

Xerox ViewPoint

General User Reference

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1

Volume 1

XEROX

Xerox ViewPoint

General User Reference

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This publication was printed in May 1988 and is based on the VP Series 2.0 software.

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Publication number: 610E12230

Printed in the United States of America

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Changes are made periodically to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent versions.

This book was created on the Xerox 6085 Professional Computer System.

Table of contents

Introduction	xv
Before you use this volume	xv
About this volume	xvi
Hardware and software requirements	xvii
Information for VP CUSP Button programmers	xviii
1. Overview	1-1
The ViewPoint environment	1-1
Key concepts of ViewPoint	1-2
ViewPoint software	1-3
The desktop	1-5
Icons	1-6
Windows	1-7
Key operations	1-9
ViewPoint and your workstation hardware	1-10
The keyboard	1-10
The mouse	1-12
The printer	1-12
The floppy drive	1-12
Terminology for mouse operations	1-13
2. The desktop	2-1
Key concepts of the desktop	2-2
The message area	2-3

TABLE OF CONTENTS

The desktop auxiliary menu	2-4
Desktop auxiliary menu commands	2-5
Using desktop auxiliary menu commands	2-6
Help	2-12
Icons	2-13
Folders	2-14
File drawers	2-15
Reference icons	2-15
Using icons	2-16
Selecting icons	2-17
Moving icons	2-19
Copying icons	2-20
Renaming icons	2-20
Deleting icons	2-21
The wastebasket	2-22
The Wastebasket properties sheet	2-22
The Wastebasket window	2-24
Purging (emptying) the wastebasket	2-24
Purging selected items from the wastebasket	2-25
Recovering items from the wastebasket	2-25
3. Windows	3-1
Key concepts of windows	3-1
Window layout	3-2
The window header	3-3
Window control points	3-6
Window scroll bars	3-6
Scrolling the contents of a window	3-7
Vertical scrolling	3-7

Window arrangement and placement	3-11
Tiled windows	3-12
The window management auxiliary menu	3-16
Commands for tiled windows	3-16
Commands for overlapping windows	3-17
Subwindows	3-17
Using windows	3-18
Opening windows	3-18
Redisplaying (updating) window information	3-19
Closing windows	3-19
Moving and resizing tiled windows	3-20
Moving and resizing overlapping windows	3-21
Restacking overlapping windows	3-22
Executing window commands	3-23
4. The directory	4-1
Key concepts of the directory	4-1
The Workstation divider	4-3
The Desktop divider	4-5
The Network divider	4-7
Using the directory	4-9
Using the directory to customize your desktop	4-10
Copying resource icons from the directory to the desktop	4-11
5. Simple text	5-1
Key concepts of simple text	5-1
Setting the Caret Position parameter	5-2
Cursor keys	5-3
The cursor-key symbol	5-4
Enabling cursor keys in your User Profile	5-5

TABLE OF CONTENTS

Cursor keys on the 6085 workstation	5-5
Cursor keys on the 8010 workstation	5-8
Selecting text	5-10
Multiple clicking	5-10
The select-adjust method	5-12
Editing simple text	5-12
Copying and moving simple text	5-12
Using the backspace key to delete text	5-13
Using the backward key to delete text	5-13
Using the key to delete text	5-13
Using the caret positioning feature	5-13
Positioning the caret before or after a character	5-14
Positioning the caret before or after a word	5-14
Positioning the caret before or after a line	5-14
Positioning the caret before or after a block of text	5-14
6. Property and option sheets	6-1
Key concepts of property and option sheets	6-1
Types of properties and options	6-2
Property defaults	6-4
Changing modifiable properties and options	6-5
Property and option sheet window commands	6-6
Displaying property sheets	6-7
Displaying option sheets	6-7
7. The application loader	7-1
Key concepts of the application loader	7-1
Operations performed on applications	7-2
Effects of changes to the application status	7-2

The application icon	7-3
The Application properties sheet	7-4
The Application Loader icon	7-5
The Application Loader window	7-5
The Application Loader properties sheet	7-7
Installing and running an application	7-8
Simultaneously installing and running an application	7-8
Installing an application without running it	7-8
Running an installed application	7-9
Setting an application to run automatically	7-9
Idling a running application	7-10
Deleting an application	7-10
8. The User Profile	8-1
Key concepts of the User Profile	8-1
User Profile entry syntax	8-2
User Profile documents	8-3
The default User Profile	8-3
The User Profile window	8-5
The User Profile Copy Source	8-6
The User Profile properties sheet	8-8
Displaying the User Profile	8-9
Displaying the default User Profile	8-9
Displaying the User Profile Copy Source	8-9
Editing your User Profile	8-9
Renaming, filing, and mailing the User Profile	8-11
Creating multiple User Profiles	8-11
Printing the User Profile	8-12

TABLE OF CONTENTS

9. Background processing	9-1
Key concepts of background processing	9-1
Busy icons	9-2
The background symbol	9-2
The background activities menu	9-3
Background Activity Problem window	9-4
Moving and copying icons in the background	9-6
Displaying the background activities menu	9-7
Displaying a background progress message	9-7
Canceling a background activity	9-7
10. Conducting a ViewPoint session	10-1
Beginning a session	10-1
The Logon option sheet	10-1
Logging on	10-4
Creating a new desktop	10-5
Ending a session	10-6
The Logoff option sheet	10-6
Logging off	10-9
Logging off with [Power off Quick Restart]	10-10
11. The keyboard and alternate keyboards	11-1
The 6085 keyboard arrangement	11-2
The 8010 keyboard arrangement	11-4
Keys	11-6
Special symbol keys	11-6
Function keys	11-7
Alternate keyboards	11-9
The Alternate Keyboard Selection window	11-11
Using an alternate keyboard for a few keystrokes	11-13

	Using an alternate keyboard for an extended period: the <Set> key	11-14
	Setting a first alternate keyboard	11-15
12. The mouse		12-1
	Mouse hardware	12-1
	Pointers	12-2
	Pointers for desktop operations	12-2
	Pointer for graphics operations	12-4
	The pointer and the caret	12-4
13. The floppy drive		13-1
	Key concepts of the floppy drive	13-1
	The Floppy Drive icon	13-1
	Floppy disks	13-2
	Files	13-3
	The Floppy Disk window	13-4
	The Floppy Disk properties sheet: Xerox format	13-5
	Floppy Disk properties sheet commands	13-7
	The Floppy Disk properties sheet: Xerox format	13-8
	The Floppy Disk properties sheet: MS-DOS format	13-9
	Floppy Disk properties sheet commands	13-10
	The Floppy Disk properties sheet: MS-DOS format	13-11
	Changing the Floppy Drive icon label	13-12
	Formatting floppy disks: Xerox format	13-13
	Formatting floppy disks: MS-DOS format	13-14
	Storing files on floppy disks	13-15
	Copying files to a floppy disk	13-15
	Copying files to multiple floppy disks	13-16

TABLE OF CONTENTS

Retrieving information from floppy disks	13-17
Retrieving files from a single floppy disk	13-17
Retrieving files from multiple floppy disks	13-17
Scavenging files from damaged disks	13-18
Removing information from floppy disks	13-19
Deleting selected files from a floppy disk	13-19
Erasing floppy disks	13-19

Appendices

A. Window commands	A-1
B. Icons	B-1
C. Alternate keyboards	C-1
D. User Profile sections	D-1
E. Summary of ViewPoint operations	E-1
F. Summary of Document Editor operations	F-1

Index	INDEX-1
--------------	----------------

List of figures

1-1	Example of a VP Series software configuration	1-3
1-2	A desktop	1-6
1-3	Typical icons	1-7
1-4	A window	1-7
1-5	A property sheet	1-8
1-6	An option sheet	1-9
1-7	Input devices (6085 workstation)	1-11
2-1	A desktop work area	2-1
2-2	The desktop auxiliary menu	2-4
2-3	The Software Options sheet	2-9
2-4	The Online Diagnostics option sheet	2-11
2-5	ViewPoint icons	2-13

2-6	Reference icons	2-16
2-7	Selecting an icon	2-18
2-8	The Wastebasket icon	2-22
2-9	The Wastebasket properties sheet	2-23
2-10	The Wastebasket window	2-24
3-1	The layout of a ViewPoint window	3-3
3-2	A two-line window header	3-4
3-3	Window auxiliary menus	3-5
3-4	The vertical scroll bar and its functions	3-7
3-5	The horizontal scroll bar and its functions	3-8
3-6	A tiled window arrangement	3-12
3-7	An overlapping window arrangement	3-13
3-8	SIMPLE OFFSET window stack	3-14
3-9	REPEAT OFFSET window stack	3-15
3-10	Executing a command	3-24
4-1	Directory access to a resource	4-2
4-2	The Workstation divider	4-4
4-3	The Desktop divider	4-6
4-4	The Network divider	4-8
4-5	The Directory window	4-9
5-1	The cursor-key symbol	5-5
5-2	Cursor keys (6085 workstation)	5-6
5-3	Cursor keys (8010 workstation)	5-8
6-1	Example of a property sheet	6-1
6-2	The Text property sheet	6-3
6-3	The Printing option sheet	6-4
7-1	An application icon	7-3
7-2	The Application properties sheet	7-4

TABLE OF CONTENTS

7-3	The Application Loader icon	7-5
7-4	The Application Loader window	7-6
7-5	The Application Loader properties sheet	7-7
8-1	The User Profile icon	8-3
8-2	The User Profile window	8-5
8-3	The User Profile Copy Source	8-7
8-4	The User Profile properties sheet	8-8
9-1	Busy icons	9-2
9-2	The background symbol	9-3
9-3	The background activities menu	9-4
9-4	The Background Activity Problem window	9-5
10-1	The Logon option sheet	10-2
10-2	The desktop creation message	10-5
10-3	The Logoff option sheet	10-7
11-1	The 6085 keyboard	11-3
11-2	The 8010 keyboard	11-5
11-3	The Alternate Keyboard Selection window	11-11
12-1	The two-button mouse	12-1
12-2	Location of caret in a document	12-4
13-1	The Floppy Drive icon	13-2
13-2	The Floppy Disk window	13-5
13-3	The Floppy Disk properties sheet; Xerox format, read-only	13-6
13-4	The Floppy Disk properties sheet; Xerox format, modifiable	13-7
13-5	The Floppy Disk properties sheet; MS-DOS format, read-only	13-10
13-6	The Floppy Disk properties sheet; MS-DOS format, modifiable	13-11

List of tables

5-1	Cursor-key movements	5-4
5-2	6085 cursor key assignments	5-7
5-3	8010 cursor key assignments	5-9
12-1	Pointers	12-3
13-1	Floppy disk storage capacities	13-3

TABLE OF CONTENTS

Introduction

This volume is part of the *VP Series Reference Library*, which is the encyclopedia for ViewPoint software. This library provides the most complete source of information on ViewPoint and VP Series applications for your 6085 Professional Computer System or 8010 Information System.

Before you use this volume

Several separate volumes make up the *VP Series Reference Library*. Each volume provides information about a general category of applications, such as graphics, terminal emulation, or file conversion.

Before you refer to any VP Series reference application volume, you should become familiar with the following "core" documentation:

- *ViewPoint QuickStart Training*. Provides training and exercises for basic workstation operations as well as for creating, editing, printing, mailing, and filing documents.
- *General User Reference*. Describes the basic operations common to all ViewPoint and VP Series application software.
- *Document Editor Reference* volume 3. Provides complete information on creating and editing a document.

By mastering the ViewPoint and Document Editor basics, you will soon be able to use other VP Series applications to perform important tasks quickly and confidently.

About this volume

The *General User Reference* volume describes Xerox ViewPoint environment software. ViewPoint underlies all VP Series software applications.

ViewPoint controls the way the workstation shows information to you and accepts it from you. It also enables you to load applications, transfer data to and from floppy disks, switch to alternate keyboards, and even customize your workstation display.

Because ViewPoint is necessary to operate all VP Series software, the *General Reference* volume is the pivotal volume of the *VP Series Reference Library*. All other volumes assume that you know the information it contains.

The *General User Reference* volume assumes you are familiar with ViewPoint from working through the *ViewPoint QuickStart Training* guide.

How chapters are organized

Reference material is rarely read through from cover to cover. Instead, you use it to look up specific information from time to time, much as you would use an encyclopedia.

To help you locate information, the major topics of most chapters are organized as follows:



- A key concepts section describes the principal elements of the application or feature. The key graphic illustrated at the left marks the beginning of such sections.
- A description of property sheets, option sheets, and windows provides detailed information about the properties and options related to the application.



- A procedures section provides step-by-step information on how to use the application. The 1-2-3 graphic illustrated at the left marks the beginning of such sections.

Documentation conventions

The *VP Series Reference Library* uses the following conventions:

- Square brackets. Names of commands and property and option choices that you select with the mouse appear enclosed within brackets; for example, the [Close] command.
- Angle brackets. The names of workstation keys and alternate function keys are enclosed within angle brackets; for example, the <OPEN> key and the <PROP'S> key. This convention applies to alphabetic and numeric keys. It does not apply to words used to describe keys marked with arrow symbols, such as the tab key.
- Italics. Glossary words, VP application names, volume names, and the library name appear in *italics*.
- Bold. Names of properties, options, selections in the User Profile, information you must type, notes, and warnings appear in **bold**.

As often as possible, graphic images (such as pointer arrows) are printed in the text as they appear on the screen or on the keyboard.

Hardware and software requirements

The application <s> described in this volume run on the 6085 Professional Computer System and the 8010 Information System.

The following 2.0 software must be installed, enabled, and running on the workstation:

- *Xerox ViewPoint*
- *VP NetCom, VP RemoteCom, or VP Standalone*

Information for VP CUSP Button programmers

If you are writing a CUSP program and want the program to refer to ViewPoint icons, use the following as the icon types (case does not matter):

- ApplicationFolder
- Loader

ApplicationFolder is the icon type for a software application such as *VP Document Editor*. Although the Loader icon can be manipulated by CUSP, a CUSP program currently cannot perform operations on the application loader contents, such as selecting an application icon and invoking [Run].

CUSP currently cannot manipulate the Floppy Drive icon.

Xerox ViewPoint provides the software environment in which you interact with all VP Series applications at your workstation.

The ViewPoint environment

ViewPoint is a consistent environment. You encounter similar concepts and perform similar actions when using various ViewPoint features. The result is that once you learn how to use one part of ViewPoint, the rest seems easy.

ViewPoint uses familiar, everyday objects to represent computer software. For example, a picture of a file folder on the workstation screen represents software you can use to file your work.

ViewPoint software, in fact, provides resources that have appeared in offices long before computers arrived; it provides a blank piece of paper that you fill with text, a mail note on which you can write a memo to a colleague, a clock, a wastebasket, and similar objects. These objects appear on your screen as small pictures, or icons. Your screen, which contains these objects, is called the desktop.

ViewPoint ensures consistency in everything you do at your workstation. For example, to print a memo, you move it to a printer icon on the screen, using exactly the same actions as you would to move the memo to a file folder icon. Once you learn how to move a memo on the screen, you can file it, print it, copy it, or send it to coworkers on a network.

Key concepts of ViewPoint



Within ViewPoint are concepts and principles of operation that extend to all software you use on your workstation. In addition to the desktop and the icons that represent familiar objects, a few other simple objects will become familiar to you as you use ViewPoint.

- ViewPoint presents information to you in “windows,” which you open to work on a document or make choices about how some of your software behaves.
- You use menus to see what commands are available as well as to execute commands.
- The “mouse” at the side of your keyboard allows you to point to an icon or command, and to select it for an operation. For example, you can select an icon and then move it to another place on your desktop or to a folder.
- You use the keyboard for typing and for giving commands to ViewPoint. In particular, you use a few specially marked keys to perform a variety of tasks: <OPEN>, <COPY>, <MOVE>, <PROP’S>, and (called <DELETE> on the 8010 workstation). Other keys provide you with the ability to format text (for example, to italicize) with one keystroke.
- ViewPoint also provides facilities for customizing your workstation, for running VP Series software applications, and for saving your work on floppy disks.

All these elements of the ViewPoint environment are introduced here and described in detail in the following chapters.

ViewPoint software

ViewPoint resides at the base of the VP Series software hierarchy, like the foundation of a house. All other software resides above it and works from it.

The combination of software running on a workstation is called its "software configuration." Figure 1-1 shows a typical workstation software configuration.

Figure 1-1 **Example of a VP Series software configuration**

VP Document Editor	VP Spelling Checker	VP Data-Driven Graphics	VP Free-Hand Drawing
VP NetCom, VP RemoteCom, or VP Standalone			
Xerox ViewPoint			

Directly above ViewPoint is one of three software packages that every workstation must run: *VP NetCom*, *VP RemoteCom*, or *VP Standalone*. Which package you run depends on whether your workstation is connected to a local network, or connected through a modem to a remote network, or not connected to any network (standalone).

Above *VP NetCom*, *VP RemoteCom*, or *VP Standalone* are the VP Series software applications. Software applications let you perform specific tasks, such as editing documents or preparing graphics.

VP Document Editor, *VP Free-Hand Drawing*, *VP Spelling Checker*, and *VP Equations* are examples of software applications. ViewPoint software applications fall into the categories described below:

- **VP document creation.** Document creation software lets you create, edit, and index documents, as well as create a table of contents and correct spelling errors. *VP Document Editor* is an example of an application in this category.
- **VP graphics creation.** Graphics creation software lets you create illustrations within documents. *VP Free-Hand Drawing* is an example of this type of application.
- **VP emulations.** Emulation software enables your workstation to act as if it were a different device. For example, your workstation can emulate a personal computer or it can emulate a terminal connected to a host computer. *VP Terminal Emulation of TTY* is an example of this type of application.
- **VP converter.** Conversion software changes data to and from data formats used by different software. *VP File Conversion of ASCII Documents* is an example of this type of application.
- **VP languages.** Language software enables you to create documents in languages other than the standard language of the workstation. *VP Extended Language Option* is an example of this type of application.
- **VP screen fonts.** Screen font software enables you to display text on the screen in various character fonts. *VP Xerox Classic*

Fonts software is an example of this type of application. Screen fonts require corresponding printer fonts to produce printed output like what you see on the screen.

- **VP printer fonts.** Printer font software supports printer fonts for the Xerox Documenter, which is a 6085 workstation connected to a 4045 Laser CP copier/printer, or for the Print Service. *VP Xerox Classic Fonts* software is an example of this type of application.

You can list the software currently installed on your workstation by using the ViewPoint application loader, described in the chapter titled “The application loader” later in this volume.

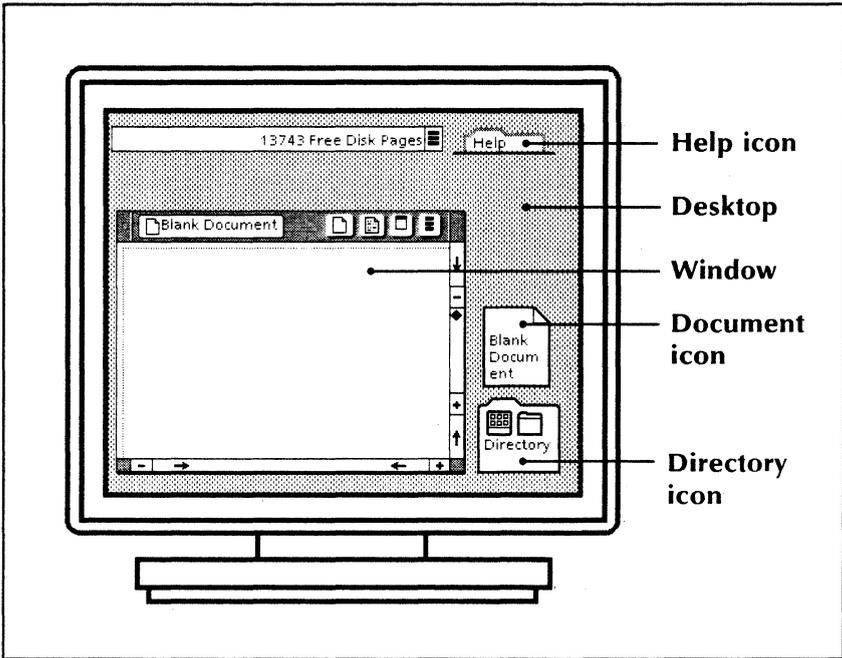
The desktop

The *desktop* is the display “surface” on which you perform operations. It is the first image you see when you enter the ViewPoint environment. Figure 1-2 shows an example of a desktop and the objects it contains. Once you set up your desktop, you can keep it on your workstation.

The ViewPoint desktop displays the kinds of objects you can find on or near a real desk. For example, on your desk you might find a clock or calculator; inside your desk are file drawers containing folders, within which are documents, memos, and charts.

On the ViewPoint desktop, these objects are represented by pictures called “icons.”

Figure 1-2 A desktop



Icons

An *icon* is a picture of a familiar object, such as a folder or other object in your office. Each icon represents a function or a type of information. For example, a picture of a printer represents the printing function, and a picture of a sheet of paper represents a document (Figure 1-3).

Other types of information that icons can represent include spreadsheets (for mathematical calculations) and folders (collections of documents, spreadsheets, and other items).

Functional resources available to you during a session are represented by application icons, special format icons, and the Help icon.

Figure 1-3 Typical icons



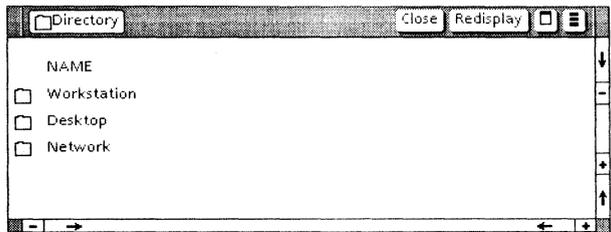
The Directory icon contains the principal resources for your workstation. When you open this icon, you find “divider” icons (like the dividers in a file drawer), which in turn can contain other dividers, folders, documents, and applications. (Opening icons is the same as opening windows, which is described in the “Windows” chapter later in this volume.)

On your desktop, you place the icons for the resources you want to use. You can arrange the icons around the desktop in any pattern you find convenient.

Windows

When you open an icon, ViewPoint displays a *window*—a framed display area containing information (Figure 1-4).

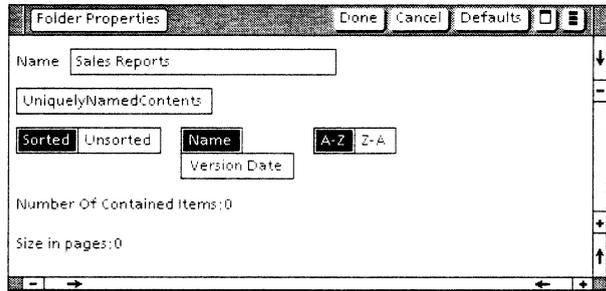
Figure 1-4 A window



ViewPoint has three kinds of windows:

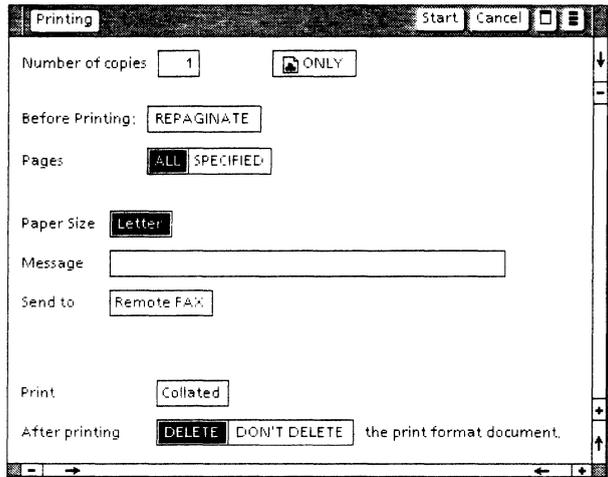
- Most windows display the contents of icons, such as lists of documents, document text, and graphic images. The window shown in Figure 1-4 is an example of such a window.
- *Property sheets* are windows displaying descriptive information about icons, text, or graphic images (Figure 1-5). You can use property sheets to modify characteristics of these objects. For example, you can use the Text property sheet to change the margins of a paragraph.

Figure 1-5 A property sheet



- *Option sheets* are windows associated with functions such as printing (Figure 1-6). Option sheets let you define how a function is to proceed; for example, how many copies of a document you want printed.

Figure 1-6 An option sheet



Key operations

The operations you can perform on (or within) ViewPoint icons and windows are simple and consistent. These operations are represented by keys on your keyboard. The five keys you will use most often are the <OPEN>, (or <DELETE> on the 8010 workstation), <COPY>, <MOVE>, and <PROP'S>.

To perform the operations associated with these keys, you also use the mouse. Moving the mouse moves a pointer on your screen. When the pointer points to an object you want to do something with, you click the left mouse button. This process is called *selecting* the object. The object becomes highlighted.

After you select an object with the mouse, you can press the <OPEN> key (or click the left mouse button quickly twice) to open a window associated with the object.

You can also press to remove the object from your desktop, or <PROP'S> to display a

window describing characteristics of the object. These and other operations are described in more detail in later chapters of this volume.

ViewPoint and your workstation hardware

In the ViewPoint environment, the hardware devices you use to enter information (*input* devices) at the workstation include the workstation keyboard and the mouse (Figure 1-7).

The devices you use most often to receive information (*output* devices) from ViewPoint include your workstation screen (through the desktop) and the printer.

The device you use for backing up information (storage device) is the floppy disk drive.

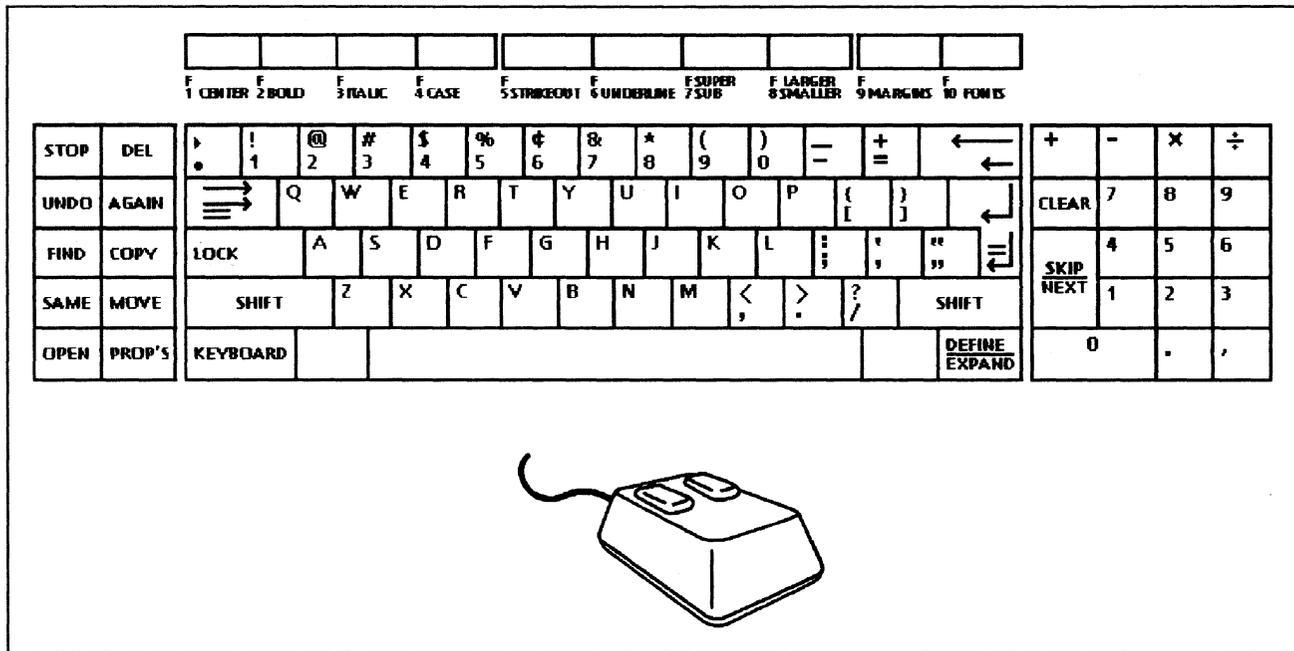
The keyboard

The 6085 and 8010 keyboards include a main typing array and three additional key groups. The main typing array contains an English character set in a standard, typewriter-like (QWERTY) configuration. The additional key groups contain *function keys* that perform specific operations; for the 6085 keyboard, one of these key groups is a numeric keypad.

ViewPoint includes software-controlled keyboard configurations that let you use different alphabets, special symbols, and other character sets. Certain VP Series applications extend these alternate keyboards, enabling you to process information in many disciplines and languages.

The chapter titled "The keyboard and alternate keyboards" later in this volume describes keyboards in detail.

Figure 1-7 Input devices (6085 workstation)



The mouse

When you move the two-button mouse on its "mouse pad," a corresponding pointer moves on your display screen. You can use the mouse to select an object or a group of objects as the target of your next action; for example, you select an object to move, copy, or delete. A selected object appears highlighted.

The chapter titled "The mouse" later in this volume discusses mouse operations in detail.

The printer

From your workstation, you can use a printer to print documents, spreadsheets, and graphic images. Because ViewPoint is a WYSIWYG (what you see is what you get) system, your printout will look just like the document that appears on your screen.

The printer, like other ViewPoint objects, is represented by an icon on your desktop. (The printer icon is shown in Figure 1-3). Printing is described in the *Workstation Administration and System Resources Reference* volume in this library.

The Directory icon lists available printers. For workstations linked to a network, the Directory icon lists available printers by domain and printer name. (A *domain* is an area served by a specific part of a network.)

The floppy drive

If your workstation has a floppy disk drive, you can back up information by copying it from your desktop onto floppy disks. The chapter titled "The floppy drive" later in this volume describes floppy drive operations in detail.

Terminology for mouse operations

VP Series documentation uses several terms that describe techniques for using the mouse:

- **Click.** Press and quickly release a mouse button.
- **Hold and Position.** Point to an object, hold down a mouse button, move the pointer to another location, and release the button. You use this technique for positioning and sizing windows.
- **Multiple clicking.** The technique of clicking the mouse button several times in succession. For example, you use multiple clicking to select different units of text (a character, a word, a sentence, or a paragraph).
- **Point.** Move the pointer until it touches an object.
- **Select.** Point to an object and click the left mouse button.
- **Select-adjust.** Use both mouse buttons to define a selection. For example, you use the select-adjust method when you mark the beginning of a block of text with the left button and then mark the end of the block with the right button; also called an *extended selection*.

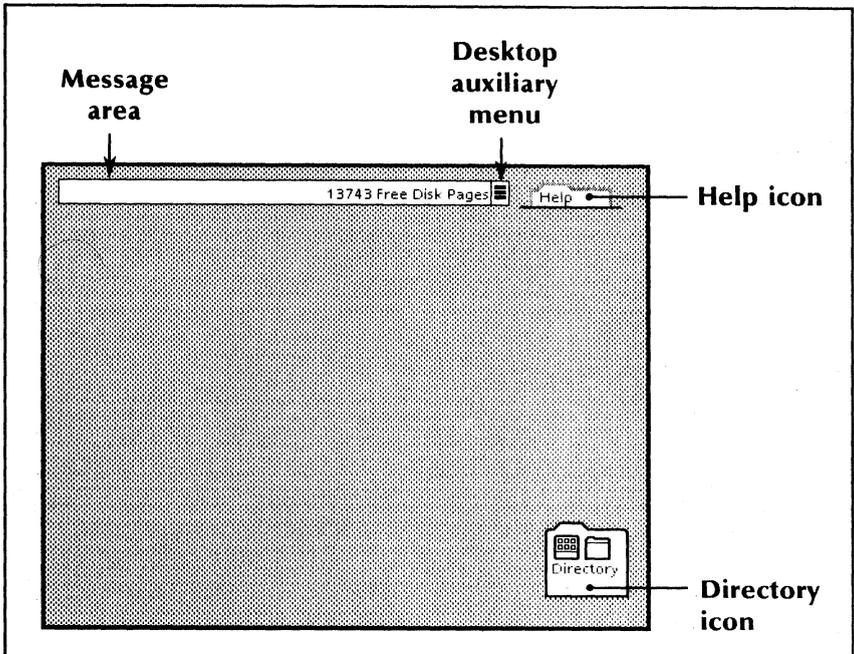
2.

The desktop

The desktop is your personal work area. It displays the icons, windows, commands, and messages you need to operate your workstation.

Figure 2-1 shows a desktop that is empty except for the Directory icon. You will use the Directory icon to create a new desktop.

Figure 2-1 A desktop work area



You create your own desktop by copying objects onto it from the directory. The chapter titled "The directory" later in this volume describes the Directory icon and how to use it to create your desktop.

While you are using ViewPoint, you can change the locations of objects on the desktop to suit you. When you finish with your workstation tasks, you can either save the current version of the desktop on the workstation hard disk, store it on the network file server (if your workstation is on a network), or delete it.

Key concepts of the desktop



On your desktop, ViewPoint displays messages, a commands menu, a help folder, and the Directory icon.

Additionally, the desktop contains the icons that you copy or move onto it, as well as the windows corresponding to the activities you perform.

On the desktop, you can perform a number of operations, including:

- Selecting icons for various operations
- Moving or copying icons to different desktop locations or into another icon
- Assigning new names to icons
- Deleting icons
- Opening, resizing, moving, and closing windows
- Using software applications and help files represented by icons
- Executing commands listed in the commands menu (called the desktop auxiliary menu)

The operations you perform with an icon are described later in this chapter and summarized in the “Icons” appendix. Window management is described in the “Windows” chapter next in this volume.

The message area

At the top of the desktop, ViewPoint reserves a clear horizontal bar called a *message area* for displaying messages (Figure 2-1). This area remains in view, no matter what function you are performing.

In the left side of this message area, ViewPoint displays the following:

- Prompts about what to do next
- Requests for you to confirm that you want to proceed with an action, such as a deletion
- Notifications of when ViewPoint completes a process
- Warnings and cautions
- Error messages

The right side of the message area displays the number of free disk pages available on the hard disk in the workstation.

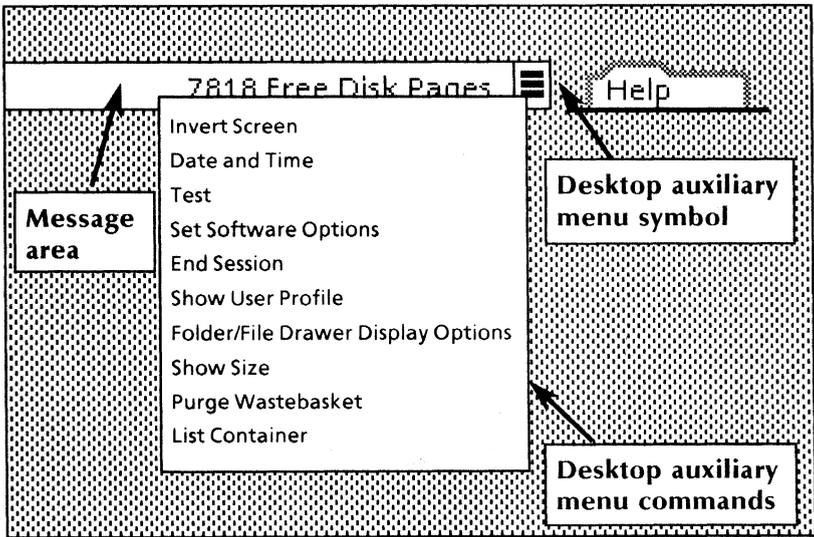
A *disk page* equals 512 bytes, or roughly 512 ASCII characters. Certain characters, such as Japanese, occupy more space. Graphic images can take up many disk pages, depending on the complexity of the image.

The desktop auxiliary menu

The desktop auxiliary menu lists commands you use to perform a variety of operations on your desktop. The desktop auxiliary menu symbol appears at the right of the message area, next to the message about free disk pages.

The auxiliary menu symbol consists of three horizontal bars within a box. Holding down either mouse button when the pointer touches this symbol displays a pop-up menu listing the desktop auxiliary menu commands (Figure 2-2).

Figure 2-2 The desktop auxiliary menu



Desktop auxiliary menu commands

The most common desktop auxiliary menu commands, arranged in alphabetical order, are:

[Date and Time]

Displays the current date and time in the message area. The date format is **[d]d-Mmm-yy**; for example, 15-Mar-88. The time format is **[h]h:mm:ss**; for example, 8:23:35.

[End Session]

Closes all windows on the desktop, and then enables you to log off ViewPoint.

[Folder/File Drawer Display Options]

Displays an option sheet that enables you to view or modify the options for displaying information in folder and file drawer windows.

[Invert Screen]

Changes the background shade of the desktop between light and dark gray; changes the color of characters and other display images between black and white.

[List Container]

Makes a document that lists the contents of any selected file drawer, folder, mail inbasket, or floppy disk drive. (The List Container software must be running in your application loader.)

[Purge Wastebasket]

Deletes all items in the wastebasket.

[Set Software Options]

Lets you or your System Administrator enable the software installed on your workstation, so that you can use the software.

[Show Size]

Shows in the desktop message area the disk pages used by the object (or multiple objects) selected, plus the total size of all objects in the wastebasket, the number of pages still available, and the total number of pages. This command works for both local and remote objects. (*Local* objects reside on your workstation; *remote* objects reside on another device with which you communicate over a network.)

[Show User Profile]

Displays and lets you modify your User Profile.

[Test]

Displays an option sheet used to run online diagnostic routines that test your workstation operation.

[WS Administration]

Enables you to add, change, or delete workstation users; assign or change passwords; and assign administrator status to valid users. This command appears in *VP RemoteCom* and *VP Standalone* environments if Workstation Administration software is installed and running, and if you (the desktop user) are defined as a Workstation Administrator.

Depending on the VP Series software applications currently loaded, commands specific to those applications may also appear in the desktop auxiliary menu.

Using desktop auxiliary menu commands

1. Move the mouse to position the pointer on the desktop auxiliary menu symbol.
2. Press and hold down either mouse button. The menu displays.

3. Move the mouse to position the pointer on the desired command. The command appears highlighted.
4. Release the mouse button.

Displaying the date and time

Select [Date and Time] from the desktop auxiliary menu. ViewPoint displays the date and time in the desktop message area. The message remains on display until you perform another function.

Ending a session

When you select [End Session] from the desktop auxiliary menu, ViewPoint displays the Logoff option sheet. For more information about ending a session, see the chapter titled "Conducting a ViewPoint session" later in this volume.

Customizing folder and file drawer windows

Folder and file drawer windows can display the icon, version, and creation date for each item they list.

When you select [Folder/File Drawer Display Options] from the desktop auxiliary menu, ViewPoint displays the Folder/File Drawer Display Options sheet. For instructions on using this option sheet, see the "Filing" chapter of the *Workstation Administration and System Resources Reference* volume in this library.

Reversing the desktop shading

When you select [Invert Screen] from the desktop auxiliary menu, ViewPoint immediately reverses the desktop shading. If the background turns from light to dark, objects on the desktop change from white to black; windows are also black. Highlighted items, text, and formatting characters appear white.

Listing container icon contents

You can make a list of the contents of container icons by selecting [List Container] from the desktop auxiliary menu. This command makes a list, in the form of a document, for the following types of containers: file drawers, reference file drawers, folders, mail folders, mail inbasket, and floppy icons.

When you select [List Container] from the desktop auxiliary menu, the List Container option sheet appears. For instructions on using this option sheet, see the "Filing" chapter of the *Workstation Administration and System Resources Reference* volume in this library.

Making a container list is a background process (see the "Background processing" chapter in this volume for details about such processes.)

Purging the wastebasket

When you select [Purge Wastebasket] from the desktop auxiliary menu, ViewPoint deletes the contents of the Wastebasket icon. For details about the wastebasket and how to purge it, see "The wastebasket" at the end of this chapter.

Displaying software options

When you select [Set Software Options] from the desktop auxiliary menu, ViewPoint displays the Software Options sheet (Figure 2-3). This option sheet lists the available software for your workstation.

Figure 2-3 The Software Options sheet

SOFTWARE OPTIONS Close Set Options

Method SW Options Floppy

SSN G OW 8 VF Z 8U5

Password

Product Group

<input type="checkbox"/> VP Document Editor	<input type="checkbox"/> VP Equations
<input type="checkbox"/> VP Free-Hand Drawing	<input type="checkbox"/> VP Data Driven Graphics (Bar, Pie, Li
<input type="checkbox"/> VP CUSP Buttons	<input type="checkbox"/> VP Data Capture
<input type="checkbox"/> VP Spelling Checker	<input type="checkbox"/> VP List Manager
<input type="checkbox"/> VP Local Draft Printing	<input type="checkbox"/> VP Spreadsheet
<input type="checkbox"/> OPTION #10	<input type="checkbox"/> OPTION #11
<input type="checkbox"/> OPTION #12	<input type="checkbox"/> VP Office Accessories
<input type="checkbox"/> VP Local Character Printing P1	<input type="checkbox"/> VP Local Laser Printing
<input type="checkbox"/> VP Long Document Options	<input type="checkbox"/> VP Local Character Printing 630/635
<input type="checkbox"/> OPTION #18	<input type="checkbox"/> OPTION #19
<input type="checkbox"/> OPTION #20	<input type="checkbox"/> OPTION #21
<input type="checkbox"/> OPTION #22	<input type="checkbox"/> OPTION #23
<input type="checkbox"/> OPTION #24	<input type="checkbox"/> VP Integrated Purchasing Manage
<input type="checkbox"/> VP Integrated Financial Management	<input type="checkbox"/> OPTION #27

You enable your software with this option sheet, using either the password method or the floppy disk method. If you use the password method to enable your software, the option sheet displays the software serial numbers (SSN) for each software product group. If you use the floppy disk method to enable your software, you use the Software Enabler floppy disk. This disk contains all passwords necessary for enabling the software.

The auxiliary menu next to the Product Group option lists the software product groups available. They include:

- VP Applications
- VP Screen Fonts
- VP Printer Fonts
- ViewPoint
- VP Emulations

- VP Converter
- VP Languages

The specific groups and the products within each group depend on the software available for your workstation.

For more information, see the *Software Installation* volume in this library for your workstation.

Displaying the size of objects

1. Select an object (or multiple objects) on the desktop, in a folder, or in a file drawer.
2. Select [Show Size] from the desktop auxiliary menu.

In the desktop header area, a message lists the size in disk pages of the selected objects, the total size of all objects in the wastebasket, the remaining disk pages available, and the total number of disk pages.

Displaying the User Profile

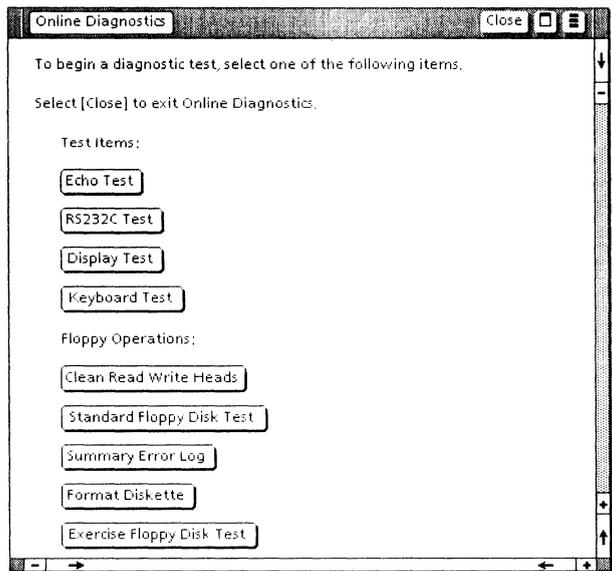
When you select [Show User Profile] from the desktop auxiliary menu, ViewPoint displays the User Profile. Settings in the User Profile modify some of the ways your desktop and installed applications behave.

For details about how to modify your User Profile, see the chapter titled "The User Profile" later in this volume.

Testing the workstation

When you select [Test] from the desktop auxiliary menu, ViewPoint displays the Online Diagnostics option sheet, shown in Figure 2-4.

Figure 2-4 The Online Diagnostics option sheet



This option sheet lets you test your workstation hardware, including the RS232C communications port, the workstation display unit, and the keyboard. You can also test and maintain the floppy disk drive. These operations include cleaning the read/write heads, testing floppy disks, obtaining a summary error message log, and formatting a diskette.

For more information, see the "Online Diagnostics" chapter of the *Hardware Reference* volume in this library for your workstation.

Performing workstation administration

When you are working in a *VP NetCom* or *VP Standalone* environment, the desktop auxiliary menu displays the [WS Administration] option. You select this option to control users' access to the workstation. For details on how to perform workstation administration, see the *Workstation Administration and System Resources Reference* volume in this library.

Help

In the upper right corner of your desktop, ViewPoint shows a folder-shaped icon labeled "Help." The Help icon represents a folder that can store reference information.

The help folder at your workstation contains only one help document (How to use Help) until you or another user copies help documents into it. Help documents can come from two sources: Xerox-supplied documents and documents you create.

For VP Series software applications, Xerox provides help documents on the network file server or on floppy disks. Xerox-supplied help information consists of step-by-step instructions for workstation users familiar with ViewPoint. These reminders are neither in-depth nor training-oriented.

You can also create your own help documents and store them in the help folder. Use the *VP Document Editor* to write help documents that describe special procedures. You can make these documents as brief or as extensive as you wish. When you finish, copy your help documents into the help folder.

When you open the Help icon, ViewPoint displays the list of documents that were copied into the help folder. From that list, you select the help document you want to read.

You can edit any help document. That way, you can keep in your folder only the information that applies to your workstation and its resources. For example, if your workstation does not use *VP Terminal Emulation*, you do not need terminal emulation help documents.

Icons

The icons on your desktop are the keys to all your workstation resources. Some icons represent individual resources and some represent multiple resources. Documents and applications are examples of resources that are each represented by an icon. The document icon in Figure 2-5 represents one document.

Figure 2-5 **ViewPoint icons**



Some icons contain other icons and therefore represent collections of resources. These types of icons are sometimes called *container* icons. In addition to the Directory and Application Loader icons, the container icons most often used are dividers, folders, and file drawers.

For a list of ViewPoint icons and their definitions, see the "Icons" appendix in this volume.

Folders

A folder contains one or more icons. These icons can represent printers, emulators, other folders, and even file drawers. Most often, folders contain icons representing documents, graphics, spreadsheets, and other folders.

The book icon is a special type of folder that enables you to process individual documents as if they were one document. For more information, see the "Books" chapter in *Document Editor Reference* volume 4 in this library.

The icons inside a folder look different from the icons on your desktop: Icons in a folder are smaller than desktop icons, and their labels appear to the right of the icon symbol. However, for most operations, the icons inside a folder behave similarly to those on your desktop.

You can manage the characteristics and contents of folders in several ways. For example, you can:

- Name the folder, using its property sheet.
- Display the contents of a folder.
- Move or copy icons (including other folders) into or out of the folder.
- Store the folder contents in ascending or descending alphabetical order or date order.
- Control the display characteristics of the folder window.
- Group documents together.
- Paginate all documents in the folder at the same time.
- Delete objects from a folder.

For details about ordering the contents of a file drawer or folder and controlling its display characteristics, see the *Workstation Administration and System Resources Reference* volume in this library.

File drawers

A file drawer icon represents a collection of resources stored on a remote file server on the network. Like folders, file drawers can contain any object.

The System Administrator creates and deletes file drawers on the file server. However, you can:

- Move, copy, or delete the file drawer icon from your desktop without affecting the contents.
- Display the contents of the file drawer, provided you have network access privileges.

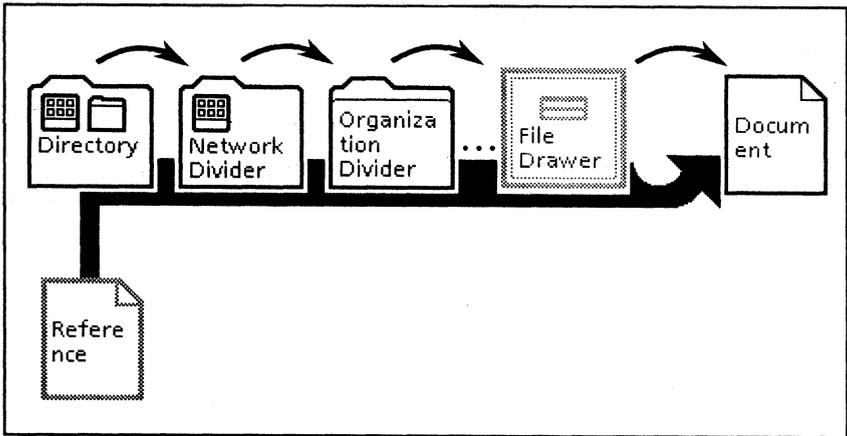
For more information about file drawers, see the *Workstation Administration and System Resources References* volume in this library.

Reference icons

To access a resource within a file drawer stored on the network, you follow the path to the resource by opening a series of icons. In ViewPoint, you can also use a *reference icon* that automatically follows this path (Figure 2-6).

The reference icon serves as a convenient tool for desktop and electronic mail operations. It enables you to open an icon without having to open every icon along the path to it. When you open the reference icon, ViewPoint opens the icon to which it refers (the “real” icon). In other words, ViewPoint follows the path to the resource for you.

Figure 2-6 Reference icons



When you move or copy objects to the reference icon or delete them from it, ViewPoint executes these operations in the real icon. (You first need access privileges to the file drawer in which the real icon is stored.)

Deleting the reference icon does not affect the real icon; the deletion merely removes the reference icon from your desktop. However, if the real icon is deleted from the file drawer, the reference icon no longer works.

For more details on using reference icons, refer to the *Workstation Administration and System Resources Reference* volume in this library.

Using icons

1 2 3...

The operations you can perform on an icon include:

- Selecting it
- Moving it
- Copying it
- Opening it

- Closing it
- Renaming it
- Deleting it

Opening or closing an icon is the same as opening or closing a window: An icon opens into a window and a window closes into an icon again. Procedures for opening and closing windows are described in the "Windows" chapter later in this volume.

Selecting icons

Before you can work with an icon, you must select it. You can then perform the desired operation by pressing the appropriate function key.

You can select single or multiple icons from the desktop or from the Directory icon, a divider icon, or another container icon.

Only one selection (one icon, one series of icons, or one portion of text) is possible on the desktop at any one time. If you select an object (or series of the same object), it will be *deselected* when you select the next object.

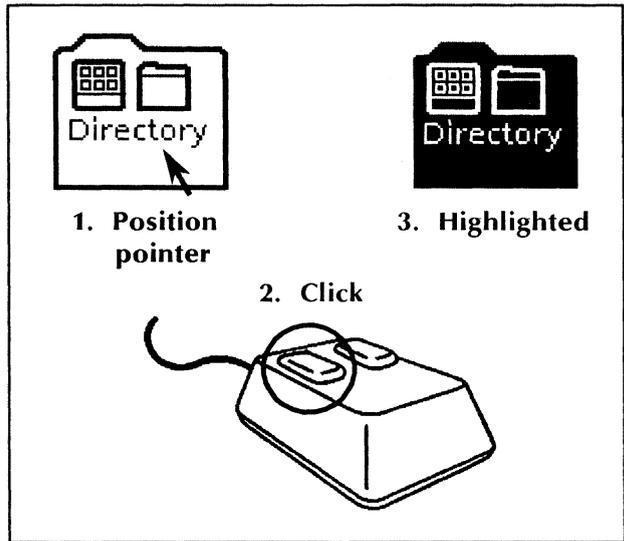
Selecting one icon

1. Move the mouse to position the pointer on the icon.
2. Click the left mouse button.

ViewPoint highlights the selected icon when you press the mouse button (Figure 2-7), but does not complete the selection until you release the button.

To deselect the icon, click the left mouse button on an empty part of your desktop.

Figure 2-7 Selecting an icon



Selecting multiple icons on the desktop

1. Select the first icon by pointing to it and clicking the left mouse button.
2. Move the pointer to each additional icon and click the right mouse button.

Selecting multiple icons in a container icon

You can select multiple icons in a container icon (such as a folder or file drawer), as long as the icons are listed next to each other. In other words, you cannot skip over an icon.

If you want to skip an icon in a list, select the ones before it and perform the desired operation (for example, <COPY>); then select the ones after the skipped icon and repeat the operation.

To select multiple icons in a container:

1. Open the container icon.
2. Select the first icon by pointing to it and clicking the left mouse button.
3. Move the pointer down the list to the last icon you want to select and click the right button.

Moving icons

Moving an icon means relocating it to a new place on the desktop or in a window.

You can also move an icon between the desktop and a container (such as a folder) or to an icon that performs a function (such as a printer icon or the outbasket). Moving an icon to the printer does not delete the original icon.

To move an icon, use this procedure:

1. Select the icon or icons you want to move.
2. Press the <MOVE> key.
3. Move the pointer to the desired location.

Note: Icons cannot overlap other icons.

4. Click the left mouse button to move the icon as a foreground operation; click the right button to move the icon as a background operation. (For information on background processing, see the "Background processing" chapter later in this volume.)

ViewPoint shifts the icons to the new location. If you move multiple icons, ViewPoint arranges them from right to left at the destination. If ViewPoint runs out of room to the left, it places any remaining icons on the previous line (one line up on the screen), from right to left.

Copying icons

Copying an icon means reproducing it in another location while leaving the original icon where it is. You can also copy an icon to a printer icon to print it or to the Outbasket icon to mail it. To copy an icon, use this procedure:

1. Select the icon or icons you want to copy.
2. Press the <COPY> key.
3. Move the pointer to the desired location.

Note: Icons cannot overlap other icons.

4. Click the left mouse button to copy the icon as a foreground operation; click the right button to copy the icon as a background operation. (For information on background processing, see the "Background processing" chapter later in this volume.)

ViewPoint duplicates the icons in the new location. If you copy multiple icons, ViewPoint arranges the copies from right to left at the destination. If ViewPoint runs out of room to the left, it places any remaining icons on the previous line (one line up on the screen), from right to left.

Renaming icons

Each ViewPoint icon has a name that is displayed on the icon. You can rename an icon to distinguish it from similar icons on the desktop. For example, you may want to keep several folder icons to store your work; in that case, you would give each folder icon a unique name so that you can recognize its contents.

To rename an icon, use this procedure:

1. Select the icon you want to rename.

2. Press the <PROP'S> key. A special window called a property sheet opens on the desktop. The contents of the **Name** box on the property sheet are highlighted.
3. Press to delete the displayed name.
4. Type a new name for the icon.
5. Select [Done] in the property sheet header. The property sheet closes and the new name appears on the icon.

For more information about windows and property sheet, refer to the "Window" chapter and the "Property and options sheets" chapter in this volume.

Deleting icons

Deleting an icon means removing it from the desktop or from a window. The result of deleting an icon depends on the wastebasket purge property in effect. (See "The wastebasket," next.) To delete icons, use this procedure:

1. Select the icon or icons you want to delete.
2. Press the (or <DELETE>) key.
3. If the wastebasket purge property calls for immediate purging (the default setting), ViewPoint asks you to confirm the deletion:

Delete selected icon? [Yes] [No]

To permanently delete the icon, select [Yes].
To cancel the deletion, select [No].

If the wastebasket purge property calls for delayed purging, ViewPoint stores the icon in the wastebasket until you recover the icon or purge the wastebasket.

Note: You can also move an icon to the wastebasket by selecting the icon, pressing the <MOVE> key, and indicating the wastebasket as the destination. The effect on the desktop is the same as using the key.

The wastebasket

1 2 3...

The wastebasket (Figure 2-8) is an icon that contains other icons removed from the desktop but not yet deleted from the hard disk.

Figure 2-8 The Wastebasket icon



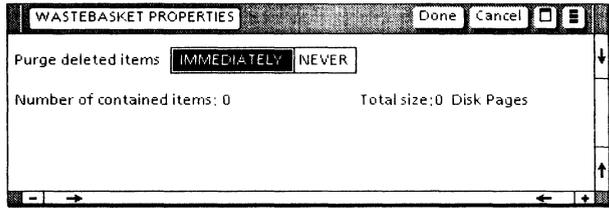
The “source” Wastebasket icon resides in the Desktop divider of your directory. You can copy the Wastebasket icon to the desktop once or many times, if you wish.

Whenever you place an icon into a Wastebasket icon, the source wastebasket contains the icon. When you *purge* (empty) the wastebasket, you purge the source wastebasket and all copies.

The Wastebasket properties sheet

The Wastebasket properties sheet (Figure 2-9) tells ViewPoint how to handle icons you want to delete.

Figure 2-9 The Wastebasket properties sheet



Purge Deleted Items

Determines when ViewPoint deletes items from the wastebasket. The setting for this property applies to all desktops stored on the workstation.

[Immediately]

Deletes the item from the desktop as soon as you press and confirm the deletion. (ViewPoint prompts you for confirmation.) This is the default setting.

Note: If you move the icon to the wastebasket, ViewPoint stores that icon until you purge the wastebasket, regardless of the [Immediately] setting (see “Purging (emptying) the wastebasket” later in this section).

[Never]

Delays deletion of items, storing them in the wastebasket. You can then recover items or specify which ones to delete.

Number of contained items

Indicates how many icons the wastebasket contains.

Total size

Indicates the total number of disk pages that icons in the wastebasket consume.

The Wastebasket window

The Wastebasket window (Figure 2-10) lists deleted icons and icons you move to the wastebasket.

Figure 2-10 The Wastebasket window

The screenshot shows a window titled 'Wastebasket' with a standard Mac OS-style title bar containing 'Close', 'Redisplay', and window control buttons. The main area contains a table with three columns: NAME, SIZE, and DATE. The table lists five items, each with a trash icon to its left. The items are sorted by date, with the most recent at the top.

NAME	SIZE	DATE
Blank Document	16 Disk Pages	14-Aug-87 5:50:18
Memo Form	21 Disk Pages	7-Jan-86 10:42:56
Status Reports	2 Objects	---
Index	53 Disk Pages	8-Apr-87 17:40:22
Basic Graphics	21 Disk Pages	7-Jan-86 10:42:56

The Wastebasket window lists deleted icons only if the purge property is [Never]. The most recently deleted icons appear at the top of the Wastebasket window.

If the purge property is [Immediately], the Wastebasket window only contains icons you move to the wastebasket. Icons you move to the wastebasket are listed in alphabetical order.

Purging (emptying) the wastebasket

1. Select [Purge Wastebasket] from the desktop auxiliary menu. ViewPoint displays a message in the desktop message area asking you to confirm the deletion.
2. To proceed with the purge operation, select [Yes]. To cancel the deletion, select [No].

Purging the wastebasket restores the hard disk space occupied by the icons in the wastebasket. This restored disk space increases the disk pages available for icons on the desktop.

Purging selected items from the wastebasket

1. Select the Wastebasket icon.
2. Press the <OPEN> key.
3. Select the item or items you want to purge.
4. Press the key. ViewPoint asks you to confirm the deletions.
5. To delete the items, select [Yes]. To cancel the operation, select [No].
6. Close the Wastebasket window.

Recovering items from the wastebasket

As long as the wastebasket **Purge Deleted Items** property is set to [Never] and you have not purged the wastebasket, you can recover an object from it.

1. Open the Wastebasket window.
2. Select the item you want to recover.
3. Press either the <MOVE> or <COPY> key.
4. Select a destination on the desktop.
5. Close the Wastebasket window.

When you select an icon and press the <OPEN> key, Viewpoint displays a rectangular area called a window. A window lets you examine and usually lets you modify the contents of an icon.

A software application icon is the only kind of icon you cannot open into a window.

The number of windows you can open at one time depends on the way you choose to arrange them when you set up your User Profile. If you arrange them in a stack of overlapping windows, you can open as many as you want. If you display them side by side, in a tiled format, you can open up to six windows at a time.

Property sheets and option sheets are special types of windows; see the “Property and option sheets” chapter in this volume for details.

Key concepts of windows



Most ViewPoint windows share the same layout characteristics, which include a header, commands and command menus, scroll bars, and control points that enable you to resize and position windows.

Some windows (for example a mail document window), display a subwindow at the top, which contains information about the window.

You can perform the following operations on a window:

- Scrolling its contents
- Redisplaying updated contents
- Opening the window
- Moving it
- Resizing it
- Closing it

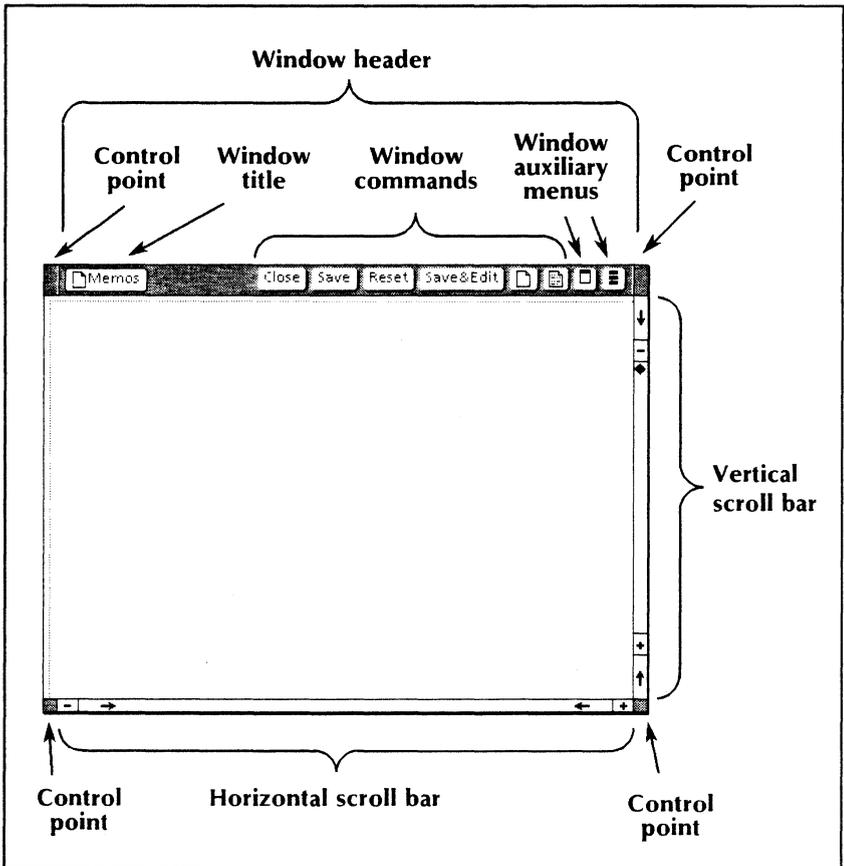
You can choose between two window arrangements, tiled and overlapping, by modifying an entry in your User Profile. Additionally, you can choose between three placement options for overlapping windows: simple offset, repeat offset, and no offset.

Window layout

The following layout characteristics are shared by ViewPoint windows (Figure 3-1).

- The window *header*, a gray area displaying the window title, a set of commands, and auxiliary menus containing additional sets of commands.
- Four control points for sizing and repositioning the window.
- Vertical and horizontal scroll bars for moving the window contents up and down, or left and right.

Figure 3-1 The layout of a ViewPoint window



The window header

The window header contains the title of the window and the commands for using it.

To change the number of lines in the window header, you modify the **Header Style** parameter in the [Windows] section of your User Profile. This parameter specifies whether the header appears on one line (as in Figure 3-1) or on two

lines (Figure 3-2). Available options include SINGLE LINE and DOUBLE LINE.

Figure 3-2 A two-line window header



For information on how to edit your User Profile, refer to the chapter titled “The User Profile” in this volume.

The window title consists of the icon symbol (for example, a folder icon), and the name of the icon (in the pictured example, the name “Memos”). If you reach the window through a divider or a container icon, the title illustrates the path you followed. That is, it shows the container icon and name at the left of the window name.

The window header size

Often, the header area is too narrow to display the full title of the icon and all of the window header commands. The amount of information visible on the header depends on the size of the window, the type of information in the window, and whether the window uses the one-line or two-line header.

As you reduce the size of the window, ViewPoint removes information from the header in this order:

1. ViewPoint truncates the path name in the window title. That is, the names of the container icons disappear, starting with the name of the leftmost icon.
2. Commands move to the floating items auxiliary menu (described in the next section), starting with the command on the right.

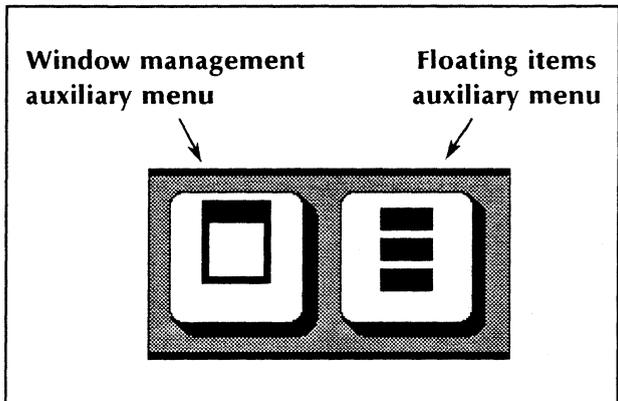
3. ViewPoint truncates the window name from the right.

The smallest a ViewPoint window can become is two inches by two inches.

Auxiliary menus

ViewPoint windows have at least two *auxiliary menus*: a window management auxiliary menu and a floating items auxiliary menu (Figure 3-3). Windows for specific applications may have other auxiliary menus.

Figure 3-3 Window auxiliary menus



The window management and floating items auxiliary menus always appear on the right end of the window header.

Window management auxiliary menu—This menu contains commands for manipulating the window. These commands let you move the window, change its size, and place it on the top or bottom of a window stack. The specific window management commands in the menu depend on the window display format you are using or on the window display options you have

selected. See “The window management auxiliary menu” later in this chapter for more information.

Floating items auxiliary menu—This menu contains window commands that do not fit in the header.

Specific applications may have their own auxiliary menus. For example, the *VP Document Editor* uses two auxiliary menus in the shape of document icons to contain editing commands. Such auxiliary menus appear immediately to the left of the window management auxiliary menu.

Window control points

As illustrated in Figure 3-1, a window has four *control points*, small gray rectangles at each corner of the window.

Window control points let you manipulate the window using the mouse instead of the window management commands, if you prefer. You can move, resize, and position windows on the top or bottom of a stack.

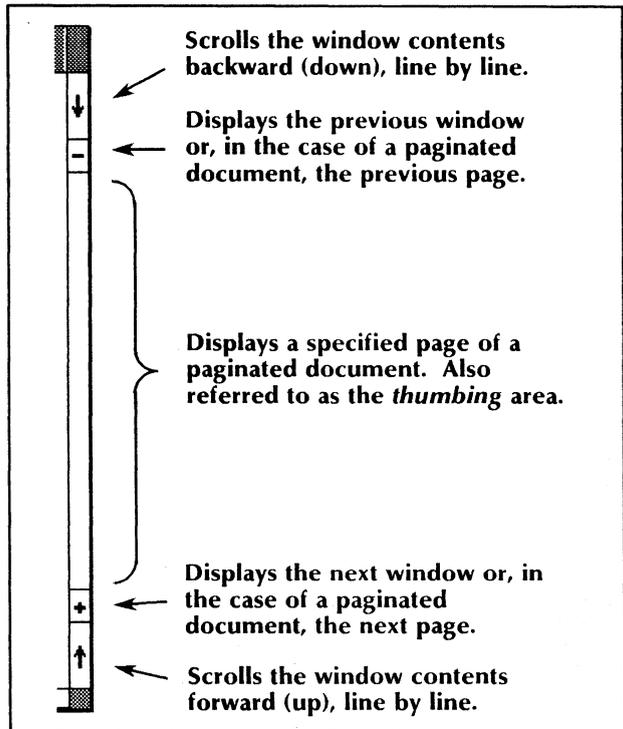
Window scroll bars

All windows have a vertical and a horizontal scroll bar for shifting the contents of a window up and down or left and right.

The *vertical scroll bar*, on the right side of the window, causes the window contents to shift up or down. The direction and the extent of scrolling depend on which part of the scroll bar you select (Figure 3-4).

The *horizontal scroll bar*, at the bottom of the window, causes the window contents to shift left or right. The direction and the extent of scrolling depend on which part of the scroll bar you select (Figure 3-5).

Figure 3-4 The vertical scroll bar and its functions



Scrolling the contents of a window

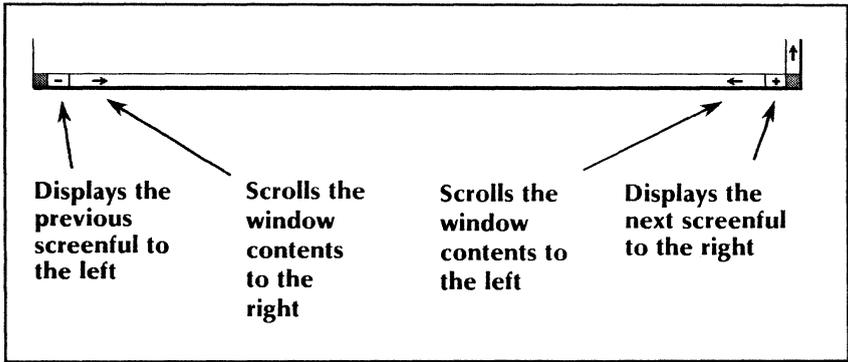
1 2 3...

Scrolling enables you to view portions of windows that are not currently visible. You can scroll the window contents vertically or horizontally.

Vertical scrolling

The vertical scroll bar of the window, illustrated in Figure 3-4, scrolls the window contents forward (up) or backward (down).

Figure 3-5 The horizontal scroll bar and its functions



Scrolling to an absolute position

You can scroll forward or backward line by line, window by window, page by page, or to a specific page.

Forward one line:

1. Point to the up arrow (↑).
2. Click the left mouse button.

To scroll several lines, one at a time, hold down the mouse button.

Backward one line:

1. Point to the down arrow (↓).
2. Click the left mouse button.

To scroll several lines, one at a time, hold down the mouse button.

Next window (next page):

1. Point to the plus sign (+).
2. Click the left mouse button.

Clicking the right mouse button displays the next window of information on the current page.

Previous window (previous page):

1. Point to the minus sign (-).
2. Click the left mouse button.

Clicking the right mouse button displays the previous window of information on the current page.

Specific page:

To scroll to specific pages of a document, first paginate the document (refer to the *Document Editor Reference* volume 3 in this library).

1. Place the pointer in the center of the vertical bar.
2. Hold down either mouse button.
3. Move the pointer up or down until the desired page number appears in the scroll bar.
4. Release the button.

Scrolling to a relative position

Use the following procedures to scroll a percentage of the way through the contents of a container window or through a page in a document.

Percent of a container window:

1. Place the pointer in the center of the vertical bar.
2. Hold down either mouse button.

3. Move the pointer up or down until the pointer points approximately to the desired place in a container window.
4. Release the button.

Percent of a page:

1. Place the pointer in the vertical bar and hold down the right mouse button.
2. Move the pointer up or down until the desired percentage number (for example, 50) appears in the scroll bar.
3. Release the button.

ViewPoint displays a window of text with the bottom of the display located at the relative position you specified.

Horizontal scrolling

To scroll the window contents left or right, use the horizontal scroll bar.

Scroll right:

1. Point to the right arrow (→).
2. Hold down the left mouse button.
3. Release the button when the window contents have shifted the desired number of positions.

Scroll left:

1. Point to the left arrow (←).
2. Hold down the left mouse button.
3. Release the button when the window contents have shifted the desired number of positions.

Display previous screen to the right:

1. Point to the plus sign (+).
2. Click the left mouse button.

Display previous screen to the left:

1. Point to the minus sign (-).
2. Click the left mouse button.

Window arrangement and placement

The User Profile (discussed in the chapter titled “The User Profile” in this volume) lets you choose the arrangement and placement of windows on the desktop. *Arrangement* refers to the display of windows in a tiled or overlapping format. *Placement* is a way of overlapping windows.

To change the arrangement of windows on your desktop, you modify the **Arrangement** parameter in the [Windows] section of your User Profile. Available options include tiled and overlapping.

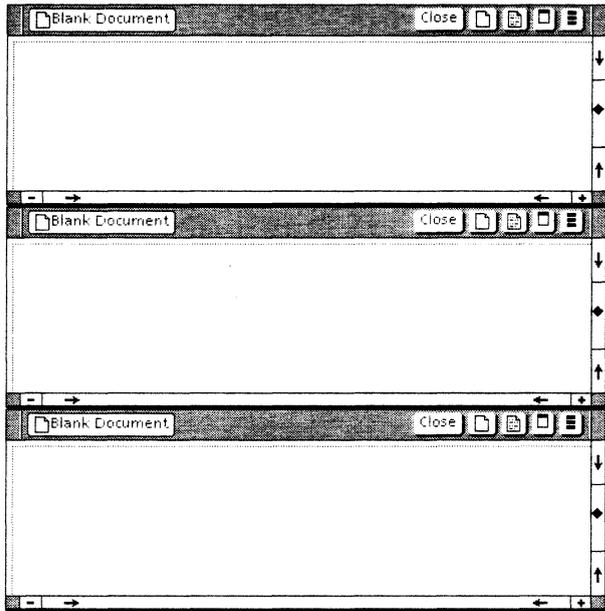
Window arrangement and placement apply only to icons that you can access with the <OPEN> function key. They do not apply to property sheets, option sheets, keyboard windows, the Carriage window (a window that displays document margin and tab settings), or windows that you access with other function keys. Such windows simply share the display area with other windows.

Regardless of which window arrangement and placement scheme you select, you can move or resize windows at any time.

Tiled windows

Tiled windows appear side by side or one above the other (Figure 3-6). You can display up to six tiled windows on the desktop. If you resize one window, ViewPoint may resize the others to prevent overlapping.

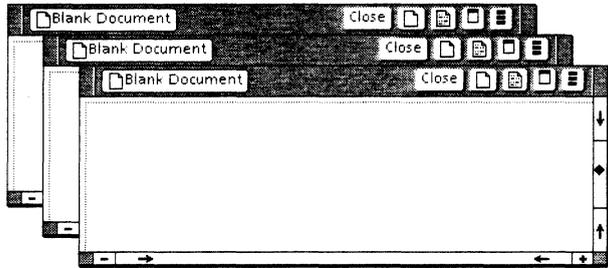
Figure 3-6 A tiled window arrangement



Overlapping windows

Overlapping windows appear one on top of the other (Figure 3-7). This arrangement lets you open as many windows as you want.

Figure 3-7 **An overlapping window arrangement**



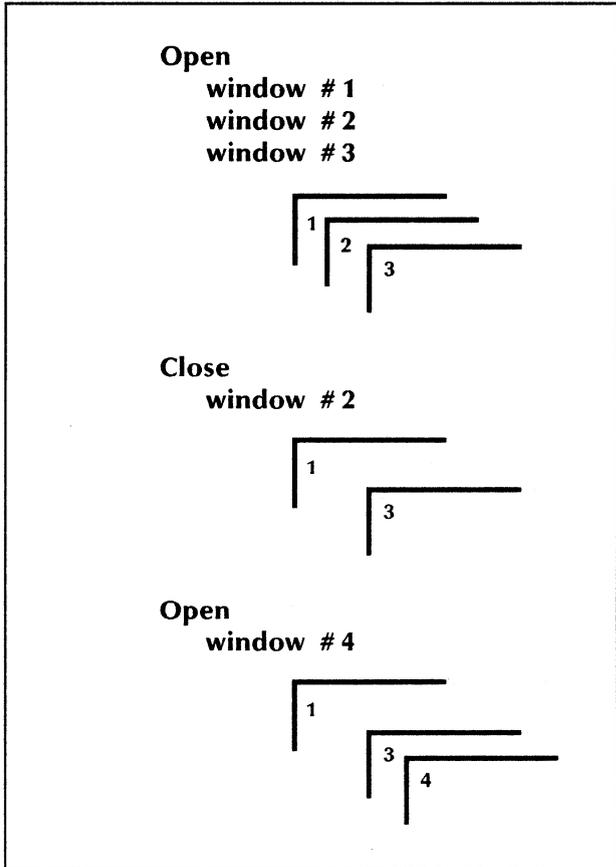
If you move or resize an overlapping window, ViewPoint “remembers” the window’s new position. When you close and subsequently reopen the window, ViewPoint redisplay the window using the new place or size.

To change the placement of overlapping windows on your desktop, you modify the **Placement** parameter in the [Windows] section of your User Profile. Available options include SIMPLE OFFSET, REPEAT OFFSET, and DON’T OFFSET. For information on how to modify the User Profile, see the chapter titled “The User Profile” later in this volume.

SIMPLE OFFSET

With SIMPLE OFFSET placement, the top of the top window aligns with the bottom of the previous window’s window header. Windows in this pattern also offset each other to the right, so that the bottom window appears in the upper left of the stack and the top window appears in the lower right. Figure 3-8 illustrates a simple offset pattern.

Figure 3-8 SIMPLE OFFSET window stack



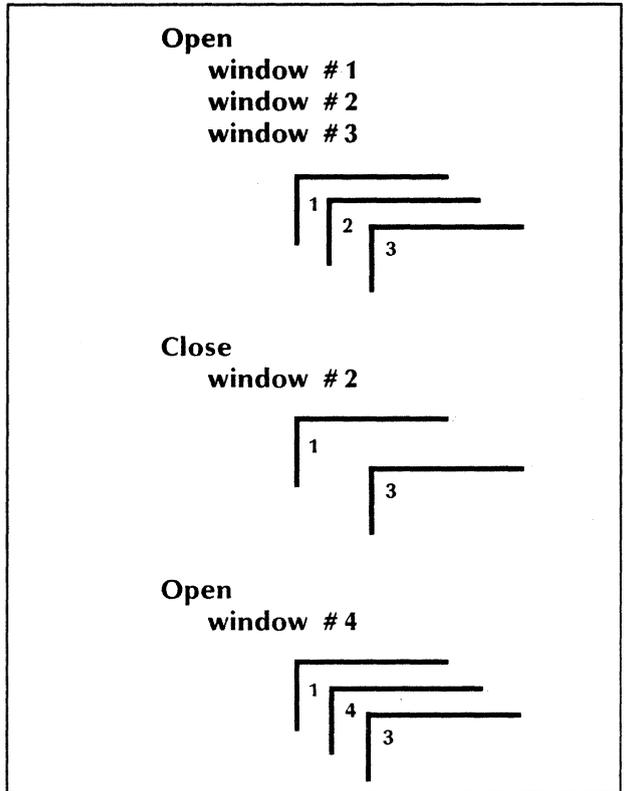
ViewPoint places up to six windows in the original stack. With SIMPLE OFFSET, if you close or move a window in the middle of the stack, ViewPoint leaves a space where the window originally appeared.

If you open a seventh window, ViewPoint repeats the pattern starting at the upper left. The seventh window completely overlaps the first, the eighth overlaps the second, and so on.

REPEAT OFFSET

REPEAT OFFSET placement looks like SIMPLE OFFSET placement, except that ViewPoint places windows in the first available offset location (Figure 3-9).

Figure 3-9 **REPEAT OFFSET window stack**



ViewPoint places up to six windows in the stack. With REPEAT OFFSET, if you close or move a window in the middle of the stack, ViewPoint may display a subsequently opened window in the vacated location.

If you open a seventh window, ViewPoint looks for a vacated location in the stack; otherwise, it repeats the pattern of the stack, as explained earlier for SIMPLE OFFSET.

DON'T OFFSET

Windows using the DON'T OFFSET placement follow no special pattern. ViewPoint opens windows in any convenient location on the desktop.

The window management auxiliary menu

The window arrangement you select determines which commands for moving and resizing windows appear in the window management auxiliary menu (Figure 3-3).

Commands for tiled windows

[Move]

Moves a window vertically. Use the [Move Window Right] or [Move Window Left] command, described below, for horizontal movement.

[Resize]

Lets you enlarge or reduce the window size vertically only.

[Move Window Right]

Moves a window horizontally from the left side of the desktop to the right side. This command does not appear if the window is already on the right side.

[Move Window Left]

Moves a window horizontally from the right side of the desktop to the left side. This command does not appear if the window is already on the left side.

A property sheet, option sheet, keyboard window, or other window can overlap the tiled display, creating a window stack. In that case, the [Top] and [Bottom] commands also appear in the window management auxiliary menu. These commands let you place windows on the top or bottom of the stack.

Commands for overlapping windows

[Move]

Moves a window horizontally or vertically.

[Resize]

Lets you enlarge or reduce the window size both horizontally and vertically.

[Top]

Moves a window to the top of the stack.

[Bottom]

Moves a window to the bottom of the stack.

[Just Below Top]

Moves a window immediately below the top window in the stack.

[Full Screen]

Expands a window to cover the entire desktop below the message area.

[Undo Full Screen]

Reduces the window size from full screen back to its original size.

Subwindows

Subwindows are independent windows within a larger window. For example, a cover sheet opened in a document is a subwindow.

You open or close a subwindow by selecting a command (such as [Show Cover Sheet]) from an auxiliary menu. You can scroll subwindows sepa-

rately from the main window, both horizontally and vertically like any window.

Using windows

1 2 3...

You can open, move, and close windows; update and scroll through the window display; and execute the commands that appear in the window header.

For instructions on scrolling through a window display, see "Scrolling the contents of a window" under "Window layout" earlier in this chapter. For a list of window commands, see the "Window commands" appendix in this volume.

Opening windows

You can open one or more windows by using either the mouse or the <OPEN> function key.

Opening a window using the mouse

1. Move the pointer to the icon.
2. Rapidly click the left mouse button twice.

ViewPoint displays the window on the desktop.

Opening windows using the <OPEN> key

1. Select the icon or icons desired.
2. Press <OPEN>.

ViewPoint displays the window on the desktop. If you selected multiple icons, ViewPoint opens the window for the first icon selected, then for the second, and so on.

Note: If one window completely overlaps another, resize or move the top window.

Opening the next or previous window

Within a container icon, such as a folder or the directory, you can open the next or previous icon in the list.

To advance from one icon listed in a container window to the next, select [Show Next] in the window menu. ViewPoint closes the current window and opens the window for the next icon on the list.

To return to an icon listed previously, select [Show Previous] in the window menu. ViewPoint closes the current window and opens the window for the previous icon on the list.

Redisplaying (updating) window information

You can update the listing of the contents of a container window, such as a divider or file drawer, while the window is open. You may want to update the listing for a variety of reasons. For example, when you are using a remote file drawer, another user can add files to the drawer while you are displaying the file drawer window. These additions will not show up in your file drawer window until you redisplay it.

To update window information, select [Redisplay] in the window header. As an alternative, you can close and reopens the window.

ViewPoint displays the updated window.

Closing windows

You can close a single window, or close a series of windows that you opened within a container icon.

Select [Close] in the window header to close a single window. ViewPoint closes the window, but leaves the icon selected.

Select [Close All] in the window header to close a series of windows. The [Close All] command appears in the headers of windows that you access from within other windows. For example, the command appears for a document window opened from within a folder window.

When you select [Close All], ViewPoint closes the current window and all previous container windows, but leaves the original container icon selected.

Moving and resizing tiled windows

You can move tiled windows horizontally by selecting either the [Move Window Right] or [Move Window Left] command (whichever is showing) from the window management auxiliary menu. ViewPoint immediately moves the window to the opposite side of the screen.

Note: You cannot move tiled windows horizontally using the [Move] command or the window control points.

You can use the window management commands to both move and resize tiled windows vertically. Also, you can move and resize windows vertically with window control points.

Vertical moving and resizing with commands

1. Select [Move] or [Resize] from the window management auxiliary menu.
2. Point to a destination above or below the current window location.
3. Click either mouse button.

If another window is in the location you select, ViewPoint shifts or resizes the other window.

Note: You cannot resize tiled windows horizontally.

Vertical moving with control points

1. With the pointer in one of the window control points, hold down the left mouse button.
2. Move the pointer to a destination above or below the current window location.
3. Release the mouse button.

If another window is in the location you select, ViewPoint shifts or resizes that window.

Vertical resizing with control points

1. With the pointer in one of the control points, hold down the right mouse button.
2. Move the pointer up or down.
3. Release the mouse button.

If another window is in the location you select, ViewPoint resizes it.

Note: You cannot resize tiled windows horizontally.

Moving and resizing overlapping windows

You can use either window management commands or window control points to move and change the size of overlapping windows.

Moving and resizing with commands

1. Select [Move] or [Resize] from the window management auxiliary menu.
2. Point to a destination.
3. Click either mouse button.

Note: For [Move] operations, ViewPoint shifts the window so that the upper right corner is as close as possible to your selected destination.

Moving and resizing with control points

1. Position the pointer in one of the window control points and hold down the left mouse button.
2. Move the pointer to the desired location. You can move horizontally, vertically, or diagonally.
3. Release the mouse button.

ViewPoint shifts the window to the new destination.

To resize a window with control points, follow the steps above but use the right mouse button.

Restacking overlapping windows

You can change the position of a window in a stack using either the window management commands or the window control points.

Restacking with commands

Select [Top], [Bottom], or [Just Below Top] from the window management auxiliary menu of the window you want to restack. ViewPoint restacks the overlapping windows.

Restacking with control points

1. Place the pointer in a control point of the window you want to restack.
2. Click the left mouse button.

If the window is on the top of the stack, this procedure shifts the window to the bottom; if the window is anywhere else in the stack (except on top), the procedure shifts it to the top. The

effect is the same as if you used the [Top] or [Bottom] window management command.

If the window was neither at the top nor bottom to begin with, ViewPoint shifts it to the top.

The [Just Below Top] function is available only with the window management menu command.

Executing window commands

You use the mouse to execute commands in the window header or auxiliary menus. Depending on the command you select, ViewPoint may display either a prompt in the desktop message area or an option sheet. If ViewPoint needs no additional information, it executes the command immediately.

For information about specific commands, refer to the "Window commands" appendix in this volume.

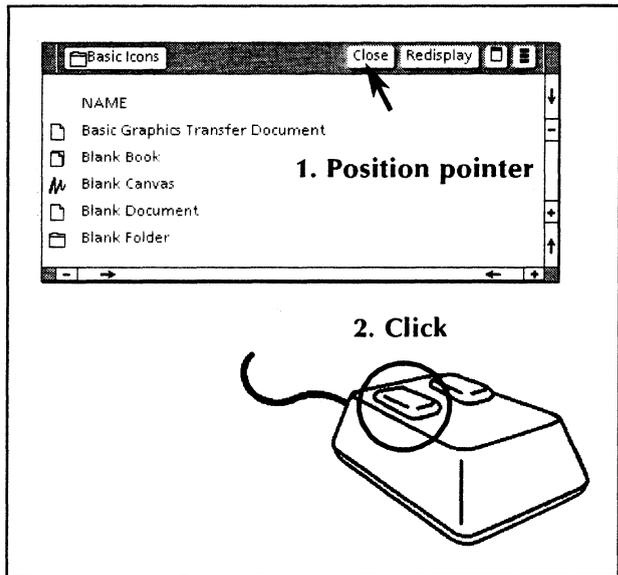
Executing a visible command

1. Point to the command in the window header (Figure 3-10).
2. Click the left mouse button. If, while pressing the mouse button, you change your mind about executing the command, move the pointer off the command before releasing the button; the command will not be executed.

Executing an auxiliary menu command

1. Position the pointer on the auxiliary menu you want.
2. Hold down either mouse button. ViewPoint displays the contents of the menu. Keep the button down.

Figure 3-10 Executing a command



(If you decide not to execute the command at this time, move the pointer off the menu and release the button.)

3. Position the pointer over the desired command and release the button.

When you release the button, ViewPoint closes the auxiliary menu and executes the command.

4. The directory

The Directory icon gives you access to all workstation resources. When you open the Directory icon, ViewPoint displays a window listing the names of several other icons, called dividers.

Dividers separate resources into functional categories; they act as the dividers in a real file drawer.

Dividers open into windows that list the resources they contain. Examples of these resources include blank icons that you copy to your desktop and icons representing remote file drawers and printers on a network. Dividers can also contain other dividers.

“Top-level dividers” are those that appear when you first open the Directory icon.

Key concepts of the directory

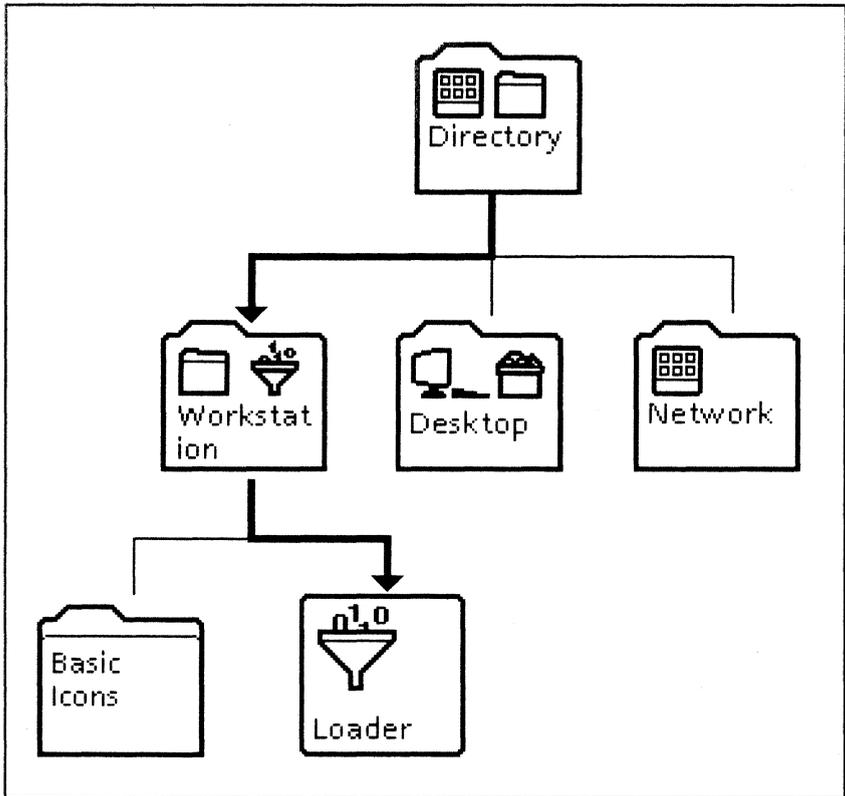


The directory has at least two top-level dividers: the Workstation divider and the Desktop divider. Additionally, if you are connected to a network, the directory contains the Network divider.

Other top-level dividers may appear, depending on the applications running on the workstation. Opening the appropriate divider gives you access to the resources in it.

To gain access to an individual resource, you first open the Directory icon and then open the appropriate dividers along the path to the desired resource. For example, Figure 4-1 illustrates a path from the Directory icon to the Application Loader icon.

Figure 4-1 Directory access to a resource



The Workstation divider

The *Workstation divider* contains all the icons related to the operation of your workstation, such as blank icons and the icons representing attached hardware devices. Opening the Workstation divider reveals the Basic Icons divider, the Local Devices divider, the Office Accessories divider, and the Application Loader icon.

Opening these lower-level dividers reveals the icons they contain. Figure 4-2 shows the hierarchy of dividers and icons that you can reach through the Workstation divider.

Basic Icons divider

The Basic Icons divider contains the Basic Graphics Transfer Document and several blank icons. The Basic Graphics Transfer Document contains shapes and frames used in creating graphics. The other icons represent software that can be used to create documents, folders, and mail.

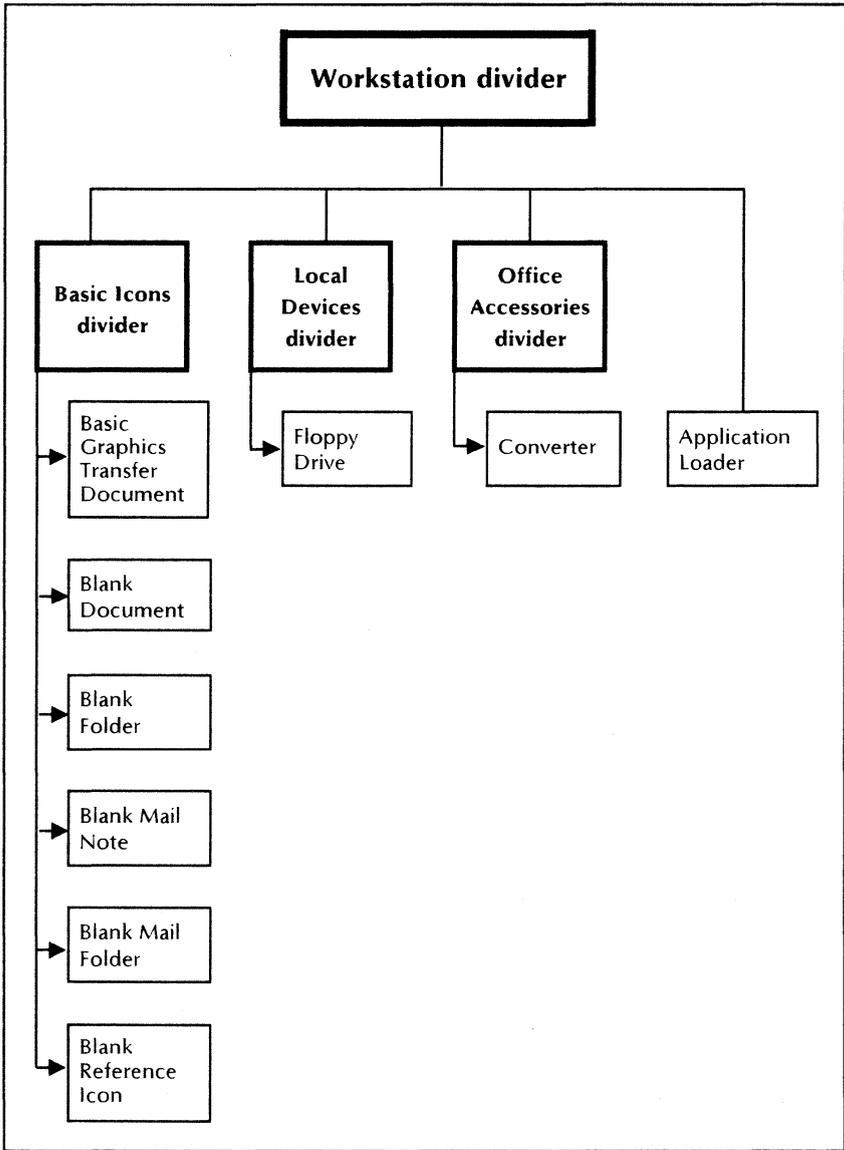
Other basic icons appear in this divider, depending on the VP Series software applications running in your application loader. Examples include a Blank Spreadsheet icon (with the *VP Spreadsheet* application), an Empty Dictionary icon (with the *VP Spelling Checker* application), and a Blank Canvas icon (with the *VP Free-Hand Drawing* application).

Network-related icons, such as mail icons, do not appear if your workstation is using the *VP Stand-alone* software package.

Local Devices divider

The Local Devices divider contains icons representing devices attached to the workstation, such as a floppy drive or a printer.

Figure 4-2 The Workstation divider



Office Accessories divider

The icons in the Office Accessories divider depend on which applications are running in your application loader.

The Office Accessories divider contains icons representing common office objects, for example, the Clock icon, the Calculator icon, and the Personal Calendar icon.

This divider can also contain icons representing data processing software, such as the Converter icon for converting files from one format to another.

Note: If icons do not appear in your Office Accessories divider, ask your System Administrator to enable the *VP Office Accessories* software option for your workstation.

Application loader

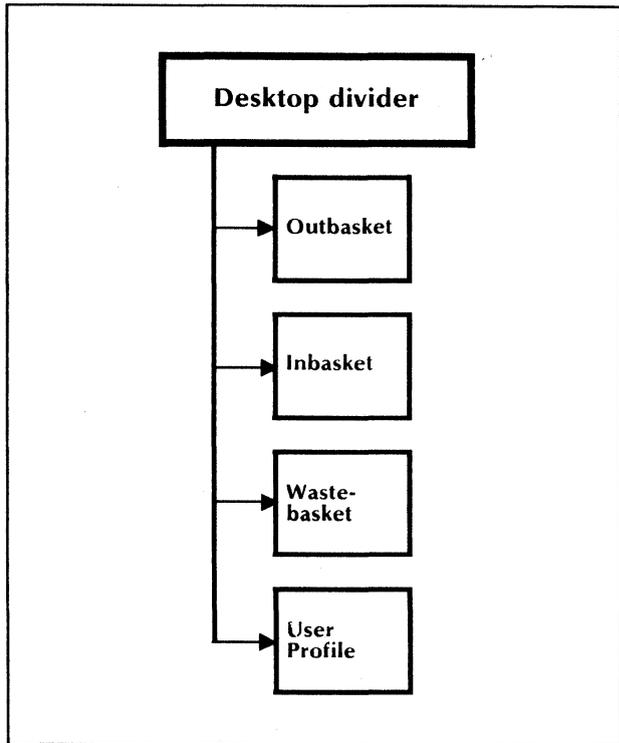
The application loader lets you install application software onto the hard disk of your workstation. After installation, the application loader lets you run an idle application or idle a running one. You can also use the loader to set an application to run automatically when you start or reset the workstation.

For more information, see the chapter titled “The application loader” in this volume.

The Desktop divider

The *Desktop divider* (Figure 4-3) contains icons representing common office containers, such as the outbasket, the inbasket, and the wastebasket. It also contains the User Profile icon.

Figure 4-3 The Desktop divider



Outbasket

The outbasket lets you send mail messages over a network. The Outbasket icon appears in the Desktop divider if you have *VP NetCom* or *VP RemoteCom* installed.

Inbasket

The inbasket lets you receive mail messages over a network. The Inbasket icon appears in the Desktop divider if you have *VP NetCom* or *VP RemoteCom* installed.

Wastebasket

The wastebasket provides a way to recover an item that you accidentally delete from the desktop. For more information, see “The wastebasket” in the chapter titled “The desktop” in this volume.

User Profile

The User Profile lets you customize the appearance of the desktop and of the windows and icons that appear on it.

You can change the User Profile to tailor desktop and window displays and keyboard configurations to your needs. For example, you can use the User Profile to specify a foreign language keyboard as the one to be in effect after you log on.

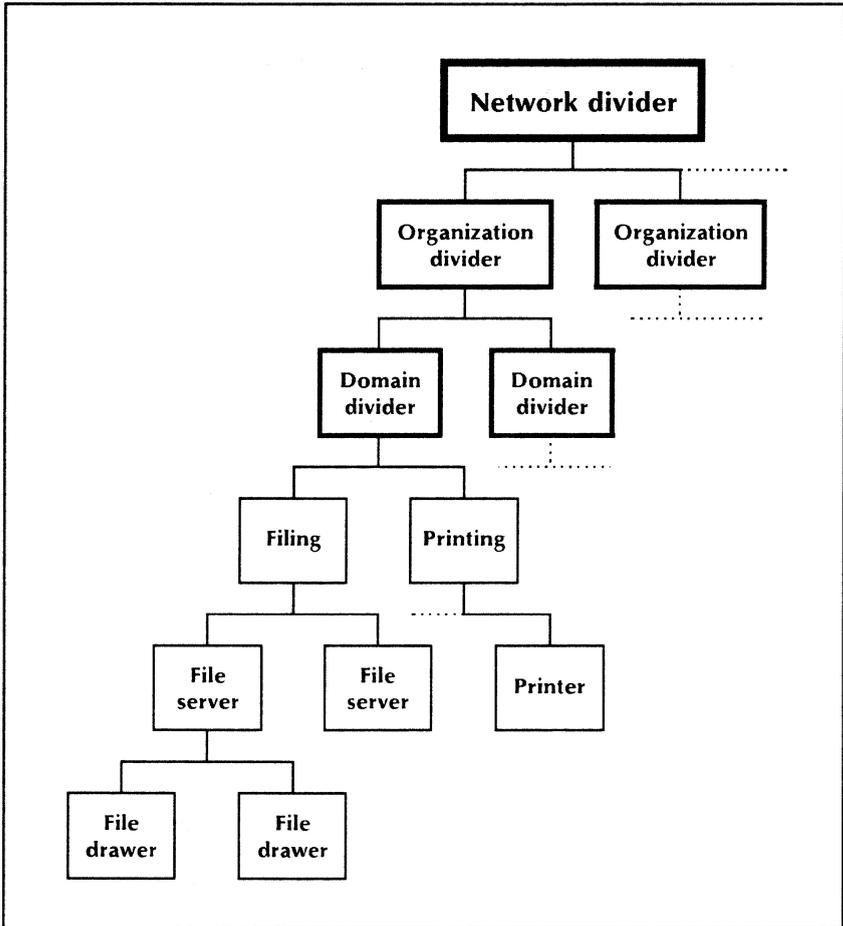
For more information, see the chapter titled “The User Profile” in this volume.

The Network divider

If you have *VP NetCom* or *VP RemoteCom* installed, the *Network divider* (Figure 4-4) gives you access to network resources. For example, you use the Network divider to print and file information at remote locations. *VP NetCom* provides local area network services; *VP RemoteCom* gives you dial-up access to off-site network resources.

Opening the Network divider reveals a list of organizations registered on the *internetwork*, a wide-area communication network. Each organization, in turn, is composed of domains.

Figure 4-4 The Network divider



Organization divider

The Organization divider contains a list of domains registered within an organization. A *domain* is a specific segment of a larger network.

Domain divider

The Domain divider contains a list of dividers representing network services (resources) available within the domain. These dividers include the Filing divider, the Printing divider, and others, depending on the network resources of the particular domain and the applications running in your application loader. Terminal emulation dividers are examples of other domain dividers.

The Filing divider contains a list of the available network File Services. A *File Service* enables you to store documents, folders, and other information on a file server on the network. Each File Service has its own icon, and each contains a list of the file drawers available within the filing domain.

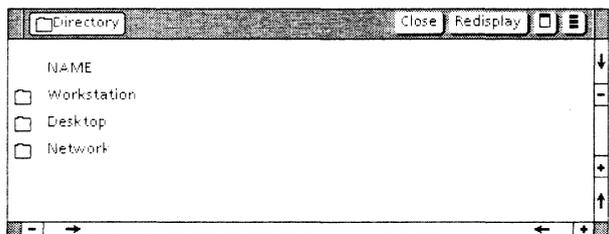
The Printing divider contains a list of printers available within the network domain.

Using the directory

1 2 3...

The Directory window (Figure 4-5) displays a listing of the top-level dividers for your workstation.

Figure 4-5 The Directory window



The dividers you see depend on your workstation environment and your available applications. For

example, if you are working in the *VP Standalone* environment, the network divider does not appear in the directory.

Note: Certain icons (for example, terminal emulation icons) do not appear in the directory unless you first load and run a corresponding software application. The reference volume for your particular application should tell you what software needs to be running. For information on how to load and run software, see the chapter titled "The application loader" in this volume.

Using the directory to customize your desktop

To customize your desktop, you open the Directory icon and copy objects from it:

1. Select the Directory icon.
2. To open the Directory icon, double-click the left mouse button or press the <OPEN> key.
3. Select and open the Workstation divider.
4. Select and open the Basic Icons divider.
5. Select each icon you will need to perform your workstation tasks. For example, if you will need to create documents, select the Blank Document icon.
6. Press the <COPY> key.
7. Point to a blank place on your desktop and click the left mouse button. A copy of the selected icon appears on your desktop.

Note: You cannot open icons within the Basic Icons divider. To open basic icons, you must copy them to the desktop first.

When you use a basic icon, such as the Blank Document icon, copy the one on your desktop and then perform any modifications to the copy. If you copy the icon from your desktop, you do not need to retrieve a new icon from the directory every time you need one.

To continue customizing your desktop, select and copy the icons you need from each of the dividers in the directory.

Select [Close All] to close all divider windows and the Directory window at the same time, or select [Close] to close one window at a time.

Copying resource icons from the directory to the desktop

You can have access to resources in the directory by copying icons, such as a remote file drawer icon or remote printer icon, to your desktop.

With the remote icon on your desktop, you can have access to the resource without having to go through multiple levels of the directory. In other words, you do not need to open the Directory divider, the Network divider, and all the dividers on the path to your resource; you can just open the resource icon on your desktop.

To copy resource icons to your desktop, use the same procedure as for copying any other icon:

1. Select the resource icon.
2. Press the <COPY> key.
3. Point to the destination.
4. Click either mouse button.

Two types of text appear in ViewPoint:

- *Regular text* comprises *VP Document Editor* documents and fills the text frames used in graphics.
- *Simple text* appears in mail notes, the User Profile, and the text-entry boxes on property and option sheets.

To enter and edit regular text in documents, you must load and run *VP Document Editor* in your application loader. For details about regular text, refer to *Document Editor Reference* volumes 3 and 4 in this library or to the "Summary of Document Editor operations" appendix in this volume.

This chapter tells you how to manipulate simple text, which you will use to edit property and option sheet settings and your User Profile.

Key concepts of simple text



You can perform a variety of operations with simple text: you can edit text, you can use the mouse or the cursor keys to move the text caret (^) to different positions, and you can select different increments of text.

Editing simple text is much like manipulating icons in ViewPoint: you can use the <COPY>, <MOVE>, and keys with text just as you do with icons. After you select a unit of text (for example, a word), you press the desired function key. For <COPY> and <MOVE> operations, you then point to a destination within

a simple text document or text-entry box and click the left mouse button.

Selecting text and moving the caret involve both mouse operations and User Profile parameters.

- To determine the position of the caret when you select text, you first modify the **Caret Position** parameter in the User Profile.
- To use cursor keys to move the caret within text, you first enable them by modifying the **Cursor keys enabled** parameter in the User Profile or by pressing a function key on your keyboard.
- To select text for editing, you use the mouse.

Note: For a new User Profile parameter setting to become active in your User Profile, you must log off ViewPoint and log on again. The new setting will take effect after you log back on.

The User Profile parameters are described in this chapter. For instructions on how to modify your User Profile, see the chapter titled “The User Profile” later in this volume.

Setting the **Caret Position** parameter

1 2 3...

To determine the placement of the caret when you select a character, word, line, or text field, you modify the **Caret Position** parameter in the [System] section of the User Profile.

Two options are available: **NEAREST SIDE** and **ALWAYS AFTER**. **NEAREST SIDE** positions the caret before the selection if you select the left side of the text, or after the text selection if you select the right side of the text. **ALWAYS AFTER** positions the caret after the selection. **ALWAYS AFTER** is the default.

To set the caret position to the nearest side of the selected text, copy the following entry from the User Profile Copy Source to your User Profile:

[System]
Caret Position: NEAREST SIDE

To set the caret position to appear after the selected text, copy the following entry from the User Profile Copy Source to your User Profile:

[System]
Caret Position: ALWAYS AFTER

For instructions on how to modify your User Profile, see the chapter titled "The User Profile" later in this volume.

Cursor keys

1 2 3...

Cursor keys are predefined keys that you can use to move the caret in a body of text. Cursor keys are not a substitute for the mouse, which performs the same functions but is not confined to text. However, if you prefer the keyboard to the mouse, predefined cursor keys allow you to move quickly through text with a minimum of keystrokes.

The positions and availability of cursor keys vary slightly between the 6085 and 8010 workstations. For details, see the section that applies to your workstation later in this chapter.

Table 5-1 describes the movements of the cursor keys available in simple text.

The keys that move the cursor one character at a time are repeating keys. These keys include <Left>, <Right>, <Down>, and <Up>. As long as you hold down these keys, the insertion point continuously moves in the specified direction.

Table 5-1 **Cursor-key movements**

Cursor key	Moves insertion point
<End>	To end of simple text
<Down>	One line down
<Left>	One character left
<Right>	One character right
<Home>	To start of simple text
<Up>	One line up

When you use cursor keys to move the insertion point out of view, ViewPoint automatically scrolls the window to display the new insertion point.

Note: You cannot use cursor keys to move between simple text fields, such as the text fields in an option sheet. You must use the mouse or the <NEXT> key to move from field to field.

You can enable cursor keys in two ways:

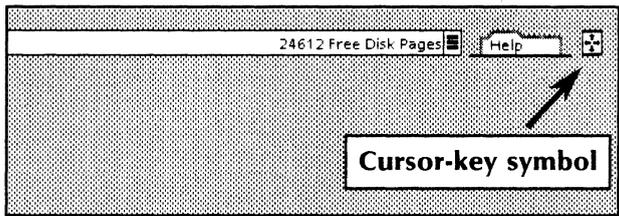
- By setting a parameter in your User Profile.
- By pressing a function key (the <NumLock> key on the 6085; the <Cursor Lock> key on the 8010). For details, see the section on your workstation later in this chapter.

The cursor-key symbol

When you enable cursor keys, the cursor-key symbol displays next to the Help icon in the upper right corner of your desktop.

Figure 5-1 shows the cursor-key symbol displaying next to the Help icon on the desktop.

Figure 5-1 The cursor-key symbol



Enabling cursor keys in your User Profile

The keypad to the right of your alphanumeric keyboard can function as a set of cursor keys. To specify that the keypad will have this interpretation when you log on, you modify the **Cursor keys enabled** parameter in the [System] section of the User Profile. Two options are available: TRUE and FALSE.

The default value on both the 6085 and 8010 workstations is FALSE: When you log on, the keypad to the right of the keyboard functions the way the keys are labeled on your keypad. You can enable the cursor keys for the current session, even if this parameter is set to FALSE, by pressing a function key (described later in this section).

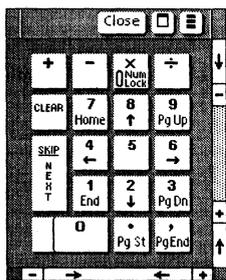
To enable your cursor keys, copy the following entry from the User Profile Copy Source to your User Profile:

```
[System]
Cursor keys enabled: TRUE
```

Cursor keys on the 6085 workstation

On the 6085 workstation, the keypad assumes the functions of cursor keys when cursor keys are enabled. Figure 5-2 shows the cursor keys available on the 6085 workstation. Note that the shifted interpretations of the keys are numeric.

Figure 5-2 Cursor keys (6085 workstation)



This keypad displays next to the alternate keyboard window when cursor keys are enabled and you press <KEYBOARD> and the alternate function key corresponding to <Show>. (For information about alternate keyboards, see the chapter titled “The keyboard and alternate keyboards” later in this volume.)

6085 cursor key assignments

Table 5-2 shows the numeric keys and corresponding cursor-key assignments on the keypad. You can switch between cursor and numeric keys in two ways: temporarily, for one keystroke, and “permanently” (until you switch the interpretation back again).

Using a function key to enable 6085 keys

The <NumLock> key acts as a toggle between the numeric and cursor-key interpretations of the keypad: each time you press it, it changes the keypad interpretation to the alternate meaning. To switch the keypad to its alternate meaning, do the following:

1. Assuming the cursor keys are enabled, press <NumLock> (the multiply <x> key).
2. Use the numeric keys as desired.

Table 5-2 6085 cursor key assignments

Keypad key	Cursor key
< x > (multiply)	< NumLock >
< 1 >	< End >
< 2 >	< Down >
< 3 >	< Page-Down >
< 4 >	< Left >
< 5 >	(None)
< 6 >	< Right >
< 7 >	< Home >
< 8 >	< Up >
< 9 >	< Page-Up >
< . > (period)	< Page-Start >
< , > (comma)	< Page-End >

3. Press < NumLock > (the < SHIFT > < x > keys) to re-enable cursor keys.

Switching key meanings for one keystroke

You can use the < SHIFT > key to temporarily change the meaning of a single key.

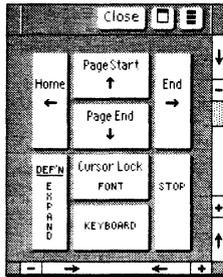
1. Press the < SHIFT > key and hold it down.
2. Press the desired key; it performs numeric data entry if cursor keys are enabled, or cursor-key movement if numeric keys are enabled.

3. Release the <SHIFT> key. The key returns to its alternate meaning.

Cursor keys on the 8010 workstation

On the 8010 workstation, the keypad to the right of the main typing array assumes the functions of cursor keys when cursor keys are enabled. Figure 5-3 shows the cursor keys available on the 8010 workstation.

Figure 5-3 **Cursor keys (8010 workstation)**



Unlike the <SHIFT> key on the 6085 workstation, the 8010 <SHIFT> key does not switch between the cursor-key meanings and the meanings of the keys as they are labeled on the real keypad. For the 8010, the <SHIFT> key, combined with cursor keys, provides additional cursor movements within text.

The 8010 cursor-key pad displays next to the alternate keyboard window when cursor keys are enabled and you press <KEYBOARD> and the alternate function key corresponding to <Show>. (For information about alternate keyboards, see the chapter titled "The keyboard and alternate keyboards" later in this volume.)

8010 cursor key assignments

Table 5-3 shows the keys as they are labeled on the real keypad and the corresponding cursor-key assignments.

Table 5-3 **8010 cursor key assignments**

Keypad key	Cursor key
< SHIFT > < FONT >	< Cursor Lock >
< NEXT >	< Left >
< SHIFT > < NEXT >	< Home >
< HELP >	< Up >
< SHIFT > < HELP >	< Page Start >
< MARGINS >	< Down >
< SHIFT > < MARGINS >	< Page End >
< UNDO >	< Right >
< SHIFT > < UNDO >	< End >

Using a function key to enable cursor keys

1. Assuming the keypad had its labeled function-key assignments, press the < SHIFT > < FONT > keys.
2. Use the cursor keys as desired.
3. Press < Cursor Lock > (the < FONT > key) to return to the key meanings labeled on the real keys.

Selecting text



You can use two different methods to select text:

- Multiple clicking
- Select-adjust

You can cancel text selection by moving the pointer out of the frame or window and clicking the left mouse button.

Note: Only one selection (one icon, one series of icons, or one portion of text) is possible on the desktop at any one time. If you select an object (or series of the same object), it will be “deselected” when you select the next object.

Multiple clicking

To select simple text, you use the mouse to position the pointer on the text, and then you click the left mouse button. The number of times you click the left mouse button (referred to as *multiple clicking*) determines the amount of text you select.

Number of Clicks	Text Selected
One	A character
Two	A word
Three	A line
Four	A block of text

Note: When you click the mouse button for the fifth time, you select only the first character again.

Timeout period for multiple clicking

You can change the timeout period for multiple clicking to select simple text. The timeout period is the time allowed between clicks.

To modify the timeout period, you use the **Text Multi-click Time** parameter in the [System] section of your User Profile. The following options are available:

- FAST allows you to multiple-click in 0.6 second intervals.
- SLOW allows you to multiple-click in 1.2 second intervals.
- INFINITE (the default setting) allows you to successively click in the same place with any time interval between clicks.

For detailed instructions on changing the User Profile, see the chapter titled "The User Profile" later in this volume.

Selecting one character

1. Point to the character.
2. Click the left mouse button once.

Selecting a word

1. Point anywhere on the word.
2. Click the left mouse button twice.

Note: This procedure selects a word and the space following the word, except when the word is followed by a punctuation mark. In that case, the word and the space preceding it are selected.

Selecting a line

1. Point anywhere on the line.
2. Click the left mouse button three times.

Selecting a block of text

1. Point anywhere in the block of text.
2. Click the left mouse button four times.

This procedure selects an entire text-entry box in a property or option sheet, or the entire document in the case of a mail note or the User Profile.

The select-adjust method

You can use the *select-adjust* method to select parts of words, spaces, or any length of text.

1. Point to the first character or space and click the left mouse button.
2. Position the pointer on the last character or space in the text you want to select.
3. Click the right button.

Editing simple text

1 2 3...

After you select a unit of text, you can copy, move, or delete it.

Copying and moving simple text

1. Select a unit of text to be copied or moved.
2. Press <COPY> or <MOVE>.
3. Point to a destination within a simple text document or text-entry box.
4. Click either mouse button.

Using the backspace key to delete text

1. Position the cursor after the character or characters you want to delete.
2. Press the backspace key once for every character you want to delete.

Using the backward key to delete text

1. Position the cursor after the word or words you want to delete.
2. Press the backward (<SHIFT> backspace) key once for every word you want to delete.

Using the key to delete text

1. Select the unit of text to be deleted.
2. Press the key.

Unlike when you delete icons, ViewPoint does not ask you for confirmation when you delete a unit of text.

Using the caret positioning feature



For text editing, the caret (^) marks the location of the next character you type. To reposition the caret, you move the mouse to position the pointer to the desired location and click the left mouse button. (As an alternative to the mouse, you can use cursor keys, described in the “Cursor keys” section earlier in this chapter.)

You can also use the mouse to position the caret before or after a unit of text (such as a word), depending on where you click on the text itself.

To make this feature available, you change the **Caret Position** parameter in the User Profile. This parameter is described in “Setting the Caret Position parameter” earlier in this chapter.

Positioning the caret before or after a character

To position the caret before a character:

1. Point to the first half of a character.
2. Click the left mouse button.

To position the caret after a character:

1. Point to the second half of a character.
2. Click the left mouse button.

Positioning the caret before or after a word

To position the caret before a word:

1. Point to the first half of the word.
2. Click the left mouse button twice.

To position the caret after a word:

1. Point to the second half of the word.
2. Click the left mouse button twice.

Positioning the caret before or after a line

To position the character before a line:

1. Point to the first half of the line.
2. Click the left mouse button three times.

To position the caret after a line:

1. Point to the second half of the line.
2. Click the left mouse button three times.

Positioning the caret before or after a block of text

To position the caret before a block of text:

1. Point to the first half of the block of text.
2. Click the left mouse button four times.

To position the caret after a block of text:

1. Point to the second half of the block of text.
2. Click the left mouse button four times.

6. Property and option sheets

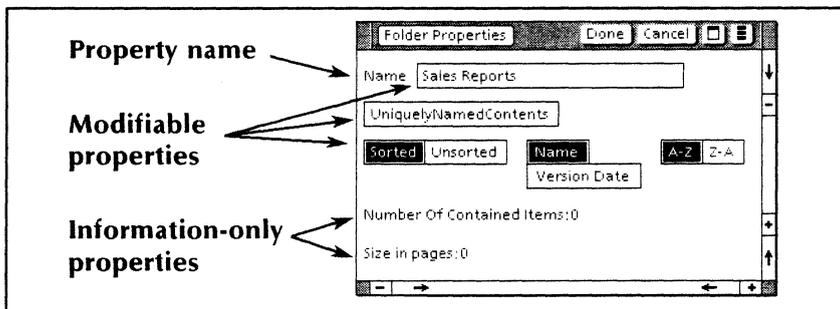
Nearly everything in ViewPoint, from a character to a file drawer, has a property sheet or an option sheet. Property and option sheets are types of windows that list the characteristics of an object. *Objects* include everything in ViewPoint that you can use the mouse to select, such as icons, text, frames, graphic shapes, tables, and spreadsheets.

Key concepts of property and option sheets



You use a property or option sheet to view or change the characteristics of an object, such as its name, size, and appearance. Figure 6-1 shows the property sheet you would use to modify the characteristics of a folder.

Figure 6-1 Example of a property sheet



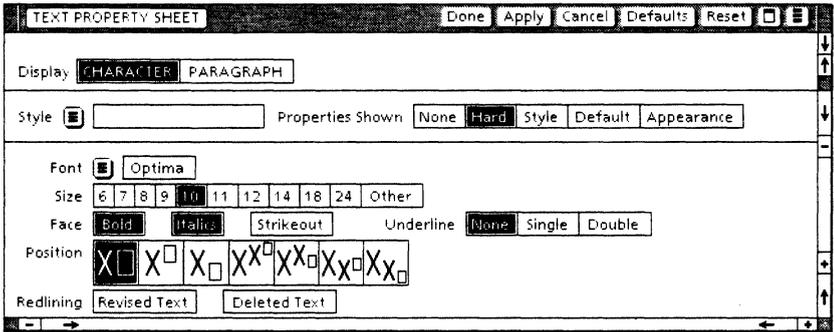
Because property and option sheets are types of windows, you can scroll the contents of a property or option sheet and use window control points to move or resize it.

Types of properties and options

The characteristics of an object, displayed in the property or option sheet, are called properties or options, respectively. Some of them are in read-only format and some of them you can modify. Properties and options appear on property and option sheets in a number of ways (as shown in Figures 6-1 and 6-2):

- The property or option name appears within a box, which you select to turn the setting on or off. The **UniquelyNamedContents** property, shown in Figure 6-1, is an example.
- The property or option name appears beside an unselectable (read-only) setting. This type of setting is not modifiable and has probably been preset by your System Administrator. The **Size in Pages** property shown in Figure 6-1 is an example.
- The property or option name is followed by a rectangular “text-entry” box for the setting. To modify the property or option, you edit the current setting or delete it and type a new one into the box. The **Name** property in Figure 6-1 is an example.
- The property or option name appears beside a number of mutually exclusive settings, one of which you can select. When you select your setting, ViewPoint highlights it and cancels the previously selected setting for the property or option. The **Size** property in Figure 6-2 is an example.
- The property or option name appears beside a number of settings, and more than one setting can be selected at the same time. For example, the **Face** property shown in Figure 6-2 groups three settings; the [Bold] and [Italics] settings are on and the [Strikeout] setting is off.

Figure 6-2 The Text property sheet



- The property or option name appears beside a pop-up menu, which displays settings you can select. The menu symbol is a box containing three horizontal bars. When you select a setting, it displays in the box to the right of the menu symbol. The **Font** property shown in Figure 6-2 is an example.

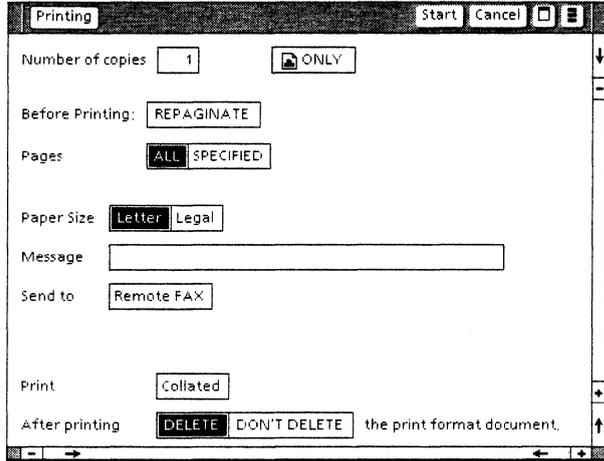
Sometimes when you select a property or option, other properties or options appear or disappear. For example, when you select the **Unsorted** property in the property sheet shown in Figure 6-1, the properties to the right (such as **Name**) disappear.

If an object has a great number of properties, the property sheet may include a **Display** setting, which enables you to select one or more related displays. You can use this property to switch between the displays.

The Text property sheet shown in Figure 6-2 is an example of a property sheet with more than one display; you can select either the [Character] or [Paragraph] display.

Option sheets have the same kinds of settings as property sheets. Sometimes option sheets (as opposed to property sheets) list options that modify an operation, such as printing. Figure 6-3 illustrates an option sheet that controls the printing function.

Figure 6-3 The Printing option sheet



Property defaults

When you display a property for the first time, it contains default values. A *default* value is first set by ViewPoint. It is a standard value that serves most users of the object it describes.

For example, ViewPoint measures the dimensions of tables in inches. A property sheet for a table contains a **Units** property with a default value of [Inches]. You can change this property setting to other units of measure: millimeters, centimeters, points, and spaces.

If you find that you use points more than inches for specifying table dimensions, you can change the default value for the **Units** property. You change default values by modifying parameters in your User Profile.

In this table-dimensions example, you would specify POINTS as the option setting for the **Units** parameter in the [Document Table Defaults] section of your User Profile. (For instructions on how to modify your User Profile, see the chapter titled "The User Profile" later in this volume.)

Your new default value takes effect after you log off and log back on again. When you display a property sheet for a table, the **Units** property displays a default setting of [Points].

Changing modifiable properties and options

When a property or option sheet appears, it contains the properties or options currently in effect. Modifiable properties or options appear either boxed or highlighted.

Some of the modifiable properties or options shown reflect default values. Others reflect properties that a previous user set and ViewPoint has saved.

To change modifiable properties or options, follow these procedures:

- If the property or option setting displays as text, delete or edit the current text and type the new information. If the property sheet has other text-entry boxes, you can use the <NEXT> function key to advance to the next text-entry box you want to change.

- If the property or option consists of several mutually exclusive choices, move the pointer to the choice you want and select it. ViewPoint highlights the new choice and removes the highlighting from the previous choice.
- If only one modifiable property or option choice displays, you can select it to change its state between on and off. ViewPoint reverses the highlighting currently in effect.

You cannot change read-only options.

Property and option sheet window commands

Most property and option sheets display the following commands in their window header or floating items auxiliary menu:

[Apply]

Causes the changes made in a property sheet to take effect, and keeps the property sheet displayed for further changes.

[Cancel]

Cancels all changes made to the property or option sheet since you displayed it or selected [Apply], [Done], or [Start]. Also, [Cancel] closes the property or option sheet window.

[Defaults]

Restores all properties to their ViewPoint default settings, and keeps the property sheet displayed for further changes. (Property sheets only.)

[Done]

Applies the properties currently selected and closes the property sheet window.

[Reset]

Restores all properties to the settings in effect when you displayed the property sheet or selected [Apply]. The property sheet remains displayed. (Property sheets only.)

[Start]

Begins the execution of the function associated with the option sheet. (Option sheets only.)

The arrangement of commands in the header and floating items auxiliary menu depends on the sheet displayed. To execute a command, select it with the mouse.

Displaying property sheets

A black square button with white text '1 2 3...'. The numbers are in a sans-serif font, with '1' being the largest and '2 3...' smaller. The button has a slight shadow effect.

1. Select the object whose property sheet you want to display.
2. Press the <PROP'S> key.

ViewPoint immediately displays the property sheet.

Displaying option sheets

ViewPoint may display an option sheet when you select a command to perform a function, such as printing, or when you press certain function keys, such as <FIND>. ViewPoint automatically displays the necessary option sheets if it needs more information from you before performing the function.

7. The application loader

An *application* is software that performs a specific set of tasks. For example, the *VP Document Editor* is an application for creating, formatting, and editing documents.

In ViewPoint, applications are in either an IDLE or a RUNNING state.

The *application loader* starts applications running and keeps track of their state.

Key concepts of the application loader



Applications are represented by application icons. If you want to install an application on your workstation, you copy its icon to the Application Loader icon.

When you start up the workstation, some installed application software is idle, and some applications, such as *VP Document Editor*, run automatically. To specify that an idle application will run automatically the next time you start up your workstation, you use the Application properties sheet. Similarly, to specify that a running application will be idle the next time you start up your workstation, you also use the Application properties sheet.

You can see which applications are installed and whether or not they are running by looking at the contents of the Application Loader window. To run an idle application, you use a window command in the Application Loader window.

Operations performed on applications

You can perform one or more of the following operations on applications:

- To *install* an application, you copy its icon from a floppy disk or from a network file drawer onto the Application Loader icon. This copy operation installs the application on the hard disk of the workstation.
- To *enable* an application, you enter the password signifying that you have the license to use that software. You can enable software, using the Software Options window, before or after installing it. For information about enabling software, see the *Software Installation* volume in this library.
- To *run* an application, you use the [Run] command in the Application Loader window header. This command activates, or makes available for immediate use, software that is installed but idle.
- To delete an application, you use the key, as you would with any icon. However, you can only delete an idle application. Deleted software is no longer installed, even when the software option is still enabled.

Effects of changes to the application status

You can perform operations with the application loader that affect all other users of your workstation:

- When you copy an application to the application loader, the application becomes available to all users of that workstation.
- When you run an application, it remains in the RUNNING state until you turn off or reset the workstation.

- When you set an application to run automatically during workstation startup, the change takes effect the next time anyone turns on or resets the workstation.
- When you move an application icon out of the Application Loader window, the software becomes unavailable to other workstation users.

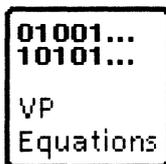
Note: You delete an application from the workstation when you delete an icon from the Application Loader window. If a workstation user needs the application again, someone must reinstall it.

Be careful when executing application loader procedures that affect other users.

The application icon

An application icon, shown in Figure 7-1, represents a software application.

Figure 7-1 **An application icon**



Depending on the software installation methods at your site, you can retrieve application icons from a floppy disk or an applications folder in a network file drawer.

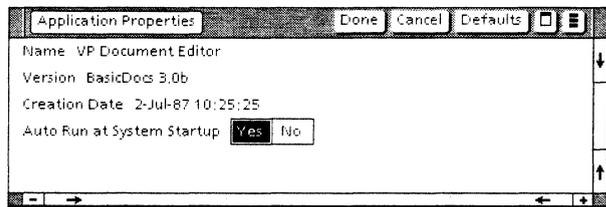
As with other icons, you can move, copy, and delete an application icon. However, you cannot open an application icon.

The chapter titled "The floppy drive," later in this volume, describes procedures you can use to obtain application icons from the floppy disk. To obtain them from a network file drawer, refer to the *Workstation Administration and System Resources Reference* volume in this library.

The Application properties sheet

The property sheet associated with an application displays the properties listed below. Figure 7-2 shows an example of an Application properties sheet.

Figure 7-2 The Application properties sheet



Name

Lists the name of the application.

Version

Lists the software version number of the application.

Creation Date

Lists the date and time when this version of the application was created.

Auto Run at System Startup

Lets you specify whether ViewPoint automatically runs the software when you start up (*boot*) or reset (*reboot*) the workstation.

The Application Loader icon

The Application Loader icon (Figure 7-3) resides in the Workstation divider of your directory. For convenient access to this icon, you can copy it onto your desktop.

Figure 7-3 The Application Loader icon



The Application Loader icon looks like a funnel into which binary numbers are being poured. You can move or copy application icons to this icon.

The Application Loader window

When you open the Application Loader icon, ViewPoint displays a window like the one shown in Figure 7-4.

The Application Loader window lists all installed applications. It does not list environment software, such as ViewPoint itself.

In addition to the [Close] and [Redisplay] commands, the Application Loader window header has this command:

[Run]

Starts any software currently in an IDLE state.

Figure 7-4 The Application Loader window

	NAME	VERSION	DATE	STATUS	AUTO RUN
010 101	Calculator	Thrills 2,0d	9-Jul-87 13:56:21	IDLE	No
010 101	Clock	Thrills 2,0c	18-Jun-87 17:57:39	IDLE	No
010 101	Container List Tool	Thrills 2,0d	26-Aug-87 16:09:44	IDLE	No
010 101	Mail	CWS 2,0d	17-Jul-87 16:43:27	RUNNING	Yes
010 101	Personal Calendar	Thrills 2,0c	18-Jun-87 17:57:42	IDLE	No
010 101	Remote Printing	CWS 2,0c	30-Jun-87 16:27:00	RUNNING	Yes
010 101	Shared Books	OS 6,0	10-Apr-87 13:33:21	IDLE	No
010 101	Software Options Tool	BWS 4,3c	1-Jul-87 13:35:23	RUNNING	Yes
010 101	VP CUSP Buttons	BasicDocs 3,0b	29-Jun-87 17:45:39	RUNNING	Yes
010 101	VP Data-Driven Graphics (Bar, Pie, Line)	BasicDocs 3,0b	29-Jun-87 17:45:59	RUNNING	Yes
010 101	VP Document Editor	BasicDocs 3,0b	2-Jul-87 10:25:25	RUNNING	Yes
010 101	VP File Conversion of 860 Documents	FC 2,0c	23-Jul-87 17:00:20	IDLE	No

The Application Loader window includes the following status information, arranged in columns:

NAME

The name of the application.

VERSION

The software version number of the application.

DATE

The date on which the current version of the application was created.

STATUS

The state (RUNNING or IDLE) of the application.

AUTO RUN

An indicator of whether the application runs automatically when you start up the workstation.

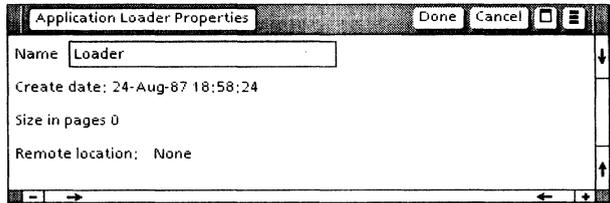
SIZE

The amount of space, in disk pages, that the application software occupies on the hard disk. (Not shown in Figure 7-4.)

The Application Loader properties sheet

The property sheet for the Application Loader icon is shown in Figure 7-5 and its properties are described below. Most properties on this property sheet display in read-only format.

Figure 7-5 **The Application Loader properties sheet**

**Name**

Lists the name of the application loader. You can change the name for the Application Loader icon by deleting the current name and typing a new one.

Create Date

Lists the date and time when the application loader was created.

Size in Pages

Lists the amount of space, in disk pages, that the application loader occupies.

Remote location

Lists the name of the network file drawer (if any) containing the Application Loader icon.

Installing and running an application

1 2 3...

When you install an application, you can simultaneously install and run it, or you can install it first and then run it later, when you need to use it. An running application uses more system resources than an idle application.

Simultaneously installing and running an application

1. Select one or more application icons at their current location (an applications file drawer, the floppy disk drive, or your desktop).

2. Press the <COPY> key.

Note: You can use the <MOVE> key, but the <MOVE> function removes the application from its previous location.

3. Move the pointer to the closed Application Loader icon and click either mouse button.

Messages in the desktop message area inform you that ViewPoint first loads the software and then starts it running. When the message "Done" appears, you can open the Application Loader window to verify the operation.

Installing an application without running it

1. Open the Application Loader window.
2. Select one or more application icons at their current location.
3. Press the <COPY> key.
4. Move the pointer to the Application Loader window and click either mouse button.

ViewPoint copies the application to the window, but does not run it.

Running an installed application

1. Open the Application Loader window.
2. Select one or more idle applications that you want to run.
3. Select [Run] in the window header.

Messages in the desktop message area name the application being loaded. ViewPoint starts the applications running in the order in which you selected them.

ViewPoint changes the state of the applications from IDLE to RUNNING, and then redisplay the Application Loader window.

Note: Some applications require that certain other applications be running first. For information, refer to the volume for the specific application in this library.

Setting an application to run automatically

1. From the desktop or the Application Loader window, select the application you want to run automatically. For this procedure, you select only one application.
2. Press the <PROP'S> key.
3. Select [Yes] as the setting for the **Auto Run at System Startup** property.
4. Select [Done] in the property sheet window header.

The application will automatically run the next time you reset the workstation or turn it off and on again.

Note: The more applications you set to run automatically, the more time the workstation

needs to start up. You should set for **Auto Run** only those applications you run frequently.

Idling a running application

1 2 3...

1. From the Application Loader window, select the application you want to idle. For this procedure, you can only select one application.
2. Press the <PROP'S> key.
3. Select [No] for the **Auto Run at System Startup** property.
4. Select [Done] in the property sheet window header.

The application will be idle the next time you reset your workstation or turn it off and on again.

Deleting an application

1 2 3...

You can delete an application from the Application Loader window just as you would delete any file. However, you cannot delete an application that has a status of **RUNNING**.

1. If necessary, idle the application.
2. Reboot your workstation.
3. Log on to ViewPoint.
4. Open the Application Loader window.
5. Select the idled application.
6. Press the key.

8. The User Profile

Your workstation has a User Profile assigned to it, which determines how your desktop and installed applications look and act. By customizing your User Profile, you can tailor your work environment to your needs.

Key concepts of the User Profile



Your User Profile contains information that ViewPoint uses to modify the behavior and appearance of your workstation software. For example, information in the User Profile tells ViewPoint what shade of gray to use for the desktop.

User Profile information is organized into sections, parameters, and options. Each User Profile section has a name in square brackets that indicates a category of workstation software. [System] is an example of a section name. This name is followed by:

- *Parameters* (such as **DefaultKeyboard**) that name the characteristic being modified.
- The current *option*, or setting in effect for each parameter.
- A list of available options for the parameter, preceded by dashes (--).

For example, the [System] section can display the following:

```
[System]
Text Multi-click Time: Infinite --Infinite|Slow|Fast
```

This User Profile entry means that, for the [System] section, the **Text Multi-click Time** parameter is set to INFINITE. Other possible options for this parameter are SLOW and FAST. (This parameter is explained in the chapter titled “Simple text” in this volume.)

The “User Profile sections” appendix lists each User Profile section next to its corresponding application and the title of the reference volume where the section is described.

User Profile entry syntax

The form (or *syntax*) of each User Profile entry must conform to certain rules:

- The section name must be enclosed in square brackets.
- Each parameter name must be followed by a colon with no space before it.
- The option setting is preceded by a space and must not contain a vertical bar (|).
- Listed options are preceded by dashes and can contain vertical bars.
- Comments can be included in the User Profile if they are enclosed in braces (for example, {Supply a value}).

This syntax appears as follows:

```
[Section]
Parameter: OPTION2 -- OPTION1|OPTION2
```

where OPTION2 is the current setting.

User Profile documents

To modify the User Profile, you use two documents: the default User Profile and the User Profile Copy Source. The default User Profile is the document that appears when you select [Show User Profile] in the desktop auxiliary menu. The default User Profile affects the behavior and appearance of your workstation software.

To modify your User Profile, you copy information from the User Profile Copy Source into the default User Profile.

The copy source includes many parameters that are application specific. Application-specific parameters modify how a particular application operates. These parameters need not be in your User Profile unless you plan to use the application that they modify.

The default User Profile

The first time you log on, ViewPoint displays the desktop as defined in the default User Profile. The User Profile icon (Figure 8-1) in the Desktop divider of the directory contains the default User Profile.

Figure 8-1 **The User Profile icon**



You can:

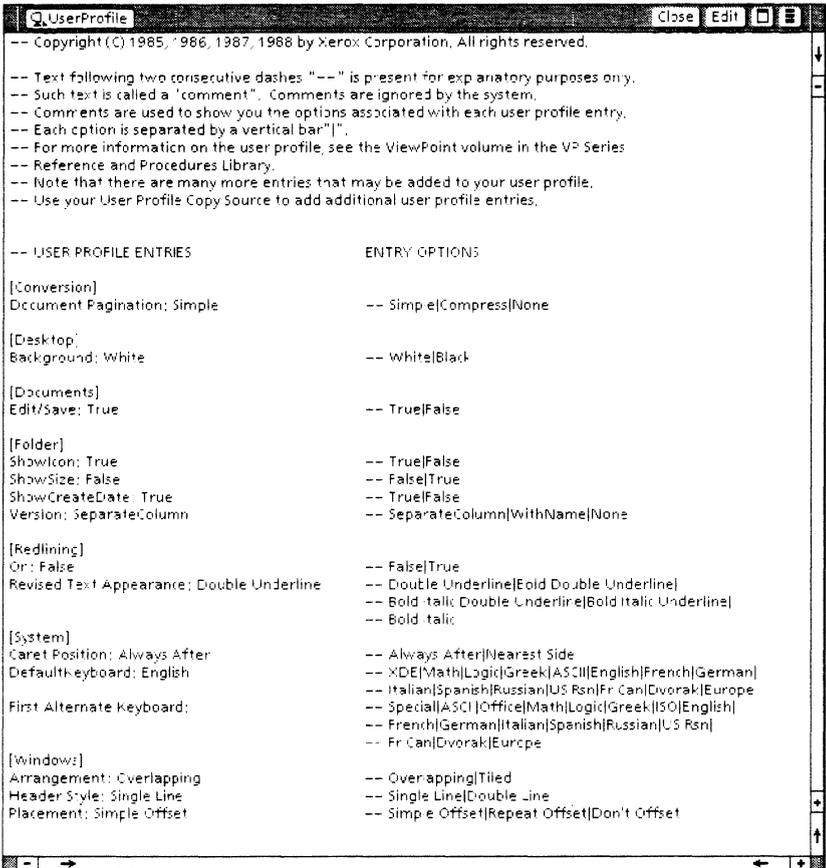
- Copy the default User Profile to your desktop.
- View the contents of the default User Profile through the directory, from the desktop, or from the desktop auxiliary menu.
- Edit the default User Profile within the directory or within the window you display using the desktop auxiliary menu. However, you cannot edit a User Profile that resides on your desktop.

When you edit the default User Profile that displays from the desktop auxiliary menu, the copy in the directory is also modified. However, you can keep a different version of the User Profile on your desktop or in a folder.

The User Profile window

The User Profile window shows the default User Profile currently in effect (Figure 8-2).

Figure 8-2 The User Profile window



The User Profile window displays in simple text (described in the chapter titled "Simple text" in this volume).

The User Profile Copy Source

The User Profile Copy Source lists all parameters and options that can be included in a User Profile. You will use the User Profile Copy Source to add sections and parameters to your User Profile. The User Profile Copy Source (or “copy source”) resides in your Help folder, located in the upper right corner of your desktop.

To view the copy source, open the help folder and then open the User Profile Copy Source icon.

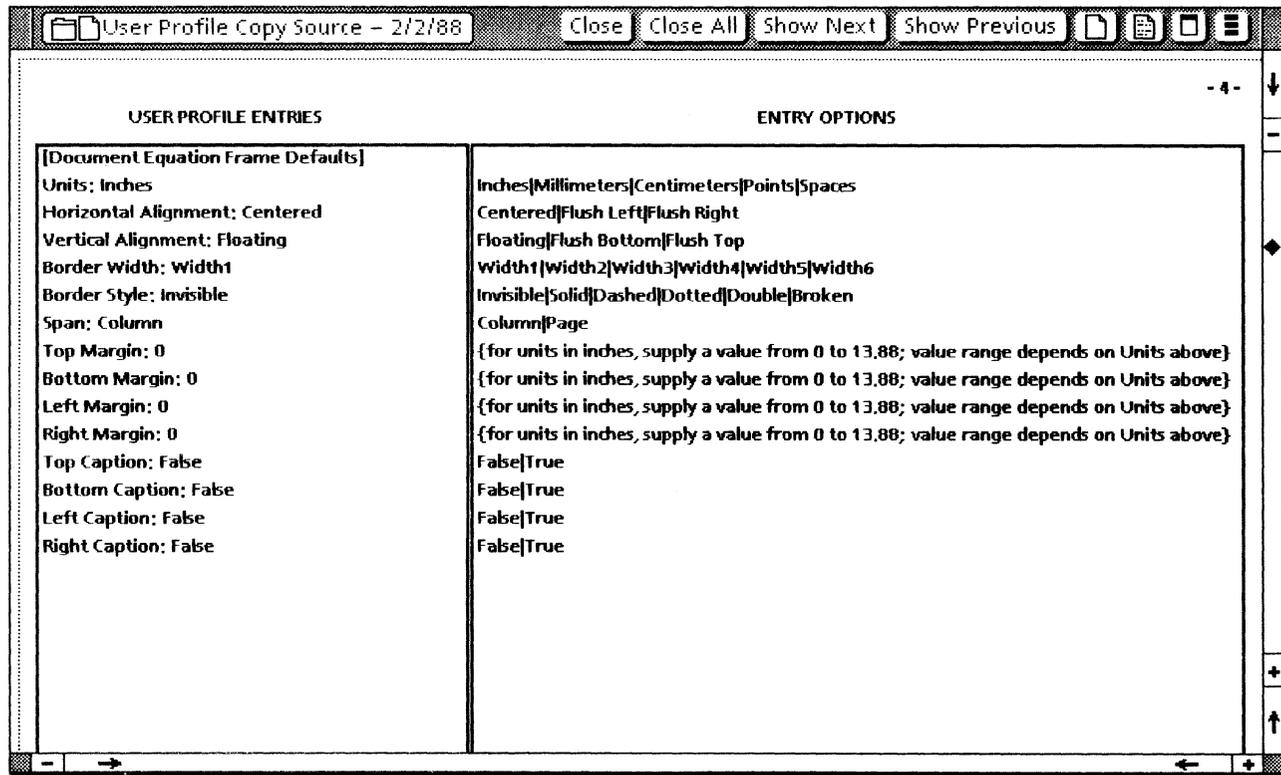
The copy source contains two columns of information (Figure 8-3).

- The column labeled “User Profile Entries” contains a list of section names, available parameters, and default options or values.
- The column labeled “Entry Options” lists the possible options or ranges of values for each parameter. Possible options are separated from each other by a vertical bar. Ranges of possible values and other information appear as comments within braces.

The copy source also contains a table of contents and instructions on how to use the document. It is recommended that you first edit the desired parameter in the copy source and then copy the parameter to your User Profile.

You can print the copy source as you would any other document. A reproduction of the copy source document is provided in Appendix D.

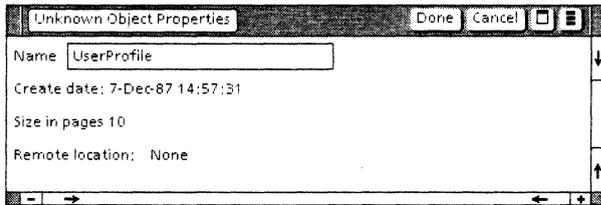
Figure 8-3 The User Profile Copy Source



The User Profile properties sheet

The User Profile properties sheet lists the name, creation date, size, and remote network location (if any) of the User Profile (Figure 8-4).

Figure 8-4 The User Profile properties sheet



Name

Contains the User Profile name. The default name is UserProfile.

Create date

Shows the date on which the User Profile was created (for example, by being copied into a folder).

Size in pages

Shows the size, in disk pages, of the User Profile.

Remote location

Shows the name of the file drawer to use when retrieving the User Profile from a network file server. If you are using a standalone workstation, this setting is None.

Displaying the User Profile

1 2 3...

To edit your User Profile, you first display the default User Profile and the User Profile Copy Source.

Displaying the default User Profile

You can display the default User Profile by opening the icon on your desktop. However, you cannot edit this copy.

ViewPoint provides two methods for displaying a copy of your User Profile that you can edit as you would any document. To display an editable copy of your User Profile, do one of the following:

- Select [Show User Profile] from the desktop auxiliary menu.
- Open the User Profile in the Desktop divider.

Displaying the User Profile Copy Source

1. Select and open the Help icon in the upper right corner of your desktop.
2. Select and open the User Profile Copy Source icon.

Editing your User Profile

1 2 3...

To edit your User Profile, you edit the parameters in the User Profile Copy Source, and then copy them to your default User Profile. Follow this procedure:

1. Display copies of both the default User Profile and the User Profile Copy Source.

2. Select [Edit] in the window headers of both User Profile documents.
3. In the copy source, scroll to the parameter you wish to copy.
4. If the parameter has the desired option set, select the entire parameter in the "User Profile Entries" column. If the setting needs to be changed, do the following:
 - a. Delete the option currently in effect.
 - b. Select the desired option from the list of available options in the "Entry Options" column, and press the <COPY> key.
 - c. Point to the space following the parameter and colon in the "User Profile Entries" column, and click the left mouse button.
 - d. Select the entire parameter and its options.
5. Copy the new parameter setting to the appropriate section of the default User Profile. (For example, copy parameters from the [System] section of the copy source to the same section in your default profile.)
6. Repeat steps 3 through 5 for each parameter that you want to copy.

Note: If you change your mind about changes you have made, you can select [Reset] in the User Profile window headers any time before selecting [Save] or [Close].
7. Select [Close] in the default User Profile window header.

8. If you want to save your changes to the copy source, select [Close] in the copy source window header. If you want to preserve the original state of the copy source, select [Reset]; then select [Close].
9. To implement the changes, log off ViewPoint and then log back on.

Renaming, filing, and mailing the User Profile

1 2 3...

In addition to editing the User Profile, you can change its name, file it, mail it, create multiple profiles, and print the contents of a User Profile window. To change the User Profile name, select the User Profile icon and press <PROP'S>; then edit the name on the User Profile properties sheet.

You can also file, copy, and mail the User Profile as you would any other document. If you use *VP NetCom* or *VP RemoteCom* software, you can mail a copy of your User Profile to another workstation as you would any other icon. Mailing procedures are described in the *Workstation Administration and System Resources Reference* volume in this library.

Creating multiple User Profiles

1 2 3...

You can create multiple User Profiles for later use by editing your default User Profile and then copying it to a folder.

ViewPoint always implements the settings of the User Profile in the directory. You can use stored User Profiles to edit the User Profile in the directory at a later date.

Note: You cannot swap an alternate User Profile for the one in your directory, because you cannot copy the new one in nor move (or delete) the old one out of the directory.

Use this procedure to create multiple User Profiles:

1. Edit your User Profile to contain the parameters you want to save.
2. Copy the User Profile icon from the Desktop divider to the desktop.
3. Display the property sheet of the copied User Profile and change the User Profile name.
4. Move the renamed User Profile icon into a folder or file drawer.
5. Repeat steps 1 through 4 for each User Profile you want to create, using a different name for each.

Printing the User Profile

1 2 3...

ViewPoint does not let you print the contents of the User Profile directly. However, you can print the User Profile text by copying it to a blank document and then printing that document.

1. Open the User Profile window.
2. If necessary, copy a Blank Document icon from the Basic Icons divider to your desktop. (See the chapter titled “The directory” in this volume for details about dividers.)
3. Open a Blank Document icon.

Note: If [Edit] appears in the document window header, select the command.

4. From the User Profile window, select the text you want to print.
5. Press the <COPY> key.
6. Select a destination in the blank document.
7. Select [Close] in the blank document window header.
8. Select [Close] in the User Profile window header.
9. Copy or move the document containing the User Profile text to a printer icon. (For details about printing, see the *Workstation Administration and System Resources Reference* volume in this library.)

9. Background processing

Background processing refers to activities that you set in motion and then allow the workstation to complete while you perform other functions. Background activities, such as document pagination or index creation, do not require your attention after they begin.

Key concepts of background processing



In the ViewPoint environment, you can initiate two types of activities: foreground activities and background activities. A foreground activity usually involves an interactive task—one that you perform at the workstation, such as logging on and off, and typing and editing text. Other activities, such as copying icons, can be initiated in either the foreground or the background.

Only one foreground activity can take place at a time. When you start a foreground activity, you cannot start another activity until the first activity ends. Foreground activities that take more than a few seconds usually change the cursor into the hourglass shape.

A background activity (or “background job”), once begun, leaves the workstation free for you to start another activity. More than one background activity can happen simultaneously and can proceed at the same time as foreground operations. For example, sending a document to the printer is a background job. As soon as you copy a document to the printer, you can start another foreground or background activity.

Besides paginating documents, the most common activities that you can initiate in the background are copying and moving icons.

At any time during a background activity, you can check on its progress, start other background activities, or cancel activities.

Busy icons

When you begin a background activity involving a particular icon, you cannot perform additional activities with that icon. An icon involved in a background activity is called a "busy icon."

On your desktop, a busy icon looks like a transparent "ghost" icon. In a container (such as folders, inbaskets, the directory, and the application loader), busy icons appear enveloped by a gray pattern (Figure 9-1).

Figure 9-1 Busy icons

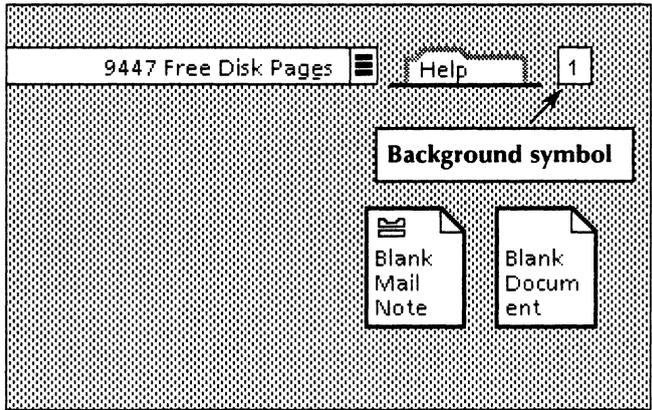


The background symbol

The background symbol is a small box that appears in the upper right corner of your desktop (Figure 9-2). When you first log on to ViewPoint, no background symbol appears.

After you initiate background activities, they enter a *queue*, or collection of waiting activities. While ViewPoint executes background activities, it displays the background symbol containing the number of activities awaiting completion.

Figure 9-2 The background symbol



When all background activities are successfully finished, the background symbol disappears.

Note: You cannot log off ViewPoint until all background activity queues are empty or canceled.

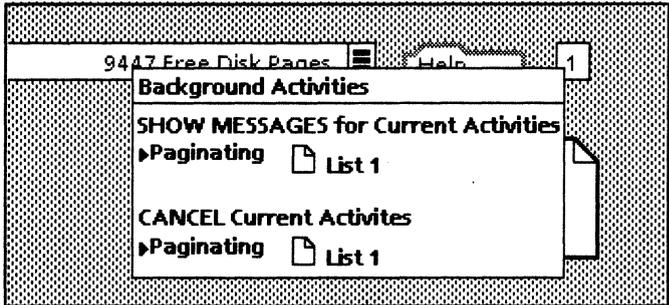
The background activities menu

The background activities menu lists current activities queued for background processing. It allows you to view the status of these activities and to cancel any that are still waiting in the queue (see Figure 9-3). The categories of information in this menu are described below:

SHOW MESSAGES for Current Activities

Lists all ongoing activities. When you select an activity listed under this category, a status message about the activity appears in the desktop message area.

Figure 9-3 The background activities menu



CANCEL Current Activities

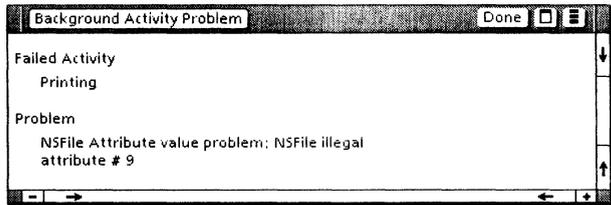
Lists all background activities and lets you select an activity to cancel. When you select an activity, ViewPoint asks you to confirm cancellation. If you respond [Yes], ViewPoint attempts to halt the background activity.

Halting a background activity means releasing the system resources acquired to process the activity, such as the disk space occupied by data being accumulated. Canceling an activity takes time, and some activities cannot be canceled. Thus ViewPoint may not recognize the request to cancel and may complete the activity.

Background Activity Problem window

The Background Activity Problem window displays when ViewPoint encounters a problem performing a background activity. This window displays information describing the problem. Figure 9-4 shows an example of a Background Activity Problem window.

Figure 9-4 **The Background Activity Problem window**



You do not need to respond immediately to the problem window: You can relocate the window to another area of your desktop or open other windows on top of it. However, busy icons remain busy until you close the problem window.

While the Background Activity Problem window is open, the task associated with the window remains in the background activities menu list of current activities. ViewPoint removes the task from the list when you select [Done] in the Background Activity Problem window header.

The contents of the Background Activity Problem window are described below:

Failed Activity

Lists the name of the background task that has a problem.

Problem

Provides an error message describing the problem.

Comment

Provides additional information about the problem and how you can recover from it. (Not all Background Activity Problem windows display comments.)

Moving and copying icons in the background

1 2 3...

ViewPoint supports background moving and copying of icons on the desktop, in folders, file drawers, the wastebasket, and the open Application Loader window.

Note: Background activities are not supported by all VP applications. Those applications that do not support background activities will move or copy the selected icon in the foreground.

When you move or copy an icon in the background, its placement on the desktop follows the same rules as for a foreground move or copy operation.

To move or copy icons as a background operation:

1. Select the icons you want to move or copy.
2. Press the <MOVE> or <COPY> key.
3. Move the pointer to the destination.
4. Click the right mouse button.

When you use background processing to move or copy icons to an open container icon, the icons automatically appear at the end of the container, regardless of the sorting order you have enabled.

To see icons in the correctly sorted order, select [Redisplay] after the background process is completed. ([Redisplay] is disabled during the background process.)

You can select and open an icon as soon as it appears in the container. You cannot, however, close the container window during a background process.

Displaying the background activities menu



1. Point to the background symbol on the desktop.

Note: This symbol only displays when a background activity is in process or has recently been completed.

2. Hold down the left mouse button.

The background activities menu appears on the desktop.

Displaying a background progress message



1. With the background activities menu displayed, move the pointer to highlight a desired activity listed under SHOW MESSAGES for Current Activities.

2. Release the mouse button.

The message appears in the desktop message area, and the background activities menu closes.

Canceling a background activity



1. With the background activities menu displayed, move the pointer to highlight the desired activity listed under CANCEL Current Activities.
2. Release the mouse button. ViewPoint asks you to confirm the cancellation.
3. To proceed with the cancellation, select [Yes]. To abort the cancellation, select [No].

10.

Conducting a ViewPoint session

To conduct a ViewPoint session, you first log on to ViewPoint by using the Logon option sheet. When you have completed your workstation tasks, you end the session by logging off, using the Logoff option sheet.

Beginning a session

1 2 3...

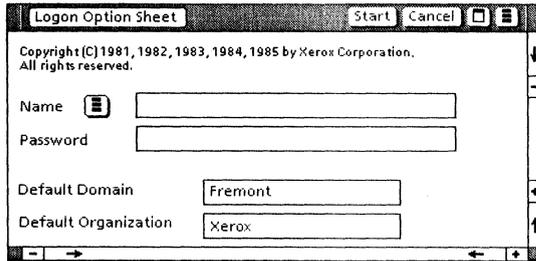
A ViewPoint *session* is the interval between the time you log on to ViewPoint at your workstation and the time you log off.

For you to conduct a session, your System Administrator must give you access rights, a user name, and a password. To log on to ViewPoint, you supply this information on the Logon option sheet.

The Logon option sheet

An idle workstation, with no one currently logged on, displays a bouncing keyboard on a darkened screen. When you press any key or click either mouse button, the workstation replaces the bouncing-keyboard screen with an empty desktop and the Logon option sheet (Figure 10-1).

Figure 10-1 The Logon option sheet



Logon option sheet menu commands

Commands within the floating items auxiliary menu of the Logon option sheet are:

[List Local Desktops]

Displays information about all desktops stored on the workstation hard disk. The list includes the complete user name, the desktop size in disk pages, and administrator status (shown by an asterisk on the list) if the system is a standalone configuration.

[List Software Options]

Displays the ID number of the workstation processor, plus all software enabled (even if not yet installed) on the workstation. ViewPoint lists software by product category; for example, VP Applications, VP Emulations, and so on.

Logon options

Name

Your fully qualified user name, up to 80 characters long. A *fully qualified name* consists of three components:

- Your assigned *user name*; for example, "John R. Smith." Your user name can be up to 40 characters long. You can use

spaces between the first name, initials, and the last name.

- Your assigned *domain name*; for example, "Training." A domain name can be a geographic area or organizational division. For local network users, the domain name identifies the network group. Your domain name is preceded by a colon and can be up to 20 characters long. If the **Default Domain** text-entry box contains a name, you do not need to type the domain name in the **Name** box.
- Your *organization name*, such as the company or local department name; for example, "Xerox." The organization name is preceded by a colon and can be up to 20 characters long. If the **Default Organization** text-entry box contains a name, you do not need to type the organization name in the **Name** box.

No spaces follow the colons in a fully qualified user name:

John R. Smith:Training:Xerox

The auxiliary menu at the left of the **Name** box contains a list of the fully qualified names of users who have desktops on the workstation.

Password

Your assigned password, up to 80 characters long.

Default Domain

A preset domain name for your workstation. If you include a domain name in the **Name** text-entry box for your logon, it overrides the default domain.

Default Organization

A preset organization name for your workstation. If you include an organization name

in the **Name** text-entry box for your logon, it overrides the default organization.

Note: You can change the default domain and organization entries by deleting the current entries and typing new ones. The domain and organization you specify must be on the same internetwork as the original entries, and your fully qualified name must be registered on the same internetwork.

Logging on

When you *log on* to ViewPoint, you identify yourself to the local workstation or network file server. ViewPoint verifies your *access privileges* and then displays your desktop.

1. When you see the bouncing keyboard on your screen, press any key on the keyboard or click either mouse button.
2. When the Logon option sheet appears, enter your name manually or select it from the auxiliary menu. The first time you log on, you must type your fully qualified name and press <NEXT> to advance to the **Password** box.

Subsequently, when you log on you can use the auxiliary menu. Follow this procedure:

- a. Point to the auxiliary menu next to **Name** and hold down either mouse button. ViewPoint displays a list of users with desktops on your workstation.
- b. Move the pointer to highlight your user name, and release the button.

The name appears in the **Name** box. The auxiliary menu disappears, and the pointer advances to the **Password** box.

3. Type your assigned password. To protect password security, ViewPoint displays aster-

isks (*) as you type, instead of the password characters.

4. Select [Start] in the window header or press the <NEXT> key.

If you made a mistake while typing your user name or password, ViewPoint displays an error message, highlights the **Name** or **Password** box, and lets you reenter the information.

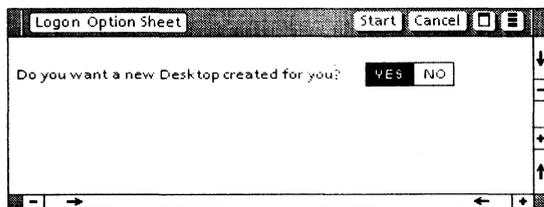
You are now logged on to ViewPoint. If you have a desktop on the workstation or File Service, your desktop displays when you are finished logging on. If you do not have a desktop, refer to the next section, "Creating a new desktop."

If you select [Cancel] in the option sheet window header, ViewPoint closes the option sheet and returns to the bouncing keyboard.

Creating a new desktop

If ViewPoint cannot find your desktop on the workstation or a File Service, ViewPoint displays a message asking if you want a new desktop created (Figure 10-2).

Figure 10-2 The desktop creation message



To create a new desktop:

1. Select [Yes] on the option sheet.
2. Select [Start] in the option sheet window header.

ViewPoint displays the new desktop, with the Directory icon in the lower right corner. To create the rest of your desktop, refer to "Using the directory to customize your desktop" in the chapter titled "The directory" in this volume.

If you select [No] or [Cancel] on the Logon option sheet, ViewPoint ends the logon procedure and returns to the bouncing keyboard.

Ending a session

1 2 3...

To end a ViewPoint session, you *log off*. Logging off closes all windows on the desktop and gives you the choice of retaining the desktop on the workstation hard disk, deleting it, or storing it on the network file server. (If your workstation is part of a network, the System Administrator assigns space on the file server for storing desktops and file drawers.)

If you began background processing during the session, ViewPoint does not log off until either the background activities end or you stop them. See the "Background processing" chapter in this volume for information on canceling background activities.

The Logoff option sheet

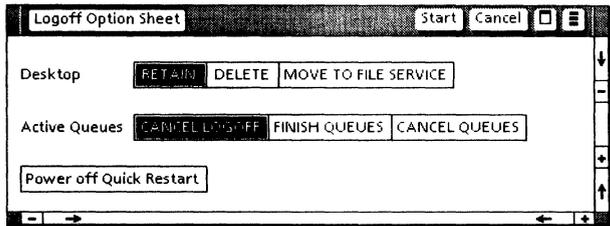
When you select [End Session] in the desktop auxiliary menu, the Logoff option sheet appears (Figure 10-3).

The Logoff option sheet displays the following options:

Desktop

Specifies what to do with the desktop when the session ends.

Figure 10-3 The Logoff option sheet

**[Retain]**

Stores your desktop on the hard disk in the workstation. This is the default setting.

[Delete]

Deletes your desktop, including all the data on it, from the hard disk in the workstation. ViewPoint asks you for confirmation before deleting the desktop.

[Move to File Service]

Transfers your desktop from the workstation hard disk to your network file server.

Active Queues

Specifies how to handle ongoing background processing.

[Cancel Logoff]

Abandons the logoff procedure if background processing is active. ViewPoint keeps the Logoff option sheet on display so you can log off when processing is finished.

[Finish Queues]

Causes ViewPoint to wait until all background processing is finished before proceeding with logoff.

[Cancel Queues]

Ends the current background activities, clears the background processing queue, and proceeds with logoff.

The default **Active Queues** setting is [Cancel Logoff].

[Power off Quick Restart]

Enables you to bypass normal boot-up routines to start up your workstation after it has been intentionally powered off. If you select this option, when you log off and then power off your workstation, your workstation will start up (reboot) in less than two minutes the next time you turn it on.

To use [Power off Quick Restart], you must run the *Quick Restart for 6085* (or *8010*) application in your application loader. (See the chapter titled "The application loader" in this volume for information about how to run applications.)

Note: The *Quick Restart* application occupies over 400 pages of disk space and can be deleted to conserve disk space on your workstation.

To use [Power off Quick Restart], you must also have a number of free disk pages in proportion to the amount of internal memory your workstation has. If you do not know this number, you can still try using [Power off Quick Restart]: ViewPoint will display a message in the desktop message area telling you if you do not have enough free disk pages to use this feature.

For information about the internal memory capacity of your workstation, ask your System Administrator or consult the *6085* or *8010 Hardware Reference* volume in this library.

The formula for figuring out the free disk page requirement for your workstation fol-

lows. The n represents the total number of kilobytes of workstation memory:

$$\text{pages} = 2 \times n \text{ kilobytes}$$

For example, if you have 768 kilobytes of memory, you will need approximately 1500 free disk pages to use [Power off Quick Restart]. The number of free disk pages on your workstation displays in the desktop window header.

Note: [Power off Quick Restart] does not work for a workstation that has undergone a system failure. Such a workstation requires rebooting and may also require software reconfiguration or hardware repairs.

Logging off

1. Select [End Session] from the desktop auxiliary menu. ViewPoint displays the Logoff option sheet.
2. For the **Desktop** option, select the setting you want. If the desired setting is already highlighted, skip this step.
3. For the **Active Queues** option, select the setting you want. If the desired setting is already highlighted, skip this step.

Note: Do not select the [Power off Quick Restart] option unless you understand its behavior. To use this option, see "Logging off with [Power off Quick Restart]," next.

4. Select [Start] in the Logoff option sheet window header.

ViewPoint executes the selected options and returns the workstation to its idle state.

You can now turn off your workstation, if you choose.

If you select [Cancel] in the Logoff option sheet window header, ViewPoint closes the option sheet and returns to the desktop.

Logging off with [Power off Quick Restart]

1. Select [End Session] from the desktop auxiliary menu. ViewPoint displays the Logoff option sheet.
2. For the **Desktop** option, select the setting you want. If the desired setting is already highlighted, skip this step.
3. For the **Active Queues** option, select the setting you want. If the desired setting is already highlighted, skip this step.
4. Select [Power off Quick Restart]. (The Quick Restart application must be running in your application loader.) The following message displays in the desktop message area:

CAUTION: Do not power off or reset until MP code 938 or 939 is displayed. Have you read this caution?

5. Select [Yes] in the desktop message area.
6. Select [Start] in the Logoff option sheet window header.

After about 30 to 60 seconds, you will see either an MP code of 938 on your screen (for a 6085 workstation) or a 939 status code on your processor numeric display (for an 8010 workstation). The screen will be blank (gray), rather than the usual bouncing keyboard display.

You can now turn off your workstation.

11. The keyboard and alternate keyboards

The keyboard is the primary device for entering information at the workstation. You use the keyboard to:

- Type and correct text.
- Enter formatting characters, such as new-paragraph and tab-position characters, in a document.
- Change the appearance of text; for example, to create boldface, italics, or larger or smaller type sizes.
- Insert special objects in a document, such as “frames”—reserved areas that can contain graphics or equations.
- Specify which functions to perform, such as moving, copying, or deleting icons or text.

The keyboard has four groups of keys: the main typing array and three sets of function keys. The function keys are located at the left, right, and top of the main typing array. The specific arrangement of the keys depends on whether you have the 6085 Professional Computer System or the 8010 Information System.

As described later in this chapter under “Alternate keyboards,” you can change the meanings of the main typing array and the function keys to the right by selecting one of several software-controlled keyboards.

The 6085 keyboard arrangement

The keyboard for the 6085 Professional Computer System follows the standard QWERTY configuration, with 38 additional function keys and a 10-key numeric keypad (Figure 11-1).

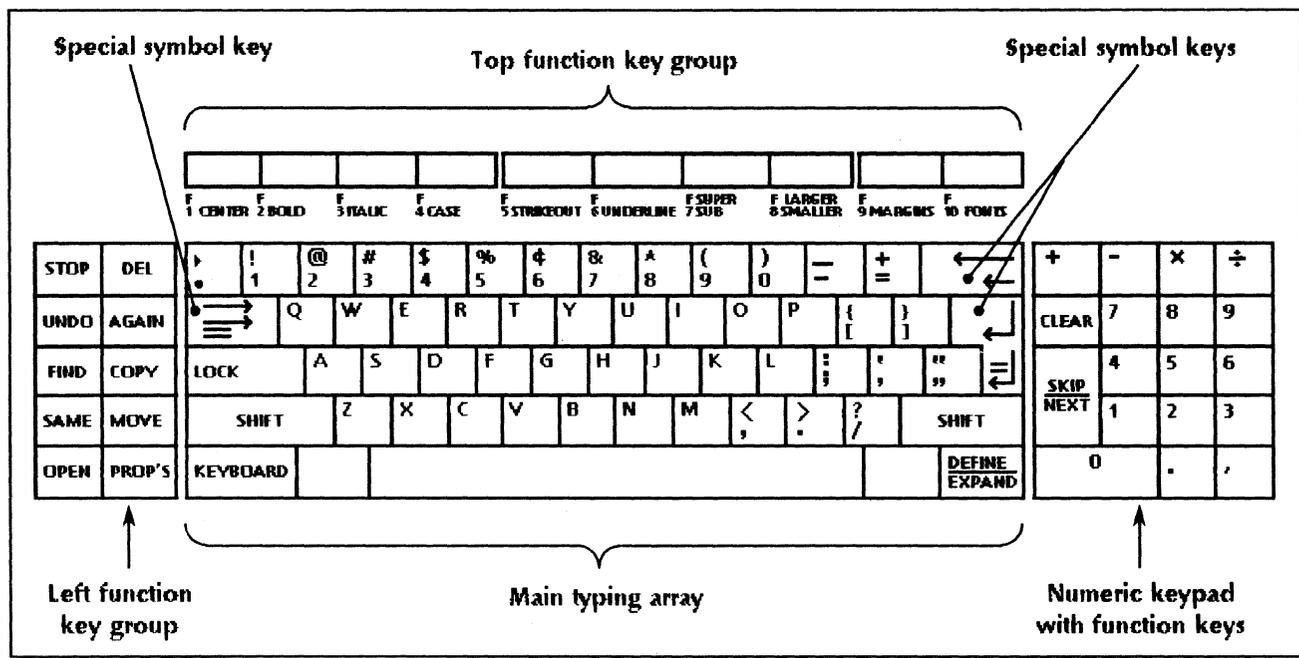
The main typing array consists of alphabetic and numeric keys, punctuation keys, keyboard control keys (such as <LOCK> and <SHIFT>), the space bar, and special symbol keys for performing basic editing and formatting functions. The main typing array also contains function keys for redefining keyboard operations.

The function keypad to the left of the main typing array primarily controls processes that occur within the ViewPoint environment. For example, the <PROP'S> key displays property sheets; the <STOP> key halts functions in progress.

The function keys along the top of the keyboard control the appearance of text. ViewPoint changes the meaning of these keys when you press other function keys, such as <KEYBOARD> or . These keys are also used by some applications to perform application-specific functions, such as emulating keys used by a different device.

To the right of the main typing array is a 10-key numeric keypad. The keypad contains function keys that clear the screen and move the cursor from one text-entry box or field to another. Various VP Series applications change the meanings of these keys to provide other functions.

Figure 11-1 The 6085 keyboard



The 8010 keyboard arrangement

The keyboard for the 8010 Information System follows the standard QWERTY configuration, with 24 additional function keys (Figure 11-2).

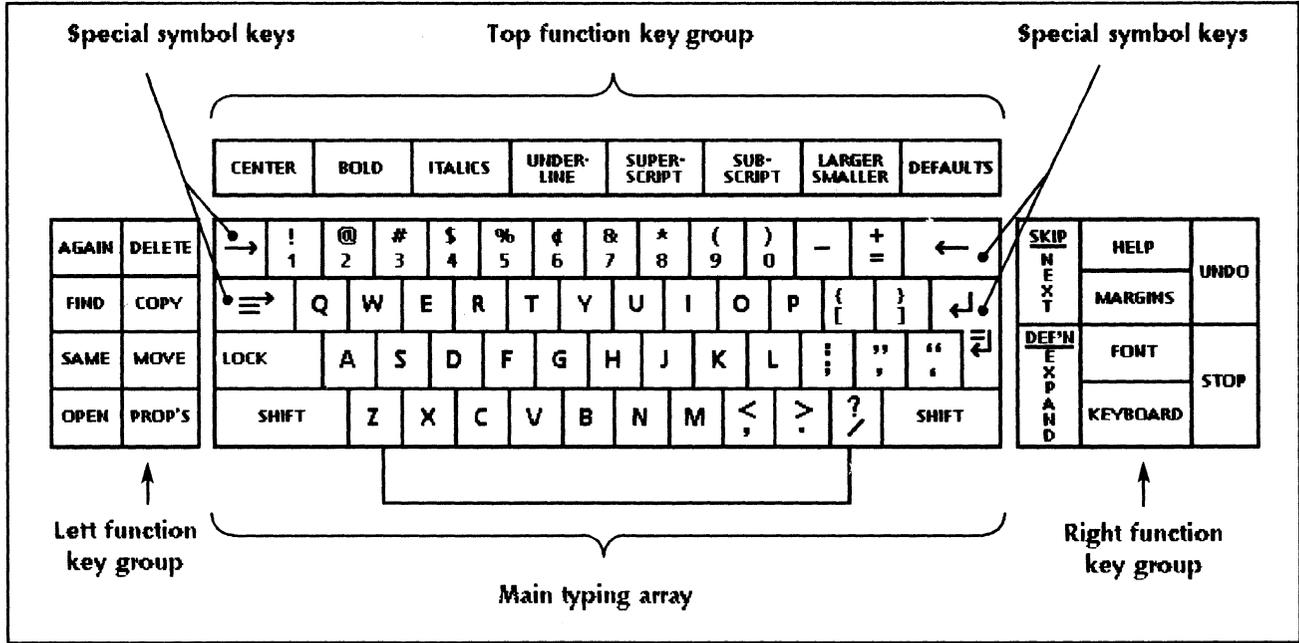
The main typing array consists of alphabetic and numeric keys, punctuation keys, keyboard control keys (such as <LOCK> and <SHIFT>), the space bar, and special symbol keys for performing basic editing and formatting functions.

The function keys to the left of the main typing array control processes that occur within ViewPoint. For example, the <PROP'S> key displays property sheets.

The function keys above the main typing array control the appearance of text. ViewPoint changes the meaning of these keys when you press other function keys, such as the key. These keys are also used by some applications to perform application-specific functions, such as emulating keys used by a different device.

To the right of the main typing array is a function keypad containing keys that control ViewPoint processes and display functions. It also contains function keys that redefine keyboard operations. Various VP Series applications change the meanings of the keys on this keypad to provide other functions.

Figure 11-2 The 8010 keyboard



Keys

The standard configuration of your main typing array corresponds to the labels on the key tops and to the language conventions of your country. The alphanumeric keys in the main typing array are repeating keys. If you press one of these keys for more than 0.8 seconds, it repeatedly types its alphanumeric character.

Special symbol and function keys are described in the following sections. Special symbol keys and function keys are not repeating keys.

Special symbol keys

Special symbol keys are the keys in the main typing array labeled with symbols, such as arrows. You use these keys for editing and formatting. The following special symbol keys are shown as they appear on the 6085 workstation. Some of these keys appear differently on the 8010 workstation.

Backspace



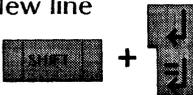
Erases the character immediately to the left of the caret (^). (In text operations, ViewPoint uses the caret to mark the location of the next character to be inserted.) The backspace key is a non-repeating key.

Backword



Erases the word immediately to the left of the caret (^). Hold down <SHIFT> as you press the backspace key.

New line



Inserts a new line in a document. Hold down <SHIFT> as you press the return key.

New Paragraph
(or the return key)



Begins a new paragraph in a document.

Para-tab



Inserts a preset amount of space at the beginning of the current line and all subsequent lines in the paragraph. This key produces indented paragraphs (such as the one you are reading).

Tab



+



Inserts a preset amount of space on the current line only. To indent a line, press the tab key once for each tab position you want to indent.

Function keys

Most function keys are available on both the 6085 and the 8010 keyboards. Occasionally, only one type of keyboard has a particular key.

The text function keys that appear above the main typing array (for example, <CENTER> and <BOLD>) do not affect simple text. See *Document Editor Reference* volumes 3 and 4 in this library for details about these keys and how they affect regular text.

<AGAIN>

Repeats the last editing action you performed; normally used for repeated entries or repeated deletions of text in a document.

<COPY>

Copies a selected object or block of text to a new destination, leaving the original intact.

<DEFINE/EXPAND>

Enables you to define, store, and recall frequently used document content with a minimal number of keystrokes. The content can include text, numbers, or even anchored

frames. See *Document Editor Reference* volume 4 in this library for details.

Deletes a selected object or block of text. This key does not delete the directory or its contents. (<DELETE> on 8010)

<FIND>

Displays the Find option sheet, on which you can specify text to find in a document. You can also replace that text with other text automatically, by using options on this option sheet. See *Document Editor Reference* volume 4 in this library for details.

<HELP>

Opens the Help icon on the desktop (8010 only). For both the 6085 and 8010 workstations, you can use the mouse to open the Help icon.

<KEYBOARD>

Provides access to various software-controlled keyboards.

When you hold down <KEYBOARD>, a window listing keyboard selections appears, which reassigns the meanings of the top-row function keys. You indicate the desired keyboard from this list. See "Alternate keyboards" next in this chapter.

<MOVE>

Moves a selected object or block of text to a new location.

<OPEN>

Opens the window for a selected icon.

<PROP'S>

Displays or closes the property sheet of the selected object or text.

<SAME>

Copies existing character, paragraph, or graphics properties to other characters, paragraphs, or graphics objects.

Also, copies properties from one page format character to another. (A page format character specifies the page layout, page numbering, and page headings and footings for one or more pages.) See *Document Editor Reference* volume 3 in this library for details.

<SKIP/NEXT>

Advances the caret from the current field (or text-entry box) to the next. When pressed with **<SHIFT>**, this key skips one field (or box) and advances two fields. This key works for property and option sheets, tables, and windows containing fields or text-entry boxes.

<STOP>

Halts an operation in progress. For example, this key stops searches and substitutions initiated with the **<FIND>** key.

<UNDO>

Reverses the effect of a deletion and the effect of pressing **<AGAIN>** following a deletion in simple text (for example, a mail note or property sheet).

For the specific locations of these keys, see Figure 11-1 (the 6085 keyboard) or Figure 11-2 (the 8010 keyboard).

Alternate keyboards

An *alternate keyboard* is a software-controlled keyboard configuration that replaces some or all of the keys assigned to the standard physical

keyboard. Such software-controlled keyboards are sometimes referred to as *virtual keyboards*.

Often, the alternate keyboard is the alphabet of a language, such as English, French, or Russian, together with the numerals and punctuation marks commonly used with that language.

An alternate keyboard can also consist of a set of nonalphabetic characters that apply within a certain context, such as the symbols used for logic, math, or office operations.

The alternate keyboards available in the ViewPoint environment include:

- Special (specific to VP Series applications)
- ASCII (American Standard Code for Information Interchange)
- Dvorak
- ISO (International Standards Organization)
- Legal
- Logic
- Math
- Office

ViewPoint also supplies alternate keyboards for these languages:

- English
- European
- French
- French Canadian
- German
- Greek
- Italian
- Spanish
- U.S. Russian

Special-purpose key sets, such as Asian-language character sets, come with various VP Series applications.

The keyboard configuration in effect when you log on to ViewPoint is the standard configuration for your workstation. ViewPoint lets you select

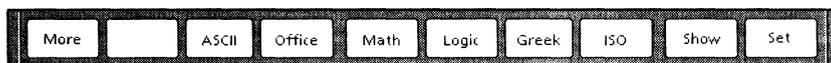
an alternate keyboard for either temporary or continual use during the session.

For illustrations of all keyboards, see the "Alternate keyboards" appendix in this volume.

The Alternate Keyboard Selection window

The Alternate Keyboard Selection window (Figure 11-3) lets you choose among alternate keyboard configurations. The positions of the items in the window correspond to the top-row function keys.

Figure 11-3 **The Alternate Keyboard Selection window**



The standard set of alternate keyboard functions includes the following:

<More>

Displays alternate keyboard selections not currently shown in the window.

<Special>

Provides access to special characters available with certain VP Series applications, such as *VP Document Editor*.

<ASCII>

Provides access to the American Standard Code for Information Interchange (ASCII) character set, for creating ASCII text files.

<Office>

Provides access to the characters and symbols used in office documents, such as Roman numerals and trademark symbols.

<Math>

Provides access to mathematical symbols such as arithmetic operators, logical operators, and integral, summation, and infinity symbols.

<Logic>

Provides access to symbols used in logic, such as union, subset, and member symbols.

<Greek>

Provides access to the characters and symbols of the complete Greek alphabet.

<ISO>

Provides access to the character set used by the International Standards Organization (ISO).

<Show>

Displays a keyboard window showing the alternate keyboard selected.

<Set>

Retains the alternate keyboard selected until you change it.

Your alternate keyboard selection window may list additional keyboards or functions, depending on the software you have installed.

The <More>, <Show>, and <Set> functions always appear in the Alternate Keyboard Selection window. The rest of the window can display up to seven alternate keyboard names at a time for the 6085 workstation, and up to five alternate keyboard names for the 8010 workstation.

Using an alternate keyboard for a few keystrokes

1. Hold down <KEYBOARD> to display the Alternate Keyboard Selection window. Keep holding this key down.
2. If necessary, use the alternate function key corresponding to <More> to cycle through keyboard names until you see the one you want. You can repeatedly press <More> or select it with the mouse.
3. Press the alternate function key corresponding to the keyboard you want, or select it with the mouse.
4. Press or select the alternate function key corresponding to <Show>. ViewPoint displays two windows: one illustrating the selected keyboard and the other illustrating key assignments on the keypad to the right.
5. To type characters from the alternate keyboard, press the standard keyboard keys corresponding to those characters, or select them with the mouse.

You have access to the alternate keyboard characters as long as you hold down the <KEYBOARD> key.

Note: If black squares appear in place of the typed characters, you need to install the screen font for the keyboard.

6. Release <KEYBOARD>. The Alternate Keyboard Selection window disappears. The keyboard and keypad windows change to illustrations of the standard keyboard and keypad.
7. Close the keyboard and keypad windows.

Using an alternate keyboard for an extended period: the <Set> key

1. Hold down <KEYBOARD> to display the Alternate Keyboard Selection window. Keep holding this key down.
2. If necessary, use the alternate function key corresponding to <More> to cycle through keyboard names until you see the one you want. You can repeatedly press <More> or select it with the mouse.
3. Press the alternate function key corresponding to the keyboard you want, or select it with the mouse.
4. Press or select the alternate function key corresponding to <Show>. ViewPoint displays two windows: one illustrating the selected keyboard and the other illustrating key assignments on the keypad to the right.
5. To change the keyboard in effect to the alternate keyboard selected, press or select <Set>.
6. Release the <KEYBOARD> key: the alternate keyboard continues to display, and the Alternate Keyboard Selection window disappears. (If you do not select <Set> and you release the <KEYBOARD> key, the keyboard resumes the standard configuration.)
7. To type characters from the alternate keyboard, press the standard keyboard keys corresponding to those characters, or select them with the mouse.

Note: If black squares appear in place of the typed characters, you need to install the screen font for the keyboard.

Setting an alternate keyboard makes it the standard configuration until you either restore the

initial setting or log off. To restore the original setting, repeat the above procedure, selecting the original keyboard.

Setting a first alternate keyboard

If you use a particular alternate keyboard frequently, you can define an entry in the User Profile to activate that keyboard as soon as you press <KEYBOARD>. Normally, you go through many additional steps to bring up an alternate keyboard.

Note: The Alternate Keyboard Selection window appears as it normally does when you press <KEYBOARD>. Therefore, you can still choose from any of the selections available.

To set a first alternate keyboard, insert the following entry in the User Profile:

[System]

First Alternate Keyboard: <Name of first alternate keyboard>

For instructions on editing the User Profile, refer to the chapter titled "The User Profile" in this volume.

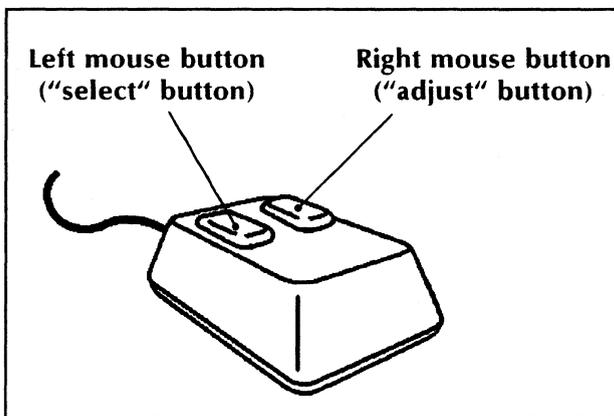
The mouse complements keyboard operations by enabling you to point to and select objects. With it you can:

- Manipulate icons
- Execute commands
- Open and close windows
- Resize, move, and scroll windows
- Manipulate blocks of text

Mouse hardware

The 6085 Professional Computer System and the 8010 Information System both use a two-button mouse attached by an input cable to the keyboard (Figure 12-1).

Figure 12-1 **The two-button mouse**



The mouse is either mechanical (with a ball on the bottom) or optical (with a sensor). Both mouse types perform the same functions.

The left mouse button is the “select” button. With it, you specify the object that is the target of your next action. You can select:

- Icons
- Commands
- Menu items
- Choices on property and option sheets
- Text, graphics, and tables

The right mouse button is the “adjust” button. With it, you can extend selections to include additional objects, or you can perform other operations like resizing windows.

Pointers

The mouse controls the position of a *pointer*, a character that marks where the next action will occur. By moving the mouse across a flat surface or a mouse pad, you can position the pointer over any object on the desktop.

ViewPoint displays a different type of pointer, depending on the function you are performing. The two main pointer types are the arrow pointer for desktop activities and the graphics pointer for graphics operations. Specific applications may use other types of pointers.

Pointers for desktop operations

For desktop operations, the pointer normally appears as a diagonal arrow. As you select commands or press function keys, the shape of the pointer changes to reflect the operation in progress (see Table 12-1).

Table 12-1 Pointers

Pointer	Description	Function
	Normal	Typical appearance when ViewPoint is ready to perform a desktop function.
	Adjust	Appears when you press the right mouse button to adjust a text selection.
	Copy	Appears when you select multiple icons, text, or graphic objects and then press <COPY>. If you select a single icon and press <COPY>, the pointer assumes the shape of the selected icon, in miniature.
	Copy Properties	Appears when you select text or structure characters and press the <SAME> key.
	Move	Appears when you select multiple icons, text, or graphic objects and press the <MOVE> key. If you select a single icon and press <MOVE>, the pointer assumes the shape of the selected icon, in miniature.
	Illegal Destination	Appears when ViewPoint cannot move or copy the selected object to the destination you want.
	Busy	Appears when ViewPoint is busy with a foreground operation and cannot respond to input. When ViewPoint completes the operation or you press <STOP> to end it, the pointer returns to the normal arrow shape.

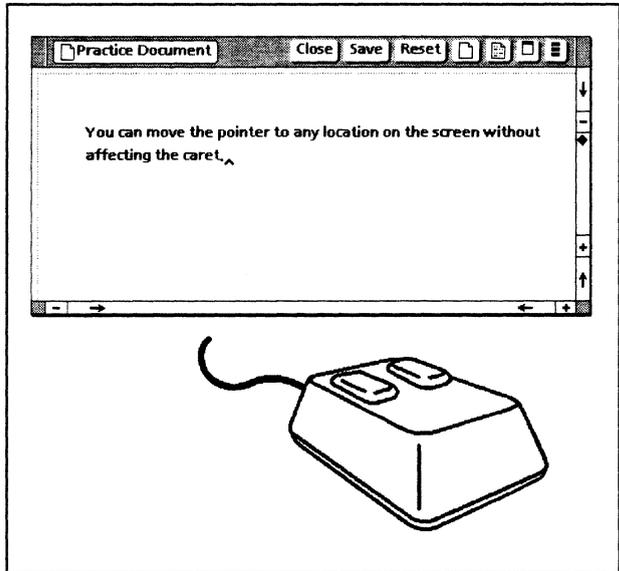
Pointer for graphics operations

For most graphics operations, the pointer or the caret marks your current position. In *VP Free-Hand Drawing*, the pointer takes the shape of a cross-hair pattern (+). For free-hand drawing operations like using a pen point or a brush, the pointer assumes the shape of the pen point or brush you selected. See the *Graphics Reference* volume in this library for more information.

The pointer and the caret

For text editing, the caret (^) marks the location of the next character you type (Figure 12-2).

Figure 12-2 Location of caret in a document



To reposition the caret, you move the mouse to aim the pointer at the desired location and then click the left mouse button. (If cursor keys are enabled, you can also reposition the caret with these keys. For information, see the "Simple text" chapter earlier in this volume.)

You can move the pointer to any location on the screen without affecting the caret. However, when you select another object on the desktop, the caret disappears.

The appearance of the caret may vary with the properties of the text; see *Document Editor Reference* volumes 3 and 4 in this library for more information.

13. The floppy drive

Most of the software and data you use is on a hard disk at your workstation or on a network file server. For backup purposes, your workstation comes equipped with a floppy disk drive (optional on networked 6085 workstations).

Key concepts of the floppy drive



By using software represented by the Floppy Drive icon, you can format floppy disks, transfer information between the hard disk and floppy disks, and erase floppy disks.

ViewPoint lets you format floppy disks in Xerox and MS-DOS formats.

You can store, retrieve, and delete files on floppy disks. You can also handle files larger than the storage capacity of a single disk.

The Floppy Drive icon

You use the Floppy Drive icon (Figure 13-1) to manipulate the contents of the floppy disk currently in the disk drive.

You can access the icon from within the Local Devices divider or copy the icon to your desktop. (The Local Devices divider is within the Workstation divider of your directory.)

Note: Before you select the Floppy Drive icon to perform any function, insert a floppy disk into the disk drive.

Figure 13-1 The Floppy Drive icon



Whenever you select the Floppy Drive icon, ViewPoint checks the floppy disk format. If the floppy disk is unformatted or uses a format other than the default Xerox format, a message appears in the desktop message area indicating that the floppy disk does not use the Xerox format.

Floppy disks

The floppy disks used with Xerox disk drives are standard $5\frac{1}{4}$ -inch double-sided, double-density floppy disks (for the 6085 workstation) or 8-inch double-sided, double-density floppy disks (for the 8010 workstation).

Density refers to the number of concentric recording tracks per inch on the floppy disk. The number of tracks for single-density floppy disks varies with the size of the disk; double-density disks hold roughly twice as many tracks as single-density disks. The disk label indicates whether the floppy disk is single or double density.

Double-density is the default density setting. You can change this setting when you format an MS-DOS floppy disk.

In addition, floppy disks can store information on one or both sides. Double-sided is the default setting. An MS-DOS floppy disk keeps this information on the disk label.

ViewPoint measures disk storage space in disk pages—roughly, 512 ASCII characters per page. MS-DOS measures disk storage space in bytes. A

byte is about the amount of space taken up by one alphabetic character; numbers and other characters may occupy several bytes.

Table 13-1 gives the approximate data storage capacities, in disk pages and kilobytes, of both 5¼-inch and 8-inch floppy disks. These storage capacities take into account the density and number of sides of each floppy disk.

Table 13-1 **Floppy disk storage capacities**

Floppy disk size	Density	Disk sides	Pages	Kilo-bytes
5¼-inch	Single	N/A	N/A	N/A
		Two	N/A	180
	Double	One*	355	180
		Two	697	360
8-inch	Double	One	1150	320
		Two	2275	640

* For *VP PC Emulation* software only, ViewPoint assumes that a single-sided floppy disk contains information in MS-DOS format.

When you prepare to store files on floppy disks, you can use this table to decide how many disks you need to format ahead of time.

Files

A *file* consists of either data items or program instructions for performing functions. In ViewPoint, data icons (such as documents, mail notes, and spreadsheets) and function icons (such as printers, wastebaskets, and application

loaders) refer to the type of information in the file.

You can store any type of information on a floppy disk. The number of files you can store depends on the capacity of the disk, the sizes of the files, and the floppy disk properties you set before formatting.

Before copying files to or from the floppy drive, you can determine the sizes of the files and the amount of space left on the floppy disk. ViewPoint provides several ways to obtain information about file sizes and disk capacities:

- If the file is in the application loader or another container icon, open the icon. To display file size information; select the **Show Size** option on the Folder/File Drawer Display Options sheet, or set to TRUE the **Show Size** parameter in the [Folder] section of the User Profile.
- If you want to learn the size of the file, select its icon and then select the [Show Size] command from the desktop auxiliary menu.
- If the file is on a floppy disk and you want name and size information, insert the disk in the disk drive and open the Floppy Disk window for the listing.
- If you need to know about the current floppy disk capacity and format, insert the disk in the drive and display the Floppy Disk properties sheet.

The Floppy Disk window

When you open the Floppy Drive icon, ViewPoint displays a window listing the contents of the floppy disk in the drive (Figure 13-2). You can

use this window to store, retrieve, and delete files.

Figure 13-2 The Floppy Disk window

NAME	SIZE	VERSION OF
Status Reports	49 Disk Pages	8-Apr-87 17:22
Messages	7 Disk Pages	26-Aug-87 19:31
Projects	66 Disk Pages	19-Aug-86 13:17
Program Team	49 Disk Pages	8-Apr-87 17:22
Meetings	8 Disk Pages	23-Aug-87 0:35

For all files on the disk, the Floppy Disk window shows this information, arranged in columns:

NAME

The name of the file on the floppy disk, including a miniature representation of the file icon.

SIZE

The size, in disk pages, of the file.

VERSION OF

The date and time the file was created.

You can list the contents of a second disk by removing the first disk, inserting the second disk in the drive, and selecting [Redisplay] in the Floppy Disk window header.

The Floppy Disk properties sheet: Xerox format

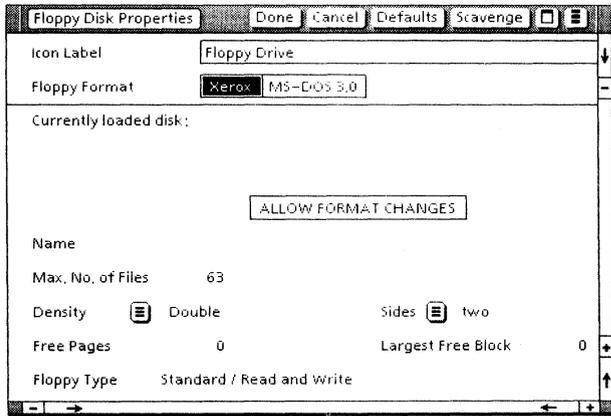
The Floppy Disk properties sheet enables you to set the parameters for formatting, scavenging, and erasing floppy disks. With it, you specify the name of the disk and the maximum number of files on it.

If *VP PC Emulation* software is not installed on your workstation, the Floppy Disk properties sheet shows only the Xerox format.

If *VP PC Emulation* software is installed and enabled, the property sheet shows properties for both the Xerox and MS-DOS formats; see “The Floppy Disk properties sheet: MS-DOS format” later in this chapter.

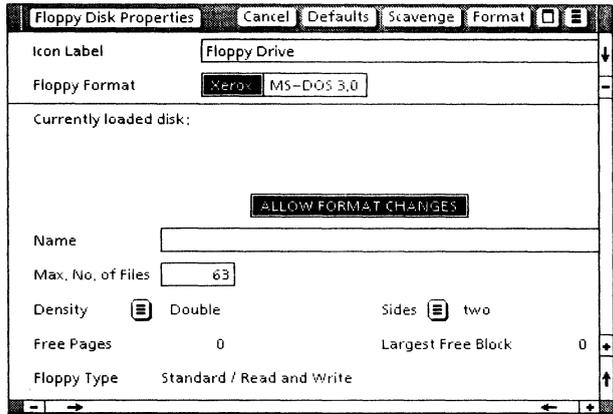
The property sheet that first displays is in read-only format, except for one property: **Allow Format Changes**. Figure 13-3 shows the initial display of the Floppy Disk properties sheet for Xerox format.

Figure 13-3 The Floppy Disk properties sheet; Xerox format, read-only



To modify the property sheet, you must first select **Allow Format Changes**. The property sheet changes to one you can modify, as shown in Figure 13-4.

Figure 13-4 The Floppy Disk properties sheet; Xerox format, modifiable



Floppy Disk properties sheet commands

In addition to the [Cancel], [Defaults], and [Done] commands, the Floppy Disk properties sheet window header shows the following commands:

[Scavenge]

Starts the scavenging function, which recovers file information from damaged floppy disks. Scavenging diagnoses and corrects the problem without damaging file contents.

Two additional commands become available in the property sheet window header after you select **Allow Format Changes**:

[Format]

Prepares the floppy disk to receive information, using the Xerox format. Formatting erases any information currently on the disk.

[Erase]

Deletes all files on the floppy disk. Erasing allows you to redefine the disk properties (the name of the disk and the maximum number of files).

The Floppy Disk properties sheet: Xerox format

The Floppy Disk properties for the Xerox format include:

Icon Label

Specifies the name appearing on the Floppy Drive icon.

Floppy Format

Identifies the format to be used during floppy disk operations. The default setting is the Xerox format.

Currently loaded disk

Introduces the property settings listed below.

Allow Format Changes

Allows you to modify other properties and displays additional window commands.

Name

Specifies the name of the floppy disk. The only way to change the **Name** property is to specify it when you format (or reformat) the disk.

Max. No. of Files

Specifies the maximum number of files the floppy disk can contain. The minimum number you can enter is 1, the recommended maximum (and default value) is 63.

Density

Displays the density of the floppy disk. This property displays in read-only format.

Sides

Displays the number of sides for recording files. In the Xerox format, 5¼-inch and 8-inch floppy disks are always two-sided. This property displays in read-only format

Free Pages

Indicates the amount of disk space (in pages) available on the floppy disk.

Largest Free Block

Indicates the size of the largest block of free disk space currently on the floppy disk.

Floppy Type

Indicates whether the floppy disk is standard read/write or read-only. You can copy files from and to a read/write disk; you can only copy files from a read-only disk.

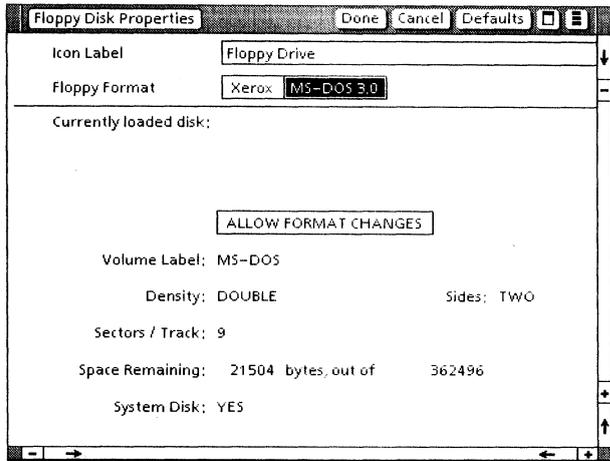
When you set the desired options and reformat the disk, ViewPoint returns to the initial display of the property sheet (see Figure 13-3). All options now reflect the new format.

The Floppy Disk properties sheet: MS-DOS format

If your workstation has *VP PC Emulation* software installed, the Floppy Disk properties sheet enables you to format a floppy disk using the MS-DOS format.

When you first display the Floppy Disk properties sheet, ViewPoint highlights the Xerox format as the default. When you select MS-DOS, ViewPoint displays the property sheet shown in Figure 13-5.

Figure 13-5 **The Floppy Disk properties sheet; MS-DOS format, read-only**



This property sheet is in read-only format, except for one option: **Allow Format Changes**. When you select **Allow Format Changes**, the property sheet changes to one you can modify, as shown in Figure 13-6.

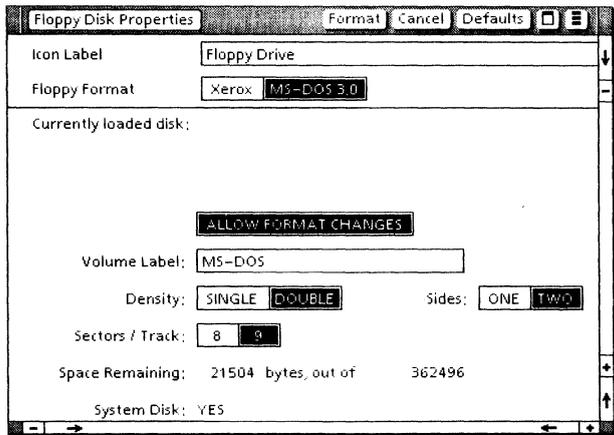
Floppy Disk properties sheet commands

In addition to the [Cancel], [Defaults], and [Done] commands, the Floppy Disk properties sheet window header shows the following commands:

[Scavenge]

Starts the scavenging function, which recovers file information from damaged floppy disks. Scavenging diagnoses and corrects the problem without damaging file contents.

Figure 13-6 The Floppy Disk properties sheet; MS-DOS format, modifiable



Two additional commands become available in the property sheet window header after you select **Allow Format Changes**:

[Format]

Prepares the floppy disk to receive information, using the MS-DOS format. Formatting erases any information currently on the disk.

[Erase]

Deletes all files on the floppy disk. Erasing allows you to redefine the disk properties (the name of the disk and the maximum number of files).

The Floppy Disk properties sheet: MS-DOS format

The floppy disk properties for the MS-DOS format include:

Icon Label

Specifies the name appearing on the Floppy Drive icon.

Floppy Format

Identifies the format to be used during floppy disk operations.

Currently loaded disk

Introduces the property settings listed below.

Allow Format Changes

If selected, allows changes to the modifiable properties listed below, which affect the format of the floppy disk.

Volume Label

Specifies the name of the floppy disk.

Density

Specifies the density of the floppy disk.

Sides

Selects one or two sides for recording files.

Sectors/Track

Selects eight or nine sectors per track on the disk.

Space Remaining

Indicates the amount of disk space (in bytes) available on the floppy disk.

System Disk

Indicates whether the floppy disk contains the MS-DOS operating system.

When you set the desired options and select a command in the header, ViewPoint executes the command and returns to the initial display of the property sheet (see Figure 13-5).

Changing the Floppy Drive icon label

1 2 3...

1. Insert a floppy disk into the drive.
2. Display the Floppy Disk properties sheet.

3. Select the **Icon Label** setting.
4. Delete the current name and type the new name.
5. Select [Done] in the window header to close the property sheet.

Formatting floppy disks: Xerox format

1 2 3...

CAUTION: Formatting a floppy disk erases all the information on the disk. If you try to format a floppy disk that is already formatted, ViewPoint displays a warning message in the desktop message area asking you for confirmation. Be sure the disk you are formatting does not contain information you want to keep.

Before formatting an 8-inch disk (on an 8010 workstation), cover the read/write notch with a sticker. If the read/write notch is not covered, ViewPoint displays the message "Floppy drive not ready."

To format a floppy disk with the Xerox format, use this procedure:

1. Insert a floppy disk into the drive.
2. Display the Floppy Disk properties sheet.
3. Select **Allow Format Changes**.
4. Change whichever properties you wish to change. For example, select the **Name** property and type a disk name. Press <SKIP/NEXT> to advance to the **Max. No. of Files** property.

For Xerox format, you cannot select single-density or single-sided formatting.

5. Select [Format] in the window header. (If you want to cancel formatting, select [Cancel].)

If ViewPoint displays a warning message, select [Yes] to continue or [No] to quit.

When formatting ends, you may either format another disk or select [Done] to close the property sheet.

Formatting floppy disks: MS-DOS format

1 2 3...

MS-DOS formatting requires that your workstation has *VP PC Emulation* software installed and enabled.

CAUTION: Formatting a floppy disk erases all the information on the disk. If you try to format a floppy disk that is already formatted, ViewPoint displays a warning message in the desktop message area asking you for confirmation. Be sure the disk you are formatting does not contain information you want to keep.

To format a floppy disk with the MS-DOS format, use this procedure:

1. Insert a floppy disk into the drive.
2. Display the Floppy Disk properties sheet.
3. For the **Floppy Format** property, select MS-DOS 3.0.
4. Select **Allow Format Changes**.
5. Change the desired properties. For example, select the **Volume Label** property and type a disk name.

6. Select [Format] in the window header. (If you want to cancel the operation, select [Cancel].)

If ViewPoint displays a warning message, select [Yes] to continue or [No] to quit.

When formatting ends, you may either format another disk or select [Done] to close the property sheet.

Storing files on floppy disks

1 2 3...

The following procedures assume that the information is on Xerox-formatted floppy disks. For procedures concerning MS-DOS-formatted disks, see the *VP PC Emulation and MS-DOS User Guide* volume in this library.

To copy one or more files to a floppy disk, you can select as a destination either the Floppy Drive icon or the Floppy Disk window.

Copying files to a floppy disk

1. Insert a floppy disk into the drive.
2. Select the icons you want to copy.
3. Press the <COPY> key.
4. Move the pointer to the Floppy Drive icon or the Floppy Disk window.
5. Click the left mouse button to copy the files as a foreground operation; click the right mouse button to copy the files as a background operation.

Note: If you move icons to the floppy disk, ViewPoint deletes them from the workstation hard disk. Therefore, if a move operation does not create a complete new file on the floppy disk, data can be permanently lost.

Copying files to multiple floppy disks

When you copy several files, or one long file, to floppy disks, ViewPoint estimates the number of formatted disks you need and lets you stop the copy operation and format the necessary disks. However, you will find this procedure simpler if you format several disks before you begin.

To store files on multiple floppy disks:

1. Insert the first Xerox-formatted floppy disk into the disk drive.
2. Copy the icon you want to store to the Floppy Drive icon or the Floppy Disk window.

ViewPoint displays a message estimating the number of additional floppy disks you need to complete the operation. The message asks if you want to create a multi-floppy file.

3. To halt the operation so you can format disks, select [Cancel]. Format as many additional disks as you need; then repeat step 2.
4. When ViewPoint finishes the first disk, it asks you if you want to continue with the second disk. Remove the first disk from the drive, insert the second disk, and select [Continue].
5. Repeat step 4 as necessary.

During the procedure, label each disk with its sequence number, such as disk 1, disk 2, and so on.

Retrieving information from floppy disks

1 2 3...

ViewPoint enables you to retrieve files stored on single or multiple floppy disks. It also enables you to recover information from disks that it has trouble reading.

The following procedures assume that the information is on Xerox-formatted floppy disks. For procedures concerning MS-DOS-formatted disks, see the *VP PC Emulation and MS-DOS User Guide* volume in this library.

Retrieving files from a single floppy disk

1. Insert the floppy disk into the drive.
2. Open the Floppy Disk window.
3. Copy the files you want to retrieve from the floppy disk to the desktop or a container icon.

ViewPoint retrieves the files and then redisplay the Floppy Disk window.

Retrieving files from multiple floppy disks

Floppy disks containing different segments of the same file must be in ascending order (disk 1, disk 2, and so on) for ViewPoint to retrieve the file. In the Floppy Disk window, the SIZE column indicates the range of disk pages on the floppy disk in the drive; for example, 300...997. You can use this information to arrange unlabeled disks in the proper sequence before you start.

CAUTION: If you move rather than copy the files, you risk losing data.

To retrieve files from multiple floppy disks:

1. Insert the first Xerox-formatted floppy disk into the drive.
2. Open the Floppy Disk window.
3. Copy the files you want to retrieve from the floppy disk to the desktop or a container icon.
4. When prompted, remove the first disk, insert the second disk, and select [Continue] in the desktop message area to continue.

If the floppy disks are out of sequence, ViewPoint halts the operation and repeats the prompt. Insert the correct disk and select [Continue] again.

5. Repeat step 4 as necessary.

You can cancel the retrieval at any time, either by pressing <STOP> or by selecting [Cancel] when ViewPoint prompts you for the next disk in the sequence. If you cancel, ViewPoint removes from the desktop any file information retrieved up to that point.

Scavenging files from damaged disks

When ViewPoint has trouble reading the information on a floppy disk, it displays a message indicating that the disk needs scavenging.

When ViewPoint scavenges a floppy disk, it scans the disk for the problem and corrects it. The operation does not destroy the information stored on the disk.

To scavenge a disk:

1. Insert the Xerox-formatted floppy disk into the drive.
2. Display the Floppy Disk properties sheet.

3. Select [Scavenge] in the window header. A message in the desktop message area suggests that another disk drive may be able to read the disk, and asks if you want to continue.
4. To proceed with scavenging, select [Yes]. To halt the operation, select [No].

Removing information from floppy disks

1 2 3...

You can remove Xerox-formatted or MS-DOS-formatted information from floppy disks by deleting individual files or by erasing entire disks.

Deleting selected files from a floppy disk

1. Insert the floppy disk into the disk drive.
2. Open the Floppy Disk window.
3. Select one or more files to delete.
4. Press the key. ViewPoint displays a message asking you to confirm that you want to delete the files.
5. To proceed with the deletion, select [Yes]. To cancel the deletion, select [No].

After ViewPoint deletes a file from the floppy disk, it redisplays the Floppy Disk window.

Erasing floppy disks

1. Insert the Xerox-formatted floppy disk into the disk drive.
2. Display the Floppy Disk properties sheet.
3. Select **Allow Format Changes**.

Note: At this time, you can rename the disk and change the maximum number of files.

4. Select [Erase] in the window header. ViewPoint displays a message asking you to confirm that you want to erase the disk.
5. To proceed with the erasure, select [Yes]. To cancel the operation, select [No].

Note: Reformatting the disk also erases all files.

A. Window commands

This appendix contains an alphabetical list of the ViewPoint window commands discussed in this volume. Window commands appear in window headers and auxiliary menus. Specific applications sometimes display additional commands.

[Apply]

Causes the changes made in a property sheet to take effect, and keeps the property sheet displayed.

[Bottom]

Moves a window to the bottom of a stack of overlapping windows. (Window management auxiliary menu command)

[Cancel]

Cancels all changes made to the property or option sheet since you displayed it or selected [Apply], [Done], or [Start]. Also, [Cancel] closes the property or option sheet.

[Close]

Closes a window.

[Close All]

Closes all windows in a series of nested windows.

[Date and Time]

Displays the current date and time in the desktop message area. Date format is **[d]d-Mmm-yy**; time format is **[h]h:mm:ss**. (Desktop auxiliary menu command)

[Defaults]

Restores all properties to their ViewPoint default settings, and keeps the property sheet displayed.

[Done]

Applies the properties currently selected and closes the property sheet.

[Edit]

Enables you to modify the contents of a document window. This command appears only if the [Documents] section **Edit/Save** parameter of the User Profile is TRUE. If the parameter is FALSE, the window opens in edit mode automatically, so the command does not appear (except in the User Profile window, where it always appears).

[End Session]

Closes any windows on the desktop, and then displays the Logoff option sheet so you can end the ViewPoint session. (Desktop auxiliary menu command)

[Erase]

Deletes all files on a floppy disk. (Floppy Disk properties sheet window command)

[Folder/File Drawer Display Options]

Displays an option sheet that enables you to view or modify how ViewPoint displays the information in a folder or file drawer window; for example, whether it shows the version date and the object size. (Desktop auxiliary menu command)

[Format]

Prepares a floppy disk to receive information. Before formatting, you define the disk properties (disk name, number of files, data density, and number of sides formatted). (Floppy Disk properties sheet window command)

[Full Screen]

Expands a window to fill the entire screen below the desktop message area. (Window management auxiliary menu)

[Invert Screen]

Changes the background shade of the desktop between light and dark gray; changes the color of characters and other display images between black and white. (Desktop auxiliary menu command)

[Just Below Top]

Moves a window immediately below the top window of a stack of overlapping windows. (Window management auxiliary menu command)

[List Container]

Makes a document that lists the contents of any selected file drawer, folder, mail inbasket, or floppy disk. The *Container List Tool* application must be running in the application loader. (Desktop auxiliary menu command)

[List Local Desktops]

Displays a list containing information about all desktops stored on the workstation hard disk. The list includes the complete user name, the desktop size in disk pages, and administrator status (shown by an asterisk on the list). (Logon option sheet auxiliary menu command)

[List Software Options]

Displays the ID number of the workstation processor, plus all software enabled (even if not yet installed) on the workstation. (Logon option sheet auxiliary menu command)

[Move]

Moves an overlapping window horizontally or vertically, or moves a tiled window vertically. Requires the use of the mouse to position the window. (Window management auxiliary menu command)

[Move Window Left]

Moves a tiled window horizontally from the right side of the desktop to the left. Does not appear if the window is already on the left. (Window management auxiliary menu command)

[Move Window Right]

Moves a tiled window horizontally from the left side of the desktop to the right. Does not appear if the window is already on the right. (Window management auxiliary menu command)

[Normalize Text]

Adjusts the appearance of inter-word spacing and line endings in documents exchanged between VP 2.0 workstations with incompatible margin settings, different versions of VP 1.1 and VP 2.0 fonts, or dissimilar autohyphenation environments (document auxiliary menu).

Refer to the chapter titled, "Notes and cautions," in the *ViewPoint 2.0 Release Document* for more information.

[Purge Wastebasket]

Deletes all items in the wastebasket. (Desktop auxiliary menu command)

[Redisplay]

Updates the display of the contents of a window, reflecting any changes to those contents made since you opened the window.

[Reset]

Restores all properties to the settings in effect when you displayed the property sheet or selected [Apply]. The property sheet remains displayed. This command also appears in a document window, if the **Edit/Save** parameter in the User Profile is set to TRUE.

[Resize]

Changes the size of an overlapping window

both horizontally and vertically, or the size of a tiled window vertically. Requires the use of the mouse to set the new window size. (Window management auxiliary menu command)

[Run]

Changes the status of an installed application from IDLE to RUNNING so it can accept and execute commands. (Application Loader window command)

[Scavenge]

Diagnoses the condition of a floppy disk and recovers data from it when ViewPoint encounters disk damage. The command does not damage data on the disk. (Floppy Disk properties sheet command)

[Set Software Options]

Displays the Software Options sheet that lets you or your System Administrator enable options for running software installed on your workstation. (Desktop auxiliary menu command)

[Show Next]

Displays the window for the next icon listed in a container icon window.

[Show Previous]

Displays the window for the previous icon listed in a container icon window.

[Show Size]

Shows in the desktop message area the size in disk pages of the selected object (or objects), plus the total size of all objects in the wastebasket, the number of pages still available, and the total number of pages. (Desktop auxiliary menu command)

[Show User Profile]

Displays the user profile currently in effect and lets you edit it. (Desktop auxiliary menu command)

[Start]

Begins the execution of the function associated with an option sheet.

[Test]

Displays an option sheet used to start the workstation online diagnostic routines. (Desktop auxiliary menu command)

[Top]

Moves a window to the top of a stack of overlapping windows. (Window management auxiliary menu command)

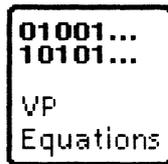
[Undo Full Screen]

Reduces the window size from full screen back to its original size. (Window management auxiliary menu)

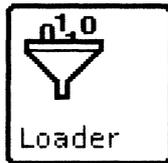
[WS Administration]

Enables the workstation administrator to add, change, or delete users; assign or change passwords; and assign administrator status to valid users. This command appears only on workstations running *VP Standalone* or *VP RemoteCom* software. (Desktop auxiliary menu command)

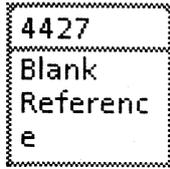
The icons in this appendix represent resources in the ViewPoint environment. The chapter titled "The desktop" in this volume discusses icons and provides instructions for using them.



Application—Represents the software necessary to run a particular application. To use this icon, you copy it into the Application Loader icon.



Application Loader—Runs application software, such as the *VP Spelling Checker*.

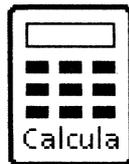


Blank reference—Provides a way to access data icons stored in a file drawer, without having to go through a multiple-level directory or open the file drawer itself.

To associate the data icon with a reference icon, you enter in its property sheet the name and pathname of the data icon you want. When you close the property sheet, the reference icon takes the shape of the data icon to which it refers (a document, a spreadsheet, and so forth).



Book—Represents a collection of documents to be treated as one continuous document. The icon enables you to paginate sequentially across document boundaries, as well as to provide a single table of contents or index for the entire book.



Calculator—Provides all the basic functions of a handheld programmable calculator. With it, you

can perform arithmetic, algebraic, and trigonometric functions for making financial, business, scientific, or statistical calculations.



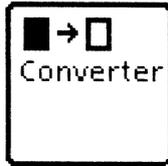
Calendar—Keeps a record of appointments or events by day, month, year, or event. With it, you can schedule, change, or cancel appointments, create appointment reminder windows, and send reminders to other network users.



Canvas—Used for creating free-hand drawings for inclusion in bitmap frames.



Clock—Displays the time anywhere around the world. This feature has analog or digital display modes, 12-hour or 24-hour displays, and alarm settings.



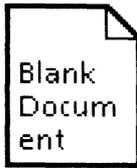
Converter—Changes files to and from the Xerox ViewPoint format.



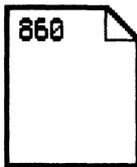
Dictionary—Represents either standard or custom dictionaries for use with the *VP Spelling Checker* application and the Index Generator feature of *VP Long Document Options*.



Directory—Provides access to all system resources, including data and applications. The directory contains several levels of dividers, which group resources as workstation, desktop, and network resources.



Document—Usually contains text but can also include graphic illustrations, tables, and equations.



860 format—Represents a document stored in the Xerox 860 format. Before you can view and manipulate an 860-format document in ViewPoint, you must convert the document to the ViewPoint format.



File drawer—Represents a remote storage location; you use it to store documents, folders, spreadsheets, and other files on a network file server, rather than on the workstation hard disk. The File Drawer icon lets users with the appropriate access rights share files among several workstations.





Floppy drive—Provides access to floppy disk management functions. With it, you can move or copy files to and from floppy disks, format disks, delete files from disks, and erase disks.



Folder—Contains other icons, such as documents, spreadsheets, mail notes, and other folders. A folder can contain any other icon.



Help—Contains Xerox-supplied help documents and help documents you create.

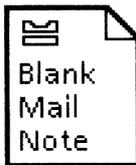


Inbasket—Receives documents, folders, and other files mailed from other workstations. When your workstation receives a mailed object, the icon changes to show a letter in the basket.

See also the Outbasket icon.



Mail folder—Lets you organize mail received in your inbasket. You can use the mail folder icon to forward and answer mail.



Mail note—Used solely for sending short messages or memos over a network. The icon is not attached to documents or folders.



Outbasket—Used for sending documents, folders, and other icons to other users on a network.

See also the Inbasket icon.



Print format—A document in a format directly usable by a printer. It facilitates repeated printing of documents by eliminating the formatting that automatically occurs when you send a document to the printer.

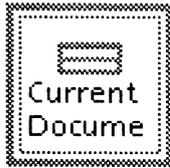
You cannot open the print format icon or edit its contents.



Printer—Represents a printer either connected directly to the workstation or remotely located. If your installation has more than one printer, you can keep multiple printer icons on your desktop to represent the different printers. You can also have more than one icon for the same printer.



Record file—Provides access to information stored in a hierarchical data base. The icon contains record files, each of which contains one or more records having identical field structures.

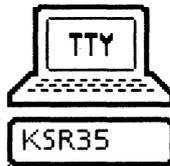


Reference—Provides direct access to a data icon stored in a file drawer.

See also the blank reference icon.



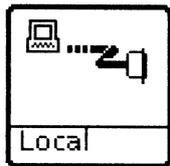
Spreadsheet—Enables you to create spreadsheets and perform spreadsheet functions. These functions include entering labels, formulas, and data into cells; adjusting and formatting rows and columns; and printing and storing spreadsheets.



Terminal emulator—Accesses software that enables your workstation to emulate a terminal connected to an asynchronous line. The terminal emulator icon also enables you to perform remote network administration functions.



3270—Accesses software that enables your workstation to emulate an IBM 3270 terminal connected to a 3270 host computer.



TTY-Port—Provides software that allows a TTY-based terminal emulator to connect through an RS232C port to a remote device.



User Profile—Stores settings that define the attributes of documents, folders, and the keyboard. Other settings control the appearance of windows, the pagination of documents, and assignment of the default printer.



Wastebasket—A container for icons that you want to delete. Depending on your wastebasket settings, ViewPoint either automatically deletes icons moved to the wastebasket or deletes them only when you “empty” the wastebasket.

C. Alternate keyboards

This appendix shows the alternate (or “virtual”) keyboards currently available, as they appear on the 6085 or 8010 workstation. Additional language keyboards can be loaded on your workstation when you are running the required software. For details about language keyboards, see the *Languages Reference* volume in this library.

Alternate keyboard key assignments differ slightly between the 6085 and 8010. Therefore, an alternate keyboard pictured in this appendix may not look exactly like your keyboard. The alternate keyboard configurations supplied with the ViewPoint environment include:

- ASCII
- Dvorak
- English
- European
- French
- French Canadian
- German
- Greek
- ISO
- Italian
- Legal
- Logic
- Math
- Office
- Spanish
- Special (specific to VP Series applications)
- U.S. Russian

Other keyboards require the installation of the appropriate software.

Figure C-1 ASCII (American Standard Code for Information Interchange) keyboard

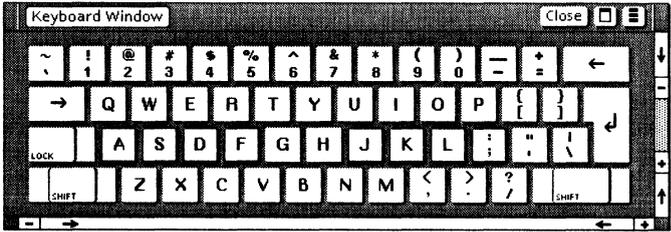


Figure C-2 Document Special keyboard

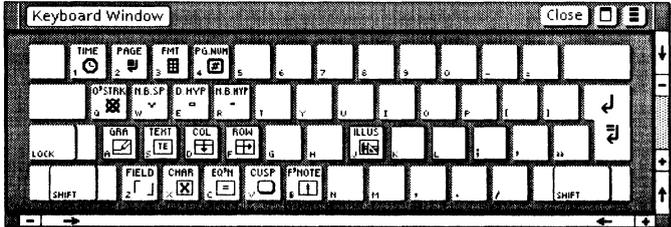


Figure C-3 Dvorak keyboard

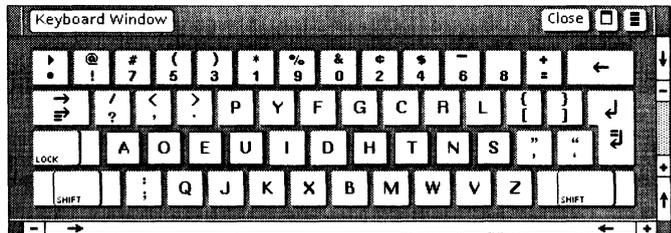


Figure C-4 English keyboard

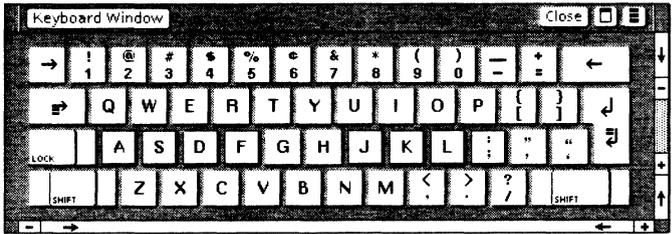


Figure C-5 European keyboard

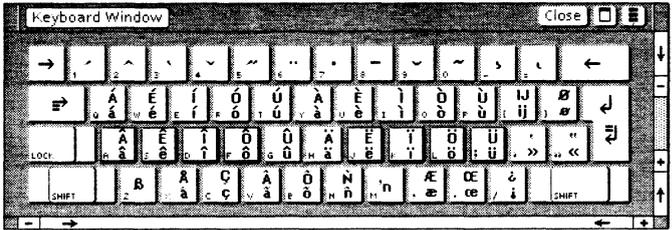


Figure C-6 Field Special keyboard

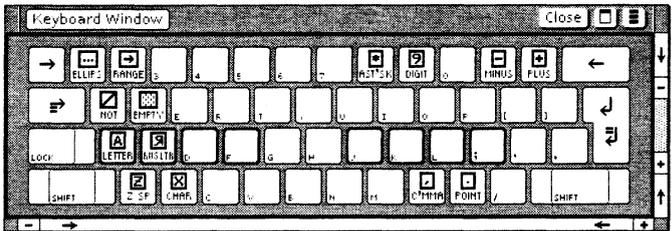


Figure C-7 French keyboard

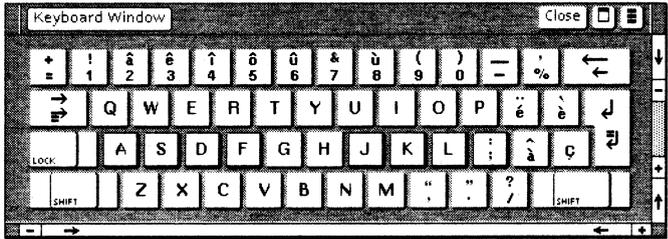


Figure C-8 French Canadian keyboard

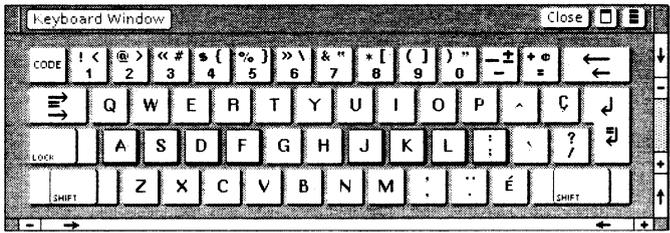


Figure C-9 German keyboard

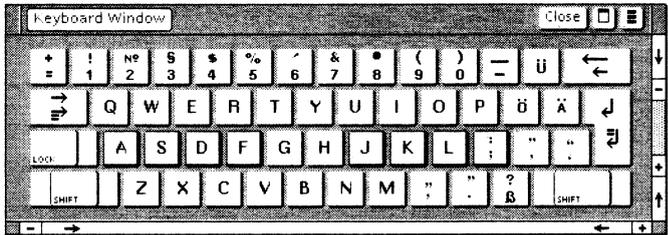


Figure C-13 Italian keyboard

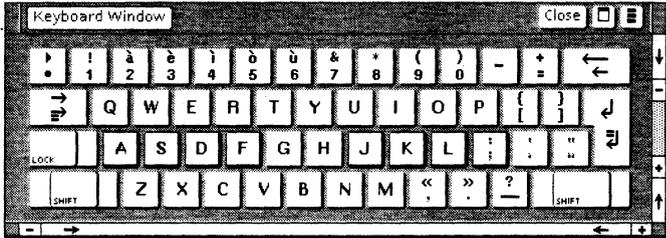


Figure C-14 Legal keyboard

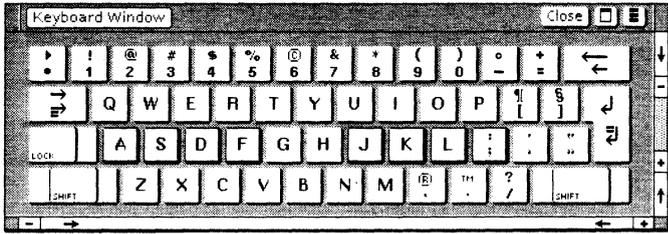


Figure C-15 Logic keyboard

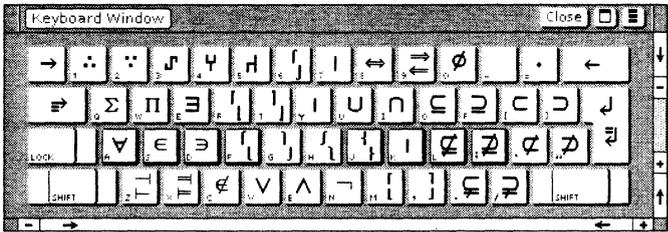


Figure C-19 U.S. Russian keyboard



D. User Profile sections

Table D-1 in this appendix lists all User Profile sections, the applications and functions that are affected by each section, and the reference volume where the affected application or function is described.

Note: Application names are in italics, and functions (such as filing) are in plain print.

Following this table is a reproduction of the User Profile Copy Source.

Table D-1 User Profile sections

User Profile section	VP application or function	Volume
[3270 emulation]	<i>VP Terminal Emulation for IBM 3270</i>	<i>Host Interfaces Reference</i>
[Character Printer]	Printing	<i>Workstation Administration and System Resources Reference</i>
[Conversion]	<i>VP File Conversion</i>	<i>File Conversions Reference</i>
[Cusp]	<i>VP CUSP Buttons</i>	<i>VP CUSP Buttons Reference</i>
[Desktop]	<i>ViewPoint</i>	<i>General User Reference</i>
[Document Equation Frame Defaults]	<i>VP Equations</i>	<i>Document Editor Options Reference</i>
[Document Table Column Defaults]	<i>VP Document Editor</i>	<i>Document Editor Reference volume 4</i>
[Document Table Defaults]	<i>VP Document Editor</i>	<i>Document Editor Reference volume 4</i>
[Document Table Header Row Defaults]	<i>VP Document Editor</i>	<i>Document Editor Reference volume 4</i>
[Document Table Row Defaults]	<i>VP Document Editor</i>	<i>Document Editor Reference volume 4</i>
[Document Table Ruling Line Defaults]	<i>VP Document Editor</i>	<i>Document Editor Reference volume 4</i>

Table D-1 User Profile sections (continued)

User Profile section	VP application or function	Volume
[Documents]	<i>VP Document Editor</i>	<i>Document Editor Reference volumes 3 and 4</i>
[Folder]	Filing	<i>Workstation Administration and System Resources Reference</i>
[Impact Printer] (used with 8010)	Printing	<i>Workstation Administration and System Resources Reference</i>
[Index Generator]	Index Generator (VP Long Document Options)	<i>Document Editor Options Reference</i>
[Keyboards]	Keyboard Accelerator	<i>VP Spreadsheet and VP Office Accessories Reference</i>
[Librarian]	Shared Books (VP Long Document Options)	<i>Workstation Administration and System Resources Reference</i>
[Logoff]	<i>ViewPoint</i>	<i>General User Reference</i>
[Redlining]	<i>VP Document Editor</i>	<i>Document Editor Reference volume 4</i>
[Structured Graphics Bitmap Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Button Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>

Table D-1 User Profile sections (continued)

User Profile section	VP application or function	Volume
[Structured Graphics Curve Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Ellipse Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Frame Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Line Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics PieSlice Defaults]	VP Data-Driven Graphics	<i>Graphics Reference</i>
[Structured Graphics Point Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Rectangle Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Text Frame Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Structured Graphics Triangle Defaults]	Basic Graphics (VP Document Editor)	<i>Graphics Reference</i>
[Styles]	Styles (VP Document Editor)	<i>Document Editor Reference volume 4</i>
[System]	ViewPoint	<i>General User Reference</i>
[Windows]	ViewPoint	<i>General User Reference</i>

USER PROFILE COPY SOURCE

COPY SOURCE CONVENTIONS	2	[Librarian]	9
HOW TO USE THIS COPY SOURCE	2	[Logoff]	9
[3270 Emulation]	3	[Redlining]	9
[Character Printer]	3	[Structured Graphics Bitmap Defaults]	10
[Conversion]	3	[Structured Graphics Button Defaults]	11
[Cusp]	3	[Structured Graphics Curve Defaults]	12
[Desktop]	3	[Structured Graphics Ellipse Defaults]	12
[Document Equation Frame Defaults]	4	[Structured Graphics Frame Defaults]	13
[Document Table Column Defaults]	5	[Structured Graphics Line Defaults]	14
[Document Table Defaults]	6	[Structured Graphics PieSlice Defaults]	14
[Document Table Header Row Defaults]	7	[Structured Graphics Point Defaults]	15
[Document Table Row Defaults]	7	[Structured Graphics Rectangle Defaults]	15
[Document Table Ruling Line Defaults]	7	[Structured Graphics Text Frame Defaults]	16
[Documents]	7	[Structured Graphics Triangle Defaults]	17
[Folder]	8	[Styles]	17
[Impact Printer]	8	[System]	18
[Index Generator]	8	[Windows]	18
[Keyboards]	9		

ABOUT THIS COPY SOURCE

This document can be used as a copy source for setting up your User Profile. Each page consists of two columns: "User Profile Entries" and "Entry Options." The "User Profile Entries" column contains the User Profile section headings and respective entries that may be copied into your User Profile window. The "Entry Options" column provides the options associated with each User Profile entry.

Revise all relevant User Profile entries in this document and then copy the revised entries into your User Profile window. Detailed explanations of each entry and option may be found in the General User Reference volume of the VP Series Reference Library.

The following pages provide the contents of the User Profile Copy Source.

COPY SOURCE CONVENTIONS

Within the "User Profile Entries" column:

- User Profile section names are enclosed in square brackets. For example:

[Conversion]

- Below each section name are the section's corresponding entries. Each entry name is followed by a colon, and in most cases, a supplied option. For example:

Document Pagination: Simple
Top Margin: 0.25

- Each supplied option represents the system-supplied default.
- Some entries do not have a supplied option. These entries represent those cases where there are no standard default values. For example:

Fill-in Rule:

Within the "Entry Options" column:

- Entry options begin on the same horizontal line as their corresponding entry in the "User Profile Entries" column.
- Options corresponding to each User Profile entry are separated by a vertical bar. For example:

Inches|Millimeters|Centimeters|Points|Spaces

- Unless otherwise noted, the option appearing first in an option list represents the system-supplied default for the corresponding User Profile entry.
- Comments, if any, are enclosed in braces. For example:

{supply a value for the number of characters allowed}

- For those entries that do not have a supplied option in the "User Profile Entries" column, or only have a numerical value, a

comment appears in the "Entry Options" column indicating what information is appropriate for the entry. For example:

{supply a valid fill-in rule after the entry's colon}
{for units in inches, supply a value from 0 to 13.88}

HOW TO USE THIS COPY SOURCE

1. Determine which section entries you wish to change.
2. Select the system-supplied default option (if any) of the section entry you wish to change in the "User Profile Entries" column and press <DELETE>. Be sure you only delete the option. Do not delete the section entry or colon.
3. Select a corresponding option from the "Entry Options" column and copy it to the same position where you deleted the system-supplied default (following the colon). Be sure not to copy the vertical bars.
4. Copy the edited entries to your User Profile window. If the section entry already appears in your User Profile, be sure to delete it before copying the newly edited version.

Note: The User Profile is a simple text document. When copying information to this window, select, as the destination, the character that should precede the copied information.

NOTES

- Use the multiple-click method to select words (2 clicks) and whole entries (4 clicks). Use the adjust method to select multiple words and entries. This will help ensure desired results when copying information.
- Do not copy an entry into your User Profile window if you want to make use of its corresponding system-supplied default. The system will automatically invoke defaults for missing entries.
- Do not copy comments into your User Profile window.
- Be sure there are no empty lines within a section of your User Profile. Empty lines are only allowed between sections.

USER PROFILE ENTRIES

ENTRY OPTIONS

[3270 Emulation] DefaultKeypad: Numeric	Numeric PF1-12 PF1-24
[Character Printer] PrinterType: 630 DefaultPW: US English	630 635 US English UK English German French Italian Swedish Finnish Spanish Dutch French Canadian ASCII Norwegian Danish Portuguese
[Conversion] Document Pagination: Simple	Simple Compress None
[Cusp] ActiveInitialBackgroundProcesses: CancelCusp	CancelCusp Wait Ignore AskUser
[Desktop] Background: White	White Black

USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Document Equation Frame Defaults]</p> <p>Units: Inches</p> <p>Horizontal Alignment: Centered</p> <p>Vertical Alignment: Floating</p> <p>Border Width: Width 1</p> <p>Border Style: Invisible</p> <p>Span: Column</p> <p>Top Margin: 0</p> <p>Bottom Margin: 0</p> <p>Left Margin: 0</p> <p>Right Margin: 0</p> <p>Top Caption: False</p> <p>Bottom Caption: False</p> <p>Left Caption: False</p> <p>Right Caption: False</p>	<p>Inches Mil imeters Centimeters Points Spaces</p> <p>Centered Flush Left Flush Right</p> <p>Floating Flush Bottom Flush Top</p> <p>Width 1 Width 2 Width 3 Width 4 Width 5 Width 6</p> <p>Invisible Solid Dashed Dotted Double Broken</p> <p>Column Page</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>False True</p>
--	--

USER PROFILE ENTRIES

ENTRY OPTIONS

[Document Table Column Defaults]	
Units: Inches	Inches Millimeters Centimeters Points Spaces
Description:	{supply any text immediately after the entry's colon; default is empty}
Number Of Subcolumns: 2	2 1 3 4 5
Subrows: False	False True
Contents: Centered	Centered Flush Left Flush Right Decimal Aligned
Tab Setting: 0.67	{supply a value corresponding to Units above; U.S. default units are inches}
Width: 1.19	{supply a value corresponding to Units above; U.S. default units are inches}
Left Margin: 0.06	{for units in inches, supply a value from 0 to 3.54; value range depends on Units above}
Right Margin: 0.06	{for units in inches, supply a value from 0 to 3.54; value range depends on Units above}
Type: Any	Any Text Amount Date
Required: False	False True
Language: US English	US English UK English French German Swedish Italian Dutch Norwegian Finnish Spanish Portuguese Japanese French Canadian English Canadian
Text Direction: Left To Right	Left To Right Right To Left
Format:	{supply a valid format immediately after the entry's colon; default is empty}
Range:	{supply a valid range immediately after the entry's colon; default is empty}
Length: 0	{supply a value for the number of characters allowed}
Skip if:	{supply a valid skip rule immediately after the entry's colon; default is empty}
Skip Condition: Empty	Empty Not Empty Never Always
Fill-in Rule:	{supply a valid fill-in rule immediately after the entry's colon; default is empty}
Stop On Skip: False	False True

USER PROFILE ENTRIES

ENTRY OPTIONS

[Document Table Defaults]	
Units: Inches	Inches Mill imeters Centimeters Points Spaces
Horizontal Alignment: Centered	Centered Flush Left Flush Right
Vertical Alignment: Floating	Floating Flush Bottom Flush Top
Border Width: Width2	Width2 Width1 Width3 Width4 Width5 Width6
Border Style: Solid	Solid Invisible Dashed Dotted Double Broken
Span: Column	Column Page
Top Margin: 0.25	{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}
Bottom Margin: 0.5	{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}
Left Margin: 0	{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}
Right Margin: 0	{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}
Top Caption: False	False True
Bottom Caption: True	True False
Left Caption: False	False True
Right Caption: False	False True
Width: 2.39	{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}
Height: 0.97	{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}
Fixed Width: False	False True
Fixed Height: False	False True
Number Of Rows: 2	2 1 3 4 5 6 7 8 9 10
Number Of Columns: 2	2 1 3 4 5 6 7 8 9 10
Rows: Varying	Varying Fixed
Columns: Varying	Varying Fixed
Fill-in by: Row	Row Column
Repeat Top Caption On Print: True	True False
Repeat Bottom Caption On Print: True	True False
Defer Table On Paginate: True	True False

USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Document Table Header Row Defaults] Units: Inches Visibility: True Repeat Header Row On Each Page: True Horizontal Alignment: Centered Vertical Alignment: Centered Text Direction: Left To Right Top Margin: 0.13 Bottom Margin: 0.13</p>	<p>Inches Millimeters Centimeters Points Spaces True False True False Centered FlushLeft FlushRight Centered FlushTop FlushBottom Left To Right Right To Left {supply a value corresponding to Units above; U.S. default units are inches} {supply a value corresponding to Units above; U.S. default units are inches}</p>
<p>[Document Table Row Defaults] Units: Inches Vertical Alignment: Flush Top Top Margin: 0.06 Bottom Margin: 0.06</p>	<p>Inches Millimeters Centimeters Points Spaces Flush Top Centered Flush Bottom {for units in inches, supply a value from 0 to 3.56; value range depends on Units above} {for units in inches, supply a value from 0 to 3.56; value range depends on Units above}</p>
<p>[Document Table Ruling Line Defaults] Line Width: Width2 Line Style: Solid</p>	<p>Width2 Width1 Width3 Width4 Width5 Width6 Solid Dashed Broken Dotted Double Invisible</p>
<p>[Documents] DeleteExpandDelimiter: False Edit/Save: True Screen Font Substitution: Best Fit Load Expansion Dictionary:</p>	<p>False True True False Best Fit Black Boxes {supply the name of the abbreviation-expansion dictionary to be loaded immediately after the entry's colon; default is empty}</p>

USER PROFILE ENTRIES

ENTRY OPTIONS

[Folder]	
ShowIcon: True	True False
ShowSize: False	False True
ShowCreateDate: True	True False
Version: SeparateColumn	SeparateColumn WithName None
[Impact Printer]	
DefaultPW: US English	US English UK English Norwegian Danish French German Italian Spanish Swedish Finnish
[Index Generator]	
Type of Result Desired: Index	Index Dictionary Document from Dictionary
Capitalize First Letter of Each Entry: False	False True
Search Within Anchored Frames: True	True False
Search Within Captions: True	True False
Apply Inclusion Folder: False	False True
Apply Exclusion Folder: True	True False
Apply Index Table Folder: False	False True
Hiragana Or Katakana: Hiragana	Hiragana Katakana
Regular Or Detailed: AKaSaTaNa	AKaSaTaNa AIUEO
Show Separate Entry When ALL LETTERS CAPITALIZED: False	False True
Show Separate Entry When First Letter Capitalized: False	False True
Sort The Index Entries: Alphabetically	Alphabetically By Decreasing Occurrence By Increasing Occurrence
Show Occurrence Counts For Each Entry: False	False True
Show Occurrence Counts For Each Page Number Listed: False	False True

USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Keyboards] Order:</p> <p>[Librarian] Database:</p> <p>[Logoff] Desktop: Active Queues: Cancel Logoff</p> <p>[Redlining] On: False Revised Text Appearance: Double Underline</p>	<p>{supply the names of the keyboards you want to appear on the keyboard soft keys in the order you wish them to appear, e.g., Office, Greek, French, Europe}</p> <p>{supply the fully-qualified name of the Librarian database to be used with Shared Books immediately after the entry's colon, i.e., Name:Domain:Organization}</p> <p>Retain Move to File Service {system default depends on option used at previous logoff} Cancel Logoff Finish Queues Cancel Queues</p> <p>False True</p> <p>Double Underline Bold Double Underline Bold Italic Double Underline Bold Italic Underline Bold Italic</p>
---	---

USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Bitmap Defaults]</p> <p>Units: Inches</p> <p>Border Width: Width1</p> <p>Border Style: Solid</p> <p>Top Margin: 0</p> <p>Bottom Margin: 0</p> <p>Left Margin: 0</p> <p>Right Margin: 0</p> <p>Top Caption: False</p> <p>Bottom Caption: False</p> <p>Left Caption: False</p> <p>Right Caption: False</p> <p>Width: 0.89</p> <p>Height: 0.29</p>	<p>Inches Millimeters Centimeters Points Spaces</p> <p>Width1 Width2 Width3 Width4 Width5 Width6</p> <p>Solid Invisible Dashed Dotted Double Broken</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p>
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USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Button Defaults]</p> <p>Units: Inches</p> <p>Horizontal Alignment: Centered</p> <p>Vertical Alignment: Floating</p> <p>Border Width: Width2</p> <p>Border Style: Solid</p> <p>Span: Column</p> <p>Top Margin: 0.25</p> <p>Bottom Margin: 0.25</p> <p>Left Margin: 0</p> <p>Right Margin: 0</p> <p>Top Caption: False</p> <p>Bottom Caption: False</p> <p>Left Caption: False</p> <p>Right Caption: False</p> <p>Width: 0.56</p> <p>Height: 0.33</p> <p>Fixed Width: False</p> <p>Fixed Height: False</p>	<p>Inches Millimeters Centimeters Points Spaces</p> <p>Centered Flush Left Flush Right</p> <p>Floating Flush Bottom Flush Top</p> <p>Width2 Width 1 Width3 Width4 Width5 Width6</p> <p>Solid Invisible Dashed Dotted Double Broken</p> <p>Column Page</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>False True</p> <p>False True</p>
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USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Curve Defaults] Line Width: Width2 Line Style: Solid Left (Upper) Line End: Square Right (Lower) Line End: Square Fixed Angle: False</p>	<p>Width2 Width1 Width3 Width4 Width5 Width6 Solid Dashed Dotted Broken Square Flush Round Arrow1 Arrow2 Arrow3 Square Flush Round Arrow1 Arrow2 Arrow3 False True</p>
<p>[Structured Graphics Ellipse Defaults] Border Width: Width2 Border Style: Solid Shading: White Vertical Texture: False Horizontal Texture: False UpperLeft-LowerRight Texture: False LowerLeft-UpperRight Texture: False Dotted Texture: False Fixed Shape: False</p>	<p>Width2 Width1 Width3 Width4 Width5 Width6 Solid Invisible Dashed Dotted Broken White 25% Gray 50% Gray 75% Gray Black False True False True False True False True False True False True</p>

USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Frame Defaults]</p> <p>Units: Inches</p> <p>Horizontal Alignment: Centered</p> <p>Vertical Alignment: Floating</p> <p>Border Width: Width2</p> <p>Border Style: Solid</p> <p>Span: Column</p> <p>Top Margin: 0.25</p> <p>Bottom Margin: 0.25</p> <p>Left Margin: 0</p> <p>Right Margin: 0</p> <p>Top Caption: False</p> <p>Bottom Caption: False</p> <p>Left Caption: False</p> <p>Right Caption: False</p> <p>Width: 1</p> <p>Height: 1</p> <p>Fixed Width: False</p> <p>Fixed Height: False</p>	<p>Inches Millimeters Centimeters Points Spaces</p> <p>Centered Flush Left Flush Right</p> <p>Floating Flush Bottom Flush Top</p> <p>Width2 Width1 Width3 Width4 Width5 Width6</p> <p>Solid Invisible Dashed Dotted Double Broken</p> <p>Column Page</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>False True</p> <p>False True</p>
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USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Line Defaults] Line Width: Width2 Line Style: Solid Left (Upper) Line End: Square Right (Lower) Line End: Square Fixed Angle: False</p> <p>[Structured Graphics PieSlice Defaults] Border Width: Width2 Border Style: Solid Shading: White Vertical Texture: False Horizontal Texture: False UpperLeft-LowerRight Texture: False LowerLeft-UpperRight Texture: False Dotted Texture: False Fixed Shape: False</p>	<p>Width2 Width1 Width3 Width4 Width5 Width6 Solid Dashed Dotted Double Broken Square Flush Round Arrow1 Arrow2 Arrow3 Square Flush Round Arrow1 Arrow2 Arrow3 False True</p> <p>Width2 Width1 Width3 Width4 Width5 Width6 Solid Invisible Dashed Dotted Double Broken White 25% Gray 50% Gray 75% Gray Black False True False True False True False True False True False True</p>
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USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Point Defaults] Point Width: Width2 Point Style: Round Point Form: Solid</p> <p>[Structured Graphics Rectangle Defaults] Border Width: Width2 Border Style: Solid Shading: White Vertical Texture: False Horizontal Texture: False UpperLeft-LowerRight Texture: False LowerLeft-UpperRight Texture: False Dotted Texture: False Fixed Shape: False</p>	<p>Width2 Width1 Width3 Width4 Width5 Width6 Round Square Triangle Cross Solid Hollow</p> <p>Width2 Width1 Width3 Width4 Width5 Width6 Solid Invisible Dashed Dotted Double Broken White 25% Gray 50% Gray 75% Gray Black False True False True False True False True False True False True</p>
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USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[Structured Graphics Text Frame Defaults]</p> <p>Units: Inches</p> <p>Horizontal Alignment: Centered</p> <p>Vertical Alignment: Floating</p> <p>Border Width: Width2</p> <p>Border Style: Solid</p> <p>Span: Column</p> <p>Top Margin: 0.25</p> <p>Bottom Margin: 0.25</p> <p>Left Margin: 0</p> <p>Right Margin: 0</p> <p>Top Caption: False</p> <p>Bottom Caption: False</p> <p>Left Caption: False</p> <p>Right Caption: False</p> <p>Width: 1</p> <p>Height: 0.29</p> <p>Fixed Width: False</p> <p>Fixed Height: False</p>	<p>Inches Millimeters Centimeters Points Spaces</p> <p>Centered Flush Left Flush Right</p> <p>Floating Flush Bottom Flush Top</p> <p>Width2 Width1 Width3 Width4 Width5 Width6</p> <p>Solid Invisible Dashed Dotted Double Broken</p> <p>Column Page</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 13.88; value range depends on Units above}</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>False True</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>{for units in inches, supply a value from 0 to 55.54; value range depends on Units above}</p> <p>False True</p> <p>False True</p>
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USER PROFILE ENTRIES	ENTRY OPTIONS
[Structured Graphics Triangle Defaults]	
Border Width: Width2	Width2 Width1 Width3 Width4 Width5 Width6
Border Style: Solid	Solid Invisible Dashed Dotted Double Broken
Shading: White	White 25% Gray 50% Gray 75% Gray Black
Vertical Texture: False	False True
Horizontal Texture: False	False True
UpperLeft-LowerRight Texture: False	False True
LowerLeft-UpperRight Texture: False	False True
Dotted Texture: False	False True
Fixed Shape: False	False True
[Styles]	
Show Tab Stop Type: False	False True

USER PROFILE ENTRIES

ENTRY OPTIONS

<p>[System]</p> <p>Caret Position: Always After</p> <p>Cursor Keys Enabled: False</p> <p>Text Multi-click Time: Infinite</p> <p>Default Digits: 123456789</p> <p>DefaultKeyboard: English</p> <p>First Alternate Keyboard:</p> <p>Second Language Keyboard:</p> <p>Second Language Keyboard Feedback: Beep</p> <p>[Windows]</p> <p>Arrangement: Overlapping</p> <p>Header Style: Single Line</p> <p>Placement: Simple Offset</p>	<p>Always After Nearest Side</p> <p>False True</p> <p>Infinite Slow Fast</p> <p>123456789 {ASCII} ۱۲۳۴۵۶۷۸۹ {Arabic} ۱۲۳۴۵۶۷۸۹ {Persian} ۱۲۳۴۵۶۷۸۹ {Urdu} 一三四五六七八九 {Japanese} 一三四五六七八九 {Chinese}</p> <p>English ASCII Office Math Logic Greek ISO French German Italian Spanish US Rsn Fr Can Dvorak Europe Legal {options for other language keyboards and user defined keyboards may also be supplied}</p> <p>Special English ASCII Office Math Logic Greek ISO French German Italian Spanish US Rsn Fr Can Dvorak Europe Legal {default is same as Default Keyboard above; options for other language keyboards and user defined keyboards may also be supplied}</p> <p>{supply the name of the keyboard you want for your second language}</p> <p>Beep Silent</p> <p>Overlapping Tiled</p> <p>Single Line Double Line</p> <p>Simple Offset Repeat Offset Don't Offset</p>
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E. Summary of ViewPoint operations

This appendix provides a summary of ViewPoint operations.

Select icons

One icon

1. Move the pointer to the icon.
2. Click the left mouse button.

Multiple icons

1. Select the first icon as described above.
2. Move the pointer to each additional icon and click the right mouse button.

Select and execute commands

A visible command (in window, property sheet, and option sheet headers)

1. Point to the command.
2. Click the left mouse button.

A hidden command (in auxiliary and floating items menus)

1. Point to the menu.
2. Hold down the left mouse button to display the commands in the menu.

3. Move the pointer to highlight the desired command.
4. Release the mouse button.

Open the window for an icon

The mouse method

1. Point to the icon.
2. Rapidly click the left mouse button twice.

The keyboard method

1. Select the icon.
2. Press <OPEN>.

Close a window

Select [Close] from the window header.

Move a window

Using control points

1. Point to a window control point.
2. Hold down the left mouse button.
3. Move the pointer to the desired destination.
(For a tiled window, the destination must be above or below the current location.)
4. Release the mouse button.

Using window management commands

1. Select [Move] from the window management auxiliary menu.

2. Select the desired destination. For a tiled window, the destination must be above or below the current location. (To move a tiled window horizontally, select [Move Window Right] or [Move Window Left].)

Get help

1. Open the Help folder.
2. Select and open a help document. Each application has one associated help document.

Note: If the Help folder is empty, you can find help documents on a floppy disk included with your installation software. Alternatively, you can obtain help documents from your network File Service (see your System Administrator).

Manage your desktop

Move icons

1. Select the icon or icons.
2. Press <MOVE>.
3. Point to the desired destination.
4. Click the left mouse button to perform the move operation as a foreground activity; click the right mouse button to perform the move operation as a background activity.

Copy icons

1. Select the icon or icons.
2. Press <COPY>.
3. Point to the desired destination.

4. Click the left mouse button to perform the copy operation as a foreground activity; click the right mouse button to perform the copy operation as a background activity.

Rename icons

1. Select the icon.
2. Press <PROP'S>.
3. Press .
4. Type the new icon name.
5. Select [Done].

Delete icons

1. Select the icon or icons.
2. Press .
3. Confirm the deletion, if you are prompted to do so.

Use an alternate keyboard

Select the keyboard

1. Hold down <KEYBOARD> throughout the following operations.
2. Press and release the alternate function key corresponding to the desired keyboard. (If you do not see that keyboard name, press the top-row function key corresponding to <More> first.)
3. Press the alternate function key corresponding to <Show> to open the keyboard window, if desired.

Type using the keyboard

- Press the keys for the characters, or
- Select the characters from the keyboard window.

Finish using the keyboard

1. Release <KEYBOARD>.
2. Close the keyboard window.

Set a keyboard permanently

1. Select the keyboard.
2. Press the alternate function key corresponding to <Set>.
3. Release <KEYBOARD>.

Scroll window contents

By line

1. Point to ↑ (forward) or ↓ (backward) in the vertical scroll bar.
2. Click either mouse button.

By several lines

1. Point to ↑ (forward) or ↓ (backward) in the vertical scroll bar.
2. Hold down either mouse button for the desired number of lines.
3. Release the mouse button.

By window

1. Point to + (forward) or - (backward) on the vertical scroll bar.
2. In a simple text document, click the left mouse button; in a regular text document or container window, click the right mouse button.

By part of a page

1. Place the pointer in the center of the vertical scroll bar.
2. Hold down the right mouse button.
3. Move the pointer toward the bottom (forward) or top (backward) of the window to scroll through a percentage of the page.
4. Release the mouse button.

By page (paginated documents only)

1. Point to + (forward) or – (backward) on the vertical scroll bar.
2. Click the left mouse button.

To specific page (paginated documents only)

1. Place the pointer inside the vertical scroll bar.
2. Hold down the left mouse button.
3. Move the pointer toward the bottom (forward) or top (backward) of the window to display a page number.
4. Release the mouse button.

To edge of text

1. Point to + (right) or – (left) on the horizontal scroll bar.
2. Click the left mouse button.

Manage property sheets

Display the property sheet for an object

1. Select the object.
2. Press <PROP'S>.

Change modifiable properties

- Delete the current text and type new information for a text-entry property, or
- Select the value you want for a selectable property.

Keep changes

- Select [Apply] (the property sheet remains displayed), or
- Select [Done] (the changes are applied and the property sheet closes), or
- Press <PROP'S> (the changes are applied and the property sheet closes).

Cancel changes

- Select [Cancel] to cancel all changes made since you last applied changes (the property sheet closes), or
- Select [Defaults] to restore all ViewPoint default values (the property sheet remains displayed), or
- Select [Reset] to restore all values in effect when you displayed the property sheet or applied changes (the property sheet remains displayed).

Manage option sheets

Display an option sheet

Select a command or function for which ViewPoint needs more information (such as printing).

Complete an option sheet

- Delete the current text and type new information for a text-entry option, or

- Select the value you want for a selectable option.

Execute the option sheet function

1. Specify the options.
2. If necessary, select the appropriate document icon.
3. Select [Start].

For more information on these operations, see the *ViewPoint QuickStart Training* guide for a brief introduction. Also see the chapters titled "The desktop," "Windows," "Property and option sheets," and "The keyboard and alternate keyboards" in this volume.

F. Summary of Document Editor operations

This appendix provides a summary of *VP Document Editor* operations.

Change the document mode

- In read-only mode, select [Edit] to change to edit mode; select [Save] to return to read-only mode.
- To change the default document mode, set the **Edit/Save** parameter of the [Documents] section of the User Profile to TRUE for a default setting of read-only mode and FALSE for a default setting of automatic edit mode.

Save a document

In edit mode

- Select [Close] to save the changes and close the document.
- Select [Save] to save the changes, leave the document open, and return to read-only mode.
- Select [Save & Edit] to save the changes and leave the document open in edit mode.
- Select any pagination command (except [Paginate Displayed Pages]) to save the changes, paginate the document, and leave the document open in edit mode.

In automatic edit mode

- Select [Close] to save the changes and close the document.
- Select any pagination command (except [Paginate Displayed Pages]) to save the changes, paginate the document, and leave the document open.

Note: In automatic edit mode, the VP Document Editor periodically saves changes to an open document.

Cancel document changes

Select [Reset].

Note: [Reset] is available only in edit mode. You cannot cancel document changes in automatic edit mode.

Select text

One character

1. Point to the character.
2. Click the left mouse button one time.

One word

1. Point to any character in the word.
2. Click the left mouse button two times.

One sentence

1. Point to any character in the sentence.
2. Click the left mouse button three times.

One paragraph

1. Point to any character in the paragraph.
2. Click the left mouse button four times.

A block of text

1. Select the first character in the block of text with the left mouse button.
2. Select the last character in the block of text with the right mouse button.

Note: You can move, copy, and delete text the same way you move, copy, and delete icons.

Insert frames

1. Select the frame location in the document.
2. Hold down <KEYBOARD> and press <Special> to access the Document Special keyboard.
3. Still holding down <KEYBOARD>, press the key corresponding to the type of frame:

Type of frame	Key
By-column table	<D>
By-row table	<F>
CUSP button	<V>
Equation	<C>
Footnote	
Graphics	<A>
Pro Illustrator	<J>
Text	<S>

4. Release <KEYBOARD>.

For general information on frames, see *VP Document Editor* volume 3 in this library.

A

access privileges, 10-4
alternate keyboard functions, 11-11
 <ASCII>, 11-11
 <Greek>, 11-12
 <ISO>, 11-12
 <Logic>, 11-12
 <Math>, 11-12
 <More>, 11-11
 <Office>, 11-12
 <Set>, 11-12
 <Show>, 11-12
 <Special>, 11-11
Alternate keyboard selection window, 11-11
alternate keyboards, 11-9, C-1
 ASCII, C-2
 Document Special, C-2
 Dvorak, C-2
 English, C-3
 European, C-3
 extended use of, 11-14
 Field Special, C-3
 French, C-4
 French Canadian, C-4
 German, C-4
 Graphics Special, C-5
 Greek, C-5
 ISO, C-5
 Italian, C-6
 Legal, C-6
 Logic, C-6
 Math, C-7
 Office, C-7
 setting a first alternate keyboard, 11-15

Spanish, C-7
temporary use of, 11-13
U.S. Russian, C-8
application, 7-1
 see also *software*
 deleting an application, 7-10
 effects of changes to, 7-2
 example application icon, 7-3
 idle, 7-1
 idling a running application, 7-10
 installing an application, 7-8
 operations summary, 7-2
 running an installed application, 7-9
 setting to run automatically, 7-9
 simultaneously installing and running an application, 7-8
Application icon, xviii, 3-1, 7-3
Application Loader icon, 4-2—4-3, 7-2, 7-5, 7-7—7-8, B-1
Application Loader properties sheet, 7-7
Application Loader window, 7-5
Application properties sheet, 7-1, 7-4
appointments, B-3
ASCII keyboard, C-2
auxiliary menus, 3-5
 auxiliary menu symbol, 2-4
 desktop auxiliary menu, 2-4—2-5, 2-8

- executing an auxiliary menu
 - command, 3-23
- floating items auxiliary menu, 3-6
- window management
 - auxiliary menu, 3-5

B

- background activities menu, 9-3—9-5, 9-7
- Background Activity Problem window, 9-4
- background processing, 2-8, 2-19—2-20, 9-1, 9-3, 9-6, 10-6—10-8
 - canceling background activities, 9-7
 - halting a background activity, 9-4
 - progress messages, 9-7
 - queue, 9-2
- background symbol, 9-2—9-3, 9-7
- Basic Icons divider, 4-3—4-4, 4-10, 8-12
- Book icon, 2-14
- bouncing keyboard, 10-1, 10-4—10-6, 10-10
- busy icons, 9-2
- byte, 13-3

C

- calculator, 1-5, 4-5, B-2
- calendar, 4-5
- canvas, 4-3
- caret, 5-2, 5-13
 - ALWAYS AFTER, 5-2—5-3
 - changing the position of, 5-13
 - NEAREST SIDE, 5-2—5-3
 - position of, 5-2
- carriage window, 3-11
- click, 1-13
- clock, 1-1, 1-5, 4-5
- commands, A-1
 - [Apply], 6-6

- [Bottom], 3-17
 - [Cancel], 6-6
 - [Close], 3-19
 - [Close All], 3-20
 - [Date and Time], 2-5
 - [Defaults], 6-6
 - [Done], 6-6
 - [Edit], 8-10
 - [End Session], 2-5
 - [Erase], 13-8
 - [Folder/File Drawer Display Options], 2-5
 - [Format], 13-7
 - [Full Screen], 3-17
 - [Invert Screen], 2-5
 - [Just Below Top], 3-17
 - [List Container], 2-5
 - [List Local Desktops], 10-2
 - [List Software Options], 10-2
 - [Move], 3-16—3-17
 - [Move Window Left], 3-16
 - [Move Window Right], 3-16
 - [Normalize Text], A-4
 - [Power off Quick Restart], 10-8
 - [Purge Wastebasket], 2-5
 - [Redisplay], 3-19
 - [Reset], 6-7
 - [Resize], 3-16—3-17
 - [Run], 7-5
 - [Scavenge], 13-7
 - [Set Software Options], 2-5
 - [Show Next], 3-19
 - [Show Previous], 3-19
 - [Show Size], 2-6
 - [Show User Profile], 2-6
 - [Start], 6-7
 - [Test], 2-6
 - [Top], 3-17
 - [Undo Full Screen], 3-17
 - [WS Administration], 2-6
- container icons, 2-13
 - open the next or previous, 3-19

control points, see *windows*
 converter, 1-4, 2-10, 4-4—4-5
 cross-hair, 12-4
 cursor keys, 5-3
 6085 cursor key
 assignments, 5-7
 8010 cursor key
 assignments, 5-9
 cursor key movements, 5-4
 cursor-key symbol, 5-4
 enabling cursor keys, 5-5
 text selection, 5-10
 a line, 5-11
 a word, 5-11
 multiple clicking, 1-13,
 5-10
 one character, 5-11
 select-adjust method,
 1-13, 5-12

D

default User Profile, 8-3—8-5,
 8-9—8-11
 density, 13-2
 Desktop, 2-1
 background symbol, 9-2
 concept of, 2-2
 creating a new desktop,
 10-5
 customizing, 4-10
 deleting, 10-7
 desktop shading, 2-7
 pointer, 12-2
 sessions, 10-1
 storing, 10-7
 desktop auxiliary menu, 2-4
 Desktop divider, 2-22, 4-1,
 4-5—4-6, 8-3, 8-9, 8-12
 dial-up access, 4-7
 directory, 4-1
 see also *dividers*
 copying resource icons,
 4-11
 illustration of a path, 4-2
 using the directory, 4-9

Directory icon, 1-7, 4-1
 Directory window, 4-9
 disk drive, 13-1
 disk page, 2-3
 disk storage capacities, 13-3
 dividers, 4-1
 Basic Icons divider, 4-3
 Desktop divider, 4-5
 Domain divider, 4-9
 Filing divider, 4-9
 hierarchy of, 4-4
 Local Devices divider, 4-3
 Network divider, 4-1, 4-7
 Office Accessories divider,
 4-5
 Organization divider, 4-8
 Printing divider, 4-9
 top-level dividers, 4-1, 4-9
 Workstation divider, 4-3
 Document Editor, F-1
 Document Special keyboard,
 C-2
 documents
 see also *files*
 860 format, B-5
 canceling document
 changes, F-2
 changing the document
 mode, F-1
 print format, B-8
 saving a document, F-1
 selecting text, F-2
 domain, 1-12
 Domain divider, 4-9
 Dvorak keyboard, C-2

E

editing text, 5-12
 ending a session, 2-7
 English keyboard, C-3
 European keyboard, C-3

F

Field Special keyboard, C-3

- File Drawer icon, 2-15, 4-11, B-5
 - file drawers, 2-15
 - File Service, 4-9, 10-5, 10-7, E-3
 - files, 13-3
 - determining the size of, 13-4
 - Filing divider, 4-9
 - floating items auxiliary menu, 3-4—3-5, 6-6—6-7, 10-2
 - floppy disk drive, 13-1
 - density setting, 13-2
 - Floppy Disk properties sheet, 13-5
 - MS-DOS format, 13-3, 13-6, 13-9—13-11, 13-14
 - Xerox format, 13-2, 13-5—13-9, 13-13
 - Floppy Disk window, 13-4
 - floppy disks, 13-2
 - copying files to, 13-15
 - deleting files from, 13-19
 - determining floppy disk capacity, 13-4
 - erasing, 13-19
 - formatting, 13-13
 - retrieving files from, 13-17
 - scavenging disks, 13-18
 - single-density disks, 13-2
 - storage capacities, 13-3
 - storing files on, 13-15
 - Floppy Drive icon, xviii, 13-1—13-2, 13-4, 13-8, 13-11—13-12, 13-15—13-16
 - folder, 2-14
 - listing contents of, 2-8
 - mail folder, B-7
 - font, 1-4—1-5, 6-3, 11-13—11-14
 - formatting floppy disks, 13-13
 - MS-DOS, 13-14
 - Xerox, 13-13
 - frames, F-3
 - inserting, F-3
 - free disk page requirement, 10-8
 - free-hand drawings, B-3
 - French Canadian keyboard, C-4
 - French keyboard, C-4
 - function keys, 11-7
- G**
- German keyboard, C-4
 - Graphics Special keyboard, C-5
 - Greek keyboard, C-5
- H**
- hardware requirements, xvii
 - header, 3-3
 - help, 2-12
 - help document, 2-12—2-13, E-3
 - help folder, 2-2, 2-12—2-13, 8-6, E-3
 - Help icon, 1-6, 2-1, 2-13, 5-4, 8-9, 11-8
 - hold and position, 1-13
- I**
- icons, 1-6, B-1
 - Application icon, 7-3
 - Application Loader icon, 7-5
 - background icons, 9-6
 - busy, 9-2
 - container, 2-13
 - copying icons, 2-2, 2-20, 4-11, 9-1, 9-6
 - deselecting, 2-17
 - File Drawer icon, 2-15
 - Floppy Drive icon, 13-1
 - Help icon, 2-12
 - moving icons, 2-19, 9-2
 - moving icons in the background, 9-6
 - naming an icon, 2-20, E-4
 - reference icon, 2-15
 - renaming an icon, 2-20, E-4
 - selecting icons, 2-2, 2-17

User Profile icon, 8-3
 Wastebasket icon, 2-22
 idle application, 4-5, 7-1—7-2,
 7-8
 inbasket, 2-5, 2-8, 4-5—4-6,
 A-3, B-7
 input devices, 1-10
 insertion point, 5-4, 5-3
 internetwork, 4-7, 10-4
 ISO keyboard, C-5
 Italian keyboard, C-6

K

keyboards, 11-1
 see also *alternate
 keyboards*
 6085 keyboard
 arrangement, 11-2
 8010 keyboard
 arrangement, 11-4
 virtual, 11-10
 keys, 11-1
 backspace, 11-6
 backward, 11-6
 cursor, 5-3
 function, 11-7
 <AGAIN>, 11-7
 <COPY>, 11-7
 <DEFINE/EXPAND>,
 11-7
 , 11-8
 <FIND>, 11-8
 <HELP>, 11-8
 <KEYBOARD>, 11-8
 <MOVE>, 11-8
 <OPEN>, 11-8
 <PROP'S>, 11-8
 <SAME>, 11-9
 <SKIP/NEXT>, 11-9
 <STOP>, 11-9
 <UNDO>, 11-9
 new-line, 11-6
 new-paragraph, 11-7
 para-tab, 11-7
 tab, 11-7

L

Legal keyboard, C-6
 Loader, 7-1
 Local Devices divider, 4-3—4-4,
 13-1
 local objects, 2-6
 logging off, 10-9
 logging on, 10-4
 Logic keyboard, C-6
 Logoff option sheet, 10-6
 logon auxiliary menu, 10-4
 Logon option sheet, 10-1
 logon options, 10-2
 domain name, 10-3
 organization name, 10-3
 password, 10-3
 user name, 10-2

M

mail note, 1-1, 5-12, 11-9
 Math keyboard, C-7
 menus, 3-5
 see also *auxiliary menus*
 background activities menu,
 9-3
 message area, 2-3
 modem, 1-3
 mouse, 12-1
 hardware, 12-1
 operations, 1-13
 multiple clicking, 1-13, 5-10

N

Network divider, 4-7—4-8,
 4-10—4-11

O

objects, 6-1
 displaying the size of, 2-10
 local, 2-6
 properties and options of,
 6-2
 remote, 2-6
 selecting an object, 1-9
 Office Accessories divider,
 4-3—4-5

Office keyboard, C-7
Online Diagnostics option sheet, 2-10—2-11
option sheets, 1-8
 see also specific option sheets: *Logoff option sheet*; *Logon option sheet*; *Online Diagnostics option sheet*; *Printing option sheet*; *Software Options sheet*
 displaying option sheets, 6-7
 option sheet commands, 6-6
 option sheet windows, 1-8
options, 6-2
 see also *properties*
 changing options, 6-5
Organization divider, 4-8
outbasket, 2-19—2-20, 4-5—4-6, B-6
output devices, 1-10
overlapping windows, see *windows*

P
page format character, 11-9
parameters, 8-1
password, 7-2, 10-1, 10-3—10-5
pathname, B-2
point, 1-13
pointers, 12-2
 and the caret, 12-4
 for graphics operations, 12-4
 illustration of pointers, 12-3
power-off quick restart, 10-10
printer, 1-12
 list of available printers, 4-9
printing, 1-12, 6-4, B-8
Printing divider, 4-9
Printing option sheet, 6-4
properties, 6-2

 changing properties, 6-5
 default values, 6-4
 unselectable, 6-2
property sheets, 1-8
 see also specific property sheets: *Application Loader properties sheet*; *Application properties sheet*; *Floppy Disk properties sheet*; *Text property sheet*; *User Profile properties sheet*; *Wastebasket properties sheet*
 displaying property sheets, 6-7
 example of a property sheet, 6-1
 property sheet commands, 6-6
 property sheet windows, 1-8
purge, 2-22

Q

queue, 9-2—9-3, 10-8

R

real icon, 2-15
reboot, 7-4, 7-10, 10-8
reference icons, 2-15—2-16
regular text, 5-1
remote objects, 2-6

S

scavenging, 13-18
scroll bars, 3-6
 horizontal scroll bar, 3-3, 3-6, 3-8, 3-10, E-6
 illustration of horizontal scroll bar, 3-8
 illustration of vertical scroll bar, 3-7
 vertical scroll bar, 3-6, E-5—E-6

scrolling, 3-7
 horizontal, 3-10
 line by line, 3-7—3-8
 page by page, 3-8
 to a relative position, 3-9
 to an absolute position, 3-8
 vertical, 3-7

select, 1-13

select-adjust, 1-13

session, 10-1
 beginning, 10-1
 ending, 10-6

simple text, 5-1

software, 1-3
 configuration, 1-3
 enabling, 2-9
 floppy disk method, 2-9
 password method, 2-9
 IDLE state, 7-5
 Software Enabler floppy
 disk, 2-9
 software serial numbers
 (SSN), 2-9

Software Options sheet, 2-9

software requirements, xviii

Spanish keyboard, C-7

spreadsheet, 4-3, B-2, B-9, D-3

storage device, 1-10

subwindows, 3-17

T

terminal emulator, B-9—B-10

text, 5-1
 copying text, 5-12
 deleting text, 5-13
 moving text, 5-12
 selecting a block of text,
 5-12

Text property sheet, 6-3

tiled windows, see *windows*

U

U.S. Russian keyboard, C-8

User Profile, 8-1, D-1

creating multiple User
 Profiles, 8-11

default User Profile, 8-3

displaying the User Profile,
 2-10, 8-9

editing the User Profile, 8-9

mailing the User Profile,
 8-11

printing the User Profile,
 8-12

renaming the User Profile,
 8-11

syntax rules, 8-2

User Profile Copy Source,
 8-6, D-5
 viewing the copy
 source, 8-6

User Profile documents,
 8-3, 8-10

User Profile icon, 4-5, 8-3,
 8-11—8-12

User Profile properties sheet,
 8-8

User Profile window, 8-5

V

ViewPoint
 concepts of, 1-2
 environment, 1-1
 key operations, 1-9
 software applications, 1-4
 summary of operations, E-1

VP Document Editor, F-1

W

wastebasket, 2-22
 purging, 2-8, 2-21, 2-23—
 2-25
 recovering, 2-25
 size of all objects in, 2-6,
 2-10, A-5

Wastebasket icon, 2-8, 2-22,
 2-25

Wastebasket properties sheet,
 2-22

Wastebasket window, 2-24
 window management auxiliary
 menu, 3-6, 3-16—3-17,
 3-20—3-22, A-1, A-3—A-4,
 A-6, E-2
 windows, 1-7
 see also specific windows:
*Alternate keyboard
 selection window;*
*Application Loader
 window;* *Background
 Activity Problem
 window;* *Directory
 window;* *Floppy Disk
 window;* *User Profile
 window;* *Wastebasket
 window*
 arrangement, 3-11
 closing windows, 3-19
 container window, 3-9—
 3-10, 3-19, 9-6, E-5
 control points, 3-6
 moving and resizing
 with, 3-20—3-22
 restacking with, 3-22
 customizing folder and file
 drawer windows, 2-7
 executing window
 commands, 3-23
 layout, 3-1
 illustration of window
 layout, 3-3
 opening windows, 1-7, 3-18
 overlapping, 3-13
 DON'T OFFSET
 placement, 3-16
 illustration of
 overlapping
 windows, 3-13
 moving overlapping
 windows, 3-21
 overlapping window
 commands, 3-17
 placement of, 3-13

REPEAT OFFSET
 placement, 3-15
 resizing overlapping
 windows, 3-21
 SIMPLE OFFSET
 placement, 3-13,
 3-15
 placement, 3-11
 size, 3-4
 subwindow, 3-1, 3-17
 tiled, 3-12
 illustration of tiled
 windows, 3-12
 moving tiled windows,
 3-20
 resizing tiled windows,
 3-20
 tiled window
 commands, 3-16
 updating window
 information, 3-19
 window commands, A-1
 window header, 3-3
 window title, 3-2, 3-4
 workstation
 administration of, 2-12
 background activities, 9-1
 bypass normal boot-up,
 10-8
 diagnostic routines, 2-6,
 A-5
 displaying software options,
 2-8
 floppy drive, 13-1
 hardware, 1-10
 idle workstation, 10-1
 keyboard, 11-1
 logging off, 10-1, 10-6,
 10-9—10-10
 logging on, 9-1, 10-4—10-5
 memory, 10-9
 system failure, 10-9
 testing, 2-10
 Workstation divider, 4-1, 4-3—
 4-4, 4-10, 7-5

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