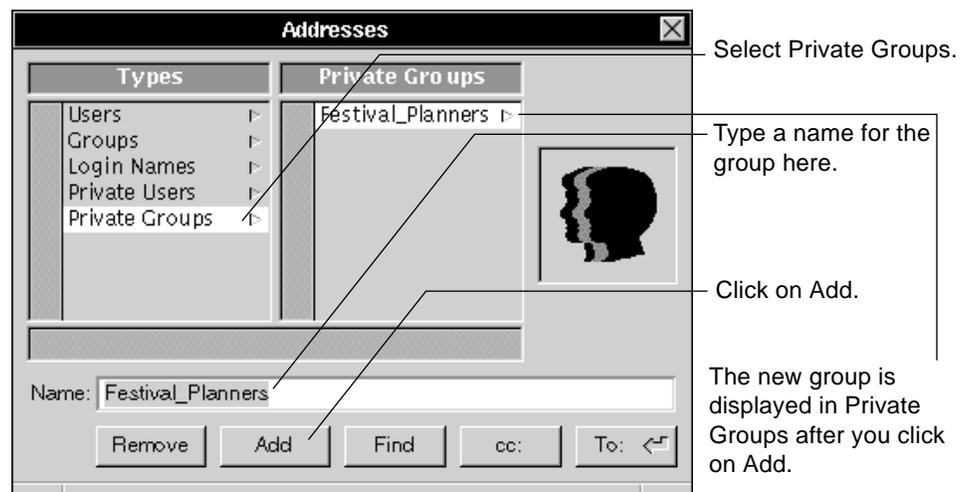


Figure 13-6 Creating Private Group “Festival_Planners”

The group automatically includes your own address. You can add other addresses by selecting the group, typing an address, and clicking on Add again (see Figure 13-7).

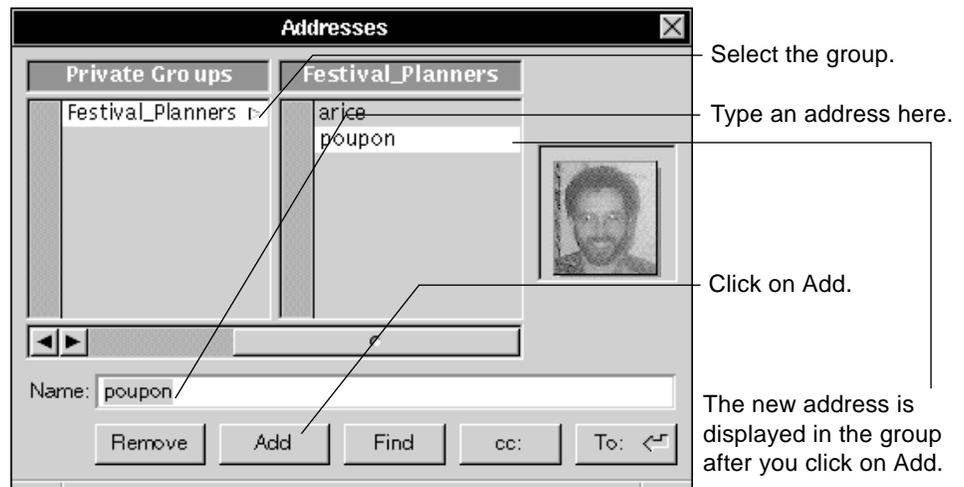


Figure 13-7 Adding Poupon to Festival Planners

To remove an address from the group, select the address and click on Remove. You cannot remove the last remaining address associated with a group (so if you want to remove your own address, you have to add another one first). But you can remove the entire group by selecting its name in the Private Groups column and clicking on Remove.

Note – You can create a shorthand address for one person. Just create a group and assign only that person to it. For example, if you send messages frequently to the address `sammi_wright@globalvoice.com`, you might create the group `sammi`, add his address to it, remove your own, and then send messages to him using the shorthand address.

For more information on naming a group address, see “Guidelines for Naming Files and Folders” on page 5-6.

Creating a Mailbox

Instead of letting messages accumulate in your Active mailbox, you can organize them in other mailboxes. You create and manage mailboxes with the Mailboxes panel, as shown in Figure 13-8 on page 13-11.

- 1. Click on the Mailboxes button in a mailbox window.**
- 2. Type a name for the new mailbox in the Mailboxes panel.**
- 3. Click on New.**

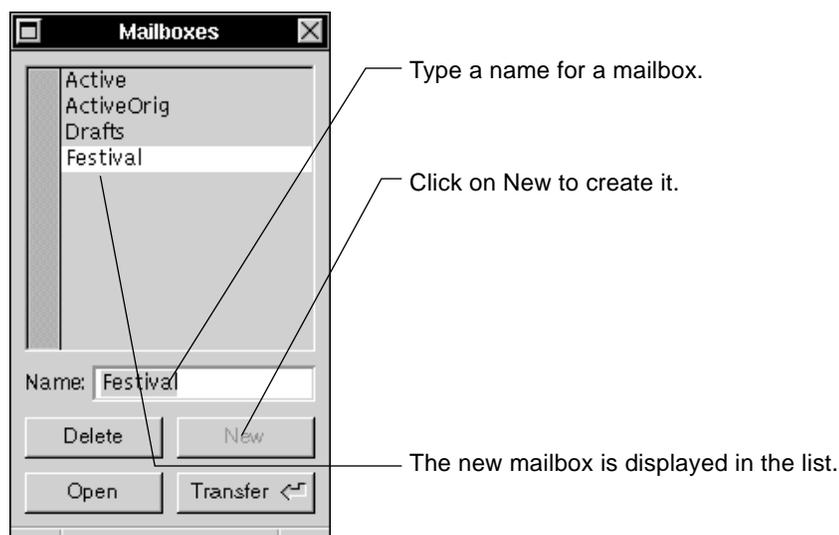


Figure 13-8 Creating the Festival Mailbox

When you create a mailbox, an empty mailbox window opens for it.

You can also open a mailbox to see its messages (see Figure 13-9 on page 13-12). Or you can delete the mailbox to destroy all the messages in it. If you delete your Active mailbox, Mail creates another, empty Active mailbox the next time you start it.



Figure 13-9 Opening the Festival Mailbox

You can select a mailbox in the list by clicking it or by typing the first few characters of its name.

Note – You can create a mailbox that collects outgoing messages using the Preferences command in the Info menu. See “Mail Buttons and Commands” on page A-17.

Moving Messages to Another Mailbox

After you create a mailbox, you can move messages to it from your Active mailbox. You can also move messages between any mailboxes you create. See Figure 13-10 on page 13-13.

1. In a mailbox window, select the messages you want to move.
2. Click on the Mailboxes button.
3. In the Mailboxes panel, select the mailbox to which you want to move the messages.

4. Click on Transfer.

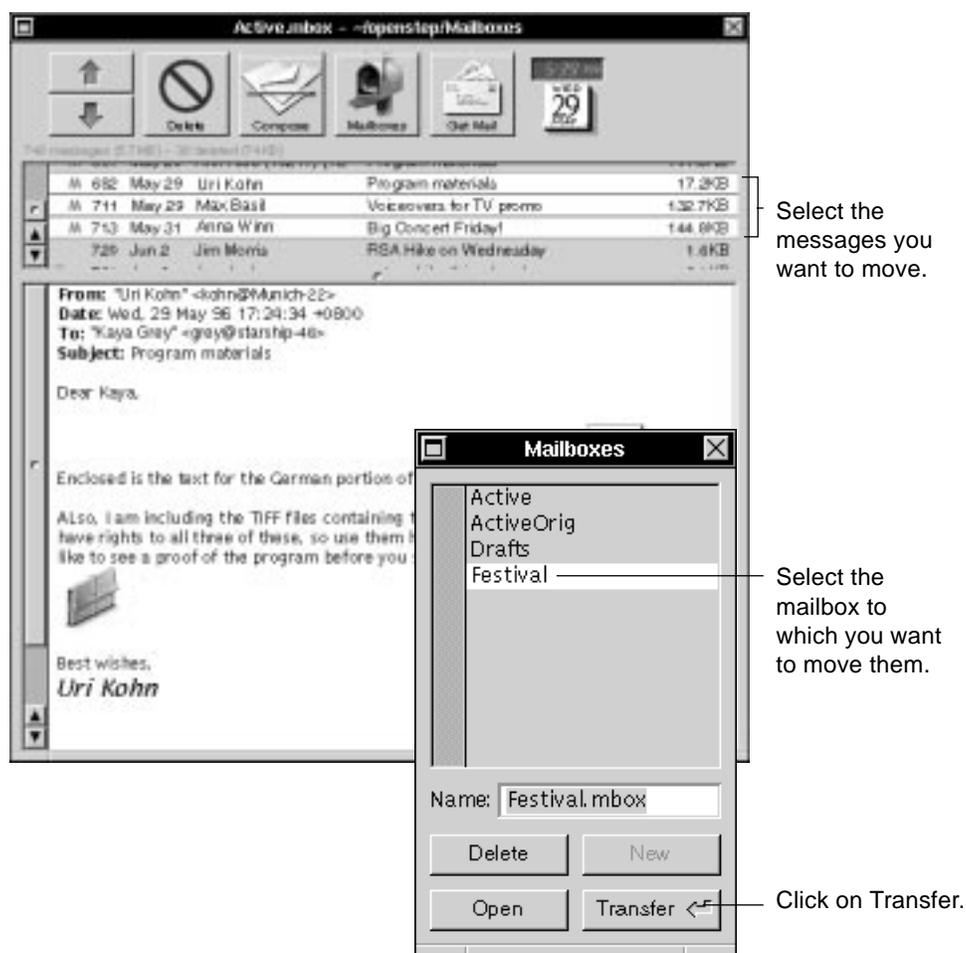


Figure 13-10 Moving Messages to the Festival Mailbox

You can also use Edit menu commands to move selected messages. Choose Cut from the Edit menu. Then click in the summary area of the mailbox window you are moving to and choose Paste.

Note – After removing messages from a mailbox window, remember to compact the mailbox.

A Mailbox Is a File Package

Your Active mailbox and any mailboxes you create are actually file packages with an `.mailbox` extension. Mail keeps these file packages in the `Mailboxes` folder in your home folder.

You do not have to open a file package to read the messages in a mailbox. It is easiest to read and maintain messages in the mailbox window.

For information on selecting several messages to move at once, see Table 13-1 on page 13-3.

Finding Messages

You can find a message by searching for any text in its summary, as shown in Figure 13-11 on page 13-15. You can search for text in the message's subject, message number, date, or sender's address. Any message that is found is highlighted in the summary area.

- 1. Click in the summary area of the mailbox window.**
- 2. Choose Find from the Edit menu.**
- 3. In the Find panel, type what you want to find.**
- 4. Choose the options you want.**
- 5. Click on Next, Previous, or Find All.**



Figure 13-11 Finding a Message

To open a message that you find, you have to click on its summary.

You can also open the Find panel by clicking on the Find button if it appears in the Mailbox window. The Find button replaces the Get New Mail button when you have Mail set up to retrieve new messages automatically (see “Tailoring How You Receive New Messages” on page 13-18).

Note – You can also search for text in a message—either one you received or one you are composing. See “Finding Text” on page 9-9.

Note – You can use commands in the Sorting menu to sort message summaries in a variety of orders.

Focusing on a Group of Messages

You can find all messages in a mailbox that have your search text either in their summaries or in the messages. You can then “focus” on those messages, temporarily hiding others so it is easy to find a particular message.

- 1. Click in the summary area of a mailbox window.**
- 2. Click on the Find button.**
- 3. In the Find panel, type the text you want to find.**
- 4. Select the options you want.**
- 5. Click on Find All.**
- 6. Open the Message menu and choose Focus.**
- 7. When you are finished reviewing the messages resulting from the search, choose Unfocus.**

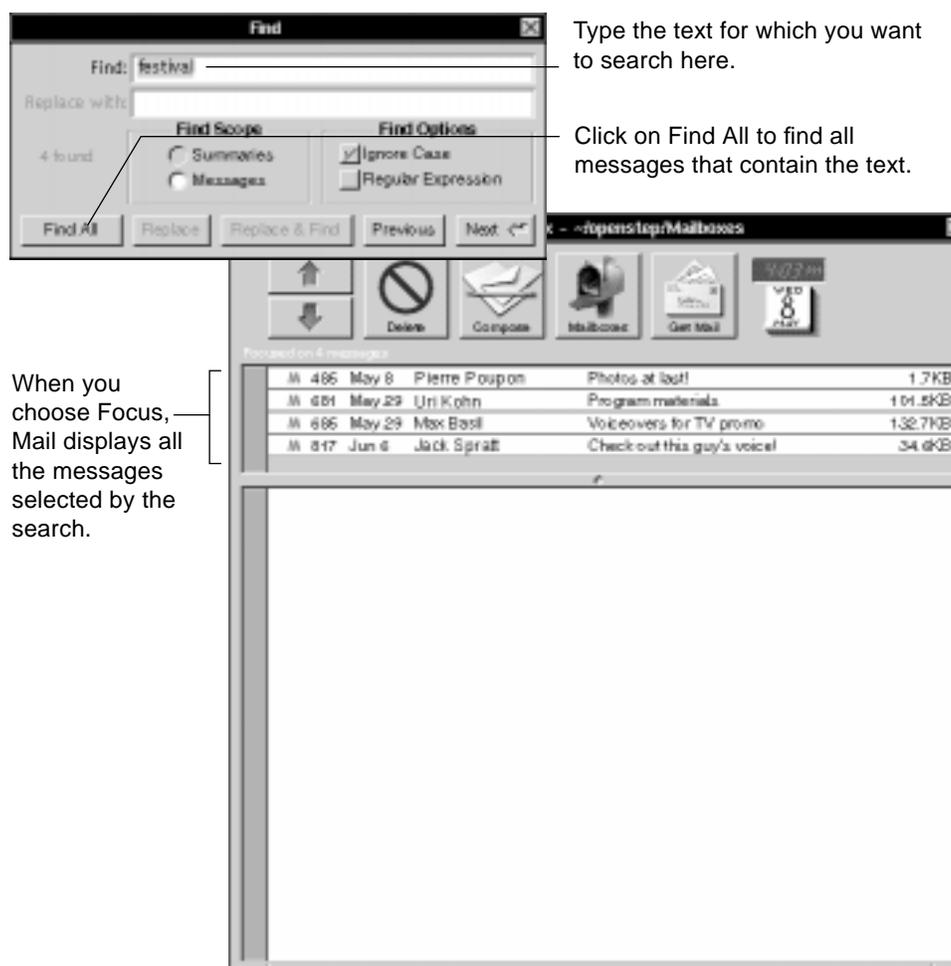


Figure 13-12 Focusing on a Group of Messages

As a shortcut, you can hold down the Alt key and click on Find All to have Mail find the messages and then focus on them automatically.

To narrow your search, you can do another Find All search and choose Focus again to display the results of that search in the mailbox window. You can keep selecting messages and choosing Focus as many times as you want.

To see all your messages again, choose Unfocus. Mail also displays all messages the next time you open the mailbox.

You can stop a search before it is complete by holding down the Command key and typing a period (.).

Tailoring How You Receive New Messages

Before messages addressed to you actually reach you, they are collected in a central “post office”—a folder on the network that your system administrator maintains. At first, Mail is set up to check this post office when you click on the Get New Mail button. If you prefer, you can have mail check the post office at a regular interval and deliver new messages to your Active mailbox.

You can set how often Mail checks for new messages in the Preferences panel (see Figure 13-13 on page 13-19).

- 1. Choose Info from the Mail menu.**
- 2. Choose Preferences from the Info menu.**
- 3. Choose General from the pop-up list at the top of the Preferences panel.**
- 4. In the Preferences panel, click on Automatic or Manual.**
- 5. If you clicked on Automatic, use the Minutes field to indicate how frequently Mail should check for new messages.**
- 6. Click on Set.**
- 7. If you clicked on Manual, you must click on the Mailbox window's Get New Mail button when you want to retrieve new messages.**

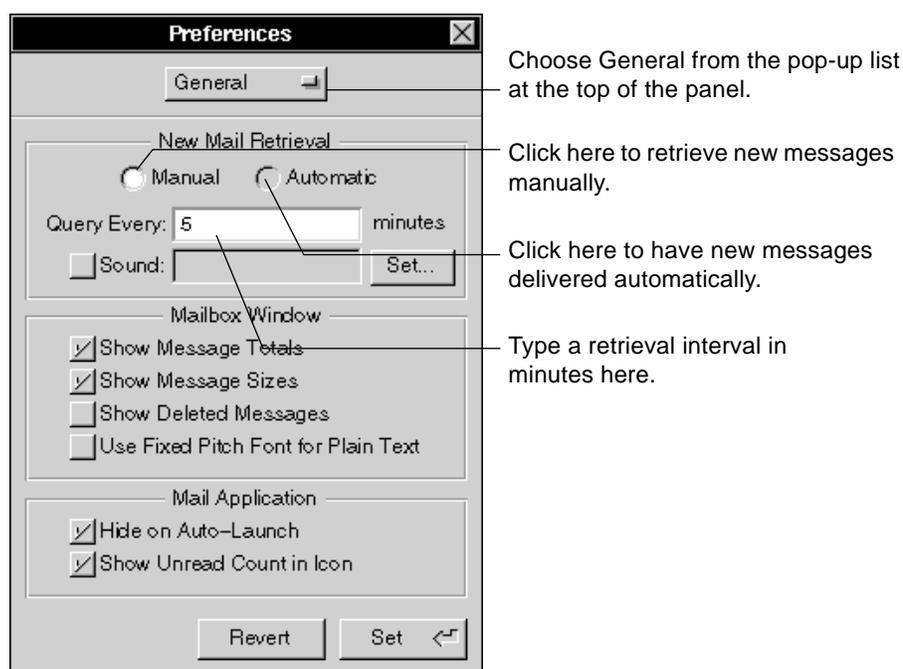


Figure 13-13 Tailoring How You Receive New Messages

When you select Automatic, Mail does not wait for you to retrieve your messages. The next time a mailbox window opens, a Find button is displayed in place of the Get New Mail button. Mail checks the post office at a regular intervals and delivers new messages to your Active mailbox.

If you prefer to control how quickly messages accumulate in your mailbox, you can retrieve new messages yourself.

When you select Manual, Mail no longer delivers messages automatically. Instead, the next time a mailbox window opens, a Get New Mail button is displayed in place of the Find button. To retrieve messages, you must either click on the Get New Mail button or choose New Mail from the Mailbox menu.

When new messages are ready to be retrieved, a fan of letters is displayed in Mail's icon in the dock.

Setting a Sound to Announce New Messages

When new messages arrive, a fan of letters appears in the Mail icon in the dock. You can also choose to have a sound notify you of new messages. If you receive messages automatically, the sound tells you that there are new messages in your Active mailbox. If you check for messages manually, the sound tells you that there are messages for you to retrieve with the Get New Mail button.

When you click the Sound button in the Preferences panel, an Open panel is displayed, as shown in Figure 13-14 on page 13-21.

- 1. Choose Info from the Mail menu.**
- 2. Choose Preferences from the Info menu.**
- 3. Choose General from the pop-up list at the top of the Preferences panel.**
- 4. In the General Preferences panel, click on Sound and then click on the Set button.**
- 5. In the Open panel, select a sound file.**
- 6. Click on OK in the Open panel.**
- 7. Click on Set in the Preferences panel.**

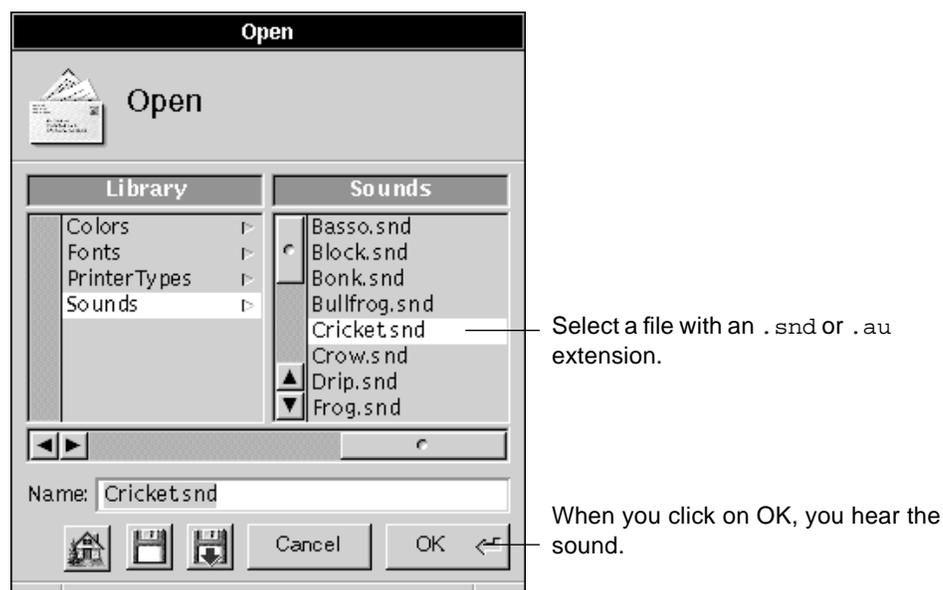


Figure 13-14 Choosing a Sound to Announce New Mail

You can select a sound file from the `/usr/openstep/Library/Sounds` folder. You can use any sound file, as long as it has an `.snd` or `.au` extension.

If your system makes only one sound, you will get that one, no matter which sound file you select.

You locate and select a sound file in the Open panel just as you open a file from any standard Open panel. For more information, see “Opening a File” on page 5-3.

Creating Headers for Messages You Send

You can create headers of your own that will be displayed in messages you send. You can create up to two headers. You do so using Mail’s Expert Preferences, as shown in Figure 13-15 on page 13-22.

1. Choose **Info** from the **Mail** menu.
2. Choose **Preferences** from the **Info** menu.

3. Choose Expert from the pop-up list at the top of the Preferences panel.
4. Double-click in the Key field and type the name of a header you want to create.
5. Press Tab, type any text you want to appear with the Header in the Value field, and press Return.

Follow these guidelines when typing a name in the Key field:

Mark Custom Headers with “X-” It is common protocol among network users to precede the name of headers you create with an X-, as in X-Quote-Of-The-Day.

Do Not Use Spaces Do not use a space to separate words in a header, or else Mail will not recognize the header and include it in your messages. If a header contains more than one word, separate words with a dash, as in X-Quote-Of-The-Day.

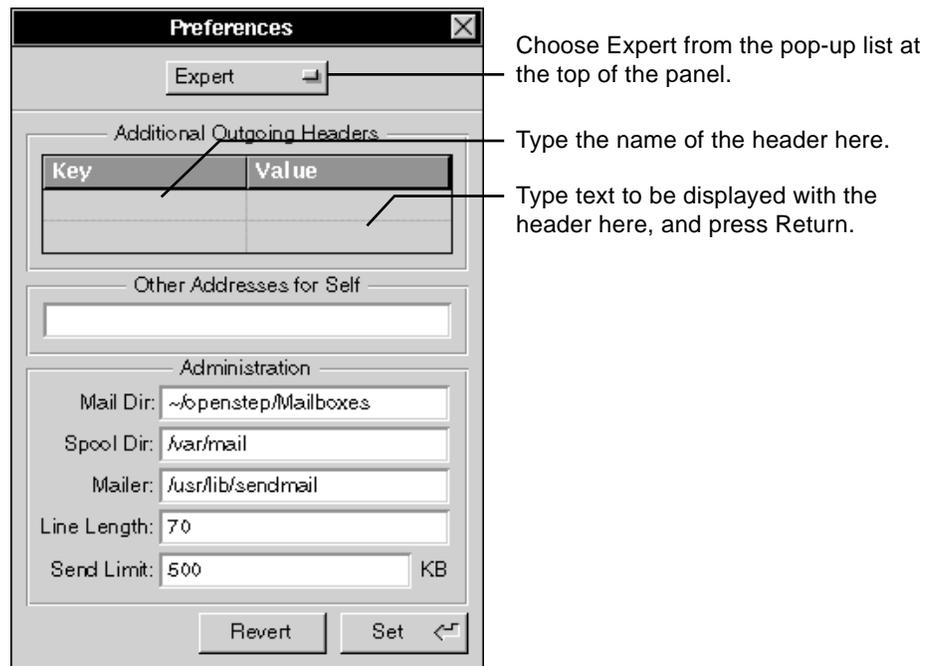


Figure 13-15 Creating a Header for Messages You Send

If you type a value for the header, the headers are displayed with that value in all messages you send. To send a different value in a message, choose the header in the Send Options panel when you send the message and type another value for it there.

If you leave the Value field empty, you must choose the header from the Send Options panel and type a value for it to include it in a message.

Your headers are displayed at the top of your message in each recipient's mailbox window.

Note – You open the Send Options panel by choosing Send Options from the Compose menu.

Tailoring Headers in Messages You Receive

You can choose which headers normally are displayed in messages you receive. You do this in the Headers view of Mail's Preferences panel, shown in Figure 13-16 on page 13-24 and Figure 13-17 on page 13-25.

- ◆ **To display a header that is normally hidden in messages you receive, remove it from the hidden resources list in the panel.**
- ◆ **To prevent a header from being displayed in your messages, add it to the Hidden Headers list.**

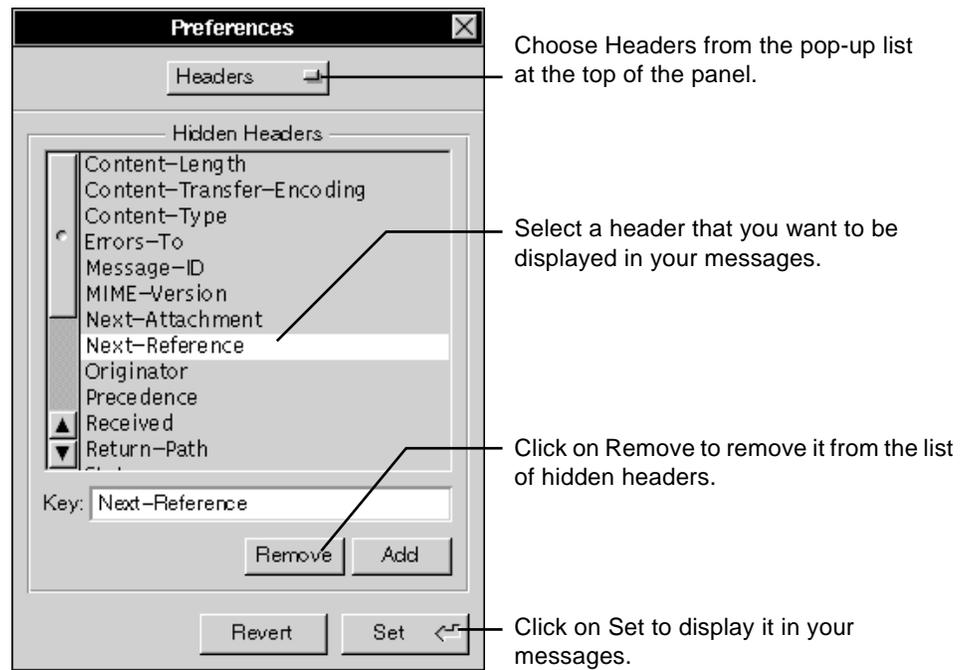


Figure 13-16 Displaying a Header in Your Messages

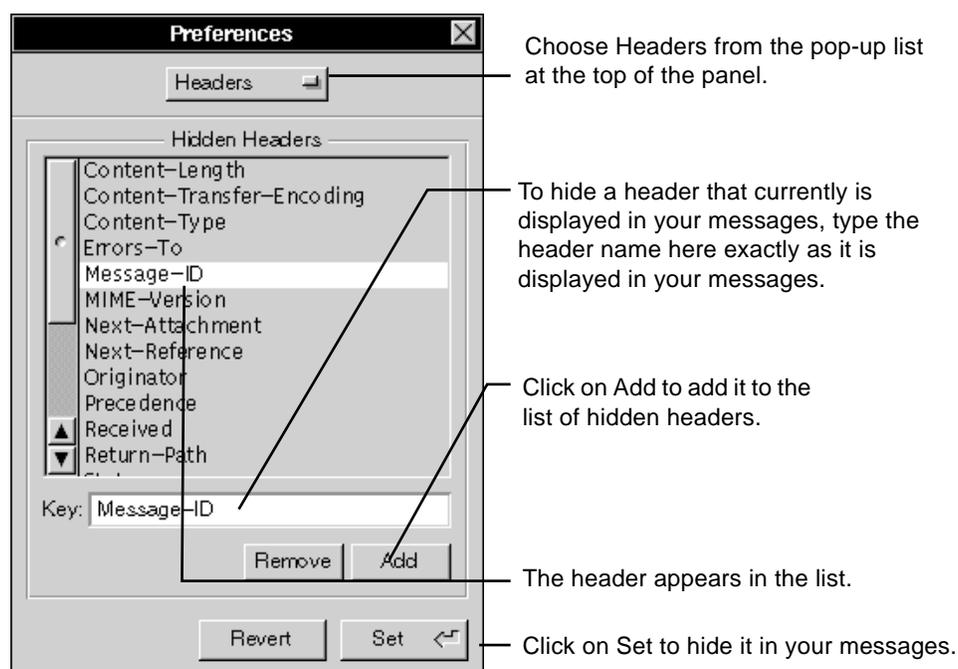


Figure 13-17 Preventing a Header From Displaying in Your Messages

General Preferences

The Preferences panel has options for managing what is displayed in mailbox windows, for hiding Mail after starting it up automatically, and for showing the number of unread messages in the Mail icon. To set these options, choose Preferences from the Info menu and then choose General from the pop-up list at the top of the panel, as shown in Figure 13-18 on page 13-26.

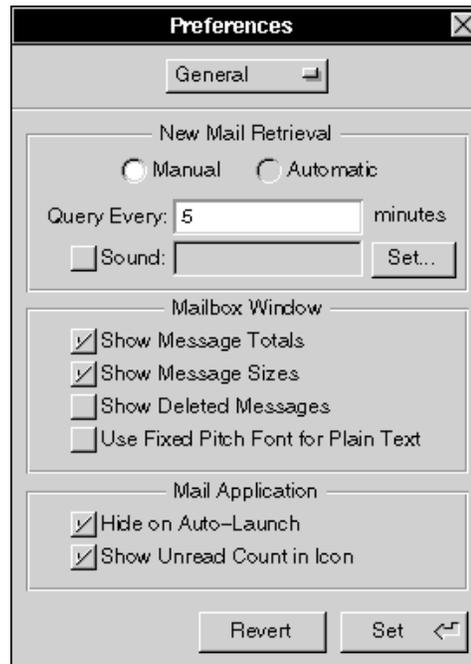


Figure 13-18 General Preferences

Show Message Totals Check this box to have all your mailboxes display the total number of messages in them.

Show Message Sizes Check this box to have all mailboxes display the size of each message and the total size of messages in the mailbox.

Show Deleted Messages Check this box to open all mailboxes with dimmed summaries of deleted messages showing (messages deleted since you last compacted the mailbox).

Use Fixed Pitch Font for Plain Text Check this box to type all plain text messages using a fixed-width font, such as Courier.

Hide on Auto-Launch If you have used the Workspace Manager to have Mail start up automatically, check this box to have Mail start up hidden.

Show Unread Count in Icon If you do not want to see the number of unread messages displayed in the Mail icon, uncheck this box.

Preferences for All the Messages You Send

You can set options for all messages you send using the Compose view of the Mail Preferences panel, shown in Figure 13-19. Choose Preferences from the Info menu and then choose Compose from the pop-up list at the top of the Preferences panel.

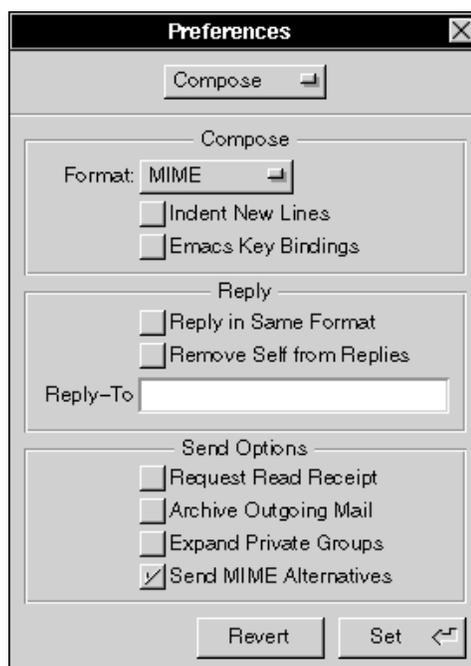


Figure 13-19 Compose Preferences

Use the panel to choose any of the following options.

Format Press the Format button to choose a format—MIME Mail or Plain Text—for all your compose windows to open in.

Indent New Lines When you check this option, pressing Return in a Compose window indents the next paragraph the same as the previous one. This option is useful for typing UNIX® code.

Emacs Key Bindings Check this option to use Emacs text editor commands in a Compose window. (Emacs commands are popular among UNIX developers.)

Reply in Same Format Check this option to reply to messages in the same format as the original messages. When you click Reply in a Compose window, the window selects the format for you.

Remove Self from Replies Check this option if you do not want to receive replies you send using the Reply All button. If you are “carbon copied” in a message and you click Reply All in a Compose window to reply to that message, Mail does not copy your address from the message’s Cc field into your Compose window. For this option to work, Mail must recognize your address in the message as being you. You can make Mail recognize an address if it does not already (see “Other Addresses for Self” on page 13-29).

Reply-To You can have all replies to your messages go to someone other than yourself. Type one or more addresses in the Reply-To field. When anyone uses the Reply button to respond to one of your messages, the To field of his or her Compose window is filled with the addresses you type here. (To also have replies go to you, type your address, too.)

Request Read Receipt Check this option to receive a notification message when each OpenStep recipient reads any message you send.

Archive Outgoing Mail Check this option to collect copies of all messages you send in the Outgoing mailbox. Mail creates this mailbox for you, if it does not already exist. You can instead archive individual messages when you send them (see “Addresses and Some Options for Entering Them” on page 12-11).

Expand Private Groups You can make it easy for recipients of messages you send to a private group address to reply to others in the group. When you check this option, individual addresses in the group, rather than the group address, are listed in each recipient’s message. Recipients can then click Reply All to reply to everyone in the group. For information on creating a private group, see “Creating Your Own Group Address” on page 13-8.

Send MIME Alternatives Check this option to send contents of MIME messages in plain text as well as using formatted text. You might do this if you are not sure which formats recipients’ computers can display. For information on sending MIME messages, see “Sending a Message” on page 12-8.

Expert Preferences

The Preferences panel has options for how Mail manages messages in the Expert view, shown in Figure 13-20 on page 13-30. Choose Expert from the pop-up list at the top of the panel to type in these fields:

Other Addresses for Self If you are known by addresses that Mail does not recognize as you, type them in this field. For example, Mail already recognizes your user name and your full name in the format `Jason_Starr`. But it does not recognize addresses used from other networks, like `jstarr@blues.com`, or ones you create in the Addresses panel, until you type them here.

When you reply to a message sent to an address entered here, Mail can remove you from that reply. For information, see “Remove Self from Replies” on page 13-28.

If you send a message to one of these addresses, To: followed by recipients' addresses is displayed in your mailbox window rather than your address.

System administrators can modify how Mail stores, retrieves, and delivers messages. They can replace the path names in the following fields:

- **Mail Dir:** The folder where Mail keeps your mailboxes. Normally this is Mailboxes in your home folder.
- **Spool Dir:** The “post office” folder that collects incoming messages. If your system administrator is using a folder other than the one currently named here, you should specify that folder here instead.
- **Mailer:** The program Mail uses to deliver mail. You might want to use another program, such as one that tracks statistics.

Line Length This value is the maximum number of characters per line in messages you send in Plain Text format. You might want to change this value to send messages through a gateway to a network that supports fewer than 70 characters per line. For information on sending a plain text message, see “What Is Plain Text Mail?” on page 12-11.

Send Limit You can set a size limit for messages you send. Type the number of kilobytes in this field. If you compose a message that is larger than this size, a panel tells you so when you click on Deliver in the Compose window. To send the message anyway, click on Deliver Anyway in the panel.

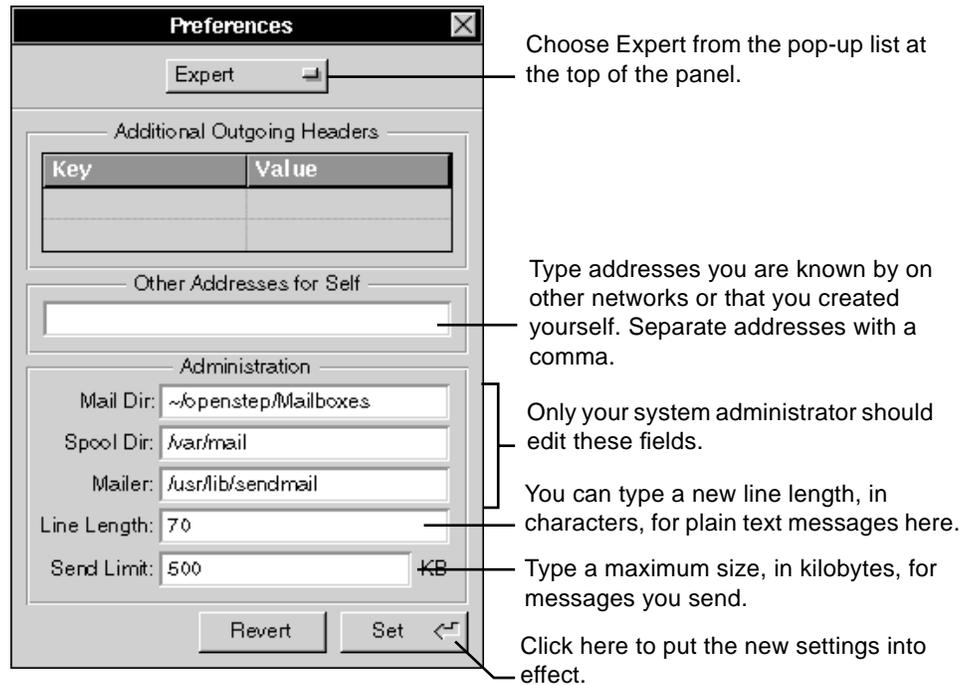


Figure 13-20 Expert Preferences

Use the information in this chapter when you want to print your work. The following topics are discussed:

- Preparing a file for printing
- Printing a file
- Saving your pages as a PostScript file

Preparing a File for Printing

Before you print a file, you can change its paper size and orientation. You can also scale your pages to enlarge or reduce them. You use the Page Layout command to choose what your pages will look like on paper, as shown in Figure 14-1 on page 14-2.

- 1. Open the file and choose Format from the application's main menu.**
- 2. Choose Page Layout from the Format menu.**
- 3. Choose a paper size from the Paper Size pop-up list. Or type custom dimensions in the Width and Height fields.**
- 4. Click on Portrait or Landscape.**
- 5. Click on OK.**

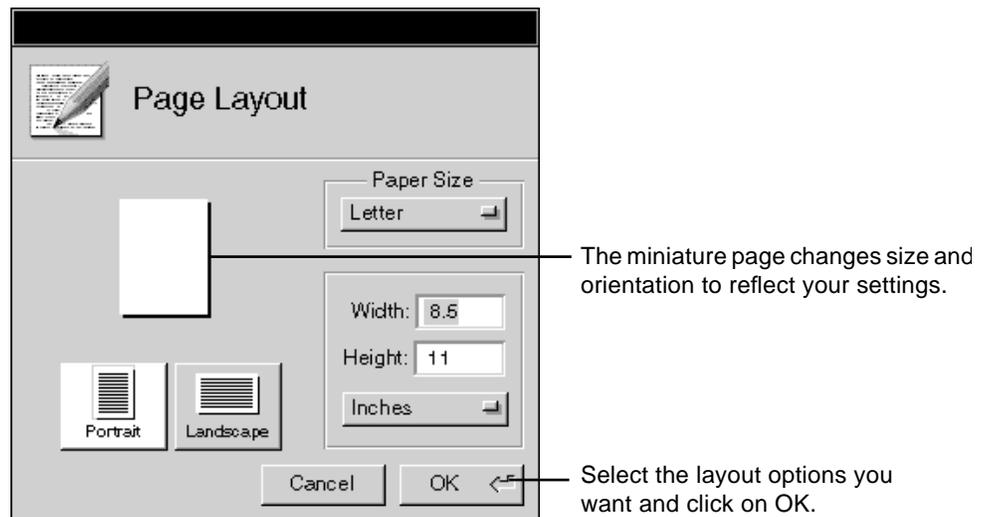


Figure 14-1 Page Layout Panel

You can make the size of the pages in your file match the size of the paper in your printer with the Paper Size pop-up list. When you choose a paper size, its dimensions are displayed in the Width and Height fields.

If your paper size is not included in the list, you can type custom dimensions in the Width and Height fields in inches, centimeters, picas, or points. (Picas and points are commonly used to measure typographical material. A point is 1/72 of an inch, and a pica is 12 points, or 1/6 of an inch.) You can choose the units of measurement you want to use from the Units pop-up list.

You can print your pages upright or sideways on the paper by clicking on the Portrait or Landscape button respectively.

The Page Layout command may not be in the Format menu in your application. See the user's guide for your application.

Printing a File

When you are ready to print a file, select a printer, the pages you want to print, and the number of copies, as shown in Figure 14-2 on page 14-3.

1. Open the file and choose Print from the application's main menu.
2. Click on the name of the printer you want to use.

3. Type the number of copies in the Copies field.
4. Click on All to print the whole file. Or type page numbers in the From and To fields to print part of the file.
5. Choose Paper Feed and Resolution options.
6. Click on Options to set any special options for your printer.
7. Click on Print.

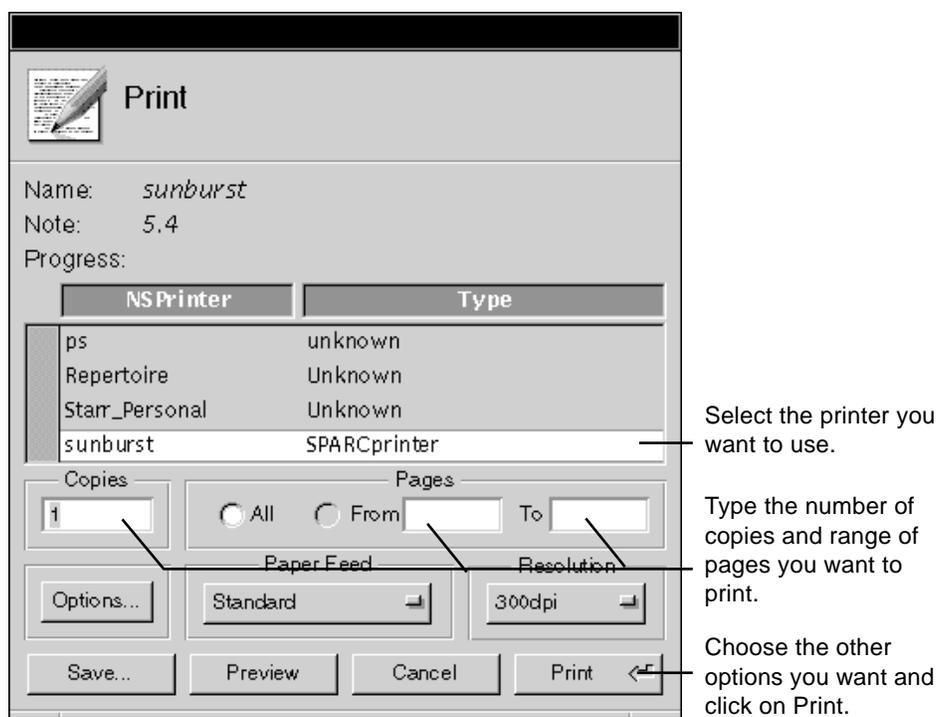


Figure 14-2 Print Panel

The name of the current printer appears at the top of the Print panel. It remains the current printer until you select a different one. If only one printer is available, the scrolling list is not displayed in the panel.

Type the range of pages you want to print in the To and From fields (see Figure 14-3). You can type 0 or even a negative number in the From field if you want to print pages that come before page 1.

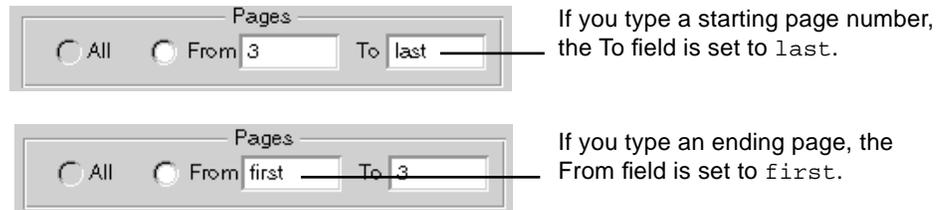


Figure 14-3 Specifying a Page Range

When you click on Print, your pages are prepared for printing. A temporary file is created and sent to the print queue for the printer you selected. If no other files are in the queue, your file is printed immediately.

You can preview on screen what your pages will look like on paper with the Preview button. See “Previewing Pages” on page 11-3.

Print Panel Options

Different printers offer different options in the Print panel. You choose the options you want from the pop-up lists in the Print and Printer Options panels.

Paper Feed

This option lists the sources of paper available to your printer. Some common sources are as follows:

Cassette Uses the paper in the printer’s cassette.

Manual Uses envelopes, acetate, or other stationery you feed into the printer by hand. (For instructions on feeding paper manually, see the owner’s guide for your printer.)

Upper, Lower, or another named cassette Uses paper from a specific cassette, if your printer has more than one.

Any Tray Automatically uses paper from the cassette that matches the size of your pages.

Split Uses multiple cassettes. The paper in the second cassette is used for the first page, and the paper in the first cassette is used for the second and following pages in the file. This option is commonly used to print cover sheets on letterhead or other special paper.

Resolution

This option lists the resolutions your printer can print at, expressed in dots per inch (dpi). You can print sharper lines and smoother gradations of shading by choosing a higher resolution. High-resolution printing may take longer than low-resolution printing.

Options

If your printer offers options beyond those shown on the Print panel, you can click on the Options button in the Print panel to set them. The Printer Options panel displays the special settings for your printer in a series of pop-up lists. For example, a printer might offer several printing modes for different paper stocks and ink coverages. For more information about the options offered by your printer, see its owner's guide.

Saving Your Pages as a PostScript File

You can prepare a file for printing and then save the prepared file instead of printing it, as shown in Figure 14-4 on page 14-6. The prepared file is a PostScript™ file.

1. **Choose Print from the main menu.**
2. **On the Print panel, select a printer, the page range, and other options you want.**
3. **Click on the Print panel's Save button.**
4. **On the Save panel, type a name for the file and select the folder in which you want to save it.**
5. **Click on OK.**

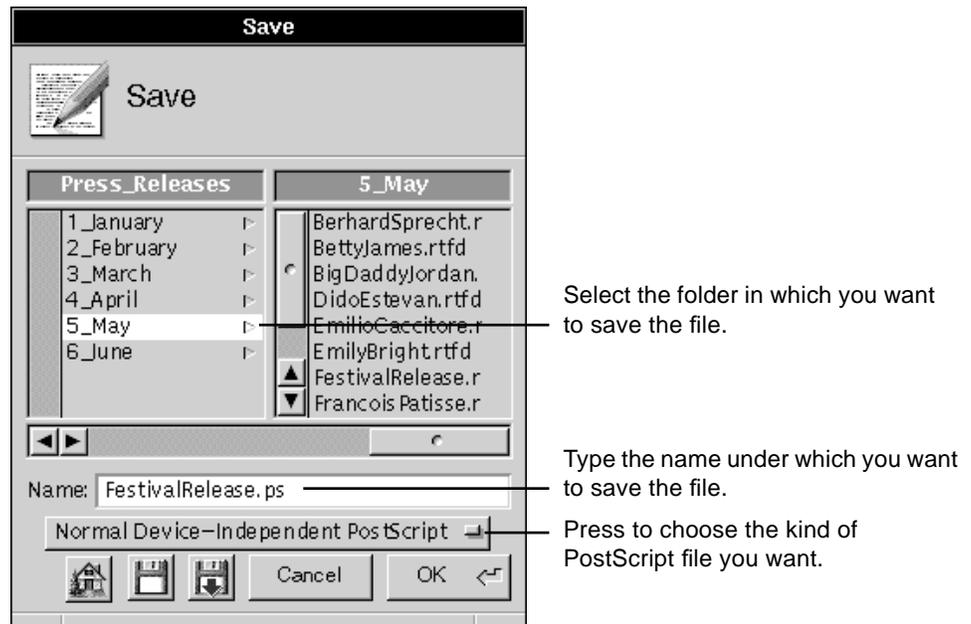


Figure 14-4 Saving Your Pages as a PostScript File

What Is a PostScript File?

A PostScript file is a description, in the PostScript language, of a graphic image or pages.

PostScript is a standard programming language for describing text, images, and pages. PostScript is most commonly used to describe pages for a printer. It is also the language used to describe what you see on the OpenStep desktop.

Different types of PostScript files are designed for different purposes. For example, the PostScript files you create with the Print panel describe whole pages, and may include options for working with a variety of printers or features specific to a single kind of printer. They have a .ps extension. You can open them with the Preview application, as described in Chapter 11, “Working With Graphics.”

Some applications, such as illustration applications, use image-oriented encapsulated PostScript (EPS) files for displaying graphics. These files have an .eps extension.

The files you create in the Print panel are not EPS files, so you should not try to open them in page layout and graphics applications.

Why Save PostScript Files?

You can use the PostScript files you create with the Print panel to:

- Take a “snapshot” of your pages. Sometimes, page layout and other options you choose in an application change the way a page is printed. You can save a version as a PostScript file so that in the future, you can print it exactly as you saved it, regardless of other changes you make to the file, to your application, or to your system software.
- Create a version of your pages that anyone with a PostScript printer can print, exactly as you intended, even if they do not have the same system, application software, and fonts as you have.
- Prepare a file for a printer you do not own, such as a high-resolution imagesetter or film recorder. For example, you may want to take a copy of the PostScript file to a service bureau for printing.

Personalizing the Workspace

15 

Individual applications have Preferences commands that you can use to tailor the applications to your needs. But if you want to set preferences that apply to all your applications—or if you just want to set the date and time—use the Preferences application.

This chapter describes how to do the following:

- Start the Preferences application
- Hide menus
- Set a password
- Set the date
- Set the time
- Choose an application locale
- Change the units of measurement
- Choose a paper size
- Customize the Services menu
- Create keyboard alternatives
- Change the fonts on the screen
- Choose a font for applications
- Set permissions on your files and folders
- Display large file systems
- Display UNIX® files

Starting the Preferences Application

You use the Preferences application to choose a wide range of options for personalizing your workspace, managing your hardware, and controlling access to your computer. The Preferences application normally starts when you start Solaris™ OpenStep™ and is hidden automatically. It is displayed in the dock as an icon that shows the time and date (see Figure 15-1).

♦ **Double-click on the Preferences icon in the dock.**

or

♦ **Open the `/usr/openstep/Apps` folder in the File Viewer and then double-click on `Preferences.app`.**



The Preferences icon shows the date and time when Preferences is hidden.



It looks like this when Preferences is not running.

Figure 15-1 Preferences Icon Shows Application Status

When you start Preferences or unhide it, the window shown in Figure 15-2 opens.

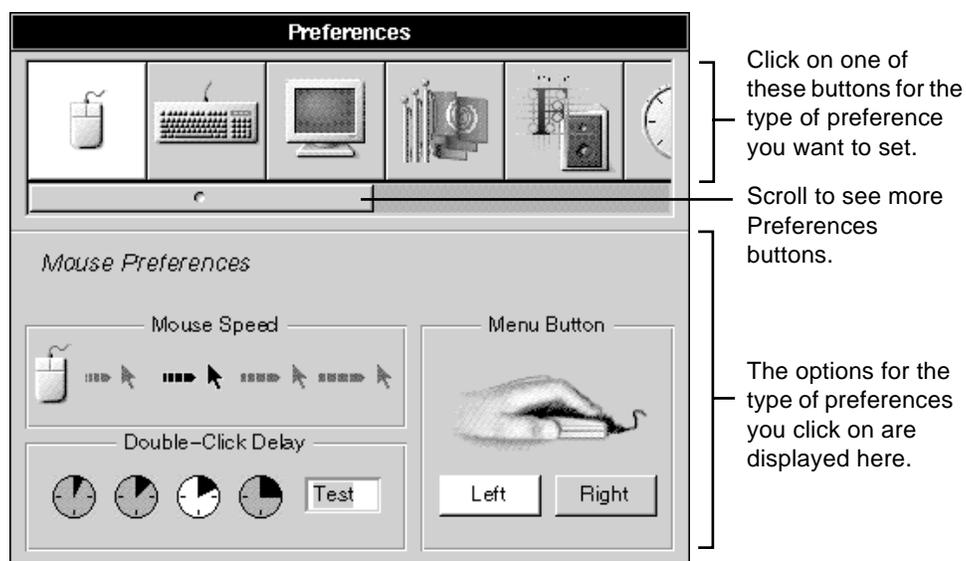


Figure 15-2 Preferences Window

You can rearrange the buttons in the Preferences window—hold down the Control key and drag one button at a time.

Some of the settings you choose with Preferences take effect immediately. Others take effect only after you start an application or restart OpenStep.

Note - If you do not want Preferences to start automatically when you start OpenStep, see “Starting an Application Automatically” on page 4-10.

Note - Some applications may add their own Preferences buttons to this window. For information about these custom preferences, see the user’s guide for the application.

Hiding Menus

You can hide application menus and use your mouse to display them only when you need them, as shown in Figure 15-3 on page 15-5.

- 1. Start Preferences.**
- 2. Click on the button for Menu Preferences.**
- 3. Drag the Preferences menu (the one in your workspace) off the lower right corner of the screen.**
- 4. Click on the button for Mouse Preferences.**
- 5. Click on Left or Right to choose the mouse button that will display hidden menus.**
- 6. Log out of OpenStep and restart it.**

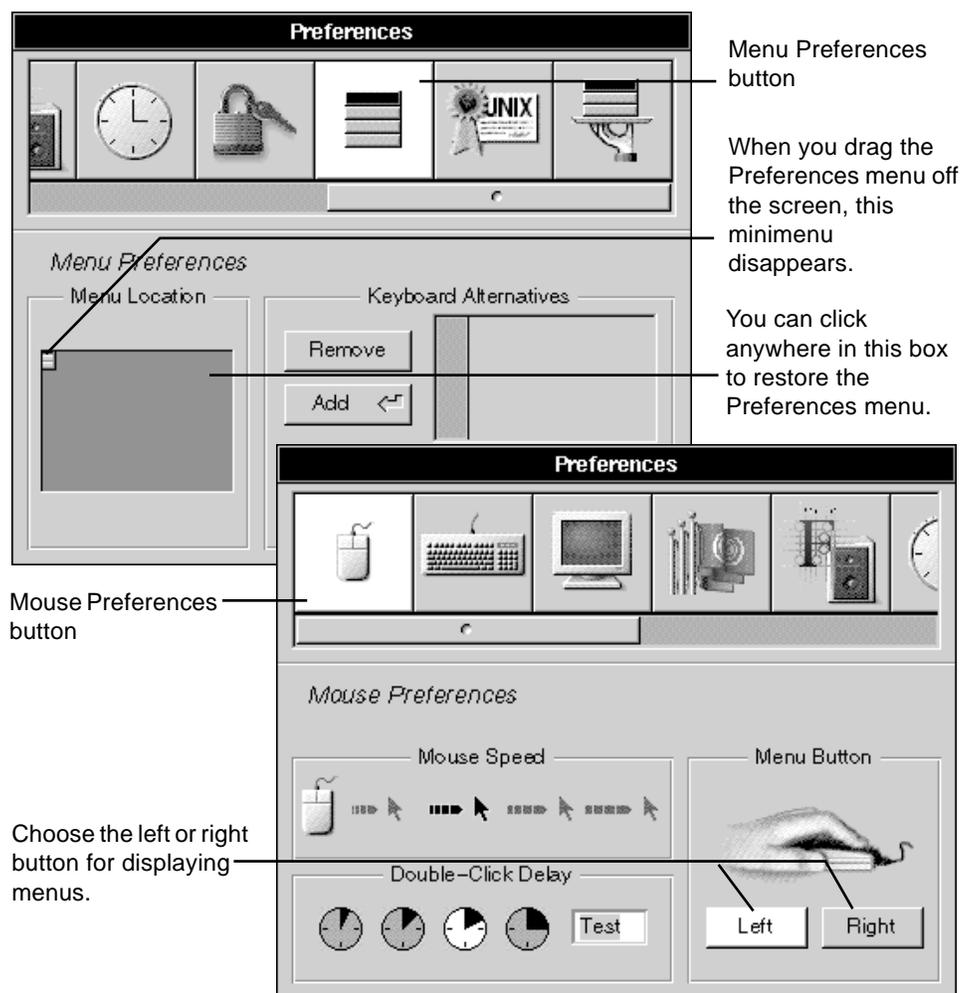


Figure 15-3 Hiding Menus

When you restart OpenStep or start a new application, all the menus will be hidden, and you must press the mouse's MENU button (normally the right button) to display them.

Selecting a Standard Location for Menus

You can choose a standard location for all your main menus in two ways. First, you can click on the button for Menu Preferences and drag the Preferences menu to the new location in the workspace. Or you can drag the minimenu in the Menu Preferences.

The next time you start an application, its main menu is displayed in the new standard location—unless you have moved the menus in your application. If you have, the menu is displayed where you left it.

Setting a Password

If you work on a network, you have a user name and a password that you use every time you log in. A system administrator usually assigns both of these names initially, but you should change your password at least once a month, as shown in Figure 15-4 on page 15-7, Figure 15-5 on page 15-8, and Figure 15-6 on page 15-9.

Note – Setting or changing your password in OpenStep has the same effect as using the UNIX `passwd` command or `yppasswd` command. It changes the password associated with your user login name and stored in `/etc/passwd`. And if you have a network password, it changes the network password associated with your username in the network information service (NIS) database.

- 1. Start Preferences and click on the Password button.**
- 2. Type your current password and click on OK.**
- 3. Type your new password and click on OK.**
- 4. Type the new password again to verify it and then click on OK.**
- 5. Click on OK in the confirmation panel.**

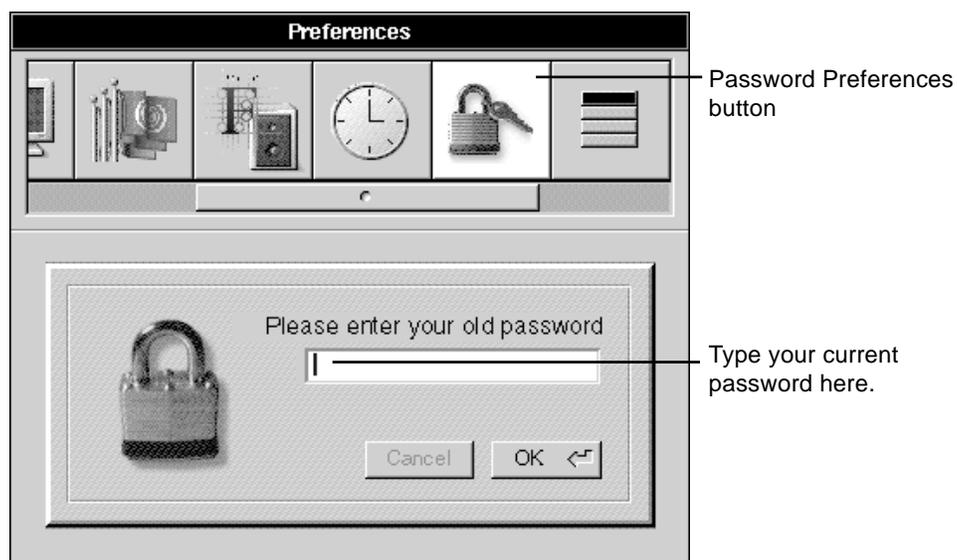


Figure 15-4 Typing Your Current Password

For security, your password is never displayed on the screen as you type it. The pointer follows the progress of your typing, but no characters are displayed. If you make a mistake, press the Back Space key and type the letter again.

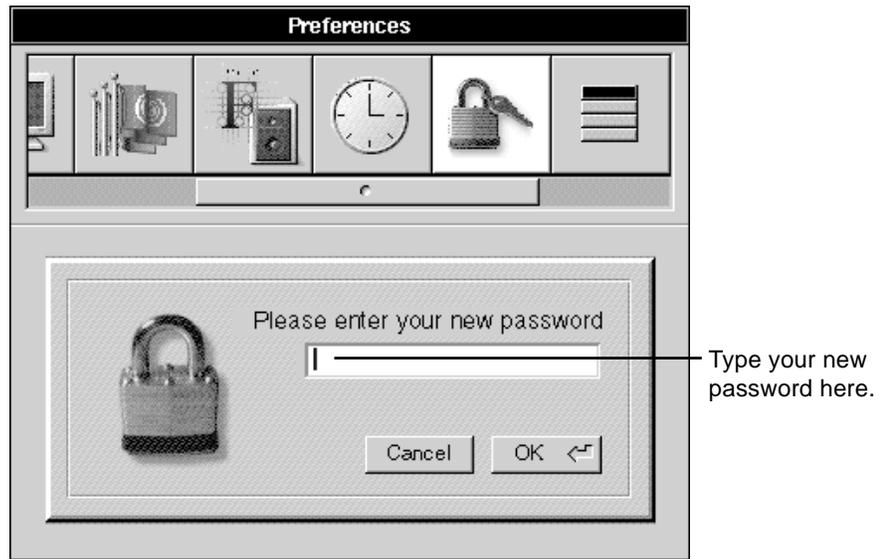


Figure 15-5 Typing Your New Password

After you type your new password, the application asks you to type the new password again to make sure that what you typed the first time was what you wanted to type.



Figure 15-6 Verifying Your New Password

If you type the same word a second time, a panel confirms that the new password is set. When you click on OK in this panel, the original password field redisplay, ready for the next time you want to change your password. If you make a mistake when you are verifying the password, you must start over.

What Makes a Password Secure

Passwords should be easy to remember but difficult for others to guess. Here are some guidelines:

- Avoid names of your children, pets, or other obvious personal favorites.
- Choose a password with at least eight characters. The shorter a password is, the easier it is for someone to decode.
- Combine lowercase and uppercase letters, numbers, symbols, and spaces in your password.

Here are some examples of good passwords:

```
*a*!l*a  
a#bcd ef  
W$Bridge  
bARnEgt!
```

Setting the Date

OpenStep has an internal clock that displays the date and time in your workspace. It is also used to create a date and time stamp for changes to your files and folders. You can use this internal clock to set the date, as shown in Figure 15-7 on page 15-11.

- 1. Start Preferences and click on the button for the Date & Time Preferences.**
- 2. Click on the month arrows to change the month.**
- 3. Click on the year arrows to change the year.**
- 4. Click on a date in the calendar area.**
- 5. Click on Set.**
- 6. Unless you have previously set the date or time since starting Preferences, a panel asks you for your root password (see Figure 15-8 on page 15-11). After you type the correct root password, the new date value is set.**

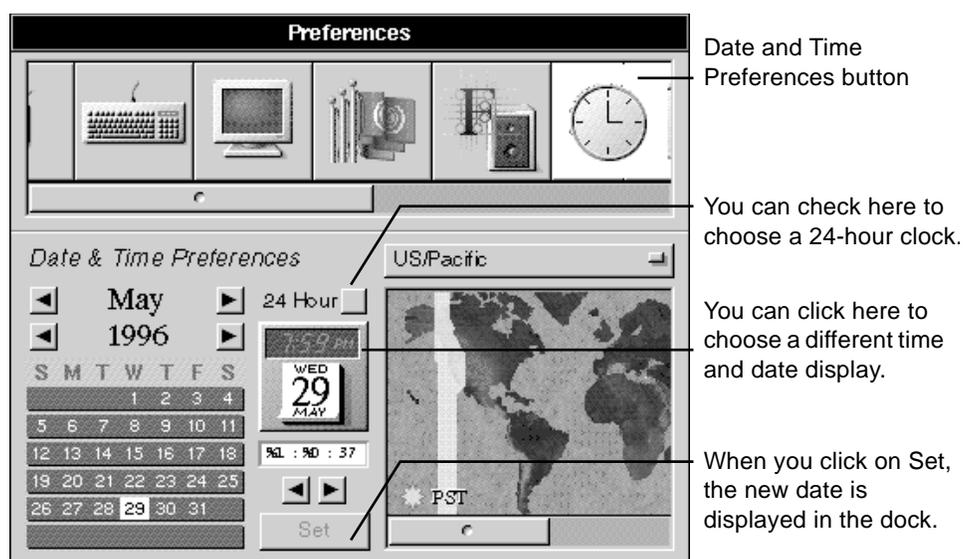


Figure 15-7 Setting the Date



Figure 15-8 User Authentication Panel

If the Preferences panel is displayed without the date and time options, your system administrator has probably disabled the date and time preferences. If you have questions, see your system administrator.

Setting the Time

OpenStep has an internal clock that displays the date and time in your workspace. It is also used to create a date and time stamp for changes to your files and folders. You can use this internal clock to set the date, as shown in Figure 15-9.

1. Start Preferences and click on the button for Date & Time Preferences.
2. Click on the arrows to change the time. Or type a new time.
3. Click in the map to select a time zone.
4. Select the hours, minutes, or seconds in the time field.
5. Click on Set.
6. Unless you have previously set the date or time since starting Preferences, the User Authentication panel asks you for your root password (see Figure 15-8 on page 15-11). After you type the correct root password, the new time value is set.

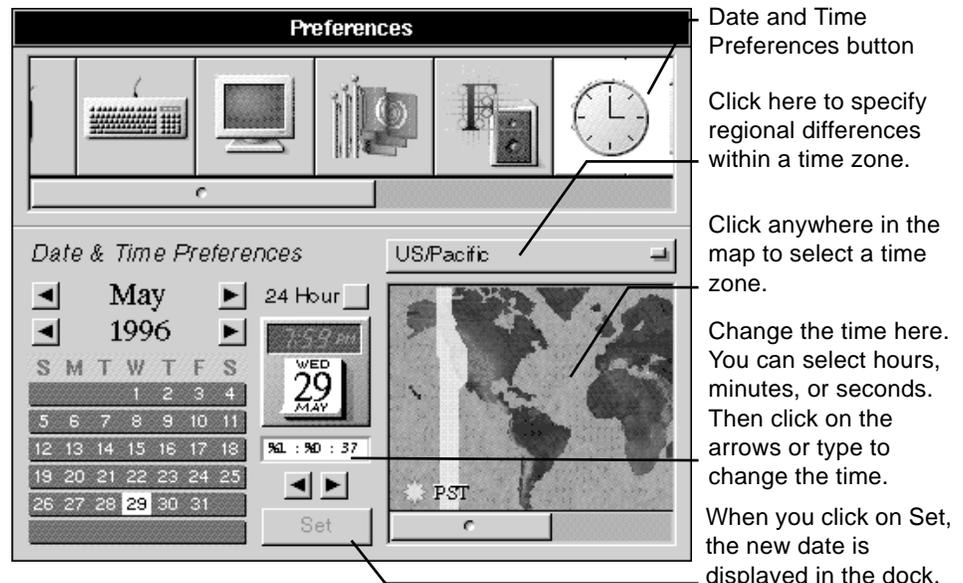


Figure 15-9 Setting the Time

When you select a time zone, the button above the map shows the difference, in hours, between your time zone and Greenwich Mean Time (GMT). When you press this button, a pop-up list shows regional variations within your time zone. You can select the one that applies to you. Select the time zone before you set the date and time. Otherwise, your settings are lost.

If the Preferences panel appears without the date and time options, your system administrator has probably disabled the date and time preferences. If you have questions, see your system administrator.

Choosing an Application Locale

Some applications can display the text in their windows, menus, and panels in the languages of more than one locale. You can specify the locale you want to use in these applications, as shown in Figure 15-10 on page 15-14.

- 1. Start Preferences and click on the button for Localization Preferences.**
- 2. Drag your preferred locale to the top of the Locale list.**
- 3. Drag the remaining locales into the order you want.**
- 4. Restart your applications.**

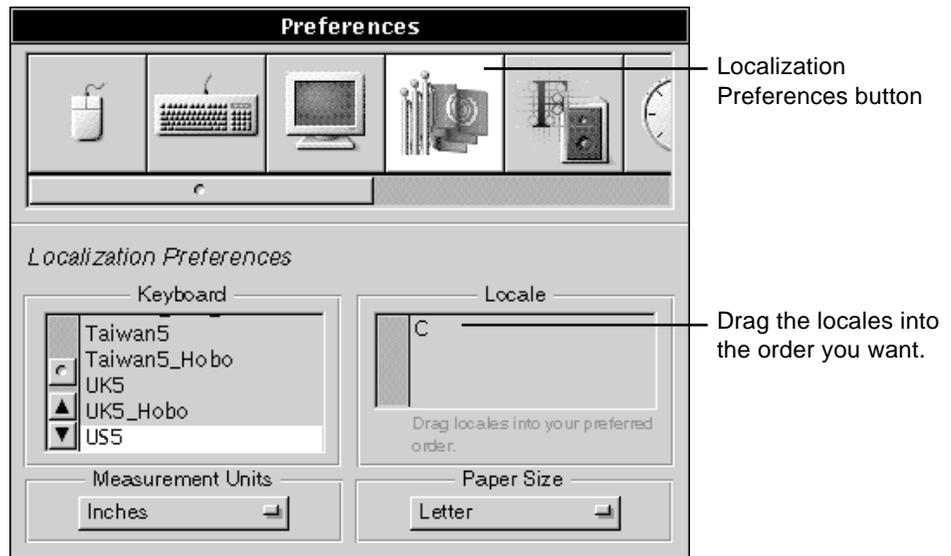


Figure 15-10 Choosing an Application Locale

When you start an application, it checks your order of preference and displays text in the language of the first locale it has available. The C locale is the default Solaris locale, which displays text in English.

Note – You may also need to specify a different keyboard arrangement for the locale you are using. See “Choosing a Keyboard Arrangement” on page 16-6.

Changing Units of Measurement

In some applications, you can specify the size of objects or pages. For example, in Edit and Mail, you can specify the width of the page. With Preferences, you can set a standard unit of measurement for all your applications that specify sizes, as shown in Figure 15-11 on page 15-15.

1. **Start Preferences and click on the button for Localization Preferences.**
2. **Choose the unit of measurement you want from the Measurement Units pop-up list.**

3. Restart your applications.

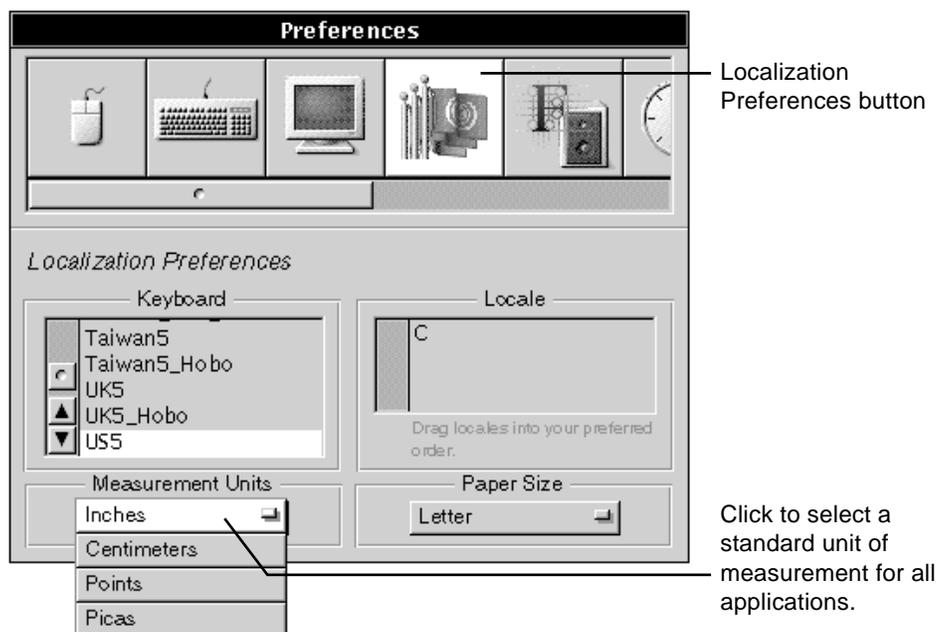


Figure 15-11 Changing the Units of Measurement

The new unit of measurement takes effect for an application the next time you start it.

Note – You can change the units of measurement in some applications independently. For example, you might choose inches in Preferences but then work with picas and points in your page layout program. For details, see the user's guide for your application.

Choosing a Paper Size

You can use the Localization Preferences to set a standard paper size you prefer to work with in all your applications, as shown in Figure 15-12 on page 15-16.

1. Start Preferences and click on the button for Localization Preferences.

2. Choose the paper size you want from the Paper Size pop-up list.
3. Restart your applications.

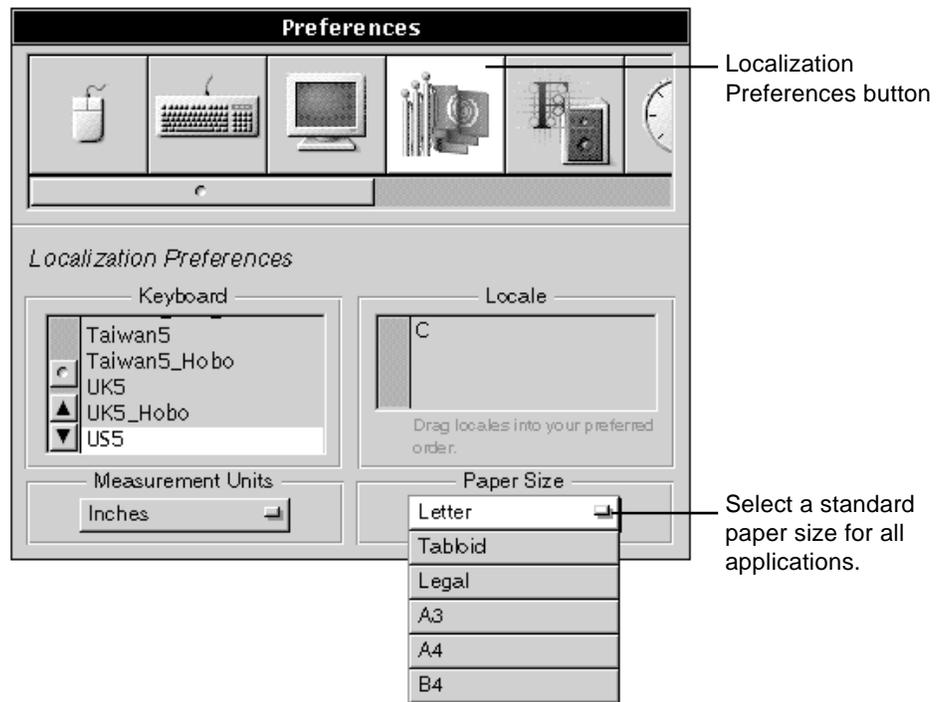


Figure 15-12 Choosing a Paper Size

The paper size you set in your individual application may override the paper size you set here.

The new paper size takes effect for an application the next time you start it.

Customizing the Services Menu

When you are working in applications, you can request some of the services of other applications from the Services menu, as shown in Figure 15-13 on page 15-17. If you have many services, you may choose to display some of these services and not others.

1. Start Preferences and click on the button for Services Preferences.
2. Select the service you want to enable or disable.
3. Click on the Enable or Disable button.

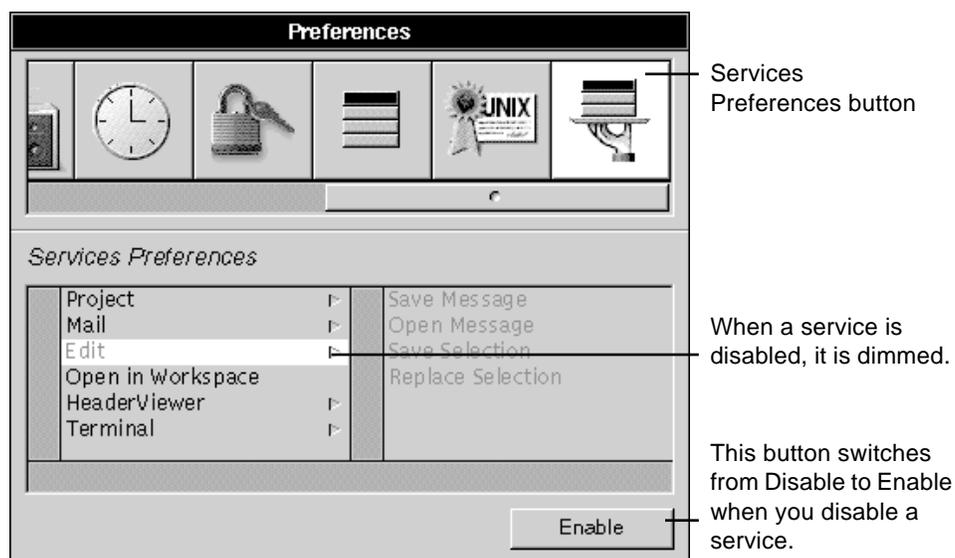


Figure 15-13 Customizing the Services Menu

The next time you use an application, its Services menu lists only the services that are enabled.

Note – For information about using services, see “Requesting Services From Other Applications” on page 4-11. See also the list of OpenStep application services in “Standard Commands” on page A-1.

Creating Keyboard Alternatives

Most applications include keyboard alternatives for some or all of the commands in their menus. A keyboard alternative is a combination of the Command key and other keys that you can use instead of choosing a command from a menu. If a command has no alternative, you can create your own, as shown in Figure 15-14. You can also change existing keyboard alternatives.

1. Start Preferences and click on the button for Menu Preferences.
2. Click in the Command field and type the name of the command.
3. Click in the Key Alternative field and type a character.
4. Click on Add.
5. Restart your applications.

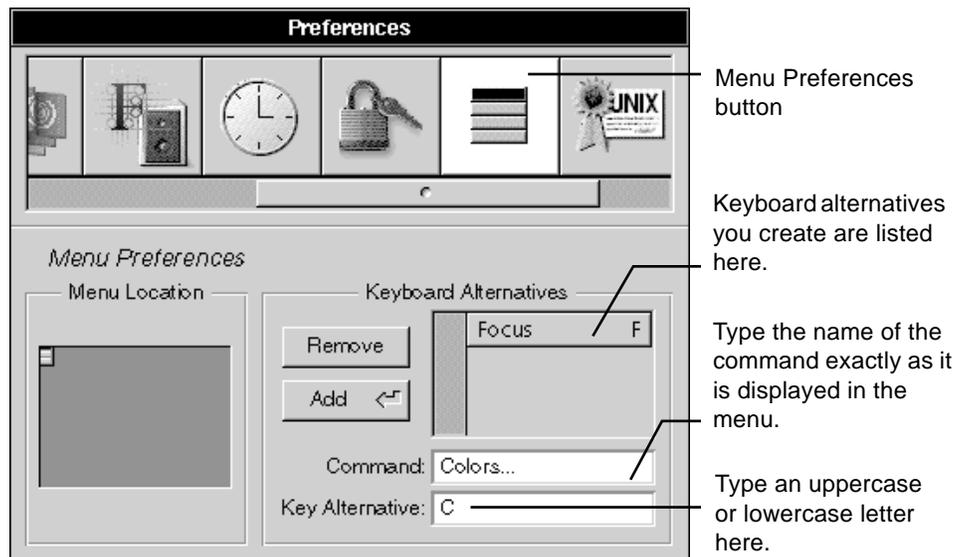


Figure 15-14 Creating Keyboard Alternatives

When you type the command name, be sure to match the capitalization, spaces, and ellipses in the menu. The keyboard alternative can be any character except a space. Case makes a difference. For example, if you type a lowercase c, the keyboard alternative is Command-c. If you type an uppercase C, the keyboard alternative is Command-Shift-C.

When you set a keyboard alternative, it is added to all applications that have the command (unless the application overrides Preferences). If you choose an alternative that is already in use, it is removed from the current command and added to the one you specify.

To remove a keyboard alternative that you have created, select it from the list in the Menu Preferences and click on Remove. Or to modify it, type another character in the Key Alternative field and click on Add.

New keyboard alternatives take effect in an application the next time you start it. They take effect in Workspace Manager menus the next time you log in.

To find out your keyboard's Command key, see "Keyboard Basics" on page 9-5.

Changing the Fonts on the Screen

You can change fonts that are displayed in menus, window titles, prompts, and other objects on the screen, as shown in Figure 15-15 on page 15-20.

- 1. Start Preferences and click on the button for General Preferences.**
- 2. Choose the type of font you want to change from the pop-up list under Fonts.**
- 3. Click on the Font Panel button.**
- 4. Select a font family, typeface, and size from the Font Panel.**
- 5. Click on Set.**
- 6. Log out of OpenStep and restart it.**

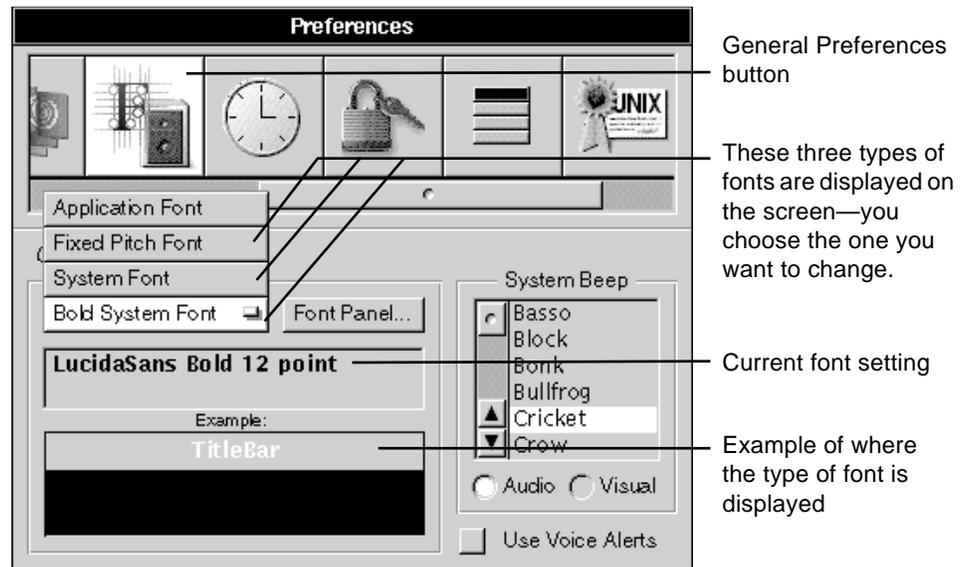


Figure 15-15 Changing the Bold System Font

When you choose a type of font and click on Font Panel, the Font Panel opens (see Figure 15-16 on page 15-21). You use it to select a font family, typeface, and size.

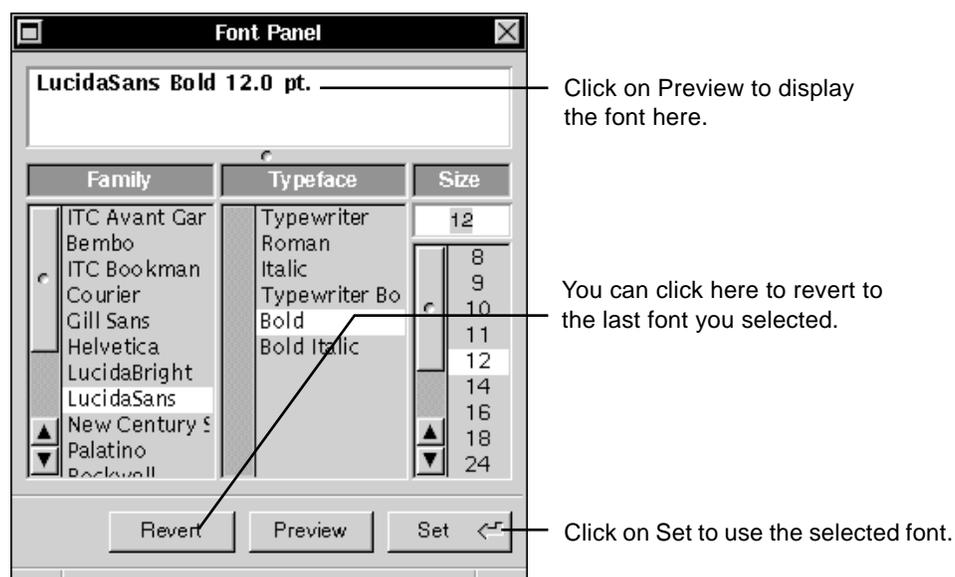


Figure 15-16 Previewing a Font

The fonts you choose are displayed on the screen the next time you log in.

Note – For more information about setting fonts, see “Setting a New Font” on page 9-12.

Choosing a Font for Applications

You can choose a default font for your applications, as shown in Figure 15-17 on page 15-22. The default font is the one the application uses when you first type text in a new document or anytime you do not specify a font.

1. **Start Preferences and click on the button for General Preferences.**
2. **Choose Application Font from the pop-up list under Fonts.**
3. **Click on Font Panel.**
4. **Select a font family, typeface, and size from the Font Panel.**
5. **Click on Set.**

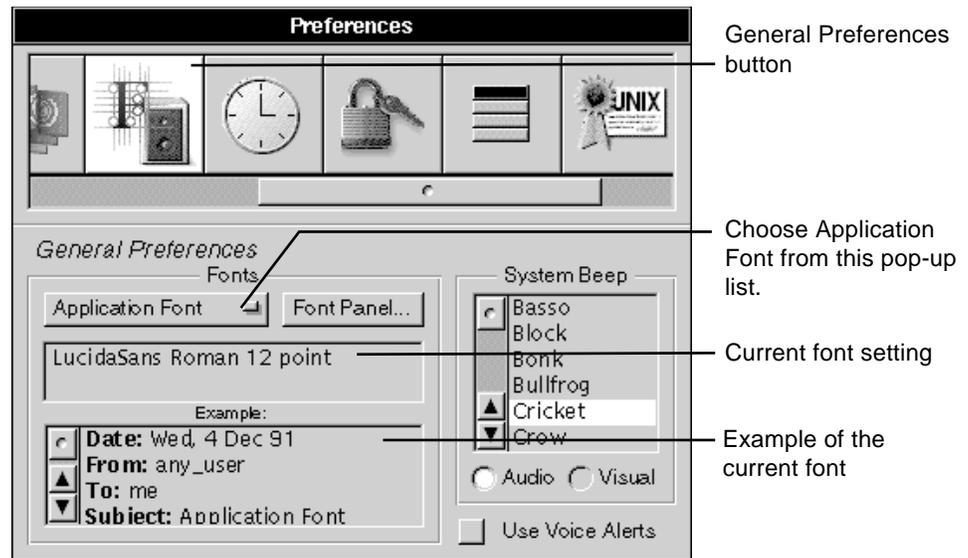


Figure 15-17 Changing the Application Font

The Font Panel displays all the available font families, typefaces, and sizes (see Figure 15-16 on page 15-21).

Applications use the new font the next time you start them. However, some applications may not use the font you set. Some have their own options for setting a default font that overrides the font you set here. Also, some applications preset their own default font family, typeface, or size. This preset font overrides your choice.

Setting Global File and Folder Permissions

You can grant others permission to read and change your files and to run programs that you own—or you can deny permission. You can make this choice for individual files and folders with the Inspector, but you can also set global permissions with the Expert Preferences panel, as shown in Figure 15-18 on page 15-23.

1. Start Preferences and click on the button for Expert Preferences.
2. Check the permissions you want.

3. Log out of OpenStep and restart it.

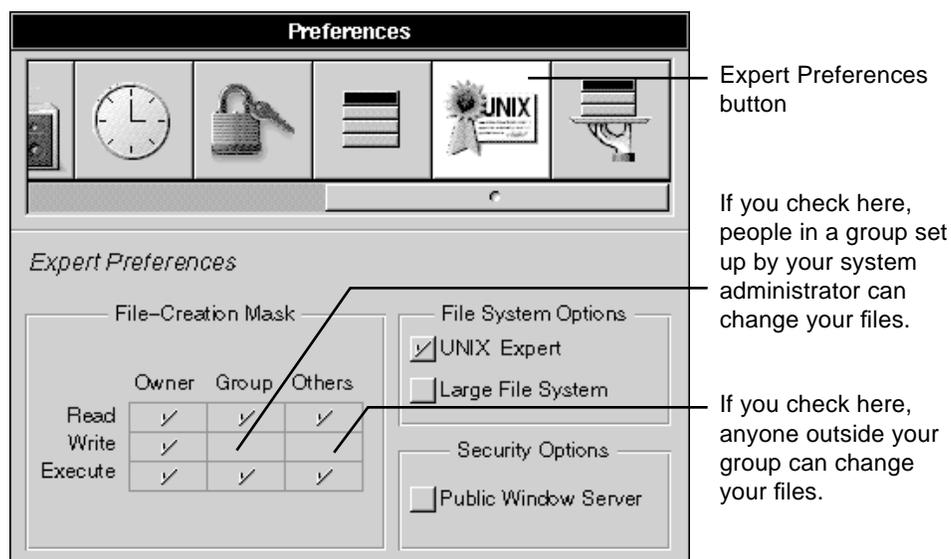


Figure 15-18 Setting Global File and Folder Permissions

The permissions you set here take effect the next time you log in. They apply to all new files and folders that you create, unless your application has built-in permission settings that override the global settings. In any case, you can change permissions for individual files and folders with the Inspector.

Note – For information about using the Inspector to check and set permissions, see “Changing Permissions for a File or Folder” on page 7-9.

Note – Permissions affect many file operations. For an overview, see “Permissions Granted” on page 6-2.

Displaying Large File Systems

If you are working with disks and folders that contain several hundred files and folders, you can optimize the File Viewer to display them more quickly, as shown in Figure 15-19 on page 15-24.

1. Start up Preferences and click on the button for Expert Preferences.
2. Check Large File System.
3. Log out of OpenStep and restart it.

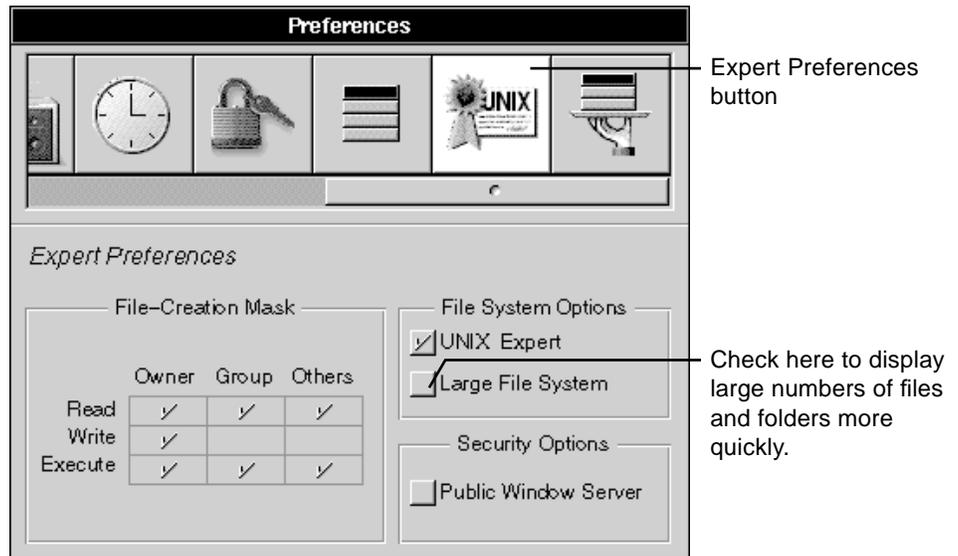


Figure 15-19 Displaying Large File Systems

When you check Large File System, the File Viewer, the Open panel, and the Save panel can all open large folders faster than normal. Scrolling through large folders, however, may take a bit longer than normal.

This option takes effect the next time you log in.

Displaying UNIX Files

Your system uses many files that are not normally displayed in the File Viewer. Some of these are UNIX system files. Some are files called *dot files*—their names begin with a period. If you are a system administrator or developer, you may want to use these files. Otherwise, it is best to leave them hidden. You can display these files in the File Viewer (see Figure 15-20 on page 15-25).

1. Start Preferences and click on the button for Expert Preferences.

2. Check UNIX Expert.

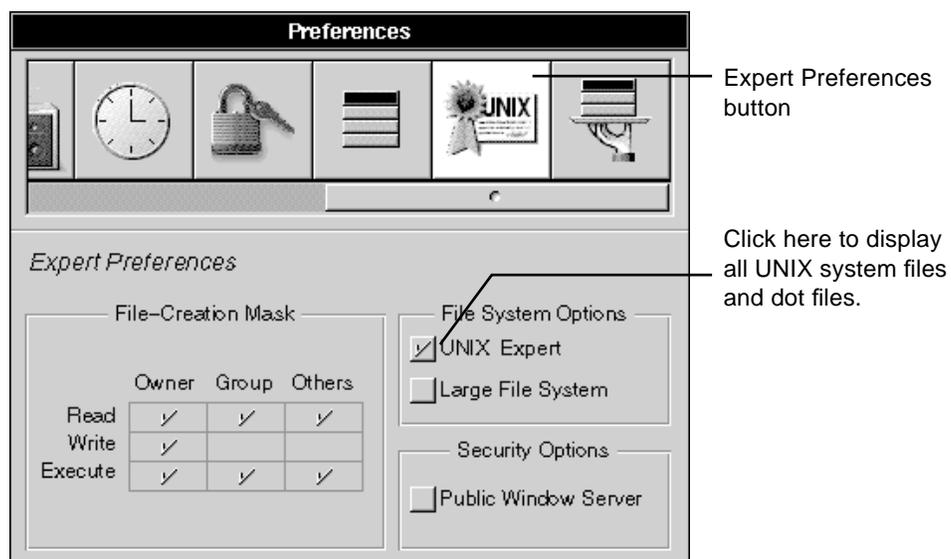
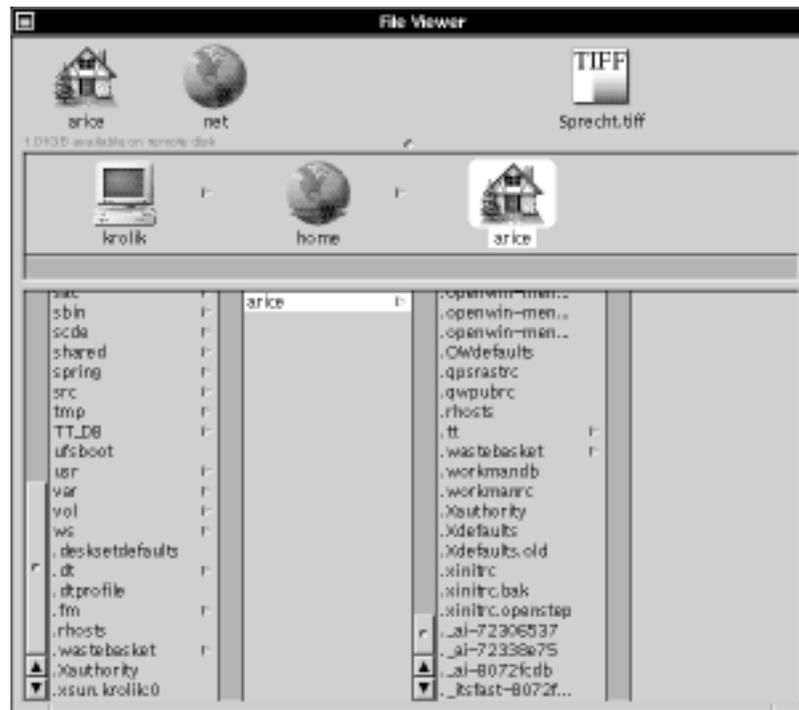


Figure 15-20 Displaying UNIX Files

The UNIX and dot files are immediately displayed in the File Viewer, as shown in Figure 15-21 on page 15-26. They are also displayed in Open and Save panels as well as in any other panel that displays the contents of disks and folders.



UNIX files and files whose names begin with a period are hidden until you check UNIX Expert.

Figure 15-21 UNIX System Files Displayed in the File Viewer

Note – When naming a file, do not use a name that starts with a period. If you do, the file will be hidden with the other dot files when UNIX Expert is not checked.

The Preferences application not only helps you custom-fit your workspace, as described in Chapter 15, “Personalizing the Workspace.” It also helps you manage your hardware—from the keys on your keyboard to the speed of your mouse.

This chapter describes how to do the following:

- Set the screen saver
- Change the background color of the display
- Choose system beeps and warnings
- Adjust sound volume
- Set the rate for repeating characters
- Choose a keyboard arrangement
- Change the responsiveness of the mouse

Setting the Screen Saver

To protect your display, a screen saver automatically starts when you are not using it. The screen saver normally starts if you do not press a key or move the mouse for 30 minutes. You can change this delay or even turn off the screen saver completely, as shown in Figure 16-1 on page 16-2.

- 1. Start Preferences and click on the button for Display Preferences.**
- 2. Use the Automatic Screen Saver slider to set the delay for the screen saver.**

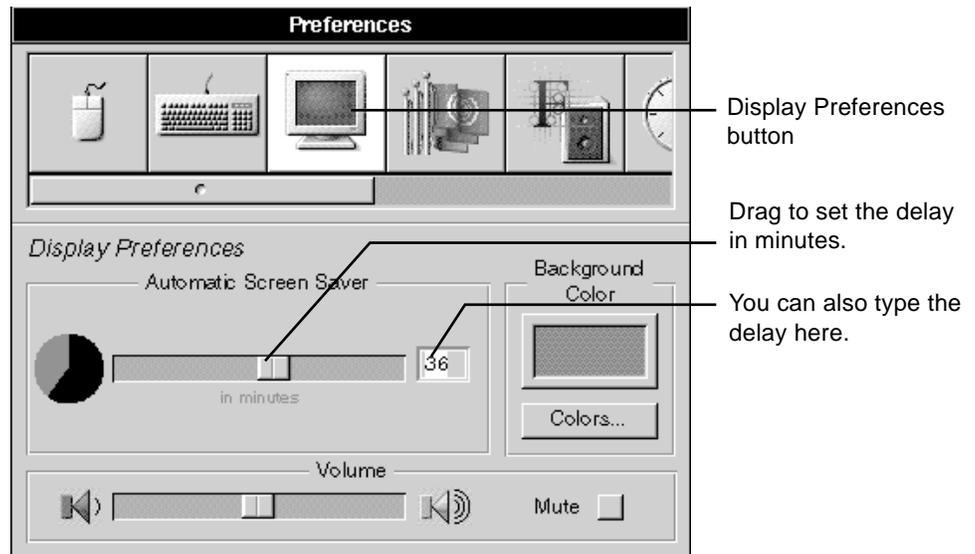


Figure 16-1 Setting the Screen Saver

You can set a delay from 5 to 59 minutes. You can turn off the screen saver completely by dragging the slider all the way to the right. The new setting takes effect immediately.

Changing the Background Color of the Display

You can choose the background color of your workspace, as shown in Figure 16-2 on page 16-3. It may be a color from the Sun color list, a color that you pick from the screen, or a color that you choose from one of three color models.

If you work on both a color display and a monochrome display, you set the background colors separately for each display.

1. Start Preferences and click on the button for Display Preferences.
2. Click on the Colors button.
3. Select a color from the Colors panel.
4. Drag the color from the Colors panel to the Background Color well.

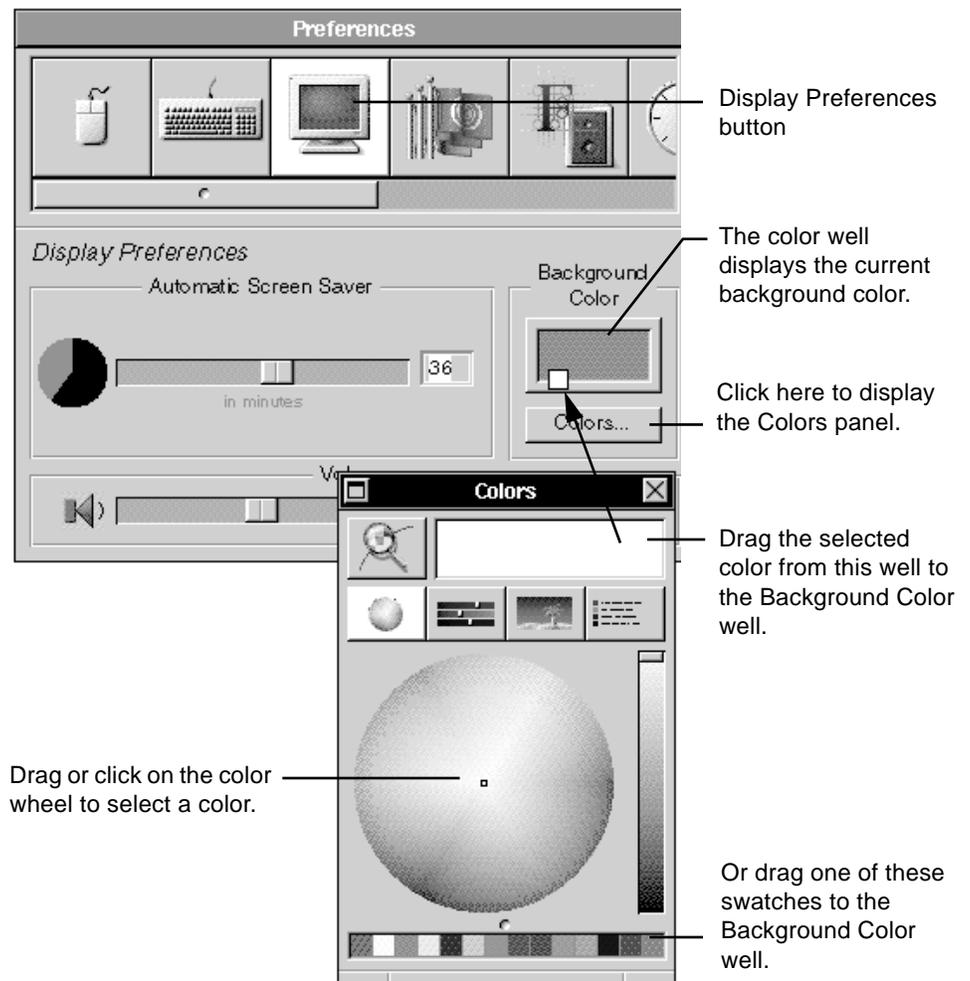


Figure 16-2 Changing the Background Color of Your Display

Note – If you want to save the current background color while you experiment with new colors, you can click in the color well and drag a color swatch to the row of swatches at the bottom of the Colors panel.

Choosing System Beeps and Warnings

The OpenStep™ applications have several ways to alert you when something requires your attention. A system beep may sound when you make a mistake typing. A panel may alert you to a problem or request additional information. You can tailor these system beeps and warnings to your needs, as shown in Figure 16-3.

1. Start Preferences and click on the button for General Preferences.
2. Click on Audio for a sound beep or Visual for a warning flash.
3. If you clicked on Audio, select a type of system beep from the list.
4. Click on Use Voice Alerts if you want spoken notices and warnings.

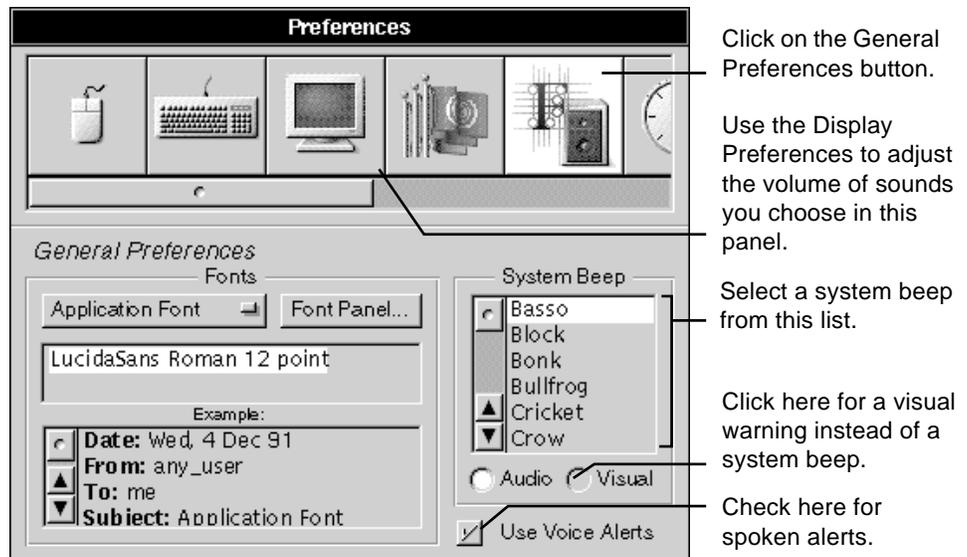


Figure 16-3 Choosing System Beeps and Warnings

Some applications have spoken versions of some panels. If you prefer to hear these messages rather than read them, you can check Use Voice Alerts to hear the spoken versions.

If you click on Visual, the Sun icon at the top of the application dock flashes whenever something needs your attention. No beeps sound.

These choices take effect immediately.

Note – You can add your own sounds to the list of possible system beeps by adding a sound (.snd) or (.au) file to the /Library/Sounds folder in your home folder.

Note – You can use voice alerts or a custom system beep only if your computer can play sounds.

Adjusting Sound Volume

You can adjust the volume of your system beeps and warnings in the Display Preferences panel, as shown in Figure 16-4.

1. Start Preferences and click on the button for Display Preferences.
2. Use the Volume slider to set the sound volume of your system.

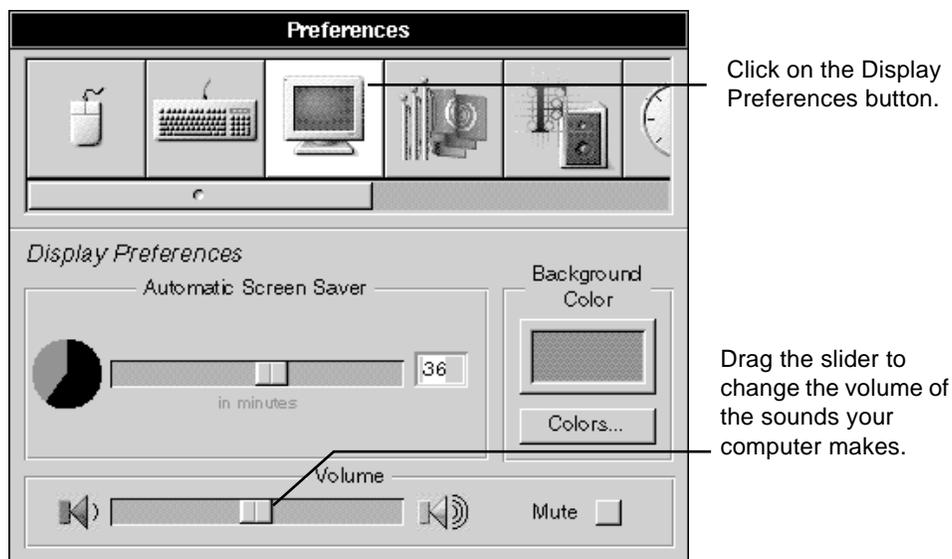


Figure 16-4 Adjusting the Sound Volume

To turn off the speaker on your system, drag the slider all the way to the left. The volume setting takes effect immediately.

Setting the Rate for Repeating Characters

Sometimes you need to repeat characters in a long string. Typical repeating characters are periods and asterisks, but you can repeat any character on the keyboard by holding the key down. The Back Space and Tab keys also repeat, as does the space bar.

You do not want the characters to begin repeating too quickly when you press a key, or will have double and triple characters scattered throughout your text. You may also want to control how quickly the character repeats (see Figure 16-5).

- 1. Start Preferences and click on the button for Keyboard Preferences.**
- 2. Click on a setting for the initial key repeat.**
- 3. Click on a setting for the key repeat rate.**
- 4. Test your settings by pressing any character key.**

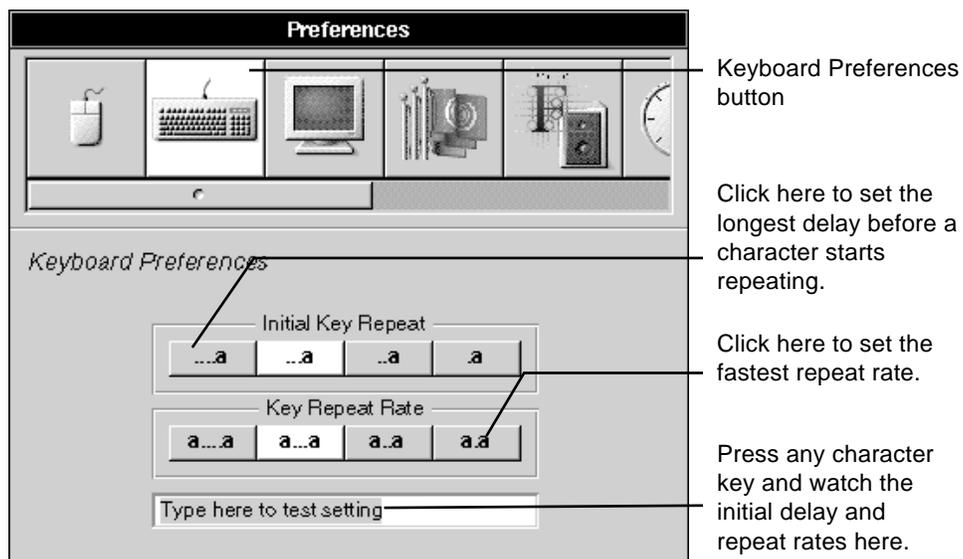


Figure 16-5 Setting the Rate for Repeating Characters

Choosing a Keyboard Arrangement

The standard arrangement of keys on keyboards differs from country to country. If you are accustomed to working on a particular type of keyboard, you can choose its arrangement regardless of which keyboard you are actually using, as shown in Figure 16-6.

1. Start Preferences and click on the button for Localization Preferences.
2. Select a type of keyboard from the list.

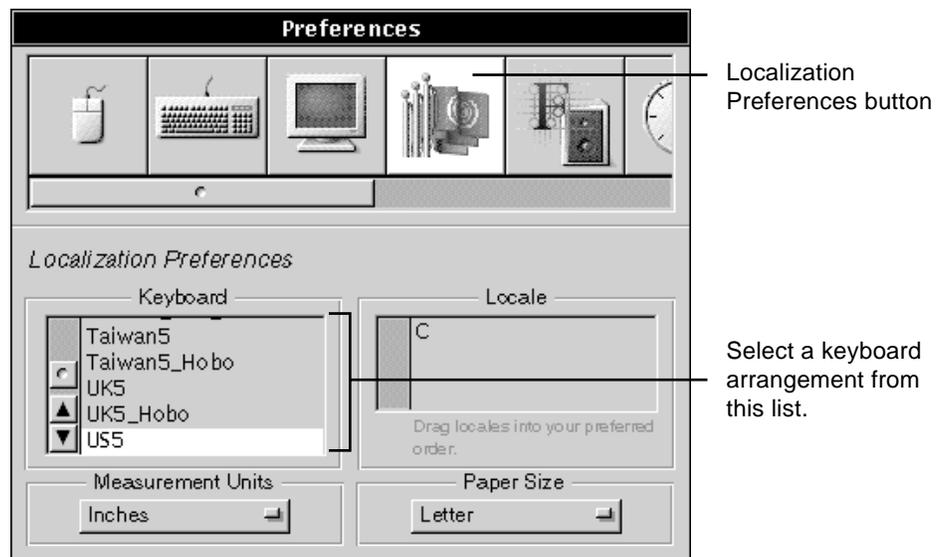


Figure 16-6 Choosing a Keyboard Arrangement

The new keyboard arrangement takes effect immediately.

Changing the Responsiveness of the Mouse

You can make the mouse more responsive to your movements in two ways. First, you can change the mouse speed—which is how fast and how far the pointer moves when you move the mouse. Second, you can change the double-click delay—the setting that determines when the system responds to two clicks as a double-click as opposed to two distinct clicks. See Figure 16-7 on page 16-9.

1. Start Preferences and click on the button for Mouse Preferences.
2. Click on the mouse speed you want.
3. Click on the double-click delay you want.
4. Test the delay by double-clicking in the Test field.

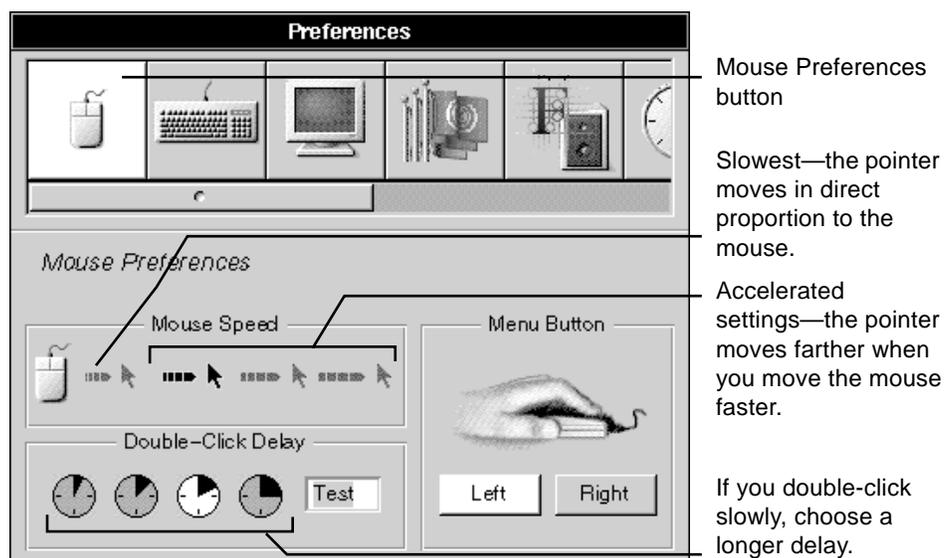


Figure 16-7 Changing the Responsiveness of the Mouse

You should choose the shortest double-click delay that works for you. You can test it by double-clicking on the word **Test**. Double-click at your normal speed. If **Test** is highlighted, you are double-clicking fast enough for the delay you have chosen.

The new mouse settings take effect immediately.

Using the Terminal Application

Although you can run standard UNIX® programs and commands on your system, such programs cannot be run directly from the workspace, which does not include traditional UNIX constructs such as standard input and standard output.

To run these programs, you can use the Terminal application. Terminal offers a number of useful features:

- Scrollers let you scroll backward to text that is no longer displayed in the window.
- Text can be copied and pasted within a Terminal window, between windows, or to and from other applications that support cutting and pasting, such as Mail and Edit.
- Terminal has a Print command to enable you to print the contents of a window, and a Find command to let you search for text.
- Terminal's Services menu enables you to make interapplication requests. You can also define your own Terminal services for use in other applications.
- Terminal's Preferences command enables you to change the size, title bar text, emulation characteristics, and font properties of one or more Terminal windows.
- Terminal provides strict VT100 terminal emulation. Every UNIX program or utility you run (such as Emacs or vi) should work as intended.

The rest of this chapter describes Terminal in more detail.

Introduction to Terminal

A UNIX shell is a program that functions as an intermediary between you and the UNIX operating system. As the shell runs, it prompts you for commands, interprets what you type, and passes the commands to the operating system for execution. For more information about the two most common UNIX shells, the Bourne Shell and the C Shell, see their UNIX manual pages (`sh(1)` and `csh(1)`).

You start Terminal in the workspace as you would any other OpenStep™ application, by double-clicking its icon in the dock or locating it with the File Viewer (in `/usr/openstep/Apps`) and double-clicking. You can use the Workspace Manager's Preferences command to make Terminal start when OpenStep starts.

Terminal runs in its own window, in which you can type commands and run UNIX programs and scripts. Figure 17-1 shows a typical Terminal window.



This Terminal window ran a login script when it was opened; it shows the shell directory in its title bar; these and other characteristics can be changed with Terminal Preferences.

Figure 17-1 Typical Terminal Window

You can create additional Terminal windows as you need them with the New Shell command. To change a window's characteristics, select the appropriate settings in the Preferences panel as described in "Setting Terminal Preferences" on page 17-3.

Setting Terminal Preferences

The Preferences command in the Info menu displays the Terminal Preferences panel, shown in Figure 17-2. The Preferences panel lets you change values and set new default values for various Terminal options. For example, you can set the font properties of a particular window, or specify different default font properties to be used for new windows. The figures in this section show the settings you start out with the first time you use the Terminal application. As you click in shell windows, the Preferences panel shows the settings for the main window.

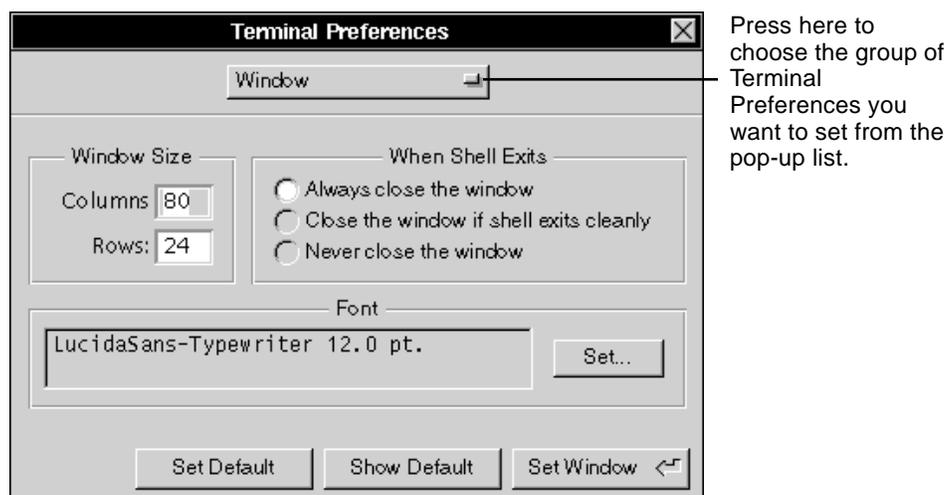


Figure 17-2 Terminal Preferences Panel

Type values and click on buttons to specify new preferences. You may need to click on Set Window to set the new preferences (or, click on Set Default to make the new settings be the default settings or Show Default to show the currently defined default settings). New settings remain in effect until you change them. However, some settings affect only new windows while others affect existing Terminal windows as well. Specifically, when no buttons are displayed at the bottom of the panel, settings are global and apply to all Terminal windows.

Note – If you open Terminal Preferences when more than one Terminal window is open, it will display preferences for the current main window (the Terminal window in which you last clicked).

Terminal Preferences are divided into the following seven groups:

- Window preferences
- Title Bar preferences
- VT100 Emulation preferences
- Display preferences
- Activity Monitor preferences
- Shell preferences
- Startup preferences

Each group of options is displayed in its own view in the Preferences panel. Select the view you want by clicking on the button labeled Window at the top of the panel and dragging.

Window Preferences

You can use the Window Preferences panel to set the size and font of one or more Terminal windows, as shown in Figure 17-3 on page 17-5. If you click on Set Window, the settings are applied to the Terminal window that is currently the main window. If you want the settings to apply to new windows, click on Set Default.

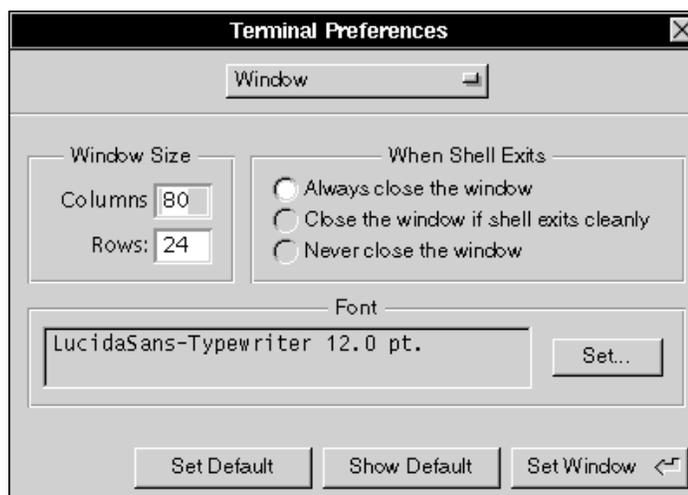


Figure 17-3 Terminal Window Preferences

The Columns and Rows fields specify values for the number of columns and rows. Even after setting the number of columns and rows, you can still resize the window, thereby changing the number of columns and rows for that window.

The When Shell Exits field lets you specify what you want to have happen to a window when the shell running in it exits. In some special situations, a window might not obey the default setting. For example, double-clicking on a command in the workspace results in a window that stays open even after the command finishes running.

Use the Font field to specify a font for one or more Terminal windows as follows:

- Click on the Set button to open the Font panel.
- In the Font panel, select a font (note that only fixed-width fonts are listed) and font size. Click on the Set button in the Font panel to type the settings in the Font field of the Preferences panel.
- Click on Set Window in the Preferences panel to set the font for just the main window, or click on Set Default to make this font the default for new windows.

Title Bar Preferences

You can use the Title Bar view of the Preferences panel to configure the title bar of one or more Terminal windows, as shown in Figure 17-4. If you click on Set Window, the new settings you specify are applied to the Terminal window that is currently the main window. If you want the settings to apply to new windows you create, click on Set Default.

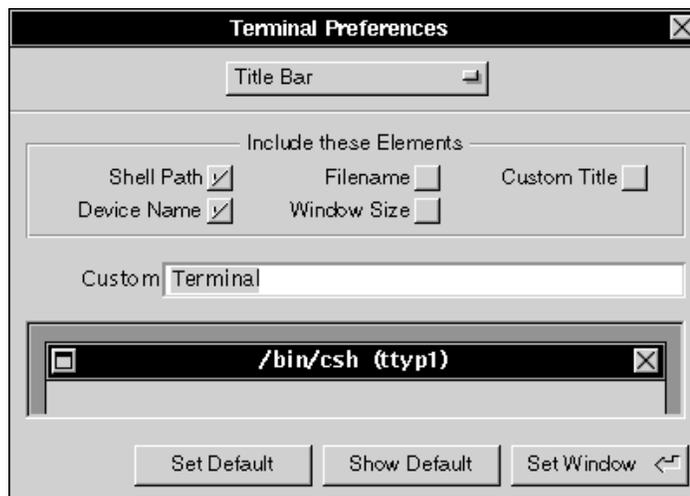


Figure 17-4 Terminal Title Bar Preferences

The Include these Elements field provides a number of elements that you can include in the title bar of Terminal windows, including a “custom title” element that you define yourself. Any combination of elements can be used. If no elements are selected, the title that is used is simply Terminal.

To specify a custom title, type it in the Custom Title field. The custom title is used in the title bar, however, only if you click on the Custom Title box in the Include these Elements field.

As you experiment with various combinations of elements, the sample title bar displayed in the Preferences panel is updated to show the effect of the current settings.

VT100 Emulation Preferences

The VT100 Emulation view is used to set the VT100 characteristics of Terminal windows (see Figure 17-5).

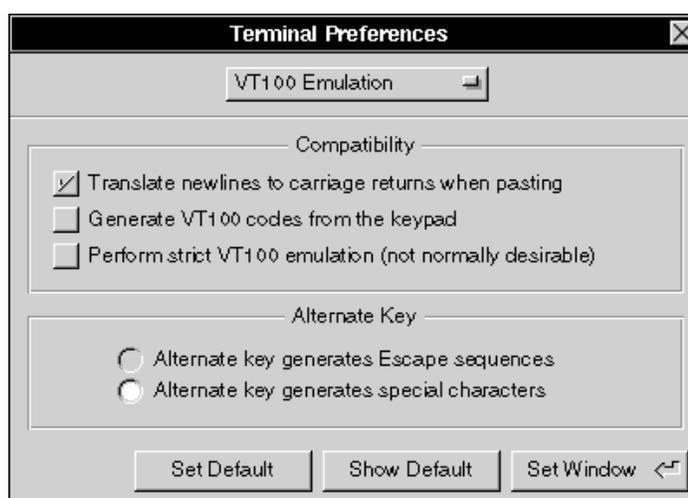


Figure 17-5 Terminal VT100 Emulation Preferences

“Translate new lines to carriage returns when pasting” should normally be checked. It is required by some other operating systems, and it works correctly for most UNIX programs.

If “Generate VT100 codes from the keypad” is checked, the keys on the numeric keypad generate VT100 keypad sequences. Otherwise, the keys on the numeric keypad generate the characters shown on the keys. Holding down the Alt key while pressing a key on the numeric keypad toggles the interpretation temporarily.

If “Perform strict VT100 emulation” is checked, some additional (and normally undesirable) aspects of VT100 emulation are strictly enforced:

- If you type a Delete character at the left edge of a Terminal window, the command-line cursor will not wrap around to the end of the previous line. This may make it difficult to edit long command lines that wrap.

- Strict DECCOLM handling is enforced. Otherwise, the DECCOLM escape code to change the window's size is obeyed only if the new size is larger than the old size.
- The + key on the numeric keypad generates a comma (,) character.

When “Alternate key generates Escape sequences” is selected, typing a character while you hold down the Alt key causes a two-character sequence to be generated—an Escape character followed by the character you typed. (This is useful when running Emacs, so you can use the Alt key as a Meta key.) Click “Alternate key generates special characters” if you want Alt key combinations to generate a single character with the high bit set. Some programs interpret special characters in their own way, so this does not always work as expected; Emacs, for example, simply strips out the high bit from special characters.

Note – If necessary, you can specify a character other than Escape as the first character in a two-character sequence. To do so, use the `dwrite shell` command to set the value of the Terminal `Meta` variable to the decimal value of the desired character.

Display Preferences

The Display view of the Preferences panel is used to set various display characteristics of one or more Terminal windows (see Figure 17-6 on page 17-9). If you click on Set Window, the new settings you specify are applied to the Terminal window that is currently the main window. If you want the settings to apply to new windows you create, click on Set Default.

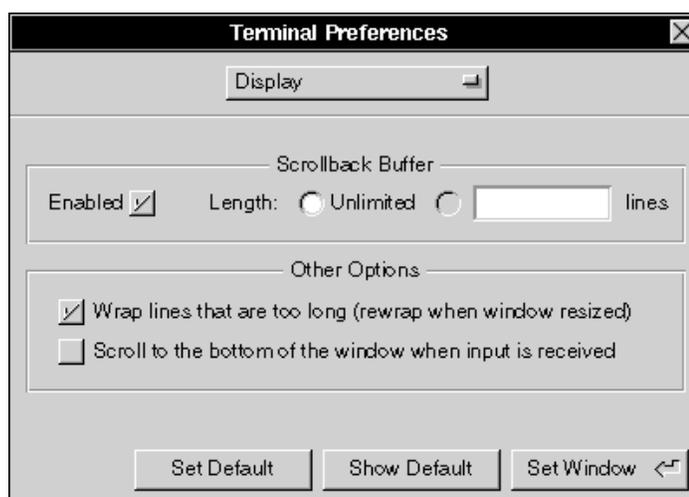


Figure 17-6 Terminal Display Preferences

If the Enabled box is checked, windows retain text that scrolls off the top of the window in a scrollback buffer, allowing text that is scrolled off the window to be scrolled back into view, copied, or printed. Otherwise, text that scrolls off the top of the window cannot be retrieved.

If you enable the scrollback buffer, you can choose to let it grow without limit or you can specify the maximum number of lines that you want saved. Whichever you choose, you can use the Edit menu's Clear Buffer command at any time to clear the buffer.

Although it is often useful, the scrollback buffer adds to the amount of memory that is used by the Terminal program, and is unnecessary in some Terminal windows (for example, one that is running a text editor such as Emacs rather than a UNIX shell).

If the “Wrap lines that are too long” box is checked, characters that would extend beyond the right edge of the window wrap around to the beginning of the following line. Otherwise, each line of text occupies only one line in the window—the last character that fits on a line is overwritten by subsequent characters that are displayed on that line.

If the “Scroll to the bottom of the window when input is received” box is checked, typing in the Terminal window causes the window to scroll to the end of the buffer and display the insertion point (of course, if the insertion point happens to be already visible and positioned at the end of the buffer, no scrolling occurs). Otherwise, typing never causes the window to scroll automatically.

Activity Monitor Preferences

Normally, Terminal tries to determine whether your Terminal windows are in active use (busy) by monitoring the processes inside them. If Terminal finds something interesting happening inside a window, it marks the window with a broken “X”. As with unsaved document windows in other applications, you will be prompted for confirmation before closing a busy window or quitting Terminal when there are busy windows.

To determine whether a window is clean (not busy), Terminal looks at information about processes it considers relevant. For example, Terminal considers shells and a few other processes such as `su` to be innocuous and, in general, will not mark windows busy on account of them. Occasionally Terminal may be wrong about whether a window is clean.

In the Activity Monitor view of the Preferences panel (see Figure 17-7 on page 17-11), you can designate additional clean command names in the Clean Commands list (likely candidates are `rlogin` and `telnet`). Commands you specify in this list are not used in determining whether a window is busy or clean.

Click on the “Activity monitor enabled” button if you want to enable or disable activity monitoring. When activity monitoring is off, Terminal always asks for confirmation before letting you quit.

Click on the “Background processes are ‘clean’” button if you want to specify whether background processes are considered relevant in determining whether a window is clean. For example, a window running a background process could be considered clean, as long as the process is running without problems in the background. (The current process or one that you have explicitly suspended with Control-z will always cause the window to be classified as busy.)

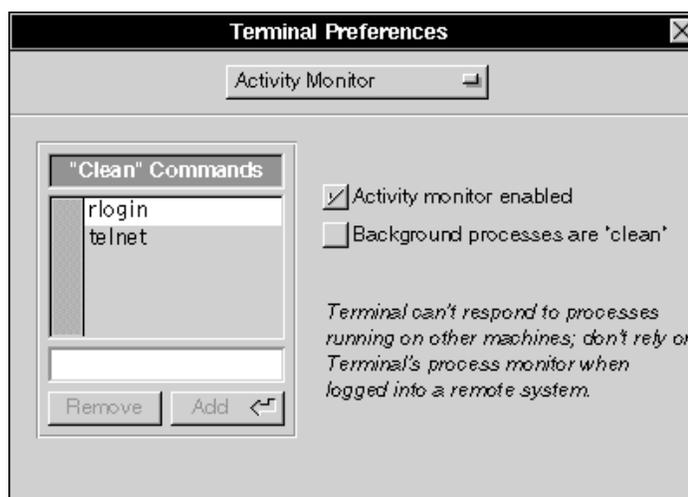


Figure 17-7 Terminal Activity Monitor Preferences

Note – Terminal cannot respond to processes running on other machines, so you should not rely on Terminal's process monitor when logged into a remote system.

Shell Preferences

The Shell view of the Preferences panel (see Figure 17-8 on page 17-12) is used to specify a shell or other program to be run in Terminal windows.

Use the Shell field to specify the absolute path name of a shell or program to run on startup. Possible values include `/bin/csh`, `/bin/sh`, and `/usr/ucb/vi`.

Note – You must press the Return key after typing the path name in order for the new value to be set.

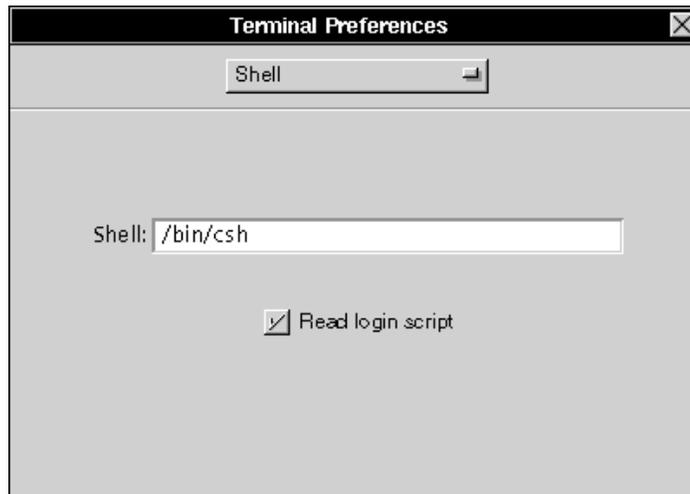


Figure 17-8 Terminal Shell Preferences

If the “Read login script” box is checked (and you are using `csh`), Terminal runs your `.login` file for each new Terminal window you open. Otherwise, the `.login` file is ignored.

Startup Preferences

The Startup view of the Preferences panel, shown in Figure 17-9 on page 17-13, lets you specify what happens when Terminal starts.

When Terminal starts you can have it do nothing (that is, create no windows), create one new shell window, or open a startup file (that is, a configuration file that specifies a collection of windows to open). If you select “Open the startup file,” you need to make sure a startup file is specified in the Startup File portion of the panel.

Note – For information about how to create a startup file, see “Saving a Terminal Configuration for Later Use” on page 17-14.”

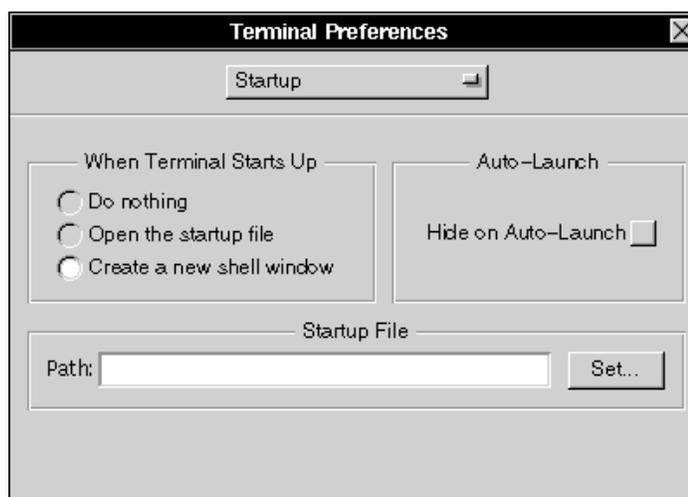


Figure 17-9 Terminal Startup Preferences

Click on the Auto-Launch check button if you auto-launch the Terminal application and want it to be hidden initially. This button has no effect if you do not auto-launch Terminal.

Although you can have any number of Terminal configuration files in your `~/Library/Terminal` directory, you can specify only one as the startup file. To specify a particular Terminal configuration file as the startup file, type its path name in the Path field or click on Set to open an Open panel in which to select the path name.

Note – The path name you type must be an absolute path name beginning with a slash (/); characters such as tilde (~) do not work.

Color Preferences

The Colors view of the Preferences panel, shown in Figure 17-10, lets you choose several options for the appearance of the Terminal windows.

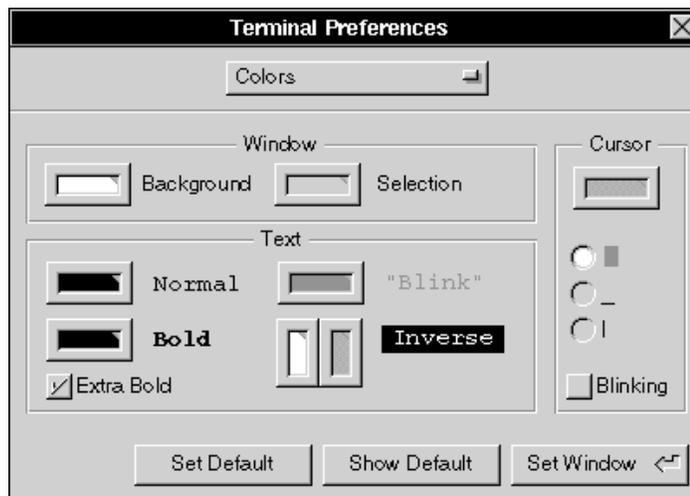


Figure 17-10 Terminal Colors Preferences

Saving a Terminal Configuration for Later Use

Information about a window or set of windows can be saved to a file, enabling you to save your preferred configurations for later use, as shown in Figure 17-11 on page 17-15. Everything about each window is saved except the contents of the scrollback buffer—this includes the shell, the size and location of the window on the screen, the title bar and font characteristics, and whether or not the window is miniaturized. To save a configuration, choose Save (or Save As) in the Shell menu. Terminal appends a `.term` file extension to the file name you specify. Since Terminal looks for configuration files in your `~/Library/Terminal` directory, this is where you should save them.



Figure 17-11 Saving a Terminal Configuration

When you first save the configuration (or whenever you choose Save As), you can choose whether you want just the main window or all windows saved to the file.

Once a window is associated with a file, you can use the Save command to flush the settings out again without seeing a Save Panel, just as with other documents. However, if more than one window belongs with that file, all the relevant windows will be resaved (the menu item indicates this by changing to Save Set). This allows you to open your favorite set of files, rearrange the windows, then just choose Save to save them all back into the file. There is no way to select a subset of the currently open windows to go into a new file.

To open a configuration file, choose Open in the Shell menu. To have a configuration file open automatically each time you start Terminal, either check the box in the Save or Save As panel, or specify the file name in the Startup view of the Preferences panel.

Printing the Contents of a Terminal Window

To print all or part of the text in a Terminal window, open the Print panel by choosing Print in the main menu (see Figure 17-12).

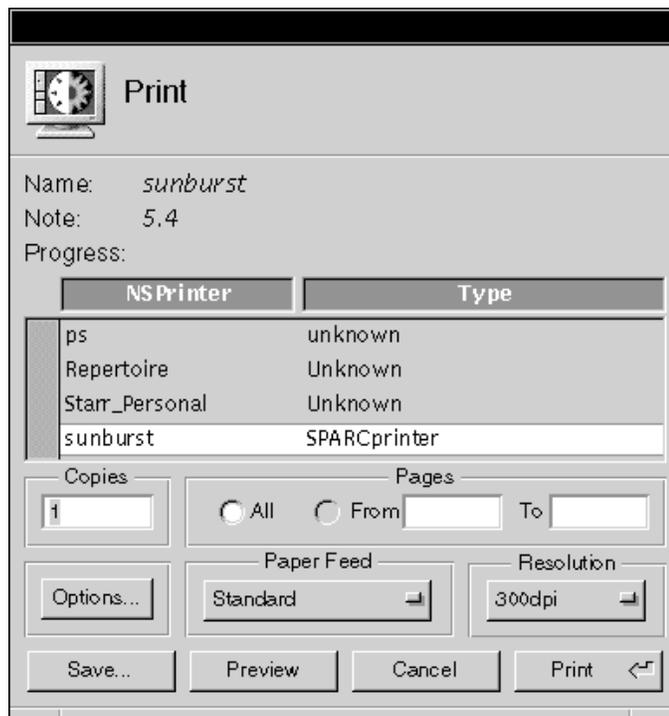


Figure 17-12 Terminal Print Panel

Finding Text in a Terminal Window

The Find panel lets you search for text in the main Terminal window. To open the Find panel, choose Find Panel in the Find menu (see Figure 17-13 on page 17-17).

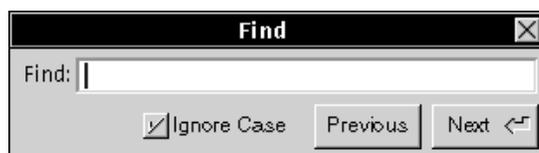


Figure 17-13 Terminal Find Panel

The Find panel locates the next occurrence of a specified string, and can search either forward or backward. In the Find field, type the string to search for. The controls in the Find panel have the effects shown in Table 17-1.

Table 17-1 Find Panel Controls

Control	Effect
Next	Selects the first occurrence of the Find string following the current selection or insertion point. (Pressing the Return key has the same effect, but with one difference: If you have used the keyboard alternative to display the panel, pressing Return causes the panel to disappear instead of remaining on the screen.)
Previous	Selects the first occurrence of the Find string, searching backward from the current selection or insertion point.
Ignore Case	Makes the find operation case-insensitive (that is, capitalization is ignored when determining a match). If this box is unchecked, the search is case-sensitive.

If the end of the text is reached, Find continues searching from the beginning (conversely, when searching backward, if the beginning of the text is reached, Find continues searching from the end).

If no instance of the Find string is located, Terminal beeps and the message “Not Found” is displayed in the Find panel.

Commands in the Find menu (which is in the Edit menu) provide alternatives and shortcuts to using the Find panel. There is also a Jump to Selection command for scrolling the insertion point into view. For more information, see “Terminal Commands” on page A-33.

Defining Services for Use in Other Applications

Although by default Terminal does not make services available to other applications through the Services menu, Terminal does contain a Terminal Services panel that you can use to define any services you want Terminal to provide.

To open the Terminal Services panel, choose Terminal Services in the Info menu. If no Terminal services are defined, you will see a panel asking if you want to load a set of example services (see Figure 17-14). You may find it useful to load and examine this set of examples, and then remove those you do not want to keep.

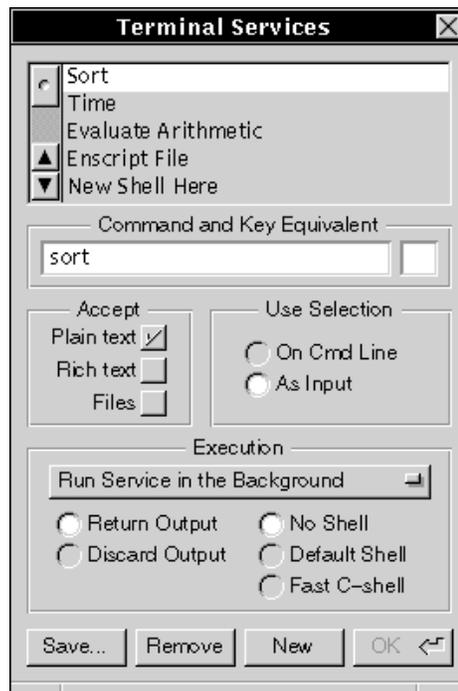


Figure 17-14 Terminal Services Panel

Currently defined services are listed at the top of the panel. You can add services, as well as redefine or delete existing commands.

- To add a service, click on the New button. A new entry named New Service #1 is added to the service list. Type the name that you would like to see in the Services menu, and then configure the service using the controls in the Terminal Services panel. When you are finished, click on OK.
- To delete a service, select it and click on the Remove button.
- To modify a service definition, select its name and then redefine the service using the controls on the Terminal Services panel. When you are finished, click on OK.

The Accept field lets you specify what type of data the service accepts. Click on one or more of these buttons as appropriate.

The Use Selection field lets you specify whether the selected text should be used as a command-line argument, or as input to the service. Click on one or the other as appropriate.

The Execution field lets you specify various options that affect the running of the service, such as whether the output is returned or discarded.

When defining the service, you can use the tokens %s and %p to refer to the locations where the selection and prompted input are inserted, respectively. Prompted input is not requested unless %p appears in the definition.

Command Reference



This appendix summarizes the menus, commands, and buttons that are available in each Solaris™ OpenStep™ application.

Standard Commands

These are standard commands that are common to most OpenStep applications.

Main Menu

Table A-1 Main Menu Commands

Command	Action
Info	Lists commands for getting information about the application and setting preferences. See “Info Menu”.
Document	Lists commands for opening, creating, and saving files. The name of this command depends on what you create and save in the application. See “Document Menu” on page A-3.
Edit	Lists commands for editing text, graphics, or whatever you work with in the application. See “Edit Menu” on page A-3.
Format	Lists commands for setting fonts, aligning text, choosing ruler settings, and changing page layout options. See “Format Menu” on page A-5.
Windows	Lists commands for managing windows in the application. See “Windows Menu” on page A-8.
Services	Lists commands that request the service of another application. See “Services Menu” on page A-9.
Print	Opens a panel that you can use to print the contents of the main window. See Chapter 14, “Printing.”
Hide	Hides the application, removing all its windows from view without closing them. You can unhide the application by double-clicking its icon. See “Hiding an Application” on page 4-5.
Quit	Quits the application, closing all its windows and any files they contain. See “Quitting an Application” on page 4-12.

Info Menu

Table A-2 Info Menu Commands

Command	Action
Info Panel	Displays general information about an application, such as which version you are using and who wrote it.
Help	Opens a panel where you can get step-by-step instructions for using the application. See “Getting Help by Topic” on page 1-14.

Document Menu

Table A-3 Document Menu Commands

Command	Action
Open	Opens a panel you can use to open a file in the application. See “Opening a File” on page 5-3.
New	Opens an empty window where you can create a file. See “Creating a File” on page 5-1.
Save	Saves changes you have made to the file you are working in, or opens a panel that you can use to save a new file. See “Saving Changes” on page 5-7 and “Saving a New File” on page 5-4.
Save As, Save To	These commands each open a panel that you can use to save a new version of the file you are working in. See “Saving Another Version of a File” on page 5-8.
Save All	Saves changes in all files that are open in the application. See “Saving Changes” on page 5-7 and “Saving a New File” on page 5-4.
Revert To Saved	Discards changes you have made to the current file since you last saved it.
Close	Closes the main window. If the current file is displayed in more than one window, this command closes all its windows.

Edit Menu

Table A-4 Edit Menu Commands

Command	Action
Cut	Removes the current selection and puts it on the pasteboard. See “Moving and Copying Text” on page 9-8.
Copy	Makes a copy of the current selection and puts it on the pasteboard. See “Moving and Copying Text” on page 9-8.
Paste	Inserts the contents of the pasteboard at the insertion point or in place of the current selection. See “Moving and Copying Text” on page 9-8.
Delete	Deletes the current selection without putting it on the pasteboard. See “Deleting and Replacing Text” on page 9-7.

Table A-4 Edit Menu Commands (Continued)

Command	Action
Undo	Reverses your last editing operation, such as typing or choosing the Delete command. Choosing Undo again redoes the operation. Sometimes this command is called Undelete, and it reverses and redoes only a deletion.
Find	Lists commands for locating text. See “Find Submenu”.
Link	Lists commands for working with linked information. See “Link Submenu” on page A-5.
Spelling	Opens a panel where you can check the spelling in the document you are working in. See “Checking Your Spelling” on page 9-21.
Check Spelling	Finds and selects the next misspelled word in the main window. Choosing the Check Spelling command has the same effect as clicking on Find Next in the Spelling panel.
Select All	Selects the entire contents of the window or the section of the window that you are working in. This command selects not only what is showing but also contents you can scroll to see.

Find Submenu

Table A-5 Find Submenu Commands

Command	Action
Find Panel	Opens a panel that you can use to search for text. See “Finding Text” on page 9-9.
Find Next	Finds the next occurrence of the text in the Find field of the Find panel. This command does the same thing as the Next button in the Find panel. You can use this command even if the Find panel is not open. See “Finding Text” on page 9-9.
Find Previous	Finds the previous occurrence of the text in the Find field of the Find panel. This command does the same thing as the Previous button in the Find panel. You can use this command even if the Find panel is not open. See “Finding Text” on page 9-9.
Enter Selection	Copies selected text from the main window into the Find field of the Find panel, whether it is open or not. You can then choose Find Next or Find Previous to search for the text.
Jump To Selection	Scrolls to display the insertion point or current selection in the main window.

Link Submenu

Table A-6 Link Submenu Commands

Command	Action
Paste and Link	Inserts the contents of the pasteboard at the insertion point and links it to the original.
Paste Link Button	Inserts a diamond-shaped button in the document. The button is linked to the last item you copied.
Publish Selection	Opens a panel where you can create and name a file that is a link to the selection in the main window.
Show Links	Highlights each link in a document window with a chain-link pattern. If links are already shown, the command changes to Hide Links and removes the highlighting.
Link Inspector	Opens a panel that you can use to update and get information about links.

Format Menu

Table A-7 Format Menu Commands

Command	Action
Font	Lists commands for changing the appearance of text. See “Font Submenu” on page A-6.
Text	Lists commands for aligning text and choosing ruler settings. See “Text Submenu” on page A-7.
Page Layout	Opens a panel that you can use to choose basic page layout options for printing documents. See “Preparing a File for Printing” on page 14-1.

Font Submenu

Table A-8 Font Submenu Commands

Command	Action
Font Panel	Opens a panel that you can use to change the font of text or preview a font before using it. See “Setting a New Font” on page 9-12 and “Previewing a Font” on page 9-16.
Bold	Makes text bold. This command sets or removes the standard bold typeface for text you type at the insertion point or for selected text. If the current font is already bold, the command changes to Unbold and removes bold.
Italic	Makes text italic. This command sets or removes the standard italic typeface for text you type at the insertion point or for selected text. If the current font is already italic, the command changes to Unitalic and removes italic.
Underline	Underlines selected text or text you type at the insertion point. If text is already underlined, the command removes underlining.
Superscript	Moves selected text up slightly in relation to the baseline. You can choose the command again to move the text higher.
Subscript	Moves selected text down slightly in relation to the baseline. You can choose the command again to move the text lower.
Unscript	Returns superscripted or subscripted text to a normal position.
Colors	Opens a panel that you can use to change the color of text or graphics you are working with. In some applications, this command is in the Tools menu. See Chapter 10, “Working With Color.”
Copy Font	Copies the font at the insertion point or at the beginning of the text selection so you can apply the font elsewhere with the Paste Font command. This command does not copy text, so it does not change the contents of the pasteboard.
Paste Font	Applies the font you copied with the Copy Font command to the selected text or text you type at the insertion point.

Text Submenu

Table A-9 Text Submenu Commands

Command	Action
Align Left	Aligns text in a paragraph with the left margin, leaving the right margin ragged. This command aligns the paragraph where you last clicked or made a selection. If the selection spans more than one paragraph, all of them are aligned.
Align Right	Aligns text in a paragraph with the right margin, leaving the left margin ragged. This command aligns the paragraph where you last clicked or made a selection. If the selection spans more than one paragraph, all of them are aligned.
Center	Centers text in a paragraph between the left and right margins. This command centers the paragraph where you last clicked or made a selection. If the selection spans more than one paragraph, all of them are centered.
Show Ruler	Displays a ruler at the top of the document window you are working in. See “Setting Margins, Indentation, and Tabs” on page 9-17.
Copy Ruler	Copies the ruler settings of the paragraph that begins the current selection or contains the insertion point. You can the apply the ruler settings to other paragraphs with the Paste Ruler command. The Copy Ruler command does not copy text, so it does not change the contents of the pasteboard. You do not need to show the ruler to use Copy Ruler.
Paste Ruler	Applies ruler settings you copied with the Copy Ruler command to the paragraph that contains the insertion point or the current selection. If the selection spans more than one paragraph, all of them are centered.

Windows Menu

The Windows menu lists the names of all standard windows that are open in the application. Choosing a name brings the window forward.



An X marks a window that contains no unsaved work.



A partial X means the window contains unsaved work.

The Windows menu also lists the commands shown in Table A-10.

Table A-10 Windows Menu Commands

Command	Action
Arrange in Front	Neatly stacks all standard windows that are open in the application.
Miniaturize Window	Changes the key window to a miniwindow at the bottom of the screen, if the key window has a miniaturize button. See “Miniaturizing a Window” on page 2-16.
Close Window	Closes the key window if it has a close button. See “Closing a Window” on page 2-17.

Services Menu

The exact commands in this menu depend on which applications you have. Services provided by OpenStep applications are listed in Table A-11. See also “Requesting Services From Other Applications” on page 4-11 and “Customizing the Services Menu” on page 15-16.

Table A-11 Services Menu Commands

Command	Action
Edit Replace Selection	Provides a quick way to insert the contents of an Edit file in the document you are working in. When you choose this command, an Open panel appears in the Edit application. Opening a file from this panel inserts the contents of the file in your document at the insertion point or in place of the current selection.
Edit Save Selection	Opens a new document window in the Edit application and inserts the current selection in the window. This command also opens a Save panel that you use to save the selection in an Edit file. See “Saving a New File” on page 5-4.
Mail Document	Opens a Compose window in Mail and inserts the current file in it as an attachment. The current file can be the one you are working in or the file or folder selected in the File Viewer. For information on attachments, see “Attaching a File or Folder” on page 12-12.
Mail Selection	Opens a Compose window in Mail and inserts text you have selected in it. For more information, see “Sending a Message” on page 12-8.
Open in Workspace	Opens the file or folder with the selected path name. See “Opening a Folder” on page 3-5 and “Opening a File” on page 3-7.

Workspace Manager Commands

Workspace Menu

Table A-12 Workspace Menu Commands

Command	Action
Info	Lists commands for getting information and setting preferences. See “Workspace Manager Info Menu” on page A-11.
File	Lists commands for working with files, folders, and on-line address books. See “Workspace Manager File Menu” on page A-11.
Edit	Lists standard editing commands. See “Workspace Manager Edit Menu” on page A-12.
Disk	Lists commands for working with disks. See “Workspace Manager Disk Menu” on page A-13.
View	Lists commands for changing the way you view the contents of folders. See “Workspace Manager View Menu” on page A-13.
Tools	Lists commands that open panels and windows you can use as tools in the Workspace Manager. See “Workspace Manager Tools Menu” on page A-14.
Windows	Lists commands for managing Workspace Manager windows. See “Windows Menu” on page A-8.
Services	Lists commands that request the services of other applications. See “Services Menu” on page A-9.
Hide	Hides the Workspace Manager application, removing its windows and menus from view. You can double-click the Sun icon at the top of the dock to restore the windows and menus to view.
Log Out	Quits all running applications. This command also shuts down the X server unless the <code>TerminateWindowManager</code> user default is set to NO. See “Ending Your Work Session” on page 1-16.

Workspace Manager Info Menu

Table A-13 Workspace Manager Info Menu Commands

Command	Action
Info Panel	Displays information about the Workspace Manager application and your system in general.
Preferences	Opens a panel that you can use to personalize your workspace. You can set applications to start up automatically (see “Starting an Application Automatically” on page 4-9); customize the arrangement of icons and columns in the File Viewer (see “Personalizing Your File Viewer” on page 3-32); and choose how disks are displayed (see “Creating a Folder Window for a Disk” on page 8-4).
Help	Opens a panel where you can get step-by-step instructions for using the Workspace Manager. See “Getting Help by Topic” on page 1-14.

Workspace Manager File Menu

Table A-14 Workspace Manager File Menu Commands

Command	Action
Open	Opens the selected file or folder.
Open as Folder	Opens the selected folder in a separate window or displays the contents of a file package. See “Opening a Folder in Its Own Window” on page 3-25.
New Folder	Creates an empty folder and puts it in the current folder. See “Creating a Folder” on page 6-3. When you are working in an address book, this command changes to New Address.
Duplicate	Creates a copy of the selected file or folder and puts it in the current folder. The copy is labeled <i>CopyOf</i> . You can rename it. If you select more than one file or folder, Duplicate creates a copy of each one. When you are working in an address book, the command changes to New Group.

Table A-14 Workspace Manager File Menu Commands (Continued)

Command	Action
Compress	Compresses the selected file or folder into a format that requires less space on the disk. When you select a compressed file or folder, the command changes to Decompress and it returns the selection to its original format. See “Compressing and Decompressing a File or Folder” on page 6-16.
Destroy	Permanently deletes one or more selected files or folders. A panel asks you to confirm the deletion or cancel it.
Empty Recycler	Permanently deletes all files and folders in the recycler so you cannot retrieve them. Emptying the recycler frees disk space.

Workspace Manager Edit Menu

Table A-15 Workspace Manager Edit Menu Commands

Command	Action
Cut, Copy, Paste, Delete	These are standard commands for moving, copying, or deleting text. In the Workspace Manager, you can use these commands when renaming a file or folder or when typing in a panel. See “Moving and Copying Text” on page 9-8 and “Deleting and Replacing Text” on page 9-7.
Select All	Selects the entire contents of the section of a window you are working in. In the File Viewer, this command can select the contents of the current folder. If you are editing a file or folder name, the name is selected. If you are typing in a text field, the text you have typed is selected. The Select All command selects not only what is showing but also what you can scroll to see.

Workspace Manager Disk Menu

Table A-16 Workspace Manager Disk Menu Commands

Command	Action
Eject	Removes the contents of a floppy disk from your file system so you can safely eject the disk from its disk drive. See “Ejecting a Disk” on page 8-9.
Initialize	Opens a panel that you can use to erase a disk you want to reuse. You can also rename the disk and choose a format for storing files and folders. See “Reusing a Disk” on page 8-8.
Check for Disks	Detects any floppy disk you have inserted so it appears in the File Viewer. See “Inserting a Floppy Disk” on page 8-1.

Workspace Manager View Menu

Table A-17 Workspace Manager View Menu Commands

Command	Action
Browser	Changes the current view in the main window to the browser view. See “Browsing Files and Folders” on page 3-13.
Icon	Changes the current view in the main window to the icon view. The icon view is the standard view. It represents files and folders as icons. File and folder names appear under the icon.
Listing	Changes the current view in the main window to the listing view. See “Listing Files and Folders” on page 3-15.
Sort Icons	Sorts the icons in the current folder according to the category you choose with the Inspector command. This command applies only to the icon view. See “Sorting Files and Folders” on page 7-4.

Table A-17 Workspace Manager View Menu Commands (Continued)

Command	Action
Clean Up Icons	Lines up icons in the current folder to remove empty spaces. This command applies only to the icon view.
New Viewer	Opens a duplicate of your File Viewer. You can use multiple File Viewers to view different parts of your file system at the same time. Unlike your original File Viewer, the duplicate has a close button you can use to get rid of it.
Update Viewers	Updates the contents of folder windows to include changes made elsewhere. This command can show the correct icon for files associated with a newly installed application, if the correct icon does not appear automatically. Choosing Update Viewers gives the files their correct icon so they can open in the right application. Update Viewers can also show changes made to the file system with a UNIX command in the Terminal application. For example, if you change the permission of a file in Terminal, you may need to choose Update Viewers in order for the change to appear in the File Viewer.

Workspace Manager Tools Menu

Table A-18 Workspace Manager Tools Menu Commands

Command	Action
Inspector	Opens a panel where you can get information about the selected file or folder and specify some options for using it. See Chapter 7, “Inspecting Files and Folders.”
Finder	Opens a window that you can use to find files and folders. See “Finding Files and Folders” on page 3-28.
Processes	Opens a panel where you can track and manage processes—such as copying a file—that are going on in the background. You can also use this panel to quit an application if you have a software problem. See “Managing Several File Operations” on page 6-23 and “When the Quit Command Fails” on page 4-14.
Console	Opens a special UNIX window that shows you the version of the system software you are using and error messages or other status messages that may occur.

Edit Commands

These are the basic Edit application commands. For information on other commands that are available in developer mode, see *OpenStep Development Tools*.

Edit Main Menu

Table A-19 Edit Main Menu Commands

Commands	Action
Info	Lists commands for getting information and setting preferences. See “Edit Info Menu” on page A-16.
File	Lists commands for opening, creating, and saving Edit documents. See “Document Menu” on page A-3.
Edit	Lists standard editing commands. See “Edit Menu” on page A-3.
Format	Lists commands for setting fonts, aligning text, and changing page layout options. See the “Format Menu” on page A-5. See also “Edit Text Submenu” on page A-16.
Windows	Lists commands for managing Edit windows. See “Windows Menu” on page A-8.
Print	Opens a panel where you can print an Edit document. See Chapter 14, “Printing.”
Services	Lists commands that request the services of other applications. See “Services Menu” on page A-9.
Hide	Hides the Edit application, removing its windows and menus from view without closing them. You can double-click the Edit application icon to restore the windows and menus to view.
Quit	Quits the Edit application, putting all its windows away. If a document window contains unsaved changes, a panel asks if you want to save them before quitting.

Edit Info Menu

Table A-20 Edit Info Menu Commands

Command	Action
Info Panel, Help	These are the standard commands for getting information. See “Info Menu” on page A-2.
Preferences	Opens a panel that you can use to personalize the Edit application. If you are an application developer, you can choose to start Edit in Developer mode, which provides features for working with programming code. Just select the Developer Mode option.

You can also have new documents open as plain text files rather than RTF files. Select the Plain Text (ASCII) option. You can choose a default font for RTF or plain text files—that is, the font that is displayed when you first type in a document. Click the Set button for the type of file. Then set a font in the Font Panel. For plain text files, you must choose a fixed-width font family, such as Courier. See “Setting a New Font” on page 9-12.

Edit Text Submenu

Table A-21 Edit Text Submenu Commands

Command	Action
Align Left, Center, Align Right	These are the standard commands for aligning text. See “Text Submenu” on page A-7.
Show Ruler, Copy Ruler, Paste Ruler	These are the standard commands for making ruler settings in a document. See “Text Submenu” on page A-7.
Make ASCII	Changes the document you are working in from RTF to plain text format. All formatting is lost, and text is displayed in a fixed-width font. When you choose this command, it changes to Make RTF. You can then choose the command again to set fonts and formatting in the document.

Mail Buttons and Commands

Buttons in a Mailbox Window

Up Arrow, Down Arrow These buttons open the previous or next message listed in the summary area of a mailbox window. See “Opening Messages” on page 12-3.

Delete Deletes selected messages from a mailbox window. See “Deleting Messages” on page 13-1.

Compose Opens a window that you can use to compose and deliver a message. See “Sending a Message” on page 12-8.

Mailboxes Opens a panel that you can use to create and manage your mailboxes. See “Creating a Mailbox” on page 13-10 and “Moving Messages to Another Mailbox” on page 13-12.

Find Opens a panel that you can use to search for text in a message or messages in a mailbox. See “Finding Text” on page 9-9 and “Finding Messages” on page 13-14.

New Mail Retrieves all new messages and puts them in your Active mailbox. This button appears in place of the Find button if you have used the Preferences command to retrieve messages manually. “Tailoring How You Receive New Messages” on page 13-18.

Buttons in a Compose Window

Deliver Sends the message displayed in the Compose window to the recipients listed in the To and Cc fields. See “Sending a Message” on page 12-8.

Lip Service Opens a panel that you can use to listen to a recording you receive or to include a recording in a message. See “Listening to a Recording” on page 12-5, “Recording and Inserting Sound in a Message” on page 12-17, and “Editing Sound” on page 12-19.

Addresses Opens a panel with addresses of other people who are on your network or share your computer. You can also use this panel to create group addresses or even your own address book. See “Looking Up Mail Addresses” on page 13-5, “Creating Your Own Group Address” on page 13-8, and “Creating a Mail Address Book” on page 13-7.

Reply, Reply All Automatically enters addresses in your Compose window so you can quickly reply to the current message in your mailbox window. This button alternates between Reply and Reply All when you click it. See “Replying to a Message” on page 12-16.

Forward Copies the current message into your Compose window so you can quickly forward it to other addresses. See “Forwarding a Message” on page 12-14.

No Receipt, Receipt Gives you the option of receiving a notification message when your message has been read by each recipient using OpenStep mail. The button alternates between No Receipt and Receipt when you click it.

MIME Mail, PlainText Prepares a message for people using a computer that is not running OpenStep. The button alternates between MIME Mail and Plain Text when you click it. See “Sending a Message” on page 12-8.

Mail Menu

Table A-22 Mail Menu Commands

Command	Action
Info	Lists commands for getting information about Mail and setting preferences. See “Mail Info Menu” on page A-20.
Mailbox	Lists commands for working with mailboxes. See “Mail Mailbox Menu” on page A-21.
Message	Lists commands for sending and managing messages. See “Mail Message Menu” on page A-22.
Compose	Lists commands that open panels and windows for tools you can use in Mail. See “Mail Compose Menu” on page A-24.
Edit	Lists the standard editing commands. See “Mail Edit Menu” on page A-26.
Format	Lists standard commands for changing fonts, ruler settings, and page layout options. See “Mail Format Menu” on page A-27.
Windows	Lists commands for managing Mail windows. See “Windows Menu” on page A-8.
Print	Opens a panel you can use to print messages.
Services	Lists commands that request the services of other applications. See “Mail Services Menu” on page A-29.
Hide	Hides the Mail application, removing its windows and menus from view. You can double-click the Mail icon in the dock to restore the windows and menus to view.
Quit	Quits the Mail application, putting all its windows away. If a Compose window contains an undelivered message, a panel asks if you want to deliver it.

Mail Info Menu

Table A-23 Mail Info Menu Commands

Command	Action
Info Panel, Help	These are standard commands for finding out about the Mail application. See “Info Menu” on page A-2.
Preferences	Opens a panel that you can use to personalize the Mail application. You can decide whether you want to receive messages automatically or retrieve them yourself (see “Tailoring How You Receive New Messages” on page 13-18) and get a sound announcement of new messages (see “Setting a Sound to Announce New Messages” on page 13-20). You can set Mail to start hidden. If you have already used the Workspace Manager to have Mail start automatically, you check the “Hide on Auto-Launch” box to have Mail start hidden. You can have replies to <i>all</i> your messages go to someone other than yourself. You type one or more addresses in the Reply To field. When anyone uses the Reply button to respond to one of your messages, the To field of his or her Compose window is filled with the addresses you type here. You can check the Request Read Receipt option to receive a notification message from OpenStep recipients of <i>all</i> messages you send. Mail delivers the notification messages to your Active mailbox. You can check the Send MIME Alternatives option to have <i>all</i> your Compose windows open in the proper format for sending messages to people not running OpenStep Mail. You can check the Archive Outgoing Mail option to create a special mailbox that collects outgoing messages. Mail creates a mailbox named <code>Outgoing.mbox</code> , and puts copies of all messages you send in it. You can open this mailbox using the Mailboxes panel. You can set preferences for developers and system administrators. See “Expert Preferences” on page 13-29.

Mail Mailbox Menu

Table A-24 Mail Mailbox Menu Commands

Command	Action
Mailboxes	Opens Mailboxes panel.
Get New Mail	Retrieves all new messages and puts them in your Active mailbox—just like the New Mail button in a mailbox window. You use this command if you have used the Preferences command to retrieve messages manually. See “Tailoring How You Receive New Messages” on page 13-18.
Sorting	Lists commands for sorting messages in a mailbox window. See “Mail Sorting Submenu” on page A-22.
Focus	Focuses on a group of messages and lists only their summaries in the mailbox window you are working in.
Unfocus	Lets you see all your messages again after focusing on a group of messages; lists all message summaries in the mailbox window you are working in.
Show Sizes	Lets you see the size of each message and the total size of all messages in the mailbox window you are working in.
Hide Sizes	Hides the size of each message and the total size of all messages in the mailbox window in which you are working.
Show Deleted	Lets you see dimmed summaries of messages you have deleted since you last compacted the mailbox you are working in.
Hide Deleted	Hides dimmed summaries of deleted messages.
Compact	Permanently removes from the disk all messages you have deleted from the mailbox you are working in. See “Compacting a Mailbox to Free Disk Space” on page 13-3.

Mail Sorting Submenu

Table A-25 Mail Sorting Submenu Commands

Command	Action
Sort by Date	Sorts messages in the order they were sent. This order may differ from the order in which they were received.
Sort by Name	Sorts messages alphabetically by the sender's name, with uppercase letters preceding lowercase letters.
Sort by Number	Sorts messages sequentially, in the order they were received.
Sort by Size	Sorts messages by their sizes, listing the smallest message first.
Sort by Subject	Sorts messages by their subject titles. You can use this command to collect messages on a certain topic, for example, to delete them or move them to another mailbox.

Mail Message Menu

Table A-26 Mail Message Menu Commands

Command	Action
Mark as Unread	Marks a selected message in the mailbox you are working in with an unread symbol.
Mark as Read	Removes the unread symbol from the selected message in the mailbox you are working in.
Show All Headers	Displays all headers in the current message in the mailbox in which you are working.
Show Filtered Headers	Displays original set of headers in the current message in the mailbox in which you are working.
Undelete	Undeletes the last message you deleted. Repeated use of the Undelete command restores previously deleted messages up to the last time the mailbox was compacted.

Table A-26 Mail Message Menu Commands (Continued)

Command	Action
MIME	Opens the MIME submenu.
Decode Foreign Attachments	Decodes any files encoded with the UNIX <code>uuencode</code> command in the current message in your mailbox. Opens a Workspace Manager folder window that contains a temporary copy of each file.
Add Private User	Adds the sender's address from the current message in your mailbox window to the Private Users list in the Addresses panel. This command adds the address even if the panel is not open. See "Creating a Mail Address Book" on page 13-7.

Mail MIME Submenu

Table A-27 Mail MIME Submenu Commands

Command	Action
Show First Alternative	Displays a MIME message in its first available format, which is usually the plainest format.
Show Best Alternative	Displays each part of a MIME message in its richest format.
Show All Alternatives	Displays all versions of each part of a MIME message. If parts of the message are included in multiple formats, those parts may appear multiple times.
Combine Messages	Combines pieces of a MIME message into one message. Use this command to see the original message when you receive a MIME message that has been split into multiple messages.

Mail Compose Menu

Table A-28 Mail Compose Menu Commands

Command	Action
New	Opens a Compose window.
Reply	Copies the address of the person who sent the current message into the To field of a Compose window. If the sender used the Send Options or Preferences command to specify a return address, choosing Reply copies that address to the To field.
Reply All	Copies addresses from the Cc field of the current message into the Cc field of your Compose window.
Forward	Forwards the current message in a mailbox window to the people you name in the To and Cc fields. When you choose Forward, the current message is copied into your Compose window following any text that is already there.
Addresses...	Opens the Addresses panel; performs the same operation as the Addresses button in a Compose window. You can use the Addresses panel to define group addresses for groups of people to whom you frequently send messages and to create your own address book.
Send Options...	Opens a panel where you can type a long list of addresses and choose message destinations. See “Addresses and Some Options for Entering Them” on page 12-11.
Lip Service...	Opens the Lip Service panel; performs the same operation as the Lip Service button in a Compose window. You can use the Lip Service panel to create and edit sound recordings in your messages. You can also use this panel to listen to a recording you have received in a message.

Table A-28 Mail Compose Menu Commands (Continued)

Command	Action
Make ASCII	Converts all text in the message area of a Compose window to plain text. If the message contains any graphic images, sound icons, or file or folder attachments, a panel asks you to remove them. You should remove them and choose Make ASCII again. The Make ASCII command does not enforce a line length, change text to a fixed-width font, or add returns to the ends of lines, as does the MIME Mail/PlainText button in a Compose window. You use that button rather than Make ASCII to send a message to a computer that is not running OpenStep.
Drafts	Opens the Drafts submenu. Creates the Drafts mailbox if it does not already exist.
Deliver	Delivers the message in the Compose window to the people named in the To and Cc fields.

Mail Drafts Submenu

Table A-29 Mail Drafts Submenu Commands

Command	Action
Save in Drafts	Saves the contents of your Compose window as a message in the Drafts mailbox. Each time you save a draft of the same message, Mail saves another version of the message—it does not replace the last version you saved.
Restore Draft	Restores the last draft of a message you saved.

Mail Edit Menu

Table A-30 Mail Edit Menu Commands

Command	Action
Cut, Copy, Paste	These are standard commands that you can use to move or copy text, graphic images, icons, or segments of a waveform in the Lip Service panel. You can also use these commands to move or copy messages from one mailbox to another by selecting the messages in one mailbox window and choosing Cut or Copy. Then you can click in the summary area of another mailbox window and choose Paste. See “Edit Menu” on page A-3.
Delete	Deletes the current selection. In a Compose window, you can use the Delete command to delete text, graphic images, icons, or segments of a waveform in the Lip Service panel. In a mailbox window, the Delete command deletes selected messages—just like the Delete button in the window.
Undo	Restores the last text you deleted from the message in a Compose window. Repeated use of Undo inserts copies of the last deleted text. Undo does not reverse any other editing actions.
Undelete	Restores the last message you deleted.
Find	Lists commands for locating text and messages. See “Mail Find Submenu” on page A-27.
Spelling, Check Spelling	These are standard commands you can use to check spelling in a message in a Compose window. See “Edit Menu” on page A-3.
Select All	Selects the entire contents of the last area you clicked in. This can be the summary area of a mailbox window, a message in a mailbox or Compose window, a text field, or a waveform in the Lip Service panel.

Mail Find Submenu

Table A-31 Mail Find Submenu Commands

Command	Action
Find Panel	Opens a panel you can use to find text in a message and find messages in a mailbox. See “Finding Text” on page 9-9 and “Finding Messages” on page 13-14.
Find Next, Find Previous, Enter Selection	These are standard commands you can use to find text in a message or in a summary area of a mailbox. See “Find Submenu” on page A-4.

Mail Format Menu

Table A-32 Mail Format Menu Commands

Command	Action
Font	Lists the standard Font submenu commands. See “Mail Font Submenu” on page A-28.
Text	Lists commands you can use to align text in a message. See “Standard Commands” on page A-1.
Page Layout	Opens a panel where you can define how a message looks on the printed page. See “Preparing a File for Printing” on page 14-1.

Mail Font Submenu

Table A-33 Mail Font Submenu Commands

Command	Action
Font Panel	Opens the standard panel for setting and previewing fonts. In a Compose window, settings in the Font Panel apply to text you type or select in a message. In a mailbox window, they apply to all the text in the summary area or all the text in the message area—wherever you clicked last. The font you set in the message area of a mailbox window also becomes the font you get automatically in Compose windows. See “Setting a New Font” on page 9-12 and “Previewing a Font” on page 9-16.
Bold, Italic	These are the standard Font menu commands for changing the typeface of text. In a Compose window, these commands apply to text you type or select in a message. In a mailbox window, they apply to all text in the summary area, or all text in the message area—wherever you clicked last. See “Font Submenu” on page A-6.
Underline	Adds or removes underlining from selected text or text you are about to type. The Underline command works only in a message you are composing.
Superscript, Subscript, Unscript	These are the standard commands for moving selected text up or down in relation to the baseline, and for returning it to normal. These commands work only in a message you are composing.
Colors	Opens a panel you can use to set the color of text in a message you are composing. See Chapter 10, “Working With Color.”
Copy Font, Paste Font	These are standard commands for copying the font of selected text and applying it to other text. See “Font Submenu” on page A-6.

Mail Text Submenu

This menu lists the standard commands for aligning text in a message. You can use these commands in a message you are composing or one opened in a mailbox window. See “Text Submenu” on page A-7.

Mail Services Menu

This menu lists the standard commands that request services from other applications. (See “Services Menu” on page A-9.) In addition, it lists two commands that are available only in the Mail application.

Table A-34 Mail Services Menu Commands

Command	Action
Edit Open Message	Provides a quick way to insert the contents of an Edit file into a message you are composing. When you choose this command, an Open panel appears in the Edit application. Opening a file from this panel inserts the contents of the file into a Compose window.
Edit Save Message	Opens a new document window in the Edit application and inserts the current message in the window. This command also opens a Save panel that you use to save the message in an Edit file. For more information, see “Saving a New File” on page 5-4.

Preferences Buttons and Commands

Preferences Buttons

Mouse Preferences Displays options for setting the responsiveness of the mouse. You can also choose a mouse button to display hidden menus. See “Changing the Responsiveness of the Mouse” on page 16-7 and “Hiding Menus” on page 15-4.

Keyboard Preferences Displays options for setting and testing the responsiveness of the keyboard for repeating characters. See “Setting the Rate for Repeating Characters” on page 16-6.

Display Preferences Displays options for setting the delay for the automatic screen saver. You can also choose a background color for your display. See “Setting the Screen Saver” on page 16-1 and “Changing the Background Color of the Display” on page 16-2.

Localization Preferences Displays options for choosing an application language, choosing a paper size for printing files, and setting units of measurement. See “Choosing an Application Locale” on page 15-13,

“Choosing a Paper Size” on page 15-15, and “Changing Units of Measurement” on page 15-14. See also “Choosing a Keyboard Arrangement” on page 16-8.

General Preferences Displays options for choosing the fonts that are displayed on the screen and in applications, selecting a system beep, choosing visual warnings, and requesting voice alerts. See “Changing the Fonts on the Screen” on page 15-19 and “Choosing a Font for Applications” on page 15-21. See also “Choosing System Beeps and Warnings” on page 16-4.

Date & Time Preferences Displays options for setting the date and time, changing time zones, and choosing a display for the date and time. Your system administrator may disable these options entirely. See “Setting the Date” on page 15-10 and “Setting the Time” on page 15-12.

Password Preferences Displays options for setting a new password or changing your current password. See “Setting a Password” on page 15-6.

Menu Preferences Displays options for hiding your menus, choosing a standard location for menus, and creating your own keyboard alternatives. See “Hiding Menus” on page 15-4 and “Creating Keyboard Alternatives” on page 15-18.

Expert Preferences Displays options for displaying large file systems and UNIX files. You can also set options for controlling access to new files and folders. See “Displaying Large File Systems” on page 15-23, “Displaying UNIX Files” on page 15-24, and “Setting Global File and Folder Permissions” on page 15-22.

Services Preferences Displays options for you to choose the services you want to be displayed in the Services menu for all applications. See “Customizing the Services Menu” on page 15-16.

Preferences Menu

Table A-35 Preferences Menu Commands

Command	Action
Info	Lists standard commands for getting information about the application. See “Info Menu” on page A-2.
Edit	Lists standard editing commands. See “Edit Menu” on page A-3.
Windows	Lists standard window management commands. See “Windows Menu” on page A-8.
Hide	Hides the Preferences application, removing its windows and menus from view. You can double-click the Preferences icon in the dock to restore the windows and menus to view.
Quit	Quits the Preferences application, closing all its windows and panels.

Preview Commands

Preview Menu

Table A-36 Preview Menu Commands

Command	Action
Info	Lists commands for getting information about Preview. See “Preview Info Menu” on page A-32.
File	Lists commands for opening and saving graphic files. See “Document Menu” on page A-3. See also “Previewing Pages” on page 11-3 and “Previewing Graphic Images” on page 11-5.
Edit	Lists standard editing commands. See “Edit Menu” on page A-3.
Format	Lists the Page Layout command. See “Format Menu” on page A-5.
Display	Lists commands for switching pages in multiple-page files and for changing the way the current page is displayed in the window. See “Preview Display Menu” on page A-32.
Windows	Lists commands for managing Preview windows. See “Windows Menu” on page A-8.
Print	Opens a panel where you can print the image in the main window. See “Printing a File” on page 14-2.

Table A-36 Preview Menu Commands (Continued)

Command	Action
Services	Lists commands that request the services of other applications. See “Services Menu” on page A-9.
Hide	Hides the Preview application, removing all its windows and menus from view without closing them. You can double-click the Preview application icon to restore the windows and menus to view.
Quit	Quits the Preview application, putting all its windows away.

Preview Info Menu

Table A-37 Preview Info Menu Commands

Command	Action
Info Panel	Displays the version number, author, and copyright notice for the Preview application.
Help	Opens a window with information about the Preview application.

Preview Display Menu

Table A-38 Preview Display Menu Commands

Command	Action
Page Backward	Displays the previous page in a page-oriented PostScript file.
Draw Page	Redraws the page in the main window.
Page Forward	Displays the next page in a page-oriented PostScript file.
Cancel	Stops Preview from drawing or redrawing the image in the main window. This command is useful when the image is complicated and takes a long time to display.
Zoom In	Increases the magnification of the image in the main window.
Zoom Out	Decreases the magnification of the image in the main window.
Disable Image Caching	Changes the method Preview uses to redraw pages. If image caching is already turned off, the command changes to Enable Image Caching, and you can choose it to switch Preview back to the original drawing method.

Terminal Commands

The following sections summarize the menus and commands available in Terminal.

Terminal Main Menu

Terminal's main menu contains the standard Windows, Print, Services, Hide, and Quit commands. The other commands and the submenus they open are described in the sections that follow. Several standard commands are discussed here only in terms of their particular use in Terminal.

Terminal Info Menu

Terminal's Info menu provides the standard Info Panel command, plus the commands listed in Table A-39.

Table A-39 Terminal Info Menu Commands

Command	Description
Preferences	Opens the Preferences panel. See "Setting Terminal Preferences" on page 17-3.
Terminal Services	Opens the Terminal Services panel. See "Defining Services for Use in Other Applications" on page 17-18.

Terminal Shell Menu

Terminal's Shell menu provides the commands listed in Table A-40.

Table A-40 Terminal Shell Menu Commands

Command	Description
Open	Opens an existing shell window or set of shell windows that have previously been saved in a file using the Save (or Save As) command.
New	Opens a new shell window, using the default settings.

Table A-40 Terminal Shell Menu Commands (Continued)

Command	Description
Run Command	Displays a panel in which you type a UNIX command to be run. The command is run in a new Terminal window. (The command is displayed as the title of the window; when the process running in the window has completed, the title changes to “Dead Terminal.”)
Save, Save As	Saves a window or set of windows to a file, allowing you to save and reuse your preferred configurations. See “Saving a Terminal Configuration for Later Use” on page 17-14.
Set Title	Displays a panel for you to edit and set the current title of the window. The Preferences panel allows greater control over this—you can combine your own text with Terminal’s automatically updated information. See “Title Bar Preferences” on page 17-6 for more information.
Steal Keys	<p>Allows you to effectively debug an application from a shell window in which the debugger is running. The debugging process frequently involves alternately activating Terminal (to type debugger commands) and the other application (to test the application being debugged). However, clicking to alternatively activate and deactivate the application being debugged causes the application to change its state in unpredictable ways.</p> <p>To let you avoid this problem, the Steal Keys command puts Terminal in a special debugging mode. In this mode, Terminal can be activated or deactivated simply by moving the pointer into or out of the Terminal shell window. Therefore, you can easily activate Terminal whenever you want to type a debugger command, without clicking and thus affecting the state of the application you are debugging.</p> <p>When you are ready to exit debugging mode, click in the Terminal window to make the Terminal main menu redisplay, and then choose this command again (its name will have changed to Yield Keys).</p>
Page Layout	Displays the standard Page Layout panel, which lets you choose among various paper sizes, scaling factors, and orientations for text printed from the main window.

Terminal Edit Menu

Terminal's Edit menu provides the standard editing and text-searching commands listed in Table A-41, which can be used for finding and editing text in a Terminal window.

Table A-41 Terminal Edit Menu Commands

Command	Description
Cut, Copy, Paste	<p>These commands let you copy or move text, either between Terminal windows or between a Terminal window and another window that supports copying and pasting. To duplicate text, select the text and choose Copy. To insert the most recently cut or copied text at the Terminal window's command-line pointer location, choose Paste.</p> <p>Copy puts a copy of the selected text onto the pasteboard, from where it can be pasted with the Paste command. The pasteboard holds just one selection; each Copy operation overwrites the previous contents of the pasteboard.</p> <p>Note: Cut is always disabled. The only way to remove text from a Terminal window is to use the Clear Buffer command.</p>
Find	Displays a submenu that contains commands for finding text, as described in "Terminal Find Submenu" on page A-36.
Clear Buffer	Removes text from the scrollbar buffer, leaving just the current command line.
Select All	Selects all the text in the main window. This is useful, for example, when you want to copy the entire range of text to another application, such as Edit.

Terminal Find Submenu

The Terminal Find submenu contains the commands listed in Table A-42 that let you search for text in the main Terminal window.

Table A-42 terminal Find Submenu Commands

Command	Description
Find Panel	Opens the Find panel, which enables you to locate the next occurrence of a specified string. For more information, see “Finding Text in a Terminal Window” on page 17-16.
Find Next, Find Previous	These are the standard Find menu commands. The Find Next command performs the same function as the Next button in the Find panel, and Find Previous is the same as the Find panel’s Previous button.
Enter Selection	Copies the selected text in the main window into the Find panel’s Find field, even if the Find panel is not open or the key window.
Jump to Selection	When the insertion point or current text selection is not showing in the main window, the Jump to Selection command scrolls it into view. If there is no insertion point or current text selection, this command scrolls to the end of the buffer.

Note: Clicking in a Terminal window positions the insertion point where you clicked. However, the insertion point is not visible since it is not possible to perform any copy or paste operation on it. This may cause some confusion, since the Jump to Selection command may sometimes jump to a location that does not appear to have any selected text associated with it.

Terminal Font Submenu

The Terminal Font submenu contains the standard Font menu commands described in “Font Submenu” on page A-6 and listed in Table A-43. However, these commands apply to the entire contents of the Terminal window, not just to selected text.

Table A-43 Terminal Font Submenu Commands

Command	Description
Font Panel	Displays the standard Font panel, which lets you choose among various fonts, typefaces, and font sizes. However, only fixed-width fonts, such as Courier, can be used in Terminal.
Bold, Italic	Makes the text in the main Terminal window become bold or italic.
Larger, Smaller	Makes the text in the main Terminal window become larger or smaller.
Copy Font, Paste Font	Copy Font copies the font settings of the main window so that you can paste them into another window with the Paste Font command.
Colors	Displays the standard Colors panel.

Glossary



active application

The application that you are currently working in. It is the only application with any menus showing. The key window belongs to it.

application

A program with a graphical user interface that you can start from the workspace, such as Edit, Mail, or Preferences.

application dock (or dock)

A column along the right edge of the screen that contains application icons you can use to start applications. The dock also contains the recycler.

arrow keys

Four keys, labeled with arrows, that cause movement (usually of the insertion point) in the indicated direction.

ASCII characters

A standard set of the characters that can be used in plain text files.

attention panel

A panel where you must perform an action before you can continue to work in an application. An attention panel cannot be covered by any other window or icon.

Back Space key

A key used to remove individual characters, words, graphics, or other items.



browser

A multiple-column area of a window in which you can browse through hierarchically organized information by clicking on names in the columns.

button

A graphic object that you click on to make something happen or press for a continuous action. Buttons are labeled with text, graphics, or both.

byte

A unit of information in the computer. In a plain text file, for example, each character occupies one byte.

CD-ROM

Compact disk read-only memory, which is a removable disk that is physically identical to an audio CD but holds computer files.

click

To position the pointer on something and, without moving the mouse, quickly press and release a mouse button. See also *double-click*.

close

To remove a window from the workspace when you are finished using it. When you close a window, you usually have a chance to save changes first.

close button

A button in a window's title bar that, when clicked on, closes the window. When the close button is partially drawn, it means that the window contains unsaved changes or that its contents aren't up to date.

CMYK color model

A method of specifying colors by simulating a mix of cyan, magenta, yellow, and black inks.

command

A word or phrase in a menu that describes something you can do or a panel that you can open in an application.

current folder

The folder in which you are currently working. If you are working in a file, the current folder is the one that contains that file. In the File Viewer, the current folder is usually the rightmost folder in the icon path.



current font	The font of either the text you are about to type at the insertion point or the first character in the selected text.
current message	The message that is currently open in a mailbox window in the Mail application.
cursor	See <i>pointer</i> .
depth	A measure of how much color information there is for each pixel in an image.
detach	To drag a submenu away from its associated menu.
dimmed	Gray, faded, or otherwise made to recede into the background. You cannot choose a command or operate a button when it is dimmed.
disk	A magnetic medium on which the computer stores information. See also <i>floppy disk</i> and <i>hard disk drive</i> .
dock	See <i>application dock</i> .
dot file	A file or folder whose name begins with a period and which typically contains information that you do not need to access. Dot files are normally hidden from view in the File Viewer and folder windows.
double-click	To click on an object twice in quick succession. A double-click often extends the action of a click. See also <i>click</i> .
drag	To press and hold down a mouse button, move the pointer by sliding the mouse, and then release the mouse button.
EPS	Encapsulated PostScript, which is a standard format for storing graphics.



Ethernet	An industry-standard physical medium for transmitting network signals between computers.
extension	The last period in a file name and all characters that follow. A file's extension indicates the type of information in it and the applications that can open it.
file	A collection of related information stored on a disk, such as a document, graphic image, or application.
file package	A special folder containing files that are not normally shown in folder windows. Instead, a file package looks and behaves like a file (when you open it by double-clicking on it, for example).
file system	The collection of all the files you can access through your computer. See also <i>hierarchical file system</i> .
File Viewer	A Workspace Manager window that you can use to view and open the files in your file system.
floppy disk	A plastic disk, encased in a protective cartridge, that holds information you can access with a floppy disk drive.
floppy disk drive	A mechanism that can store and retrieve information on a floppy disk.
folder	A place in the file system that contains files and other folders. Opening a folder displays the names of the files and folders it contains.
folder window	A Workspace Manager window that displays the contents of one or more folders and that you use to locate, open, and organize files.
font	A set of properties that describe the appearance of text: font family (such as Times), typeface (such as bold or <i>italic</i>), and size (in points). See also <i>point</i> .



font family	A collection of characters with a consistent design, such as Helvetica and Times.
group	A class of users for whom permissions are assigned for a file or folder. A group is set up by a system administrator.
group address	A shorthand address used in the Mail application to identify a single user or a group of users.
hanging indent	First-line indentation to the left of the subsequent lines of a paragraph. A hanging indent is useful for bulleted or numbered items.
hard disk drive	A device that can store and retrieve information from metal disks permanently encased within it. A hard disk drive is usually installed inside your computer.
hide	To temporarily remove the windows of a running application from view.
hierarchical file system	A file system in which folders can contain other folders. See also <i>folder</i> .
highlight	To make something—such as a command, text, icon, or title bar—stand out visually. Highlighting usually indicates that something has been chosen to perform an action or selected to receive an action.
home folder	Your home base in the file system. Your home folder holds your personal files. Its name is the same as your user name.
host name	The name by which a computer on a network is known to the other computers on the network. The host name is assigned by the system administrator. It is displayed as the name of your root folder.
HSB color model	A method of specifying colors by adjusting hue, saturation, and brightness. See also <i>hue</i> and <i>saturation</i> .



hue	The quality of a color that distinguishes its class, such as red, green, or blue.
icon	A small pictorial representation of an application, file, folder, disk, or other item.
icon path	An area in the File Viewer that displays the selected file or folder and the folders along its branch of the file system hierarchy.
initialize	To prepare a disk so it can hold information. When you initialize a disk, any information already on it is destroyed.
insertion point	The place where text and graphics may be entered, usually represented by a blinking vertical bar.
ISDN	Integrated services digital network, which is an alternative physical medium for transmitting network signals over phone lines.
justify	To adjust all the lines of a paragraph (except the last line) so that they are aligned with both the left and the right margins.
key window	The standard window or panel that currently receives keystrokes. Its title bar is highlighted in black. You make a window the key window by clicking in it.
keyboard alternative	A combination of keys, including the Command key, that you can use instead of the mouse for choosing a command.
kilobyte	A unit of measurement equal to 1024 bytes. See also <i>byte</i> .
link	A special file that looks and acts like an ordinary file or folder. When you open it, however, you actually access the contents of a file or folder that is somewhere else in the file system.
log in	To gain access to a computer by providing a user name and a password.



log out	To quit all running applications and (if you had to log in to use the computer) return to the login window.
Mail address book	A list of Mail addresses that you can compile in the Private Users list in the Mail application's Addresses panel.
mailbox	A file package (in the Mailboxes folder in your home folder) in which the Mail application stores messages. Everyone has an Active mailbox where all incoming messages are delivered.
main menu	The menu that is displayed in your workspace when an application is active. Its title bar displays the application's name (or an abbreviation).
main window	The standard window that you are currently working in. If it is not also the key window, it has a dark gray title bar. Actions you perform in a panel usually apply to the main window.
menu	A list of commands.
miniaturize button	A button in a window's title bar that, when clicked on, shrinks the window into a miniwindow.
miniwindow	An icon that represents a miniaturized window.
mouse buttons	The two buttons on the mouse that you use for clicking and dragging.
network	Two or more computers connected electronically so that people using them can share files and devices (such as printers), and exchange electronic mail. See also <i>server</i> .
nonbreaking space	A space you can type between words so that they will always be on the same line. You type a nonbreaking space by holding down the Alt key and pressing the space bar.



open

To display a window in your workspace. Opening a file or folder displays a window with the contents of the file or folder.

owner

The person (represented by a user name) who created a file or folder. The owner may also be a class of users for whom permissions are assigned for a file or folder.

panel

A window that typically appears in response to a command and that you use to control what the application does or to get information about the application.

password

A secret sequence of characters that you must type along with your user name when logging in. It can consist of three or more letters, numbers, symbols, and spaces.

pasteboard

The place where the computer stores what you last cut or copied with the Cut or Copy command.

pathname

A name—or a sequence of names separated by slashes (/)—that specifies a file or folder in the file system.

permissions

Characteristics of a file or folder that determine what certain users can do with the file or folder—for example, whether they can view a file's contents or remove a file from a folder.

pixel

The smallest unit of light on a computer's screen.

plain text

A data format consisting solely of characters from the ASCII character set. These include text characters (with no font properties) and control characters.

point

A unit of measurement equal to 1/72 of an inch.



pointer	The image on the screen that moves as you move the mouse. It is usually an arrow.
pop-up list	A list of options that you can choose from. You open the list by pressing a button with a  on it.
press	To position the pointer on something and, without moving the mouse, hold down a mouse button and keep it down until the desired effect is achieved.
program	A set of coded instructions that a computer follows to perform a specific task.
public window server	A workstation running Solaris™ OpenStep™ that can display the windows of an application that is running on another computer on a network.
pull-down list	A list of commands that you can choose from to cause an action. You open the list by pressing a button with a  on it.
read-only	A file that has read permission, but not write or execute permission, for one or more classes of users. Those users can see the file's contents, but they cannot save changes to it.
read permission	A characteristic of a file or folder that allows certain users to view its contents. See also <i>permissions</i> .
recycler	An icon that you use to delete files and folders from the file system. It is either in the dock or at the lower left corner of the screen.
resize bar	The narrow strip at the bottom of a window that you can drag to change the size of the window.
resolution	The number of dots per inch of images on a computer screen or in printed output. The higher the resolution, the clearer the image.



Return key

A key used to start a new line or paragraph. You can also press Return to operate a button with a  on it.

RGB color model

A method of specifying colors by blending red, green, and blue lights.

root folder

The folder at the top of the file system hierarchy. This folder is represented by a slash (/). It is physically located on the startup disk.

RTF

Rich Text Format, a standard text format that includes font and formatting properties. See also *plain text*.

ruler

The numerical scale you can use to change the format of a paragraph (for example, its indentation and tab stops).

saturation

The intensity of a color—how much of a particular hue is in the color. See also *hue*.

save

To store information on a computer's disk.

scroll

To move the information in a window or section of a window when there is more than can be displayed at one time, so that a different part of the information is visible.

scroll button

A button, usually in a scroller, that you click on or press to scroll by small increments. You can Alt-click on a scroll button to scroll by a windowful.

scroll knob

A box in a scroller that moves as you scroll and that you can drag to scroll. Its length varies to indicate how much of the scrollable contents are currently displayed, and its position indicates what part of the contents are displayed.

scroller

A dark gray vertical or horizontal bar that contains a scroll knob and scroll buttons. Scrollers are displayed along the left side or bottom of an area that you can scroll through.



server	A computer on a network that contains files and folders that many people on the network can use.
shelf	An area at the top of the File Viewer where you can keep files and folders that you access frequently.
Shift key	The key used to produce the uppercase letters on letter keys and the upper character on keys labeled with two characters.
slider	A control that lets you set a value in a range by dragging a knob within a bar.
standard window	A window where you do the primary work of an application.
startup disk	The disk that contains the system files that your computer needs in order to operate. It is usually a hard disk inside your computer.
submenu	A menu that is opened by a command in another menu.
system administrator	The person who sets up and maintains a computer network or of a computer used by more than one person.
system files	Files that the computer needs in order to operate and that must be loaded into the computer after it is turned on.
Tab key	A key used to move to the next stopping point in a sequence, such as a tab stop in a document or a text field in a panel.
text field	A box where you can type text. A text field is usually labeled with text that identifies what information should go in it.
TIFF	Tag image file format, a standard format for storing graphics.



title bar

The bar at the top of a window that contains its title and possibly buttons for manipulating the window. It is highlighted in black if it is the key window or in dark gray if it is the main window but not the key window.

typeface

A variation of a font family, such as **Bold**, *Italic*, or *Bold Italic*.

user name

The name by which the computer identifies you. This is the name you log in with, the name used to identify you as the owner of files and folders, and the name of your home folder.

volume keys

The two keys that control the volume of your computer speaker. The upper key increases the volume, the lower key decreases it.

window

A rectangular area in which information is presented on the screen. See *standard window* and *panel*.

word

Any sequence of characters between spaces or punctuation marks. You can select a word by double-clicking on it.

word wrap

The automatic breaking of lines between words. With word wrap, you can type without having to press Return to end each line.

workspace

The screen environment in which you do your work in OpenStep applications.

write permission

A characteristic of a file or folder that allows certain users to change its contents. See also *permissions*.

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