

Desktop User's Guide

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New Features in This Guide

This update of the Desktop User's Guide supports the 6.5.19 release of IRIX.

Documentation Changes

Appendix B now provides a brief description of NEdit as the default editor, with the description of the jot editor removed. Various editing changes have been made in other parts of the manual.

Record of Revision

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About This Guide

This publication is a guide to the standard graphical software environment of the desktop. It also serves as a reference for answers to general questions about the IRIX desktop environment.

Obtaining Publications

To obtain SGI documentation, go to the SGI Technical Publications Library at <http://docs.sgi.com>.

Conventions

The following conventions are used throughout this document:

Convention	Meaning
<code>command</code>	This fixed-space font denotes literal items such as commands, files, routines, path names, signals, messages, and programming language structures.
<i>variable</i>	Italic typeface denotes variable entries and words or concepts being defined.
user input	This bold, fixed-space font denotes literal items that the user enters in interactive sessions. Output is shown in nonbold, fixed-space font.
[]	Brackets enclose optional portions of a command or directive line.
...	Ellipses indicate that a preceding element can be repeated.
manpage(x)	Man page section identifiers appear in parentheses after man page names.

Reader Comments

If you have comments about the technical accuracy, content, or organization of this document, please tell us. Be sure to include the title and document number of the manual with your comments. (Online, the document number is located in the front matter of the manual. In printed manuals, the document number is located at the bottom of each page.)

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Getting Started

Once your workstation is up and running, you can use the *Desktop User's Guide* to begin learning about the software environment in which you will be working. This is a guide to your system's standard graphical software environment, which includes the Toolchest—a starting point for almost anything you need to do. Turn to this guide to:

- Get step-by-step instructions for completing essential tasks, such as finding files and managing windows.
- Learn techniques and shortcuts that will make you a more efficient workstation user.

This guide also serves as a reference—a place to look for answers to general questions about your *desktop* environment.

Getting Started introduces you to the basics, supplies summaries of fundamental tasks, and often links to more details. It includes the following sections:

- “Logging In and Out”
- “Identifying What Is on the Screen When You First Log In”
- “Using the Mouse”
- “Manipulating Windows”
- “Finding Software and Applications”
- “Adjusting Volume”
- “Using Online Documentation”
- “Getting Application Help”
- “Turning Off Your Workstation”
- “Online Document Conventions”
- “Please Register Your System”
- “Where to Go From Here”

Logging In and Out

Two or more people can be using the same system at the same time. Although only one person can be physically seated in front of the system, others can use it via the network that connects many computers in an office environment.

To keep this situation manageable, each person who uses the system has to “log in” to it under a special identity, called their “user” or “login” name. Once this identity is created, you have your own user account.

Your workstation is like a shared house with personal rooms. If you think of the workstation as a home, your login name is your own personal door into the home, and your user account is the room you enter through that door.

Logging in is the first step you take to begin using your workstation. Initially, you can *log in* using one of the default user accounts (such as *Guest*). See “Using Existing Login Accounts” to learn why you should limit your use of these accounts; see “Why Create a Login Account?” to learn about the benefits of having your own *login account*.

To create your own user account, see “Setting Up Your System” in the *Personal System Administration Guide* to learn how to create your account.

Logging In

When your workstation is turned on, the first static screen you see is the login screen, which has icons representing any user accounts on the system.

To log in, select an icon, then click the **Log In** button. If the account has a password, you will be prompted to type in the account password.

Tip: You can also log in to your system from other systems on your network, and you can log in to other systems on your network from your own system. See “Logging In to Another System.”

Logging Out

To log out of an account, choose **Desktop > Log Out** from the Toolchest.

Shortcut: Position the cursor over the *desktop* background and press the right mouse button to display a menu. Choose Log Out.

Identifying What Is on the Screen When You First Log In

When you log into your system for the first time, you see the following things:

- The *desktop* background and the icons that appear on it
- The **Toolchest** menu
- The Icon Catalog
- The console window

Each of these items is described in the following subsections.

The Desktop Background

The screen background is also called the desktop, although the term desktop is also used to refer to all of the standard graphical software that comes with your system. The desktop background is a place for you to set frequently used icons so you have quick and easy access to them. In this way, the background is similar to an actual office desk. For example, sitting on your desk, you might have a telephone, a container of pens and pencils, and a stack of folders or notebooks related to the projects on which you are currently working. Other, less frequently used items are stashed away in desk drawers.

By default, several icons are placed on the desktop: a folder icon representing your *home directory*, a dumpster icon, several application icons, and an icon for each *peripheral* you have installed.

The Toolchest Menu

The **Toolchest** menu contains a stack of “toolchests” organized into categories for easy access to virtually all system functions and programs. Move the cursor over a label on a toolchest; then hold down the left or right mouse button to pop up a menu.

Icon Catalog

The Icon Catalog has a blue background and a row of tabs along the bottom edge of the window. It shows collections of applications and tools that are available on your system. From this window, you can:

- Browse through the icons to see what applications are available.
- Run applications by double-clicking their icons.
- Find icons you want to use; then drag them onto the desktop or onto a *shelf* so they are easily accessible.
- Create your own collection of icons.

For example, suppose you use a combination of programs to create and edit movies. You can create a new page; then place icons for these tools onto that page.

Each collection is stored on a separate page. If you want to create your own collection of icons, you can add pages to the Icon Catalog.

Console Window

The square icon next to the Toolchest is the console window. (It looks like a square icon because it has been *minimized*.) Many of the error messages that the system generates appear in this window. Open it to its full size by clicking on it with the left mouse button. You can type *IRIX* commands in this window. You should always have a console running because the console is the primary display area for status and error messages generated by your system. If your system or a specific application you are running behaves unexpectedly, check the console for any possible error messages. Though you may not be able to make any sense of the error messages at first, they will be useful clues to any system administrator trying to resolve a problem with your system.

Using the Mouse

To get started, you need to know a few basic techniques for using the mouse and working with icons.

- *To select an icon*, place the cursor over the icon, then click the left mouse button. Icons turn yellow when they are selected.
- *To select several icons*, press the `Shift` key while selecting the icons or press the left mouse button and drag the mouse.

All icons touched by the box you create are selected.

- *To open an icon*, place the cursor over the icon, then double-click the left mouse button.

When you open an application icon, you run the application; when you open a folder icon, you open a window that shows the contents of that directory.

- *To drag and drop icons*, place the cursor on an icon, then press the left mouse button and move the mouse.

Release the mouse button to drop the icon. Application and folder icons turn blue when they are ready to accept an icon. A *drop pocket* also turns blue when it is ready to accept an icon. This drag-and-drop technique lets you move icons from one directory to another, launch applications with a particular file, and place icons in drop pockets.

- *To display a pop-up menu that contains commands from the Selected menu*, place the cursor over a window or on the desktop background, then press the right mouse button.

Manipulating Windows

Most of the windows that appear on your screen have standard fixtures. Below is picture of an **Icon View** window. You open an Icon View whenever you open a directory—for example, when you double-click a folder icon.

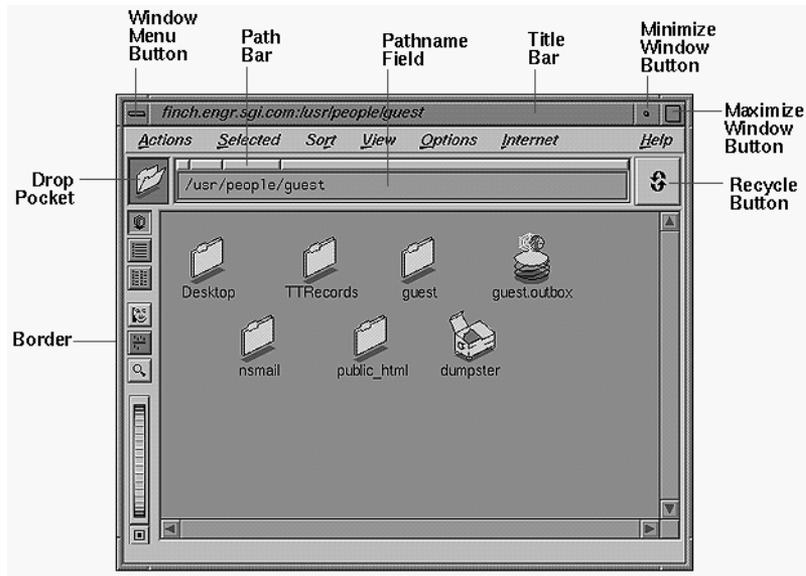


Figure 1-1 An Icon View Window with Common Fixtures Labeled

You can use the fixtures labeled in Figure 1-1 to manipulate windows in a variety of ways.

Note: Occasionally, you see a window that is missing the border and title bar. Such a window is called a borderless window.

The Title Bar

The title bar allows you to move, raise, and lower windows.

- Place the cursor in the title bar; then press the left mouse button and drag to move the window.
- Place the cursor in the title bar; then click the left mouse button to raise the window to the top of the stack of windows.
- Place the cursor in the title bar; then press the `Ctrl` key and left mouse button simultaneously to lower the window to the bottom of the stack of windows.

The Window Menu Button

The **Window** menu button lets you access the **Window** menu and provides a shortcut for closing windows.

- Place the cursor over the button and press the left mouse button to see the **Window** menu.
- Double-click the button with the left mouse button to close the window.

The Minimize Button

Click the **Minimize** button with the left mouse button to turn the window into a small, square icon. This does not close the window or stop any of the programs that are running. It turns it into an icon that takes up less screen space.

The Maximize Button

Click the **Maximize** button with the left mouse button to make the window as large as it can be. Some windows become as large as the screen; others change only slightly. If a window does not change or becomes smaller when you click the **Maximize** button, the window was already at its largest size. To restore a maximized window to its original size, click the **Maximize** button again.

The Border

You can use the border in conjunction with the mouse buttons and keyboard keys to manipulate the window in a variety of ways:

- Place the cursor on the border; then press the right mouse button to open the **Window** menu.
- Place the cursor on the border. When you see a resize cursor, drag the mouse to resize the window.
- Place the cursor on the border; then press the middle mouse button and drag to move the window.
- Place the cursor on the border; then press the left mouse button to raise the window.
- Place the cursor on the border; then press the `Ctrl` key and left mouse button simultaneously to lower the window.

The Scroll Bars

You will see windows with scroll bars along the left or right and top or bottom edge. These indicate that the window is too small to display all of its contents. Use the scroll bar to view hidden portions of the window.

The Drop Pocket

A *drop pocket* is the small square into which you can drop icons. Here are several ways in which you can use drop pockets:

- Drag a folder icon and place it into the drop pocket on an **Icon View** window. The window displays the contents of that folder.
- Drag a file or application icon and place it in the drop pocket on an **Icon View** window.

The window displays the contents of the directory in which that icon is stored. For example, suppose you drag the IRIS Showcase icon into the drop pocket. The window displays the contents of the `/usr/sbin` directory.

- Drag an IRIS Showcase icon and drop it into a drop pocket on the Search tool to specify the type of files you want to find—in this case, IRIS Showcase files.

You can also drag icons out of the drop pocket and place them onto the desktop, onto a shelf, or into the Icon Catalog.

The Pathname Field

The *pathname* field shows the full pathname of the directory whose icon or contents are displayed in the window. You can type a new name in this field to display the contents of a different directory.

The Path Bar

The path bar lets you move from one directory to another, without typing. It contains a small button representing each directory in the *pathname*. See Figure 1-2.



Figure 1-2 Using the Path Bar

The Recycle Button

The **Recycle** button keeps a list of names you have specified in a type-in field. For example, place the cursor over the Recycle button on an **Icon View** window; then press the left mouse button to see a list of directories whose contents you have previously displayed in the window. Choose an item from this list and the window changes to display the contents of that directory.

Finding Software and Applications

Your workstation includes many bundled software tools. Most of these tools have icons that appear on the *desktop* or on a page in the Icon Catalog. Open the Icon Catalog by selecting **Find > Icon Catalog** from the Toolchest. See also Chapter 6, “Finding Things.”

Here are a few examples of the tools and their capabilities. Click red text to launch the tool that it names.

- Create and edit text files using NEdit or IRIS Showcase.
- Create interactive presentations that include 3D models, audio, video, and 2D graphics using IRIS Showcase.
- Browse the Web using Netscape; create HTML files using WebMagic; publish files on the Web using OutBox.
- Touch up images using the ImageVision tools.
- Keep track of the time and date using a clock and calendar program.
- Listen to compact discs or DAT tapes using CD Manager and DAT Manager.
- Create and edit audio files using Sound Editor or Sound Track.
- Create and watch movies using Movie Player and Movie Maker.

Adjusting Volume

The Audio Panel lets you adjust the audio parameters such as the volume and sampling rates of audio coming into your system. Use it to set up and control microphones, CD players, and other audio devices connected to your workstation. See the help in the Audio Panel for information on using the panel. You can open the Audio Panel from the Toolchest by choosing **Desktop > Control Audio**.

Note: You can use the Sounds panel to control system sounds. To open this panel, choose **Desktop > Customize > Sounds** from the Toolchest. See “Controlling System Sounds.”

Using Online Documentation

Access online documentation from the **Help** toolchest.

- Choose “Info Search” and the documentation search tool appears. This lets you access and search all documentation on the system, including online books, help, man pages, and release notes.
- Choose “Quick Answers” for quick answers to questions related to the tasks and tools that are a part of your system’s end user software environment. Choose this command when you need to perform a task but are uncertain which tool to use or how to begin.
- Choose “Hints and Shortcuts” to discover useful *desktop* features for working smarter and faster.
- Choose “InfoSearch” and the Technical Publication Library (TPL) appears.

Once the TPL is open, you can type in a word or phrase and quickly find and open the books that contain the information you need. See the Help in the TPL for instructions.

See also “Getting Application Help.”

Getting Application Help

Each application provides a **Help** button or menu so that you can get help on that particular application.

If you need to perform a task but are uncertain which tool to use or how to begin, choose **Help > Quick Answers** from the Toolchest.

You can also open an overview description of some applications by selecting the application icon and choosing “What Is This?” from the **Selected** menu in an Icon View, Icon Catalog, or the Toolchest.

Still have questions? Open InfoSearch by choosing **Help > InfoSearch** from the Toolchest. Use it to search for information on a specific word or phrase, and to browse or search online documentation.

Turning Off Your Workstation

Before turning off your workstation, you need to shut down the operating system. Shutting down the operating system safely closes all of the files and logs you out. If you turn off the workstation without shutting it down properly, files may be lost or damaged.

To shut down the system, choose **System > Shut Down System** from the Toolchest.

Online Document Conventions

Some online style conventions make the information in this guide easy to access and understand. This list tells you what they are.

- Links to term definitions are in blue italics.
- Links to other documents are red.
- When application names appear in red text, it indicates that clicking on the red text launches the named application.
- Links to other chapters and sections within this guide are in quotation marks.
- Numbered sentences are sequential steps you follow to complete a task. Sentences that follow a step and are preceded with a square bullet are substeps; they describe in detail how to accomplish the step.

Please Register Your System

To qualify for great prizes in our quarterly registration raffle, fill out and return your On-Line Registration form by double clicking the *Register_To_Win* icon on your desktop. For additional registration information, see the Customer Registration Web site:

<http://support.sgi.com/custreg>

Note: The information you provide will be used only by SGI and/or the reseller who sold you your system.

When you purchase a Silicon Graphics system, we want you to know that you are our customer not just for today but tomorrow and beyond. It is important that we have accurate information about you in our customer database. Your feedback about our products and services is very valuable for us. And, we would like to understand how you are using our technology so that we can continue to engineer system configurations that work best for you.

Where to Go From Here

- To learn about the concept of accounts and multiple users, see Chapter 2, “Login Basics: Understanding Accounts.”
- To learn how to find, start, and install applications, see Chapter 3, “Using Applications.”
- To learn how to work with files and directories, see Chapter 4, “Managing Your Work: Working with Files and Directories.”
- To learn how to print files and customize printer settings, see Chapter 5, “Printing.”
- Looking for something on your system? See Chapter 6, “Finding Things.”
- To learn how you can create and use multiple desktops, see Chapter 7, “Using Multiple Desks.”
- To learn how to move, resize, and close windows, see Chapter 8, “Managing Windows.”
- To learn how to copy files between systems on a network, or to tape, and to set and change permission settings, see Chapter 9, “Sharing and Protecting Files, Media Devices, and Printers.”
- For information on making your desktop environment fit your own tastes and work style, see Chapter 11, “Customizing the Desktop Environment.”
- To learn about utilities such as a clock or calendar, see Chapter 12, “Using System Utilities.”
- For information on a particular menu, command, or button, see Chapter 13, “Anatomy of the Desktop.”
- For information on using the text editor NEdit, see Appendix B, “NEdit”.

- To learn how to manage your workstation, see the *Personal System Administration Guide*. It describes how to use the System Manager to maintain your workstation.
- For information on your workstation hardware, see the owner's guide that came with your workstation. Owners guides can be accessed on the Web at:
<http://docs.sgi.com/>

Login Basics: Understanding Accounts

Your workstation requires that you *log in* to identify yourself as a user, and *log out* to signal that you are finished using the workstation.

This chapter contains the following sections:

- “Overview of Login Accounts”
- “Why Create a Login Account?”
- “Using Existing Login Accounts”

Overview of Login Accounts

Identifying yourself as a user—logging in—is the first step you take to begin using your workstation. Creating your own *login account* is the second step. Initially, you can *log in* using one of the default login accounts, such as *guest*. See “Using Existing Login Accounts” to learn why you should limit your use of these accounts; see “Why Create a Login Account?” to learn about the benefits of having your own *login account*.

See “Setting Up Your System” in the *Personal System Administration Guide* to learn how to create your account.

Related Topics:

- “Logging In and Out”
- “Logging In to Another System”

Why Create a Login Account?

Creating a *login account* provides:

- **Security.** You can set a *password* that prevents other people from logging in with your name.
- **Privacy.** The system uses your *login name* to label files and directories that belong to you. You can read, change, and delete files and directories that belong to you, and you can protect your work from other users via permissions. See “Understanding and Changing Permissions.”
- **Personal Preferences.** You can modify your working environment in a variety of ways. For instance, you can place the icons you use frequently onto the desktop. When you log in, the desktop displays these icons. You can also customize the background and color schemes.

See “Setting Up Your System” in the *Personal System Administration Guide* to learn how to create your account.

Using Existing Login Accounts

When you first turn on the system, you see icons for several existing accounts. Here is a brief description of four existing login accounts and their use:

- guest account The guest account lets you log in when you do not yet have your own account. It also allows other people to log in to your workstation and copy and view certain files.
- OutOfBox account If you have an Indy or O2 workstation, you are automatically logged in to the OutOfBox account when you turn on your system for the first time. It takes you on a visual journey, during which movies, audio, and graphics help you explore the capabilities of your system. If you do not have an Indy or O2 workstation, you do not see this login account.
- root account The *root account* is for the administrator of the workstation. The root account gives the administrator special permissions and access to utilities that are not available to ordinary users. For example, when you are logged in as root, you can delete any file, regardless of who owns the file. Unless you are responsible for system administration on your

workstation, you should log in as root infrequently. For an explanation of system administration, see “Performing System Administration Tasks” in the *Personal System Administration Guide*.

EZsetup account

The EZsetup account lets you add an account for the primary user of the system and enable networking. Once you add a password to the Administrator account (root) you will need to know the root password to use the tool again.

Using Applications

This chapter contains information on:

- “Installing Applications”
- “Accessing Available Applications”
- “Starting Applications”
- “Removing Applications”
- “Creating a Collection of Application Icons”
- “Copying and Pasting Between Applications”

Installing Applications

To install applications that came from your system’s manufacturer, use the Software Manager. Refer to the Software Manager **Help** button for details on using Software Manager. To install software from other vendors, see the instructions that came with the software.

Accessing Available Applications

See “Finding Applications” on page 77 for information on accessing applications on your system and see “Accessing Applications On Remote Systems” on page 22 for information on accessing applications on other systems on your network.

Starting Applications

This section lists three techniques for running applications: double-clicking icons, using the selected menu, and dragging and dropping icons. Also see “Saving Your Desktop Layout.” It describes how to make applications start up automatically when you log in.

Starting Applications by Double-Clicking

The easiest way to start an application is to place the cursor over the application icon and double-click with the left mouse button.

Tip: If you use an application frequently, drag the icon onto the desktop so it is easily accessible. See also “Giving Yourself Easy Access to Icons.”

Starting Applications From the Selected Menu

You can start an application by using the **Open** command on the **Selected** menu.

1. Place the cursor over the icon, then click the left mouse button to select the icon. The icon turns yellow when it is selected.
2. Do one of the following:
 - If the icon is in a window, such as an **Icon View**, choose **Open** from the **Selected** menu on the window that contains the icon.
 - If the icon is on the *desktop*, choose **Open** from the **Selected** toolchest.

Shortcut: Use the right mouse button to select the **Selected** menu. Select the icon, then hold down the right mouse menu button.

Starting Applications by Dragging and Dropping Icons

Dragging and dropping icons allows you to simultaneously launch both the file and the application that you want to open.

1. Place the cursor over the icon of the file you want to view or edit. The icon brightens slightly when the cursor is above it.
2. Press and hold down the left mouse button. The icon turns yellow.
3. Drag the cursor and icon until they are over the application icon. The icon travels with the cursor, leaving behind a gray outline.
4. When the application icon turns blue, release the mouse button.

The icon you dragged returns to its original location. The application runs and the file opens.

Note: If the application icon does not turn blue when you drag an icon on top of it, click once on the application icon, then try dragging and dropping again. If the icon still does not turn blue, the system cannot perform the operation. For example, a folder icon will not turn blue if you drag a file onto it but do not have *permission* to alter to that directory.

Starting Applications with Command Line Options

Some applications let you specify the mode in which you want them to run. You do so by specifying a *command line option*. You usually type command line options into a *shell* window. This section describes how you can specify a command line option without using a shell window.

For example, to run IRIS Showcase, the drawing and presentation package that came with your system, in view-only mode:

1. Select the IRIS Showcase icon, press the `Alt` key, and double-click the left mouse button.

A form appears. The text that appears is the IRIX command required to run the application.

2. Type the command line option after the text, then press `Enter`. In the following example, you add `-v` to the end of the line, so the complete command line would be:

```
/usr/sbin/showcase -v fl
```

Many applications offer command line options. To find out available command line options for a particular command, refer to the man pages (in InfoSearch).

Accessing Applications On Remote Systems

If your workstation is part of a *network*, you can use applications that are installed on another workstation. To do this, use the Access Desktop form or use a shell window, as described in:

- “Using the Access Desktop Panel to Access Applications on Another System”
- “Using the rlogin Command to Access Applications on Another System”

Using the Access Desktop Panel to Access Applications on Another System

You can use the Access Desktop panel to access an application on another *host* and display it on your screen.

To open the Access Desktop tool from the Toolchest, choose **Desktop > Access Files > By Remote Login**.

1. Type in the name of the remote workstation.
2. Type in the *login name* and password.

You can type in the login name of a user who has a login account on the remote system. Or, if you do not have an account on the remote system, or do not know an account name on the system, try *guest*.

3. Do one of the following:
 - If you do not know what directory the application is in, click **Toolchest**, then **Apply**, and then choose **Find > Icon Catalog** from the remote Toolchest that appears.
 - If you know the directory that the application is in, click **Directory** to open an Icon View of that directory. Then, type in the *pathname* for the directory that contains the application. Click **Apply**.
4. Use the newly launched remote Icon Catalog or Icon View to locate the application icon.
5. Double-click the application icon to open the application.

The application window appears on your desktop.

Using the `rlogin` Command to Access Applications on Another System

If your workstation is part of a *network*, you can use applications that are stored on another workstation. To do this, you can *log in* to the other workstation, then tell the application to display its windows on your workstation screen.

Before using `rlogin` to log into the remote system, make sure that Enable Remote Display is turned on. This ensures that you can display remote applications on your screen. To do this, open the Desktop Settings control panel by selecting **Desktop** from the **Customize** menu in the **Desktop** toolchest. A checkmark should appear in the box next to **Enable Remote Display**. If a checkmark does not appear, click the box to enable remote display.

To use `rlogin` to access applications on another system:

1. Open a *shell* window by selecting **Desktop > Open Unix Shell** from the Toolchest.
2. Place the cursor in the shell window, then type:

```
rlogin workstationname -l guest
```

Then press Enter.

After a few seconds, you see a message in the shell window that tells you the name of the workstation you logged in to, the version of software it is running, and some copyright information.

Note: If the workstation you are logging in to is in a different *domain*, you need to specify the domain name. For example, if you are logging in to a workstation named *ambrosia*, and it is part of a domain named *bdg2*, you need to type **ambrosia.bdg2**.

3. Set the `DISPLAY` environment variable by typing:

```
setenv DISPLAY yourworkstationname:0.0
```

The `DISPLAY` environment variable specifies which workstation screen will display the program.

4. Type `printenv` to make sure `DISPLAY` is set properly.

You should see a line similar to this:

```
DISPLAY=yourworkstationname:0.0
```

5. Type the program name into the shell window, then press `Enter`.

Note: The command you type may be different from the full program name. For example, to run IRIS Showcase you type: `showcase`

The program should appear on your screen.

When you are finished working with the application and want to log out of the other workstation, type `exit` in the same shell window, then press `Enter`.

Note that **Enable Remote Display** makes your own desktop remote display open to all remote *hosts*, so you may want to turn it off when you are not using it.

Removing Applications

When your system starts getting low on disk space, you may want to review the list of software products that are currently installed. You may no longer need certain products, or you may discover that some products include large, optional subsystems that you can remove without removing the core product. Use the Software Manager to do this. From the Toolchest, choose **System > Software Manager**. Refer to the Software Manager **Help** menu for details on using Software Manager.

Creating a Collection of Application Icons

The Icon Catalog shows collections of applications and tools that are available on your system. You can also use the Icon Catalog to create your own collection of icons. For example, suppose you use a suite of tools to create 3D models. You can place them all on a page in the Icon Catalog so they are easily accessible.

To open the Icon Catalog, click the words Icon Catalog now, or select the **Find** menu from the Toolchest and choose an item from the **Icon Catalog** menu. See the **Help** menu on the Icon Catalog for details on creating a new catalog page.

Copying and Pasting Between Applications

Some applications support a global copy and paste mechanism. This means you can copy and paste text, sound, images, and more from one application to another. For example, suppose you want to copy an image from an IRIS Showcase page and place it onto the InPerson whiteboard. You can do so using the **Copy** and **Paste** commands on the **Edit** menu or the middle mouse button.

To use the **Copy** and **Paste** commands on the **Edit** menu:

1. Select the image on the IRIS Showcase page.
The image is surrounded by green selection boxes when it is selected.
2. Choose **Copy** from the **Edit** menu in IRIS Showcase.
3. Choose **Paste** from the **Edit** menu in the **InPerson** window.
The image appears on the whiteboard.

To copy the image using the middle mouse button:

1. Select the image on the IRIS Showcase page.
The image is surrounded by green selection boxes when it is selected. This object is called the primary selection because it is the most recent selection.
2. Before clicking the left mouse button or making another selection, place the cursor over the InPerson whiteboard, then click the middle mouse button.
The image appears on the whiteboard.

Managing Your Work: Working with Files and Directories

This chapter includes instruction on how to manage and work with files and directories. The sections are:

- “Giving Yourself Easy Access to Icons”
- “Managing Icons”
- “Moving and Copying Files and Directories”
- “Making a Referenced Copy of an Icon”
- “Renaming Files and Directories”
- “Removing Files and Reference Icons”
- “Creating and Opening Directories”
- “Opening and Saving Files”
- “Creating Files Using Select and Paste”
- “Naming Icons: A Few Guidelines”

Related Topics:

- Part of managing your work is managing your multiple-window environment—see Chapter 8, “Managing Windows.”
- Another technique you can use for managing your work is to use multiple desktops—see Chapter 7, “Using Multiple Desks.”

Giving Yourself Easy Access to Icons

For quick access to your most-used icons, you can drag and drop them on one of three places: on the *desktop*, on a *shelf*, or in the Icon Catalog. Dropping an icon on any of these places automatically creates a copy of the icon, called a *reference* icon.

Related Topic: “Removing Files and Reference Icons.”

Using a Shelf for Convenient Icon Access

A shelf is a feature of the *Icon View*, a place for you to put icons that you need to use frequently while working in a particular directory. For example, if the directory contains many files, you might want to place the files you use most frequently on the shelf. Or, if the directory contains many color Showcase slides, you might want to place the icon for a color printer onto the shelf.

Figure 4-1 shows an Icon View window with a shelf (the cursor is inside of the shelf area). Notice that the shelf is blue; the rest of the window is light green. A blue background in a window (such as the Icon Catalog) or panel (such as the Shelf on an Icon View) indicates that it is a reference icon holder. If an icon is dropped on the blue background, a reference icon is automatically created.

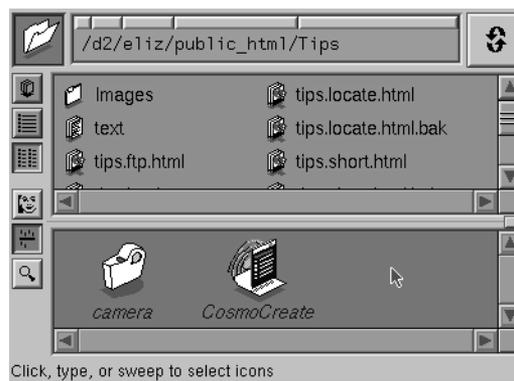


Figure 4-1 Icon View Window with Shelf

To place an icon on the shelf:

1. Display the shelf by choosing **Options > Show Shelf**, or by clicking the **Shelf** button in the toolbar on the left side of the Icon View window.



Figure 4-2 The Shelf Button

2. Drag the icon onto the shelf.

Note: Placing an icon on a shelf gives you a *reference* to the icon so you can access it more easily. It does not move or copy the file.

If you no longer need to use an icon frequently, you can remove it from the shelf by selecting it and choosing “Remove” from the **Selected** menu. This removes the reference icon, not the original file or application.

Placing Reference Icons on the Desktop Background

The screen background is a place for you to set frequently used icons so you have quick and easy access to them. By default, several icons are placed on the desktop background: a folder icon representing your *home directory*, a dumpster icon, several application icons, and an icon for each *peripheral* you have installed. To place additional icons on the desktop:

1. Place the cursor over the icon that you want to place on the desktop; then press the left mouse button and drag the icon onto the desktop.
2. Release the mouse button. The icon appears on the desktop.

Note: Placing an icon on the desktop background gives you a *reference* to the icon so you can access it more easily. It does not move or copy the file.

If you no longer need to use an icon frequently, you can remove it from the desktop by selecting it and choosing **Selected > Remove** from the Toolchest. This removes the reference icon, not the original file.

Placing Reference Icons in the Icon Catalog

The Icon Catalog shows collections of applications and tools that are available on your system. You can add icons to a page in the Icon Catalog, and you can create new pages. See “Adding Icons to an Icon Catalog Page” and “Adding Your Own Pages in the Icon Catalog.”

Adding Icons to an Icon Catalog Page

Each page in the Icon Catalog shows a collection of icons. To add an icon to an existing page, do the following:

1. Place the cursor over the icon that you want to add to the page; then press the left mouse button and drag the icon into the Icon Catalog window.

Tip: If you need help finding the icon, use File QuickFind or the Search tool: from the Toolchest, choose **Find > File QuickFind** or **Search For Files**.

2. When the icon is over the blue portion of the window, release the mouse button. The icon appears on the page.

Note: Placing an icon in the Icon Catalog gives you a *reference* to the icon so you can access it more easily. It does not move or copy the file.

If you no longer need to use an icon frequently, you can remove it from the Icon Catalog by selecting it and choosing “Remove” from the Selected menu. This removes the reference icon, not the original file.

Adding Your Own Pages in the Icon Catalog

By default, the Icon Catalog contains several pages. You can create a new page, with a name of your choice, on which to store your own collection of icons.

1. Choose “New” from the **Page** menu.

Enter the name of the new page in the dialog that appears.

2. Place icons on the page.

Place the cursor over the icon that you want to add to the page; then press the left mouse button and drag the icon into the Icon Catalog window.

Note that placing an icon in the Icon Catalog gives you a more convenient place from which to access the icon—*it does not move the actual file or application.*

Note: To specify a different name for the page, choose “Rename” from the Page menu. See “Renaming an Icon Catalog Page” for step-by-step instructions.

Renaming an Icon Catalog Page

To rename an Icon Catalog page:

1. Display the page that you want to rename.

If necessary, refer to “Navigating Pages in the Icon Catalog.”

2. Choose **Page > Rename** and enter a new name in the dialog that appears.

Note: You cannot rename the system’s default Icon Catalog pages, you can rename only pages that have been added.

Removing a Page From the Icon Catalog

If you decide that you do not need a page that you have added to the Icon Catalog, you can remove it. To do so, turn to the page you want to remove; then choose “Remove” from the **Page** menu.

You cannot remove the default pages. If you turn to a default page and choose the “Remove” command, you make any icons that you had added to the page disappear.

When you remove a page, you do not delete the actual items that icons on that page referenced. To find the items again, choose “File QuickFind” from the **Find** menu, or open the Search tool by choosing “Search for Files” from the **Find** menu.

Navigating Pages in the Icon Catalog

To go from one Icon Catalog page to another, click the tab of the page you want to go to.

Some of the tabs might not fit in the space provided. When this happens, a stack of unnumbered tabs appears at the left or right edge of the tab display area. To turn to a page whose tab is hidden:

1. Place the cursor over the stack of unnumbered tabs; then press the left mouse button.
2. Choose a page from the menu that appears.

Tip: You can also navigate from page to page by pressing the `Page Up` and `Page Down` keys on your keyboard.

Managing Icons

You can change the way that icons are arranged and displayed in *Icon View* windows and on pages in the Icon Catalog and Search tool. This section contains some information that is common to all three windows and some that is specific to *Icon View* windows.

Sorting Icons

The **Sort** menu lets you change the way in which icons are sorted.

- Choose “by Name” to list the icons alphabetically.
- Choose “by Date” to list the files according to the date on which they were last modified.
- Choose “by Size” to list the files according to their size, starting with the largest.
- Choose “by Type” to list the icons by type (directory, file, or application, for example).

Resizing Icons

Windows contain a thumbwheel that you can use to change the size of the icons in that window. Place the cursor over the thumbwheel; then drag the mouse up to make the icons smaller and down to make the icons larger. To return to the original icon size, click the small box below the thumbwheel.

If you are enlarging the icons in order to see a specific icon, select that icon first so that it stays within the current view as you are resizing.

If you do not see the thumbwheel, drag the bottom border of the window down to resize it until the thumbwheel appears.

Note: To change the size of icons on the *desktop*, use the Desktop Settings panel. Choose **Desktop > Customize > Desktop** from the Toolchest.

Viewing File Information (Viewing “as List”)

When you open a directory icon, the contents of the directory appear as icons scattered throughout the window. Choose “as List” from the **View** menu to arrange the icons in a sorted list. When you view the icons in a list, you can see:

- The icon name
- The size of a file icon in bytes
- The date and time at which the file was modified
- *Permissions* information
- The file type (for example, “plain text file”)

Additionally, in Icon View windows, you see an arrow next to folder icons. Click the arrow to display the contents of that folder.

When icons are displayed in a list, you can also view directory sizes by choosing “Directory Sizes” from the **View** menu.

Note: Directory sizes are not dynamically updated. For example, if you added another file to a directory, you would need to choose **View > Directory Sizes** again to see the increased directory size.

Displaying Icons in Columns

Choose “as Columns” from the **View** menu to organize icons into columns. To change the view again, use the View menu.

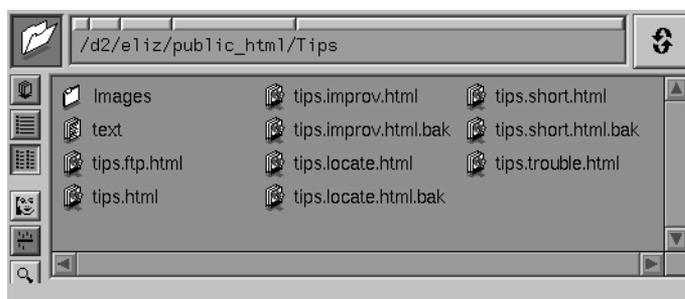


Figure 4-3 Icons Organized into Columns

Displaying “Thumbnails” of Image Files in an Icon View

If you are looking for a particular image, but cannot remember what you named it, you can display mini-views of image files in the *Icon View* window. Click the Thumbnail Images button in the toolbar (shown in Figure 4-4) or choose **View > as Thumbnail Images** from the Icon Catalog.



Figure 4-4 The Thumbnail Images Button

Viewing Hidden (“Dot”) Files

Many IRIX configuration files are hidden by default. You do not see them in an Icon View window. These files are commonly called dot files because a “.” appears as the first character in the filename. The `.login` and `.cshrc` files in your *home directory* are examples of hidden files. You can choose to view or hide these files using the “Hidden Files” command on the **View** menu. A checkmark next to the command indicates that the files are displayed in that Icon View window.

Displaying a Quick View of the Contents of a File

You can quickly view the contents of a file—without opening the file—by using the Content Viewer. The Content Viewer displays a read-only version of the file in a viewer window at the bottom of the Icon View window.



Figure 4-5 The Content Viewer Button

To preview the contents of a file:

1. Click the Content Viewer button in the toolbar (shown in Figure 4-5) or choose “Show Content Viewer” from the **Options** menu.

The Content Viewer window appears at the bottom of the Icon View window.

2. Click once on the file you want to view.

The file appears in the Content Viewer.

Searching for Icons by Name or Content

Use the **Actions > Search/Filter Files** menu item to open a panel that lets you choose to display only those icons whose name or content matches a certain string of characters.

1. From the Icon View window, choose **Actions > Search/Filter Files**
2. Fill in the fields, as needed:

- Type a string of characters in the “Show files that match name” field. For example, to find files that begin with the letter “d,” type: **d**. To find files that end with the extension “.rgb,” type ***.rgb**.
- Type a string of characters in the “Show files containing text” field. The window immediately changes to display only those text files that contain the string you typed.

These two fields work together. For example, if you type **d** in the “Show files that match name” field and “schedule” in the “Show files containing text” field, you only see icons for files that contain the word “schedule” and whose names begin with the letter “d.”

3. Click *Show All* to display all the icons and ignore the text in the both fields.

Moving and Copying Files and Directories

This section includes:

- “A Quick Summary of How to Move Files or Directories”
- “Detailed Instructions on Moving Files or Directories”
- “Copying Files or Directories”
- “Copying Files to and From a Tape”
- “Copying Files to and From a Floppy Disk”

A Quick Summary of How to Move Files or Directories

You can move files or directories into a different directory. To do so, drag the file or directory icon from one *Icon View* window into another *Icon View* window or onto a folder (directory) icon. (If you have placed an icon on the *desktop* and want to move it off of the desktop, see “Removing Files and Reference Icons” on page 42).

Detailed Instructions on Moving Files or Directories

To move files or directories:

1. Place the cursor over the file or directory icon, then press and hold down the left mouse button. The icon turns yellow.
2. Continue pressing the mouse button, then drag the cursor into a different Icon View window or on top of a folder icon. The icon travels with the cursor, leaving behind a gray outline.
3. Release the mouse button.
 - If you have an Icon View window open, release the mouse button when the cursor is inside the window.
 - If you are dragging the icon onto a folder icon, release the mouse button when the folder icon turns blue.

The icon moves. It disappears from the original directory and appears in the new directory.

Note: You need to have write permission on a directory in order to move a file into or from that directory. You also need write permission on a file in order to move it. To change the permissions on file or directory, select the icon in an Icon View window and choose “Change Permissions” from the **Selected** menu. Refer to the help for Change Permissions for details.

When you move an icon from one folder to another, you actually change its location in the file system. For example, if you move an icon from a directory called `reports` to a directory called `memos`, the file disappears from the `reports` directory and appears in the `memos` directory. If your computer is on a network, you can open a directory on another computer, and drag icons in and out of that directory. In this case, the files are actually moved between computers, but only if permissions allow.

When you move an icon onto the desktop or onto a shelf, you do not change its location in the file system. The file is still stored in its original directory, even if the directory is on a remote system; the icon appears on the desktop or shelf so it is easier for you to access. This is called a reference (reference icons are distinguished by italicized labels). The same is true with the Icon Catalog. Dragging an icon onto a page in the Icon Catalog makes it easier to access. It does not move the file.

Copying Files or Directories

You can copy a file or directory in one of two ways:

- **Quick Copy:** press the `Ctrl` key, then select an icon. Continue pressing the `Ctrl` key and drag the icon to a new location. Release the mouse button and `Ctrl` key: a copy of the file appears. It is labeled `copy_of_filename`.
- If the file or directory icon is in an **Icon View** window, select the icon of the file or directory that you want to copy, then choose **Make Copy** from the right mouse button menu. If the icon is on the desktop, choose **Make Copy** from the **Selected** toolchest. A copy of the selected file or directory appears. It is labeled `copy_of_filename`.

To learn how to change the name of the file you copied, see “Renaming Files and Directories”. For instructions on exchanging copies of files or directories with another system, see “Accessing Remote Files and Directories With the Access Desktop Tool.”

Note: You need to have read permission on a directory or file in order to copy it. You also need to have write permission on a directory in order to copy files into the directory. To change the permissions on file or directory, select the icon in an Icon View window and choose “Change Permissions” from the **Selected** menu. Refer to the Change Permissions tool Help for details.

Note: If you copy an icon that is on a page in the Icon Catalog or on the desktop, the copied icon appears next to the original icon and in the `Desktop` directory in your *home directory*. If you copy an icon on a *shelf*, the copied icon appears next to the original icon.

Copying Files to and From a Tape

If you have a tape drive connected to your system, or have a system on your network that has a *shared* tape drive, you can use the Back Up Files guide to copy files to and from a tape. Use the following steps to access the Back Up Files guide:

1. Double-click the tape drive icon on your desktop.
If the icon is not on your desktop, choose **System Manager** from the Toolchest. In the **System Manager** window, click **Hardware and Devices**, then **Removable Media Manager**. When the window appears, double-click the tape drive icon.
2. Double-click the **Backup Files** task icon in the lower half of the **Removable Media Panel** window.
The Back Up Files guide appears.
3. Follow the instructions in the Back Up Files guide to copy files to or from a tape.

Copying Files to and From a Floppy Disk

If you have a floppy disk drive attached to your system, you can copy files to and from a floppy disk. You can also copy Macintosh and DOS PC files onto your system.

If you do not have a floppy drive attached to your system, you can copy files to and from a drive on a remote system by placing the remote floppy drive icon onto your desktop. For information on accessing a remote floppy drive, see "Accessing Another System's Media Devices or Printers."

If you are copying files from a Macintosh or DOS PC disk, make sure the application software is compatible with application software available on your system. Depending on the application, some files may need to be run through a translator before you can use them.

Note: Always use the IRIX Interactive Desktop software when copying Macintosh files, (not the IRIX `cp` or `rcp` utilities). The Desktop software copies all the necessary components of the file, including the data fork, the resource fork, and the Finder information.

Copying Files Onto a Floppy Disk

To copy files onto a floppy disk:

1. Insert a floppy disk into the drive.

The floppy icon on your desktop changes to show that a floppy is present in the drive.

2. Open an *Icon View* window of the directory that contains the files you want to copy.
3. Double-click the floppy drive icon to open an Icon View of the contents of the floppy disk; then hold down the `Ctrl` key and drag the files you want to copy into this window.

Note: If you do not hold down the `Ctrl` key, dragging the files will move them from the system to the floppy disk, if *permissions* allow.

4. Close the Icon View of the floppy disk by double-clicking the button in the upper left corner of the window border.
5. Eject the floppy disk by selecting the floppy drive icon and choosing **Selected > Eject Media** from the Toolchest.

Note: When copying Macintosh files, do not use the command line IRIX `cp` or `rcp` utilities. The procedure described above copies all the necessary components of the file, such as the data fork, the resource fork, and the Finder information.

Copying Files From a Floppy Disk

You can copy files from a floppy disk by opening up an Icon View of the files on the floppy and dragging them into an Icon View on your system.

If you are copying files from a Macintosh or DOS PC, make sure the application software is compatible with application software available on your system. Depending on the application, some files may need to be run through a translator before you can use them.

To copy files from a floppy disk onto your system:

1. Insert the floppy disk into the drive.
A floppy disk icon appears on your screen.
2. Double-click the icon to open an Icon View of the files on the floppy disk.
3. Open an *Icon View* window of a directory on your machine to which you want to copy the files.
4. Hold down the `Ctrl` key and drag the files from the floppy disk Icon View into the Icon View you opened on your system.

5. Close the Icon View of the floppy disk by double-clicking the button in the upper left corner of the window border.
6. Eject the floppy disk by selecting the floppy drive icon and choosing **Eject Floppy** from the **Selected** toolchest.

Note: When copying Macintosh files, do not use the command line IRIX `cp` or `rcp` utilities. The procedure described above copies all the necessary components of the file, such as the data fork, the resource fork, and the Finder information.

Making a Referenced Copy of an Icon

A reference icon is like a copy of an icon: it lets you access the same file, application, or directory icon from different places. You can also give it a unique name in each place. You make a *reference* to an icon by dragging it onto the desktop background, to a shelf, or to a page in the Icon Catalog. You can also use the “Make Reference” command. Reference icons are distinguished by an italicized icon name.

To make a reference icon:

1. Select the icon that you want to reference. The icon turns yellow when it is selected.
2. Choose “Make Reference” from the right mouse button menu.

Note: You can also choose **Make Reference** from **Selected** menus, such as the **Selected** menu on the Toolchest.

A reference to the icon appears next to the original. It looks like the original icon, but the icon name appears in italicized text and begins with `ref_to_`.

3. Move the reference icon to the desired location, such as another directory.
4. Rename the icon by clicking on the name and typing. Press the `Enter` key to change the name.

For advice on choosing a name, see “Naming Icons: A Few Guidelines.”

For details on removing a reference icon, see “Removing Files and Reference Icons.”

To find the original icon that the reference points to, select the reference icon, then choose “Find Original” from the **Selected** menu. An Icon View of the directory that contains the original icon appears.

Note: When you change the original file, all references are changed as well. The same is true if you change the contents of a reference file or directory: the original and all other references are changed. If you delete, move, or rename the original file, the referenced copy no longer has a place to point and the icon changes into a ring to indicate that it is an empty file.

Removing Files and Reference Icons

Deleting a file, directory, or reference is a two-step process. You place the icon in the *dumpster*, then you empty the dumpster.

Note: When you delete a reference icon (indicated by an italicized label), you do not delete the original file, only the reference icon.

To place an icon in the dumpster, you can drag the icon and drop it onto the dumpster icon, or you can use the **Remove** command. The dumpster icon is stored in your *home directory* and is placed on the *desktop* so you can easily access it.

To use the **Remove** command:

1. Select the icon that you want to remove. The icon turns yellow when it is selected.
2. Choose **Remove** from the **Selected** menu on the window that contains the icon. If the icon is on the desktop background, choose **Remove** from the **Selected** toolchest.

The icon disappears from the window and is placed in the dumpster. This behavior applies to all icons that you have permission to remove, no matter where they are located—in an **Icon View** window, on a page in the Icon Catalog, or on the *desktop*.

3. Choose **Empty Dumpster** from the **Desktop** toolchest.

This permanently deletes the file from the system’s disk.

You need to have write permission on a directory in order to remove it or to remove files in that directory. You also need to have write permission on the files in order to remove them.

To change the permissions on file or directory, select the icon in an **Icon View** window and choose **Change Permissions** from the **Selected** menu. Refer to the Change Permissions tool **Help** for details. Remember that to remove a file, you must have write permissions on the directory that contains the file.

The `/usr/tmp` and `/tmp` directories are unique. Anyone can view, copy from, or move files into these directories, but you must be the owner of a file in order to remove it. If you want to remove a file or directory from your `/usr/tmp` or `/tmp`, and do not have permission to, you can change the permissions and ownership of the file with the Change Permissions tool, as mentioned above.

Note: You can change the behavior of the **Remove** command so that it automatically deletes files from the system's disk. For information, see "Making "Remove" Delete Instantly."

Shortcut: Select the icon you want to remove hold down the right mouse button. A menu appears. Choose **Remove**.

Creating and Opening Directories

This section includes:

- "Basic Instructions for Opening a Directory"
- "Summary of Different Methods for Opening Directories"
- "Opening a Directory Using the Path Finder"
- "Creating a Directory"

Basic Instructions for Opening a Directory

You can open a directory in several ways:

- If the folder icon is visible, place the cursor over the folder icon, then double-click the left mouse button. A new **Icon View** window appears.
- If an arrow appears next to the folder icon, place the cursor over the arrow then click the left mouse button. The contents of that directory are listed underneath the folder icon. *This arrow appears only when you are viewing icons in an Icon View window as a list. See “Viewing File Information (Viewing “as List”).”*
- If you have an Icon View open, but the directory you want to see is not there, enter a new directory *pathname* into the *path finder* at the top of the window. Figure 4-6 shows the path finder.

The path finder displays the pathname of the current directory. You can type in a new directory name, or you can use the bar above the field to select a new directory. See “Opening a Directory Using the Path Finder” for details.



Figure 4-6 The Path Finder

For information on alternate methods, see “Summary of Different Methods for Opening Directories.”

Summary of Different Methods for Opening Directories

A quick summary of the possible methods for opening a directory:

- Place the cursor over a folder icon, then double-click the left mouse button.
- Select a folder icon, then choose **Open** from the **Selected** menu on the window that contains the icon. If the icon is on the desktop, choose **Open** from the **Selected** toolchest or the right mouse button menu.
- Place the cursor over the arrow that appears next to the folder icon, then click the left mouse button. The contents of that directory are listed underneath the folder icon. This arrow appears only when you are viewing icons in an **Icon View** window as a list. See “Viewing File Information (Viewing “as List”).”
- Drag and drop a folder icon into the *drop pocket* on an **Icon View** window. The window changes to display the contents of the directory whose folder icon you dropped. See “Opening a Directory Using the Path Finder” for details.

- Type a new *pathname* into the *path finder* at the top of the **Icon View** window. See “Opening a Directory Using the Path Finder” for details.
- Move the mouse cursor to the background of the **Icon View** window that contains the directory you want to open. Begin typing the name of the directory. When the name is recognized, the directory icon is selected. After it is selected, press the **Enter** key to open the directory.
- From the Toolchest, choose **Desktop > Access Files > In my Home Directory**. This opens an **Icon View** window that displays the contents of your *home directory*.
- Choose **File QuickFind** from a **Selected** menu or **File QuickFind** from the **Find** toolchest. This opens a dialog into which you can type the name of the directory you want to open. After you type the name, press **Enter** to open the directory.

Opening a Directory Using the Path Finder

The path finder appears at the top of each **Icon View** window. You can open a new directory in one of three ways: type a directory name in the type-in-field, drop a folder icon into the drop pocket, or use the pathbar above the type-in field to select a directory name.

Typing a New Name Into the Path Finder

The path finder shows the pathname of the directory that is displayed. See Figure 4-7.



Figure 4-7 The Path Finder

You can edit the name, as follows:

- To replace the existing directory name, place the cursor in the type-in field, then double-click to select the existing text. Begin typing. The existing name disappears, and the new name appears as you type.
- To edit a portion of the directory name, place the cursor within the name. Press the left mouse button and drag the cursor to highlight the section you want to change, or press the **Backspace** key to delete characters to the left of the cursor.

Note: If your system is on a network, you can open directories on other systems. See “The Path Finder Field” for more information.

Placing an Icon Into the Drop Pocket

The *drop pocket* is the small square to the left of the type-in field. See Figure 4-8.



Figure 4-8 A Drop Pocket

When you place an icon in the drop pocket, the **Icon View** window changes.

- Drag a folder icon and place it in the drop pocket. The window displays the contents of that folder.
- Drag a file or application icon and place it in the drop pocket. The window displays the contents of the directory in which that icon is stored. For example, suppose you drag the IRIS Showcase icon into the drop pocket. The window displays the contents of the `/usr/sbin` directory.

Using the Path Bar in the Path Finder

The path bar is the gray bar above the type-in field. It lets you move from one directory to another, without typing. It contains a small button representing each directory in the *pathname*. Click a button to display the contents of that directory. See Figure 4-9.



Figure 4-9 Using the Path Bar

Using the Recycle Button

The **Recycle** button appears to the right of the path finder. Press this button to display a listing of directories whose contents you have previously displayed in the window since the window has been opened. Choose an item from the list to display that directory again.

Creating a Directory

To create a new directory, choose **Add New Directory** from an *Icon View* **Actions** menu. The new directory appears as a folder icon in the window.

Detailed instructions:

1. Place the cursor over the **Icon View** window or desktop area in which you want the new directory to appear.
2. Choose **Add New Directory** from the **Actions** menu. A folder icon appears in the window. It is labeled `empty.dir`. If you create another new directory, it is named `empty1.dir`.

See “Renaming Files and Directories” for instructions on renaming a directory.

Shortcut: Use the right mouse button menu: position the cursor over the **Icon View** window (make sure no icons are currently selected), then hold down the right mouse button and choose **Add New Directory**.

Note: If you want the folder icon to automatically appear on the desktop, choose **New Directory** from the **Selected** toolchest. The folder icon appears on the desktop; the directory is stored in the **Desktop** directory in your *home directory*. For example, suppose your user name is `dorothy` and you create a directory named `oz` on the desktop. The pathname for the directory is `/usr/people/dorothy/Desktop/oz`.

Renaming Files and Directories

To rename a file or directory, click on the filename, edit the name, and then press the `Enter` key or click the left mouse button in the window. Detailed instructions follow.

1. Locate and select the icon of the file or directory you want to rename.
2. Select the icon's name. It highlights when selected.
3. Edit the name.
 - To replace the existing name, begin typing. The existing name disappears, and the new name appears as you type.
 - To edit a portion of the name, place the cursor within the name, then click the left mouse button to place a marker. Begin typing to add characters after the marker; press the `Backspace` key to delete characters preceding the marker.
 - To replace or delete several characters, press the left mouse button and drag the cursor over the characters. Release the mouse button when the characters you want to delete or replace are selected. The characters are selected. To delete the characters, press the `Backspace` key; to replace the characters, begin typing.
 - To cancel renaming and leave the name unchanged, press `Esc`.

Note: For advice on choosing a name, see also "Naming Icons: A Few Guidelines."

4. To apply the name, press `Enter` or click the left mouse button in the window.

Note: If you do not press `Enter` or click the mouse button, the original name returns.

Opening and Saving Files

This section includes "Opening Files by Double-Clicking Icons," "Opening Files Using the "Open" Command," "Opening Files by Dragging and Dropping," "Opening Files by Typing in the Background," and "Saving Files."

Opening Files by Double-Clicking Icons

The easiest way to open a file is to place the cursor over the file icon, then double-click with the left mouse button. If you use a file frequently, place the icon on a *shelf*, or drag the icon onto the *desktop* so it is easily accessible. See also “Giving Yourself Easy Access to Icons.”

Opening Files Using the “Open” Command

You can open a file by using the **Open** command on the **Selected** menu.

1. Place the cursor over the icon, then click the left mouse button to select the icon. The icon turns yellow when it is selected.
2. Choose **Open** from the **Selected** menu on the window that contains the icon. If the icon is on the desktop, choose **Open** from the **Selected** toolchest.

Opening Files by Dragging and Dropping

You can open a file by dragging its icon onto an application icon and then dropping it. For detailed instructions, see “Starting Applications by Dragging and Dropping Icons.”

Opening Files by Typing in the Background

If you have a large list of files and do not want to scroll through them to find the one you want, you can move the mouse cursor to the background of an **Icon View** window and begin typing the name of the file. As soon as the file is recognized, it is selected. Once the file is selected, press the **Enter** key to open the file.

Saving Files

Most applications display a File Browser when you choose the **Save** or **Save As...** command. The File Browser makes it easy for you to save a file in a particular directory. If you do not specify a directory, the system places files in a default location, depending on the place from which you run the application.

- If you launch an application from the desktop, the file is saved in your *home directory*.

- If you launch an application from an **Icon View** window, the file is saved in that **Icon View** window.
- If you launch an application from a page in the Icon Catalog or Search tool, the file is saved in your home directory.

Creating Files Using Select and Paste

You can create a text file by selecting text in a window, then moving the mouse cursor onto the desktop background or onto the background of an Icon View window, and clicking the middle mouse button. A file named `PastedText` is created. It contains the text that you selected.

To rename the file, click on the filename and begin typing. Press the `Enter` key to change the name.

You can also create a WebJumper icon by selecting a URL address with the mouse, moving the mouse cursor to the desktop background or to the background of an Icon View window, and clicking the middle mouse button. A WebJumper icon is created for the Web site.

Naming Icons: A Few Guidelines

When naming icons, follow these guidelines:

- You can use letters, characters, and blank spaces in your file or directory name.
- Take note of capitalization. `file` and `File` are two different names.
- If you need to access a file using an IRIX command, and the filename has blank spaces in it, put quotes around the filename when you type it. This preserves the space.
- Each file, directory, and application in a directory must have a unique name. If you try to name a file `Test` and a file named `Test` already exists in that directory, one of two things happens: you get a notifier warning you that you are about to overwrite an existing file, or the existing file is replaced with another of the same name. You can specify which behavior you want. See “Turning File Overwrite Messages On and Off.”

Printing

Once the *Administrator* or a *Privileged User* has used the Printer Manager to set up a printer for your system (choose **System > Printer Manager** from the Toolchest, use the **Printer Manager Help** menu for instructions), you can print files from your desktop. These are the methods you can use:

- Dragging them onto a printer icon,
- Dragging them onto the Print Panel icon to customize the job
- Selecting the file or directory, then choosing **Print** from the **Selected** toolchest or **Icon View** menu

This chapter contains these sections:

- “Summary of the Printing Environment and Tools”
- “Placing Available Printers on Your Desktop”
- “Printing Files”
- “Customizing Print Jobs With Print Panel”
- “Using Print Status to Monitor Print Jobs and Printers”
- “Designating a Default Printer”
- “Troubleshooting Printing”

Summary of the Printing Environment and Tools

The graphical printing environment provides all the tools you need to set up printing software, and to print files and monitor print jobs. Click a topic for summary information.

- “About the Printer Manager”
- “About Desktop Printer Icons”

- “About Print Status”
- “About Print Panel”
- “About File Format Filters”
- “About Impressario”

About the Printer Manager

The Printer Manager lets a *Privileged User* access printers that are connected to either the user’s own system or another system on the network. Once a printer is set up, you can drag its icon from the Printer Manager onto your desktop for use (see “Placing Available Printers on Your Desktop” and “About Desktop Printer Icons”).

You can start the Printer Manager in two ways:

- Choose **Printer Manager** from the **System** toolchest.
- Choose **Printer Manager** from the **Other Tools** menu in Print Status (see “About Print Status”).

For detailed information on using the Printer Manager, use the Printer Manager **Help** menu.

About Desktop Printer Icons

Once you place a printer icon on your desktop (see “Placing Available Printers on Your Desktop”), you can:

- Drag a file onto the printer to print a document (see also “About File Format Filters”)
- Double-click the printer to start Print Status, a tool that shows detailed status of the printer and its queue and lets you manage the queue (see “About Print Status”)

If the printer is an *Impressario* printer (see “About *Impressario*”), you can also visually monitor the icon; it changes when the printer has jobs in its queue or when it is experiencing any problems.

Idle printer The printer icon has no paper emerging from it. The printer may be printing jobs that belong to other users, but it is not printing any jobs for you.

Busy printer The printer icon has paper emerging from it. It is printing one or more jobs for you.

Broken printer The printer icon has smoke emerging from it, and appears to be squashed. The printer cannot print for some reason (for example, it is jammed or out of paper). For more information on the problem, double-click this printer to see the **Print Status** window.

About Print Status

Print Status lets any *User* view a printer’s queue, and cancel jobs submitted by that person. A *Privileged User* can cancel jobs submitted by any user, and can also enable or disable the printer’s queue. The administrator (*root*) can also forward print jobs from one printer to another.

You can start Print Status in several ways:

- Double-click a printer icon on the desktop (see “About Desktop Printer Icons”).
- In Printer Manager, select a printer and choose **Show Queue** from the **Printer** menu (see “About the Printer Manager”).
- Choose a printer in the **Print Status for** rollover menu in the **Other Tools** menu in Print Status (this works only if you have more than one printer available).

For more details on Print Status, see “Using Print Status to Monitor Print Jobs and Printers.”

About Print Panel

Print Panel lets you customize print jobs. For example, you can specify the number of copies you want to print, or customize the banner page of a particular print job. If the system to which a printer is physically connected has the Impressario software installed, you can set many more advanced, printer-specific printing options. (For more information, see “About Impressario” and “Setting Printer-Specific Options.”)

For convenience, place the Print Panel icon on your desktop by following these steps:

1. Choose **File QuickFind** from the **Find** toolchest.
2. In the **File QuickFind** text field, type:
`/usr/sbin/PrintPanel`
3. When the Print Panel icon appears in the drop pocket, drag the icon onto the desktop.

You can start Print Panel in several ways:

- Double-click the Print Panel icon on the desktop.
- Drag a file onto the Print Panel icon on the desktop.
- Choose **Printer Panel** from the **Other Tools** menu in Print Status.

For detailed information on using Print Panel, see “Customizing Print Jobs With Print Panel.”

About File Format Filters

The system does not supply any standard file format filters. This means that when you send a file to a printer by dragging it onto either a printer icon or the Print Panel icon, or by selecting the file and choosing **Print** from the **Selected** menu, the system sends the file directly to the printer without changing its format. Depending on the file type and printer type, the printer may not be able to print the file.

In general, you can print by dragging files in these cases:

- Drag a PostScript or ASCII file on a PostScript printer
- Drag an ASCII file on an ASCII or dumb printer
- Drag an SGI Image file on a dumb raster or dumb color printer

Many applications include file format filters. When you give a print command within an application, it often converts the file to a standard format (such as PostScript) before sending it to a printer. Or, it may give you the option of saving a file as PostScript or as text. Once you have done this, you may be able to drag the resulting file onto a printer icon (if the printer supports that format).

If the system to which a printer is physically connected has the optional Impressario software, you can print many additional file types. For more information, see “About Impressario.”

Because the additional Impressario filters are available only on the system to which the printer is physically connected, you cannot drag files of these types onto a printer or Print Panel icon on your own desktop to print them. Instead, you must follow these steps:

1. On your own system, choose **Open Unix Shell** from the **Desktop** toolchest.
2. In the window that appears, type:

```
lp filename -dprintername
```

Where *filename* is the name of your file, and *printername* is the name of the printer.

3. To close the window, type:

```
logout
```

About Impressario

Impressario provides a full range of tools and drivers for printing, viewing, and scanning a variety of image types. The product includes:

- Sophisticated printer drivers that let you control the printers’ advanced capabilities through a software options panel, and report up-to-the-minute status on the printers and print jobs
- *scanners*, a tool that lets you configure new scanners, *gscan*, a tool that lets you scan images from an IRIS screen, an image file, or a scanner bed, and several scanner drivers
- *vstiff*, a Stream TIFF viewer that lets you view any file type that your system can print
- Behind-the-scenes filters that can convert most file types to a format that you can view or print (see also “About File Format Filters”)

To check whether a printer is connected to a system that has Impressario software, double-click the printer icon to start Print Status, and check the message in the Current Printer Status area. If it is an Impressario printer, you see a message similar to this:

Impressario 2.0 LaserWriter driver, version 1.10

Also, when you use Print Panel to customize a job for the printer, the **More Options** button will be available so you can set advanced, printer-specific Impressario printing options. (For more information, see “Setting Printer-Specific Options.”)

If you have Impressario installed, you can find detailed information about it in the online *Impressario User’s Guide*. To access this book, choose “On-line Books” from the **Help** toolchest, then double-click the *Impressario User’s Guide* icon in the SGI_EndUser bookshelf.

Placing Available Printers on Your Desktop

When a *Privileged User* sets up the system to access a printer that is connected to either your own system or another system on the network, an icon for that printer appears in the Printer Manager. Users can then place the icon onto their desktop for easy access to the printer’s queue and for drag and drop printing. (See also “About Desktop Printer Icons.”)

To place a printer on your desktop, follow these steps:

1. Start the Printer Manager by clicking the words Printer Manager, or by choosing **Printer Manager** from the **System** toolchest
2. Drag the icon onto the desktop.
3. Close the Printer Manager by choosing **Exit** from the **Printer** menu.

A Privileged User can also use the Find Remote Resources form to locate printers that are connected to other systems on the network, and to drag those icons onto the desktop for use. This has the same effect as using the Printer Manager to install a network printer; that is, once the printer is dragged onto the desktop, it also appears in the **Printer Manager** window.

To use the Find Remote Resources form to locate a printer:

1. Choose **Desktop > Shared Resources > On a Remote Workstation**.

The Find Remote Resources form appears.

2. Type the name of the remote system into the field at the top of the form.

A list of all the system's shared directories, media devices, and printers appears in the display.

Note: If the remote system's resources do not include a printer, but you know that the remote system is connected to a printer, the remote system probably does not have the printer marked as shared. To remedy this, choose **Desktop > Shared Resources > On This Workstation** from the remote system's Toolchest, then use the window that appears to make the printer(s) shared.

3. Drag the printer icon you want onto your desktop for easy access. Dragging it onto your desktop lets you use the device as if it existed on your own system.
4. Click the **Close** button to close the form.

To remove a printer icon from your desktop but keep it available in the Printer Manager, any user can select the icon and choose **Remove** from the **Selected** toolchest.

A *Privileged User* can remove a printer from all desktops and from the Printer Manager by following these steps:

1. Choose **Printer Manager** from the **System** toolchest.
2. Select the printer and choose **Delete** from the **Printer** menu. Users on your system can no longer access the printer.

Printing Files

You can print files from the desktop or from within an application. Click a topic for more information.

- "Printing by Dragging Icons Onto Printers or Print Panel"
- "Printing From Icon Views or the Desktop"
- "Printing From an Application"

Printing by Dragging Icons Onto Printers or Print Panel

If no printer icons appear on your desktop, see “Placing Available Printers on Your Desktop.” You can then print many types of files (see “About File Format Filters”) by following these steps:

1. Drag the file icon onto the printer icon.
If you drag a folder icon onto the printer icon, you print a list of all the files and directories within the directory.
2. To check on the progress of your print job, double-click the printer icon. It shows a queue of jobs waiting to be printed.

You can customize a print job. For example, to specify how many copies to print or to customize the banner page, you can drag a file onto the Print Panel icon. (For details on placing the Print Panel icon on the desktop and using Print Panel, see “Customizing Print Jobs With Print Panel.”)

Printing From Icon Views or the Desktop

The **Print** command is available in the **Selected** menu of each Icon View, from the **Selected** menu on the Toolchest. You can print many types of files using this command. (See “About File Format Filters.”) Follow these steps to use the **Print** command:

1. Select the icon that you want to print.
Select a folder icon if you want to print a list of all the files and directories within that directory.
2. Choose **Print** from the **Selected** menu on the window that contains the icon. If the icon is on the desktop, choose **Print** from the **Selected** toolchest.
The file is sent to your *default printer*. To specify a default printer, see “Designating a Default Printer.”
To monitor the progress of the job, you may want to drag the printer icon onto your desktop; see “Placing Available Printers on Your Desktop.”

Printing From an Application

Many applications include print commands. Typically, when you give the print command, the application looks for a specific printer. Consult the documentation that came with the application to learn how to specify which printer the application should use.

Customizing Print Jobs With Print Panel

Use Print Panel to customize your printing jobs. If the Print Panel icon is not on your desktop, you can place it there by following these steps:

1. Choose **File QuickFind** from the **Find** toolchest.
2. In the **File QuickFind** text field, type:
PrintPanel
3. When the Print Panel icon appears in the drop pocket, drag the icon onto the desktop.

Overview of Print Panel

Print Panel lets you customize print jobs. For example, you can specify the number of copies you want to print, or customize the banner page of a particular print job.

To use Print Panel, follow these general steps:

1. Specify the file in the **Files to print** field.
2. Click a printer in the **Available printers** list to select one.
3. Set printing options in the Options area.
If the **More Options** button is not greyed out, the selected printer is an Impressario printer. (See “About Impressario.”) You can click this button to further customize the job.
4. If you want these options to apply to future print jobs, click the **Save Options** button.
5. Send the file to the printer by clicking the **Print** button.

About the Print Panel Menus

The **File** menu contains these choices:

- **Print** sends the selected file to the highlighted printer. (The filename appears in the **Files to print** field; the printer name is highlighted in the **Available printers** list specified in the Options area.) Choosing **Print** is the same as clicking the **Print** button.
- **Open...** brings up the **File Open** window, which lets you browse through the filesystem for a file.
- **More Options...** is available only if the Impressario software is installed on the system to which the printer is connected. (See “About Impressario.”) This option brings up an advanced, printer-specific options window. It is identical to clicking the **More Options** button.
- **Save Options...** saves all the options that you set in both the Options area and in the window that appears when you choose **More Options**. It is identical to clicking the **Save Options** button.
- **Exit** stops Print Panel, and closes the window.

The **Other Tools** menu contains one choice, **Print Status for**. Choose a printer in the **Available printers** list, then choose **Print Status** to see the printer’s queue and status information. You can also double-click a printer name in the list to see its **Print Status** window.

The **Help** menu contains a list of help topics. Choose a topic to see online help.

Selecting Files to Print From the Print Panel

You can select a file to print in three ways:

- Drag the file onto the Print Panel icon.
- Type the full *pathname* of the file in the **Files to print** field.

You can print several files at once by typing in more than one pathname. Be sure to separate each pathname with a space.

- Choose **Open...** from the **File** menu to see the **File Open** window. It lets you browse through the filesystem and select a file.

In this window, you can double-click a directory to open it, and its name will appear in the **Selection** field. You can also type a pathname directly into the field. When the file you want to open appears in the field, click the **OK** button.

Click the **Filter** button to search for a specific set of files. By default, the system looks for all directories and files, noted with a filter of * (the wildcard character). To search instead for all files that end in .doc, enter * .doc in the **Filter** window.

Selecting a Printer in Print Panel

The **Available printers** list shows all printers that a *Privileged User* has installed using the Printer Manager.

Click a printer to select it. If you want more information about a printer, double-click it to see its **Print Status** window.

When you choose “Print” from the **File** menu or click the **Print** button, the job goes to the printer that you selected.

Using Print Panel to Specify the Number of Copies to Print

Specify the number of copies you want to print by highlighting the number in the **Number of copies** field, and typing a new number. You can also click the up or down arrows next to this field to increase or decrease the number.

Using Print Panel to Set the Banner Page Title Options

By default, the printer prints a banner page before printing your job. The banner page includes your login name and system name. To change the title that appears at the top of the page, click the box next to **Custom under Banner page title**, then type a new title in the field.

If the **More Options** button is available, you can eliminate the banner page. See “Setting Printer-Specific Options.”

Using Print Panel to Set Job Completion Options

Print Panel reports when the job is finished by either sending a message to your *console* window or sending you electronic mail. Click the box next to **Send mail** or **Send message to console** to specify how you would like to be notified. If you do not want to be notified, leave both check boxes empty.

Setting Job Handling Options

To keep Print Panel from creating a temporary copy of the job (and from using up disk space), under **Print file handling** choose **Link in spool directory**. To have Print Panel create the copy so you can safely edit or delete the original file while it is being printed, choose **Copy to spool directory**.

Setting Printer-Specific Options

The **Printer-specific options** field is filled in automatically when you set advanced printing options using the **More Options** button or menu choice. If you are familiar with the IRIX `lp` command, you may enter `lp` command line options in this field.

To change advanced, printer-specific settings and print a file with the new settings, follow these steps:

1. Drag the file onto the Print Panel icon; or start Print Panel by clicking the words **Print Panel** now, then typing a file name in the **Files to print** field.
2. Select a printer by clicking it in the **Available printers** list, then click the **More Options** button.

You see an **Options** window. There is a scroll bar on the right side of the display area that you must slide down to reveal all options.

3. Change the settings.

For details, see “Changing Printer Settings for All File Types,” “Changing Printer Settings for PostScript Files,” “Changing Printer Settings for Image Files,” and “Changing Printer Settings for ASCII Text Files.”

4. Confirm or cancel the new settings.
 - To confirm that the settings are correct and to make the **Options** window disappear, click **OK**.

- To confirm that the settings are correct and to keep the **Options** window displayed, click **Apply**.
 - To cancel the new settings and to make the **Options** window disappear, click **Cancel**.
5. To save these settings so they become your default settings for the printer that is selected, and to save the settings on the Print Panel so they are the default settings for all printers, click **Save** in the main Print Panel. See also “Saving Printing Options.”

Note the **Printer-specific options** field on the main Print Panel; it contains command line arguments that represent the settings that you changed in the **Options** window.

Note: The *Administrator* can specify default printer settings for all users, but individual users can override them for their own print jobs; for details, see chapter 6 of the online *Impressario User’s Guide*.

6. To print the file using the new settings, click **Print** on the main Print Panel. Print Panel sends the job to the printer and the **Print Panel** window disappears.

Changing Printer Settings for All File Types

General printing settings apply to all three file formats that Impressario supports. They often include:

- Paper Size* Specify the size of paper in the printer’s paper tray by clicking the box next to *A* (8.5x11-inch), *A4* (European A-size) or *Legal* (8.5x14-inch).
- Printer Resolution* Some printers can print at a range of resolutions. The lower the resolution, the poorer the quality of the printed image.
- Print Banner Page* Specify whether to print a banner page as page one of the job. Click in the **Yes** box if you want a banner page; click in the **No** box if you do not.
- Verbose Logging* Specify whether to report the details of all printing activity in the `/var/spool/lp/log` file. Click in the **On** box to activate verbose logging; click in the **Off** box to eliminate it.

Depending on the printer's type and model, more general options may be available; for example, you may be able to specify whether to print in color or in black and white.

Changing Printer Settings for PostScript Files

PostScript printing options apply only to PostScript files that conform to the Adobe structuring conventions; they do not apply to Image files or to ASCII text files. (See "Changing Printer Settings for ASCII Text Files" for information on processing ASCII text files as if they were PostScript.)

PostScript printing options include:

Page Ordering **Normal** prints so that page one is the first page of the job; **Reversed** makes page one the last page. Click the box next to the option that you prefer.

Page Range Lets you print all pages or a subset of pages and, within the range you select, lets you print only even or only odd pages.

To print all pages, click the box next to **All**.

To print all odd pages in the file, click the boxes next to **All** and **Odd Pages Only**; to print all even pages, click the boxes next to **All** and **Even Pages Only**.

To print a subset of pages, click the box next to **From**, then type the starting page and ending page in the fields.

To print all odd pages within this subset of pages, click the box next to **Odd Pages Only**; to print all even pages within the subset, click the box next to **Even Pages Only**.

Changing Printer Settings for Image Files

The options for printing Image files let you control the orientation, lightness, and size of the printed image. These options apply only to files in the Image format; they do not apply to PostScript or ASCII text files.

To change the orientation of the image on the page, change one or more of these settings:

Mirror Image Click **Yes** to flip the image horizontally.

Rotate Click the box next to **Best Fit** to automatically rotate and scale the image so that it is printed as large as possible on the page.

Click the box next to **Angle** and type in the number of degrees you would like to rotate the image. The image rotates in a counter-clockwise direction, so typing 90 in this field rotates the image 90 degrees to the left.

To change the size of the image, change one or more of these scaling settings:

None Click this box to make the image on the page contain the same number of dots as the image on the screen. This makes the image on the page appear smaller than the image on the screen, since most printers print smaller dots (that is, print with higher resolution) than the screen can display. If the image is larger than the page, only the portion of the image that fits on the page will be printed.

Resolution The resolution of an image is the number of dots per inch (dpi) that are in the image. The larger this number is, the smaller the dots are in the image. By default, the resolution of your printer appears in this field.

To make the printed image the same size as the image on your screen, enter the resolution of your screen in this field. To find the resolution of your screen, type the following command in a shell window:

```
/usr/bin/X11/xdpyinfo | grep resolution
```

If your screen's resolution is 72 dpi, you see this message:

```
72x72 dots per inch
```

If your screen's resolution is 96 dpi, you see this message:

96x96 dots per inch

When printing an image that you originally scanned in, you can match the size of the image to the original by entering the resolution at which you scanned in the original.

Page Fill Specify what percentage of the printed page your image should occupy. Impressario scales and centers the image to fit.

Changing Printer Settings for ASCII Text Files

The **Options** window lets you change a plain ASCII text file into a formatted PostScript file. Click the **Yes** box next to **Format Text** and several options become available.

Note: Only the settings that you change under **Text File Options** in the **Options** window affect ASCII text files. The **PostScript File Options** that appear earlier in the window (**Page Ordering** and **Page Range**) affect only those files whose native format is PostScript.

To change the layout of the text on the page, change these settings:

Orientation Click **Portrait** to orient your text vertically (the way the text of this document is oriented); click **Landscape** to orient it horizontally.

Columns Per Page
Click the box next to the number of columns you would like; all columns are the same width, with approximately a 1/8" margin between them. Your text will flow from one column to the next.

Margins Type a number in the **Top**, **Bottom**, **Left**, and **Right** fields to change the page margins.

To change the font style and size, change these settings:

Font Click any font that appears in the scrolling list (the fonts listed are those installed on the printer host).

Size Click any font size.

To include page numbers or change the order in which the pages are printed, change these settings:

Page Ordering **Normal** prints so that page one is the first page of the job; **Reversed** makes page one the last page. Click the box next to the option that you prefer.

Page Numbering

Lets you include a page number on each printed page. Choose where you want the page number to appear by selecting an item from the **Page Numbering** menu button. Enter the number you want to begin with in the field labeled **Start numbers at**.

Saving Printing Options

The **Save Options** button in the **Print Panel** window saves two groups of settings:

- The settings in the main **Print Panel** window, which apply to all printers shown in the list of available printers; this information is saved in the `.g1prc` file in your *home directory*.
- The settings that you change in the **Options** window for the selected printer (the printer whose name is highlighted in the **Available printers** list); these settings are saved in a file named `/var/spool/lp/settings/<printername>/<username> .`

Note: This second group of settings is available only for Impressario printers; see “About Impressario.”

When you save these settings, they apply only to jobs that you submit to the printer; they do not apply to jobs that other users submit. The *Administrator* can change system default settings for a printer, but any user can override these settings for their own jobs.

To save printer-specific settings (available only for Impressario printers), follow these steps:

1. When the settings in the **Options** window are correct, click the **OK** or **Apply** button.
2. In the **Print Panel** window, click the **Save** button.

You see the **Save Settings** window, which shows a list of all printers whose settings you have changed during this session with Print Panel.

3. In the **Save Settings** window, select the printer(s) whose settings you want to save, then click the **Save** button.

Note: If you are a Privileged User, you see two buttons for saving: **Save-Personal** saves the settings only for you; **Save-All Users** saves the settings for all users.

The settings that apply to all printers and the printer-specific options are now saved. These settings will be in effect the next time you print a job from the desktop or from an application program.

Now you can either print the file that is specified in the **Files to print** field by clicking the **Print** button, or you can dismiss the **Print Panel** window by choosing **Exit** from the **File** menu.

Using Print Status to Monitor Print Jobs and Printers

Print Status allows you to monitor print jobs and printers. You can start Print Status in several ways:

- Double-click a printer icon on the desktop (see “About Desktop Printer Icons”).
- Select a printer and choose **Print Status for** from the **Other Tools** menu in Print Panel (see “About Print Panel”).
- Select a printer and choose **Show Queue** from the **Printer** menu in the Printer Manager (see “About the Printer Manager”).
- Choose a printer in the **Print Status for** rollover menu in the **Other Tools** menu in Print Status. (This works only if you have more than one printer available.)

Overview of Print Status

Print Status lets any *User* view a printer’s queue, and cancel jobs that the user has submitted. A *Privileged User* can cancel jobs submitted by any user and can also enable or disable the printer’s queue. The *Administrator* can forward a selected job to another printer.

The top portion of the **Print Status** window shows the printer’s model, location code and location description, and the system to which it is physically connected.

The **Current Printer Status** is active only for Impressario printers (see “About Impressario”). It displays messages about the physical printer itself. It shows what the printer is currently doing, gives detailed information about any printer problems, and reports the version of the printer driver.

The **Printer Request Queue** area shows the list of all jobs that are waiting to be printed. It lists the job’s title, its owner (the person who sent the job), its size (in kilobytes), and its ID number. When the top job in the queue disappears, that job has been printed.

About the Menus

The **Printer** menu offers these choices:

- **Send Test Page** sends a one-page test file to the printer.
- **Update Printer Status** checks the printer and displays its current status in the **Current Printer Status** area (only for Impressario printers; see “About Impressario”).
- **Exit** dismisses the **Print Status** window.

The **Queue** menu offers these choices:

- **Cancel Selected Job** removes the job that you have selected from the queue.
- **Move Print Job to Another Printer** is a rollover menu. The *Administrator* can forward the selected job to one of the printers on the rollover menu.
- **Printer Accepting Your Jobs** and **Printing Your Queued Jobs** shows whether the printer is able to accept jobs into its queue and/or print them. Only the *Administrator* can disable the printer through this menu.

Note: If you check the queue of a remote printer and see that jobs are not disappearing from the queue, the Administrator of the system to which the printer is connected may have disabled the printer using this menu choice.

The **Other Tools** menu offers these choices:

- **Printer Panel** starts Print Panel with no file specified for printing. Print Panel has help available through its **Help** menu.
- **Printer Manager** starts the Printer Manager that you usually start from the **System** toolchest. The Printer Manager has help available through its **Help** menu.

- **Print Status for** starts Print Status for another printer. A menu of printers appears to the right of the arrow; choose a printer to see its **Print Status** window.

Viewing the Queue of Print Jobs

You can start Print Status to check a printer's queue in several ways:

- Double-click a printer icon on the desktop (see "About Desktop Printer Icons").
- Select a printer and choose **Print Status** from the **Other Tools** menu in Print Panel (see "About Print Panel").
- Select a printer and choose **Show Queue** from the **Printer** menu in the Printer Manager (see "About the Printer Manager").
- Choose a printer in the **Print Status for** rollover menu in the **Other Tools** menu in Print Status. (This works only if you have more than one printer available.)

The **Printer Request Queue** area shows the list of all jobs that are waiting to be printed. It lists the job ID number, the owner (the person who sent the job), and the size (in kilobytes). When the top job in the queue disappears, that job has been printed.

Cancelling a Print Job

Any *User* can cancel their own print job by using Print Status. Follow these steps:

1. Double-click the printer icon to open its **Print Status** window (or use one of the other methods for starting Print Status described in "Viewing the Queue of Print Jobs.")
2. Click on a job in the **Printer Request Queue** to select it.
3. Choose **Cancel Selected Job** from the **Queue** menu.

A *Privileged User* can cancel any job in the same way.

Forwarding a Print Job

The Administrator can forward a job to a different printer.

1. Double-click the printer icon to open its **Print Status** window. (You can also use one of the other methods for starting Print Status described in “Viewing the Queue of Print Jobs.”)
2. Click on a job in the **Printer Request Queue** to select it.
3. Open the **Queue** menu, then choose a printer from the **Move Print Job to Another Printer** rollover menu.

Disabling or Enabling a Printer's Queue

A *Privileged User* can stop a printer from accepting new print jobs into its queue, and can stop the printer from printing jobs that are already in the queue.

1. Double-click the printer icon to open its **Print Status** window. (You can also use one of the other methods for starting Print Status described in “Viewing the Queue of Print Jobs.”)
2. To keep new jobs from entering the queue, choose **Printer Accepting Your Jobs** from the **Queue** menu to make the check mark in the box next to this choice disappear. To accept jobs, choose **Printer Accepting Your Jobs** again to make the check box appear.
3. To keep jobs that are already in the queue from being printed, choose **Printer Printing Your Queued Jobs** from the **Queue** menu to make the check mark in the box next to this choice disappear. To allow jobs to be printed, choose **Printer Printing Your Queued Jobs** again to make the check box appear.

Note: If you are checking the queue of a remote printer and jobs are not disappearing from the queue, the Administrator of the system to which the printer is connected may have disabled the printer using either of these menu choices.

Checking the Status of a Printer

Only Impressario printers can report printer status (see “About Impressario”). With these printers, you can check a printer’s status in two ways:

- Double-click the printer icon to open its **Print Status** window. (You can also use one of the other methods for starting Print Status described in “Viewing the Queue of Print Jobs.”)

If the window has been open for a while, you can update the status information by choosing **Update Printer Status** from the **Printer** menu.

For printers that do not use Impressario, the **Current Printer Status** area is empty.

- Monitor the printer’s desktop icon; it changes to show when a printer is idle, busy, or broken (see “About Desktop Printer Icons”).

Icons representing printers that do not use Impressario do not change.

Testing a Printer

To send a test page to a printer, follow these steps:

1. Double-click the printer icon to open its **Print Status** window. (You can also use one of the other methods for starting Print Status described in “Viewing the Queue of Print Jobs.”)
2. Choose **Send Test Page** from the **Printer** menu.

If the jobs that are ahead of the test page in the queue do not exit from the queue in a reasonable period of time, there may be a problem with the printer. Cancel the jobs in the queue, and resend the test page. If you still have problems, see “Troubleshooting Printing”.

Designating a Default Printer

From the desktop, users can send files to a particular printer in two ways:

- Select a file and choose **Print** from the **Selected** toolchest or menu. The system sends the file to the printer that a *Privileged User* has designated as the default printer for the system.
- Drag a file onto a specific printer, or drag a file onto Print Panel and specify a printer. The system sends the file to that printer.

If only one printer appears in your Printer Manager, it is automatically the default printer. If several printers appear, a *Privileged User* can designate a default printer for all users on the system by following these steps:

1. Start the Printer Manager by clicking the words Printer Manager now, or by choosing **Printer Manager** from the **System** toolchest.
2. Select the printer icon, then choose **Set Default** from the **Printer** menu or click the **Default** button. A label appears above the list of printers that indicates which printer is the system default.

Troubleshooting Printing

If your job reached the printer's queue but is not printing, follow these steps:

1. Cancel the job (see "Cancelling a Print Job").
2. Start the Printer Manager by clicking the words Printer Manager now, or by choosing **Printer Manager** from the **System** toolchest.
3. Select the printer icon, then choose **Send Test Page** from the **Printer** menu.
4. If the printer does not print the test job, see the section on troubleshooting printer problems in the *Personal System Administration Guide*.

When you drag a file onto a remote Impressario printer (see also "About Impressario") you may see an error message that says:

```
Cannot print. No convert rule for: filename of type: type, resubmit from the shell.
```

This means your system does not have the correct filter to print the file, but the system to which the printer is connected does have the filter (see also “About File Format Filters”). To submit the job again, follow these steps:

1. On your own system, choose **Open Unix Shell** from the **Desktop** toolchest.
2. In the window that appears, type:

```
lp filename -dprintername
```

where *filename* is the name of your file, and *printername* is the name of the printer.

3. To close the window, type:

```
logout
```

If you encounter other problems printing, see the detailed troubleshooting information in the online book, *Personal System Administration Guide*.

Finding Things

This chapter explains how to find files, directories, applications, and images. It contains:

- “Finding Files, Directories, and Images”
- “Finding Applications”
- “Finding Files, Applications, or Directories Using File QuickFind”
- “Finding Files, Applications, or Directories Using the Search Tool”

Finding Files, Directories, and Images

Recommended General Approach for Finding Files and Directories

Start with File Quick Find (see “Finding Files, Applications, or Directories Using File QuickFind”). If that does not work and/or you do not know the full path location (the *pathname*) of the file, then use the Search tool (see “Finding Files, Applications, or Directories Using the Search Tool.”).

See also “Useful Techniques for Finding Files and Images” below.

Useful Techniques for Finding Files and Images

In many cases, you may want to use a combination of the following techniques. This section includes “A Quick Way to Find a File in an Icon View Window,” “When You Cannot Remember the Exact Name of an Image,” and “When You Cannot Remember the Name of a File.”

A Quick Way to Find a File in an Icon View Window

Use type-to-select. Move the mouse cursor to the background of the **Icon View** window, click once, and begin typing the name of the file. As soon as the file is recognized, it is selected (highlighted). Once the correct file is selected, press **Enter** to open the file.

If you know the name of the file you are looking for, this technique helps you avoid scrolling and scanning through a large group of files to find the one you it.

When You Cannot Remember the Exact Name of an Image

Browse through miniature views of images. If you cannot remember the name of an image, but you know which directory it is in, open that directory so that is displayed in an *Icon View*. Choose **View > as Thumbnail Images** in the **Icon View** window. This gives you mini-views of all the images in the directory. Use the **Icon View** thumbwheel to increase or decrease the size of the images.

Limit the Icon View display to match the image type or part of the name. Open the directory that the image is in and choose **Actions > Search/Filter Files** from the **Icon View** window. Use the **Show files that match name:** field to limit the files displayed. For example, if you are looking for a GIF file, type in `*gif`. If you are looking for an image that has the word “bird” in the title, type `*bird*`.

When You Cannot Remember the Name of a File

Get an extra-quick view of the content of various files. Open the *directory* that you think contains the file you want. Choose **Options > Show Content Viewer** in the **Icon View** window. A viewer opens at the bottom of the window. Click once on any file in the directory to view a quick, read-only version of the file in the content viewer.

Limit the Icon View display by date. If you know which directory the file is in and have a general idea of how long it has been since the file contents were last edited, open the directory and choose **Sort > By Date**, and **View > As List**. This can help you narrow your search.

Limit the Icon View display by a text string contained in the file. If you know which directory the file is in and you know some piece of text that is probably in that file, open the directory in an *Icon View*, choose **Actions > Search/Filter Files**. Enter a string of text in the **Show files containing text:** field.

Limit search by time. If you have a general idea of how long it has been since the file contents were last edited, *but do not know what directory the file is in*, use the Search tool: choose **Match > Date Modified**, then use the time menu button and field— it lets you specify whether you want to find files that are older than or newer than a certain number of days, or older than or newer than a specified file.

Limit search by file type. If you know what kind of file it is, and you use naming conventions for this particular kind of file (for example, if all Showcase filenames end in `.sc`), use the **Search** tool. In this Showcase example, you would enter `*.sc` in the name **contains string** field of the **Search** tool.

Finding Applications

This section includes: “Browsing for Applications,” “Finding Out What Application to Use,” and “Finding Icons for Applications.”

Browsing for Applications

The Icon Catalog is your one-stop shopping place for the applications on your system. Open it from the Toolchest by choosing **Find > Icon Catalog**, or choose from one of the Icon Catalog categories listed on the **Find** menu.

Finding Out What Application to Use

Quick Answers were designed to help you when you are not sure what you need to use to accomplish a particular task. Access it from the Toolchest by choosing **Help > Quick Answers**.

Note: *Quick Answers* documents only applications and utilities that are bundled with the standard system software.

Finding Icons for Applications

If you want to find the icon for an application, so that you can keep it on the desktop or on an *Icon View* shelf, you can look for it in the Icon Catalog (see “Browsing for Applications” above), then drag it to another location (which makes a *reference* icon to it).

You can also use **File Quick Find** (for instructions, see “Finding Files, Applications, or Directories Using File QuickFind”) or the **Search** tool (see “Finding Files, Applications, or Directories Using the Search Tool”) to locate an application icon, but these tools require you to know the shell command for launching the application. For example, the shell command for launching Movie Maker is `moviemaker`.

Tip: The shell command for an application is often the application name in lower case, with no spaces.

Finding Files, Applications, or Directories Using File QuickFind

File QuickFind produces a small window into which you can type the name of applications, files, and directories whose icons you want to find on your system.

Click a topic for step-by-step instructions on using **File QuickFind**:

- “Using File QuickFind”
- “Troubleshooting File QuickFind”

Using File QuickFind

If the **File QuickFind** window is not already open, choose **File QuickFind** from the **Find** toolchest.

1. Type the name of a file, directory, or application in the type-in field provided.

If the file or folder icon resides in your *home directory* or search *path*, type the icon name only. For example, to fetch the icon for a file named `report1` in your home directory, type: `report1`

If the file or folder icon is not in your home directory or search path, include the full UNIX *pathname*. For example, if you want to find the folder icon for the `/usr/tmp` directory, type `/usr/tmp` in the field provided. If you want to find the icon for a file called `report1` in the `/usr/tmp` directory, type: `/usr/tmp/report1`

2. Press the `Enter` key or double click the icon to open it.

Pressing the `Enter` key also places the icon name on the recycle list. If you need to find the icon again, and the **File QuickFind** window is still open, place the cursor over the recycle button; then press the left mouse button.

3. If you want, you can drag the icon to a different location—such as the *desktop* or a page in the Icon Catalog—so it is easily accessible.

To add directories to your *path*, see “Adding Directories to Your Search Path (Advanced).”

Troubleshooting File QuickFind

When you use the “File QuickFind” command to search for an icon, the software searches through a series of directories to find the file or application. The series of directories it searches is called your *path*:

- If you launched File QuickFind from a directory in an **Icon View** window, the current directory is searched first.
- Your home directory is searched next.
- Then all directories listed in your path.

If File QuickFind does not find the file, it either does not exist, or the directory that contains the file is not included in the current path. If it did not find it in your path, you can do one of the following to find the icon:

- Type the full pathname into File QuickFind to find the file.

For example, if you want to find the icon for a file called `report1` in the `/usr/tmp` directory, type: `/usr/tmp/report1`

- Add the directory to your *path* so that you do not have to enter the full *pathname* every time you search for certain files, directories, or applications. See “Adding Directories to Your Search Path (Advanced)” for instructions.
- Use the **Search** tool to find the file—the **Search** tool does require that you know the path.

Finding Files, Applications, or Directories Using the Search Tool

The **Search** tool helps you find icons for files, directories, or applications.

Using the Search Tool: An Overview

If you do not remember the name of a file or the directory in which it is stored, you may have to search for it. You can use the **Search** tool to find files and directories based on:

- The filename, or a portion of the name
- The type of icon it has
- How recently the file was created or modified
- The person who owns the file
- The size of the file
- The permission settings for the file (permission settings specify whether people can view and edit the file)
- The text in an ASCII text file

By default, the **Search** tool searches for files that are located on your system. It does not search *remote* directories, even if the remote directory's icon has been placed on your *desktop* (*mounted*). To search in mounted directories, click to remove the check in the checkbox next to the label *only on this host*.

To search for files on another system on your network, see “Finding Files on Another System.”

Using the Search Tool: Basic Instructions

If you do not remember the name of a file or the directory in which it is stored, you may want to use the Search tool to locate it. (If the Search tool is not already open, you can launch it from the Toolchest by choosing **Find > Search For Files**.)

1. Type the name, or a portion of the name, in the field next to the label “name.”

By default, the Search tool finds files whose name contains the string you type. For example, suppose you type `doc`. You find all files whose name contains that sequence of characters, regardless of the capitalization.

If you want to find files that match a particular name, you need to change the setting from “contains string” to “matches pattern.” To do so, place the cursor over the *menu button* labeled **contains string**; then press the left mouse button. Choose **matches pattern**. Now, if you type `doc`, you only find files named `doc`.

Note: When you select **matches pattern**, you can use an asterisk (*). The asterisk is called a *wildcard* character. For example, type `*doc` and you find all files that end in `doc`. Do not include an asterisk if the Search tool is set to **contains string**. The Search tool will look for a file name that includes the asterisk.

2. In the field next to the label “look,” type the name of the directory from which you want to start the search.
3. Choose commands from the **Match** menu to specify what type of files you want to find.

Each command on the **Match** menu reveals a new set of controls. To hide the controls, choose **is ignored** from the menu button that you want to ignore.

- Choose **Icon** to specify the type of file you want to find. For example, if you are looking for a file you created using the IRIS Showcase application, you can specify that you want to find all IRIS Showcase files. See also “Finding Types of Icons” and “Finding Directories.”
- Choose **Date Modified** to find files based on the time and date they were created or modified.
- Choose **Ownership** to find files that are owned by a particular user.

A drop pocket and type-in field appear. Enter the name of the user or drop an icon into the drop pocket. If the user’s icon is available, drop that into the drop pocket. You can also find one file that is owned by that person, and place its icon in the drop pocket.

- Choose **Size** to find files that are greater than, less than, or equal to a specified size. Several menu buttons and a type-in field appear. See also “Finding Large Files.”

- Choose **Permissions** to find files based on their permission settings.

A *menu button* appears. It offers two choices. You can find files that are marked read-only (allow only reading) or files that are editable (allow reading and writing).

- Choose **Content** to find an ASCII text file that contains a specified sequence of characters.

A type-in field appears. If you choose **Contains string**, type exactly the text that you want to find—do not use the asterisk (*) as a wildcard character. For example, if you type *.doc you will find only files that actually contain the text string *.doc. However, when you choose *Matches pattern*, you can use the asterisk as a wildcard character.

4. Press the **Search** button.

A list of icons that meet the search criteria appears in the lower portion of the window.

Note: By default, the Search tool searches for files that are located on your system. It does not search in *remote* directories whose icons you have placed on your desktop (*mounted*). To search these directories, click the box next to the label **only on this host**. The checkmark disappears.

Finding Large Files

You can use the Search tool to find files that are smaller than, greater than, or equal to a specified size. If the System Monitor warns you that your disk is getting full, you might want to use the Search tool to locate large files. (If the Search tool is not already open, you can open it from the Toolchest by choosing **Find > Search For Files**.)

1. Leave the field next to the label “name” empty.

This assures that you’ll find all large files, regardless of their names. You have another option: choose **is ignored** from the menu button. When you choose **is ignored**, the controls for specifying a name disappear. To open them again, choose **Name** from the **Match** menu.

2. In the field next to the label **look**, type the name of the directory from which you want to start the search.
3. Choose **Size** from the **Match** menu.

A new area appears. It includes two menu buttons. One lets you choose whether you want to find files that are greater than, equal to, or smaller than a specified size; the other lets you choose what measurements you want to use—megabytes, bytes, blocks, or kilobytes.
4. Choose **is greater than** from the *menu button* next to the label **size**.
5. Type a number in the **size** type-in field.
6. Click the **Search** button.

Icons greater than the specified size appear in the results area.

Note: You can delete files to make more room on your system's disk. Before doing so, consider making a backup copy of these files. Use the System Manager to find out how to backup files. From the Toolchest, choose **System > System Manager**.

Finding Types of Icons

You can use the Search tool to find icons of a particular type—directories, audio files, IRIS Showcase files, text files, or image files, for example. A unique icon identifies each of these file types.

For this example, suppose you want to use the Search tool to find an IRIS Showcase file. (If the Search tool is not already open, you can open it from the Toolchest by choosing **Find > Search For Files**.)

1. Leave the field next to the label **name** empty.

This assures that you'll find all files, regardless of their names. You have another option: choose **is ignored** from the menu button. When you choose **is ignored**, the controls for specifying a name disappear. To open them again, choose **Name** from the **Match** menu.
2. In the field next to the label **look**, type the name of the directory from which you want to start the search.
3. Choose **Icon** from the **Match** menu.

A new area appears in the window.

4. Drag an icon of the type for which you are searching, and drop it into the *drop pocket*.

For example, if you want to find a particular IRIS Showcase file, drag an IRIS Showcase file icon and place it in the drop pocket. The icon changes and the name of that file type appears in the pathname field.

5. Press the **Search** button.

A list of files appears in the lower portion of the window. In this case, all of the files on the list are IRIS Showcase files.

Finding Files on Another System

You can use the Search tool to find files on another system if your system is on a network and if the directory that contains the file is marked as shared by the remote system. To find out whether a directory is shared, see “Accessing Another System’s Media Devices or Printers.” In addition, NFS should be installed and you should have Automount or AutoFS turned on. To set this up, choose **System > System Manager** from the Toolchest, go to Network and Connectivity, then click **Set Up and Start NFS** to open an Interactive Guide.

If the Search tool is not already open, open it from the Toolchest by choosing **Find > Search For Files**.

To find files on another system using the Search tool:

1. If there is checkmark in the **only on this host** checkbox, remove it so that the search is not limited to your own system.
2. Type the name of the file you want to find in the field next to the label **name**.
For more details, see “Using the Search Tool: Basic Instructions.”
3. In the field next to the label **look**, type `/hosts` followed by the name of the system and directory in which you want to search.

If the system is in a different *domain* of the network, include this after the system name. For example, to search in the `/usr/tmp` directory on a system named wizard in the `.bldg2` domain, type: `/hosts/wizard.bldg2/usr/tmp`

A folder icon should appear in the *drop pocket* next to the pathname you type. If it does not appear, you cannot search the directory you have specified. You might be unable to search for one of several reasons:

- The directory is marked as private; the owner has not set it up as a shared directory. For more details, see “Sharing Directories With Other Systems.”
 - The permission settings prevent you from searching the directory. For more information on permission settings, see “Permissions Settings: A Definition.”
 - The remote system is down.
 - NFS is not installed (see first paragraph of “Finding Files on Another System”).
4. Choose commands from the **Match** menu to narrow the search to specific types of files.

Each command on the Match menu reveals a new set of controls. For more details, see “Using the Search Tool: Basic Instructions.”

5. Press the **Search** button.

A list of files that meet the search criteria appears in the lower portion of the window. If you need to access a remote file frequently, drag the icon onto the *desktop*, onto a *shelf*, or onto a page in the Icon Catalog. This gives you quick access to a file on another system. To make a copy of the file, drag it into an open **Icon View** window or over a folder icon.

Finding Directories

You can narrow the search so that the Search tool only finds directories that meet the search criteria. If the Search tool is not already open, you can open it from the Toolchest by choosing **Find > Search For Files**.

1. Type the name, or a portion of the name, in the field next to the label **name**.
For more details, see “Using the Search Tool: Basic Instructions.”
2. In the field next to the label **look**, type the name of the directory from which you want to start the search.
3. Choose **Icon** from the **Match** menu.
A new area appears in the window.
4. Type *Directory* in the type-in field or drag a folder icon into the *drop pocket*.
5. Press the **Search** button.

A list of directories appears in the lower portion of the window.

Creating and Saving a Custom Search

The controls for performing a specific type of search are stored on a page. For example, suppose you use a software application that automatically creates a backup copy of the file you are editing. It names these files `filename.bak`. This protects you from losing information if the program quits unexpectedly. To regain disk space, you might want to find old backup files and delete them periodically. (If the Search tool is not already open, you can open it from the Toolchest by choosing **Find > Search For Files**.)

1. In the Search tool, choose **Page > New > File Search**.

A new page appears. The tab displays the label **Files1**. This number increases each time you choose **File Search**.

2. Type `.bak` in the field next to name.

By default, the Search tool finds files whose name contains the string of characters you specify. If you type `.bak`, you find any files with a name that contain the sequence of characters `.bak`.

If you have changed the setting to “matches pattern,” you need to type `*.bak`. The asterisk is a wild card. You find all files with names that end with `.bak`.

3. Make sure the full *pathname* of your *home directory* appears in the field next to the label **look**.

4. Choose **Date Modified** from the **Match** menu.

A menu button and new type-in field appear.

5. Choose **was before** from the *menu button*.

6. Type 7 in the field next to the menu button.

This specifies that you want to find files that end in `.bak` and are more than seven days old.

7. Press the **Search** button.

You see a list of `.bak` files that are more than seven days old.

8. Choose **Rename** from the **Page** menu; then type a new name in the window that appears. For this example, suppose you type `OldFiles`.

Using Multiple Desks

This chapter contains:

- “What is a “Desk”?”
- “Creating a Desk”
- “Switching Between Desks”
- “Moving Windows Between Desks”
- “Copying Windows Between Desks”
- “Listing All the Windows in Your Desks”
- “Renaming a Desk”
- “Deleting a Desk”
- “Placing a Window in All Desks”
- “Removing a Window From the Global Desk”
- “Manipulating Windows on a Desk”
- “Customizing the Desks Overview”

What is a “Desk”?

When you log in, you see a collection of windows and icons on background. This is called a desk. You can create new desks with different backgrounds, and with the windows you need to use to perform a particular task. For example, using multiple desks can be helpful in situations such as the following:

- Suppose that from your system, you regularly log on to other systems for certain daily tasks. For convenience, and to avoid confusion, you can create a different desktop for each of the other systems you regularly log in to.

- Suppose you spend a portion of your day creating marketing presentations and a portion of your day reading mail. You can create a desk for each. One desk displays the windows that you use while you are creating a presentation. The other desk displays the windows that you use while you are reading and sending mail.

Creating a Desk

First, if the **Desks Overview** window is not already open, you can open it by choosing **Desktop > Extra Desks** from the Toolchest.

1. Choose **Desk > New Desk**.

The snapshot of a new desk appears in the **Desks Overview** window. The default desk is named `Desk 1`; the first new desk you create is labeled `Desk 2`. The number increases with each new desk you create.

Any windows or icons that appear on the *global desk* automatically appear on the new desk.

2. Place the cursor over the desk; then double-click the left mouse button to go to the new desk.

You can now use this desk as you please. Windows that you open on this desk will not appear on other desks (except for the Global desk). To give your additional desk a specific name, see “Renaming a Desk.”

Related Topics:

- “Switching Between Desks”
- “Moving Windows Between Desks”
- “Copying Windows Between Desks”

Note: Unlike the windows, the *icons* that you place on the desktop background appear in all of your desks. You can not vary these icons from desk to desk.

Switching Between Desks

Use the **Desks Overview** window to go from one desk to another. (If the **Desks Overview** window is not already showing, open it by clicking the words **Desks Overview** now, or by choosing **Extra Desks** from the **Desktop** toolchest.)

1. Place the cursor over the desk you want to display.

If the **Desks Overview** window is too small to display all of the desks, the desk that you want to switch to might be hidden. Click the arrows that appear on the right or bottom edge to scroll through the desks.

2. Double-click the left mouse button. Your screen changes; the new desk appears.

Note: You can use an alternative method. Select the desk you want to display; then choose **Go to Selected** from the Desk menu.

Moving Windows Between Desks

You can move windows from one desk to another using the **Desks Overview**. To do so, drag the miniature picture of the window from one desk and drop it into another desk. (If the **Desks Overview** window is not already showing, open it by clicking the words **Desks Overview** now, or by choosing **Extra Desks** from the **Desktop** toolchest.)

1. Make sure that the desks are represented as snapshots, rather than buttons.

A snapshot is a picture that shows a miniature version of each window that is on the desk. If the desks are represented as buttons, choose **Show Snapshots** from the **Overview** menu.

2. If necessary, resize the **Desks Overview** window so you can see the snapshot of the desks between which you want to move the windows.
3. Place the cursor over the window that you want to move.

The name of the window appears when the cursor is over it.

Note: If the name does not appear, choose **Display Window Name** or **Display Icon Name** from the Overview menu. **Display Window Name** displays the name that appears in the title bar of the window; **Display Icon Name** shows the name that appears on the window when it is minimized (stowed).

4. Press the left mouse button and drag the window into the snapshot of the other desk.

If you want to position the window in the same location in the other desk, drop the window into the title bar of the desk.

5. Release the mouse button and the window disappears from one desk and appears in the other desk.

Note: If you move a window onto the global desk, that window appears on all of your desks.

Copying Windows Between Desks

You can copy a window from one desk to another using the **Desks Overview** window. For example, suppose you are using IRIS Showcase to create a presentation. You can copy the **IRIS Showcase** window into another desk so that you can access it from there as well. To do so, press the `Ctrl` key; then drag the item from one desk to another in the **Desks Overview** window.

If the **Desks Overview** window is not already showing, open it by clicking the words **Desks Overview** now, or by choosing **Extra Desks** from the **Desktop** toolchest.

1. Make sure that the desks are represented as snapshots, rather than buttons.

A snapshot is a picture that shows a miniature version of each window and icon that is on the desk. If the desks are represented as buttons, choose **Show Snapshots** from the Overview menu.

2. If necessary, resize the **Desks Overview** window so you can see the snapshot of the desks between which you want to move the windows.
3. Place the cursor over the window that you want to copy.

The name of the window appears when the cursor is over it.

Note: If the name does not appear, choose **Display Window Name** or **Display Icon Name** from the **Overview** menu. **Display Window Name** displays the name that appears in the title bar of the window; **Display Icon Name** shows the name that appears on the window when it is minimized (stowed).

4. Press the **Ctrl** key and left mouse button; then drag the window into another desk. If you want to position the window in the same location in the other desk, drop the window into the title bar of the desk.
5. Release the mouse button and a picture of the window appears in that desk too.

Note: If you copy a window onto the *global desk*, that item appears on all of your desks.

If you close a window that you have copied into another desk, the window closes in both of the desks. To make a window disappear from one desk only, select the window in the Desks Overview display; then choose **Remove from Desks** from the **Window** menu.

Listing All the Windows in Your Desks

To get a list of all the windows that exist on your desks, choose **List All...** from the **Window** menu on the **Desks Overview** menu. A new window appears. It contains a list of all the windows that are open or minimized.

You can copy a window into your current desk using this list.

1. Place the cursor over the name of a window; then click the left mouse button to select it.
A black rectangle surrounds the name when it is selected.
2. Click the **Apply** or **OK** button.

The window appears in your current desk. If you clicked **Apply**, the **List All** window stays on the screen. If you clicked the **OK** button, the **List All** window disappears.

Renaming a Desk

To rename a desk, select a desk in the **Desks Overview** window; then choose the **Rename Selected** command. (If the **Desks Overview** window is not already showing, open it by clicking the words **Desks Overview** now, or by choosing **Extra Desks** from the **Desktop** toolchest.)

1. Place the cursor in the **Desks Overview** window, over the desk that you want to rename; then click the left mouse button once to select it.
A yellow outline appears around the selected desk.
2. Choose **Rename Selected** from the **Desk** menu.
The name of the desk is highlighted.
3. Type a new, unique name.
 - To replace the existing name, begin typing. The existing name disappears, and the new name appears as you type.
 - To edit a portion of the name, place the cursor within the black rectangle surrounding the name; then click the left mouse button to place a marker. Begin typing to add characters after the marker; press the **Backspace** key to delete characters preceding the marker.
 - To replace or delete several characters, press the left mouse button and drag the cursor over the characters. Release the mouse button when the characters you want to delete or replace are selected. A black rectangle surrounds these characters. To delete the characters, press the **Backspace** key; to replace the characters, begin typing.
4. To apply the name, press the **Enter** key. To cancel the name change, press the **Esc** key.
If you do not press the **Enter** key, the desk reverts to its original name when you close and re-open the **Desks Overview** window.

Deleting a Desk

To delete a desk, use the **Delete Selected** command on the **Desks Overview** window. If the **Desks Overview** window is not already showing, open it by clicking the words **Desks Overview** now, or by choosing **Extra Desks** from the **Desktop** toolchest.

1. Place the cursor in the **Desks Overview** window, over the desk that you want to delete; then click the left mouse button once to select it.
A yellow outline appears around the selected desk.
2. Choose **Delete Selected** from the **Desk** menu.
The selected desk disappears.

Placing a Window in All Desks

The *global desk* acts as a template for all other desks. Any windows that you place on the global desk will automatically appear on all of your desks. You can place an item on the global desk in one of three ways:

- If the window already appears on one of your desks, you can drag it into the global desk in the **Desks Overview** window. See “Copying Windows Between Desks” and “Moving Windows Between Desks.”
- You can open the global desk; then open windows. See “Switching Between Desks.”
- You can use the **Add to Global** command on the **Window** menu.
 1. Make sure that the desks are represented as snapshots, rather than buttons. A snapshot is a picture that shows a miniature version of each window and icon that is on the desk.
If the desks are represented as buttons, choose **Show Snapshots** from the **Overview** menu.
 2. In the **Desks Overview** window, place the cursor over the window that you want to place on all desks; then click the left mouse button to select it. A yellow outline appears around the selected window.
 3. Choose **Add to Global** from the **Window** menu. The selected window is placed on the global desk and appears on all desks.

For instructions on removing a window from the global desk, see “Removing a Window From the Global Desk.”

Removing a Window From the Global Desk

“Placing a Window in All Desks” explains how to place a window on the global desk. To remove a window from the global desk, use the following steps :

1. Choose **Show Global Desk** to display the global desk.
2. Select the window in the **Desks Overview** window; then choose **Remove from Desk** on the **Window** menu.

The window disappears from the global desk; it remains on the other desks.

To remove the window from all desks except one:

1. Choose **Show Global Desk** to display the global desk.
2. Place the cursor over the window you want to remove from the global desk; then drag it into the snapshot of another desk.

The window disappears from the global desk and all other desks except the one you placed it on.

To remove the window from all desks:

1. Switch to the global desk.
 - Choose **Show Global Desk**. A snapshot of the desk appears in the window.
 - Double-click the snapshot of the global desk. The screen changes and you move to the global desk.
2. Double-click the window to close it.

The window disappears from the global desk and all other desks.

Manipulating Windows on a Desk

Most windows on your screen have a **Window menu** button in the upper left corner. Place the cursor over this button, and then press the left mouse button to display a menu with commands for manipulating the window. The **Window** menu on the **Desks Overview** window also provides access to many of these commands.

This section provides two examples: “Minimizing All Windows in a Desk” and “Minimizing a Selected Window.”

Minimizing All Windows in a Desk

When you minimize a window, you turn it into a small square so that it uses very little screen space. To minimize all of the windows in a desk, except the **Desks Overview** window, choose **Minimize All** from the **Window** menu. To restore all of the windows to their original size, choose **Restore All**.

Note: If the **Desks Overview** window is not already showing, open it by clicking the words Desks Overview now, or by choosing **Extra Desks** from the **Desktop** toolchest.

Minimizing a Selected Window

You can use the **Window** menu to minimize selected windows. (If the **Desks Overview** window is not already showing, open it by clicking the words Desks Overview now, or by choosing **Extra Desk** from the **Desktop** toolchest.)

1. Make sure that the desks are represented as snapshots, rather than buttons.

A snapshot is a picture that shows a miniature version of each window and icon that is on the desk. If the desks are represented as buttons, choose **Show Snapshots** from the **Overview** menu.

2. In the **Desks Overview** window, place the cursor over the window that you want to minimize; then click the left mouse button to select it.

A yellow outline appears around the selected window.

3. Choose **Minimize** from the **Window** menu.

The window becomes a small square.

Customizing the Desks Overview

Changing the Order of Desks

You can change the arrangement of desks within the **Desks Overview** window.

1. Place the cursor over the title of the desk; then press the left mouse button and drag.
An outline of the desk shows where you are moving the desk.
2. Release the mouse button when the desk is positioned over the desk whose place you want it to take.

Displaying the Names of Windows in a Desk

By default, a snapshot for each desk appears in the **Desks Overview** window. The snapshot displays rectangles that indicate the location and relative size and shape of each window on the desk. If you need additional help identifying a window, place the cursor over the rectangle. The window name appears.

By default, you see the name that appears on the window when it is minimized. To see the name that appears in the title bar of the window, choose **Display Window Name** from the **Overview** menu. If you do not want to see any window names, choose **Display No Names** from the **Overview** menu.

Hints for Resizing the Window

You can make the **Desks Overview** window small and still use it effectively. This section provides hints for doing so.

- Resize the window so it is smaller. Notice that arrows appear along the right or bottom edge and the menus collapse into one menu called **Menu**. You can use the arrows to scroll from one desk to another.
- Hide the *global desk*. By default, a snapshot of the global desk appears in the **Desks Overview** window. If you do not need to use it frequently, choose **Hide Global Desk** from the **Overview** menu. To show the global desk again, choose **Show Global Desk**.
- Make the snapshots or buttons smaller. See “Resizing Snapshots or Buttons.”
- Hide the menu bar by choosing **Hide Menubar** from the **Overview** menu. The menu bar disappears and you can make the window slightly smaller.

To access the menus, place the cursor in the window; then press the right mouse button to reveal a pop-up menu. To show the menu bar again, choose **Show Menubar** from the **Overview** menu.

Viewing Desks as Snapshots or Buttons

The **Desks Overview** window shows each of your desks. You can choose to display these as snapshots or as buttons. A snapshot is a small picture that contains a miniature version of each window on the desk; a button is more compact and provides a list view of your desks. Figure 7-1 shows the **Desks Overview** window displaying a snapshot of each desk (top) and a button representing each desk (bottom).



Figure 7-1 The Desks Overview Window

By default, the desks are displayed as snapshots. To change the setting:

- Choose **Hide Snapshots** from the **Overview** window.
- Choose **Show Snapshots** again to revert to the original view.

Resizing Snapshots or Buttons

Each desk is represented as a snapshot or button in the **Desks Overview** window. You can make these smaller or larger by choosing a command from the **Scaling rollover** menu on the **Desk** menu.

The first five commands are pre-defined. The last command, **Custom**, lets you choose a custom setting. The instructions for doing so follow:

1. Choose **Custom** from the **Scaling rollover** menu.

The **Desk Overview Custom Scaling** window appears.

2. Drag the slider in the middle of the window.

Drag to the left to get a smaller number; drag to the right to get a larger number.

3. Click the **Apply** button to add the entry to the menu and leave the window open. Click the **OK** button to add the entry to the menu and close the window.

The **User defined** command shows the custom setting you selected; the buttons or snapshots in the **Desks Overview** window are resized.

Managing Windows

If you run an application and open several other windows, your screen quickly becomes cluttered with windows. You need to know how to organize windows into desks, move and shrink windows, change the way windows overlap, and close and quit from windows when you are finished using them.

This chapter contains:

- “Organizing Windows Into Desks”
- “Opening Fewer Windows”
- “Resizing Windows”
- “Minimizing Windows”
- “Moving Windows”
- “Raising and Lowering Windows”
- “Changing the Window Focus Behavior”
- “Closing Windows”

Organizing Windows Into Desks

If your screen becomes cluttered with windows, consider creating a separate desk on which to place certain windows. For example, if you spend a portion of your day using 3D modeling software, and a portion of your day typing and mailing reports, you might want to create a desk for each task. One desk displays the windows that you use to build 3D models. The other desk displays the windows that you use to write reports and send them to coworkers using electronic mail.

To create a new desk, use Desks Overview. To open it, click the words Desks Overview now, or from the Toolchest, choose **Desktop > Extra Desks**. Refer to the Desks Overview **Help** button for detailed instructions, or see Chapter 7, “Using Multiple Desks.”

Opening Fewer Windows

One way to conserve screen space is to open fewer windows.

- Place commonly used icons on the *desktop* so you can access them easily. See “Using a Shelf for Convenient Icon Access.”
- Open one *Icon View* inside of another using one of these techniques:
 - Choose **as List** from the **View** menu on an **Icon View** window. Icons in the window are organized in a list; an arrow appears next to folder icons. Click the arrow and the contents of that directory are listed underneath the folder icon.
 - Locate the icon for the directory you want to open. Drag the icon and place it in the *drop pocket* in the upper left corner of the window. The window changes to display the contents of that directory.
 - Use the *path finder* at the top of the **Icon View** window. See “Opening a Directory Using the Path Finder” for details.
 - Open a directory in an already opened Icon View. Instead of opening another Icon View, hold down the **Alt** key and double-click a directory icon within a currently opened Icon View. The directory appears, replacing the previous displayed directory.

You can make this the default behavior for Icon Views by choosing **Options > Default Layout** from an **Icon View** window. Then put a checkmark in the **Open in Place** checkbox.

Resizing Windows

You can resize windows to help you manage screen space on your desktop.

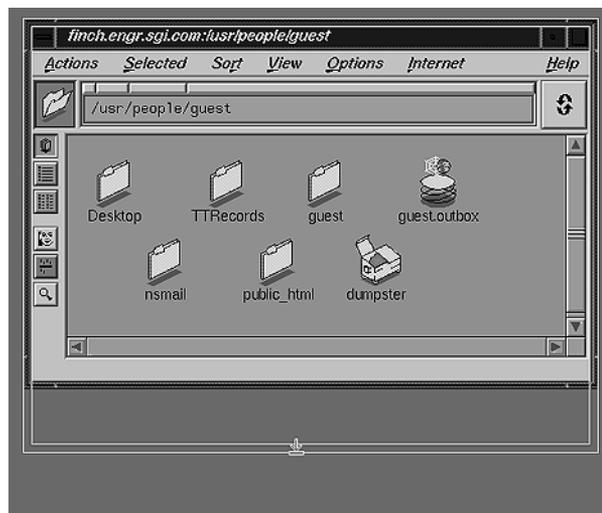


Figure 8-1 Resizing a Window by Dragging Out the Border

1. Position the cursor on the window border.
The cursor changes to indicate that you can resize the window. Place the cursor on a horizontal border to change the height of the window; place it on a vertical border to change the width of the border; place it on a corner border to change both the width and the height.
2. Press and hold the left mouse button.
3. Resize the window by dragging the cursor.
When you start to move the border, an outline of the window appears showing the new size of the window.
4. Release the left mouse button when the window is the size you want.

Minimizing Windows

You can turn a window into a small square icon so that it uses very little screen space. This is called stowing or minimizing a window. Applications continue to run in windows that have been minimized.

To minimize a window:

1. Place the cursor over the minimize button, as shown in Figure 8-2.

You do not need to place the cursor on the small button; place it anywhere within the button's outer border.

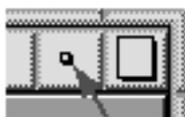


Figure 8-2 Clicking the Minimize Button

2. Click the left mouse button.
The window becomes a small square icon.
3. Restore the window to its original size by clicking the small square icon.

You can also minimize a window using the **Minimize** command on the **Window** menu.

Moving Windows

When you work with many different windows, frequently you need to move a window to a different place on the screen.

- If a window has a title bar, you can grab the title bar or any part of the window border with the left mouse button to move the window.
- If a window does not have a title bar, you can grab any edge of the window border with the left mouse button to move the window.
- If a window does not have a title bar or border, press the **Alt** key and hold down the right mouse button. Select **Move** from the menu that appears. The cursor changes to a crossbar and lets you move the window.

Raising and Lowering Windows

If windows are lying on top of each other on your screen, and the window you want is hidden, you can raise the window to the top of the stack, or lower the windows that are covering it to the bottom of the stack.

To raise a window, place the cursor inside the title bar or within the window border and click the left mouse button. The window pops to the top.

To lower a window:

1. Place the cursor over the **Window** menu button.

The **Window** menu button is the small square in the upper left corner of the title bar.

2. Press the left mouse button and choose **Lower** from the menu.

The window jumps to the bottom of the stack and exposes the windows that were beneath it.

Tip: If the title bar or window border is not visible, you can access a menu that lets you raise or lower the window by positioning the mouse cursor over the window and pressing the right mouse button and the **Alt** key at the same time.

Changing the Window Focus Behavior

By default, you need to move your mouse cursor into a window in order to type in it. This is called implicit focus or “point to type.” You can change the focus behavior to explicit focus or “click to type” using the **Window Settings** control panel.

If the **Window Settings** control panel is not already open on your screen, open it by clicking the word **Windows** now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.

To change the keyboard focus behavior:

1. Next to **Keyboard Focus**:
 - Click the button next to **Point to type** to select implicit focus.

- Click the button next to **Click to type** to select explicit focus.

Selecting **Click to type** means that you give a window focus by clicking on it. The window continues to have focus until you click on another window, regardless of the location of the cursor.

A checkmark appears to let you know it is activated, and a window appears, telling you that the window manager will need to be restarted in order for the change to take effect.

2. Click **OK**.

If you click **OK**, all the windows you currently have open will redraw, and the keyboard focus behavior changes.

Closing Windows

When you are finished working in a window, you can make it disappear in one of several ways.

- Place the cursor over the **Window** menu button; then double-click the left mouse button. The **Window** menu button is the small square in the upper left corner of the title bar.
- If an application has a **Close** or **Quit** button, click that. If an application has a **Close**, **Quit**, or **Exit** command on one of its menus, choose that.
- If the title bar or window border is not visible, you can access a menu that lets you close the window by positioning the mouse cursor over the window and pressing the right mouse button and the **Alt** key at the same time.

Note: When you close a window, you stop whatever process (application) is running in that window, and the window disappears. When you quit from a window, you stop whatever process (application) is running in that window, and you stop any other processes associated with that window.

Sharing and Protecting Files, Media Devices, and Printers

Files that you own can be shared with other users on your system and, if you choose, with other users on your local network. You can set permissions to prevent other users from accessing your files, or designate certain directories or resources as “shared” so that others can access them across the network.

For details, click an item on the list below.

- “Understanding and Changing Permissions”
- “Sharing Resources With Other Systems”

Related Topic: Chapter 10, “Accessing Other Systems and Resources on Your Network”

Understanding and Changing Permissions

Every time you create a new file, the system automatically identifies you as the file’s *owner*, and assumes that you do not want other users on your system to change the file but you do want others to be able to read its contents. In this way, the system sets ownership and permission settings for the file.

For details, click an item on the list below.

- “Changing Permissions”
- “Owner, Group, and Others: A Definition”
- “Permissions Settings: A Definition”
- “Viewing Permissions Information”

Related Topic: “Sharing Directories With Other Systems”—a quick way to change permissions on directories so that others can access and edit the contents.

Changing Permissions

Each file on the system is owned by one *User*, and has an associated list of who can and cannot access the file in different ways. You can change permissions on files that you own (that is, those labelled with your login name) using the Permissions tool.

To change permissions, select the file or directory icon or icons (in an **Icon View** window) whose permissions you want to change, then choose **Selected > Change Permissions**. The Permissions tool launches. Refer to the Permissions tool **Help** for more details.

For a definition of read, write, and execute abilities, see “Permissions Settings: A Definition.” For a definition of owner, group, and others, see “Owner, Group, and Others: A Definition.”

Owner, Group, and Others: A Definition

When you set permission settings for a file or directory, you divide users on your system into three categories: you (the file’s *owner*), your *group*, and everyone else.

The concept of a *group* is important in working environments that require an added level of privacy. For example, suppose you are part of a team that is working on a new product. You need to share files with others on the team, but you do not want people outside of the team to view or modify these files. You form a group. See “Understanding User Accounts, Groups, and the Network” in the *Personal System Administration Guide* to learn how to establish and modify groups.

Permissions Settings: A Definition

You can grant varying levels of permission settings for files and directories. The three levels for files are *read*, *write*, and *execute*.

- *Read* allows other users on your system to view a file but does not allow them to edit it.
- *Write* allows other users on your system to make changes to files.
- *Execute* allows other users on your system to run applications and commands and open directories to view and search their contents.

The three levels for directories are *read*, *write*, and *execute*.

- *Read* allows other users on your system to view the files in a directory.
- *Write* allows other users on your system to place files inside or delete files from the directory.
- *Execute* allows other users on your system to pass through a directory on their way to another directory.

Viewing Permissions Information

To determine who owns a file and what exactly the permission settings are:

1. Select the file or directory icon.
2. Hold down the right mouse button and choose **Get Info**, or choose **Permissions** from the **Selected** menu.

Sharing Resources With Other Systems

Use the Shared Resource Manager to designate directories, media devices, and printers as available to other users on other system. For information, see:

- “Sharing Directories With Other Systems”
- “Sharing Media Devices and Printers With Other Systems”

Sharing Directories With Other Systems

Designating a directory as “shared,” means that you are allowing users on other systems to open the directory on their own *desktop* and access it as if the directory resided on their own system—in other words, other users are given read, write, and execute permission (see “Permissions Settings: A Definition” for clarification).

To share a directory so users on other systems can view or change its contents, follow these steps:

1. Select the directory you want to share, hold down the right mouse button, and choose **Share with Network...** from the **Selected** menu that appears.

The Share a Directory *guide* appears.

2. Follow the instructions in the guide to share the directory.

You can stop sharing a directory the same way: select the icon, then choose **Stop Sharing...** from the right mouse button menu.

After you complete the task, you can check to make sure the directory is shared by choosing **Desktop > Shared Resources > On This Workstation** from the Toolchest. This opens the Shared Resource Manager that displays all the shared resources on your system.

Note: You can also share files and directories on the Web using OutBox by selecting **Share > Publish to Outbox** from the **Selected** menu. For details about using OutBox, refer to the OutBox **Help** menu.

Sharing Media Devices and Printers With Other Systems

Designating media devices or printers as “shared” means that you are allowing users on other systems to open the device or printer icon on their own desktop and access it as if the device resided on their own system.

To share a device or printer so users on other systems can access it, follow these steps:

1. From the Toolchest, choose **Desktop > On This Workstation**.

The Shared Resource Manager appears.

2. Click on the **Media** or **Printers** button.

The Share Removable Media or Share Printers *guide* appears.

3. Follow the instructions in the guide to share the device or printer.

After you complete the task, you can check to make sure the directory is shared by selecting **On This Workstation** from the **Shared Resources** menu in the **System** toolchest. This opens the Shared Resource Manager that displays all the shared resources on your system.

Accessing Other Systems and Resources on Your Network

If your system is on a network, you can access files, media devices, and printers from other systems on the network. For information, see:

- “Accessing Another System’s Media Devices or Printers”
- “Using Host QuickFind to Find Remote Host Icons”
- “Using the Access Desktop Tool”
- “Accessing Files and Directories On Other Systems”
- “Logging In to Another System”

Related Topic: “Accessing Applications On Remote Systems”

Accessing Another System’s Media Devices or Printers

If your system is on a network, you can use the Find Remote Resources tool to access another system’s shared resources—directories, media devices, and printers. To do this:

1. From the Toolchest, choose **Desktop > Shared Resources > On a Remote Workstation**.

2. Type in the name of the other system.

A list of all the system’s shared directories, media devices, and printers appears in the display.

If the resource(s) you want to access do not appear, the owner of the system has probably not marked them as *shared*. See “Sharing Media Devices and Printers With Other Systems” to find out how they can easily remedy this.

3. Drag the device icon you want onto your desktop for easy access. Dragging it onto your desktop lets you use the device as if it existed on your own system.

Using Host QuickFind to Find Remote Host Icons

Other systems on your network are referred to as “remote hosts.” If your machine is on a network and you have optional *NFS* software installed (use Software Manager to find out if *NFS* is installed), you can locate an icon for a remote host. For easy access to the remote host, you can drag the host icon onto your desktop.

1. If Host QuickFind is not already open on your screen, choose **Host QuickFind** from the **Find** toolchest to open it.
2. To find an icon for a remote host, type in the remote hostname and press **Enter**. The host’s “Find Remote Resources” form appears. This form displays all the shared resources on the remote system.

Using the Access Desktop Tool

You can use the Access Desktop tool for a few different tasks. Choose from:

- “Accessing Remote Files and Directories With the Access Desktop Tool”
- “Using the Access Desktop Panel to Access Applications on Another System”
- “Accessing Files, Directories or Toolchests as Another User”

Accessing Files, Directories or Toolchests as Another User

If you are logged into an *account*, but want to access a particular file, directory, or Toolchest in the account of another user on the system, you can do so using the Access Desktop tool. For example, if you are logged into the *guest* account, and you want to edit a file owned by the *root* account, you can open the Access Desktop tool, “login” as *root*, then open the directory that contains the file you want to edit.

1. From the Toolchest, choose **Access Files > As Another User**.
2. Type in the *login name* and password (if applicable) of the user you want to become.
3. Select **Directory** to open a directory.
4. Type in the *pathname* of the directory you want to view.
5. Click the **Apply** button.

An *Icon View* of the directory appears.

Accessing Files and Directories On Other Systems

If your machine is on a network, you can access directories on other systems on the network in any of several ways:

- “Accessing Remote Files Using Automount”
- “Accessing Remote Files and Directories With the Access Desktop Tool”
- “Accessing Files Using FTP in an Icon View Window”
- “Accessing Files on the Web Using an Icon View Window”
- “Accessing Files Using the FTP Command in a Shell”
- “Accessing Remote Files Using the rcp Command”

Accessing Remote Files Using Automount

If two systems are on a *network* and optional *NFS* software is installed on both systems (use Software Manager to find out if NFS is installed), you can access files on the remote system using automount. To do this, follow these 3 steps:

1. Make sure the directory on the remote system is marked as shared:
 - From the Toolchest, choose **Desktop > Shared Resources > On a Remote Workstation**.
 - When the **Find Remote Resources** window appears, type in the name of the workstation you want to access.

A list of the shared directories appears in the display.

Note: If the directory is not listed, it is not shared. The owner of the remote directory can use the Share a Directory guide to share the directory. (For information, see “Sharing Directories With Other Systems.”)

2. To open an *Icon View* of the directory, you can do *any of the following*:
 - Drag the directory icon from the **Find Remote Resources** window to your desktop and open it.
 - From an **Icon View** window, choose **Actions > Access Files > In Automounted Directory**. */hosts/* appears in the *path finder*.

Type in the remote system name and the directory path for the directory you want to open, and press Enter.

For example, if the system where the remote directory resides is called `murgatroid`, and the directory you want to open is `/usr/people/dave`, the pathname would look like this:

```
/hosts/murgatroid/usr/people/dave
```

- From the Toolchest, choose **Desktop > Access Files > In Automounted Directory**. If you do this, an **Icon View** window appears with `/hosts/` in the path finder.

Type in the remote system name and the directory path for the directory you want to open. (See above for an example.)

3. When the Icon View of the directory opens, you can drag a file from one Icon View to another to copy it.

If you want to copy a file from your local system to the remote directory, the owner of the remote directory must have activated write permission for the directory. They can do this using the Share a Directory guide. (For information, see “Sharing Directories With Other Systems.”)

Accessing Remote Files and Directories With the Access Desktop Tool

If your system is on a network, and you want to access or copy files and directories to or from another system on the network, you can do so with Access Desktop tool.

To open the Access Desktop tool from the Toolchest, choose **Desktop > Access Files > By Remote Login**.

1. Type in the name of the remote workstation.
2. Type in a user name and password (when applicable).

You need to type in the account name of a user who has a login account on the remote system. If you do not have an account on the remote system or do not know another account name on the system, enter `guest`.

3. Select “Directory” and type in the *pathname* for the directory you want to open.
4. Click the **Apply** button.

An Icon View of the remote directory appears on your desktop. You can now navigate through other directories on the remote system, as long as the user name you specified has read *permission* on the directories you want to view.

You can copy files and directories from your system onto the other system and vice versa by dragging the icons from one directory to the other.

Consider the following if the Icon View does not appear:

- Does the user account name you specified have read *permission* on the directory? If not, the owner of the directory must change the permissions so that you can access the directory.
- Is the workstation name correct?
- Does the user you specified have an account on the remote system?
- Did you type in the correct password?
- Is the directory *pathname* correct?

Accessing Files Using FTP in an Icon View Window

The `ftp` program lets you transfer files using the Internet File Transfer Protocol. To use FTP, you must have a *login account* with a *password* on the *remote workstation*. If the account does not have a password, FTP will not work., unless the site allows anonymous login. If a site has anonymous login, `anonymous` appears in the username field, and your E-mail address appears in the password field.

To use FTP in any **Icon View** window:

1. Type the `ftp` pathname into the *path finder*, and press Enter.

For example, if the name of the system you want to access is IRIS9, you would type:

```
ftp://IRIS9/
```

You can also open an Icon View with `ftp://` already typed into the path finder by selecting "Icon View of an FTP Site" from the **Internet** toolchest or from the **Internet** menu in an Icon View.

2. When the login window appears, type in a username and password, then click the **OK** button.

If a site has anonymous login, `anonymous` appears in the username field and your E-mail address appears in the password field. Click the **OK** button to log in.

The files appear in the display. You can drag them to another Icon View to copy them into a new location.

Note: You cannot copy or move any files *into* an Icon View of an FTP site.

Accessing Files on the Web Using an Icon View Window

You can access remote files on the Web by typing a Web site address (“URL”) into the *path finder* in an **Icon View** window. To type a Web site into the *path finder*, begin the address with **http://**.

When you enter a Web site into an **Icon View** window, a list of all the links on the Web page appear. Each text item and image is converted to a file that you can copy to your system by selecting the icon, pressing the **Ctrl** key, and dragging the icon into a directory folder.

Note: You cannot copy or move any files *into* an Icon View of a Web site.

Tip: You can also open a Web site by dragging a WebJumper icon into the Icon View drop pocket.

Accessing Files Using the FTP Command in a Shell

The `ftp` program lets you transfer files using the Internet File Transfer Protocol. To use `ftp`, you must have a *login account* with a *password* on the *remote workstation*. If the account does not have a password, FTP will not work.

Using FTP to Log Into Another System

To use the `ftp` command to transfer files between workstations, you must first *log in* to the remote machine using FTP. This example shows how to use FTP to connect to the system `IRIS9`.

Note: If IRIS9 is in a different domain (bldg2, for example), you would use IRIS9.bldg2 in the example below instead of IRIS9.

1. Open a shell window by choosing “Open Unix Shell” from the **Desktop** toolchest.
2. Start the program by typing:

```
ftp IRIS9
```

3. Press Enter.

The screen displays something similar to this:

```
Connected to IRIS9.  
220 IRIS9 FTP server ready.
```

4. Type the *login name* at the prompt that appears; then press Enter. A user named joe would type:

```
Name (IRIS9:joe): joe
```

5. Type the *password* at the password prompt; then press Enter.

```
331 Password required for joe.  
Password:
```

Note: If the account does not have a password, you cannot use ftp.

6. You are logged in when the screen displays:
230 User joe logged in.

Copying a File to Another System Using the ftp Command

Once you are logged in to the *remote workstation*, you can transfer files from your system to IRIS9, and vice versa, using the `put` and `get` commands. (If you have not logged in to the other workstation yet, see “Using FTP to Log Into Another System.”)

This example shows how to transfer a file called `file1` from your machine to IRIS9. Type the following at the `ftp` prompt:

```
ftp> put /usr/people/joe/file1 /usr/tmp
```

This copies `file1` from `/usr/people/joe` on your system to `/usr/tmp` on IRIS9. To copy `file2` from IRIS9 to your system, type:

```
ftp> get /usr/people/fred/file2 /usr/tmp
```

This copies `file2` from `/usr/people/fred` on IRIS9 to the `/usr/tmp` directory on your system.

The `ftp` program has many options. See the `ftp` man page for further details.

Accessing Remote Files Using the `rcp` Command

If two systems are on a *network*, you can copy files between these systems using the `rcp` command in a shell window.

Anatomy of the `rcp` Command

You can use the `rcp` (remote copy) command to copy information from your system to another system, or vice versa. To do so, you need this information:

- The name of the system you are copying to or from and, if the system is in a different *domain*, the domain name.
- A *login name* to access the system.
- The *pathname* of the file being copied.
- A pathname indicating where you want the copied file to be placed on your workstation.

The command syntax shows how you specify this information:

```
rcp [user@]source[.domain]:filename local_filename
```

(The square brackets indicate that the information contained within them is optional.)

See the `rcp` man page for more detailed information on the command syntax.

Copying Files From Another System Using the rcp Command

This section shows how to use the `rcp` command to copy files from another system. See “Anatomy of the `rcp` Command” for more details on the command.

This example supposes you want to copy `file1` from `/usr/people/fred` on a system named `IRIS9` and place it in the `/usr/tmp` directory on your system.

1. Open a shell window by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. If you have a *login account* on `IRIS9`, type:

```
rcp IRIS9:/usr/people/fred/file1 /usr/tmp
```

If you do not have a login account on `IRIS9`, copy the files as `guest` by typing:

```
rcp guest@IRIS9:/usr/people/fred/file1 /usr/tmp
```

Note: If `IRIS9` is in a different *domain* (`bldg2`, for example), you would use `IRIS9.bldg2` in the example below instead of `IRIS9`.

3. Press `Enter`.

Copying Files to Another System Using the rcp Command

This section shows how you use the `rcp` command to copy files to another system. See “Anatomy of the `rcp` Command” for more details on the command.

This example supposes you want to copy `file2` from `/usr/people/joe` on your system to `/usr/tmp` on a system called `IRIS9`.

1. Open a shell window by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Type:

```
rcp /usr/people/joe/file2 guest@IRIS9:/usr/tmp
```

Copying a Directory Using the rcp Command

To copy a directory and its contents from one system to another, you use the `-r` option to `rcp`. This example shows what you would type to copy the directory `/usr/people/joe/reports` from your system to `/usr/tmp` on a system called `IRIS9`.

1. Open a shell window by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Type:

```
rcp -r /usr/people/joe/reports guest@IRIS9:/usr/tmp
```

Note: The `-v` option lets you see the names of files as they are copied. Consider the example. If you add the `-v` option, you see the names of the files in the `reports` directory as they are copied to IRIS9.

Logging In to Another System

If your workstation is part of a *network* of workstations, you may be able to *log in* to another workstation remotely — that is, sit in front of your workstation but access files on another workstation. This means you can also sit in front of another workstation and access your own workstation. The following topics cover different ways of doing this, presented in order of difficulty, with the first option being the most “user-friendly”:

- “Accessing Remote Files and Directories With the Access Desktop Tool” (located in a different section)
- “Logging In to Another System Using the `rlogin` Command”
- “Using `rsh` to Perform Commands on Another System”
- “Using `telnet` to Log In to Another System”

Logging In to Another System Using the `rlogin` Command

The `rlogin` command lets you log in to another system. This example shows how to log in remotely to IRIS9 as `guest`.

Note: If IRIS9 is in a different *domain* (`bldg2`, for example), you would use `IRIS9.bldg2` in the example below instead of IRIS9.

1. Open a *shell* by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Type: `rlogin guest@IRIS9`

To log out of IRIS9 when you are finished, type:

```
exit
```

Then press Enter.

Using rsh to Perform Commands on Another System

`rsh` connects you to a *remote workstation* just long enough to run commands that you specify on the same command line as `rsh`. Once the command is finished, the connection is broken. For example, to find out who is logged in on IRIS9:

1. Open a *shell* by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Type:

```
rsh guest@IRIS9 who
```

This runs the command `who` on IRIS9 and returns the information to your *shell* window. If you do not specify a command, `rsh` behaves just like `rlogin`; it logs you into the remote workstation.

For further details, see the `rsh` and `rlogin` man pages.

Using telnet to Log In to Another System

The `telnet` program offers you another way of logging in to a *remote workstation*. To use `telnet`, type a set of information into a *shell* window.

Note: If IRIS9 is in a different *domain* (`bldg2`, for example), you would use `IRIS9.bldg2` in the example below instead of `IRIS9`.

1. Open a *shell* by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Type the name of the system to which you want to log in. For example, to log in to IRIS9, type:

```
telnet IRIS9
```

The screen shows:

```
Trying 192.26.180.10...
Connected to IRIS9.
Escape character is '^]'.
```

```
IRIX System V.3 (IRIS9)
```

```
login:
```

3. Type your login name (or `guest`, if you do not have an account on that system).
4. Press `Enter`.
5. If the system asks for a *password*, type it, then press `Enter`.
6. Use the remote workstation just as you use a shell window on your own system.
7. When you are finished and want to end the connection to the remote system, type:

```
logout
```

```
Then press Enter.
```

```
The screen displays:
```

```
Connection closed by foreign host.
```

The `telnet` program has many options. See the `telnet` man page for further details.

Customizing the Desktop Environment

The following customizations are available through desktop user-interface programs:

- “Changing the Desktop Background”
- “Setting Default Icon View Preferences”
- “Changing Window Color Schemes”
- “Customizing the Screen Saver”
- “Customizing Mouse Settings”
- “Customizing Keyboard Settings”
- “Customizing Window Settings”
- “Changing the Language and Keyboard Layout”
- “Controlling System Alerts”
- “Customizing Desktop Settings”

The following customizations require you to edit or create special files:

- “Disabling Icons on the Desktop”
- “Adding Directories to Your Search Path (Advanced)”
- “Running Applications When You Log In Using the .sgisession File”
- “Modifying the Toolchests (Advanced)”
- “Using Your Own Customized Backgrounds (Advanced)”
- “Using Custom Icons on Your Desktop (Advanced)”

Changing the Desktop Background

Each desk has its own background color. You can change any desktop background color or pattern using the Background Setting control panel. You can also create custom colors. For details, see:

- “Choosing a Solid Color for Your Desktop Background”
- “Choosing a Multicolored Pattern for Your Desktop Background”

Choosing a Solid Color for Your Desktop Background

If you want your desktop background to be one solid color rather than a pattern of two colors, you can choose a color using the color palette in the desktop **Background Setting** control panel.

If you have not already opened the **Background Setting** control panel, open it by clicking the word **Background** now or by choosing **Background** from the **Customize** menu in the **Desktop** toolchest.

To choose a solid color for your desktop background:

1. Click on the word **Solid** in the **Patterns** list.
2. Click on the small, colored square above the **Cancel** button.

The **Color Browser** window appears on top of the main control panel window. You may want to move the **Color Browser** window aside so you can see both windows.

3. Click on one of the colors below the **Options** menu label, or create your own custom color. To do this:

- Move your mouse cursor on top of the small circle in the colored hexagon.
- Press down on the left mouse button, and move your mouse.
- Release the mouse button when the circle is above a color you like.

The color beneath the circle appears in the rectangle next to the **Current Color** label.

- Move the slider bar next to **Value** back and forth to brighten or darken the color.

Click the down arrow between the **Current Color** and **Stored Color** rectangles to store a color you like while you browse through other colors.

4. When you have found a color you like, click the **OK** button in the **Color Browser** window.
5. Click the **Apply** button in the main **Background Setting** control panel.
Your background changes to the new color.
6. Click the **Close** button in the main **Background Setting** control panel window to close the panel.

Note: If the background on your screen flashes when you run **Graphics Library** applications, you may have hardware that supports only a single colormap. To prevent the screen from flashing, choose one of the colors below the **Palette Colors** label in the **Color Browser** window when choosing a background color.

Choosing a Multicolored Pattern for Your Desktop Background

You can choose a multicolored pattern for your desktop background by using the **Background Setting** control panel. First choose the pattern you want, then choose the colors.

If you have not already opened the **Background Setting** control panel, open it by clicking the word **Background** now or by choosing **Background** from the **Customize** menu in the **Desktop** toolchest.

To choose a pattern and colors for your desktop background:

1. Scroll through the list of patterns in the patterns list, then click on a pattern you want.
The display to the right of the list of patterns switches to the new pattern, and a number of small colored squares appear below it. These squares represent the colors you can use in your pattern.
2. Click on one of the small squares.
The **Color Browser** window appears on top of the main control panel window. You may want to move the **Color Browser** window aside so you can see both windows.
3. Click on one of the colors below the heading **Palette Colors**, or create your own color. To do this:
 - Move your mouse cursor on top of the small circle in the colored hexagon.

- Press down on the left mouse button, and move your mouse.
As you move your mouse around the hexagon, the color beneath the small circle appears in the rectangle next to the **Current Color** label. This rectangle acts as your color palette while you choose a new color.
 - Release the mouse button when the small circle is on top of a color you like.
 - Move the slider bar next to **Value** back and forth to brighten or darken the color.
4. Click the **Apply** button in the **Color Browser** window to see the new color mix with your pattern in the sample background square.
If you do not like the color, you can continue to choose new colors and click **Apply** until you decide on a color you like. Click the down arrow between the **Current Color** and **Stored Color** rectangles to store a color you like while you browse through other colors.
 5. Click on another small colored square in the main window and create the next color.
 6. Click the **Apply** button in the **Color Browser** window to see the new color mix with the pattern and the first color you chose in the sample background square.
 7. Continue to click on the small colored boxes and create new colors until you have created a color combination that you like.
 8. Click the **OK** button in the **Color Browser** window.
The window closes.
 9. Click the **Apply** button in the main **Background Setting** control panel.
Your desktop background changes to the new multicolored pattern.
 10. Click the **Close** button in the main **Background Setting** control panel to close the panel.

You can also create colors by choosing **Value and RGB** or **HSV and RGB** from the **Sliders** menu. These menu options reveal sliders that allow you to change the colors by moving the sliders instead of moving the circle within the hexagon.

Note: If the background on your screen flashes when you run **Graphics Library** applications, you may have hardware that supports only a single colormap. To prevent the screen from flashing, choose colors below the **Palette Colors** label in the **Color Browser** window when choosing background colors.

Setting Default Icon View Preferences

By default, icons that appear in *Icon Views* are arranged alphabetically. Also, hidden files, *shelf*, thumbnail images, align to grid, *open in place*, content viewer, and search/file filters are turned off. **Dynamic Help** is turned on. To change any of these default settings, use the **Default Layout for Icon Views** panel.

If this panel is not open, open it now by choosing **Desktop > Customize > Icon Views** from the Toolchest. The settings you make with this panel become the new default—appearing in any new *Icon Views* opened. However, the settings labeled **Global Settings** (**Dynamic Help**, **Pathfinder**, and **Open in Place**) apply to any currently open *Icon Views* as well.

The **Icon View preferences** panel allows you to control the following features:

- Shelf** Displays a new area of the **Icon View** window. The shelf is a place for you to put icons that you need to use frequently while working in a particular directory. For example, if the directory contains many files, you might want to place the files you use most frequently on the shelf. Or, if the directory contains many color Showcase slides, you might want to place the icon for a color printer onto the shelf. See “Using a Shelf for Convenient Icon Access” for instructions.

- Content Viewer** Displays a new area of the **Icon View** window. When you select a file icon in the window, the **Content Viewer** displays a read-only version of a selected file. This allows you to quickly view file contents without opening the file.

- Search/Filter Files** Displays a new set of controls in the **Icon View** window. Use it to search for certain file characteristics and to limit the number of icons you see in the **Icon View** window. For example, to display only files that begin with *d*, type *d*. To display only files that end in *.rgb*, type **.rgb*.

- Dynamic Help** Dynamic help is information that appears at the bottom of an **Icon View** window when you move your mouse cursor across items in the window.

- Pathfinder** The region across the top of an **Icon View**, which displays the *pathname* of the current directory.

- Open in Place** Causes any folder you open from an **Icon View** to appear within that **Icon View**, instead of being launched as another window.

Preserve Layout When Opening in Place

Preserve Layout causes folders opened “in place” to maintain the **Icon View** settings of the **Icon View** from which they are opened.

Sort by Use this menu to choose the way icons are sorted, or arranged, in the window.

View as Use this menu to choose the way icons are displayed in the window.

Truncated Names

Shortens the filename labels on icons. Useful for creating more room in the **Icon View** window. Does not alter the actual name of the file.

Thumbnail Images

When there are image icons in an **Icon View** window, this command displays mini-views of each image (instead of the generic icons).

Align to Grid

Causes icons to automatically align with an invisible grid when they appear or are placed somewhere—this helps them display in an orderly manner.

Hidden Files

Displays hidden files. Many IRIX configuration files are hidden by default. You do not see them in an **Icon View** window. These files are commonly called dot files because a “.” appears as the first character in the filename. Your `.login` and `.cshrc` files are examples of hidden files.

Default Icon Size Thumbwheel

Allows you adjust the size the icons that appear in **Icon Views**. To return icons to the factory default size, click the small square to the right of the thumbwheel.

Note: If you want to change the default size of icons on the desktop background, use the Desktop Settings Panel. To open the panel from the Toolchest, choose **Desktop > Customize > Desktop**.

Shortcut: The keyboard shortcut for temporarily applying the **Open in Place** behavior to a directory is to hold down the `Alt` key while double-clicking the directory (folder) icon.

Changing Window Color Schemes

You can use the **Color Scheme Browser** to change the color scheme of windows on your screen. You can also edit the colors in a chosen scheme and save the changes.

For more information, see:

- “The Color Scheme Browser: An Overview”
- “Choosing a Color Scheme”
- “Editing a Color Scheme”
- “Deleting a Color Scheme”
- “About the Color Scheme Sample Images”
- “Using the Color Browser”

The Color Scheme Browser: An Overview

Each item in a window has a color assigned to it. These items, when combined, create a scheme of colors that make the window easy to read, understand, and look at. The Color Scheme Browser contains a number of preset color schemes that you can apply. It also allows you to edit colors in a scheme and create your own combination of colors.

To open the Color Scheme Browser, click the words Color Scheme Browser now, or choose **Color Schemes** from the **Customize** menu in the **Desktop** toolchest.

Choosing a Color Scheme

You can choose a different color scheme for windows on your screen by using the Color Scheme Browser. If you have not already opened the browser, open it by clicking the words Color Scheme Browser, or by choosing **Color Schemes** from the **Customize** menu in the **Desktop** toolchest.

To choose a color scheme:

1. Browse through the schemes by clicking on different names in the color schemes list.

The display to the right of the schemes list shows you a sample image of the chosen color scheme.

2. Click the **Apply** button when you find a scheme you like.

A message appears telling you that the new scheme will not affect existing open applications. To use the new schemes, restart those applications.

3. Choose **Exit** from the **Application** menu to close the **Color Scheme Browser** window.

Editing a Color Scheme

If you want to use a particular color scheme in the Color Scheme Browser, but do not like one of the colors in the scheme, you can use **Edit Mode** to change the color.

If you have not already opened the Color Scheme Browser, open it by clicking the words **Color Scheme Browser**, or by choosing **Color Schemes** from the **Customize** menu in the **Desktop** toolchest.

To edit a color scheme:

1. Click on the name of the scheme you want to edit.

The display to the right of the schemes list changes to show the sample scheme.

2. Choose **Edit Mode** from the **Application** menu.

A thumbwheel and color palette appear at the bottom of the sample scheme.

3. Use Quick Help to familiarize yourself with the assignment of each color in the color scheme.

- Choose **Quick Help** from the **Help** menu in the **Color Scheme Browser** window.
- Move your mouse cursor over a colored square in the **Color Palette**. The assignment of that color appears next to the mouse cursor and in a status message at the bottom of the **Color Scheme Browser** window.
- Move your mouse cursor on top of a section of the scheme display to get a description of that section.

- Click the left mouse button to deactivate Quick Help.
4. Edit the color you want to change.
 - Click on the square of color in the **Color Palette** that you want to change.
The Scheme Editor Color Browser appears.
 - Move your mouse cursor on top of the small circle in the colored hexagon in the **Scheme Editor** window.
 - Press down on the left mouse button, and move your mouse.
As you move your mouse around the hexagon, the color beneath the small circle appears in the rectangle next to the **Current Color** label. This rectangle acts as your color palette while you choose a new color.
 - Release the mouse button when the small circle is on top of a color you like.
 - Move the slider bar next to **Value** back and forth to brighten or darken the color.
The color in the sample scheme changes as you alter the color in the editor.
 5. When you find a color you like, click the **Ok** button to close the **Scheme Editor** window.
 6. Move the thumbwheel back and forth to darken or lighten all colors in the scheme.
 7. Save the changes.
 - Click the **Apply** button in the main **Color Scheme Browser** window if you want to save the changes to the same scheme name.
A message appears telling you that the new scheme was saved in your local scheme directory, and the scheme name changes to an italic font to show that the scheme was altered.
 - If you want to rename the scheme, choose **Save As...** from the **Application** menu instead of clicking the **Apply** button. Then create a name for the altered scheme. The new scheme appears in the schemes list.Changes affect your user account only and do not affect color schemes used by other users on your system.
 8. Choose **Exit** from the **Application** menu to close the **Color Scheme Browser** window.

You can also change additional colors used in a particular scheme by choosing **Additional Colors** from the **Sample Image** menu. A sample display appears showing any additional colors and assignments for those colors.

Deleting a Color Scheme

If you altered a color scheme and saved it to the current scheme name, the scheme name shows up in italic font to show that it was altered. You can delete the changes you made and return to the original scheme by using **Remove Selected Scheme** in the Color Scheme Browser.

If you have not already opened the Color Scheme Browser, open it by clicking the words **Color Scheme Browser**, or by choosing **Color Schemes** from the **Customize** menu in the **Desktop** toolchest.

To delete a color scheme:

1. Select the scheme that contains the changes you want to delete.
2. Choose **Remove Selected Scheme** from the **Applications** menu.

A notifier appears telling you that the local scheme (the scheme that contains the changes you made) will be removed from your system. Click the **OK** button to continue.

The scheme reverts to the default colors for that scheme, and the scheme name appears in regular text.

3. Choose **Exit** from the **Application** menu to close the **Color Scheme Browser** window.

To delete all changed schemes at once and return all schemes to their default scheme, choose **Remove Local Schemes** from the **Application** menu.

About the Color Scheme Sample Images

Every item in a window is assigned a color. The Color Scheme Browser contains several sample images that display a scheme's assigned colors for each of these items. These sample images include:

- **Basic Colors** displays a scheme's colors for the most frequently used items in a window, including buttons, scroll bars, and text input areas.

- **Additional Colors** displays a scheme's colors for any additional items in a window, including scrolled list items, accent colors, and errors.
- **Window Manager Colors** displays a scheme's colors for window borders.
- **Graphics Colors** displays fixed colors that applications assign to specific items when they want a color to have a consistent and recognizable meaning. These colors do not change color as schemes change. They merely darken or lighten in color, depending on the scheme.
- **Active Guides Colors** displays a scheme's link colors. Links appear in Active Guides—many of the system management programs you can launch from the System Manager are Active Guides.

Using the Color Browser

Use the Color Browser when changing colors in the **Background Setting** or **Color Scheme Browser** control panels.

To select a color using the Color Browser:

1. Move your mouse cursor on top of the small circle in the colored hexagon.
2. Press down on the left mouse button, and move your mouse.
As you move your mouse around the hexagon, the color beneath the small circle appears in the rectangle next to the **Current Color** label. This rectangle acts as your color palette while you choose a new color.
3. Release the mouse button when the small circle is on top of a color you like.
4. Move the slider bar next to **Value** back and forth to brighten or darken the color.
5. Click the down arrow between the **Current Color** and **Stored Color** rectangles to store a color you like if you want to browse through other colors.
6. Click the **Apply** button if you want to see the current color applied to the sample image in the main control panel.
7. Click the **OK** button when you decide on a color.

The **Color Browser** window closes.

If you are choosing a color for your screen background using the Color Browser in the **Background Setting** panel, and want a color that blends in well with your current

window color scheme, try one of the Palette Colors at the top of the Color Browser. Click on a colored square to choose a color.

You can also create colors by choosing **Value and RGB** or **HSV and RGB** from the **Sliders** menu. These menu options reveal sliders that allow you to change the colors by moving the sliders instead of moving the circle within the hexagon.

Customizing the Screen Saver

By default, your system has a screen saver mechanism that blacks out the monitor screen when your system is idle for 10 minutes. After another 20 minutes of idle time, the monitor shuts off to save power. In both cases, you can reactivate the screen by moving the mouse.

You can customize the screen saver by using the **Screen Saver** control panel. For details, see:

- “Choosing a New Screen Saver”
- “Locking Your Screen”
- “Changing the Screen Saver Activation Delay”
- “Adjusting the Power Save Feature”
- “Turning On the Screen Saver Without a Delay”

Choosing a New Screen Saver

Choose a screen saver using the **Screen Saver** control panel. If you have not already opened the panel, open it by clicking the words **Screen Saver** now or by choosing **Screen Saver** from the **Customize** menu in the **Desktop** toolchest.

To choose a screen saver:

1. If the text near the top of the window says, **Screen Saver Off**, click the box to the left of the text to turn on the screen saver.
A checkmark appears in the box, and the text, **Screen Saver On**, appears.
2. Click on one of the screen saver choices.

3. Click **Demo** and keep your mouse still.
The screen blacks out, and the screen saver you chose is activated.
4. Move your mouse to end the demo.
5. If you like this screen saver, click the **Close** button to close the screen saver window. Next time your screen blacks out, the screen saver you chose will display on your screen.

Locking Your Screen

You can lock your screen by using the **Screen Saver** control panel. If you have not already opened the control panel, open it by clicking the words Screen Saver now or by choosing **Screen Saver** from the **Customize** menu in the **Desktop** toolchest.

To lock your screen, click the box next to **Lock Screen** in the control panel. A checkmark appears. Next time your screen saver is activated, and you try to deactivate the screen saver by moving the mouse, a login screen appears. This login screen requires you to type in your password (if your account requires one) to return to your work.

This login window also allows you to return to the screen saver. Click the box to the left of the login name, and the screen saver is activated again. Instead of moving your mouse to deactivate the screen saver, you must click the left mouse button to return to the login screen.

If you do not want the login screen to come up when you deactivate the screen saver, click the box to the left of **Lock Screen** to remove the checkmark.

Note: You cannot choose the **Lock Screen** mechanism when using a **Graphics Library** screensaver. When you choose a **Graphics Library** screensaver, a message appears in the control panel telling you that screen locking is unavailable for that screen saver.

Changing the Screen Saver Activation Delay

By default, if your screen is idle for 10 minutes, it will black out. You can change the period of time you want the idle screen to stay visible before the screen saver is activated using the **Screen Saver** control panel.

If you have not already opened the control panel, open it by clicking the words **Screen Saver** now or by choosing **Screen Saver** from the **Customize** menu in the **Desktop** toolchest.

To change the activation delay:

1. Slide the bar next to **Delay (minutes)** forward or backward to select the number of minutes you want.
2. Click the **Close** button to close the control panel.

Adjusting the Power Save Feature

By default, the monitor shuts off when the system is idle for 30 minutes. The screen saver activates after 10 minutes of idle time. The power saver activates after 20 additional minutes of idle time. You can turn the power saver off, or you can adjust the amount of minutes it takes for the monitor to shut off.

To turn the power saver off, click the box next to **Power Saver On**. A checkmark appears in the box, and the power saver feature is turned off. To reactivate the power saver, click the box again. The checkmark disappears.

To adjust the amount of minutes it takes for the monitor to shut off, move the slider next to **Power Saver On** until you select the minutes you want. The slider allows you to choose anywhere from 1 to 90 minutes.

Note: Some systems may not support this feature.

Turning On the Screen Saver Without a Delay

You can switch the screen saver on without delay by selecting **Start Screensaver** from the **Desktop** toolchest. You may want to do this if you have the “lock screen” mechanism turned on and want to activate it immediately rather than wait for the 10 minute delay.

Customizing Mouse Settings

You can customize the acceleration and button-click speed of your mouse. If you are left-handed, you can switch the button behavior of the mouse so you can use the mouse with your left hand. For details, see:

- “Adjusting the Mouse Cursor Acceleration”
- “Switching the Mouse for Left-Handed Use”
- “Adjusting the Mouse Click Speed”

Related Topic: “Customizing for Accessibility”

Adjusting the Mouse Cursor Acceleration

Mouse cursor acceleration refers to how quickly the cursor moves on your screen when you move the mouse. By default, the mouse cursor acceleration is set to slow. You can increase the acceleration using the Mouse Settings control panel.

You can also change the threshold. The threshold is the amount of units your mouse needs to move before the pointer starts to move. If you set a high threshold, the pointer will move more quickly as you move the mouse. If you set a low threshold, the mouse will need to move further before the pointer will move.

If you have not already opened the **Mouse Settings** control panel, open it by clicking the word **Mouse** now, or by choosing **Mouse** from the **Customize** menu in the **Desktop** toolchest.

To adjust the acceleration of the mouse cursor and to adjust the threshold:

1. Click on one of the diamond-shaped buttons under **Mouse Acceleration**.

The buttons to the left slow down the acceleration; the buttons to the right speed up the acceleration.

You can also adjust the acceleration by clicking the button below **Finer Control** and sliding the bar next to **Acceleration** back and forth.

2. To change the threshold level, click the button below **Finer Control**, and move the sliding bar next to **Threshold** back and forth.

3. Move the mouse around and watch the pointer move on your screen.
Continue to click on diamonds or move the sliders until you have reached the desired acceleration and threshold levels.
4. Click the **Close** button to close the control panel.

Switching the Mouse for Left-Handed Use

You can switch the button behavior of the mouse so you can use the mouse with your left hand by using the **Mouse Settings** control panel. If you have not already opened the panel, open it by clicking the word **Mouse** now, or by choosing **Mouse** from the **Customize** menu in the **Desktop** toolchest.

To switch the button behavior of the mouse for left-handed use, click the diamond-shaped button next to the **Left handed** label.

The button behavior switches so that tasks normally performed with the left mouse button can now be performed with the right mouse button.

Adjusting the Mouse Click Speed

By default, the mouse click speed is set to a midrange level. This means that you can double-click a mouse button at a reasonable speed, and the action will be performed. If you would like the mouse to respond to a slower or a faster click speed, you can adjust the speed using the **Mouse Settings** control panel.

If you have not already opened the panel, open it by clicking the word **Mouse** now, or by choosing **Mouse** from the **Customize** menu in the **Desktop** toolchest.

To adjust the click speed of the mouse:

1. Click one of the diamond-shaped buttons below **Click Speed** in the lower half of the control panel.
 - Click the button below **Slow** to slow down the click speed.
 - Click the button below **Fast** to speed up the click speed.
 - Click the button between the slow and fast buttons if you want a midrange click-speed (this is the default).

- Click the button below **Finer Control** to display a sliding bar. Adjust the speed by sliding the bar back and forth.
2. Test the click speed by double-clicking on the button labeled, **Click Here!**
If you chose a fast click-speed, you will need to double-click the mouse button very quickly to test it. If you chose a slow click-speed, you should be able to double-click at a fairly slow rate.
 3. Click the **Close** button to close the control panel.

Any application you start up after you make the change uses the new click speed. Restart other applications if you want them to use the new click speed, or log out, then log back in to use the new click speed on the desktop.

Customizing Keyboard Settings

This section includes:

- “Customizing for Accessibility”
- “Adjusting Key-Repeat Speed and Delay”
- “Turning On Key Click”

Related Topic: “Changing the Language and Keyboard Layout”

Customizing for Accessibility

Movement-impaired users can customize the keyboard to meet their needs and preferences by using the **Accessibility Panel**. Launch this panel from the Toolchest by choosing **Desktop > Customize > Accessibility**. Click the **Accessibility Panel Help** button for details.

Note: If you cannot bring the **Accessibility Panel** up from **Customize** menu, you probably need to install it. Install the `accessx` product from the IRIX Applications CD.

Turning On Key Click

Key click is a clicking sound you can choose to hear when you type on your keyboard. Your system ships with the key click turned off.

You can turn key click on or off using the **Keyboard Settings** control panel. If you have not already opened the panel, open it by clicking the word **Keyboard** now, or by choosing **Keyboard** from the **Customize** menu in the **Desktop** toolchest.

To turn on the key click:

1. Click the button next to **Key Click**. A checkmark appears in the box.
When you type on the keyboard, you will hear the key-click sound.
2. Click the **Close** button to close the control panel.

To turn key click off, click the box to the left of the **Key Click** label. The checkmark disappears.

You can also use the **System and Desktop Sounds** panel to turn key click on or off.

Adjusting Key-Repeat Speed and Delay

The key-repeat speed is the rate at which a keyboard character is repeatedly printed to your screen when you hold down a key. Key repeat delay is the amount of time the system waits before beginning the repeat sequence.

You can adjust the key repeat speed and delay using the **Keyboard Settings** control panel. If you have not already opened the panel, open it by clicking the word **Keyboard** now, or by choosing **Keyboard** from the **Customize** menu in the **Desktop** toolchest.

Note: Key repeat sequences are often used when you want to use the Backspace key to delete a series of characters, or when you want to add multiple spaces using the Space Bar. Changing the key repeat speed also affects these keys.

To adjust the key-repeat speed and delay:

1. Click one of the diamond-shaped buttons to adjust the key repeat speed and delay:
 - Click the button below **Slow** to slow down the repeat speed.
 - Click the button below **Fast** to increase the repeat speed.
 - Click the button between the slow and fast buttons if you want a midrange repeat-speed (this is the default).
 - Click the button below **Finer Control** to display two sliding bars. Adjust the repeat speed and delay by sliding the bars back and forth. Move the slider next to **Repeat Delay** to the left to lengthen the repeat delay. Move it to the right to shorten the repeat delay.
2. Test the speed and delay by clicking in the text input box next to **Test** and pressing down on a key on the keyboard.
3. Click the **Close** button to close the control panel.

Customizing Window Settings

The **Window Settings** control panel lets you customize window attributes. For details, see:

- *“Changing the Orientation of the Toolchests”*
- *“Changing the Window Focus Behavior”*
- *“Displaying the Windows Overview”*
- *“Changing the Appearance of a Moving Window”*
- *“Turning On Automatic Window Placement”*
- *“Saving Your Desktop Layout”*

Changing the Orientation of the Toolchests

The toolchests display vertically in the upper left corner of your screen. You can set them to display horizontally by using the **Window Settings** control panel.

If the **Window Settings** control panel is not already open on your screen, open it by clicking the word **Windows** now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.

To change the orientation of the toolchests:

1. Click the button next to **Horizontal**.

A small marker appears on the button to let you know it is activated, and the toolchest changes orientation.

A window appears, asking you if you want to restart the window manager.

2. Click **OK** or **Cancel**.

- If you click **OK**, all the windows you currently have open will redraw, and the **Windows Overview** appears on your desktop. All the minimized windows for all desks appear in the **Windows Overview**.

- If you click **Cancel**, the **Windows Overview** will not appear until you log out and log back in to your system.

3. Click the **Close** button to close the control panel.

Click the button next to **Vertical** to switch the toolchests back to their original position.

Changing the Window Focus Behavior

By default, you need to move your mouse cursor into a window in order to type in it. This is called implicit focus or “point to type.” You can change the focus behavior to explicit focus or “click to type” using the **Window Settings** control panel.

If the **Window Settings** control panel is not already open on your screen, open it by clicking the word **Windows** now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.

To change the keyboard focus behavior:

1. Next to **Keyboard Focus**:

- Click the button next to **Point to type** to select implicit focus.
- Click the button next to **Click to type** to select explicit focus.

Selecting **Click to type** means that you give a window focus by clicking on it. The window continues to have focus until you click on another window, regardless of the location of the cursor.

A checkmark appears to let you know it is activated, and a window appears, telling you that the window manager will need to be restarted in order for the change to take affect.

2. Click **OK** or **Cancel**.
 - If you click **OK**, all the windows you currently have open will redraw, and the keyboard focus behavior changes.
3. Click the **Close** button to close the **Window Settings** panel.

Displaying the Windows Overview

By default, all minimized windows appear individually on your desktop. If you have Windows Overview turned on, all minimized windows are grouped together and appear in a window on your desktop. You will also see a borderless, minimized window for every window open on your desk.

When you use multiple desks, the Windows Overview will appear on all desks. All minimized windows on all desks will appear in the Windows Overview. You will also see a borderless minimized window for every window open on every desk.

You can turn Windows Overview on or off using the **Window Settings** control panel. If the panel is not already open on your screen, open it by clicking the word Windows now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.

To turn on Windows Overview:

1. Click the button next to **Display Windows Overview**.

A checkmark appears to let you know it is activated, and a window appears, telling you that the window manager will need to be restarted in order for the change to take affect.
2. Click **OK** or **Cancel**.
 - If you click **OK**, all the windows you currently have open will redraw, and the Windows Overview appears on your desktop. All the minimized windows for all desks appear in the Windows Overview.

- If you click **Cancel**, the Windows Overview will not appear until you log out and log back in to your system.
3. Click the **Close** button to close the control panel.

To turn off Windows Overview, click the button next to **Display Windows Overview** in the **Window Settings** control panel.

Changing the Appearance of a Moving Window

While you move a window, the window appears as a red outline. If you want, you can change the look of the moving window from a red outline to an opaque image of the window using the **Window Settings** control panel.

If the control panel is not already open on your screen, open it by clicking the word Windows now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.

To change the appearance of a moving window:

1. Click the button next to **Opaque Window Move**.
A checkmark appears to let you know it is activated.
2. Click the **Close** button to close the control panel.

To turn off the opaque window setting, click the button next to **Opaque Window Move**. The checkmark disappears.

Turning On Automatic Window Placement

By default, you can place windows anywhere on your screen when you open them. You can change this behavior so that windows are automatically placed in preset locations on your screen when you open them. Do this by using the **Window Settings** control panel.

If the control panel is not already open on your screen, open it by clicking the word Windows now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.

To turn on automatic window placement:

1. Click the button next to **Auto Window Placement**.
A checkmark appears.
2. Click the **Close** button to close the control panel.

Some applications may allow you to set preferences for window placement. These preferences will override the global settings. See your application documentation for information on setting window placement for that application.

Saving Your Desktop Layout

The system keeps track of the windows that are open and their location on the screen. Every time you log in, the system checks the list of windows to determine which ones it should open automatically. It can do one of two things:

- Automatically open the windows that were on your screen when you logged out. This is the default behavior. See “Automatically Saving the Desktop Layout” for more details.
- Ignore the windows that were open when you logged out. Always open a particular set of windows that you have chosen. See “Automatically Opening a Specific Set of Windows” for instructions.

Automatically Saving the Desktop Layout

By default, the system opens the windows that were on your screen when you logged out. For example, suppose that you log out while your screen displays a clock, a calendar, and a **nedit** window in which you are editing a text file. When you log into the system again, the clock, calendar, and **nedit** windows automatically reappear.

If you change the setting and want to revert to the default behavior, use the **Window Settings** control panel.

1. If the control panel is not already open on your screen, open it by clicking the word **Windows** now, or by choosing **Windows** from the **Customize** menu in the **Desktop** toolchest.
2. Click the button next to the label **Continuously**.
3. Click the **Close** button to close the window.

Note: Some applications will not automatically open when you log in. See “Running Applications When You Log In Using the .sgisession File” for information on how to run these applications.

Automatically Opening a Specific Set of Windows

By default, the system opens the windows that were on your screen when you logged out. You can change this behavior so the system opens a specific set of windows.

1. Create the screen layout that you want to see each time you log in (open windows and position them on the screen).
2. If the control panel is not already open on your screen, open it by clicking the word **Windows** now, or by choosing **Desktop > Customize > Windows** from the Toolchest.
3. Click **Explicitly**. It appears under the label **Save Windows & Desks**.
4. Click the **Set Home Session** button.
5. Click the **Close** button to close the window.

Note: If you create new desks, you must open the **Window Settings** control panel and click the **Set Home Session** button again. Otherwise, when you log out or restart the window manager, you will lose the new desks that you have created.

Some applications will not automatically open when you log in. See “Running Applications When You Log In Using the .sgisession File” for information on how to run these applications.

Changing the Language and Keyboard Layout

U.S. English is the default language for the system. You can choose another language and a corresponding keyboard key layout, as well as a time zone, using the **Language Controls** panel.

If the **Language Controls** panel is not already open on your screen, open it from the Toolchest by choosing **Desktop > Customize > Language**.

Click the **Country** button to select the country in which you are working. The system then guesses which language, keyboard layout, and time zone are appropriate. However, you can change any of these choices by clicking the **Language**, **Keyboard Layout**, or **Time Zone** buttons.

Once you have made your choices, you can either apply them to entire system or to your own *user account*. To apply them to the entire system click the **Set System** button, to apply them only to your own account, click the **Set Personal** button.

Any internationalized application you start up after you make the change uses the new language and keyboard layout. Restart other applications if you want them to use the new language and keyboard layout, or log out, then log back in to use the new language and keyboard layout on the desktop.

Controlling System Alerts

System alerts are messages that notify you when a system error has occurred. By default, system alert messages are accompanied by a “beep” sound.

If the **System Alert Settings** control panel is not open, start it by choosing **Desktop > Customize > System Alerts** from the Toolchest.

Use the **Alert Settings** control panel to do any of the following:

- To turn on all system alerts, click **Enabled**
- To turn off all system alerts, click **Disabled**
- To turn off all system alerts for this login session only, click **Disabled for this session**
- To turn off all system alert sounds, click to remove the checkmark in front of the label, **Sound Effects**

To turn specific system alerts on or off, click **Disabled Alerts...** button.

Customizing Desktop Settings

The **Desktop Settings** panel lets you customize various desktop characteristics. To open the **Desktop Settings** panel from the Toolchest, choose **Customize > Desktop**.

For details, see:

- “Changing the Default Size of Icons on the Desktop”
- “Turning Icon Alignment On or Off”
- “Controlling System Sounds”
- “Changing Default Viewer and Editor Utilities”
- “Changing Default Permission Settings”
- “Viewing Image Icons as Thumbnail Images”
- “Turning Off the Launch Effect”
- “Making “Remove” Delete Instantly”
- “Turning File Overwrite Messages On and Off”
- “Displaying Application Errors”
- “Enabling or Disabling the Ability to Display Remote Applications”

Changing the Default Size of Icons on the Desktop

You can change the default size of icons on the desktop, using the **Desktop Settings** panel.

To change the default size of icons on the desktop:

1. Slide the wheel below **Background Icon Size** back and forth.
 - Place your cursor on top of the wheel.
 - Press down on the left mouse button and move the cursor to the left and right to move the wheel.

The icon to the right of the wheel changes size.

2. When you are satisfied with the icon size, click the **Close** button to close the control panel.

The icons appear in the new size.

To return icons to the default size, click the small box on the right side of the wheel.

Turning Icon Alignment On or Off

By default, icons on the background align with an invisible grid when moved—this helps them display in an orderly manner. This feature is called “Align to Grid.” If you want to turn this feature off, use the **Desktop Settings** panel.

If the control panel is not already open on your screen, open it by clicking the word Desktop now or by choosing **Desktop** from the **Customize** menu in the **Desktop** toolchest.

To turn off align to grid, remove the check mark in the **Align to Grid** check box by clicking it.

Controlling System Sounds

Your system ships with desktop sounds turned on by default. You hear sounds for different actions you perform, such as double-clicking an icon, or emptying the dumpster. You can turn these and other sounds on or off by using the **System and Desktop Sounds** panel.

Note: You will not be able to control system sounds if someone has turned off the soundscheme daemon on your system. You can turn soundscheme back on by entering the following commands in a UNIX shell:

```
% su
# chkconfig -f soundscheme on
```

Confirm that soundscheme is on by entering **chkconfig** in the shell. The word **on** should appear next to **soundscheme** in the list that appears.

To open this panel from the **Desktop Settings** panel, click the **Sounds...** button. To open it from the Toolchest, choose **Desktop > Customize > Sounds**. Elements of the panel are explained below. Click the checkboxes on the **System and Desktop Sounds** panel to enable or disable sounds. If the sound is enabled, a checkmark appears in the box.

Master Volume Control:

Mute System Turns all system sounds on or off.

Enable Selected Sounds:

Startup & Shutdown Tunes

Turns on or off the music that occurs at system start up and shutdown.

Desktop Sounds

Turns on or off the various sounds made by the desktop, such as the sounds that occur when dragging or removing a file.

System Alert Sounds

Turns on or off all system alert sounds, such as sounds that occur when there is a system error. (To turn on or off specific system alerts, choose **Desktop > Customize > System Alerts** from the Toolchest.)

Keyboard Bell Turns on or off the keyboard error beep.

Key Click Turns on or off a special typing click sound.

Play Desktop Sounds Through:

Use the **Play Desktop Sounds Through** *menu button* to tell your system where to send the desktop sounds. By default, desktop sounds play through the system's built-in speaker, headphones, and primary line-out jacks (all at once). When you plug headphones into the headphone jack, the system automatically mutes the speakers.

Some systems provide additional output ports on the back of the system. You can use the **Play Desktop Sounds Through** menu button to direct the desktop sounds to play through the default ports or through one of these alternate ports. This can be useful if you want to record to a digital tape deck through your system's digital output ports, but you want desktop sounds to play through the analog output so that they do not interfere with the recording.

This menu button only affects desktop sounds. It does not, for example, determine the output of your built-in CD player.

Note: Desktop sounds turn off immediately for some applications. For other applications, you must log out and log back in before the sound turns off.

Note: Control the volume of all system sounds by moving the **Audio** panel volume sliders. To open the **Audio** panel from the Toolchest, choose **Desktop > Control Audio**. Also, some systems have volume control buttons on the front of the workstation.

Changing Default Viewer and Editor Utilities

Your system ships with default viewers and editor utilities set. You can change these default utilities by using the **Default Viewer** and **Editor Utilities** control panel.

To open this panel from the **Desktop Settings** panel click the **Utilities...** button. To open it from the Toolchest, choose **Desktop > Customize > Utilities**.

To change a default viewer or editor utility:

1. Move the cursor on top of the button next to the utility you want to change and press the left mouse button.

A menu appears.

2. Move your cursor on top of the choice you want, then release the mouse button.

If you want to use a text editor that is not listed in the **Text Editor** menu, choose **Other...** Then type in the name of the editor you want to use.

3. Click the **Close** button to close the panel.

Changing Default Permission Settings

Whenever you create a new file default *permissions* are placed on the file. These default permissions allow you, the owner, to read, write and execute the file. They also allow the group and others to read and execute, but not to make changes to the file.

To open this window from the **Desktop Settings** panel, click the **Permissions...** button.

These settings affect only files and directories that you create using the desktop tools. They do not affect files and directories that you create in a shell window.

To change the default file permission settings:

1. Click the **Permissions** button.
The Default File Permissions form appears.
2. Click the buttons below **Read**, **Write**, and **Exec** to set the default permissions for each user.
A button is activated when a checkmark appears on the button.
3. Click **OK** to set the permissions. Click **Cancel** if you do not want to change the permissions.
4. Click the **Close** button to close the **Desktop Settings** panel.

For more information on permissions, see “Understanding and Changing Permissions.”

Viewing Image Icons as Thumbnail Images

If you have image file icons out on the desktop, you can view the icons as small thumbnails of the images by using the **Desktop Settings** panel.

If the control panel is not already open on your screen, open it by clicking the word **Desktop** now or by choosing **Desktop** from the **Customize** menu in the **Desktop** toolchest.

To preview image file icons on the desktop:

1. Click the button next to **Show Icons as Thumbnail Images**.
A checkmark appears in the box and the icons on the desktop redraw and thumbnails of the images appear.
2. Click the **Close** button to close the panel.

Turning Off the Launch Effect

When you start up an application, you see a visual effect that lets you know that the application is starting up. The effect stops when the application opens. The launch effect is turned on by default. You can turn it off using the **Desktop Settings** panel.

If the control panel is not already open on your screen, open it by clicking the word **Desktop** now or by choosing **Desktop** from the **Customize** menu in the **Desktop** toolchest.

To turn off the launch effect:

1. Click the button next to **Show Launch Effect**.
The checkmark disappears.
2. Click the **Close** button to close the panel.

Now when you start up an application, you will not see the launch effect. To turn the launch effect back on, click the button next to **Show Launch Effect**. A checkmark appears.

Making “Remove” Delete Instantly

By default, when you choose **Remove** from the **Selected** menu, the files are moved into the dumpster. These files are stored in the dumpster until you decide to delete them permanently from your system by emptying the dumpster.

If you want files to be removed from your system immediately rather than moving them into the dumpster, you can disable the dumpster. When you disable the dumpster, it becomes an ordinary directory called `dumpster`. Now when you choose **Remove** from the **Selected** menu to remove selected files, these files are deleted from your system immediately.

Use the **Desktop Settings** panel to disable the dumpster. If the control panel is not already open on your screen, open it by clicking the word **Desktop** now or by choosing **Desktop** from the **Customize** menu in the **Desktop** toolchest.

To make “Remove” delete instantly:

1. Click the checkbox next to **Make ‘Remove’ Delete Instantly**.
A checkmark appears in the box.
2. Click the **Close** button to close the panel.

Turning File Overwrite Messages On and Off

By default, when you attempt to overwrite a file, a notifier pops up and asks you if you really want to overwrite the file. If you do not want this notifier to come up, you can turn it off by using the **Desktop Settings** panel.

If the control panel is not already open on your screen, open it by clicking the word **Desktop** now or by choosing **Desktop** from the **Customize** menu in the **Desktop** toolchest.

To turn off the overwrite file notifier:

1. Click the button next to **Warn on File Overwrite**.
The checkmark disappears.
2. Click the **Close** button to close the control panel.

To turn on the overwrite file notifier, click the button next to **Warn on File Overwrite**. The checkmark reappears.

Displaying Application Errors

You can use the **Desktop Settings** panel to turn on a status window that displays application errors. If the control panel is not already open on your screen, open it by clicking the word **Desktop** now or by choosing **Desktop** from the **Customize** menu in the **Desktop** toolchest.

To turn on the status window:

1. Click the button next to **Display Application Errors**.
A checkmark appears.
2. Click the **Close** button to close the control panel.

Next time an error is generated by an application, the status window appears on your screen, and the error message appears in the window.

To turn off the status window, click the button next to **Display Application Errors**. You must log out, then log back in, to disable the status window.

Enabling or Disabling the Ability to Display Remote Applications

You can use the **Desktop Settings** panel to enable or disable the ability to run applications on remote systems by displaying them on your screen.

If the control panel is not already open on your screen, open it by clicking the word **Desktop** now or by choosing **Desktop** from the **Customize** menu in the Desktop toolchest.

To enable or disable remote display:

1. Click the toggle button next to **Enable Remote Display** to turn remote display on or off.

A checkmark indicates **Enable Remote Display** is turned on.

2. Click the **Close** button to close the control panel.

There are a few different ways to control the remote display. For complete details, see “About the Remote Display Feature.”

Disabling Icons on the Desktop

By default, certain icons appear on your desktop. If you prefer not to have icons appear on your desktop, you can disable this function by creating a file called `nodesktop` in your `.desktop_<hostname>` directory.

To do this

1. Open an **Icon View** window of your home directory by choosing **Home Directory** from the **Desktop** toolchest.
2. Double-click the `.desktop_<hostname>` directory to open it.

The `.desktop_<hostname>` directory is a “hidden” file. If it is not visible in your home directory, choose **Hidden Files** from the **View** menu in the Icon View.

3. Create an empty file using your text editor, name it `nodesktop`, and place it in the `.desktop_<hostname>` directory.
4. Log out, then log back in.

Icons no longer appear on your desktop.

If you want the standard icons to return to the desktop, delete the `nodesktop` file. Log out, then log back in. Icons appear on your desktop.

Adding Directories to Your Search Path (Advanced)

When you use File QuickFind to search for an icon, or you search for or start applications from a shell window, the software searches through a series of directories to find the file or application. The series of directories it searches is called your *path*. If you add useful directories to your path, such as various directories that contain applications, you can use File QuickFind to bring up other files or applications in addition to those located in your home directory.

You can add directories to your path by editing the `.cshrc` file.

1. Open your home directory by choosing **Home Directory** from the **Desktop** toolchest.
2. Select **Hidden files** from the **View** menu.

A list of all the hidden files appears in the Icon View.

3. Open the `.cshrc` file.

The `.cshrc` file is in your home directory. You can bring up the `.cshrc` file by using File QuickFind.

4. Locate the line that begins with the text below, or create it if the line does not exist.

```
set path = ($path
```

5. After `$path`, type the names of the directories that you want to add. Be sure to leave a blank space between directory names and end the list of directory names with a closing parenthesis.

For example, the whole line might look like this:

```
set path = ($path /usr/local/bin /usr/people/joe)
```

6. Save the file and exit the text editor.
7. To make the system recognize the new path setting, do one of the following:
 - Place the cursor in the shell window; then type:

```
source .cshrc
```
 - Log out and log back in again.

Running Applications When You Log In Using the .sgisession File

You can use the **Window Settings** control panel to save your desktop layout and have certain applications open automatically when you log in (see “Saving Your Desktop Layout”). Some third-party applications, however, may not be recognized by these settings. If you want these applications to start up automatically when you log in, you can create a file in your home directory called `.sgisession`.

To create a `.sgisession` file:

1. Open a shell by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Create the `.sgisession` file.
 - Place the cursor in the shell window.
 - Type `cd` to move to your *home directory*. This is where system startup files such as `.sgisession` are stored.
 - Run a text editor and create the `.sgisession` file. For example, type:

```
nedit .sgisession
```
3. Type startup information for applications you want to start up when you log in. For example, if you want to start up an application called `fun`, and the application is stored in the `/usr/sbin` directory, create a line in the file like this:

```
/usr/sbin/fun
```

If you want to add another application, create a new line, and add the startup information for that application.

4. Save and close the file.

Next time you log out and log back in, the system will read your `.sgisession` file and will start up the applications you specified.

Modifying the Toolchests (Advanced)

A file called `system.chestrc` exists in your `/usr/lib/X11` directory. This file determines the system-wide settings for the toolchests. You can add toolchests and toolchest menu items to your account by creating a file called `.auxchestrc` in your *home directory*. This file adds the items you specify to all the items already specified in the `system.chestrc` file.

If you want to customize the toolchests more extensively by adding, deleting, and renaming items, copy the `system.chestrc` file into your home directory and rename it `.chestrc`. Then edit this file. The `.chestrc` file replaces the function of the `system.chestrc` file for your user account only.

Note: The `system.chestrc` file allows dynamic menu items in the toolchests. These items appear and disappear depending on which desktop item is selected. When you create a `.chestrc` file, these dynamic abilities become disabled.

Understanding the `system.chestrc` File

The `system.chestrc` file contains all the toolchest headings and toolchest menu items that appear on your desktop.

Open the `system.chestrc` file in your `/usr/lib/X11` directory. At the top of the file, you see some lines similar to these:

```
Menu ToolChest
{
  "Desktop"  f.menu Desktop
no-label   f.separator
  "Selected" f.menu Selected
no-label   f.separator
  "Find"     f.menu Find
no-label   f.separator
```

```

"System"    f.menu System
no-label    f.separator
"Help"      f.menu Help
}

```

This defines the toolchests. The left side lists the names of the toolchests. Notice that the names are enclosed in quotes. The right side describes what happens when you choose a particular item. For example, when you choose the **Desktop** toolchest, you post the **Desktop** toolchest menu.

Every other line in this section reads:

```
no-label    f.separator
```

This draws the line that separates one toolchest from another.

Below the definition of the toolchest menu headings, you find sections that describe the contents of each toolchest. Find the section of the file that looks similar to this:

```

Menu Internet
{
    "Open Web Browser" f.checkexec.sh.le "/usr/sbin/launchWebJumper"
    "Browse OutBox Page"      f.checkexec.sh.le "/usr/lib/desktop/openhomepg"
    no-label                  f.separator
    "Icon View of a Web Site"  f.checkexec.sh.le "/usr/sbin/fm -p http://"
    "Icon View of an FTP Site" f.checkexec.sh.le "/usr/sbin/fm -p ftp://"
    no-label                  f.separator
    "Create a WebJumper"      f.checkexec.sh.le "/usr/sbin/webjumper"
}

```

This section of the file creates the **Internet** menu of your Toolchest. The left side lists the names that appear in the **Internet** menu. Again, the names are enclosed in quotes and a separator line divides the menu into several groups. The right side describes what happens when you choose a particular item. For example, when you choose **Create a WebJumper**, you start the program `webjumper`, which opens the **WebJumper** window.

Adding Toolchests and Toolchest Menu Items Using the `.auxchestr` File

To add toolchests and toolchest menu items, create a file named `.auxchestr` and place it in your home directory. Enter items in the format used in the `system.chestr` file located in your `/usr/lib/X11` directory. See "Understanding the `system.chestr` File" for information about the `system.chestr` file.

To add toolchests and toolchest menu items by creating a `.auxchestr` file:

1. Open a shell window by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Create the `.auxchestr` file.
 - Place the cursor in the shell window.
 - Type `cd` and hit `Enter` to move to your *home directory*.
 - Start the text editor and create the file. For example, type:

```
nedit .auxchestr
```

3. Enter text specifying the toolchest you want to add.

For example, if you wanted to add a new toolchest called `Applications`, you would enter the following:

```
Menu ToolChest
{
no-label      f.separator
"Applications" f.menu Applications
}
```

4. Enter text specifying the menu items you want to add to that toolchest.

For example, if you wanted to add `jot` to the **Applications** toolchest menu, you would type the following:

```
Menu Applications
{
"jot"      f.checkexec "/usr/sbin/jot"
}
```

5. Save and close the `.auxchestr` file.
6. Log out, then log back in.

The new toolchest named `Applications` appears with the toolchests, and the menu item `jot` appears in the **Applications** toolchest menu.

Adding, Deleting, and Renaming Toolchests and Toolchest Menu Items Using the `.chestr` File

If you want to add only toolchests or menu items to the toolchests, see “Adding Toolchests and Toolchest Menu Items Using the `.auxchestr` File.” If you want to

customize the toolchests more extensively by adding, deleting, and renaming items, create a `.chestr` file:

1. Open a shell window by choosing **Open Unix Shell** from the **Desktop** toolchest.
2. Create a file called `.chestr` in your home directory by copying the file `system.chestr` from your `/usr/lib/X11` directory and renaming it. To do this:

- Place the cursor in the shell window.
- Type `cd` and hit `Enter` to move to your *home directory*.
- Type:

```
cp /usr/lib/X11/system.chestr .chestr
```

then press `Enter`.

It is very important that you begin by copying and renaming this file, because

- The `system.chestr` file determines the system-wide setting for the **Toolchest** window. If you change this file in the `/usr/lib/X11` directory, your changes affect everyone who has a *login account* on the workstation.
- If you have a `.chestr` file in your home directory, the system reads this file instead of `system.chestr`. It is best to add to or delete from a copy of the original so you do not leave out any essential information.

Note: The `system.chestr` file allows dynamic menu items in the toolchests. These items appear and disappear depending on which desktop item is selected. When you create a `.chestr` file, these dynamic abilities become disabled.

3. Edit the `.chestr` file by running the text editor. For example, type:

```
nedit .chestr
```

Since this file is a copy of the `system.chestr` file, see “Understanding the `system.chestr` File” for information on how to interpret the file. You can add, delete, and rename items.

4. When you are finished, save and close the file.
5. Log out, then log back in.

The toolchests appear the way you specified in the `.chestr` file.

If you want to revert to the default **Toolchest** window, remove the `.chestrc` file from your home directory or name it something other than `.chestrc`.

Using Your Own Customized Backgrounds (Advanced)

If you have a custom background that you want to display using `bgpaste`, you can display it if you turn off icons on the background and the desktop background tool. See the `bgpaste(1)` man page for details.

To display a custom background using `bgpaste`:

1. Open an Icon View of your home directory by double-clicking the folder icon on your desktop, or by choosing **Home Directory** from the **Desktop** toolchest.
2. Choose **Hidden Files** from the **View** menu to see the dot files (files that have filenames that begin with “.”) in your home directory.
3. Open the directory named `.desktop-<hostname>` and create a file called `nodesktop` in that directory. This will turn off icons on the background.
4. Place the following line in your `.Xdefaults` or `.Xresources` file in your home directory:

```
4Dwm*SG_useBackgrounds: False
```
5. Log out then log back in.

When you log back in, the desktop backgrounds and icons on the background are turned off, and you can generate your own background using `bgpaste`.

To turn the desktop backgrounds back on, remove the line `4Dwm*SG_useBackgrounds: False` from your `.Xdefaults` or `.Xresources` file. To turn icons on the background back on, delete the `nodesktop` file. Log out, then log back in.

Turning Off the Desktop User Environment

You can turn off the desktop user environment for every account on the system by logging in as root, and typing:

```
/etc/chkconfig desktop off
```

in a shell window. When you log out and log back in, your toolchest will not contain any items specific to the desktop user environment. Also, session management, desks, and icons on the background will be turned off.

To turn the user environment back on, log in as root and type:

```
/etc/chkconfig desktop on
```

in a shell window. Log out, then log back in. The user environment turns back on.

Using Custom Icons on Your Desktop (Advanced)

You can edit the file `/usr/lib/filetype/Makefile.personal` for the following purposes:

- To replace the *icon* for a particular program with your own design, or to create unique icons for one of your own programs and for any data files the program creates.

Note: In order to use custom icons, you need to have first created the icon, which you can do with the IconSmith program. For help and advice on icon image design, please consult the *IRIX Interactive Desktop Integration Guide* and the *IRIX Interactive User Interface Guidelines*, which are online books you can access with InfoSearch, if you have these books installed. IconSmith may be installed from the “desktop_tools” product on your IRIX Applications CD. Icon image files must end in `.fti`.

- To add menu items to the right-mouse-button menu (or Toolchest **Selected** menu) for a specific type of icon.

Note: In order to do this, you need to know how to program your icons to behave the way you wish them to behave. For help with programming new menu commands or new mouse-click responses for your icon, please refer to the *IRIX Interactive Desktop Integration Guide*, the *IRIX Interactive User Interface Guidelines*, and the `fftr(1)` man page, all of which you can access with InfoSearch.

New icons will appear only in the desktop environment that appears when someone logs into *your* login account.

This file is *not* designed for Silicon Graphics partners or professional application developers. Their filetypes should instead be installed alongside the system filetypes in `/usr/lib/filetype/install`. For full instructions, developers should refer to the online book *IRIX Interactive Desktop Integration Guide*, which can be accessed with InfoSearch.

Editing the Makefile.personal

1. Create the special directory for your personal icons. It must be created in the following way:

```
% mkdir ~/.desktop-<hostname>/filetype/
```

where `<hostname>` is the name of your workstation.

2. In a *shell*, go to the system filetypes directory:

```
% cd /usr/lib/filetype
```

3. Copy `Makefile.personal` to your new icons directory, and rename it `Makefile` without the `.personal` suffix:

```
% cp ./Makefile.personal ~/.desktop-<hostname>/filetype/Makefile
```

4. Copy the example `.ftr` file to your personal filetype directory. The command shown will copy the file as `mine.ftr`, but you can rename this file as you wish, as long as it ends with the `.ftr` suffix:

```
% cp ./sampleFtrs/sample.ftr ~/.desktop-<hostname>/filetype/mine.ftr
```

5. Go to the new directory and add write permission on the `mine.ftr` file.

```
% cd ~/.desktop-<hostname>/filetype/
```

```
% chmod u+w mine.ftr
```

6. Use your favorite editor (for example, `nedit`) to define one or more new filetypes in the file whose name ends with the `.ftr` suffix.

See the `mine.ftr` file's comments for instructions on editing it to replace an icon image or to add menu commands to the right-mouse-button menu of an *icon*.

7. (This step is for icon editing only.) Create a directory for your icon images, then go to that directory:

- ```
% mkdir ~/.desktop-<hostname>/filetype/iconlib/
```

- Copy your custom icon images to the directory you created for them.

8. This step compiles your filetypes and icon pictures into an icon database file called `desktop.otr`. It differs from the system `/usr/lib/filetype/desktop.otr` file in that your personal `desktop.otr` contains only your personal icon definitions, whereas the system `desktop.otr` contains icon definitions for the entire system and is applied to all login accounts.

Make sure you are in the filetype directory, then enter the make command:

```
% cd ~/.desktop-<hostname>/filetype
% make
```

9. **Important.** Fix any errors that are reported during the “make” process. Common errors include:
- Omitting a semicolon at the end of a MATCH rule
  - Using “=” instead of “==” in a tag MATCH rule
  - A missing ICON rule or icon picture file
  - Typos in the included icon picture’s path

This step is particularly important when you are adding custom icons. If you copy a filetype from under the `/usr/lib/filetype` directory and redefine the icon image behaviors, then the IRIX Interactive Desktop will use your version instead of the default system version, so use caution when you copy a filetype. For example, you can override the system definition for `TYPE WebJumpsite` with your own icon picture and behaviors, but if there are any mistakes in your personal version of this filetype, then all your Webjumper icons will be affected and may appear as generic text files.

If such a problem occurs, you can immediately restore the default icons by moving aside your `.ftr` file that contains the overridden filetype:

```
% mv mine.ftr mine.ftr.skip
```

Then rebuild your personal icons database:

```
% make clobber; make
```

---

**Tip:** To avoid problems, it can be safer to derive a new type from a system type by copying the filetype and then changing the type name. For example, if you want some special behavior for your Webjumpers, you can copy and paste the `WebJumpsite` filetype from the `/usr/lib/filetype/system/webjumper.ftr` file, change the type name to `MyWebJumpsite`, then add your custom behaviors.

---

10. In the interest of performance, the IRIX Interactive Desktop does not re-type files if their type has been determined once before and saved in the TypeCache. To make the Desktop re-type all files and pick up your newly defined filetypes, you need to remove the TypeCache:

```
% cd ~/.desktop-<hostname>
```

```
% rm -r TypeCache
```

11. Log out and log back in.

## Using System Utilities

This chapter includes these sections:

- “Opening a Utility”
- “Working With Shells”
- “Clocks”
- “Calendar Utility”
- “Calculator Utility”
- “Magnifier Utility”
- “Snapshot Utility”
- “Show Color Map Utility”
- “Reset Color Map Utility”
- “System Usage Utility”
- “Font Names Utility”

### Opening a Utility

The **Toolchest** menu in the upper left corner of your screen contains an Icon Catalog that holds collections of utilities, tools, and applications. The system utilities are located on the Desktop Tools page of the Icon Catalog.

To get to these utilities:

1. Pull down the **Find** menu, which is located on the **Toolchest** menu in the upper left corner of your screen.
2. Select **Desktop Tools**.

You can also open the utilities using an IRIX command in a shell. See “Starting Up Utilities From a Shell.”

## Resizing Utility Windows

Many utility windows can be resized to your preference. To resize a utility window after it is placed:

1. Position your cursor anywhere on the very edge of the window. You know your cursor is positioned correctly for resizing the window if the cursor becomes an arrow with a bar at its point.

Press and hold down the left mouse button.

2. With your cursor, push or pull the border until you reach the desired window size.
3. Release the mouse button. The window is now the new size. You can resize it again at any time.

Some utilities can be sized only if you select **Size** from the standard window menu. See “Working With Borderless Windows” for simple instructions on bringing up the window menu.

## Starting Up Utilities From a Shell

You may start up any of the utilities by typing the appropriate IRIX command in a shell window. The IRIX command is provided in this chapter for each of the utilities.

For example, to start up Desk Clock from a shell, type `clock` and then press `Enter`.

## Working With Borderless Windows

Some of the utilities are displayed on the screen with no border; some have a border but no window menu button. To display a window menu for these items:

1. Position the cursor over the utility window.
2. Hold down the `Alt` key.
3. Press the right mouse button.

A window menu appears. You may choose **Quit**, **Move**, or any other listed command. This procedure works for any window, whether or not it has a border.

## Input Focus

A few of your desktop utilities require you to control the input focus of the cursor. Input focus allows only one window at a time to recognize mouse movement and typing. This allows the utility to apply itself to items on the screen that are outside of the utility window. See “Magnifying a Section of Your Screen” for an example of working with input focus.

This guide notes whether or not a utility requires input focus, and includes input focus procedures in the utility instructions.

The input focus can be controlled in two different ways. First, position the cursor over the utility window that you are using, then do one of the following:

- Press and hold the middle mouse button.
- Press and hold any key on the keyboard. It is best to use a non-printing key such as Shift so you do not inadvertently start typing into another window.

## Working With Shells

Using the left mouse button, you can select text in a shell window three different ways:

- While holding down the mouse button, drag the cursor over the text to select it.
- Double-click to select an individual word.
- Triple-click to select a single line of text.

Selected text appears highlighted and is automatically copied to a memory buffer. It can be pasted into another shell or back into the same shell using the middle mouse button. This is a handy way to repeat a command in a shell without retyping it, or to do simple editing for electronic mail.

To paste text from one shell into another:

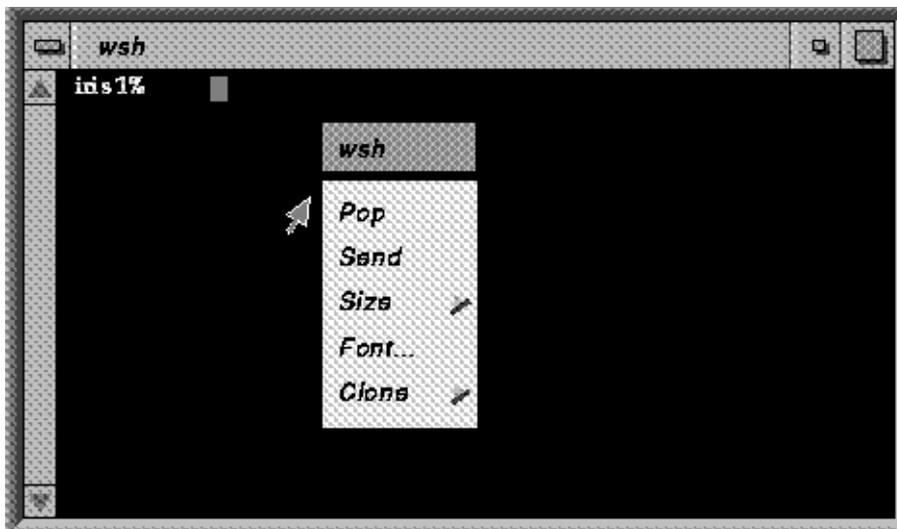
1. Select the text you want to paste.
2. Position the cursor over the shell that you are pasting into.

3. Click the middle mouse button.

The text appears after any text that is already in the shell.

## Shell Window Options

Every shell window contains a pop-up menu. You may use the menu to position and size the window as well as change its display font. To view the pop-up menu, position the cursor over the shell window and press the right mouse button. The menu appears as illustrated in Figure 12-1.



**Figure 12-1** Shell Window Pop-Up Menu

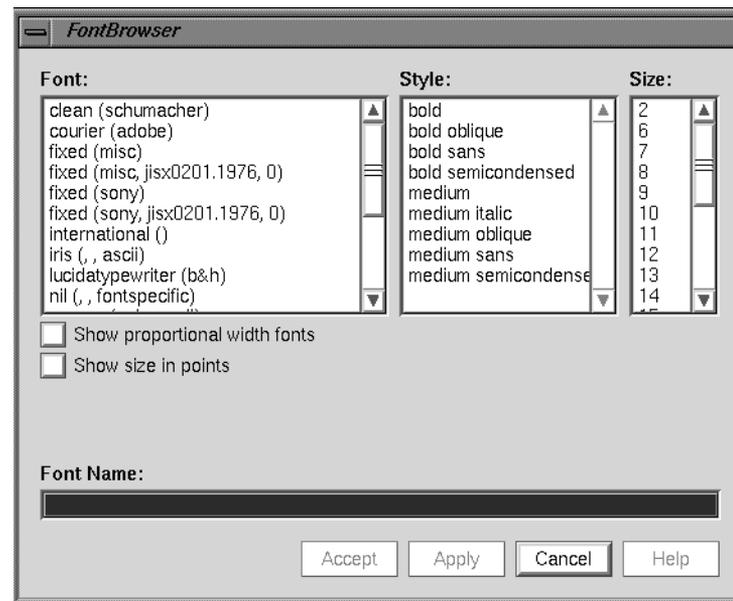
The pop-up menu commands are outlined below:

- |                |                                                                      |
|----------------|----------------------------------------------------------------------|
| <b>Pop</b>     | Brings the window to the top, over any other windows that obscure it |
| <b>Send</b>    | Pastes the selected text (same as clicking the middle mouse button)  |
| <b>Size</b>    | Provides several options to modify the dimensions of the window      |
| <b>Font...</b> | Lets you change the display font for the shell window                |
| <b>Clone</b>   | Creates a duplicate of the window in one of several optional sizes   |

Using most of the pop-up menu commands is very straightforward; however the **Font...** command requires additional instructions.

### Using the **Font...** Command in the Shell Window Pop-Up Menu

Choosing **Font...** from the shell window pop-up menu displays the dialog box illustrated in Figure 12-2.



**Figure 12-2** Font... Dialog Box

The dialog box shows all the available fonts, along with the font styles and sizes. If you want the dialog box to show only the proportional width fonts or to show the size in points, click on the appropriate check box. The check boxes toggle on and off as you click them.

To change the display font for your shell window:

1. Select a font from the **Family** list.

The **Family** list contains some of the font families loaded into the system. Only the names available for the selected font will be visible in the darker print.

2. Select a font style from the **Style** list box.

The **Style** list shows, in darker print, the available styles for the selected font.

3. Select a font size from the **Size** list box.

The **Size** list shows only the available sizes for the selected font and style.

When you have selected a font, style, and size, the name of the font bearing all three properties is automatically written into the **Font Name** text field. If you wish, you may enter this font name manually. See the section, “Using the Font Names Utility to Select a Font for a Shell Window,” to find out how you can choose from a much wider selection of fonts.

Click **Apply** to apply the new font to the shell window, or **Accept** to apply the new font and dismiss the dialog box. Press **cancel** to cancel your selection and close the dialog box.

---

**Note:** See the *Personal System Administration Guide* for more information on shells and commands.

---

## Clocks

Clocks are available on the Desktop Tools page. All of the IRIX clocks display the standard system time. If the clocks do not display the correct time, use the IRIX `date` command to reset the system time. See the *Personal System Administration Guide*.

### Desk Clock

To bring up the Desk Clock utility, open the **Find** menu, select **Desktop Tools**, and double-click the *clock* icon.

The Desk Clock utility is illustrated in Figure 12-3.

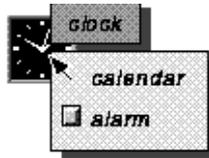


**Figure 12-3** Desk Clock

To start up Desk Clock from a shell window, type `clock` and then press `Enter`.

Desk Clock has an alarm that you can set to go off at any designated time. To set the alarm:

1. Position the cursor over Desk Clock and press the right mouse button.  
A pop-up menu appears as illustrated in Figure 12-4.



**Figure 12-4** Desk Clock Pop-Up Menu

2. Choose **alarm** from the pop-up menu.  
A red hand appears on the face of Desk Clock.
3. Position the cursor over the red clock hand, hold down the left mouse button, and drag the red hand to the desired alarm time.

The exact time the red hand points to is indicated at the bottom of Desk Clock. Keep in mind that the Desk Clock alarm cannot distinguish between a.m. and p.m.

The pop-up menu also has a calendar command. Choosing **calendar** brings up the Calendar utility (See “Calendar Utility” in this chapter).

Desk Clock appears on the screen as a borderless window. To display a window menu, position the cursor over Desk Clock, hold down the `Alt` key, and press the right mouse

button. This lets you size, move, or quit Desk Clock, or use any other feature of the window menu.

## Analog Clock

To start the Analog Clock utility, open the **Find** menu, select Desktop Tools, and double-click the *xclock* icon.

The Analog Clock, shown in Figure 12-5, simply displays the time and has no additional features.

To start up Analog Clock from a shell window, type `xclock` and then press Enter.



**Figure 12-5** Analog Clock

## Calendar Utility

To start the Calendar utility, open the **Find** menu, choose the Desktop Tools page, and double-click the *ical* icon. The calendar is shown in Figure 12-6.



**Figure 12-6** Calendar

To start up Calendar from a shell window, type `ical` and then press Enter.

Calendar appears with the current month displayed and the current day indicated in red. Clicking on the calendar with the middle mouse button advances the calendar by one

month with each click. Clicking on the calendar with the left mouse button makes the calendar go back one month with each click.

## Calculator Utility

To start the Calculator utility, open the **Find** menu, choose the Desktop Tools page, and double-click the *xcalc* icon.

To start up Calculator from a shell window, type `xcalc` and then press `Enter`.

The Calculator utility, shown in Figure 12-7, is a feature-laden, scientific calculator. It can be operated by clicking the appropriate calculator button with the left mouse button or by using the numeric keypad on the keyboard.



**Figure 12-7** Calculator

If you use the numeric keypad, press `Enter` when you want to execute the operation you have entered. For example, after entering `2 + 2`, press `Enter` to complete the equation.

The calculator uses algebraic notation (not Reverse Polish Notation) and follows the rules of algebraic precedence. In other words, entering `2 + 2 * 3` `Enter` gives you `2 + (2 * 3)`, or 8.

## Magnifier Utility

To start the Magnifier utility, open the **Find** menu, select the Desktop Tools page, and double-click the *mag* icon.

To start up Magnifier from a shell window, type `mag` and then press `Enter`.

The Magnifier utility provides a magnified view of selected portions of your computer screen. The **Magnifier** window shows you a static image; it changes only when you click to select a new area for magnification.

## Magnifying a Section of Your Screen

The **Magnifier** window can magnify any area of the screen you click on. This requires that you control the cursor's input focus so the IRIX software understands that you are still working with Magnifier when you move the cursor out of its window. For more information on input focus options, see "Input Focus" under the "Opening a Utility" section.

To use Magnifier:

1. Position the cursor over the **Magnifier** window. A special cursor appears in the shape of a magnifying glass. Hold down the `Shift` key or the middle mouse button. This holds the input focus on Magnifier.
2. Still holding down the `Shift` key or the middle mouse button, move the cursor over the area on your screen that you want to magnify and click the left mouse button.

A magnified picture of the section you selected appears in the **Magnifier** window. You can sweep out this small window, so that you can see more of the section you magnified. For instructions on resizing windows, see "Resizing Utility Windows" under the section "Opening a Utility."

## Snapshot Utility

To start the Snapshot utility, open the **Find** menu, choose Desktop Tools, and double-click on the *snapshot* icon.

To start up Snapshot from a shell window, type `snapshot` and then press `Enter`.

Snapshot lets you take a "snapshot" of either the entire screen or selected areas of the screen and then save the snapshot as an RGB image. The small window appears as a borderless rectangle with the label "snapshot," as shown in Figure 12-8.



**Figure 12-8** Snapshot

## About the Snapshot Menu

Position your cursor over the **Snapshot** window. The pointer cursor changes to a camera cursor when you do this. Press down the right mouse button. This displays the pop-up menu shown in Figure 12-9.



**Figure 12-9** Snapshot Menu

You can display the pop-up menu anywhere on the screen by pressing the right mouse button when the input focus is on Snapshot (as indicated by the camera cursor).

The menu provides a variety of options:

**Save scrn as snap.rgb**

Saves the full screen snapshot in the current directory as an RGB image, with the filename `snap.rgb`.

**New file name** Allows you to save the image with a new filename or pathname. When you choose this option, a box appears. Type in the filename or pathname and press `Enter`.

**lpaste snap.rgb** Pastes the saved image on the screen.

**Redraw Rubberband**

Allows you to alter the snapshot area that you selected. (See “Taking a Snapshot of a Selected Area.”)

**Save and exit** Saves the snapshot with the default filename `snap.rgb`, or the new filename you entered, and exits the Snapshot utility.

**Exit** Immediately exits Snapshot.

**Taking a Snapshot of a Selected Area**

To take a snapshot of a selected area of your screen, you must control the input focus by holding down the `Shift` key. For more information on input focus, see “Input Focus” in the “Opening a Utility” section.

To take a snapshot of a selected area:

1. Position your cursor over the **Snapshot** window and hold down the `Shift` key.  
The cursor takes on the shape of a camera when you use Snapshot.
2. Still holding down the `Shift` key, move the camera cursor over to the area you want a snapshot of and use the left mouse button to drag a box around the area. This is the area that Snapshot will capture.
3. Release the `Shift` key and the mouse button.
4. Position the cursor over the **Snapshot** window and press the right mouse button to display the pop-up menu.
5. If you are happy with the box area you created, proceed to Step 6. If you would like to alter the box, select **Redraw Rubberband** from the pop-up menu.

Hold down the `Shift` key and move the cursor to one of the edges of the snapshot box you created. The cursor changes shape depending on where you place it in the box. For example, if you place the cursor on one of the edges, it becomes a bar with a dotted line outline.

Still holding down the `Shift` key, push or pull at the box outline until you are satisfied with your snapshot area.

6. Release the `Shift` key. Choose **Save as `snap.rgb`** from the Snapshot menu to save the snapshot as an RGB image.

You can also choose **New file name** to rename the image file; then select **Save as *filename***, where *filename* is the name you entered into the **New file name** dialog box.

You can now either paste the image on the screen by typing `ipaste <filename>`, or open the saved image later in an image processing program.

---

**Note:** When you use `ipaste` to paste a snapshot image on your screen, the image has a borderless window. You must use the `Alt` key and the right mouse button to display a window menu. See “Working With Borderless Windows” for detailed instructions.

---

## Taking a Snapshot of the Entire Screen

1. Position the cursor over the **Snapshot** window and press the right mouse button.  
The Snapshot pop-up menu appears.
2. Choose **Save scrn as snap.rgb** from the menu.

---

**Note:** This menu option does not exist if you have already selected a portion of your screen to snap. If this is the case, exit and restart Snapshot.

---

The **Save scrn as snap.rgb** selection saves a snapshot of your entire screen in your current directory as the RGB file named `snap.rgb`. You can now paste it on screen, or open it later in an image processing program. Pasting it on screen takes a few moments, and because of the way the pasted image is drawn on screen, you should wait until the process is completed before moving the cursor.

You may also choose **New file name** to rename the image file; then choose **Save scrn as filename** (where *filename* is the name you choose) or **Save and exit**.

## Show Color Map Utility

The Show Color Map utility shows you the current color map of your system. The color map represents the colors that are currently being used by the system for screen display. The number of colors your system can display depends on its configuration. Not all colors are used under normal circumstances. Show Color Map lets you alter the colors used by the system for specific purposes, such as altering the color of your desktop Calendar (`ical`).

Each of the colors in the color map is displayed along the bottom of the **Show Color Map** window, usually below an area of black. If you are running an application that has introduced colors into the system that are not normally part of the color map, these new colors are represented by the black portion of the window.

Clicking on the window toggles it between two grid sizes, one twice as large as the other.

---

**Note:** The subject of color maps can become very technical, and a full treatment of the subject lies beyond the scope of this guide. See the `showmap` and `cedit` man pages for additional information.

---

### Using the Show Color Map Utility to Alter Colors:

To start the Showmap utility, open the **Find** menu, select **Desktop Tools**, and double-click the *showmap* icon.

To start up Show Color Map from a shell window, type `showmap` and then press `Enter`.

To alter colors on your screen:

1. Place the cursor over the **showmap** window and press the right mouse button, which displays a pop-up menu.
2. Choose **cedit** from the pop-up menu.  
The **cedit** window appears on the screen. It contains a sample color box on the right and three slide bars to adjust the primary colors.
3. Place the cursor over the **cedit** window and hold down the `Shift` key to lock the input focus.
4. Still holding down the `Shift` key (but without pressing a mouse button), move the cursor over to the screen color you want to alter and click the left mouse button to select it.  
The selected color appears in the **cedit** window sample color box. The slide bars representing the primary colors automatically adjust to the selected color.
5. Drag the **cedit** slide bars up and down to adjust the color to your preference.  
The selected color visibly changes on the screen as you adjust the slide bars.

After altering the color map, you can easily reset it to its original values by clicking on the Reset Color Map utility, as described in the next section. Or, you can reset the color map to the original values by choosing **makemap** from the **showmap** window pop-up menu.

`credit` works well on tools such as *ical*, but there are some items it usually cannot affect. These include:

- “Dithered” colors (such as the background color in the desktop window). Dithered areas are areas where two colors are used in alternating pixels to give the appearance of a single color.
- Applications with their own colormap. `credit` can edit only the colors currently installed in the hardware color map.

## Reset Color Map Utility

The Reset Color Map utility simply resets the altered color map to its original values. You would use this after using the Show Color Map utility.

To activate the Reset Color Map utility, open the **Find** menu, select the **Desktop Tools** page, and double-click the *makemap* icon.

To invoke the Reset Color Map command from a shell window, type `makemap` and then press `Enter`.

The colors that were altered with `showmap` return to their original state after the Reset Color Map utility is used.

## System Usage Utility

The System Usage utility displays a graphic representation of the CPU activity of your system.

To start the System Usage utility, open the **Find** menu, select the **Desktop Tools** page, and double-click the *gr\_osview* icon.

To start up System Usage from a shell window, type `gr_osview` and then press `Enter`.

The graphic representation is dynamic; it changes as the CPU activity changes. The **System Usage** window presents a color bar with six types of CPU activity represented:

|             |                                                                  |
|-------------|------------------------------------------------------------------|
| <i>user</i> | Your direct use of the CPU.                                      |
| <i>sys</i>  | The activity of the operating system.                            |
| <i>intr</i> | The “interrupt overhead” of the CPU.                             |
| <i>gfx</i>  | Use of the CPU to display graphics (graphics input).             |
| <i>gfx</i>  | Use of the CPU to display graphics (graphics context switching). |
| <i>idle</i> | Idle time, no CPU activity.                                      |

Each type is assigned a color, and as that type of activity occurs, the representational color takes over a greater proportion of the color bar.

## Font Names Utility

The Font Names utility provides the full name of a font, as well as a sample of it, based on requested attributes, such as font size, weight, and other properties. IRIX distinguishes fonts by giving them a fourteen-part name. The Font Names utility can provide all fourteen parts and store the name in a memory buffer, enabling you to paste your custom font name into another application.

To start the Font Names utility, open the **Find** menu, select **Desktop Tools**, and double-click on the *xfontsel* icon.

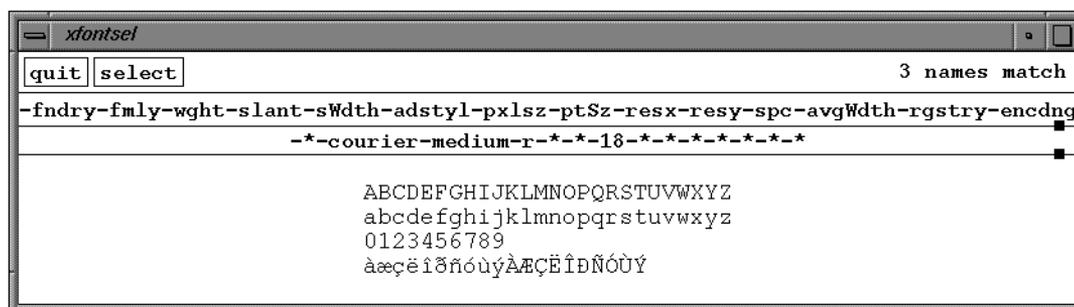
To start up Font Names from a shell window, type `xfontsel` and then press `Enter`.

## Using the Font Names Utility to View Font Samples

To see samples of different fonts:

1. Click on **fmly** (meaning font family) with your left mouse button, and choose a font from the pop-up menu.

As you change font properties, such as “fmly,” the alphanumeric sample in the last section of the *xfontsel* window changes to the match the properties you have selected. In addition, the middle section of the *xfontsel* window displays the full font name. See Figure 12-10.



**Figure 12-10** Font Names Utility

2. If you wish, continue to change the font by selecting different options from any of the pop-up menus.

Most end users find the **wght** (meaning weight), **slant** (meaning font slant), and **pxlsz** (meaning font size) properties to be the most useful options.

3. (optional) You can now click on the **select** button to save the complete font name in a memory buffer. Use the middle mouse button to paste the font name somewhere else.

For an example of this, see “Using the Font Names Utility to Select a Font for a Shell Window.”

4. Click on the **quit** button when you are ready to exit the *xfontsel* utility.

## Using the Font Names Utility to Select a Font for a Shell Window

To use the Font Names utility to apply a new font to a shell window, perform the following:

1. Click on **fmly** (meaning font family) with the left mouse button, and choose a font from the pop-up menu.
2. If you wish, continue to change the font by selecting different options from any of the pop-up menus.
3. When you find the font you want, click the **select** button. This saves the font name in a memory buffer.
4. Open a shell window and hold down the right mouse button to bring up the shell pop-up menu.
5. Still holding down the right mouse button, move the cursor to the **Font...** menu choice and release. A new window appears.
6. There is a **Font Name** box in which you can insert a specific font name. If there is any writing in this box, use the back space key to delete it.
7. Press the middle mouse button. This should paste the exact font name you selected into the **Font Name** box.
8. Click the **Apply** button to simply apply the font to the shell window.  
Or, click **Accept** to apply the font and exit this font window at the same time.

Your shell window should now display the font of your choice.

---

**Note:** This font change only applies to your current shell window, not to other shell windows during your current or future login sessions.

---

For more information about using fonts, see the `xfontsel` man page and “Working with Fonts” in *Topics in IRIX Programming*.

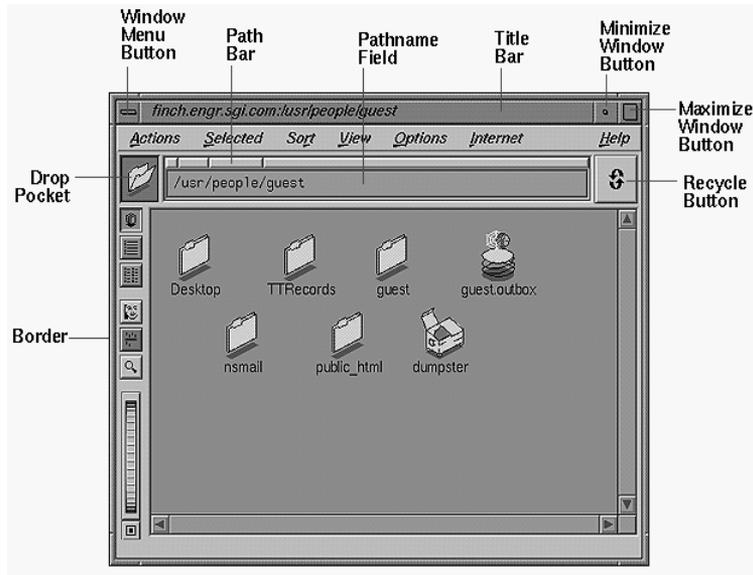
## Anatomy of the Desktop

This chapter contains reference (as opposed to task-oriented) information about the tools and commands that are a part of the desktop environment. It contains:

- “Anatomy of a Window”
- “About the Remote Display Feature”
- “About the Toolchests”
- “The Icon View Window: An Overview”
- “Anatomy of an Icon View Window”
- “The Desks Overview Window: An Overview”
- “Anatomy of the Desks Overview Window”
- “The Launch Window”
- “The Search Tool: An Overview”
- “Anatomy of the Search Tool”
- “The Icon Catalog: An Overview”
- “Anatomy of the Color Scheme Browser Window”
- “The Color Scheme Browser Menus”
- “Understanding the makeDotDesktop Window”
- “About the Error Message Window”

### Anatomy of a Window

Most of the windows that appear on your screen have standard fixtures. This section lists fixtures that you’ll see on many different windows. Figure 13-1 shows a window and labels some of the common fixtures.



**Figure 13-1** A Window With the Common Fixtures Labeled

You can use the fixtures labeled in Figure 13-1 to manipulate windows in a variety of ways. See Chapter 8, “Managing Windows.”

**Note:** Occasionally, you see a window that is missing these fixtures. Such a window is called a *borderless window*.

## The Title Bar

The title bar allows you to move, raise, and lower windows.

- Place the cursor in the title bar; then press the left mouse button and drag to move the window.
- Place the cursor in the title bar; then click the left mouse button to raise the window to the top of the stack of windows.
- Place the cursor in the title bar; then press the **Ctrl** key and left mouse button simultaneously to lower the window to the bottom of the stack of windows.

## The Window Menu Button

The window menu button lets you access the **Window** menu and provides a shortcut for closing windows.

- Place the cursor over the button and press the left mouse button to see the **Window** menu.
- Double-click the button with the left mouse button to close the window.

## The Minimize Window Button

You click the minimize button with the left mouse button to turn the window into a small, square icon. This does not close the window or stop any of the programs that are running. It turns it into an icon that takes up less screen space.

## The Maximize Window Button

You click the maximize button with the left mouse button to make the window as large as it can be. Some windows become as large as the screen; others change only slightly. If a window does not change or becomes smaller when you click the maximize button, the window was already at its largest size. To restore a maximized window to its original size, click the maximize button again.

## The Border

You use the border in conjunction with the mouse buttons and keyboard keys to manipulate the window in a variety of ways:

- Place the cursor on the border; then press the right mouse button to open the **Window** menu.
- Place the cursor on the border. When you see a resize cursor, drag the mouse to resize the window.
- Place the cursor on the border; then press the middle mouse button and drag to move the window.
- Place the cursor on the border; then press the left mouse button to raise the window.

- Place the cursor on the border; then press the `Ctrl` key and left mouse button simultaneously to lower the window.

## The Scroll Bars

You can see windows with scroll bars along the left or right and top or bottom edge. These indicate that the window is too small to display all of its contents. Use the scroll bar to view hidden portions of the window.

## The Drop Pocket

A *drop pocket* is the small square into which you can drop icons. Here are several ways in which you can use drop pockets:

- Drag a folder icon and place it into the drop pocket on an **Icon View** window. The window displays the contents of that folder.
- Drag an IRIS Showcase icon and drop it into a drop pocket on the Search tool to specify the type of files you want to find—in this case, IRIS Showcase files.

You can also drag icons out of the drop pocket and place them onto the *desktop*, onto a *shelf*, or into the Icon Catalog.

## The Path Finder Field

The *path finder* field shows the full *pathname* of the directory, Web site, or FTP site whose icon or contents are displayed in the window. You can type a new name in this field to display the contents of a different directory, Web site, or FTP site. See “Opening a Directory Using the Path Finder.”

## The Path Bar

The path bar lets you move from one directory to another, without typing. It contains a small button representing each directory in the *pathname*. See Figure 13-2.



**Figure 13-2** Using the Path Bar

## The Recycle Button

The recycle button keeps a list of names you have specified in a type-in field. For example, place the cursor over the recycle button on an **Icon View** window; then press the left mouse button to see a list of directories whose contents you have previously displayed in the window. Choose an item from this list and the window changes to display the contents of that directory.

## About the Remote Display Feature

The remote display feature lets you control your system's ability to run applications from remote systems and display them on your screen. Keep in mind that remote display makes your own desktop remote display open to all remote hosts, so you may want to turn it off when you are not using it.

There are four ways to enable or disable the remote display. The first two ways are temporary, affecting only your current login session. The other two ways are permanent, affecting your current session and all future logins.

### Temporary Remote Display Settings

The following are the two temporary settings, in that they only apply to your current login session. When you log out, these settings revert to the permanent settings.

- To enable remote display for a specific system, from the Toolchest, choose **Desktop > Access Files > By Remote Login**.
- To enable remote display for all *hosts*, choose **System > Utilities > Enable Remote Display**. You can also choose **Disable Remote Display** from the **Utilities** menu.

---

**Note:** Because the above settings are temporary, the **Desktop > Customize > Desktop** panel's **Enable Remote Display** checkbox does not reflect their status.

---

## Permanent Remote Display Settings

The following two settings are permanent, in that they become the default whenever you log in. You can temporarily override these permanent settings by using either of the two temporary measures above.

- To enable or disable the remote display for all users of the system, choose **System > System Manager > Security and Access Control > Improve System Security**. Each user added to the system will have this setting by default.
- You can choose to enable or disable remote display for your own account by using the **Desktop > Customize > Desktop** panel. This setting is applied when you log in. This setting takes precedence over the setting chosen in the **Improve System Security** task.

## About the Toolchests

The **Toolchest** menu contains a stack of “toolchests” organized into categories for easy access to virtually all system functions and programs. Move the cursor over a label on a toolchest; then hold down the left or right mouse button to pop up a menu.

## The Desktop Toolchest

The **Desktop** toolchest contains commands, described in the following sections, that let you create and customize desks, open directories, adjust the audio volume, log out, and more.

### The “Access Files > In my Home Directory” Command

The **Access Files > In my Home Directory** command opens an **Icon View** window that shows the contents of your *home directory*. You can also open your home directory by double-clicking the folder icon that appears on the desktop.

### The “Access Files > In Automounted Directory” Command

If your system is on a *network*, you can open a directory on another system in the network using the **Access Files > In Automounted Directory** command. An **Icon View** window appears with `/hosts/` typed into the *path finder*. For more information on accessing files using automount, see “Accessing Remote Files Using Automount.”

### The “Access Files > As Another User” Command

The **Access Files > As Another User** command lets you open an **Icon View** window or toolchests as another user on your system.

### The “Access Files > By Remote Login” Command

The **Access Files > By Remote Login** command lets you open a remote **Icon View** window or toolchest as a user on the remote system.

### The “Shared Resources > On This Workstation” Command

The **Shared Resources > On This Workstation** command displays a list of all the directories, media devices, and printers that your system has marked as shared.

### The “Shared Resources > On a Remote Workstation” Command

The **Shared Resources on a Remote Workstation** command lets you access a list of directories, media devices, and printers for a remote system that you name.

### The “Customize” Command

The **Customize** rollover menu lists the control panels that you can use to customize the desktop—change the background or screen saver, adjust the mouse setting, and more. Refer to each panel’s **Help** button to find out more about using them.

### The “Extra Desks” Command

The **Desks Overview** window shows you the available desks and lets you create and rearrange your own desks. Choose the **Extra Desks** command to open this window. See Chapter 7, “Using Multiple Desks,” for detailed instructions.

### The “Control Audio” Command

The **Control Audio** command opens the Audio Control Panel. Use this to adjust the volume.

### The “Empty Dumpster” Command

Deleting files is a two-step process. You place the files in the dumpster; then you use the **Empty Dumpster** command to empty the dumpster. At this point, the files are permanently deleted from the system’s disk.

### The “Eject Media” Command

Select a media device icon on your desktop, then select **Eject Media** to eject media from the device.

### The “Start Screensaver” Command

Use the **Start Screensaver** command if you want to turn the screen saver on command rather than wait for the usual time lapse for the screen saver to take affect.

### The “Open Unix Shell” Command

The shell is the traditional interface to UNIX workstations. It is a window in which you type IRIX commands. To open a shell, choose the **Open Unix Shell** command. Also see Appendix A, “Using IRIX Commands”.

### The “Log Out” Command

Choose the **Log Out** command when you are finished using the system and want to ready it for another user.

### The Selected Toolchest

The **Selected** toolchest contains commands, described in the following sections, that affect icons on the desktop. Select an icon on the desktop, then choose an item from the menu.

### The “Open” Command

The **Open** command opens a selected icon and displays its contents in a window. If you open a folder icon, you see an **Icon View** window that shows the contents of that directory. If you open a file icon, you can edit or view the file.

### The “Make Copy” Command

The **Make Copy** command makes a copy of the selected icon. The copy is named `copy_of_filename`. If the selected icon is on a *shelf*, the copy appears on the shelf and in the directory that contains the original icon. The same is true for the desktop and Icon Catalog. The copy appears on the desktop or the Icon Catalog page, as well as in the directory that contains the original icon.

### The “Make Reference” Command

The **Make Reference** command creates a referenced copy of a selected icon. The reference icon is a pointer to the original. You can drag it into an **Icon View** window, or onto a page in the Icon Catalog, allowing you to access the icon from several different places.

See also “Making a Referenced Copy of an Icon.”

### The “Remove” Command

The **Remove** command removes the selected icon and places it in the *dumpster* directory. Placing a file in the dumpster is the first step to deleting the file from your computer’s disk. See “Removing Files and Reference Icons.”

---

**Note:** You can change the behavior of the **Remove** command so that it deletes files rather than moving them into the dumpster. See “Making “Remove” Delete Instantly.”

---

### The “Print” Command

The **Print** command sends the contents of the selected icon to your *default printer*. If you select a folder icon, you print a list of the files in that directory. If you select a file, you print the contents of the file (text or images, for example).

See also “Printing Files.”

### The “Share with Network” Command

Use the **Share with Network** command to share a selected directory with other systems on a network. See “Sharing Directories With Other Systems” for more information.

### The “Stop Sharing” Command

Use the **Stop Sharing** command to stop sharing a selected directory with other systems on a network.

### The “Publish to Outbox” Command

Use the **Publish** command to publish a selected file on your **OutBox** page. Selecting **Publish** opens the **OutBox** tool interface and places the file you selected in the **OutBox** pathname field. See the **Help** in **OutBox** for more information on publishing a file.

### The “Get Info” Command

The **Get Info** command displays a form that shows detailed information about the selected file, folder, or application icon. The command is gray and inaccessible if you have selected another type of icon.

### The “Add New Directory” Command

The **Add New Directory** command creates a new directory labeled `empty.dir`. The folder icon appears in the window from which you choose the **Add New Directory** command. If you choose **Add New Directory** from the **Selected** toolchest, the folder icon appears on the desktop and is stored in your *home directory*. See also “Creating a Directory.”

### The “Select All” Command

The **Select All** command selects all icons on your desktop.

### The “File QuickFind” Command

The **File QuickFind** command opens a window into which you can type the name of an icon you want to find. For example, suppose you want to place the IRIS Showcase icon on the shelf for a particular **Icon View** window. Choose **File QuickFind**, then type showcase in the type-in field. The icon appears. For further details, see “Finding Files, Applications, or Directories Using File QuickFind.”

### The “Find Original” Command

Select a *reference* icon on the desktop, then select **Find Original** to open an **Icon View** window containing the original icon.

### The Internet Toolchest

The **Internet** toolchest commands are described in the following sections.

#### The “Open Web Browser” Command

The **Open Web Browser** command opens Netscape Navigator, the default Web browser. To change the default Web browser, use the Utilities control panel. To open the panel, select **Utilities** from the **Customize** menu in the **Desktop** toolchest.

#### The “Browse OutBox Page” Command

The **Browse OutBox Page** command opens up your OutBox Web page in the Netscape Navigator Web browser. The Web page was automatically created for you when you first logged in if you installed the OutBox Web server.

#### The “Icon View of a Web Site” Command

Use the **Icon View of a Web Site** command to open an **Icon View** window with `http://` typed into the path finder. When you type a Web site address into an Icon View pathname field, a list of all the links on the Web page appear. See “Accessing Files on the Web Using an Icon View Window.”

### The “Icon View of an FTP Site” Command

Use the **Icon View of an FTP Site** command to open an **Icon View** window with `ftp://` typed into the pathname field. Type the rest of an FTP site to access files an FTP site. See “Accessing Files Using FTP in an Icon View Window.”

### The “Create a WebJumper” Command

The **Create a WebJumper** command opens the WebJumper tool. WebJumper lets you create icons that “jump” you to your favorite Web sites.

### The Find Toolchest

The **Find** toolchest contains a collection of tools, described in the following sections, that will help you find icons—file icons, application icons, and system icons, for example.

### The “Search For Files” Command

The **Search for Files** command opens the Search tool. The Search tool lets you search for files based on:

- The filename, or a portion of the name
- The type of icon it has
- How recently the file was created or modified
- The person who owns the file
- The size of the file
- The permission settings for the file (permission settings specify whether people can view and edit the file)
- The text in an ASCII text file

### The “File QuickFind” Command

This command is equivalent to the **File QuickFind** command that appears on the **Selected** menu. It opens a window into which you can type the name of an icon you want to find. For example, suppose you want to place the IRIS Showcase icon on the *shelf* for a particular **Icon View** window. Choose **File QuickFind**, then type `showcase` in the

type-in field. The icon appears. For further details, see “Finding Files, Applications, or Directories Using File QuickFind.”

### The “Host QuickFind” Command

You can use the **Host QuickFind** command to find an icon for a remote host. See the **Help** in **Host QuickFind** for more information.

### The “Demos” Command

**Demos** opens a local Web page of Silicon Graphics demos.

### The Icon Catalog Command

Launches the Icon Catalog, which shows collections of applications and tools that are available on your system. Under the Icon Catalog command, there are several menu items, such as **Media Tools** and **Applications**, each of which opens to a specific page of the Icon Catalog. Once the Icon Catalog is opened, you can navigate between pages by clicking the tabs at the bottom of the window. Refer to the Icon Catalog **Help** menu for more details.

## The System Toolchest

The **System** toolchest contains several commands that let you access the system management tools. The System Manager is a good “one-stop shopping” place for virtually all of your system management tasks—it includes a Search capability and Interactive Guides that make system administration tasks easy. See the online *Personal System Administration Guide* for complete information on these tools and system administration tasks.

## The Help Toolchest

The **Help** toolchest includes the commands described in the following sections.

### The “Info Search” Command

The **Info Search** command opens the documentation search tool. This lets you access and search all documentation on the system, including online books, help, man pages, and release notes.

### The “Quick Answers” Command

Choose **Quick Answers** when you need to perform a task but are uncertain which tool to use or how to begin. It includes quick answers to questions related to the tasks and tools that are a part of your system’s end user software environment. You will find answers in the form of short “how to” descriptions, links that launch applications to use, or pointers to the information you need.

### The “Hints and Shortcuts” Command

The **Hints and Shortcuts** command opens a guide to useful *desktop* features for working smarter and faster.

### The “Online Books” Command

The **Online Books** command opens the documentation search tool. This lets you access and search all documentation on the system, including online books, help, man pages, and release notes.

### The “Man Pages” Command

The **Man Pages** command opens a browser you use to view manual pages. A manual page, frequently called a “man page,” contains reference information about IRIX commands.

### The “Release Notes” Command

The **Release Notes** command opens a browser you can use to view online release notes. Each software product has an associated release note. Typically, the release note contains installation information as well as a list of known bugs and ways to work around them.

## The “Legal Notice” Command

The **Legal Notice** command opens a window that contains software copyright information.

## The Icon View Window: An Overview

**Icon View** windows appear when you open a folder icon. They display the files and directories that a particular directory contains. By default, the contents are displayed as icons. You can manipulate the view of the icons in many ways, such as displaying image icons as “thumbnails” of the images they represent. **Icon View** windows have many useful features—see Hints and Shortcuts for several examples (from the Toolchest, choose **Help > Hints and Shortcuts**).

The background of the main part of an **Icon View** window is green. You can also display a blue portion of the window, which is called a shelf. The shelf is a place for you to put icons that you need to use frequently while working in that directory. For details, see “Using a Shelf for Convenient Icon Access.”

## Anatomy of an Icon View Window

This section explains each portion of an **Icon View** window.

### The Toolbar

The toolbar appears along the left edge of the **Icon View** window. Click the buttons on the toolbar to change the way icons are displayed in the window.

### The Display as Icons Button

Click this button to display the contents of a directory as icons. This button is equivalent to the **as Icons** command on the **View** menu.

### The Display as List Button

When you open a folder icon, the contents of the directory appear as icons. Click this button to view the icons as a sorted list. This button is equivalent to the **as List** command on the **View** menu.

### The Display in Columns Button

Click this button to organize the icons in a window into columns. This button is equivalent to the **as Columns** command on the **View** menu.

### The Thumbnail Images Button

If a directory contains image files, click this button and the file icon will be replaced with a small snapshot of the image. This button is equivalent to the **as Thumbnail Images** command on the **View** menu.

### The Shelf Button

Click this button to display a virtual shelf along the bottom of the **Icon View** window. The shelf is a place for you to put applications or other icons that you need to use frequently while working in that directory. For example, if the directory contains many files, you might want to place the files you use most frequently on the shelf. Or, if the directory contains many color Showcase slides, you might want to place the icon for a color printer onto the shelf.

This button is equivalent to the **Show Shelf** command on the **Options** menu.

### The Content Viewer Button

Click this button to display a file content viewer along the bottom of the **Icon View** window. After you open the Content Viewer, click on a file icon to display a read-only version of the file in the viewer. This button is equivalent to the **Show Content Viewer** command in the **Options** menu.

### The Thumbwheel

Use the thumbwheel to change the size of icons in that window. Place the cursor over the thumbwheel; then drag the cursor up to make the icons smaller or down to make the icons larger. To revert to the original size, click the small box below the thumbwheel. If

the thumbwheel is not visible, drag the bottom of the window to expand it—the thumbwheel appears.

## The Path Finder

The pathfinder is the area of an **Icon View** window that contains:

- “The Drop Pocket”
- “The Pathname Field”
- “The Path Bar”

### The Drop Pocket

The *drop pocket* is the small blue square to the left of the type-in field. When you place an icon in the drop pocket, the **Icon View** window changes. For example, when you drag a folder icon and place it in the drop pocket, the window displays the contents of that folder.

You can also drag icons out of the drop pocket and place them onto the *desktop*, onto a *shelf*, or into the Icon Catalog.

### The Pathname Field

The *pathname* field shows the list of directories that leads you from the root ( / ) directory to the directory whose contents are displayed in the window. You can type a new name in this field to display the contents of a different directory. See “Opening a Directory Using the Path Finder.”

If your system is on a network, you can type the name of a remote directory. To do so, type `/hosts/remotesystemname` followed by the name of the directory you want to open. If the system is in a different *domain* of the network, include the domain name after the hostname. For example, to open the `/usr/tmp` directory on a system named `wizard.bldg2`, type: `/hosts/wizard.bldg2/usr/tmp`.

---

**Note:** In order for `/hosts` to work, either AutoFS or Automount should be enabled. To set this up, choose **System > System Manager** from the Toolchest, go to Network and Connectivity, then click **Set Up** and **Start NFS** to open an Interactive Guide. Also, the other system's directory must have read *permission*.

---

You can also type a URLs or FTP site into the pathname field to display all files associated with that URL or FTP site.

## The Path Bar

The path bar is the thin gray bar above the pathname field. It lets you move from one directory to another, without typing. It contains a small button representing each directory in the *pathname*. Click a button to display the contents of that directory. See Figure 13-3.



**Figure 13-3** Using the Path Bar

## The Match Name Field

The **Show files that match name** field appears when you choose **Search/Filter Files** from the **Actions** menu. Use it to limit the number of icons you see in the **Icon View** window. For example, to display only files that begin with "d," type `d`. To display only files that end in ".rgb," type `*.rgb`.

## The Match Content Field

The **Show files containing text** field appears when you choose **Search/Filter Files** from the **Actions** menu. Use it to display text files that contain a string of text. ASCII text files and mail files are searched; other document types are not searched.

## The Show All Checkbox

The **Show All** checkbox appears when you choose **Search/Filter Files** from the **Actions** menu. Click it if you want to display or hide all filtered-out icons.

## The Scroll Bars

Scroll bars appear when a window is too small to display all of its contents. Drag the scroll bar to view the portions of the window that are hidden.

## The Window Sash

The window sash appears when you display the *shelf* on an **Icon View** window. It splits the window into two panes. Use the sash to make the shelf larger or smaller.

1. Place the cursor over the small box; then press the left mouse button and drag the cursor up and down.

A line shows how you are resizing the window panes.

2. Release the mouse button. The window panes change size.

## The Shelf

The shelf is a place for you to put icons that you need to use frequently while working in a particular directory. For example, if the directory contains many files, you might want to place the files you use most frequently on the shelf. Or, if the directory contains many color Showcase slides, you might want to place the icon for a color printer onto the shelf. Drag and drop frequently used applications on the shelf. This creates reference icons to those applications. When you launch applications from that shelf, new files you create are automatically stored in that directory. See “Using a Shelf for Convenient Icon Access” for more details.

## The Content Viewer

Click on an icon to display a read-only version of the selected file in this area. This is useful when you are trying to determine which icon contains the contents you are looking for.

## The Recycle Button

Place the cursor over the **Recycle** button; then press the left mouse button to see a list of directories whose contents you have displayed in the window since it was most recently opened. Choose an item from this list and the window changes to display the contents of that directory.

## About Icon View Menus

This section provides basic information on each menu and its commands. Click an item in the list to get information on a particular menu.

- “The Actions Menu on an Icon View Window”
- “The Selected Menu on an Icon View Window”
- “The Sort Menu on an Icon View Window”
- “The View Menu on an Icon View Window”
- “The Options Menu on an Icon View Window”
- “The Internet Menu on an Icon View Window”

## The Actions Menu on an Icon View Window

The **Actions** menu includes commands described in the following sections.

### The “Add New Directory” Command

The **Add New Directory** command creates a new directory labeled `empty.dir`. The folder icon appears in the window from which you choose the **Add New Directory** command. If you choose **Add New Directory** from the **Selected** toolchest, the folder icon appears on the desktop and is stored in your *home directory*. See also “Creating and Opening Directories.”

### The “Search/Filter Files” Command

The **Search/Filter Files** command reveals a new set of controls in the **Icon View** window. Use it to specify certain file characteristics and to limit the number of icons you see in the

**Icon View** window. For example, to display only files that begin with “d,” type `d`. To display only files that end in “.rgb,” type `*.rgb`.

### The “Select All” Command

The **Select All** command selects all icons on your desktop.

### The “Access Files” Command

This menu contains the following:

#### **In Automounted Directory**

When you select **In Automounted Directory**, the **Icon View** window changes to display `/hosts/` in the *path finder*. For more information on accessing files using *automount*, see “Accessing Remote Files Using Automount.”

#### **In My Home Directory**

Use the **In My Home Directory** command to return the view to your home directory.

### The Selected Menu on an Icon View Window

Commands on the **Selected** menu affect the icons in the window that are selected. The selected icons are highlighted yellow. You can also access this menu by placing the cursor over the **Icon View** window, and then pressing the right mouse button.

### The “Open” Command

The **Open** command opens a selected icon and displays its contents in a window. If you open a folder icon, you see a window that shows the contents of that directory. If you open a file icon, you can edit or view the file.

### The “Make Copy” Command

The **Make Copy** command makes a copy of the selected icon. The copy is named `copy_of_filename`. If the selected icon is on a shelf, the copy appears on the shelf and in the directory to which the shelf is attached.

### The “Make Reference” Command

The **Make Reference** command makes a reference to the selected icon. A reference lets you access an icon from several different places, and give it a unique name in each place. When you make a reference, a copy of the icon appears next to the original one. It has the same name as the original, but the name appears italicized and has `_ref` attached to the end of the name.

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**Note:** When you place an icon on the *desktop*, on a *shelf*, or on a page in the Icon Catalog a reference is automatically created for you. See “Giving Yourself Easy Access to Icons.”

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### The “Remove” Command

The **Remove** command removes the selected icon from a directory and places it in the *dumpster* directory. Once an icon is in the dumpster, you can delete it by choosing **Empty Dumpster** from the **Desktop** toolchest.

---

**Note:** You can change the behavior of the **Remove** command so that it deletes files rather than moving them into the dumpster. See “Making “Remove” Delete Instantly.”

---

### The “Print” Command

The **Print** command sends the contents of the selected icon to your *default printer*. If you select a folder icon, you print a list of the files in that directory. If you select a file, you print the contents of the file (text or images, for example).

See also “Printing Files.”

### The “Share” Menu

The **Share** menu appears on the menu when you select a folder icon. It includes **Share With Network**—choose this command if you want to let people who are logged in to other systems on the network access the selected directory from their own desktops. The Share a Directory guide appears (after you are asked to log in as root). **Stop Sharing** reverses the **Share With Network** command if the selected folder icon is currently *shared*. The **Publish to OutBox** command publishes a selected file on your OutBox web page.

### The “Change Permissions” Command

The **Change Permissions** command opens the Permissions tool. Refer to the Permissions tool **Help** for instructions. For basic background information about permissions, see “Understanding and Changing Permissions.”

### The “Get Info” Command

The **Get Info** command displays a form that shows detailed information about the selected file, folder, or application icon. The command is gray and inaccessible if you have selected another type of icon.

### The “What Is This?” Command

This command appears if an icon currently selected in the **Icon View** window. If the icon has an overview description, it is launched when you choose **What Is This?**

## The Sort Menu on an Icon View Window

The **Sort** menu contains commands that change the way icons are sorted, or arranged, in the window.

### The “by Name” Command

The **by Name** command arranges icons alphabetically; numerals, then capital letters, then lowercase letters.

### The “by Date” Command

The **by Date** command arranges icons in the window according to the date on which they were last modified.

### The “by Size” Command

The **by Size** command arranges icons in the window according to size (in bytes, from smallest to largest).

### The “by Type” Command

The **by Type** command arranges icons by type.

### The View Menu on an Icon View Window

The **View** menu contains commands that change the way icons are placed in the window.

### The “as Icons” Command

Choose the **as Icons** command to display the contents of a directory as icons scattered throughout the window.

When **as Icons** is selected, you can also choose to enable or disable the following two options:

**Align To Grid** A state that causes icons to automatically align with an invisible grid when they appear or are placed somewhere—this helps them display in an orderly manner.

**Align All Now** A “one time” command that aligns all icons to an invisible grid.

### The “as List” Command

When you open a folder icon, the contents of the directory appear as icons. Choose the **as List** command to view the contents as a sorted list. The list includes

- The icon name. Tape and disk drive icons include the name of the system to which the device is connected. File icons include the full pathname so you know the directory in which the icon is stored.
- The size of the icon in bytes
- The date and time at which the icon was modified

When viewing icons in list format, you can choose **Directory Sizes**, a command that calculates the current directory sizes.

### The “as Columns” Command

Choose **as Columns** from the **View** menu to organize the icons in a window into columns. Only the icon name appears. Choose **as List** to see the size and modification date and time.

### The “as Thumbnail Images” Command

If an **Icon View** window contains image files, choose **as Thumbnail Images** and each image file icon is replaced with a small snapshot of the image.

### The “Truncate Names” Command

Shortens long file and directory labels so that there is more room in the **Icon View** window. Note that this command does not affect the actual filename, it only affects the way the icon labels are displayed in the current **Icon View** window.

### The “Hidden Files” Command

Many IRIX configuration files are hidden by default. You do not see them in an **Icon View** window. These files are commonly called dot files because a “.” appears as the first character in the filename. Your `.login` and `.cshrc` files are examples of hidden files. You can choose to view or hide these files using the **Hidden Files** command. A checkmark next to the command indicates that the files are displayed in that **Icon View** window.

## The Options Menu on an Icon View Window

The **Options** menu includes commands described in the following sections.

### The “Show Shelf” Command

Opens or closes the Icon View *shelf*. See “Using a Shelf for Convenient Icon Access” for details.

### The “Show Content Viewer” Command

Displays a new area of the **Icon View** window. When you select a file icon in the window, the Content Viewer displays a read-only version of a selected file. This allows you to quickly view file contents without opening the file.

### The “Default Layout...” Command

Launches the Default Layout for Icon Views panel. See “Setting Default Icon View Preferences” for details on this panel.

### The “Apply Default Layout” Command

Instantly applies the default Icon View layout, as defined by the Default Layout for Icon Views panel.

### The “Preserve Layout” Command

Select **Preserve Layout** if you want to maintain the same view of icons when you switch from one directory to another in a particular window. A red checkmark indicates it is activated. For example, suppose you are viewing the contents of your *home directory* as a list of icons. By default, if you change directories and view the `/usr/people` directory, you revert to the default view of icons. To retain the list view, choose **Preserve Layout**.

## The Internet Menu on an Icon View Window

The **Internet** menu includes commands described in the following sections.

### The “Icon View of a Web Site” Command

Allows you an easy way to display and access the contents of web page in the Icon View. See “Accessing Files on the Web Using an Icon View Window.”

### The “Icon View of an FTP Site” Command

Allows you an easy way to display and access the contents of an FTP site in the Icon View. See “Accessing Files Using the FTP Command in a Shell.”

## Keyboard Shortcuts for Icon View Windows

Many commands in an **Icon View** window have both a keyboard and a mnemonic shortcut. Standard keyboard shortcuts are listed on the right side of the menu; mnemonic shortcuts are indicated by an underlined letter. The following table lists the keyboard and mnemonic shortcuts.

**Table 13-1** Shortcuts for Commands on Icon View Windows

| Command             | Keyboard Shortcut | Mnemonic    |
|---------------------|-------------------|-------------|
| "Add New Directory" | Ctrl + n          | Alt + a; n  |
| "Select All"        | Ctrl + a          | Alt + a; a  |
| "File QuickFind"    | Ctrl + f          | Alt + a; f  |
| "Close"             | Ctrl + w          | Alt + a; w  |
| "Open"              | Ctrl + o          | Alt + s; o  |
| "Make Copy"         | Ctrl + c          | Alt + s; c  |
| "Make Reference"    |                   | Alt + s; l  |
| "Remove"            |                   | Alt + s; r  |
| "Print"             | Ctrl + p          | Alt + s; p  |
| "Permissions"       | Ctrl + e          | Alt + s; s  |
| "Get Info"          | Ctrl + i          | Alt + s; i  |
| "by Name"           |                   | Alt + a; n  |
| "by Date"           |                   | Alt + a; d  |
| "by Size"           |                   | Alt + -a; s |
| "by Type"           |                   | Alt + a; t  |
| "to Grid"           |                   | Alt + a; g  |
| "as Icons"          |                   | Alt + v; i  |
| "as List"           |                   | Alt + v; l  |

**Table 13-1 (continued)** Shortcuts for Commands on Icon View Windows

| Command               | Keyboard Shortcut | Mnemonic   |
|-----------------------|-------------------|------------|
| "as Columns"          |                   | Alt + v; c |
| "as Thumbnail Images" |                   | Alt + v; g |
| "Show Shelf"          |                   | Alt + v; s |
| "Ignore Layout"       |                   | Alt + v; i |
| "Click for Help"      | Shift + F1        | Alt + h; c |

The following techniques also serve as shortcuts:

- Press the **Ctrl** key while dragging an icon to make a copy of the icon.
- Press the **Alt** key while double-clicking a folder icon to display the contents of the directory in the current window.
- Press the **Alt** key while double-clicking on the **Icon View** window background to view the parent directory.
- Instead of double-clicking folder icons, enter the pathname of the directory you want to open in the pathname field at the top of an **Icon View** window.
- To move backward in the directory path, click on the pathbar above the pathname field (see "The Path Bar").

## The Desks Overview Window: An Overview

The **Desks Overview** window provides the controls you need to use multiple desks. Using multiple desks can be helpful in situations such as the following (for example):

- From your system, you regularly log on to other systems for certain daily tasks. For convenience, and to avoid confusion, you can create a different desktop for each other system you regularly log on to.
- Suppose you spend a portion of your day creating marketing presentations and a portion of your day reading mail. You can create a desk for each. One desk displays the windows that you use while you are creating a presentation. The other desk displays the windows that you use while you are reading and sending mail.

On using the Desks Overview tool:

- The **Desks Overview** window displays a miniature image that represents each desk. Double-click these to go from one desk to another; drag items between the miniature desk images to move or copy windows and icons from desk to desk.
- Use commands on the **Overview** window to change the way that desks are displayed in the window.
- Use commands on the **Desks** menu to create, rename, and delete desks.
- Use commands on the **Window** menu to manipulate windows on the desk.

## Anatomy of the Desks Overview Window

This section explains each portion of the **Desks Overview** window.

### The Desk Display Area

This area of the **Desks Overview** window displays a snapshot or button for each of your desks. Double-click a snapshot or button to go to that desk.

By default, desks are displayed as snapshots. The snapshot shows a miniature version of each window and icon on the desk. You can drag windows between the snapshots to move them from desk to desk. Additionally, you can move items on the screen by moving the miniature window in the snapshot.

The buttons are smaller than the snapshots. You can only use them to go from one desk to another. To display the desks as buttons, choose **Hide Snapshots** from the **Overview** menu.

You can resize the buttons or snapshots using the **Scaling** command on the **Desk** menu. See “Resizing Snapshots or Buttons” for details.

### The Global Desk

The *global desk* acts as a template for all other desks. Any windows that you place on the global desk will automatically appear on all of your desks. See “Placing a Window in All Desks” for details.

You can hide the global desk if you do not need to work with it frequently. To do so, choose **Hide Global Desk** from the **Overview** menu. To display it again, choose **Show Global Desk**.

## About Menus on the Desks Overview Window

This section provides basic information on each menu and its commands. Click an item in the list to get information on a particular menu.

- “The Overview Menu”
- “The Desk Menu”
- “The Window Menu”

## The Overview Menu

The **Overview** menu contains commands for changing the appearance of the **Desks Overview** window. Click an item in the list for details on that command.

- “The “Hide Menubar/Show Menubar” Command”
- “The “Hide Global Desk/Show Global Desk Command”
- “The “Show Snapshots/Hide Snapshots” Command”
- “The “Display Window Name” Command”
- “The “Display Icon Name” Command”
- “The “Display No Names” Command”
- “The “Exit” Command”

### The “Hide Menubar/Show Menubar” Command

- Choose the **Hide Menubar** command to make the menu bar disappear. When the menu bar is hidden, you can make the **Desks Overview** window slightly smaller.  
You can still access the menus via a pop-up menu. Place the cursor in the window; then press the right mouse button to reveal a pop-up menu.
- Choose the **Show Menubar** command to show the menu bar again.

### The “Hide Global Desk/Show Global Desk Command

By default, a snapshot of the *global desk* appears in the **Desks Overview** window. If you do not need to use this desk frequently, choose **Hide Global Desk**. To show the global desk again, choose **Show Global Desk**.

### The “Show Snapshots/Hide Snapshots” Command

- Choose **Hide Snapshots** to display each desk as a button in the **Desks Overview** window.
- Choose **Show Snapshots** to display each desk as a snapshot in the **Desks Overview** window. A snapshot is a small picture that contains a miniature version of each window on the desk. You can drag windows from one snapshot to another to copy and move windows from desk to desk.

### The “Display Window Name” Command

By default, a snapshot for each desk appears in the **Desks Overview** window. When you pass the cursor over a window in the snapshot, the name of the window appears. Choose **Display Window Name** if you want to display the name that appears in the title bar of the window.

### The “Display Icon Name” Command

By default, a snapshot for each desk appears in the **Desks Overview** window. When you pass the cursor over a window in the snapshot, the name of the window appears. Choose **Display Icon Name** if you want to see the name that appears on the window when it is minimized or stowed.

### The “Display No Names” Command

By default, a snapshot for each desk appears in the **Desks Overview** window. When you pass the cursor over a window in the snapshot, the name of the window appears. Choose **Display No Names** if you do not want these names to appear.

### The “Exit” Command

Choose the **Exit** command when you are finished using the **Desks Overview** window. The window disappears from all of your desks.

## The Desk Menu

The **Desk** menu contains commands that let you create new desks, copy, rename, and delete desks, and make the contents of the **Desks Overview** window smaller or larger. Click an item in the list for details on that command.

- “The “New Desk” Command”
- “The “Copy Selected” Command”
- “The “Rename Selected” Command”
- “The “Goto Selected” Command”
- “The “Delete Selected” Command”
- “The “Scaling” Command”

### The “New Desk” Command

Choose the **New Desk** Command when you want to create a new desk. A new desk appears in the **Desks Overview** window; it is labeled **Desk #**. For instance, suppose you have three existing desks. Create a new desk and it is named **Desk 4**.

See “Renaming a Desk” to learn how to rename the desk. See “Creating a Desk” to get step-by-step instructions for creating a new desk.

### The “Copy Selected” Command

Select a desk in the **Desks Overview** window; then choose the **Copy Selected** command to copy an existing desk. Step-by-step instructions follow.

1. Place the cursor over a desk in the **Desks Overview** window; then click the left mouse button to select it. A yellow outline surrounds the selected desk.
2. Choose **Copy Selected** from the **Desks** menu. A copy of the desk appears in the **Desks Overview** window. The label **Copy of** is added to the beginning of the desk name.

See “Renaming a Desk” to learn how to rename the desk.

### The “Rename Selected” Command

Select a desk in the **Desks Overview** window; then choose the **Rename Selected** command to rename a desk. “Renaming a Desk” provides step-by-step instructions.

### The “Goto Selected” Command

Select a desk in the **Desks Overview** window; then choose the **Goto Selected** command to switch to that desk. See “Switching Between Desks” for more details.

### The “Delete Selected” Command

Select a desk in the **Desks Overview** window; then choose the **Delete Selected** command to delete the desk. The desk disappears from the **Desks Overview** window.

### The “Scaling” Command

The commands on the Scaling rollover menu let you make the snapshots or buttons in the **Desks Overview** window smaller or larger. The first five commands—**6%**, **7%**, **8%**, **9%**, and **10%**—are pre-defined. The last command, **Custom**, lets you choose a custom setting. The percentage you choose appears next to the **User defined** command. “Resizing Snapshots or Buttons” provides step-by-step instructions.

## The Window Menu

The commands on the **Window** menu let you manipulate windows—get a list of all the windows, minimize the windows, and more. Click an item in the list for details on that command.

- “The “List All...” Command”
- “The “Restore All” Command”
- “The “Minimize All” Command”
- “The “Add to Global” Command”
- “The “Remove from Desk” Command”
- “The “Minimize” Command”
- “The “Restore” Command”

- “The “Raise” Command”
- “The “Lower” Command”

### The “List All...” Command

Choose the **List All...** command to get a list of all the windows that are open. You can use this list to copy a window to your current desk. See “Listing All the Windows in Your Desks” for details

### The “Restore All” Command

Choose **Restore All** to open all of the minimized windows in the current desk.

### The “Minimize All” Command

Choose **Minimize All** to minimize all of the windows in your current desk. When you minimize a window, you turn it into a small square that takes up little screen space. To return the windows to their original size, choose **Restore All**.

### The “Add to Global” Command

Select a window on one of the desks in the **Desks Overview** window; then choose the **Add to Global** command to place the selected window on the global desk. Placing a window on the global desk makes it appear on all desks. See “Placing a Window in All Desks” for details.

### The “Remove from Desk” Command

“Copying Windows Between Desks” explains how you can copy a window from one desk to another. To remove the window from one desk, select the window in the Desks Overview display; then choose **Remove from Desk**. If you close the window, you make the window disappear from all desks.

### The “Minimize” Command

Select a window on one of the desks in the **Desks Overview** window; then choose the **Minimize** command to turn the window into a small square that takes up little screen space.

### The “Restore” Command

Select a minimized window on one of the desks in the **Desks Overview** window; then choose the **Restore** command to open the window again.

### The “Raise” Command

Select a window on one of the desks in the **Desks Overview** window; then choose the **Raise** command. This pops the window to the top; the entire window is visible.

### The “Lower” Command

Select a window on one of the desks in the **Desks Overview** window; then choose the **Lower** command. The window jumps to the bottom of the stack of windows and exposes the windows that were beneath it.

## The List All Window

The **List All** window shows you a list of open windows. Double-click an item in the list to move that window onto your current desk.

**Window Names** and **Icon Names** determine what name appears in the list of open windows. Click **Window Names** to display the name that appears in the title bar of the window; click **Icon Names** to display the name that appears on the window when it is minimized.

The list contains all open windows. Use the scroll bars to view portions of the list that are hidden. Click an item in the list to select it; double-click an item to display that window in your current desk.

The Selection area displays the name of the item in the selected item in the list. If you know the name of the window you want to open, you can type it here.

Press the **OK** button to copy the selected window to your current desk, and close the **List All** window.

Press the **Apply** button to copy the selected window to your current desk, and keep the **List All** window open.

Press the **Cancel** button to close the window without making any changes.

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**Note:** The **List All** window provides a list of the windows that are open when you choose the **List All...** command. The list does not change if you open and close windows while the **List All** window is open.

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## Keyboard Shortcuts for Desks Overview Commands

Most commands in the **Desks Overview** window have both a keyboard and a mnemonic shortcut. Standard keyboard shortcuts are listed on the right side of the menu; mnemonic shortcuts are indicated by an underlined letter. The following table lists the keyboard and mnemonic shortcuts for the **Desks Overview** window.

**Table 13-2** Shortcuts for Commands on the Desks Overview Window

| Command                             | Keyboard Shortcut | Mnemonic   |
|-------------------------------------|-------------------|------------|
| "Hide Menubar/Show Menubar"         |                   | Alt + o; m |
| "Show Global Desk/Hide Global Desk" |                   | Alt + o; g |
| "Show Snapshots/Hide Snapshots"     |                   | Alt + o; s |
| "Display Window Name"               |                   | Alt + o; w |
| "Display Icon Name"                 |                   | Alt + o; i |
| "Display No Names"                  |                   | Alt + o; n |
| "Exit"                              | Ctrl + q          | Alt + o; q |
| "New Desk"                          | Ctrl + n          | Alt + d; n |
| "Copy Selected"                     | Ctrl + c          | Alt + d; c |
| "Rename Selected"                   | Ctrl + r          | Alt + d; r |
| "Goto Selected"                     | Ctrl + o          | Alt + d; g |

**Table 13-2** Shortcuts for Commands on the Desks Overview Window (**continued**)

| Command            | Keyboard Shortcut | Mnemonic       |
|--------------------|-------------------|----------------|
| "Delete Selected"  |                   | Alt + d; d     |
| "Scaling"          |                   | Alt + d; s     |
| "6%"               |                   | Alt + d; s; 6  |
| "7%"               |                   | Alt + d; s; 7  |
| "8%"               |                   | Alt + d; s; 8  |
| "9%"               |                   | Alt + d; s; 9  |
| "10%"              |                   | Alt + d; s; 10 |
| "User defined"     |                   | Alt + d; u     |
| "Custom"           |                   | Alt + d; s; c  |
| "List All..."      | Ctrl + l          | Alt + w; l     |
| "Restore All"      | Shift Ctrl + m    | Alt + w; r     |
| "Minimize All"     | Ctrl + m          | Alt + w; n     |
| "Add to Global"    | Ctrl + g          | Alt + w; g     |
| "Remove from Desk" | Ctrl + d          | Alt + w; d     |
| "Minimize"         | Ctrl + e          | Alt + w; m     |
| "Restore"          | Shift Ctrl + e    | Alt + w; e     |
| "Raise"            |                   | Alt + w; a     |
| "Lower"            |                   | Alt + w; o     |
| "Click for Help"   | Shift + F1        | Alt + h; c     |

## The Launch Window

The **Launch** window appears when you press the **Alt** key while double-clicking an application icon. Use this window to specify a *command line option* for an application. See "Starting Applications with Command Line Options" for a step-by-step example.

## The Search Tool: An Overview

The Search tool helps you find files on your system and on remote systems that you name. You can find files matching a particular name, size, icon, owner, permissions setting, or content.

To open the Search tool, select **Search for Files** from the **Find** toolchest.

## Anatomy of the Search Tool

This section describes the main features in the Search tool interface.

### The Results Area

The lower portion of the **Search Catalog** window displays icons that meet the search criteria. Double-click to open an icon. If you want easy access to any of these icons, drag them onto the *desktop*, onto a *shelf*, or onto a page in the Icon Catalog.

Use commands on the **Sort** and **View** menus to change the way these icons are sorted and displayed. Use commands on the **Selected** menu to manipulate these icons—copy them or print them, for example.

### The Page Display Area

The page display area shows a tab for each page in the Search tool. You can click a tab to move from one page to another. Some of the tabs might not fit in the space provided. When this happens, a stack of unnumbered tabs appears at the left or right edge of the tab display area. To turn to a page whose tab is hidden:

1. Place the cursor over the stack of unnumbered tabs; then press the left mouse button.
2. Choose a page number from the menu that appears.

## The Display as Icons Button

Click this button to display the results of a search as icons. This button is equivalent to the **as Icons** command on the **View** menu.

## The Display as List Button

The results of a search are displayed as icons by default. Click this button to view the icons as a sorted list. This button is equivalent to the **as List** command on the **View** menu.

## The Display in Columns Button

Click this button to organize the icons in a window into columns. This button is equivalent to the **as Columns** command on the **View** menu.

## The Thumbnail Images Button

If the search results contain image files, click this button and the file icon will be replaced with a small snapshot of the image. This button is equivalent to the **as Thumbnail Images** command on the **View** menu.

## The Thumbwheel

Use the thumbwheel to change the size of icons in that window. Place the cursor over the thumbwheel; then drag the cursor up to make the icons smaller or down to make the icons larger. To revert to the original size, click the small box below the thumbwheel.

## About the Search Tool Menus

This section provides basic information on each menu and its commands. Click an item in the list to get information on a particular menu.

- “The Page Menu on the Search Tool”
- “The Arrange Menu on the Search Tool”
- “The View Menu on the Search Tool”

- “The Match Menu on the Search Tool”

## The Page Menu on the Search Tool

You can save searches on individual pages. Use commands on the **Page** menu to move from page to page, remove pages, and create and save custom searches.

Choose a command name from the list below for more details:

- “The “New” Command”
- “The “Rename” Command”
- “The “Remove” Command”
- “The “Page up” Command”
- “The “Page down” Command”
- “The “Exit” Command”

### The “New” Command

The **New** command returns the Search tool to its default state—a new Search page appears.

### The “Rename” Command

Turn to a page in the Search tool; then choose the **Rename** command to rename a page. A window appears into which you type the new page name. The title bar and tab change to display the new name.

The name you choose must be a valid file name. Use only letters, numbers, and underscores. Avoid inserting blank spaces between words or use characters.

---

**Note:** You cannot change the name of default pages.

---

### The “Remove” Command

Choose the **Remove** command to delete the page you are currently displaying. A notifier appears asking if you are certain that you want to delete the page.

### The “Page up” Command

Choose the **Page up** command to display the previous set of search controls.

### The “Page down” Command

Choose the **Page down** command to display the next set of search controls.

### The “Exit” Command

Choose the **Exit** command when you are finished using the Search tool. The window disappears.

## The Arrange Menu on the Search Tool

The **Arrange** menu contains commands that change the way icons are sorted, or arranged, in the window. Choose a command name from the list below for more details:

- “The “by Name” Command”
- “The “by Date” Command”
- “The “by Size” Command”
- “The “by Type” Command”
- “The “Align to Grid” Command”

### The “by Name” Command

The **by Name** command arranges icons alphabetically: numerals, then capital letters, then lowercase letters.

### The “by Date” Command

The **by Date** command arranges file icons in the window according to the date on which they were last modified.

### The “by Size” Command

The **by Size** command arranges file icons in the window according to size (in bytes, from smallest to largest).

### The “by Type” Command

The **by Type** command arranges file icons by type.

### The “Align to Grid” Command

The **Align to Grid** command snaps the icons to an invisible grid so they are in neat rows and columns.

## The View Menu on the Search Tool

The **View** menu contains commands that change the way icons are placed in the window. Choose a command name from the list below for more details:

- “The “as Icons” Command”
- “The “as List” Command”
- “The “as Columns” Command”
- “The “as Thumbnail Images” Command”

### The “as Icons” Command

Choose the **as Icons** command to display the contents of a directory as icons scattered throughout the window.

### The “as List” Command

By default, the results of a search are presented as a list of icons. The list includes

- The icon name. Tape and disk drive icons include the name of the system to which the device is connected. File icons include the full pathname so you know the directory in which the icon is stored.
- The size of the icon in bytes
- The date and time at which the icon was modified

Choose the **as Icons** command if you have changed the display and want to return to the default.

### The “as Columns” Command

Choose **as Columns** from the **View** menu to organize the icons in a window into columns. Only the icon name appears. Choose **as List** to see the size and modification date and time for files.

### The “as Thumbnail Images” Command

Choose **as Thumbnail Images** to replace the standard image file icon with a small snapshot of that image.

### The “Show Query” Command

When you choose **Show Query**, the search controls disappear; you see only the results area. To display the search controls, choose **Show Query** again.

### The Match Menu on the Search Tool

When you choose a command from the **Match** menu, a new set of search controls appears in the window. You use these to narrow your search.

## Keyboard Shortcuts for the Search Tool

Many commands on Search tool menus have both a keyboard and a mnemonic shortcut. Standard keyboard shortcuts are listed on the right side of the menu; mnemonic shortcuts are indicated by an underlined letter. The following table lists the keyboard and mnemonic shortcuts.

**Table 13-3** Shortcuts for Commands on the Search Tool

| Command               | Keyboard Shortcut | Mnemonic    |
|-----------------------|-------------------|-------------|
| "New"                 |                   | Alt + p; n  |
| "Rename"              | Ctrl + r          | Alt + p; r  |
| "Remove"              |                   | Alt + p; e  |
| "Page Up"             | Page Up           | Alt + p; u  |
| "Page Down"           | Page Down         | Alt + p; d  |
| "Exit"                | Ctrl + q          | Alt + p; q  |
| "by Name"             |                   | Alt + r; n  |
| "by Date"             |                   | Alt + r; d  |
| "by Size"             |                   | Alt + r; s  |
| "by Type"             |                   | Alt + r; t  |
| "Align to Grid"       |                   | Alt + r; g  |
| "as Icons"            |                   | Alt + v; i  |
| "as List"             |                   | Alt + v; l  |
| "as Columns"          |                   | Alt + v; c  |
| "as Thumbnail Images" |                   | Alt + v; gu |
| "Show Query"          |                   | Alt + v; q  |
| "Click for Help"      | Shift + F1        | Alt + h; c  |

## The Icon Catalog: An Overview

The Icon Catalog shows collections of applications and tools that are available on your system. You can

- Browse through the icons to see what applications are available
- Run applications by double-clicking their icons
- Find icons you want to use; then drag them onto the *desktop* or onto a *shelf* so they are easily accessible
- Create your own collection of icons. For example, suppose you use a combination of programs to create and edit movies. You can create a new page; then place icons for these tools onto that page.

Each collection is stored on a separate page. If you want to create your own collection of icons, you can add pages to the Icon Catalog.

## Reference to the Icon Catalog Controls

This section provides basic information on each Icon Catalog feature.

### The Page Display Area

The page display area shows a tab for each page in the Icon Catalog. You can click a tab to move from one page to another. Some of the tabs might not fit in the space provided. When this happens, a stack of unnumbered tabs appears at the left or right edge of the tab display area. To turn to a page whose tab is hidden:

1. Place the cursor over the stack of unnumbered tabs; then press the left mouse button.
2. Choose a page number from the menu that appears.

## The Display as Icons Button

Click this button to display the contents of the Icon Catalog as icons. This button is equivalent to the **as Icons** command on the **View** menu.

## The Display as List Button

When you open the Icon Catalog, the contents of the window appear as icons. Click this button to view the icons as a sorted list. This button is equivalent to the **as List** command on the **View** menu.

## The Display in Columns Button

Click this button to organize the icons in a window into columns. This button is equivalent to the **as Columns** command on the **View** menu.

## The Thumbnail Images Button

If the Icon Catalog contains image files, click this button and the file icon will be replaced with a small snapshot of the image. This button is equivalent to the **as Thumbnail Images** command on the **View** menu.

## The Thumbwheel

Use the thumbwheel to change the size of icons in that window. Place the cursor over the thumbwheel; then drag the cursor up to make the icons smaller or down to make the icons larger. To revert to the original size, click the small box below the thumbwheel.

## The Page Menu on the Icon Catalog

Each page in the Icon Catalog contains a collection of icons. You use commands on the **Page** menu to move from page to page and to create and remove pages.

Choose a command name from the list below for more details:

- "The "New" Command"

- “The “Rename” Command”
- “The “Remove” Command”
- “The “Up” Command”
- “The “Down” Command”
- “The “Exit” Command”

### The “New” Command

The **New** command adds a new, empty page to the Icon Catalog.” Use the dialog that pops up to specify a name for the new page. The new page is listed on the **Find** toolchest menu.

### The “Rename” Command

Turn to a page in the Icon Catalog; then choose the **Rename** command to rename a page in the Icon Catalog. A window appears into which you type the new page name. The title bar and tab change to display the new name and this name appears on the **Find** toolchest.

---

**Note:** You cannot rename the system’s default Icon Catalog pages, you can only rename pages that have been added.

---

### The “Remove” Command

Choose the **Remove** command to delete the page you are currently displaying. A notifier appears asking if you are certain that you want to delete the page. You cannot remove the default pages. Turn to a default page, choose the **Remove** command, and you make any icons that you added to the page disappear.

### The “Up” Command

Choose the **Up** command to display the previous page in the Icon Catalog.

### The “Down” Command

Choose the **Down** command to display the next page in the Icon Catalog.

## The “Exit” Command

Choose the **Exit** command when you are finished using the Icon Catalog. The window disappears.

## The Selected Menu on the Icon Catalog

Commands on the **Selected** menu affect the icons in the catalog that are selected. You can also access this menu by placing the cursor over background of the Icon Catalog, then pressing the right mouse button.

Choose a command name from the list below for more details:

- “The “Open” Command”
- “The “Make Reference” Command”
- “The “Remove” Command”
- “The “Print” Command”
- “The “Get Info” Command”
- “The “Select All” Command”
- “The “File QuickFind” Command”
- “The “What Is This?” Command”

## The “Open” Command

The **Open** command opens the currently selected icon.

## The “Make Reference” Command

The **Make Reference** command creates a a referenced copy of a selected icon. The reference icon is a pointer to the original. You can drag it into an **Icon View** window, or onto a different page in the Icon Catalog, allowing you to access the icon from different places. See also “Making a Referenced Copy of an Icon.”

### The “Remove” Command

The **Remove** command removes the selected icon and places it in the *dumpster* directory. Placing a file in the dumpster is the first step to deleting the file from your computer’s disk. See “Removing Files and Reference Icons.”

---

**Note:** You can change the behavior of the **Remove** command so that it deletes files rather than moving them into the dumpster. See “Making “Remove” Delete Instantly.”

---

### The “Print” Command

The **Print** command sends the contents of the selected icon to your *default printer*. If you select a folder icon, you print a list of the files in that directory. If you select a file, you print the contents of the file (text or images, for example).

### The “Get Info” Command

The **Get Info** command displays a form that shows detailed information about the selected file, folder, or application icon. The command is gray and inaccessible if you have selected another type of icon.

### The “Select All” Command

The **Select All** command selects all icons on your in the display.

### The “File QuickFind” Command

The **File QuickFind** command opens a window into which you can type the name of an icon you want to find. For example, suppose you want to place the IRIS Showcase icon on the shelf for a particular **Icon View** window. Choose **File QuickFind**, then type *showcase* in the type-in field. The icon appears. For further details, see “Finding Files, Applications, or Directories Using File QuickFind.”

### The “What Is This?” Command

Some icons contain overview descriptions. To see if an icon has a description, select the icon, then choose **What Is This?** from the **Selected** menu.

### The Sort Menu on the Icon Catalog

The **Arrange** menu contains commands that change the way icons are sorted, or arranged, in the window. Choose a command name from the list below for more details:

- “The “by Name” Command”
- “The “by Date” Command”
- “The “by Size” Command”
- “The “by Type” Command”

#### The “by Name” Command

The **by Name** command arranges icons alphabetically; numerals, then capital letters, then lowercase letters.

#### The “by Date” Command

The **by Date** command arranges file icons in the window according to the date on which they were last modified.

#### The “by Size” Command

The **by Size** command arranges file icons in the window according to size (in bytes, from smallest to largest).

#### The “by Type” Command

The **by Type** command arranges icons by type.

## The View Menu on the Icon Catalog

The **View** menu contains commands that change the way icons are placed in the window. Choose a command name from the list below for more details:

- “The “as Icons” Command”
- “The “as List” Command”
- “The “as Columns” Command”
- “The “as Thumbnail Images” Command”

### The “as Icons” Command

Choose the **as Icons** command to display the contents of a directory as icons scattered throughout the window.

When **as Icons** is selected, you can also choose to enable or disable the following two options:

- **Align To Grid:** A state that causes icons to automatically align with an invisible grid when they appear or are placed somewhere—this helps them display in an orderly manner.
- **Align All Now:** A “one time” command that aligns all icons to an invisible grid.

### The “as List” Command

When you open a folder icon, the contents of the directory appear as icons. Choose the **as List** command to view the contents as a sorted list. The list includes:

- The icon name. Tape and disk drive icons include the name of the system to which the device is connected.
- The size of the item in bytes.
- The date and time at which the item was last modified.
- The *permissions* description.
- The type of item it is, such as “directory” or “Web jumpsite.”

When viewing icons in list format, you can choose **Directory Sizes**, which is a command that calculates the current directory sizes.

### The “as Columns” Command

Choose **as Columns** from the **View** menu to organize the icons in a window into columns. Only the icon name appears. Choose **as List** to see the size and modification date and time.

### The “as Thumbnail Images” Command

If an **Icon View** window contains image files, choose **as Thumbnail Images** and each image file icon is replaced with a small snapshot of the image.

### Keyboard Shortcuts for the Icon Catalog

Many commands on Icon Catalog menus have both a keyboard and a mnemonic shortcut. Standard keyboard shortcuts are listed on the right side of the menu; mnemonic shortcuts are indicated by an underlined letter. The following table lists the keyboard and mnemonic shortcuts.

**Table 13-4** Shortcuts for Commands on the Icon Catalog

| <b>Command</b>   | <b>Keyboard Shortcut</b> | <b>Mnemonic</b> |
|------------------|--------------------------|-----------------|
| “New Page”       | Ctrl + n                 | Alt + p; n      |
| “Rename”         | Ctrl + r                 | Alt + p; r      |
| “Remove”         |                          | Alt + p; e      |
| “Up”             | Page Up                  | Alt + p; u      |
| “Down”           | Page Down                | Alt + p; d      |
| “Exit”           | Ctrl + q                 | Alt + p; q      |
| “Open”           | Ctrl + o                 | Alt + s; o      |
| “Remove”         |                          | Alt + s; e      |
| “Print”          | Ctrl + p                 | Alt + s; p      |
| “Get Info”       | Ctrl + i                 | Alt + s; i      |
| “File QuickFind” | Ctrl + f                 | Alt + s; f      |
| “by Name”        |                          | Alt + r; n      |

**Table 13-4** Shortcuts for Commands on the Icon Catalog **(continued)**

| Command               | Keyboard Shortcut | Mnemonic   |
|-----------------------|-------------------|------------|
| "by Date"             |                   | Alt + r; d |
| "by Size"             |                   | Alt + r; s |
| "by Type"             |                   | Alt + r; t |
| "Align to Grid"       |                   | Alt + v; g |
| "as Icons"            |                   | Alt + v; i |
| "as List"             |                   | Alt + v; l |
| "as Columns"          |                   | Alt + v; c |
| "as Thumbnail Images" |                   | Alt + v; u |
| "Click for Help"      | Shift + F1        | Alt + h; c |

## Anatomy of the Color Scheme Browser Window

The following sections describe the Color Scheme Browser.

### The Schemes List

The schemes list contains a list of schemes available on your system. You can choose a scheme you like and apply it to your desktop. You can also edit colors in a scheme and save these changes to the current scheme or to a scheme you create.

### The Sample Images

Every item in a window is assigned a color. The Color Scheme Browser contains several sample images that display a scheme's assigned colors for each of these items. These sample images include:

- **Basic Colors** displays a scheme's colors for the most frequently used items in a window, including buttons, scroll bars, and text input areas.

- **Additional Colors** displays a scheme's colors for any additional items in a window, including scrolled list items, accent colors, and errors.
- **Window Manager Colors** displays a scheme's colors for window borders.
- **Graphics Colors** displays fixed colors that applications assign to specific items when they want a color to have a consistent and recognizable meaning. These colors do not change color as schemes change. They merely darken or lighten in color, depending on the scheme.

## The Color Palette

The Color Palette contains a colored square for each color used in the displayed scheme. To find the assignment of a color, choose **Quick Help** from the **Help** menu, then move your cursor on top of a colored square to see the assignment. To edit or change a color, click on a colored square.

## The Shade Wheel

Move the shade wheel back and forth to lighten or darken the colors in a scheme. Click the button to the right of the shade wheel to return to the default shade.

## The Color Scheme Browser Menus

The Color Scheme Browser contains the following menus:

- "The Application Menu"
- "The Sample Image Menu"
- "The Help Menu"

## The Application Menu

The **Application** menu contains the following commands:

- "The Save As Command"
- "The Remove Local Schemes Command"

- “The Remove Selected Scheme Command”
- “The Edit Mode Command”
- “The Exit Command”

### The Save As Command

Use the **Save As** command when you want to save edits to a new scheme file rather than to the original scheme. When you save the file to the new name, the new scheme name appears in the schemes list.

### The Remove Local Schemes Command

Use the **Remove Local Schemes** command to delete all edits made to schemes and return all schemes to their default colors. When you remove local schemes, names of schemes that contained edits change back from italic to the default font. Removing local schemes removes edits made to schemes on your account only.

### The Remove Selected Scheme Command

Use the **Remove Selected Scheme** command when you want to remove local edits made to a selected scheme or when you want to remove a scheme you created.

### The Edit Mode Command

Choose **Edit Mode** when you want to change colors in a chosen scheme. Click on a color in the Color Palette to open the Scheme Editor Color Browser and change the color. Use **Quick Help** to find color assignments for colors in the scheme.

### The Exit Command

Choose **Exit** when you finish using the Color Scheme Browser. The window closes.

### The Sample Image Menu

The sample images menu contains the following:

- “The Basic Colors Command”

- “The Additional Colors Command”
- “The Window Manager Colors Command”
- “The Graphics Colors Command”
- “The Active Guides Colors Command”

### **The Basic Colors Command**

**Basic Colors** displays a scheme’s colors for the most frequently used items in a window, including buttons, scroll bars, and text input areas.

### **The Additional Colors Command**

**Additional Colors** displays a scheme’s colors for any additional items in a window, including scrolled list items, accent colors, and errors.

### **The Window Manager Colors Command**

**Window Manager Colors** displays a scheme’s colors for window borders.

### **The Graphics Colors Command**

**Graphics Colors** displays fixed colors that applications assign to specific items when they want a color to have a consistent and recognizable meaning. These colors do not change color as schemes change. They merely darken or lighten in color, depending on the scheme.

### **The Active Guides Colors Command**

**Active Guides Colors** displays a scheme’s link colors. Links appear in Active Guides, such as many of the personal system administration programs you can launch from the System Manager.

### **The Help Menu**

The **Help** menu provides help on the Color Scheme Browser.

- Choose **Click for Help** when you want information on an item in the **Color Scheme Browser** window. The cursor changes into a question mark. Move the question mark on top of an item, then click on the item for information.
- Choose **Quick Help** when you want to know the assignments of colors in a chosen scheme. Then move your cursor over items in the sample scheme display and the Color Palette. The assignment for each color appears next to the cursor and at the bottom of the **Color Scheme Browser** window.
- Use the other menu items for information on how to use the Color Scheme Browser.

## Understanding the makeDotDesktop Window

This section includes:

- “When makeDotDesktop Appears”
- “The Purpose of makeDotDesktop”
- “How to Use makeDot Desktop”

### When makeDotDesktop Appears

The **makeDotDesktop** window automatically appears under the following circumstances:

- You have login accounts on several systems; you have *mounted* your *home directory* so that you use the same home directory on all systems; *and* you are logging in to one of the systems for the first time.
- You have changed the name of your system.

You can access this window from the Toolchest if you want to change a previous setting. Choose **Desktop > Customize > Environment Setup**.

---

**Note:** Changes made to **makeDotDesktop** at login take effect right away, whereas changes made after you are already logged in take effect the next time you log in to any of the systems that have mounted your home directory.

---

## The Purpose of makeDotDesktop

The **makeDotDesktop** window lets you choose whether you want your *desktop* to be the same as or different from the desktop on the other systems you use. This is controlled via the `~/ .desktop-<hostname>` directory, where the “session state” is remembered, which includes desktop configurations such as:

- Which applications were running when you logged out
- Which screen saver you had chosen
- What backgrounds and customized color schemes you were using
- Where windows were placed
- Which directories were open
- Status of any extra *desks* you have set up

## How to Use makeDot Desktop

You have the following choices:

- **Create a new environment**  
If you want the desktop on the current system to be unique, check the box next to **Create a new environment**. Your working environment will be unique to that system. This option desirable if, for example, only one of the systems you work on runs a specific application and you want that particular *desktop* tailored in some way to that application. In such a case, you should check **Create a new environment** when the **makeDotDesktop** window appears on that system.
- **Copy the environment from the selected machine**  
If you want to use another system’s current desktop as a starting point, select a system from the list at the top of the window; then check the box next to **Copy the environment from the selected machine**. This allows you to start with the same desktop environment attributes, but any further changes you make are only applied to the system you are currently working on.
- **Share (link) the desktop environment with the selected machine**  
If you want the desktop on all systems to be the same, every time you log in to any of the systems, select a system from the list at the top of the window; then check the box next to **Share (link) the desktop environment with the selected machine**. In this case, if you make changes to the desktop environment on SystemA, then when you log in to your account on SystemB, those changes will be on SystemB as well.

Likewise, when you make changes to the desktop environment on SystemB, then log in to your account on SystemA, those changes also appear on SystemA.

---

**Tip:** The **Share (link) the desktop environment with the selected machine** option is recommended because it conserves disk space and maintains a consistent environment for all your login accounts.

---

If you frequently log in to different systems that share the same home directory and you do not want to have to make this choice each time, you can check **Always create, copy, or share as chosen above**. In this case, the **makeDotDesktop** window will not appear again, unless you select it from the Toolchest.

## About the Error Message Window

By default, many applications display error messages in dialog boxes. On occasion, an application displays an error message in the console window. You can change this behavior so that hidden error messages are displayed in this pop-up window. To disable the output window, open the Desktop Settings control panel, then click **Display Application Errors**. The window is disabled when the checkmark disappears.



## Using IRIX Commands

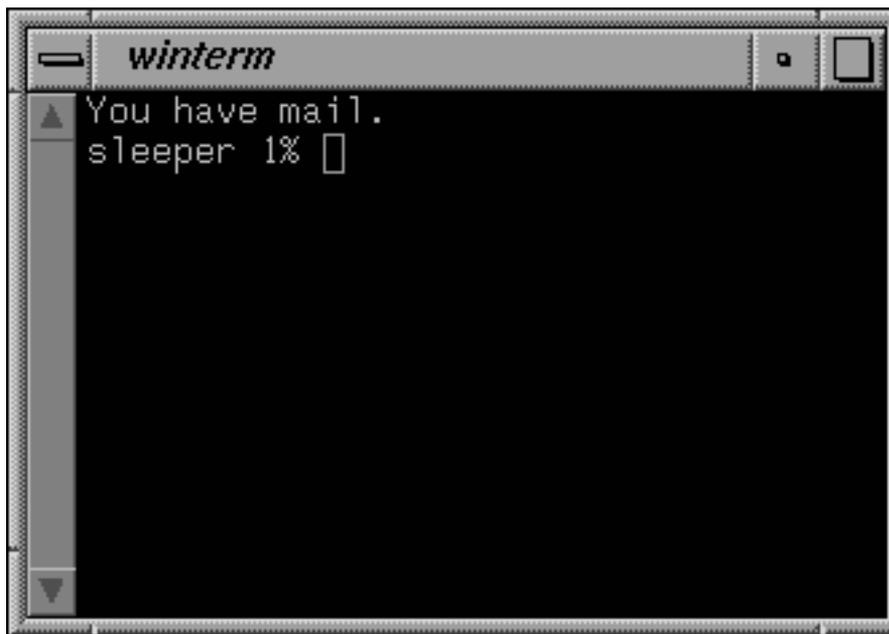
The IRIX Interactive Desktop allows you to work with the IRIX operating system by pointing at and clicking on icons. You can also use the traditional interface to IRIX — the *shell*.

This Appendix explains how to start and stop IRIX shells and teaches you how to use some basic IRIX commands. It contains these sections:

- “Opening a Shell Window”
- “Using IRIX Commands: A Few Basics”
- “A Quick Reference to IRIX Commands”
- “A Quick Reference to IRIX Shortcuts”
- “Determining Your Current Working Directory”
- “Moving to a Different Directory Using the `cd` Command”
- “Viewing the Contents of a Directory Using the `ls` Command”
- “Creating Directories Using the `mkdir` Command”
- “Viewing the Contents of a Directory Using the `dirview` Command”
- “Copying a File or Directory Using the `cp` Command”
- “Accessing an Icon from Several Different Directories Using the `ln` Command”
- “Renaming and Moving Files Using the `mv` Command”
- “Deleting Files Using the `rm` Command”
- “Deleting Directories Using the `rm` and `rmdir` Commands”
- “Printing Using IRIX Commands”
- “Setting Permissions Using the `chmod` Command”
- “Getting Reference Information on IRIX Commands”

## Opening a Shell Window

The *shell* is the traditional interface to UNIX workstations. It is a window in which you type IRIX commands, and it is identical in structure to other windows. You can start additional shells by choosing **Open Unix Shell** from the **Desktop** toolchest. The shell window appears. Its fixtures look like those on other windows, but inside the body is a *prompt* (often a # or % sign) and a square cursor. See Figure A-1.



**Figure A-1** A Shell Window

Move the cursor inside the window. Notice that the title bar highlights and the small green rectangle becomes solid. This indicates that the window is active; you can begin typing commands.

## Using IRIX Commands: A Few Basics

This section provides information on pathnames and background processes.

### Understanding Pathnames

There are two types of pathnames: absolute pathnames and relative pathnames. An absolute pathname provides complete directions to a location in the IRIX *file system*, starting from the topmost directory. `/usr/people/joe/reports` and `/usr/people/joe/Budgets/budget92` are examples of absolute pathnames.

A relative pathname is based on the directory in which you are currently working. For example, if you are in `/usr/people/joe` and want to open a file named `reports`, you type: `vi reports`. If you want to open a file in a subdirectory called `Budgets`, you type:

```
vi Budgets/filename
```

### Using Background Processes

When you use IRIX commands to run an application, you can end the command line with the ampersand sign (`&`). This runs the application in the background so you can type other commands in the shell window and minimize the shell without quitting from the application.

Certain commands probably should not be run as background processes — the `vi` text editor for example. `vi` lets you create or edit a text file within the shell window. If you type `vi &`, the editor runs but the text never appears in the shell window; you cannot read or edit the text.

## A Quick Reference to IRIX Commands

Table A-1 lists the IRIX commands discussed in this chapter and provides a quick summary and example for each.

**Table A-1** Summary of IRIX Commands

| <b>Command</b>       | <b>Use</b>                                                                                      | <b>Example</b>                                                                                                        |
|----------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <code>pwd</code>     | To determine your current working directory.                                                    | <b>pwd</b><br>This displays the name of the directory in which you are working.                                       |
| <code>cd</code>      | To change (move) to a different directory.                                                      | <b>cd /usr/tmp</b><br>This moves you to the <i>/usr/tmp</i> directory.                                                |
| <code>ls</code>      | To list the contents of a directory.                                                            | <b>ls /usr/tmp</b><br>This lists the contents of the <i>/usr/tmp</i> directory.                                       |
| <code>dirview</code> | To open a <b>Directory View</b> window that displays the contents of a directory.               | <b>dirview /usr/tmp</b><br>This opens a <b>Directory View</b> window for the <i>/usr/tmp</i> directory.               |
| <code>mkdir</code>   | To create new directories.                                                                      | <b>mkdir reports</b><br>This creates a <i>reports</i> directory in your current working directory.                    |
| <code>cp</code>      | To copy a file or directory.                                                                    | <b>cp oldfile oldfile.copy</b><br>This creates a copy of <i>oldfile</i> and names it <i>oldfile.copy</i> .            |
| <code>ln</code>      | To create a linked copy of a file. This lets you access one file from several different places. | <b>ln images movies/images</b><br>This lets you access the file <i>images</i> from a directory called <i>movies</i> . |
| <code>mv</code>      | To move and rename files and directories.                                                       | <b>mv oldfilename newfilename</b><br>This renames <i>oldfilename</i> .                                                |
| <code>rm</code>      | To delete files.                                                                                | <b>rm oldfile</b><br>This deletes <i>oldfile</i> .                                                                    |

**Table A-1** Summary of IRIX Commands (continued)

| Command             | Use                                                                          | Example                                                                                                                                                        |
|---------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>rm -r</code>  | To delete all the files in a directory before deleting the directory itself. | <b><code>rm -r /usr/people/joe/reports</code></b><br>This deletes all of the files in the <i>reports</i> directory; then deletes the <i>reports</i> directory. |
| <code>rmdir</code>  | To delete empty directories.                                                 | <b><code>rmdir /usr/people/joe/reports</code></b><br>This deletes the <i>reports</i> directory.                                                                |
| <code>lp</code>     | To print files.                                                              | <b><code>lp images</code></b><br>This prints the file <i>images</i> .                                                                                          |
| <code>lpstat</code> | To check the print queue.                                                    | <b><code>lpstat -s</code></b><br>This provides a summary of your print requests.                                                                               |
| <code>chmod</code>  | To change permission settings for a file.                                    | <b><code>chmod go-wx images</code></b><br>This takes away write and execute permissions for Group and Other.                                                   |
| <code>man</code>    | To open the man page for an IRIX command.                                    | <b><code>man lp</code></b><br>This opens the man page for the <i>lp</i> command.                                                                               |
| <code>man -t</code> | This lets you print the specified man page.                                  | <b><code>man -t lp</code></b><br>This prints the man page for <i>lp</i> on your default printer.                                                               |

## A Quick Reference to IRIX Shortcuts

Certain special characters act as shortcuts. Table A-2 contains a list of these characters and an explanation of their use.

**Table A-2** IRIX Shortcuts

| Character                 | Use                                        | Example                                                                                                                                                                                                                         |
|---------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>*</code> (wildcard) | A substitute for any number of characters. | <b><code>ls *.doc</code></b><br>This lists all files in the current directory ending in <i>.doc</i> .                                                                                                                           |
| <code>?</code>            | A substitute for one character.            | <b><code>ls ch?.doc</code></b><br>This lists all files in the current directory that begin with <i>ch</i> followed by one other character, and end with <i>.doc</i> . For example, <i>ch1.doc</i> , <i>ch2.doc</i> , and so on. |

**Table A-2** IRIX Shortcuts (continued)

| Character | Use                                               | Example                                                                                                   |
|-----------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| .         | An abbreviation for the current working directory | <code>dirview .</code><br>This opens a <b>Directory View</b> window for your current directory.           |
| ..        | An abbreviation for the parent directory          | <code>cd ..</code><br>This moves you up one directory.                                                    |
| ~         | An abbreviation for your home directory           | <code>cd ~/reports</code><br>This moves you to the <i>reports</i> directory in your home directory.       |
| !!        | A command to repeat the last command you typed.   |                                                                                                           |
| ^         | A symbol for replacing characters.                | <code>cp ch1.doc /usr/tmp</code><br><code>^1^2</code><br>This reissues the command using <i>ch2.doc</i> . |

## Determining Your Current Working Directory

The title bar of a **Directory View** window lists the name of the directory whose contents it displays. When you are typing commands in a shell window, you use the `pwd` command to find out the name of the directory in which you are located. `pwd` stands for *print working directory*, or loosely translated, “Where am I?”

1. Place the cursor in the shell window.  
To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.
2. At the *prompt*, type:  
`pwd`  
Then press `Enter`.

The IRIX shell responds with a *pathname*.

## Moving to a Different Directory Using the cd Command

`cd` is the IRIX command for changing from one directory to another. To use it:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Type `cd`, followed by the name of the directory to which you want to switch. For example, to switch to a directory named `/usr/tmp`, type:

```
cd /usr/tmp
```

Then press `Enter`.

---

**Shortcut:** Two periods (`..`) is an abbreviation for the name of the *parent directory*. In other words, it says to go up one directory. Suppose you are working in `/usr/people/joe/Reports` and want to move to `/usr/people/joe/Images`. You can type:

```
cd ../Images
```

`cd` alone takes you to your home directory.

---

## Viewing the Contents of a Directory Using the ls Command

`ls` is the IRIX command for opening and displaying the contents of a directory. To use the `ls` command:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Use the `cd` command to move to the directory whose contents you want to view. For example, type:

```
cd /usr/people/<loginname>
```

Then press `Enter`.

3. Type:

```
ls
```

Then press `Enter`.

The contents of your *home directory* appear as a list.

IRIX can give you a more informative listing when you use an option with the `ls` command.

- The `-a` option lists all of the files, even those that begin with a period (`.`)
- The `-F` option with `ls`:
  - Puts an asterisk (`*`) next to all programs
  - Puts a trailing slash (`/`) after all directories
  - Does not add any characters to plain text files

## Viewing the Contents of a Directory Using the `dirview` Command

`dirview` is the IRIX command to open a **Directory View** window. **Directory View** windows display the contents of a directory graphically. To use the `dirview` command:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Type `dirview`, followed by the name of the directory whose contents you want to display in a **Directory View** window. For example, to open a **Directory View** window for `/usr/sbin`, type:

```
dirview /usr/sbin
```

---

**Shortcut:** To open a **Directory View** window for the directory you are currently working in, type:

```
dirview .
```

A period (`.`) is an abbreviation for the name of your current working directory.

---

## Creating Directories Using the mkdir Command

`mkdir` is the IRIX command for making a new directory. The following example shows how to make a new directory called `sub` in your *home directory*.

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Use the `cd` command to move to the directory in which you want to create a new directory. For example, type:

```
cd /usr/people/<loginname>
```

Then press `Enter`.

3. Type:

```
mkdir sub
```

Then press `Enter`.

This command creates a directory called `sub` in your home directory.

See “Creating a Directory” in Chapter 4 to learn how to create new directories using the graphical interface.

## Copying a File or Directory Using the cp Command

`cp` is the IRIX command for copying files and directories. The following example shows how to copy a file called `oldfile`.

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Type:

```
cp oldfile oldfile.copy
```

Then press `Enter`.

This command means “copy `oldfile` from my current working directory into a file named `oldfile.copy` in my current working directory.” To place the copy in a different directory, add a pathname before the new file name.

See “Copying Files or Directories” in Chapter 4 to learn how to copy files using the graphical interface.

## Accessing an Icon from Several Different Directories Using the `ln` Command

`ln` is the IRIX command for creating linked copies. A linked copy lets you create different names for one file. Suppose you have a file named `images` in `/usr/people/joe`. You work in `/usr/people/joe/movies` quite frequently and want to easily access the `images` file.

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Use the `cd` command to move to the `/usr/people/joe` directory. Type:

```
cd /usr/people/joe
```

3. Then type:

```
ln -s images movies/images
```

---

**Note:** You could also give the file a different name.

---

See “Making a Referenced Copy of an Icon” in Chapter 4 to learn how to make linked copies using the IRIX Interactive Desktop.

## Renaming and Moving Files Using the `mv` Command

`mv` is the IRIX command for renaming and moving files and directories.

To rename a file using the `mv` command:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page A-246 for step-by-step instructions.

2. Type:

```
mv oldfilename newfilename
```

oldfilename is now named newfilename.

---

**Note:** Do not use blank spaces when renaming files using IRIX commands. IRIX does not replace blank spaces with underscores, so you'll have problems accessing the file later.

---

To move oldfile from /usr/people/joe to /usr/tmp:

1. Place the cursor in the shell window.
2. Type:

```
mv oldfilename /usr/tmp/oldfilename
```

See "Renaming Files and Directories" in Chapter 4 to learn how to rename files using the graphical interface; see "Moving and Copying Files and Directories" in Chapter 4 to learn how to move files using the graphical interface.

## Deleting Files Using the rm Command

rm is the IRIX command for deleting files. You type rm followed by the name of the file you want to delete. For example, to delete a file named oldfile:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See "Opening a Shell Window" on page 246 for step-by-step instructions.

2. Type:

```
rm oldfile
```

This deletes the file named oldfile in your current working directory.

See "Removing Files and Reference Icons" in Chapter 4 to learn how to delete files using the **Remove** command.

## Deleting Directories Using the `rm` and `rmdir` Commands

`rmdir` is the IRIX command for deleting an empty directory; an option to the `rm` command lets you delete a directory and all of the files it contains.

To delete an empty directory:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page 246 for step-by-step instructions.

2. Use the `cd` command to move to the directory that contains the empty directory you want to delete. For example, if you want to delete a directory named `oldfiles` in `/usr/people/joe`, type:

```
cd /usr/people/joe
```

Then press `Enter`.

3. Type:

```
rmdir oldfiles
```

Then press `Enter`.

The `oldfiles` directory is deleted.

To delete a directory and all of the files it contains:

1. Use the `cd` command to move to the directory that contains the directory you want to delete. For example, if you want to delete a directory named `oldfiles` in `/usr/people/joe`, type:

```
cd /usr/people/joe
```

Then press `Enter`.

2. Type:

```
rm -r oldfiles
```

Then press `Enter`.

This deletes all of the files in the directory, then deletes the `oldfiles` directory itself.

## Printing Using IRIX Commands

You can easily print from your IRIX workstation using the graphical tools and menu commands. This section describes an alternative — printing using the `lp` command and checking the status of a print request using the `lpstat` command.

### Printing Using the `lp` Command

`lp` is the IRIX command for printing a file. You type `lp` followed by the name of the file you want to print. The file prints on your default printer. For example, to print a file named `images`:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page 246 for step-by-step instructions.

2. Type:

```
lp images
```

Then press `Enter`.

To print to a printer other than the default, you can use the `-d` option to `lp`. For example, to print `images` to a printer named `printer2`, you would type:

```
lp -dprinter2 images
```

See the *Personal System Administration Guide* for instructions on installing the printer. See the `lp` man page for a list of all the available options and capabilities.

### Checking the Print Queue Using the `lpstat` Command

`lpstat` is the IRIX command for displaying the list of print requests that have been sent to a printer. The `-s` option provides a summary of your print requests.

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page 246 for step-by-step instructions.

2. Type:

```
lpstat -s
```

Then press `Enter`.

See “Viewing the Queue of Print Jobs” in Chapter 5 to learn how to use the Print Manager to check the status of your print requests. See the `lpstat` man page for a list of all the available options and capabilities.

## Setting Permissions Using the `chmod` Command

`chmod` is the IRIX command you use to change permission settings for a file. You can specify Read (`r`), Write (`w`), and Execute (`x`) permissions for the file’s owner (`u`), the group (`g`), and others (`o`).

You type `chmod` followed by the permission setting information followed by the file name whose settings you are changing. The permission setting information has several parts. You specify:

- Who is affected by the change (`u`, `g`, `o`)
- Whether you are adding or taking away permissions
- Which permissions are affected (`r`, `w`, `x`)

For example, suppose you have a file named `images` that everyone can read, write, and execute. You decide you want to prevent all others from writing and executing the file.

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page 246 for step-by-step instructions.

2. Type:

```
chmod go-wx images
```

Then press `Enter`.

See “Changing Permissions” in Chapter 9 to find out about an easy-to-use interface for changing permissions.

## Getting Reference Information on IRIX Commands

By default, your IRIS workstation contains online man pages that have information on all IRIX commands. For example, to access a man page for the `ls` command:

1. Place the cursor in the shell window.

To open a shell window, choose **Shell** from the **Tools** toolchest. See “Opening a Shell Window” on page 246 for step-by-step instructions.

2. Type:

```
man ls
```

Then press `Enter`.

After a few moments the man page is displayed.

---

**Note:** The `-t` option lets you print a man page. For example, to print the man page for the `lp` command, you type:

```
man -t lp
```

---



## NEdit

NEdit is a standard graphical user interface (GUI) text editor for programs and plain text files. This editor is the default text editor that runs on SGI workstations.

NEdit offers the following features:

- Provides standard menu, dialog, editing, and two-button mouse support.
- Offers standard keyboard shortcuts and menu accelerators.
- Any number of files can be open at the same time.
- Offers several methods for copying and moving text.
- Offers a search function that includes finding and replacing selectively, case-sensitive searching, use of regular expressions, and forward and backward searching.
- Allows you to shift blocks of text or align text.
- Offers a number of print options.
- Allows you to customize your editing environment through the use of the **Preferences** menu and through the use of macros. Advanced features include execution of UNIX shell commands from within NEdit.
- Offers special features for programmers, including indentation, matching characters, and the use of tags files.

To start NEdit, open the **Find** menu in the Toolchest, select **Applications**, and double click on the appropriate icon. To start the editor from a shell window, type the name of the editor (use all lowercase characters).

---

**Tip:** When you run NEdit from a shell, you can run it in the background so that your cursor is returned to you. For example, to run NEdit in the background, enter `nedit&`

---

To find more information about the features of NEdit, click on the **Help** menu at the far right of the NEdit menu bar.

---

## Standard Desktop Keyboard Accelerators

Table C-1 lists standard keyboard accelerators for the desktop applications. Note that certain commands are not relevant for certain applications

**Table C-1** Standard Desktop Keyboard Accelerators

| Command      | Keyboard Accelerator |
|--------------|----------------------|
| "New"        | Ctrl + n             |
| "Open"       | Ctrl + o             |
| "Close"      | Ctrl + w             |
| "Save"       | Ctrl + s             |
| "Print"      | Ctrl + p             |
| "Quit/Exit"  | Ctrl + q             |
| "Cut"        | Ctrl + x             |
| "Copy"       | Ctrl + c             |
| "Paste"      | Ctrl + v             |
| "Undo"       | Ctrl + z             |
| "Select All" | Ctrl + a             |

---

**Tip:** For an HTML-based, illustrated version of other *desktop* hints and shortcuts, choose **Help > Hints and Shortcuts** from the Toolchest.

---



---

# Glossary

## **4Dwm**

The name of the default Window Manager. See also *Window Manager*.

## **account**

See *login account*.

## **active window**

The only window that recognizes input (activity) from the keyboard and mouse; only one window is active at a time. The active window is the one whose window border is highlighted.

## **Administrator**

The person who can use the most privileged account, root. This person must have their own personal login account for daily use, but, when routine maintenance needs to be performed or there are serious system problems to correct, the person logs in to the root account to change system information using the graphical tools or using the IRIX shell. The Administrator has all the capabilities of a privileged user, plus the capability to change information in the root account (such as the password) and to log in to an IRIX shell as root.

## **ASCII text**

An ASCII file contains text only. When you save a file as ASCII text, you save only the characters, not the size, the font, the style, the color, or the format.

## **autologin**

To be automatically logged in to the system each time it is powered up.

## **automount**

An NFS utility that lets you share directories with other systems as if the directory resided on your own disk. When automount is turned on, you can drag a directory icon

from the Shared Resources area of another system's System Manager window onto your own desktop.

**back up**

To copy a certain set of files and directories from your hard disk to a tape or other storage media.

**backup tape**

A tape that contains a copy of a set of files and directories that are on your hard disk. A full backup tape contains a copy of all files and directories, including IRIX, that are on your hard disk.

**baud rate**

The speed (calculated as bits per second) at which the system sends information to a serial device, such as a modem or a terminal.

**borderless window**

A window with no title bar or borders.

**business card**

When you double-click a person's icon in the desktop, you see a business card that displays public information about the person. The information on the business card is drawn from the person's User Information window in the Users and Groups tool.

**business card information**

Business card information appears in the top portion of a person's User Information window in the Users and Groups tool; it includes a picture of the person and contact information about the person. Usually this information is the same for every account that belongs to a particular person.

**button**

On a mouse, a button is a switch that you press with a finger. In a window on your screen, a button is a labeled rectangle that you click using the cursor and mouse.

**CD-ROM disk (CD)**

A flat metallic-coated plastic disk that contains information that you can view and copy onto your own hard disk; you cannot change or add to its information. CD-ROM is short for *compact-disk: read-only memory*.

**centralized network**

A network where a central server controls services and information; the server is maintained by one or more individuals called network administrators. On a centralized network that uses NIS, this server is called the NIS master, and all other systems on the network are called NIS clients. See also *network administrator*, *NIS*, *NIS client*, *NIS domain*, and *NIS master*.

**choose**

To press the left mouse button to bring up a menu, move the cursor to highlight the command that you want to run, then release the button.

**click**

To hold the mouse still, then press and immediately release a mouse button.

**command line option**

Options that let you specify how you want to run an IRIX command. See the man page of a command for a list of the available command line options.

**configuration file**

A system file that you change to customize the way your system behaves. Such files are sometimes referred to as customization files.

**confidence test**

A test that you run to make sure a particular device (such as the keyboard, mouse, or a drive) is set up and working properly.

**console**

The window that appears as a stowed icon each time you log in; IRIX reports status and error messages to this window.

**CPU**

The CPU (Central Processing Unit) is the chip that processes data. Depending on the type and version of a CPU, the system will run at different speeds.

**current working directory**

The directory within the file system in which you are currently located when you are working in a shell window.

**cursor**

The small red arrow on the screen that echoes the movements of the mouse. It changes shape depending on its location on the screen.

**daisy-chain**

A series of SCSI devices that are connected to each other, with one device connected to the SCSI port on a system and the final device terminated.

**DAT**

Digital Audio Tape; a magnetic tape from which you can read and to which you can copy audio and digital information.

**default printer**

The printer to which the system directs a print request if you do not specify a printer when you make the request. You set the default printer using the Print Manager.

**defaults**

A set of behaviors that Silicon Graphics specifies on every system. You can later change these specifications, which range from how your screen looks to what type of drive you want to use to install new software. For example, when you run IRIS Showcase, the Master gizmo opens by default. You can change the default settings using the Preferences gizmo.

**desk**

The screen background and the collection of windows that appears on top of it. You can create multiple desks and switch between them. When you switch from one desk to another, the screen changes, almost as if you had several different monitors.

**desktop**

The word desktop often refers to the screen background, but it can also refer to the entire IRIX Interactive Desktop environment, which includes all the graphical interfaces that make up your basic software environment. The desktop is similar to an actual office desk. For example, on your desk, you might have a phone, a container of pens and pencils, and a number of folders or notebooks. Other tools and files are stashed away in desk drawers. By default, a number of items appear on the background, including: the Toolchest, a folder icon representing your home directory, a dumpster icon, and an icon for each peripheral you have installed. You can place other icons on the desktop so that you can access them more easily.

**directory**

On the desktop, directories are represented by folder icons. When you open a directory, it displays the files, folders, and applications that the directory contains. Directory windows are called *Icon Views*.

**disk directory**

A directory that represents an entire disk or a partition of a disk. When you open a disk directory, you view the contents of the disk.

**disk use**

The percentage of space on your disk that contains information.

**distributed network**

A network where there is no automated central control of services or information. Each system's administrator must work with the network administrator to keep each system's network information up to date.

**domain**

A group of hosts on a network whose hostnames have the same suffix. See also *NIS domain*.

**domain name**

The common suffix found in all hostnames that are in the same domain on a network. See also *NIS domain*.

**double-click**

To hold the mouse still, then press and release it twice, very rapidly. When you double-click an icon it opens into a window; when you double-click the *Window menu* button, the window closes.

**drag**

To press and hold down a mouse button, then move the mouse.

**drive**

A hardware device that lets you access information on various forms of media, such as hard, floppy, and CD-ROM disks, and magnetic tapes.

**drop pocket**

A drop pocket is the small blue square into which you can drop icons. You can drag a folder icon and place it into the drop pocket on a Directory View window. The window displays the contents of that folder.

You can also drag a file or application icon and place it in the drop pocket on a Directory View window. The window displays the contents of the directory in which that icon is stored.

As a final example, you can drag an IRIS Showcase icon and drop it into a drop pocket on the Search tool to specify the type of files you want to find—in this case, IRIS Showcase files.

**dumpster**

A temporary holding place for icons that you remove using the "Remove" command. To retrieve files from the dumpster, double-click the dumpster icon; to empty the dumpster, choose "Empty Dumpster" from the Desktop toolchest.

**electronic mail address**

Your login name plus location information so you can receive electronic mail. The address is usually assigned by the network administrator.

**field**

An area in a window in which you can type text.

**file**

A container in which you store information such as text, programs, or images you create using an application.

**file hierarchy**

See *file system*.

**file system**

A hierarchy of directories and files. Directories contain other directories and files; files cannot contain directories. The *root* (/) directory is at the top of the hierarchy. See also *pathname*.

**form**

A window that contains buttons that you must click and/or editable fields that you must fill in.

**global desk**

The desk to place windows on if you want them to automatically appear on all of your desks.

**group**

A collection of login names. Members of a group can make file permissions apply to all other members of a group. You create and modify groups using the Users and Groups tool.

**guide**

In the Desktop documentation, the word "guide" usually refers to an Interactive Guide (like a "wizard"), which is a program that steps you through a task.

**home directory**

A directory in which you create and store your work. Usually, the home directory is named `/usr/people/<loginname>`, where *loginname* is the name of your login account. A folder icon for your home directory appears on the desktop by default.

**host**

Any system connected to the same local network.

**hostname**

The name that uniquely identifies each host (system) on the local network.

**icon**

A small picture that represents a stowed or closed file, directory, application, or IRIX process.

**Icon View**

The window you see when you open a folder (also called a directory) icon. It displays the files, folders, and applications that the directory contains. See Figure 1-1 for a picture of an Icon View. You can also type an http or FTP site name into an Icon View to see the contents of a Web or FTP site (see "Accessing Files Using FTP in an Icon View Window" and "Accessing Files on the Web Using an Icon View Window").

**input focus**

Only one window at a time recognizes mouse movement and typing. The window that does is said to have the input focus.

**inst**

The software tool that you use to install system software, software options, and maintenance releases that come from Silicon Graphics.

**IP address**

The number that uniquely identifies each system on the network.

**IRIS**

Any graphics workstation manufactured by Silicon Graphics, Inc.

**IRIX**

The Silicon Graphics version of the UNIX operating system. See also *system software*.

**IRIX processes**

Tasks that IRIX carries out to keep the system running correctly or to complete an explicit command. Each process has a unique process ID number.

**Kb (Kilobyte)**

A standard unit for measuring the information storage capacity of disks and memory (RAM and ROM); 1024 bytes make one Kilobyte.

**launch icon**

An arrow-shaped icon that appears in the right margin of the IRIS InSight viewer and the Help viewer. Double-click this icon to run an application.

**link**

A pointer to a file or directory that exists in a different location in the file system. When you make a link to a file, you are not creating another instance of the file; you are creating another location from which you can access the original file.

**local workstation, drive, disk, file system, or printer**

The physical workstation whose keyboard and mouse you are using, all hardware that is connected to that workstation, and all software that resides on that hardware or its removable media.

**log in**

To give the system your login name so you can start a session on the IRIS workstation.

**log out**

To end a session on the IRIS.

**login account**

A collection of information about a person who can log in to the system. The information includes the person's full name, login name, contact information, and the name of a home directory in which the person can store directories and files. Also called user account.

**login name**

The name you use to identify yourself to the system. You type it to log in to the system, and the system uses it to label files that belong to you. If your system is on a network, the network administrator usually must approve of the name to make sure it is unique. Also called user name.

**login screen**

The window that you see after powering on the system, before you can access files and directories. The window contains one icon for each login account on the system.

**Mb (Megabyte)**

A standard unit for measuring the information storage capacity of disks and memory (RAM and ROM); 1024 kilobytes make one megabyte.

**menu**

A list of operations or commands that the IRIS can carry out on various objects on the screen.

**menu button**

A button that reveals a pop-up menu. Place the cursor over the button; then press the left mouse button.

**minimize**

Minimizing a window is a handy way to keep multiple applications running without having a lot of windows open, or just to move a window temporarily out of the way so you can access another window. Access the menu for minimizing a window by clicking the upper left corner of a window. It temporarily turns a window into a small square icon so that it uses very little screen space. It's like instantly packing an application into a tiny box and putting it out of the way, but it doesn't close down the application. The current

state of the application remains unchanged while the application window is minimized. To restore a minimized window to its original size, click on it.

**mount point**

The directory on your workstation from which you access information that is stored on a local or remote disk resource.

**mount**

To make a file system that is stored on a local or remote disk resource accessible from a specific directory on your workstation.

**mouse**

A hardware device that you use to communicate with windows and icons. You move the mouse to move the cursor on the screen, and you press its buttons to initiate operations. An optical mouse must always be on the mouse pad for the IRIS to interpret its movements; a mechanical mouse works on any clean, flat surface.

**mouse pad**

For an optical mouse, this is the rectangular, metallic surface that reads the movements of the mouse. For a mechanical mouse, this is a clean, soft rectangular surface that makes the mouse's trackball roll efficiently.

**multi-tasking system**

A system that can run several processes (such as running applications, printing files, and updating files) simultaneously.

**multiuser system**

A system that several users can work on simultaneously and maintain private files.

**NFS**

A networking software option that lets you access files and directories that reside on the disks of other workstations as if they resided on a local disk in your own workstation. NFS stands for Network File System.

**network**

A group of computers and other devices (such as printers) that can all communicate with each other electronically to transfer and share information.

**Network Access account**

A person who has a Network Access account on a system can log in to the system only when the network and the optional NIS software are running properly. The information in a Network Access account is entered by the network administrator on the NIS master system. Privileged Users on other systems on the network cannot change any business card information about a Network Access account.

**network administrator**

The network administrator is the person who maintains a network of systems. If the network runs the optional NIS software, the network administrator maintains the master database of login account information.

**Network File System**

A networking software option. It lets you access files and directories that reside on the disks of other workstations as if they resided on a local disk in your own workstation.

**NIS**

A networking software option that lets you control network information and services from a central server called the NIS master. NIS stands for Network Information Service. See also *centralized network*, *NIS client*, *NIS domain*, and *NIS master*.

**NIS client**

Any system on a centralized network that runs NIS other than the NIS master. The NIS client receives services and information from the NIS master.

**NIS domain name**

The unique name of a network (or sub-network) that runs NIS.

**NIS master**

The server that stores the complete database of information about all the hosts (systems) and users on a centralized NIS network. The NIS master periodically updates host information on all other systems on the network (NIS clients); its user information is always available to every host. The network administrator is responsible for setting up, maintaining, and troubleshooting the NIS master.

**notifier**

A form that appears when the system requires you to confirm an operation that you just requested, or when an error occurs.

**open**

To double-click an icon, or to select an icon, then choose "Open" from a menu in order to display a window that contains the information that the icon represents.

**open in place**

When double-clicking a directory folder icon in a Icon View window, it opens in the current Icon View window rather than in a new window. The "open in place" behavior occurs only when it has been selected by choosing Desktop > Customize > Icon Views from the Toolchest, or Options > Default Layout... in the Icon View window, or when you hold down the **Alt** key while double-clicking.

**owner**

The user who created a particular file or directory and can specify which other users of the system can access the file.

**parent directory**

A relative term that refers to a directory that contains another directory. If directory A contains directory B, then A is the parent directory of B.

**password**

A combination of letters and/or numbers that only you know; it is an optional element of your login account. If you specify a password for your account, you must type it after you type your login name before the system lets you access files and directories.

**path**

A list of directories the system searches when trying to find a file or run a program. You can add directories to and delete directories from your path. For instructions, see "Adding Directories to Your Path."

**path finder**

The area of a window that contains the *drop pocket*, the *pathname* field, the path bar, and the recycle button (these features are shown in Figure 1-1). You use these fixtures to move from one directory to another.

**pathname**

The list of directories that leads you to a specific file or directory in the file system. For example: `/usr/people/jane/test.results` is a pathname. Note that directories contain other directories and files. The *root* (`/`) directory is the original directory, in which all other directories reside.

**peripheral**

A hardware device that adds more functionality to the basic workstation, such as a tape drive. See also *external devices* and *internal drives*.

**permission**

The information attached to each directory and file that specifies which users can access it and to what degree. See also “Understanding and Changing Permissions.”

**permissions mask**

A system setting that specifies the default permissions that the system assigns to newly created files and directories. The owners of those files and directories can later change the permissions.

**Printer Manager**

A tool that you use to set up printer software and monitor jobs that you send to the printer. You access it through either the System toolchest or the System Manager.

**Privileged User**

A person whose standard login account includes administrative privileges. When a Privileged User logs in, he can change his personal work area, and can use the graphical administration tools to change or customize the entire system (for example, add a disk, create a login account, or install system software). There can be more than one Privileged User on the same system.

**pop**

Windows on the screen can overlap each other. You can pop a window so it appears on top of other windows.

**port**

An outlet to which you attach cable connectors.

**power cable**

The cable that connects the workstation to a grounded electrical outlet.

**power down**

To turn off the power switches on the workstation chassis and the monitor.

**power up**

To turn on the power switches on the workstation chassis and the monitor.

**PROM monitor**

The interface that you use to communicate with the system after it is powered up, but before it is booted up and running IRIX.

**prompt**

A character or word that the system displays in an IRIX shell that indicates that the system is ready to accept commands. The default prompt for regular user accounts is %; the default prompt for the *root* account is #.

**queue**

A list of print jobs waiting to be printed on a particular printer.

**quit**

To stop running an application.

**reference**

On the IRIX Interactive Desktop, the word *reference* refers to a reference icon, which is an icon that is pointer to a file or directory that exists in a different location in the file system. When you make a reference icon for a file, you are not creating another instance of the file; you are creating another location from which you can access the original file. Reference icons are distinguished by an italicized icon label.

**remote**

The word *remote*, used in reference to a workstation ("host"), drive, disk, file system, or printer, refers to something that you can access across a network; something that is not physically connected to your workstation, *except* by a network.

**reset button**

A physical button on the workstation that you press to cut off, then immediately restore power to the workstation. You should never press this button while IRIX is running, unless all attempts to shut down the system using software fail. See also *shut down*.

**restore (files)**

To copy files that once resided on your hard disk from another disk or a tape back onto your hard disk.

**root account**

The standard IRIX login account reserved for use by the system administrator. This account's home directory is the *root (/)* directory of the filesystem; the user of the *root* account has full access to the entire filesystem (that is, can change and delete any file or directory). The user of this account is sometimes referred to as the *superuser*.

**root (/) directory**

The directory at the top of the file system hierarchy.

**SCSI address**

A number that uniquely identifies a SCSI device to a system. No two SCSI devices that are physically connected to the same workstation can have the same SCSI address.

**SCSI cable**

A cable that connects a SCSI device to a SCSI port on a workstation.

**SCSI device**

A hardware device that uses the Small Computer System Interface (SCSI) protocol to communicate with the system. Hard disk, floppy disk, CD-ROM, and tape drives are all SCSI devices.

**select**

To position the cursor over an icon then click the (left) mouse button. Once an icon is selected, it is the object of whatever operation you select from a menu.

**serial device**

Any hardware device that requires a serial cable connection to communicate with the workstation.

**serial port**

An outlet on the workstation to which you connect external serial devices.

**server**

A system that other systems on the network access to use its disk space, software, or services.

**shared**

The word shared can refer to either a directory, media device, or printer, and means that

the item is made available for users from other systems on your network to use over the network. For example, if Jan has marked a directory shared, and John has a system on the same network, he can open that directory on his own system. Similarly, if she has marked her CD-ROM drive shared, he could use her CD-ROM drive from his own system.

**shelf**

The shelf is an Options feature of *Icon Views*, a place for you to put icons that you need to use frequently while working in a particular directory. For example, if the directory contains many files, you might want to place the files you use most frequently on the shelf. Or, if the directory contains many color Showcase slides, you might want to place the icon for a color printer onto the shelf.

**shell**

A window into which you type IRIX commands. To open a shell from the Toolchest, choose Desktop > Open Unix Shell.

**shell script**

A program that issues and interprets a sequence of IRIX commands.

**shuffle**

To change the order in which windows are stacked on the screen.

**shut down**

To safely close all files, log out, and bring the workstation to a state where you can safely power it down. You choose "Shut Down System" from the System toolchest menu to do this.

**software option**

Any software product that you buy from Silicon Graphics, other than the standard system software that comes on your system disk.

**superuser**

An alternate name for the user of the *root* login account. See also *system administrator*.

**system**

All the hardware and software that makes up the computer.

**system disk**

The physical disk that contains the standard IRIX operating system software—the software that makes your workstation run.

**system software**

The standard IRIX operating system software and Silicon Graphics tools that come on the system disk and on the tape or CD-ROM that you use in the event of a system crash.

**TCP/IP**

The standard networking software that is included in the system software.

**UNIX**

A multiuser, multi-tasking operating system from AT&T upon which the Silicon Graphics IRIX operating system is based.

**user account**

A collection of information about a person who can log in to the system. The information includes the person's full name, login name, contact information, and the name of a home directory in which the person can store directories and files. Also called login account.

**User**

Any person who has a standard account on the system. When a user logs in, she can only alter the data in her own user account—her own "room" on the system.

**unmount**

To make a file system that is accessible from a specific directory on your system unavailable.

**user ID**

A number that uniquely identifies a user to the system.

**WebJumper**

WebJumper is a tool that lets you create icons that "jump" you to your favorite Web sites.

**wildcard**

A character, usually an asterisk (\*), that you use alone to specify all files and directories that are available, or with a few other letters to specify a group of files and directories that

have a common element in their names. For example, to specify all files and directories that begin with the letters “ch,” you would type: **ch\***

**window**

A portion of the screen that you can manipulate that contains text or graphics.

**window manager**

The system program that draws and controls windows. It lets you create and manipulate windows—move them, resize them, and close them.

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