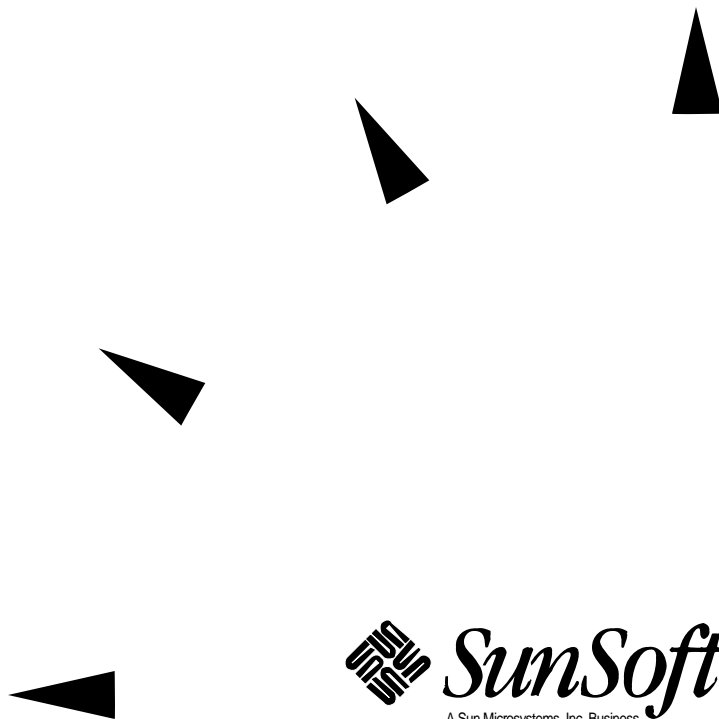


Quick Start to Using the OpenStep Desktop



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U.S.A.

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Preface

This manual, *Quick Start to Using the OpenStep Desktop*, provides a brief introduction to the OpenStep User Interface. It introduces you to the OpenStep color, sound, graphics, and text applications. For a more detailed introduction to these applications, see *Using the OpenStep Desktop*.

Who Should Use This Book

If you are just beginning to use OpenStep applications and if you are unfamiliar with using Sun systems, this manual is the most direct path to the basics you need to get started. For step-by-step instructions to managing your workspace and to using the applications that get you through everyday tasks, refer to the manual *Using the OpenStep Desktop*.

How This Book Is Organized

This book contains the following:

Chapter 1, “Basics,” explains the basics of the OpenStep desktop environment, including logging in and out, using the workspace and the mouse, choosing commands, and setting a password.

Chapter 2, “Using Windows,” describes how to use windows in the OpenStep desktop environment.

Chapter 3, “Getting Help,” tells you how to use OpenStep on-line help.

Chapter 4, “Applications,” discusses how you run OpenStep applications, including running multiple applications, switching applications, and hiding applications.

Chapter 5, “Files,” describes the OpenStep File Viewer and application dock. It tells you how to find files and folders, and create, open and save files.

Chapter 6, “Editing,” provides the basics of editing files, including typing, deleting, moving, and copying text.

Chapter 7, “Organizing,” discusses ways of organizing your files and folders in the File Viewer. It provides procedures for renaming, moving, copying, linking, and deleting files and folders, and creating new folders.

Chapter 8, “Color,” tells you how to create, capture, save, and use color in your documents.

Chapter 9, “Printing,” explains how to prepare a file for printing and how to print it.

Related Books

For detailed information on the OpenStep user interface, see *Using the OpenStep Desktop*. For user interface information from the programmer’s point of view, see *OpenStep User Interface Guidelines*.

What Typographic Changes Mean

The following table 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%</code> su 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.

Logging In

To begin working with a computer, you *log in*. The login process prevents unauthorized people from using your computers, files, and folders.

To log in, you type in your *user name* and *password*. A typical login process consists of these steps:

1. Type your user name at the *login prompt*.

If you make a mistake, press the Backspace key to back up over each character you want to retype.

2. Press the Return key.

The computer displays the *password prompt*.

3. Type your password at the *password prompt*.

Your password is not displayed. In most cases, you will be given an initial password for your computer, which you can change later on.

4. Press the Return key again.

If you typed your user name and password correctly, you should enter the OpenStep *workspace*.

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

The File Viewer provides access to your files.

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

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

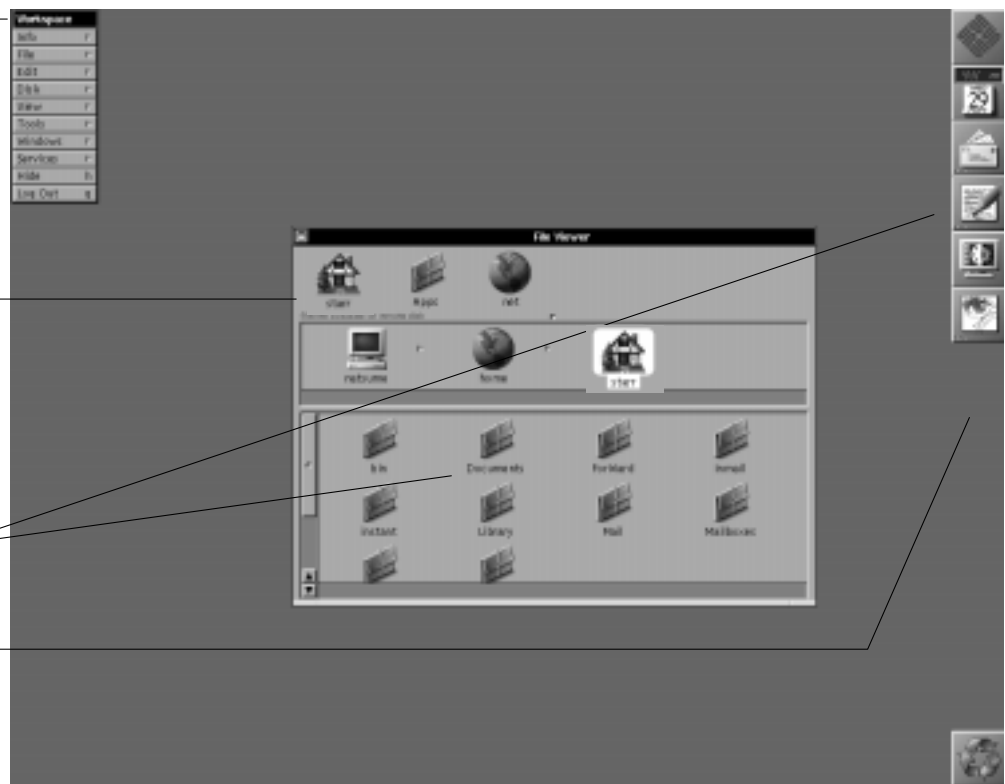


Figure 1-2 The Workspace

Using the Mouse

To get your computer to do things, you act on objects in the workspace. Most of the time, you use the mouse. Practice these basic mouse techniques:

- *Slide* the mouse on the mouse pad.
- *Point* to an object on the screen by moving the mouse to position the cursor on top of the object.
- *Click* by pointing to an object and, without moving the mouse, pressing and releasing a mouse button.

Click an icon in the File Viewer window. The icon is highlighted.

For detailed information on using the mouse that accompanies your Sun workstation, refer to the hardware or user's manual that came with your system.

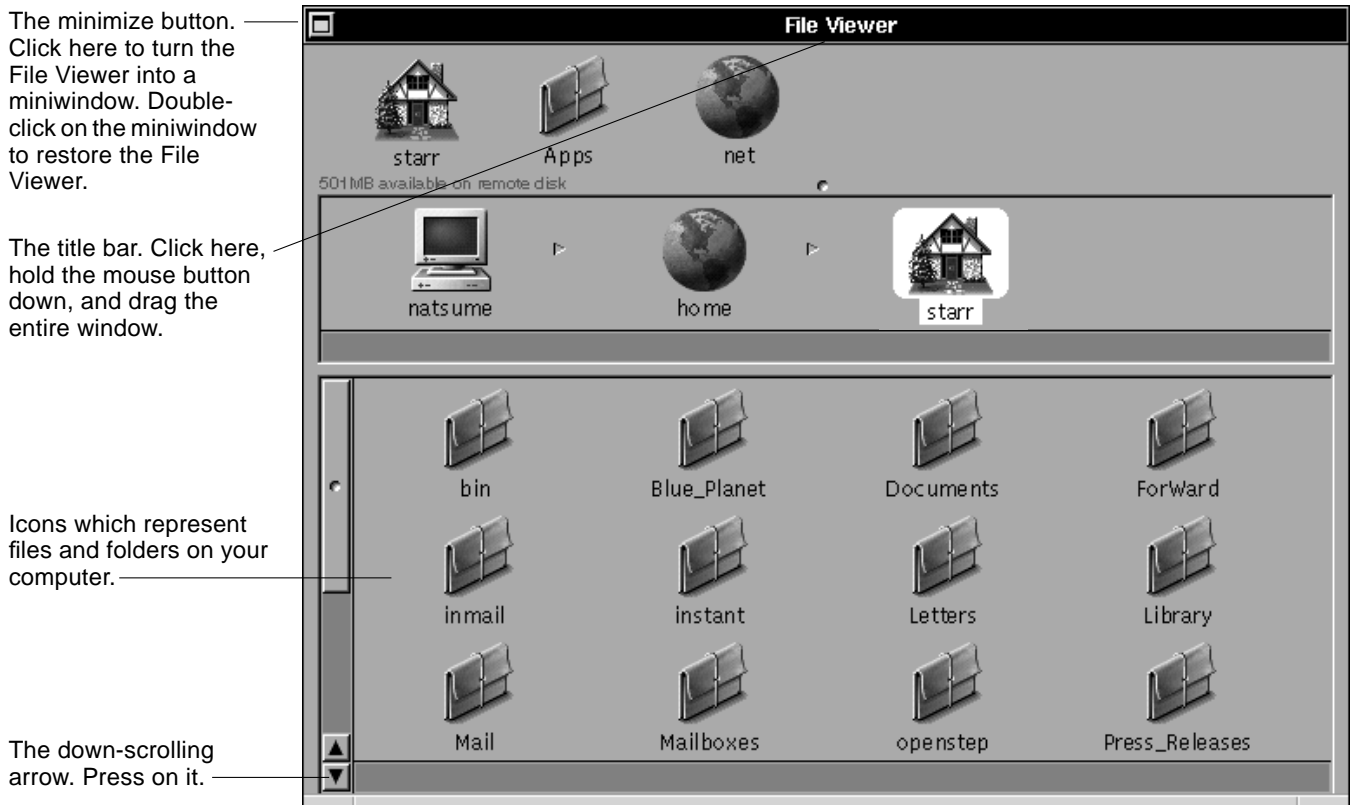


Figure 1-3 Using the Mouse

- **Press** by pointing to an object and, without moving the mouse, pressing and holding down the mouse button.





Press a black arrow button (if there is one) in the File Viewer window. As long as you press, the button is highlighted; information may also move in the window.

- *Drag* by pointing to an object, pressing and holding down a mouse button, moving the cursor to a new location (by sliding the mouse), and then releasing the mouse button.

Drag the *title bar* at the top of the File Viewer window. The window moves in the workspace.

The cursor changes shape as you work. The most common forms are:

Table 1-1 Pointer shapes

Shape	Purpose
	An arrow, for pointing to objects.
	An I-beam, for editing text.
	The question mark, for getting on-line help about an object.
	The watch, which indicates that the application is busy, usually with an instruction you gave. You can wait or switch to another application.

Setting a Password

Change your password often so that it remains secure. To set your password, follow these procedures.

1. **Move your pointer to the application dock and double-click on the Preferences icon.**



The pointer changes to a watch for a moment, and then the Preferences window opens. Notice that the main menu for the Preferences application replaces the main menu that is currently displayed.

2. There is a row of buttons across the top of the Preferences window; click on the password button.

See Figure 1-4 for the location of the password button. If the button is not visible, drag the sliding knob (just below the buttons) to bring it into view.

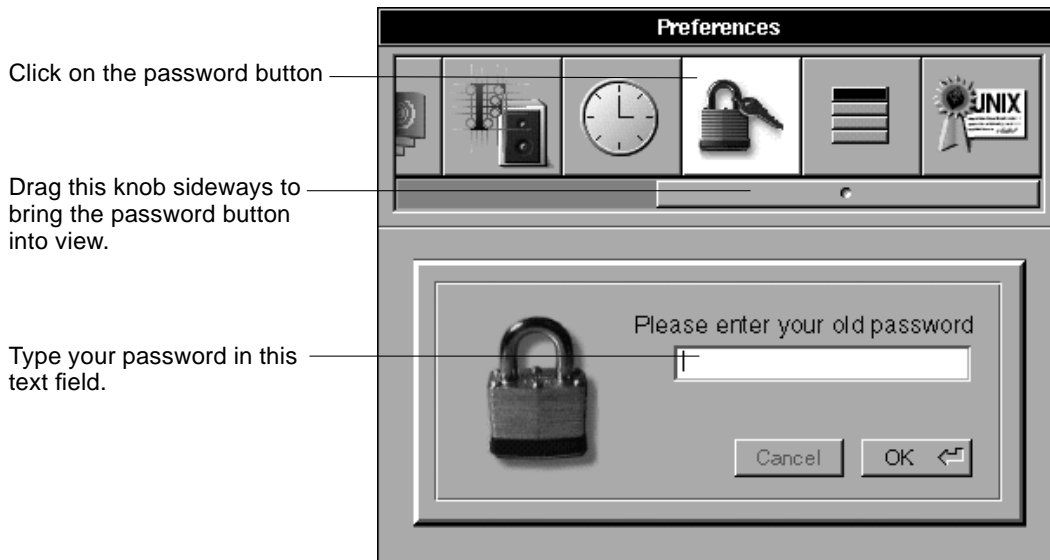


Figure 1-4 The Preferences Window

3. At the insertion point, type your current password (if any).

You won't see the characters as you type.

4. Click on the OK button in the window.

5. Type your new password in the text field and click on the OK button.

The Preferences application asks you to verify your new password by typing it again.

Note – A good password is hard to guess but easy to remember. Use a combination of letters, numbers, and other characters, such as punctuation marks.

6. Type your new password again and click on OK.

If you typed correctly, a confirmation panel confirms that the new password is in effect; otherwise, the Preferences application asks you to repeat the process.

7. Click on the confirmation panel's OK button.

8. Choose the Hide command from the Preferences main menu.

Move your pointer to the Preferences menu, in the upper left corner of your screen, and click on the Hide command. This hides the Preferences application. For more information on hiding applications, see "Hiding an Application" on page 4-4.


Choosing Commands

One way to tell an application what to do is by choosing a command from a menu. Each application has a *main menu* that appears in the upper left of the workspace while you're working in the application.

- To choose a command, click it in the menu.

The command is highlighted and carried out.

A dimmed command (shown in gray rather than black) is currently unavailable.

A command with an arrow  opens another menu, called a submenu, which contains more commands.

The submenu stays open until the next time you choose a command from the first menu.

Clicking here opens the File submenu. Clicking a second time will close the submenu.

Workspace	File
Info ▶	Open ◦
File ▶ 	Open as Folder O
Edit ▶	New Folder n
Disk ▶	Duplicate d
View ▶	Compress
Tools ▶	Destroy r
Windows ▶	Empty Recycler
Services ▶	
Hide h	
Log Out q	

Figure 1-5 Opening a Submenu

- To keep a submenu open, detach it by dragging its title bar.

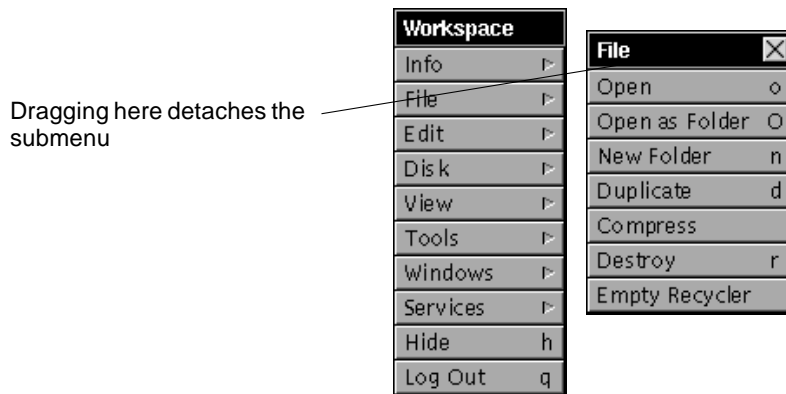


Figure 1-6 Detaching a Submenu

- To close a detached submenu, click the *close button*  in its title bar.

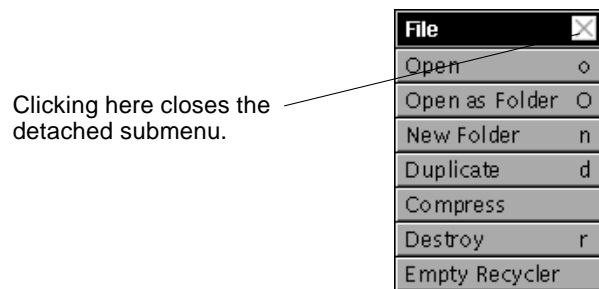


Figure 1-7 Closing a Detached Submenu

- To choose a command, you can also use a keyboard shortcut.

You can choose a command from the keyboard by holding down the Command key while typing the character shown next to the command.

When you choose a command that's followed by an ellipsis (...), a panel asks for additional information about how to carry out the command.



Figure 1-8 Using Keyboard Shortcuts for Commands

Logging Out

When you're done with a work session, you *log out* to quit all applications that are running.

Before logging out, make sure you *save* any work you've done in an application, or your work will be lost. (To learn more about saving, see Chapter 5, "Files.")

1. Choose the Log Out command from the Workspace menu.

(If the Workspace menu isn't visible, click in the File Viewer window or double-click on the Sun icon at the top of the dock to make the Workspace menu appear.)

The Log Out panel opens. If you change your mind about logging out (or if you choose Log Out by accident), click on the Cancel button in the Log Out panel.

2. Click on the Log Out button in the panel.

If an application contains unsaved work, a panel may open, giving you a chance to save your work.

Logging out closes all open window, quits all running application, and returns you to the desktop.

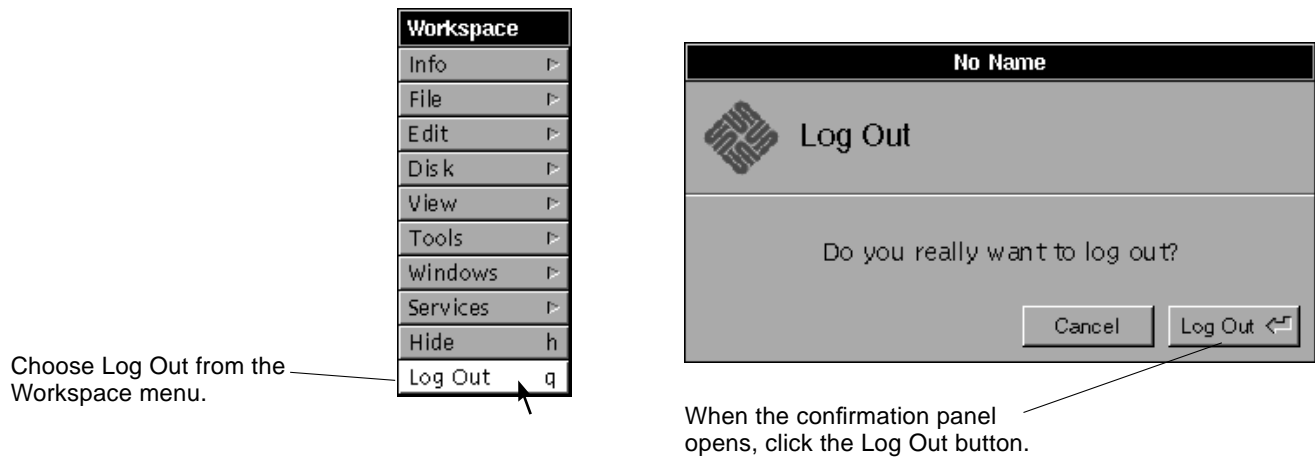


Figure 1-9 Logging Out

Using Windows



Your computer displays text, pictures, and other kinds of information in rectangular frames called *windows*. Several windows may be open in your workspace at a time. This chapter describes how to work with windows in the OpenStep desktop environment.

Organizing Windows

Since each window has its own purpose—some display documents you are working on, others display options that are available for the work that you are doing, and others simply display messages from your computer—you might want to make some windows larger and others smaller, move some windows completely out of the way for a time, and so on. This chapter shows you techniques for doing these things.

- ♦ **To organize the windows in your workspace, you can change their sizes, shapes, and positions.**

Techniques for this are illustrated in Figure 2-1.

To move a window, press on its title bar and drag.

To put a window aside temporarily, click its minimize button. This changes it to a miniwindow that appears at the bottom of the workspace.

To restore a minimized window, double-click on the miniwindow



To change a window's size, drag the resize bar. You can drag out, to make the window larger, or in to make the window smaller.



Drag one of the resize bar's end regions to change the window's width.

Drag the resize bar's middle region to change the window's height.

Figure 2-1 Organizing Your Workspace

Reordering Windows

The windows in your workspace can overlap. A window can cover part of another window or all of it. Windows can be stacked up, and a window that is visible on your display may actually be covering several other windows.

Because your mouse pointer can only be in one place at a time and you can only type in one window at a time, you are limited to working in the window that is “in front” (or “on top”). If you want to work in a different window, use your mouse to bring it to the front:

- ♦ **To bring a window forward, move your mouse until the pointer is over the window and click on it. Make sure you don't click on a button (such as the window's close button) when you click on the window.**

The window moves to the front. In most cases its title bar turns black, to indicate that it is now the *key window*. Whatever you type on your keyboard will appear in the key window.

Remember that clicking in a window also makes the window's application the active application (if it isn't already). “Switching Between Applications” on page 4-3 has more information about the active application.

If you want to work in this window, click on it. It will become the key window and move to the front.

The key window's title bar is black.

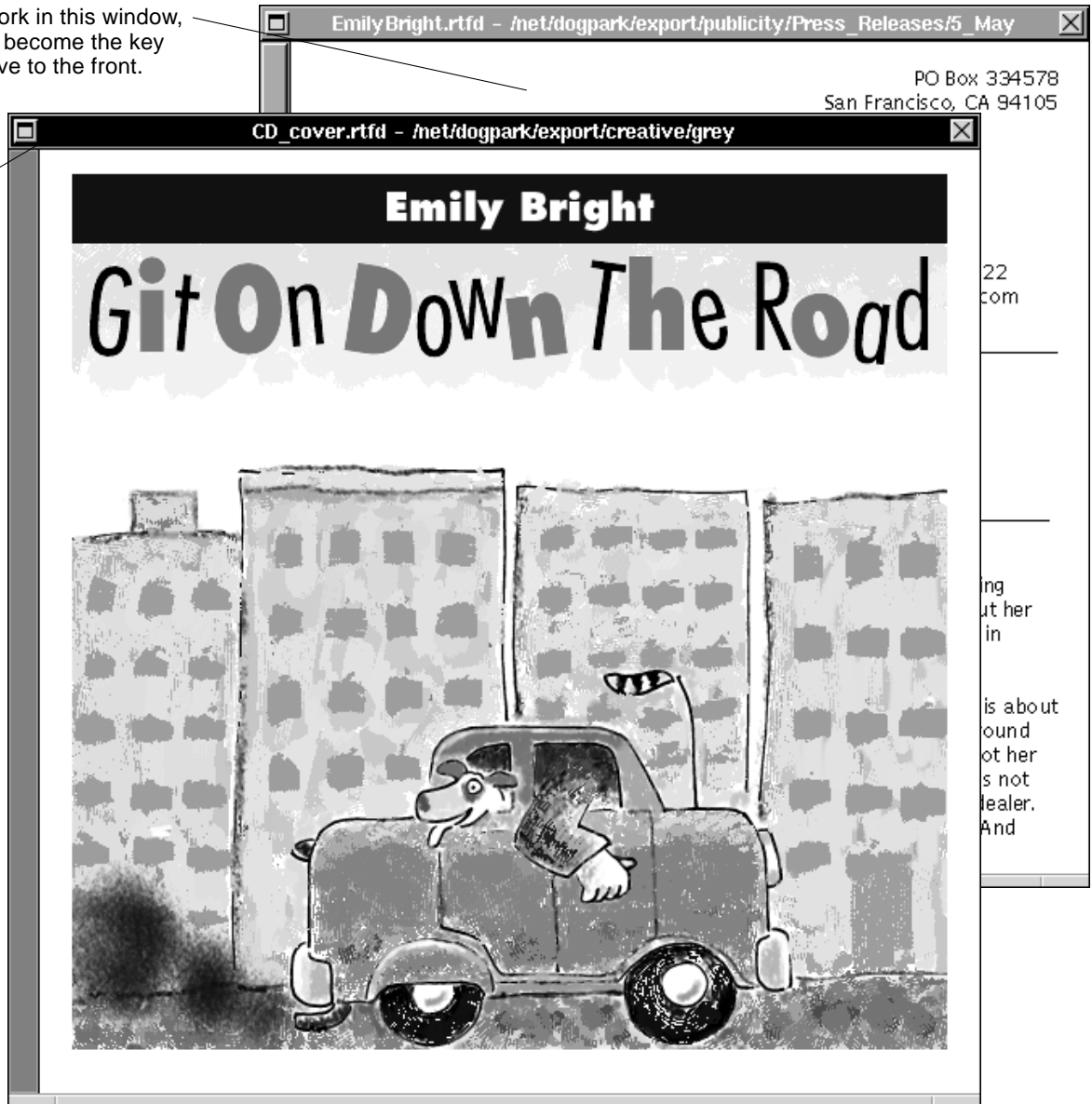


Figure 2-2 Changing the Order of Windows in the Workspace

Scrolling

When a window contains more than it can display at one time, you can *scroll* to see more. If a document window displays one page of a 25-page document, for example, you scroll to see the other pages.

In many windows, you scroll using a *scroller*—a gray bar with a knob and scroll buttons. Figure 2-3 shows an example of a scroller.



Figure 2-3 A Horizontal Scroller

Horizontal scrollers scroll left and right while vertical scrollers are for scrolling up and down.

- ◆ **You use scrollers by clicking on a scroll button. In some cases, you scroll using buttons that aren't in a scroller but that stand alone. (A dimmed button means you can't scroll any further in that direction.)**

Figure 2-4 shows you these techniques for operating a scroller.

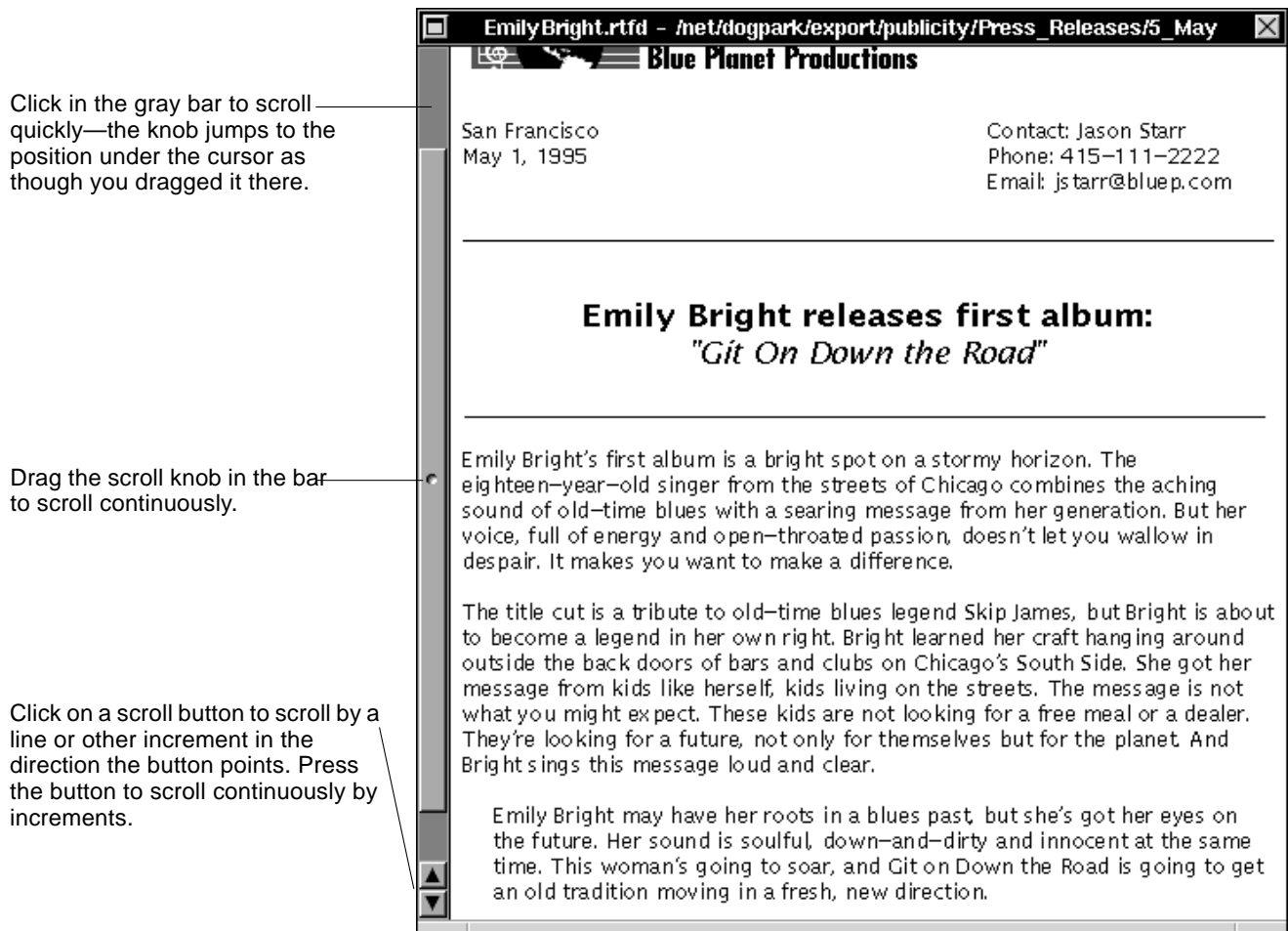


Figure 2-4 Using the Scroller

Note – The scroll knob's size and position indicate how much of the total information you're viewing and where you are in the document. For example, if you're on page 2 of a 3-page document, the vertical scroller fills the middle third of the bar.

Getting Help



This chapter explains how you get on-line help while using OpenStep. You can get help for an object on the screen, use the Help table of contents to look up a task, use the Help index to look up a topic, or use the Help search feature to search for any help text that contains a word or phrase you type in.

Clicking for Help

When you're working in the File Viewer, Mail, Edit, and some other applications, you can get help with your work by "help-clicking" on a screen object.

1. Hold down the Help key on the keyboard.


The pointer changes to a question mark (?).

If your keyboard doesn't have a Help key, try getting the question mark pointer by pressing F1, or by pressing the Alt and Control keys at the same time.

2. Click on the object you want help with; it can be a menu command, window, button, or other type of object.

The Help panel opens, with information about the object you clicked.

Note – If you want help with Help, use the question mark pointer to choose the Help command in the Info menu.

3. You can scroll the Help panel to read more, or click on any word or phrase marked with a  button to get help on a related topic. For information about scrolling, see “Scrolling” on page 2-5.

Hold down the Help key or the F1 key and click on the object for which you want help.

Information about the object is displayed on the Help panel.

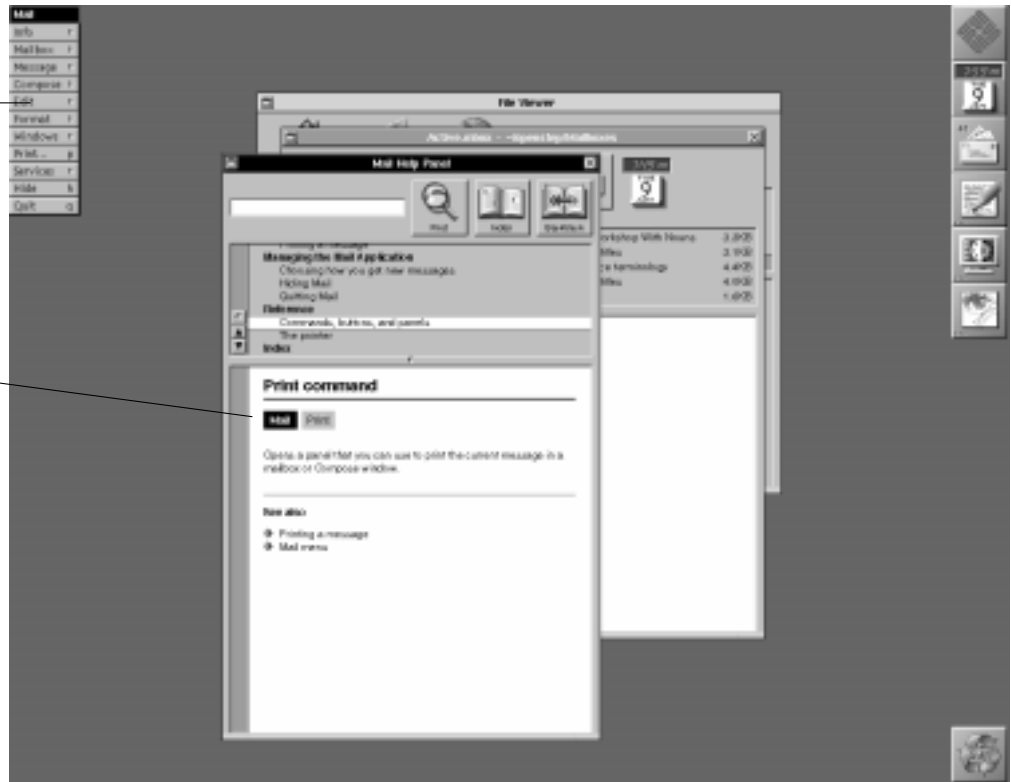


Figure 3-1 After Help-Clicking on the Print Command

Getting Help for a Task or Topic

You can get help with tasks or topics.

To get help with a specific task, look through the Help panel's *table of contents* and choose the task you are trying to perform.

1. Choose Help from the Info submenu.

The Help panel opens. If the Help panel is already open, click in it to make it the key window.

2. Click on an entry in the Help table of contents.

Instructions for the task you chose appear in the Help panel. You can scroll the table of contents to find the task you want help with.

Get help with a task by clicking on it in the table of contents.



Figure 3-2 Choosing a Task in the Table of Contents

To get help with a specific topic, look through the Help panel's *index* and choose the topic you want to learn about.

1. Choose Help from the Info submenu.

2. **Click on the Help panel's Index button.**
An index of help topics appears.
3. **Click on the topic you want help with.**
Help about the topic you clicked appears in the Help panel

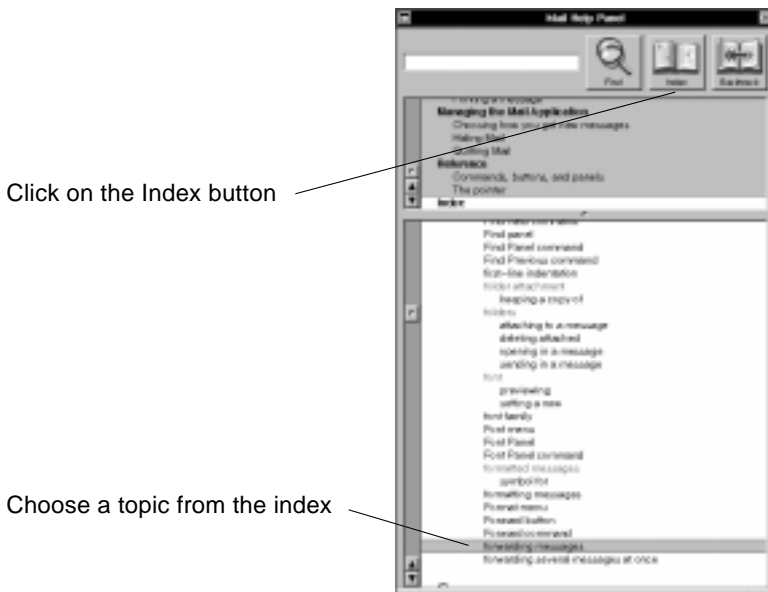


Figure 3-3 Choosing a Topic in the Help Index

Searching for a Word or Phrase

If you can't find what you need with the Help panel's table of contents and index, you can use its *search* feature, which looks for help text containing a word or phrase that you type.

1. Open the Help panel.

You can open the Help panel by choosing Help from the Info menu, or by clicking on an object with the question mark pointer.

2. Click in the text field at the top of the Help panel and type the word or phrase you want to get help with.

3. Click on the Find button.

The Help panel searches for help that contains the word or phrase you typed. The first topic that contains the word or phrase you typed appears in the Help panel; the word or phrase is highlighted.

4. To find another topic that contains your word or phrase, click on the Find button again.

The next topic that contains the word or phrase appears in the panel.

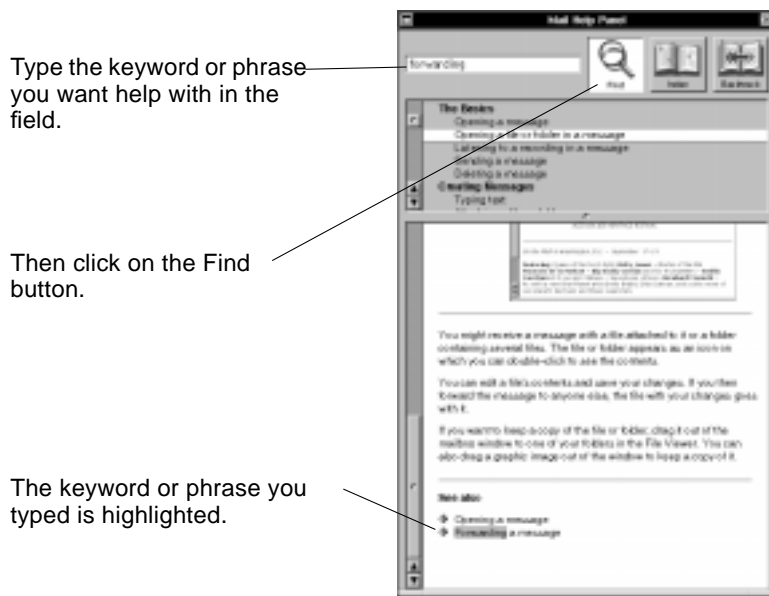


Figure 3-4 Getting Help by Typing in a Search Word

Applications

OpenStep comes with several applications, such as Edit and Mail. You, or someone else at your workplace, may have added more applications to your desktop. Each application allows you to do different kinds of work, so you need to know techniques such as *starting*, *quitting*, *hiding*, and *switching* applications.

Starting Up an Application

You start an application with your mouse, by clicking on its icon. You can keep an application icon in the workspace’s application dock, which makes it easy to find, but you can also start applications that are not in the dock.

- ◆ **To start an application from the dock, double-click on its icon.**

The icon is highlighted for a moment, and then the application’s main menu appears. One or more windows may also open.



Not running



Starting up



Running

Figure 4-1 Application Icons Show Application Status

Notice that before you start up an application in the dock, its icon has three dots in its lower left corner. After you start up the application, the dots are removed, to indicate that the application is running.

See “Opening a File From the File Viewer” on page 5-9 for information about adding applications to the dock.

♦ **To start an application from the File Viewer, double-click on its icon in the File Viewer.**

You can also double-click on an icon that represents a document, which starts the application and opens the document. See “Opening a File From the File Viewer” on page 5-9 for more information on these techniques.

When you first start up an application, the Workspace menu goes away and the application's main menu appears in its place.

The application may also open one or more windows.

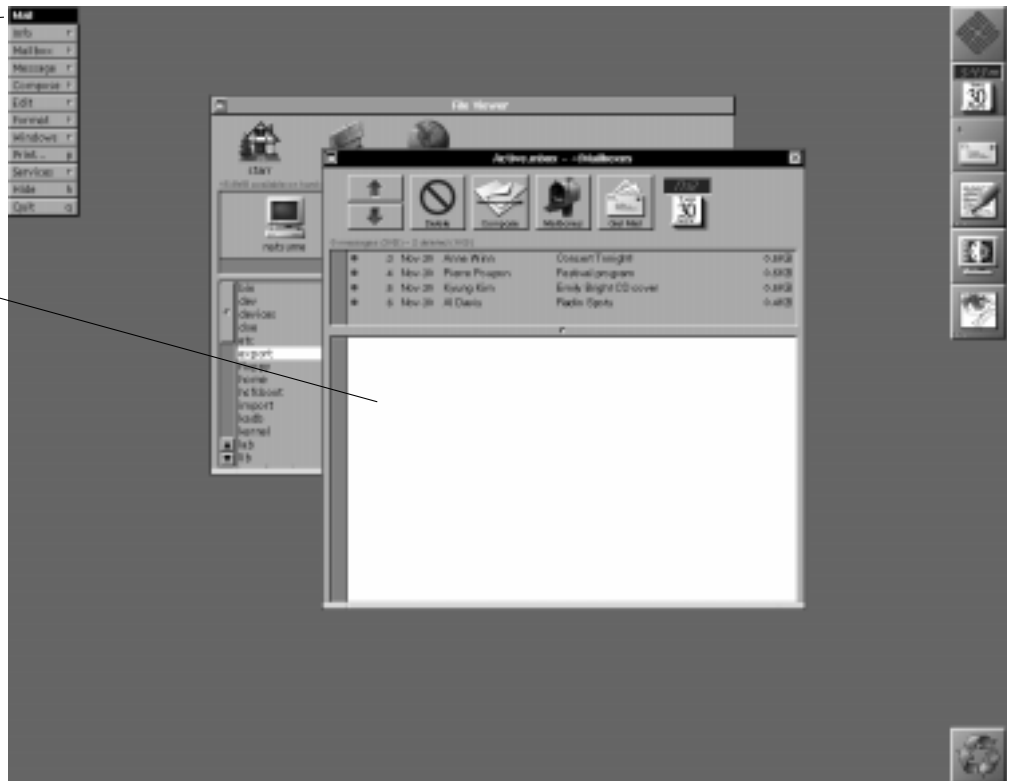


Figure 4-2 The Mail Application Starts

Using Multiple Applications

You can run several applications at once—for example, you can create a document in Edit™ and use Mail to communicate with your co-workers.

Running Multiple Applications

- ◆ **Start up each application you want to run. You can start them from the dock, the File Viewer, or both.**

Each time you start up an application, its main menu opens and replaces any menus that were previously visible. Most applications also open one or more windows, which can cover any windows that are already open.



Starting Edit



Starting Preview

Switching Between Applications

Although several applications might be running, you work in only one at a time—the *active application*. The active application is the one whose menu is showing.

When several application are running, you can switch to the one you want to work in.

- ◆ **To switch from one application to another, move the mouse pointer over one of its windows and click on the window. Or double-click on the application's icon.**

When you switch applications, the menus switch. If you switch by clicking in a window, it comes to the front.

When an application starts up, it becomes the active application and its main menu replaces the previous application's menu.

Clicking in an application's window activates the application.

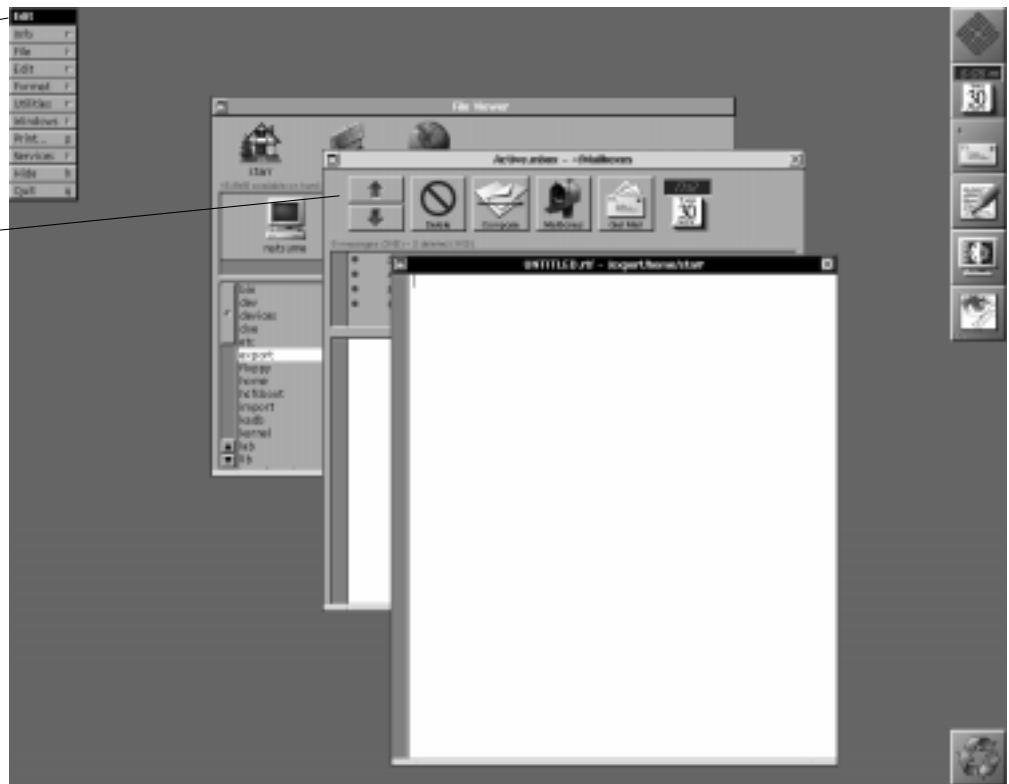


Figure 4-3 Edit Has Started After Mail

Hiding an Application

If you're done working in an application for now but may use it later in the work session, you can hide the application to get its windows out of the way.

◆ **To hide an application, choose Hide from its main menu.**

All of the application's windows disappear, but the application is still running and you don't lose any unsaved work. If other applications have windows open, one of those applications becomes active.

By hiding applications, you can have several applications running and easily accessible. However, your workspace remains free of windows you're not using at the moment.

When you're completely done using an application, *quit* the application—as described in “Quitting an Application” on page 4-8.

The Mail menu and window are removed from the screen without creating a miniwindow, the Edit menu replaces the Mail menu, and the Edit window becomes the key window.

The Mail icon in the dock does not have the three dots, which indicates that Mail is still running.

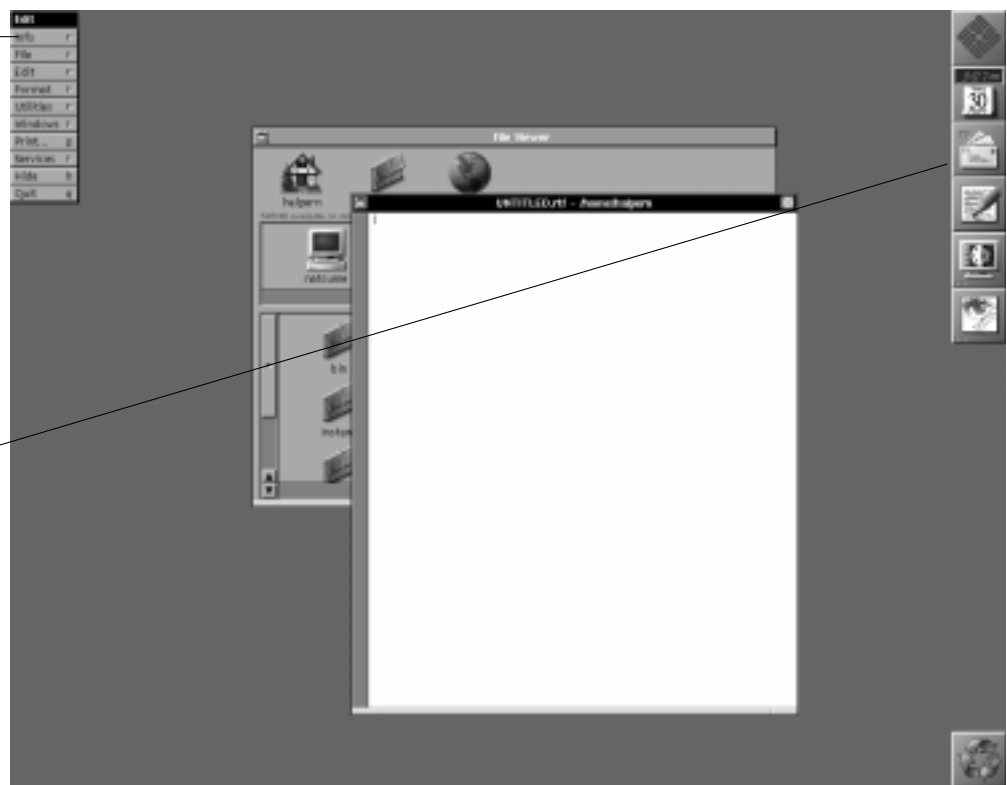


Figure 4-4 Mail Is Hidden

Note – Hide applications to unclutter your workspace when several applications have windows open.

Unhiding an Application

When you want to work again in a hidden application, you can unhide it.

◆ **To unhide an application, double-click its icon.**



Its windows reappear—just as though the application hadn't been hidden—and the application becomes the active application.

If you hide the Workspace Manager, you can unhide it by double-clicking on the Sun icon at the top of the application dock.

Note - Whenever you want to work in an application, you can get to it (whether or not it's hidden) by double-clicking on its icon.

To unhide Mail, double-click on its icon. The Mail menu and the Active.mbox window reappear.

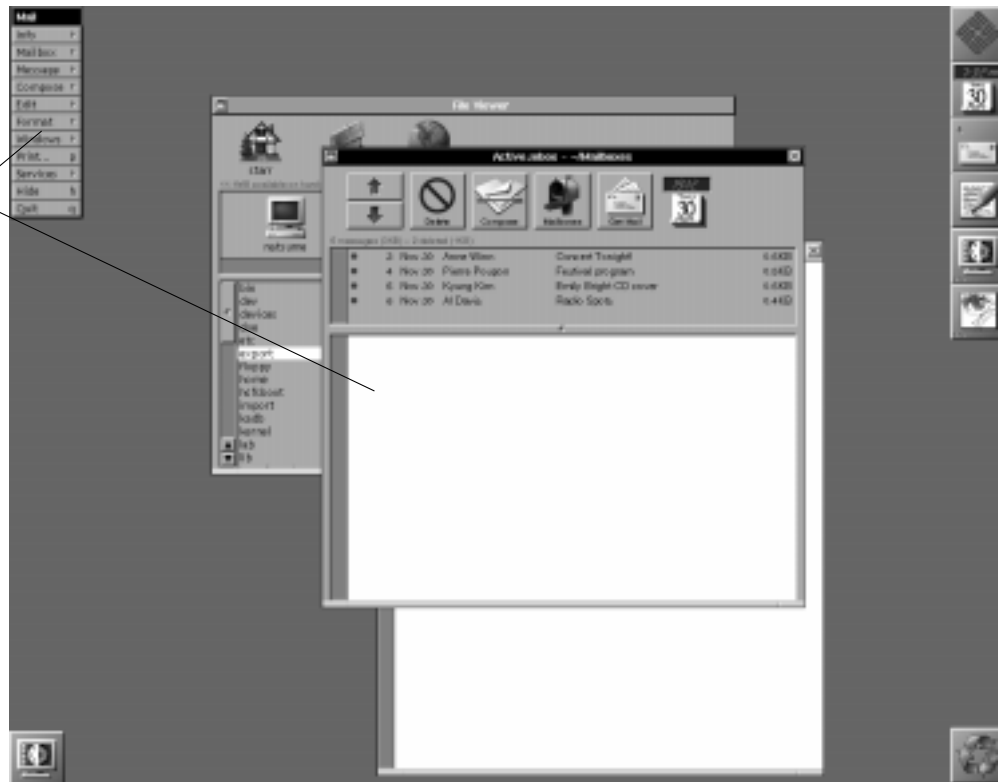


Figure 4-5 Mail Reappears After It Is Unhidden

Quitting an Application

When you're completely done working in an application, quit the application.

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

If you haven't saved your work in the application, a panel gives you a chance to save before quitting. Then the application's windows are closed.

If you don't save your work when you quit, it will be lost. (For more information on saving, see Chapter 5, "Files.")

When you log out at the end of a work session, all running applications quit automatically.

Note – Hide rather than quit applications that you plan to use later in your work session—it takes less time to unhide an application than it does to start it up again.

When you quit an application, the ellipsis (...) reappears in its icon, indicating that the application is no longer running.

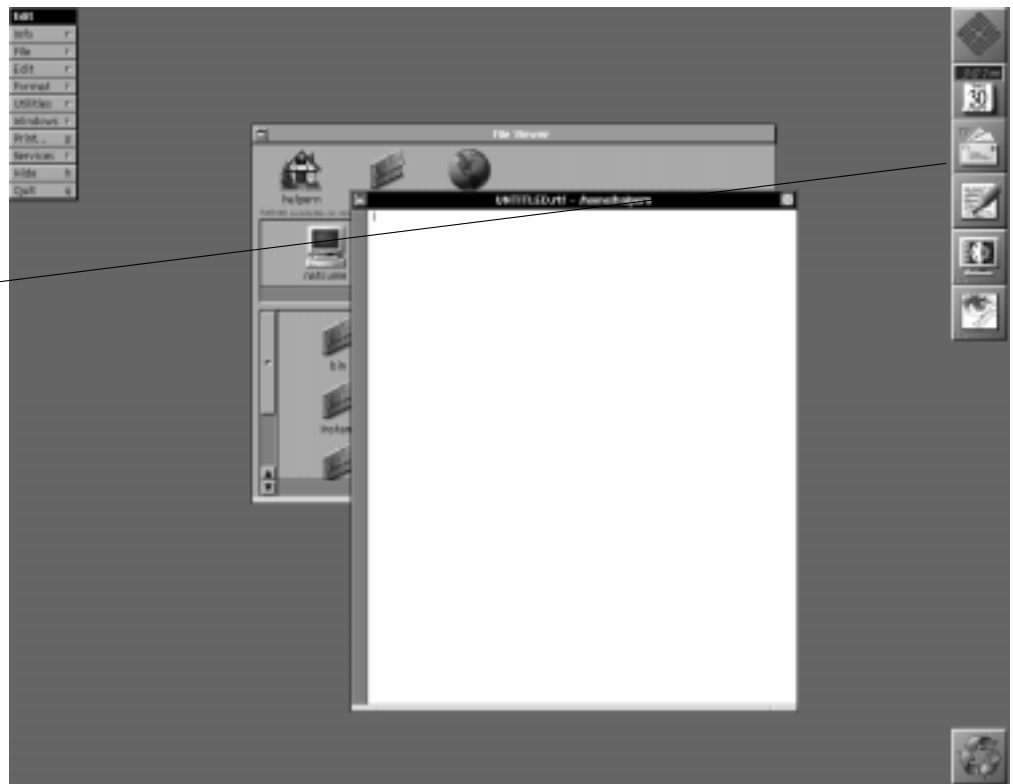


Figure 4-6 After Quitting Mail

Your computer stores information—including documents you create—in *files*, and uses *folders* to group and organize files. A file might contain a memo you write, a drawing you did with a graphics application, even an application itself. Folders can contain files and other folders.

The files and folders in your desktop are organized in a hierarchy, in which a *root folder*, like a file cabinet, contains all of the other folders, each of which can contain files and more folders. You can use as many levels of folders as you want.

The File Viewer

You use the File Viewer to view and work with the files and folders in your computer. They appear as icons in the File Viewer.

- At the top of the File Viewer is the *shelf*, where you can put icons of files or folders you use often and want to keep handy.
- In the middle of the File Viewer is the *icon path*, which shows you where you are in the file system. The highlighted icon at the right is the current file or folder. The icons to the left of the current folder trace the path back up the hierarchy to the root folder, which is represented by the workstation icon.
- At the bottom of the File Viewer, the *current view* displays the contents of the current folder.

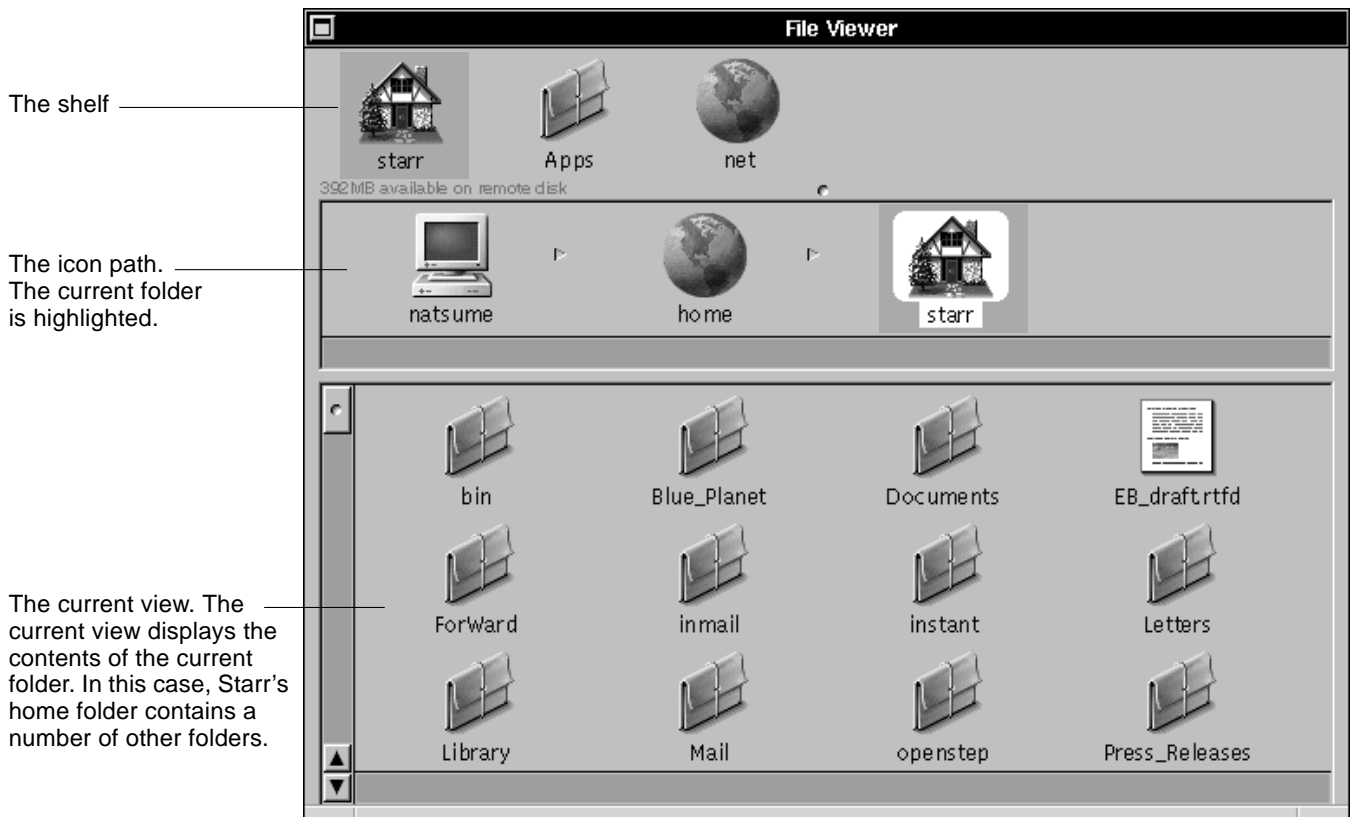


Figure 5-1 Starr's Home Folder

When you log in, your *home folder* is the current folder, and its contents are displayed as the current view. Your home folder is represented by a house icon and has the same name as your user name. Figure 5-1 shows the file viewer after a user named “starr” logs in; his home directory is the current folder (at the end of the icon path), and the current view shows what the home folder contains.






Finding Files and Folders

You find files by opening folders to see their contents.

- To open a folder and display its contents in the current view, double-click on its icon.
- To move up the hierarchy, to a more inclusive folder, click on its icon in the icon path.
- To open a folder on the shelf, click on its icon there.

When you open a folder, its branch of the hierarchy appears in the icon path with the folder's icon selected, and its contents are displayed at the bottom of the window.

Table 5-1 Types of Folders

Icon	Type of Folder
	Most folders are represented by this icon. Some have icons that indicate something special about the folder's contents or location.
	This icon identifies your home folder, which contains your files.
	This icon identifies someone else's home folder.
	This icon identifies a folder which is a floppy disk.
	This icon identifies the /net folder, which contains folders that are located on other computers on the network.

It doesn't matter where a folder is or what icon it has. You use the same techniques with all folders.

Note – You can use the Clean Up Icons command in the View menu to straighten up the current view of icons.

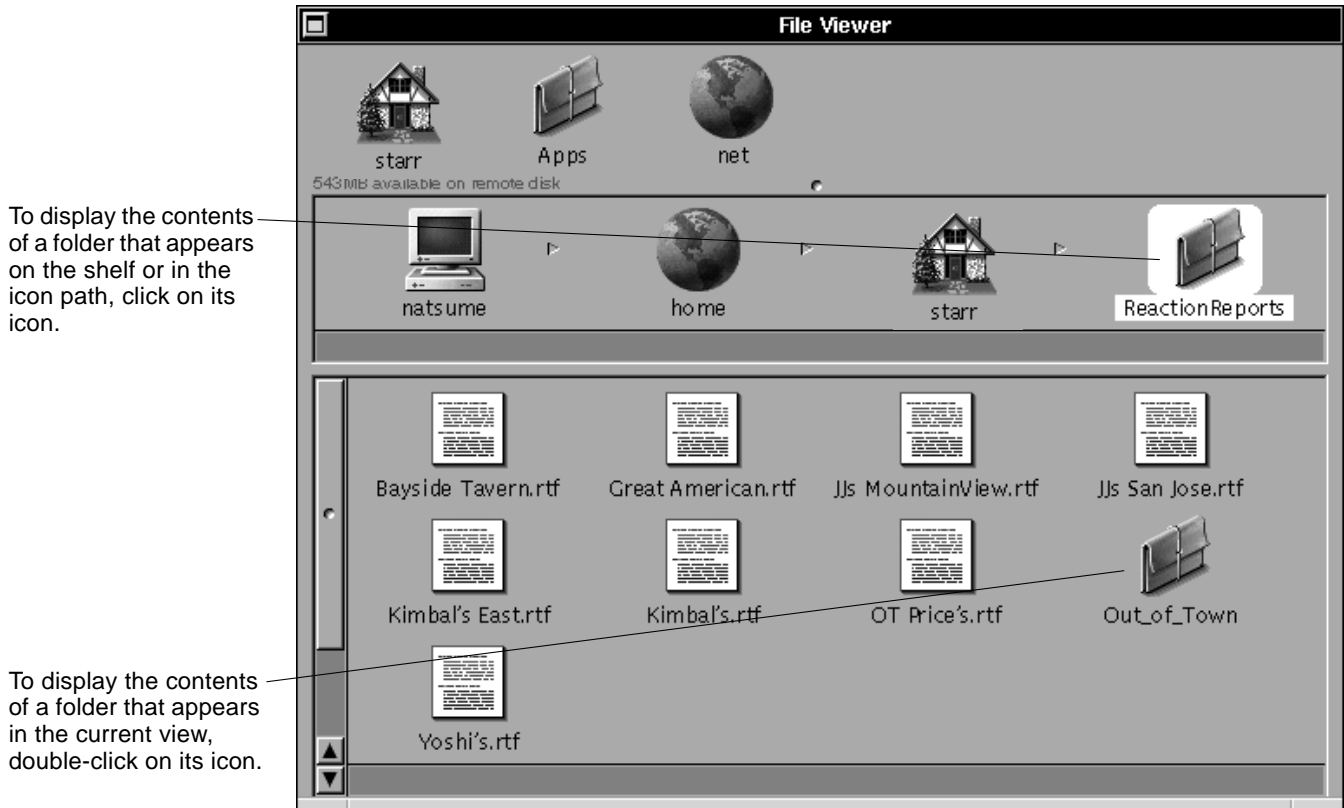


Figure 5-2 After Opening ReactionReports

Stocking the Shelf

The shelf is a place for holding files or folders you access frequently. By clicking an icon on the shelf, you can quickly open the folder that contains it.

In addition to your home folder (which is always on the shelf), you can stock the shelf with other files or folders you want to get to quickly.

Putting a File or Folder on the Shelf

- 1. Select a file or folder by clicking on its icon, in either the icon path or the current view.**
Its icon is highlighted.
- 2. Drag the highlighted icon into an empty space on the shelf. Release the mouse button when a ghost image of the icon appears.**

Removing a File or Folder From the Shelf

- ◆ **Drag the icon off the shelf—out of the File Viewer window and into the workspace.**

The icon is removed from the shelf, *but the file or folder is not deleted from your computer*. You can still find it in the icon path or in the current view at the bottom of the screen.

Add an object to the shelf by dragging its icon from the icon path or the current view.

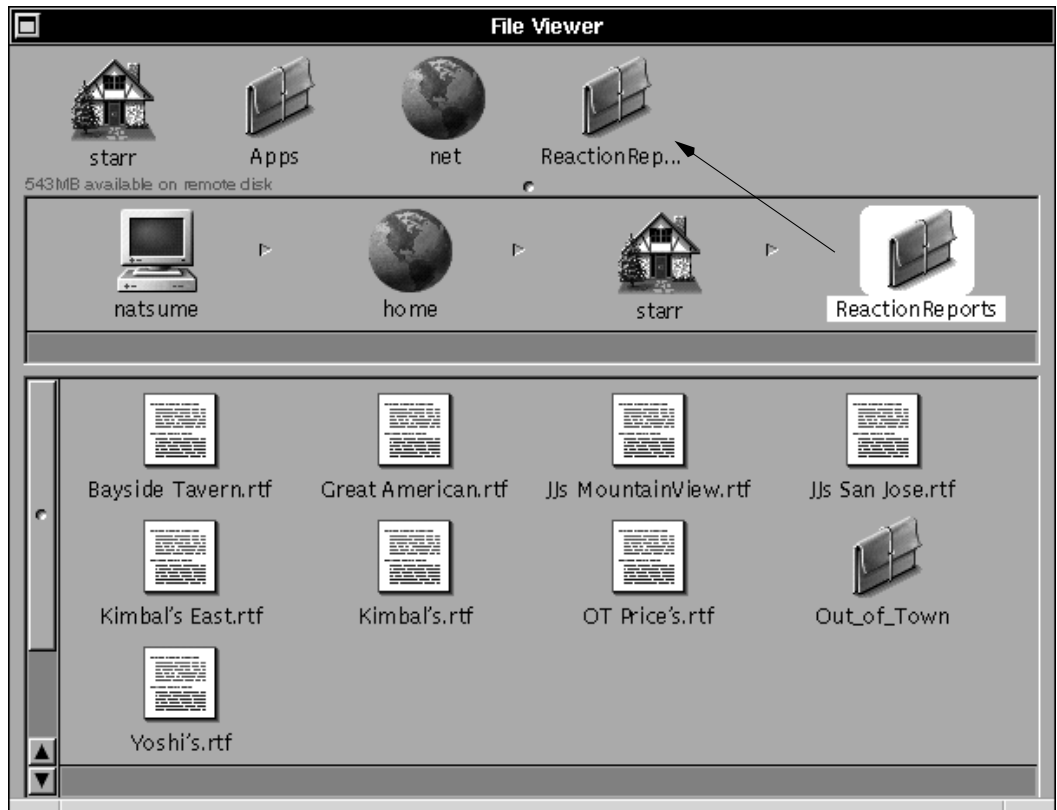


Figure 5-3 Dragging ReactionReports to the Shelf

Customizing the Application Dock

To add an application to the dock, you follow these procedures.

1. **Using the File Viewer, find the application you want to add to the dock.**
The standard locations for applications are the `/usr/openstep/Apps` folder (only for applications supplied with OpenStep), the `/usr/local/openstep/Apps` folder for other applications that are widely available on your network, and `~/openstep/Apps` for applications that are available on just one computer.

Note – The / symbol in a folder name stands for the root folder. To find a folder when its name begins with the root folder, select the root icon (the icon that looks like a computer) in the File Viewer’s icon path. When the root folder’s contents appear in the current view, double-click the folder that comes next in the path, and so on. The ~ symbol in a folder name stands for your own home folder. To find a folder when its name begins with ~, select you home folder icon (which is normally on the File Viewer’s shelf). When your home folder’s contents are displayed, select the icon for the folder that comes next in the path, and so on.

2. Select the application by clicking on it in the File Viewer.

The application’s icon appears in the icon path and is highlighted.

3. Drag the highlighted icon into an empty space in the application dock and release the icon when a ghost image of it appears in the dock.

To remove an application from the dock, follow these procedures.

- If the application isn’t running, just drag its icon out of the dock—into the workspace.
- If the application is running, hold down the Command key and drag it out of the dock.

You can also Command-drag the recycler to remove it from the dock.

To use the application again, you can start it from the File Viewer.

You can't remove the Sun icon from the dock.

To install an application in the dock, drag its icon from the File Viewer to an empty space in the dock. Release the icon when a "ghost image" of it appears.

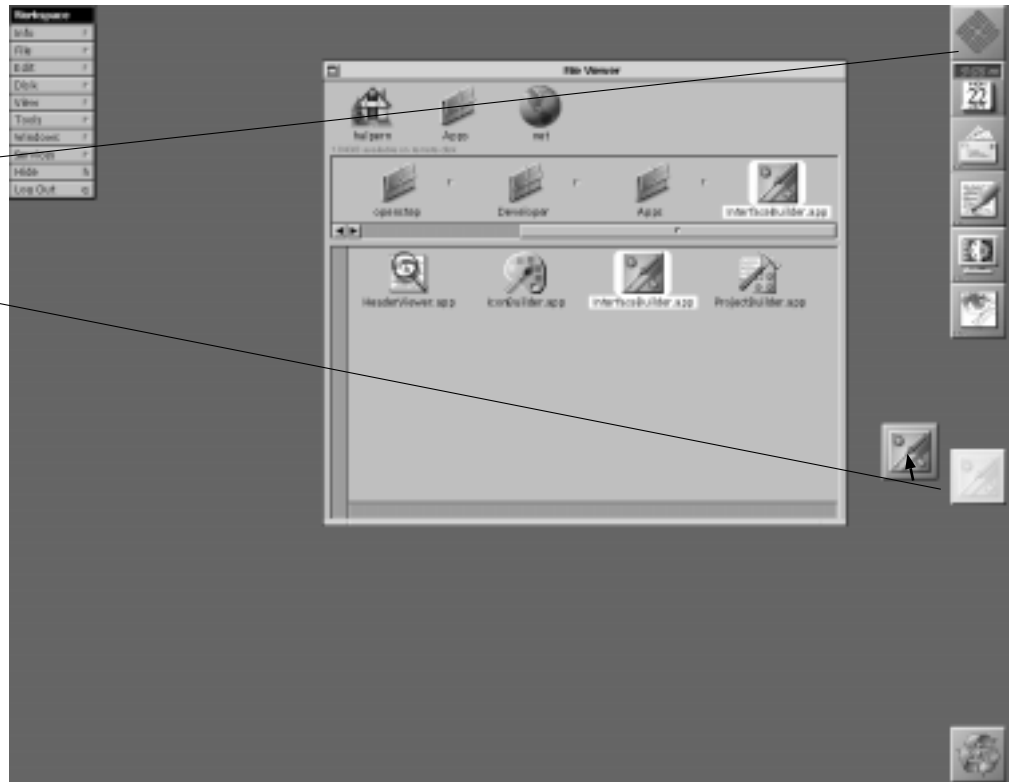


Figure 5-4 Moving an Application to the Dock

Opening a File From the File Viewer

You can open any file by acting on its icon in the File Viewer.

1. Find the file by opening the folder that contains it.

2. Double-click on the file's icon.

You can double-click on a file icon in the current view, on the icon path, or on the shelf.

If the file is an application, it will start up. Otherwise, OpenStep will start the application that created the file (if it isn't already running) and open the file in its own window.

You can tell what application a file will open in by the file's icon, which resembles the application's icon. For example, if you double-click an Edit file icon, Edit opens a window that displays the file's contents.

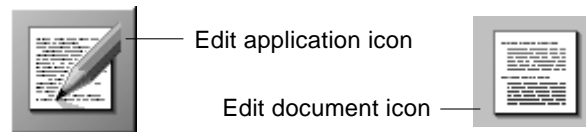


Figure 5-5 Edit Application and Edit File Icons

When an application that isn't in the application dock starts up, its icon appears at the bottom of the screen. You can add the application to the dock by dragging its icon to the dock. Otherwise the icon disappears when you quit the application.

Double-clicking on the file icon for FestivalRelease has started up Edit and opened the file in an Edit window.

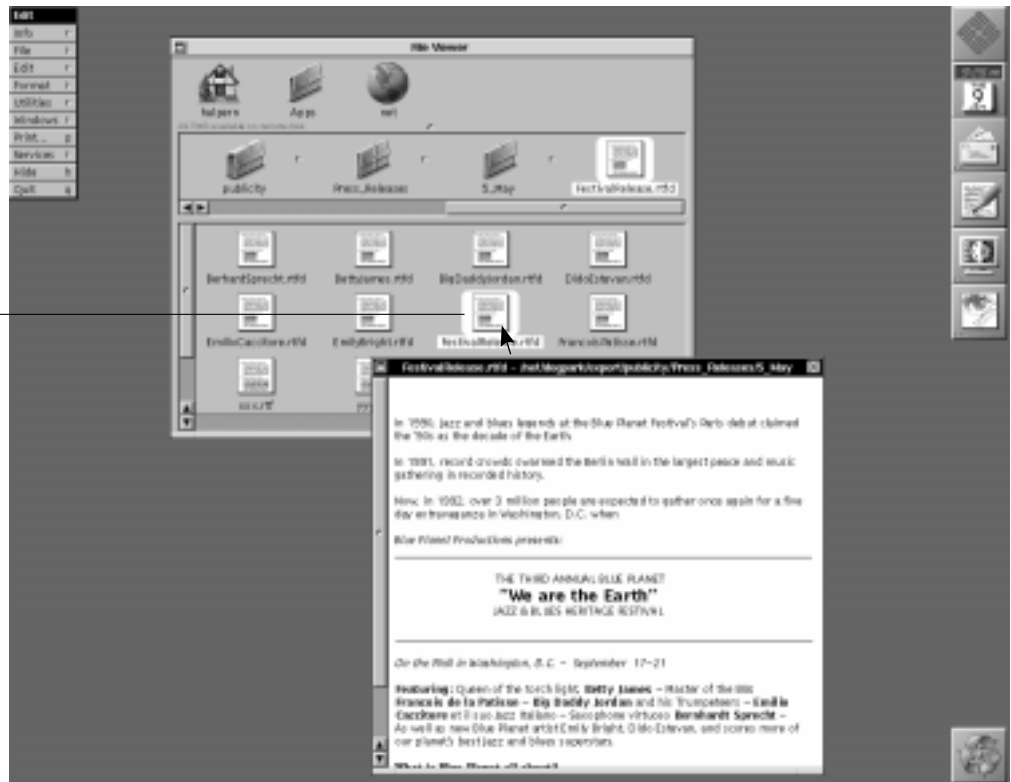


Figure 5-6 Opening FestivalRelease.rtf From the Viewer

Opening a File From Within an Application

When you're working in an application, you don't have to go to the Workspace Manager to open a file. You can open it from within the application itself.

1. Choose **Open** from the application's document menu. The document menu may be titled **Document**, **File**, **Project**, or something else. It's in the main menu just below **Info**.

A panel with a *browser* opens. Browsers are lists of files and folders displayed in one or more columns. At the top of each column is the name of the folder that contains the files and folders in that column. With browsers you can move quickly through a hierarchy of files and folders.

2. Locate the file in the panel's browser.**3. Click on the file to select it.**

The file's name appears in the Name field.

4. Click on OK.

The panel disappears and the file opens in its own window.

You can use the disk buttons on the Open panel to work with files on floppy disks. For more information, see the *Using the OpenStep Desktop*.

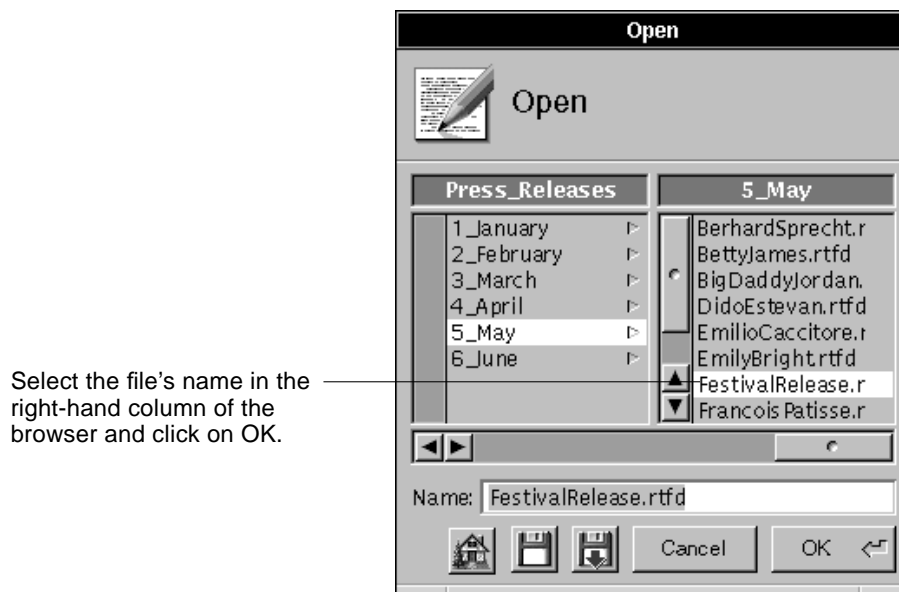


Figure 5-7 Opening FestivalRelease.rtf From Edit's Open Panel

Creating a File

You can create a new file to store your work while you are using an application.

1. Choose New from the application's document menu.

A new, untitled window opens.

2. Do some work in the window, such as typing a new document.

3. Save the window's contents to a file by choosing Save from the document menu.

The Save panel opens. It contains a browser.

4. Use the browser to select the folder in which you want to save the file.

5. Type a name for the file in the Name text field.

6. Click on OK.

The name you chose appears in the window's title bar, indicating that a file has been created.

If you close the new window without saving your work, no file is created and your work is lost.

After typing or drawing a new document in an empty window, choose Save from the File menu.

Use the browser to select the folder in which you want to create the file.

This column shows any files already in the folder.

Type in the name you are giving to the new file.

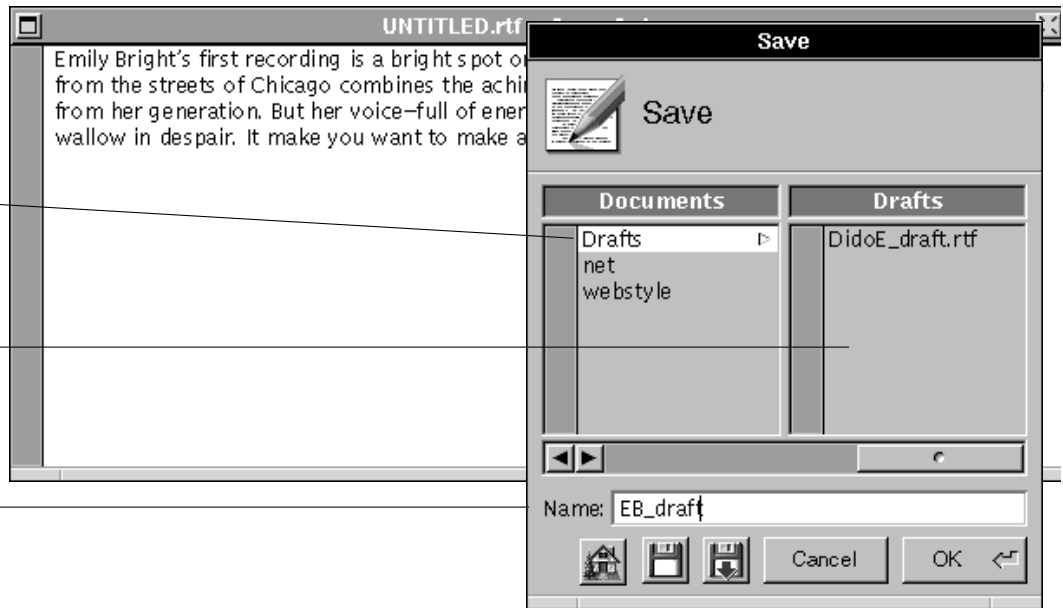


Figure 5-8 Creating a File

Saving Changes to a File

The work you do in a file is not automatically *saved*, or stored permanently on the computer's disk storage. There are several ways to save your file.

You can save revisions you've made to a file.

♦ **While working in the file, choose Save from the application's document menu.**

The contents of the window are saved on the disk, replacing the last saved version of the file.

You can also save a copy of your file under a different name.

1. Choose Save As from the Document menu.

The application's Save panel opens.

2. Type a new name for *the version you are working on*.

Your version will be saved under this name. To remind yourself of what you've done, you can use a name like YearEndReport_v6 or ProductBrochure11/4.

3. You can use the browsers on the Save As panel to put the new version of the file into the same folder as the original file or a different folder.

Saving to a different folder is described in "Creating a File" on page 5-11".

4. Click on the OK button.

The original file is not modified. Your work is saved in a new file with the new name you chose. You can continue working in the new file.

Note – You should save changes frequently, not just when you're about to close a file. You know when a window contains unsaved work if its close button is partially drawn. After saving the close button returns to normal.

This chapter covers the basic procedures for typing, correcting, and otherwise working with text.

Typing and Inserting Text

In most applications, you type text the same way whether you're editing a document or entering a value in a field. When you type, the letters you type will appear at the *insertion point*, which looks like this: |.

1. Click on the window in which you want to type.

The window you click on becomes the key window (if it isn't already), and the insertion point appears.

2. Begin typing.

The insertion point moves forward as you type each character. You don't need to press the Return key at the end of each line. The insertion point moves forward as you type each character and lines break automatically between words.



Figure 6-1 Typing at the Insertion Point

3. To start a new paragraph, press the Return key.

This moves the insertion point to the next line.

4. To insert text, click where you want the text.

The insertion point appears where you click.

5. Type at the insertion point.

The text you type is inserted.



Figure 6-2 The Insertion Point Was Moved Before Typing

Deleting and Replacing Text

To delete text, follow these procedures.

1. Put the insertion point directly after the character you want to delete.

2. Press the Backspace key.

This deletes the character to the *left* of the insertion point. Keep pressing Backspace to delete additional characters as you want.

Or

1. Select the text you want to delete by dragging across it.

The selection is highlighted. The first example in Figure 6-3 shows you what correctly selected text looks like.

2. Press Backspace

This deletes the entire selection.

Note – Most text applications provide shortcuts for selecting text. You can select a word (and the space that follows it) by double-clicking on it or select a paragraph by triple-clicking on it.

To replace text, follow these procedures.

1. Select the text you want to replace.

2. Type the text with which you want to replace the selection.

As soon as you start typing, the selected text is deleted and the text you type is inserted in its place.

In some applications, you can use these techniques with graphics. For example, if you select a graphic and press Backspace, the graphic is deleted.

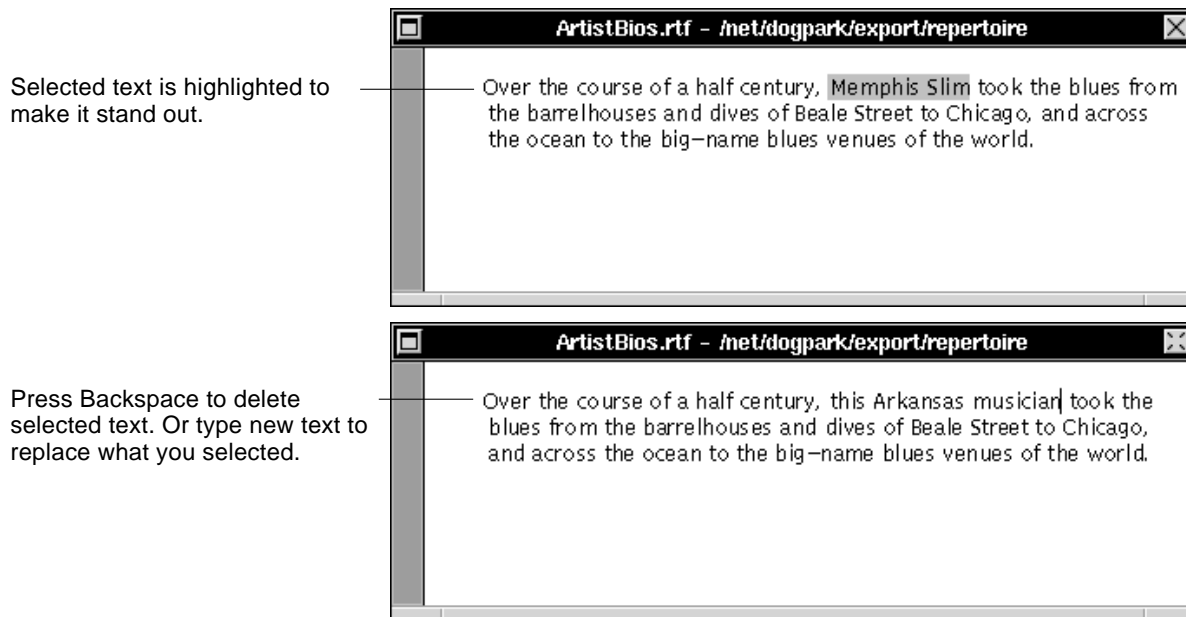


Figure 6-3 Replacing Text

Moving and Copying Text

To move text, follow these procedures.

- 1. Select the text you want to move.**
- 2. Choose Cut from the Edit menu.**
The selected text is deleted.
- 3. Put the insertion point where you want to move the text you cut.**
You can also select text you want to replace with the text you cut.
- 4. Choose Paste from the Edit menu.**
The text is pasted at the insertion point, just as though you typed it there.

To copy text, follow these procedures.

- 1. Select the text you want to copy.**
- 2. Choose Copy from the Edit menu.**

3. Put the insertion point where you want to insert a copy of the text.

You can also select text you want to replace.

4. Choose Paste from the Edit menu.

A copy of the text is inserted.

Note – You can choose Paste repeatedly to paste what you last cut or copied as many times as you like.

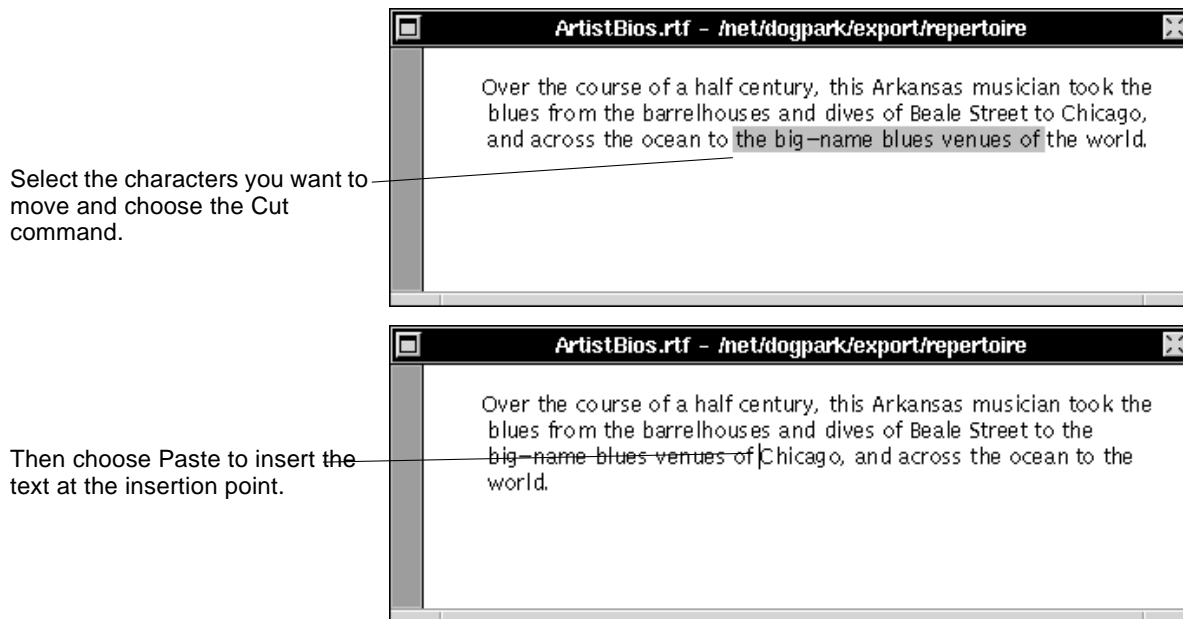


Figure 6-4 Cutting and Pasting Text

Changing Fonts

You can change the text *font* to emphasize key phrases with bold or italics—or to give the text a different look altogether.

1. Select the text you want to change.

2. **Choose the Font Panel command.**
The Font panel command may be in the Format, Font, or other menu, depending on the application.
3. **Click in the Family column to select a *font family***—a collection of characters with a consistent design.
4. **Click in the Typeface column to select a typeface.**
The possibilities include **bold**, *italic*, and **bold italic**.
5. **Click in the Size column to select a font size.**
6. **Click on the Set button to apply the new font to your text selection.**
You can also make selected text bold or italic by choosing the Bold or Italic command in the Font menu.

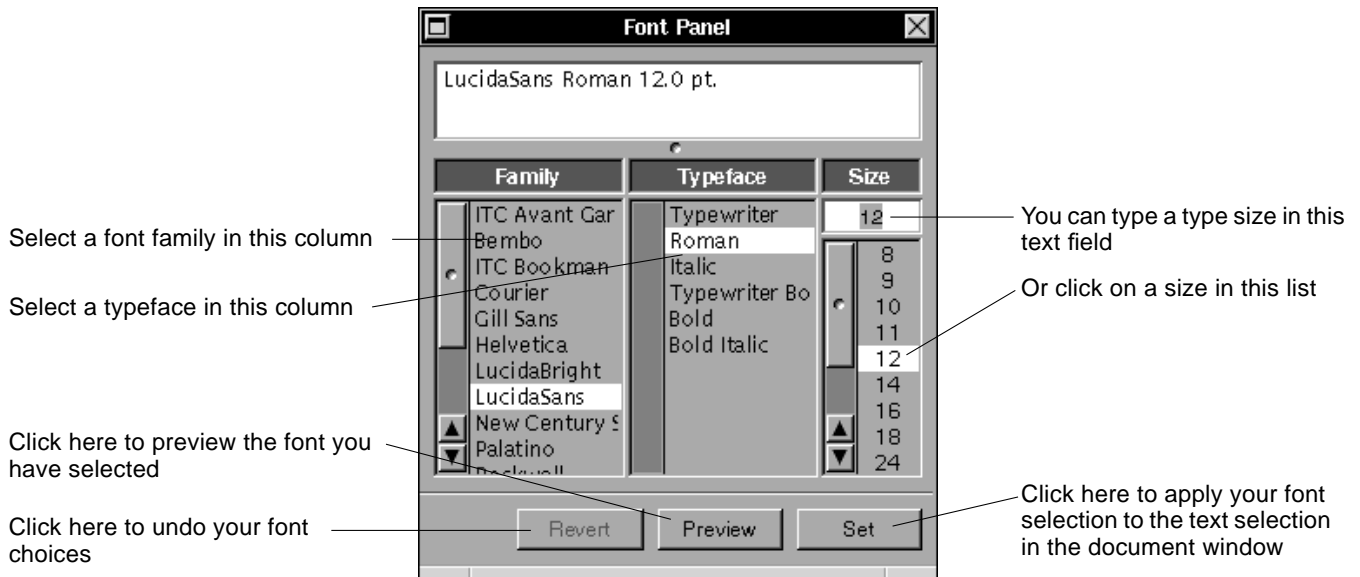


Figure 6-5 Choosing a Font on the Font Panel

When you work with your computer and applications you create new documents. This chapter shows you a number of techniques you can use to organize and reorganize your document files and folders.

Renaming Files and Folders

You can rename an existing file or folder by editing its name in the File Viewer.

- 1. Select the file or folder you want to rename. You can do this in either the icon path or the current view.**

Its icon is highlighted.

- 2. Edit the name as you normally edit text.**

You can click in the name to position the insertion point; you can also select the current name and replace it by typing a new one.

- 3. Press Return.**

The new name appears below the selected icon and everywhere else the file appears.

You may not have permission to rename a file or folder; if so, a panel alerts you, and the original name is restored. (For information on permissions, see *Using the OpenStep Desktop*.)



Caution – Don't rename an application or the Workspace Manager won't be able to start it up when you open a file associated with it.



Click on an icon's name and the insertion point appears.

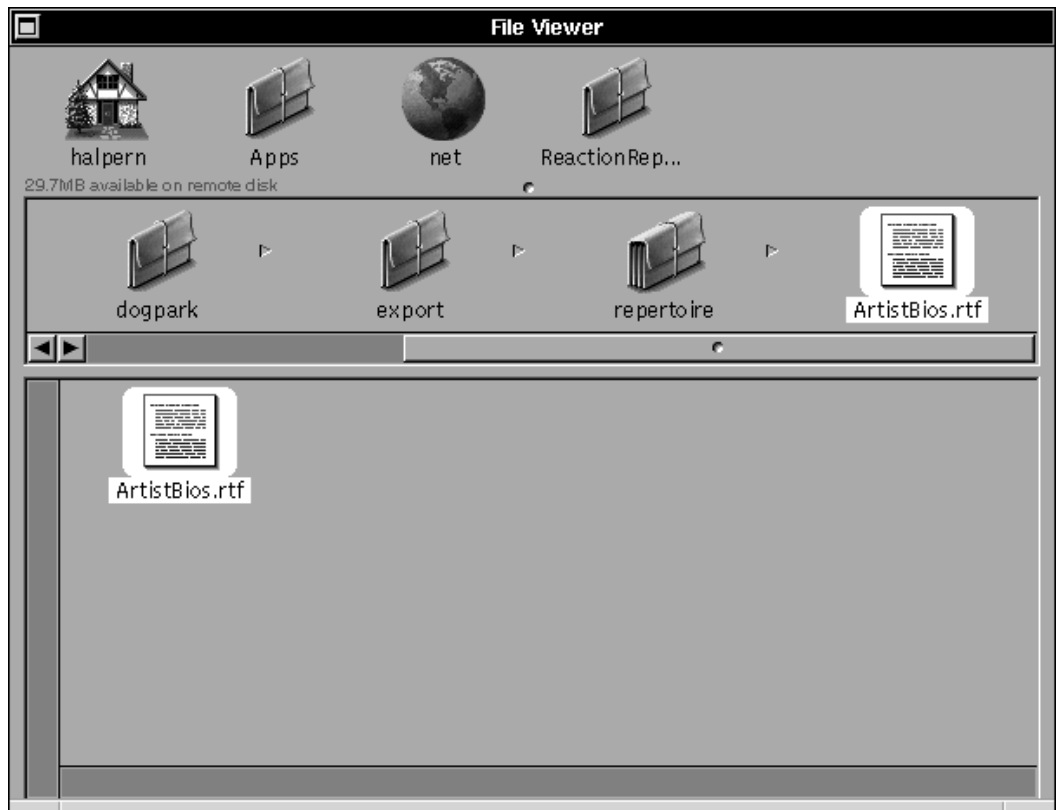


Figure 7-1 Renaming a File

Creating a New Folder

You can create folders to keep your files organized and easy to find.

1. Open the folder where you want to create a new folder.

Make sure its icon is highlighted in the icon path.

2. Choose the New Folder command from the Workspace Manager File menu.

A folder named `NewFolder` appears inside the folder you opened. `NewFolder` is selected so that you can edit its name.

If you don't have permission to change the contents of a folder, the New Folder command is dimmed in the menu. (For information on permissions, see *Using the OpenStep Desktop*.)

3. Type a new name for `NewFolder` and press Return.

Your new folder is empty, but you can save new files in it, move or copy existing files or folders into it, and create other folders in it.

Choose New Folder from the File menu to create an empty folder named NewFolder.



Type a new name for the folder and press Return.

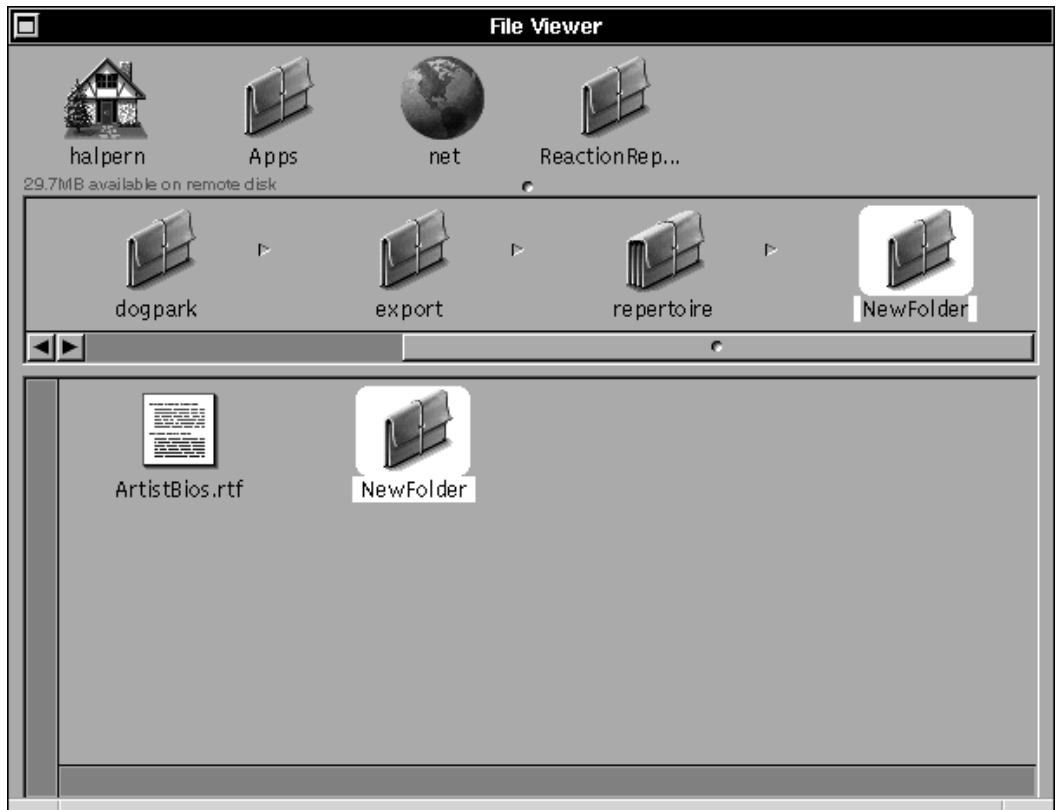


Figure 7-2 Creating and Naming a New Folder

Moving Files and Folders

You can move files or folders into other folders in the File Viewer—for example, to move a file into a folder you’ve just created.

1. **Select the file or folder you want to move and drag it to the shelf.**
2. **Select the folder you want to put it in.**
The folder’s icon is highlighted in the icon path.

3. Hold down the Command key and drag the file or folder you are moving from the shelf to the highlighted folder in the icon path.

The Command key is the key to the left of the space bar, usually labeled **⌘**.

The cursor changes color and the folder opens to confirm that the file or folder will be moved there. If you don't have permission to change the contents of a folder, the cursor stays black and the folder's icon doesn't open.

4. Release the mouse button.

The object you dragged is removed from its previous folder and placed in the folder to which you dragged it.

Note – You can also drag objects you want to move into or out of the current view.

The pointer changes color and the folder opens to confirm that the file or folder you're dragging will be moved there.

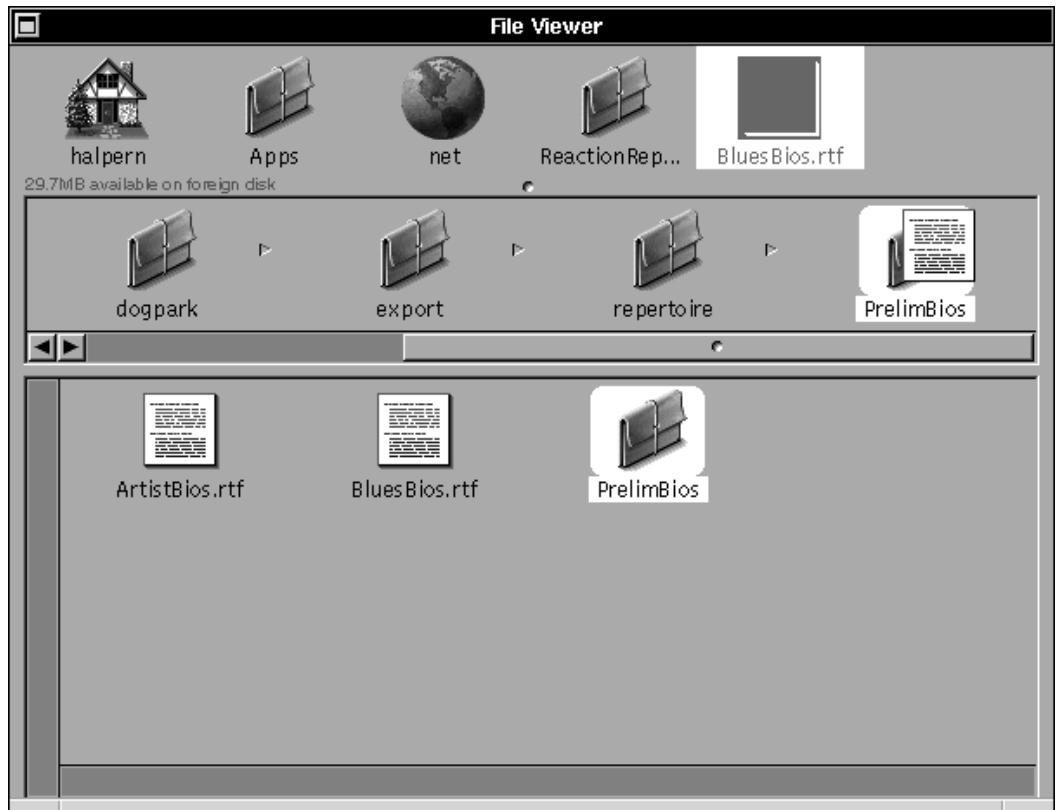


Figure 7-3 Moving a Folder Icon

Copying Files and Folders


To copy a file or folder, follow these procedures.

1. Drag the file or folder you want to copy onto the shelf.

2. Select the folder in which you want to put the copy.

The folder is highlighted in the icon path.

3. Hold down the Alt key and drag the file or folder you are copying to the folder in the icon path.

The folder icon opens and the cursor changes to a  to confirm that you're making a copy.

Note – On a Sun keyboard, the Alt key is the key to the left of the space bar and command key, and labeled “Alt.” On an X86 keyboard, the Alt key is the key to the right of the space bar, labeled “Alt.”

4. Release the mouse button.

A copy of the file or folder is created in the folder to which you dragged it.

To make a copy of a file or folder in the same folder, follow these procedures.

1. Select the file or folder you want to copy and choose Duplicate from the Workspace Manager File menu.

A copy of the selection appears in the same folder with its same name, preceded by CopyOf.

2. Rename the copy, if you like.

Note – You can also copy an icon from the icon path or current view into a folder that's on the shelf.

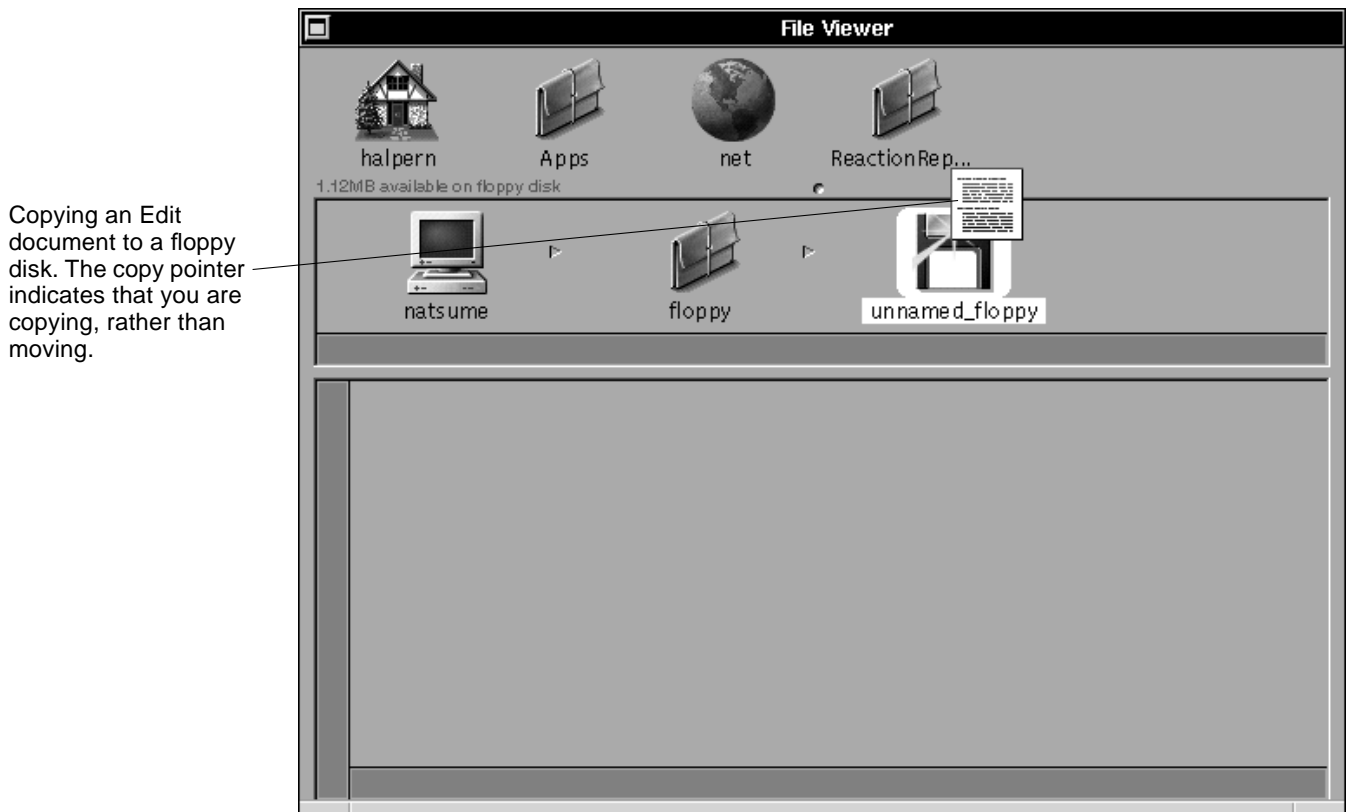



Figure 7-4 Copying a File or Folder

Creating a Link to a File or Folder

A link is a picture of a file or folder which appears in a different folder. You can create a link to a network folder you use frequently and put it in your home directory. After you create the link, the network folder appears to be in your home folder, and you can work with it without searching for it in the File Viewer. To create a link, follow these procedures.

1. **Drag the object for which you are creating a link onto the shelf.**
2. **Select the folder in which you want the link to appear.**
This folder's icon is highlighted in the icon path.

3. Hold down the Control key and drag the object you want to create a link to from the shelf to the folder in the icon path.

The folder icon opens and the cursor changes to a  to confirm that you are creating a link.

4. Release the mouse button.

A link to the file or folder is created in the folder you dragged it to.

For more information about working with linked files and folders, see *Using the OpenStep Desktop*.

You know you're linking a file or folder—rather than moving or copying it—if the cursor changes to an arrow.

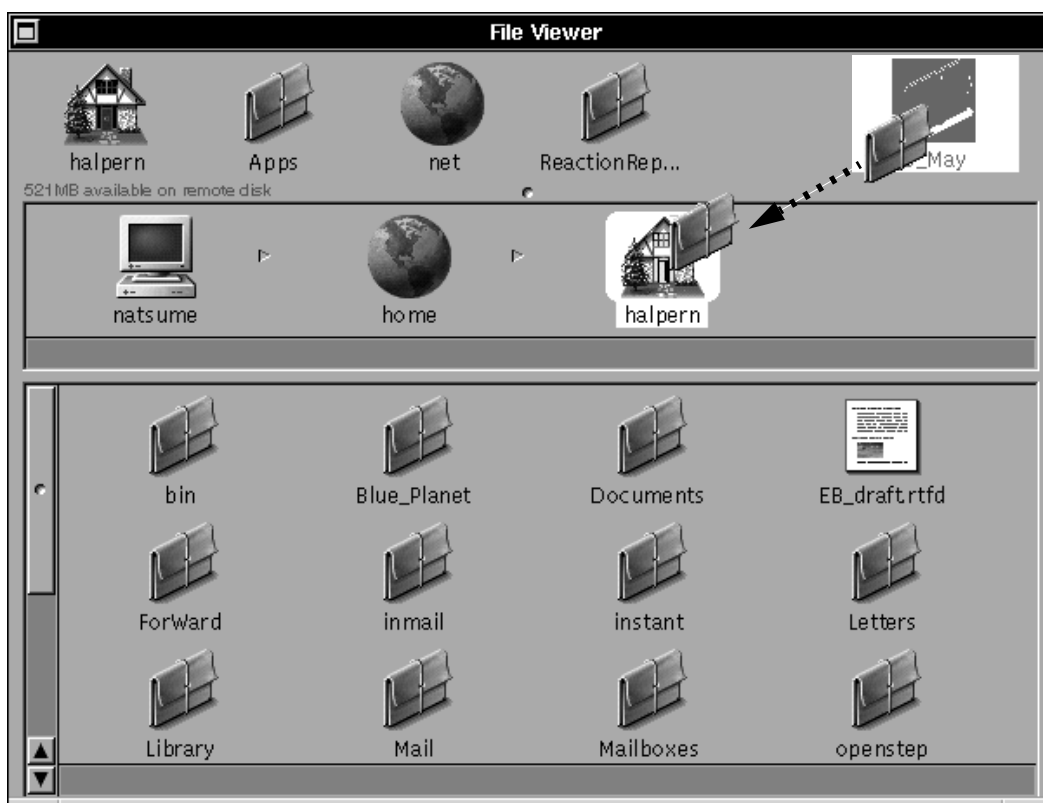


Figure 7-5 Putting a Link to 5_May Into Starr's Home Folder

Deleting Files and Folders

When you no longer want a file or folder, you can delete it from your computer.

- 1. Select the file or folder you want to delete.**
- 2. Drag its icon from the File Viewer to the recycler icon.**
- 3. When the recycler's arrows begin to rotate, release the icon.**

The file or folder is deleted. However, it's not yet gone for good. You can retrieve it if you want, as described in "Retrieving a Deleted File or Folder" on page 7-12.

When you recycle a *folder*, you delete everything in it, including the contents of all the folders it contains.

You can empty the recycler and destroy its contents for good by choosing the Empty Recycler command from the Workspace Manager's File menu. You should empty the recycler periodically to reclaim disk space.

Note – You can also drag icons from the current view to the recycler.

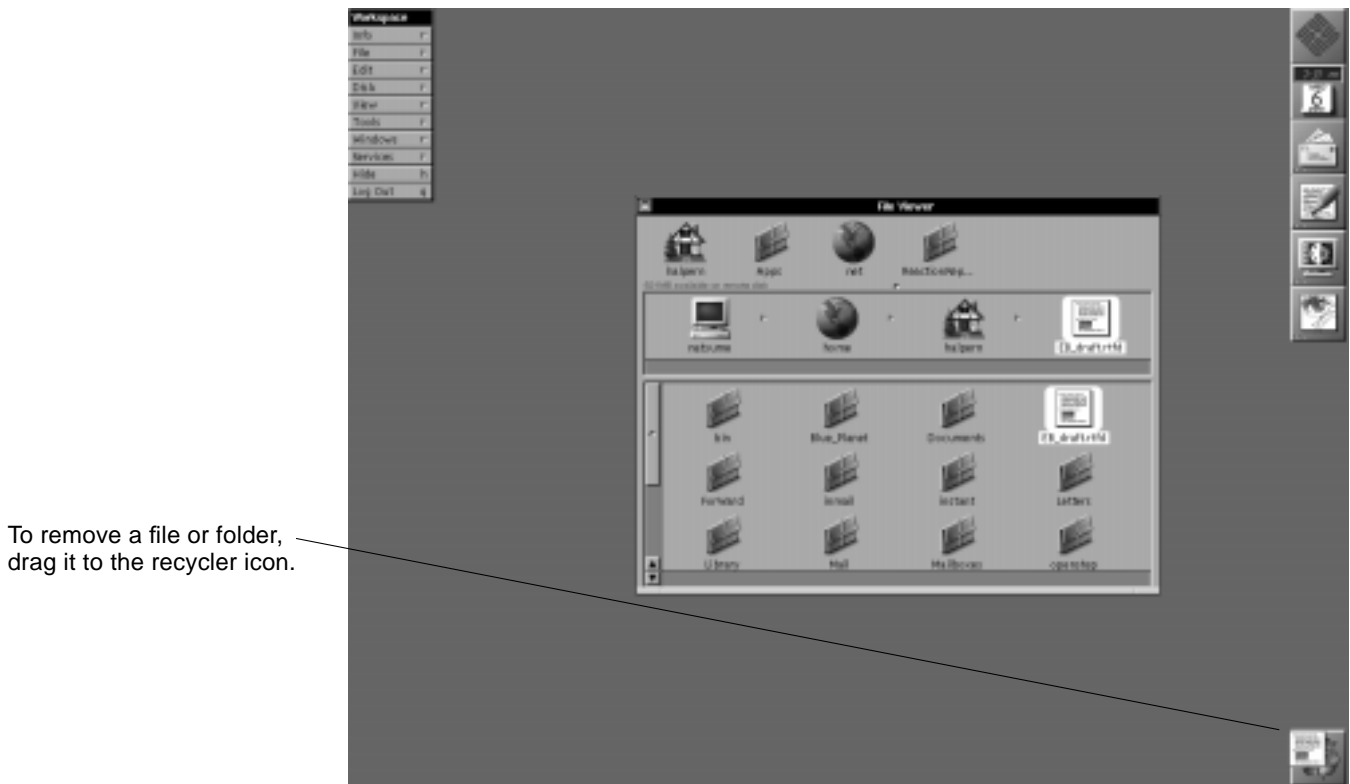


Figure 7-6 Deleting EB_draft.rtfd

Retrieving a Deleted File or Folder

If you haven't emptied the recycler, you can retrieve a file or folder you've deleted.

1. Double-click on the recycler icon.

The recycler window opens. It contains all the files and folders you've put in the recycler since you last emptied it. You may have to scroll to find the file or folder you want to retrieve.

2. Drag the file or folder you want to retrieve to a folder in the File Viewer.

The file or folder reappears in the File Viewer.

To retrieve an object, open the recycler window and drag it back to the File Viewer.




Figure 7-7 Dragging a File From the Recycler

The Colors panel displays the colors available on your computer. This chapter explains how to select a color on the panel and use it in a document. You can also “capture” a color you like to the panel and then use it in another document.

Working with Color

You can open the Colors panel, select a color, and work with it.

1. Choose the Colors command.

This command appears in different menus in different applications. When you choose it, the Colors panel displays a color wheel. If you don't see the wheel, click on the color wheel button .

2. In the color wheel, click on the color you want.

The color you click on appears in the color well. If you drag in the wheel, the color in the well changes as you drag.

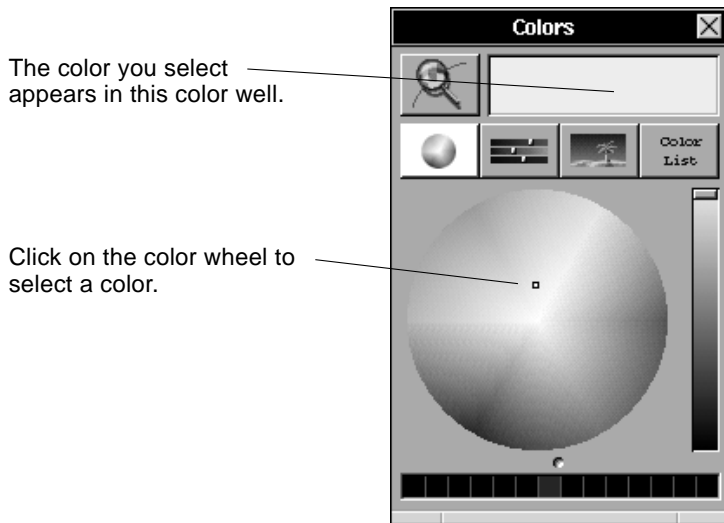


Figure 8-1 Selecting a Color on the Color Wheel

Note – Move around the color wheel to get a spectrum of hues. Drag along a radius to adjust the saturation (or amount) of one hue. To constrain your drag to that hue, hold down the Shift key as you drag.

3. In addition to selecting a color, you can modify its brightness and opacity:

- Drag the knob in the brightness slider—or click in the bar—to make the current color lighter or darker.
- Drag the knob in the opacity slider—or click in the bar—to make the current color more opaque or transparent. If your application doesn't use opacity, this slider doesn't appear in the Colors panel.

For details about applying a color in a document, see “Using Color in Your Documents” on page 8-4. The following pages describe other ways to select colors as well as ways to save colors you've selected so they're easy to retrieve.

Capturing a Color From the Screen

If you see a color on the screen that you would like to use, you can capture it with the Colors panel.

- 1. Choose the Colors command and click on the magnifying glass button.**
The mouse pointer changes to a magnifying glass shape.
- 2. Move the magnifying glass to the color you want to capture from the screen.**
The color should be centered in the crosshairs as shown in Figure 8-2.
- 3. Click the mouse button.**
The screen color becomes the current color in the color well.

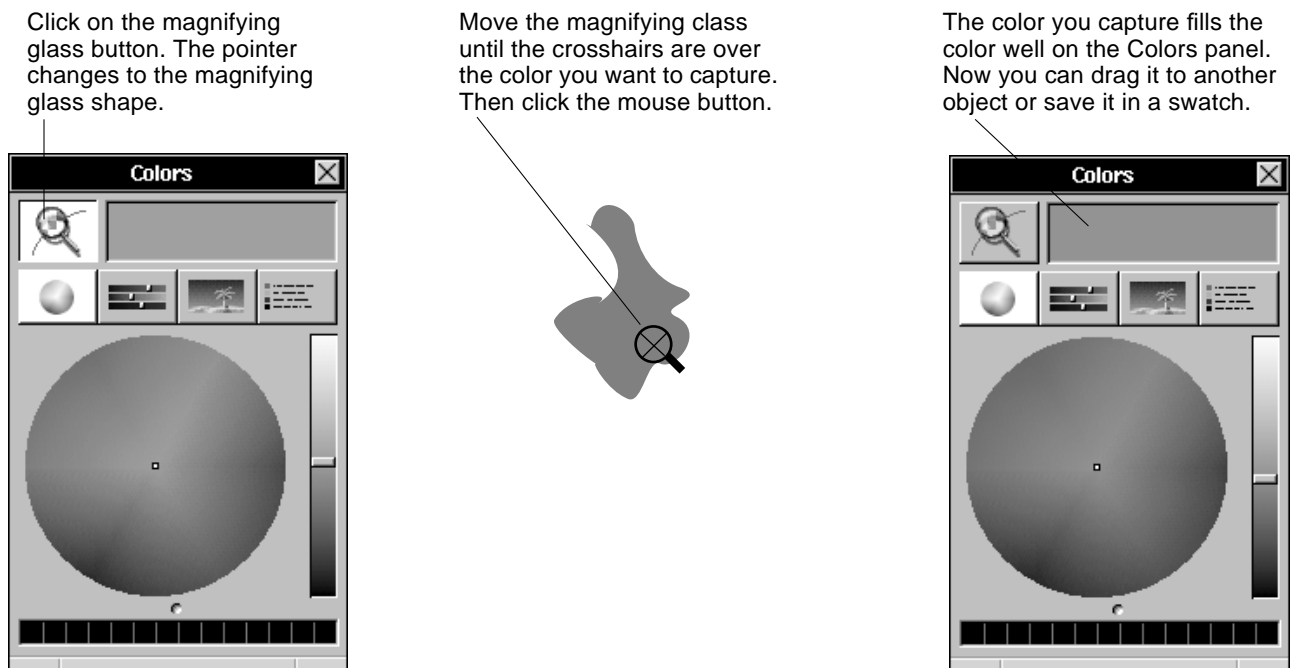


Figure 8-2 Capturing a Color With the Magnifying Glass

After capturing a color you can apply it directly to a document or save it in one of the color swatches on the panel.

Saving a Color in a Swatch

After selecting a color on the wheel or capturing it from the screen, you can save it in a color swatch to use later.

◆ **Drag from the color well to the swatch bar at the bottom of the panel.**

As you drag, a small color sample appears under the pointer. When you release the mouse button, the color appears in the swatch bar. Color swatches are saved until you replace them with new swatches.

The next time you open the Colors panel—whether in the same application or in another one—the same colors will still be in your swatches.

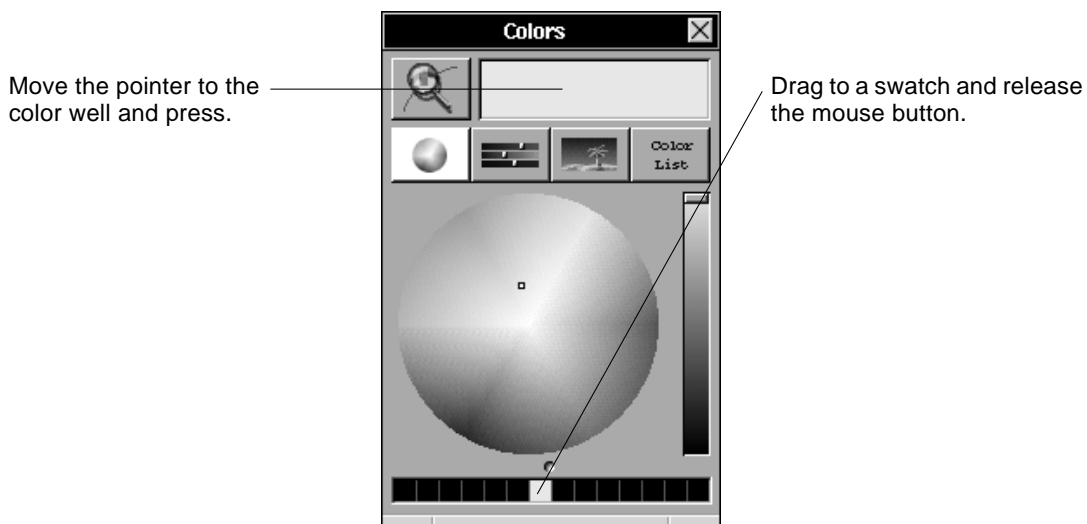


Figure 8-3 Dragging From the Color Well to a Swatch

Note – You can enlarge the Colors panel to increase the number of swatches you can use.

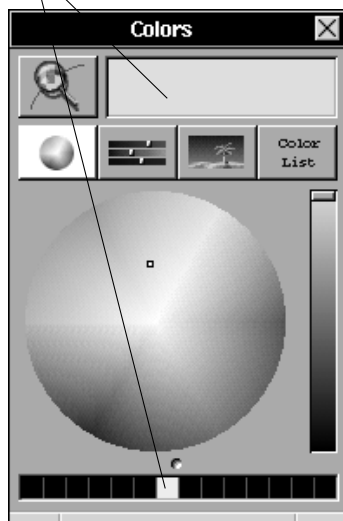
Use the colors in your swatches by dragging them to documents (See “Using Color in Your Documents” on page 8-4).

Using Color in Your Documents

If your application has a Colors panel, you can use it to change the color of text and other objects in your documents. For example, you can include color text in memos you send in Mail or in articles you write in Edit.

1. **Select the text whose color you want to change.**
(For more about selecting text, see Chapter 6, “Editing.”)
2. **Choose the Colors command.**
The Colors panel opens.
3. **Select the color you want.**
The color you select appears in the color well.

Point to the color well or a color swatch and press the mouse button.



Drag the color to selected text to change its color.

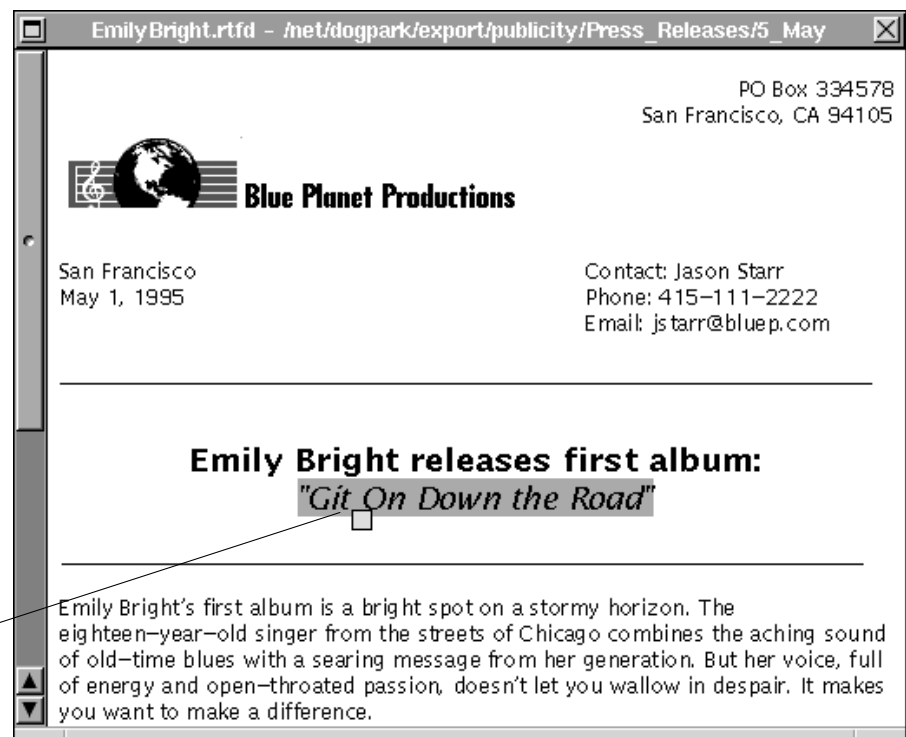


Figure 8-4 Applying a Color to a Document

4. **Drag the color from the color well to the selected text.**
The selected text changes to the current color.

Dragging from the color well to another color well or to a selection is the standard way to change colors. You also use this method to change the color of selected graphics and other objects in other applications.

Preparing a File for Printing

Before you print a file, you can make a few choices about how you want your pages to appear.

1. Open the file you want to print and choose Page Layout.

The Page Layout command is usually in an application's main menu or its Format submenu.

This Page Layout panel displays the current page layout settings for the file. The paper dimensions are shown in the Width and Height fields.

2. Review the current settings and change any to make the printed copy more useful.

The standard options are illustrated and explained in Figure 9-2

Some settings affect your pages on screen, while others take effect only when you print.

3. Click on OK.

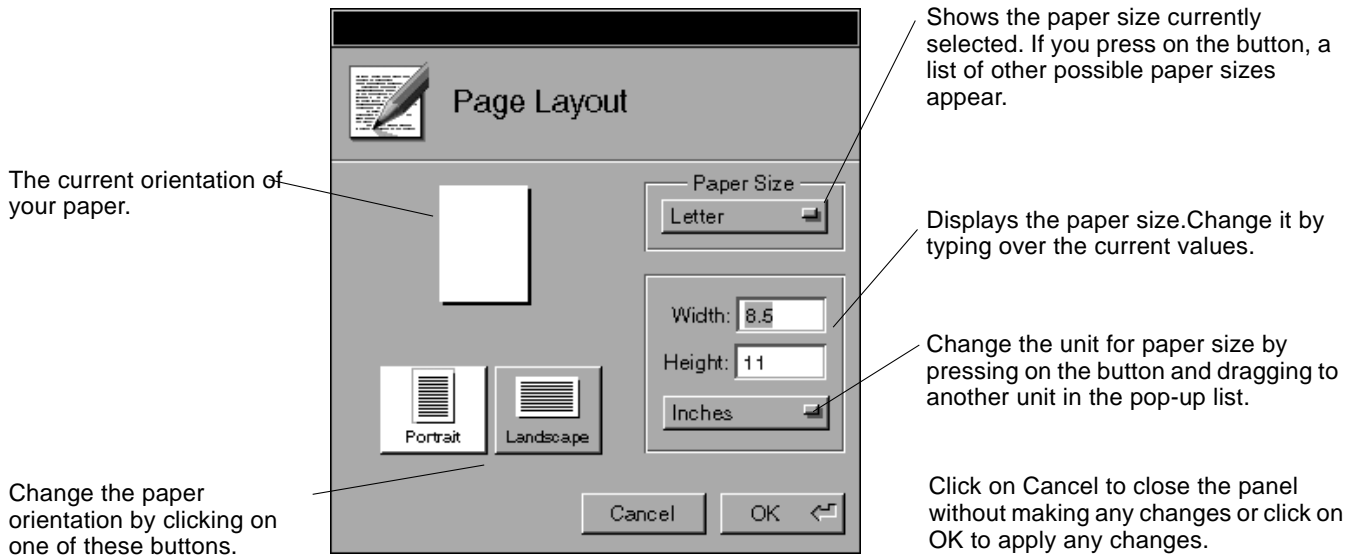


Figure 9-1 The Edit Page Layout Panel

Printing a File

You can print a file on a printer that's connected directly to your computer or that's available on the network.

- 1. Open the file you want to print and choose Print from the main menu.**
The Print panel opens.
- 2. Review the current settings and change any to make the printed copy more useful.**
The standard options are illustrated and explained in Figure 9-2.

3. Click on Print.

For more information about printing, see *Using the OpenStep Desktop*.

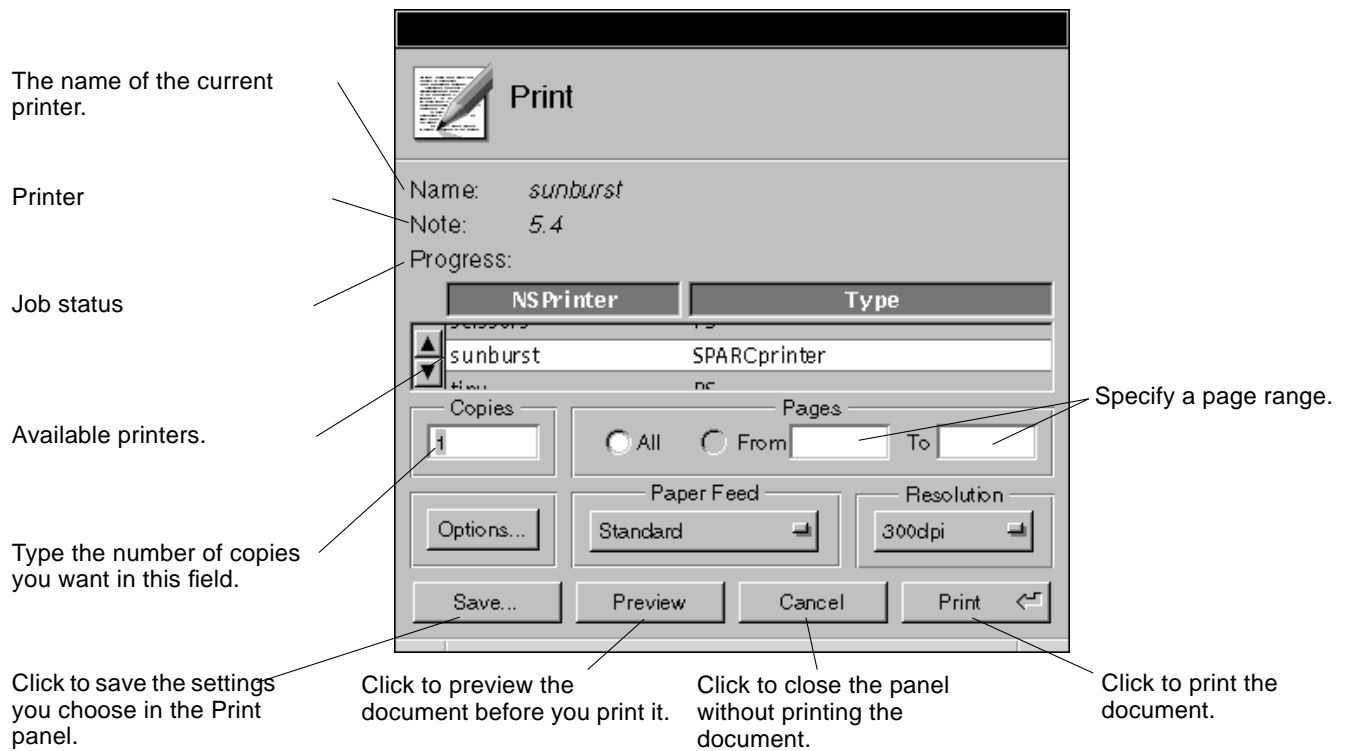


Figure 9-2 A Typical Print Panel

