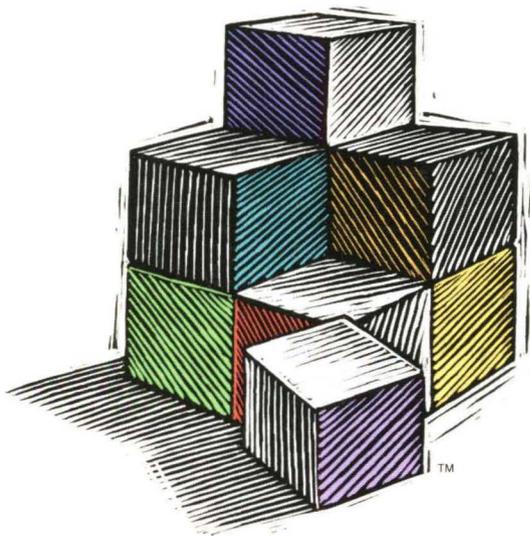




# QUICK START

*A fast track to the essentials of  
working with files, folders, and applications  
in the NEXTSTEP workspace*



# NEXTSTEP<sup>TM</sup>

*Object-Oriented Software*

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# QUICK START





## Before you start

You can get a quick introduction to NEXTSTEP™ by reading this book while sitting in front of your computer, trying things out as you go. But there are a few things you need to do before you start:

- ▶ Set up your computer and make sure NEXTSTEP is installed on it.

Your computer's owner's guide shows you how to set it up.

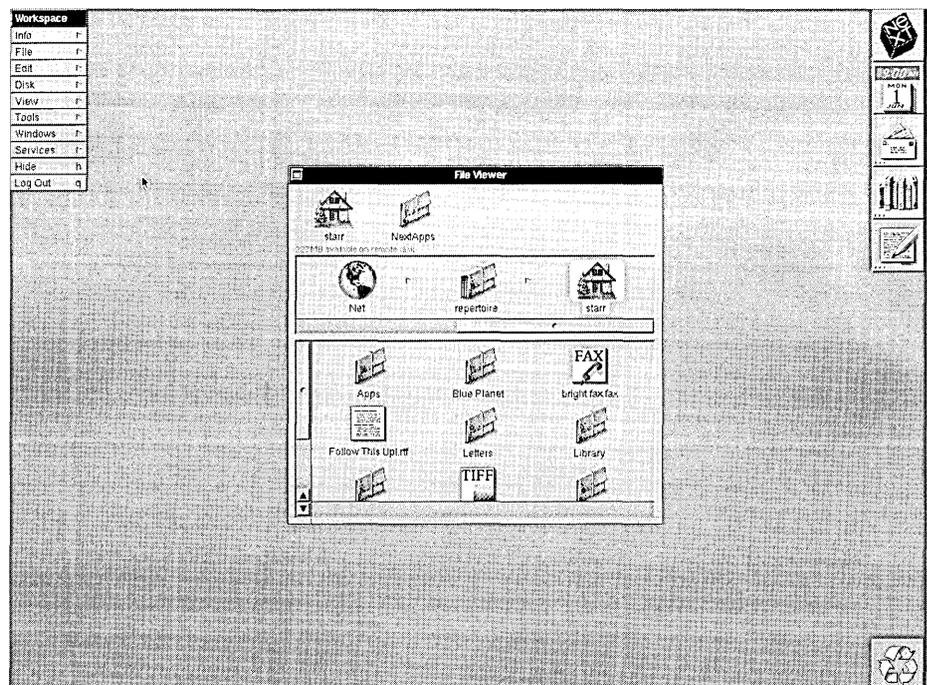
*Installing and Configuring NEXTSTEP* shows you how to install NEXTSTEP.

*Upgrading* shows you how to upgrade from an earlier release of NEXTSTEP.

- ▶ Get a user name and password from your system administrator.

If your computer is on a network, your system administrator will assign you a user name and password so you can log into your computer.

*The NEXTSTEP workspace is where you get things done, imagine doing things you've never done before, and do things beyond imagination—all with a few keystrokes, some mouse clicks, and lots of windows.*



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# BASICS

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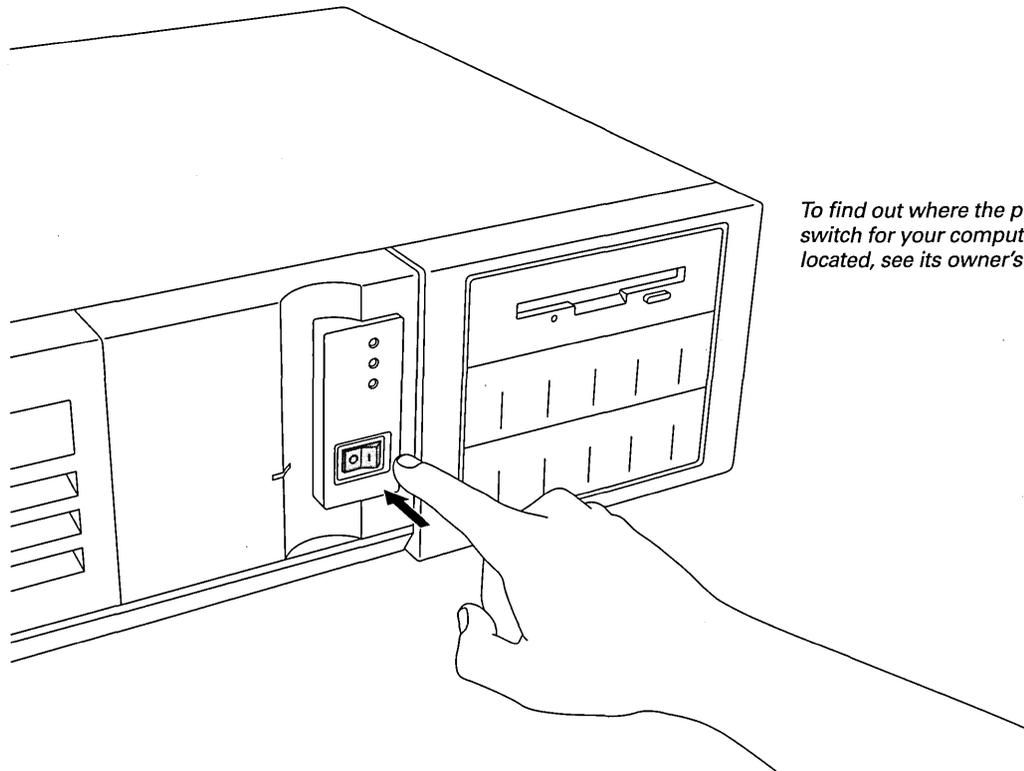
## ***Turning on the computer***

You turn on some computers with a single keystroke. Others have separate power switches for the computer, display, and peripherals.

- 1 If your display and other peripherals have power switches, turn them on.
- 2 Press the power switch on your computer.

**Caution:** Don't turn on the computer if there's a disk in the floppy disk drive, or NEXTSTEP won't start up.

- 3 If you're asked to pick an operating system, type `n` and press the Return key to start up NEXTSTEP.



*To find out where the power switch for your computer is located, see its owner's guide.*

## Logging in

When NEXTSTEP finishes starting up, the login *window* opens on your screen (a window is a rectangular area containing information). You must *log in* to use the computer, unless you or your system administrator have set things up differently. The login process prevents unauthorized people from using your computer.

To log in you need a *user name* and *password*, which you get from your system administrator.

- 1 Type your user name in the Name field.

The blinking vertical bar in the Name field marks the *insertion point*, where text you type is entered.

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

- 2 Press the Tab key to move the insertion point to the Password field.
- 3 Type your password. Use the Backspace key to correct typing errors.

Although the insertion point follows your typing, your password isn't shown.

- 4 Press Return.

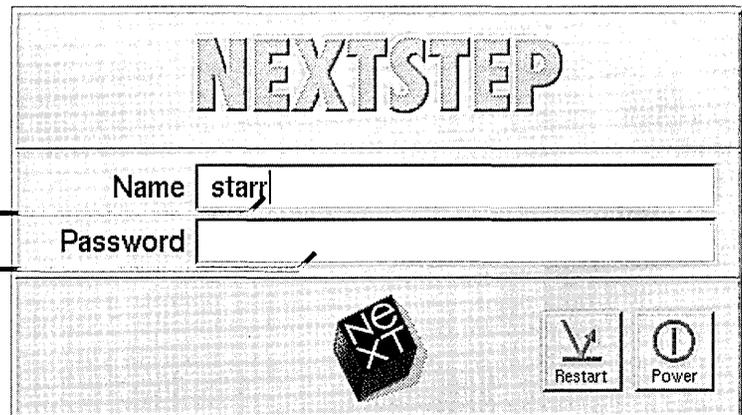
If you typed your user name and password correctly, the login window closes and you enter the workspace.

If you made mistakes while typing, the window shakes back and forth, indicating that your login attempt has failed. If this happens, go back to step 1 and try logging in again.

**Tip:** The Return, Tab, and Backspace keys may be labeled on your keyboard with different names than those used in this book. If you're not sure which key is which, see the NEXTSTEP User's Guide and the owner's guide for your computer.

Insertion point

Your password doesn't appear as you type.



## Entering the workspace

After you turn on the computer and log in, you enter the workspace, which is where you work in NEXTSTEP.

Your workspace may not exactly match the one shown below, but it will have many of the same features.

*Icons* are small pictorial representations of things you work with in the workspace.

The *application dock* (or *dock*, for short) is the column of icons along the right edge of the workspace. All but one of the icons in the dock represent *applications*. (The exception is the recycler icon—usually at the bottom of the dock—which is described in “Organizing,” later in this book.)

The icon at the top of the dock represents the Workspace Manager™ application.

The main Workspace Manager window is called the *File Viewer*. It gives you access to your *files*.

The *Workspace menu* contains *commands*, such as Edit and Log Out, that you can choose to make the Workspace Manager do something.

The *cursor* is the small black arrow that moves when you move the mouse. You move the cursor to point to things on the screen.

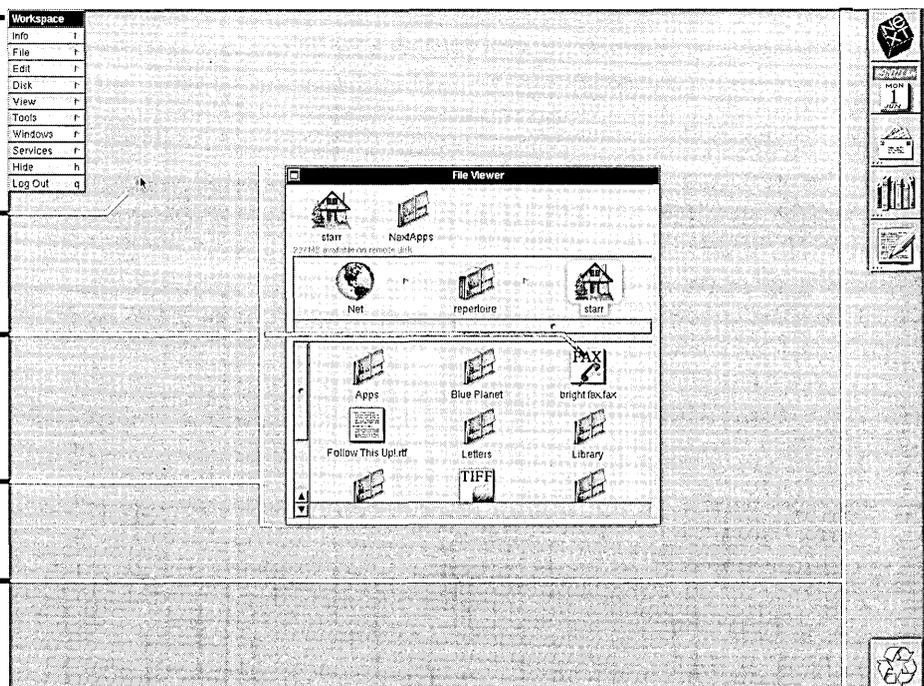
A menu lists commands you choose to make an application do something.

The cursor is the small black arrow that moves when you move the mouse.

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

The File Viewer provides access to your files.

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



## Using the mouse

Except for typing text, you can do all your work with the mouse (or whatever pointing device you have). You just need to know a few basics.

- ▶ Slide the mouse on a smooth surface.

As you slide the mouse, the cursor moves on the screen.

- ▶ *Point* to an object on the screen by moving the mouse so the cursor is on top of the object.
- ▶ *Click* by pointing to an object and, without moving the mouse, pressing and immediately releasing a mouse button.
- ▶ *Press* by pointing to an object and, without moving the mouse, pressing and holding down a mouse button.

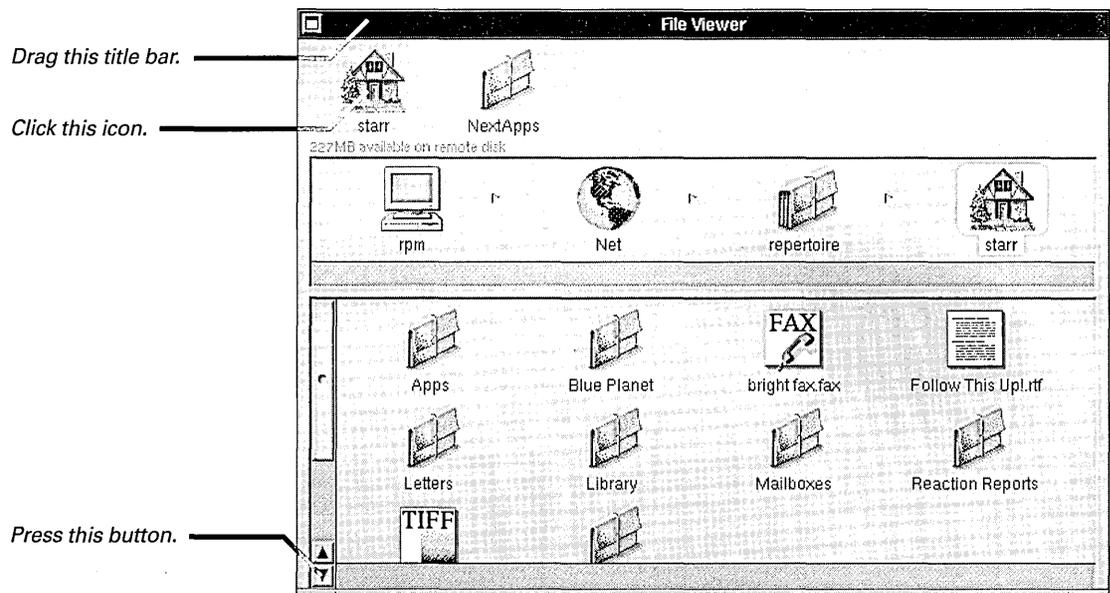
Press a black arrow button  (if there is one) in the File Viewer window. As long as you press, the button is highlighted; information may also move in the window.

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

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

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

-  an arrow for pointing to objects
-  an I-beam for editing text
-  a question mark for getting help
-  a rotating disk indicating that the application is busy and you must wait (or switch to another application)



**Tip:** Initially, you can use either the left or right mouse button—they each have the same effect.

## Choosing commands

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

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

The command is highlighted and carried out.

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

The submenu stays open until you choose a command from another menu, such as the main menu. (You can also close a submenu by simply choosing the command that opened it.)

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

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

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

- ▶ To close a detached submenu, click the *close button*  that appears in the right of its title bar when it's detached.

File 
Open  o
Open as Folder  O
New Folder  n
Duplicate  d
Compress
Destroy  r
Empty Recycler

A dimmed command (shown in gray rather than black) is currently unavailable—usually because it's not relevant to what you're doing at the moment.

If a command has a character next to it, you can choose that command from the keyboard by holding down the Command key while typing that character.

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

Tools
Inspector...
Finder...  f
Processes... P
Console... C

**Tip:** On most keyboards, the Command key is the key to the left of the space bar.

## Logging out

When you're done working with NEXTSTEP, log out to quit all applications that are running.

Before logging out, make sure you *save* any work you've done in an application, or your work will be lost. (Saving is described in "Files," later in this book.)

- 1 Choose the Log Out command from the Workspace menu. (If the Workspace menu isn't visible, click in the File Viewer window or double-click the NeXT™ icon at the top of the dock to make the Workspace menu appear.)

The Log Out *panel* opens (a panel is a kind of window, often used to ask you simple questions).

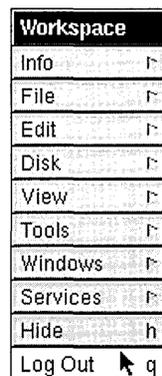
If you change your mind about logging out (or if you choose Log Out by accident), click the Cancel button in the Log Out panel.

- 2 Click the Log Out button in the panel.

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

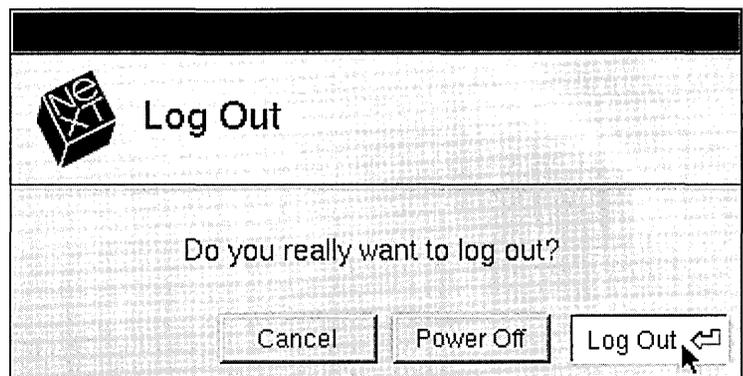
Logging out returns you to the login window.

Choose Log Out from the Workspace menu.



**Tip:** A  symbol on a button indicates that pressing the Return key has the same effect as clicking the button.

Then click the Log Out button in the panel.



## Turning off the computer

If you don't expect to use your computer for a day or two, you should turn it off.

As when logging out, make sure you save any work you've done in an application before turning off the computer.

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

The Log Out panel opens.

- 2 Click Power Off in the panel.

If an application contains unsaved work, a panel may ask if you want to save your work before the application quits and you turn off the computer.

Some computers turn themselves off automatically when you click the Power Off button. Otherwise, a message asks you to wait until it's safe to turn off the computer.

- 3 When a message says it's OK to turn off the computer's power, press the power switch on the computer.

**Caution:** Don't turn off the power to the computer before a message says it's OK, or else you might damage your startup disk.

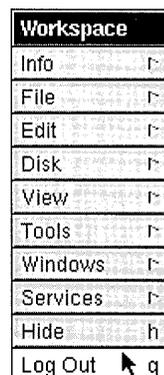
- 4 If your display and peripherals have power switches, turn them off, too.

When the login window is showing, you can turn off the computer or restart it by

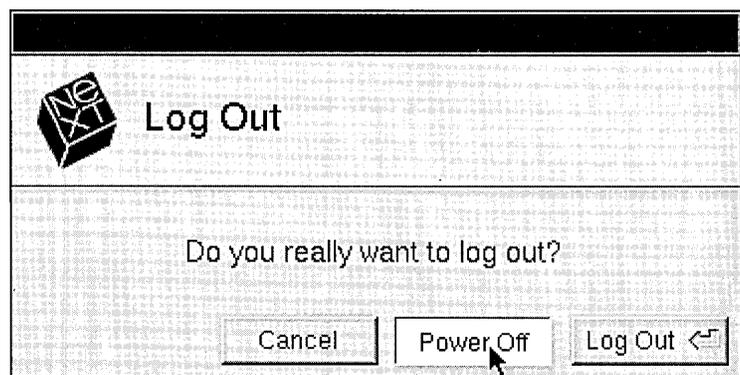


clicking one of these buttons in the login window.

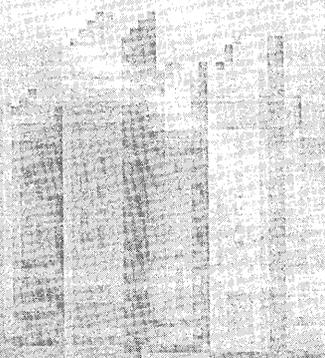
Choose Log Out from the Workspace menu.



Then click the Power Off button in the panel.



# APPLICATIONS



## Starting up an application

Your computer comes with several applications, such as Edit and NeXTmail™. You can keep icons for these and other applications in the application dock.

- ▶ To start up an application from the dock, *double-click* its icon. (To double-click, click twice in quick succession).

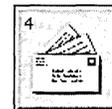
The icon is highlighted while the application starts up, and then the application's main menu appears. One or more windows may also open.



Notice that before you start up an application, its icon in the dock has an ellipsis  in its lower left corner. After you start up the application, the ellipsis goes away, indicating that the application is running.



Not running



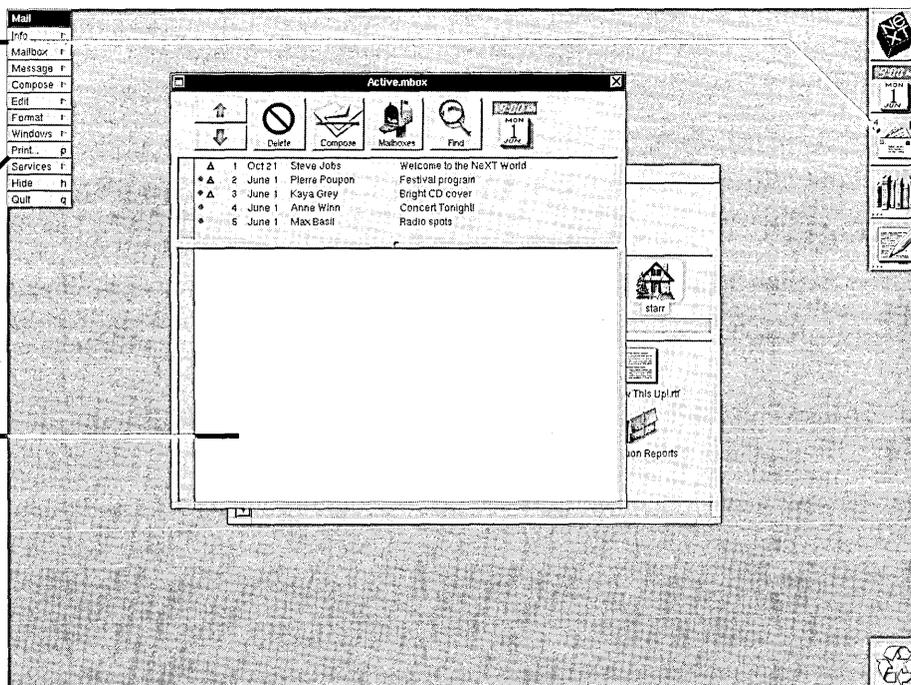
Running

You can also start up applications by double-clicking their icons in the File Viewer or by opening files from the Workspace Manager (see “Files”).

You can start up an application by double-clicking its icon in the dock.

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

The application may also open one or more windows.

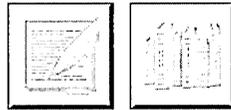


## Running multiple applications

You can run several applications at once—for example, so you can look up information in Digital Librarian™ while reading your Mail messages.

### To run multiple applications

- ▶ Start up each application you want to run.



Each time you start up an application, its main menu appears in place of any menus that were previously visible. Typically, one or more other windows open, often covering windows that are already open (see “Windows”).

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

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

### To switch applications

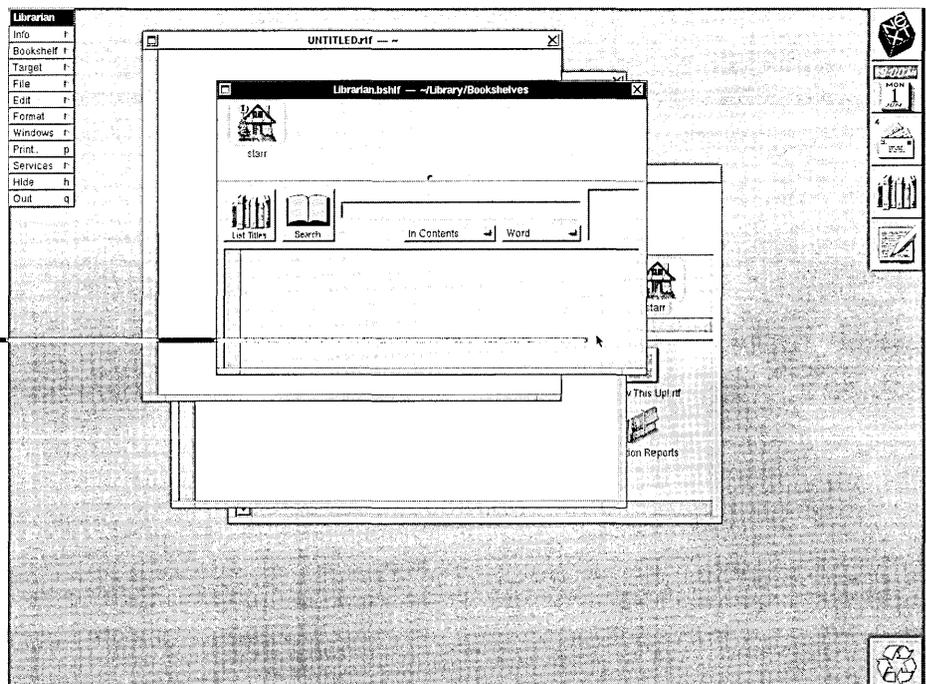
- ▶ Click in a window that belongs to the application you want. Or double-click the application's icon.



When you switch applications, the menu switch. If you click in a window, that window comes to the front.

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

You can click in an application's window to switch to that application.



### Hiding an application

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

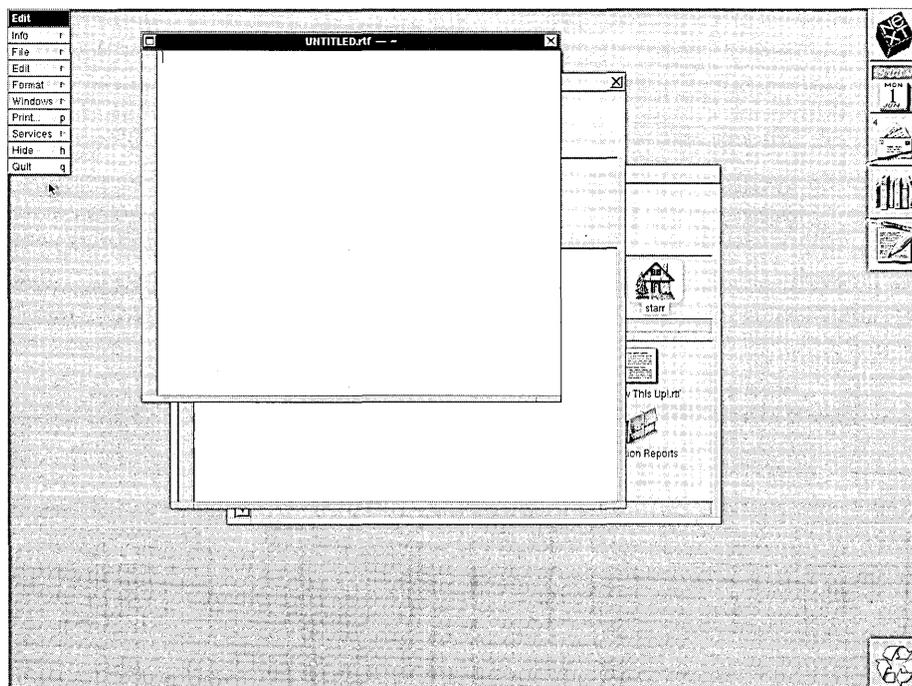
- ▶ Choose Hide from the application's main menu.



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

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

When you're completely done using an application, quit the application—as described on the page after next.



When a docked application is hidden (as opposed to not running), there's no ellipsis  in its icon.

**Tip:** If you hold down the Command key while double-clicking an application's icon in the dock, that application becomes active and all other running applications are hidden.

## Unhiding an application

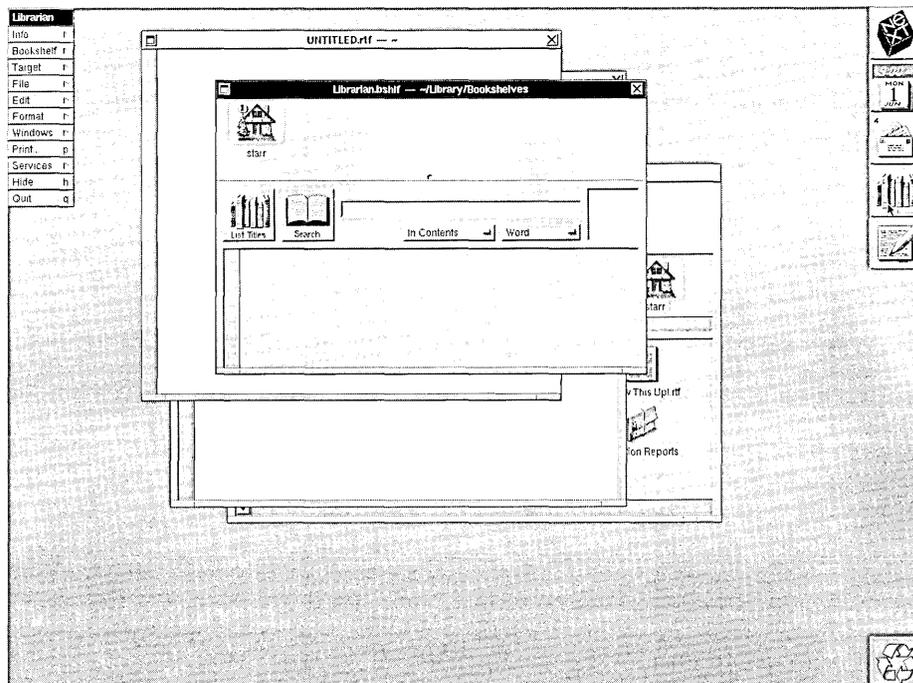
When you want to work again in a hidden application, you can unhide it.

- ▶ Double-click the application's icon.



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

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



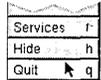
Double-click an application's icon to unhide it.

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

## Quitting an application

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

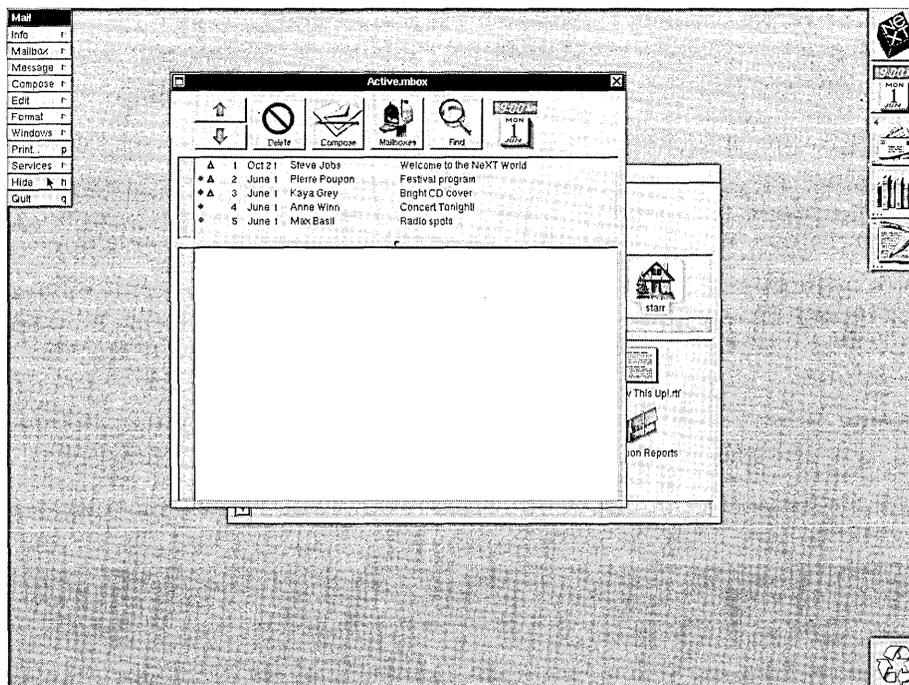
- Choose Quit from the application's main menu.



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

If you don't save your work when you quit, it is lost (see "Files").

When you log out, all running applications quit automatically.



**Tip:** Hide rather than quit applications you plan to use later—it takes less time to unhide an application than it does to start it up again.

# WINDOWS

EMILY

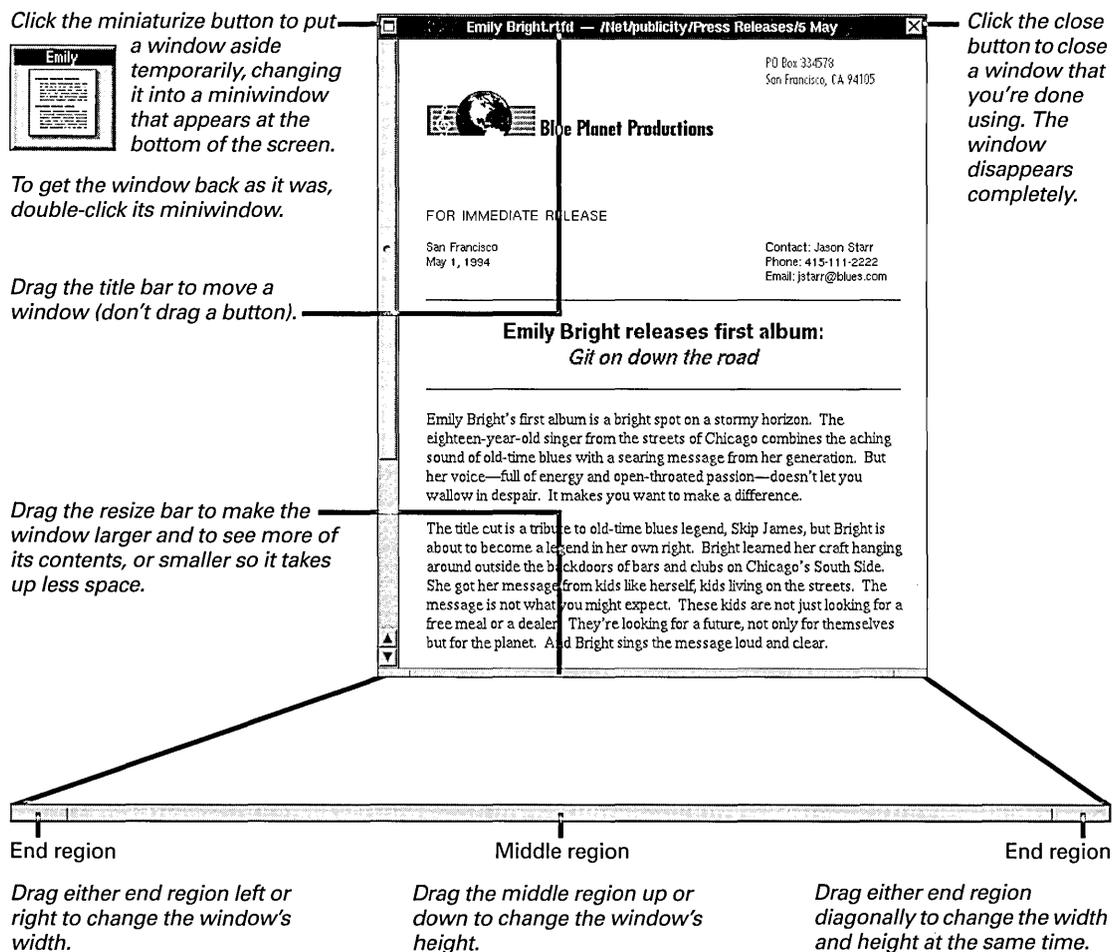


## Organizing windows

NEXTSTEP presents information in windows. Several windows may be open in your workspace at the same time.

Some windows, such as one containing an Edit document, provide a place to work. Others, such as panels, give you options for controlling an application. Or they may simply provide information.

To organize your workspace, you can change the size and shape of windows or make them disappear completely, as illustrated with the Edit window below.



## Reordering windows

Like sheets of paper loosely stacked together, windows can overlap or completely cover each other.

- ▶ To bring a window forward so you can work in it, click in it.

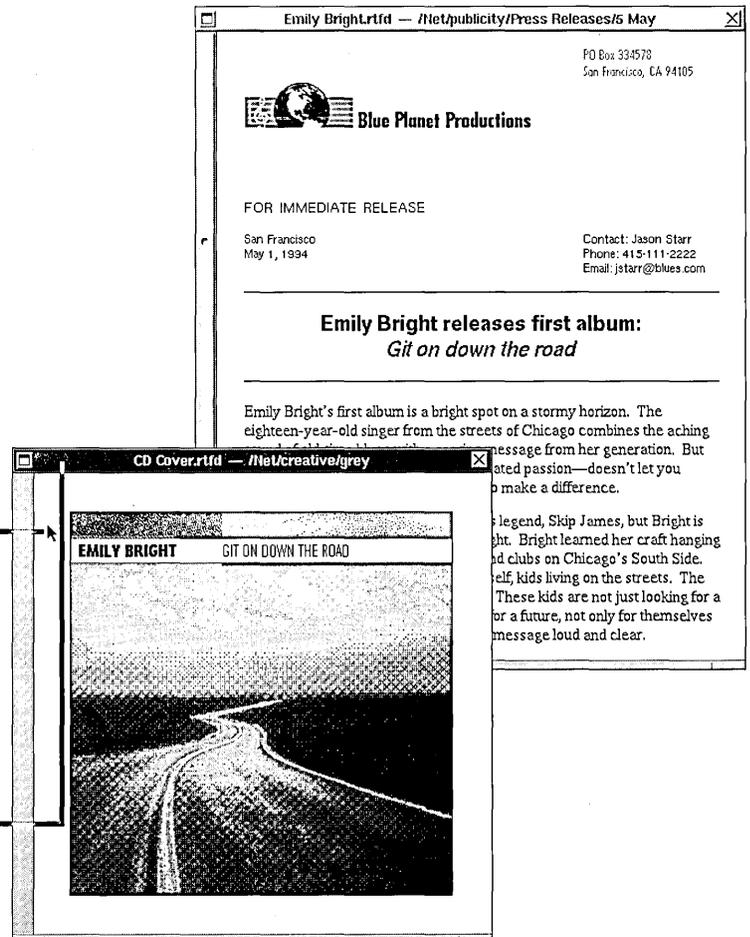
Take care not to click a button (such as a window's close button) when you click in the window.

The window comes forward and its title bar typically turns black, indicating that it's the *key window*. When you use the keyboard, anything you type appears in the key window.

Remember that clicking in a window also makes that window's application the active application (if it isn't already).

When you want to work in a window—to type in it, for example—click in the window to make it the key window.

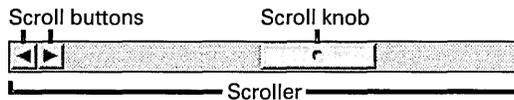
The key window's title bar is black.



## Scrolling

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

The most common way to scroll is by using a *scroller*—a gray bar with a knob and scroll buttons.



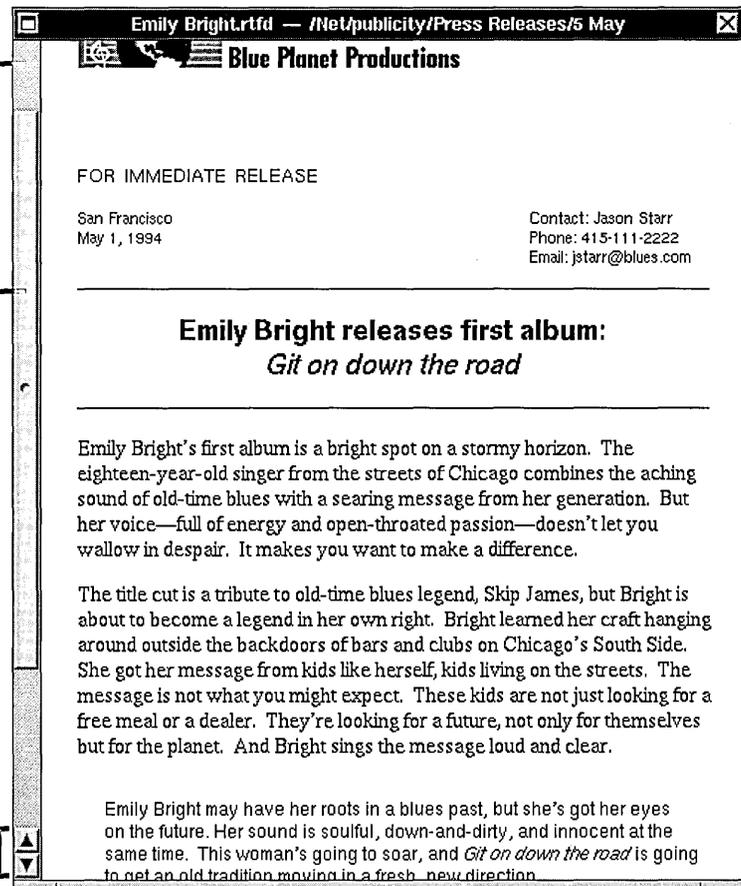
Vertical scrollers are for scrolling up and down, while horizontal scrollers scroll left and right.



In some cases, you scroll using buttons that aren't in a scroller but that stand alone. (A dimmed button means you can't scroll any further in that direction.)

Click in the gray bar to scroll quickly—the scroll knob jumps to the position under the cursor as though you dragged it there.

Drag the scroll knob to scroll continuously.



Click a scroll button to scroll by a line or other increment in the direction the button points. Press a button to scroll continuously by increments.

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



## The File Viewer

NEXTSTEP organizes information in *files* and *folders*. A file might contain a memo, a drawing done in a graphics application, or the application itself. Folders contain files and other folders.

The files and folders in your computer are organized in a hierarchy, where the *root folder* branches into other folders, which can contain files and more folders, to as many levels as you want.

To get to files and folders, you use the File Viewer—a Workspace Manager window that appears when you enter the workspace. Files and folders appear as icons in the File Viewer.

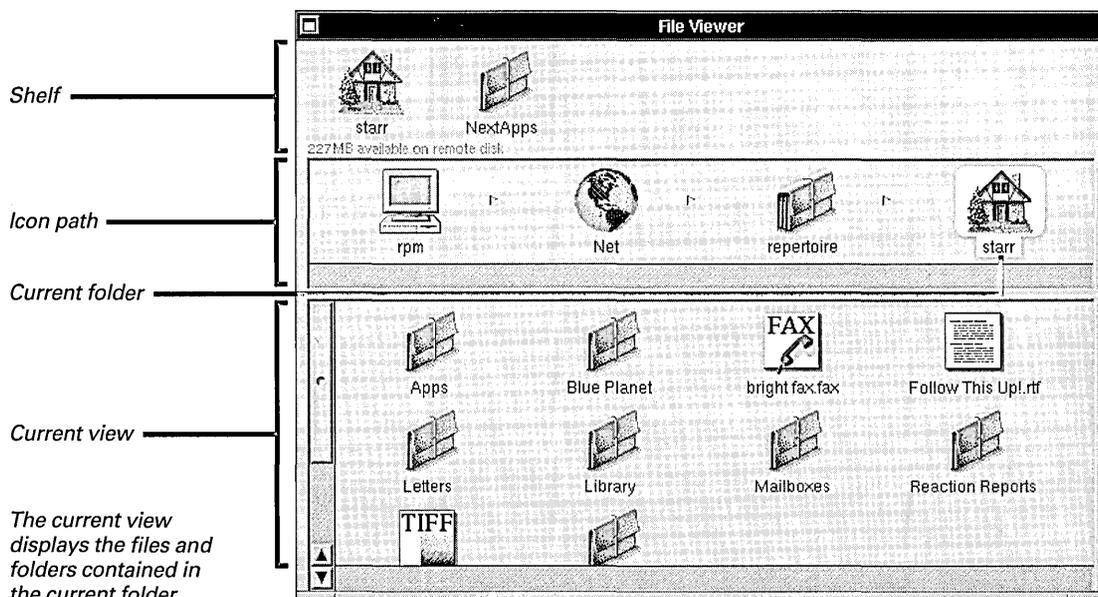
At the top of the File Viewer is the *shelf*, where you can put icons of files or folders you use often and want to keep handy.

In the middle of the File Viewer is the *icon path*. It shows you where you are in the file system. The highlighted icon at the right is the current file or folder. The icons to the left of the current folder trace the path back up the hierarchy to

the root folder, which is represented by a computer icon.

At the bottom of the File Viewer, the *current view* displays the files and folders in the current folder.

When you log in, your home folder is the current folder, and its contents are displayed  in the current view. Your home folder has the same name as your user name.



## Finding files and folders

You find files by opening folders.

- ▶ To open a folder, double-click its icon.
- ▶ To move back up the hierarchy, click a folder icon in the icon path.
- ▶ To open a folder on the shelf, click its icon there.

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

Many folders have an icon like this. But others have icons that indicate something special about the folder's contents or location.



This icon marks your home folder, which contains your personal files.



This icon marks someone else's home folder.



This icon marks a folder that's a floppy disk you've inserted in a drive.



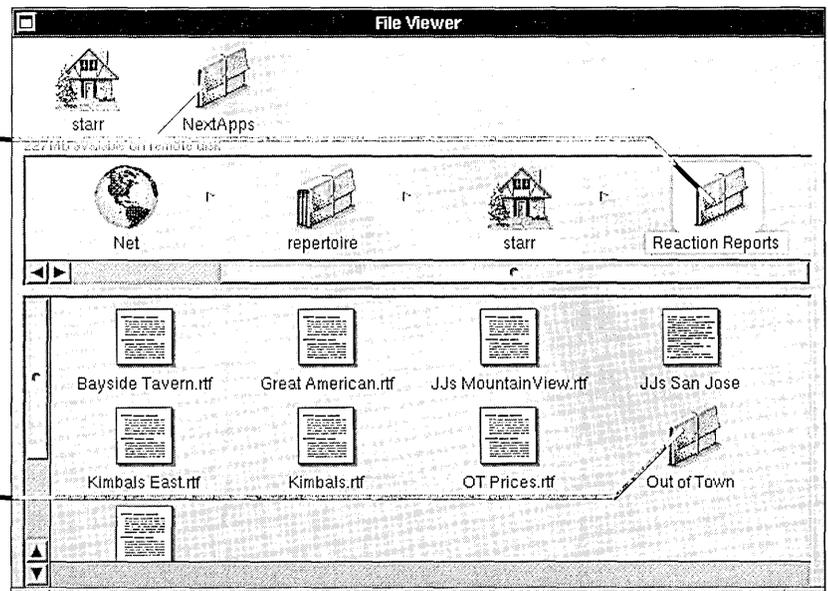
This icon marks the Net folder, which contains folders on other computers on the network (if you're connected to one).

It doesn't matter where a folder is or what icon it has. You typically work in all folders the same way.

Click a folder icon on the shelf or in the icon path to display the folder's contents.

Or double-click a folder icon here to open it.

**Tip:** You can use the Clean Up Icons command in the View menu to straighten up the current view of icons.



## Stocking the shelf

The shelf is a convenient place to put icons of files and folders you use often.

### To put a file or folder's icon on the shelf

- 1 Select a file or folder by clicking it in the icon path or in the current view.

Its icon is highlighted.

- 2 Drag the highlighted icon into an empty space on the shelf and release the mouse button when a ghost image of the icon appears.

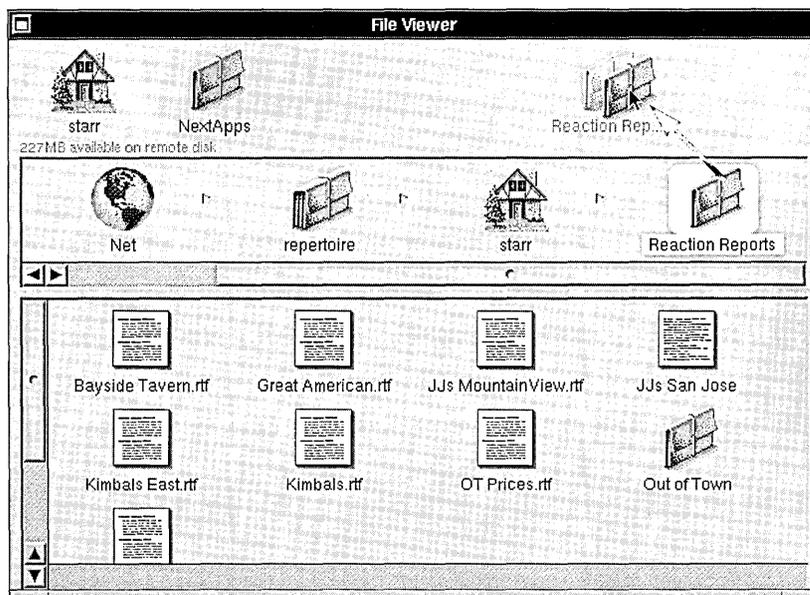
### To remove an icon from the shelf

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

The icon is removed from the shelf, *but the file or folder is not deleted*—you can still find it in the icon path or in the current view at the bottom of the window.

Your home folder's icon is always in the upper left corner of the shelf—you can't remove it.

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



## Customizing the application dock

### To add an application's icon to the dock

- 1 Use the File Viewer to find the application whose icon you want to add to the dock.

Many applications are in the **NextApps** folder, which is in the root folder. If necessary, click the root folder icon (it looks like a computer) in the icon path and when its contents appear in the current view, double-click the **NextApps** folder to open it.

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

The application's icon is highlighted in the icon path.

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

### To remove an application's icon from the dock

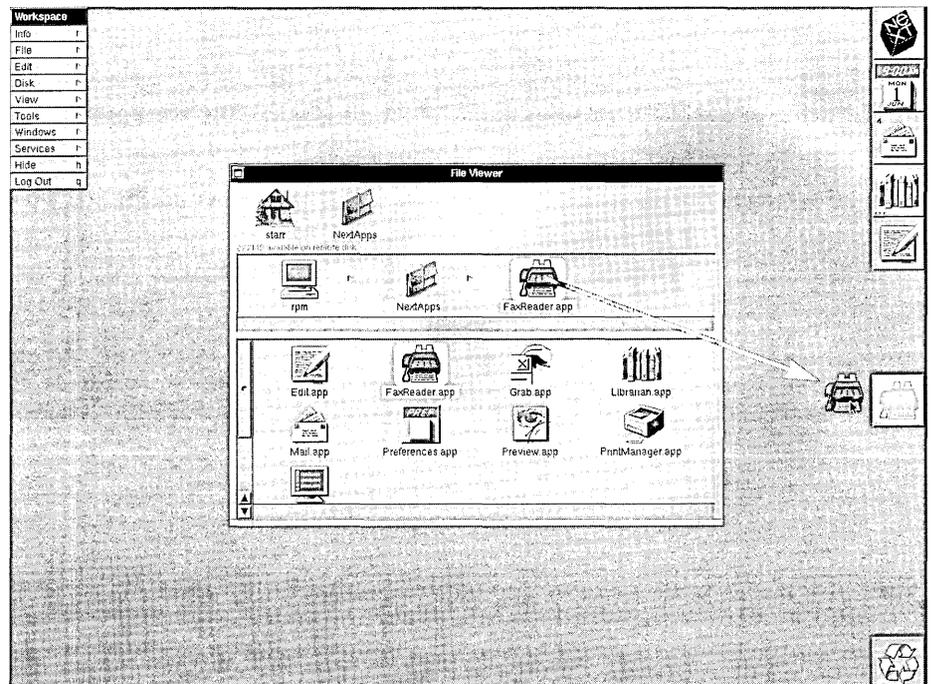
- ▶ If the application isn't running, just drag its icon out of the dock—into the workspace.
- ▶ If the application is running, hold down the Command key and drag it out of the dock.

You also have to hold down the Command key to drag the recycler from the dock.

To use the application again, you can find it in the File Viewer.

*Drag an application icon from the File Viewer into an empty space in the dock and release the icon when a ghost image of it appears.*

*You can't remove the NeXT icon from the dock.*



## Opening a file from the File Viewer

You can open files you see in the File Viewer.

- 1 Find the file by opening the folder it's in.
- 2 Double-click the file's icon.

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

If the file is an application, the application starts up. Otherwise, the application associated with the file starts up (if it isn't already running) and displays the file's contents in a window.

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



Edit application icon

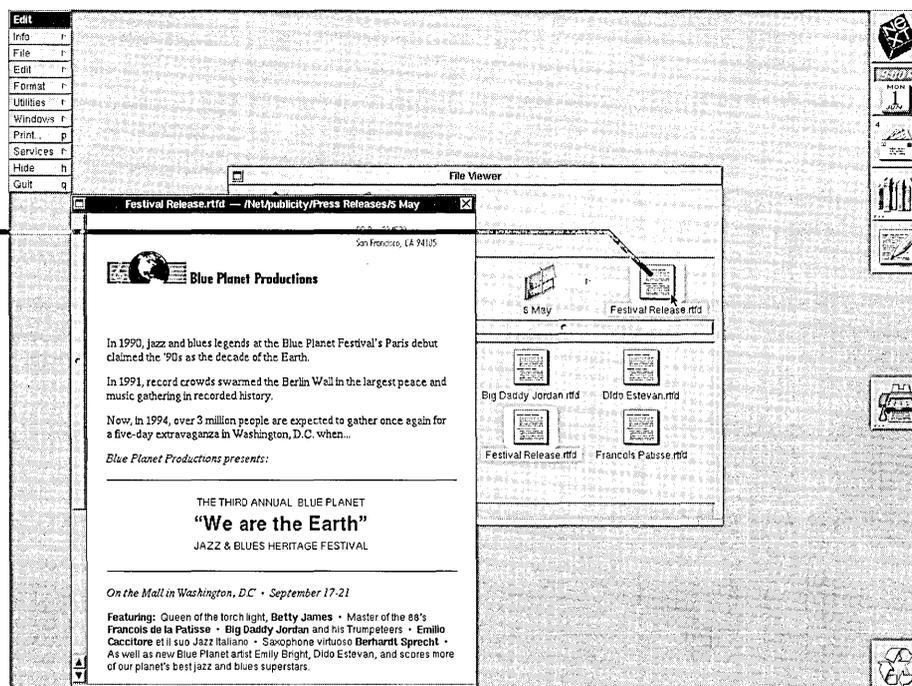


Edit document icon

When an application that isn't in the application dock starts up, its icon appears at the bottom of the screen. If you like, you can drag the icon into the dock. Otherwise the icon disappears from the bottom of the screen when you quit the application.

When you open a file, its contents are displayed in a window in the application associated with it.

Double-click a file's icon to open it.



## Opening a file from within an application

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

- 1 Choose Open from the application's *document menu*.

The document menu may be titled Document, File, Project, or something else. It's in the main menu just below Info.

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

- 2 Locate the file in the panel's browser.

- 3 Click the file to select it.

The name appears in the Name field.

- 4 Click OK.

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

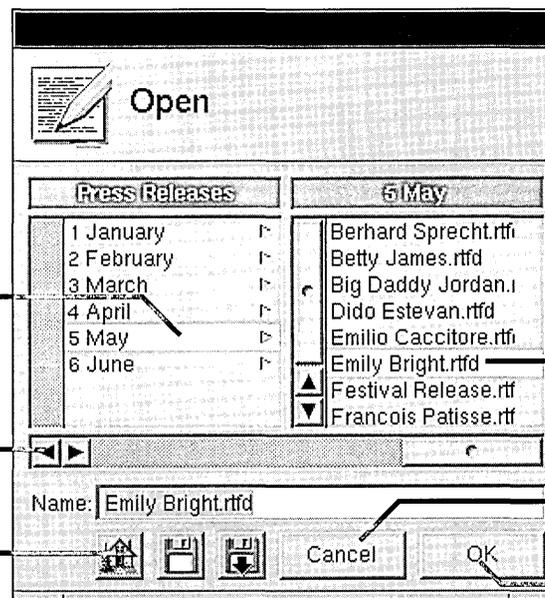
You can use the disk buttons in the panel to work with floppy disks. (Working with disks is described in the *User's Guide* and in the on-line help. See "For More Information.")

When you choose an application's Open command, a panel with a browser opens.

Click a folder (folders are marked by an arrow [▶]) to display its contents in the next column.

Click the left or right arrow to see folders above or below the current view of the file system.

Click to open your home folder.



Click a file to select it. Or just double-click a file to open it directly.

Click to close the panel without opening a file.

Click to open the selected file.

## Creating a file

You create a file in an application to store your work.

- 1 Choose New from the application's document menu.  
A new, untitled window opens.
- 2 Do some work in the window, such as typing.
- 3 Save the window's contents in a file by choosing Save from the document menu.

The Save panel opens. It contains a browser.

- 4 In the browser, click the folder where you want to save the file.

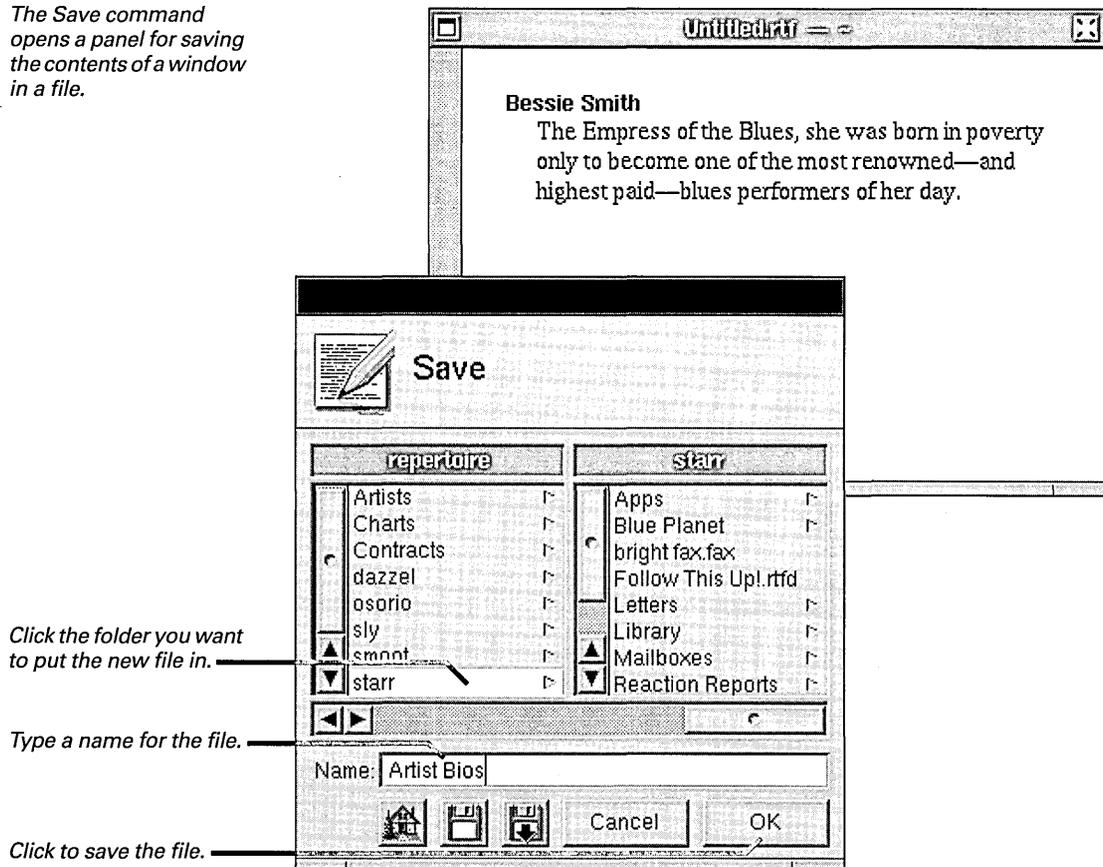
- 5 Type a name for the file in the panel's Name field.

- 6 Click OK.

The name you entered appears in the window's title bar.

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

*The Save command opens a panel for saving the contents of a window in a file.*



## Saving changes to a file

### To save changes you've made to a file

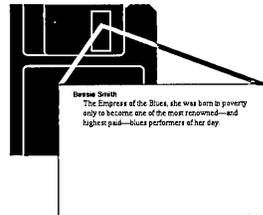
- ▶ While working in a file, choose Save from the application's document menu.

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

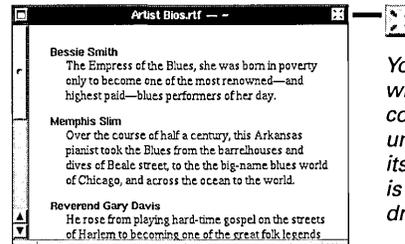
### To save a copy of a file under a different name

- 1 While working in the file, choose Save As from the document menu.  
The application's Save panel opens.
- 2 Use the panel to give the new file a name and put it in a folder (as described on the previous page).

The original file is put away without changes. The file with the new name is saved with any changes, and you can continue working with that file in the window.

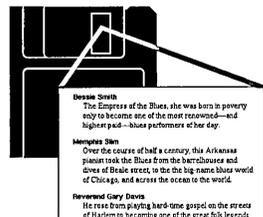


File on a disk before saving

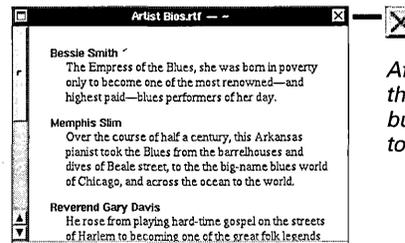


Edited copy in window

You know a window contains unsaved work if its close button is partially drawn.



File on a disk after saving



Edited copy in window

After saving, the close button returns to normal.

**Tip:** Save changes frequently, not just when you're about to close a file.



EDITING

Quality Matters

With this software  
at home, on the road,  
and across the  
corners of the world.

## Typing text

In most applications, you type text the same way whether you're editing a document or entering a value in a field.

- 1 Click in the window where you want to type.

For example, click in an Edit document window.

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

- 2 Type your text.

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

Over the course of a half century, Memphis Slim took the Blues to Chicago—and across the ocean to the big-name Blues venues of the world|

- 3 To end a paragraph and move the insertion point to the next line, press the Return key.

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

The insertion point appears where you click:

Over the course of a half century, Memphis Slim took the Blues|to Chicago—and across the ocean to the big-name Blues venues of the world.

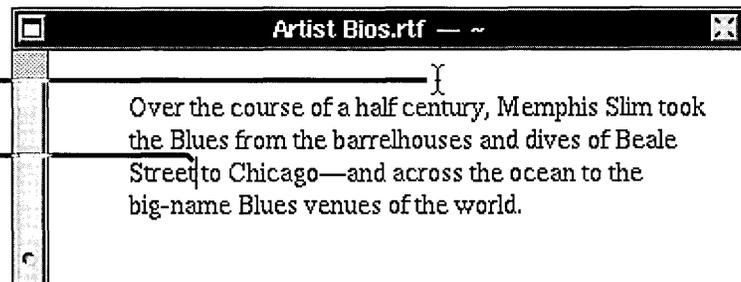
- 5 Type what you want to insert.

The text you type is inserted, and lines in the paragraph are adjusted to make room for the new text:

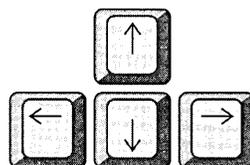
Over the course of a half century, Memphis Slim took the Blues from the barrelhouses and dives of Beale Street|to Chicago—and across the ocean to the big-name Blues venues of the world.

The cursor becomes an I-beam when you can enter text.

Text you type appears at the insertion point—which is marked by the blinking vertical bar.



You can also press one of the arrow keys on the keyboard to move the insertion point.



## Deleting and replacing

### To delete text

- 1 Put the insertion point directly after the text you want to delete.
- 2 Press the Backspace key to delete the character to the left of the insertion point. Keep pressing Backspace to delete as many characters as you want.

### Or

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

The selection is highlighted.

- 2 Press Backspace to delete the entire selection.

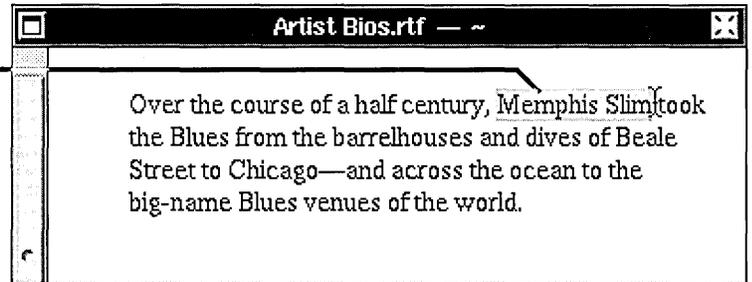
### To replace text

- 1 Select what you want to replace.
- 2 Type the new text.

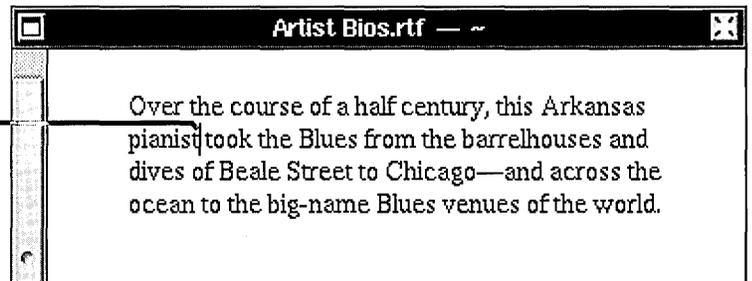
As soon as you start typing, the selected text is deleted and the text you type is inserted in its place.

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

Selected text is highlighted to make it stand out.



Press Backspace to delete selected text. Or type new text to replace what you selected.



**Tip:** As a shortcut, select a word (and the space that follows it) by double-clicking the word. Select a paragraph by triple-clicking it.

## Moving and copying

### To move text

- 1 Select the text you want to move.
- 2 Choose Cut from the Edit menu.  
The selected text is deleted.
- 3 Put the insertion point where you want to move the text you cut. Or select text you want to replace with the text you cut.

- 4 Choose Paste from the Edit menu.  
The text is inserted just as though you typed it.

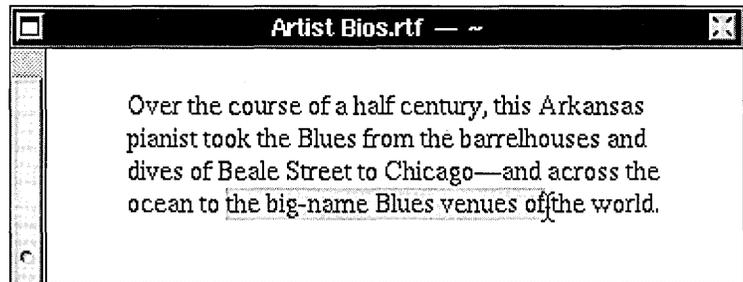
### To copy text

- 1 Select the text you want to copy.
- 2 Choose Copy from the Edit menu.
- 3 Put the insertion point where you want to insert the text you copied. Or select text you want to replace.

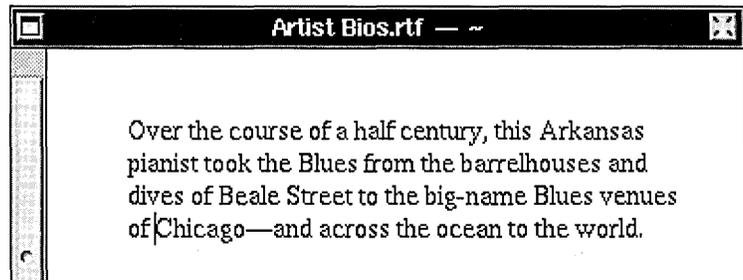
- 4 Choose Paste from the Edit menu.

A copy of the text is inserted.

Select the text you want to move and choose the Cut command.



Then put the insertion point where you want to move the text and choose Paste.



*Tip: You can choose Paste repeatedly to paste what you last cut or copied as many times as you like.*

## Changing fonts

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

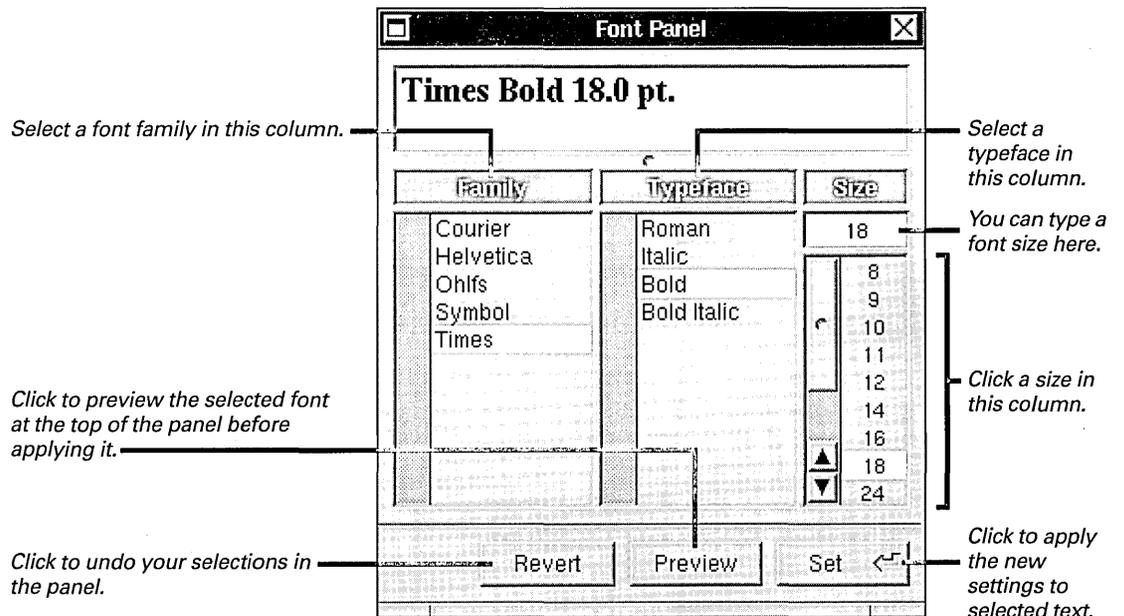
- 1 Select the text you want to change.
- 2 Choose the Font Panel command.

The Font Panel command may be in the Format, Font, or other menu, depending on the application.

The Font Panel opens.

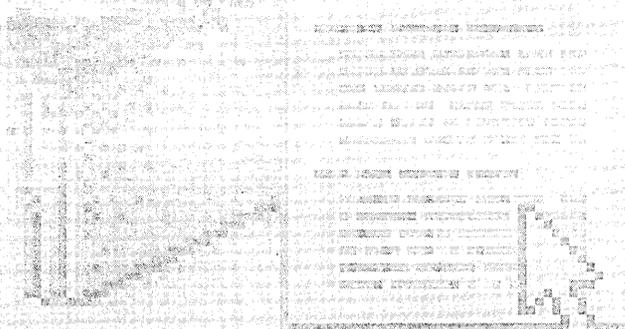
- 3 Click in the Family column to select a *font family*—a collection of characters with a consistent design.
- 4 Click in the Typeface column to select a typeface, such as **bold**, *italic*, or **bold italic**.
- 5 Click in the Size column to select a font size.
- 6 Click the Set button to apply the new font to your text selection.

You can also make selected text bold or italic by choosing the Bold or Italic command in the Font menu.





# ORGANIZING



Prelim Bios

## Renaming files and folders

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

- 1 Select the file or folder you want to rename.

The icon of the selected file or folder is highlighted. You can edit the file name in the icon path or in the current view.

- 2 Click in the name to select an insertion point or select all or part of the name you want to replace.

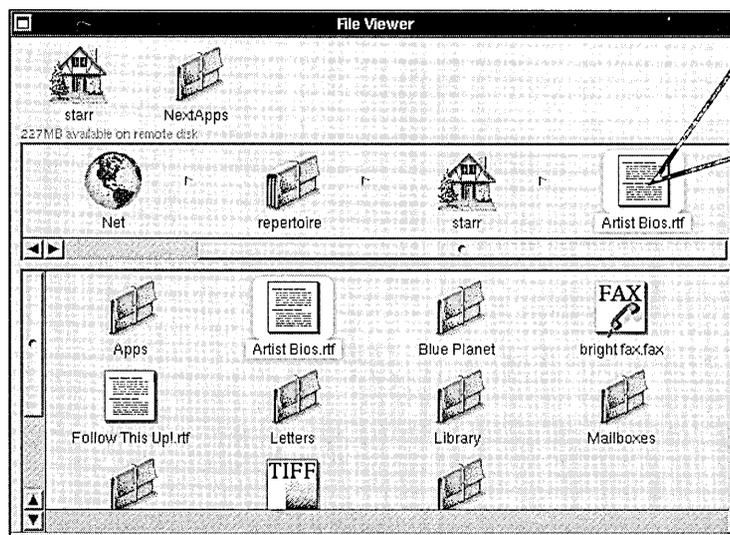
You edit the name as you normally edit text.

- 3 Press Return.

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

If you don't have permission to rename a file or folder (usually because it belongs to someone else), a panel alerts you and the unedited name is restored. (Permissions are described in the *User's Guide* and in the online help. See "For More Information.")

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



When you click in the name of a file in the icon path or the current view, an insertion point appears.

## Creating a folder

You can create folders to organize your files.

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

Make sure its icon is highlighted in the icon path.

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

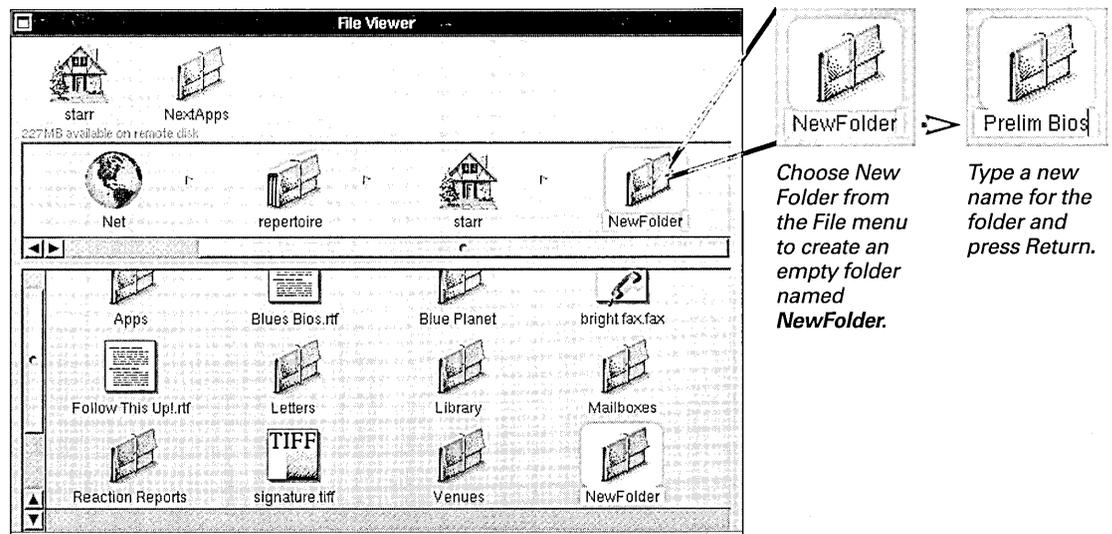
A folder named **NewFolder** appears in the folder you opened. The name **NewFolder** is selected for editing.

If you don't have permission to change the contents of a folder (usually because it belongs to someone else), the New Folder command is dimmed in the menu.

(Permissions are described in the *User's Guide* and in the on-line help. See "For More Information.")

- 3 Type a new name for **NewFolder** and press Return.

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



## Moving files and folders

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

- 1 Select the file or folder you want to move and drag it to the shelf.
- 2 Open the folder you want to put it in.

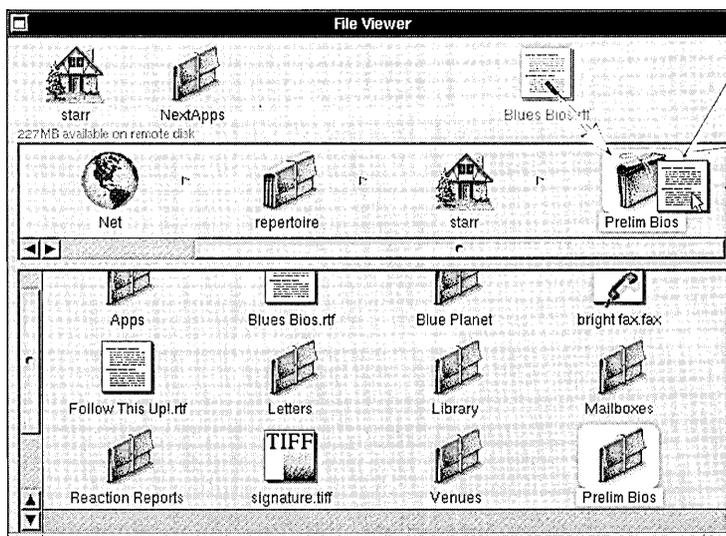
The folder’s icon is highlighted in the icon path.

- 3 Hold down the Command key as you drag the file or folder you want to move from the shelf to the folder in the icon path. (On most keyboards, the Command key is the key to the left of the space bar.)

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

- 4 Release the mouse button.

What you dragged is removed from its previous folder and placed in the folder you dragged it to.



**Tip:** You can also move files and folders by dragging them into or out of the current view.

## Copying files and folders

### To copy a file or folder

- 1 Drag the file or folder you want to copy onto the shelf.
- 2 Open the folder where you want to put the copy.

The folder is highlighted in the icon path.
- 3 Hold down the Alternate key as you drag the file or folder you want to copy from the shelf to the folder in the icon path. (On most keyboards, the Alternate key is the key to the right of the space bar.)

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

- 4 Release the mouse button.

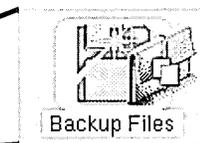
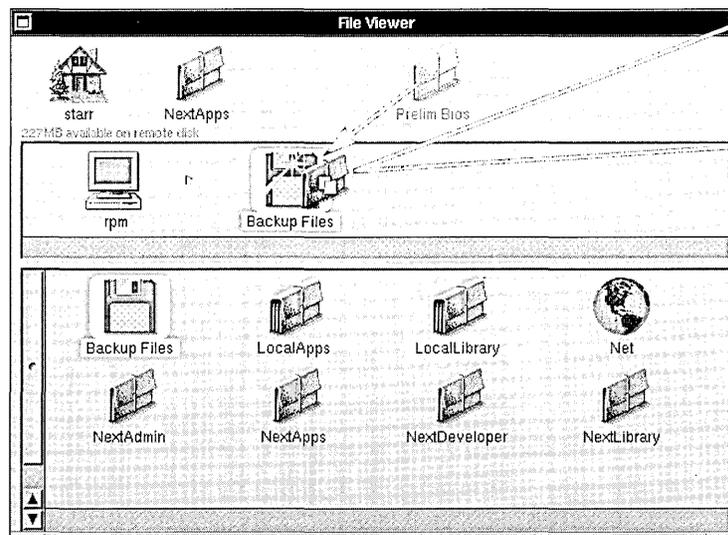
A copy of the file or folder is created in the folder you dragged it to.

### To make a copy of a file or folder in the same folder

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

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

- 2 Rename the copy, if you like.



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

*Tip: You can also drag an icon from the icon path or current view into a folder that's on the shelf.*

## Deleting files and folders

### To delete a file or folder

- 1 Select the file or folder you want to delete.
- 2 Drag its icon from the File Viewer to the recycler icon.
- 3 When the recycler arrows start to rotate, release the mouse button.

The file or folder is deleted. When you recycle a folder, you delete everything in it, including the contents of all the folders it contains.

The files and folders you recycle aren't gone for good until you empty the recycler.

### To retrieve a deleted file or folder

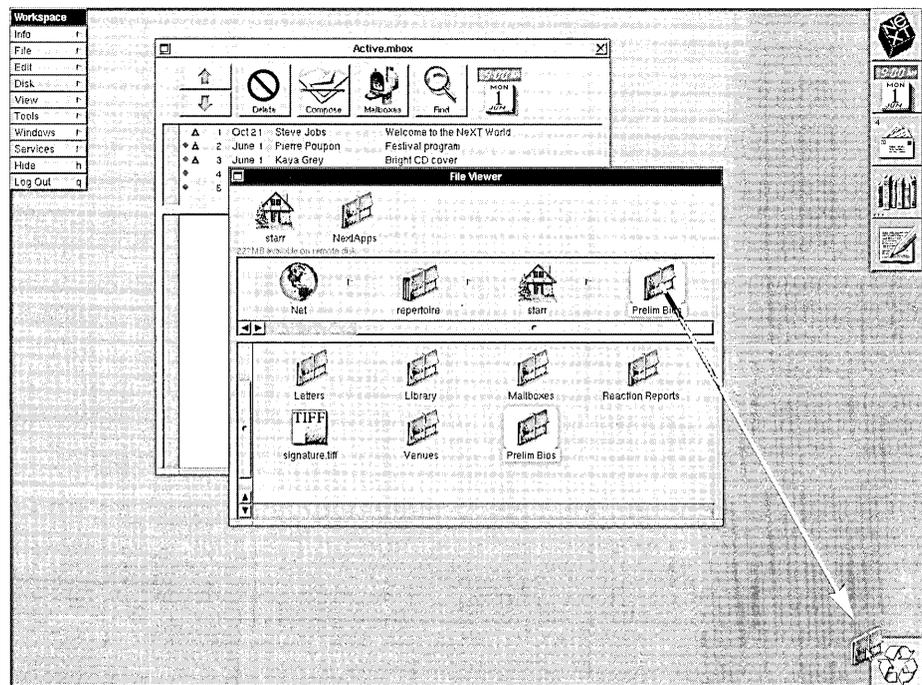
- 1 Double-click the recycler icon.

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

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

The file or folder reappears in the File Viewer.

*To get rid of a file or folder, drag it to the recycler icon.*



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

# MAIL, PRINTING, & FAXING

## Advertisement

image

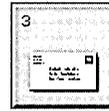
Mailbox

mail

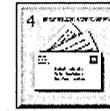
## Opening your mail

- 1 Start up or unhide the Mail application.  
The Active mailbox window opens, with a list of the mail you've received. New mail you haven't read is marked with a .
- 2 Click a message in the summary area.  
The message is displayed in the lower portion of the window.

When Mail is running, you can tell at a glance whether you have new mail by the appearance of the Mail icon in the dock. You can also tell how many pieces of mail you haven't read yet.



No new mail



You have new mail!

Number of unread messages

*Click to step through messages.*

*Click the summary of the message you want to read.*

*The message's text, pictures, and other items are shown here.*

*Double-click an enclosed file to open it.*

**Active.mbox**

Delete Compose Mailboxes Find

32	May 29	Anne Winn	Lunch Spots
Δ 33	Jun 01	Pierre Poupon	Materials for festival program
◊ Δ 34	Jun 01	Anne Winn	Big Concert Friday!
◊ Δ 35	Jun 01	Max Basil	Voiceovers for TV promo
Δ 36	Jun 02	Uri Kohn	Program materials
◊ 37	Jun 03	Uri Kohn	Sprecht interview on BBC

**Date:** Wed, 3 Jun 94 09:05:02 GMT-0800  
**From:** poupon (Pierre Poupon)  
**To:** grey  
**Subject:** Materials for festival program  
**Cc:** laurier, mathieu, bourget, starr

Bonjour, Kaya!

I received the fax yesterday with the preliminary designs for the festival program and have passed them around here. Everyone applauds. As for the photographs you requested, I'm afraid it will be the end of the week before we can send them to you. M. Laurier in our legal department has to clear them. I hope that won't slow you down.

Here's a file with some comments from our Paris office:



I look forward much to seeing you again at this year's festival!

Au revoir

*Pierre*

## Sending mail

If you have a message, a file, or even a folder full of files you want to share with others, you can send it in a Mail message.

- 1 Start up or unhide the Mail application.
- 2 Click the Compose button in the Active mailbox.
- 3 Type the addresses of the people you want to send the message to in the To field.

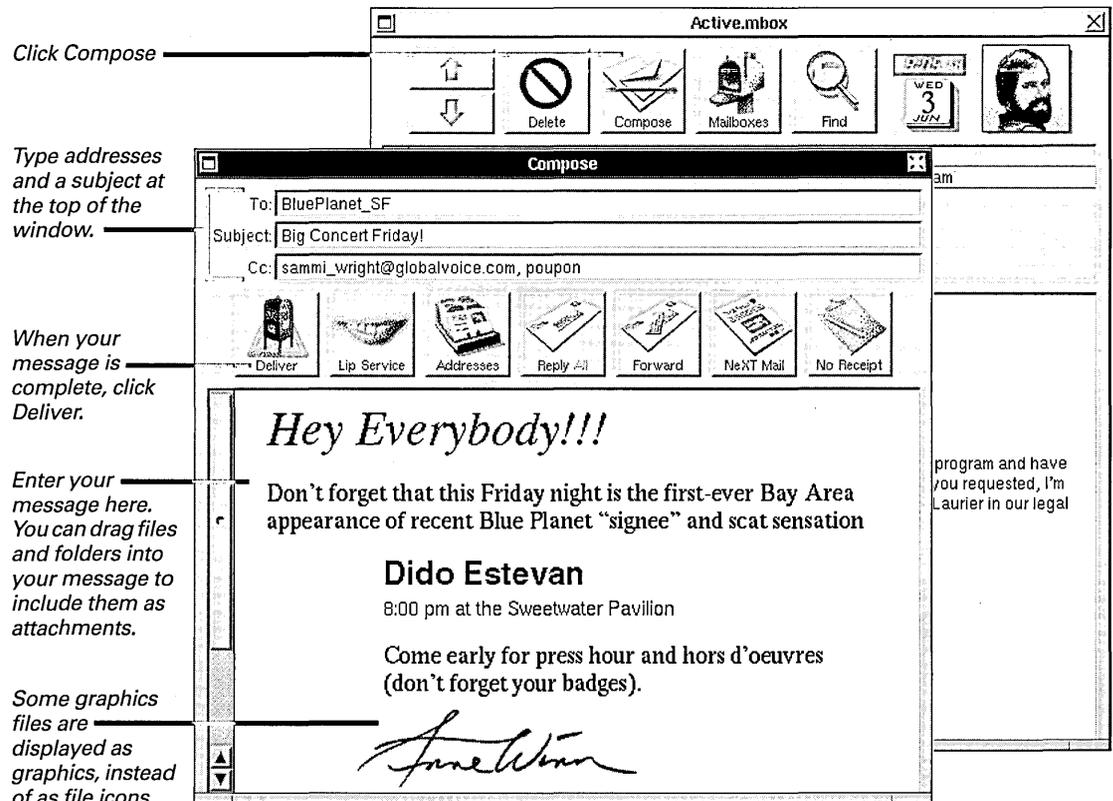
Separate multiple addresses with a comma and a space.

For more information about addresses, see the *User's Guide* or the on-line help.

- 4 Type a subject for the message in the Subject field.
- 5 Type addresses of people you want to send a "carbon copy" of the message to in the Cc field.
- 6 Type your message in the main part of the window.

If you're sending the message to people who use NEXTSTEP, you can use different fonts in your message. You can even drag in a file or folder from the File Viewer.

- 7 When your message is complete, click Deliver.



## Preparing a file for printing or faxing

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

- 1 Open the file you want to print or fax and choose the Page Layout command.

The Page Layout command is often in an application's Format menu or main menu.

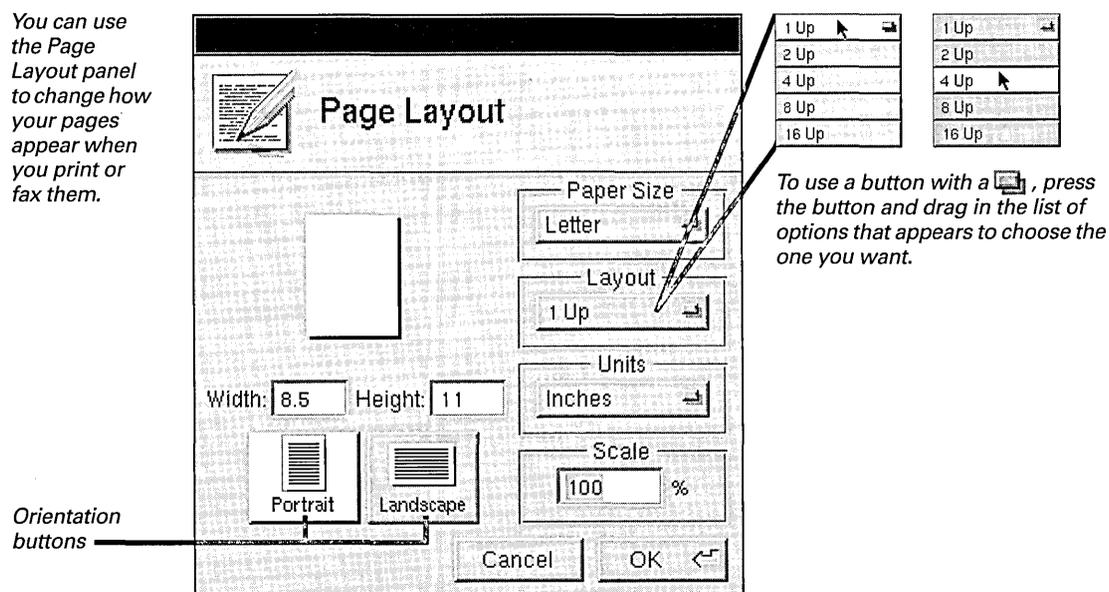
The Page Layout panel displays the current page layout settings for the file. The paper dimensions are shown in the Width and Height fields.

- 2 Use the Paper Size or orientation buttons if you want to change the paper size.

- 3 Use the Layout button to change the number of pages that fit on a sheet of paper.
- 4 Use the Units button to change the unit of measurement for Width and Height.
- 5 Type a percentage in the Scale field to change the size of your pages.
- 6 Click OK.

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

You can use the Page Layout panel to change how your pages appear when you print or fax them.



## Printing a file

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

- 1 Open the file you want to print and choose Print from the main menu.

The Print panel opens.

- 2 Type the number of copies you want in the Copies field.
- 3 If you don't want to print the whole file, type the starting and ending page numbers of the pages you want to print in the From and To fields.

- 4 Use the Paper Feed button to feed paper automatically from the paper cassette or to feed individual sheets by hand.

- 5 Use the Resolution button to choose the number of dots per inch (dpi).

- 6 If your printer has other options, use the Options button to set them.

- 7 Click Print.

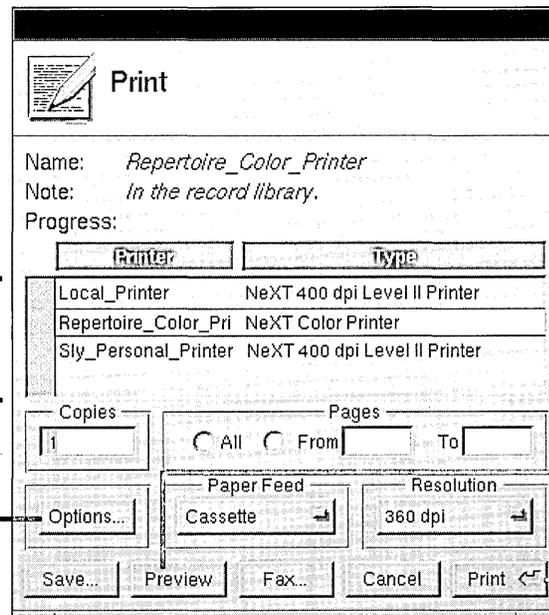
The Progress field displays the message "Writing page *x*" as it prepares each page for the printer.

If more than one printer is available, click the printer you want.

Click to set special options for the selected printer.

Click to preview your pages on screen instead of printing them.

Click to print the file.



## Faxing a file

If you have a fax modem, you can fax your pages to anyone who has a fax machine or fax modem.

- 1 Open the file you want to fax and choose Print from the main menu.

The Print panel opens.

- 2 Click the Fax button.

The Fax panel opens.

- 3 Enter a name and fax phone number by typing or by clicking address book entries in the browser.

The address books that appear in the Fax panel are the same as the ones in the Workspace Manager. (See the *User's Guide* or Workspace Manager's on-line help.)

- 4 If you don't want to fax the whole file, type starting and ending page numbers in the From and To fields.

- 5 Check Receipt to get a mail message when the file has been faxed.

- 6 Check Fine to increase the sharpness of the pages you fax.

- 7 Click Edit to change the cover sheet you send with the fax.

- 8 Click Fax Now.

The Progress field displays the message "Writing page *x*" as it prepares each page for the fax modem.

Click to change the cover sheet you send with the fax.

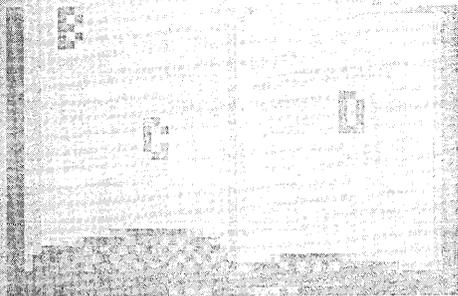
Click to open a panel where you select a fax modem.

Select people you want to fax the file to.

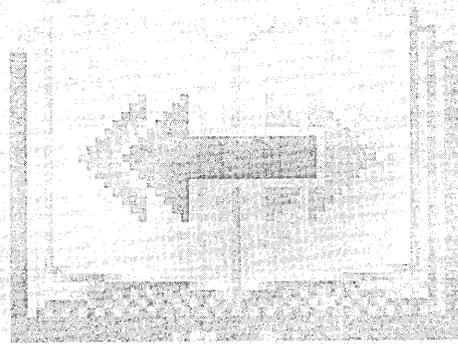
Or type a name and fax phone number directly in the Fax panel.

Click to send the fax.

**FOR MORE  
INFORMATION**



**Index**



**Backtrack**

## Clicking for help

When you're working in the Workspace Manager, Mail, Edit, and in many other applications, you can get help with your work by clicking an object on the screen.

- 1 Hold down the F1 key on the keyboard.

The cursor changes to a question mark **?**.

If your keyboard doesn't have an F1 key, you can try getting the question mark cursor by holding down the Alternate and Control keys at the same time.

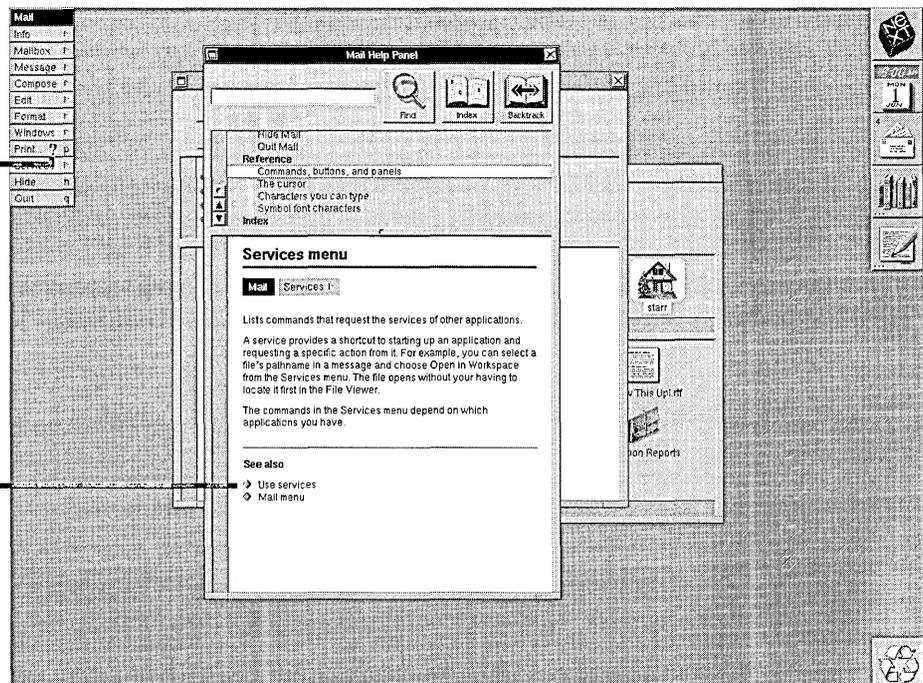
- 2 Click the command, window, button, or other object you want help with.

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

You can scroll in the Help panel to read more, or click any word or phrase marked with a **◆** button to get help on a related topic.

When you press the F1 key, the cursor changes to a question mark **?**. Use it to click commands, windows, or buttons you want to find out about.

Click a **◆** to get help with a related topic.



**Tip:** If you want help with help, use the question mark cursor to click the Help command in the Info menu.

## Getting help with a task or topic

### To get help with a specific task

- 1 Choose Help from the Info menu.

The Help panel opens.

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

- 2 Click an entry in the table of contents.

Instructions for the task you clicked appear in the Help panel.

You can scroll the table of contents to find the task you want help with.

### To get help with a specific topic

- 1 Click the Index button in the Help panel.

An index of topics appears.

- 2 Click the topic you want help with.

Information about the topic you clicked appears in the Help panel.

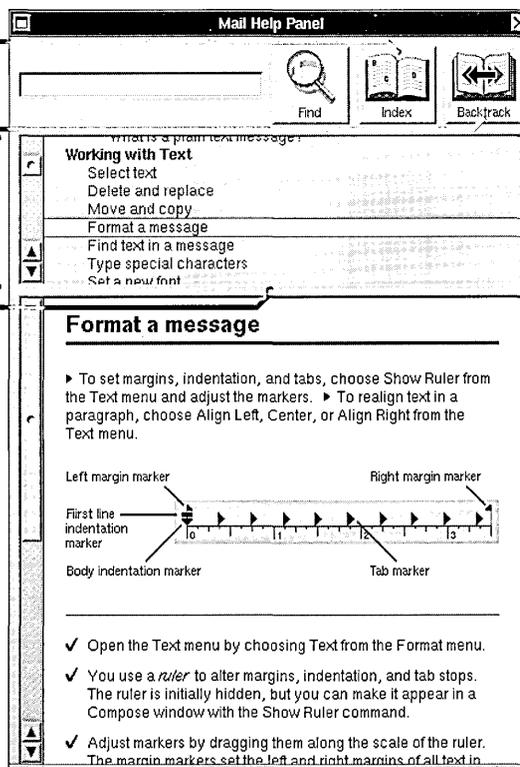
Click to view an index of topics.

Click to view the previous topic you chose.

Click a task in the table of contents to get help with that task.

Drag this knob to resize each area.

Click a  to get help with a related topic.



## Searching for help

If you don't see a task or topic you want help with in the table of contents or index, you can search for a word in all the help for an application.

- 1 Open the Help panel.
- 2 Click in the field at the top of the Help panel and type the word you want to get help with.

- 3 Click Find.

The first topic that contains the word you typed appears in the Help panel. The word you typed is highlighted.

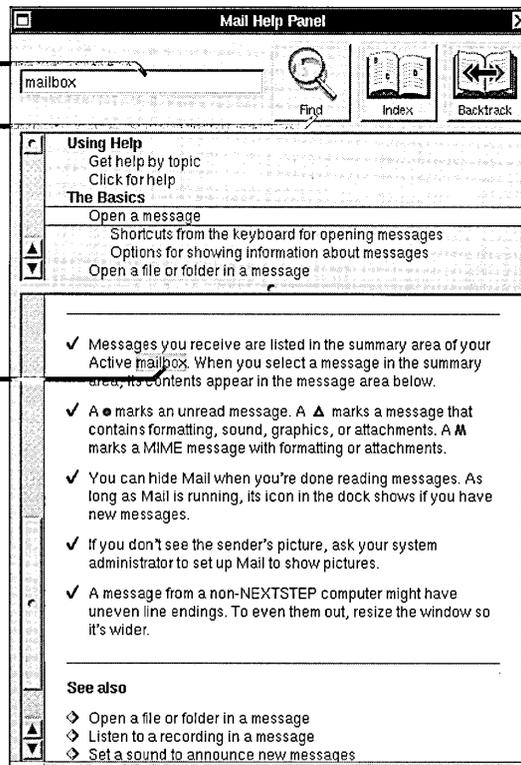
- 4 To find the next occurrence of the word, click Find again.

The next place where the word occurs appears in the panel.

Type the word you want help with here.

Then click the Find button.

The word you typed is highlighted.



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**Reading more  
about  
NEXTSTEP**

In addition to this *Quick Start* and the on-line help described in the previous pages, there are a few other places to turn when you have questions about NEXTSTEP.

- ▶ The *User's Guide* explains all you need to know to use NEXTSTEP—from the basics touched on in this *Quick Start* through the details of the user applications and utilities bundled with the software. The *User's Guide* offers task-oriented, step-by-step instructions as well as concepts and a complete command reference.
- ▶ *Power Tips* is a quick reference to useful tips and shortcuts in NEXTSTEP. It includes a complete list of NEXTSTEP user and system administration books, journals, and on-line resources. It also tells how to contact NeXT for more information and services.
- ▶ *Release Notes* describes the contents of the current release of NEXTSTEP, plus a list of known problems.
- ▶ *Installing and Configuring NEXTSTEP* shows how to install NEXTSTEP on your computer and how to reconfigure NEXTSTEP when you reconfigure your computer and its devices.
- ▶ *Upgrading* shows how to upgrade earlier releases of NEXTSTEP to the most current release.







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