

# Using Your HP Workstation



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## Printing History

The printing date will change when a new edition is printed. Minor changes may be made at reprint without changing the printing date. The manual part number will change when extensive changes are made.

Manual updates may be issued between editions to correct errors or document product changes. To ensure that you receive these updates or new editions, see your HP sales representative.

August 1993 ... First Edition ... A2615-90001. This edition incorporates material from *HP Visual User Environment 3.0 User's Guide* and *Using HP-UX*.

January 1995 ... Second Edition ... A2615-90003. This edition includes information covering the 10.0 release of HP-UX and HP VUE. It also incorporates material on the HP-UX command line from *Using HP-UX* and obsoletes that manual.

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## How to Use this Guide

This guide covers everything you need to know to begin using your new Hewlett-Packard workstation. It provides step-by-step instructions for basic tasks such as copying files, printing documents, and starting applications.

Part I contains instructions for using the graphical user interface, HP VUE. It explains everything you will need to know to be productive with your new workstation. Part II is for more advanced users who prefer to work directly with the HP-UX command line. This guide contains the following information:

### Part I: Using HP VUE

*Chapter 1, Getting Started* explains how to turn on the power and log in for the first time.

*Chapter 2, Introducing HP VUE* introduces the components of the HP VUE interface.

*Chapter 3, Learning Basic Skills* helps you quickly learn to use windows, menus, and other components of HP VUE.

*Chapter 4, Getting Help* explains how to get help in a hurry with HP Help, the online help system.

*Chapter 5, Working with Files* describes how to manage files and directories.

*Chapter 6, Editing Files* explains how to use the HP VUE Text Editor to edit files.

*Chapter 7, Using Electronic Mail* shows you how to send and receive messages electronically.

*Chapter 8, Using Multimedia* explains the HP VUE multimedia applications for audio and graphics.

*Chapter 9, Using Applications* explains the HP VUE toolboxes, which are used to store applications.

*Chapter 10, Printing* explains how to print your work.

*Chapter 11, Communicating over a Network* describes how to use and communicate with remote systems.

*Chapter 12, Customizing Your System* shows you how to customize your workstation to your liking.

*Chapter 13, Doing Advanced Tasks* provides pointers for more information about advanced and system administration tasks not covered in this guide.

## **Part II: Using the HP-UX Command Line**

*Chapter 14, Getting Started with HP-UX Commands* explains how to turn on the power and log in for the first time with HP-UX commands.

*Chapter 15, Working with Files and Directories* shows you how to create, view, print, and remove files; create and remove directories; and navigate between directories using HP-UX commands.

*Chapter 16, Using Your Shell* explains how to use command syntax, redirect command input and output, and set your login environment.

*Chapter 17, Using the vi Editor* describes how to create and edit text using the `vi` editor.

*Chapter 18, Making Your System Secure* covers system security and changing file and directory permissions with HP-UX commands.

*Glossary* explains common HP VUE and HP-UX terms.

## Typographic Conventions

This guide uses the following typographic conventions:

**Boldface** Words defined for the first time appear in boldface. For example, **windows** are containers for applications.

**Computer** Computer font indicates literal items displayed by the computer. For example:

```
file not found
```

**User input** Color indicates literal items that you type. For example:

```
cd
```

*Italics* Manual titles and emphasized words appear in italics, as do values that you supply.

For example, in the command below you would substitute an actual directory name (such as `mydir`) for *directory\_name*.

```
cd directory_name
```

**Enter**

A rectangle with rounded corners and a label denotes a keyboard key.

A notation like **CTRL**+**Q** indicates that you should hold the control key down, then press **Q**.

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# Part I

## Using HP VUE

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- Getting Started
- Introducing HP VUE
- Learning Basic Skills
- Getting Help
- Working with Files
- Editing Files
- Using Electronic Mail
- Using Multimedia
- Using Applications
- Printing
- Communicating over a Network
- Customizing Your System
- Doing Advanced Tasks





## Getting Started

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Your new workstation uses the HP Visual User Environment (HP VUE) and the HP-UX **operating system**. HP VUE is a powerful graphical environment that provides an interface to HP-UX.

HP VUE lets you take advantage of the versatility of HP-UX through simple point and click operations with the mouse. It simplifies many of your daily tasks by giving you an easy way to start **software applications**, manage **files**, and use tools.

For a quick overview of HP VUE and its components, examine the *HP VUE Quick Start* shipped with your system.

If you prefer to use HP-UX commands directly, see Part II of this guide, “Using the HP-UX Command Line”.

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## Starting Your Workstation for the First Time

Your **workstation** should be installed and ready to use. If you have not yet installed your workstation, please see the *Hardware Installation Guide* that came with it.

Once your workstation is installed, this section explains how to start it for the first time. It guides you through selecting the startup procedure, getting required information, and turning on your computer.

If this is *not* the first time your workstation has been started, go to “Starting Your Workstation After the First Time” later in this chapter.

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### Note

Throughout this guide, you will see the term **system administrator**. The system administrator is someone who manages your system, taking care of such tasks as adding peripheral devices, adding new users, and doing system backups. In general, this person (who may also be called the system operator or something similar) is the one to go to with questions about implementing your software.

However, if you are the only user on a single-user workstation, then whenever this guide refers you to the system administrator, you should be able to get help from the system administration manuals that you purchased with your system (especially *System Administration Tasks*). Your HP support engineer can also provide installation and maintenance help, in accordance with your support contract.

Your workstation includes a tool called System Administration Manager (**SAM**) that has complete online help to guide you through system administration tasks. Use SAM only if a system administrator is *not* available. To start SAM, **log in** as the **superuser** and type `/usr/sbin/sam`, then press **(Enter)**. For more information about SAM, see *System Administration Tasks*.

Chapter 13 lists advanced and system administration tasks, and provides pointers for locating more information.

---

## Choosing the Startup Procedure

- If your workstation has preloaded software (HP VUE and the HP-UX operating system are loaded on the hard disk at the factory), the workstation is shipped with a yellow sticker covering the power switch.

Follow the instructions in this section to start up a workstation with preloaded software (also called “Instant Ignition”).

- If your workstation does not have preloaded software and you ordered the HP-UX software separately, see your system administrator. *Installing HP-UX 10.0* contains installation instructions.
- If your system does not have a hard disk installed, or if it has a hard disk installed but you want your workstation to be a client node in an HP-UX **cluster**, see your system administrator. The *System Administration Tasks* manual contains instructions for setting up clusters and client nodes.

## Getting Required Information

Before you turn on your workstation, you should know the following information. The workstation will request this information when you start it for the first time, so that it can configure certain system and networking parameters.

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**Note** If you do not have some of this information now, such as the host name or Internet address, you can add or modify it later. Such modifications should be made as soon as possible after initial installation. For instructions, see “Modifying System Parameters”.

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- The **host name** of your computer (sometimes called the system name). The host name can be a simple name or an Internet fully-qualified name. Get the host name from your system administrator.

*Host name:*\_\_\_\_\_

- If you are connecting your computer to a local area network, you need to know your computer’s Internet Protocol address (IP or Internet address). This is a four-part code (for example, 15.15.232.18) that uniquely identifies your computer among all those located on your network or any other network. Obtain this address from your system administrator.

*IP Address:*\_\_\_\_\_

- The time zone where your computer is located (for example, Mountain Daylight Savings Time). You don't need to know the standard abbreviation.

*Time zone:* \_\_\_\_\_

- The root **password**. *Be sure to write it down in a secure place.* You will use this password when you log in as superuser later in this chapter.

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**Note**            The root user, or **superuser**, is a special user. When logged in as the superuser, you have the permission required to perform all system administration tasks. Normally, the system administrator is the only one who logs in as the superuser. The user name for the superuser is root.

However, the very first time you (or anyone else) log into your new workstation, you must do so as root because no other **user accounts** have been created yet. Once accounts have been created for other users, you should log out as superuser, then log back in as one of those users.

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- *Optional.* You can configure additional network parameters such as the subnetwork mask, the network gateway, and the Domain Name System name server. Ask your system administrator if you should configure these parts of the network.

*Subnetwork mask: (Optional)*

\_\_\_\_\_  
*Network gateway host name: (Optional)*

\_\_\_\_\_  
*Network gateway IP address: (Optional)*

\_\_\_\_\_  
*Local domain name: (Optional)*

\_\_\_\_\_  
*DNS server host name: (Optional)*

\_\_\_\_\_  
*DNS server IP address: (Optional)*

\_\_\_\_\_  
*Network Information Service domain name: (Optional)*

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- *Optional.* To save disk space, you may want your workstation to be a **font** client. As a font client, your workstation uses the font files on a network server rather than using the fonts stored on its own hard disk, thus saving

disk space. System RAM usage is reduced for font clients but increased for font servers.

If you want your workstation to become a font client, ask your system administrator for the name and IP address of the network font server. If you do not choose to become a font client, all fonts will still be available from your local disk.

*Font server name: (Optional)*

*Font server IP address: (Optional)*

For more information, see HP VUE's online help. Click the Help Manager control (the books and question mark icon) on the Front Panel at the bottom of your screen. Then click "HP Visual User Environment Version 3.0 Help", then click "General Configuration", then click "Network Font Server". Also see the *mk\_fnt\_clnt*(1M) and *mk\_fnt\_srvr*(1M) manual reference pages.

## Turning on the Power

1. Turn on the power switch on the monitor. The power LED lights to indicate that the power is on.
2. Turn on the power to any external peripherals, such as printers, that are connected to your workstation.
3. Turn on the power button on your workstation. The power LED lights to indicate that the power is on.
4. As your workstation starts up, it runs a series of self-tests. For information about these self-tests, see the troubleshooting chapter in your *Owner's Guide*.
5. After two or three minutes, many messages appear on your screen. These messages pertain to hardware and software subsystems that are being activated, and you should not need to respond to any of the messages.
6. The first time you power up the workstation, a series of windows appear that prompt you for the information about your workstation that you gathered in the previous section, such as your host name, IP address, time zone, and root password. Enter this information as it is requested.

If you do not set a host name now and instead accept the default host name of unknown, you will get an error message when you log in.

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**Note** If you do not have the information when prompted for it, press **Enter**. HP-UX then uses its default value for that question, and you can add or modify the information later. Such modifications should be made as soon as possible after initial installation. For instructions, see “Modifying System Parameters”.

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7. When you have finished answering the questions, the workstation completes its startup sequence.
8. Once your workstation is running, it will display one of two ways to **log in**—the HP VUE login screen or a command line prompt.

To log in, follow the instructions in “Getting Started with HP VUE”. To log in at the HP-UX command line, see “Logging In and Out of HP-UX” in Chapter 14.

For help with using the mouse, see “Using a Mouse”.

### **Desktop or Runtime HP-UX?**

Your workstation may have been installed with a version of HP-UX called “Desktop HP-UX.” Your system administrator can tell you if you have Desktop HP-UX or the standard Runtime HP-UX.

The Desktop version of HP-UX occupies less disk space than the Runtime version because it does not install the full HP-UX functionality. Desktop HP-UX contains most standard commands and networking, including Internet Services, NFS, and core DCE. However, UUCP and SLIP are not included, nor is functionality that is primarily intended for multi-user or server systems, such as disk quotas, auditing, or system accounting. Desktop HP-UX also does not contain routines for compiling C or graphics programs, the Key Shell (an interactive HP-UX shell), online manual reference pages (man pages), or part of the standard online help.

Your system administrator should be able to tell you which version of HP-UX you have, and can install any additional functionality that you might need.

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## Starting Your Workstation After the First Time

If this is the first time that your workstation has been started after it was installed, go to “Starting Your Workstation for the First Time” earlier in this chapter.

Otherwise, follow these steps:

1. Turn on the power switch on the monitor. The power LED lights to indicate that the power is on.
2. Turn on the power to any external peripherals, such as printers, that are connected to your workstation.
3. Turn on the power button on your workstation. The power LED lights to indicate that the power is on.
4. As your workstation starts up, it runs a series of self-tests. For information about these self-tests, see the troubleshooting chapter in your *Owner's Guide*.
5. After two or three minutes, many messages appear on your screen. These messages pertain to hardware and software subsystems that are being activated, and you should not need to respond to any of the messages.
6. Once your workstation is running, it will display one of two ways to log in—the HP VUE login screen or a command line prompt.

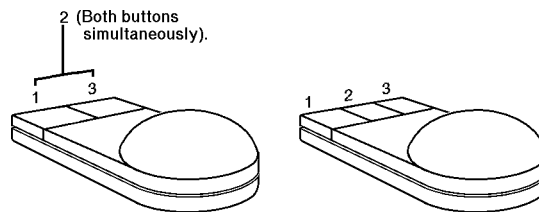
To log in, follow the instructions in “Getting Started with HP VUE”. To log in at the HP-UX command line, see “Logging In and Out of HP-UX” in Chapter 14.

For help with using the mouse, see “Using a Mouse”.

## Using a Mouse

This section explains how to navigate in HP VUE using the mouse. Instructions for navigating with the keyboard are in Chapter 3.

For a right-handed mouse, the buttons are numbered as shown below. Your right index finger rests on button 1. To reverse the button mapping for left-handed use, see “Changing Mouse Behavior” in Chapter 12.



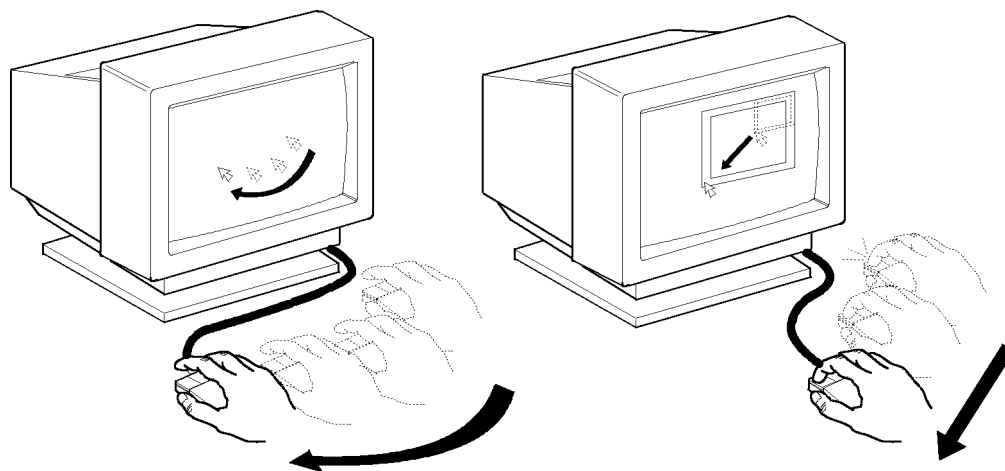
**Button numbering on two- and three-button mice.**

As you move the mouse across your desk, a corresponding arrow moves across the screen. This arrow is called the **pointer**.

You may notice these different mouse and **cursor** shapes while using your system:

Pointers (Mouse)	Cursors (Keyboard)
<b>Working:</b>	<b>Inserting:</b>
<b>Moving:</b>	<b>Selecting:</b>
<b>Pointing:</b>	
<b>Resizing:</b>	
<b>Help:</b>	
<b>Grabbing:</b>	





**Moving the pointer and dragging objects.**

**To move the pointer:**

Move the mouse.

**To drag an object:**

1. Move the pointer over the **object**.
2. Press and hold down the mouse button.
3. Move the mouse.
4. Release the mouse button.

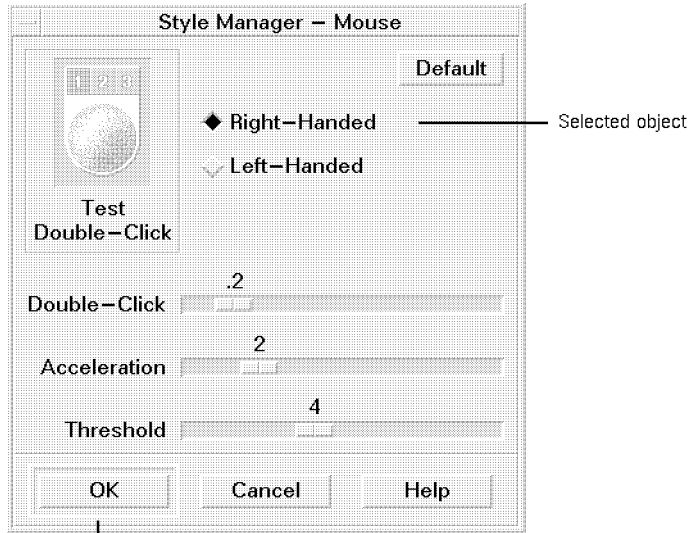
You give HP VUE instructions by performing the following actions:

**To click:** Press and release a mouse button quickly (usually mouse button 1) without moving the mouse pointer.

**To double-click:** Press and release a mouse button twice quickly (usually mouse button 1) without moving the mouse pointer. To change the double-click speed, see “Changing Mouse Behavior” in Chapter 12.

**To select:** Specify an object by moving the mouse pointer over the object and clicking. No action is performed until you **choose** another object, such as the OK button.

**To choose:** Perform a command or action by moving the mouse pointer over an object and clicking.



Choose OK to activate the selected object

### Selecting and choosing objects.

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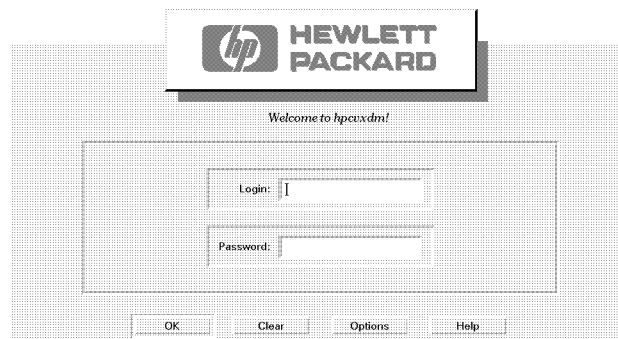
## Getting Started with HP VUE

This section explains how to log in, create user accounts (if necessary), and log out using HP VUE.

Chapter 2 introduces the HP VUE environment, and Chapter 3 explains how to use HP VUE.

### Logging in with HP VUE

Logging in gives you a secure way to access your workstation. You log in by typing a **user name** and a personal **password**. If your workstation is running HP VUE, you will see the HP VUE login screen:



**Log in using the HP VUE login screen.**

If HP VUE has not been configured to start automatically, you see a login prompt without windows when you start your system. To start HP VUE, see “Enabling and Disabling HP VUE” in Chapter 12.

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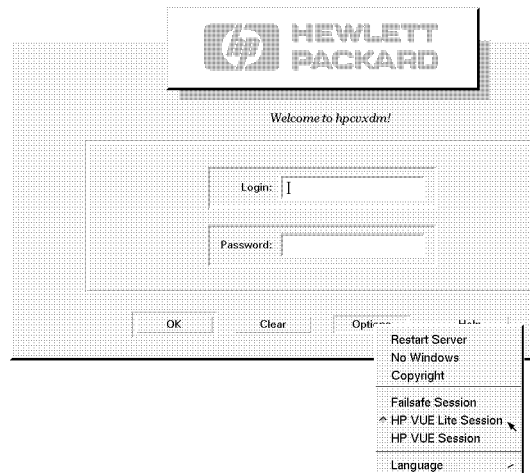
**Note** If you do not see the login screen, move the mouse slightly or press **Shift** to activate the screen. Also check that the LED light on the monitor is on. If not, turn on the power on the monitor. If you still don't see the login screen, contact your system administrator.

---

1. To run a standard HP VUE **session**, you do not need to select any login options.

To run HP VUE Lite, select the Options button, then choose “HP VUE Lite Session” from the Options menu. (This is unnecessary if your previous session was an HP VUE Lite session.) Your system may be configured to automatically run an HP VUE Lite session. If this is the case, the HP VUE session option in the Options menu is inactive.

To log in using a language other than English, select “Language” from the Options menu. Also see “Using A Session in A Different Language” in Chapter 2.



**Use the Options menu to select login options.**

2. If you have a user account, type your **user name** in the Login box and press **Enter**. You can backspace over any mistakes.

For example:

```
leslie Enter
```

If you don't have a user account yet, ask your system administrator to create one, or follow the instructions in “Creating a New User Account” later in this chapter. Until you get a user account, you may log in as superuser.

To log in as superuser, type the following in the Login box:

```
root Enter
```

3. If you are logging in with your own user name, or if a password has been set for `root`, you must enter the correct password in the Password box. Type the password and press **Enter**.

You can backspace over any mistakes. The password does not appear on the screen.

4. The copyright notice appears, followed by the HP VUE environment. You are now logged in.

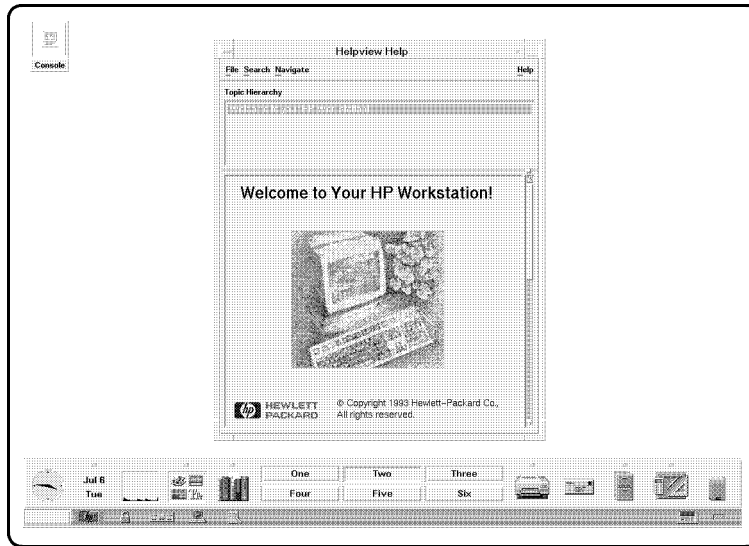
If you have logged in before, the **Session Manager** restores your most recent session—your colors and mouse settings, and the **window** applications that were running.

If you have not set a host name for your workstation, you will see an error message telling you that your workstation does not have a unique name.

5. You'll see a **workspace** window (which occupies the entire screen), with a **Front Panel** at the bottom of the screen. The Front Panel provides a central location for controlling applications you use frequently. HP VUE has two Front Panels, one for regular HP VUE sessions, and one for HP VUE Lite sessions. HP VUE's Front Panel is described in Chapter 2.

The first time you log in, a Welcome window appears, as shown below. This Welcome window introduces important features of your new workstation. Spend a few minutes reading the contents of this window and learning about your workstation.

To view this Welcome window again later, click the Help Manager control (the books and question mark icon) on the Front Panel at the bottom of your screen. Click the help topic titled "Welcome Messages".



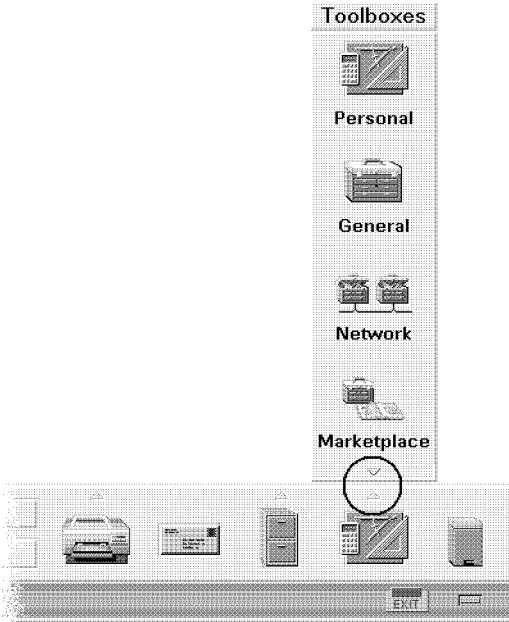
A typical HP VUE screen.

## Creating a New User Account

User accounts allow users to log in to the system and use its resources. Only the superuser can create new user accounts. If an account has been created for you already, you do not need to create one. For additional security, you may also require that a user enter a password during the login process.

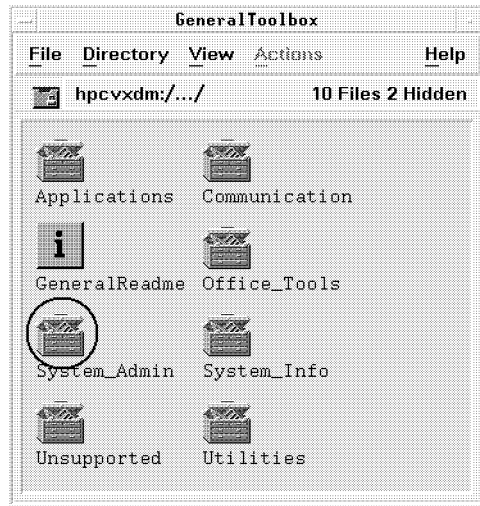
To create new user accounts, use the system administration tool SAM (System Administration Manager).

1. Log in as superuser (type `root` and press `(Enter)`, then type the password and press `(Enter)`).
2. Click the small arrow above the Tools **control** on the HP VUE front panel. The Tools **subpanel** appears.



The Tools subpanel contains several toolboxes.

3. Click the icon for the **General Toolbox**. The General Toolbox opens.



**The General Toolbox contains many subdirectories for tools.**

4. Double-click the System\_Admin subdirectory to open the system administration tools.
5. Double-click the icon labeled SAM. You may have to scroll the window to see this icon.  
(The SAM icon can also be found in the **Personal Toolbox**.)
6. The SAM main window appears. Double-click the "Users and Groups" icon.
7. The "Users and Groups" window opens. Double-click the "Users" icon.
8. The "Users" window opens. Click the "Actions" menu.
9. A menu appears below the word "Actions". Click the "Add . . ." menu selection.
10. The "Add a User Account" window opens. Click the box labeled "Login Name:", then type the name for the new user account (the *login name* is the same as the *user name*).  
SAM provides defaults for the rest of the fields in this screen. For information about these fields, click the Help button in the window.
11. Click the OK button.



12. A password window opens. Click the box labeled “Password:”, then type the password for the new user account and click OK.

---

**Note**

SAM allows you to set any character string as a password. However, to improve system security you should follow these guidelines:

A password must contain at least six characters. At least two characters must be alphabetic, and one of those characters must be a number or a special character (such as a dash (-), an underline (\_), or an asterisk (\*)). The password cannot contain your **user name**, or even a reversed version of your user name (for example, if your user name is dlm your password cannot contain mld).

Examples of valid passwords are: wild-life, !secret, and \*fuzzy\*.

Make sure you do not forget the password you use. If you forget your password, contact your system administrator, or log in as the superuser and set a new password with the SAM utility. To change your password, see “Changing Your Password”.

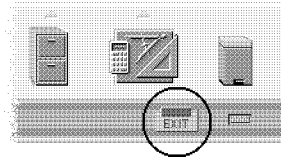
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13. You are requested to re-enter the password. Click the box labeled “Password:”, then type the password exactly as you entered it the first time. Click the OK button.
14. Click the File menu in the “Users and Groups” window, then click “Exit”.
15. In the main SAM window, click the “Exit SAM” button. The SAM window closes.
16. To close the General Toolbox, click its “File” menu, then click the “Exit” menu selection.
17. Log out as root (see “Logging Out of HP VUE”), then log back in using your regular user account.

## Logging Out of HP VUE

After you're done working for the day, or before you shut down your workstation, you should log out. Logging out prevents other users from accessing your workstation. However, it does not prevent others from accessing your work over the network—to protect your work, see “File Ownership and Security” in Chapter 5.

1. If you are using any applications, save your work, then exit the application.
2. Choose the logout **control** on the Front Panel.



Use the logout control to end the session.

Or, choose “Log out” from the Workspace Menu. To access the workspace menu, move the pointer over the workspace backdrop and hold down mouse button 3. A menu similar to that shown below appears.



The Workspace Menu also allows you to log out.

When you log out of a regular HP VUE session, Session Manager saves information about your **current session**, like the number and position of windows, so that it can be restored the next time you log in.

---

**Note**

If for some reason, the Front Panel and Workspace Menu are not working properly, you can log out by canceling a session. No session information is saved.

To cancel a session, simultaneously press **Shift** **Ctrl** **Reset**. If you are using a PC-101 keyboard, press **Shift** **Ctrl** **Pause**. The HP VUE login window appears after a short time.

Use this procedure to cancel a session *only* if the regular logout procedure does not work.

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## Shutting Down Your Workstation

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### Caution

The shutdown procedure following this note applies *only* to HP workstations with the Soft Powerdown feature. To determine if your workstation has this feature, see your *Owner's Guide*.

*Using this procedure with any other HP workstation may cause data loss and/or damage to the hard disk drive.* To shut down any other HP workstation, follow these steps:

1. If you are using any applications, save your work, then exit the application.
2. Click the up arrow above the Tools control on the HP VUE front panel. A subpanel appears.
3. Click the General icon in the Tools subpanel. The General Toolbox opens.
4. Double-click the "System\_Admin" subdirectory.
5. Double-click the "ShutdownSystem" action in the "System\_Admin" subdirectory. You must have superuser (root) permission to run this action.

---

You can leave your workstation running at all times without harm. However, you may need to shut it down occasionally, to conserve energy or to attach peripherals. You may turn off just your monitor or the entire computer at the end of each work day.

1. Ensure that your workstation has the Soft Powerdown feature (see your *Owner's Guide*).
2. If you are using any applications, save your work, then exit the application.
3. Log out, using the procedure in "Logging Out of HP VUE".
4. Turn off the power button on your workstation.
5. You will see this message:

Shutting down machine, please wait.

Your workstation then runs a program to shut itself down gracefully, without data loss.

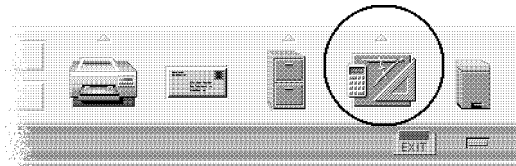
6. When the LED near the power button goes off, the shutdown sequence is finished. You can safely turn off the power switch on the monitor and any peripherals.

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## Changing Your Password

For password guidelines, see the note in “Creating a New User Account”.

1. Display the Personal Toolbox by choosing the Tools control in the Front Panel.



**Choose the Tools control to display the Personal Toolbox.**

2. Double-click ChangePassword.
3. Type your current password and press **Enter**.
4. At the prompts, type your new password twice. The new password takes effect immediately, so don't forget it!
5. To close the open toolbox window, choose “Exit” from the File menu.

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## Modifying System Parameters

Use this section only if you need to add or modify the system parameter information described in “Getting Required Information”. Any modifications should be made as soon as possible after initial installation.

Log in as the superuser and type the following command in a **terminal window**:

```
/sbin/set_parms option 
```

Where *option* is one of the following:

<b>Option ...</b>	<b>Modifies or sets ...</b>
hostname	System host name
timezone	Time zone
ip_address	Internet Protocol address
addl_netwrk	Additional network parameters (see page 1-7)
font_c-s	Network font service (see page 1-7)

You can also set network parameters or network font service using the icons labeled **SetNetworking** and **FontClientSrvr**, located in the General Toolbox in the System\_Admin subdirectory (see “Creating a New User Account” for instructions on opening the toolbox).

Any changes you make in `set_parms` will take effect after rebooting the system.

You can also use SAM to add or change most of this information.

---

## Information About Your Workstation

### Manuals

To learn more about your workstation, HP VUE, and the HP-UX operating system, continue reading this guide.

Within the United States, you can order any of the following manuals by calling Hewlett-Packard at 1-800-227-8164. In other countries, contact your nearest HP Sales and Support office. For a complete list of HP-UX manuals and part numbers, check the the *manuals(1)* manual reference page (see “Displaying a Man Page” in Chapter 4).

These manuals are also available on CD-ROM with the optional HP-UX LaserROM product. For information on LaserROM, contact your HP Sales and Support office.

### System Installation

- If you need help with system hardware installation, see the *Hardware Installation Guide* for your system.
- If you need help with peripheral installation, see the *Owner's Guide* for your system.
- If you have not yet installed your HP-UX system, see *Installing HP-UX 10.0*, HP part number B2355-90050.

### HP VUE Usage and Administration

- For general HP VUE usage, read Part I of this guide.
- If you want a quick overview of HP VUE, see the *HP VUE Quick Start* shipped with your system.
- For advanced HP VUE configuration and system administration, see the *HP Visual User Environment 3.0 User's Guide*, HP part number B1171-90079.

### X Window System

- See *Using the X Window System*, HP part number B1171-90076.

### HP-UX Usage and Administration

- For general usage of HP-UX, read Part II of this guide.

- For HP-UX system administration and troubleshooting information, see the *System Administration Tasks* manual, HP part number B2355-90051.

For most system administration tasks, you can use the SAM tool (log in as superuser by typing `root`, enter the superuser password, then type `sam`). SAM contains an extensive online help system to help you perform system administration tasks.

### **Online Help**

If you are using HP VUE (or the X Window System), you can use the HP Help System to access information about HP-UX and HP VUE.

To learn how to use HP Help, see Chapter 4.

The following subject areas in HP Help will be especially useful:

- “Using Your HP Workstation”, the online help corresponding to Part I of this guide.
- “HP Visual User Environment, Version 3.0”, the online help corresponding to the *HP Visual User Environment 3.0 User's Guide*.
- “Common HP-UX Tasks” in “HP-UX Operating System Help”, the online help for HP-UX command line tasks.



---

## Where to Go Now

<b>If you want to ...</b>	<b>Turn to ...</b>
Understand the HP VUE environment	Chapter 2
Learn basic skills for window use	Chapter 3
Learn about the online help system	Chapter 4
Work with files	Chapter 5
Edit files	Chapter 6
Use electronic mail	Chapter 7
Use multimedia	Chapter 8
Work with applications	Chapter 9
Print files	Chapter 10
Use remote workstations	Chapter 11
Customize your workstation	Chapter 12
Find pointers for advanced tasks	Chapter 13
Find pointers for administration tasks	Chapter 13
Use HP-UX commands	Part II



## Introducing HP VUE

---

HP VUE is a graphical user interface that provides workspaces, windows, menus, controls, and a Front Panel to help you organize and manage your **software applications**.

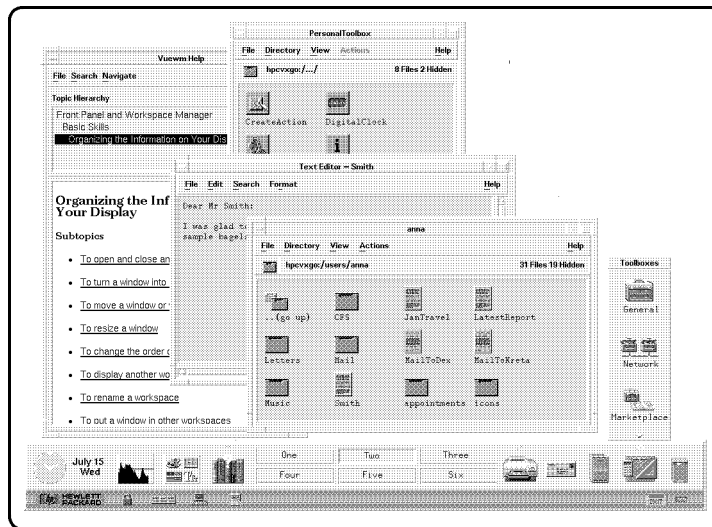
- A **workspace** is the screen area where you bring the applications needed for your work. There are six workspaces in HP VUE and four in HP VUE Lite.
- A **window** contains a software application and frames it with controls so you can move it, make it larger or smaller, or put it in additional workspaces.
- The **Front Panel** is a window that contains a collection of frequently-used controls and services all your workspaces. It is positioned at the bottom of the screen by default. A complete description of the Front Panel is found later in this chapter.
- **Menus** and **controls** help you manage and operate the software application.

---

## Overview of HP VUE

HP VUE creates an environment for interacting with your workstation. This environment is called a “visual” or “graphical” environment because it provides a display to guide you through performing tasks. HP VUE also includes a set of applications, such as a text editor and a style manager, that make it easier to use and customize your workstation.

This illustration shows HP VUE with several windows and applications running. Chapter 1 explains how to start your workstation and log in.



**HP VUE has many built-in applications.**

Computers understand commands, and commands often have complex rules and syntax. If you are not running HP VUE, you must learn these commands and then type them in exactly the right way to accomplish a task.

With HP VUE, you can give commands to your computer without having to learn or type commands.

In HP VUE, commands are represented by icons (called controls) drawn on the Front Panel of the display. These controls look much like buttons on an instrument panel. You use the mouse or keyboard to “push” the buttons.

For example, you can use the Mailer control, shown below, to start an electronic mail program.



### **The Mailer control starts an electronic mailer.**

While HP VUE provides an easy way to work with files and applications using icons, some tasks may require you to type HP-UX commands using a command line. You can use an HP VUE terminal window for typing commands.

If HP VUE is not running, the command line is still available. See Part II of this guide for information on common HP-UX commands, and “Overview of the Non-Windowed Environment” later in this chapter.

## **Features of HP VUE**

HP VUE includes these features:

- Windows are containers on the screen for applications; they let you run more than one application at a time.
- Workspaces allow you to have the equivalent of up to six different screens, although only one screen is displayed at a time. It’s as though your display had several layers that you can shuffle.

Workspaces provide a way to organize your work. Each workspace can contain its own set of windows. For example, in one workspace you can run windows containing word-processing and desktop publishing applications, while in another workspace you can run windows containing spreadsheet and chart programs.

- Icon-based file management. Files are represented by icons that can be selected and moved.
- Front Panel controls and toolboxes for easy access to applications.
- Extensive online help, provided by the HP Help Manager.
- Session management. HP VUE remembers which applications were running when you logged out and restarts them the next time you log in.
- Easy customization for colors, fonts, window behavior, and other aspects of the appearance and behavior of your workstation’s interface.

- Easy-to-use Text Editor and Icon Editor.
- Multimedia (text and audio) application for annotating files.
- Multimedia (images and audio) applications for playing, recording, and editing audio; and capturing and viewing images.

## **HP VUE—Regular and Lite**

Regular HP VUE sessions provide all the functionality of HP VUE. Regular HP VUE is most likely the default interface on your workstation.

However, some models and configurations of HP workstations may not provide satisfactory performance when running HP VUE.

HP VUE Lite is a subset of HP VUE that provides enhanced performance in exchange for some features. VUE Lite improves system performance by omitting the following:

- File Manager, File Annotator, Toolboxes
- Session Manager
- Printer and trash controls

To use HP VUE Lite, select it from the Options menu on the HP VUE login screen.

## **Choosing the HP VUE Environment**

HP recommends that you use HP VUE (or HP VUE Lite) on your workstation whenever possible. The features of HP VUE make it easier to learn about and use your workstation. Use HP VUE (or HP VUE Lite) if you:

- Want an easy-to-use interface. You'll still be able to type commands in a window if you choose.
- Want to run more than one application at a time. You can run applications that create their own windows and applications that run in a terminal window.
- Want to run the applications that are part of HP VUE. For example, HP VUE's Text Editor provides an easy way to edit files. Its Help Manager lets you access extensive online information.

If HP VUE has not been configured to start automatically, you see a login prompt without windows when you start your system. To start HP VUE, see “Enabling and Disabling HP VUE” in Chapter 12.

---

## Overview of the Non-Windowed Environment

When HP VUE is not running, you have a command line interface for running HP-UX commands, using special applications, and performing certain system administration tasks. For more information on commands, see Part II of this guide.

For example, to view the files in a directory, type the `ls` command and press **Enter**.

```
$ ls
april_report  graph.xwd    sales_figures
chart        march_report
```

**The `ls` command lists files.**

Use a non-windowed environment if you want to run a single application that uses the entire display, such as a CAD application.

To temporarily suspend HP VUE to work at the command line, see “Suspending HP VUE Using No Windows Mode”. To totally disable HP VUE, see “Stopping HP VUE” in Chapter 12.

---

## Summary of Features

<b>Feature</b>	<b>HP VUE</b>	<b>HP VUE Lite</b>	<b>Non- Window</b>
Windows	yes	yes	no
Workspaces	yes	yes	no
File management using icons	yes	no	no
Front Panel containing controls for common tasks	yes	yes	no
Toolboxes containing applications	yes	no	no
Text editor	HP VUE Text Editor or other editors		other editors
Icon editor	yes	yes	no
Session management	yes	partial	no
Applications for customizing your workstation	yes	yes	no
Command line	yes	yes	yes
Mailer	yes	yes	yes

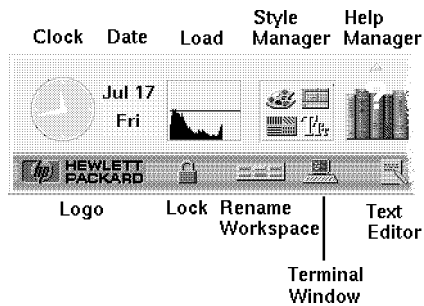


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## HP VUE Regular Session Front Panel

By default, the Front Panel for a regular HP VUE session appears as a long rectangle across the bottom of the display. For clarity, we'll describe the panel in three parts: left side, center, and right side.

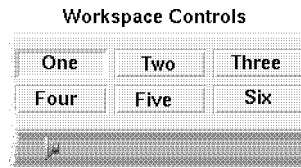
### Front Panel Left Side



**Front Panel Left Side**

<b>Clock</b>	displays the current workstation time.
<b>Date</b>	displays the current workstation date.
<b>Load</b>	displays workstation activity.
<b>Style Manager</b>	starts Style Manager with which you change display appearance, such as color, and change system device behavior, such as mouse double-click speed.
<b>Help Manager</b>	starts Help Manager.
<b>Logo</b>	gives HP VUE version information.
<b>Lock</b>	locks your workstation, preventing unauthorized input.
<b>Rename Workspace</b>	displays a dialog in which you can rename a workspace.
<b>Terminal Window</b>	starts a terminal window, providing access to a command line prompt.
<b>Text Editor</b>	starts Text Editor.

## Front Panel Center



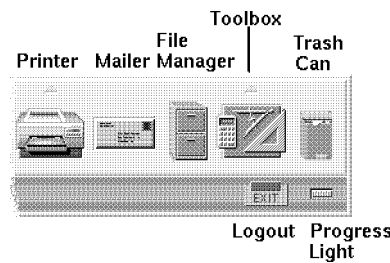
Audio Control

### Front Panel Center

**Audio Control** displays the Audio Control Panel, which lets you select audio volume, input, and output. The control is also a drop zone that accepts an audio file icon.

**Workspace Controls** used to select another workspace.

## Front Panel Right Side



### Front Panel Right Side

**Printer** displays printer job status on the system default printer.

**Mailer** starts your electronic mail application.

**File Manager** starts a File Manager window showing your **home directory**.

**Tools** opens your **Personal Toolbox**.

**Trash Can** displays the contents of the trash can.

**Logout** begins the logout process.

**Progress  
Light**

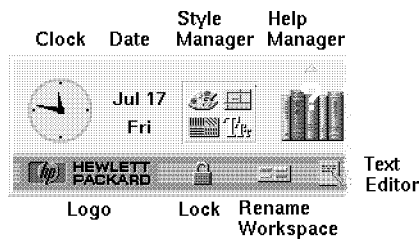
blinks to indicate an activity in progress, such as a new window opening.

---

## HP VUE Lite Session Front Panel

By default, the Front Panel for an HP VUE Lite session also appears as a long rectangle across the bottom of the display. There are some differences between this Front Panel and the regular HP VUE Front Panel. For clarity, we'll describe the HP VUE Lite Front Panel in three parts: left side, center, and right side.

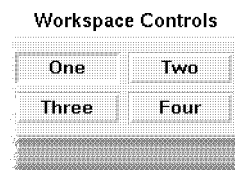
### HP VUE Lite Front Panel Left Side



**HP VUE Lite Front Panel Left Side**

<b>Clock</b>	displays the current workstation time.
<b>Date</b>	displays the current workstation date.
<b>Style Manager</b>	starts Style Manager with which you change display appearance, such as colors, and change window behavior.
<b>Help Manager</b>	starts Help Manager.
<b>Logo</b>	gives HP VUE version information.
<b>Lock</b>	locks your workstation, preventing unauthorized input.
<b>Rename Workspace</b>	displays a dialog in which you can rename a workspace.
<b>Text Editor</b>	starts Text Editor.

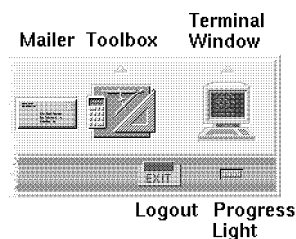
## HP VUE Lite Front Panel Center



### HP VUE Lite Front Panel Center

**Workspace Controls** used to select another workspace.

## HP VUE Lite Front Panel Right Side



### HP VUE Lite Front Panel Right Side

**Mailer** starts your electronic mail application.

**Tools** can be configured to run an application of your choice.

**Terminal Window** starts a terminal window, providing access to a command line prompt.

**Logout** begins the logout process.

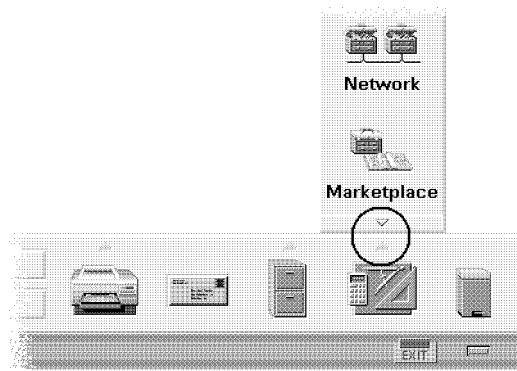
**Progress Light** blinks to indicate an activity in progress, such as a new window opening.

---

## Introducing the Front Panel

You use the Front Panel to activate HP VUE applications or change to a different workspace. To do so, you move the pointer to the control that represents the **action** you want, and click mouse button 1.

Some controls have an arrow above them. When you click the arrow, a **subpanel** pops up. This subpanel extends the control's functionality.



**Use the arrow controls to display and close the subpanels.**

To get help on a control, choose On Item in the Help subpanel. The pointer changes to a question mark. Move the pointer over the control or application you need help with, and click mouse button 1. This feature only works with **Workspace Manager** dialogs, Front Panel controls, or subpanel controls.

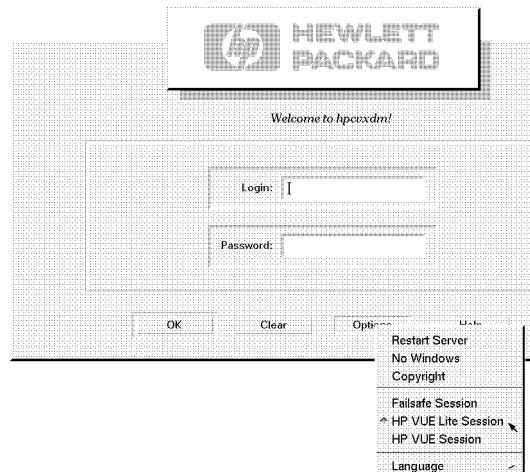
Chapter 3 provides more detail on using the Front Panel and other HP VUE features.

---

## Starting Optional Types of HP VUE Sessions

In addition to the regular HP VUE session, HP VUE provides these other types of sessions:

- HP VUE Lite is a scaled-down version of HP VUE. It is useful for limited-memory systems, or in situations where you do not need all the functionality of regular HP VUE. Starting an HP VUE Lite session is described in “Logging in with HP VUE” in Chapter 1.
- A session in a different language lets you use HP VUE in a language other than English.
- A failsafe session provides a terminal window. It is useful for performing configuration tasks before logging into another HP VUE session.
- No Windows mode lets you temporarily leave HP VUE to work outside the HP VUE environment.



**HP VUE provides optional session types.**

## Using A Session in A Different Language

The default language for your system is set by your system administrator. The Options menu lets you access other languages. Choosing a language in the Options menu sets the LANG environment variable for your session. The default language is restored at the end of the session.

1. Select the language using the menu displayed from Language in the Options menu on the Login Screen.
2. Type your **user name** and **password** when prompted to do so. See “Logging in with HP VUE” in Chapter 1 for more information.

## Logging Into and Out of a Failsafe Session

A failsafe session is a simple session that starts the Workspace Manager and a single terminal window. It provides a way to correct improper HP VUE sessions caused by errors in the login and session configuration files. As such, it is probably something that you will seldom use.

### Logging In

1. Select “Failsafe” from the Options menu.
2. Type your **user name** and **password** when prompted to do so. See “Logging in with HP VUE” in Chapter 1 for more information on logging in.

### Logging Out

Type `exit` in the terminal window and press `(Enter)`.

## Suspending HP VUE Using No Windows Mode

No Windows mode is not an HP VUE session. When your system is in No Windows mode, HP VUE is suspended, and you must type all commands. You log in from the operating system login prompt, rather than HP VUE's **Login Manager**.

---

**Note**            Certain types of configurations do not provide a No Windows mode option.

---



### **Entering No Windows Mode**

1. Choose “No Windows” from the Options menu. The login screen disappears and is replaced by an operating system prompt, typically a \$ or a >.
2. Type your **user name** and **password** when prompted to do so. See “Logging In and Out of HP-UX” in Chapter 14 for more information on logging in at the command line.

### **Leaving No Windows Mode**

Type `exit` at the prompt, and press .

---

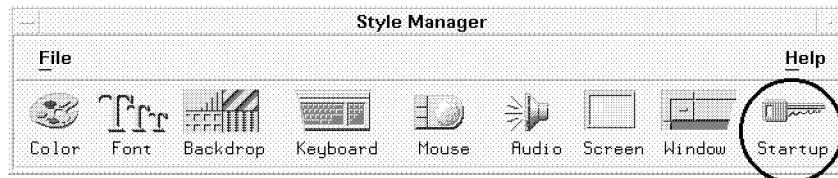
## Using a Home Session

Ordinarily, HP VUE saves session information when you log out and uses that information to start your next session. If you start or stop applications during your session, or use Style Manager to change the appearance and behavior of your system, changes you make are reflected in your next session. This type of session is called a **current session**.

HP VUE also provides a **home session**. A home session is a session that you explicitly save. It's like taking a snapshot of your current session at some point in time. Once you have saved a home session, you can specify that logging in always restores that session instead of the current session.

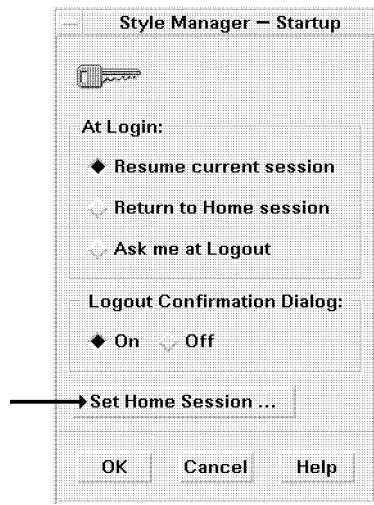
## Saving a Home Session

1. Choose the Style Manager control in the Front Panel. The Style Manager appears.
2. Choose the Startup button in Style Manager to display the Startup dialog.



**Style Manager lets you save your home session.**

3. Choose Set Home Session in the Startup dialog.



Choose “Set Home Session . . . ” to save the current state of your session.

4. A warning dialog box appears, informing you that this action will replace your home session with the current session. Choose OK.

### **Automatically Starting the Home Session at Login**

1. Choose the Style Manager control in the Front Panel.
2. Choose the Startup control in Style Manager to display the Startup dialog.
3. Select “Return to Home session.”
4. Choose OK.

When you choose “Return to Home session,” Session Manager will *not* save your session at logout.

### **Choosing Between Current and Home Session**

1. Choose the Style Manager control in the Front Panel.
2. Choose the Startup button in Style Manager to display the Startup dialog.
3. Select “Ask me at Logout.”
4. Choose OK.

You decide what will be your next session—current or home—at logout time. If you choose “Return to Home session,” the current information is not saved. (You cannot change your mind the next time you log in.)

If you choose “Resume Current Session” and you have opened a large number of terminal windows, HP VUE will try to start them all the next time you log in, which could take several minutes.

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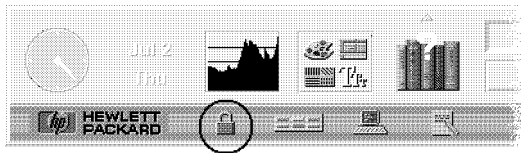
## Using the Display Lock and Timeout

The display lock lets you prevent other people from using your workstation when you are away from it without logging out.

System timeout automatically turns off the display after a specified amount of time elapses in which you haven't used the keyboard or mouse. Timeout prevents the colors on the screen from "burning" the picture tube.

### Locking and Unlocking the Display

To lock the display, choose the lock control in the Front Panel.



**Choose the lock control to lock your display.**

To unlock the display, type your password and press **Enter**.

### Customizing Display Lock and Timeout

You can change the following settings:

- The appearance of the locked display.
- The amount of time until timeout.
- Whether or not to lock the display at timeout.

To change these settings, use Style Manager's Screen control. For detailed instructions, see "Changing Screen Settings" in Chapter 12.



# 3

## Learning Basic Skills

---

HP VUE provides **windows**, **menus**, and **workspaces** to help you organize your work and perform daily tasks. To use HP VUE easily and efficiently and take advantage of its powerful features, you will need some basic skills.

---

## Using Windows

The basic object in an HP VUE workspace is a window. There are a number of **controls** on the **window frame** that allow you to manipulate and position each window.

You can use the mouse or the keyboard to move around **windows** and **workspaces**. Basic mouse use is described in “Using a Mouse” in Chapter 1. If you use the keyboard, note the following:

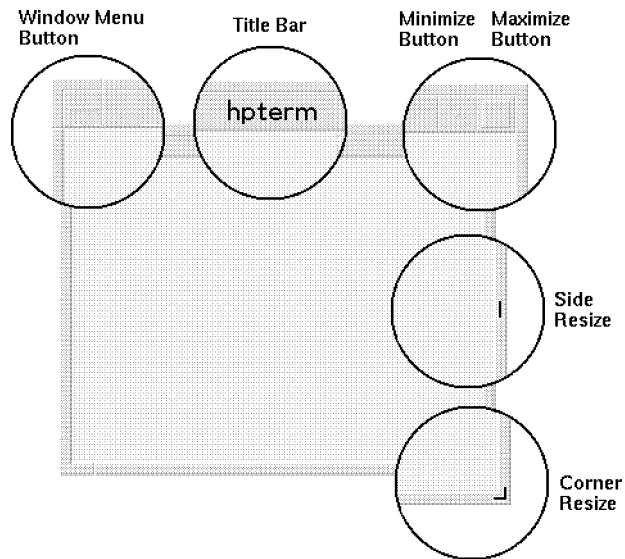
- **(Alt)** is the same as **(Extend char)** on some keyboards.
- **(Enter)** is the same as **(Return)** on some keyboards.

### The Window Frame

Each application in HP VUE is contained within a window. The window has controls that perform these functions:

- Focus the workstation’s attention on the **application window**. When a window becomes “active,” its frame changes color and the application can receive information from you via the keyboard. The active window is said to “have the focus.” A window becomes active when one of the following conditions occurs:
  - Whenever you move the **mouse pointer** into a window and click mouse button 1, if the HP VUE Window Manager **resource keyboardFocusPolicy** is set to **explicit**. This is the default setting.
  - Automatically whenever you move the mouse pointer into the window, if the HP VUE window manager resource **keyboardFocusPolicy** is set to **pointer**. See Chapter 12 for information on changing resource values.
- Move the window to a convenient location on the screen or to another workspace.
- Make the window bigger or smaller, or iconify it.
- Remove the window from the workspace.





**The window frame provides several controls.**

Window menu button	Accesses the <b>window menu</b> .
Title bar	Shows the title of the window.
Minimize button	Iconifies the window.
Maximize button	Enlarges the window to fill the entire screen.
Side resize	Resizes the window horizontally or vertically.
Corner resize	Resizes the window both horizontally and vertically.

## **Opening and Closing an Application Window**

### **Opening an Application Window**

- Choose the application's control in the Front Panel.
- *Or*, choose its icon in a **toolbox**. Toolboxes are discussed in Chapter 9.
- *Or*, execute the command from a **terminal window** to start the application.

## Closing an Application Window

**Note** Save your work before closing an application.

- With the mouse, choose “File” in the application’s **menu bar** at the top of the window, then choose “Exit” or “Close”. If there is no “File” choice, then double-click the window menu button.
- With the keyboard, press **(Alt) + (F4)**.

Closing an application removes it from all workspaces.

## Turning a Window into an Icon

As you work, your screen can become cluttered with windows. Changing a few of those windows into **window icons** tidies up the workspace. A window icon is a miniature representation of the application window. Applications represented by window icons continue to run.

### Mouse

Click the window’s Minimize button.



Use the Minimize button to iconify a window.

### Keyboard

1. Press **(Alt) + space bar** to display the window menu.
2. Choose the command:
  - Press the down arrow until you reach the command, then press **(Enter)**.
  - *Or*, press **(N)**, the **mnemonic** shortcut.

## Restoring an Iconified Window

### Mouse

- Double-click the icon.
- *Or*, click mouse button 3 with the mouse pointer over the icon, and choose “Restore” from the window icon menu.

### Keyboard

1. Press (Alt)+ space bar (hold down (Alt) while pressing the space bar) to display the window menu.
2. Choose the command:
  - Press the down arrow until you reach the command “Restore,” then press (Enter).
  - *Or*, press (R), the mnemonic shortcut.

## Moving a Window or Window Icon

### Mouse

1. Position the pointer:
    - For a window, move the pointer over its **title bar**.
    - For a window icon, move the pointer over the icon.
  2. Hold down mouse button 1 and drag the icon to its new location.
- Move a window by dragging it by its title bar.

### Keyboard

1. Press (Alt)+ space bar to display the window menu.
2. Press (M), the mnemonic shortcut for the “Move” command.
3. Use the arrow keys to relocate it.

---

**Note** To move the window faster, press and hold (CTRL), then press the arrow key.

---

4. Press (Enter). To cancel the move, press (Esc).

## Resizing a Window

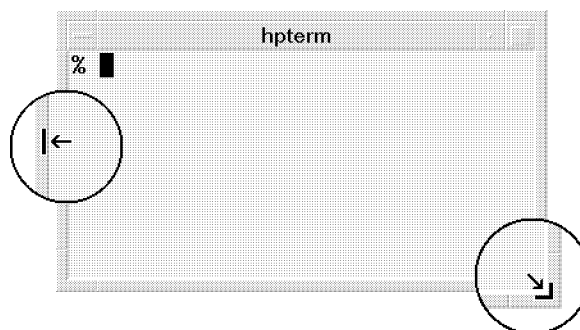
You can change the size of the window using the frame components.

**Note** If you resize a terminal window containing an application, the application may not know about the resizing and act as if the window were the original size. After resizing a terminal window with one of the procedures described below, exit the application and type the following at the command line prompt:

```
eval 'resize' 
```

## Mouse

1. Place the pointer on a window frame's side or corner.



**Use the window frame to resize a window.**

2. Hold down mouse button 1 as you drag the window outline to the new size.

You can use any of the sides or corners to **resize** a window. The top and bottom resize the window vertically, the left and right sides resize the window horizontally, and the corners resize in both directions.

## Keyboard

1. Press +space bar to display the window menu.
2. Press , the mnemonic shortcut for the “Size” command.
3. Use the arrow keys to stretch or shrink the window.

4. Press **Enter**. To cancel the resizing, press **Esc**.

---

**Note** To resize a window faster, press and hold **CTRL**, and then press and hold the arrow key.

---

## Changing the Order of Overlapping Windows

Windows in a workspace can overlap, just like pieces of paper on a desk. And, like papers, you can change the stacking order, bringing the one needing your attention to the top.

### Mouse

- To bring a window to the top, click a visible part of the window's frame.
- To bring a concealed window to the top, choose "Shuffle Up" from the **Workspace menu**.

To access the workspace menu, move the pointer over the workspace backdrop and press and hold mouse button 3. For more information, see "The Workspace Menu".

### Keyboard

- To cycle through the windows, press **Alt** + **Tab**.
- To bring the bottom window to the top, press **Alt** + **ESC**.
- To put the top window on the bottom, press **Alt** + **Shift** + **ESC**.

## Putting a Window in Other Workspaces

You can organize application windows by choosing which applications belong in each workspace. For example, a workspace could contain applications used for correspondence, such as a mailer and **Text Editor**. Or, you could choose to set up your workspaces according to projects.

A window can occupy one or more workspaces. The workspaces that a window currently occupies are highlighted in the Occupy Workspace dialog.

### Mouse

1. To put a window in *all* workspaces, click the window menu button (the one in the upper left corner of the window frame), and choose “Occupy All Workspaces”.
2. To put the window in the workspaces you select, choose “Occupy Workspace” from the window menu. The Occupy Workspace dialog appears.



**Use the Occupy Workspace dialog to select workspaces.**

3. Click to select or unselect the workspace(s) for the window to occupy. Selected names are highlighted, and you can select any or all of the workspaces listed.
4. Choose OK.

### **Keyboard**

1. Press **(Alt)**+space bar to display the window menu.
2. To put the window in all workspaces, press the down arrow key until you reach “Occupy All Workspaces”, then press **(Enter)**.
3. To put the window in selected workspaces, choose “Occupy Workspace”, then press **(Enter)** to open a dialog.
4. Tab to the Workspaces list.
5. Select the workspace(s) for the window to occupy:
  - Use the arrow keys to move through the list.

- Press the space bar to select or unselect a workspace. Selected names are highlighted.

6. Tab to OK, and press **Enter**.

## Navigating with the Keyboard

### Within a Workspace

Key(s)	Moves to ...
<b>Alt</b> + <b>Tab</b>	Next window or window icon.
<b>Shift</b> + <b>Alt</b> + <b>Tab</b>	Previous window or window icon.
<b>Alt</b> + <b>F6</b>	Next window belonging to an application or between the Front Panel and a subpanel.
<b>Shift</b> + <b>Alt</b> + <b>F6</b>	Previous window belonging to an application or between the Front Panel and a subpanel.

### Within a Window

<b>Tab</b>	Next tab group.
<b>Shift</b> + <b>Tab</b>	Previous tab group.
<b>↓</b>	Next control in a tab group.
<b>↑</b>	Previous control in a tab group.

### Within a Menu

<b>↓</b>	Next menu command.
<b>↑</b>	Previous menu command.

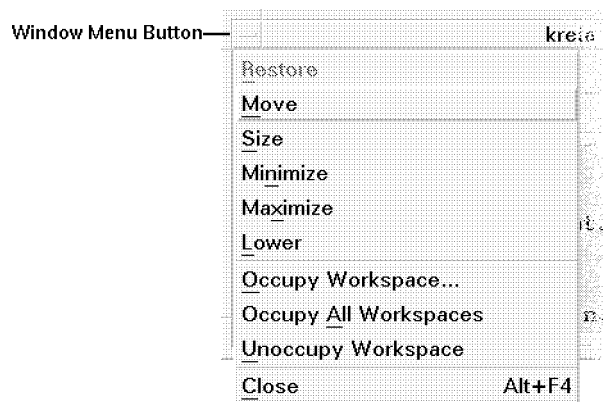
---

## Using Menus

A menu is a list of frequently-used commands that help you manage windows and operate software applications.

Choosing a menu command performs an associated **action**. For example, choosing “Minimize” from a window menu turns the window into an icon. Some of the most common menus are:

- Window menus.



**Window Menu**

- The Workspace menu.



**Workspace Menu**

- Software application menus:

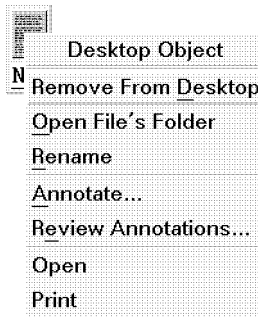


- Menus that “pull down” from the application’s menu bar.



### Application Pulldown Menu

- Menus that “pop up” on an application or on a desktop object.



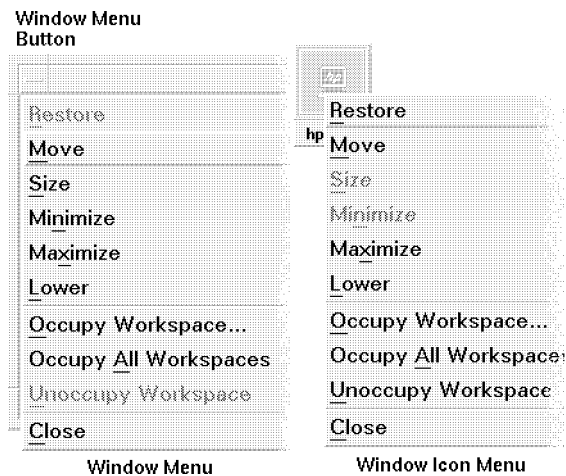
### Application Popup Menu

Menu commands whose labels are “greyed out” are inactive. These commands are only available under certain conditions. For example, the “Restore” command is available in a window menu only when the window is an icon.

An underlined character in a command is called a **mnemonic**. A key sequence listed to the right of some commands is called an **accelerator**. Both mnemonics and accelerators provide you with quick keyboard access to menu commands. For example, the “Close” command on the window menu can be accessed by pressing the **C** key (the mnemonic), or by pressing **Alt F4** (the accelerator).

## The Window Menu

The window menu provides easy access to services that control the behavior of the window.



### Window and Window Icon Menus

Restore	Turns an icon back into a window. This item is active only when the window is an icon or maximized.
Size	Interactively changes the size of the window. This item is inactive in the icon's menu.
Minimize	Turns the window into an icon.
Maximize	Enlarges the window to its greatest allowable size.
Lower	Puts the window on the bottom of the stack of overlapping windows in a workspace.

Occupy Workspace	Displays a dialog to select the workspaces in which the window should appear.
Occupy All Workspaces	Displays the window in all workspaces.
Unoccupy Workspace	Removes the window from the current workspace. This item is inactive if the window is displayed in only one workspace.
Close	Closes the window, removing it from the workspace.

## Choosing a Command from a Window Menu

### Mouse

1. Click mouse button 1 on the window menu button to display the menu.  
*Or*, if the window is an icon, click the icon.
2. Click a menu command.

*Or*, you can use the dragging method:

1. Hold down mouse button 1 as you drag the pointer through the menu.
2. When you reach the command, release the mouse button.

To close the menu without choosing a command, click anywhere off the menu, or press **Esc**.

### Keyboard

1. Press **Alt**+**Tab** until you reach the window or window icon.
2. Press **Alt**+space bar to display the window menu.
3. Press the command's *mnemonic*, the underlined character.

To close the menu without choosing a command, press **ESC**.

## The Workspace Menu

The Workspace menu contains commands that help manage the workspace.



### Workspace Menu

Shuffle Up	Puts the bottom window (in a stack of overlapping windows) on the top of the stack.
Shuffle Down	Puts the top window (in a stack of overlapping windows) on the bottom of the stack.
Refresh	“Repaints” the screen should the display become unreadable.
Minimize/Restore Front Panel	Turns the Front Panel into an icon. When selected a second time, restores the Front Panel.
Restart Workspace Manager	Stops, then restarts the <b>Workspace Manager</b> after you have customized configuration files.
Log out	Begins the logout process, the same as choosing the exit button in the Front Panel.

1. Move the pointer over the workspace backdrop.
2. Press and hold mouse button 3. The Workspace menu appears.
3. Drag the pointer through the menu while still holding down button 3.
4. When you reach your choice, release button 3.

---

**Note**            The Workspace menu can only be accessed with the mouse.

---

---

## Using the Front Panel

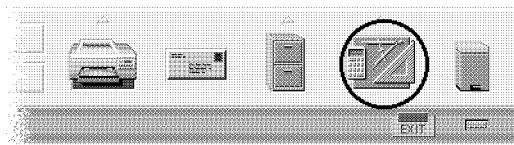
The Front Panel provides a central location for controlling applications you use frequently. See Chapter 2 for a complete description of the Front Panel.

### Choosing a Front Panel Control

#### Mouse

Move the pointer over the control and click mouse button 1.

For example, to bring up your **Personal Toolbox**, move the pointer into the Tools control and click mouse button 1.



Use the **Tools** control to open your **Personal Toolbox**.

#### Keyboard

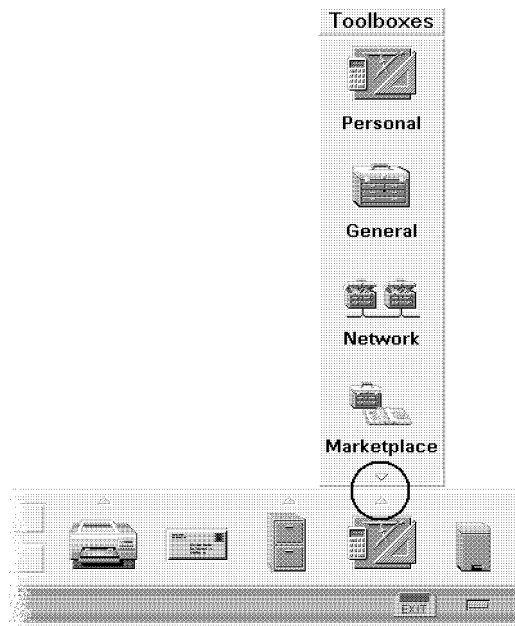
1. Press **(Alt)+(Tab)** until you reach the Front Panel.
2. Move keyboard highlight to the control:
  - **(Tab)** moves the highlight to another row.
  - The arrow keys move the highlight to a control within a row.
3. Press **(Enter)** to choose the control.

### Choosing a Control on a Subpanel

#### Mouse

1. On the Front Panel, move the pointer over the up arrow above the control and click mouse button 1 to display the **subpanel**.
  2. Move the pointer over the desired subpanel control and click mouse button 1.
- For example, to bring up the General Toolbox:

1. Move the pointer to the arrow above the Tools control and click mouse button 1. The Tools subpanel appears.
2. Move the pointer to the General icon (a large toolbox) in the subpanel and click mouse button 1. The General Toolbox dialog box appears.



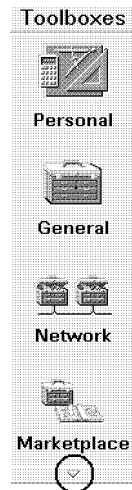
**Use the Tools Subpanel to open the General Toolbox.**

### **Keyboard**

1. Move keyboard input focus to the Front Panel control's up arrow. In other words, make the Front Panel control's up arrow active.
2. Press **(Enter)** to display the subpanel.
3. Move keyboard input focus to the subpanel control:
  - **(Alt) + (F6)** moves focus between a subpanel and the Front Panel.
  - The arrow keys move focus within a subpanel.
4. Press **(Enter)** to choose the control.

## Closing a Subpanel

Choose the down arrow at the bottom of the subpanel.



Use the down arrow control to close a subpanel.

## Moving a Subpanel

Move a subpanel as you would move any other window.

## Moving the Front Panel

### Mouse

1. Move the pointer over the Front Panel.
2. Hold down **(Alt)**+ mouse button 1.
3. Drag the Front Panel to its new location.
4. Release **(Alt)** and mouse button 1.

### Keyboard

1. Press **(Alt)**+**(Tab)** until you reach the Front Panel.
2. Press **(Alt)**+space bar to display the Front Panel menu.
3. Press **(M)**, the mnemonic shortcut.

4. Use the arrow keys to relocate the Front Panel.
5. Press **(Enter)**.

## Turning the Front Panel into an Icon

You can iconify the Front Panel to save space on the screen.

### Mouse

1. Move the pointer over the workspace backdrop and click mouse button 3.  
The workspace menu appears.
2. Choose “Minimize/Restore Front Panel” from the Workspace menu.

---

**Note**            If you don't see “Minimize/Restore Front Panel” in the Workspace Menu, use the keyboard procedure below or see your system administrator.

---

### Keyboard

1. Press **(Alt)**+**(Tab)** until you reach the Front Panel.
2. Press **(Alt)**+space bar to display the menu.
3. Press **(N)**, the mnemonic shortcut.

## Restoring the Front Panel

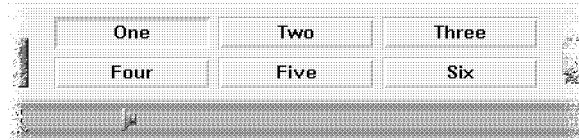
- Double-click its icon.
- *Or*, choose “Minimize/Restore Front Panel” from the Workspace menu.
- *Or*, move the pointer into the Front Panel icon, click mouse button 3, and choose “Restore” from the icon menu.

## Displaying Another Workspace

### Mouse

Click the workspace's control in the Front Panel.





Use the Workspace controls to switch workspaces.

### Keyboard

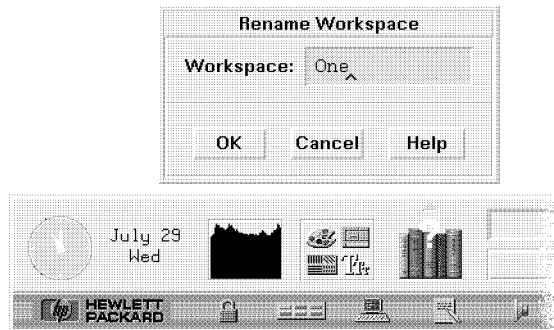
1. Press **Alt**+**Tab** until you reach the Front Panel.
2. Tab to the top row.
3. Use the arrow keys until you reach the button for the workspace you want to display.
4. Press **Enter**.

### Renaming a Workspace

You may want to change the names of the various workspaces from time to time, as you complete one project and begin another.

### Mouse

1. Switch to the workspace you want to rename. Use the Workspace controls in the middle of the Front Panel.
2. Choose the Rename Workspace control in the Front Panel to open the Rename Workspace dialog.



Use the Rename Workspace control to give workspaces new names.

3. Move the pointer into the Rename Workspace dialog. A blinking “I-beam” cursor appears after the last character of the current workspace name. Press the **(Backspace)** key until the current workspace name is deleted, then enter the new name.
4. Choose OK.

---

**Note**            Instead of backspacing to delete the current workspace name, you can double-click mouse button 1 to highlight the current workspace name, and then just enter the new name. If the current workspace name is more than one word, triple-click mouse button 1.

---

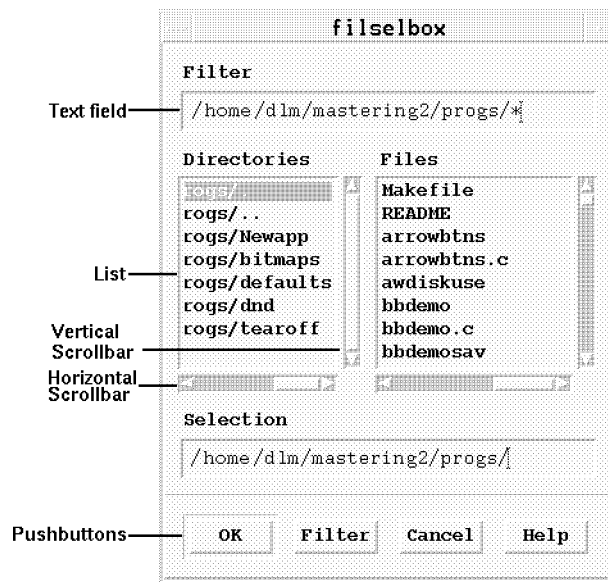
### **Keyboard**

1. Switch to the workspace you want to rename. Use the Workspace switch in the middle of the Front Panel.
2. Use **(Tab)** and the arrow keys until you reach the Rename Workspace button.
3. Press **(Enter)** to open the Rename Workspace dialog.
4. Tab to the Workspace field, back space until the current workspace name is deleted, and then enter the new workspace name. The workspace name can be more than one word.
5. Press **(Enter)**.

---

## Using Controls in Application Windows

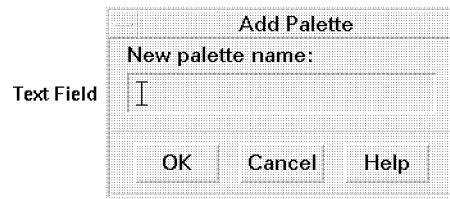
Windows contain standard sets of **controls** to help you manipulate the application's data. The figure below shows a typical application window with some of these controls.



Application windows have several controls.

- **Text fields** provide an area where you can type information.
- **Lists** display a list of choices from which you can select.
- **Scroll bars** provide a means to display text that extends beyond a window's display area.
- **Buttons** execute commands, start actions, or specify options and settings. Types of buttons include **push buttons**, **toggle buttons**, and **radio buttons**.

## Entering Text Into an Empty Field



A text field accepts information you type.

### Mouse

1. Click the field to get the text insertion cursor.
2. Start typing.

### Keyboard

1. Press **Tab**, **Shift** + **Tab**, or the arrow keys until you reach the field.
2. Start typing.

## Editing Text in a Field

### Mouse

1. Select the text in the field to edit:
  - *Character(s)*: Move the pointer to the first character and drag the pointer to the last character.
  - *Word*: Double-click the word.
  - *Line*: Triple-click the line.
  - *Multi-line field*: Quadruple-click the field.
2. Type the replacement text.

### Keyboard

1. Press **Tab**, **Shift** + **Tab**, or the arrow keys until you reach the field.
2. Use the editing keys to edit its contents.

## Editing Keys

Arrow Keys ▲ ▼ ◀ ▶	Move the text insertion cursor.
<b>Backspace</b>	Delete the character before the cursor.
<b>Delete char</b> or <b>Del</b>	Delete the character following the cursor.
<b>CTRL</b> and <b>Delete char</b> or <b>CTRL</b> and <b>Del</b>	Delete all the characters from the cursor to the end of the current line.

## Cutting and Pasting Text into Windows

Cutting and pasting eliminates the need to retype text. You can cut from and paste into:

- Text fields.
- Terminal windows.
- Editor windows.

### Cutting Text

1. Move the pointer over the first character you want to cut.
2. Press *and hold down* mouse button 1.
3. Drag the pointer over the text you want to move. The text appears highlighted.
4. Release mouse button 1 after all the text you want to cut is highlighted.

The highlighted text is copied to an internal “clipboard”. The text is not removed from your original source.

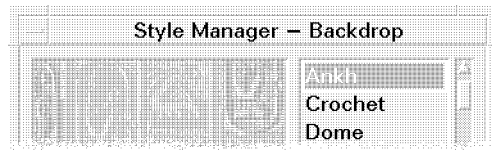
### Pasting Text

1. Position the cursor where you want to insert the text.
2. Click mouse button 2. A copy of the contents of the clipboard is pasted at the location you indicated. You can make additional copies by repeating the above steps.
3. To unselect text, click mouse button 1 in an empty area of the window that has the text selected, or press **ESC**.

When you cut text, it is stored temporarily in a buffer. This buffer can hold only one item at a time. If you cut another piece of text before pasting the first piece, the second piece of text will overwrite the first in the buffer.

### Choosing a List Item

A selected list item is highlighted. The selected item is acted upon when a command, such as OK, is chosen.



**Selected list items are highlighted.**

#### Mouse

1. Click the list item.
2. Choose a command, such as OK.

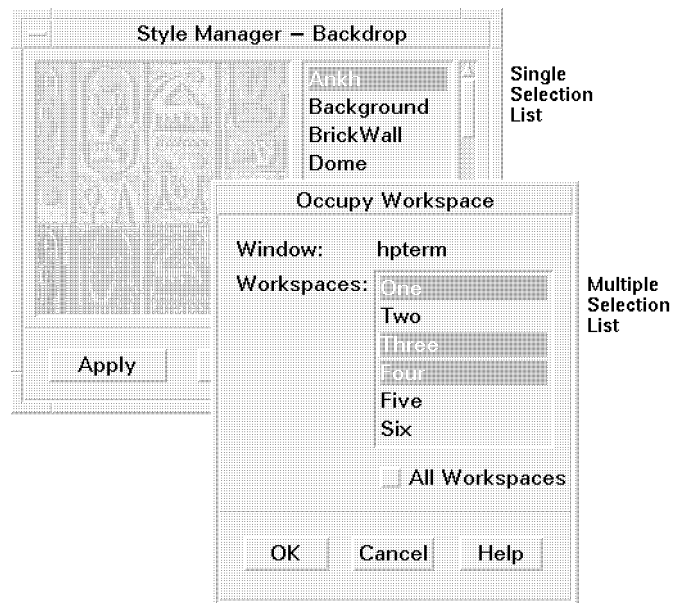
---

**Note** In some lists, double-clicking an item selects the item and chooses the default command.

---

#### Keyboard

1. Tab to the list.
2. Select the list item:
  - In a single-selection list, use the arrow keys to reach your choice.
  - In a multiple-selection list, use the arrow keys to reach your choice, then press the space bar. To unselect the item, press the space bar again.



**Single- and multiple-selection lists are available.**

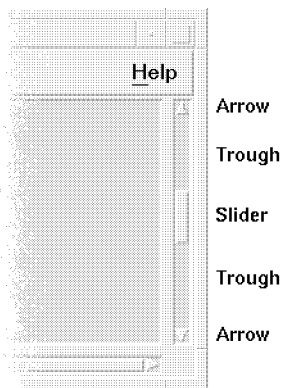
3. Choose a command, such as OK.

### **Scrolling the Contents of a Window**

On many occasions you will need to scroll a window in order to see text that is beyond the size of the window, either horizontally or vertically. Horizontal and vertical scroll bars let you accomplish this easily.

#### **Mouse**

Use the scroll bar.



**Scroll bars let you view all of a window's contents.**

- Click the top arrow to go up one line.
- Click in the trough above the slider to go up one page.
- Drag the slider to scroll incrementally.
- Click in the trough below the slider to go down one page.
- Click the bottom arrow to go down one line.

### **Keyboard**

1. Move to the window area you want to scroll.
2. Use the arrow keys, **(Prev)** and **(Next)**, or **(Pg Up)** and **(Pg Down)**.

### **Choosing a Push Button**

Choosing a push button immediately performs the associated command or action. For example, choosing an OK button applies any changes made to a dialog, then closes it.

### **Mouse**

Move the pointer over the button and click mouse button 1.

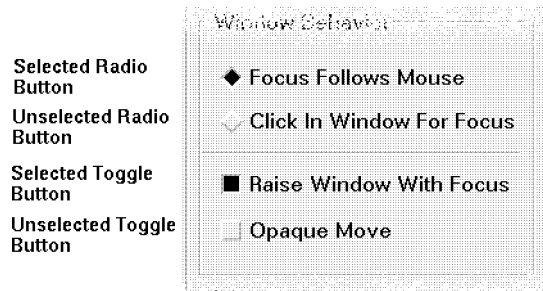


## Keyboard

1. Use **Tab** and the arrow keys until you reach the button.
2. Press **Enter**.

## Selecting a Toggle Or a Radio Button

Toggle buttons are square-shaped, and you can select as many as you want. Radio buttons are diamond-shaped, and you can select only one at any time.



**Example radio and toggle buttons.**

Selecting a toggle button specifies the action or setting to occur when a command, such as OK, is performed. Selecting a radio button also specifies an option or setting, but only one radio button in a group can be selected at a time.

## Mouse

Move the pointer over the button and click mouse button 1.

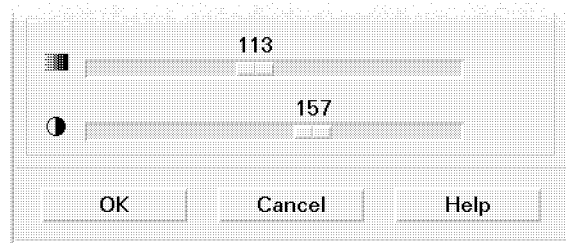
To unselect the button, move the pointer over a selected button and click mouse button 1.

## Keyboard

1. Use **Tab** and the arrow keys until you reach the button.
2. Press the space bar.

## Using Sliders

**Sliders** are controls that you use to adjust the value of some application parameter. In many cases, the value is displayed near the slider.



**Use slider controls to adjust values.**

### Mouse

1. Move the mouse pointer over the slider
2. Press and hold mouse button 1.
3. Move the mouse so that the slider moves in the desired direction.
4. Release the button when you have finished.

### Keyboard

1. Press **(Tab)** or an arrow key until you reach the slider.
2. Use the arrow keys to move the slider incrementally.

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**Note** To move the slider faster, press and hold **(CTRL)**, and then press the arrow key.

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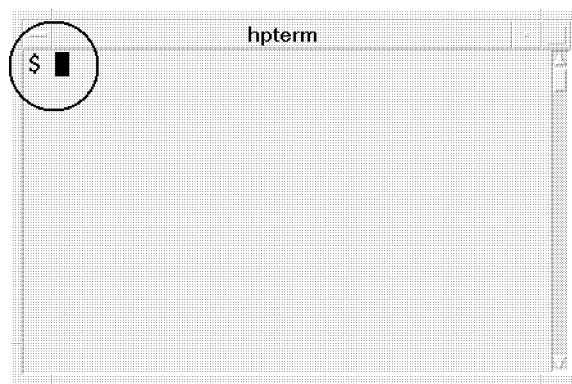
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## The HP VUE Terminal Window

A **terminal window** (or terminal emulator) is a window that allows you to type commands. Part II of this guide describes common HP-UX commands.

Terminal windows are like user terminals connected to your system. You may have several terminal windows open at the same time and execute commands in each terminal window separately.

The **command line prompt** is a special character that is displayed at the left edge of your terminal window. The prompt can be a `$`, `>`, `%`, or other special character. A small rectangle, called a cursor, shows where characters will appear in the window when you type something on the keyboard.



**The command line prompt and cursor appear in terminal windows.**

HP VUE provides three types of terminal windows:

- |                     |  |
|---------------------|--|
| <code>hpterm</code> | <code>hpterm</code> is the default terminal window for HP VUE. Its command line prompts and softkeys act like an HP Term0 terminal.  |
| <code>dtterm</code> | <code>dtterm</code> provides an EUC 4-byte capable terminal emulator. It emulates the DEC VT220 terminal emulator. For more details, see the <code>dtterm</code> manual reference page or start a <code>dtterm</code> window and choose Help to read the online help. (If the menu bar is not visible, display the <code>dtterm</code> window menu and choose "Toggle Menubar".) |
| <code>xterm</code>  | <code>xterm</code> provides a terminal window that emulates DEC VT102 and Tektronix 4014 terminals. <code>xterm</code> is provided for backward  |

compatibility with previous HP-UX releases. `xterm` users are encouraged to use either `hpterm` or `dterm` instead. For more details, see the `xterm` manual reference page.

---

## Starting and Stopping a Terminal Window

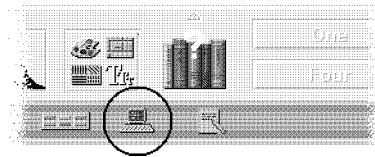
You can start an HP VUE terminal window either with a Front Panel control, from the File Manager, or by typing a command. The method of stopping the terminal window is the same, regardless of how it was started.

“Using Terminal Windows with HP VUE Lite” explains how to start a terminal window in HP VUE Lite.

“Using a Non-English Terminal Emulator” in Chapter 27 of the *HP Visual User Environment 3.0 User's Guide* explains how to run a terminal window with non-English characters. Or, see HP VUE's online help. Click the Help Manager control, then click "HP Visual User Environment Version 3.0 Help", then click "General Configuration", then click "Non-English HP VUE Sessions".

### Starting a Terminal Window from the Front Panel

Choose the Terminal control in the Front Panel.



**Use the terminal control to start a terminal window.**

A default terminal window containing a command line prompt and cursor appears.

### Starting a Terminal Window from File Manager

Choose “Terminal” from the Directory menu.

This opens a Terminal Window with the same current working directory as the File Manager view where it is started.

## Starting a Terminal Window from the Command Line

At the command line prompt, type the name of the terminal window and any options you want, using:

```
hpterm [options] &
```

```
dtterm [options] &
```

```
xterm [options] &
```

Where:

*options* Represents optional items to customize the terminal window. See the `hpterm`, `dtterm`, or `xterm` manual reference pages for details about the options available for each.

`&` Specifies that the terminal window runs in the background, that is, you can continue working in your original window while the terminal window is also running.

The terminal window starts in the current workspace unless directed otherwise by options.

### Examples

The following command starts an `hpterm` window with a black background and a white foreground.

```
hpterm -bg Black -fg White &
```

The following command starts an `xterm` window in the workspace named “Project Notes”:

```
xterm -xrm '*workspaceList: "Project Notes"' &
```

The following command starts an `hpterm` window on a screen on the system named “LGMCD”:

```
hpterm -display LGMCD:0 &
```

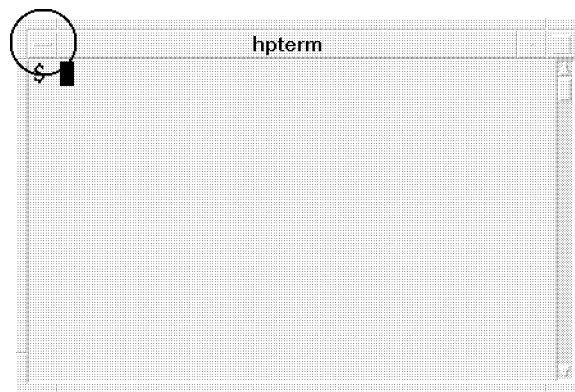
## Starting a Terminal Window from the Toolbox

Execute the `hpterm`, `dtterm`, or `xterm` action in the Utilities subdirectory of the **General Toolbox** directory.

## Closing a Terminal Window

### Menu Button

- Double-click the window menu button in the window frame.
- *Or*, choose “Close” from the window menu.



Close a terminal window with the window menu button.

### Command Line

- Type:

```
exit 
```

---

## Using the Terminal Window

The terminal window lets you enter HP-UX commands and cut and paste text between and within windows.

### Cutting and Pasting Text

You can select text within one window and copy it to another location within that window, or to another terminal window. The original text is unchanged. If you want to delete it, you must do so manually. To cut and paste in terminal windows, see “Cutting and Pasting Text into Windows”.

Note that cutting or pasting in Text Editor uses a different method (see “Editing Text” in Chapter 6).

### Starting Applications in a Terminal Window

Enter the command to start the application at the command line prompt.

The general syntax for starting an application is:

<i>application</i>	[ <i>options</i> ] &
<i>application</i>	The application name.
<i>options</i>	A list of optional information to be passed to the application.
&	Indicates that the application runs in the background; that is, you can continue to use the terminal window while the application is running.

See the documentation for each application to for information on the command and options to use.

### Example

The following example starts a digital clock from the command line:

```
xclock -digital & 
```



---

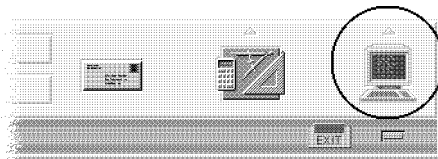
## Using Terminal Windows with HP VUE Lite

HP VUE Lite provides terminal windows on both local and remote systems.

### Terminal Control

Choose the Terminal control on the Front Panel.

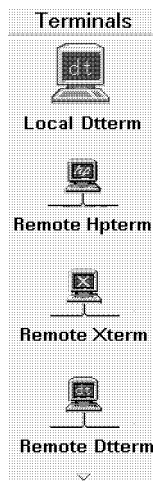
The default terminal window will display a window containing a command line prompt and a cursor.



Use the HP VUE Lite terminal control to start a terminal window.

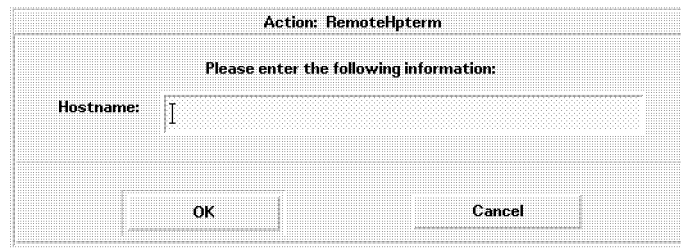
### Menu

1. Choose the arrow above the Terminal control on the Front Panel.
2. Select one of the choices from the subpanel:



Make a selection from the terminal subpanel.

3. If you chose a remote terminal window, a dialog box appears. Enter the name of the system you want to log on to.



**Enter the host name in the Host Dialog.**

“Displaying a Terminal Window on Another System” in Chapter 12 explains how the terminal window can run on another computer.

## Getting Help

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Hundreds of online help topics are at your fingertips while you're using HP VUE.

---

**Note** Desktop HP-UX does not contain all of the standard online help. For example, it does not contain the online help for this guide, or the "HP-UX Operating System Help".

---

<b>If you want to ...</b>	<b>See page ...</b>
Learn about the ways to get help	4-2
Get application help	4-6
Learn to use hyperlinks	4-9
Browse help with Help Manager	4-14
Display a man page	4-17
Print help topics	4-20

---

## Ways to Get Help

Here are the ways you can request help:

- Press **F1**—also known as the “help key”—to get *context-sensitive* help.
- Choose a command from an application’s Help menu.
- Open Help Manager to browse all the available help.
- Use the Help subpanel.

By default, online help is displayed with black text on a white background. To change these colors, see “Changing the Help Topic Display Colors” in Chapter 12.

To set up a help server, which is a computer on a network that other systems can use to access online help files, see Chapter 4 of the *HP Visual User Environment 3.0 User’s Guide*.

### Press **F1**, the “Help” Key

The quickest and easiest way to get help when you get stuck is to press **F1**. When you press **F1**, the application you are using displays the help topic most closely related to your current activity.

Some computers have a dedicated “Help” key on the keyboard. If yours does, it may take the place of the **F1** key.

### Use the Help Menu

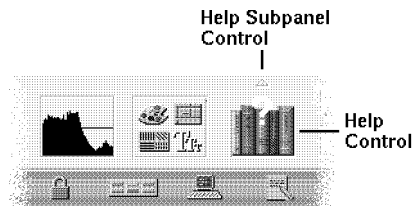
Most applications have a Help menu that contains additional commands for requesting specific kinds of help—such as “Introduction,” “Tasks,” and “Reference.”

To learn more about using help windows, choose “Using Help” from the Help menu in any HP VUE application. Or, you can press **F1** while using a help window.

### Browse Help with Help Manager

The HP VUE Help Manager is a special help window that lists all of the online help installed on your system. An online help *volume* is the help associated with a specific application.

1. Choose the Help control in the Front Panel.



### **Browse help by choosing the Help control.**

2. Scroll through the list of help titles and choose a title. "Using Your HP Workstation" contains the online help corresponding to Part I of this guide. "HP Visual User Environment Version 3.0 Help" contains the online help corresponding to the *HP Visual User Environment 3.0 User's Guide*, including HP VUE administration and configuration tasks.
3. After choosing a title, another screen appears listing the volumes of help available for that title. To open a volume, choose its title.

### **Use the Help Subpanel**

You can also use the Help Subpanel to access several kinds of help.

1. Choose the Help Subpanel control (the small arrow above the Help control on the Front Panel). The Help Subpanel appears.



**The Help subpanel contains several kinds of help.**

2. Choose any of the categories in the Help Subpanel:

- |                |   |
|----------------|---|
| Top Level      | Equivalent to choosing the Help control. It opens a window with a list of help titles.  |
| Welcome        | Displays a welcome message for your workstation.  |
| Man Page       | Lets you type the name of a manual reference page (man page) to view.   |
| On Front Panel | Displays a help window with information about using the Front Panel.  |
| On Item        | Changes the pointer to a question mark. To get help on an item, drag this pointer to any of the front panel controls, a Workspace Manager dialog, or a subpanel control and click mouse button 1. For example, to see help for the Style Manager, drag the question mark to the Style Manager control and click mouse button 1. |

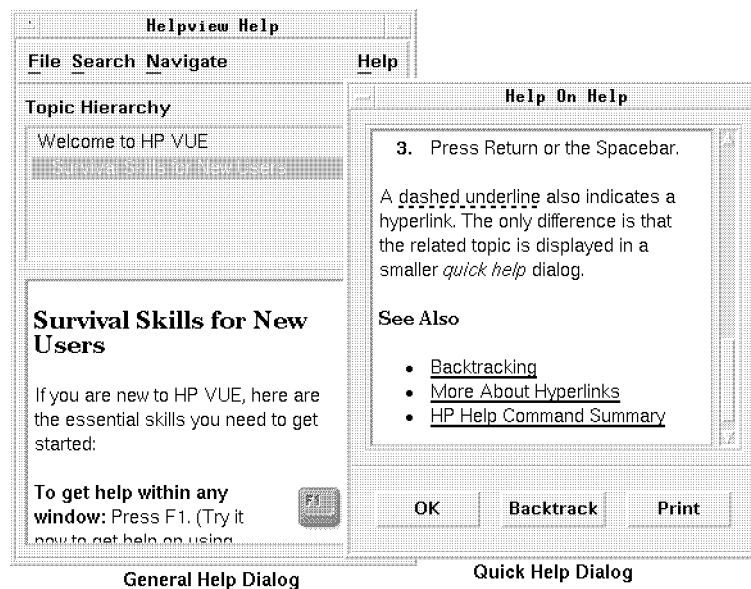
---

## Getting Help Within an Application

The HP Help System is built into each of the HP VUE applications (and possibly other applications installed on your system). When you ask for help while using an application, the application displays a help window.

The HP Help System provides two types of help dialogs that applications may use:

- General help dialogs have a **menu bar**, a Topic Hierarchy (that tells you where you are), and a help topic display area.
- Quick help dialogs have just a topic display area and one or more dialog buttons at the bottom.



HP VUE applications provide help dialogs.

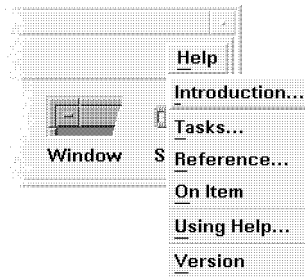
## Displaying Context-Sensitive Help

- Press **F1**—the “help key.”
- *Or*, if you are using a dialog box, choose the dialog’s Help button.

When you ask for context-sensitive help within an application, the application determines which help topic is most appropriate. Many applications have been designed to display help that is appropriate for your current situation or context.

## Displaying Other Application Help

To obtain other application help, move the pointer to “Help” in the application menu bar at the top of the application window, and click mouse button 1. The application help menu appears.



**Applications provide help menus.**

Choose one of the following commands from the application’s Help menu:

- |              |   |
|--------------|---|
| Introduction | Displays the <i>home topic</i> for the application. The home topic is the main topic at the top of the application’s help topic hierarchy. <b>Hyperlinks</b> in the home topic lead to all other help topics. |
| Tasks        | Displays task instructions for most operations performed within the application.  |
| Reference    | Displays reference summaries for various features, such as windows and dialogs, menus, and resources.   |
| On Item      | Lets you select an item in any of the application’s windows, then describes the item you have selected.   |



Using Help Provides help on using the help system.

Version Displays the version and copyright information for the application.

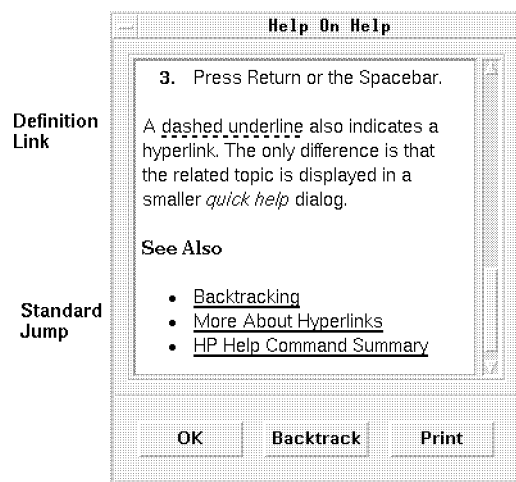
Non-HP VUE applications may have different commands in their Help menus.

---

## Using Hyperlinks

You move from topic to topic within help by using **hyperlinks**. Any underlined text in a help window is a hyperlink. Choosing a link (with the mouse or the keyboard) immediately jumps to another related topic.

A solid underline indicates a standard jump (the related help topic is displayed in the same window). A dashed underline indicates a *definition link*, which is displayed in a popup definition window.



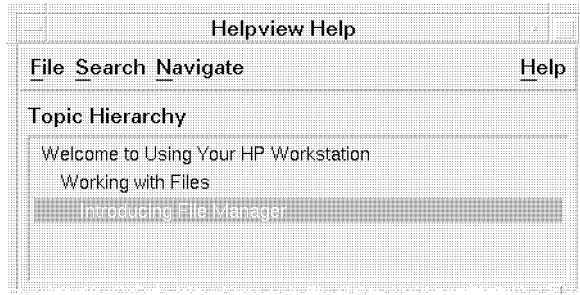
**Hyperlinks are underlined.**

### Some Links Display a New Window

Most hyperlinks display the related topic in the same window. However, if a hyperlink jumps to a help topic for another application, a new window is displayed. Links that jump from one application's online help into another's, are called *cross-volume* or *cross-application* hyperlinks.

### Knowing Where You Are

Since hyperlinks can quickly take you from one piece of information to another, it is sometimes helpful to know where you are. The Topic Hierarchy list in general help dialogs provides this information.



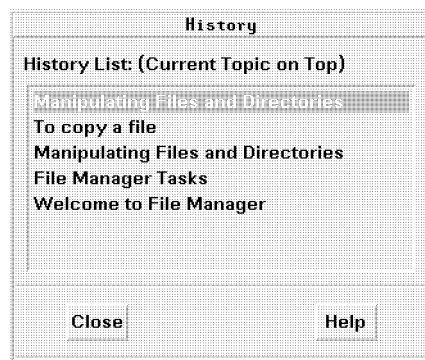
**The Topic Hierarchy shows you where you are.**

The first item in the list is the *home topic*, or top, of the current help volume. (Usually there's one help volume per application.) Each item below the home topic represents a decreasing level of hierarchy down to the last item, which is always the current topic.

As you follow hyperlinks, you will notice the titles in the Topic Hierarchy list changing to reflect your current location.

### **Knowing Where You've Been**

Each general help dialog keeps track of the 20 most recent topics that you have visited. To display this list, choose History from the Search menu. The History dialog lists the title of each topic (most recent topic on top).



**The History dialog shows you where you have been.**

To return to a particular topic, double-click its title in the list. When you are done, choose “Close.”

### **Finding a Topic By Exploring**

1. Choose hyperlinks to jump to related topics.
2. Use the Topic Hierarchy list to jump “up” to a higher-level topic.
3. Return to the home topic by choosing “Home Topic” from the Navigate menu.
4. Go back to the previous topic by choosing “Backtrack” from the Navigate menu or from the popup menu in the topic display area. You get the popup menu by clicking mouse button 3 with the pointer in the topic display area.
5. Use the Keyword Index to locate topics that cover a certain subject. (Choose “Keyword” from the Search menu.) See “Finding a Topic By Keyword”.

### **Finding a Topic By Keyword**

---

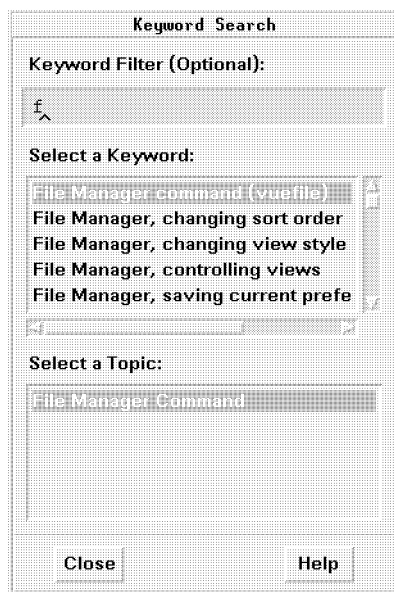
**Note**

The keyword search is not available at the highest levels of help. The scope of the keyword index is limited to the current help volume. There is no global index of keywords for all online help.

For example, to perform a keyword search on the online help for this manual, click the Help Manager control, click “Using Your HP Workstation” (you may have to scroll down to see it), then click “Using Your HP Workstation” in the introductory screen that appears. A new help window opens with a list of hyperlinks. In this new window, the keyword index is now available and can be searched.

---

1. Choose “Keyword” from the Search menu to display the Keyword dialog.



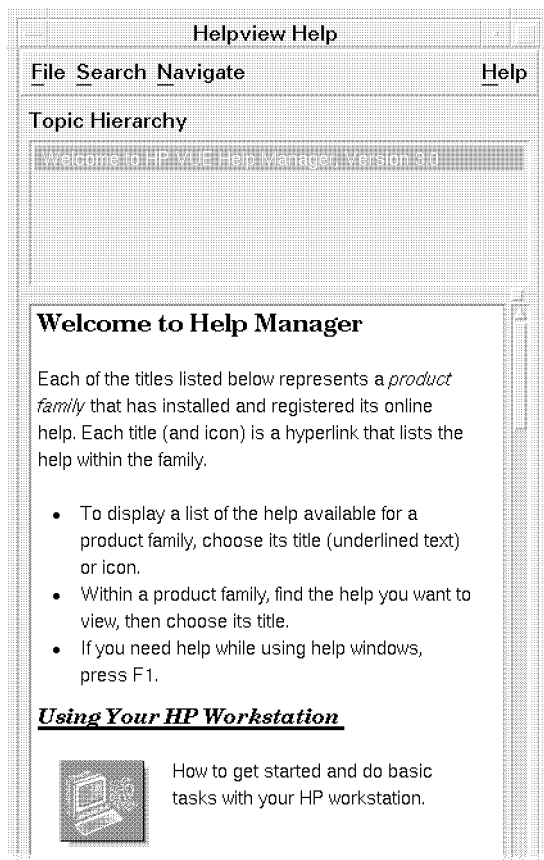
**Use the Keyword dialog to search help.**

2. *Optional:* Type all or part of the keyword you are looking for into the “Keyword Filter” field. As you type, the keyword list is shortened to show only the keywords that begin with the characters you type in (case is ignored).
  3. In the “Select a Keyword” list, select the keyword you are looking for.
  4. In the “Select a Topic” list, select the title of the topic you want to view. The topic you select is displayed in the help dialog.
- You may view as many topics as you want. When you are done, choose Close.

---

## Browsing Help on Your System

The HP VUE Help Manager lets you browse the online help installed on your system. At the top level, Help Manager lists all of the *product families* that have installed help.



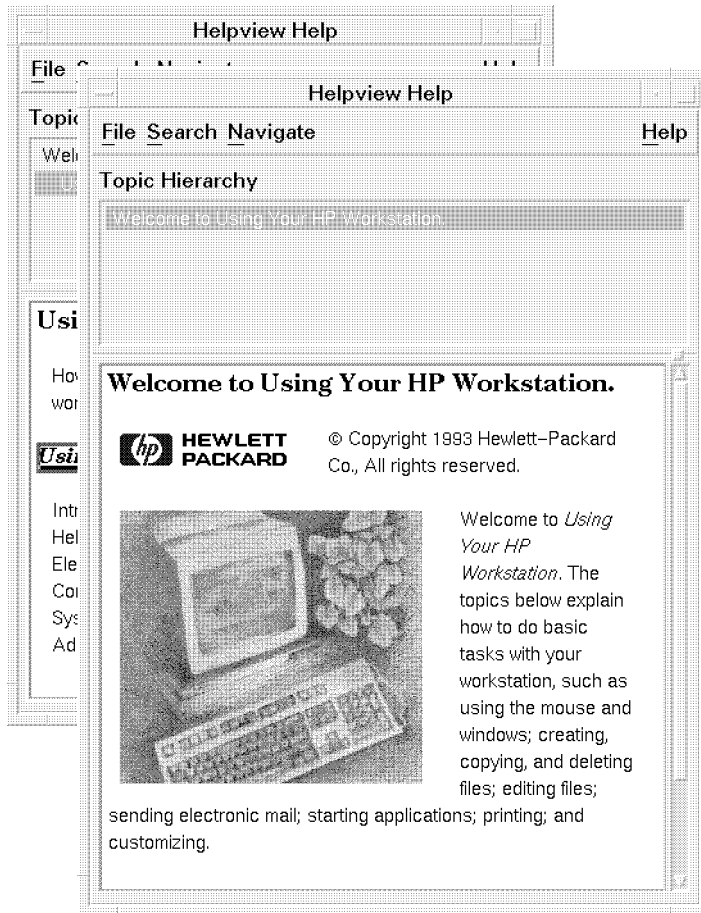
**Use the Help Manager to browse help.**

The previous figure shows the Help Manager window with “Using Your HP Workstation”. You may have to scroll the window on your screen before “Using Your HP Workstation” is visible.

If you open a product family, you see a list of help volumes installed for that product. To open a particular help volume, choose its title.

### **Opening A Help Volume Using Help Manager**

1. Choose the Help Manager control in the Front Panel (the books with a question mark). A general help dialog is displayed, listing all of the product families with online help. This is the top level of Help Manager.
2. Scroll the window to find the title of the product family you are interested in. Then choose its title (underlined). For example, choose “Using Your HP Workstation”.
3. A screen appears that lists the topics (volumes) available for that title.  
To open a volume of help, choose its underlined title. In this example, you would choose “Using Your HP Workstation” again.
4. A new window appears that contains the first screen of help for the volume you selected.



**A new help window appears.**

Choose hyperlinks in this window to view the subjects you're interested in.



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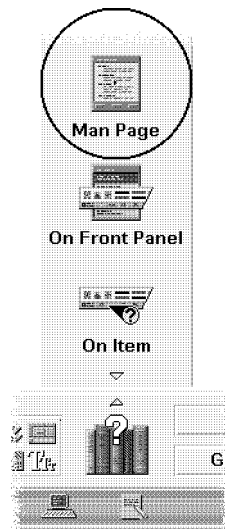
## Displaying a Man Page

Manual reference pages, traditionally known as “man pages,” provide information on all HP-UX commands, Xt Intrinsic functions, OSF/Motif functions and widgets, and almost all contributed functions. You can display any man page using the Man Page control in the Help subpanel.

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**Note** Online man pages are not included in Desktop HP-UX. See the *HP-UX Reference*.

---



**Use the Man Page control to view man pages.**

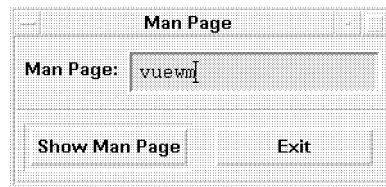
### Displaying a Man Page from the Help subpanel

1. Choose Man Page from the Help subpanel. A dialog box appears, prompting you to enter a man page name.
2. Enter the name of the man page you want to see.
3. Choose “Show Man Page”.

You may repeat steps 2 and 3 as many times as you want to view additional man pages. When you are done, choose Exit.

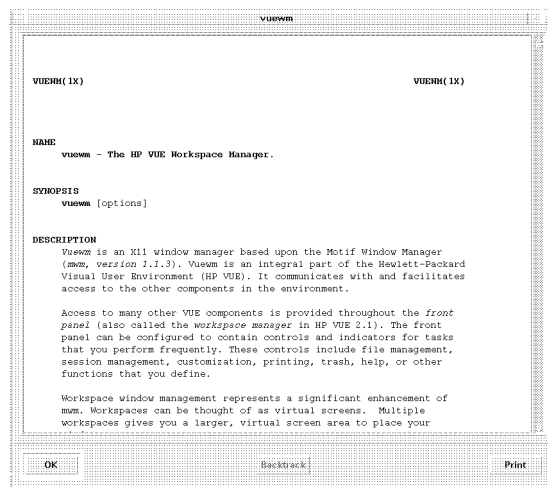
## Example

To display the man page for the `vuewm` command, first choose “Man Page” from the Help subpanel. A dialog is displayed, prompting you for the man page name. Move the mouse pointer into the recessed shaded area to the right of “Man Page: ” (this area is called the “name field”), and click mouse button 1. A blinking cursor in the shape of an “I-beam” appears, indicating that the name field is active for you to enter data. Enter the string “`vuewm`” into the name field . . .



Type the name of the man page.

. . . then choose “Show Man Page.”



Man pages are displayed in a quick help dialog.

When you're done, close the man page by choosing OK. To display another man page, enter its name just as you did for `viewm`. When you are done viewing man pages, choose Exit.

---

## Printing Help Topics

Sometimes it is useful to have a printed version of a help topic—or even a whole help volume—for a particular application. The HP Help System lets you print help topics to LaserJet Series II or Series III printers. (The default is Series III.)

When you print a topic, it is formatted just as it is on the display. Color graphics are automatically dithered to black and white.

1. From a help browser window, choose “Print” from the File menu to display the Print dialog.
2. Select the topics you want to print:
  - Print All—to print all topics.
  - Print Current Topic—to print only the current topic (the default).
  - Print Current and Down—to print the current topic and its subtopics.
3. Choose OK.

From a quick help dialog, the Print button immediately prints the current topic, without displaying the Print dialog.

Printed output from HP Help is directed to your default printer. To change the default printer, see “Choosing Printers for Online Help” in Chapter 10.

# 5

## Working with Files

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To help organize and maintain the files and directories you use, HP VUE provides these tools:

- **File Manager** is an application for managing files and directories.
- **The Desktop** allows you to place any file or directory icon directly on the workspace backdrop for easy access.
- **Toolboxes** are special File Manager views for managing applications and other software available to you. You can also find information about toolboxes in Chapter 9.

---

## Introducing File Manager

The HP VUE File Manager is an application that displays files and directories as icons. Using a mouse, you can manipulate the icons directly by dragging and dropping them into place. For example, to print a file, simply drop it on the printer in the Front Panel.

File Manager associates a meaningful icon with each file and directory based on its filetype. More importantly, **actions** associated with each filetype define the desired behavior for the file or directory.

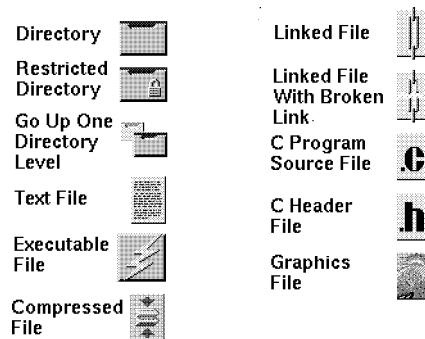
For instance, you might have a filetype that identifies document files. The default action—performed by double-clicking the file's icon—would open the file for editing. That is, the action saves you the trouble of remembering and typing the command to start your word processor. The action automatically starts your word processor and loads the file. Additional actions may provide shortcuts to other frequent tasks, such as printing the document.

---

**Note** File Manager is *not* available in HP VUE Lite. If you are using HP VUE Lite, you must type commands in terminal windows to manipulate files and directories. Part II of this guide contains more information on using HP-UX commands.

---

The figure below shows a few of the common icons you may encounter while using File Manager:



**File Manager uses several types of icons.**

---

**Note** For information on annotating files with text or audio, see the *HP Visual User Environment 3.0 User's Guide*. Or, see HP VUE's online help. Click the Help Manager control, then click "HP Visual User Environment Version 3.0 Help", then click "File Annotator".

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## Introducing the Desktop

The HP VUE Desktop occupies each workspace. It's a handy place to put the files, directories, actions, and applications that you use most frequently.

To place an object on the Desktop, you drag its icon from a File Manager or Toolbox window, then drop it on the workspace backdrop. A Desktop icon appears where you drop the object.

You use Desktop icons exactly like the icons in the File Manager or Toolbox. To execute an object's default action, double-click its icon on the Desktop.

Each Desktop object also has a popup menu containing additional commands and actions for the object. To display the popup menu for a Desktop object using the mouse, point to the icon, then press and hold the right mouse button. To display the menu with the keyboard, use **(Alt)+(Tab)** until the icon is highlighted, then press **(F4)**.

---

**Note** The Desktop is not available in HP VUE Lite.

---

### The Desktop for fingertip access

Any file, directory, or action that you access frequently can be placed directly on the Desktop for quick access. The Desktop occupies the entire backdrop in each workspace. In fact, since HP VUE has six workspaces by default, you effectively have six separate Desktops.

When you put an object on the Desktop, the original object is not altered. Each Desktop object is really just a reference to the actual object that remains in its original location.

You can leave objects on the Desktop as long as you want. Their locations are remembered when you log out and restored when you log in again.



---

## The Hierarchical File System

If you are new to computers, the idea of a “hierarchical file system” may be new to you. Here are the basic concepts . . .

### What’s a file?

A **file** is a named container for information. Most of the files you use contain data of some particular format—a document, a spreadsheet, a chart.

Most applications understand a limited number of file formats. For example, a document editor may not be able to read a spreadsheet file. HP VUE helps you recognize different types of files using a **filetype** database. A filetype identifies the files of a particular format and associates them with the appropriate applications. These associations mean you don’t have to remember commands to accomplish frequent tasks.

On some computers, file names cannot be longer than 14 characters. If you are not sure if your computer can support longer file names, check with your system administrator.

### What’s a directory?

A **directory** is a container for files, similar to a folder in a file cabinet. Since a directory can contain other directories—sometimes called **subdirectories**—you can create multiple levels of organization that form a *hierarchy*.

Within any single directory, each file name must be unique. However, files in different directories may have the same name.

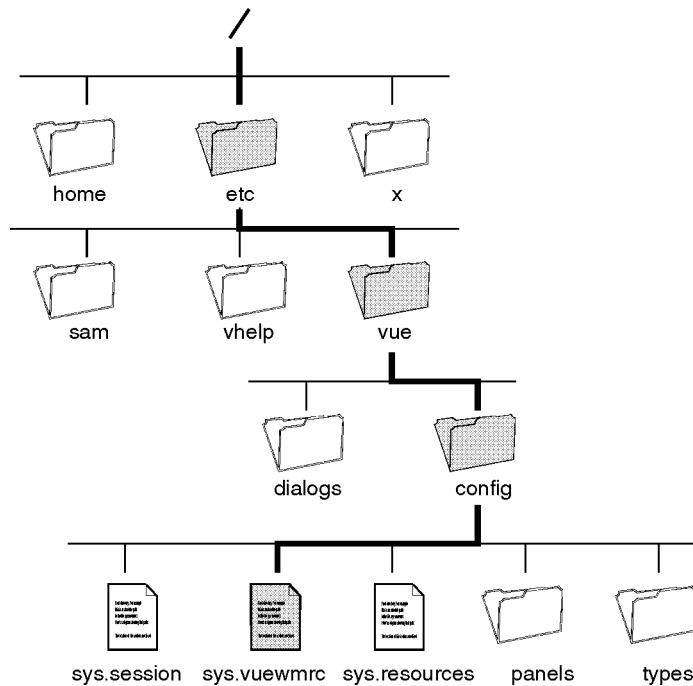
As you navigate from directory to directory, your current location is referred to as the **current working directory**.

### What’s a path?

The location of a file is often specified using the directories and subdirectories that lead to the file—this is called a **path**. An **absolute path** specifies a path from the **root directory** to the file. For example, this is an absolute path to the file `sys.vuwmrc`:

```
/etc/vue/config/sys.vuwmrc
```

Here’s a diagram showing that path:



**An absolute path in the hierarchical file system.**

A **relative path** specifies a path from the current directory to the file. If a path does not begin with a slash, it is a relative path. For example, if the current working directory is `/etc/vue/`, the relative path to the `sys.vuewmrc` file is:

```
config/sys.vuewmrc
```

Two special directory names are useful for specifying relative paths. The `./` directory (sometimes called “dot”) represents the current working directory. The `../` directory (sometimes called “dot-dot”) represents the *parent* directory—the directory one level up in the directory hierarchy. For example, if your current working directory is `/etc/vue/config/panels/`, then the relative path to the `sys.vuewmrc` file is:

```
../sys.vuewmrc
```

---

**Note**      You may be used to computer systems that use the \ character to separate the components of a path name (for example, \work\myfile). Note that UNIX uses the / character instead (for example, /work/myfile).

---

---

## File Ownership and Security

For more general information on security, see Chapter 18 in Part II.

Three groups of users can access files: *owner*, *group*, and *other*. File access is divided into three functions: *read* permission, *write* permission, and *execute* permission.

### Who Has Access?

The three basic classes of users are:

- **Owner**—Usually the person who created the file.
- **Group**—Several users that have been grouped together by the system administrator. For example, the members of a department might belong to the same *group*.
- **Other**—All other users on the system.

### What Kind of Access?

The **access permissions** on a file specify how that file can be accessed by the owner, group, and other.

- **Read Permission**—Allows access to retrieve or view the contents of the file or directory.
- **Write Permission**—Allows access to change the contents of the file or directory.
- **Execute Permission**—For a file, allows access to *run* the file (for executable files and scripts). For a directory, allows you to view the contents of files within the directory, and to run commands, scripts, and actions within that directory.

With File Manager, you can view and change the access permissions for any file or directory. See “Changing the Owner of a File or Directory” and “Changing Access Permissions” later in this chapter.

### Examples

To make a directory private:

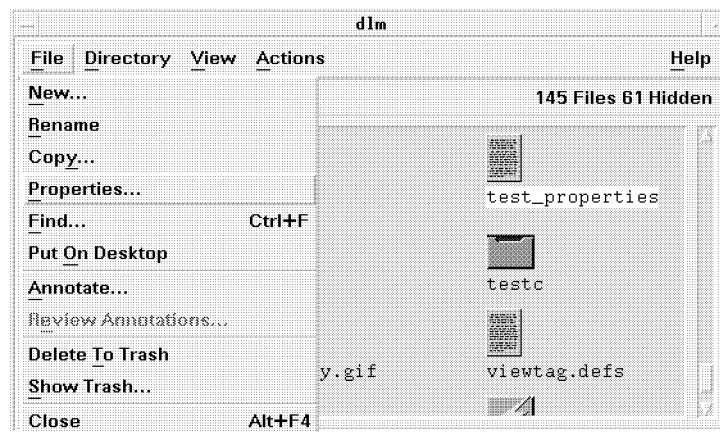
- Change the directory’s properties, giving yourself (the “owner”) read, write, and execute permission, but give no permissions for “group” and “other.” Then only you and the superuser can view the directory contents.

To make an action that you have created available for everyone to use, but protected so it is not inadvertently overwritten:

- Change the file's properties, giving read and execute permission to "owner," "group," and "other." Don't give anyone write permission.

### Default Permissions

The default permissions used when you create a new file or directory may be altered by your system administrator. To determine your current defaults, create a new file or directory, then choose "File" in the File Manager menu bar, then choose "Properties". To change your default permissions, ask your system administrator.



Choose "Properties" to view permissions.

---

## Basic File Management Skills

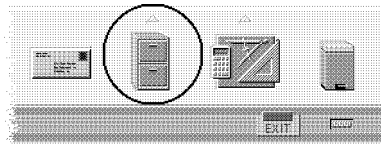
To get started using File Manager, you need to learn a few basic skills:

- *Selecting*—Many commands operate on the “selected” file or directory.
- *Dragging and Dropping*— If you use a mouse, the easiest way to perform many operations is to manipulate the icons with the mouse.
- *Using Popup Menus*—Each icon displayed by File Manager has its own popup menu, including objects on the Desktop. Each popup menu provides shortcuts to many common operations.

### Starting File Manager

#### Mouse

Move the pointer over the File Manager control and click mouse button 1.



**Choose the File Manager control.**

#### Keyboard

1. Press **(Alt) + (Tab)** until you reach the Front Panel.
2. Use the arrow keys to move the highlight to the File Manager control.
3. Press **(Enter)** to choose the control.

### Selecting a Single File or Directory

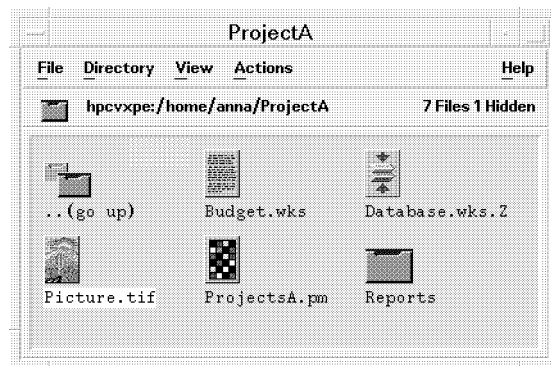
#### Mouse

Click the object’s icon.

#### Keyboard

1. Use the **(Tab)** and direction keys to move the highlight to the object you want to select.

2. Press **Enter** or the space bar.



**The selected object is highlighted.**

When you select an object, its icon is highlighted and its name is displayed in inverse video. File Manager's menus apply to the *selected* object. In particular, the Actions menu always contains the actions that can be performed on the selected file or directory. If no icons are selected, the entire Actions menu (and some commands in other menus) is inactive.

To select multiple objects, hold down **CTRL** while selecting.

To deselect an object, select another one or click an empty area within the File Manager window.

## Selecting Multiple Files and Directories

There may be times when you want to select multiple objects simultaneously. For example, you may need to do one or more of the following tasks:

- Delete several files at once.
- Move a group of files to a new directory.
- Put several objects on the Desktop.

### Mouse

- Drag a box around the objects you want to select. (Press mouse button 1 in a blank area of the view, drag to draw a box, then release to select the icons included in the box.)

- *Or*, click to select the first object, then hold down **CTRL** and click to select additional objects.

### **Keyboard**

1. Select the first object.
2. For each additional object you want to select, move the highlight to its icon, then press and hold **CTRL** while you press **Enter**.

When multiple icons are selected, dragging any one of the selected icons drags the whole group.

Also, when multiple icons are selected, the Actions menu and some commands in other menus are inactive.

### **Renaming a File or Directory**

#### **Mouse**

Select the object's name, type the new name, then press **Enter**.

#### **Keyboard or Mouse**

Choose "Rename" from the File menu, type the new name, then press **Enter**.

To cancel a rename operation, press **Esc**.

### **Getting Help on a File or Directory**

#### **Mouse**

- Select the object, then press **f1**.
- *Or*, choose "On Item" from the Help menu, then click the object's icon.

#### **Keyboard**

Move the keyboard highlight to the object's icon, then press **f1**.

The description displayed when you ask for help on an icon describes the filetype associated with the file or directory. The description is specified in the filetype definition.



## Opening a File or Directory

- Double-click the object's icon.
- *Or*; select the object's icon, then choose a command from the Actions menu that opens the file or directory. (The Actions menu contains different commands depending on the filetype of the selected object.)
- *Or*; choose a command from the object's popup menu.

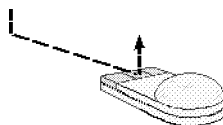
Double-clicking an icon executes the object's *default action*, which is always the first command in the Actions menu. For most data files, the default action opens the file by starting the appropriate application and loading the file.

Directories have actions defined to open them (either in place, using the current File Manager window, or in a new window).

For information on opening files or directories on remote systems, see Chapter 11.

## Dropping a File or Directory

1. Point to the object's icon.
2. Press *and hold* mouse button 2, known as the “drag” button. (On a two-button mouse, press both buttons simultaneously.)
3. Drag the icon to the location where you want to drop it, then release the mouse button.



**Hold down mouse button 2 to drag an object.**

So, the motion for dropping an object is *press ... drag ... release*.

To cancel a drag in progress, press **Esc** before releasing the mouse button.

If more than one icon is selected, you drag the entire group by dragging any of the selected icons.

---

**Note**            You cannot drag and drop an object with the keyboard. You must have a mouse.

---

### **What Happens When You Drop a File Icon**

- If you drop an object into an open File Manager window or into a directory icon, the file is moved to that directory.
- If you drop an object onto the workspace backdrop, the object is placed on the Desktop in the current workspace. A Desktop object is really just a *reference* to the real object, which remains unchanged.
- If you drop a file on the Printer control in the Front Panel (or one of the printers in the Printers subpanel), the file is printed.
- If you drop a file on the **Personal Toolbox** control in the Front Panel, the object is copied into your Personal Toolbox.
- If you drop a file on the Trash control in the Front Panel, the object is moved into the Trash Can.
- If you drop a file on an **action icon**, the action is invoked with the file as a parameter.

If you attempt to drop the icon in a location that does not support dropped objects, the icon snaps back to its original location in File Manager or on the Desktop.

### **Displaying a Popup Menu**

#### **Mouse**

1. Point to the icon whose popup menu you want to display.
2. Press mouse button 3—the “popup” button.
3. To choose a command from the menu, drag to the command, then release.  
*Or*, click the command.

#### **Keyboard**

1. Using the **(Tab)** and arrow keys, move the highlight to the icon whose menu you want to display.
2. Press **(f4)**.

3. To choose a command from the menu, use the arrow keys to highlight the command, then press **Enter**.

To cancel the menu without choosing a command, press **Esc**.

---

## Manipulating Files and Directories

The major identifying features of a file or directory are:

- Its name and location in the file hierarchy.
- Its owner and permissions (properties).
- Whether or not it is linked to another file. A linked file is a representation of another file. Linked files provide a way for you to have one file that appears to exist in two or more directories. (See “Creating a Symbolic Link”.)

### Creating a New File or Directory

1. Choose New ...
  - From the File menu to create a new file.
  - *Or*; from the Directory menu to create a new directory.

A dialog box prompts you for the name of the new file or directory.

2. Enter the new name.
3. Choose OK.

There are other ways to create objects:

- Copy an existing object, then rename it.
- Create a new file within an application. For example, if you use Text Editor to write a new text file, when you save it for the first time, a new file is created.

### Moving a File or Directory

#### Mouse

1. Be sure the destination directory is visible (either as an icon or as an open File Manager view).
2. Drop the icon into its new directory.

- 
- Note**
- If you move a directory, the entire directory and its contents are moved.
  - If you attempt to move a file or subdirectory from a directory where you do not have permission to make changes, File Manager may create a copy of the object, and display a “File Manipulation Error” indicating that you cannot delete the original file.
- 

### For HP VUE Lite

Since File Manager is not available in HP VUE Lite, you must use the `mv` command to move and rename files. Open a terminal window (see “Starting and Stopping a Terminal Window” in Chapter 3), then execute the `mv` command like this:

```
mv oldfile newfile
```

Or, to move one or more files into an existing directory:

```
mv files directory
```

The following example moves `star.xwd` into the `/home/jodi/Graphics` directory:

```
mv star.xwd /home/jodi/Graphics 
```

File and directory names may include a path, if needed. See “The Hierarchical File System”.

## Copying a File

### Mouse

1. Be sure the destination directory is visible (either as an icon or as an open File Manager view).
2. Press *and hold*  while dragging the file’s icon, then drop the icon into the directory where you want the copy.

### Keyboard

1. Select the file’s icon.
2. Choose “Copy” from the File menu. A dialog displays, prompting you for the name of the new copy.

3. Enter a name for the new copy of the file and choose OK.

---

**Note**            You cannot use the Copy command to copy directories. However, the HP-UX command `cp -r` copies a directory and its contents. See the HP VUE Lite procedure below for more information.

---

### For HP VUE Lite

Since File Manager is not available in HP VUE Lite, you must use the `cp` command (copy), to copy files and directories. Open a terminal window (see “Starting and Stopping a Terminal Window” in Chapter 3), then execute the `cp` command like this:

```
cp oldfile newfile
```

Or, to copy a directory and its entire contents:

```
cp -r directory newdirectory
```

The following example copies `mydir` and any subdirectories to a new directory called `mydir2`.

```
cp -r mydir mydir2 
```

File and directory names may include a path, if needed. See “The Hierarchical File System”.

### Creating a Symbolic Link

A symbolic link is a type of file that contains only a **path name** (a “pointer”) to the place where the actual data is stored. Using this procedure avoids duplication of large files, and saves space.

#### Mouse

Press *and hold*  while dragging the object’s icon. When you drop the icon into a new directory, a symbolic link is created in that directory that points to the original object.

#### Keyboard

1. Choose “Terminal” from the Directory menu in File Manager. This opens a terminal window with the same current working directory.
2. Use the `ln` command to create the symbolic link:

```
ln -s filename linkname
```

Where *filename* is a complete path to the existing file, if it is not in the current directory, and *linkname* is the name of the symbolic link, which may also be a complete path.

For example, to create a symbolic link from `/home/leslie/myfile` to the existing file `/home/leslie/work/newfile`, use this command:

```
ln -s /home/leslie/work/newfile /home/leslie/myfile Enter
```

Users can now access `/home/leslie/work/newfile` by accessing `/home/leslie/myfile`.

3. Close the terminal window by choosing “Close” from the window menu or by executing the `exit` command.

### **For HP VUE Lite**

Since File Manager is not available in HP VUE Lite, you must use the keyboard method above.

## **Changing the Owner of a File or Directory**

There may be times when you need to change the owner of a file or directory. For example, you may be moved from one project to another before the first project is complete, and may need to give your replacement on the first project ownership of the directories and files associated with the project.

1. Select the object’s icon.
2. Choose “Properties” from the File menu or from the object’s pop-up menu. File Manager displays the File Properties dialog.
3. Make the desired changes:
  - To change the file’s owner, type the new owner’s name into the “Owner Name” field.
  - To change the file’s group, type the new group name into the “Group Name” field.

See “File Ownership and Security” for more information.

4. Choose OK.

---

**Note**

- If you give ownership of the file to another user, you will not be able to change the permissions again unless that user returns ownership to you.
  - If you do not have permission to change the properties, some of the controls in the File Properties dialog are inactive.
- 

## Changing Access Permissions

You can change the access permissions to directories and files you own. You might need to do this if your manager assigns other people to work with you and they need access to your files.

1. Select the object's icon.
2. Choose "Properties" from the File menu. File Manager displays the File Properties dialog.
3. In the Permissions box, select the permissions for the file or directory's owner, group, and other:
  - Select "Read" for the users that should be allowed to read the file or directory.
  - Select "Write" for the users that should be allowed to alter the file or directory.
  - Select "Execute" for the users that should be allowed to execute the file or access files in the directory.

See "File Ownership and Security" for more information.

4. Choose OK.

The object's owner is identified in the Owner Name field. The object's group is identified in the Group Name field.

Read, write, and execute permissions are selected in the Permissions box. The permissions selected in the Group row indicate the access privileges for any user belonging to the named group. The permissions selected for the Other row apply to all other users.



---

## Navigating to Directories and Subdirectories

File Manager is like a vehicle that you drive to tour the file system on your computer and other computers on the network. Each File Manager window—also called a “view”—shows the contents of a single directory.

If you are not familiar with hierarchical file systems, see “The Hierarchical File System”.

### Changing to Another Directory

- Double-click a directory icon.
- *Or*; select a directory icon, then choose “Open In Place” from the Actions menu or from the directory’s popup menu. (“Open New View” opens a new File Manager window for the directory.)
- *Or*; double-click a segment of the current path. For example, if the current directory is `/home/aaron/.vue/types`, you can change to the `/home/aaron/` directory by double-clicking the word `aaron`.
- *Or*; select the path above the icon area, type the directory you want to view, then press `Enter`.

### Opening a Terminal Window in the Current Directory

- Choose “Terminal” from the Directory menu.

This opens a terminal window with the same current working directory as the File Manager window.

To close a Terminal window, choose “Close” from the window menu, or execute the `exit` command.

### Executing an Action for a File or Directory

- Using the Actions menu:
  1. Select the object’s icon.
  2. Choose the action you want to execute from the Actions menu.
- *Or*; choose the action you want from the object’s popup menu.
- *Or*; double-click the object’s icon to invoke its “default” action (which is the first action listed in the Actions menu).

---

## Deleting Files with the Trash Can

The Trash Can collects all of the files and directories that you delete. They are not actually removed from the file system until the trash is “emptied.” You can empty the trash manually, or it is emptied automatically when you log out of HP VUE.

If you change your mind, and want to restore a file you have put in the trash, you can *restore* it if the Trash hasn’t been emptied.

The Trash control in the Front Panel lets you drop objects to delete them. Choosing the Trash control displays the Trash Can window, which lists the files and directories currently in the trash.

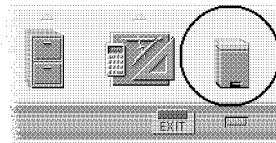
---

**Note**            The Trash Can is not available in HP VUE Lite.

---

## Opening the Trash Can

- Choose the Trash control in the Front Panel.



**Choose the Trash control.**

- *Or*; choose “Show Trash” from File Manager’s File menu.

There is only one Trash Can window, shared by all File Manager windows.

## Moving a File or Directory to the Trash

- Drop the object’s icon on the trash can in the Front Panel.
- *Or*; select the object’s icon, then choose “Delete To Trash” from the File menu.
- *Or*; choose “Delete To Trash” from the object’s popup menu.

### For HP VUE Lite

Since there is no Trash Can in HP VUE Lite, you must use the `rm` command (remove) to remove files. Open a terminal window, (see “Starting and Stopping a Terminal Window” in Chapter 3), then execute the `rm` command:

```
rm files
```

Where *files* is one or more file names, separated by spaces.

The following example removes `myfile` and `myfile2`:

```
rm myfile myfile2 
```

File names may include a path, if needed. See “The Hierarchical File System”.

---

**Caution** Files removed with the `rm` command are not placed in the Trash Can, and *cannot* be restored.

---

### Restoring a File or Directory From the Trash

1. Open the Trash Can.
2. Select the object(s) you want to restore.
3. Choose “Restore” from the Trash Can’s File menu.
4. Choose “Close” from the File menu.

Restoring an object from the trash returns it to its original location and removes it from the Trash Can list.

---

**Note** If you delete a file on a remote system, and then remove access to that system, you cannot restore the file until access to the system is reestablished.

---

### Emptying the Trash

1. Open the Trash Can.
2. Select the object(s) you want to empty from the trash:
  - Select individual objects in the list.
  - *Or*, choose “Select All” from the File menu.
3. Choose “Remove” from the File menu.

4. Choose “Close” from the File menu.

If there are no objects in the Trash Can, some menu commands are inactive.

---

**Caution**      When you remove a file from the Trash Can, it *cannot* be recovered.

---

---

## Using the Desktop

The Desktop lets you put any file or directory icon directly on the backdrop of the current workspace for quick access. Any icon you drop on the Desktop stays where you put it.

---

**Note** The Desktop is not available in HP VUE Lite.

---

### A Desktop in Each Workspace

Since each workspace has its own Desktop, you can set up your working environment by putting the files and directories in the workspaces where you use them most. Objects can be placed on the Desktop in more than one workspace, if needed.

Placing an object on the Desktop does not alter the original file or directory. In fact, the icon that appears on the Desktop is really just a shortcut for accessing the real file or directory. Any operation you perform on the Desktop object, is actually performed on the file or directory it represents.

### Popup Menus

Each Desktop object has its own popup menu, displayed with the right mouse button or by pressing **(f4)** when the icon has the highlight. This menu contains commands for manipulating the object, including all of the actions that appear in the File Manager's Actions menu when the object is selected.

The Desktop popup menu is similar to the popup menu available within File Manager windows, but contains a few different commands.

### Putting an Object on the Desktop

1. Switch to the workspace where you want the object.
2. Then:
  - Drop the object's icon on the workspace backdrop.
  - *Or*; select the object, then choose "Put On Desktop" from the File menu or from the object's pop-up menu.

You can repeat these steps to put the object on the Desktop in as many workspaces as you want.

## Displaying the Popup Menu

### Mouse

1. Point to the object's icon.
2. Press *and hold* mouse button 3.



Use mouse button 3 to display the desktop icon popup menu.

3. Choose a command from the menu by dragging to the command, then releasing the mouse button.

### Keyboard

1. Move the highlight to the object's icon:
  - For an object in a File Manager window, use **(Alt)+(Tab)** to highlight the File Manager window, then use the **(Tab)** and arrow keys to move the highlight to the correct icon.
  - For a Desktop object, use **(Alt)+(Tab)** to move the highlight.
2. Press **(F4)**.
3. Choose a command from the menu by using the direction keys to highlight the command, then press Enter.

To cancel the menu without choosing a command, press **(Esc)**.

## **Removing an Object From the Desktop**

1. Switch to the workspace where the object resides.
2. Locate the object's icon on the Desktop
3. Choose "Remove From Desktop" from the object's popup menu.

Removing an object from the Desktop does not alter the original object. The original object still exists. Only its representation on the Desktop is removed.

---

## Locating Files

Keeping track of many files can quickly become too much to remember. File Manager helps by providing the ability to search for a file or directory by name. You can also search for files based on the contents of the file.

### Finding a File by Name

1. Choose “Find” from the File menu. File Manager displays the Find dialog.
2. Enter the name of the file or directory you want to find into the “File or Directory Name” field.
3. To include symbolic links in the search, choose “On” from the Follow Links options menu. Otherwise, symbolic links are ignored.
4. Enter the directory where you want the search to begin into the “Search Directory” field. (By default, this field contains the current working directory of the File Manager view.)
5. Choose “Start”.

File Manager begins searching the Search Directory and its subdirectories for files that match the name you have given. As matches are found, they are listed in the “Files Found” list. You may stop the search at any time by choosing “Stop”.

### Matching Patterns

When you specify a file or directory name, you can include wildcard characters, such as asterisk (\*) and question mark (?). The \* matches any string of characters (including no characters), and ? matches any single character.

Examples:

- |                    |   |
|--------------------|---|
| <code>vue*</code>  | Matches all names that begin with the string <code>vue</code> . |
| <code>*.vf</code>  | Matches all names that end with the <code>.vf</code> extension. |
| <code>*.???</code> | Matches all names that have three characters following a dot.   |



## Finding a File by Contents

1. Choose “Find” from the File menu. File Manager displays the Find dialog.
2. If you leave the “File or Directory Name” field empty, File Manager searches every file within the Search Directory. If you know the name (or a partial name) of the files that contains the search string, you may be able to speed up the search by also providing a file name (or pattern) in the “File or Directory Name” field. File Manager examines only the files that match the “File or Directory Name” field.
3. Enter the string you want to search for into the “File Contents” field. Case is ignored for this string—that is, uppercase and lowercase letters are equivalent.
4. To include symbolic links in the search, choose “On” from the Follow Links options menu. Otherwise, symbolic links are ignored.
5. Enter the directory where you want the search to begin into the “Search Directory” field. (By default, this field contains the current working directory of the File Manager view.)
6. Choose “Start”.

File Manager begins searching for files that contain the “File Contents” string. As matches are found, they are listed in the “Files Found” list. You may stop the search at any time by choosing “Stop”.

---

<b>Note</b>	The file name and contents can be specified using the same <i>regular expression</i> syntax allowed by the <code>find</code> command. (See the <code>find(1)</code> man page for more information.)
-------------	---

---

---

## Changing File Manager Views

As you become more familiar with File Manager, you may want to change some settings to better suit your needs or personal preferences. The Preferences dialog lets you make these changes.

You may also want to customize File Manager by specifying which filetypes you are not interested in seeing. You can hide certain files and directories using the Filter List.

### Changing the Icon Sort Order

1. Choose “Set Preference” from the View menu.
2. Select the sort order you prefer from the Order box.
  - “Alphabetically” sorts all icons alphabetically by name, A-Z (ascending) or Z-A (descending). Upper-case letters are sorted first.
  - “By File Type” groups icons according to file type. Within each group of similar types, the icons are sorted alphabetically.
  - “By Date” sorts icons according to the last time the files were modified, oldest to youngest (ascending) or youngest to oldest (descending).
  - “By Size” sorts icons by file size, smallest to largest (ascending) or largest to smallest (descending).
3. Select the sort direction from the Direction box: Ascending or Descending.
4. Choose OK.

If you have Placement set to “As Placed”, icons are sorted only when you choose “Clean Up” from the View menu or when you choose “Apply” in the Preferences dialog. If Placement is set to “Sorted Grid”, the icons are sorted each time there’s a change to the directory’s contents or when you choose “Reread” from the Directory menu.

### Resorting Files and Directories

As you move or delete files, the icons in the File Manager can start to look disorganized. To re-sort them, choose “Clean Up” from the View menu.

The “Clean Up” command sorts the objects in the current view (according to the settings in the Set Preferences dialog) and lines them up in a grid pattern. The settings in other File Manager windows are not affected.

The “Clean Up” command is inactive if you have the Placement preference set to “Sorted Grid”.

## Changing Style of File Manager View

You can control how icons are sorted and placed within File Manager.

1. Choose “Set Preference” from the View menu.
2. Select your preferences (Placement, Show, View, Order, and Direction).
3. Choose OK.

To view the results before closing the Set Preferences dialog, choose Apply.

## Saving the Current Preferences as Default

1. Set the preferences that you want using “Set Preferences” and “Modify Filter List” in the View menu.
2. Choose “Save Settings” from the View menu. File Manager prompts to verify that you want the current settings saved.
3. Choose OK.

After saving the current preferences, all new File Manager views you open use the new preferences and filter list.

## Showing Hidden Files and Directories

Hidden files and directories are those whose filetypes are selected in the *filter list*. By default, the hidden filetypes are DOT\_FILE, DOT\_DIR, and CURRENT\_DIRECTORY. This means that all file and directory names that begin with a dot (.) are hidden. The name of the current directory is represented as . so it is also hidden.

To hide files, choose “Show Hidden Files” from the View menu. The “Show Hidden Files” command is a toggle, so to hide the files, choose “Show Hidden Files” again.

## Hiding Files and Directories

1. Choose “Modify Filter List” from the View menu. File Manager displays the “Modify Filter List” dialog.
2. In the horizontal list of icons, select the icons for the filetypes you want to hide.
3. *Optional:* Enter a name pattern into the “Filter String” field specifying additional file and directory names to be hidden.
4. Choose OK.

If you want to view the results before closing the dialog, choose Apply. To reset to the default filter list, choose Reset. This resets the default values but does not apply them until you choose Apply or OK.

---

**Note**            The filter list specifies which files are *not* to be displayed. If you select all filetypes or enter \* into the Filter String field, *no files are displayed.*

---

# 6

## **Editing Files**

---

When you need to do small editing tasks, such as writing memos or notes, you can use the HP VUE Text Editor. This Text Editor provides basic editing functions such as copying, deleting, moving, spell-checking, and printing.

If you prefer a different editor, see the section titled “Using Other Editors”.

---

## Using Other Editors

Other editors are available in addition to the HP VUE Text Editor.

- You can use `vi`, the HP-UX editor. `vi` is the default editor for editing the commands that you type.

For information on `vi`, see Chapter 17 in Part II of this guide or *The Ultimate Guide to the vi and ex Text Editors*, available from Hewlett-Packard.

- You can use the optional Emacs editor. Emacs is a widely used public domain editor that provides many versatile functions.

GNU Emacs, and other related software, is available from:

Free Software Foundation, Inc.  
675 Massachusetts Avenue  
Cambridge, MA 02139-3309  
USA

+1-617-876-3296

`gnu@prep.ai.mit.edu`

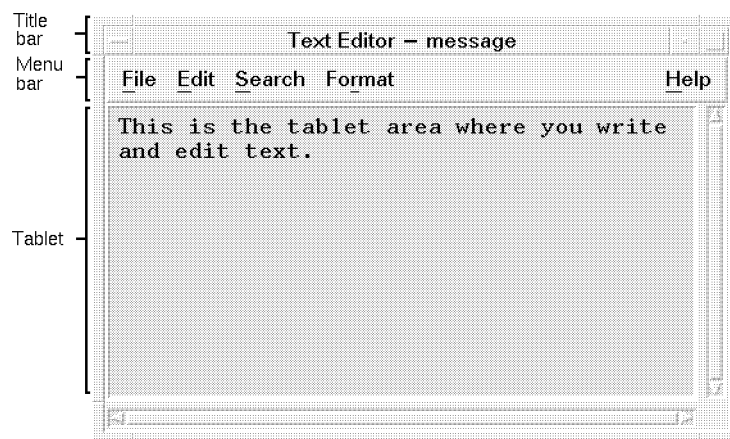
You can also get information on Emacs from *GNU Emacs: UNIX Text Editing and Programming*, Addison-Wesley, 1992.

- You can use other third-party editors and desktop publishing systems, such as WordPerfect<sup>®</sup>, Interleaf<sup>®</sup>, FrameMaker<sup>®</sup>, and IslandWrite<sup>®</sup>.

---

## Starting Text Editor

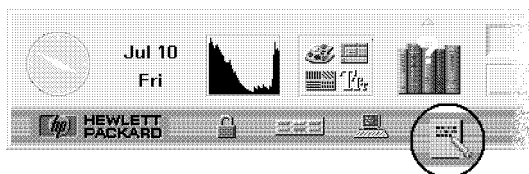
- The Front Panel.
- File Manager.
- A terminal window.



The Text Editor window provides basic editing.

### From the Front Panel

- Choose the Text Editor control in the Front Panel.



Start Text Editor by choosing its control.

### From File Manager

- Double-click a text file **icon**.
- Or, drag a text file icon and **drop** it on the Text Editor control in the Front Panel.

### **From a Terminal Window**

- Type the following after a command line prompt:

```
vuepad filename &
```

For example:

```
vuepad myfile & 
```

The file name is optional.



---

## Typing Text

- Start typing. As you type, each character is inserted at the current cursor position.
- To start a new line, press **Enter**.
- To start a paragraph, press **Enter** twice.

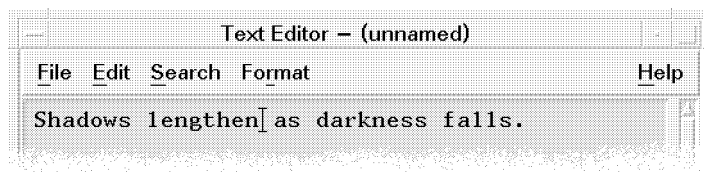
To avoid pressing **Enter** at the end of each line, use the word wrap feature described in “Turning Word Wrap On and Off”.

As you enter text, a text cursor (I) shows your current position. If you move the mouse pointer out of the Text Editor window, a marker (^) shows where you last edited, inserted, or selected text.

New documents you create are titled `Text Editor - (unnamed)`. You give the document a title when you save it. To save your document, see “Saving Documents”. To edit your document, see “Editing Text”.

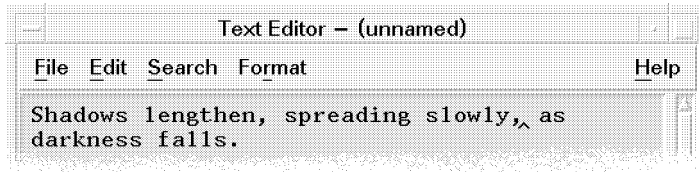
### Example

You can insert text in the middle of existing lines. Simply click where you want the text to appear, then type. The text cursor (I) shows the insertion point.



**The I cursor shows the insertion point.**

If you move the mouse pointer out of the Text Editor window, a marker (^) appears to show where text was last added.



The ^ indicates the last text added.

### Turning Word Wrap On and Off

- Choose "Word Wrap" from the Edit menu.

When word wrap is on, the words you type "wrap" onto the next line when you get close to the right margin.

Using word wrap also affects how you save your document. When saving, you can:

- Add a **newline** character to the end of each word-wrapped line, or
- Preserve only line breaks that were created by pressing **(Enter)**.

You may want to add newlines if you plan to print this document outside of Text Editor.

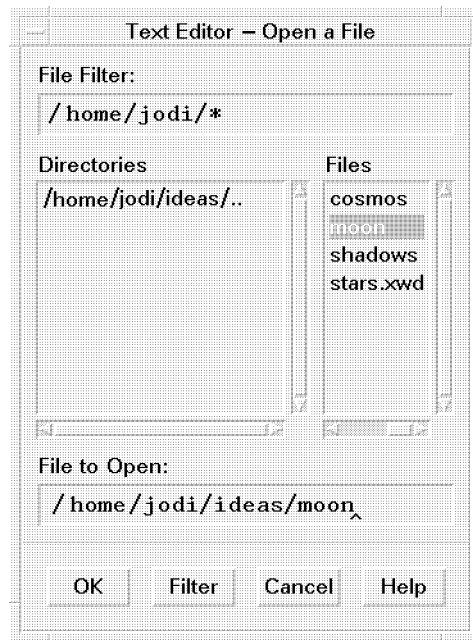
---

## Opening Documents

If you want to edit an existing file, you must first open the file. Its contents are displayed in the tablet area.

### Opening an Existing Document from Text Editor

The Open File **dialog** lists files and directories on your system. You can browse the lists to locate a file.



Use the Open File dialog to locate a file.

1. Choose "Open" from the File menu to display a dialog.
2. Enter or select the document name, then choose OK.

You can also open the file by double-clicking the document name without having to click OK.

## Opening an Existing Document from File Manager

1. Display the file icon for the document in a File Manager window.
2. Double-click the file icon.

Other ways to open a file for editing:

- Select the document, then choose “Edit” from the Actions menu.
- *Or*, drag the document to the tablet.
- *Or*, drag the document to the Text Editor control in the Front Panel.

---

## Saving Documents

After editing a document, you need to save it so your changes will be there the next time you open the document. You can save your changes to the original file, or to a new file.

---

**Caution** While you work in a file, save your changes frequently (every 5 to 10 minutes). Regular saving helps you avoid losing your changes if there is a power failure or other accident.

---

### Saving Changes to the Original File

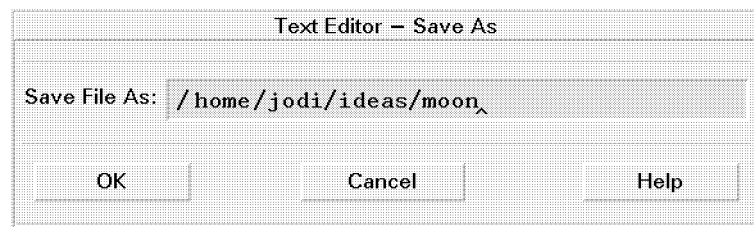
Choose “Save” from the File menu.

Your edited document is automatically saved to its original file. If you used word wrap, you will be asked whether or not to add **newline** characters to the end of word-wrapped lines. You may want to add newlines if you plan to print this document outside of Text Editor.

### Saving to a New File

You can save the current version of the file under a different name while still keeping the original file. This allows you to save a “snapshot” or copy of the file before making more changes.

1. Choose “Save As” from the File menu to display the Save As dialog.



**Use the Save As dialog to save a new file.**

2. If you used word wrap, choose whether or not to add newline characters to the end of word-wrapped lines. You may want to add newlines if you plan to print this document outside of Text Editor.
3. Type the complete **file name** in the “Save File As” field. See the note below.

4. Choose OK.

To save the file in a directory other than the one shown in the “Save File As” line, backspace over the contents of the line, then type the full file **path name** (for example, `/home/anna/projects/manual`).

You can use shortcuts for typing the file path name. See “The Hierarchical File System” in Chapter 5.

---

**Note**

When you choose a file name, keep these rules in mind:

Normally, file names can contain up to 256 characters, which can be any combination of the following:

- All uppercase and lowercase letters (A through Z; a through z)
- Digits (0 through 9)
- Special characters, such as +, -, \_, .

According to these rules, the following are valid file names:

money	Acct.05.93	CODE.c
lost+found	112.3-data	foo_bar

File names are case-sensitive. Thus, these file names are all different:

money	Money	money	MONEY
-------	-------	-------	-------

---

---

## **Exiting Text Editor**

1. Save the open document. See “Saving Documents”.
2. Choose “Exit” from the File menu.

---

## Moving Around in a Document

### Moving the Cursor

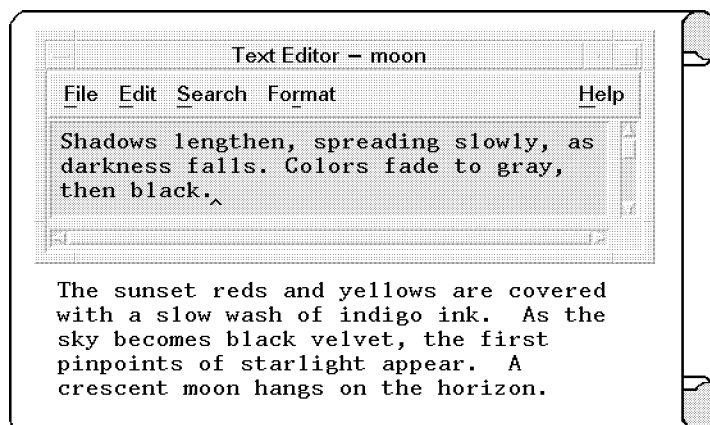
- Point to the new location in the tablet and click mouse button 1.
- *Or*, use the cursor movement keys:

Key ...	Cursor Movement ...
▲	Up one line.
▼	Down one line.
◀	Left one character.
▶	Right one character.
CTRL + ▶	Right one word.
CTRL + ◀	Left one word.
CTRL + ▼	Beginning of the next paragraph.
CTRL + ▲	Beginning of the previous paragraph.
▼ or Home	Beginning of the current line.
f7	End of the current line.
CTRL + ▼ or CTRL + Home	Beginning of the document.
CTRL + f7	End of the document.

### Scrolling a Document

Scrolling allows you to see parts of a document that don't fit on the screen.





**Scroll to see the rest of the document.**

- Use the **scroll bars** in the window.
- *Or*, use the scrolling keys:

**Key ...**

**Prev** or **Pg Up**

**Next** or **Pg Dn**

**CTRL Prev** or **CTRL Pg Up**

**CTRL Next** or **CTRL Pg Dn**

**Scroll Movement ...**

Up one page.

Down one page.

Left one page.

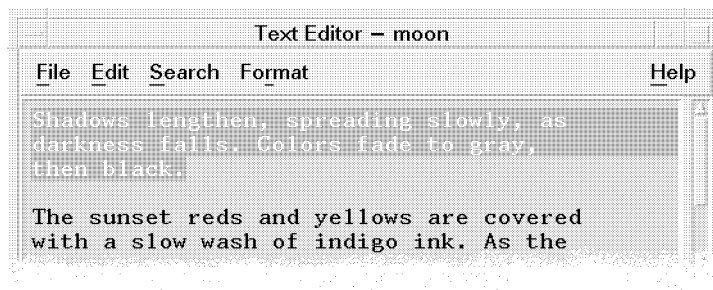
Right one page.

---

## Editing Text

Before you can use the editing commands in this section, such as move, copy, delete, or clear, you must select the text to be edited, as described in the next section.

While you're editing a file, be sure to save your changes frequently (every 5 to 10 minutes). See "Saving Documents".



**Selected text appears highlighted.**

If you make a change you don't want to keep, you can reverse it by choosing "Undo" from the Edit menu.

"Undo" reverses the last cut, paste, clear, delete, replace, include, or format operation.

### Selecting Text with the Mouse

■ *Text block:*

1. Move the cursor to the beginning of the text block.
2. Hold down mouse button 1 and drag the cursor to the end of the text block.

To change the amount of selected text, hold down **(Shift)** and mouse button 1 as you drag the cursor to the new ending point for the selection.

To unselect text, click any empty area in the window.

- *Word:* Double-click the word.
- *Line:* Triple-click the line.
- *All text:* Quadruple-click the tablet.

## Selecting Text with the Keyboard

### ■ *Text block:*

1. Move the cursor to the beginning of the text block.
2. Hold down (Shift) plus an arrow key to move the cursor to the end of the text block.

### ■ *All text:* Press (Shift) + (CTRL) + (U).

## Moving Text

To move text, you “cut” it from one location and “paste” it in another.

1. Select the text to be moved.
2. Choose “Cut” from the Edit menu. The text is erased from the tablet and stored temporarily.
3. Move the cursor to the new location.
4. Choose “Paste” from the Edit menu.

When you cut text, it is stored temporarily in a buffer. This buffer can hold only one item at a time. If you cut another piece of text before pasting the first piece, the second piece of text will overwrite the first in the buffer.

## Copying Text

1. Select the text to be copied.
2. Choose “Copy” from the Edit menu. A copy of the text is stored temporarily.
3. Move the cursor to the new location.
4. Choose “Paste” from the Edit menu.

## Deleting Text

To delete text:

1. Select the text to be deleted.
2. Choose “Delete” from the Edit menu.

If you delete text accidentally, you can recover it with the “Undo” command.

You cannot use “Paste” in the Edit menu to restore deleted text.

Use these keys for simple deletions:

Key	Action
-----	--------

- Backspace** Deletes the character before the cursor.
- Delete char** or **Del** Deletes the character following the insertion cursor.
- CTRL** + **Delete char** Deletes all the characters from the cursor to the end of the current line.
- Delete line** Deletes the line containing the cursor.

### **Replacing Text**

1. Select the text to be replaced.
2. Type the replacement text.

### **Clearing Text**

Use “Clear” to replace a text block with blank space.

1. Select the text to be cleared.
2. Choose “Clear” from the Edit menu.  
*Or, press **Clear display**.*

If you clear text accidentally, you can recover it with the Undo command.

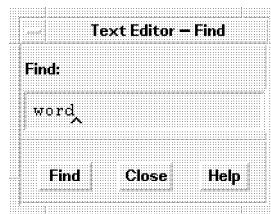
You cannot use “Paste” in the Edit menu to restore cleared text.

---

## Finding Text

You may want to find a particular word or phrase in a document.

1. Choose “Find” from the Search menu to open the Find dialog.



**Use the Find dialog to find text.**

2. Type the text to find in the “Find” field. The search is case-sensitive.
3. Choose “Find” to locate the first occurrence of the text.
4. To find additional occurrences:
  - Choose “Find” again.
  - *Or*, choose “Next” from the Search menu. As a shortcut for the “Next” command, press **(f3)**.

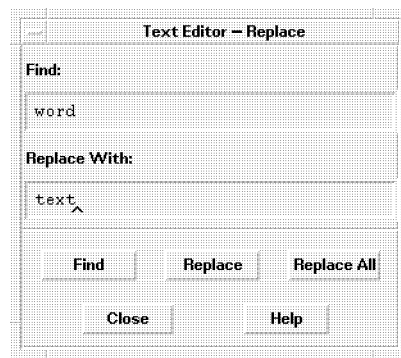
“Find” starts at the current cursor position and continues through the entire document. When it reaches the end of the document, it wraps around to the beginning.

---

## Replacing Text

After finding a word or phrase, you may want to replace the text with a different word or phrase.

1. Choose “Replace” from the Search menu to open the Replace dialog.



**Use the Replace dialog to replace text.**

2. Type the text to locate in the “Find” field. The search is case-sensitive.
3. Type the replacement text in the “Replace With” field.
4. Choose “Find” to locate an occurrence of the text.
5. To replace just that occurrence, choose “Replace”.
6. To replace all occurrences in the file, choose “Replace All”.

“Replace” starts at the current cursor position and continues through the entire document. When it reaches the end of the document, it wraps around to the beginning.

---

## Correcting Misspelled Words

Text Editor provides an easy way to find and correct any misspellings or typographic errors.

1. Choose “Spell” from the Search menu. The Spell dialog lists all misspelled or unrecognized words.



**Correct misspelled words with the Spell dialog.**

2. Select the word in the “Misspelled Word” list. The selected word automatically appears in the “Find” field.
3. Choose “Find” to locate the word in the document.
4. Type the correct word into the “Replace With” field.
5. To replace just that occurrence, choose “Replace”. To replace all occurrences in the file, choose “Replace All”.

---

**Note**            The Spell dialog is available only for English.

---

---

## Including a File in a Document

You can insert a previously-written document into the document you're currently working on.

The Include File dialog lists files and directories on your system. You can browse the lists to locate a file.

1. Position the cursor where you want to insert the document.
2. Choose "Include" from the File menu to open a dialog.



**Use the Include File dialog to include a file.**

3. Enter or select the document name.
4. Choose OK.

You can also include the file by double-clicking the document name.



### **Dragging a File from File Manager**

You can use the mouse to drag a file that you want to include.

1. Open a File Manager window displaying the file you want to include.
2. Position the text insertion cursor in the document where you want the file inserted.
3. Hold down **CTRL** and mouse button 1 as you drag the file from the File Manager to the Text Editor tablet.
4. Release the mouse button, then release **CTRL**.

---

## Using Special Characters in your Text

Occasionally you may need to use control characters or special characters in your text.

You may want to use two kinds of control characters:

- Special instructional characters, such as the form feed character that forces a form feed when printing.
  - Special language characters, such as the umlaut used in German text.
1. Position the cursor in the text where you want the special character.
  2. Type **CTRL**+**Q**, then the special character.

### Example

To insert a form feed character into your document:

1. Position the cursor.
2. Type **CTRL**+**Q**, then **CTRL**+**L**.

---

### Note

**CTRL**+**Q** has no effect on key sequences used in Text Editor as menu **mnemonics** or **accelerators**.

The following English key sequences are used as mnemonics and accelerators and cannot be changed.

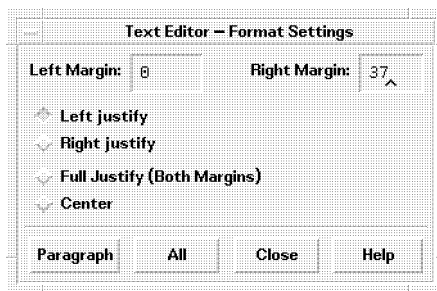
- **Alt**+**E**, **Alt**+**F**, **Alt**+**H**, **Alt**+**R**, and **Alt**+**S**.
  - **CTRL**+**F**.
-

---

## Formatting Documents

Once your editing is complete, format your document by choosing margins and justifications.

1. Choose “Settings” from the Format menu to open a dialog.



**Choose format settings in the Settings dialog.**

2. Enter margins and select justifications.
3. Do one of the following:
  - To format a paragraph, place the **cursor** in the paragraph, then choose “Paragraph”.
  - To format the entire document, choose “All”.

To reuse the margin and justification settings after the dialog box is closed, choose “Paragraph” or “All” from the Format menu.

---

**Note**            The “Center” option is not available in Japanese, Chinese, or Korean.

---

---

## **Printing Documents**

After editing and formatting your document, you can print it.

1. Open the document in Text Editor.
2. Choose “Print” from the File menu.

The document prints on your default printer.

For more information on printing, see Chapter 10.

## Using Electronic Mail

---

With an electronic mailer program, you can send and receive messages over a network. You can communicate quickly anywhere within your company, country, or the world.

If you are on a multi-user system, you can send mail messages to other users on your system. If your system is configured to a network, such as a local area network (**LAN**), you can send mail messages to users on other systems.

If you are connected to a larger network such as the Internet, you can communicate with users worldwide. Consult your system administrator to determine where you can send electronic mail.

---

## Starting the elm Mailer

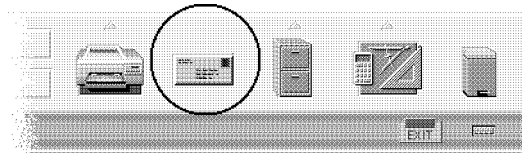
---

**Note** If you have purchased the optional MPower product, your default mailer is still `elm` but it will behave somewhat differently. If you have purchased the optional Ready-to-Wear product, you will have a different mailer instead of `elm`. For information, see the appropriate *User's Guide*.

---

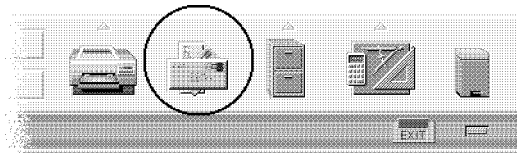
The default mailer program in your HP VUE front panel is called `elm` (the *electronic mailer*). You can also use the `mailx` mailer or other, third-party, mailer programs.

1. To start a window displaying the `elm` mailer, choose the Mailer control.



**The Mailer control starts the `elm` mailer.**

If you have new messages, the Mailer control looks like this:



**Multiple envelopes indicate new messages.**

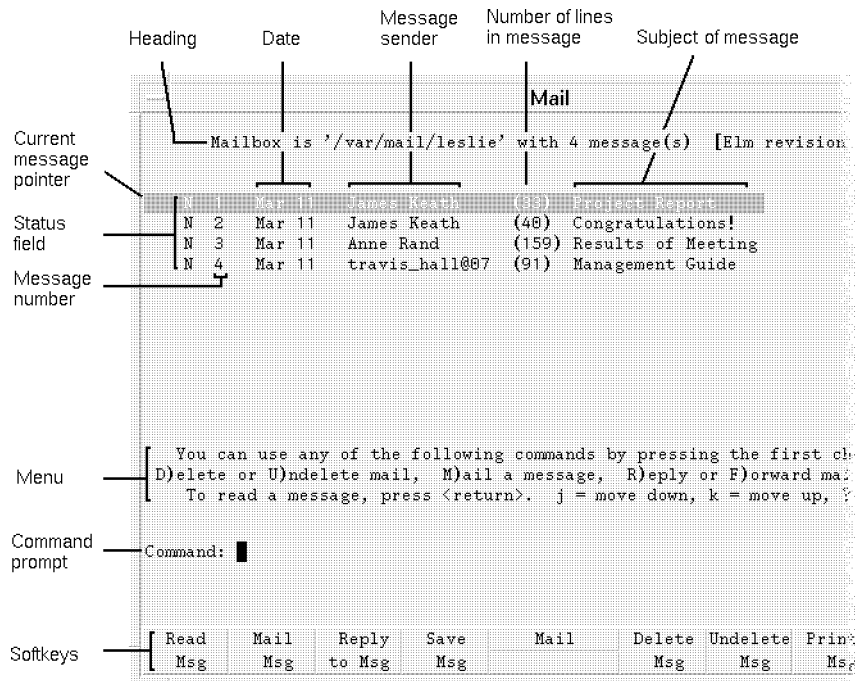
2. If this is the first time you have started `elm`, you will be asked two questions about creating directories and folders. Answer `y` (yes) to both.
3. To get help in `elm`, press `?` at the command prompt.
  - a. For a summary of all of the commands you can use from `elm`, press `?` again.

- b. For help on a particular command, type the first letter of the command (for example, press **R**) to get information about the `reply` command).

To change the default mailer, see Chapter 18 in the *HP Visual User Environment 3.0 User's Guide*. Or, see HP VUE's online help. Click the Help Manager control, then click "HP Visual User Environment Version 3.0 Help", then click "General Configuration", then click "Terminal, Mailer, Editor, and Printer Configuration", then click "Changing the Default Terminal, Editor, and Mailer".

## Understanding the Main Screen

The main screen of elm has several components, shown in the following illustration.



### The elm mailer lets you send and receive messages.

The main screen has these elements:

- Heading** The first line on the screen displays the current mailbox, the number of messages, and the current elm revision number.
- Date** The date when the message was sent.
- Message sender** The mail address of the person who sent the message.
- Number of lines** The total number of lines in the message.
- Subject of message** A description of the contents of the message.
- Current message pointer** The highlight indicates the current message.



Status field	The status or characteristics of each message. The field can be blank, or contain the following common status characters: N—new message NU—new urgent message D—message is to be deleted
Message number	This is used to specify a message.
Menu	This three-line menu at the bottom of the screen shows the commands available.
Command prompt	In response to the “Command:” prompt, type any of the commands in the menu.
Softkeys	You can use these softkeys instead of the letter keys to execute commands in the menu.

---

## Entering elm Commands

Even if you are not familiar with mailers, you can easily use `elm` by following the instructions displayed on each screen.

- To enter an `elm` command, type the first letter (uppercase or lowercase) of the command. Commands in `elm` are not case-sensitive.
- *Or*, press the softkey (`f1` through `f8`) corresponding to the command you want to enter.

---

**Note** If softkeys aren't already displayed, you can turn them on with this procedure:

1. Edit the file called `elmrc` in the */HomeDirectory/*.`elm` directory.
2. Search for the line that begins with `softkeys`.
3. Change it to read `softkeys=0N`.

---

For a summary of `elm` commands, press `?` within `elm`, then press `?` again.

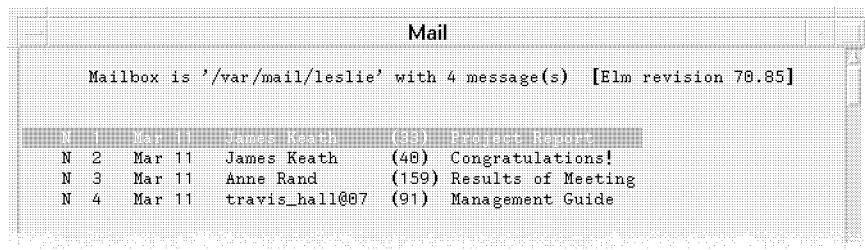
Also see “Elm Command Summary” at the end of this chapter.

---

## Reading Your Mail

To read your mail, start `elm` by choosing the Mailer control in the Front Panel. If new mail has arrived, the Mailer control shows multiple envelopes.

If you have mail, `elm` displays a list of mail messages. You can read the current message or pick a specific message to read. Messages appear in a display similar to the following:



```
Mail
Mailbox is '/var/mail/leslie' with 4 message(s) [Elm revision 70.85]
N 1 Mar 11 James Keath (83) Project Report
N 2 Mar 11 James Keath (40) Congratulations!
N 3 Mar 11 Anne Rand (159) Results of Meeting
N 4 Mar 11 travis_hall@07 (91) Management Guide
```

### Elm lists your mail messages.

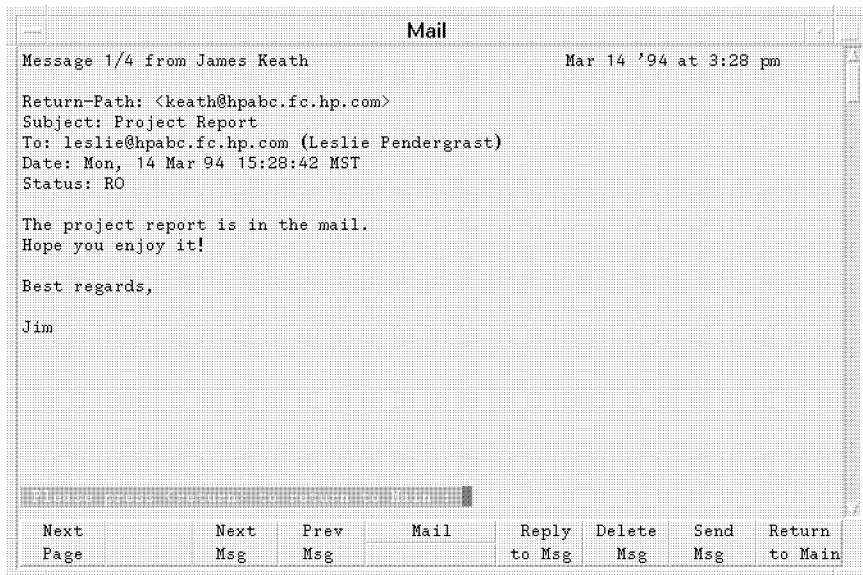
- To read the current (highlighted) message, press `Enter`.  
(You can configure `elm` to use a `>` to indicate the current message. See “Customizing `elm`”.)
- To advance to the next message, press `▼`.
- To move to the previous one, press `▲`.
- To jump to a specific message in the header, type the number of the message and press `Enter`.

---

**Caution** Problems with system behavior may result if you attempt to use one of the other HP-UX mailers, such as `mailx`, while you are also working in `elm`.

---

This example shows the output from reading message 1.



**An example message.**

To return to the elm main screen, press **Enter**.

Only ten message headers appear on the screen at one time. If you have more than ten messages you can display them as follows:

- To see the next page of message headers, press **(+)**.
- To see the previous page, press **(-)**.
- To move to the first message in the list, press **(=)**.
- To move to the last message in the list, press **(\*)**.

---

## Sending Mail to Users on Your System

One of the easiest ways to learn how to send a mail message is to send one to yourself.

1. Start `elm` by choosing the Mailer control in the Front Panel.
2. To mail a message, press `(M)` as the response to “Command:”

```
Command: m
```

3. `elm` responds with a prompt requesting the mail address of the recipient. (To use **aliases** for recipients, see “Using Mail Aliases”.)

On your local system, your mail address is the same as your user name.

Type your user name and press `(Enter)`. For example:

```
Send the message to: leslie
```

To send a message to more than one person, simply specify each recipient’s name.

```
Send the message to: mike leslie tj
```

4. `elm` then responds with a subject line prompt. Type the subject line of the message and press `(Enter)`. For example:

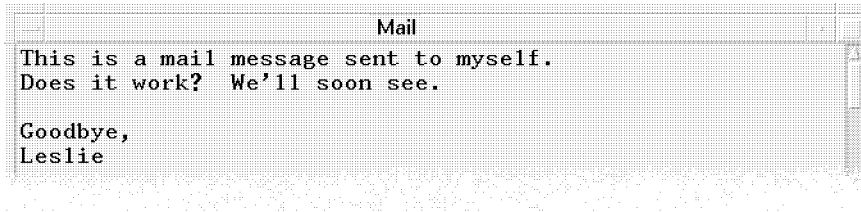
```
Subject of Message: Important Message to Myself
```

5. `elm` responds with a prompt for the carbon copies. Type the mail addresses of any users who should receive a carbon copy of the message, then press `(Enter)`.

In this example, since you’re sending a message to yourself, you don’t want to send any additional copies so press `(Enter)`.

6. `elm` brings up an editor window. Type the message. For information about using Text Editor, see Chapter 6. For information about using `vi`, see Chapter 17.

This screen shows a sample message.



**An example message.**

To configure your workstation to bring up a different editor, see “Customizing elm”.

7. When you are done typing, save the message.
8. After you exit the editor, you will see the following message on the screen.

```
Please choose one of the following options by the first character:
E)dit message, edit the H)eaders, S)end it, or F)orget it. s
```
9. To change any of the header information for your message (for example, to add recipients to the Cc list, change the message subject, or mark the message as Urgent), press **(H)**.
10. To send your message, type **s**
11. After you have sent the mail message, the elm main screen reappears and displays the message “Mail sent!”. It might take a few seconds for the system to deliver the message.

---

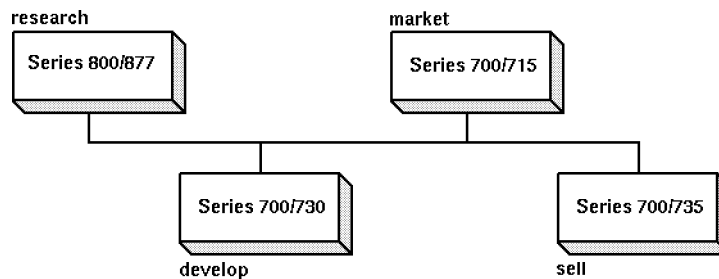
## Sending Mail to Users on Other Systems

If your system is connected to other systems over a **LAN** (local area network) or other networking facility that supports elm, you can also send mail to users on other systems.

### Host Names

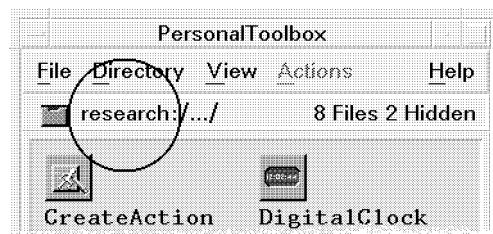
Every workstation connected over a network has a unique **host name** (also known as a node name). To send mail to a user on another workstation, you must know the host name of the user's workstation.

This figure shows an example LAN with four workstations connected. The host names are **research**, **market**, **develop**, and **sell**.



**Example host names on a network.**

The host name of your own workstation is displayed in any File Manager or Toolbox window.



**The host name is circled.**





---

## Using Mail Aliases

You can set mail **aliases** for people you mail to frequently. Aliases are shortcuts that you define so you don't have to type a recipient's complete mail address.

elm provides two types of aliases:

- |              |  |
|--------------|--|
| User alias   | For private use. Individual users create and maintain their own user aliases. To create user aliases, see "Creating Mail Aliases". |
| System alias | For use by all users with the same host. The system administrator must create and maintain the system aliases.                     |

## Understanding Mail Aliases

Aliases allow you to send messages to several recipients by specifying a single name, or to send messages without specifying a complete mail address.

For example, for Christine Lawson at mail address `christine@market.elm.com` you might create the alias `chris`. To send a message to Christine, you could enter her alias at the `To:` prompt:

```
To: chris
```

elm automatically converts it to the proper address and full name:

```
To: christine@market.elm.com (Christine Lawson)
```

Here are more example aliases. (These aliases are shown in the format that elm uses to store them in the `/HomeDirectory/.elm/aliases.text` file. This file is automatically appended to when you create aliases.)

```
writers = My writing group = john jtl michele ken willa bg
friends = David and Mark = davidm@xyz.com mark@hub.ucsd.edu
tom      = Tom Middleton = tmm@eff.org
```

Thus, sending a message to `writers` means that `john`, `jtl`, `michele`, `ken`, `willa`, and `bg` on the local system all receive the message. Sending a message to `friends` means that `davidm@xyz.com` and `mark@hub.ucsd.edu` receive the message. Sending a message to `tom` is shorthand for sending to `tmm@eff.org`.

## Creating Mail Aliases

1. Press **(A)** in response to the “Command:” prompt on the elm screen. The “Alias commands” sub-menu appears.
2. Press **(M)** at the “Alias:” prompt to make a new alias.

---

**Note** To make an alias for the person who sent the current message, use a instead of m. This command reads in the sender’s address automatically in step 5.

---

3. Enter the desired alias name, and press **(Enter)**. For example:

```
Enter alias name: chris (Enter)
```

You can set more than one alias name. For example, if you enter `chris` and `cl` in the example under “Understanding Mail Aliases”, you can use either alias to send mail to Christine Lawson.

4. Enter the full name at the next prompt, and press **(Enter)**.

For example:

```
Full name for chris: Christine Lawson (Enter)
```

5. Enter the address in response to the next prompt, and press **(Enter)**.

For example:

```
Enter address for chris: christine@market.elm.com (Enter)
```

Then the sub-menu “Alias commands” returns.

6. Press **(Enter)** to set the alias. The main screen returns.

---

**Note** To create an alias for a group of users, enter more than one address. For example, if you set:

```
In step 3  Enter alias name: friends
In step 4  Full name for friends: Incredible Three
In step 5  Enter address for friends: chris, john,
           alex@market
```

You can send a message to `chris`, `john`, and `alex` by responding to the “To:” prompt with:

```
To: friends (Enter)
```

Note that you must make the aliases `chris` and `john` before making the group alias. If aliases have not been made, you must enter the user's full address, as is done with `alex@market`.

---

### **Listing and Deleting Aliases**

You can view your aliases and delete those you no longer need.

1. Press **(A)** in response to the "Command:" prompt on the `elm` screen. The "Alias commands" sub-menu appears.
2. To check the address of a specific alias, press **(P)** and enter the alias name.
3. To list user aliases, press **(U)**.
4. To list system aliases, press **(S)**.
5. To delete a specific alias, press **(D)** and enter the alias name.
6. To return to `elm`'s main screen, press **(R)** or press **(Enter)**.

---

## Replying to Messages

When you receive a message, you may want to reply to it right away.

1. Move the message pointer to highlight the message to which you want to reply.
2. To reply to just the sender of the message, press **(R)**.

Or, to reply to everyone who received the message, press **(G)**.

The following message appears at the bottom of the screen.

```
Command: Reply to message      Copy message (y/n)? n
```

(If you pressed **(G)**, “Group reply” appears after “Command:”.)

3. Press **(Enter)** if you don’t need to include the original message in your reply.  
Press **(Y)** if you do need to include it.
4. The bottom part of the screen now appears similar to this:

```
Command: Reply to message To: charlie (Charlie Pike)
```

```
Subject of message: Re: Meeting Schedule Changed!
```

The “To:” and “Subject of message:” fields are automatically filled in. The “Re:” in front of the subject indicates that the message is a reply.

If the message you are replying to has no subject, “Re: your mail” is used in the subject field.

You can change the subject field by backspacing over it and typing a new subject.

5. `elm` responds with a prompt for the carbon copies.

Type the mail addresses of any users who should receive a carbon copy of the message, then press **(Enter)**.

6. `elm` brings up an editor window.

If you chose yes in reply to the “Copy message” prompt, the editor will be invoked with the original message copied into the editing buffer. `elm` inserts the default prefix character (`>`) and a blank at the beginning of each line of the copied message.

Type an introductory message.

For help with using Text Editor, see Chapter 6. For help with using vi, see Chapter 17.

To configure your workstation to bring up a different editor, see “Customizing elm”.

7. When you are done typing, save the file.
8. After you exit the editor, you will see the following message on the screen.

```
Please choose one of the following options by the first character:  
E)dit message, edit the H)eaders, S)end it, or F)orget it. s
```
9. To change any of the header information for your message (for example, to add recipients to the Cc list, change the message subject, or mark the message as Urgent), press **(H)**.
10. To send your message, type **s**
11. After you have sent the mail message, the elm main screen reappears and displays the message “Mail sent!”.

---

## Forwarding Messages

You may receive messages that you want to forward to someone else, with or without adding your own comments.

1. Move the message pointer to the message you want to forward.
2. Press **(F)**. The following message appears at the bottom of the screen.

```
Command: Forward          Edit outgoing message (y/n)? y
```

3. Press **(N)** if you don't want to edit the forwarded message.

Press **(Enter)** if you do want to edit it.

4. The bottom part of the screen changes to:

```
Command: Forward          Edit outgoing message (y/n)? Yes
```

```
Send the message to:
```

5. Enter the mail address of the person you want to forward the message to. To use aliases for recipient names, see “Using Mail Aliases”.

For example, if you enter `donesky`,

```
Command: Forward          To: donesky
```

```
Subject of message: AI Competition (fwd)
```

“(fwd)” is attached to the subject automatically. It tells the recipient that this is a forwarded message.

If the message you are forwarding has no subject, “Forwarded mail” is used in the subject of message field. The subject field can be edited.

6. `elm` responds with a prompt for the carbon copies.

Type the user addresses of any users who should receive a carbon copy of the message, then press **(Enter)**.

7. `elm` brings up an editor window.

If you chose yes in reply to the “Edit outgoing message” prompt, the editor will be invoked with the original message copied into the editing buffer. `elm` inserts the default prefix character (`>`) and a blank at the beginning of each line of the copied message.

8. Type an introductory message.

For information about using Text Editor, see Chapter 6. For information about using vi, see Chapter 17.

9. When you are done typing, save your file.
10. After you exit the editor, you will see the following message on the screen.

Please choose one of the following options by the first character:  
E)dit message, edit the H)eaders, S)end it, or F)orget it. s
11. To change any of the header information for your message (for example, to add recipients to the Cc list, change the message subject, or mark the message as Urgent), press **(H)**.
12. To send your message, type **s**
13. After you have sent the mail message, the elm main screen reappears and displays the message "Mail sent!".

---

## Saving Messages to a File

You may want to save important messages for future reference.

1. To save the current message to a file, at the “Command:” prompt, type:

```
Command: s
```

2. The following prompt appears:

```
Command: Save Message
File message in: =/username
```

- If you press **(Enter)**, the message is saved in a file named with the sender’s *username* in the Mail directory in your home directory.

The equal sign (=) is shorthand for */HomeDirectory/Mail*.

- To save the message in another file, enter the name of the file (the name you enter replaces *=/username*). For example:

```
Command: Save Message
File message in: =/oldnews
```

If the user is Leslie, the current message is saved in the file `oldnews` in the `/home/leslie/Mail` directory. If the `oldnews` file already exists, the message will be appended to the contents of the file. If the `oldnews` file doesn’t already exist, it will be created.

3. To save the message in another directory, enter the **path name** of the directory and the name of the file.

For example:

```
Command: Save Message
File message in: ~/messages/oldnews
```

If the user is Leslie, the current message is saved in the file `oldnews` in the `/home/leslie/messages` directory. If the file already exists, the message will be appended to the contents of the file. If the `oldnews` file doesn’t already exist, it will be created.

The `Mail Directory` softkey is shorthand for the directory */HomeDirectory/Mail*. The `Home Directory` softkey is shorthand for */HomeDirectory/*.



---

**Caution** After you save a message in a file, the message is marked with a D for deletion. When you exit `elm`, the message is automatically deleted.

---

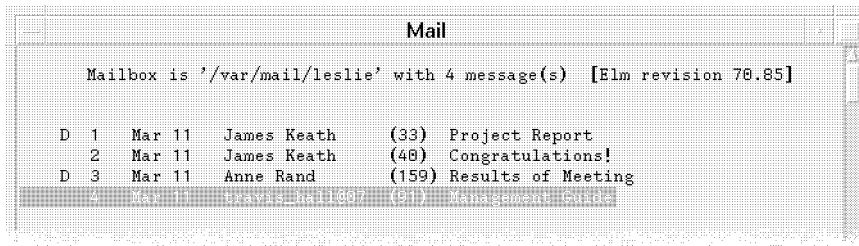
---

## Deleting Mail Messages

After you have read your mail messages, you may want to delete them.

1. To delete a mail message, highlight the message and press **(D)**.  
A **D** appears to the left of the message to show that it is marked for deletion.
2. To move to the next message, use the arrow keys, **(▼)** and **(▲)**.
3. Delete the marked messages at the “Command:” prompt in one of two ways:
  - a. To delete the marked messages *and* quit elm, press **(Q)**. elm will ask you to confirm this action.
  - b. To delete the marked messages *without* quitting elm, press **(\$)**.

The following screen shows two messages marked for deletion:



```
Mail
Mailbox is '/var/mail/leslie' with 4 message(s) [Elm revision 70.85]

D 1  Mar 11  James Keath  (33) Project Report
  2  Mar 11  James Keath  (40) Congratulations!
D 3  Mar 11  Anne Rand   (159) Results of Meeting
```

**Messages are marked with a “D” for deletion.**

---

## Exiting the elm mailer

When you are in elm, exit by typing **Q** at the "Command:" prompt.

If you have mail, elm responds as follows:

```
Command: q    Keep mail in incoming mailbox ? (y/n) y
```

If you press **Y** or press **Enter**, any messages in the incoming mailbox will remain there. You will see these messages when you start elm again.

If you press **N**, messages are stored in your home directory in an alternate mailbox, called **mbox**.

---

## Mailing a Directory and Contents

Sometimes you may need to mail multiple files to another user. You can use the HP-UX **shar utility** to bundle files and directories into a single distribution package. You can then use **elm** to mail the package.

The files can contain any type of data, including executable programs that otherwise cannot be mailed. The resulting package can be edited, for example, to add a message at the beginning.

The optional MPower product allows you to send audio, video, and fax messages through electronic mail.

1. To bundle files, type the following command in a terminal window:

```
shar filename > packagename
```

You can use more than one *filename*, separated by spaces. The output of **shar** appears only on your screen unless you redirect the output with > *packagename*.

For example, to archive all files with a **.tag** suffix in the current directory in a file called **myarchive**, type:

```
shar *.tag > myarchive 
```

The asterisk **\*** is a “wildcard” that matches any combination of characters.

2. To unpack a **shar** package:
  - a. Edit the file and delete any mail headers or messages at the top of the file.
  - b. Use the **sh** command with the package name as follows:

```
sh package
```

When unpacking, the files and directories in the package are written to their original directory path names.

### Using Options for Packing Files

You can also use options with the **shar** command. For example, in this command:

```
shar -CvZ *.tag > myarchive 
```

The **-C** option adds a line saying **--- cut here ---** before the archive. The **-v** option lists the file names as they are packaged. The **-Z** option compresses the

files so that they require less disk space. For more information on shar options, see *shar(1)* in the *HP-UX Reference*.

To pack files from many directories and unpack them into one directory, use the `-b` option. The original path names are ignored.

For example, the following command packs files from two directories:

```
shar -b /home/leslie/list /home/leslie/pics/pic.xwd > package Enter
```

When package is unpacked, `list` and `pic.xwd` are placed in the current directory. Without `-b`, the original directories would be recreated during unpacking.

### **Mailing a Package**

1. Start `elm` by choosing the Mailer control in the Front Panel.
2. Press **(M)** to mail a message.
3. Respond to the prompts for recipient, subject, and copies.
4. When the editor window opens, read in the package file.

In Text Editor, choose "Include" from the File menu. *Or*, in `vi`, press **(ESC)**, then type `:r filename`.

5. Type an introductory message, if desired.
6. When you are done typing, save your file.
7. After you exit the editor, you will see the following message on the screen.

```
Please choose one of the following options by the first character:  
E)dit message, edit the H)eaders, S)end it, or F)orget it. s
```

8. To change any of the header information for your message (for example, to add recipients to the `Cc` list, change the message subject, or mark the message as Urgent), press **(H)**.
9. To send your message, type `s`
10. After you have sent the mail message, the `elm` main screen reappears and displays the message "Mail sent!".

---

## Customizing elm

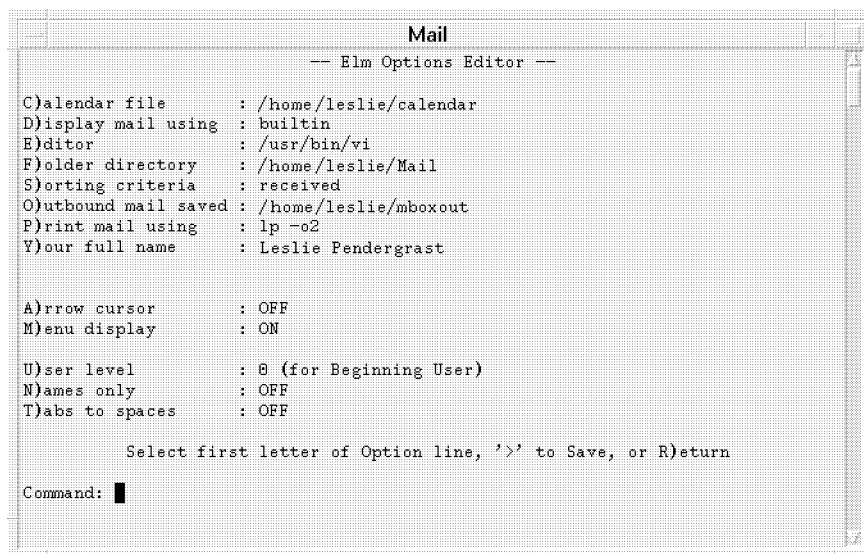
The elm mailer has different options you can set to make it more convenient for you to use. Among features you can change are the menus that appear on the screen, the printer your mail is sent to, and the order in which your mail is listed in your mailbox. These are entered automatically in the `.elm/elmrc` file. This file is created by elm and contains your default settings and customizations.

### Using the Options Editor

To start the elm options editor, press `(O)` at the elm command prompt:

```
Command: o
```

You will see a screen similar to the following:



```
Mail
-- Elm Options Editor --

C)alendar file      : /home/leslie/calendar
D)isplay mail using : builtin
E)ditor            : /usr/bin/vi
F)older directory  : /home/leslie/Mail
S)orting criteria   : received
O)utbound mail saved : /home/leslie/mboxout
P)rint mail using   : lp -o2
Y)our full name     : Leslie Pendergrast

A)rrow cursor      : OFF
M)enu display      : ON

U)ser level        : 0 (for Beginning User)
N)ames only        : OFF
T)abs to spaces    : OFF

Select first letter of Option line, '>' to Save, or R)eturn

Command: █
```

**You can configure elm using the options editor.**

Using the screen, you can change the 12 predefined settings in the `.elm/elmrc` file. For information on changing other settings, see *Mail Systems: User's Guide*.

1. To select an option to set, type the first letter of the option. For example, to change the way messages are sorted, press `(S)`.

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