USER'S GUIDE

Step-by-step instructions for:
Managing your workspace
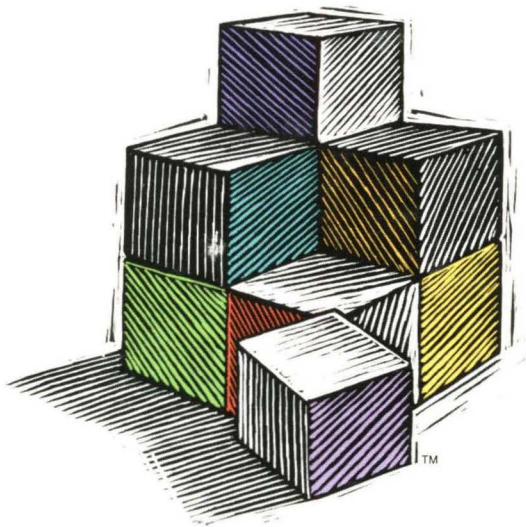*Working with files and disks*
Using applications
Working with text and graphics
Sending mail and faxes
Plus: A complete reference

NEXTSTEP™

Object-Oriented Software

USER'S GUIDE

NeXT™

Where to find what you're looking for...

Edit		Edit		Link	
Info	▷	Cut	x	Paste and Link	V
File	▷	Copy	c	Show Links	
Edit	▷	Paste	v	Link Inspector....	
Format	▷	Link	▷		
Windows	▷	Delete			
Print...	p	Undelete			
Services	▷	Find	▷		
Hide	h	Spelling...	:		
Quit	q	Check Spelling	;		
		Select All	a		
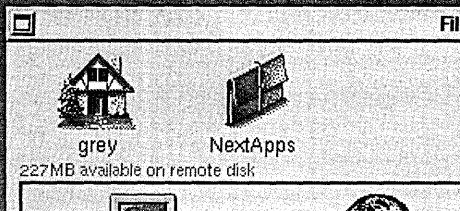
grey   NextApps

227MB available on remote disk

CD Cover.rtfd — /Net/creative/grey

EMILY BRIGHT   GIT ON DOWN THE ROAD

Emily Bright.rtfd — /Net/publicity/Press Releases/5 May

PO Box 334578
San Francisco, CA 94105

Blue Planet Productions

FOR IMMEDIATE RELEASE

San Francisco
May 1, 1994

Contact: Jason Starr
Phone: 415-111-2222
Email: jstarr@blues.com

Emily Bright releases first album:
Git on down the road
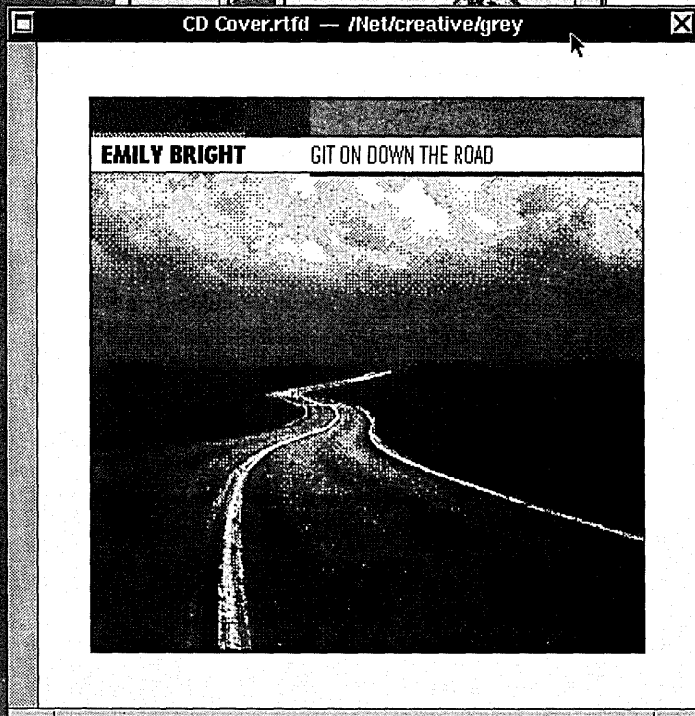
Bright's first album is a bright spot on a stormy horizon. The
en-year-old singer from the streets of Chicago combines the aching
of old-time blues with a searing message from her generation. But
ice—full of energy and open-throated passion—doesn't let you
v in despair. It makes you want to make a difference.

le cut is a tribute to old-time blues legend, Skip James, but Bright is
to become a legend in her own right. Bright learned her craft hanging
d outside the backdoors of bars and clubs on Chicago's South Side.
ot her message from kids like herself, kids living on the streets. The
ge is not what you might expect. These kids are not just looking for a
eal or a dealer. They're looking for a future, not only for themselves
the planet. And Bright sings the message loud and clear.

▷ You've got all the pieces put together. Now you want to know how to do something, anything. Just turn the page.

▷ Or maybe you want to start fast, learn the basics, and get on with your work. See the *Quick Start* book.

▷ You want to learn as you go? Choose Info from the main menu and then choose Help.

▷ Wait a minute. You haven't even got the thing out of the box? You need set-up instructions. See the owner's guide for your computer and, if necessary, *Installing and Configuring NEXTSTEP.*

The NEXTSTEP workspace is a complete environment with color, sound, graphics, text, and the intelligence to support the most extraordinary tasks—as well as your day-to-day work.

Contents

The Workspace

It's like learning anything. You start with the basics. In this case, the basics are the work session and the space you do it in— the workspace. And then, of course, there's Workspace Manager.™

Workspace Manager, well, manages. It opens and closes windows to get you from one task to another. It starts up applications—the tools you use to do your work. And it keeps track of files and folders, which contain the fruits of your labors.

Sure, you'll be churning out works of genius in no time. You just need to settle into your workspace first.

Files, Folders, and Disks

You have to put the stuff somewhere. Preferably where you'll be able to find it the next time you need it.

So you start with files, creating documents in them, saving them, opening and closing them.

Then it's on to folders. Files in folders. Folders in other folders. You move them around. Copy them. Merge them. Replace them.

And disks. Floppy or CD-ROM. For more space, more information, more mobility.

Creating, organizing, tracking. You know the principles. Now you have the tools.

Text and Graphics

Sometimes it seems like things never change. You start out learning the alphabet, shaping those letters, oh, so carefully. Coloring in circles and triangles and squares. And here you are, years later, still worrying about letters and shapes and colors on a page.

But things do change. Now you don't struggle with pencils, leaky pens, and grubby crayons. Maybe you don't like the way a letter is shaped. So you just choose a different font. You don't like the color of a triangle? Click, you've got another one.

You wonder what it all means? You look it up in the on-line dictionary.

Mail

Maybe your father was a postman. Maybe you feel a little disloyal. But, oh man, it's so efficient.

Instant mail delivery anywhere in the world. And not just quick little notes either. These things can be works of art with designer fonts, designer colors, and designer graphics. And voices—you can even send your voice along.

It's not ordinary mail, you tell yourself. Not the sort of thing your father delivered. They should call it something different. Something like NeXTmail.™

Contents

Printing and Faxing

There are all those little electrical signals running around like crazy in your machine. Your information. You know it's there, right at your fingertips.

Still, sometimes you really want something you can hold in your hands. Printed pages you can stack up to see what you've accomplished in the last ten months. To show others what you've accomplished in the last ten months.

And faxing, well, that's a natural extension of printing, isn't it? Same little electrical signals jogging along the phone lines and landing in formation on a piece of paper at the other end.

Uh-huh. Now where's that Print command?

Your Choice

It's your choice.

You know what software you need on your computer. You know how you want to arrange your workspace, whether or not you want menus hanging around— and which fonts you want in your menus when they are hanging around.

Other things, too. Units of measurement. Language. Keyboard arrangement. System beeps. Mouse options. Who has access and who doesn't. Dozens of choices no one has made for you.

Yeah, you think. This is the way it should be.

Reference

You could just click for help. But you've already got the book in your hand, and it's sort of nice to see the whole list— menus, commands, and buttons—all summarized, application by application, in a few pages.

Besides, you might want to see all the standard character positions for your keyboard in a single diagram. Or check those nitty-gritty details about transferring NEXTSTEP™ files to a Macintosh or DOS file system.

And then there's the glossary. What was it you wanted to look up? Was it key window? Or main window?
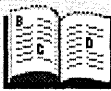
THE WORKSPACE

When you work with NEXTSTEP, you start your work session by entering the workspace. Once you're in the workspace, you use a mouse and a keyboard to do most of your work—to choose commands from menus, open and close files, start up applications, and get on-line help.

kspace	Info	
.	▷	Info Panel...
	▷	Legal...
	▷	Preferences...
◁	▷	Help... ?
N	▷	
ls	▷	
dows	▷	
vices	▷	
e	h	
Out	q	

Workspace Help Panel ✕

Find   Index   Backtrack

Log out
Turn off the computer
The Basics
Start up an application
Open a folder
Open a file
Browse files and folders
List files and folders

The Basics

The Workspace Manager manages your files, folders, and applications.

Workspace menu

Commands
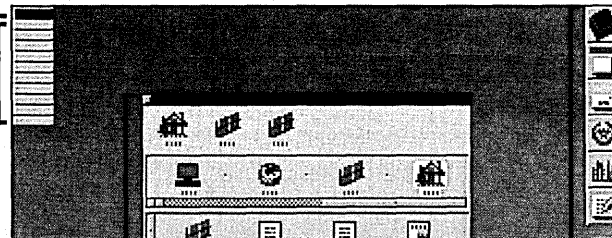
1

Starting and Ending a Work Session

It's just you and your new computer. The screen is shiny and dark, waiting for your first move. Closing your eyes, you see prizewinning magazine spreads, earth-shattering breakthroughs in molecular modeling, full-color three-dimensional animations, and vast networks of linked business systems.

All right, so you have to take care of a few other things, first—like selecting a language, checking out the workspace, getting the hang of the mouse. Stuff that will take just a few minutes.

You hold on to your thoughts, open your eyes, and press the power switch. It's time to begin.

Turning on your computer

1 If your display and other peripheral devices have power switches, turn them on.

2 Press the power switch on your computer.

3 If a message asks you to, type n and press Return to choose NEXTSTEP.

As the computer starts up, various messages appear on the screen. If you have any operating system in your computer in addition to NEXTSTEP, a message asks you to type n and press Return to run NEXTSTEP.
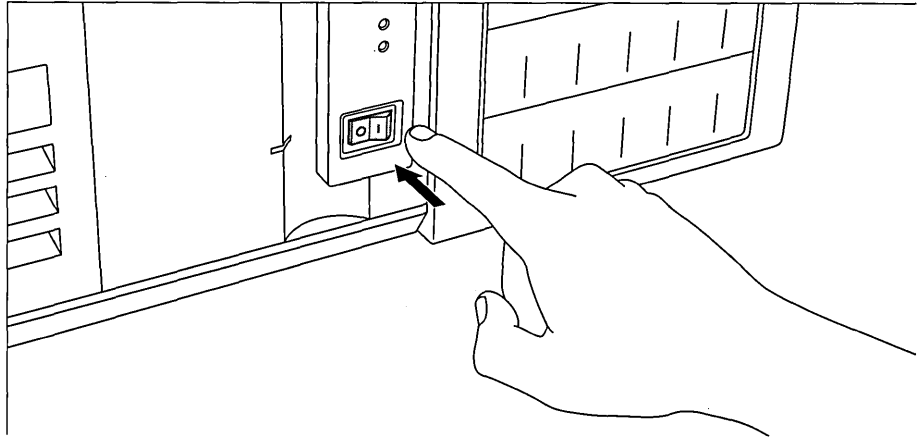
Caution: Don't turn on the computer when a floppy disk is in the computer's disk drive, or else NEXTSTEP won't start up.

If you're turning on the computer for the first time, you then have to select a language. Otherwise, you either log in or enter your workspace.

While the Computer Is Starting Up

After you turn on the computer, it searches for a set of files known as *system files*, which it needs in order to operate. It gets these files from a *startup disk* (or boot disk), and loads them into its internal memory. The startup disk is usually a hard disk in your computer.

While the files are being loaded, the computer displays a list of messages that inform you of its progress.

If the computer is on a network, and it reports a problem with the network or simply doesn't keep loading the system files, it may not be properly connected to the network. For help, see your *system administrator*—the person in charge of the computer or network.

Selecting your language

1 **Move the mouse to position the cursor over the language you want and click a mouse button.**

2 **Position the cursor over the name of the keyboard arrangement you want, and click again.**

3 **Press the Return key.**

4 **When a second window asks you to confirm your selection, press Return to confirm. Or click the Cancel button in the window and select another language and keyboard.**

The first time you turn on your computer after NEXTSTEP is installed, the large *window* shown below appears. Use it to select the language and keyboard arrangement you want to use.

This window appears only once.

Use the mouse to click the language you plan to work in.

Welcome Bienvenue Willkommen Bienvenido Benvenuto Välkommen

Select your language

English Français Deutsch Español Italiano Svenska

Then click a keyboard arrangement in this list.

To see the entire list, drag this knob up and down.

NextJapanese
NextUSA
Norsk
Português
Español
Svenska
Suisse
Schweizer
UK
USA

Select your keyboard

Finally, click this button or press Return.

OK
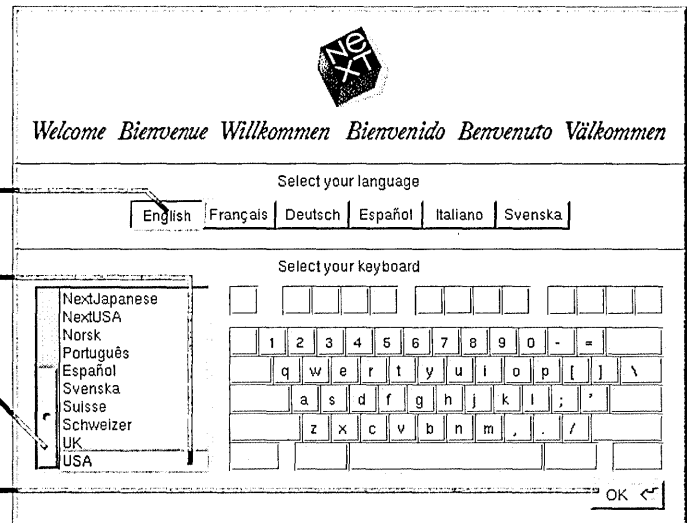
Caution: If your hard disk or NEXTSTEP partition is 300 megabytes or smaller, select the language you plan to work in. Other languages are deleted from your disk.

If your hard disk or NEXTSTEP partition is larger than 300 megabytes, you can select languages to use later. After clicking your primary language, hold down the Shift key and click the button for each additional language. Your primary language is then marked with an underline.

If you're not familiar with using a computer mouse, see "Using the Mouse" in this chapter.

The Return and Shift keys are located as on a standard typewriter. See "Keyboard Basics" in Chapter 9.

You can change what language and keyboard you use later. See "Working in Your Own Language" in Chapter 20 and "Selecting a Keyboard Arrangement" in Chapter 21.

Try the NeXTUSA Keyboard Arrangement

Instead of the USA keyboard arrangement, you can choose NeXTUSA and get these benefits:

• Keys for adjusting screen brightness and speaker volume.

• A key that turns the computer off.

• An extra Command and Alternate key, making certain tasks easier.

See "The NeXTUSA Keyboard Arrangement" in Chapter 21.

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Logging in

1 Type your user name in the login window.

2 Press Return.

3 If you have a password, type it and press Return.

If you work on a network or share your computer with other people, you must log in to use the computer. The login process prevents unauthorized people from using your computer. It also protects your work by allowing only you to access it.

When NEXTSTEP finishes starting up, the window shown below appears on your screen. You log in by typing your *user name*, which is either **me** or one your system administrator gives you. Your system administrator may also give you a temporary password.

If you make a mistake while typing your user name or password, you can press the Backspace key to back up over the characters you want to retype.

Type your user name here.

The blinking vertical bar shows where you type.
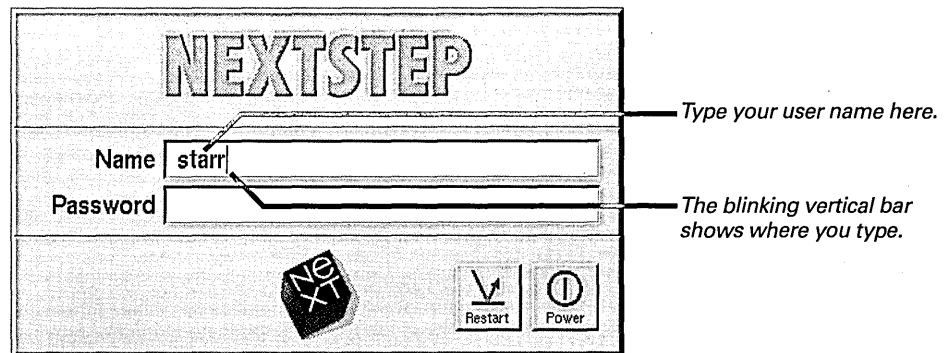
If you don't have a password, you need only to type your user name and press Return to log in. The login window goes away and you enter the workspace.

If you don't enter the correct information, the login window shakes and you must try typing your user name again.

You can use the buttons in the login window to restart your computer or turn it off. See "Ending Your Work Session" in this chapter.

Your system administrator may have changed the appearance of the login window and the login process. See that person for more information.

If you have a password, pressing Return moves the insertion point to the Password field and you must type your password to log in.

The blinking vertical bar moves forward as you type.

But your password doesn't appear as you type.
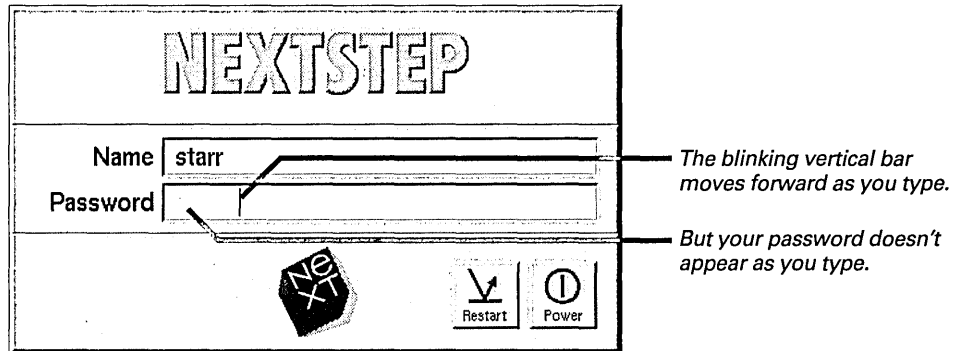
After you enter the correct information, the login window goes away and you enter your workspace. If you don't enter the correct information, the login window shakes and you must try typing your user name and password again.

If your computer doesn't initially require logging in, you can make it require logging in by creating a password. Once you have a password, you should change it periodically to reduce the risk of anyone else being able to log in with your user name.

If you leave the computer on while the login window is showing, but you don't use the mouse or keyboard for a while, the screen's contents are replaced by the NeXT™ logo. The contents reappear as soon as you start working.

Your Workspace

The *workspace* is where you do all your work on your computer. It's where you both create and organize your creations. When you first enter the workspace, it contains the elements shown below.

Most icons in the application dock represent applications such as Edit—a text processor for creating formatted documents—or the electronic Mail application. The dock makes it easy to start up applications you use frequently.

Applications present information in windows, which open and close in your workspace. The *File Viewer* is a window that belongs to the Workspace Manager application. The File Viewer gives you access to your files, including all your applications.

The Workspace Manager has a menu titled *Workspace*, which lists commands you can choose to make the application do something.

The *cursor* is usually an arrow ⬉ for pointing to objects, but it can change depending on what you're doing. Other common forms are:

⌶ An I-beam for editing text

💮 A spinning disk, or *busy cursor,* which means the application you're working in is busy and you have to either wait or switch to another application

? A question mark for pointing to something you want to find out about

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

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

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

The File Viewer provides access to your files.

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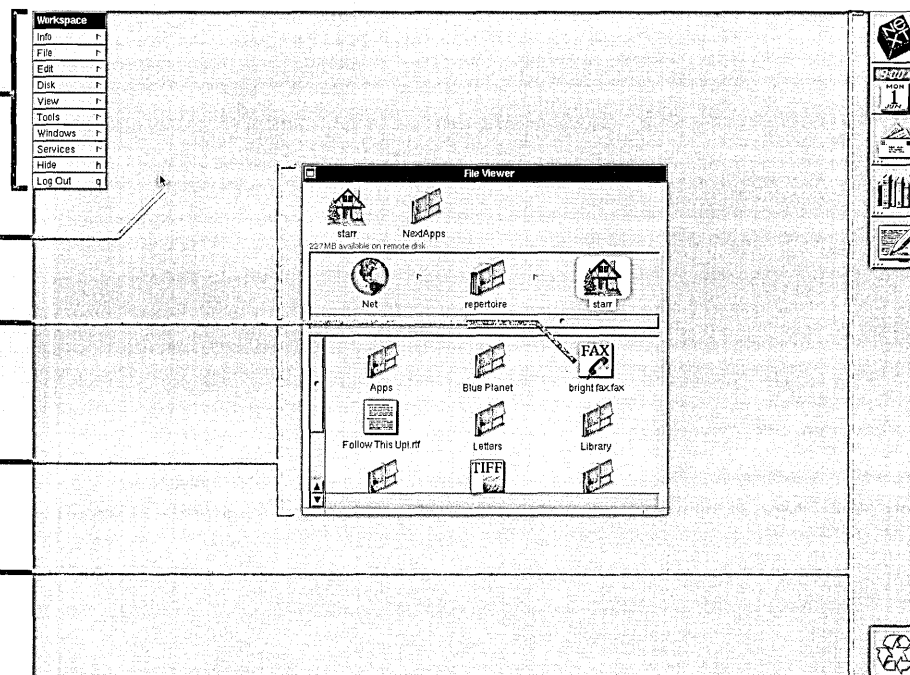
Using the mouse

1 **Move the cursor by sliding the mouse over a smooth, flat surface.**

2 **Position the cursor on an item such as a button, slider, or icon.**

3 **Use a mouse button to click, press, drag, or double-click.**

Except for typing text, you can do almost everything on the computer with the mouse (or whatever pointing device you're using). The mouse controls the movement of the cursor. You slide the mouse on your desk or any other smooth, flat surface to point the cursor at something on the screen.

You can normally use either the left or right mouse button—they each have the same effect.
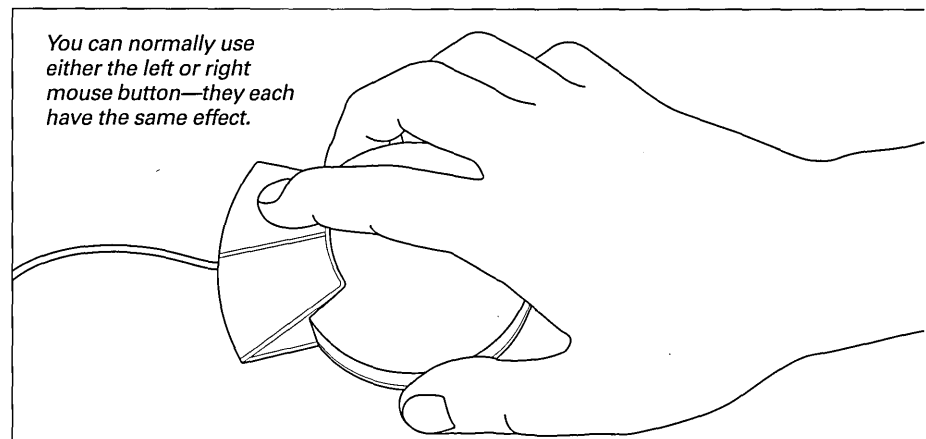
If you run out of room while sliding the mouse, you can lift it and put it back down somewhere else without moving the cursor. No matter how far you move the mouse, the cursor stays on the screen.

You can use the Preferences application to make one mouse button have a special effect, to adjust the responsiveness of the computer to multiple-clicking, and to adjust the responsiveness of the cursor to mouse movement. See "Hiding Menus" in Chapter 20 and "Changing the Responsiveness of the Mouse" in Chapter 21.

Basic Mouse Actions

Once the cursor is pointing to something—it's over an icon or word, for example—you use a mouse button to perform one of these actions:

Click Without moving the mouse, press and release a mouse button.

Press Without moving the mouse, press a mouse button and hold it down. Pressing usually has the same effect as repeated clicking.

Drag Press and hold down a mouse button. Then move the cursor by sliding the mouse. Finally, release the mouse button.

Double-click Click twice in quick succession. This often extends the action caused by a single click. In text editing, for example, clicking once selects a location between characters and clicking twice selects a word. An application may even use triple-clicking, for example, to select a paragraph.

9

Buttons, Text Fields, and Sliders

Buttons You often use the mouse to operate buttons in windows to make something happen in an application. Buttons come in all shapes and sizes. They're labeled with text or graphics to indicate what they do. You click or press a button with the mouse, and the button responds visually—it's usually highlighted in white until its function is completed.
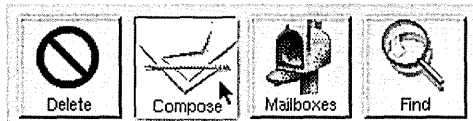
If you decide that you don't want to click a button after all, you can move the cursor out of the button before releasing the mouse button.

Clicking a button might turn something on. To turn it off again, you may need to click the button again. A visual clue tells you whether it's on or off. For example, clicking a button with the image of a book on it may open or close the book.
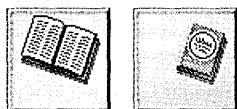
Clicking a check box button places or removes a check mark in the box.

You can click a check box in its label or in the box.

Pressing a button with a ⬛ on it displays a *pop-up list* of options that you can choose from. When printing, for example, you use such a button to choose between automatic paper feed from a cassette or manual paper feed.

A label above the button describes its function.

The name on the button is the current option.

Press and hold down the button to open the list.

Drag through the list until the cursor points to the option you want.

Release the button to choose the option, and the list closes.
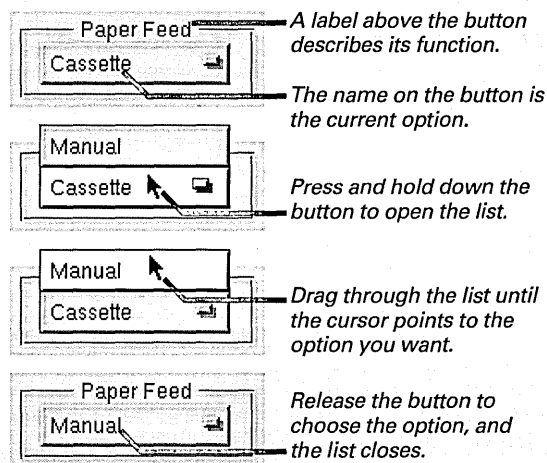
Pressing a button with a ▽ on it displays a *pull-down list* of commands that cause actions to occur. You drag the cursor through the list to the option you want and then release the mouse button.
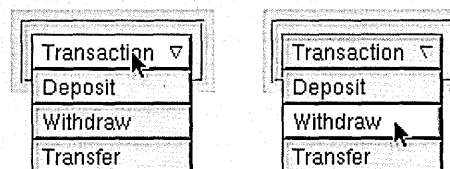
When buttons are grouped together, clicking one to select it might deselect another. Often you can drag through the group and operate one button by releasing the mouse button when the cursor is in it. You can do this in the Preferences application, for example, when selecting one of four rates at which character keys on the keyboard repeat when you hold them down.

```
┌────── Key Repeat Rate ──────┐
│  a....a │  a...a │  a..a │  a.a  │
└─────────────────────────────┘
```
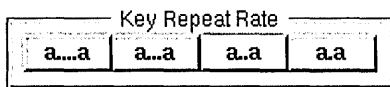
A *dimmed* button—shown in gray rather than in black—is currently unavailable for use. For example, the Save button in a panel is dimmed when you haven't yet typed a name for a file you're saving.

```
│  Save  ⏎│
```
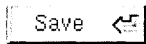
The ⏎ symbol in a button means you can operate the button (when it's not dimmed) by pressing the Return key on the keyboard.

Text fields Sometimes telling an application what to do involves typing in a white area called a *text field*. A label indicates the text field's function.

```
┌─────────────────────────────────┐
│               Find            ☒ │
├─────────────────────────────────┤
│ Find: │legend│                  │
│              ┌──────────┐┌───────┐│
│              │ Previous ││Next ⏎││
│              └──────────┘└───────┘│
└─────────────────────────────────┘
```

Label   Insertion point   Text field
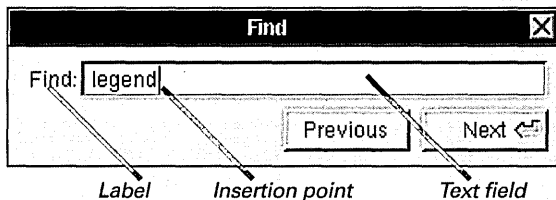
When you work in a window that contains text fields, an insertion point often appears in the first field, indicating that you can insert text there.

To move the insertion point to another text field, click in the other field. You can also press the Tab key to move to the next field in a window. Or hold down the Shift key and press Tab to go to the previous field.

If you type more than can fit in a text field, text you've already typed moves to the left, out of view, so you can see what you're typing.

```
Find: │creative/grey/Festival/Blue Planet Festival/│
```
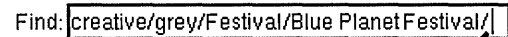
You can type past the edge of a text field.

```
Find: │/Net/creative/grey/Festival/Blue Planet Festi│
```
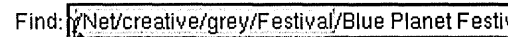
Drag back to the left to see what you already typed.

Sliders You sometimes use a slider to specify a setting in a range. Simply move a knob back and forth in a bar by dragging it. Or click in the bar to make the knob jump to the position under the cursor.

```
┌────── Automatic Screen Dimmer ──────┐
│  ◖  │══════╪═══════════│  │30│      │
│                    minutes           │
└─────────────────────────────────────┘
```

Bar   Knob   Text field
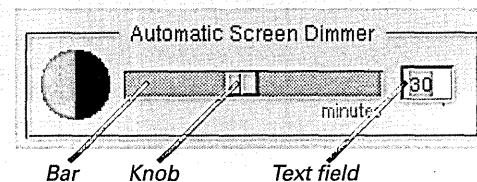
If a *text field* next to the slider shows a value representing the current setting, you can type in the field to change the setting.

Choosing commands

▶ **To choose a command, click it, type its keyboard alternative, or drag to it.**

▶ **To keep a submenu open, drag it by its title bar.**

▶ **To close a detached submenu, click its close button.**

To tell an application what to do, you often use *commands*. Commands appear in *menus*. Each application has a *main menu* that appears when you're working in the application.

Some commands perform an action on something you've selected, such as text, an icon, or a window. Other commands open a *panel*—a small window that may ask for more instructions. Still other commands open another menu, called a *submenu*.

Format	
Font	r·
Text	r·
Page Layout...	P

— A ▷ marks a command that opens a submenu.

When you choose a command, it's highlighted in white until it's carried out.

An ellipsis (...) marks a command that opens a panel.
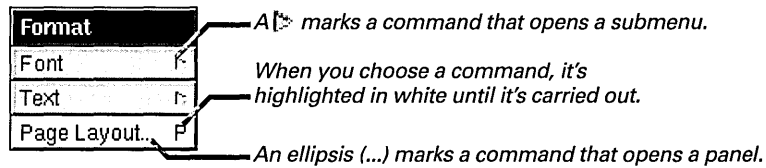
If you prefer to use the keyboard, you can type a command's Command-key equivalent. Hold down the Command key and type the character shown next to the command. For an uppercase character, hold down the Shift key, too.

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

— Typing Command-f chooses the Finder command.

— Type Command-Shift-P to choose Processes.
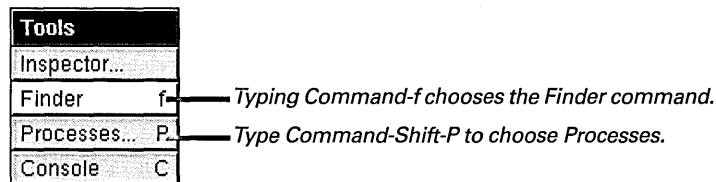
If the command opens a submenu, the submenu appears, as shown below.

Preferences		Edit	
Info	r·	Cut	x
Edit	▷	Copy	c
Windows	r·	Paste	v
Hide	h	Select All	a
Quit	q		

— Submenu

You can move a menu and its submenu by dragging the first menu's title bar.
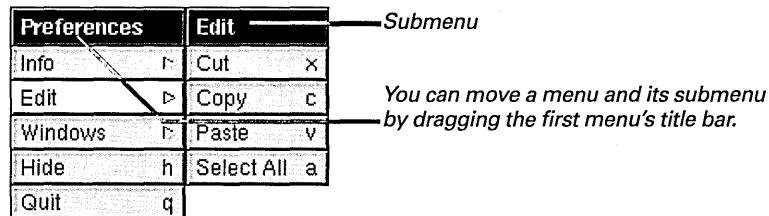
To find out which is your keyboard's Command key, see "Keyboard Basics" in Chapter 9.

You can use the Preferences application to make pressing one mouse button put a copy of the main menu under the cursor that you can then drag into to choose a command. See "Hiding Menus" in Chapter 20.

You can also choose a command while dragging through a menu. Start with the cursor pointing to any command, drag to the one you want, and release the mouse button. As you drag through a menu, each command is highlighted in turn. If a command opens a submenu, the submenu stays open until you move to another command.
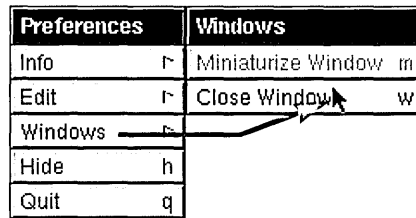
You can drag into a submenu to choose a command. The submenu closes afterward.

A submenu normally closes when you choose a command from another menu. If you don't want the submenu to keep closing, you can detach it. The submenu remains open until you close it yourself.

Drag a submenu by its title bar to detach it.

A close button appears.

Click the button to close the submenu.
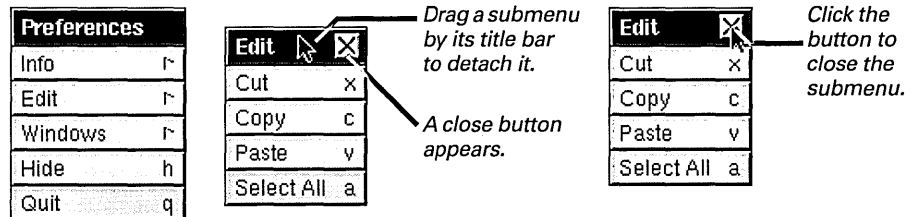
If you press and hold down the mouse button in the command that opened a detached submenu, a copy of the submenu appears that you can drag into to choose a command. When you complete the drag, the copy of the submenu closes.

A dimmed command [Cut   x], shown in gray rather than in black, is currently unavailable. This happens, for example, when the command doesn't apply to what you're currently doing in an application.

Clicking for help

▶ **Hold down the F1 key and click any command, window, or panel.**

In some applications, you can find out about an item by clicking it with the question mark cursor. You get this cursor by holding down the F1 key.

When you click something with the question mark, the Help panel opens.

The help you requested appears here.

You may need to drag this knob downward to see more.

Click a ◇ button to see a related topic.
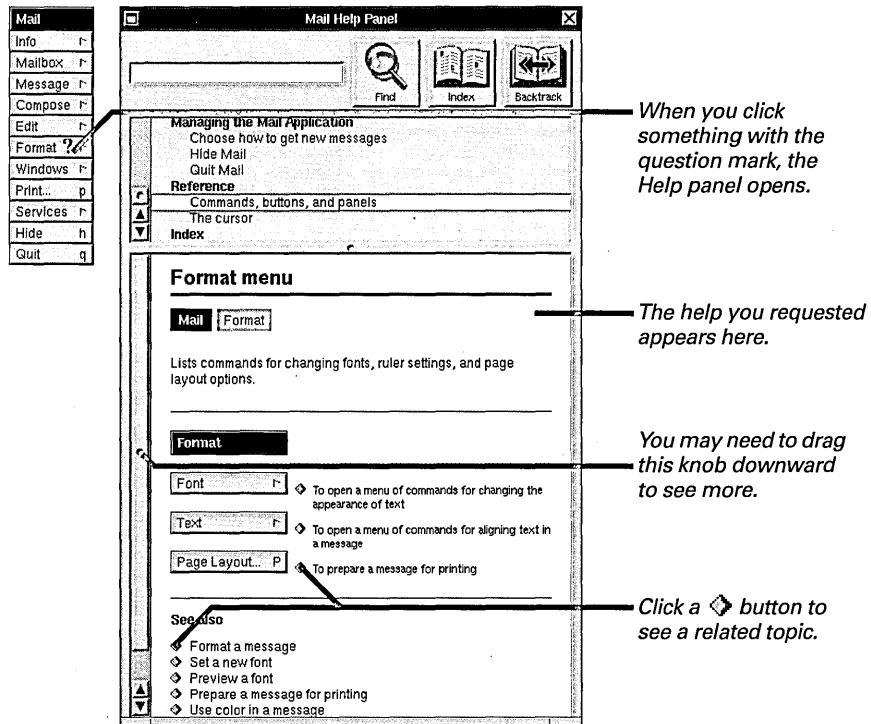
Clicking with the question mark cursor usually provides help on a command, window, or panel. In some cases, however, you can find out about a specific button or icon in a window by using the question mark to click it.

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

Getting help by topic

1 **Choose Info from the application's main menu.**

2 **Choose Help from the Info menu.**

3 **Click a topic in the Help panel.**

You can find out how to do something in an application by selecting a topic from the table of contents in the Help panel.

Click a topic in the table of contents.

To see all topics, you can drag this knob up or down.

Drag this knob to resize the two areas in the panel.

The topic appears here.
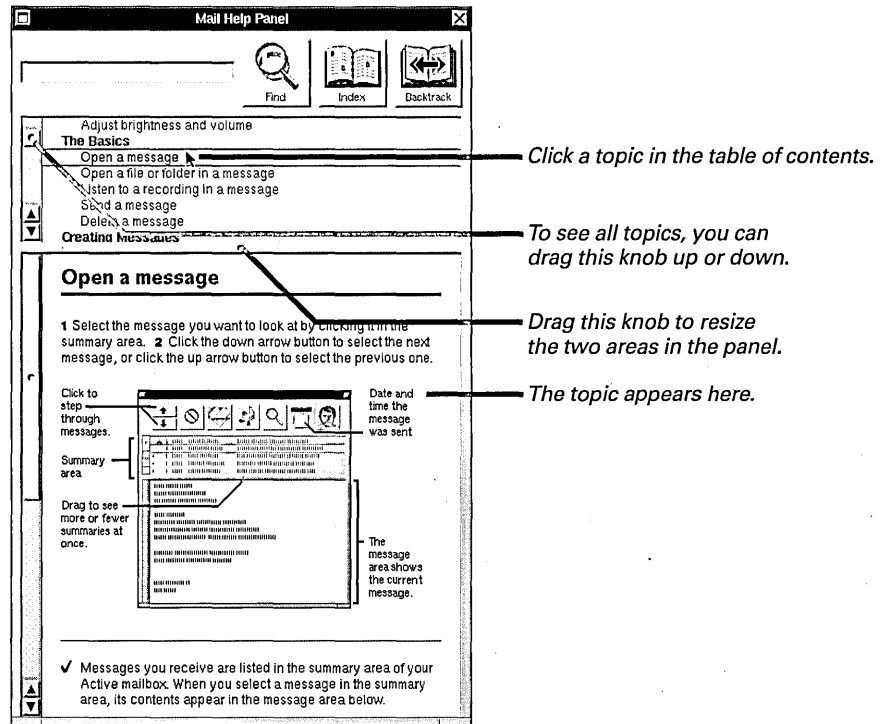
You can also click a ◇ button to see a related topic.

Buttons in the Help Panel

Three buttons in the Help panel provide other ways to find a topic.

Index Click this button to view an index of topics in the application. Then click the index entry you want to find out about.

Backtrack Click this button to see the topic you viewed last. Click it again to see the topic before that.

Find You can type a keyword in the text field at the top of the Help panel. Then click Find to view the next topic that contains the keyword. Help is organized like a stack of topics. The Find button searches through the stack starting from the current topic. You can click Find again and again until you find the topic you want.

Ending your work session

▶ **To log out, choose Log Out from the Workspace menu and click the Log Out button.**

▶ **To turn off your computer, choose Log Out and click the Power Off button. When a message says it's OK, press the power switch on your computer.**

▶ **To restart the computer, log out and click the restart button.**

At the end of a work session, you can log out to put all your work away. Or if you don't expect to use the computer for a while—such as a day or two—you should turn it off. Before doing either of these things, make sure to save any work you've done in an application.

You log out or turn off the computer with the Log Out command in the menu titled *Workspace*. If this menu isn't visible, you can make it appear by clicking in the File Viewer, or by double-clicking the NeXT icon at the top of the dock.

When you choose Log Out, a panel opens. If you click Log Out by accident, click Cancel in the panel to make the panel close so you can keep working.

Choose Log Out from the Workspace menu.   Click here to turn off the computer.   Click here to log out (or press Return).
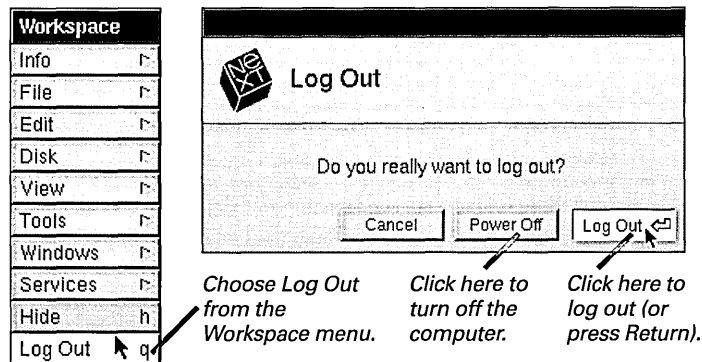
If you're using the NeXTUSA keyboard arrangement, you can press a key to turn off the computer. See "The NeXTUSA Keyboard Arrangement" in Chapter 21.

For information on how to save work before logging out or turning off the computer, see Chapter 5, "Creating and Saving Files."

For some computers, you can use the Preferences application to make the computer turn on automatically after a power failure. See "Setting the Computer to Turn On Automatically" in Chapter 21.

Logging out quits all running applications. If you have unsaved work, another panel asks if you want to save. The login window then appears and you must log in again to reenter the workspace. (If you're not required to log in, logging out just quits all applications, and you reenter the workspace automatically.)

Choosing to turn off the computer first logs you out—if you have any unsaved work, a panel asks if you want to save. After a few moments, a message tells you it's OK to turn off the power.

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

On some computers, power goes off automatically after you click Power Off.

If the computer has a floppy disk in its disk drive, logging out, turning off the computer, or restarting removes the disk's contents from the file system. You should then remove the disk from its drive.

You can also turn the computer off or restart it from the login window.

Click here to restart the computer.

Click here to turn the computer off.
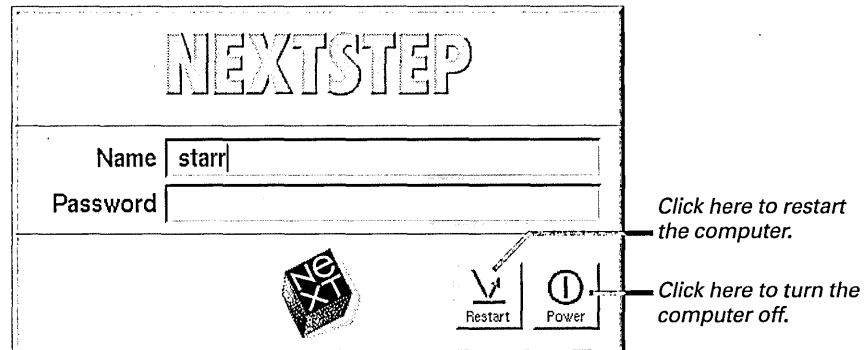
Restarting the computer reloads its system files, just as when you turn on the computer. You might have to do this after installing new software. When you click the Restart button, a panel asks you to confirm that you really want to restart. It also gives you the choice to restart in another operating system, if one is installed on your startup disk.

Click here to restart using DOS instead of NEXTSTEP.

Click here to restart NEXTSTEP.
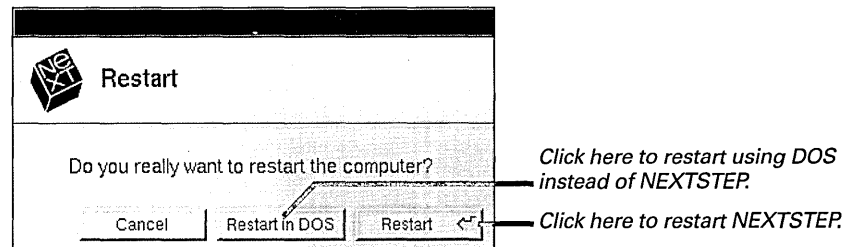
When the Log Out Command Doesn't Work

You should restart your computer every few days to free up space on its disk. A panel may even warn you when it's time to do so. See "When You Run Out of Room on Your Hard Disk" in Chapter 8.

On rare occasions, the computer may have a problem and your actions may have no effect. The cursor might not move and you may not be able to choose commands or operate buttons. Try restarting the computer by holding down the Alternate key and pressing the upper-left key on the numeric keypad (often labeled Num Lock).

This message appears:

```
Restart or halt?  Type r to
restart or type h to halt.
Type n to cancel.
```

If you type **r**, the screen clears and the computer restarts by loading its system files. This method is "safe" for your startup disk, but unsaved work is lost.

In the workspace, you work in windows. Some windows show what's in your files and folders. Others show what options you have. You can have lots of windows open at once—and move from one to another as you work.

Find ⊠

Find: legend

Replace with:

Replace All Scope
○ Entire File
○ Selection

Find Options
☑ Ignore Case
☐ Regular Expression

[Replace All] [Replace] [Replace & Find] [Previous] [Next ⏎]

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Y BRIGHT   GIT ON DOWN THE ROAD

Emily Bright.rtfd — /Net/p

Blue Planet Pi

FOR IMMEDIATE RELEASE

San Francisco
May 1, 1994

Emily Bright re
Git on d

Emily Bright's first album is a brigh
eighteen-year-old singer from the
sound of old-time blues with a sear
her voice—full of energy and open

2

Working with Windows

You're window shopping—you know, walking down the street to catch a glimpse of the wares in all the stores. A velvet Elvis and the shoulder of a nude in the art gallery. A stack of titles in a bookstore. Pens and palettes in a writing shop. Envelopes in the post office.

Your feet start to ache. You sit on a bench and think about it. What you need are windows that come to you. Windows that you can move around. You'd want to change the view in them, too, to see more goods. Make them larger or smaller. Make them go away.

You shake your head. Then you shake it again when you see the gallery window. Wasn't it just next to the bookstore? And did that picture of the nude... move? You certainly didn't see *that* before.

Types of Windows

Windows can look different from one another, but they generally have a few things in common.

A *title bar* at the top of the window shows the window's name.

You use *scrollers*—shaded areas along the left side and sometimes the bottom of a window—to adjust the view in the window when there's more there than you can currently see.

A *resize bar* at the bottom of many windows is for changing the window's size.

There are two types of windows: *standard windows* and panels.

A standard window is where the action in an application occurs. If you're creating a document, you type in a standard window like the Edit window shown below. The File Viewer is also a standard window—it's where you do Workspace Manager tasks such as organizing files.

The title bar usually contains one or two buttons for miniaturizing or closing the window.

The title bar is light gray, or it's highlighted in dark gray or black.

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EMILY BRIGHT   GIT ON DOWN THE ROAD

Scrollers adjust the view when there's more to see.

A resize bar changes the window's size.

Panels are windows where you tell an application what to do. Often they open when you choose a command, asking you for more instructions or to confirm the command. When you choose to quit an application, for example, a panel might ask if you want to save the changes you just made to the document you were working in.

Some panels act on the contents of a standard window. For example, a Find panel locates specific text in a document.

A panel might also just contain a message.

A panel with a blank title bar (no title or buttons) is an *attention panel*. When one of these panels opens, you have to respond to it before you can do anything else in the application.

A panel might have places for you to enter text or buttons for telling an application what to do.

| Find: | legend |
| Replace with: | |

Replace All Scope
    ● Entire File
    ○ Selection

Find Options
    ☑ Ignore Case
    ☐ Regular Expression

Replace All | Replace | Replace & Find | Previous | Next ←
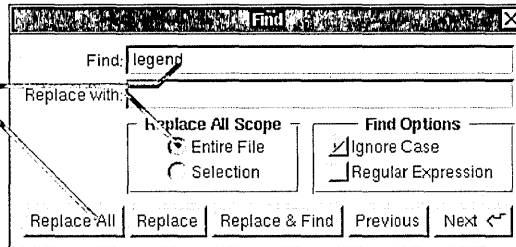
A blank title bar marks an attention panel.

Close

A Cancel button is for getting rid of the panel without performing any function.

Save changes to Emily Bright.rtfd?

Cancel | Don't Save | Save ←
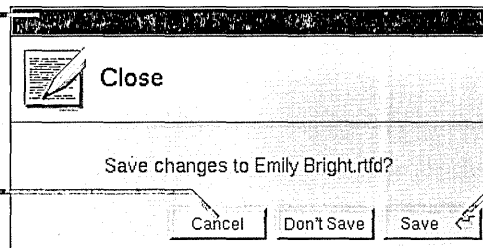
The ← symbol means you can operate the button by pressing the Return key.

Alert

Password changed.

OK ←
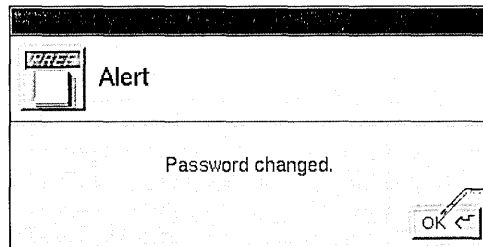
You often click an OK button to close a panel after reading its message.

Selecting a window to work in

▶ **Click in the window where you want to work.**

To work in a window, you make it the *key window*—the window where you type, or that accepts your keystrokes. There's only one key window at a time.

The key window's title bar is black.

Other standard windows and panels have gray title bars.
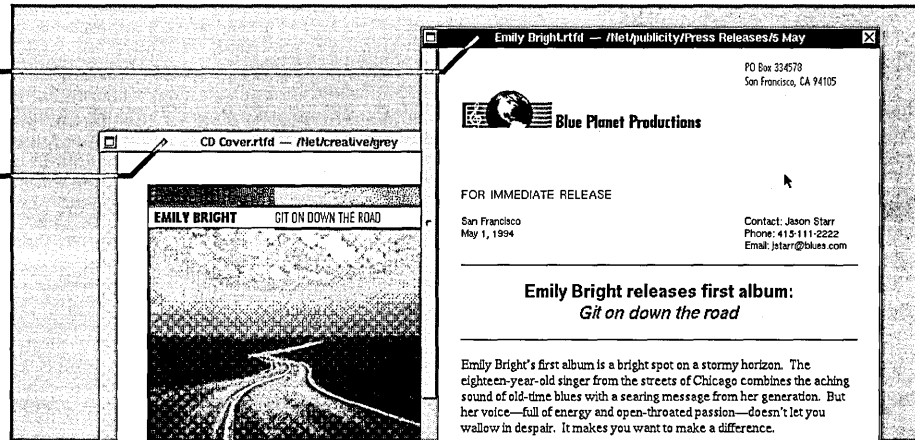
If a panel opens that applies to the standard window you're working in, the panel becomes the key window—its title bar becomes black. So you can tell which window the panel applies to, your standard window then gets a dark gray title bar and is known as the *main window.*

Here, the Find panel is the key window.

The window it searches is the main window—its title bar is dark gray.
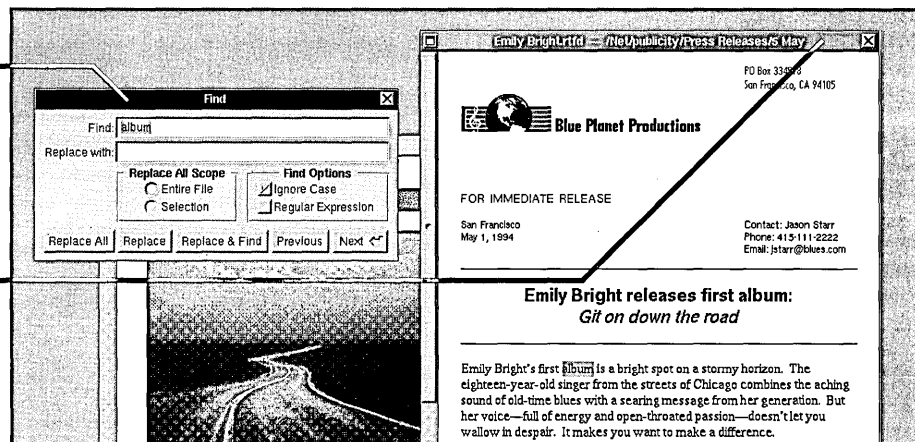
A standard window with a black title bar is both the key window and the main window.

Reordering windows that overlap

Like sheets of paper on your desk, windows can overlap or completely cover each other. You bring a window forward so you can work in it by clicking in it.

Clicking in a window brings it forward and makes it the key window.
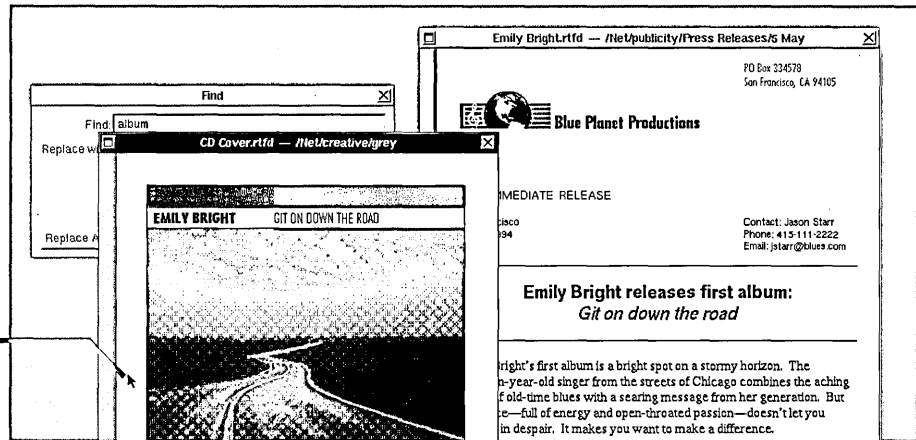
No windows can cover an attention panel, and menus stay in front of standard windows and ordinary panels.

More Ways to Reorder Windows

You can use keys on the keyboard to reorder windows in special ways. (To find out which are your computer's Alternate and Command keys, see "Keyboard Basics" in Chapter 9.)

Action	Effect
Hold down the Alternate key and click in the window's title bar	Brings the window forward without making it the key window
Hold down the Command key and click in the window's title bar	Sends the window to the back of other windows
Hold down the Command key and press the up arrow key	Brings the backmost window to the front
Hold down the Command key and press the down arrow key	Sends the frontmost window to the back

For more information about the Windows menu, see "Standard Commands" in the Reference at the end of this book.

Moving a window

▶ **Drag the title bar of the window you want to move.**

You can move a window around the screen by dragging its title bar (but don't press a title bar button). As you drag, the entire window follows the cursor. When the window is where you want it, release the mouse button.

Former location

New location
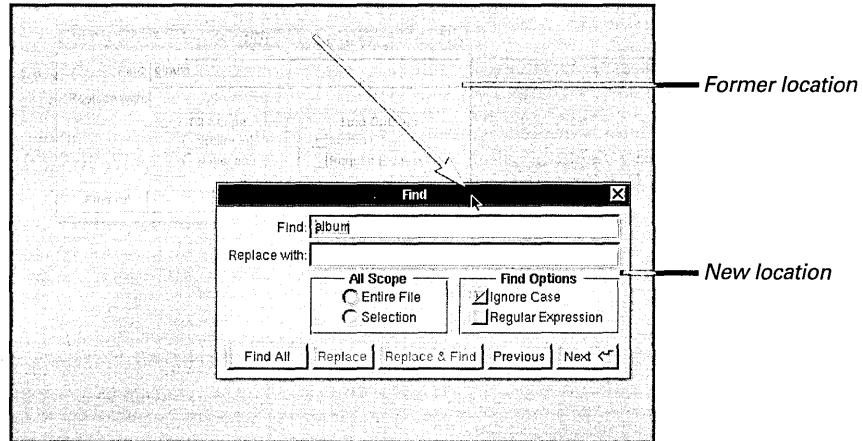
Dragging a window brings it to the front of other windows. It also makes it the key window (unless you hold down the Alternate key while you drag).

You can drag a window anywhere on the screen, even partially off its edge. Since the cursor can't leave the screen, part of the window's title bar—the part where the cursor is—always remains visible, and you can drag the window back into full view.

You can drag a window partially off the edge of the screen.
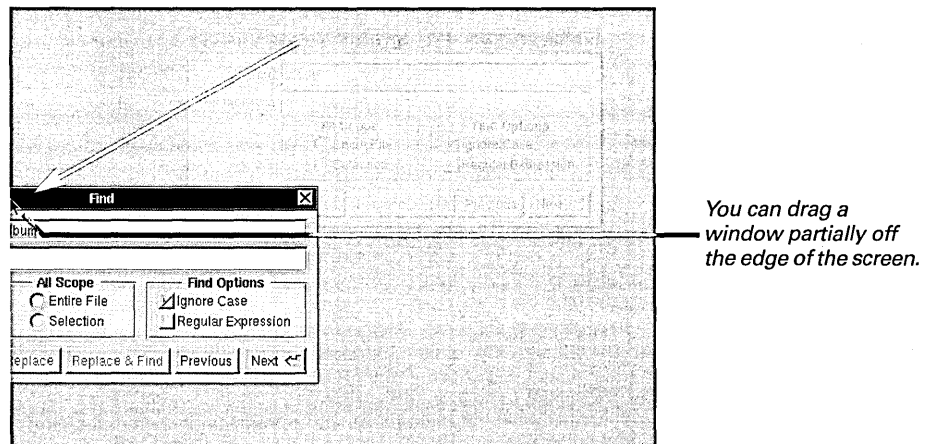
Resizing a window

▶ **To change the width of a window, drag horizontally from either end region of its resize bar.**

▶ **To change its height, drag vertically from the middle region.**

▶ **To change width and height at the same time, drag diagonally from an end region.**

You can make a window larger to see more of its contents or smaller so it takes up less space. You drag its *resize bar*—the narrow gray border along the bottom of most windows.

End region   Middle region   End region
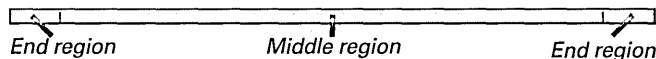
The resize bar is divided into three regions.
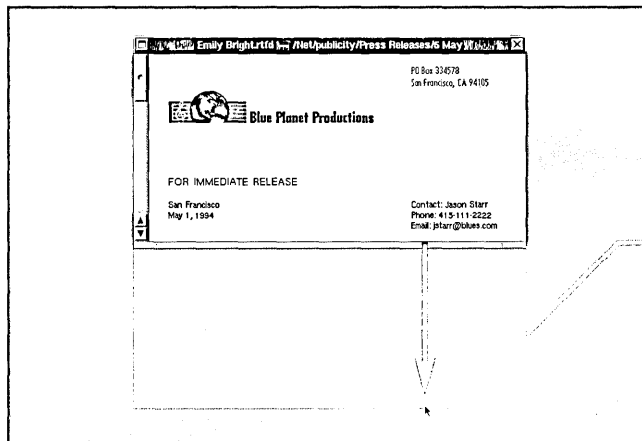
As you drag the resize bar, an outline of the window follows the cursor.
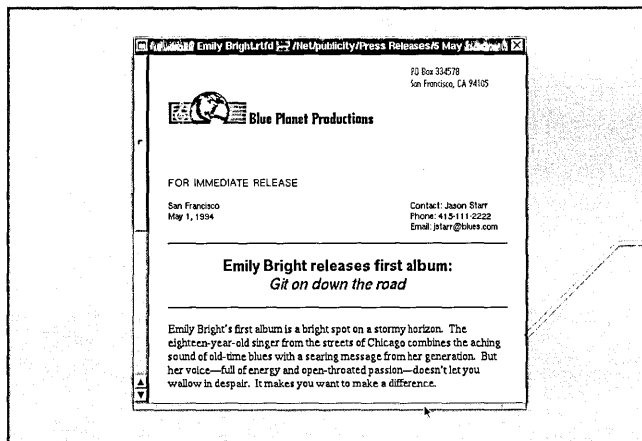
You see more or less of the window's contents when you finish dragging.

Scrolling to see more

▶ **To scroll one line or other increment, click the scroll button that points in the direction you want to scroll.**

▶ **To scroll a "windowful," hold down the Alternate key and click a scroll button.**

▶ **To scroll to an approximate location, drag the scroll knob or click in the bar.**

Often there's more in a window than you can see at once. To see what isn't visible, you *scroll*. If only one page of a 25-page document is showing, for example, you can scroll to see the other pages. You use a *scroller*.

Use a scroller when information is too long (or wide) to appear all at once.
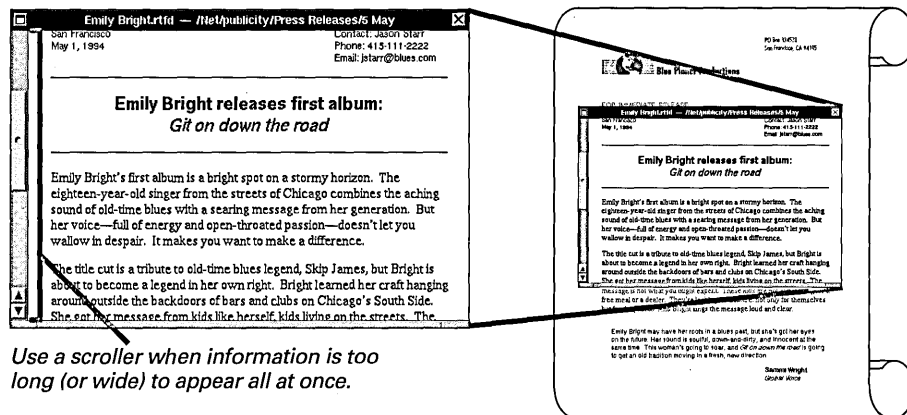
A scroller works like a slider—you move a knob up and down or back and forth in a bar. You can also click a *scroll button*. Press the button to scroll continuously.

Scroll buttons　　　　　　　　　　Scroll knob
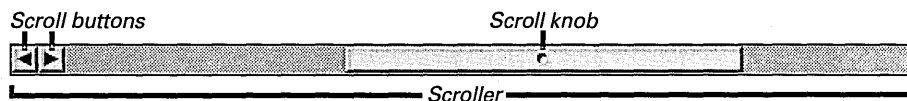
Scroller

Ways to Scroll—A Summary

Action	Effect
Click a scroll button	Scrolls an increment
Press a scroll button	Scrolls continuously by increments
Alternate-click a scroll button	Scrolls a "windowful"
Click in the scroll bar	Scrolls directly to any location
Drag the scroll knob	Scrolls gradually to any location
Alternate-drag the scroll knob	Scrolls more gradually to any location

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in Chapter 9.

Some applications have their own buttons for scrolling a page at a time. See the user's guide that comes with the application.

You can hold down the Alternate key while clicking a scroll button to scroll by just less than the height or width of the current view, showing some of the previous view for context. Other ways to scroll are shown below.
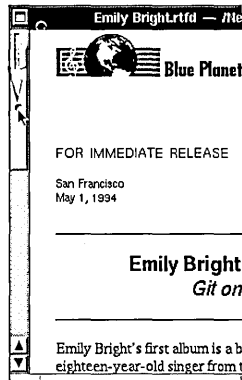
Drag the scroll knob to scan contents as they go by. Hold down the Alternate key while dragging to scroll more gradually.
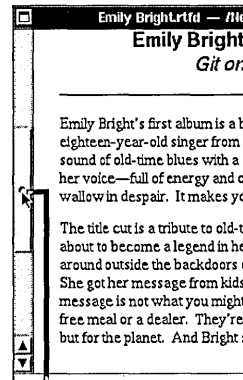
Click in the scroll bar. The scroll knob jumps to where the cursor is and contents scroll accordingly.
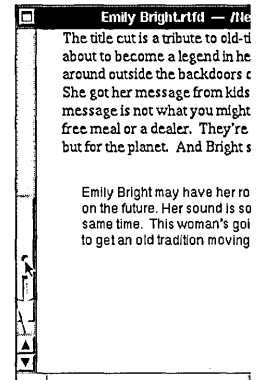
Press and hold down a mouse button in the bar and keep dragging.

The *scroll knob*'s size and position show how much and what part of the total contents you're viewing: The scroller represents the length or width of the contents, and the knob represents the portion and location of the current view.
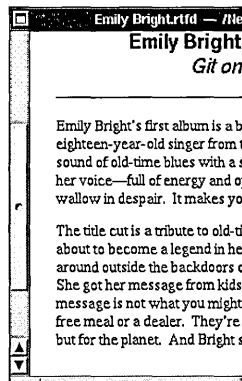
This window shows the middle third of a document.
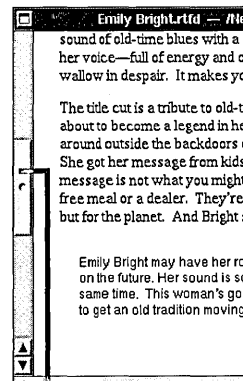
When you type more, the knob gets shorter.

The size of the scroll knob also changes when you resize the window.

Miniaturizing a window

▶ **To miniaturize a window, click the miniaturize button at the left of its title bar.**

▶ **To get the window back, double-click its miniwindow.**

If you want to put a window aside without actually closing it, you can miniaturize it. When you do this, the window shrinks into a *miniwindow*—an icon that appears at the bottom of the screen.

Click the miniaturize button to shrink the window into a miniwindow.

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EMILY BRIGHT   GIT ON DOWN THE ROAD

CD

The miniwindow shows at least part of the window's title.
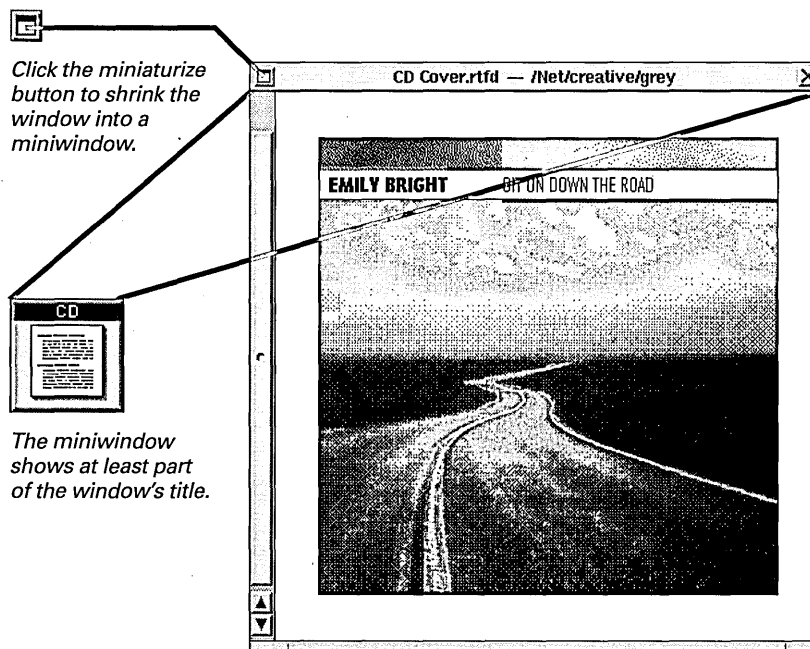
You can move the miniwindow by dragging it, or click it to bring it to the front. You can't however, drag it into the dock (as you can an application icon) or into the File Viewer (as you might a file or folder icon).

When you double-click the miniwindow to get the window back, the miniwindow goes away and the window returns as you left it—in its same size and location as though it had never been miniaturized. Unsaved work is still there, too.

You can also miniaturize a window by choosing Miniaturize Window from the Windows menu. See "Standard Commands" in the Reference at the end of this book.

Closing a window

▶ **Click the close button at the right of the window's title bar.**

When you're finished with a window, you can *close* it to get rid of it completely. Unlike miniaturizing, closing a window makes it disappear from the screen.
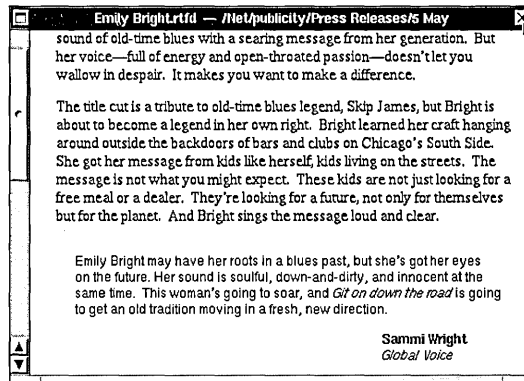
Click the close button to close the window.

A partially drawn close button usually means that the window contains unsaved work. When you save, the button returns to normal. If you click the button while it's partially drawn, a panel asks if you want to save your work. After you respond to the panel, the window closes.
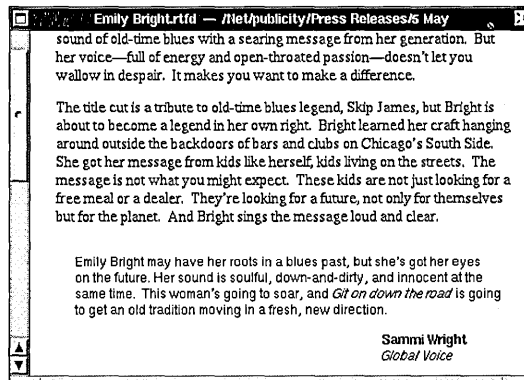
A partially drawn close button means the window contains unsaved changes.

For information on saving work before closing the window it's in, see Chapter 5, "Creating and Saving Files."

You can also close a window by choosing Close Window from the Windows menu. See "Standard Commands" in the Reference at the end of this book.

If you close a window without saving changes, the changes won't be there the next time you open the window.

You keep your work in files and folders. You use the File Viewer to find and open them. The File Viewer shows you files and folders on your own computer as well as those available to you on a network.

Workspace		View	
Info	⊳	Browser	B
File	⊳	Icon	I
Edit	⊳	Listing	L
Disk	⊳	Sort Icons	
View	⊳	Clean Up Icons	
Tools	⊳	New Viewer	N
Windows	⊳	Update Viewers	u
Services	⊳		
Hide	h		
Log Out	q		

File Viewer

starr   NextApps   Press Release

227MB available on remote disk

rpm   ⊳   Net   ⊳   publicity   ⊳

Accounts.rtf   Events   gass

Magazines   Press Releases   Radio   Sc

3

Using the
File Viewer

You're wandering through a maze of towering filing cabinets. Gargantuan drawers contain folders stuffed inside folders inside other folders.

Of the thousands of documents stored here, you're looking for two. One is a newsletter. Another is an illustration for the front page. You point to the folder of newsletters on an electronic map, and—pfffff— you're whisked through the complex. Seconds later, you're scanning a list of the folder's contents.

You open the file with your newsletter. It comes with all the tools you need to edit it. You open the file with the illustration and get tools for working with it. You marvel at how easy it is to find things here.

Now if this whole filing system could just fit on your desk.

The File System...

Your computer keeps information in files and folders. A file might be a magazine article you write, an illustration you create with a graphics application, or the application itself. A folder can contain other folders, which can contain yet more folders, down to as many levels as you want.

The files and folders in your computer make up its *file system*. You can think of the computer's file system as an upside-down tree with a **root** folder at the top and branches that grow downward.

Each file and folder has a name that identifies its contents. For example, a folder containing

applications that come with your computer is named **NextApps**. A file might be called **My diary.rtf**.

A file or folder also has a pathname that identifies its location. Its pathname lists the folders along its branch of the file system. Each name is separated by a slash (**/**). A slash at the beginning of a pathname represents the root folder.

In the tree below, the pathname **/Net** represents the **Net** folder. **/Net/repertoire/Charts/Billboard.rtf** represents the file named **Billboard.rtf**.

You often identify a file or folder by its pathname. You might type a pathname or read it in a panel.

A folder contains files or other folders.

The root folder contains all the files in your file system. It has your computer's host name, but in pathnames, it's represented by a slash (/).

A branch of the file system traces a path to a file or folder.

rpm

NextApps

Preview.app   PrintManager.app

Net

creative

basil   grey

repertoire

Artists   Charts

Billboard.rtf   Gavin.rtf

This file's pathname is
/Net/repertoire/Charts/Billboard.rtf.

...As Seen in the File Viewer

To get to the files and folders in your computer, you use the File Viewer. The File Viewer is part of the Workspace Manager application. It appears when you enter the workspace and can stay open the whole time you're working.

Files and folders appear as icons. Different areas of the File Viewer have these uses:

* Icons on the *shelf* can provide a shortcut to files and folders you access frequently. The shelf always contains your *home folder*, which is where you keep your own work. You can add or remove other files and folders.

* The *icon path* shows where you are in the file system. This row of icons shows the selected file or folder and the folders above it in its branch of the file system.

* The bottom area displays the contents of the *current folder*—the one you're currently working in. When you use your computer for the first time, files and folders here are shown as icons.

When you enter the workspace, you see the contents of your home folder. Your home folder has the icon of a house. Its name is your user name.

Shelf

Icon path

The current view shows the contents of the current folder.

The highlighted icon is the selected file or folder.

The icon path shows the folders in the selection's pathname.

/   Net   /   repertoire   /   starr
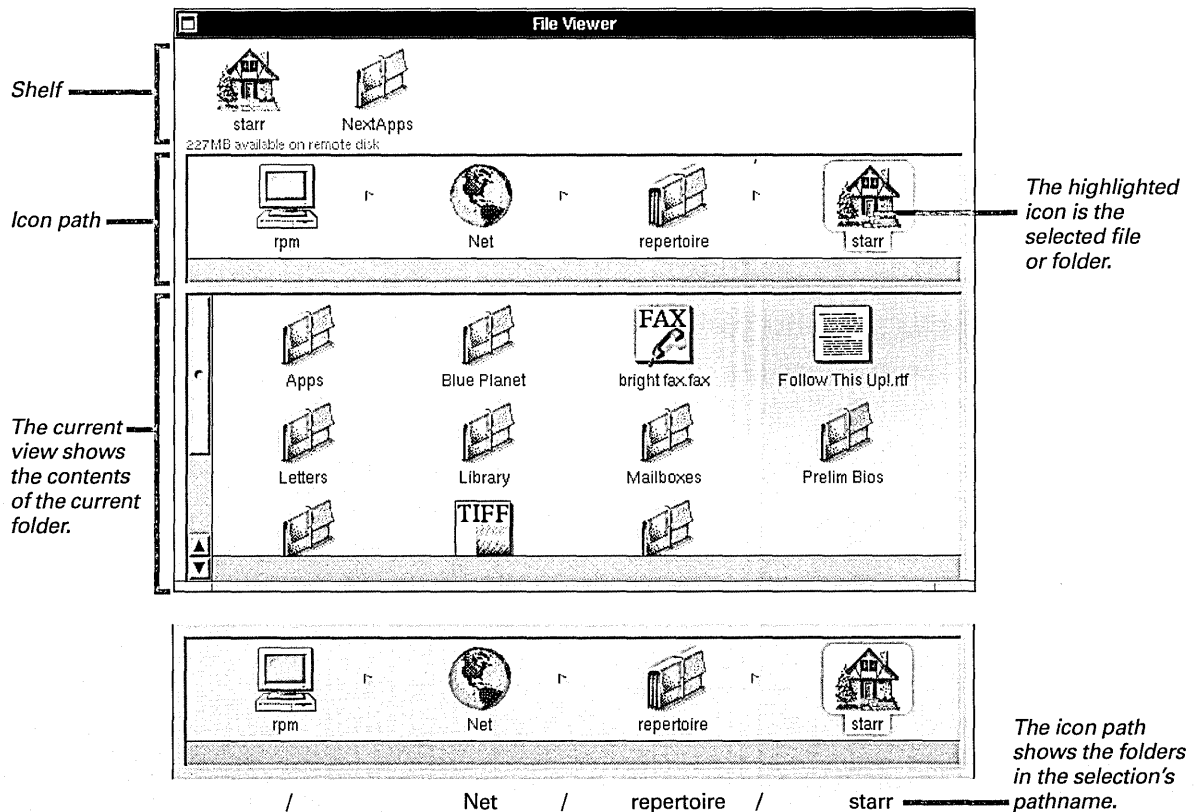
Opening a folder

▶ **Click a folder on the shelf or in the icon path.**

Or

▶ **Double-click a folder in the current view.**

You open a folder to see its contents. Its contents appear in the bottom area of the File Viewer. When you first use your computer, files and folders here appear as large icons. To see them as large icons if you don't currently, open the View menu and choose Icon.

Click a folder on the shelf.

Click a folder in the icon path.

Or double-click a folder that's in the current view.

You may have to scroll to see all folders in the icon path.

The folder you open is highlighted as the selection.

The contents of the folder appear below, replacing the contents of the previous folder.
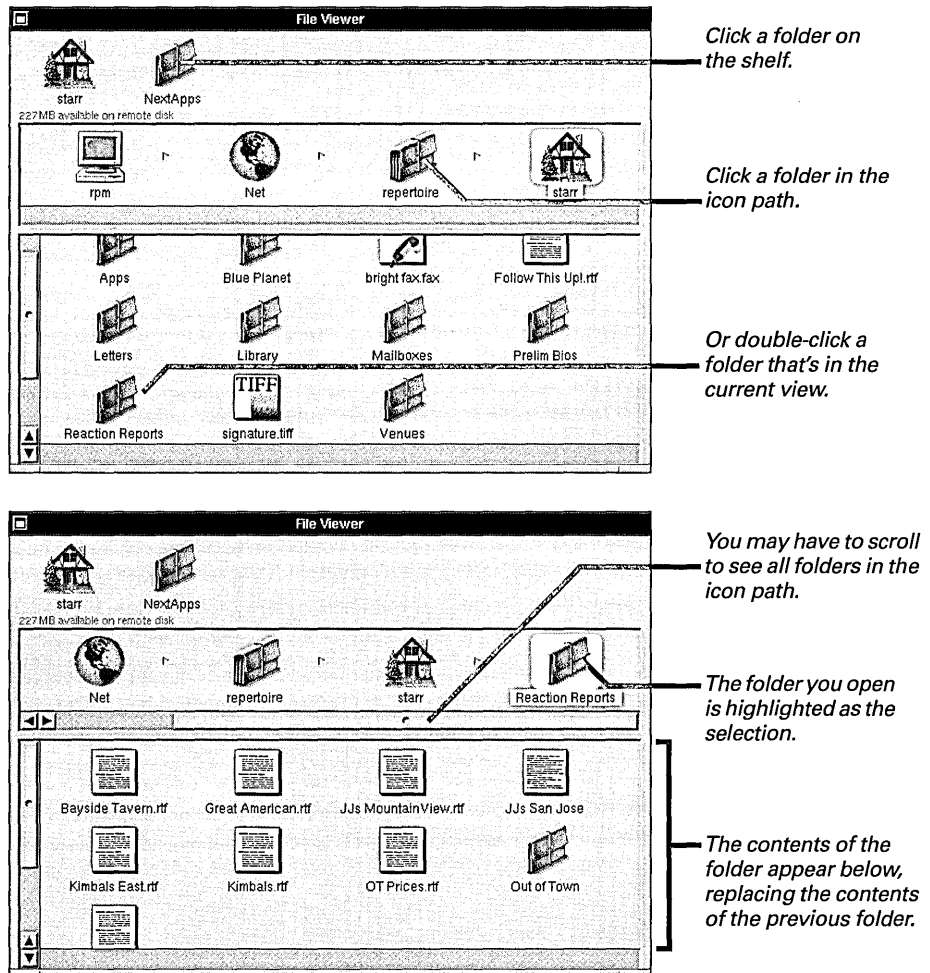
With the icon view, you can select a folder without opening it by clicking it in the current view instead of double-clicking it.

rpm

NextApps   Net

Edit.app   Mail.app   repertoire

starr
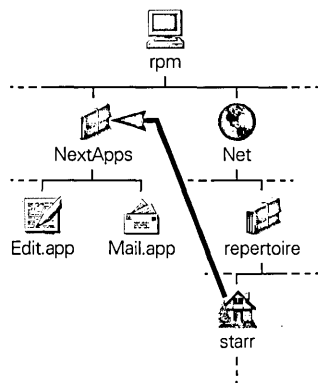
The way you move through the file system when you open a folder depends on what part of the File Viewer you open it from.

Opening a folder from the shelf goes directly to that folder.

repertoire

Charts   starr

rpm   Net   repertoire   starr
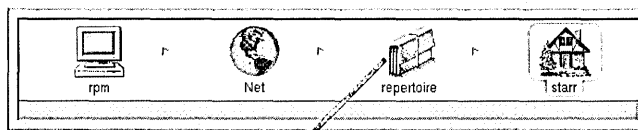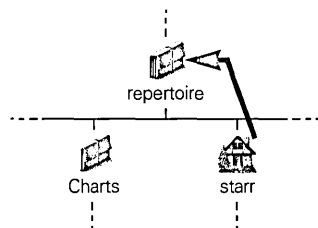
Opening a folder from the icon path moves up the branch of the file system.

Apps   Blue Planet   bright fax.fax   Follow This Up!.rtf

Letters   Library   Mailboxes   Prelim Bios

Reaction Reports   signature.tiff   Venues

starr

Letters   Reaction Reports
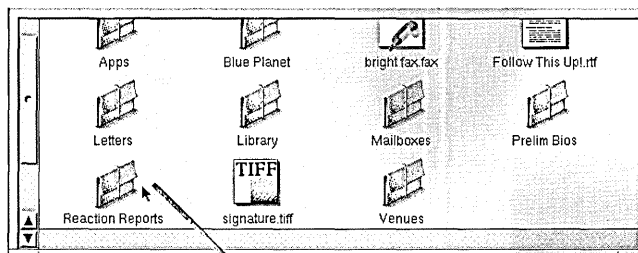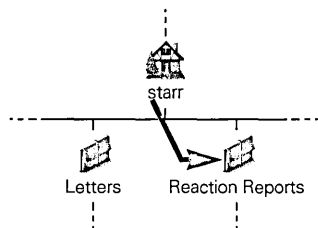
Opening a folder that's in the current view moves down the branch.

Your computer contains UNIX® files that don't appear in the File Viewer unless you make them. See "Displaying UNIX Files" in Chapter 20.

Opening a file

▶ **Double-click the file on the shelf, in the icon path, or in the current view.**

You open a file to see its contents. The application associated with the file starts up, if it's not already running. It then shows the contents of the file in a window.

Click a file to select it.
Double-click to open it.

The file is highlighted in the icon path.

The rightmost folder in the icon path is the current folder.
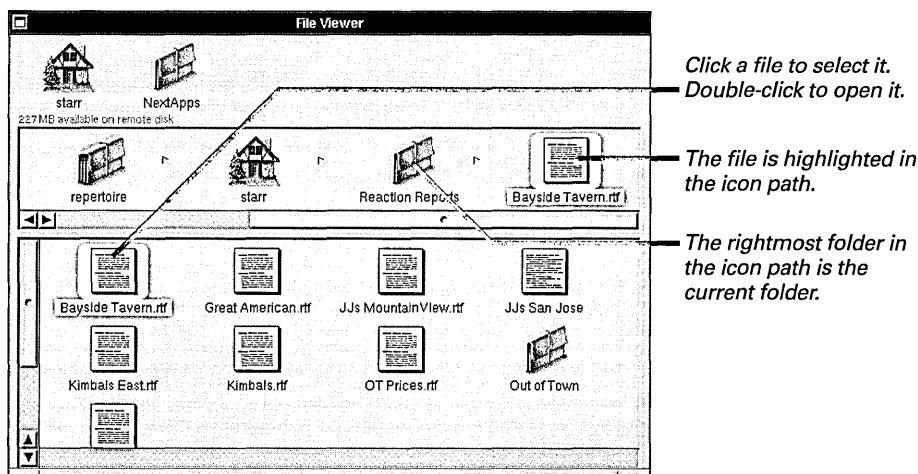
If you open a file that is an application, the application simply starts up.

Which Application Opens a File

You can tell which application opens a file by the file icon. Usually, it resembles the application icon. You can also tell by the file name *extension*—the last period in the name and the characters that follow. The extension describes the type of information in the file. For example, a file in Rich Text Format (RTF) has the extension **.rtf.** A file with Encapsulated PostScript has an **.eps** extension. A plain text file has no extension.

For more information, see "Changing the Application that Opens a File" in Chapter 7.

File Extension	File Icon	Application Icon	Application
.eps	EPS		Preview
.rtf			Edit

If a file doesn't open, you may not have read permission for it. See "Permissions Granted" in Chapter 6 and "Changing Permissions for a File or Folder" in Chapter 7.

When an application that isn't in the dock starts up, its icon appears at the
bottom of the screen.
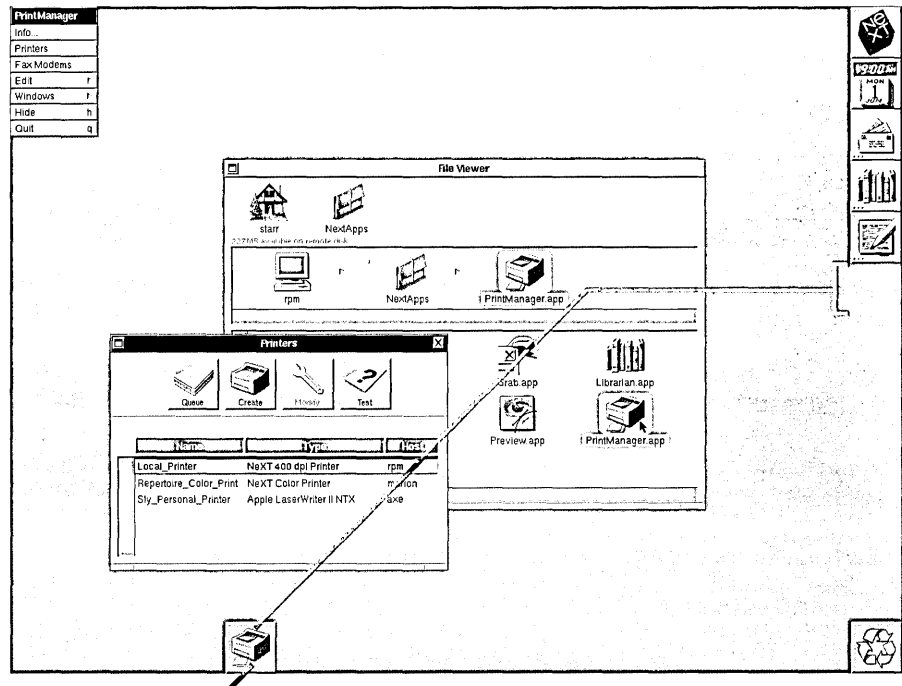
*If an application is not in the dock, you can
drag it to an empty area of the dock.*

Icons in the File System

Different kinds of files and folders have different icons. There are also icons for disks, disk drives, or any other devices that might appear in your file system. Below are some common icons.

For information on other icons, see "NEXTSTEP Applications" in Chapter 4 and "What Disks Look Like" in Chapter 8. You also may see icons for applications you buy or create yourself.

A general-purpose folder that you can create.

A folder that's on another computer on the network whose contents you can access by opening this folder.

Your root folder.

Your home folder.

Someone else's home folder, which you might see if you're working on a network or sharing your computer with other people.

The **Net** folder, which contains folders on other computers, if your computer is on a network.

A file in Rich Text Format® (often called an RTF file), which contains text with font and formatting properties, such as bold or italic.

An RTF file that contains one or more graphic images.

A file that contains only *plain text*—text with no font or formatting properties.

A file that contains a graphic image in Encapsulated PostScript® format, often called an EPS file.

A file with a graphic image in Tag Image File Format, often called a TIFF file.

An application that doesn't have its own icon.

An address book that you can create with the Workspace Manager. See "Looking Up an On-Line Address" in Chapter 12.

A file or folder that's been compressed. See "Compressing and Decompressing a File or Folder" in Chapter 6.

An Installer package—a set of files and folders that you install with the Installer application. See Chapter 19, "Installing New Software."

A folder is dimmed when you don't have permission to open it. If you try to open it, no contents appear even if it has some.

A broken link to a file or folder (see Chapter 6 for information on links).

An application that can't be run—for example, because it isn't configured to run on your type of computer. In the dock, it might be an application that was moved, renamed, or that no longer exists.

Browsing files and folders

Browsing is a way to move quickly through the files and folders in your computer. When you choose Browser, the current view becomes a *browser*, which lists the contents of each folder in the icon path. The contents are listed by name in the column below the icon.

A ▷ marks a folder. Other names are files.

Name of the current folder

Contents of the current folder (here, of Reaction Reports).
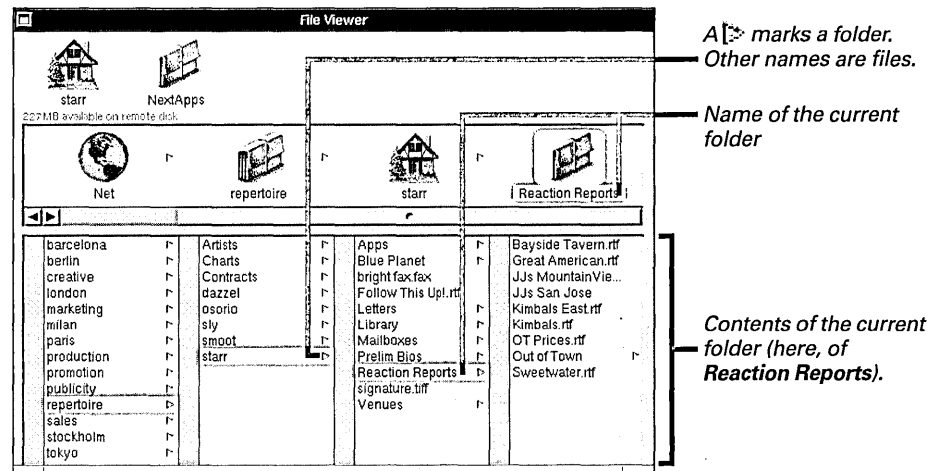
When you click a folder in a browser, the contents of the folder appear in the column to the right.

Click a folder to open it.

Double-click a file to open it.
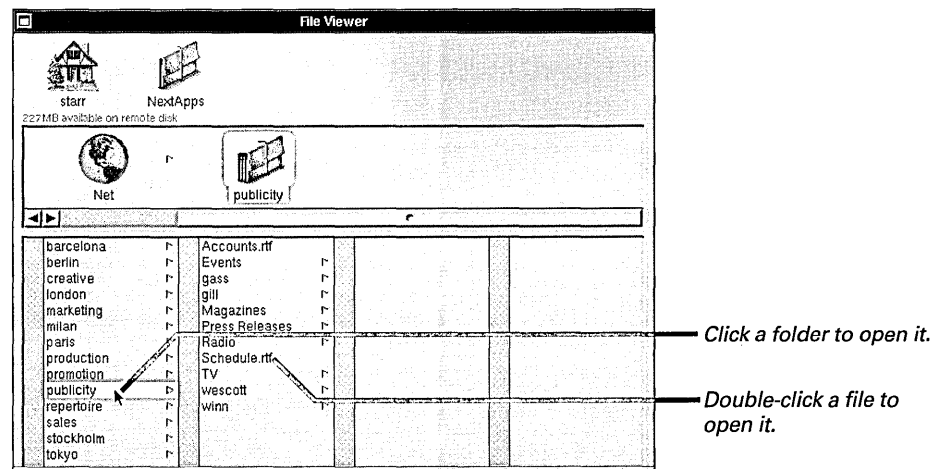
You can also open files and folders from the shelf and icon path, just as you can when you're working with other views.

Listing files and folders

▶ **To change to the listing view, choose View from the Workspace menu and then choose Listing from the View menu.**

▶ **To open a file or folder, double-click the icon next to its name.**

You can list the contents of the current folder to show the size, history, and permissions for files and folders. When you choose Listing, the view changes to show this information.
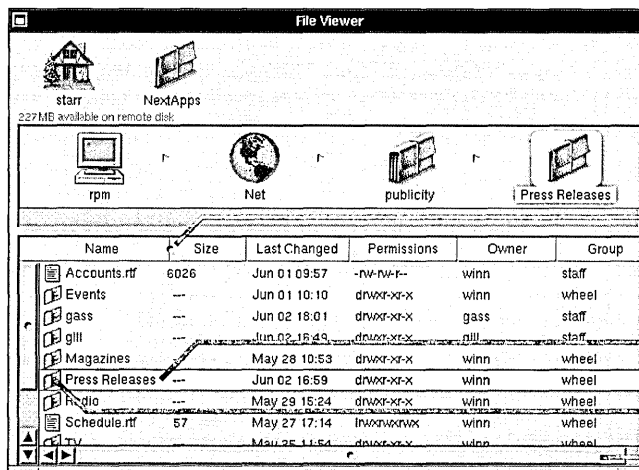
Drag this knob left or right to adjust the width of the Name column.

Click a file or folder to select it.

Double-click the icon (not the name), to open it.

Scroll if all columns aren't visible at once.

In the listing view, the icon next to a name indicates whether it's a file, folder, or application:

[icon] marks a folder.

[icon] marks an application.

[icon] marks any other file.

You can also open a file or folder from the shelf or icon path, just as you can when working with other views.

To find out the size of a folder, you have to use the Inspector command. See "Getting Information about a File or Folder" in Chapter 7.

What You Find Out in Listing View

When you display the contents of a folder in the listing view, columns next to each file and folder name provide the following information:

Size The size, in *bytes*, for files. In a plain text file, for instance, each character occupies one byte.

Last Changed The date and time (based on a 24-hour clock) that the file or folder was created, or that changes were last made to it. Older files list the year instead of the time.

Permissions The read (**r**), write (**w**), and execute (**x**) *permissions*, successively, for the person who owns

the file or folder, a group of people who may have special access to it, and anyone else who has access to the file system. A listing of **r – x** for the group, for example, means the group has read and execute permissions but not write permission.

Owner The user name of the person who owns the file or folder.

Group The group of users who have the group permissions.

For more information on permissions, see "Changing Permissions for a File or Folder" in Chapter 7.

Owner permissions

-rw-rw-r--

Group permissions

-rw-rw-r--

Permissions for everyone else who has access to the file system

-rw-rw-r--

*A **d** marks a folder (the **d** stands for a UNIX directory).*

drwxr-xr-x

*An **l** marks a link to a file or folder.*

lrwxrwxrwx

Stocking the shelf

▶ **To add a folder or file to the shelf, select the folder or file. Then drag it from the icon path to an empty space on the shelf.**

▶ **To remove a folder or file from the shelf, drag it out of the File Viewer into the workspace.**

You can stock your shelf with folders or files you use frequently. Just drag them from the icon path.

Drag a file or folder to the shelf.

Release the mouse button when a ghost image of the icon appears.

In the icon view, you can also drag a file or folder from the current view.
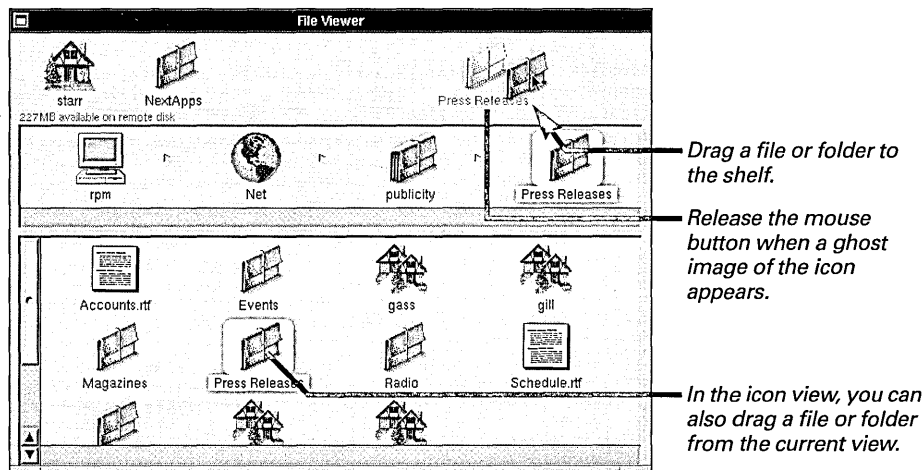
Drag a file or folder into the workspace to remove it from the shelf.

Release the mouse button when the file or folder disappears from the shelf.

You can't remove your home folder from the shelf.
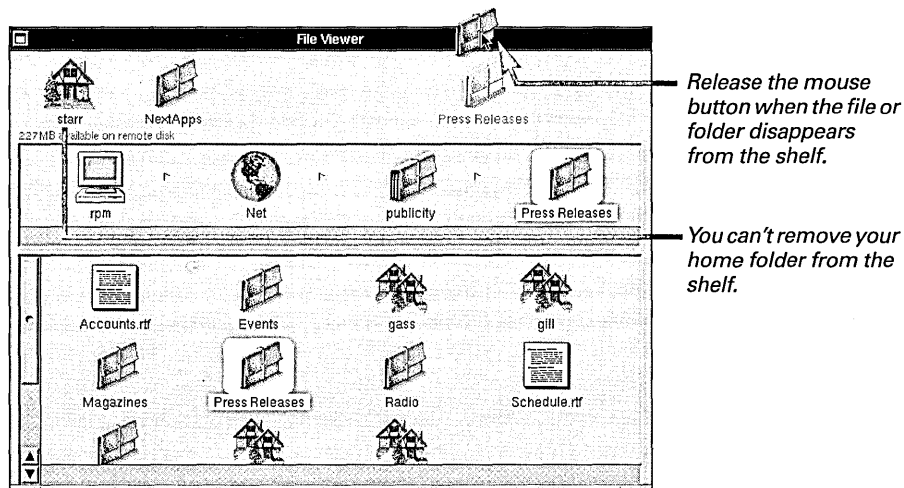
Caution: When you drag a file or folder to add it to the shelf or remove it, don't release the mouse button while the icon you're dragging is over another folder. If you do, you might accidently copy or move the file or folder you're dragging.

You can adjust the number of rows on your shelf. See "Personalizing Your File Viewer" in this chapter.

You can make more room on your shelf by resizing the File Viewer so it's wider.

Opening folders and files by typing

▶ **To move along the current branch of the file system, press the left or right arrow key.**

▶ **To move through the contents of a folder in the browser or listing view, press the up or down arrow key.**

▶ **To select a specific file or folder in the current folder, type the first few characters of its name.**

▶ **To open the selected file or folder, press Return.**

You can put your mouse aside and select and open folders and files from the keyboard.

The left arrow key opens this folder.

When a folder is selected, the right arrow key selects the first name in the current folder.

Typing gi selects this folder.
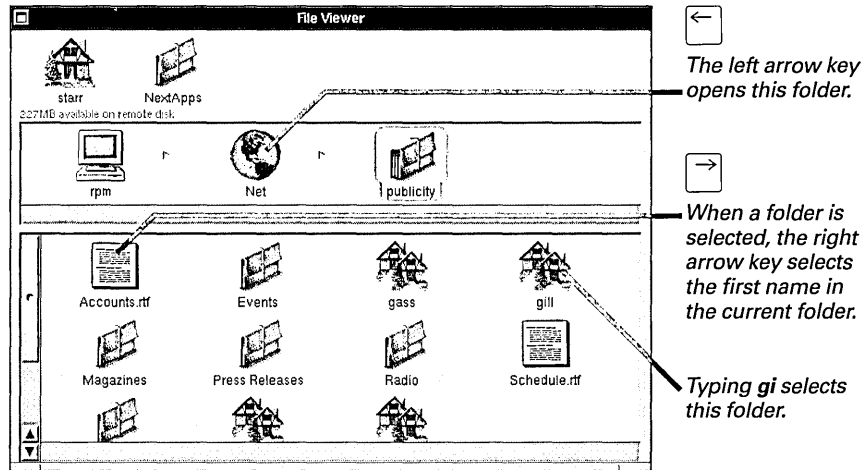
If you make a mistake or change your mind while typing a file or folder name, pause for a moment to start over.

With the browser or listing view, you can use the up and down arrow keys to move through the contents of a folder.

The up arrow key selects this file.

The down arrow key selects (and opens) this folder.
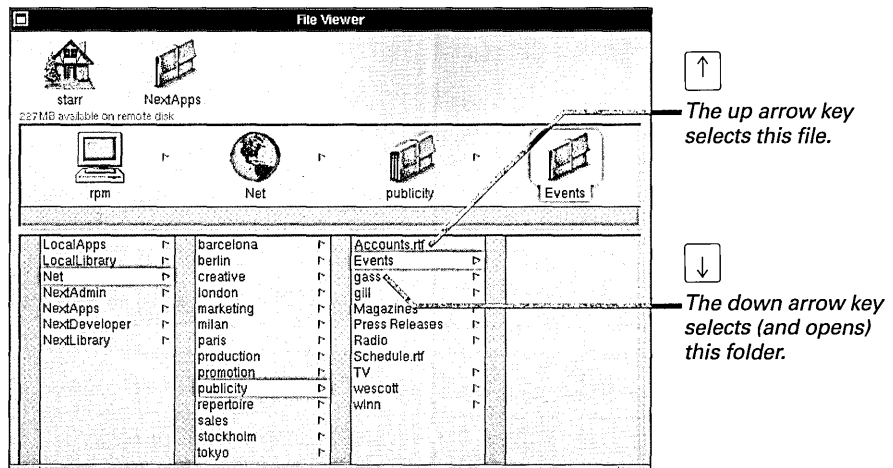
You can locate any file or folder by typing its pathname. As soon as you type a / or ~ to begin the pathname, the Finder opens. See "Options for Searching" in this chapter.

Selecting several files and folders

▶ **Drag around (or over) the files and folders you want to select.**

Or

▶ **Hold down the Shift key and click each file or folder you want to add to the selection or remove from it.**

Or

▶ **In the browser or listing view, hold down the Alternate key and click to select a range between the current selection and where you click.**

You can select several files and folders in the current folder and then do something with all of them. For example, you can open several files at the same time by selecting them and double-clicking the selection icon.
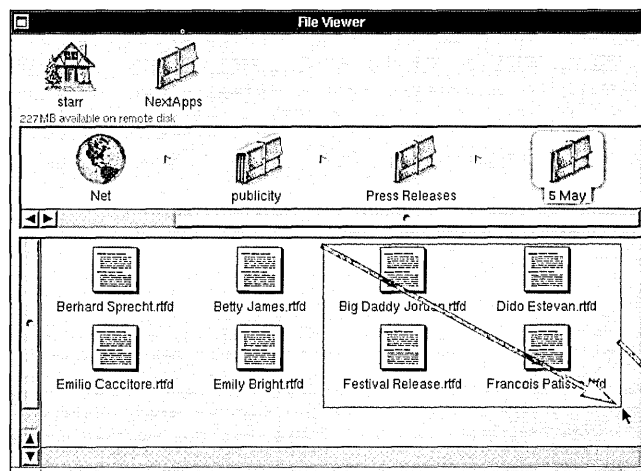
In the icon view, start dragging outside an icon.

As you drag, an outline surrounds the icons.
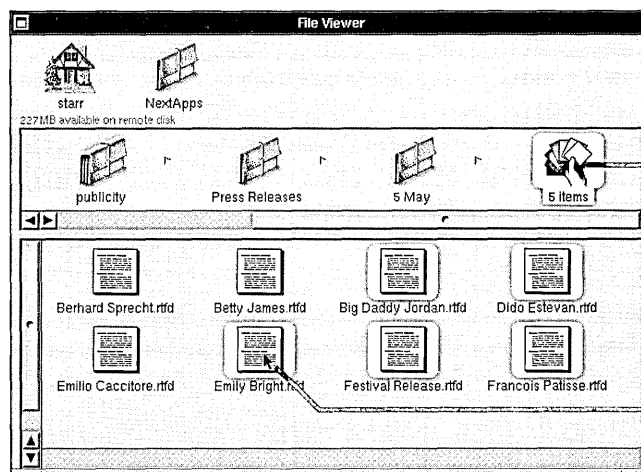
Double-click this selection icon to open all the files in the selection.

Shift-click a file or folder to add it to the selection.

You can also hold down the Shift key while dragging around several icons to add all of them to your selection.

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in Chapter 9.

You can drag and use the Shift key to make multiple selections in the browser or listing view, too.
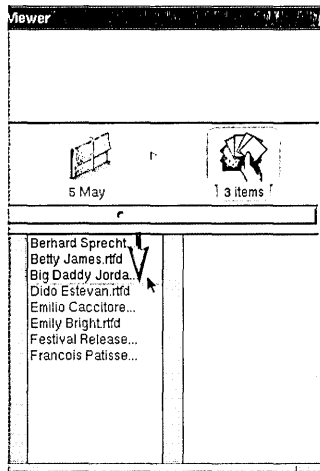
Drag to make a continuous selection. *Shift-click a name to add it to the selection.*
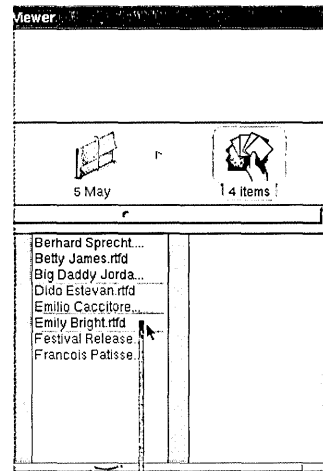
Or you can use the Alternate key to select a range of files and folders.
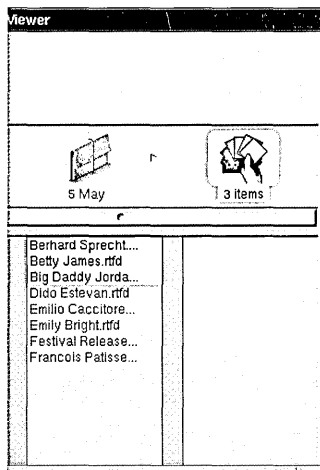
Alternate-click to extend a selection... *...to here.*
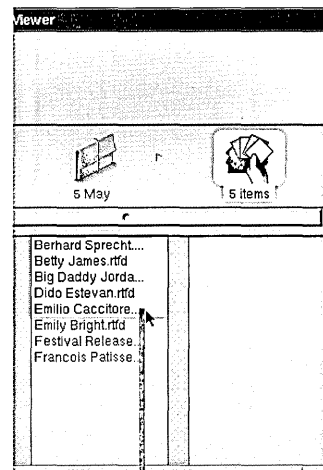
In either the browser or listing view, you can hold down the Shift key while you click a selected file or folder, or while you drag over several, to remove files or folders from the selection.

Opening a folder in its own window

1 **Select the folder you want to open.**

2 **Choose File from the Workspace menu.**

3 **Choose Open as Folder from the File menu.**

You can open a folder in its own window, for example, to keep an eye on the folder's contents while opening other folders in the File Viewer.

Select the folder you want to open in its own window and choose Open as Folder.

The window's title bar shows the folder name.

The folder appears on the window's shelf and in the icon path.

You can display contents in icon, browser, or listing view.
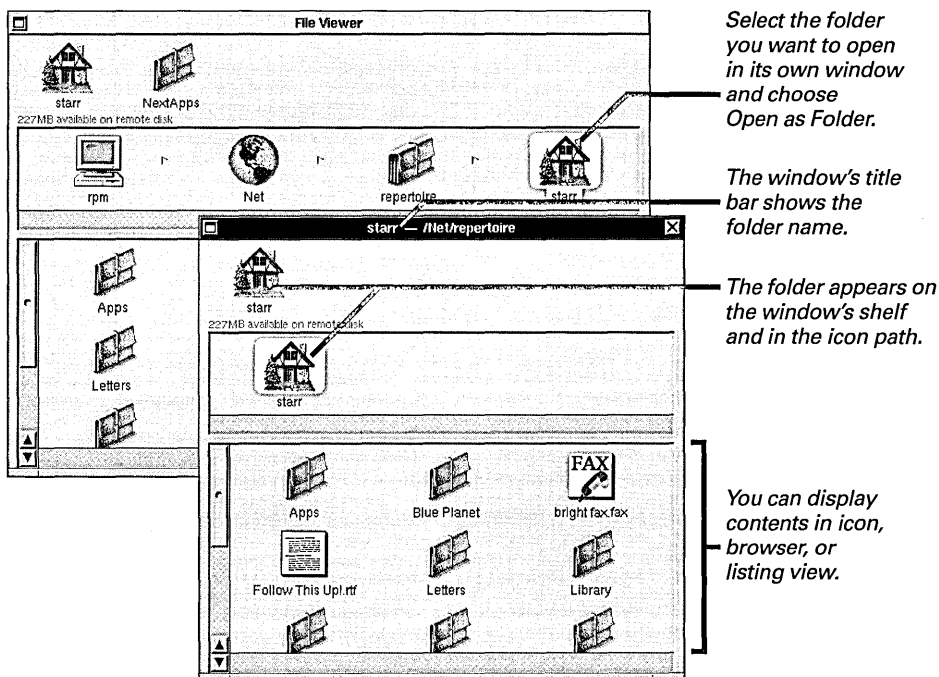
This window is just like the File Viewer except it can show only the contents of the folder you selected. Within this folder, you can open files and folders, drag them to the shelf, and do anything else you do with the File Viewer.

Part of the file system you can access in a folder's own window.
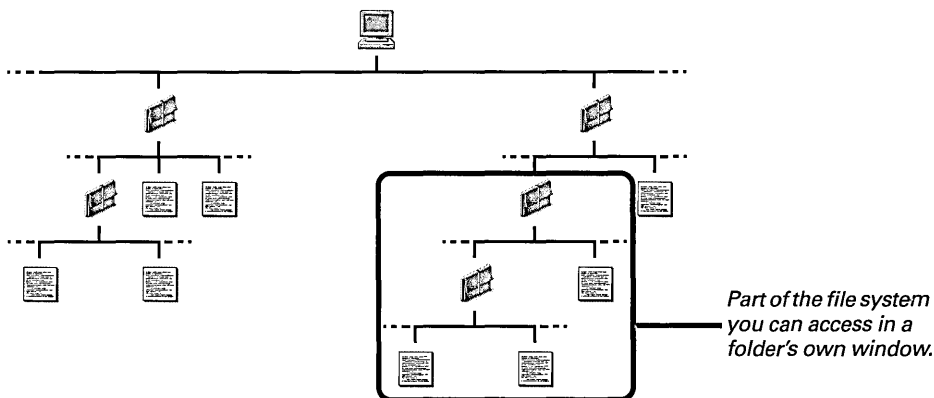
File Packages—Files That Are Really Folders

A file package is a special kind of folder whose contents aren't normally shown in the File Viewer or any other folder window. Instead, file packages look and behave like regular files. Double-clicking a file package, for example, starts up an application or shows the contents of a file in a window.

File packages keep together information that shouldn't be separated. When you add a graphic image to an Edit document, for example, Edit puts the graphic in its own file and stores it in a file package along with a file containing the document's text. Most applications are also file packages. They consist of a file containing the actual application and other files that the application uses, such as the clicking sound for the camera in Grab.

You rarely need to see the contents of a file package, and you shouldn't normally change its contents. But to look inside one—for example, to copy something from it—select it in the File Viewer and choose Open as Folder from the File menu.

You can tell that a file is really a file package if:

- The Open as Folder command isn't dimmed when the file is selected. When you select a regular file, this command is dimmed.

- When you inspect the file with the Inspector command, the file is treated as a folder. See "Getting Information about a File or Folder" in Chapter 7.

- The file is an RTF file with an **.rtfd** extension.

- The file is an application with an **.app** extension.
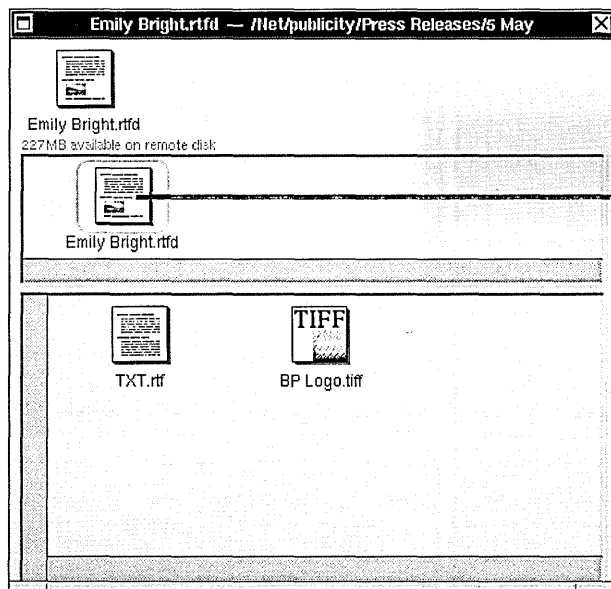
The contents of the file package appear in a separate window.

The file package has its usual file icon.

This file package contains a text file and a TIFF graphic file.

Finding files and folders

1 **Choose Tools from the Workspace menu.**

2 **Choose Finder from the Tools menu.**

3 **Select a target from the Finder's shelf.**

4 **Use the pop-up list to choose to search for files and folders by name or for files by content.**

5 **Type text that's in the name or contents of what you're looking for.**

6 **Click Find or press Return.**

You can search for files and folders based on any part of their name. You can also search for files based on a string of text that's in the file. You tell the Finder where to search by selecting a target. You can drag any folder from the File Viewer to the Finder's shelf and use it as a target.

— Click a target on the Finder's shelf.

— Type text to search for here.

— Press here to choose to search by name or by file content.

— Click Find to begin the search.

— Files and folders are listed here.
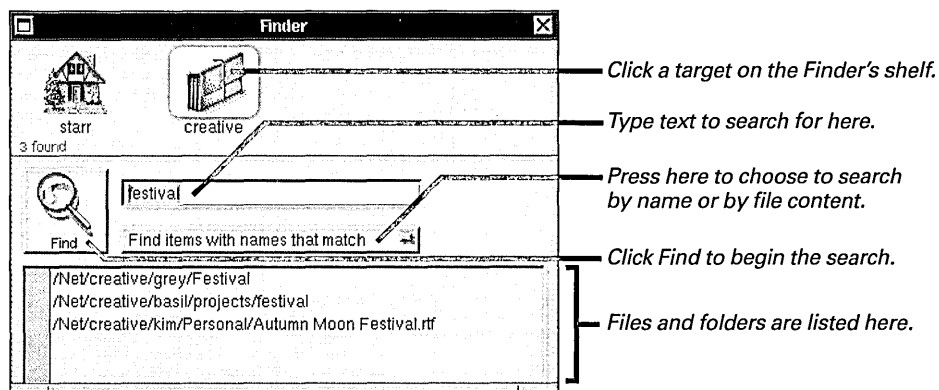
You can search for a single file or folder by name—regardless of the target— by typing its entire pathname in the Finder, such as **/Net/repertoire/starr** or **~starr/Apps**. The file or folder is selected in the File Viewer.

During a search, the Find button changes to a stop sign that you can click to interrupt the search.

You can select a file or folder in the Finder and use the Inspector command to inspect it. See Chapter 7.

You can also search for an address book by content. For information on address books, see "Looking Up an On-Line Address" in Chapter 12.

Shortcuts to Typing Pathnames

Here are a few shortcuts you can use to enter a pathname in the Finder.

- You can specify your home folder with a tilde (~), for example, by typing ~ or ~/**Apps**. To specify someone else's home folder, type ~ followed by the name of that person's home folder, as in **~starr**.

- You can type a few characters of a name in a pathname and press the Escape key to fill in the name. To enter **/NextApps/Grab**, type **/NextAp** and press Escape, then type **/G** and press Escape. If more than one name matches what you've typed so far, the Finder lists all possible matches each time you press Escape.

To narrow down your search, you can select from the files and folders you find and then search on the selection.

Select one or more files, for example, by dragging over them.

The selection appears here.

You can drag the selection to the shelf to make it the new target.
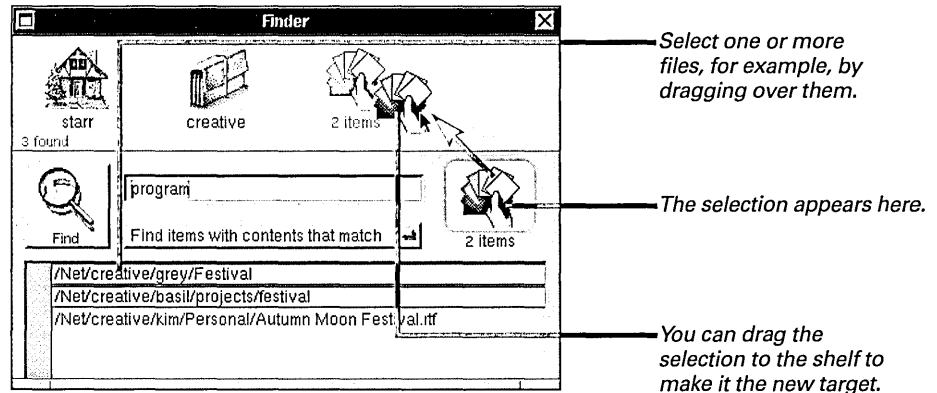
When you search by name, you can double-click a file or folder listed in the Finder to select it in the File Viewer—even while the search is still going on. When you search by content, double-clicking a file listed in the Finder opens the file and selects the text you're searching for. In either mode, you can also select a file in the Finder and then double-click its icon to open it.

Options for Searching

You can find any file or folder while working in the File Viewer by typing its full pathname. As soon as you type a / or ~, the Finder opens and shows your typing. Complete the pathname and press Return. The file or folder is selected in the File Viewer and the Finder goes away.

You can also press Escape in the File Viewer to enter the pathname of the current selection in the Finder.

If you want the Finder to list a file or folder *without* selecting it in the File Viewer—for example, so you can drag it to the Finder's shelf to use as

a target—enter the pathname and press Escape instead of Return.

You can Shift-click an item on the shelf to add it to your target. If you forget what's in a target that consists of a multiple selection, press Escape to list the selection's contents.

When searching by name, you can use an asterisk (*) as a wildcard. For example, to find all TIFF files within a target, type *.tiff.

To search for names that contain a ~ or *, enclose your text in quotation marks, as in "~oldfile".

You can select more than one file or folder in the Finder the same as with browser or listing view in the File Viewer. See "Selecting Several Files and Folders" in this chapter.

You can use the Preferences command to search for one or more keywords in files. See "Workspace Manager Commands" in the Reference at the end of this book.

Personalizing your File Viewer

1 **Choose Info from the Workspace menu.**

2 **Choose Preferences from the Info menu.**

3 **Choose the Icon View, Browser, or Shelf option from the pop-up list at the top of the Workspace Manager Preferences panel.**

4 **Make settings in the panel to adjust spacing between icons or the width of browser columns.**

You can adjust spacing in the File Viewer. With the Icon View option, you can adjust the spacing between icons shown in the icon view.

Choose the Icon View option.

Drag an arrow to adjust spacing between icons.

The white field shows the space available for text beneath an icon.
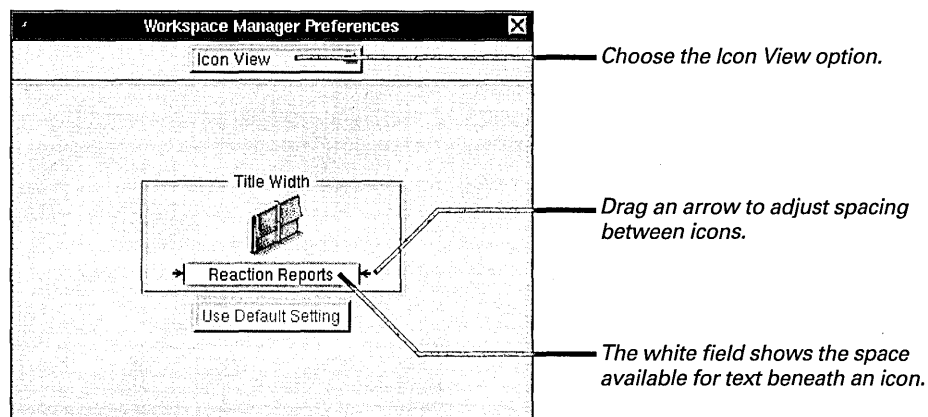
With the Browser option, you can adjust the width of columns in the browser view.

Choose the Browser option.

Drag the arrow inward or outward to adjust column width.
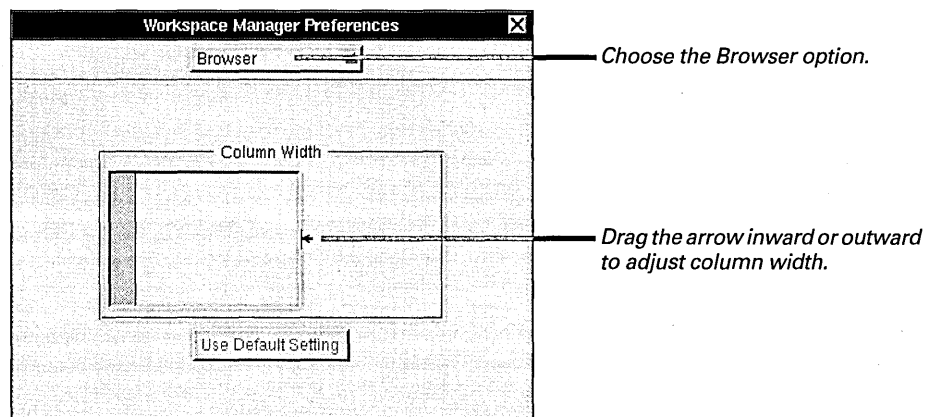
With the Shelf option, you can adjust spacing between icons on the shelf.

Choose the Shelf option.

Drag an arrow to adjust spacing between icons.

The white field shows the space available for text.

Check this box to make the shelf in folder windows resizable.
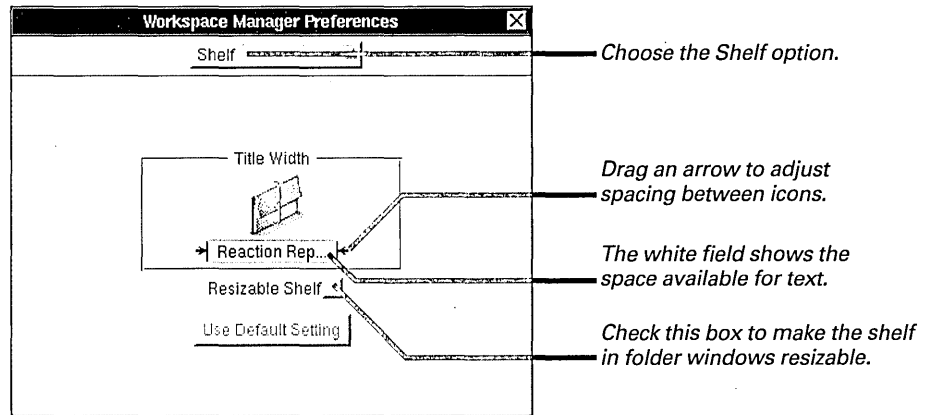
You can also add rows to the shelf. When you check the Resizable Shelf box, a resize knob appears at the bottom center of the shelf.

Drag the knob downward to add rows to the shelf.
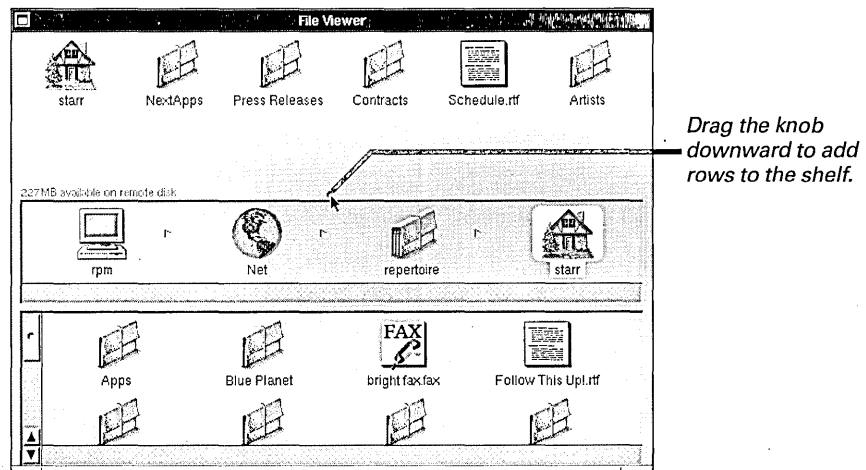
You can click the Use Default Setting button in the Preferences panel to return to the settings that came with the computer.

Life on a Network

When your computer is part of a network, you can exchange electronic mail with other people and share their files—all within seconds and without ever leaving your desk.

A network can consist of two computers or two thousand. Some of the computers have people like you working at them. Other computers—called *servers*—contain files and folders that everyone on the network can share.

You access the servers and the files they contain through **/Net**—the **Net** folder in your root folder. Your home folder is probably on a server along with other peoples' home folders, so you'll be somewhere in **/Net** when you log in.

Files and folders that aren't accessed through **/Net**, such as **/NextApps** or **/NextLibrary**, are usually on the hard disk in your computer.

You work the same in files and folders whether they're in your computer or in another one. But while only you can access the other folders in your root folder, everyone can access the folders in **/Net**.

When your home folder is on a server and therefore accessible from any computer, you can log into any computer on the network. As long as you log in with your user name and password, you enter your own workspace and have access to the files in your home folder.

Only starr can access his computer's root folder.

Only grey can access hers.

*But they both can access everything in **Net**.*

starr's root folder   grey's root folder

NextApps   Net   Net   NextApps

repertoire

Charts   osorio   sly

Billboard.rtf   Gavin.rtf
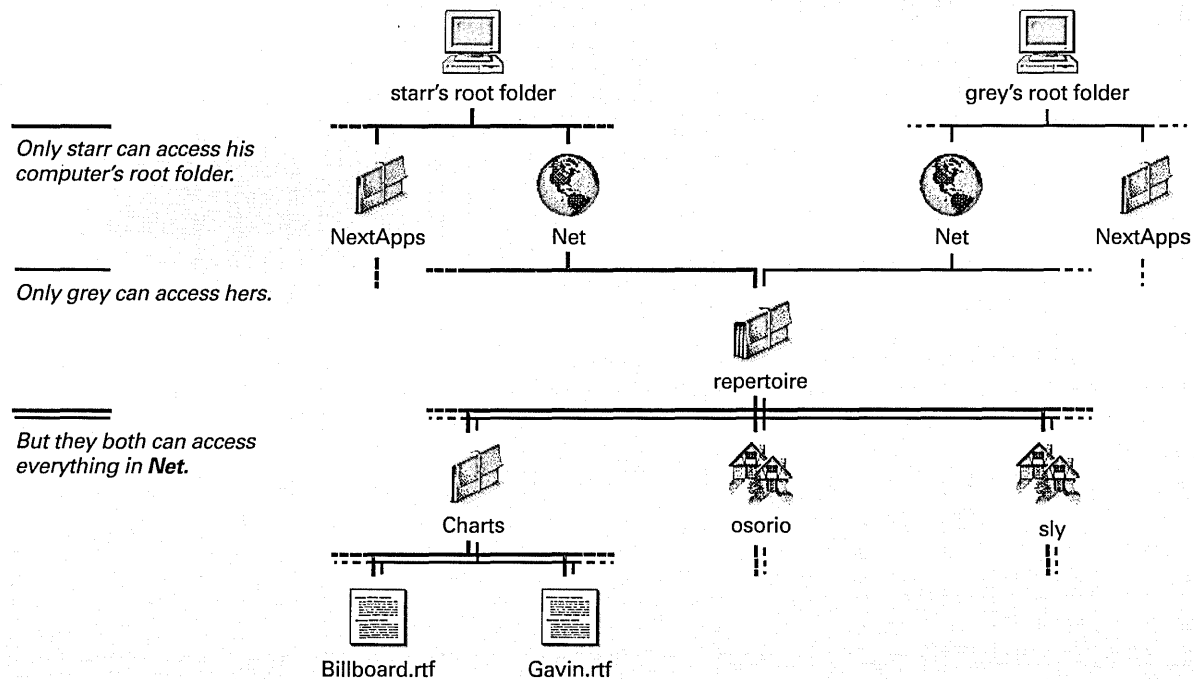
If any NetWare® servers are connected to your network, you can access file systems on those servers in your File Viewer. Just open the **NetWare** folder in **/Net**. When you click a server in this folder, a panel asks you to enter a name and password. You obtain these from the NetWare system administrator. When you enter the right information and click OK, the contents of the server appear.

You can work with files in the NetWare file system, or you can copy them to your NEXTSTEP file system—for example, to your home folder. When you copy a file to the NEXTSTEP file system, make sure it has an appropriate extension before you try to open it. In some cases you might have to change the extension to have the file open in the application you want.

Also, file and folder names on some NetWare networks are limited to eight characters plus a three-character extension. Before you copy a file or folder to such a network, make sure its name isn't any longer. For information on changing names or extensions, see "Renaming a File or Folder" in Chapter 6.

To make the **NetWare** folder appear, start up the NetWareManager application, located in **/NextAdmin**, and then click the Enable button. For more information, see your system administrator.

For more information on differences between files in your NEXTSTEP file system and in other file systems, see "DOS and Macintosh Files" in the Reference at the end of this book.
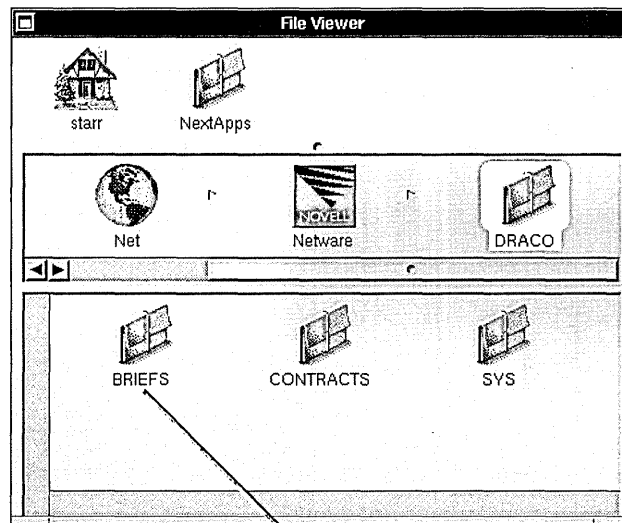
Names on older NetWare networks don't distinguish between upper- and lowercase letters.

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Applications are the tools you use to work in the NEXTSTEP workspace. You use them to create documents, send and receive messages, look up information, and manage your computer system. Some applications are available in the application dock. All are available in the File Viewer.

File Viewer

NextApps

ey
ailable on remote disk

dat

NextApps

Preview.app

Edit.app

FaxReader.app

Grab.app

Librarian.app

Mail.app

Preferences.app

Preview.app

PrintManager.app
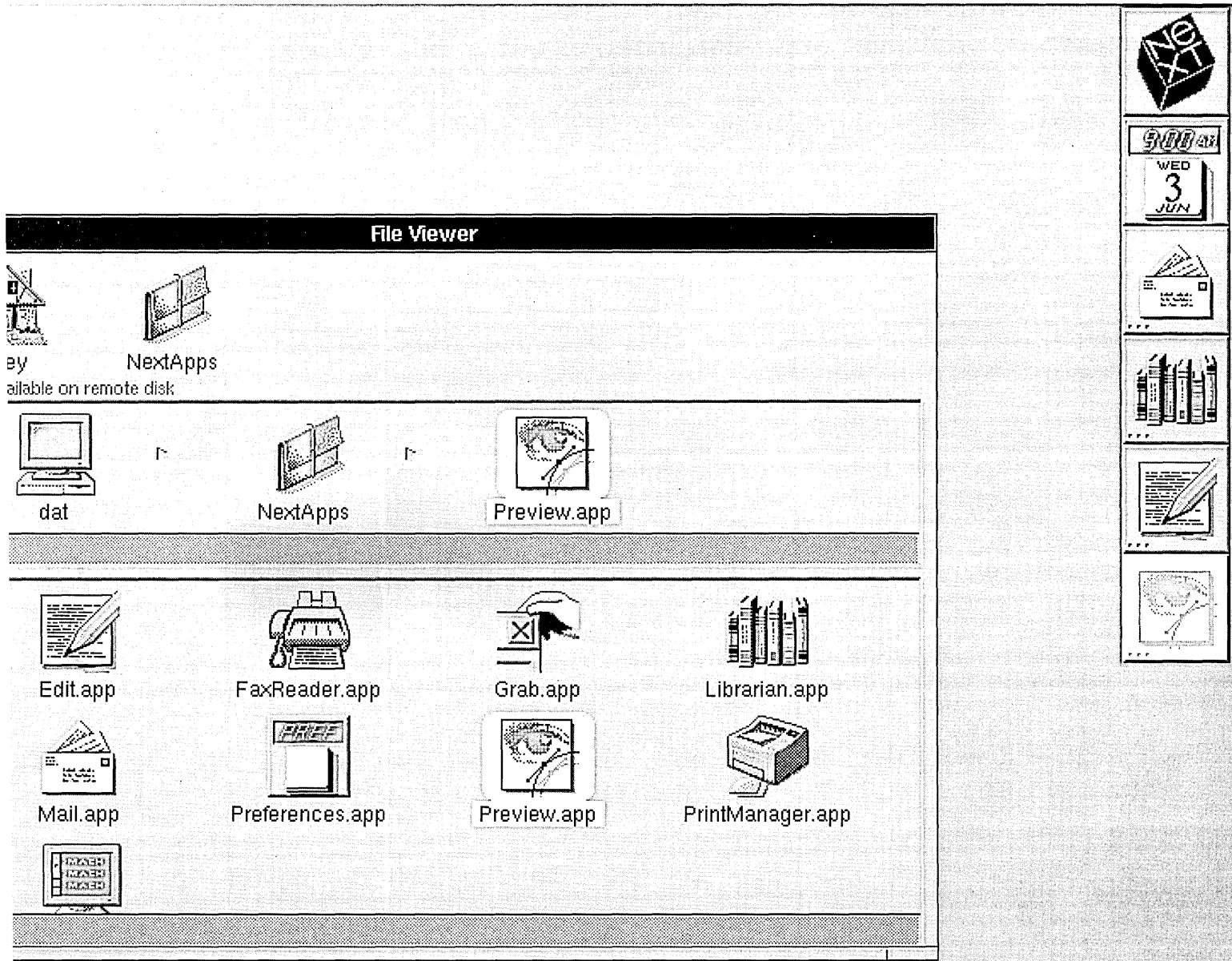
4

Working with Applications

You remember remodeling your kitchen last summer. Tools scattered everywhere. You could never find the one you needed. It was inevitably in the other room. Or on a shelf. Or maybe you were sitting on it.

You sigh. It ought to be easier. Power tools, lathes, levels, squares, gadgets for every nook and cranny—all at your fingertips within seconds and neatly put away—*out* of your way—when you're done.

You sigh again. Good thing the remodel is over. Good thing your next project is right here on the computer.

Starting up an application from the dock

▶ **Double-click the application icon in the dock.**

Your computer comes with several applications, and you may add others that you buy or create yourself. You can keep icons representing applications in the application dock—the column of icons lining the right side of the screen.

When you double-click an application icon in the dock, the icon is highlighted for a moment. Then the application's main menu appears, often along with another window.
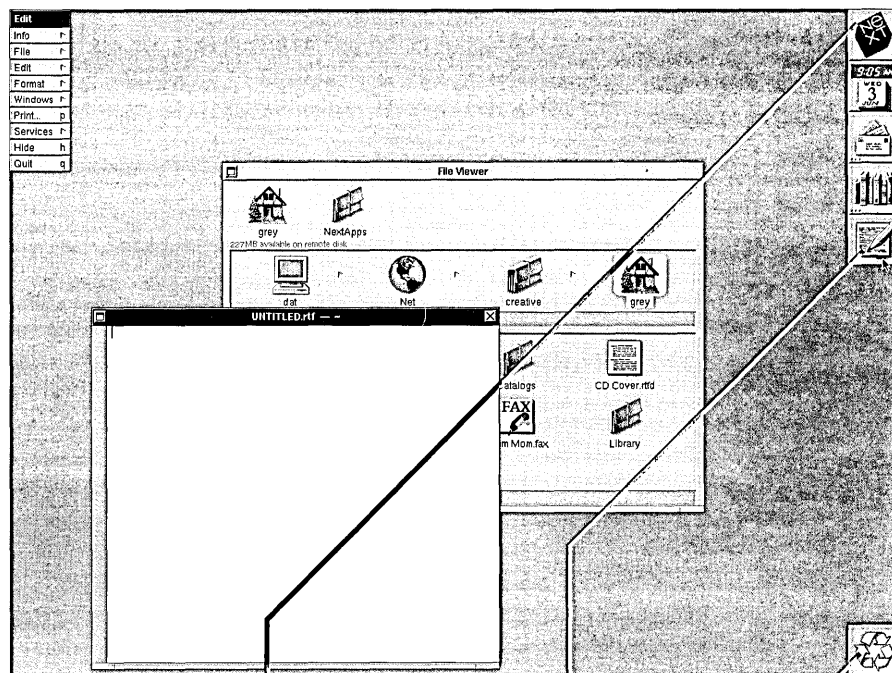
The NeXT icon remains at the top of the dock. You can drag it downward to remove most of the dock from view.

You can double-click an application to start it up.

You use the recycler to delete files and folders from the file system.

Before you start up an application, its icon has an ellipsis [⋯] . When the application is running, the ellipsis goes away.

You start up an application that isn't in the dock by opening a file from the Workspace Manager. See "Opening a File" in Chapter 3.

The recycler is described in "Deleting a File or Folder" in Chapter 6.

Not running   *Running*

Running several applications

▶ Start up each application you want to run.

You can run several applications at once, for instance, to view a Mail message while typing in an Edit document. Although several applications can be running, you work in only one at a time—the *active application*.

When you start up an application, it becomes the active application. Its main menu replaces any other menus on the screen.
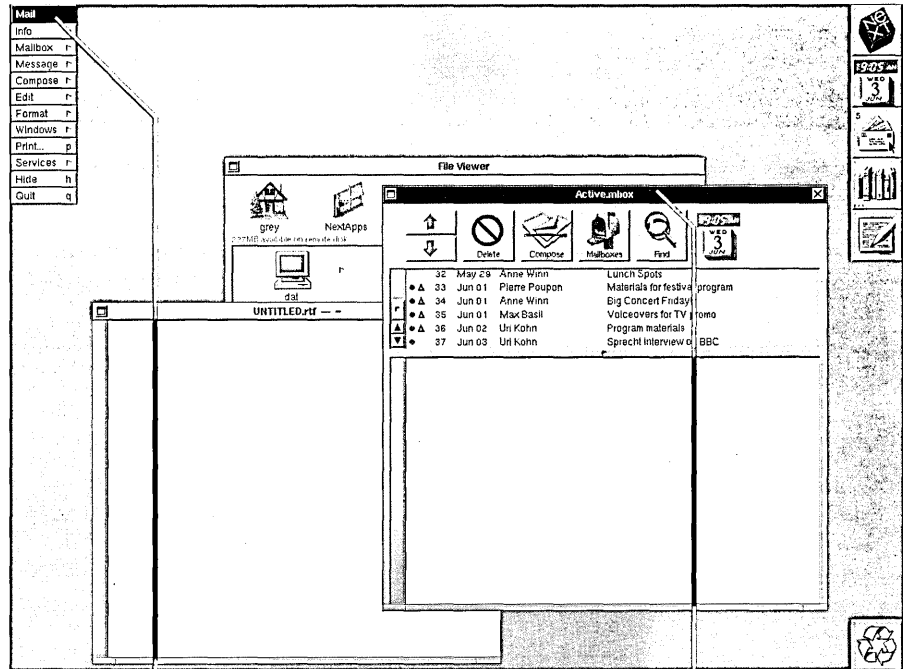
The active application is the one with a menu showing.   *It also contains the key window.*

You might also do something that causes an application to start up automatically. For example, choosing a command from the Services menu can start up Digital Librarian™.

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Switching to another application

▶ **Click in one of the
application windows.**

Or

▶ **Double-click its icon.**

When you want to work in another application, just click in one of its windows.
If no windows are showing, double-click the application icon.
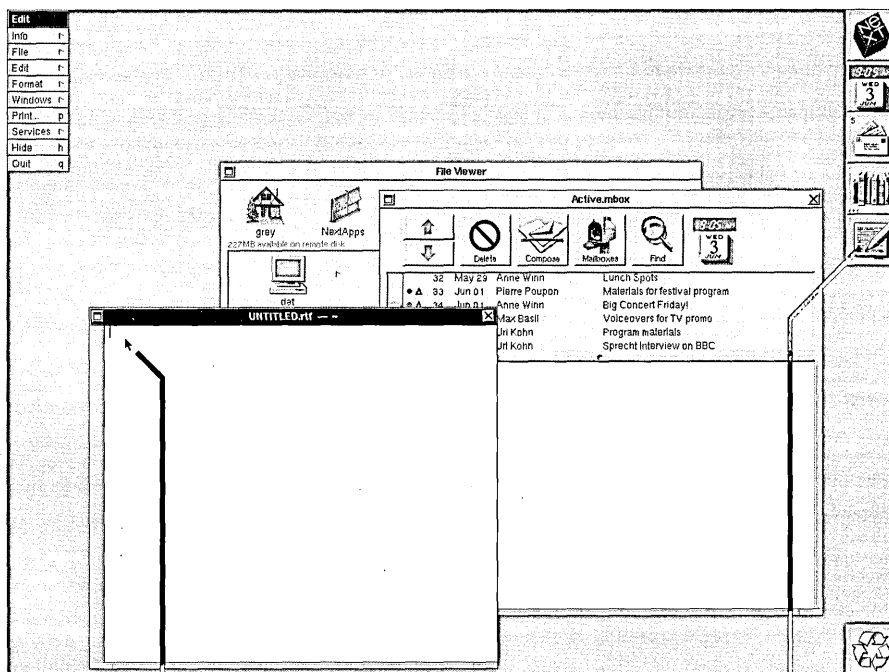
*Click in a window to bring the window
forward and activate its application.*   *Or double-click its application icon.*

When you leave one application to work in another, the standard windows that
belong to the application you leave stay on your screen. If an attention panel
is open, it stays, too. The application's menus and all other panels go away.
When you switch back to the application, its menus and panels reappear, just
as you left them.

Hiding an application

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

▶ **To unhide the application, double-click its icon.**

If you're through working with an application for now but plan to use it later in the same work session, you can hide it to get its windows out of the way. All its windows disappear from view, but the application continues to run.

By hiding applications, you can have several running and easily accessible while your workspace remains free of windows you're not currently using.
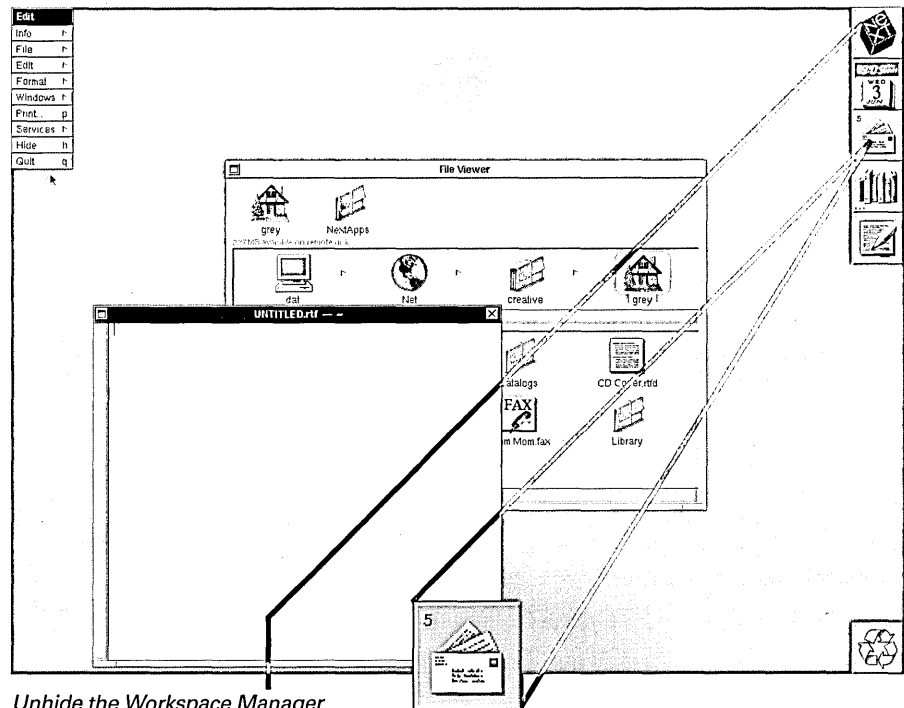
Unhide the Workspace Manager application by double-clicking the NeXT icon.

When a docked application is hidden—as opposed to not running—there's no ellipsis ⌜• • •⌟ *in its icon.*

When you unhide an application, all its windows reappear, and the application is activated, just as though it had never been hidden.

Tip: You can hold down the Command key and double-click an application icon to hide all applications except the one you double-click.

When you hide an application, no unsaved work is lost. Nor is it saved. For information on saving your work, see Chapter 5, "Creating and Saving Files."

Customizing the application dock

▶ **To add an application to the dock, select the application in the File Viewer and drag it into an empty space in the dock.**

▶ **To remove an application from the dock, drag it into the workspace while it isn't running.**

▶ **To reorder applications in the dock, drag one from its current location to an empty space in the dock.**

You can fill your dock with applications you use frequently. Then to start up a docked application, you just double-click it.

Applications that come with NEXTSTEP are in the /NextApps, /NextDeveloper/Demos, and /NextAdmin folders.
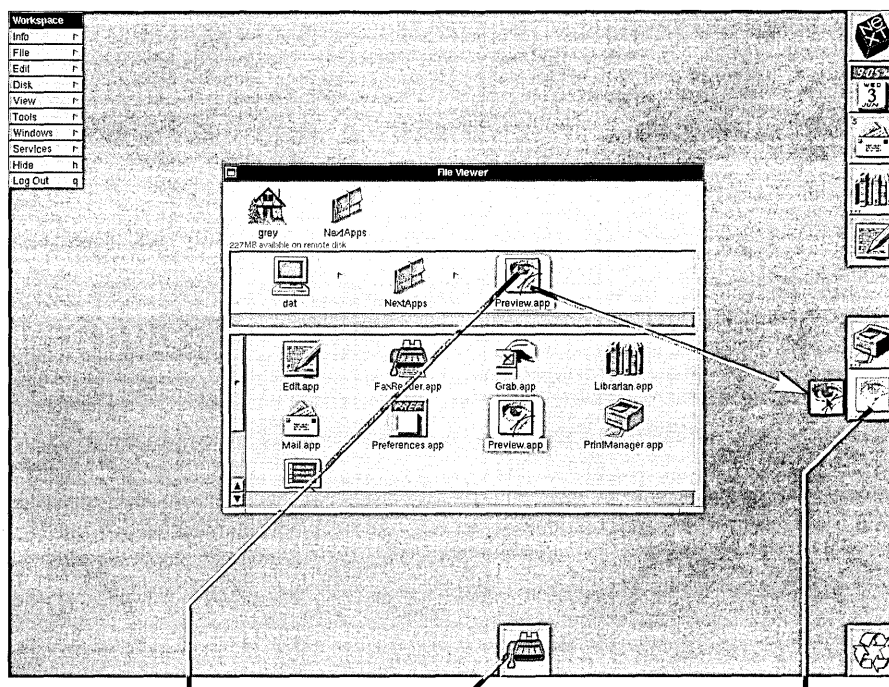
Drag an application from the File Viewer to an empty space in the dock.

You can also drag a freestanding application icon into the dock.

Release the mouse button when a ghost image of the icon appears.

Normally, no windows or menus can cover the dock. However, if you hold down the Alternate key and click the NeXT icon in the dock, the dock can be covered. To bring the dock back to the front, Alternate-click the NeXT icon again.

Tip: Alternate-clicking the NeXT icon to send the dock to the back increases the area of the screen that you can work in.

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in Chapter 9.

If your dock fills up, you must remove an icon from it to add any others.

You can drag an application out of the dock when it's not running.

Release the application when it disappears from the dock.
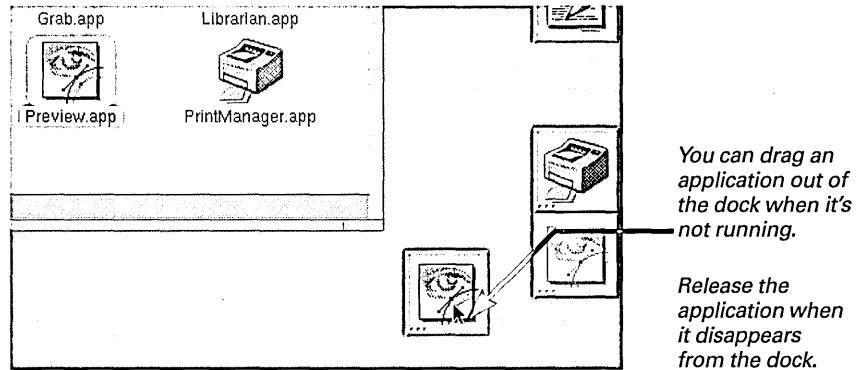
The NeXT icon always remains at the top of the dock. The recycler appears in the dock, or if there's no room there, at the lower left of the screen.

Tip: You can remove a running application from the dock by holding down the Command key and dragging it out of the dock. You can also do this to remove the recycler.

When You Want to Locate a Docked Application

If you forget where a docked application is in the file system, you can see its pathname in the Workspace Manager Preferences panel. Choose the Preferences command from the Info menu. Then choose Dock from the pop-up list at the top of the panel.

Press here to choose the Dock option.

Click an application's name.

Its pathname appears here.
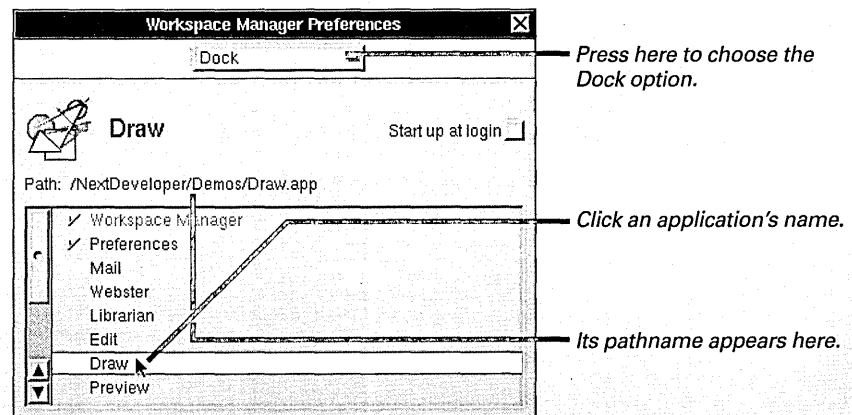
Starting up an application automatically

1 **Put the application in the dock.**

2 **Choose Info from the Workspace menu.**

3 **Choose Preferences from the Info menu.**

4 **Choose Dock from the pop-up list at the top of the Preferences panel.**

5 **Click the application in the list.**

6 **Check the "Start up at login" box.**

You can set any application that's in the dock to start up automatically when you enter the workspace. If you regularly exchange electronic mail with other people on a network, for instance, you can set the Mail application to start up when you log in.

Choose Dock.

A check next to an application means the application is set to start up automatically.

Click the application you want to check or uncheck.

Then click this box to add or remove the check.
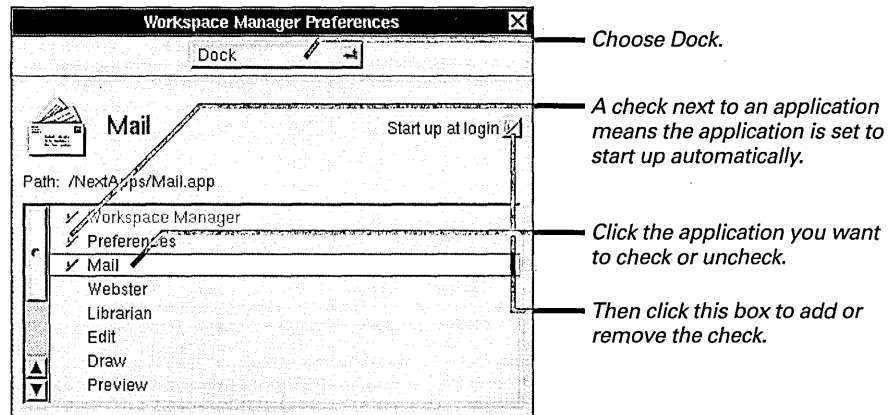
The Preferences application is set to start up automatically when you first use NEXTSTEP. You can change this by selecting the application and unchecking the "Start up at login" box.

Tip: If you don't usually use the File Viewer when you log in, you can have it hidden at login. The login process is quicker that way, too. Just uncheck the Workspace Manager in the Dock preferences. The next time you log in, all you see is the dock. To see the File Viewer, you must double-click the NeXT icon in the dock.

Requesting the service of another application

1 Select the text or file you want serviced.

2 Choose Services from the application's main menu.

3 Choose a command from the Services menu.

You can request the service of one application while you're working in another. A service provides a shortcut to starting up or switching to an application and requesting a specific action from it. Available services are listed in the Services menu. Here's one example:
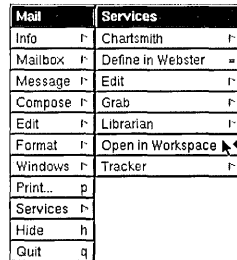
Select a file pathname you receive in a Mail message.

Choose Open in Workspace from the Services menu.
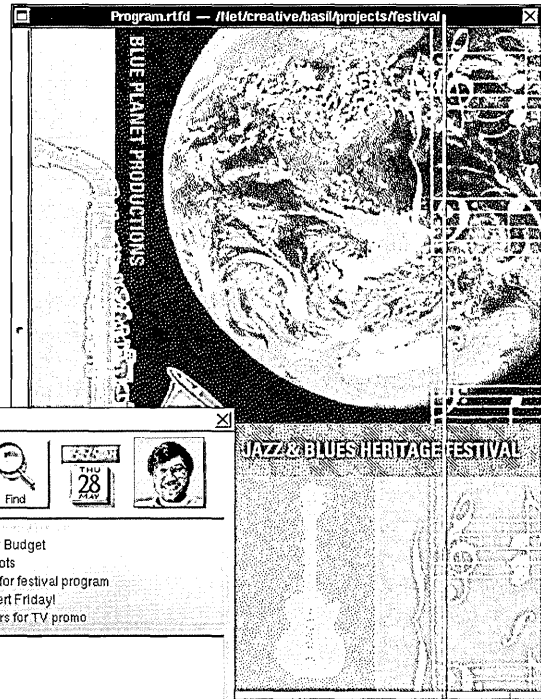
The file opens without your having to locate it first in the File Viewer.
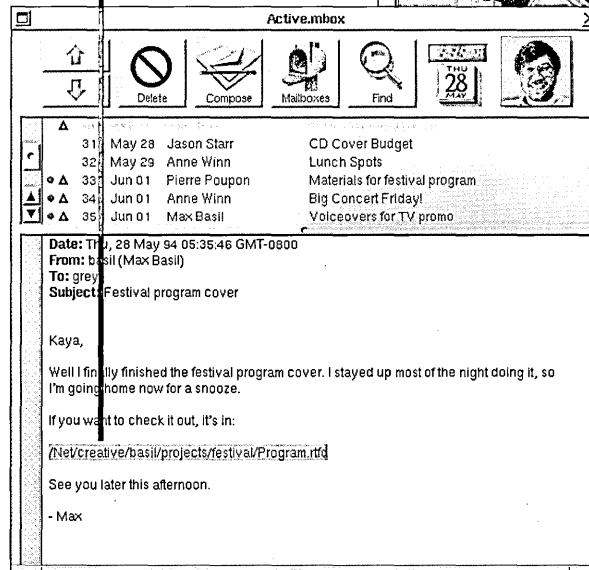
Services menu commands for NEXTSTEP applications are described in "Standard Commands" in the Reference at the end of this book.

You can use the Preferences application to remove commands you don't need from the Services menu. See "Customizing the Services Menu" in Chapter 20.

The exact commands in the Services menu depend on which applications you have. Several NEXTSTEP applications provide services. If you have other applications, you might see other services in the menu, too.

Quitting an application

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

When you're completely finished with your work in an application, you can quit the application to put away all its windows and any work they contain.
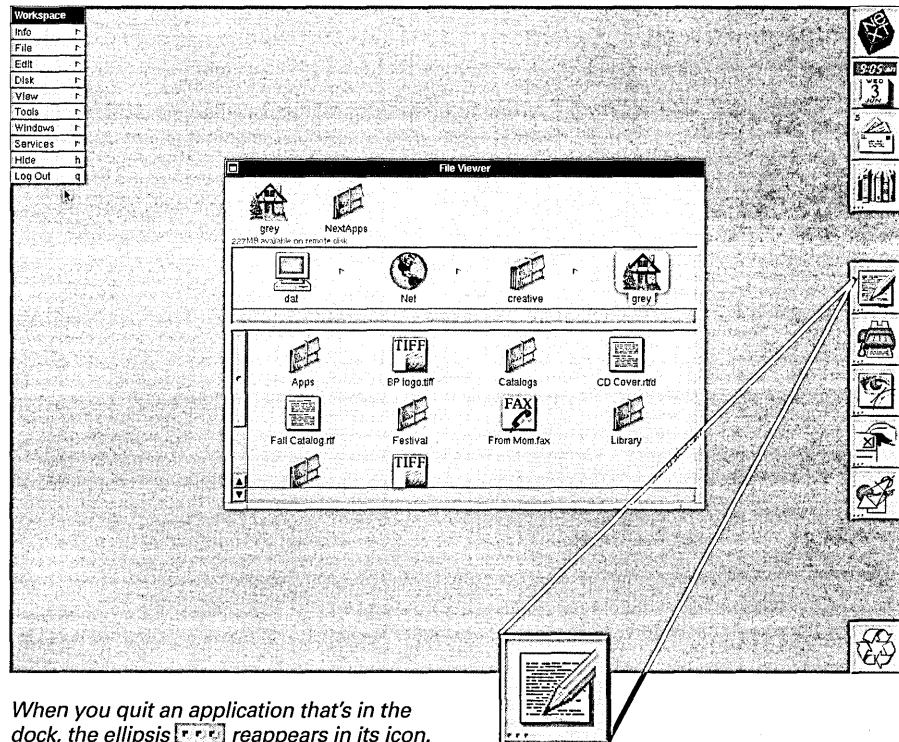
When you quit an application that's in the dock, the ellipsis ⬛⬛⬛ *reappears in its icon.*

If any window in the application contains unsaved work, a panel asks if you want to save before quitting the application (and closing the window).

Tip: If you think you may use the application later in your work session and just want its windows out of the way, it's better to hide the application rather than quit it—it takes less time to unhide an application than it does to start it up again.

For information on saving your work before quitting an application, see Chapter 5, "Creating and Saving Files."

When the Quit Command Doesn't Work

On rare occasions, your actions in an application may have no effect due to a software problem. You can usually solve the problem simply by quitting the application and starting it up again.

If choosing the Quit command has no effect, you may be able to quit the application by using the Workspace Manager Processes command.

Switch to the Workspace Manager—for instance, by clicking in the File Viewer. Open the Tools menu and choose the Processes command. Then choose Applications from the pop-up list at the top of the Processes panel. Select the application you want to quit and click the Kill button.

The application quits running, but any unsaved work in the application is lost. You should use the Processes command to quit an application only as a last resort.

Processes	☒
Applications	

Mail.app
Preferences.app
WhosWho.app
Workspace Manager

WhosWho.app

Kill

Path: /LocalApps/WhosWho.app

Status: running

Press here to choose Applications.

Select the application you're having problems with.

Click to quit the application without saving any work.
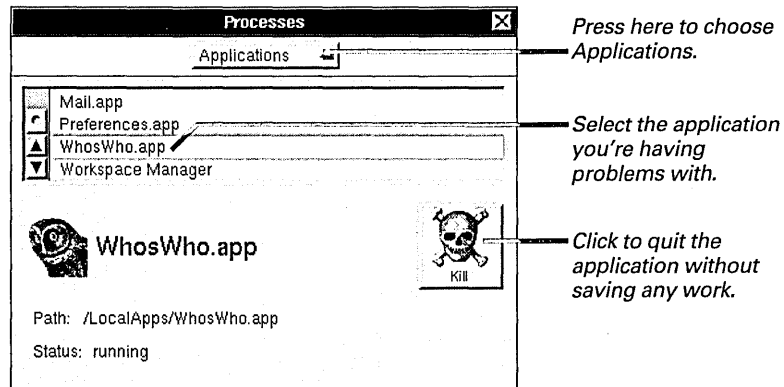
NEXTSTEP Applications

Your computer comes with several applications in the **/NextApps** folder. These applications are briefly described below along with their icons.

You'll also find demonstration applications in **/NextDeveloper/Demos**, system administration applications in **/NextAdmin**, and if you're using the *NEXTSTEP Developer* software, applications for developers in **/NextDeveloper/Apps**.

Edit is a Rich Text editor you can use to create formatted documents with graphics. See Chapter 9, "Typing and Editing," and Chapter 11, "Working with Graphics."

Mail (also called NeXTmail) is a multimedia electronic mail application for communicating with others on a network. You can send text, graphics, sound, and even files and folders. See Chapters 13 and 14.

Preferences is an application you can use to set personal preferences for using the computer, such as key repeat speed or an application language. When it's running, its icon in the dock shows the date and time. See Chapters 20 through 22.

Preview displays the contents of PostScript, EPS, and TIFF files as images. See Chapter 11, "Working with Graphics."

Grab is an application you can use to create a TIFF image from a window, a selection on the screen, or the entire screen. See Chapter 11, "Working with Graphics."

Digital Librarian is for setting up an on-line library of reference material and looking up information in it. See Chapter 12, "Using On-Line References."

Digital Webster™, which you may need to install from the *NEXTSTEP* CD-ROM, is for looking up words in *Webster's Ninth New Collegiate Dictionary®* and in *Webster's Collegiate® Thesaurus*. See Chapter 12, "Using On-line References."
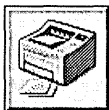
PrintManager is for monitoring and managing printing and faxing, for example, by checking the print queue or adding a fax modem. See Chapters 15 through 18.

FaxReader is for reading faxes you receive, printing them, and working with them in other ways. See Chapter 17, "Getting Faxes."

Installer is for adding new software to your computer. It's a system administration application that's located in **/NextAdmin**. See Chapter 19.

Terminal is for working on the computer directly with UNIX by entering UNIX commands and running UNIX programs. Terminal can also run programs that require VT100™ terminal support. It's documented in *NEXTSTEP Development Tools and Techniques*.

FILES, FOLDERS, AND DISKS

Whenever you create a document—a text report, an illustration, or a spreadsheet,
for example—you start by creating a file. All the work you do is kept in that file
when you save it. You can change it and save the changes, or you can save different
versions of the file.

Save

creative		grey	
Audio	▷	Apps	▷
basil	▷	BP logo.tiff	
grey	▷	Catalogs	▷
hohner	▷	CD Cover.rtfd	
kim	▷	From Mom.fax	
Print	▷	Library	▷
Video	▷	Mailboxes	▷
		my signature.tiff	

Name: Fall Catalog

Home   Cancel   OK

UNTITLED.rtf

Legends of the Blues
Where it all began...

Bessie Smith
The Empress of the Blues, she was born in poverty
only to become one of the most renowned—and
highest paid—blues performers of her day.

Memphis Slim
Over the course of half a century, this Arkansas
pianist took the Blues from the barrelhouses and
dives of Beale street, to the big-name blues world
of Chicago, and across the ocean to the world.

File View

grey   NextApps

227MB available on remote disk

creative   grey

5

Creating and Saving Files

You sit down to create a masterpiece. Before you, a new empty canvas. With brush in hand, you make the first mark. It's brilliant, so you give it a name. *Self Portrait.* Then as you try to capture the eyes, disaster strikes. You miss a stroke, and the work is ruined.

If only you could retrace your steps. Turn back the clock and avoid that fateful blunder. Try the eyes again. Try them several times. Pure and innocent the first time and then maybe with a glint of aged wisdom.

You emerge from this reverie and tuck the portrait away. It's time to move on to something else. You turn to a blank page and begin to write. Prose. The first paragraph is riveting, so you give it a name....

Creating a file

1 Start up the application you want to use.

2 Choose the command that opens the document menu.

3 Choose New.

When you want to create something new, you start up the application you want to use, open a new window, and begin to work in it.

You open the window with the New command in the document menu. This menu might be called Document, Image, Project, or whatever describes what you create with the application.

Edit	File
Info	Open... o
File	New n
Edit	Save s
Format	Save As... S
Windows	Save To...
Print... p	Save All
Services	Revert to Saved u
Hide h	Close
Quit q	

The command directly below Info opens the document menu, named File here.

Choose New to open a new window.

A new window's title bar contains a temporary title.

You can begin working in the window right away, for example, by typing.

UNTITLED.rtf

Legends of the Blues
Where it all began...

Bessie Smith
The Empress of the Blues, she was born in poverty only to become one of the most renowned|
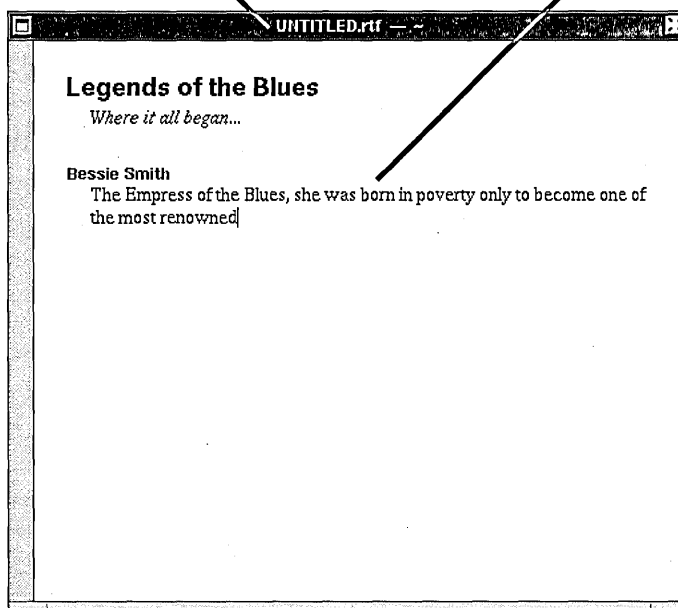
You store the work you do in a file. You name the new file and put it in a folder when you first save the contents of the new window.

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

Some applications give you a new window automatically when you start them up from the dock or when you open their file from the File Viewer.

You name a new file when you first save it. See "Saving a New File" in this chapter.

Opening an existing file

1 Choose the command that opens the document menu.

2 Choose Open.

3 In the Open panel, select the file or files you want to open.

4 Click OK.

You can open a file while you're working in an application. You use the Open panel, which contains a small browser that lists the files the application can open. You locate a file in this browser just as you locate a file with the browser view in the File Viewer.

Scroll along a branch of the file system.

Open a folder by clicking it.

Select the file you want to open.

Click to open the file.

Click as a shortcut to opening your home folder.
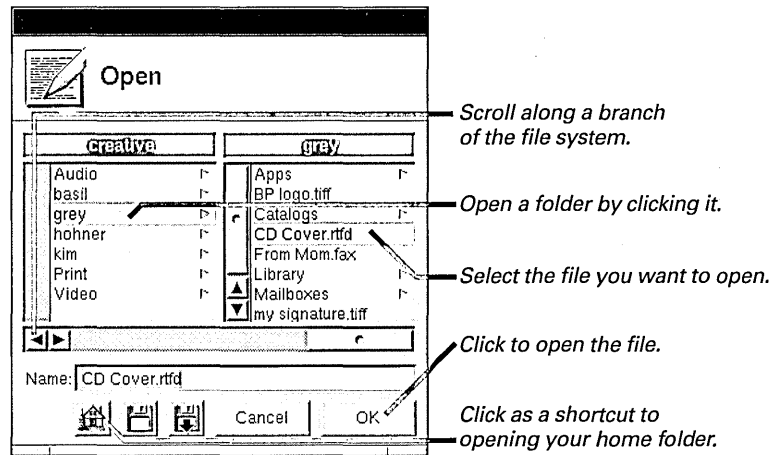
Instead of selecting the file you want to open, you can type its pathname. If the file is further down the branch of the file system from the folder that's currently open in the panel, you only need to type the part of the pathname that begins with a name in that folder.

You can type this to open ***Summer Catalog.rtfd*** *from the* ***Catalogs*** *folder.*

You can use the same shortcuts to typing pathnames in the Open panel as you can in the Finder. See "Shortcuts to Typing Pathnames" in Chapter 3.

For more information on using a browser, see "Browsing Files and Folders" in Chapter 3.

You can use the disk buttons in an Open panel to open and eject floppy disks. See "Opening and Saving Files on a Floppy Disk" in Chapter 8.

Tip: You can double-click a file in the browser to open the file without having to click OK. You can also open more than one file by selecting the files you want to open—for example, by dragging over them—and clicking OK.

When you open a file, the panel goes away and the contents of the file appear in a window.

Saving a new file

1 Choose the command that opens the document menu.

2 Choose Save.

3 In the Save panel, name the file and open the folder you want to put it in.

4 Click OK.

To name a new file and put it in a folder, you must save it. When you're working in a new window and you choose Save, a panel opens that contains a browser. You locate and open a folder in this browser just as you do with the browser view in the File Viewer.

Scroll along a branch of the file system.

Open the folder you want to put the file in by clicking the folder.

Type a name for the file here.

Click to save the file.

Click as a shortcut to opening your home folder.
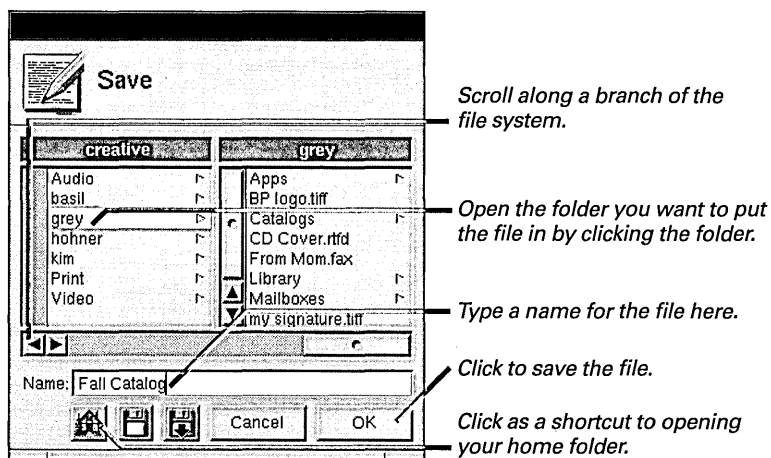
Tip: You can scroll directly to any folder in the Save panel by dragging the folder's icon from the File Viewer into the panel.

For more information on using a browser, see "Browsing Files and Folders" in Chapter 3.

You can use the disk buttons in a Save panel to open and eject floppy disks. See "Opening and Saving Files on a Floppy Disk" in Chapter 8.

Guidelines to Naming Files and Folders

You can choose nearly any name you want for a file or folder. Just keep the following in mind:

- You can't use the same name more than once in the same folder. However, you can use the same name in different folders.

- Lowercase letters are distinguished from uppercase letters, so **Fall Catalog** is different from **fall catalog.**

- You can use any characters except a slash (/), which separates names in a pathname. If you work with files directly in UNIX, also avoid spaces and the ' " & I - and ^ characters, which have special meanings in UNIX.

- Remember that the extension at the end of most file names associates the file with an application. If you don't include the extension when you name the file, the application adds it automatically.

When you save a file, the Save panel goes away and the file is placed in its folder.
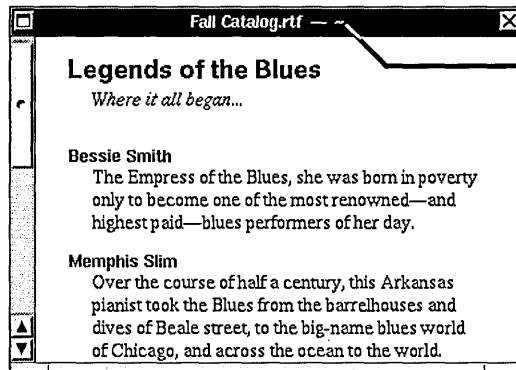
Tricks in the Name Field

Instead of selecting a folder to save a file in, you can type a pathname for the file in the Save panel. Use the same shortcuts described in Chapter 3 in "Shortcuts to Typing Pathnames."

To save the file further down the branch of the file system from the folder that's currently open in the panel, type just the part of the pathname that begins with a name in that folder. In the panel on the previous page, for example, type **Catalogs/Fall Catalog** to save **Fall Catalog.rtfd** in the **Catalogs** folder.

You can also create a folder to save a file in. Type a pathname for the file that includes the folder's name as though the folder already exists. Type **Festival/Program**, for example, to create a **Festival** folder and save **Program.rtfd** in it. In the panel that asks if you want to create the folder, click Create.

To replace a file with the one you're saving, select the file you want to replace and click OK, or just double-click the file. In the panel that asks if you want to replace the file, click Replace.

Saving changes

▶ **To save changes in a file, open the document menu from the main menu and then choose Save from the document menu.**

▶ **To save changes in all the files open in an application, choose Save All from the document menu.**

You save changes you make to a file so they're there when you next open the file. Just choose Save while working in the window that contains the file. The contents of the window replace the previous version of the file on disk. The window stays around so you can keep working in the file.
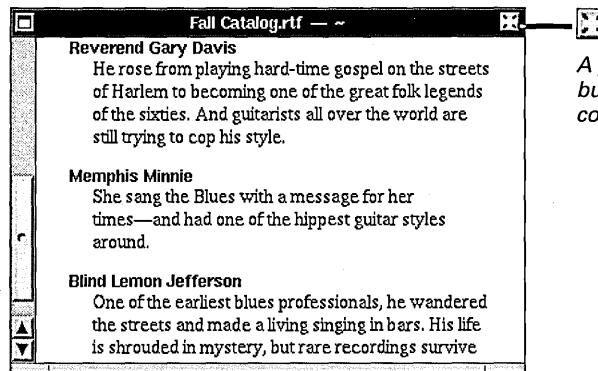
A partially drawn close button means the window contains unsaved changes.
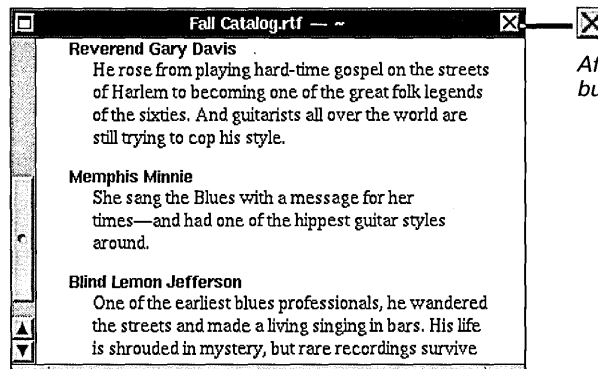
After you save, the close button returns to normal.

You can get rid of changes you don't want to keep with the Revert to Saved command in the document menu. See "Standard Commands" in the Reference at the end of this book.

Tip: You should save changes periodically as you work in a file, not just when you're about to close it. By saving frequently, you avoid losing a lot of work if the file closes unexpectedly—for example, if there's a power failure.

If you choose Save All when any new window is open whose contents you haven't yet saved, a Save panel opens. You can then name the file and put it in a folder.

When You Save an Edit Document

When you save an Edit document, Edit creates a temporary backup file, which contains the version of the file without the changes you're saving. Edit deletes this backup file as soon as the new version is successfully saved on disk.

If something happens that prevents Edit from saving the file—a power failure, for example—the backup copy remains, and you can recover its contents. You can tell which is the backup copy because it has the same name as the original file but with a tilde (~) appended to it. For example, the backup copy for **Memo.rtf** would be **Memo.rtf~**.

If you do end up with only the backup file, you can remove the ~ from the name and use it in place of the original. See "Renaming a File or Folder" in Chapter 6.

Saving another version of a file

1 **Open the document menu from the main menu.**

2 **Choose Save As or Save To from the document menu.**

3 **In the Save panel, name the new version and open the folder you want to put it in.**

4 **Click OK.**

You can save the contents of a file under a different name and in a different folder while keeping the original file, too. You typically do this to save one version of a file before making any more changes to it.

Both the Save As and Save To commands save the contents of the window you're working in as another file. Each command opens the Save panel, where you name the new version of the file and put it in a folder, just as you do for a new file. The original file stays the same as when you last saved it.

Save As
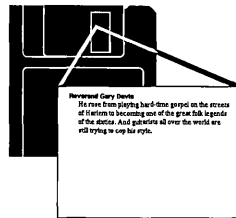
Save As puts away the previous version, which doesn't include changes.
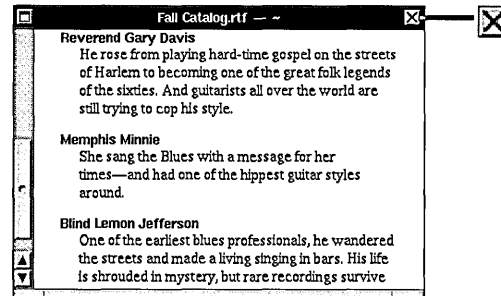
You keep working in the new version, which includes changes.

Save To
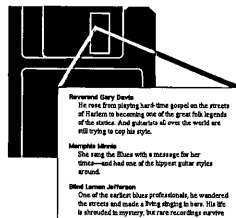
Save To puts away the new version, which includes changes.
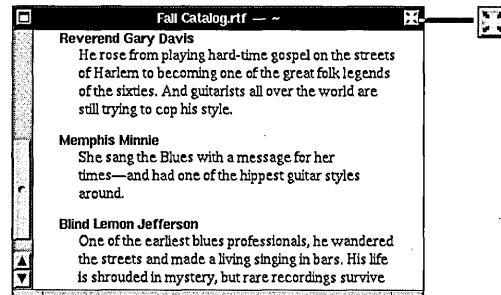
You keep working in the old version, where your changes aren't yet saved.

Tip: You can think of these commands as taking a snapshot of one version of the file and putting the snapshot away, while you continue to work in the other version of the file. Save As takes a snapshot of the original version, and Save To takes a snapshot of the revised version.

Why Save?

When you work in a file—for example, by typing in an Edit document—the computer displays your work in a window. But it doesn't retain your work permanently on disk until you save the file.

Before closing a window that contains a file you've been working in, you need to save changes you've made if you want them to be there the next time you open the file. If you close the file without saving, the changes aren't copied onto the disk and they won't be there when you next open the file.
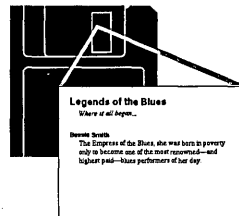
When you open a file: The computer leaves the file on disk.
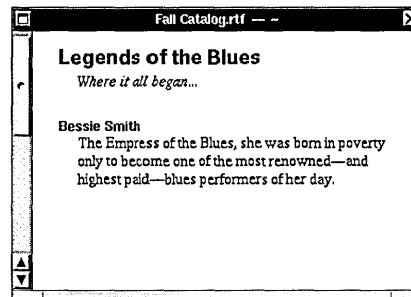
It copies the file into a window.
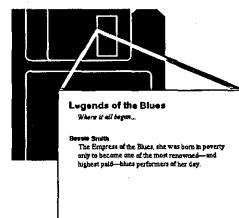
When you revise the file, for example, by typing in it: The file on disk remains unchanged.
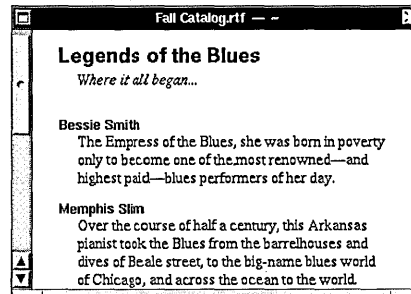
You see your revisions in the window.
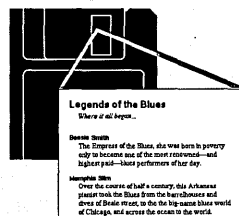
When you save the file: The copy you've revised replaces the file on disk.
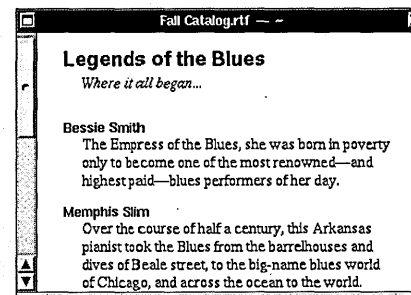
To keep your files organized, you put them in folders. Then you put the folders in other folders to keep related work together. You can move files and folders, copy them, or throw them away—all by dragging icons.
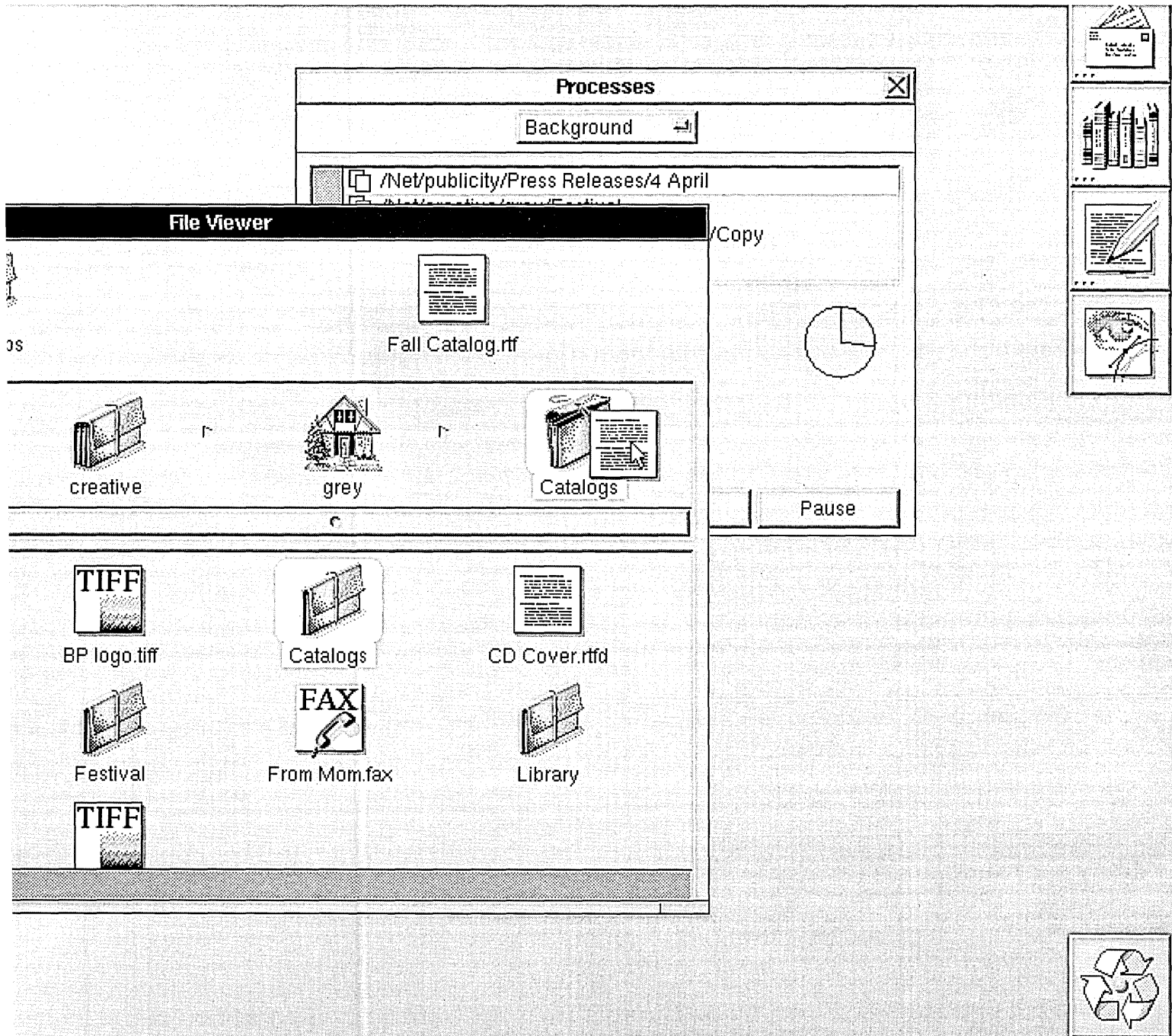
Processes

Background

/Net/publicity/Press Releases/4 April

/Copy

File Viewer

Fall Catalog.rtf

creative

grey

Catalogs

Pause

BP logo.tiff

Catalogs

CD Cover.rtfd

Festival

From Mom.fax

Library

TIFF

6

Organizing
Your Work

You'd lose your own head if it weren't stuck on your shoulders. That's what your mother used to say. Your room always looked like a cyclone had hit it, and later, so did your house. When you started your own business, all your friends got together and threw a wake for it. Real funny.

Of course, you got the last laugh when you became the largest distributor in the state. And as your bank account grew, so did your inventory. You were always reorganizing it—creating new categories, merging old ones, relabeling things, finding ways to save space—all in your spare time. You told your friends it was magic. It was actually just your computer.

As for your house, it's being featured on the covers of two interior design rags. Computer magic? No, you just hired a maid.

Permissions Granted

To make changes to the file system, for instance, by moving files around or renaming them, you must have certain permissions for the files and folders you're working with. To rename a file, for example, you need permission to change the contents of the folder it's in.

There are two basic types of permissions for a file or folder: *read permission*—that is, permission to look at its contents—and *write permission*, or permission to change its contents.

All of the tasks described in this chapter require that you have the correct permissions. When you try to do something you don't have permission for—such as move a file out of someone else's folder—a panel typically informs you that you can't do it.

You can set permissions for your own files and folders to prevent anyone else from changing them. For example, you might give other people permission to read a folder, and therefore browse its contents. But if you don't give them write permission for the folder, they can't change the folder's contents, for example, by moving a file out of it.

You can even use permissions to protect your work from yourself. If you remove write permission from an important file, for example, you can't accidently alter the file by saving changes to it.

For information on how to set permissions for yourself and for others who have access to your files, see "Changing Permissions for a File or Folder" in Chapter 7.

When you have read permission for a folder or file, you can see its contents:
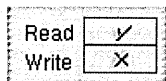
You read a folder when you open it and look at its contents.
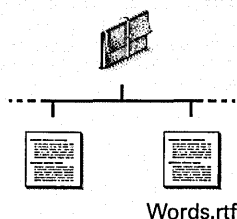
You read a file when you open it in an application.

Words.rtf
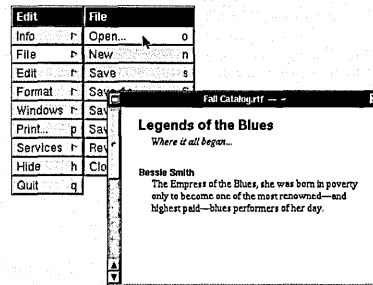
When you also have write permission for a folder or file, you can change its contents:
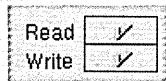
You write in a folder, for example, when you rename a file in it or add a file to it.
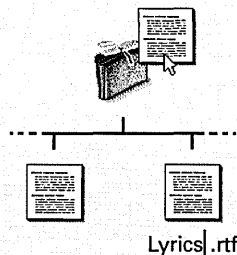
You write in a file when you save changes to it.

Lyrics|.rtf
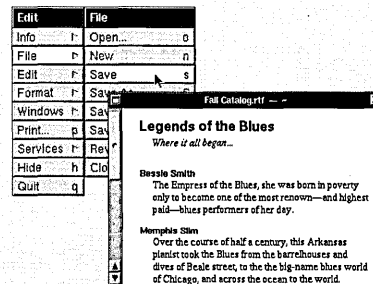
Creating a folder

1 **Open the folder you want to put the new folder in.**

2 **Choose File from the Workspace menu.**

3 **Choose New Folder from the File menu.**

4 **Type a name for the folder and press Return.**

As you accumulate files, you can create folders to put them in so they're easy to find. Choosing New Folder creates a folder in the current folder.

At first, the folder is named **NewFolder.**

You type the name you want and press Return.
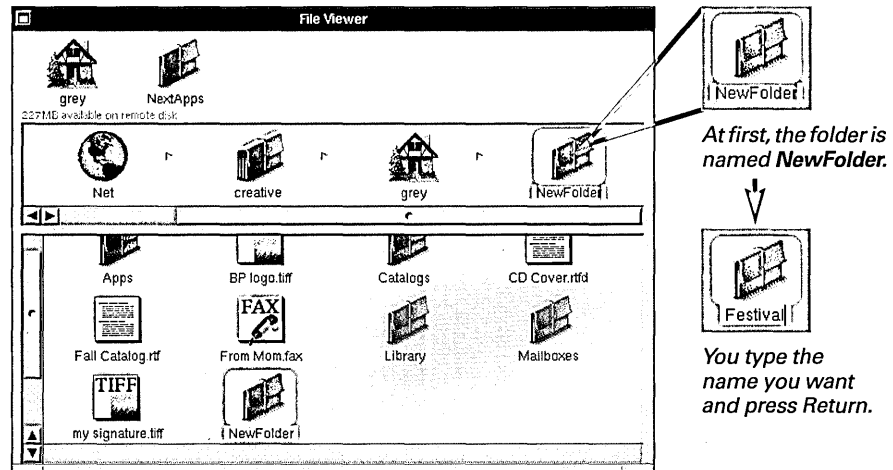
Your new folder is empty at first. But you can put files and other folders in it by copying or moving them into it, by saving files in it, or by creating other new folders in it.

Pick a name for your folder as described in "Guidelines to Naming Files and Folders" in Chapter 5.

Renaming a file or folder

1 **Select the file or folder.**

2 **Edit the name in the icon path.**

3 **Press Return.**

You can rename a file or folder simply by editing its name in the File Viewer or any other folder window.
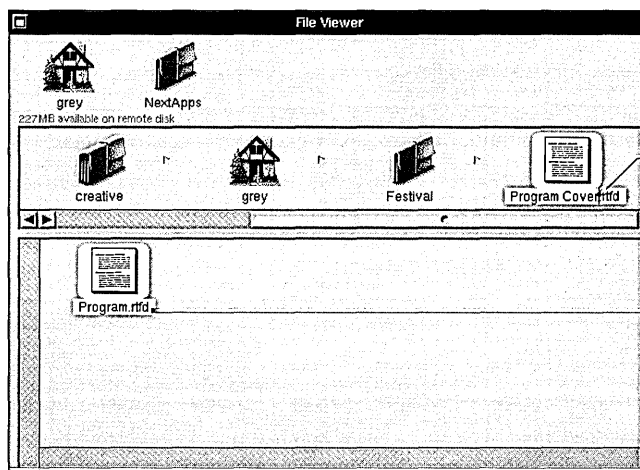
When you click in a name in the icon path, an insertion point appears.

In the icon or listing view, you can also edit a name in the current view.

Pick a new name for the file or folder as described in "Guidelines to Naming Files and Folders" in Chapter 5.

You can use Edit menu commands to edit a file or folder name. You can also choose Sort Icons from the View menu to alphabetize the contents of a folder after renaming in it. See "Workspace Manager Commands" in the Reference at the end of this book.

What You Shouldn't Rename

The name of a file or folder can't or shouldn't change in these cases:

• You can't rename your home folder.

• Don't rename an application. Changing an application's name

may prevent you from opening files you've already created with the application.

• Don't change a file's extension if that will prevent the file from opening in the right application.

Copying a file or folder

1 Select the file or folder and drag it to the shelf.

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

3 Hold down the Alternate key and drag what you're copying from the shelf to the folder in the icon path.

You can make a copy of a file or folder in another folder. When you copy a folder, you copy all the files and folders in it, too.

The folder opens to accept the selection.

The copy cursor ⌖ shows that you're copying instead of moving.

In the icon view, you can also drag to or from the current view.
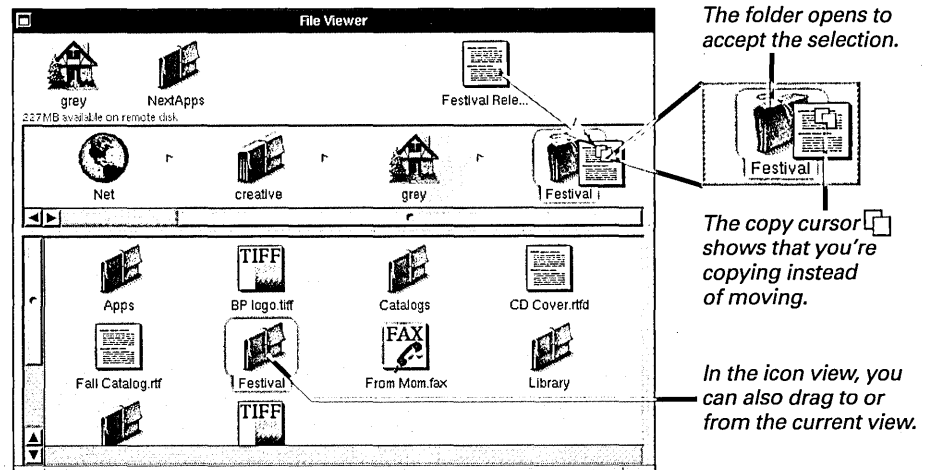
The standard way to copy a file or folder is to drag it from the shelf to a folder in the icon path. But you can also drag from the icon path to a folder on the shelf, or from one folder window to another.

You might not need to hold down the Alternate key while you drag. It depends on where you're dragging the selection to. When you drag it to a folder that's on a different disk, for example, the cursor automatically becomes a ⌖ and the selection is copied even if you don't use the Alternate key.

If a folder doesn't open when you drag a selection to it, you don't have permission to put anything in that folder.

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in Chapter 9.

If the Processes panel asks for additional instructions, see "Solving File and Folder Problems" in this chapter.

For information on copying a selection of files or folders, see "Handling Several Files and Folders at Once" in this chapter.

You can also use the Duplicate command in the File menu to copy a file or folder. See "Workspace Manager Commands" in the Reference at the end of this book.

Moving a file or folder

1 **Select the file or folder and drag it to the shelf.**

2 **Select the folder you want to put it in.**

3 **Hold down the Command key and drag what you're moving from the shelf to the folder in the icon path.**

You move a file or folder into another folder much as you copy it—by dragging it to the other folder. When you move a folder, you move all the files and folders in it, too.

The folder opens to accept the selection.

The cursor changes color ⃠ to show that you're moving instead of copying.

In the icon view, you can also drag to or from the current view.

The standard way to move a file or folder is to drag it from the shelf to a folder in the icon path. But you can also drag from the icon path to a folder on the shelf, or from one folder window to another.

To find out which is your keyboard's Command key, see "Keyboard Basics" in Chapter 9.

If the Processes panel asks for additional instructions, see "Solving File and Folder Problems" in this chapter.

For information on moving a selection of files or folders, see "Handling Several Files and Folders at Once" in this chapter.

You might not need to hold down the Command key while you drag. It depends on where you're dragging the selection to. When you drag it to a folder on the same part of a disk, for example, the cursor automatically becomes a ▷ and the selection is moved even if you don't use the Command key.

If a folder doesn't open when you drag a selection to it, you don't have permission to put anything in that folder.

When It's a Copy or a Move

When you drag a file or folder to another folder, the Workspace Manager either copies it or moves it, depending on where the destination folder is. You can tell which by the shape of the cursor:

A ⬚ copies the selection. This cursor appears when the selection and folder you're dragging it to are on a different disk (or part of a disk, if your system administrator has divided the disk up to act as separate disks). For example, it appears when you drag a file from your computer's hard disk to a floppy disk or to a disk in another computer on a network.

A ▷ moves the selection. This cursor appears when the selection and folder are on the same disk or part of a disk.

To make the copy cursor appear in any case, you can hold down the Alternate key as you drag. To get the move cursor, hold down the Command key.

Replacing a file or folder

1 Select the file or folder you want to use as the replacement.

2 Drag the selection to the folder that contains the file or folder you want to replace.

3 Click Replace in the Processes panel.

You can replace a file or folder with another one of the same name. If the replacement and original don't have the same name, rename one of them so they do. Then copy or move the replacement into the folder that contains the original. The Processes panel asks if you want to replace the existing file or folder.

Pathname—or part of the pathname—of the file you're copying.

File you're about to replace.

Click if you don't want to replace anything.

Click to replace the file.
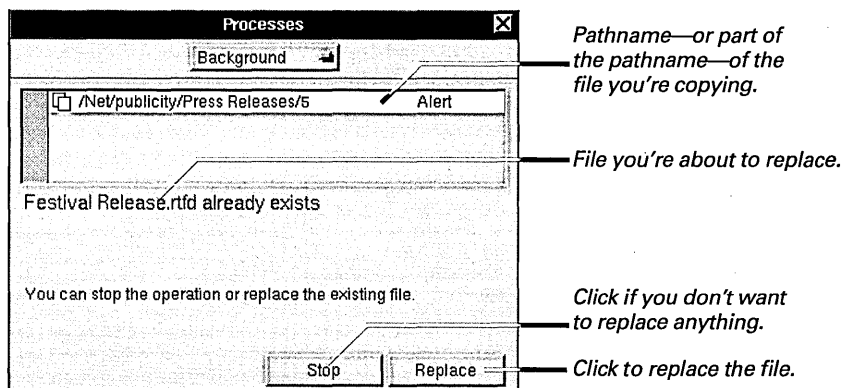
Replacing a folder removes the entire contents of the existing folder and leaves only the contents of the folder you copied or moved.

*Copy this **Art** folder...*   *...over this **Art** folder. The entire folder is replaced.*   *Click Replace to get these contents.*
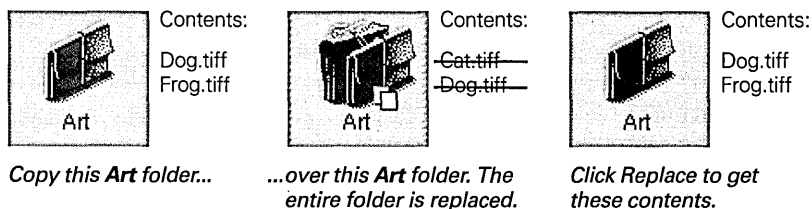
Any file or folder you replace is moved into the recycler. To get it back, see "Retrieving a File or Folder from the Recycler" in this chapter.

For information on replacing a selection of files and folders, see "Handling Several Files and Folders at Once" in this chapter.

If the Processes panel asks for additional instructions, see "Solving File and Folder Problems" in this chapter.

Merging two folders

1 Select the folder you want to merge.

2 Hold down the Alternate key and drag the selection to the folder that contains the folder you want to merge with.

3 Click Merge in the Processes panel.

You can incorporate changes made to one folder into another folder that has the same name. When you copy a folder over another with the same name, the Processes panel provides these options.

Folder you're copying

Folder it's merging with

Click to merge the two folders.

Click to stop the operation without merging anything.
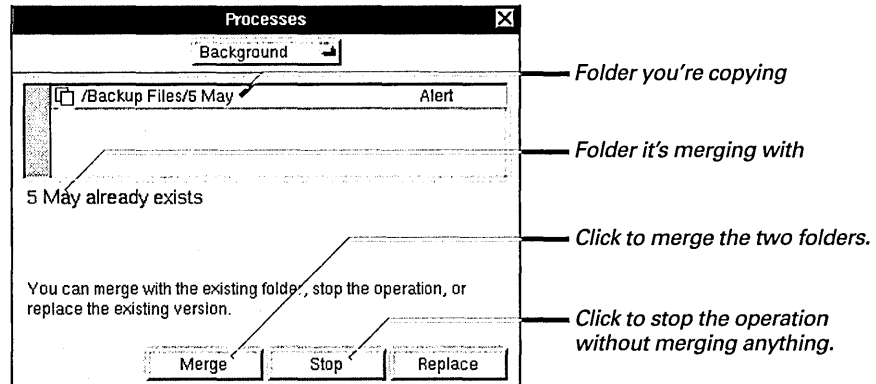
When you merge two folders, the new folder contains the entire contents of the folder you copy, plus any files or folders unique to the existing folder.

Contents:
Dog.tiff
Frog.tiff
Art

*Copy this **Art** folder...*

Contents:
Cat.tiff
~~Dog.tiff~~
Art

*...over this **Art** folder. Only one file is replaced.*

Contents:
Cat.tiff
Dog.tiff
Frog.tiff
Art

Click Merge to get these contents.
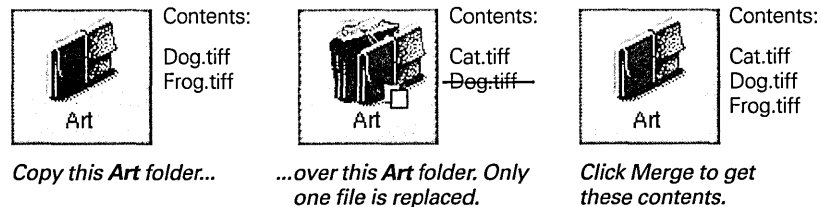
To find out which is your keyboard's Alternate key, see "Keyboard Basics" in Chapter 9.

For information on merging more than one folder at a time, see "Handling Several Files and Folders at Once" in this chapter.

Any file or folder that's replaced is moved into the recycler. To get it back, see "Retrieving a File or Folder from the Recycler" in this chapter.

If the Processes panel asks for more instructions, see "Solving File and Folder Problems" in this chapter.

How Merging Saves Time

Before the Workspace Manager replaces a file during merging, it checks for any differences between it and the replacement. It compares their size and the date they were last changed. If it finds no difference, it doesn't replace the file.

When you're working on a large project at your office, you might copy part of the project onto a disk to work on it at home. Maybe you change 5 files out of 20 that you copied. When you merge them back with the rest of the files, the Workspace Manager detects that you changed only 5 files. Instead of taking the time to copy all 20 files, it copies only those 5.

Creating a link

1 **Select the file or folder you want to create a link to and drag it to the shelf.**

2 **Select the folder you want to put the link in.**

3 **Hold down the Control key and drag the selection from the shelf to the folder in the icon path.**

You can keep a file or folder in one location and work with it in another by creating a *link* to it. The link looks just like the file or folder it points to. It has the same icon, and when you open it, you see the same contents.
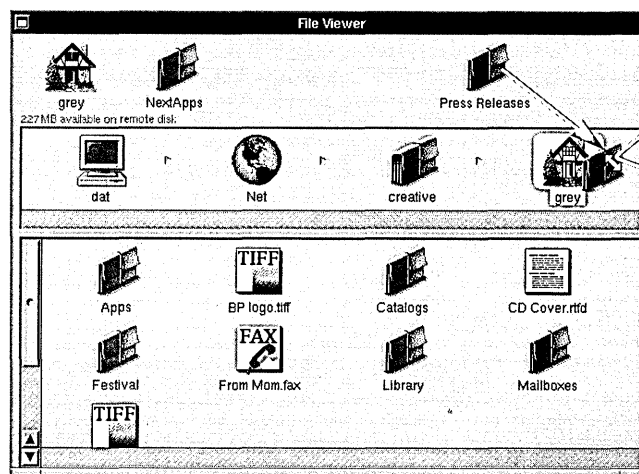
The folder opens to accept the selection.

A link cursor shows that you're creating a link instead of copying or moving.

With the icon view, you can also drag to or from the current view.

To create a link, you can also drag from the icon path to a folder on the shelf, or from one folder window to another.

If a folder doesn't open when you drag a selection over it, you don't have permission to put a link in that folder.

For information on creating several links at a time, see "Handling Several Files and Folders at Once" in this chapter.

You can identify a link and tell what file or folder it points to with the Inspector command. See "Getting Information about a File or Folder" in Chapter 7.

What Is a Link?

A link is a pointer to a file or folder that's somewhere else in the file system. A link looks and acts like the file or folder it points to. It has the same icon, and when you open it, you see the same contents.

On a network, links make it easy for several people to open the same file. For example, if you're working with a group of people on the same project, you can create a link to your group's **Schedule** file and keep it in your home folder. To see the current schedule—including any changes made to it—you can open your link.

Links also save time. Instead of following a lengthy path to a folder you work in frequently, you can create a link to the folder and put it somewhere convenient, such as in your home folder. Then to get to the actual contents of the folder, you just open your link.

Finally, links save disk space. Instead of copying a sound or application into your home folder, just make a link to it. Since a link is just a pointer to the file, it takes up practically no space on the disk.

A link remains tied to the name and location of the file or folder it points to. You can move the link or rename it, and it still points to the file or folder. If the actual file or folder is moved, renamed, or deleted, however, the link breaks. You should therefore make links only to files or folders that you're relatively sure aren't going to be moved or renamed.

When a link does break, its icon changes to a question mark. You can reestablish the link by returning the actual file or folder to its original location and name. Otherwise, you should delete the link.

*Opening the link **Publicity Releases** actually accesses the contents of the **Press Releases** folder.*
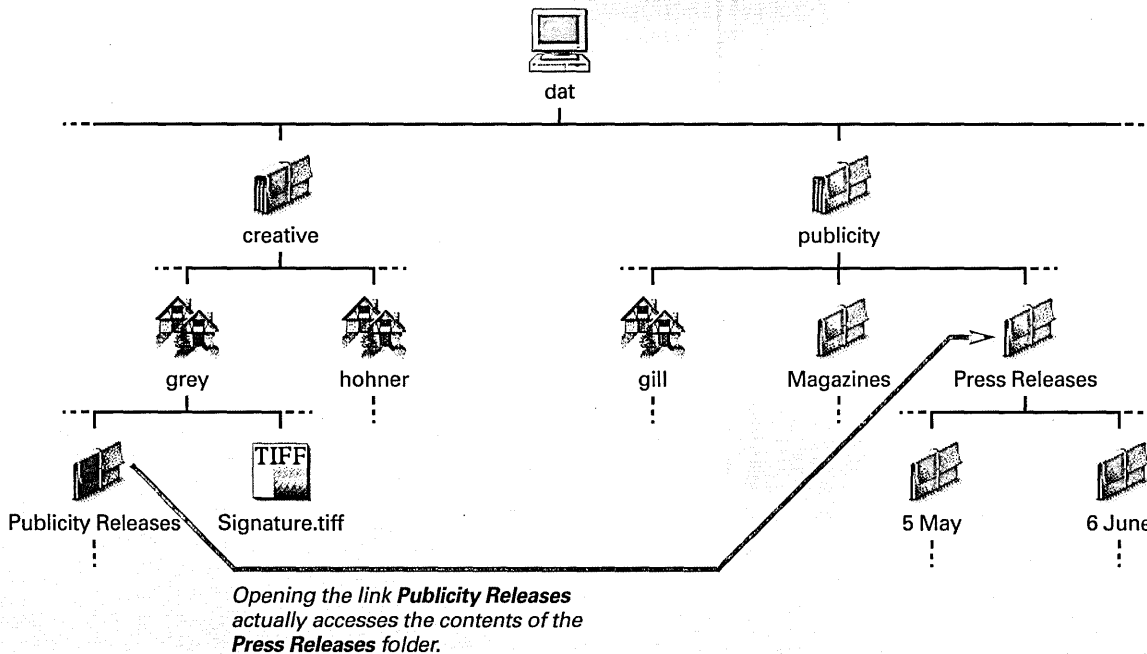
Setting options for copying links

1 **Choose Info from the Workspace menu.**

2 **Choose Preferences from the Info menu.**

3 **Choose File Copy Options from the pop-up list at the top of the Workspace Manager Preferences panel.**

4 **Select an option.**

When you copy a file that's actually a link, the Processes panel asks whether you want to make another link, or make a copy of the actual file or folder the link points to. If you don't want to be asked, you can select an option that applies for every link you copy. You select this option in the Workspace Manager Preferences panel.

Workspace Manager Preferences	☒

File Copy Options ▾ ——————— *Press here to choose File Copy Options.*

When a link is encountered...

○ ask ◂ ——————————— *Select an option for how you want all links to be copied.*
○ make a new link
○ skip the link
○ copy the original
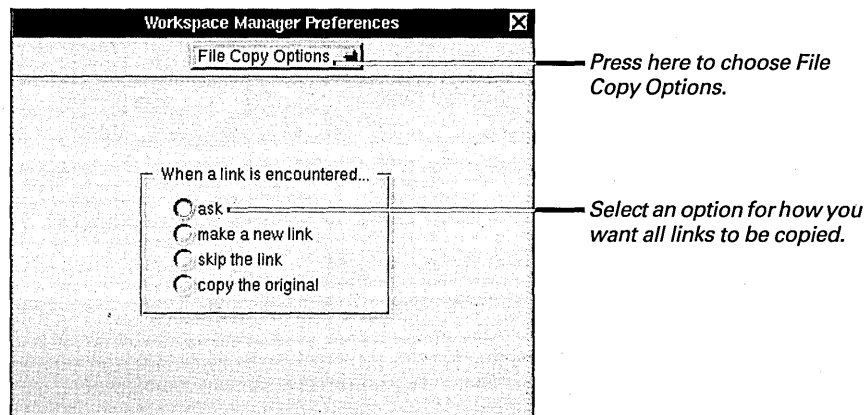
Options for Copying Links

Select one of these options from the File Copy Options in the Workspace Manager Preferences panel. The option you select applies for all links that you copy.

Ask When this option is selected, the Processes panel asks what you want to do for each link you try to copy.

Make a new link Select this option and the Workspace Manager creates another link for each link it copies.

Skip the link Select this option and the Workspace Manager skips all links without copying them.

Copy the original Select this option and the Workspace Manager creates a copy of the actual file or folder that a link points to.

Compressing and decompressing a file or folder

▶ **To compress a file or folder, select it and choose File from the Workspace menu. Then choose Compress from the File menu.**

▶ **To decompress the file or folder so you can open it, select it and choose File from the Workspace menu. Then choose Decompress from the File menu.**

You can free space on your disk by compressing a file or folder. Then when you want to open the file or folder, you decompress it.
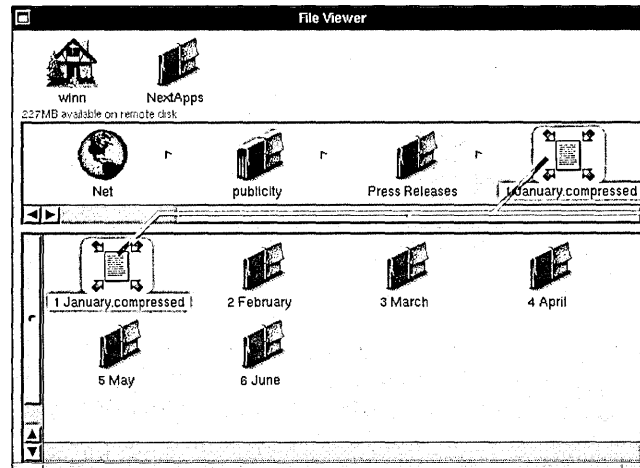
A compressed file or folder looks like this and has a *.compressed* extension.

When you compress a file or folder, the amount its size is reduced depends on the kind of information in it. Compression works best on text files, reducing the size by up to 75 percent. It's also a good idea for folders that you don't look in very often, such as a folder containing an old project you're not currently working on.

You can decompress a file or folder with the Decompress command or you can double-click a compressed file or folder. In the latter case, the Inspector panel opens, and you can click the Decompress button to decompress the file or folder. The file or folder then has its original icon and takes up its original amount of disk space.

You can use the Inspector command to find out the size of a file or folder before and after compressing it. See "Getting Information about a File or Folder" in Chapter 7.

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Deleting a file or folder

1 **Select the file or folder.**

2 **Drag the selection from the icon path to the recycler.**

3 **When you're sure you want to destroy everything in the recycler, choose File from the Workspace menu and then choose Empty Recycler from the File menu.**

You can remove a file or folder from the file system without immediately destroying it by moving it into the *recycler*—the icon at the bottom of the screen. When you decide you really want to destroy it, you can empty the recycler.

A sphere in the center of the recycler means there's something in it.

The recycler starts spinning to accept your selection.

You can also drag a file or folder from the shelf to the recycler. Or with the icon view, you can drag it from the current view.

Caution: The Empty Recycler command permanently destroys the contents of the recycler. You should leave files and folders in the recycler until you're sure you don't need them. But to free disk space, make sure to empty the recycler periodically.

You can destroy a file or folder without moving it to the . recycler with the Destroy command in the File menu. See "Workspace Manager Commands" in the Reference at the end of this book.

On many networks, the system administrator makes backup copies of files. If you accidently destroy something, see your system administrator about retrieving a copy of it.

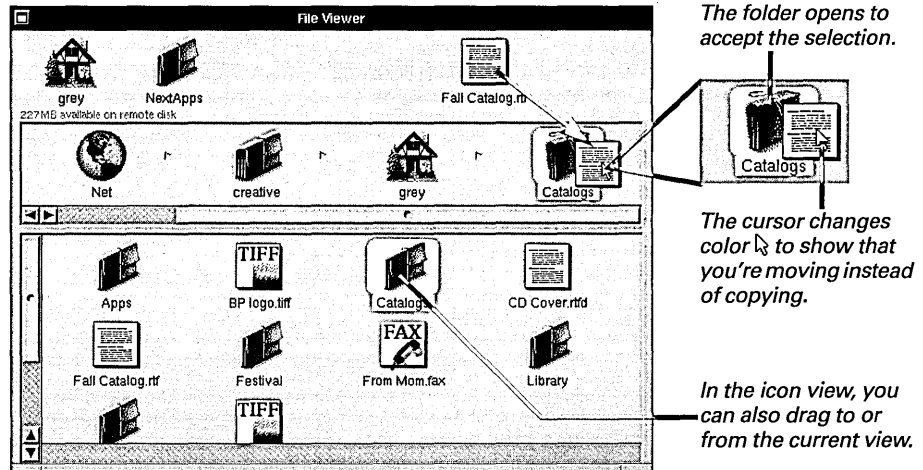For information on deleting a selection of files and folders, see "Handling Several Files and Folders at Once" in this chapter.

Retrieving a file or folder from the recycler

1 **Double-click the recycler.**

2 **Drag the file or folder from the Recycler window to a folder in the File Viewer.**

3 **Click the close button in the Recycler window.**

When you move a file or folder into the recycler, it isn't gone forever. You can retrieve it by opening the recycler and dragging the file or folder back to the File Viewer or any other folder window.

Double-click the recycler to see its contents in the Recycler window.

Drag the file or folder you want to retrieve back to the folder you want to put it in.
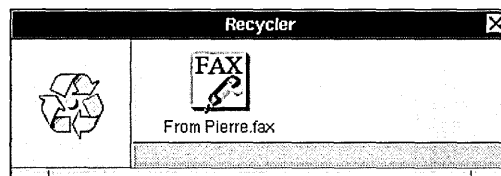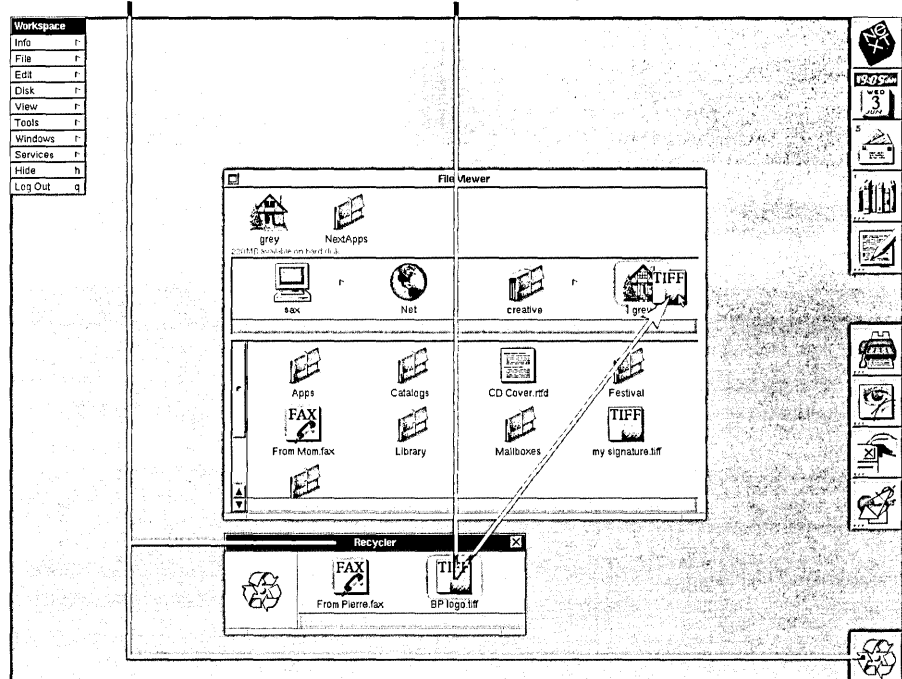
Click to close the Recycler window.

You can only retrieve files or folders that you recycled since you last chose the Empty Recycler command.

Handling several files and folders at once

1 Select the files or folders you want to copy, move, link, or delete.

2 Drag the selection icon to a folder or the recycler.

You can work with several files and folders at once—to move them all to another folder, for example, or to put them all in the recycler. When you select several files or folders, a selection icon appears in the icon path. You can drag this icon to copy, move, link, or delete the selection of files and folders just as you drag a single file or folder.

Drag the selection icon to maneuver a selection of files and folders.

The folder opens to accept the selection.
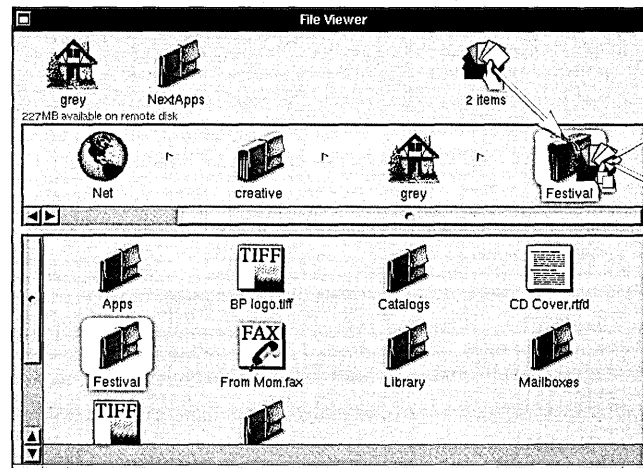
If the folder doesn't open, you don't have permission to complete the operation.

Select more than one file or folder as described in "Selecting Several Files and Folders" in Chapter 3.

If the Processes panel asks for additional instructions, see "Solving File and Folder Problems" in this chapter.

Managing several file operations

1 **Choose Tools from the Workspace menu.**

2 **Choose Processes from the Tools menu.**

3 **Choose Background from the pop-up list at the top of the Processes panel.**

4 **Click the operation you want to check.**

5 **If you want to halt the operation, click Pause or Stop.**

Your computer can do several file operations at the same time. You can copy a selection, compress a folder, and delete another folder, without waiting for any previous operation to be completed. In the meantime, you can do something else in the Workspace Manager or with any other application.

Your computer carries out most of the file operations described in this chapter in the background—that is, behind the scenes where you don't have to worry about them. You can track the progress of an operation, or stop, or pause it with the Processes panel.

Press here to choose Background.

Click an operation in this list.

Shading in the circle shows the percentage of the operation that's complete.

Click to stop the operation completely.

Click to halt the operation and then click again to resume it.
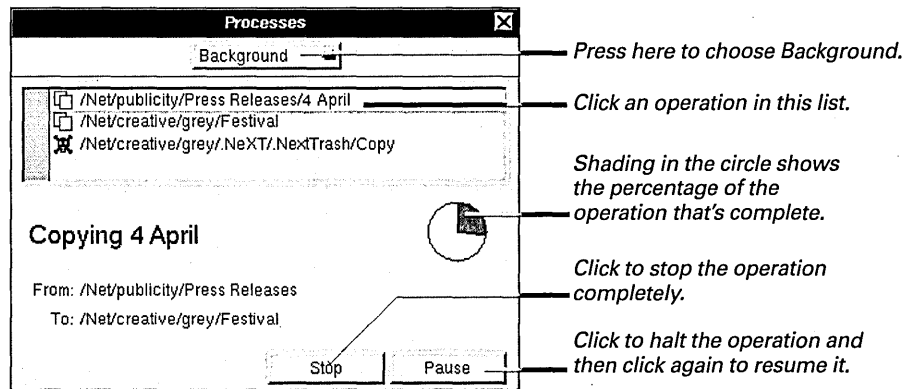
Caution: Sometimes you need to make sure that a particular operation is complete before you begin another. For example, if you're moving some files out of a folder that you then want to delete, make sure the move is complete before you delete the folder.

If you stop an operation that's partially completed, such as a copy or move, any file or folder already named in the panel is copied or moved. If you stop while a folder is named, parts of the folder may be copied or moved.

Solving file and folder problems

Sometimes when you're working with files, the Processes panel may describe a problem and wait for additional instructions before proceeding.

— *This is the problem.*

— *This is what you can do.*

The options change for each problem.

If you're working with several files or folders, you can check here to repeat instructions for all of them.

You can press this button to stop the operation completely.
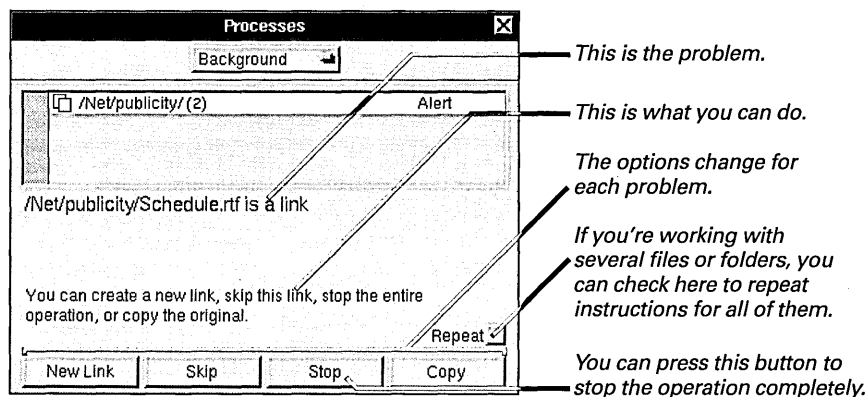
Here are some common messages and ways to respond to them.

One or several folders already exist at destination

Click Merge to merge all folders in the selection with the existing folder of the same name.

Click Replace to have all folders in the selection replace the existing folder of the same name.

Click Proceed to decide for each folder. When you click proceed, you're asked whether you want to replace, merge, or skip each folder, one at a time (see the message below).

File or folder already exists

Click Replace to replace the existing file or folder named in the panel. See "Replacing a File or Folder" in this chapter for more information.

Click Merge to merge the folder named in the panel with the existing folder. See "Merging Two Folders" in this chapter.

Click Skip if you don't want to replace the file or folder. When you're copying or moving a selection of files or folders, this button skips the one currently named in the panel, but keeps copying or moving the rest of the selection.

File or folder is a link

Click Copy to create a copy of the actual file or folder the link points to. This copy is not a link.

Click New Link to create another link to the file or folder.

Click Skip if you don't want to copy the link. When you're copying or moving a selection of files and folders, this button skips the link currently named, but continues with the rest of the selection.

Tip: You can choose one of these options for all links you copy with the Preferences command. See "Setting Options for Copying Links" in this chapter.

No room on disk

Remove files and folders from the disk you're copying or moving to and click Proceed. You can use the Inspector command in the Tools menu to see how much space is left on the disk and the size of your selection. Then free the necessary amount of space, return to the Processes panel, and click Proceed to complete the operation.

For ideas on ways to free disk space, see "When You Run Out of Room on Your Hard Disk" in Chapter 8.

No room in recycler

Click Empty to empty the recycler. Any files or folders in the recycler are permanently removed and then the operation continues.

The Repeat Box

When the Processes panel asks how to handle one of several files or folders in a selection, you can check the Repeat box. Then click a button to apply your response to the entire selection.

For example, if the panel says a file already exists, you can check Repeat and click Replace to replace all files with the same name as any in the selection without being asked about each one.

If the panel says that a file or folder you're copying is a link, you can check Repeat and click New Link to copy all links as links. Or check Repeat and click Skip if you don't want to copy any links in the selection.

The Repeat option can carry out or skip any of these actions: replacing files, copying links, or merging or replacing folders. It applies only to the exact situation named in the panel.

In the Workspace Manager, the Inspector panel gives you quick information about files and folders—and some options for managing them. You open the Inspector panel with the Inspector command in the Tools menu.
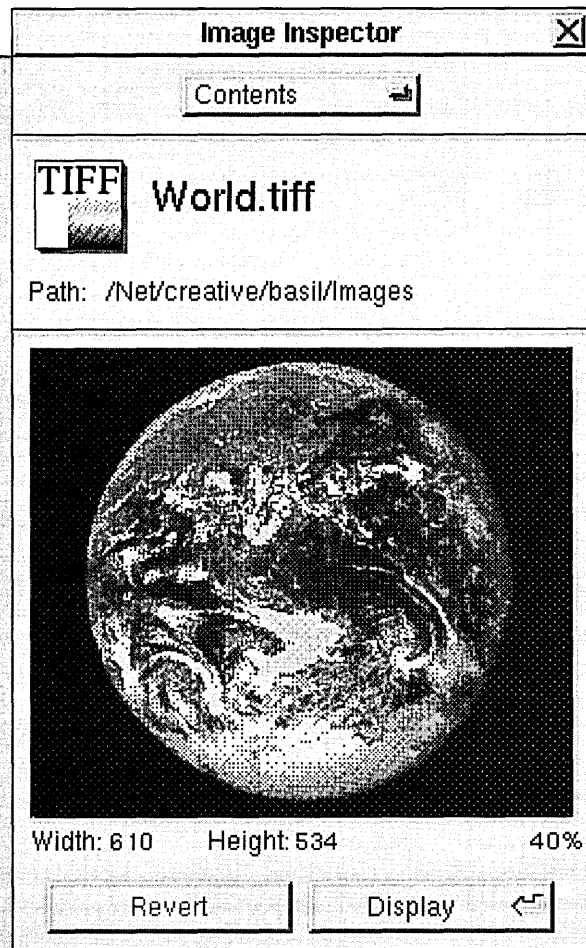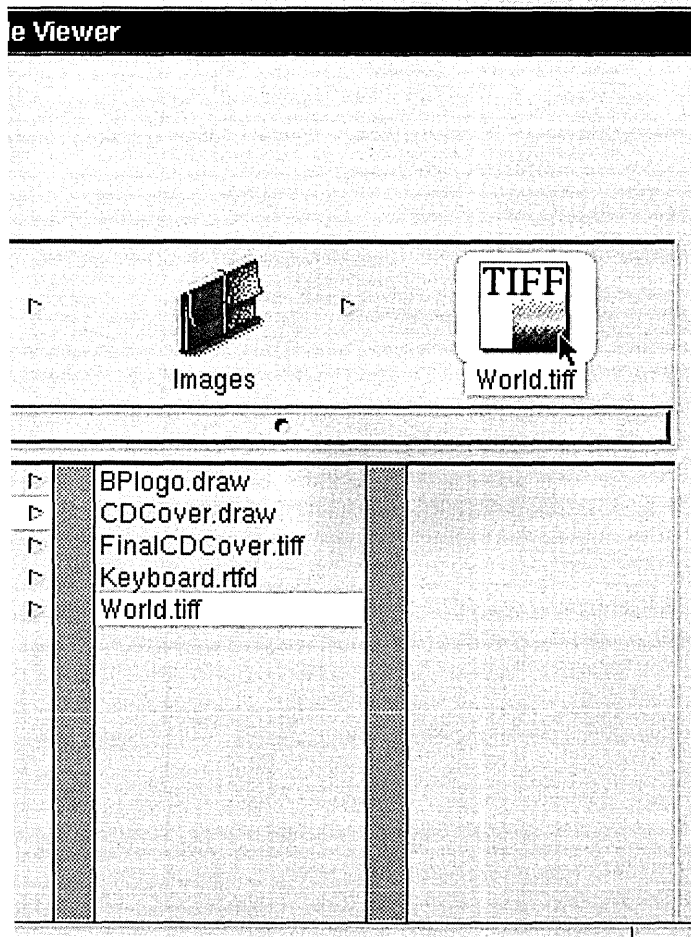
Image Inspector

Contents

TIFF World.tiff

Path: /Net/creative/basil/Images

Width: 610   Height: 534   40%

Revert   Display

e Viewer

Images   World.tiff

BPlogo.draw
CDCover.draw
FinalCDCover.tiff
Keyboard.rtfd
World.tiff

7 Inspecting Files and Folders

A little information about a document. That's all the dame said she needed. How big was it? Who owned it? And when was it last tampered with? The usual. So here you are creeping around the corporate archives. Past the Ps and Qs. Darn. It's in a locked glass case.

Back at the office you make a couple of phone calls, call in a few debts. Finally you track down the owner of the document. Turns out it's old Vinny Johnson. Lucky for you, he owes you for breaking open that spreadsheet caper last spring, so he sends a man down to unlock the case.

Later you toss the document in front of her. She flips through it, then looks up, smiling. *Very good*, she says. *I must show this to my vice presidents.* Uh-oh, that'll be extra. You'll have to go back to Vinny for extra permission. And Vinny has a thing against VPs— ever since one pink-slipped his old man.

Getting information about a file or folder

1   **Choose Tools from the Workspace menu.**

2   **Choose Inspector from the Tools menu.**

3   **Select a file or folder in the File Viewer.**

4   **Choose Attributes from the pop-up list at the top of the Inspector panel.**

You can use the Inspector to get information about a file or folder—its size, owner, and group, as well as its permissions and the last time it was changed.

Choose Attributes to get information about the selected file or folder.

File name

Pathname

Click here to compute the size of a folder.

Permissions show who can open and change a file or folder.

Date and time the file or folder was last changed
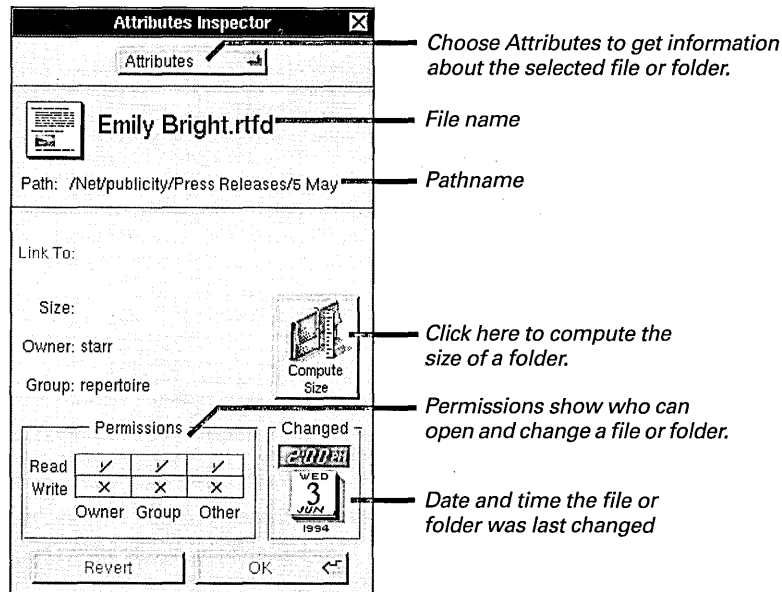
The size of a file appears automatically each time you inspect it. But you have to compute the size of a folder if you've changed any of its files since the last time you inspected it.

You can also get this information in the File Viewer. See "Listing Files and Folders" in Chapter 3.

When a File Isn't a File

In the File Viewer, you may see things that look like files or folders but really aren't. These are either links or file packages.

Links A link looks and acts like an ordinary file or folder but is actually a pointer to a file or folder somewhere else in the system. When you inspect a link, the Inspector panel shows both the pathname for the link and the pathname for the file or folder it's linked to. See "What Is a Link?" in Chapter 6.

File packages A file package is a folder that looks and acts like a file. It contains information that shouldn't be separated, such as the text and graphics files that make up a document or the files that make up an application. When you inspect a file package, it looks like a folder—you need to press the Compute button to compute its size. See "File Packages—Files That Are Really Folders" in Chapter 3.

Previewing the contents of a file

1 **Choose Tools from the Workspace menu.**

2 **Choose Inspector from the Tools menu.**

3 **Select a file in the File Viewer.**

4 **Choose Contents from the pop-up list at the top of the Inspector panel.**

You can get a quick look at the contents of a file without taking the time to open the file and start up its application—to make sure it's the one you want, for example.

You use the File Inspector panel, which changes when you open different types of files. For example, these Inspector panels show the contents of an RTF file and a TIFF file:
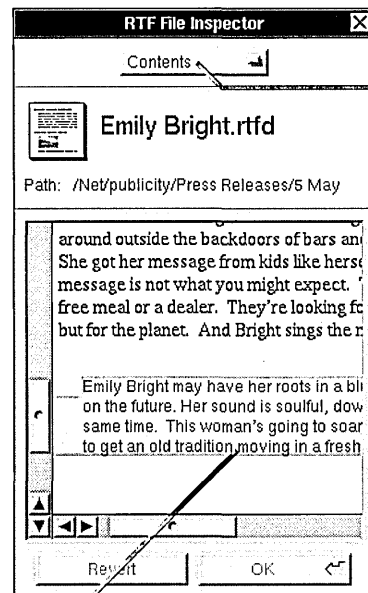
Choose Contents to get a quick preview of a file.

You can select text in the preview of an RTF file to copy and paste it in another document.

Click here to display the full TIFF image in the window.
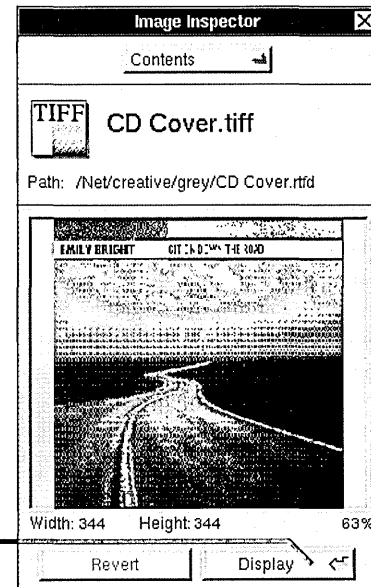
The Workspace Manager provides Inspector panels for inspecting several types of files, including RTF (**.rtf** and **.rtfd**), EPS, TIFF, and sound (**.snd**) files. If the application you're using produces a different kind of file, it may provide its own Inspector panel. If not, you can't preview its files.

Sorting files and folders

1 **Choose Tools from the Workspace menu.**

2 **Choose Inspector from the Tools menu.**

3 **Open the folder you want to sort in the File Viewer.**

4 **Choose Contents from the pop-up list at the top of the Inspector panel.**

5 **Click one of the sorting options and click OK.**

The files and folders in the File Viewer and other folder windows are normally listed alphabetically by name. You can change the order in any folder to list its contents by kind, date, size, or owner.

Choose Contents to see how the contents of a folder are currently organized.

Then click one of these options to change the way the contents are organized.

Click here to confirm the sorting option.
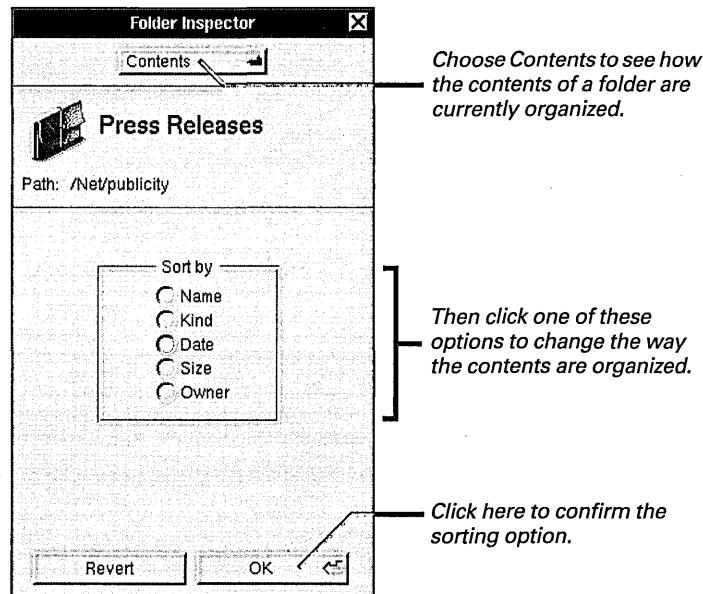
Any change you make in the Folder Inspector panel applies only to the folder that's currently open in the File Viewer.

In the icon view, you can also use the Clean Up Icons command and the Sort Icons command in the View menu to organize your files and folders. See "Workspace Manager Commands" in the Reference at the end of this book.

Changing the application that opens a file

1 **Choose Tools from the Workspace menu.**

2 **Choose Inspector from the Tools menu.**

3 **Select a file in the File Viewer.**

4 **Choose Tools from the pop-up list at the top of the Inspector panel.**

5 **Click the application you want to open the file.**

6 **Click Set Default.**

When you open a file in the Workspace Manager, an application automatically starts up at the same time. The application that starts up depends on the type of file—that is, on its file extension. For example, when you open an RTF file, Edit normally starts up.

You can use the Inspector to see which applications can open a file, to change the application that starts up whenever you open specific types of files, or to open a file temporarily in another application.

Choose Tools here.

The highlighted application is the one that currently starts up when you open the file. Click another to make it the startup application.

Double-click an application to open the file temporarily in that application.

Click here to start up the highlighted application whenever you open the file.
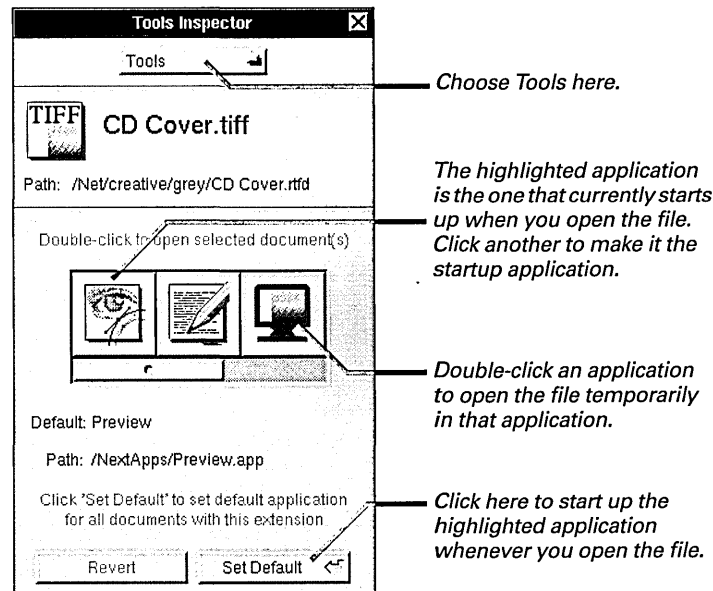
Tip: You can also open a file temporarily in an application by holding down the Command key and dragging the file icon from the icon path to the application icon in the dock.

For more information about what makes a file and application compatible, see "Which Application Opens a File" in Chapter 3.

Assigning a file or folder to a new group

1 **Choose Tools from the Workspace menu.**

2 **Choose Inspector from the Tools menu.**

3 **Select a file or folder in the File Viewer.**

4 **Choose Attributes from the pop-up list at the top of the Inspector panel.**

5 **Choose the new group from the Group pop-up list and click OK.**

The Workspace Manager helps groups of people work more efficiently by sharing access to a set of files and folders. Every file and folder you create is assigned to a group. If you belong to more than one group, you can reassign files and folders from one group to another.

Choose Attributes here.

When you belong to more than one group, you get a pop-up list here.

You choose the group you want to assign the file or folder to.

Click OK to confirm.
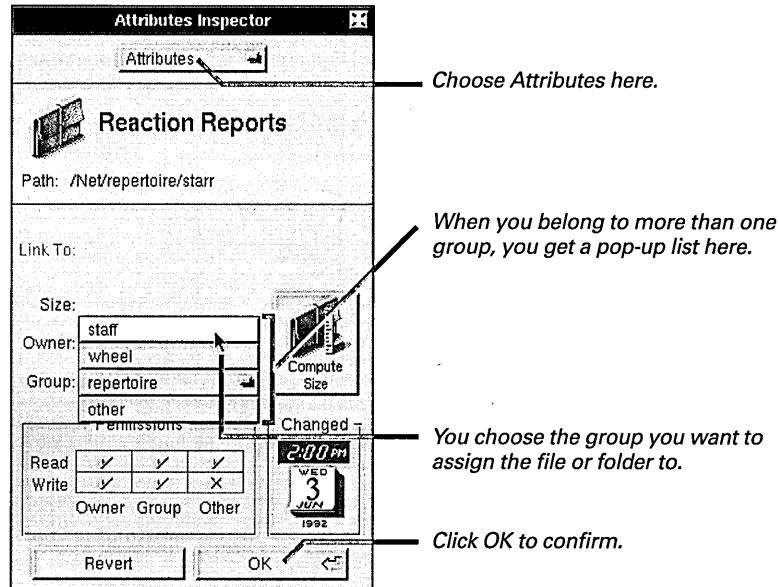
You can reassign only files and folders that you created.

For information about setting up groups to share files and folders, see your system administrator.

Changing permissions for a file or folder

1 Choose Tools from the Workspace menu.

2 Choose Inspector from the Tools menu.

3 Select a file or folder in the File Viewer.

4 Choose Access Control from the pop-up list at the top of the Inspector panel.

5 Check the permissions you want in the grid and click OK.

You can control access to individual files and folders that you create—and protect them from accidental changes—by setting permissions for them.

Check Read for permission to look at the contents of a file—or the list of files and folders in a folder.

Check Write for permission to change the contents of a file or folder.

Check Execute for permission to use applications or other program files.

Choose Access Control here.

The person who created the file.

Anyone in the group associated with the file.

Everyone else who has access to your file system.

Click here first if you want the new permissions to apply to all the files and folders in a folder.

Permission is granted when a checkmark appears in the appropriate square. An X indicates that permission is denied. You can change permissions only if you are the owner of the file or folder.

You can also set read and write permissions in the Attributes Inspector panel. These permissions apply only to the current file or folder—not the files and folders it contains.

Caution: Don't change execute permissions unless you're an expert user. If you uncheck execute permissions for an application, you may not be able to open any of the files that use the application. If you uncheck execute permissions for a folder, you or others may not be able to open any of the files in the folder.

Permissions affect many file operations. For an overview, see "Permissions Granted" in Chapter 6.

You can preset permissions for any file or folder you create with the Preferences application. See "Setting Permissions for New Files and Folders" in Chapter 22.

You usually store your files and folders on a hard disk in your computer or in
another computer on a network. But you can use floppy disks to make backup
copies of files and folders, for example, or to share them with people who aren't on
your network. You can also get new information and software from either a floppy
disk or a CD-ROM.

Workspace		Disk	
Info	▷	Eject	e
File	▷	Initialize...	
Edit	▷	Check for Disks	
Disk	▷		
View	▷		
Tools	▷		
Windows	▷		
Services	▷		
Hide	h		
Log Out	q		
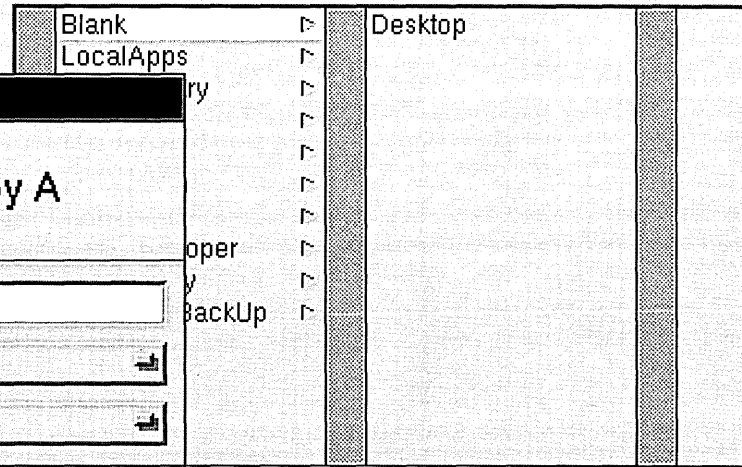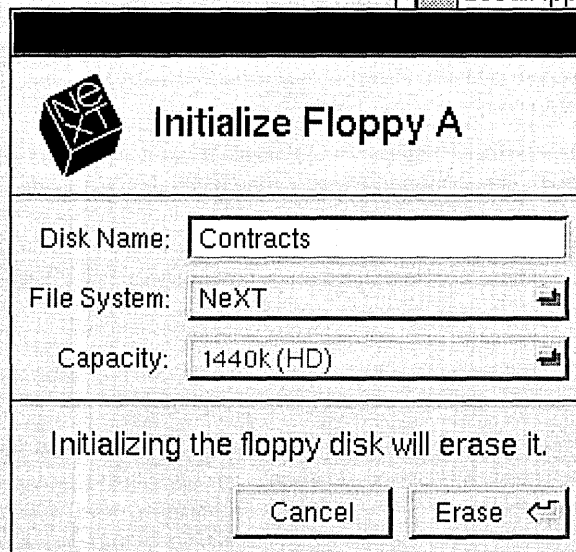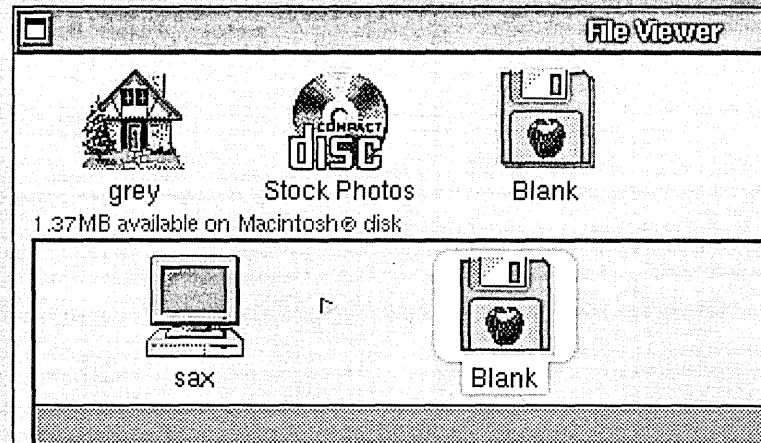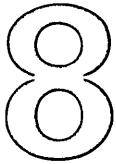
File Viewer

grey   Stock Photos   Blank

1.37MB available on Macintosh® disk

sax   ▷   Blank

Blank	▷	Desktop
LocalApps	▷	
ry	▷	
	▷	
	▷	
	▷	
	▷	
oper	▷	
y	▷	
BackUp	▷	

Initialize Floppy A

Disk Name: Contracts

File System: NeXT

Capacity: 1440k (HD)

Initializing the floppy disk will erase it.

Cancel   Erase ↵

8

Working with Disks

Someone once explained to you how computers work. Little electrical signals you turn off and on to create letters, numbers, pictures, even 3-D images. All stored as infinitesimally small blips on something called a *disk*.

That's great, but you just want to get a document out of this computer and into that one or put it on a separate disk. Or maybe you're worried about getting too many blips. And then you've got all these choices—floppy disks, hard disks, disks called *CD-ROMs*. Where to start?

You wander over to your stereo, pick out a CD, pop a cassette in the tape deck to record on, and put away a stray album. Then you sit back down at your computer. Maybe this isn't so complicated after all.

Inserting a floppy disk

1 **Slide the disk into the drive, metal end first, label side up.**

2 **Gently push the disk until it clicks into place. (If the disk appears in your File Viewer, go to step 5.)**

3 **Choose Disk from the Workspace menu.**

4 **Choose Check for Disks from the Disk menu.**

5 **Click the disk on the File Viewer's shelf or double-click it in the current view to open it.**

You can use a 3.5-inch floppy disk to store backup files or to move files from one computer to another. The disk can be in Macintosh® format, DOS format, or NEXTSTEP format.
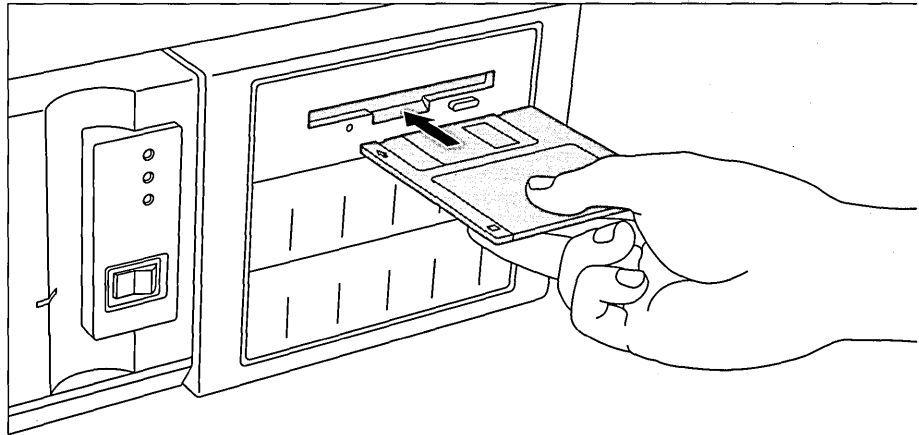
On some computers, you have to choose the Check for Disks command after inserting a disk to make the disk appear in your File Viewer. On other computers, the disk appears in your File Viewer automatically.
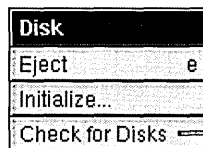
If your Disk menu has the Check for Disks command, choose it to make the disk appear in your File Viewer.

If a panel says that the disk is unreadable, you have to initialize the disk. See "Preparing a New Floppy Disk" in this chapter.
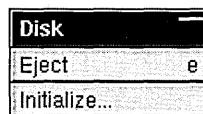
If your Disk menu doesn't have Check for Disks, the disk appears in your File Viewer on its own.

For information on inserting a disk while working in an Open or Save panel, see "Opening and Saving Files on a Floppy Disk" in this chapter.

For more information about how to insert a CD-ROM, see the owner's guide for your CD-ROM drive.

When you insert a floppy disk and choose Check for Disks, the disk appears in your File Viewer. On most computers, you have to choose Check for Disks for the disk to appear.

The files and folders on the disk become part of your file system. You can open the disk to see its contents just like you open a folder.
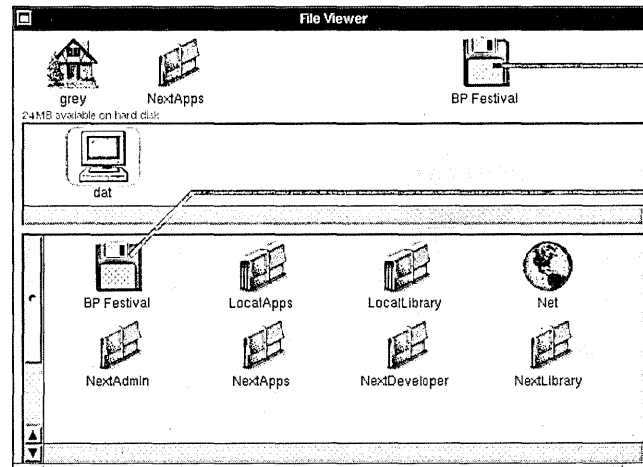
The disk shows up on your shelf, if there's room. Click it to open it.

The disk is put in your root folder and has a name, just like a file or folder.

You are the owner for all files and folders on any floppy disk that you insert. You can work in all its files and folders and change their permissions.

What Disks Look Like

You can tell the type of disk by its icon.

 A floppy disk

 A hard disk connected to your computer

 A CD-ROM

You can rename a floppy disk that's in NEXTSTEP format just as you do a file or folder. See "Renaming a File or Folder" in Chapter 6.

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Preparing a new floppy disk

1 **Insert the disk in the disk drive and choose Check for Disks from the Disk menu.**

2 **Click Initialize.**

3 **Type a name for the disk in the Initialize panel.**

4 **Press the File System button to choose a file format.**

5 **If necessary, press the Capacity button to indicate the size capacity of your floppy disk.**

6 **Click Erase.**

Before you can use a brand-new floppy disk, you have to *initialize* it. Initializing a disk prepares it to store files and folders. When you insert a new disk, a panel usually asks if you want to initialize the disk.

Click to eject the disk without initializing it.

Click to continue.
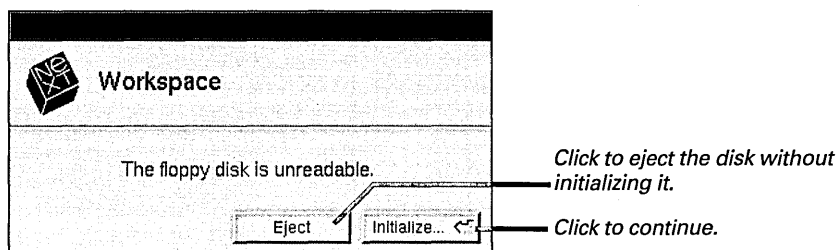
When you click Initialize, this panel opens:

Type a name for the disk here.

Press here if you want to choose Macintosh or DOS format.

When dimmed, this value indicates the disk's size capacity.

Click to initialize the disk.
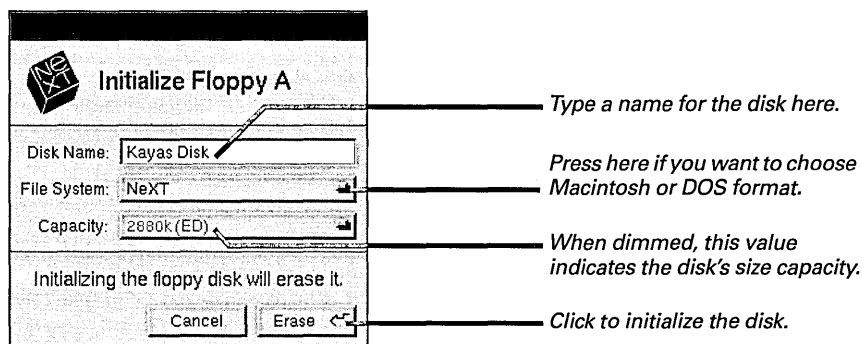
If you don't name the disk, it has a temporary title, such as *UntitledDisk*.

You should initialize a disk in Macintosh or DOS format if you want to use the disk to copy files from your computer to a Macintosh or DOS computer.

On some computers, you must indicate the disk's size capacity—for example, whether it can hold 720 kilobytes, 1440 kilobytes, or 2880 kilobytes.

If the value on this button isn't dimmed, you must press the button and choose the capacity that matches your disk.

Creating a folder window for a disk

1 **Choose Info from the Workspace menu.**

2 **Choose Preferences from the Info menu.**

3 **Choose Disk Options from the pop-up list in the Workspace Manager Preferences panel.**

4 **Click the "open new folder window" option for removable disks.**

5 **Click an option for fixed disks.**

When you insert a floppy disk or CD-ROM in your computer, the disk normally shows up on the File Viewer's shelf, if there's room. You can have the disk open in its own window, instead.

A fixed disk you add to your computer, such as a hard disk attached to the computer's SCSI port, doesn't normally show up on the shelf. You can select to have it appear on the shelf, or to open in its window, too.

```
Workspace Manager Preferences          ☒
            Disk Options      ⬍

  ┌─ When a removable disk is inserted... ─┐
  │  ○ place icon on shelf if there is room │
  │  ○ open new folder window              │
  │  ○ select the disk                     │
  │  ○ do nothing                          │
  └──────────────────────────────────────┘

  ┌─ When a fixed disk is encountered... ─┐
  │  ○ place icon on shelf if there is room │
  │  ○ open new folder window              │
  │  ○ select the disk                     │
  │  ○ do nothing                          │
  └──────────────────────────────────────┘
```

Press here to choose Disk Options.

Select an option here for floppy disks or CD-ROMs.

Select an option here for a fixed disk, such as an extra hard disk you attach.

Other Disk Options

You can select one of four options for how removable disks show up in your file system and for how fixed disks show up. No matter which option you select, you can always find the disk to open it in your root folder.

Place icon on shelf When this option is selected, the disk appears on the shelf, if there's room.

Open new folder window Select this option to display the contents of the disk in its own folder window.

Select the disk This option selects and opens the disk in the File Viewer so its contents appear.

Do nothing This option simply puts the disk in your root folder without opening it or putting it on the shelf.

Copying files to or from a disk

1 **Select the files you want to copy and drag them to the shelf.**

2 **Select the disk you want to copy them to. Or if you're copying from a disk, select the folder you want to copy them to.**

3 **Drag the files from the shelf to the disk or folder.**

You copy files or folders to or from a disk just like you copy them between folders. Select them and drag them where you want to put them. To move a selection instead of copying it, hold down the Command key as you drag.
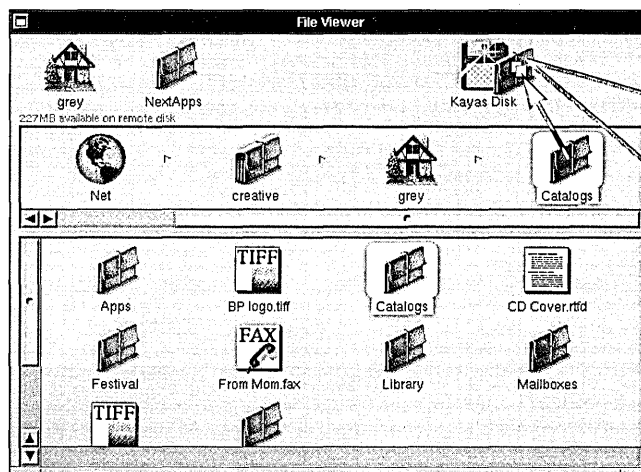
When you drag to a disk, it sparkles to accept the selection.

The copy cursor shows that you're copying instead of moving.

Tip: The best way to work with a file on a floppy disk is to copy the file somewhere else in your file system first and work in the copy. If you want to change a file on a CD-ROM, you must copy it somewhere else in your file system and then change the copy. You can't change the contents of a CD-ROM.

After copying files to a floppy disk, you can eject the disk and insert it into another computer to transfer files to that computer. See "Ejecting a Disk" in this chapter.

For more information on CD-ROMs, see the owner's guide for your CD-ROM drive.

DOS and Macintosh Disks

You can use a floppy disk to transfer files between a Macintosh or DOS computer and your NEXTSTEP computer. You can also connect any Macintosh SCSI device—such as an external hard disk, CD-ROM, or removable cartridge disk—to your computer and access files on that device.

When you insert a DOS or Macintosh floppy disk into your computer, or if you've attached a Macintosh SCSI device, the disk appears in your root folder like any NEXTSTEP disk. You can then copy files from the disk to your file system.

If you want to transfer a file from your computer to a DOS or Macintosh computer, you can initialize a disk in DOS or Macintosh format (see "Reusing a Disk" in this chapter). Then copy the files you want to transfer onto the disk, eject the disk, and insert it into the other computer.

Once a DOS or Macintosh disk is in your file system, you can work with its files just as you do anywhere else in the file system, with these exceptions:

- You don't set permissions for files or folders on a DOS or Macintosh disk, but you can when you copy them to your computer's disk.

- You can't rename a DOS or Macintosh disk by editing its name in the icon path. You have to name it when you initialize it.

- You may need to rename a file before you copy it from a DOS or Macintosh disk. For information, see "DOS and Macintosh Files" in the Reference at the end of this book.
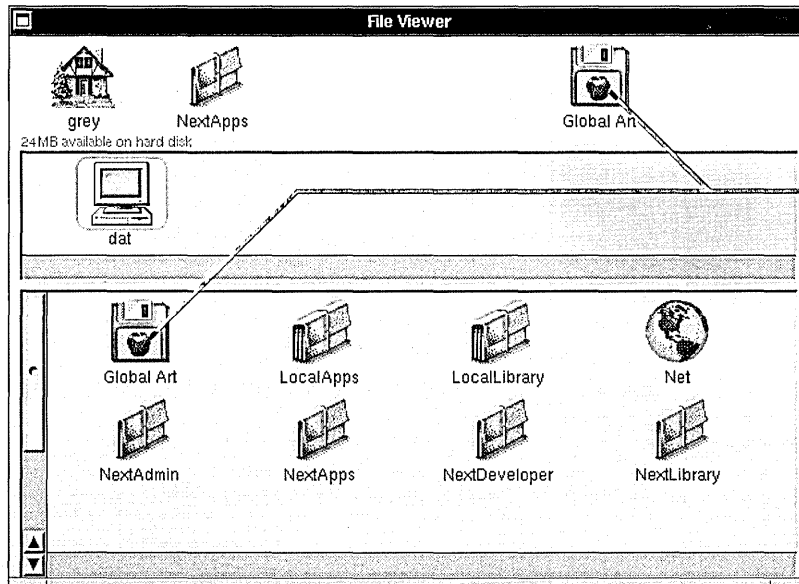
A Macintosh or DOS disk appears in the File Viewer just like a disk in NEXTSTEP format.

Macintosh CD-ROM

Macintosh floppy disk

Macintosh SCSI disk

DOS floppy disk

When a File or Folder Doesn't Fit on One Floppy Disk

If a file or folder is too large to fit on one floppy disk, you can copy it onto several. To make a backup copy of a 2-megabyte file, for example, you can copy it onto two 1.4-megabyte disks.

Copy a single file or folder to a floppy disk as you normally would. If what you're copying is too big to fit on the disk, a panel asks if you want to create a multivolume file. When you click Yes, the Workspace Manager copies a "chunk" of the file or folder onto the disk. When the disk is full, a panel asks you to remove the disk from its drive and insert another one. After doing this, click Proceed in the panel. The Workspace Manager copies the second chunk. Repeat this for as many disks as needed.

To copy the file or folder from the disk back into your computer, insert the disk containing the first chunk—a file with a **.chunk** extension. Drag the

chunk to the folder you want to put it in. When a panel asks for the next chunk, remove the disk, insert the next one, and click Proceed. Repeat this until you've copied all the chunks. Make sure to copy chunks in the order they were originally copied. If you insert a disk in the wrong order, just remove it and insert the correct one before clicking Proceed. After you copy all the chunks, you can open the file or folder as usual.

You can copy only one file or folder in this fashion at a time. To copy more than one, put them all in a folder and copy that folder.

The Workspace Manager compresses a file or folder before it copies a chunk onto the floppy disk. Sometimes this makes the file or folder fit on one disk, in which case the Workspace Manager doesn't request an additional disk after all.
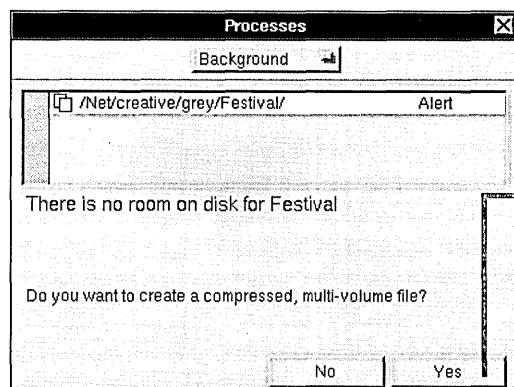
When a file or folder is too large to fit on the floppy disk, the Processes panel asks if you want to copy it onto several floppy disks.

Click Yes. The Workspace Manager divides the file or folder into chunks.

To copy the file or folder back to the computer, insert the disk that contains the first chunk (numbered zero), and drag the chunk to the folder you want to put it in.

A chunk has a .chunk extension and looks like this in the File Viewer.
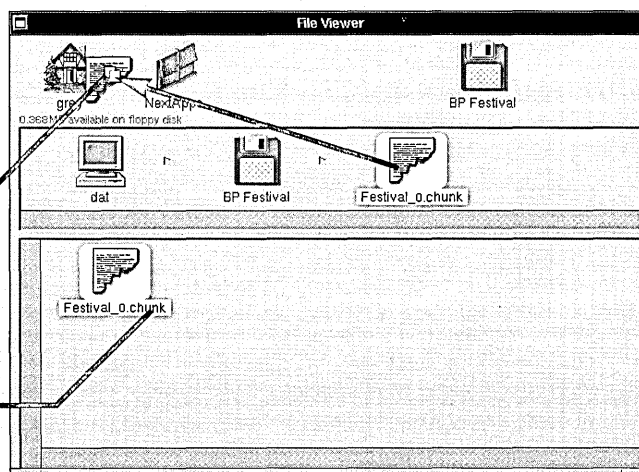
Reusing a disk

1 **Insert the disk in the disk drive and choose Check for Disks from the Disk menu.**

2 **Select the disk in the File Viewer.**

3 **Choose Initialize from the Disk menu.**

4 **Choose a file format in the Initialize panel and, if necessary, indicate the disk's size capacity.**

5 **Type a new name for the disk.**

6 **Click Erase.**

You can erase a disk and change its format by reinitializing it. Just select the disk (or any file or folder on it), and choose Initialize. You can initialize any disk whose contents you can change, such as a floppy disk, an external hard disk, or a removable cartridge disk.

Caution: Initializing a disk destroys all files and folders on it. They cannot be retrieved.

When you choose Initialize, this panel opens:

Initialize Floppy A

Disk Name: Creative Art

File System: NeXT

Capacity: 2880k (ED)

Initializing the floppy disk will erase it.

Cancel   Erase

You can type a new name for the disk here.

Press here if you want to choose another format.

When dimmed, this value indicates the disk's size capacity.

Click to erase the current contents of the disk.
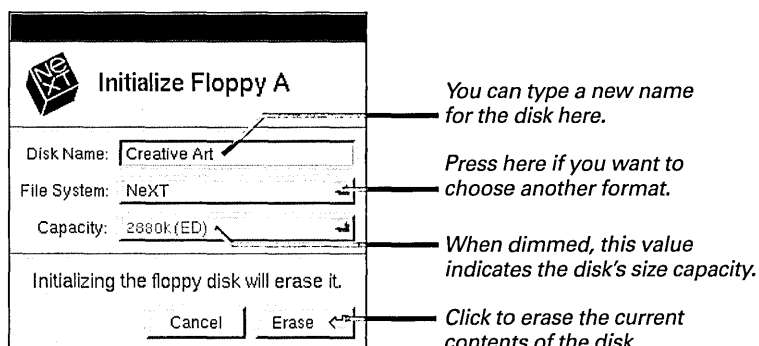
You can give the disk a new name when you initialize it. If the disk is in NEXTSTEP format, you can also rename it later by editing its name in the icon path (just like you rename a file or folder).

On some computers, you must indicate the disk's size capacity—for example, whether it can hold 720 kilobytes, 1440 kilobytes, or 2880 kilobytes.

720k
1440k (HD)
2880k (ED)

If the value on this button isn't dimmed, you must press the button and choose the capacity that matches your disk.
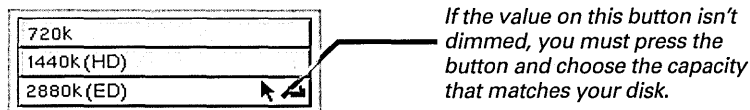
When You Run Out of Room on Your Hard Disk

You should normally have plenty of room on the hard disk in your computer for all your work plus the software you're using. But if you do run short of space, here are some ways to free some up.

• Delete personal files that you don't need anymore. You can use the Inspector command to find out which are particularly large. See "Getting Information about a File or Folder" in Chapter 7.

• Empty your recycler. Remember that dragging files to the recycler doesn't remove them from the disk. You have to open the Workspace Manager File menu and choose Empty Recycler to do that.

• If you receive electronic mail, compact all your mailboxes. See "Compacting a Mailbox to Free Disk Space" in Chapter 14.

• Quit any running applications that you don't immediately need to use.

• If you haven't restarted your computer in a few days, try doing so. This frees space that, over time, can get filled with files the computer uses only temporarily.

• Use the Compress command in the File menu to compress files or folders you aren't using.

• If you installed software in your computer from the *NEXTSTEP* CD-ROM, you might not need all the software. If so, you can compress or delete some of it to free disk space. See Chapter 19, "Installing New Software."

• If your needs for disk space have grown, you can also add space by connecting an external hard disk to your computer or by getting a larger hard disk.

8.3MB available on hard disk

The File Viewer shows the amount of space available on the disk that contains the current selection.

If a panel warns that your available disk space is low, you must quit applications or restart the computer. If you don't, you may soon have problems such as not being able to save work or send Mail messages.

File Viewer

grey   NextApps
8.3MB available on hard disk

dat

LocalApps   LocalLibrary   Net   NextAd

NextApps   NextDeveloper   NextLibrary

Workspace

You're running low on disk space. You may want to quit a few applications or restart your computer to free up space.

OK

Ejecting a disk

1 Select the disk you want to eject.

2 Choose Disk from the Workspace menu.

3 Choose Eject from the Disk menu.

4 When a message asks you to eject the disk, remove the disk from the computer's disk drive.

When you're done using a removable disk, such as a floppy disk or a CD-ROM, you choose Eject to remove the disk's contents from the file system. Only after you choose Eject and see the message asking you to eject should you actually remove the disk from the drive.
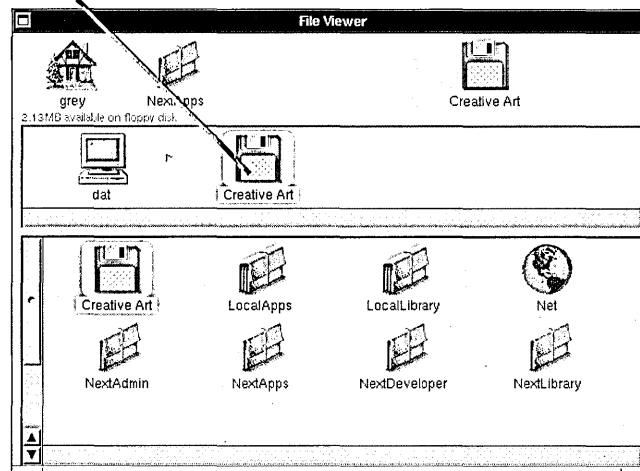
Select the disk (or any file or folder on it).   *Choose Eject.*
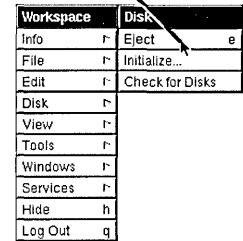
Caution: Don't remove a floppy disk from the disk drive before a message says to, or else you might lose information from that disk or from the next one you insert.

On some computers, a disk ejects from its drive automatically after you choose Eject.

A floppy disk is automatically removed from your file system when you log out, turn off the computer, or restart it. See "Ending Your Work Session" in Chapter 1.

You can also eject a disk while working in an Open or Save panel. See "Opening and Saving Files on a Floppy Disk" in this chapter.

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Opening and saving files on a floppy disk

1 **When an Open or Save panel is open, insert the disk you want to open from or save on.**

2 **Click the disk button in the panel.**

3 **Select the file you want to open, or type a name for the one you're saving.**

4 **Click OK in the panel.**

To make it easy to open and save files on a floppy disk, you can insert and eject disks while working in an Open or Save panel.
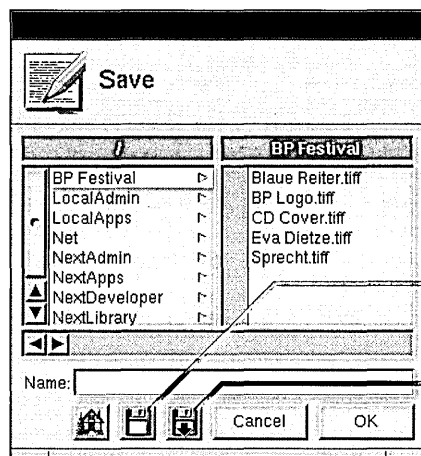
Insert a disk and click here to open the disk in the browser. Click the button after browsing to locate and select the disk again.

Click here to remove a disk from the file system so you can safely eject it and insert another one.

Caution: Don't remove a floppy disk from the disk drive before a message says to, or else you might lose information from that disk or from the next one you insert.

You can use the disk and eject buttons to open and eject a floppy disk, a CD-ROM, or any other removable disk.

When you have more than one removable disk in your file system, clicking the disk button repeatedly selects the next disk. To eject a particular disk when more than one is there, you have to select the disk or a file or folder on it, and then click the eject button.

Tip: You can browse several disks, one after the other, in an Open or Save panel. Just insert a disk and click the disk button. Then after browsing, click the eject button, remove the disk, insert another one, and click the disk button again.

For information on opening and saving files in general, see Chapter 5, "Creating and Saving Files."

The disk and eject buttons in an Open or Save panel do the same thing as the Check for Disks and Eject commands in the Workspace Manager's Disk menu. See "Workspace Manager Commands" in the Reference at the end of this book.

TEXT AND GRAPHICS

ry, this Arkansa

barrelhouses an

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enues of the wor

Times Ro

Family

For most applications you use, you need to know how to type and edit text. In addition, your NEXTSTEP workspace comes with an application that's specially designed for creating text documents. It's called Edit, and you'll find it in the /NextApps folder.

Font Panel

Times Roman 14.0 pt.

Family	Typeface	Size
Courier	Roman	14
Helvetica	Italic	8
Ohlfs	Bold	9
Symbol	Bold Italic	10
Times		11
		12
		14
		16
		18
		24

Revert   Preview   Set
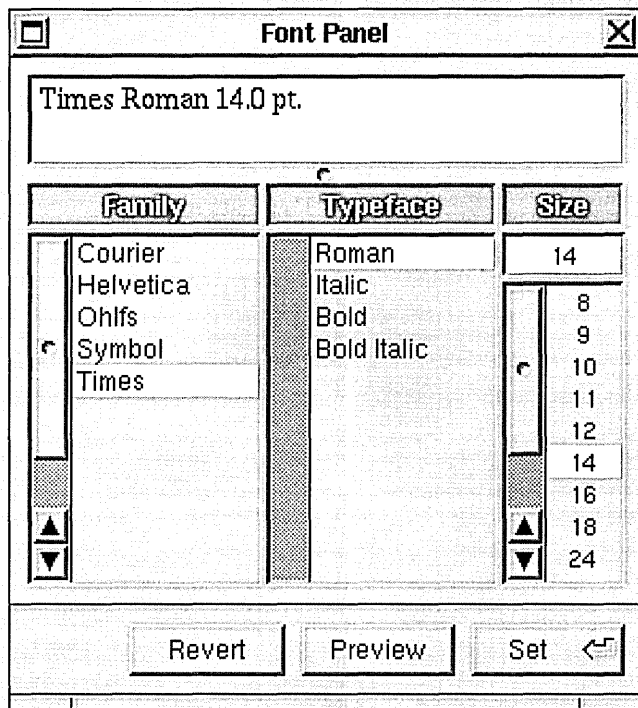
Festival Release.rtfd — /Net/publicity/Press

In 1990, jazz and blues legends at the Blue Planet F claimed the '90s as the decade of the Earth.

In 1991, record crowds swarmed the Berlin Wall in music gathering in recorded history.

Now, in 1994, over 3 million people are expected to a five-day extravaganza in Washington, D.C. when

Blue Planet Productions presents:

THE THIRD ANNUAL BLUE PLA

"We are the Earl

JAZZ & BLUES HERITAGE FEST

On the Mall in Washington, D.C · September 17-2

Featuring: Queen of the torch light, **Betty James** · **Francois de la Patisse** · **Big Daddy Jordan** and his **Caccitore** et il suo Jazz Italiano · Saxophone virtuos As well as new Blue Planet artist Emily Bright, Dido E of our planet's best jazz and blues superstars.

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Typing and Editing

You think back on typing class in school and laugh. You used to get in trouble for typing off the bottom of the page. And for staring out the window.

You remember daydreaming of a better way to get your thoughts down. A giant page where words would appear as you thought them. Your thoughts could move the words around, too, and make them go away or put them back. You could even make them bigger, smaller, or just plain *different*.

The teacher tapped you on the shoulder and pointed to your page. The dropped *W*'s weren't your fault. Oh, you misspelled a word. You fumbled with Liquid Paper® and typed the correction. Looking back out the window, you wished someone would invent a machine that could transcribe your thoughts—or at least keep up with them.

Starting up the Edit application

▶ **Double-click the Edit icon in the dock.**

Or

▶ **Double-click an RTF file.**

Or

▶ **Open the /NextApps folder in the File Viewer and then double-click Edit.app.**

The Edit application is a tool for creating formatted documents. You can start up Edit with its icon in the dock or by opening an RTF file (one with an **.rtf** or **.rtfd** extension) from the File Viewer.

Edit application icon   *.rtf file icon*   *.rtfd file icon*

You create an Edit document in a document window. When you start up Edit from the application dock, a new, empty document window appears. You can also open a new window by choosing New from the File menu.
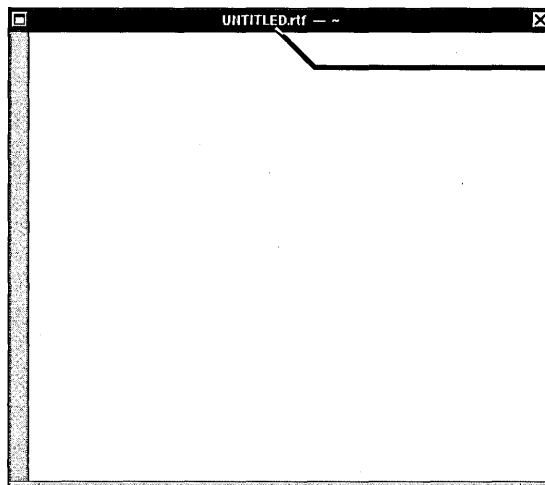
UNTITLED.rtf — ~

A new Edit document is untitled. You name the document when you first save it.

For information on naming an Edit document, see Chapter 5, "Creating and Saving Files."

You can add color or graphic images to a document. See Chapter 10, "Working with Color," and Chapter 11, "Working with Graphics."

Typing text

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

2 **Type without pressing Return at the end of each line.**

3 **Press Return to end each paragraph.**

4 **Click elsewhere to continue typing there.**

You enter text in a document or text field by typing on the keyboard. As you type each character, it appears in the key window at the insertion point.
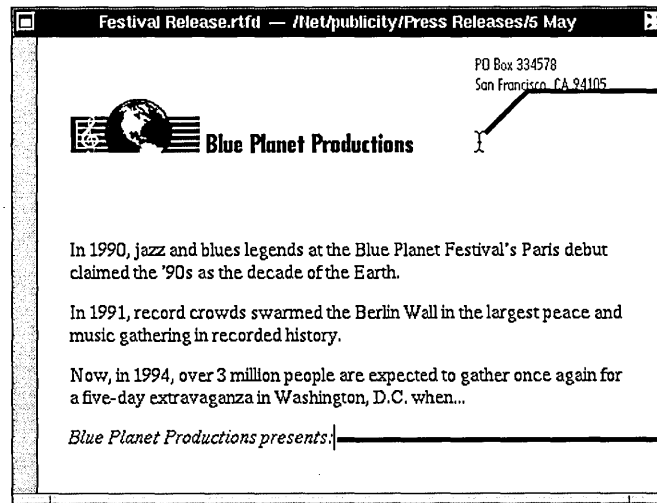
The cursor usually becomes an I-beam when you can enter text.

The insertion point moves forward as you type.

To move the insertion point and select a new place to type, click where you want the text to appear.

crowds swarmed the Berlin Wall in the largest
gathering in recorded history.

The insertion point appears where you click.

crowds swarmed the Berlin Wall in the largest peace
and music gathering in recorded history.

Text you type is inserted, and lines in the paragraph adjust to make room for it.

You can also move the insertion point with an arrow key on the keyboard.

Press the left or right arrow key to move the insertion point to the left or right.

The up or down arrow key moves it up or down.

You don't have to press Return to end a line as you do on a typewriter. Applications automatically break lines between words (a process known as *word wrap*). You only press Return to cut a line short, as when ending a paragraph.

Keyboard Basics

Most keys on your keyboard are labeled with letters, numbers, punctuation, or other symbols that the keys generate when you press them. You hold down the Shift key to get uppercase letters or the upper characters on keys labeled with two characters. The space bar inserts an invisible space character.

When you hold down a key, the character repeats itself. You can use the Preferences application to adjust the repetition speed. See "Setting the Rate for Repeating Characters" in Chapter 21.

You press Return to end a paragraph. In some panels, pressing Return operates a button.

On most keyboards, you can press Caps Lock to then type uppercase letters without holding down the Shift key. To turn Caps Lock off, press the key again.

You can press Tab to move to the next tab stop in a document or the next text field in a panel. Sometimes holding down Shift while pressing Tab moves in the reverse direction—for example, to the previous field in a panel.

To delete text, you can press the Backspace key, which backs up over text one character at a time.

Two keys to the left and right of the space bar— usually labeled "Alt"—work as your Command key and Alternate key, respectively. Several uses for these keys are given throughout this book.

The numeric keypad provides a convenient way to enter numbers and do calculations. There's no difference between typing the same character here and on the main part of the keyboard.

Finally, if you type when there's no key window or if the key window doesn't accept typing, the computer beeps so you know that your keystrokes aren't doing anything.

If you're using the NeXTUSA keyboard arrangement, your Control, Alternate, Command, and Escape keys are in a different place. You also get keys for adjusting screen brightness and speaker volume, and for turning off the computer. See "The NeXTUSA Keyboard Arrangement" in Chapter 21.

USA keyboard arrangement
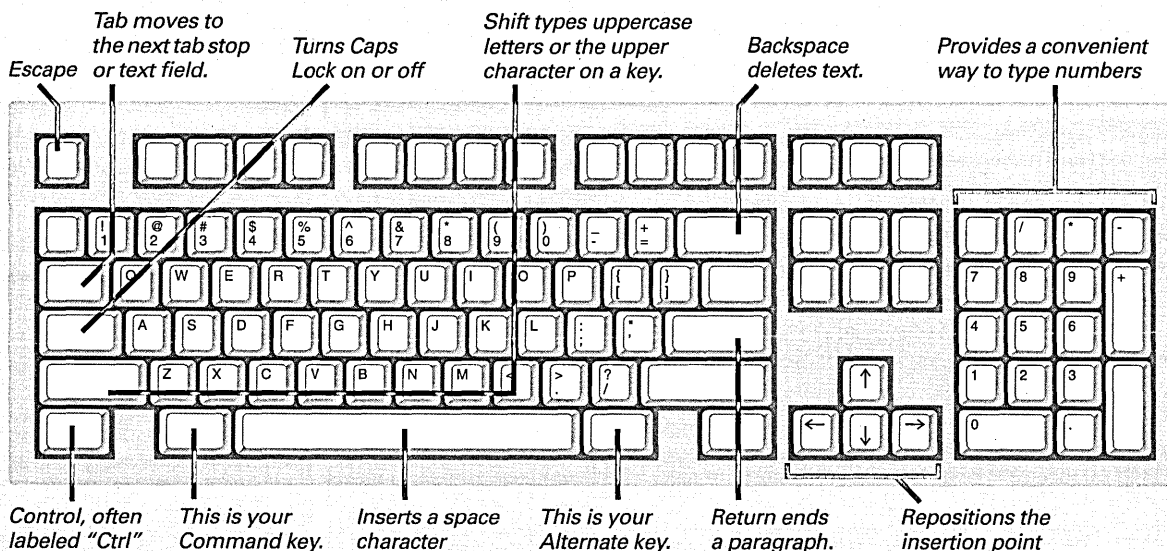
Escape   *Tab moves to the next tab stop or text field.*   *Turns Caps Lock on or off.*   *Shift types uppercase letters or the upper character on a key.*   *Backspace deletes text.*   *Provides a convenient way to type numbers*

Control, often labeled "Ctrl"   *This is your Command key.*   *Inserts a space character*   *This is your Alternate key.*   *Return ends a paragraph.*   *Repositions the insertion point*

Selecting text

To edit text, you usually select it first. Your next action, such as choosing the Delete command, acts on the selection.

One way to select text is to drag across it. Drag horizontally to select text on the same line or vertically to select several lines of text. You can even drag past the edge of your view—for instance, past the bottom of an Edit window—to scroll the window's contents and keep selecting.

over 3 million people are expected to gather once again for a five-day blowout in Washington, D.C.

Selected text is highlighted in gray so it stands out.

The Alternate key is useful for selecting large amounts of text. You can even scroll beforehand to select more than is currently displayed.
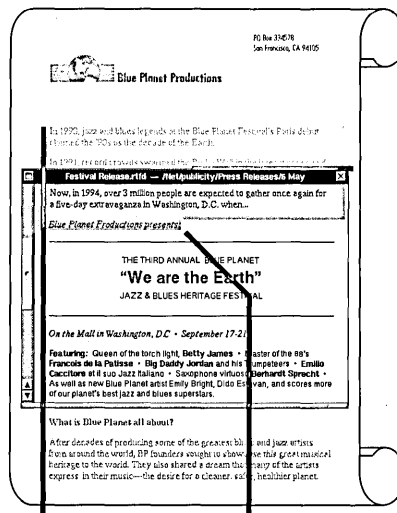
Click here and then scroll.   *Alternate-click to select to here.*   *You can Alternate-click again to extend the selection (or shorten it).*
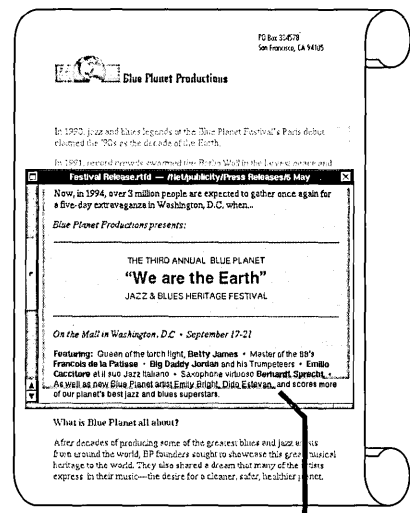
If you select text by double-clicking or triple-clicking, you can drag before releasing the mouse button the final time to extend the selection by a word or paragraph at a time. If you then Alternate-click, the selection is extended to the next word or paragraph boundary.

Tip: In an Edit document, you can select text and any surrounding delimiters, ( ), { }, [ ], or « ». Just double-click one of the delimiters.

Deleting and replacing

▶ **To delete text as you type, press the Backspace key.**

▶ **To delete a block of text, select it. Then choose Delete from the Edit menu or press the Backspace key.**

▶ **To replace text, select it. Then type the replacement text.**

Pressing the Backspace key as you type backs up and deletes characters one at a time. When text (or a graphic image) is selected, the Delete command in the Edit menu and the Backspace key on the keyboard do the same thing— they delete the selection.

over 3 million people are expected to gather once
again for a five-day blowout in Washington, D.C.

Press Backspace to delete the selection.

over 3 million people are expected to gather once
again for a five-day extravaganza in Washington, D.C.

Or enter text to replace the selection.

When you delete a word that you selected by double-clicking, spacing is automatically adjusted around the remaining words. For instance, if you double-click the word *automatically* in the first sentence of this paragraph and then delete it, one space remains between *is* and *adjusted* instead of two.

Moving and copying

1 **Select what you want to move or copy.**

2 **Choose Edit from the application's main menu.**

3 **Choose Cut to move the selection or choose Copy to copy it.**

4 **Put the insertion point where you want the selection to appear.**

5 **Choose Paste.**

You can move and copy text with the Cut, Copy, and Paste commands in the Edit menu. In applications where you work with graphic images, you can typically copy and move them, too.

Choosing Cut removes the current selection and places it on the *pasteboard*—the computer's holding place for information you're transferring from one place to another. Choosing Copy puts a copy of the selection on the pasteboard. The Paste command inserts the contents of the pasteboard at the insertion point, or if you selected text, in place of the selection.

After decades of producing from around the world
some of the greatest blues and jazz artists,

— *Cut or copy the selection.*

After decades of producing some of the greatest
blues and jazz artists,

— *Move the insertion point.*

After decades of producing some of the greatest
blues and jazz artists from around the world,

— *Paste the selection.*

You can paste text anywhere you can type—somewhere else in a document, in a text field, even in another application. Just click where you want the text to go.

A selection stays on the pasteboard until you replace it by choosing Cut or Copy again. You can therefore keep choosing Paste to paste the same selection over and over.

When you paste a word that you cut or copied after double-clicking it, spacing is adjusted around the pasted word.

Finding text

1 **Choose Edit from the application's main menu.**

2 **Choose Find from the Edit menu.**

3 **Choose Find Panel from the Find menu.**

4 **Click in the document you want to search.**

5 **In the Find panel, enter the text you want to find.**

6 **Click the Next or Previous button.**

You can search for a string of text in a document, such as an Edit document or a Mail message you're composing. You do this with the Find panel.

Enter what you want to find here.

Click to search forward or backward from the insertion point or selection.

The Find panel remains the key window so you can keep searching for text by clicking a button in the panel.

When text is found, it's highlighted in the main window.
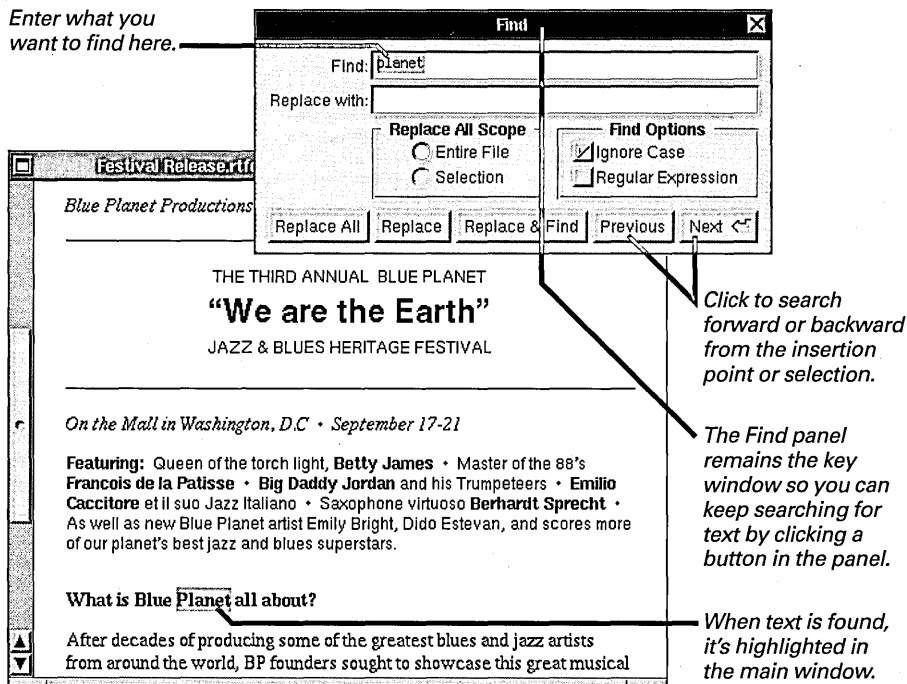
You can search for any sequence of characters in the standard text character set, including spaces. In some applications, you can also search for characters such as tabs and returns.

Commands in the Find menu provide other ways to search for text. See "Standard Commands" in the Reference at the end of this book.

Find Options in Edit and Mail

The Find panel in Edit and Mail has these options for searching for text:

Ignore Case Uncheck the Ignore Case box to distinguish between upper- and lowercase letters during the search—for example, to locate "Planet" but not "planet."

Regular Expression Check this box if you want the Find panel to recognize UNIX regular expressions, which are described in the UNIX manual page for **ed**. Manual pages are available on-line in the extended configuration of the software.

Replacing text that you find

1 **Choose Edit from the application's main menu.**

2 **Choose Find from the Edit menu.**

3 **Choose Find Panel from the Find menu.**

4 **Click in the document you want to search.**

5 **In the Find panel, enter the text you want to find and the replacement text.**

6 **Click the Next or Previous button.**

7 **Click a replace button.**

In some applications, including Edit and Mail, the Find panel provides easy ways to replace each occurrence of text you find with another string of text. You can replace occurrences one by one, or you can replace them all at once.

Find ☒	
Find: stars	*Type the text you want to replace here.*
Replace with: superstars	*Type the replacement text here.*
Replace All Scope ⚬ Entire File ⚬ Selection	**Find Options** ☑ Ignore Case ☐ Regular Expression	*Click one of these buttons after you find text to replace it.*
Replace All | Replace | Replace & Find | Previous | Next ↵	
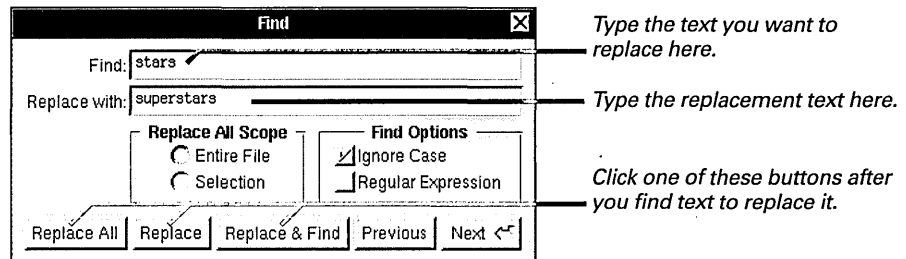
Tip: You can delete one or more occurrences of text you're searching for by leaving the "Replace with" field empty and clicking a replace button.

Replace Options in Edit and Mail

The Find panel in Edit and Mail has several options for replacing text you find. In Mail, these options apply only for a message you're composing.

Replace Click this button after finding an occurrence of text to replace it with the text in the "Replace with" field.

Replace & Find Click this button to replace the current occurrence and find the next one, all in one motion.

Replace All You can use the Replace All button to replace all occurrences of the text you're searching for. Replace All can apply to the entire document or to a selection only, depending on the setting under Replace All Scope.

Entire File If you set the Entire File option under Replace All Scope, Replace All replaces all occurrences in the document.

Selection You can select a portion of a document and set Selection under Replace All Scope. Clicking Replace All then replaces only the occurrences in the selection.

Typing special characters

▶ **To type a special character, hold down the Alternate key—and the Shift key, if necessary—and type the character.**

▶ **To type an accented character, type the accent. Then type the character.**

You can type an entirely different set of characters than those labeled on your keyboard. You get one set of characters by holding down the Alternate key as you type. You can get another set by holding down the Alternate and Shift keys as you type. For example, type Alternate-2 to get †, or type Alternate-Shift-2 to get ‡.
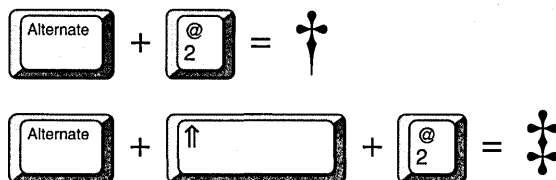
You can hold down the Alternate key with or without the Shift key to type characters that aren't labeled on the keyboard.

Some special characters are accents that are meant to appear above or below another character. When you type an accent character, you don't see it. But the next character you type appears with the accent.

Type this accented character by typing Alternate-u followed by **o**.

If you want the accent by itself, type the accent and then press the space bar.

If Caps Lock is on, typing a character with the Alternate key is the same as holding down Alternate and Shift when Caps Lock isn't on.

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in this chapter.

Previewing special characters

1 **Start up the Preferences application.**

2 **Click the button for Keyboard Preferences.**

3 **Click the Keyboard Panel button.**

4 **Press and hold down the Alternate key, with and without the Shift key, to see which characters you can type.**

To find out what each key produces when you hold down the Alternate key, or the Alternate and Shift keys, you can use the Preferences application.

Keyboard Preferences button

Click to open the Keyboard panel.
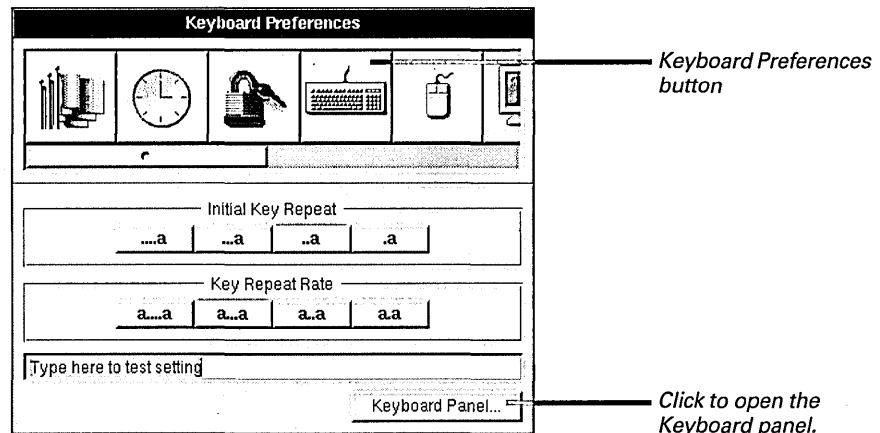
Press the Alternate key on your keyboard. Then hold down Shift, too.

Labels in the panel change to show which characters you can type.

Type here to preview a character.

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in this chapter or "The NeXT USA Keyboard Arrangement" in Chapter 21.

Some characters that you type with the Alternate key belong to the Symbol font family. See "What Is a Font?" in this chapter and "Special Characters" in the Reference at the end of this book. "Special Characters" also shows which characters are accents.

See also "Starting Up the Preferences Application" in Chapter 20.
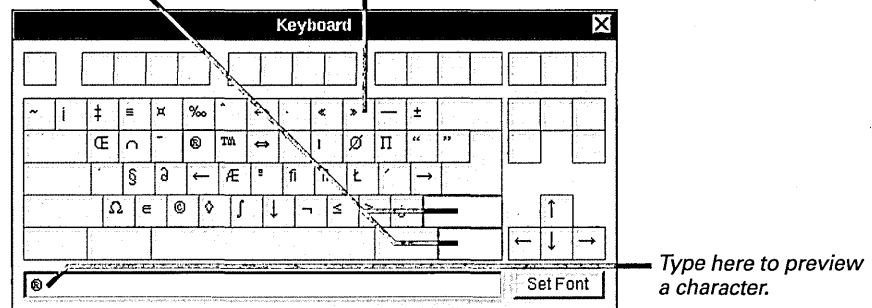
You can also click the Alternate or Shift key in the Keyboard panel itself to display the alternate characters. Click the key again to deselect it.

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Setting a new font

1 **Select the text whose font you want to change, or click where you want to type text in a new font.**

2 **Choose Format from the application's main menu.**

3 **Choose Font from the Format menu.**

4 **Choose Font Panel from the Font menu.**

5 **In the Font Panel, select the font family, typeface, and size you want.**

6 **Click Set.**

You can give text in a document a different look by setting its *font*—changing its font family, making it **bold**, making it three points larger, or making all these changes at once. You use the Font Panel. The new font applies to text you're about to type at the insertion point or text you select.

Select a font family by clicking it in this column.

In this column, select a typeface in the selected family.

Type a size for the text in the text field — decimals are okay—or click a size in the column.

Click this button to apply your selections to your document.

Or click this button to undo selections you've made in the panel.
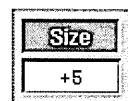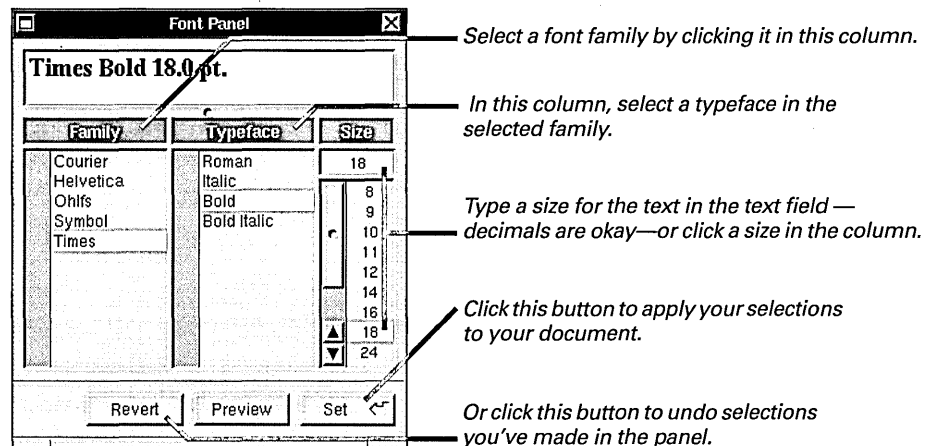
Type + or – before a size value to increase or decrease each character in the selection by a certain number of points.

You can double-click a font property to set it without clicking Set. For example, double-click 12 in the Size column to make your selection 12 points.

The top of the Font Panel usually displays the *current font*—the one you're about to type at the insertion point or the font of text you select.
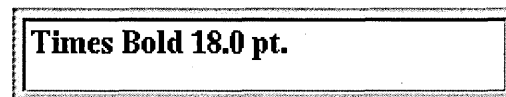
The current font appears against a white background.

If you select text that contains more than one font, the top of the panel looks like this.

You can also set font properties by choosing commands such as Bold or Italic from the Font menu. See "Standard Commands" in the Reference at the end of this book.

In some applications, the Font command is in the main menu. See the user's guide for the application.

See also "What Is a Font?" in this chapter.

You can apply one font property to a selection without affecting other properties. For example, you might select:

Third Annual Blue Planet
We are the Earth

This selection uses more than one size and typeface. If you set its size to 11 points, the whole selection appears in 11-point but the typefaces stay the same:

Third Annual Blue Planet
We are the Earth

If you set a family but not a typeface, for example, by double-clicking the family in the Font Panel, a matching typeface in the new family is set automatically. Changing the above example to Helvetica®, for example, makes it look like this:

Third Annual Blue Planet
We are the Earth

If a matching typeface isn't available, setting the family but not a typeface has no effect.

Fonts and Special Characters

When you work with symbols and graphic characters that aren't standard text characters, you can change the font family of standard characters in a selection without affecting the other characters. Just don't set a typeface.

For example, if you select "© Blue Planet," which is in the Helvetica font family, and then double-click Times® in the Font Panel, the standard characters change to Times and the © remains, as in "© Blue Planet." If you similarly change "The value πr^2" from Helvetica to Times, the standard characters assume the new font but the π remains. If you instead set a typeface in either of these examples, the © or π changes to its equivalent standard character— here, a **c** or a **p.**

Some special characters, including π, are actually members of another font family. See "What Is a Font?" in this chapter.

What Is a Font?

A font is a set of properties—font family, typeface, and size—that determine what text looks like.

A *font family* is a collection of characters with a consistent design. Families that come with your computer are shown below. As you can see in the table, most families contain standard text characters. Some families, however, have symbols or graphic characters. The Symbol family, for example, has letters from the Greek alphabet and mathematical symbols.

Unlike other families, the characters in the Courier and Ohlfs families all have the same width. Ohlfs is used to display text on the screen—when small, it can be easier to read than Courier. When you print Ohlfs text, however, it appears on paper in Courier.

A *typeface* is a variation of a font family, such as **Bold**, *Italic*, or ***Bold Italic***. Each family has its own set of typefaces.

The size of text is measured in *points*: A point is 1/72 of an inch. Point size is relative within a font family, so 11-point Times is larger than 10-point Times but looks smaller than 11-point Helvetica.

All characters—even spaces—have a font. If you put the insertion point after the space between two words and start to type, the text appears in the same font as the space character (which may not be the font of any neighboring text character).

The fonts shown below come with your computer. You can purchase others to add to this collection.

Font Family	Example
Times	This family is popular for memos, letters, or other documents.
Helvetica	This family is often used for headlines or headings.
Symbol	$\pi \geq \div \neq © ® ™ \leftrightarrow \Omega$
Courier	This is a standard typewriter family.
Ohlfs	This family appears only on the screen.

Previewing a font

1 **Choose Format from the application's main menu.**

2 **Choose Font from the Format menu.**

3 **Choose Font Panel from the Font menu.**

4 **In the Font Panel, select the font you want to preview and click Preview.**

5 **Replace text at the top of the panel with text you want to preview.**

6 **Delete text you entered to display font names at the top of the panel again.**

You can see what a font looks like before you actually apply it to your document.

Font Panel	☒
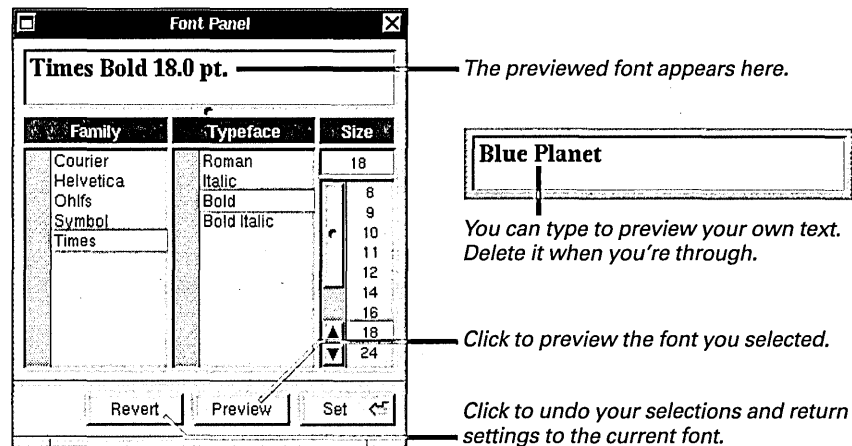
Times Bold 18.0 pt. ——————————— *The previewed font appears here.*

Family	Typeface	Size
Courier	Roman	18
Helvetica	Italic	
Ohlfs	Bold	8
Symbol	Bold Italic	9
Times		10
		11
		12
		14
		16
		18
		24

Revert	Preview	Set ⏎

Blue Planet ———————

You can type to preview your own text. Delete it when you're through.

—— *Click to preview the font you selected.*

Click to undo your selections and return settings to the current font.

If you hold down the Shift key while clicking the Preview button, the button remains highlighted until you Shift-click it again. While the button is highlighted, each selection you make in the Font Panel is previewed at the top of the panel.

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Setting margins, indentation, and tabs

1 **Choose Format from the application's main menu.**

2 **Choose Text from the Format menu.**

3 **Choose Show Ruler from the Text menu.**

4 **Drag the left and right margin markers to set the margins for the entire document.**

5 **Adjust tab and indentation markers to format individual paragraphs.**

In many applications, you can use a *ruler* to alter margins, indentation, and tab stops. The ruler is initially hidden, but you can make it appear in a document window with the Show Ruler command.

Festival Release.rtfd — /Net/publicity/Press Releases/5 May

— Ruler

What is Blue Planet all about?

After decades of producing some of the greatest blues and jazz artists from around the world, BP founders sought to showcase this great musical heritage to the world. They also shared a dream that many of the artists express in their music—the desire for a cleaner, safer, healthier planet.

• Proceeds from the 1990 festival funded plans for desalinization plants on the California coast, education programs for inner-city youths in five cities, and a Tokyo-based research center for alternative power sources.

— Indented paragraph

— Text placed at a tab stop

• Proceeds from the 1991 festival protect endangered species in Alaska and Canada, fund a project to regenerate the South American rain forests, and provide environmental scholarships to sixty major universities around the world.

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Left margin marker | Body indentation marker | Indentation marker for the first line only | Tab marker | Right margin marker

The margin markers ⌐ set the left and right margins of all text in the document.

Festival Release.rt

Drag a margin marker.

Blue

While you drag, a gray line shows the margin position.

In 1990, jazz and blues claimed the '90s as the

Festival Release.r

When you finish dragging, tab and indentation markers move with the left margin.

Blu

In 1990, jazz and blue claimed the '90s as th

You can use commands in the Text menu to align text in a paragraph and to copy and paste ruler settings. See "Standard Commands" in the Reference at the end of this book.

The location of the Text command may vary for some applications. See the user's guide for the application.
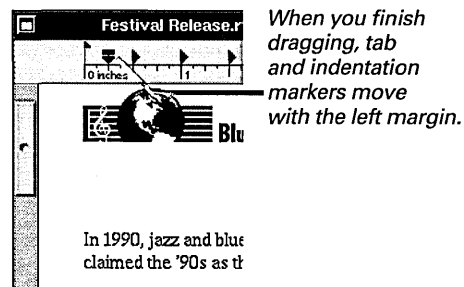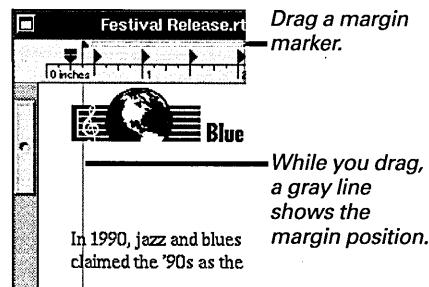
To change the tab stops in a paragraph, click or select text anywhere in the paragraph. Then adjust tab markers. When you press the Tab key anywhere in the paragraph, the insertion point advances to the next position you set with these markers.
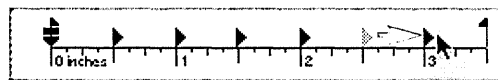
Drag a tab marker to reposition it.
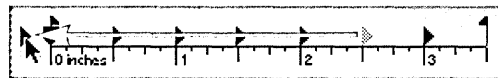
Drag it off either end of the ruler to remove it.

Click just below the ruler's scale to create a tab marker.

Indentation markers also apply to the paragraph where you click or make a selection. Drag the T marker to indent the first line of the paragraph. Drag the ▼ marker to indent the rest of the lines of the paragraph.

When you press Return to start a new paragraph, the new paragraph has the same indentation and tab stops as the one preceding it. You can also select several paragraphs to format all at once.

Tip: You can drag the ▼ marker to the right of the T marker to create a *hanging indent*. If you then align the ▼ marker with a tab marker, you can type a bulleted paragraph.
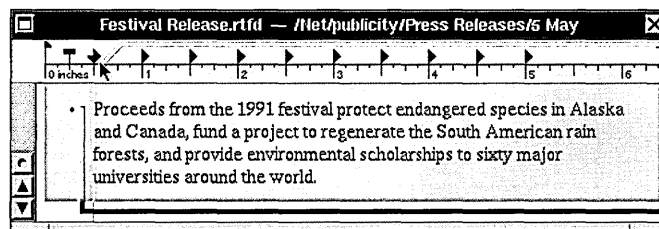
Drag the ▼ marker to indent all but the first line.

Press Tab after the bullet to type this paragraph.

Checking your spelling

1 **Click in the document you want to check.**

2 **Choose Edit from the application's main menu.**

3 **Choose Spelling from the Edit menu.**

4 **Click Find Next in the Spelling panel.**

5 **When a misspelled word is found, correct it or select another option from the panel.**

6 **Repeat steps 4 and 5 until you've checked the entire document.**

In some applications, including Edit and Mail, you can quickly locate misspelled words and choose from possible corrections.

Click to find the next misspelled word.

Select from this list of possible corrections.

Or type your own correction here.

Click to replace the misspelled word with your correction.

The misspelled word is highlighted in the document.

PO Box 334578
San Francisco, CA 94105

Blue Planet Productions

In 1990, jazz and blues legends at the Blue Planet Festival's Paris debut claimed the '90s as the decade of the Earth.

In 1991, record crowds swarmed the Berlin Wall in the largest peace and music gathering in recorded history.

Now, in 1994, over 3 million people are expected to gather once again for a five-day extraviganza in Washington, D.C. when...

Blue Planet Productions presents:

If a misspelled word is correct for the document you're checking, click Ignore. For this document only, the panel skips all other occurrences of the word.

You can double-click a word listed in the panel to correct the misspelled word in your document. Then you don't have to click Correct.

You can choose Check Spelling from the Edit menu to check spelling without opening the Spelling panel. See "Standard Commands" in the Reference at the end of this book.

You can even check the spelling of a word that isn't in a document you're checking—for example, to determine the correct spelling before you type it.

Type a word you want to find out how to spell.

Click Guess to see a list of possible corrections.
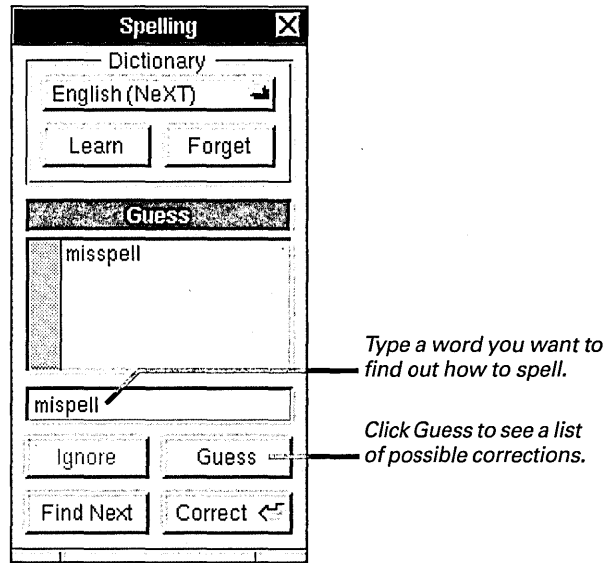
Dictionary Options

The Spelling panel checks spelling against a 100,000-word English spelling dictionary. It also provides options for selecting from other dictionaries you've installed or for modifying a dictionary.

Dictionary If you've installed additional dictionaries, you can press this button to choose the one you want to use. The panel checks spelling against words listed in the dictionary you choose.

Learn If the panel identifies a correctly spelled word as misspelled, you can click Learn to add the word to the current dictionary. The panel then treats this word as correct when you use any dictionary of the same language.

Forget You can select a word you've added to the current dictionary and click Forget to remove the word from the dictionary.

Ignore Click this button to treat all occurrences of a word as correct for this document only, without adding the word to the dictionary.

For information on installing additional dictionaries, such as a French or German dictionary, see the instructions that come with the dictionary.

When you want to add color to documents or even change the background color of your screen, you select the colors you want from the Colors panel. The Colors command—which you'll find in different menus in different applications—opens the Colors panel.

10 Working with Color

You sense what it must have been like to color the world. Mixing that deep azure blue for the Santa Fe sky and the same color for the Aegean sea.

You could choose from a rainbow of colors or mix your own. Some colors would mix like paint, others like light. You could see through some colors—the ones you chose for water in a lake or the crystals of a semiprecious stone. You might name some of the colors and collect others in swatches or images. Your colors would never fade, and there would never be a mess.

Yeah, whoever created the world did a pretty good job. But you wonder how they managed without your computer.

Using color in a document

1 **Open the Colors panel.**

2 **Select the color you want.**

3 **Drag the color from the color well to selected text in the document.**

When you send Mail messages, you can send them in color. When you write a memo in Edit, you can highlight the text with color. In any application that has a Colors panel, you can create documents in color, black and white, or shades of gray.

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PO Box 334578
San Francisco, CA 94105

Blue Planet Productions

In 1990, jazz and blues legends at the Blue Planet Festival's Paris debut claimed the '90s as the decade of the Earth.

In 1991, record crowds swarmed the Berlin Wall in the largest peace and music gathering in recorded history.

Now, in 1994, over 3 million people are expected to gather once again for a five-day extravaganza in Washington, D.C. when...

Blue Planet Productions presents:

THE THIRD ANNUAL BLUE PLANET

"We are the Earth"

JAZZ & BLUES HERITAGE FESTIVAL

On the Mall in Washington, D.C • September 17-21

Featuring: Queen of the torch light, **Betty James** • Master of the 88's **Francois de la Patisse** • **Big Daddy Jordan** and his Trumpeteers • **Emi** **Caccitore** et il suo Jazz Italiano • Saxophone virtuoso **Berhardt Sprech** As well as new Blue Planet artist Emily Bright, Dido Estevan, and scores of our planet's best jazz and blues superstars.

Drag the color in this color well to your document.

Colors

PANTONE

Click to select a color from the color wheel.

You can also drag one of these color swatches to your document.

For more information about the color wheel, see "Selecting a Color from the Color Wheel" in this chapter.

For other ways to select colors, see the instructions throughout this chapter.

Some applications have color tools—for drawing in color, for example. These tools typically use colors from wells in the application's Inspector panel. To put color in one of these wells, you select a color in the Colors panel and drag it to the color well in the Inspector panel.

Creating color swatches

1 Open the Colors panel.

2 Select a color.

3 Drag the color from the color well to the swatch bar.

When you need to use the same colors over and over, you can save them as swatches in the swatch bar at the bottom of the Colors panel.

Drag the color from the color well to the swatch bar.

Make the panel larger and then drag here to show lots of rows of swatches.
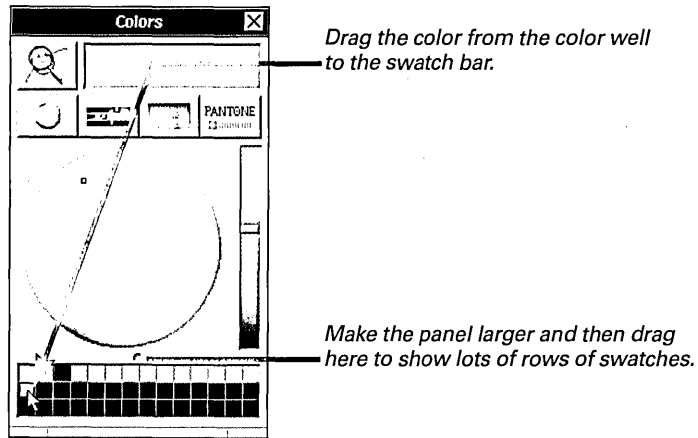
Each swatch has its own cell in the swatch bar. When you drag a new color to a cell, it replaces the existing color. You can make room for more swatches—hundreds of them—by making the Colors panel bigger.

All Colors panels have the same swatches. When you put a color swatch in the swatch bar in one application, it instantly appears in the Colors panels in other applications. The swatch remains there until you replace it with a new swatch.

Where to Find the Colors Panel

You use the Colors command to open the Colors panel.

In text applications like Edit and Mail, the Colors command is in the Font menu. (Choose Format from the main menu and then choose Font from the Format menu.) In applications that have color tools, the Colors command is typically in the Tools menu.

If you want to have the Colors panel at your fingertips, you can create a keyboard alternative for the Colors command and use it in any application that has a Colors command. See "Creating Command-Key Equivalents" in Chapter 20.

Selecting a color from the color wheel

1 **Open the Colors panel.**

2 **Click the color wheel button.**

3 **Click or drag in the color wheel to select the color you want.**

4 **Drag the brightness slider to make the color lighter or darker.**

The color wheel is a quick, visual method for selecting colors.

Color wheel button

Brightness slider

Click to select a color.

Or drag to scan a range of colors in the color well.

Shift-drag to change the saturation without changing the hue.
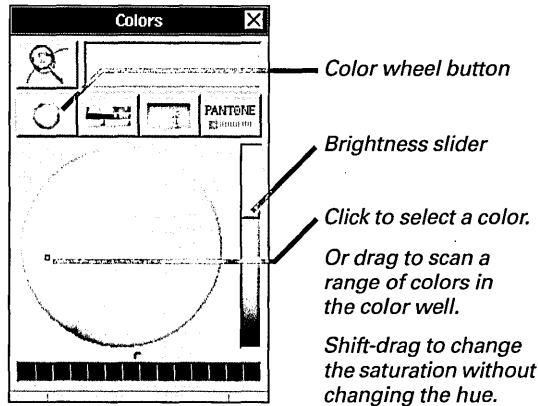
As you move around the wheel, the hues change. *Hue* is what distinguishes between red and yellow or yellow and green, for example. The colors on the rim of the wheel are the most saturated. You can think of *saturation* as the intensity of the color—or how much of a particular hue is in the color. As you move toward the center of the wheel, the colors become less saturated and more neutral or washed out. At the very center of the wheel, they appear white.

What Happens When You Print Colors

The colors you see on the screen can never precisely match printed colors because screen colors are created with light, while printed colors are created with pigments. Also, colors printed by different printing methods never look exactly alike.

However, your NEXTSTEP computer has some features that help you get the color you want. Most colors you select in the Colors panel are calibrated so that they look the same when you print them on different brands of Level II printers.

The exceptions are the CMYK and PANTONE® Colors described later in this chapter. If you're an expert color graphics user and are using a traditional printing process, you can use these color models to specify colors numerically—for exact results.

If you're not an expert, you should use one of the other models and a Level II printer to produce your printed images. Check the owner's guide that comes with your printer to find out if it's a Level II printer.

Selecting colors from the screen

1 **Open the Colors panel.**

2 **Click the magnifying glass.**

3 **Click a color on the screen.**

You can capture any color that's on the screen and use it in a document or save it as a color swatch.
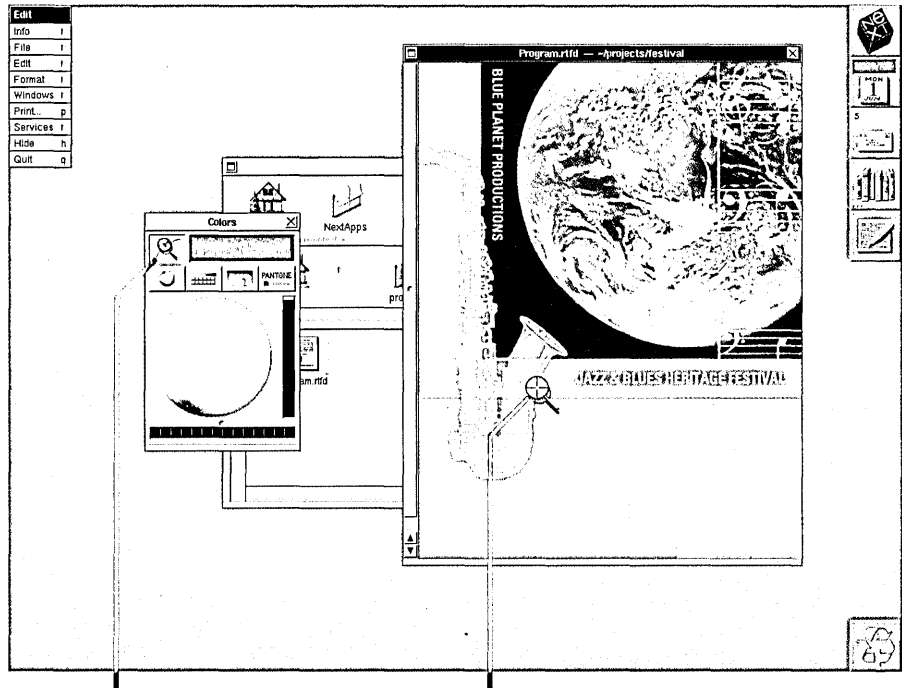
When you click here, the cursor changes to a magnifying glass.

Use the magnifying glass to find the color you want.

When you move the magnifying glass around the screen, it shows a magnified picture of every pixel you drag it over. (A *pixel* is one of the dots that makes up the image on the screen.)
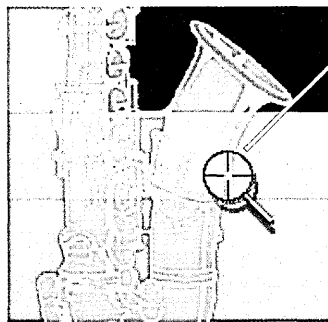
You center the color you want between the crosshairs and click.

Mixing your own colors

1 **Open the Colors panel.**

2 **Click the color models button.**

3 **Click the color model you want.**

4 **Drag the sliders to mix the color you want.**

You can mix your own colors—or shades of gray—using one of four models built into the Colors panel. Each of these models creates colors differently.

For example, the *RGB color model* mixes colors by blending red, green, and blue light. This is a standard model for representing color on computer screens. The slider values indicate brightness, which can range from 0 for minimum brightness to 255 for maximum brightness.
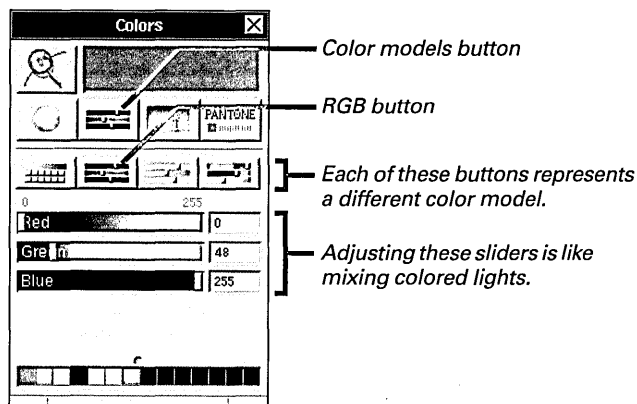
Color models button

RGB button

Each of these buttons represents a different color model.

Adjusting these sliders is like mixing colored lights.

The *CMYK color model* simulates the four-color printing process, which creates colors by combining cyan, magenta, yellow, and black inks. The slider values indicate saturation, which can range from 0 for no saturation to 100 for maximum saturation.
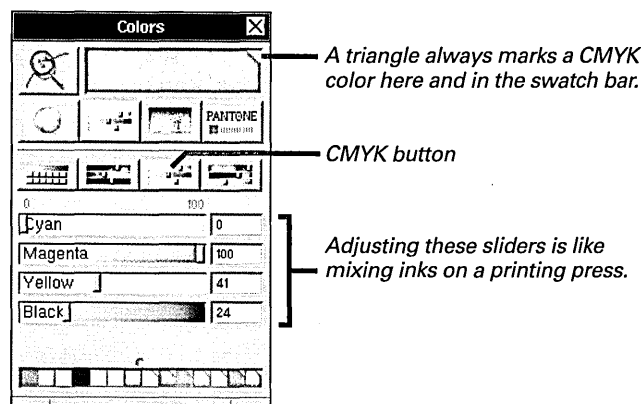
A triangle always marks a CMYK color here and in the swatch bar.

CMYK button

Adjusting these sliders is like mixing inks on a printing press.

The *HSB color model* mixes colors by adjusting hue, saturation, and brightness. You can think of hue as the color name—red, green, or yellow, for example. Saturation is the intensity, or how much of a particular hue is in the color. Brightness is how dark or light the color is.

HSB button

Adjusting hue, saturation, and brightness is like using the color wheel—but you get to set precise values.
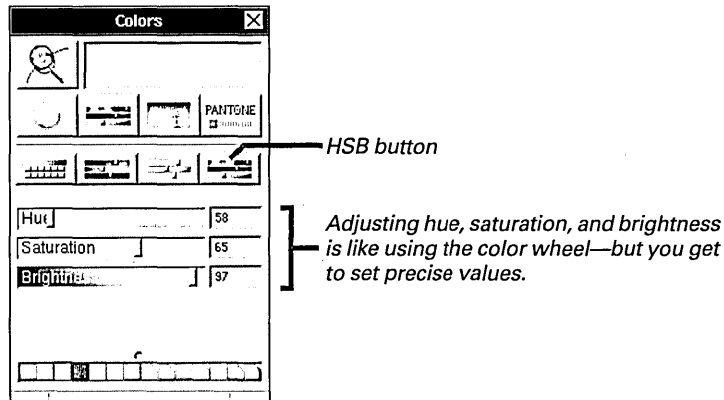
In addition to these three color models, you can use the grayscale model to work with shades of gray. The values on the grayscale slider show the percent of white in the gray.

Grayscale button

Drag to select unlimited shades of gray.

Click to select distinctive shades of gray that are well-suited to the screen display.
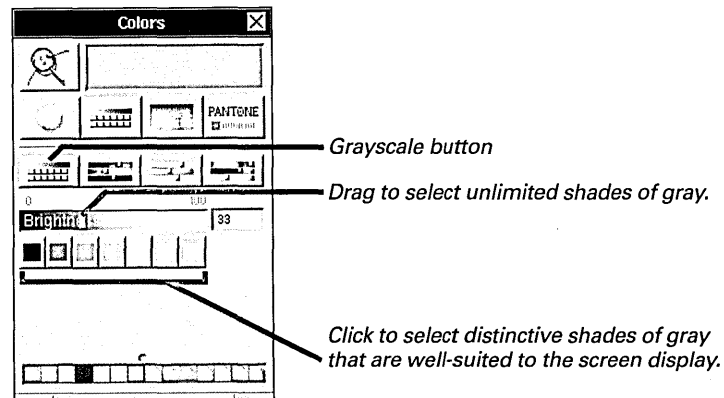
If you're working with both color and shades of gray, you can also select shades of gray with the other models. In the RGB model, you set the same values for all three sliders. In the CMYK model, you set the cyan, magenta, and yellow sliders to 0 and adjust the black slider. In the HSB model, you set the hue and saturation sliders to 0 and adjust the brightness slider.

Using an image as a palette

1   **Open the Colors panel.**

2   **Click the palette button.**

3   **Choose an image from the pop-up list at the top of the panel.**

4   **Click or drag in the image to select the color you want.**

You can use an image as a color palette. For example, if you have a cover image for a color brochure, you can keep it in a list of palettes in the Colors panel. Then you can pick up one of the colors from it to use in the text of the brochure.

Palette button

You choose an image from this pop-up list of palettes.

Click or drag in the image to select a color.
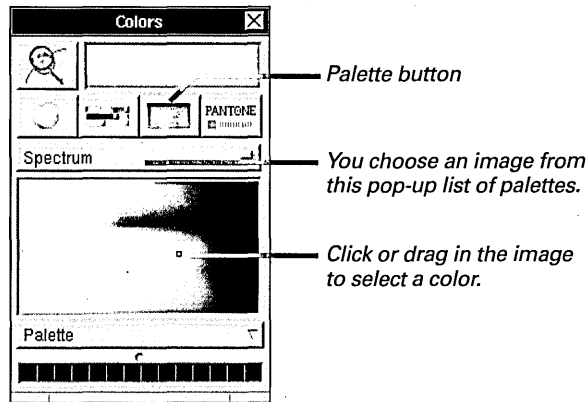
Some applications come with several images to use as palettes. You can also add your own images as described next.

You can also select a color directly from an image on the screen. See "Selecting Colors from the Screen" in this chapter.

Adding an image to the list of palettes

1 **Open the Colors panel.**

2 **Click the palette button.**

3 **Press Palette and choose the New from File command.**

4 **Select an image file and click OK.**

You can add images to a list of palettes in the Colors panel to turn any image file into a palette.
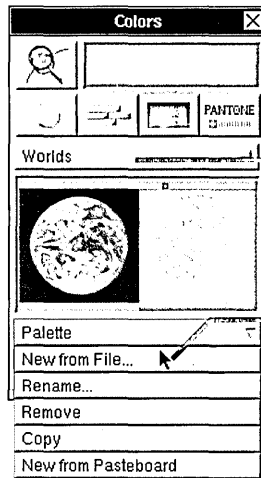
When you add an image, it appears in this pop-up list.

Choose New from File to add the image.

In the browser, select the image file you want to add to your list of palettes and click OK—or drag a file or selection of files directly from the File Viewer to the image area of the Colors panel.
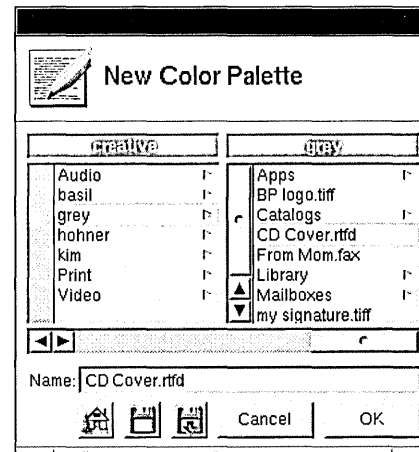
You can press Palette and choose Rename to change the name of an image. You can also remove images from the list with the Remove command. All the images you add are saved as TIFF files in your ~/Library/Colors folder.

Tip: If you want to use part of a color image as a palette, you can select the part you want and copy it to the pasteboard. Then open the Colors panel, click the palette button, press Palette, and choose the New from Pasteboard command. The image on the pasteboard appears in the Colors panel, and it's listed as an unnamed palette in the list at the top of the panel. Also, if you want to use the image in the color palette in a document, you can press Palette, choose Copy, and then use the Paste command in your application to paste it.

Opacity and Transparency—When You Want Layers of Color

Sometimes you want layers of color. Maybe you want to show color text over a color photograph. Maybe you want the text to block part of the image behind it. But maybe you don't. Maybe you want the image to show through your words.

Or maybe you want to blend two or more images into a collage of semitransparent objects that overlap each other but don't block each other out.

In some applications, the Colors panel has an Opacity slider. You can use this slider to make selected objects and text as opaque or transparent as you want.

When you move the Opacity slider, you begin to see a split pattern in the color well. It's as though you were looking through a colored glass at a surface that's half black and half white. The more transparent the color becomes, the more clearly you see the black-and-white contrast.
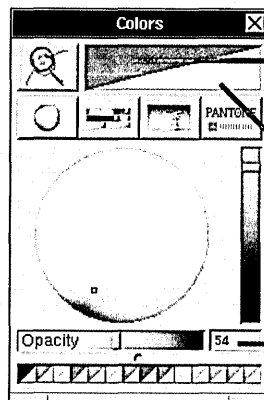
Your color looks like this when layered over black.

It looks like this when layered over white.

The higher this value is, the more opaque the color is.

In some applications, you can select individual pixels and change their opacity, so you can make parts of the image transparent. For details, see the user's guide for your application.
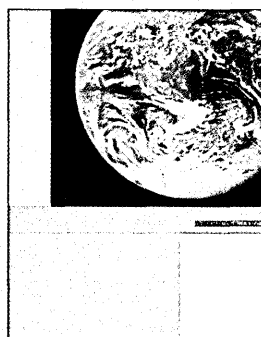
Suppose you want to combine these images into a single image.

This image is opaque.
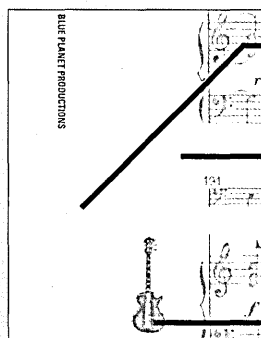
Here the image is partially transparent.

The background is completely transparent.

Here it's opaque.
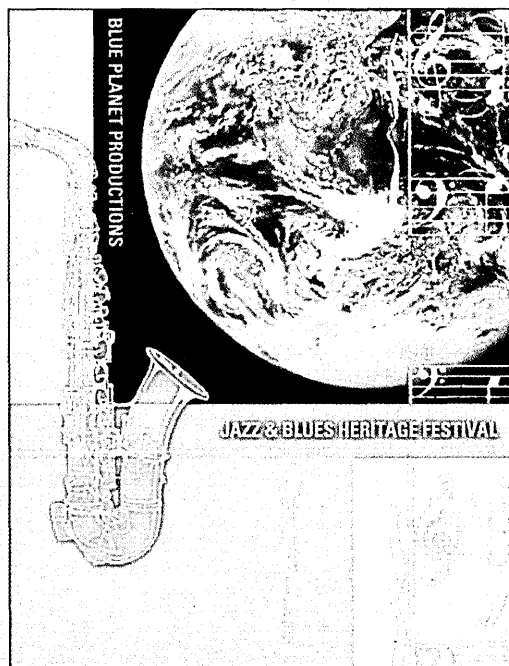
This is the composite image.

Simulating PANTONE Colors

1 **Open the Colors panel.**

2 **Click the PANTONE button.**

3 **Choose one of the PANTONE lists from the pop-up list at the top of the panel.**

4 **Click the color you want in the list.**

PANTONE Colors are part of a proprietary system designed by Pantone, Inc., for matching colors with professional printing inks. This system includes several thousand colors, each of which has a name and formula. People who work with professional printers use these color names to specify the exact color they want on the final printed copy. You can simulate these colors on the screen with the PANTONE lists in the Colors panel.

PANTONE Colors are outlined in the color well and in the color swatch bar below.

PANTONE button

Click to select the color you want.

Scroll to see the complete list of PANTONE Colors.
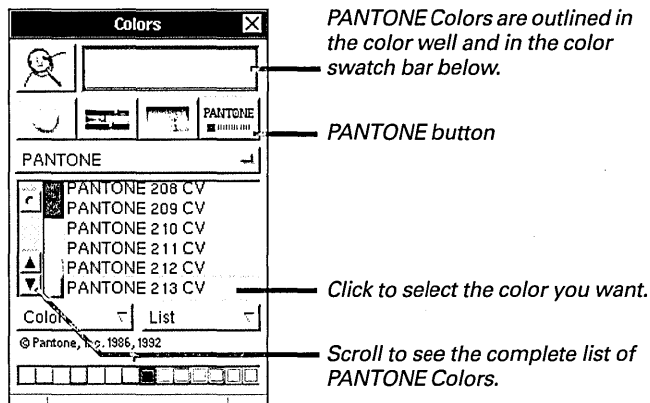
If you know the name of the color you want, you can press Color, choose Find, and type the name—or part of the name—in the panel that opens.

Type all or part of the PANTONE Color name here.

Uncheck this box if you don't want to match upper- and lowercase letters.
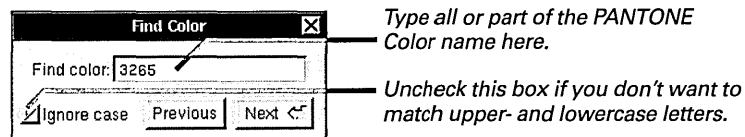
Why You Need Two PANTONE Lists

The Colors panel has two PANTONE lists—PANTONE and PANTONE Process.

The PANTONE list simulates custom-blended color inks. These are the inks that printers typically use on a one- or two-color press when you specify a PANTONE Color.

When you're printing with process colors—cyan, magenta, yellow, and black—to get full-color images, you can specify a color from the PANTONE Process list. Such a color is produced by a mathematically defined combination of the four process colors.

PANTONE Color computer hard copy simulations used in this product are four-color process simulations and may not match PANTONE-identified solid color standards. Use PANTONE Color Reference Manuals for accurate color. Pantone, Inc., assumes no responsibility for color inaccuracies on non-licensed output devices. Contact Pantone, Inc., for a current list of qualified licenses.

Creating your own color list

1 **Open the Colors panel.**

2 **Select the first color you want to put in the list.**

3 **Click the PANTONE button.**

4 **Press List and choose New.**

5 **Select another color, click the PANTONE button, press Color, and choose New.**

6 **Repeat step 5 for each color in the list.**

You can create your own list of colors and select them by name in the Colors panel. For example, if you have a publication that uses a standard palette of colors, you can name the colors and save them in a list like the PANTONE Colors described earlier.

Select a color using any of the methods in this chapter.

When you choose New here, a new unnamed list opens.

The currently selected color is the first color in the new list.
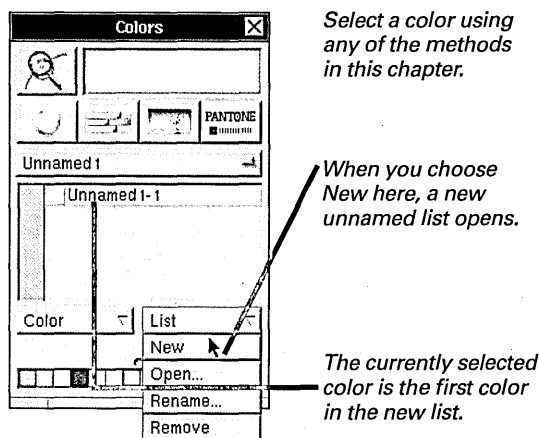
When you create a new list, it appears as an unnamed list in the pop-up list at the top of the panel. You can press List and choose Rename to give it a name. You can press Color and choose Rename to name individual colors in the list.

Press List and choose Rename to name the list.

Press Color and choose Rename to name the selected color.
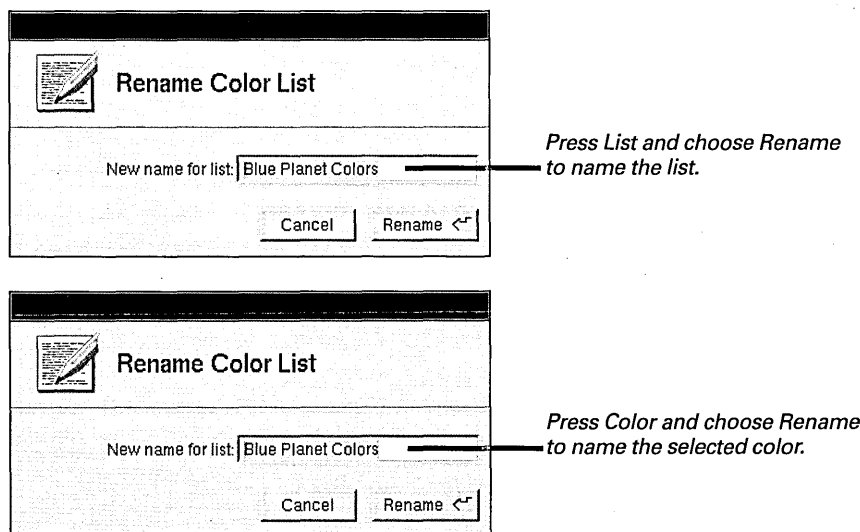
You can add as many colors as you want to the list. You just select each color one at a time, press Color, and choose New.
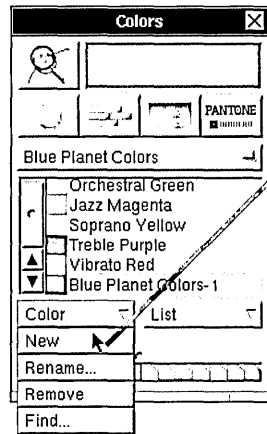
When you choose New here, the color in the color well is added to the list.

Or you can drag a color directly from the color well or a color swatch to the list. You can also drag from a color well in another application.

You can press Color and choose Remove to remove selected colors you don't want in the list. If you no longer need the list, you can press List and choose Remove to remove it. You can't remove, rename, or change a PANTONE list.

If Your Application Supplies Color Lists

Some applications supply color lists. They're stored in files with the extension **.clr**. You can open these lists in the Colors panel and use them like the PANTONE Colors or color lists you create. You can press List and choose Open to find them in your file system. When you select a **.clr** file and click OK, it appears in the list. You can also drag the file icon directly into the list in the Colors panel.

All color lists that you create as well as those you get from applications

are kept as **.clr** files in your **~/Library/Colors** folder. When you open an application's list with the Open command, a copy of the original file appears in the folder. When you remove the color list, the original file remains in your file system. However, if you remove a list you created, the Remove command permanently removes it from the file system, and it can no longer be retrieved.

For more information, see the user's guide for your application.

You can drag or paste graphic images into your pages. You can even link the images you add to the originals, so the copies in your pages are always up to date. You can preview how your pages will appear before you print them. And you can use the Grab application to take pictures of all or part of the screen.
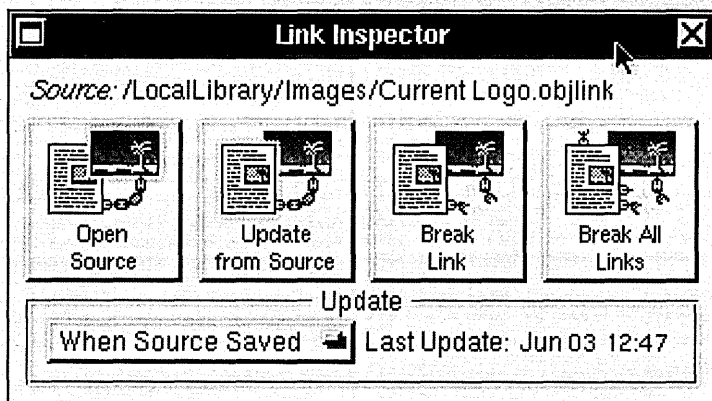
Link Inspector

Source: /LocalLibrary/Images/Current Logo.objlink

| Open Source | Update from Source | Break Link | Break All Links |

Update

When Source Saved ◄ | Last Update: Jun 03 12:47

Festival Release.rtfd — /Net/publicity/Press Releases/5 May

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Blue Planet Productions

In 1990, jazz and blues legends at the Blue Planet Festival's Paris debut claimed the '90s as the decade of the Earth.

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Blue Planet Productions presents:

THE THIRD ANNUAL BLUE PLANET

11

Working
with Graphics

I have a single eye of glass. I can make an exact copy of anything I see, surround it with glorious scriptures, change a hundred faces with a single command, and show you what I see before you see it. What am I?

You have three minutes to solve the riddle. The priestess sets the sands in motion. The pot of gold is inches away.

Seconds pass. Your mind drifts to what you'll do with all those riches—a yacht, a totally intense stereo, a gigabyte disk drive. No, you have to concentrate. Exact copies, text integration, automated updates, image previews—only five seconds left!

Then you see it in a flash. It's your computer. You gasp the word *NEXTSTEP* as the last grain of sand falls noiselessly into place. The priestess hands you the gold, but you're not quite satisfied.

Wait, you say. *You forgot the part about user-defined link buttons, timed snapshots, detailed color analysis...*

Adding a graphic image

1 Click in the document where you want the graphic image to appear.

2 Drag the icon for the graphic file from the File Viewer into the document window.

You can add a graphic image to documents, such as Edit documents or Mail messages. The image may be a file in TIFF, EPS, or another graphics file format.

If you add a graphic image to an Edit document that contains only text, the document is converted to an untitled RTFD file. (RTFD files are Edit file packages that contain Rich Text and one or more graphic images.)

You drag the icon for a graphic file into the document.

The cursor changes to a ⬜ to show that you're adding a copy— not the original file.
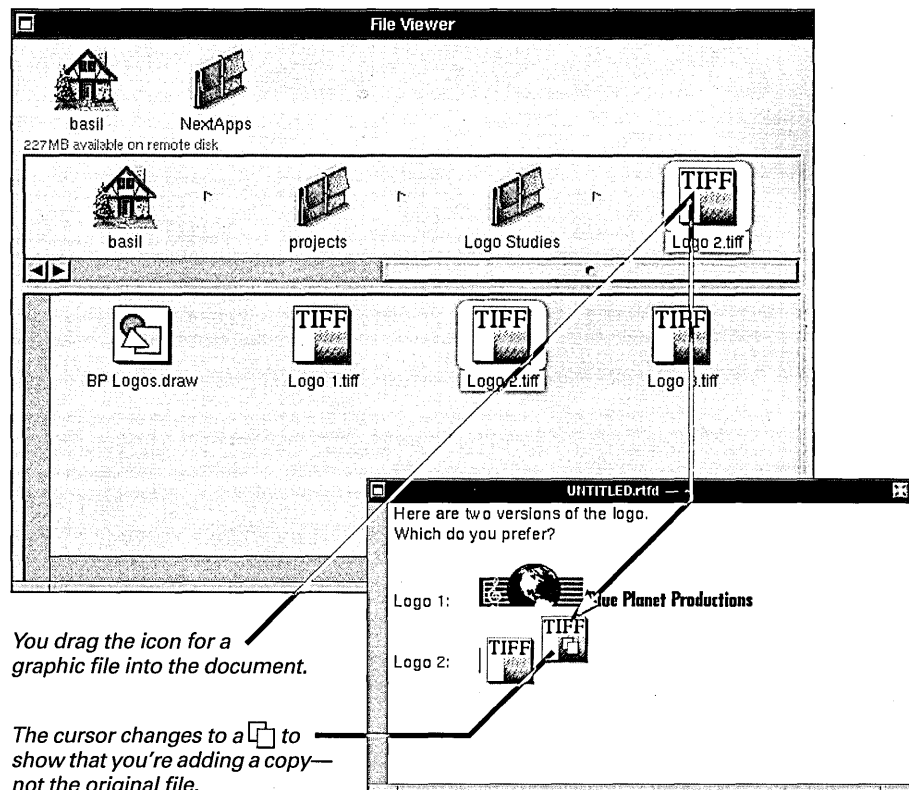
For more information about file packages, see "File Packages— Files That Are Really Folders" in Chapter 3.

You select graphic images you want to copy differently in different applications. For more information, see the user's guide for your application.

If you want to add only part of a graphic image, you can use the commands in the Edit menu to copy the part of the image you want and then paste it in the document where you want to add it.

You can't modify the contents of graphic images you add to text documents. You can only move, copy, or delete them with the commands in the Edit menu.

Graphics File Formats

Graphic images and the documents they're created in can be stored in a number of different formats. The most common are:

TIFF Tag Image File Format is a format for single-page or smaller images. TIFF files typically include grayscale or color halftones (such as photographs or shaded art) or screen images, as well as other kinds of art. The Grab application creates TIFF files. TIFF files have a **.tiff** extension.

EPS Encapsulated PostScript is another format for single-page or smaller images. EPS files typically include black-and-white, grayscale, or color text or line art (such as technical drawings), as well as other kinds of art. Unlike TIFF files, EPS files can look good at almost any scale or resolution. Many illustration applications create EPS files. EPS files have an **.eps** extension.

PS PostScript is a format for single- or multiple-page files. They can include the same kinds of information as EPS and TIFF files, but they also include information about how text and images are oriented on one or more pages. PS files can include fonts and printer-specific information for how they should be printed. As a rule, you can't add PS files to your documents, but you can open them in Preview and print them. PS files have a **.ps** extension.

For more information, see "What Is a PostScript File?" in Chapter 15.

Adding linked graphics

1 Select the graphic image you want to add in the graphics application and choose Copy from the Edit menu.

2 Click in the document where you want to add the linked image.

3 Choose Link from the Edit menu.

4 Choose Paste and Link from the Link menu.

You can add a linked graphic image to your documents. Then if the original image is changed, the linked copy in your document is updated automatically.

Select what you want to link to and choose Copy.

Click where you want the linked image and choose Paste and Link.
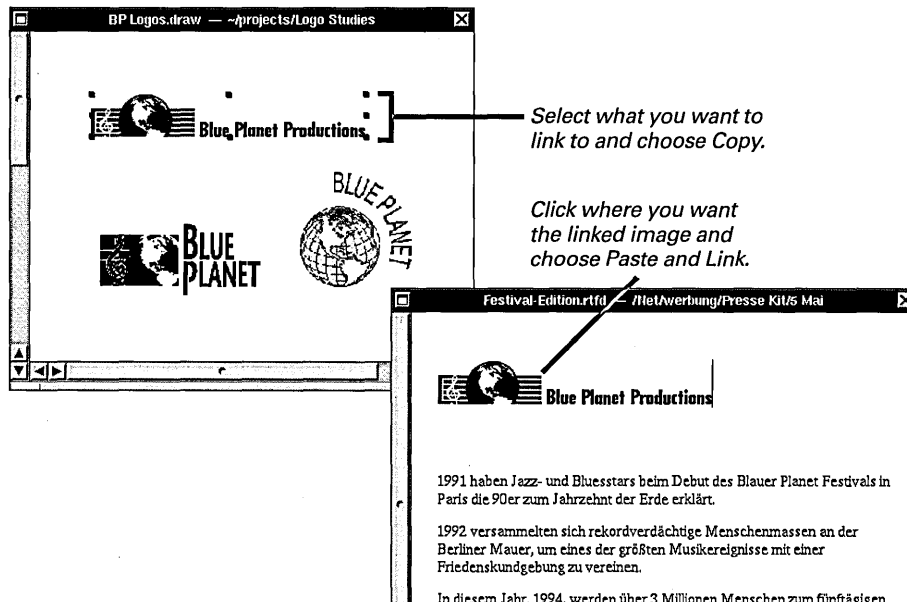
You can use the commands in the Edit menu to copy, move, or delete the linked image.

What You Can Link

To work with linked graphics, your application must be able to *receive* linked information. Such applications have a Paste and Link command in the Link menu. In addition, the application where the graphic image was created must be able to *supply* linked information. For example, the Edit application (in **/NextApps**) can receive linked information, while the Draw application (in **/NextDeveloper/Demos**) can both receive and supply linked information.

Some applications can supply linked information that isn't a graphic image, such as text or database information. You add this information to a document the same way you add linked graphics.

See the user's guide for your application to find out whether it can receive and supply linked information.

For information about selecting and copying the images you want to paste and link, see the user's guide for your graphics application.

Adding a link button

1 **Select a graphic image or other information you want to link to and choose Copy from the Edit menu.**

2 **Click in the document where you want to add the button.**

3 **Choose Link from the Edit menu.**

4 **Choose Paste Link Button from the Link menu.**

To find out whether your application can add link buttons and supply linked information, or for more information about selecting and copying information you want to link to, see the user's guide for your application.

In some applications, you can add a link button to a document. The button is linked to a graphic image or other information in another file. If you click the link button, the file the button is linked to opens in a window.

You select what you want to link to and choose Copy.

When you choose Paste Link Button, a link button appears on the page.

When you click a link button, the linked graphic opens in a window, surrounded by a chain-link pattern.
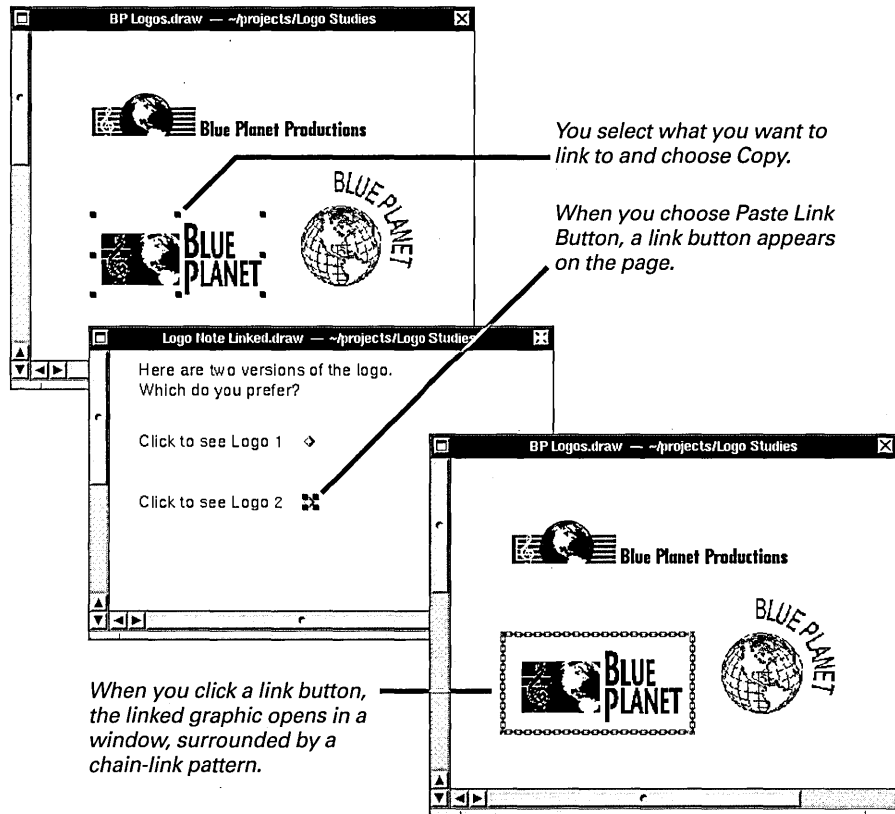
You can select a button in most applications by dragging across it. Then you can drag one of its corners to resize it, or you can copy, move, or delete the button with one of the commands in the Edit menu.

To add a link button, your application must have a Paste Link Button command in its Link menu. In addition, the application where the original information was created must be able to supply linked information. For example, the Draw application in /NextDeveloper/Demos can both add link buttons to its documents and supply linked information.

Publishing an image as a link file

1 **Select a graphic image in a document.**

2 **Choose Link from the Edit menu.**

3 **Choose Publish Selection from the Link menu.**

4 **Type a name for the link file and select the folder where you want to save it.**

5 **Click OK.**

In some applications, you can select part of a graphic image or other information you want to share and "publish" the selection as a link file. Then you can drag the link file into other documents to add the graphic image as a linked graphic image.

When you choose Publish Selection from the Link menu, the Publish panel opens.
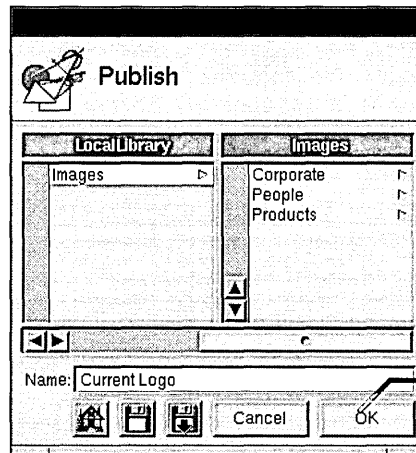
When you click OK, the image is saved as a link file.

You can share link files with others by storing them in a folder that others can open, or by mailing them.

Link files have an **.objlink** extension. Their icons look like this.

To publish a selection, your application must have a Publish Selection command in its Link menu. In addition, an application must be able to receive link files for you to be able to drag them in. For example, the Draw application in **/NextDeveloper/Demos** can both publish selected images as files and add a link file as a linked graphic image if you drag one in.

Editing and updating links

You can use the Link Inspector command to update and get information about linked graphic images, link buttons, and other linked information.

The Link Inspector panel shows the pathname of the file the linked graphic image is linked to and the date and time the link was last updated.

Select a linked graphic image and choose Link Inspector from the Link menu.

Click to open the file the graphic image is linked to.

Click to incorporate any changes from the original file.

Click to break the link so that subsequent changes to the original won't change the copy.

Click to break all the links in the document.
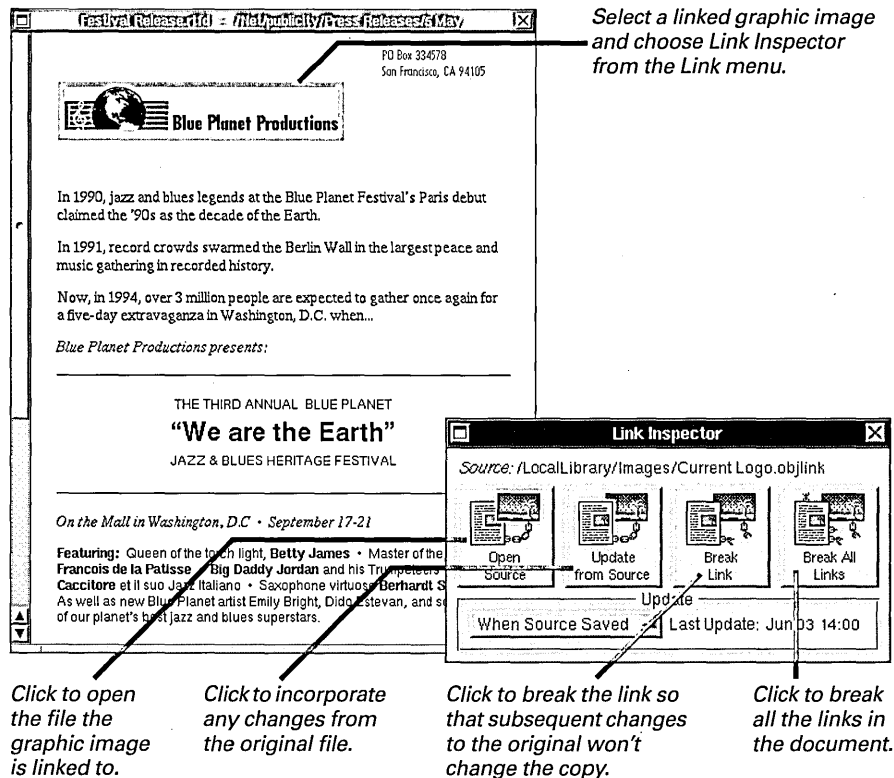
You can change how and when a link is updated by choosing an option from the Update pop-up list.
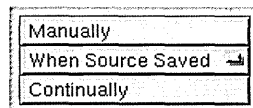
You can use the Show Links command in the Link menu to highlight all the linked graphic images in your document with a chain-link pattern. See "Standard Commands" in the Reference at the end of this book.

If you choose Manually, the link is updated only when you click "Update from Source" in the Link Inspector. If you choose When Source Saved, the link is updated only when the original file is saved. If you choose Continually, the link is updated as soon as the original is changed.

Previewing pages

▶ **Choose Print from your application's main menu and then click Preview.**
  Or

▶ **Double-click a PostScript (PS) file, if you've saved your pages in this format.**

You can preview your pages on screen before you print them, so you can see how they will look when you print them.

When you click Preview or double-click a PostScript file that has a **.ps** extension, the Preview application starts up and displays the first page of the file in a window.

Type the number of a page you want to view and press Return.
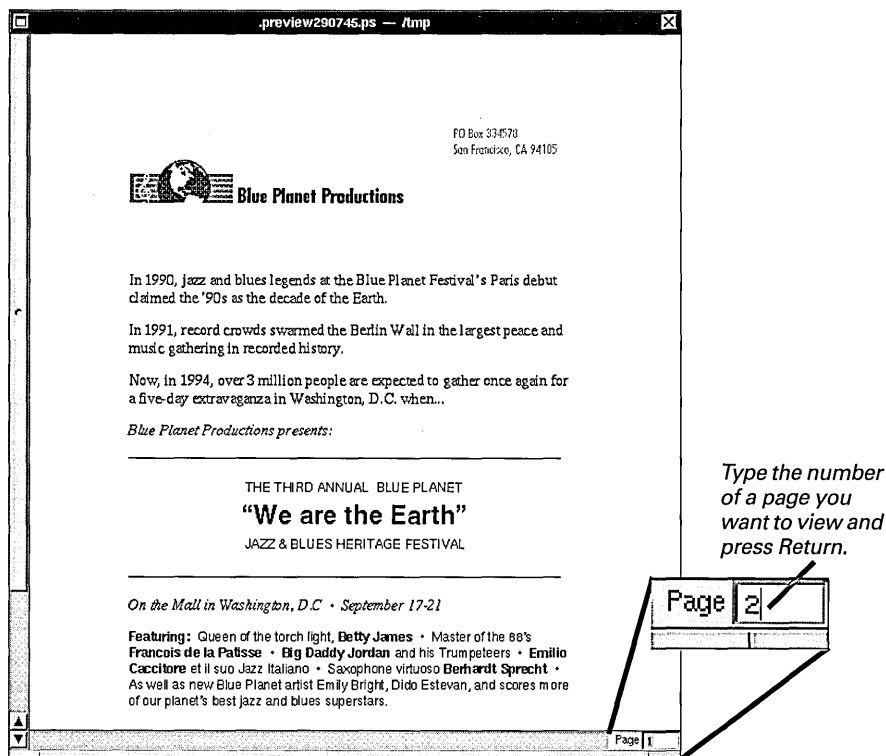
You can use the commands in the Display menu to switch pages, enlarge or reduce the scale of the pages in the window, and change how your pages are displayed in other ways.

For more information about PostScript files and how to create them, see "Saving Your Pages as a PostScript File" in Chapter 15.

For more information about the commands in the Display menu, see "Preview Commands" in the Reference at the end of this book.

Tip: If you're having trouble previewing a file, start up the Preview application in the **/NextApps** folder. Then try to open the file with the Open command in Preview's File menu, but click Use Simple Mode in the Open panel before clicking OK. Some of Preview's commands aren't available in simple mode, but you can open a wider range of graphics files.

Previewing graphic images

1 **Start up the Preview application by opening the /NextApps folder and double-clicking Preview.app.**

2 **Choose File from the Preview menu.**

3 **Choose Open from the File menu.**

4 **Select a graphics file in the panel.**

5 **Click OK.**

You can preview a graphic image in TIFF, EPS, and other graphics file formats to see how it will appear when you add it to a document or print it.
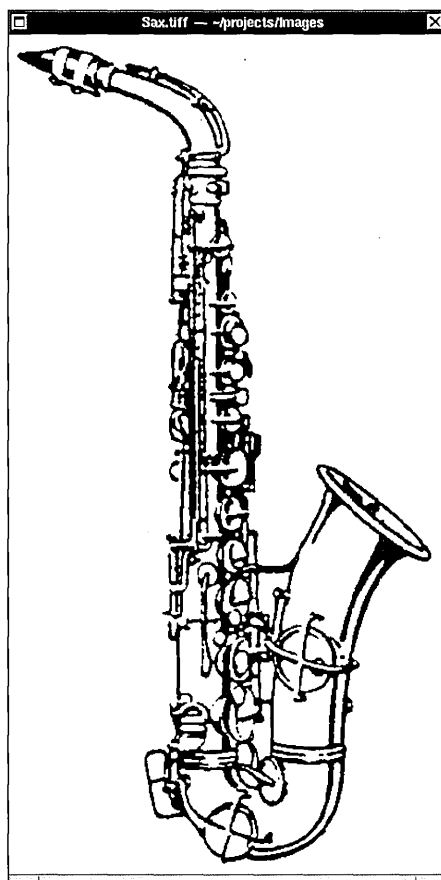
Graphics files open in a Preview window sized to fit the image.

You can use the Zoom In and Zoom Out commands in the Display menu to enlarge and reduce the image.

You can also use the Inspector command in the Workspace Manager to preview a graphic image. See "Previewing the Contents of a File" in Chapter 7.

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Starting up the Grab application

▶ **Open the /NextApps folder in the File Viewer and double-click Grab.app.**

You can use the Grab application to take a picture of your computer screen—or part of the screen. You can print the image you grabbed or save it as a TIFF file.

The Grab application icon looks like this.

Normally when you start up Grab, the Grab menu appears, but the rest of the screen remains unchanged. You can grab the entire screen, a window, or a part of the screen you select.

If You Want to Grab the Cursor

When you use the Grab application, you can pick a cursor style you want to include in the images by choosing the Choose Cursor command from the Grab menu.

This option applies when you grab the screen, grab the screen with a time delay, and when you grab a window. These techniques are described in this chapter.

The cursor you pick appears in place of Grab's cursor wherever you place it at the moment the picture is taken.

Click the cursor you want to include in your images. If you click the top left button, no cursor is included.

If you click the top left button, no cursor is included.

You can use the Turn Sound Off command in the Info menu to turn off the sound effects that accompany the screen grabbing animation. See "Grab Commands" in the Reference at the end of this book.
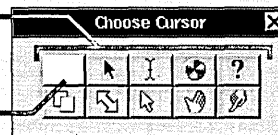
Grabbing the screen

1 **Start up the Grab application.**

2 **Choose Grab from the main menu.**

3 **Choose Screen from the Grab menu.**

4 **Arrange the windows, panels, and other images on the screen the way you want them.**

5 **Click the camera icon at the top of the dock.**

6 **Click anywhere on the screen.**

You can use Grab to take a picture of the whole screen.

When you choose Screen from the Grab menu, a camera icon appears in the upper right corner of the screen, usually replacing the NeXT icon at the top of the application dock. When you click the camera icon, an eye behind the camera looks left and right as you move the cursor to remind you that, when you next click the mouse button, the whole screen will be grabbed.
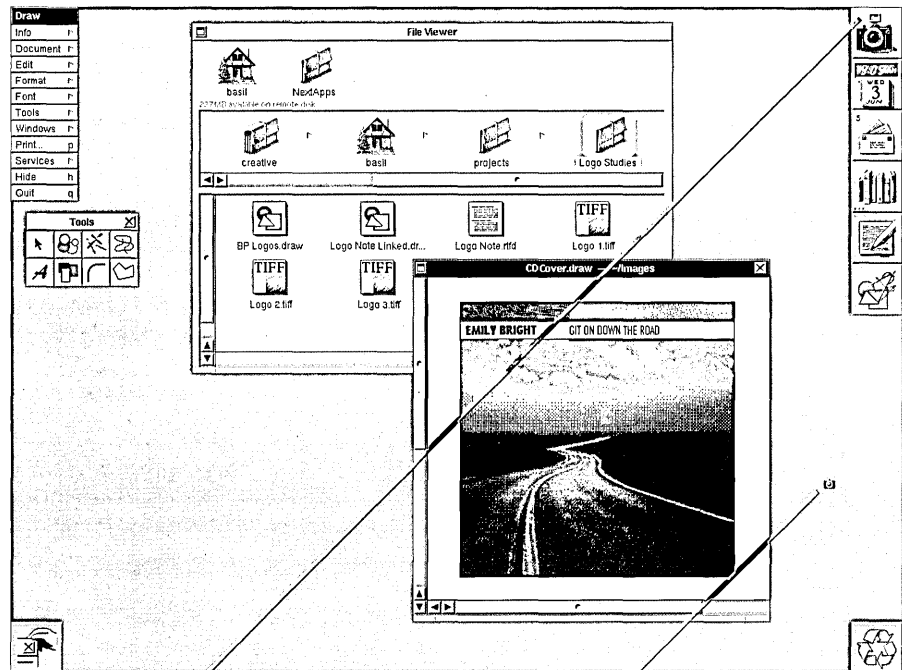
Click here when you're ready to grab the screen. The cursor changes to 📷 *(or the cursor you chose in the Choose Cursor panel).*

Then click anywhere to grab the whole screen.

Each image you grab is displayed in a new, untitled window. You can use the Save command to name the image and save it as a TIFF file.

Grabbing the screen with a time delay

1 **Start up the Grab application.**

2 **Choose Grab from the main menu.**

3 **Choose Timed Screen from the Grab menu.**

4 **Click the camera icon at the top of the dock to start the timer.**

5 **Arrange the windows and cursor on the screen the way you want, and "hold the pose" until the screen is grabbed.**

You can use Grab to take a picture of the screen after a 10-second delay. The delay gives you time to set up images that are possible only when the mouse button is pressed, such as choosing an option from a pop-up list or dragging a file to a folder.

When you choose Timed Screen, a camera icon appears at the upper right corner of the screen, usually replacing the NeXT icon at the top of the application dock.

When you click the camera icon, the stopwatch behind the camera counts off the seconds until the screen is grabbed.
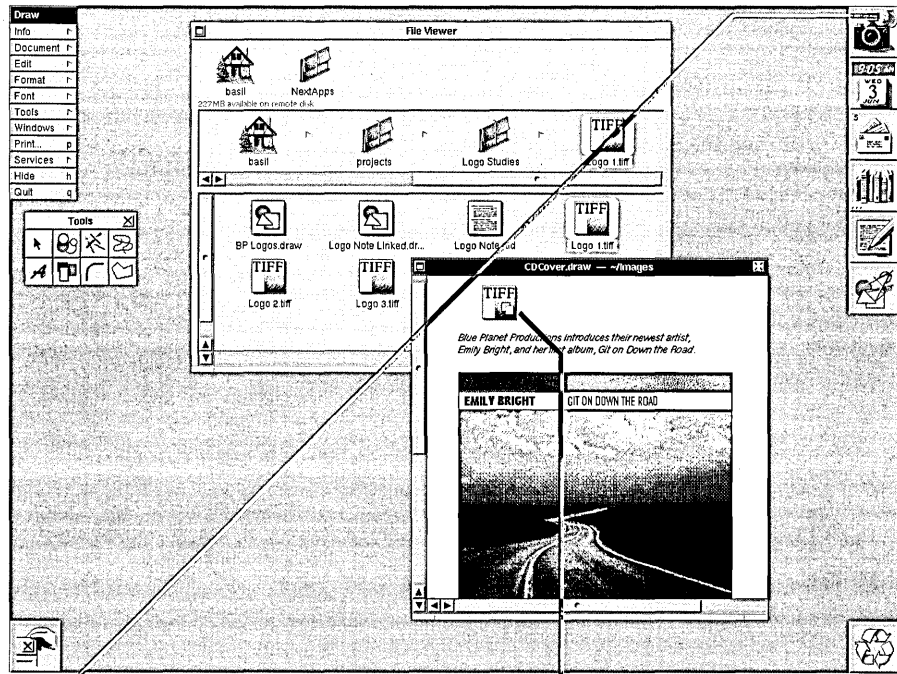
A stopwatch counts the seconds before the screen is grabbed.

You can use the Timed Screen command to capture images that appear only when the mouse button is pressed.

Each image you grab is displayed in a new, untitled window. You can use the Save command to name the image and save it as a TIFF file.

Grabbing a window

1 **Choose Grab from the main menu.**

2 **Choose Window from the Grab menu.**

3 **Open and arrange the window you want to grab.**

4 **Click the camera icon at the top of the dock.**

5 **Click in the window you want to grab.**

You can use Grab to take a picture of a single window on the screen. The window you grab can be a standard document window, a panel, a menu, or even an icon in the application dock.

When you choose Window, a camera icon appears at the upper right corner of the screen, usually replacing the NeXT icon at the top of the application dock. When you click the camera icon, an eye behind the camera looks left and right as you move the cursor to remind you that, when you next click the mouse button, the window you click in will be grabbed.
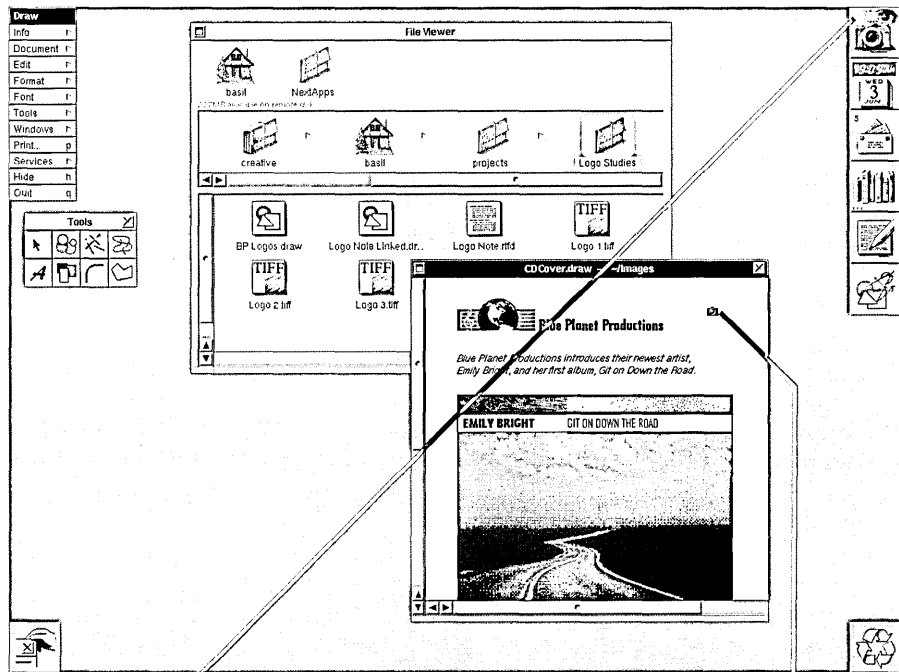
Select the window you want to grab and click the camera icon.

Then click in the window you want to grab.

Each image you grab is displayed in a new, untitled window. You can use the Save command to name the image and save it as a TIFF file.

Tip: If you want to grab an image that includes transparent elements, you must grab the window that contains the image. Otherwise, information about transparency is lost.

Grabbing a portion of the screen

1 **Start up the Grab application.**

2 **Arrange the screen so the windows, icons, and other parts you want to grab are visible.**

3 **Choose Grab from the main menu.**

4 **Choose Selection from the Grab menu.**

5 **Drag across the rectangular area of the screen you want to grab.**

You can use Grab to take a picture of any portion of the screen.

When you choose Selection, the cursor becomes a right angle to help you position the top left corner of the area you want to grab. As you move the cursor on the screen, a pair of numbers shows you the distance (in pixels) from the bottom left corner of the screen to the top left corner of the cursor. When you press the mouse button and start to select part of the screen, the numbers change to tell you the width and height (in pixels) of the area you're selecting.

The numbers show you the width and height— in pixels—of the area you've selected.
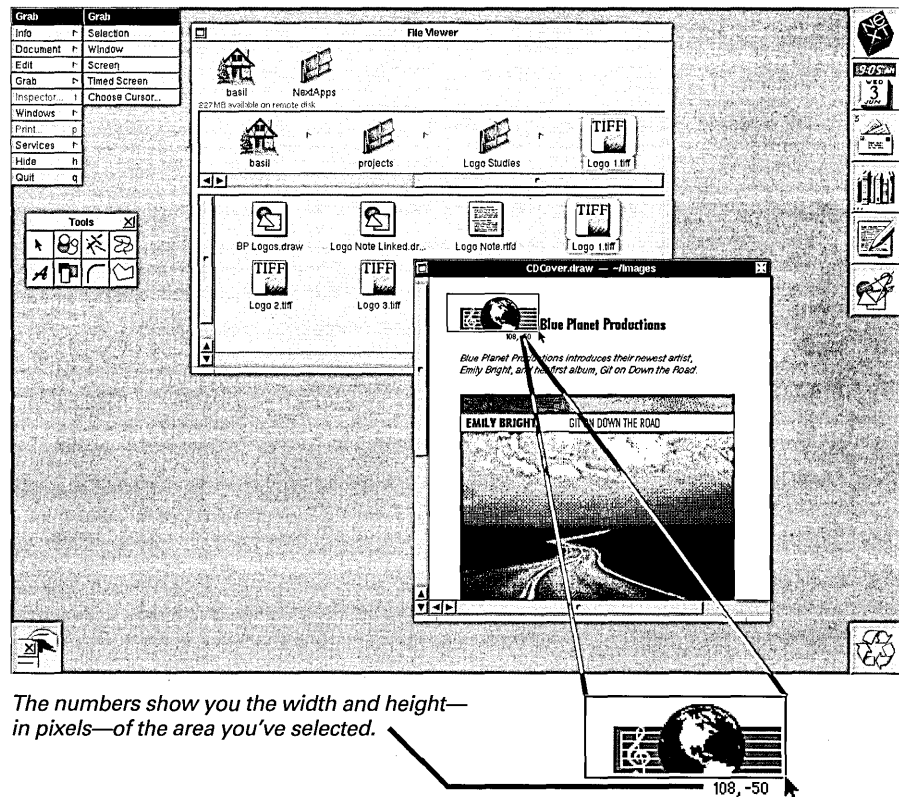
When you release the mouse button, the selection is displayed in a new, untitled window. You can use the Save command to name the image and save it as a TIFF file.

Inspecting an image you grabbed

▶ **Choose Inspector from the main Grab menu.**

You can use the Inspector command to get information about the screen images you grab.

When you choose Inspector, the Image Inspector panel displays information about the grabbed image in the main window.
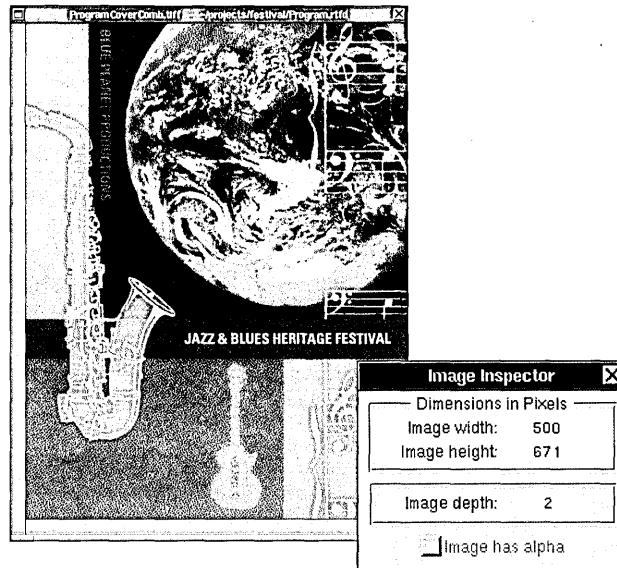
The numbers show the width and height—in pixels—of the image.

Alpha and Depth—What They Mean

The Image Inspector panel includes two pieces of information you may not be familiar with: alpha and depth.

Alpha is the part of the image that contains information about what areas are transparent and how transparent they are (on a scale from transparent to opaque). "Image has alpha" is checked only if you're inspecting an image you grabbed with the Window command, and if the application whose window you grabbed includes transparency information in its documents.

Depth indicates how much information there is for each pixel (or picture element) in the image. For example, if the depth is 2, only one of four colors or shades of gray is possible for each pixel (as on a monochrome display). If the depth is 24 or higher, each pixel can be one of over 16 million colors or shades of gray.

On-line references give you access to information when you need it. Digital Webster gives you definitions and synonyms. Digital Librarian turns your folders into indexed collections of information for easy search and retrieval. And for addresses and phone numbers, you can keep an on-line address book.

Digital Webster

barrelhouse

Define   Find   Dictionary   Thesaurus

bar•rel•house \'bar-əl-,hau̇ s\ *n*
(1883)
1: a cheap drinking and usu. dancing establishment
2: a strident, uninhibited, and forcefully rhythmic style of jazz or blues

§ **Thesaurus:**

barrelhouse *n*
  syn DIVE, hangout, honky-tonk, jo
barrelhouse *vb*
  syn HURRY 2, barrel, bucket, fly, h

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List Titles   Search   Beale Street

                4 found   In Contents   Word

••• starr •••

▤ Reaction Reports/Out of Town/Beale Street/Joe's.rtf

▤ Songs/Lyrics/Beale Street Blues.rtf

▤ Venues/Artist Bios.rtf

▤ Venues/Draft Artist Bios.rtf

12 Using On-Line References

It's your first assignment for the toughest editor in the industry. Few have survived working for him, and now you know why. You're supposed to dig up articles about oil tycoons in banking—every single one that's appeared in the last year. It's a daily paper with two editions. You have two hours.

You feign dismay and then trot home to your computer. You log into the paper's archive server. While the computer indexes articles, you compile personal data on major oil tycoons. Then you run a search for articles with the words *bank* and *oil* and finish with a half hour to spare.

The editor just scowls and assigns you a day-in-the-life-of-a-driller piece, due tomorrow morning. You suppress a grin. You worked in the oil fields summers to put yourself through college. But you don't tell him that.

Starting up Digital Webster

▶ **Double-click the Digital Webster icon in the dock.**

Or

▶ **Open the /NextApps folder in the File Viewer and then double-click Webster.app.**

Digital Webster gives you on-line access to two standard reference guides: *Webster's Ninth New Collegiate Dictionary* and *Webster's Collegiate Thesaurus.* The on-line versions supply nearly all the information you would find in the hardbound editions.

The Digital Webster application icon

When you start up Digital Webster, a window with several search options opens.

This button opens and closes the dictionary.

This button opens and closes the thesaurus.
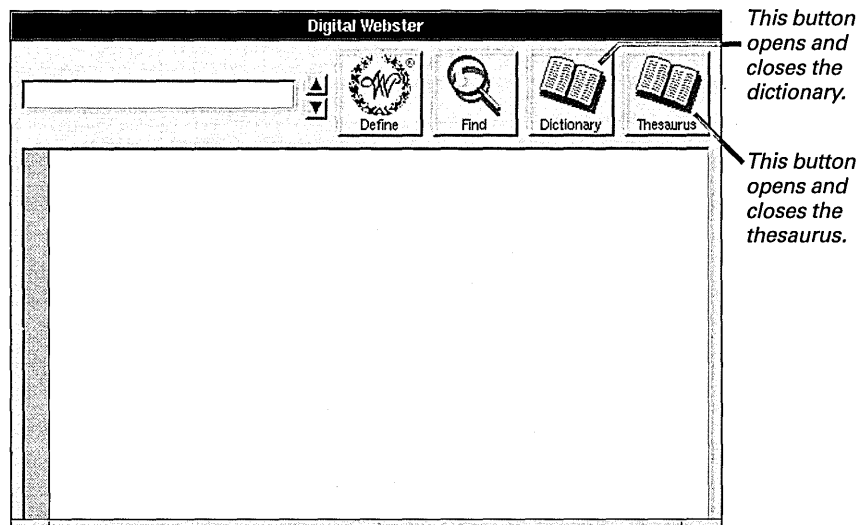
You can use the dictionary to look up the meaning and pronunciation of a word and to check its spelling. You use the thesaurus to find synonyms.

Starting up Digital Librarian

▶ **Double-click the Digital Librarian icon in the dock.**

Or

▶ **Open the /NextApps folder in the File Viewer and then double-click Librarian.app.**

You can turn any file or folder into an on-line reference. You just put it on your Librarian bookshelf or another bookshelf that you create with Digital Librarian. Then you can search in it for words or phrases—or for file and folder names.

The Digital Librarian application icon

A bookshelf icon

When you start up Digital Librarian, it opens the Librarian bookshelf.
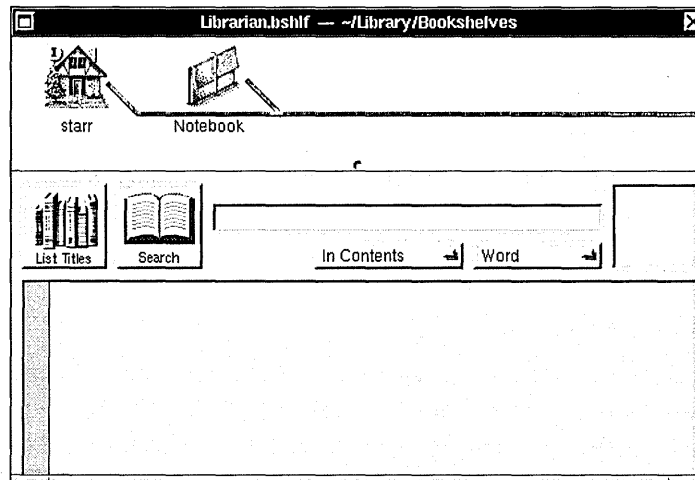
These are targets—folders or files with information that you want to use as on-line references.

You can add as many targets as you want to a bookshelf.

If Digital Librarian is running, you can also search from other applications by setting up a search service. Or you can file information from documents or Mail messages in a notebook folder on the bookshelf. So you may want to start up Digital Librarian automatically when you enter the workspace and use the Preferences command in Librarian's Info menu to hide the application automatically.

To start up Digital Librarian automatically when you enter the workspace, see "Starting Up an Application Automatically" in Chapter 4.

To use Librarian's services in other applications, see "Setting Up a Search Service" and "Setting Up a Jotting Service" in this chapter.

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Looking up a definition or synonym

1 Start up Digital Webster.

2 Type the word you want to define.

3 Click to open the dictionary or thesaurus or both.

4 Click Define.

You can look up the meaning and pronunciation of any word in Webster's on-line dictionary.

Type a word here.

Click to open the dictionary or thesaurus, if necessary.

Click to get the definition. Or press Return.

Click here to find the next occurrence of the word in the definition.

The definition appears here.
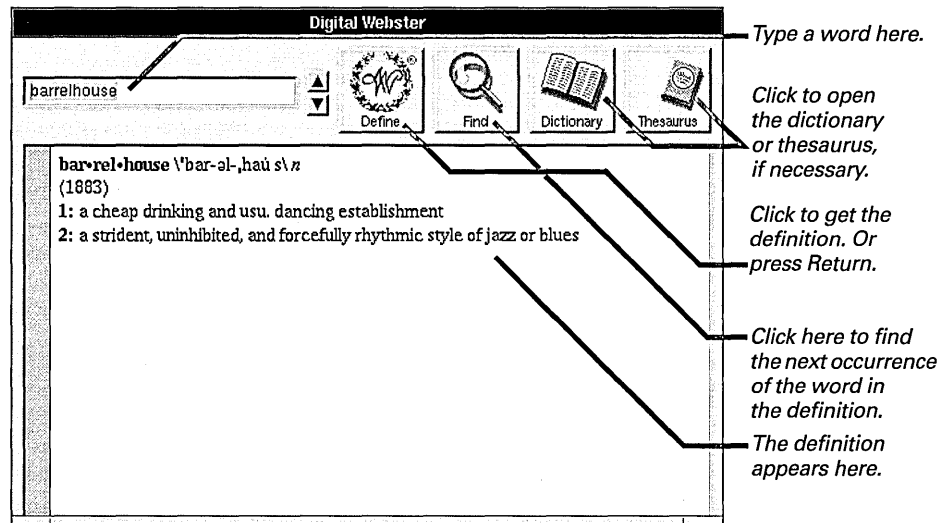
When you click the Define button, it becomes a stop sign. You can click it to interrupt the search. You can also click the up and down arrow buttons to see definitions of previous words that you've looked up.

How Digital Webster Looks for Words

When you type the word you want to define, Webster normally searches the dictionary for all the definitions in which the word appears in bold type. If you want to search in every dictionary definition where the word appears, you can click Other Word in the Digital Webster Preferences panel.

If you want to find derivative words, you can click Prefix in the Preferences panel. Then, when you type **legend**, Webster finds the definition of **legend** as well as **legendary.**

For more information about the Preferences command, see the Info menu under "Digital Webster Commands" in the Reference at the end of this book.

When the thesaurus is open, you get a list of synonyms for the word you type.

Digital Webster

barrelhouse

Define   Find   Dictionary   Thesaurus

bar•rel•house \'bar-əl-,haủ s\ *n*
(1883)
1: a cheap drinking and usu. dancing establishment
2: a strident, uninhibited, and forcefully rhythmic style of jazz or blues

§ Thesaurus:

barrelhouse *n*
  syn DIVE, hangout, honky-tonk, joint
barrelhouse *vb*
  syn HURRY 2, barrel, bucket, fly, hasten, hustle, rocket, rush, whiz, zip

Tip: If you're working in another application, such as Edit or Mail, you can select a word in your document and choose Services from the main menu. Then choose Define in Webster to see the definition. Digital Webster starts up automatically and finds the definition for the word, provided the dictionary is open in the Digital Webster window. It also finds synonyms if the thesaurus is open.

Looking up information

1 **Start up Digital Librarian.**

2 **Select a target from the bookshelf.**

3 **Type the word or phrase you want to search for.**

4 **Click Search.**

5 **Double-click a file to show its contents.**

Digital Librarian comes with your home folder and an empty notebook on the Librarian bookshelf. You can search these folders—or folders that you add— for any word or phrase.

Type a word or   *Click here to start*   *Press to choose the*
phrase here.   *the search.*   *search options you want.*
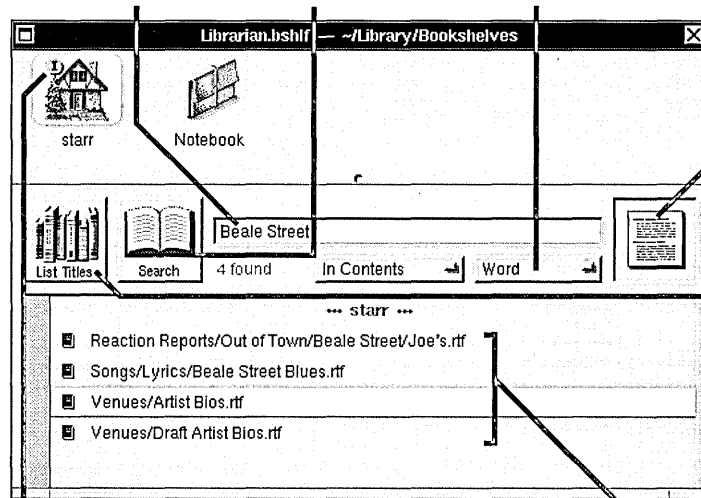
When you select a file, its icon appears here.

You can click here to list all the files in the selected folder instead of searching for a word.

This symbol means the folder is indexed for faster searches.

These files contain the word or phrase you're searching for. You can double-click one to find the text you want.

When you click Search, Librarian starts searching the selected target for the word or phrase you typed. As it searches, Librarian displays each file that contains the word or phrase you're searching for. If you select more than one target, it lists the files by target.

If the target folder is large and the search takes more than a few moments, a stop sign appears. You can continue working while Librarian searches. For example, you can open one of the files you find while Librarian continues searching for others. Or you can click the stop sign to interrupt the search.

Note: If the target folder you're searching contains a second target folder on your bookshelf, Librarian skips all the files in the second target. You must search that target separately.

Your search goes faster if you index your target before you search. See "Indexing Targets" in this chapter.

You can print the list of files and folders you find with the Print command. For information, see Chapter 15, "Printing."

Options for Your Information Search

When you search a folder for information, you can choose several options from two pop-up lists in the bookshelf window.

Where Librarian Searches

The first pop-up list gives you choices for where Librarian searches for the word or phrase you type:

In Contents To search the complete contents of the files for the word or phrase.

In File Names To search only the folder and file names in the target folder for the word or phrase.

What Librarian Searches For

The second pop-up list gives you choices for what Librarian searches for:

Words To search for every occurrence of a word or set of words that you type in the search field. For

example, if you type **oldtime fiddle** in the field, Librarian finds every document in which both **oldtime** and **fiddle** occur, whether they occur together or not.

Prefix To find every occurrence of a search word and words that start with the word. For example, if you type **fiddle,** Librarian also finds **fiddler.**

Within To find every occurrence of a search word, even if it appears within another word. For example, if you type **rise,** Librarian also finds **arisen.**

Literal To search for every occurrence of the complete phrase as you type it. For example, if you type **oldtime fiddle** in the search field, Librarian finds every occurrence of the phrase **oldtime fiddle.**

Expression To search for UNIX regular expressions, which are described in the UNIX manual page for **ed.** Manual pages are available on-line in the extended configuration of the software.
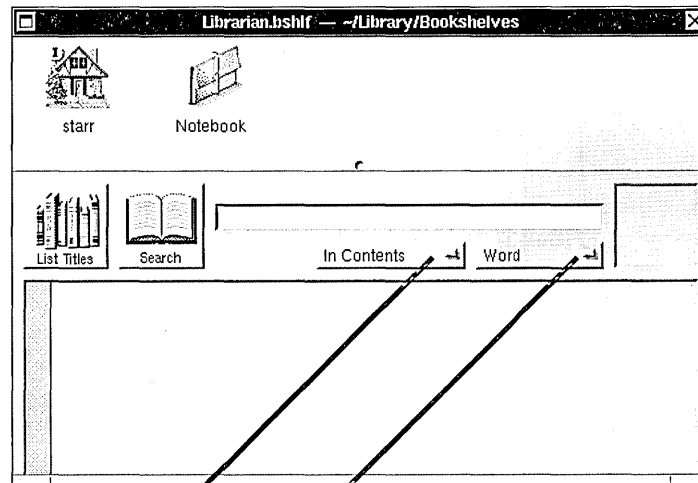
Choose where you want to search from this list.

Choose what you want to search for from this list.

Viewing results

▶ **To view a file that contains your search word, double-click the file name in the bookshelf window.**

▶ **To see related files or folders, select the file or folder that contains your search word, choose File from the Librarian menu, and then choose Open Folder from the File menu.**

When you find a file or folder that contains the word or phrase you're searching for, you can open it to view it. If it's a text file, it normally opens in a Librarian window, where you can search it quickly. Other types of files open in the appropriate application.

When you open a file in a Librarian window, the first occurrence of the search word or phrase is highlighted.
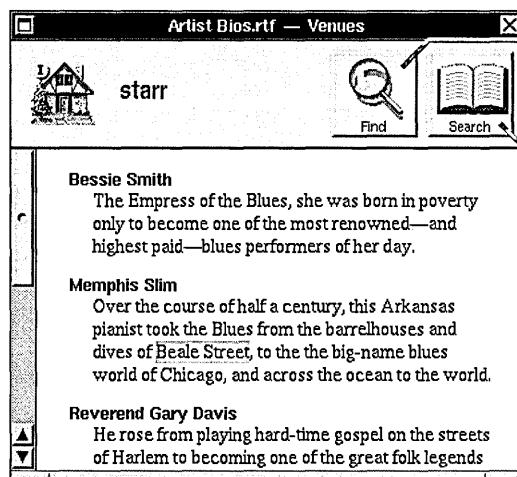
Click here to find the next occurrence of the word.

Select a new word in the text and click here to search the target folder for other files that contain the word.

Sometimes you may find that a file contains only part of the information you're looking for. A quick way to find related information is to select the file and choose Open Folder from the File menu. Librarian opens a folder window for the folder that contains the file. You can then browse to see other files and folders that may be related.

If you want to open text files in a window other than a Librarian window, use the Preferences command in the Info menu to choose this option. See "Digital Librarian Commands" in the Reference at the end of this book.

You can use the standard Edit, Format, and Print commands in a Librarian window. See "Standard Commands" in the Reference at the end of this book.

Sorting results

1 **Start up Digital Librarian.**

2 **Select a target from the bookshelf.**

3 **Choose Target from the Librarian menu.**

4 **Choose Inspector from the Target menu.**

5 **Choose Searching from the pop-up list in the panel.**

6 **Click the sort option you want.**

When you look up information in a target, Librarian normally displays the results—the files and folders that contain your search word—in alphabetical order. But you can choose to display them in other ways.

Choose Searching from this pop-up list.

Lists files alphabetically.

Lists files with the most "matches" for your search word first.

Lists files according to the date they were last changed—oldest first.

Lists files in the order they are found.
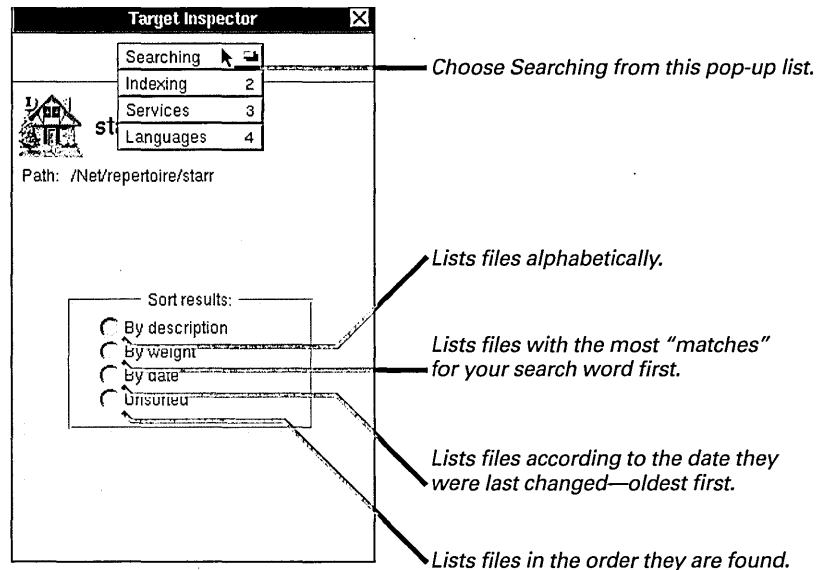
You choose a sorting option for each target on your bookshelf. It applies to all subsequent searches of the selected target until you choose a new option.

Librarian only sorts the results of searches of indexed targets. For information about indexing, see "Indexing Targets" in this chapter.

Choosing a search language

1 **Start up Digital Librarian.**

2 **Select a target from a bookshelf.**

3 **Choose Target from the Librarian menu.**

4 **Choose Inspector from the Target menu.**

5 **Choose Languages from the pop-up list at the top of the panel.**

6 **Click the language you want to search in.**

Librarian uses different approaches to indexing for different languages. So if you look up information in documents written in different languages, you should choose the appropriate language for searching and indexing them. You can choose a different language for each target on your bookshelf.

Target Inspector ☒
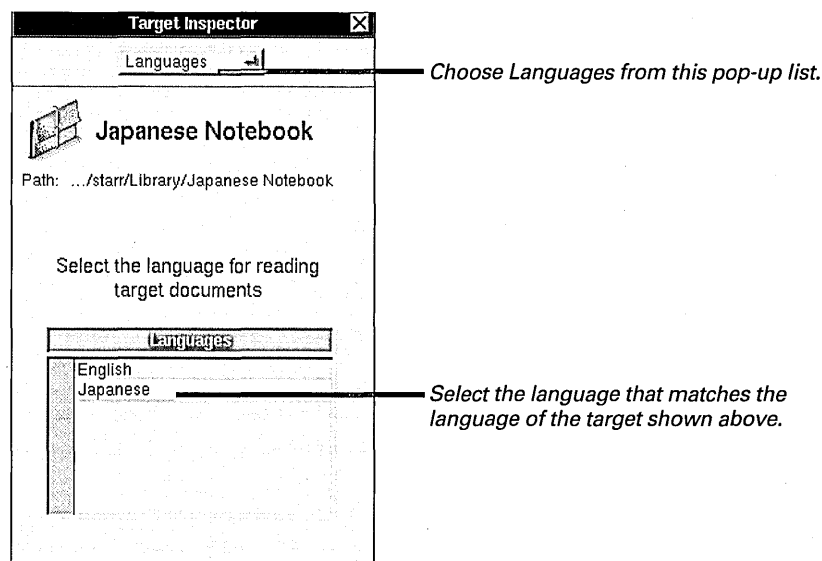
Languages ⌐▾|——————— *Choose Languages from this pop-up list.*

Japanese Notebook

Path: .../starr/Library/Japanese Notebook

Select the language for reading
target documents

Languages

English
Japanese ——————— *Select the language that matches the language of the target shown above.*

Which Languages Are Available

The list of languages in the Target Inspector depends on which readers you have installed. *Readers* are files that are used to set up indexes for different materials in different languages.

For example, **English.reader** sets up indexes for English-language materials. **Japanese.reader** sets up indexes for Japanese-language materials. These files are in the **/NextLibrary/Readers** folder.

Adding a target to the bookshelf

1 **Start up Digital Librarian.**

2 **Select the file or folder you want to add in the File Viewer.**

3 **Drag the file or folder icon to the bookshelf.**

4 **Choose Bookshelf from the Librarian menu.**

5 **Choose Save from the Bookshelf menu.**

Any information in your file system can be part of your on-line reference library. You simply add files and folders to the bookshelf to include them as targets.

Drag a file or folder to the bookshelf to make it a target.

Drag here to make the bookshelf bigger.
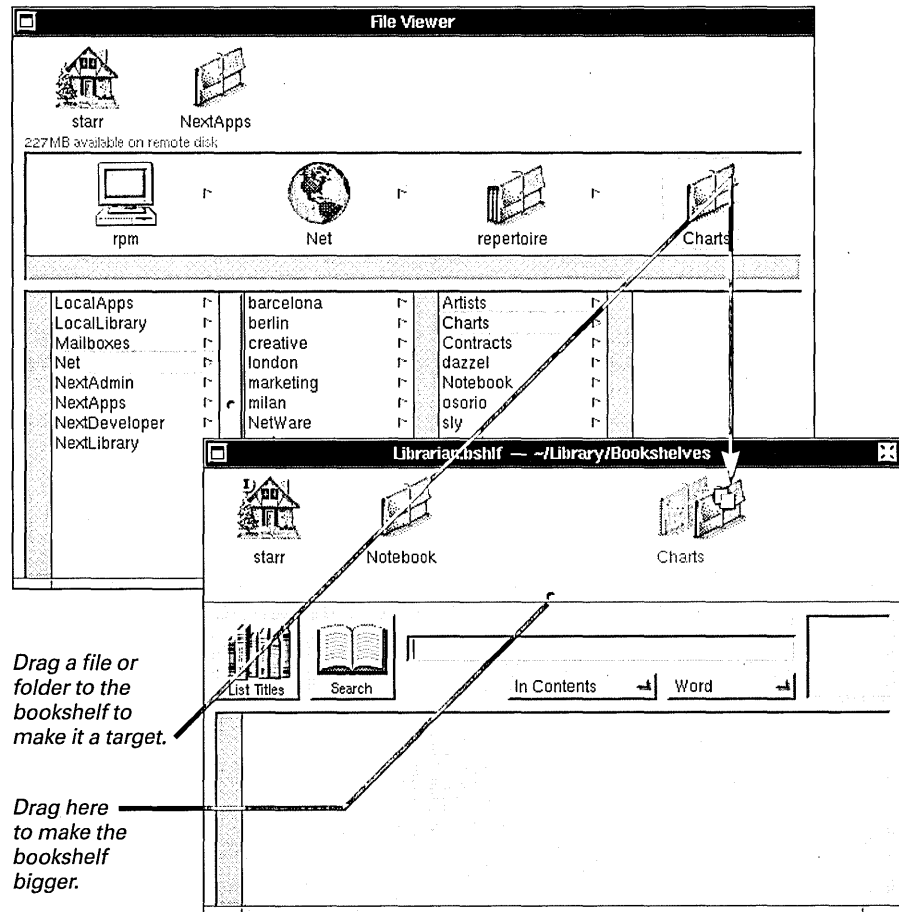
You can add the target temporarily to search for information when you need it. If you want to keep the target on the bookshelf permanently, you must save the change to the bookshelf. When you no longer need a folder as an on-line reference, you can drag it off the bookshelf to remove it.

The contents of a target change as you work—so they are always up to date with the corresponding file or folder in the File Viewer.

Indexing targets

1 **Start up Digital Librarian.**

2 **Select a target from the bookshelf.**

3 **Choose Target from the Librarian menu.**

4 **Choose Inspector from the Target menu.**

5 **Choose Indexing from the pop-up list at the top of the panel.**

6 **Click Set Up.**

7 **Click Update.**

You can index your target files to search more quickly. When you index a target, Librarian creates a list of all the significant words and marks them with pointers to their location in the file or folder. Then Librarian uses the index to find your word or phrase quickly.

You index a target in two stages. First you set up the index. This step creates an empty index. Then you update the index. This step finds all occurrences of all the words and records their location in the index. You must index each target individually.

Choose Indexing from this pop-up list.

Click here to set up the index.

Click here to complete the index.
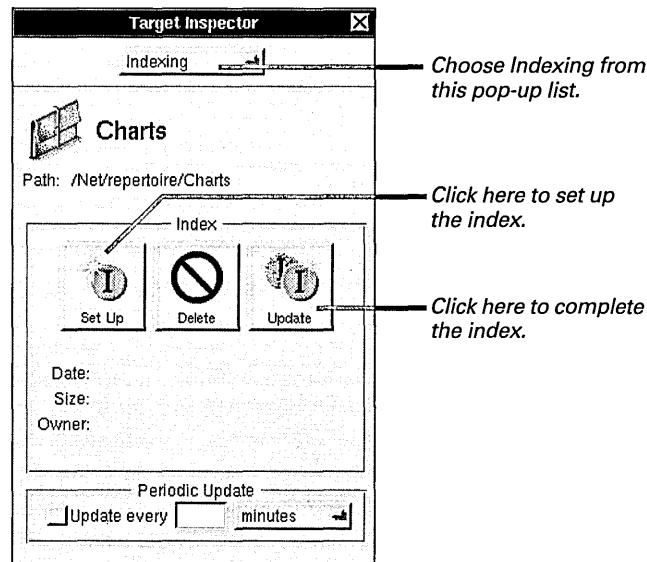
Indexes take up space on your disk. For more information, see "How the Index Works" in this chapter.

You can update when you first set up the index or just before you search. You can also update the index periodically to include new information that you've added to the target folder. Periodic updating is particularly useful for your home folder, which changes frequently, and for folders with large volumes of technical information, such as program code, that you may need to refer to as you work.

Check this option to update an index periodically.

Type minutes or hours here to update the target index periodically.
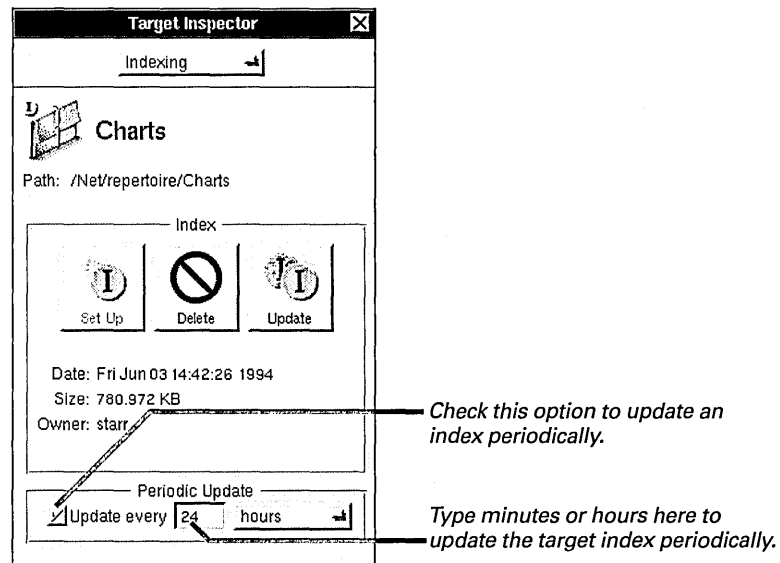
You can index only folders and files that you have permission to read or write in.

How the Index Works

Digital Librarian uses indexes to make searching for information faster.

What's In an Index

Librarian's standard indexing scheme creates indexes that contain all words of two or more letters other than common words such as **the**, **like**, and **me**. Also, as it indexes a target, Librarian removes all punctuation except hyphens, apostrophes, and underscores. A word that contains a hyphen, apostrophe, or underscore is indexed as a single word. For example, **honky-tonk**, is indexed as one word, not two.

When You Don't Want to Index

You can search targets whether you index them or not, and in some cases, you may not want to use an index.

For example, if you want to be able to find every word, don't index the target. Librarian excludes some words from an index.

Also, indexes occupy disk space. You may not want to keep a lot of indexes on your disk.

How Much Space It Takes

Indexes are stored in the folder they index in a hidden file named **.index.store**. (See "Displaying UNIX Files" in Chapter 20 to display hidden files.)

The size of index files depends on several factors, including the number of files in the folder you index, the absolute size of the data, the number of distinct terms, and the distribution of terms. Some folders and files thus require proportionally larger indexes than others.

For example, an index for a file that contains ASCII text may be as large as 30 percent of the size of the file. An index for a file in Rich Text Format (RTF) requires less space because formatting characters—which take up space in the original file—are not indexed in the index file. An index for your home folder requires still less space because applications, Mail messages, and some other types of files are not indexed at all.

If You're a Programmer

If you're a programmer, you can also create your own custom indexing scheme and use it to index individual targets on your bookshelf. For more information, see the *NEXTSTEP Developer's Library*.

Creating a new bookshelf

1 **Start up Digital Librarian.**

2 **Choose Bookshelf from the Librarian menu.**

3 **Choose New from the Bookshelf menu.**

4 **Choose Save from the Bookshelf menu.**

5 **Type a name for the bookshelf and click OK.**

If you have a lot of folders that you want to use as on-line references, you may want to create additional bookshelves to organize them. A bookshelf is a file that contains all the information about the targets you add and their indexes.

When you choose New from the Bookshelf menu, a new, empty bookshelf window opens. When you choose Save, a browser panel opens. You can use it to type the name of the new bookshelf and choose a folder to put it in.
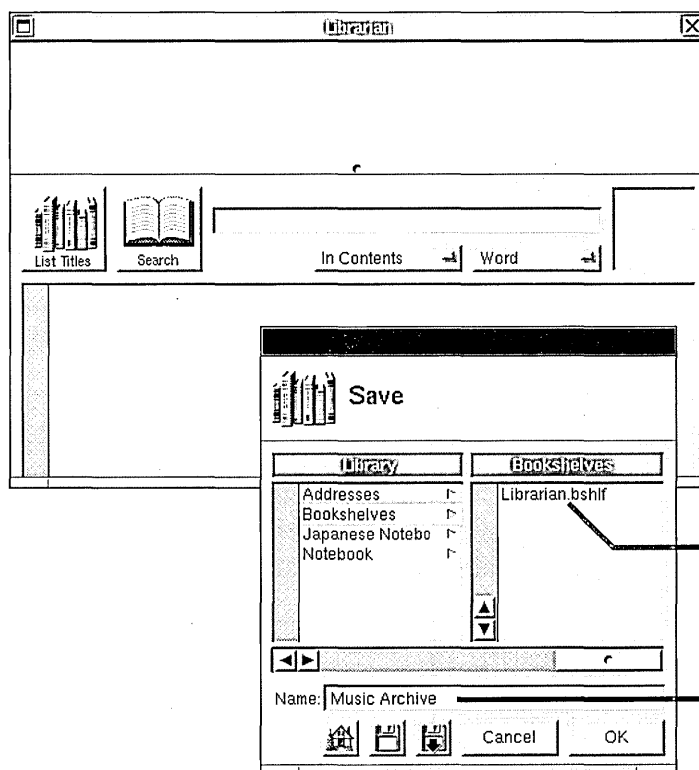
You create a new bookshelf the same way you create any file.

A bookshelf is a file with the extension .bshlf.

Type the name of the new bookshelf here.

Once you create a new bookshelf, you can open it directly from the File Viewer or you can use the Open command in Librarian's Bookshelf menu. You can use the other commands in the Bookshelf menu to save changes to the bookshelf, revert to a previous version of the bookshelf, and close a bookshelf window.

For more information about the commands in the Bookshelf menu, see "Digital Librarian Commands" in the Reference at the end of this book.

Setting up a search service

1 Start up Digital Librarian.

2 Select a target from a bookshelf.

3 Choose Target from the Librarian menu.

4 Choose Inspector from the Target menu.

5 Choose Services from the pop-up list at the top of the panel.

6 Check "Search in."

7 Restart your applications.

If you want to be able to search a folder as you work in another application, you can set up a search service. For example, if you have a catalog of products, you may want to be able to refer to the product numbers in memos, reports, or other documents you create in Edit. If you set up a search service for the file or files that contain your catalog, you can choose a command from the Librarian Services menu in Edit or another application to search those files.

You use the Target Inspector to set up a search service.

Choose Services from this pop-up list.

Check here to set up a search service for the target named above.
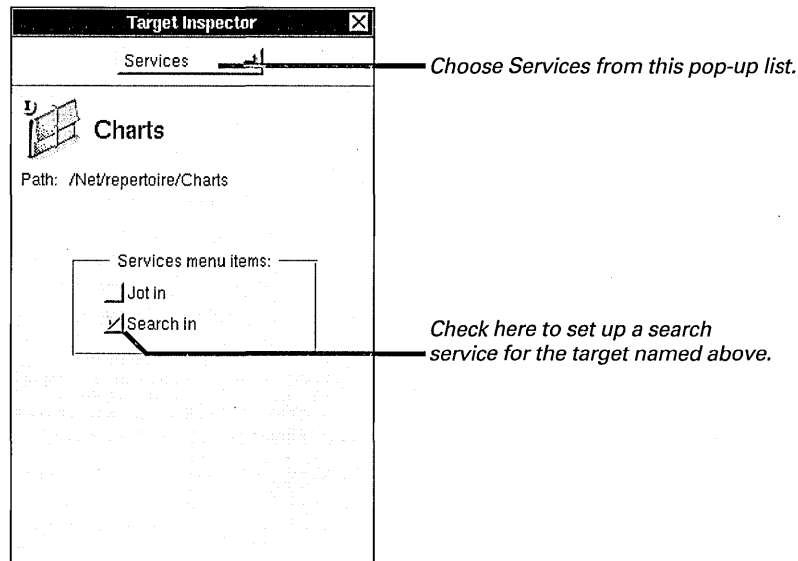
The next time you start up an application, the Services menu has a Librarian menu that includes a new command for searching in the target file or folder. You select a word or phrase in the text of the document you're working in and then choose the command. Librarian searches the target for the selected word and displays the results in the bookshelf window. The command is dimmed if no text is selected.

You can add as many search services as you want. A new service appears when you next start up an application or when you log out and log back into your workspace.

Setting up a jotting service

1 **Start up Digital Librarian.**

2 **Add a new folder to one of your bookshelves.**

3 **Choose Target from the Librarian menu.**

4 **Choose Inspector from the Target menu.**

5 **Choose Services from the pop-up list at the top of the panel.**

6 **Check "Jot in."**

7 **Restart your applications.**

You can set up a jotting service to save text from other applications in an indexed folder on your bookshelf. For example, Librarian comes with a folder called **Notebook** on the Librarian bookshelf. You can file important bits of information from other documents in this notebook and search it by topic when you want to find the information quickly. You can also create additional notebook folders.

You use the Target Inspector to set up a jotting service.

Choose Services from this pop-up list.

Check here to set up a jotting service for the target named above.
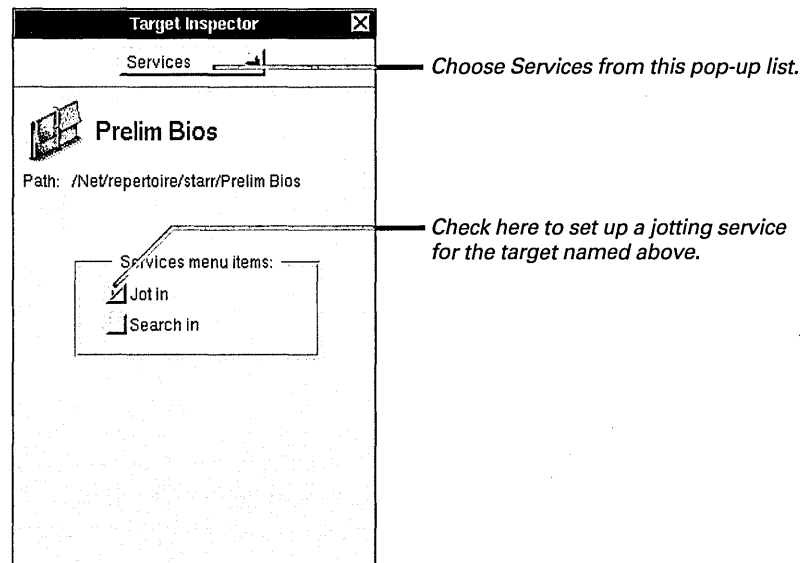
The next time you start up an application, its Services menu includes a Librarian command that lists two new commands for jotting in the target file or folder. One files the currently selected text as an unnamed file in the target folder. The other files the entire document—or message if you're using the Mail application—in the target folder.

You jot in different folders. Just add a jotting service for each folder you want to jot in. A new service appears when you next start up an application or when you log out and log back into your workspace.

Not all applications support jotting services. For information, see the user's guide for your application.

Looking up an on-line address

1 Open the Addresses folder in your Library folder.

2 Double-click an address book.

3 Double-click a name in the address book.

Your workspace comes with two built-in address books—the User address book and an Example address book. If you are working on a network, the addresses of other users on the network are automatically included in the User address book. You can also add names and addresses to the Example address book—to organize your business contacts, for example.

Address book icon

You double-click a name in the address book.

The address information appears in an Inspector panel.

You can get different kinds of information about the person by choosing options from this pop-up list.
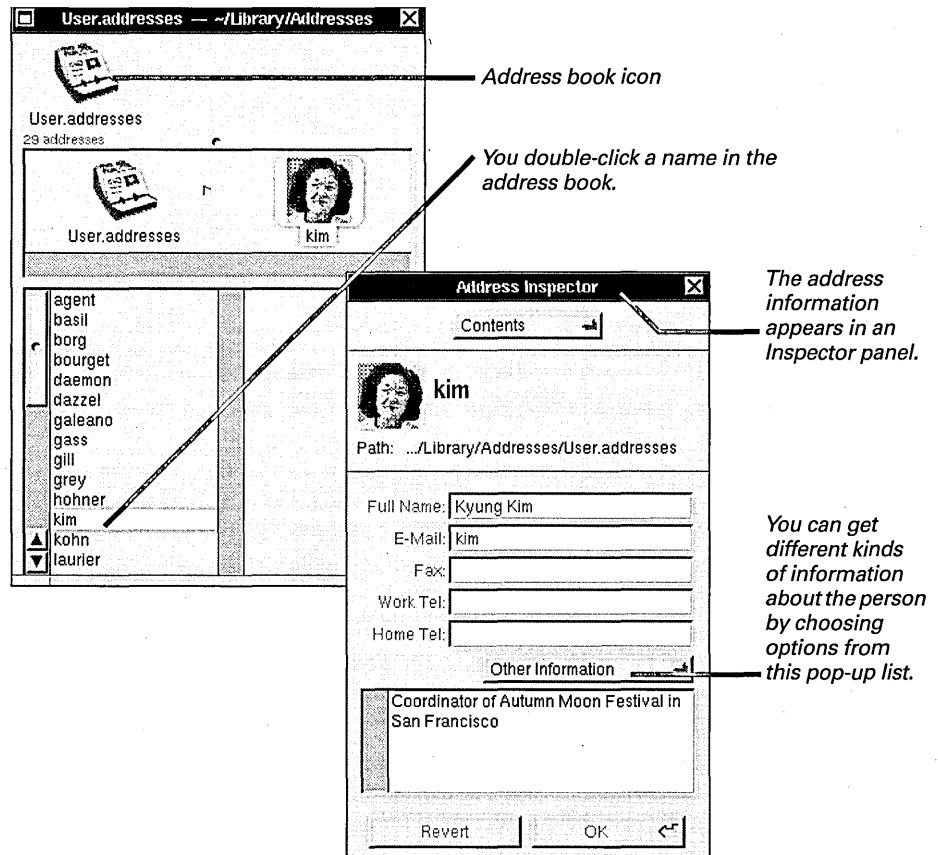
The information in your address book is used in the Fax panel to address faxes (but not in Mail, which has its own address book). For more information, see "Updating Fax Addresses" in Chapter 16.

For information about copying files, see "Copying a File or Folder" in Chapter 6.

The User address book is a public, read-only address book. It's stored in **/NextLibrary/Addresses/User.addresses.**

The Example address book is your own private file, stored in **~/Library/Addresses/Example.addresses.** You can create a new address book by copying the Example address book the same way you copy any file.

Adding an on-line address

1 **Open the address book.**

2 **Choose File from the Workspace menu.**

3 **Choose New Address from the File menu.**

4 **Type a name for the new address in the icon path.**

5 **Double-click the new address icon.**

6 **Type the name and address information in the Inspector panel.**

You can add new addresses to your address books and organize the addresses into groups.

A new icon appears with the name Joe Smith.

You type the new name.

All addresses and group names appear in this column—as well as in individual group folders.

When you double-click the new address icon, this panel opens.

You type the new address information here.

You can add notes here.
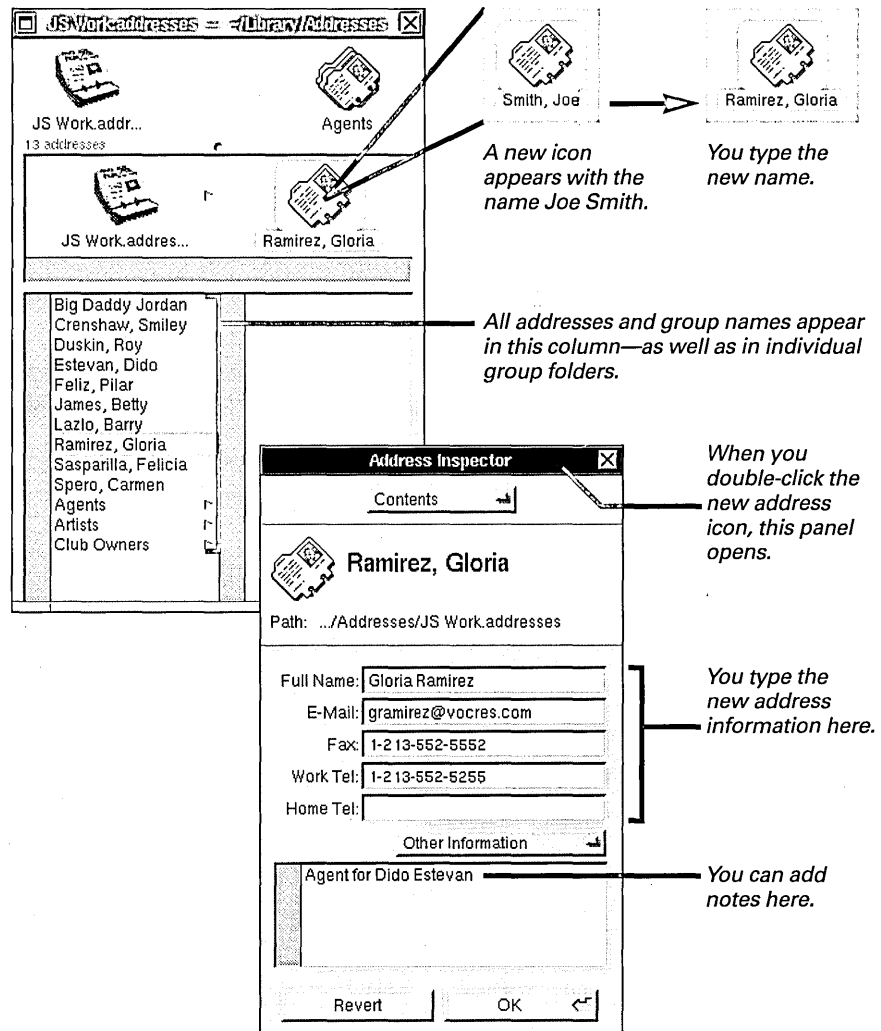
You can choose New Group from the File menu to create a new group. A group is a folder in the address book. You add addresses—or other groups—to a group by dragging them into the group the same way you drag a file into a folder in the File Viewer. You can then use the Inspector to sort addresses in the group and record information about it.

For information about the Inspector, see Chapter 7, "Inspecting Files and Folders."

MAIL
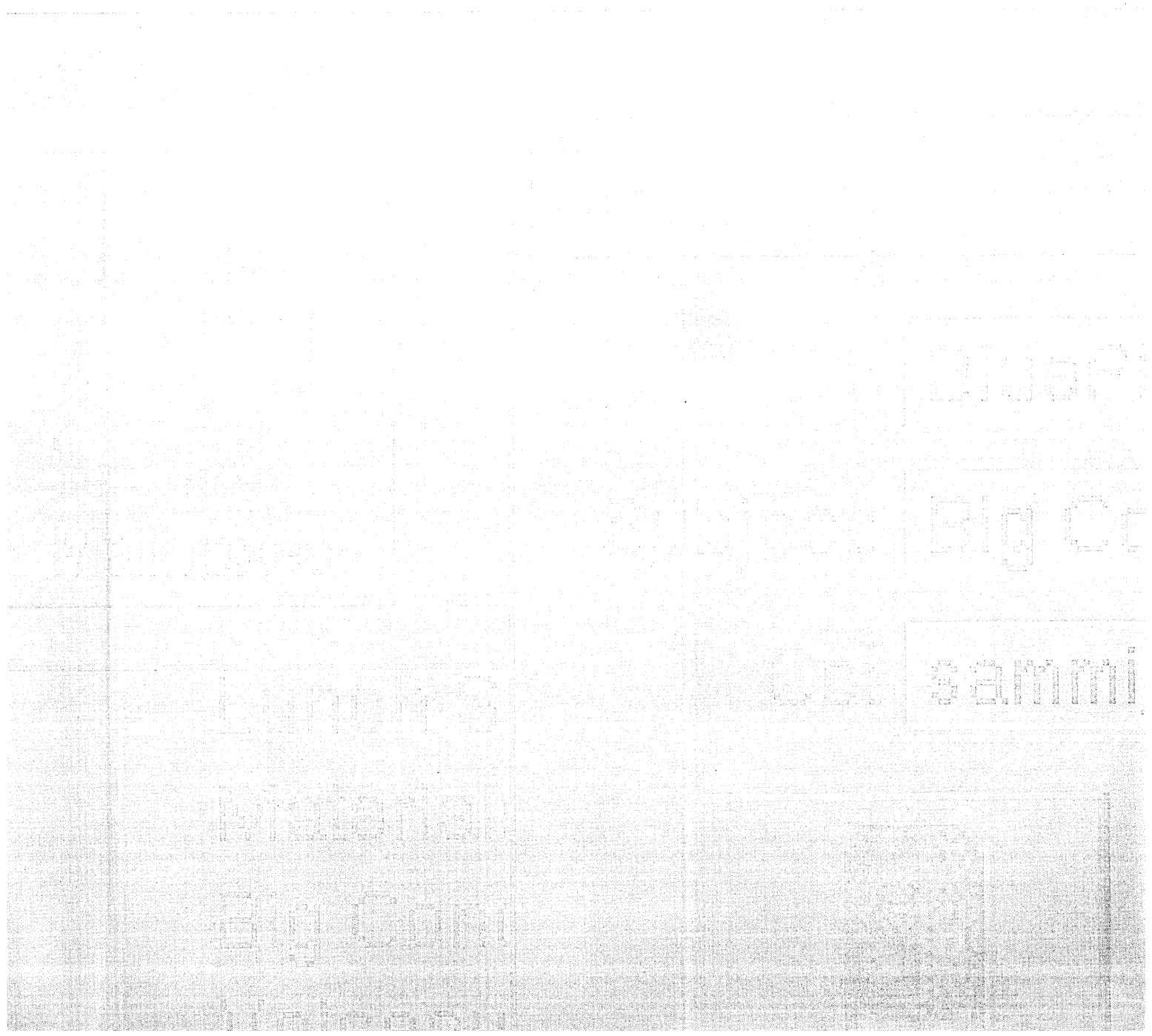
If your computer is connected to a network, you can use the Mail application to exchange messages with others on the network. The messages can be in a number of formats. They can be simple text, or they can include files and folders, graphics, and even sound recordings. The Mail application is in your dock.

Compose

To: BluePlanet_SF

Subject: Big Concert Friday!
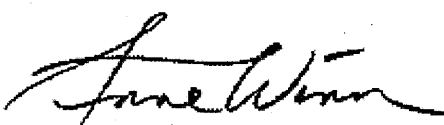
Cc: sammi_wright@globalvoice.com, poupon

| Deliver | Lip Service | Addresses | Reply All | Forward | NeXT Mail | No Receipt |

Hey Everybody!

Don't forget that this Friday night is the first-ever Bay Area appearance of recent Blue Planet "signee" and scat sensation

Dido Estevan

8:00 PM at the Sweetwater Pavilion

Come early for press hour and hors d'oeuvres (don't forget your badges).

P.S. Whoops, I almost forgot—here are directions to the Pavilion.

Active.mbox

Mailboxes

Lunch Spot
Materials fo
Big Concer
Voiceovers
Program ma
Sprecht inte

0800

m

preliminary designs
applauds. As for the
before we can send th
that won't slow you

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

Au revoir

13

Getting and Sending Mail

You have to get a package to Stockholm—tomorrow. You have the copy, photographs of the musicians, a cassette tape of releases, and a letter laying out specs for the brochure.

You pack it all up in a box wrapped over and over in thick plastic tape, the kind that's impossible to cut without a serious pair of scissors. Then you get to the post office—and just miss overnight delivery.

Later at dinner, a friend tells you what she would have done—type the letter in her computer, drag scanned images into the letter along with the copy, even record samples of the tape and stick *them* in the letter, too. It'd be in Stockholm within minutes.

When you drop her off, she hopes you'll come in for a while. You hope she keeps her computer at home.

Starting up Mail

▶ **Double-click the Mail icon in the application dock.**

Or

▶ **Open the /NextApps folder in the File Viewer and then double-click Mail.app.**

The Mail application is a tool for exchanging electronic messages with other people over a network or with others who have home folders in your computer.

When Mail starts up, a window displays the contents of your Active mailbox. The Active mailbox is where all new messages are delivered to you.
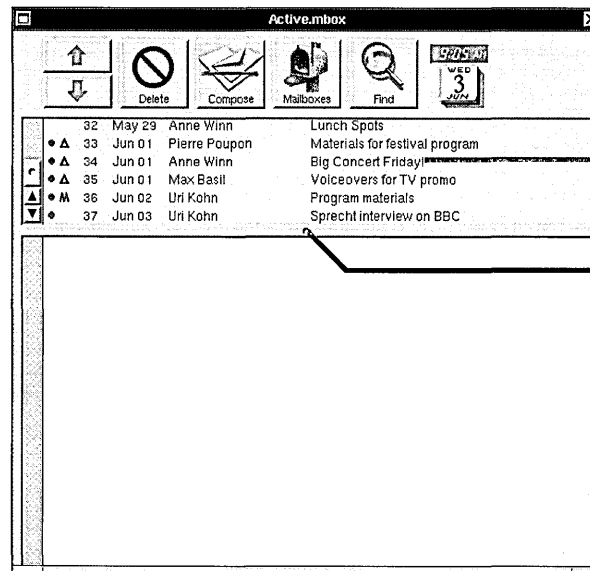
A one-line summary of each message you receive appears in the summary area.

Drag to see more or fewer summaries at once.

You can also use the Mail application by choosing a command from an application's Services menu. See "Standard Commands" in the Reference at the end of this book.

When a Mailbox Is Already in Use

If a panel warns that your mailbox is locked when Mail starts up, one of two things is going on:

• Your Active mailbox is open on another computer on the network. Click Cancel in the panel so the mailbox doesn't open on this computer.

• Your last Mail session ended abnormally, because of a power failure, for example. The mailbox isn't open anywhere else so you can click OK to open it now.

When working on a network, don't open the same mailbox on more than one computer at once or you might lose mail from that mailbox. If you tend to log into several computers and you've set Mail to start up automatically, you should set it to start up hidden, which prevents your Active mailbox from opening at startup. Choose Preferences from Mail's Info menu, and then check the Hide on Auto-Launch box in the Preferences panel.

Opening messages

1 Select the message you want to look at by clicking it in the summary area.

2 Click the large down arrow button to select the next message, or click the up arrow to select the previous one.

Messages you receive are listed in the summary area of your Active mailbox. You select a message in the summary area to open the message and see its contents below.

Click to step through messages.

△ marks a message with formatting, graphics, or other attachments.

○ marks an unread message.

M marks a MIME message with formatting or attachments.
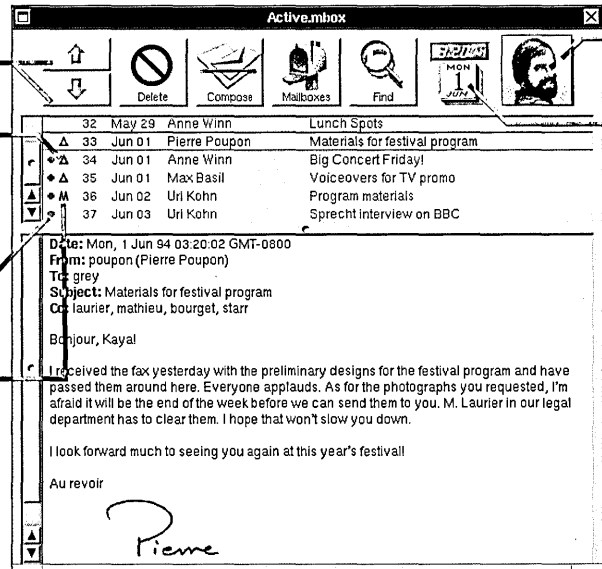
Sender's picture

Date and time the message was sent

Active.mbox

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

Date: Mon, 1 Jun 94 03:20:02 GMT-0800
From: poupon (Pierre Poupon)
To: grey
Subject: Materials for festival program
Cc: laurier, mathieu, bourget, starr

Bonjour, Kaya!

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

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

Au revoir

Pierre

The message area shows the current message.

You can hide Mail when you're done reading messages. As long as Mail is running, its icon in the dock shows if you have new messages.

Number of unread messages

New messages

No new messages

To: preceding an address in a message summary marks a message you sent. See "Sending a Message" in this chapter.

For information on MIME message, see "MIME Messages and Encoded Attachments" in this chapter.

You can get a sound signal when new messages arrive. See "Setting a Sound to Announce New Messages" in Chapter 14.

If you don't see the sender's picture, ask your system administrator to set up Mail to show pictures.

Shortcuts from the Keyboard

You can also open messages by typing:

- To open the next message, press Return or the down arrow key.

- To open the previous message, hold down Shift and press Return, or press the up arrow key.

- Hold down Alternate and press the down arrow key to scroll to the next "page" in a message. When you get to the end of a message, Alternate–down arrow opens the next message. Press Alternate–up arrow to similarly scroll to the previous page or message.

Options for Showing Information about Messages

Here are some options for displaying information about messages in a mailbox window.

Show Message Totals and Sizes

You can see the size of each message and the total size of all messages in the mailbox. Just choose Show Sizes from the Mailbox menu.

The Show Sizes command displays the total number of messages in the mailbox and their total size.
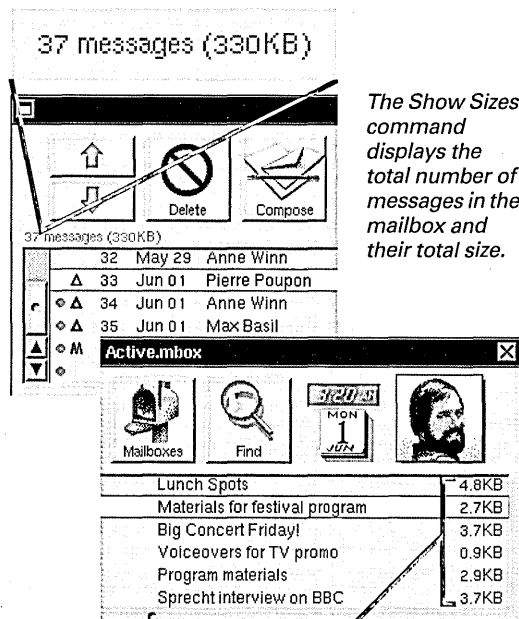
You also see the size of each individual message, including any files or other attachments in it.

If you've recently deleted messages, information about them might appear, too. See "Compacting a Mailbox to Free Disk Space" in Chapter 14.

You can have all mailbox windows report message totals—with or without sizes—using the Preferences command in the Info menu. For information, see "Mail Buttons and Commands" in the Reference at the end of this book.

Mark a Message as Unread

If you've opened a message, you can mark it with a ⊘ so it looks like you haven't opened it. You might do this if you don't plan to read the message until later. Choose Mark as Unread from the Message menu.

Select a message you've opened.

Choose Mark as Unread and a ⊘ appears.

Show Additional Headers In a Message

Each message you receive includes information about who sent the message and when. This information is at the top of the message, in fields called *headers*.

You can show additional headers that provide technical information about the message by choosing Show All Headers from the Message menu.

A system administrator might show all headers to see the exact path a message traveled over the network.
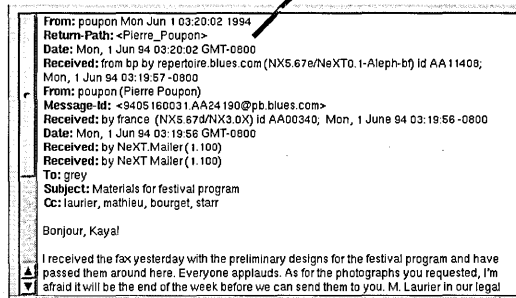
You can use Mail's Preferences command to choose which headers appear in all your messages. You can also create headers for messages you send. See "Tailoring Headers in Messages You Receive" and "Creating Headers for Messages You Send" in Chapter 14.

Opening a file or folder in a message

▶ **Double-click the file or folder in the message.**

You might receive a message with a file attached to it—or a folder containing several files. The file or folder appears as an icon that you can double-click to see its contents.

A file opens in its associated application.

A folder opens in its own Workspace Manager folder window.
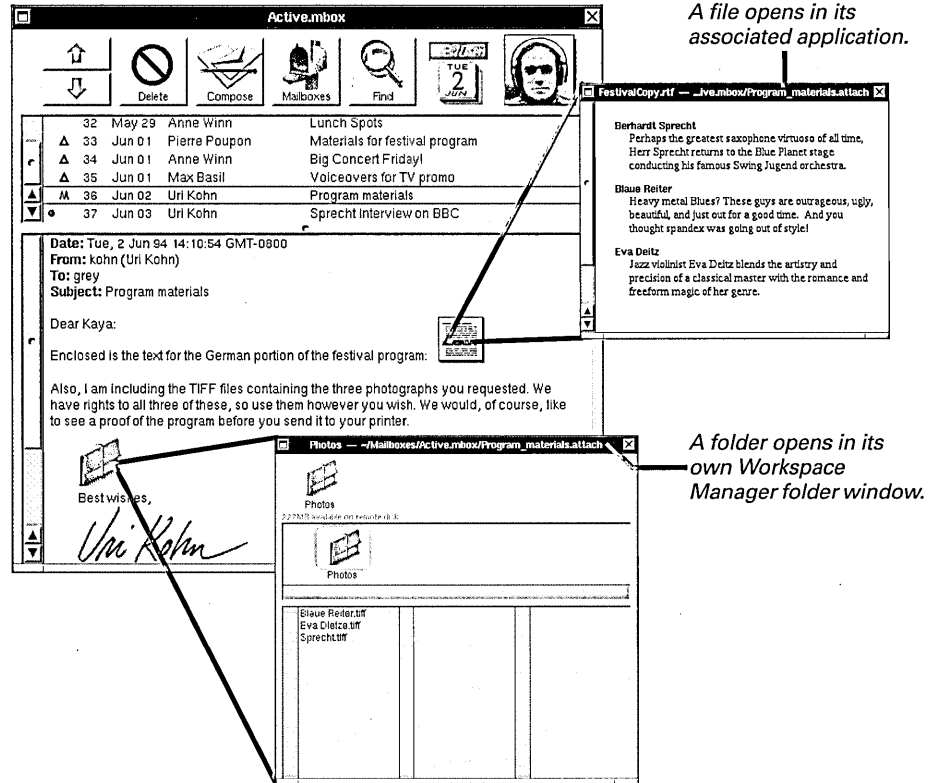
You can edit the contents of the file and save your changes. If you then send the message to anyone else—for example, by forwarding it—the file with your changes goes with it.

If you want to keep a copy of the file or folder, drag it out of the mailbox window to one of your folders in the File Viewer. You can also drag a graphic image out of the window to keep a copy of it.

Edits you make to a file that's attached to a MIME message—one with an M next to its summary—aren't saved with the message. When you forward the message or open another one, your edits are lost. For information on MIME messages, see "MIME Messages and Encoded Attachments" in this chapter.

When you drag a graphic image out of the window, its file icon appears.

Listening to a recording

1 **Double-click the sound icon in the message.**

2 **Click Play in the Lip Service panel.**

You might receive a sound recording in a message. The recording appears as an icon. If your computer can play sounds, you can play back the recording.
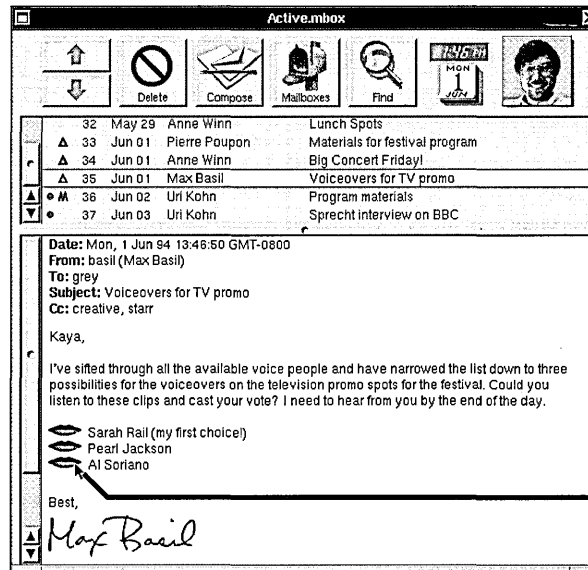
When you double-click a sound icon, the Lip Service panel opens.

Click to play the recording.
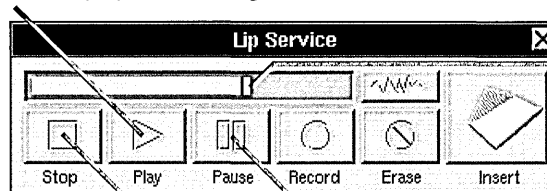
During playback, this meter indicates the sound level of the recording.

Click to stop playback before the end.

Click to pause during playback. Click again to resume.

The buttons in the Lip Service™ panel work like those on a standard tape recorder.

You can adjust the speaker volume with the Preferences application's Sound Preferences. See "Adjusting Volume and Input Gain" in Chapter 21.

MIME Messages and Encoded Attachments

In addition to messages from NEXTSTEP computers, you can receive formatted *MIME messages* and encoded attachments in plain text messages from other kinds of computers.

What Is a MIME Message?

A MIME message is a message that people using different kinds of computers can use to exchange formatted text, images, sound, files, folders, and even video attachments. MIME is the set of technical formats that makes this possible. It stands for Multipurpose Internet Mail Extensions.

To maximize the variety of computers that can display a message properly, MIME messages often provide multiple representations of their contents—each in a different format. For example, a message might include a plain text and formatted version of the same text, or two versions of the same file attachment. When you open the message, Mail usually shows you just one version of its contents—the one that Mail displays the best.

If a MIME Message Doesn't Look Right

If any part of a MIME message is in a format Mail can't display properly, that part may appear as unintelligible text.

When this happens, you can see the plainest version of a message—the one most likely to be readable—by choosing Show First Alternative from the MIME menu. To see the entire message—including multiple versions of the same contents—choose Show All Alternatives. For more information, see "MIME Menu" in "Mail Buttons and Commands" in the Reference at the end of this book.

If a MIME Message Has Been Split

You might receive a MIME message that's split into pieces, for example, if it's otherwise too large to go through a gateway between networks. The pieces appear as separate messages in your mailbox

window. To assemble the pieces, select their summaries—either by dragging or by holding down the Shift key and clicking each one. Then choose Combine Messages from the MIME menu. The pieces are replaced by the assembled message.

Retrieve a Remote MIME Attachment

An icon that looks like the one below represents a file or folder that's not actually in the message. Instead, the icon is a pointer to a file or folder that resides somewhere else on yours or another network.

An external attachment
in a MIME message

Someone might send a pointer if the real file or folder is very large, especially if they're sending it to a large number of people. To see the actual file or folder, double-click the icon. A panel asks if you want to retrieve the attachment. Click OK and one of three things happens:

- The file or folder opens in your workspace.

- A panel asks you to log into the network where the file or folder resides. You must have a password to log into that network. After you log in, the file or folder opens in your workspace.

- The file or folder arrives in a separate message.

Decode a Plain Text Attachment

Unintelligible text in a message might be a file that's been encoded with the UNIX **uuencode** command. You might receive such a file from a computer that can't send NEXTSTEP or MIME messages.

You can see the actual file by selecting the message summary and choosing Decode Foreign Attachment from the Message menu. The Workspace Manager opens a folder window that contains a temporary copy of the file. To keep your own copy, you must drag it into another folder.

Sending a message

1 **Click the Compose button in a mailbox window.**

2 **Address the message and type a brief summary of its subject.**

3 **Compose your message.**

4 **Click the Deliver button.**

You can send a message to one person, a group of people, or a combination of individuals and groups. You address the message directly to at least one person or group. You can also send a "carbon copy" to anyone else who should see the message. You address and compose a message in a Compose window.
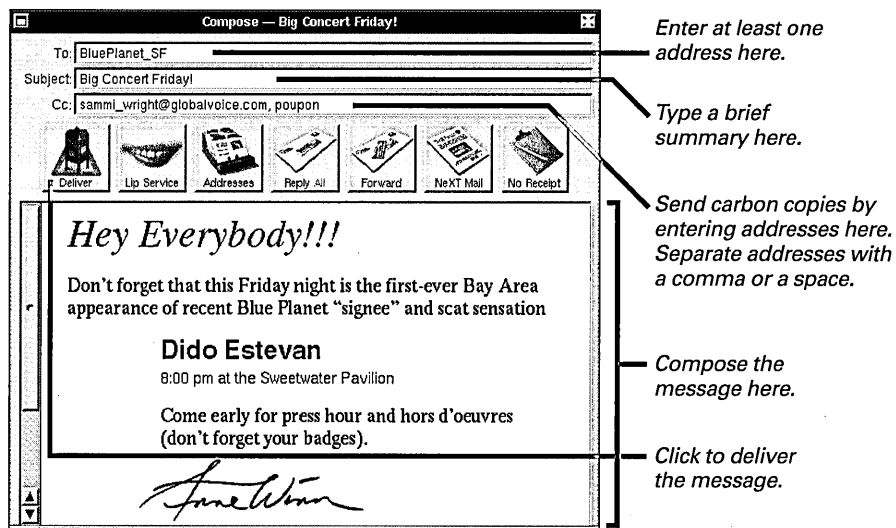
Enter at least one address here.

Type a brief summary here.

Send carbon copies by entering addresses here. Separate addresses with a comma or a space.

Compose the message here.

Click to deliver the message.

For a summary of the buttons in a Compose window, see "Mail Buttons and Commands" in the Reference at the end of this book.

If your message is particularly large, a panel may tell you so when you try to deliver it. For information, see "Expert Preferences" in Chapter 14.

What's an Address?

A person's address is usually his or her user name. Your system administrator may also have set up group addresses, such as **publicity**, that you can use to send a message to a specific group of people.

You can look up the address of a person or a group on your network with the Addresses panel. See "Looking Up Mail Addresses" in Chapter 14.

To send a message to someone on another network, you use an address that includes information about the network. Such an address might look like **jstarr@blues.com**.

A person's address appears at the top of any message that person sends you. You can quickly reply to that address by using the Reply button. See "Replying to a Message" in this chapter.

You can type your message, set fonts, and make ruler settings just as in any standard document, such as an Edit document. To add a graphic image, drag a TIFF or EPS file into the message from the File Viewer or from another Mail window. You can also paste text or images copied from a Mail window or from another application.

When you set fonts, make ruler settings, or add images, a triangle reminds you to send the message only to people whose computers can display NEXTSTEP or MIME messages.

When you send a graphic image in a message, Mail delivers a copy of the image. The file that contains the original remains where you dragged it from.

If you change your mind about sending a graphic, you can delete it just as you would delete text—for example, by pressing Backspace to back up over it.

When you send a message to yourself—for example, by including your address in the Cc field—the summary that appears in your mailbox window when you receive the message lists who you sent the message to, instead of your address, as in **To: starr**.

Shortcuts Typing Addresses

You can type part of an address and press Escape to have Mail fill in the rest. Try this in a field in a Compose window or in the Send Options panel. Mail can fill in any address that's listed in the Addresses panel.

Type the first few characters of the address.

Press Escape and Mail fills in an address from the Addresses panel.

To: Duke_Cavanaugh

Press Escape again and Mail fills in another address that begins with the same characters.

To: Duke_Conley

Sending a MIME or plain text message

▶ **To send a message to anyone whose computer can display MIME messages, select the MIME Mail format and compose the message, including formatting and attachments.**

▶ **To send a message to anyone whose computer can't display NEXTSTEP or MIME messages, select Plain Text and type a message with no formatting or attachments.**

You can send your message to people using non-NEXTSTEP computers. If the computers can receive MIME messages, you can include formatting, graphics, and attachments. Otherwise, you must type a plain text message.

Click this button in a Compose window to select a format for your message. As you click, the button switches among three formats.

| Deliver | Lip Service | Addresses | Reply All | Forward | NeXT Mail | No Receipt |

| NeXT Mail | MIME Mail | Plain Text |
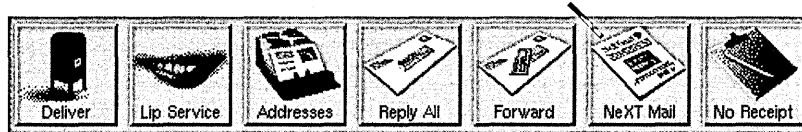
Use this format to send the message to NEXTSTEP computers.

Use this one to send formatted messages to computers that can display MIME messages.
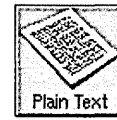
Use this one to send plain text messages to other non-NEXTSTEP computers.

Caution: Formatting, graphics, sounds, or file or folder attachments generate unintelligible messages on computers that can't display NEXTSTEP or MIME messages. If your message is going to such a computer, choose the plain text format.

Some computers that can display MIME messages can't display certain types of formatting and attachments. Check with recipients to find out what their computers can display.

You can change the maximum line length of plain text messages. See "Expert Preferences" in Chapter 14.

What Is a Plain Text Message?

When you select the Plain Text format in a Compose window, text in your message appears in a fixed-width font, such as Courier, and line length is limited to 70 characters.

If you've added any formatting, such as fonts, ruler settings, or attachments, they're removed—but they come back if you choose the NeXT Mail or MIME Mail format.

As you type your message, lines "wrap" as usual. But when you send the message, Return characters are added to the ends of lines, as required by the receiving computer.

You should include only ASCII characters in a plain text message. Mail converts any other characters to ASCII. For example, it converts an em dash (—) to a hyphen (-).

Options for Sending Messages

You can set options for a message you send. When working in a Compose window, choose Send Options from the Message menu. Then make the following settings in the Send Options panel.

You can select options for all messages you send with the Preferences command in the Info menu. See "Preferences for Messages You Send" in Chapter 14.

You can also use the Send Options panel to select a header you've created. See "Creating Headers for Messages You Send" in Chapter 14.

Enter a Long List of Addresses

The Send Options panel has a large area for listing more addresses than can fit in a Compose window field. Press the button at the top of the panel to choose To or Cc—whichever field you want to enter addresses in. Type the addresses in the panel and press Return to enter them in the Compose window.

Send a Hidden Copy of a Message

You can send a copy of a message to one or more addresses without other recipients knowing it. Choose Bcc ("blind carbon copy") from the pop-up list at the top of the Send Options panel. Type the

addresses in the panel and press Return. A copy of the message goes to the addresses, but no other recipients know because the Bcc list doesn't appear in the message.

Reroute Replies

You can have replies to your message go to one or more addresses other than your own. Type the addresses in the Reply-To field. When recipients click Reply in their mailbox window to reply to your message, any address you type here is inserted in their To field. If you also want a reply, type your address here, too. See "Replying to a Message" in this chapter.

Archive a Copy of the Message

You can save a copy of a message you send by checking "Archive in Outgoing mailbox." Mail creates a mailbox named **Outgoing** and puts the copy in it.

As a shortcut, you can hold down the Alternate key and click Deliver in the Compose window to archive the message. Or if you've used the Preferences command to archive all messages, Control-click Deliver to not archive this message.

Settings you make in the Send Options panel apply only to the message in your current Compose window.

Press here to choose a type of address.

Type a list of addresses here. Separate addresses with a comma or a space.

Type the address of any person or group who should receive replies to the message.

Check this box to save a copy of the message in your Outgoing mailbox.

Send Options

Address Fields

To

starr, sammi_wright@globalvoice.com, creative, international, publicity, marketing

Reply-To: publicity

Archive in Outgoing mailbox
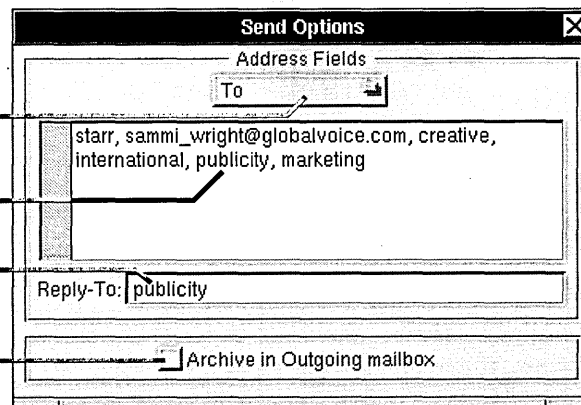
Attaching a file or folder

1 **Click in the Compose window where you want the file or folder to appear.**

2 **In the Workspace Manager's File Viewer, select the file or folder you want to send.**

3 **Drag the selection from the File Viewer's icon path into the Compose window.**

You can include a file or even an entire folder in a message. Just drag the file or folder from the File Viewer. Drag a selection icon into your message to attach all the files and folders in the selection. You can also copy or drag a file or folder from another Compose window or from a mailbox window.
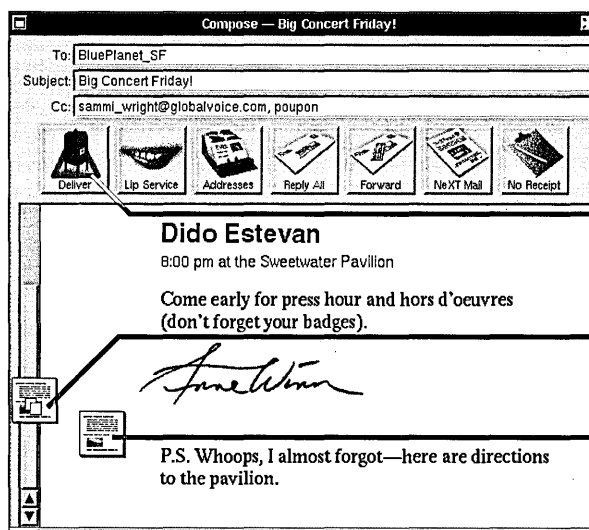
A triangle reminds you to send the message only to people whose computer can display NEXTSTEP or MIME messages.

Drag a file or folder from the File Viewer.

The file or folder appears where you last clicked or in place of the current selection.

When you click Deliver, Mail delivers a copy of the file or folder. The original remains wherever you dragged or copied it from.

If you change your mind about attaching a file or folder, you can delete it from the message, for example, by pressing the Backspace key to back up over it.

Tip: If a file or folder takes up a lot of disk space, you should send a link to it rather than sending the actual file or folder—especially if you're sending it to a large number of people. Just hold down the Control key while dragging the file or folder into the Compose window.

A link you send in a Mail message is just like one you create in the File Viewer. For information, see "What Is a Link?" in Chapter 6.

You can send a file or folder attachment to any computer that can receive NEXTSTEP or MIME messages. To send a file or folder to other computers, you must instead select the Plain Text format and paste an encoded version of the file or folder in your message.

Click here until you select Plain Text.

Drag a file or folder into the message.

A panel provides a few options.

Click here to paste an encoded version of the attachment in your message.

Click here to paste the full pathname of the attachment.
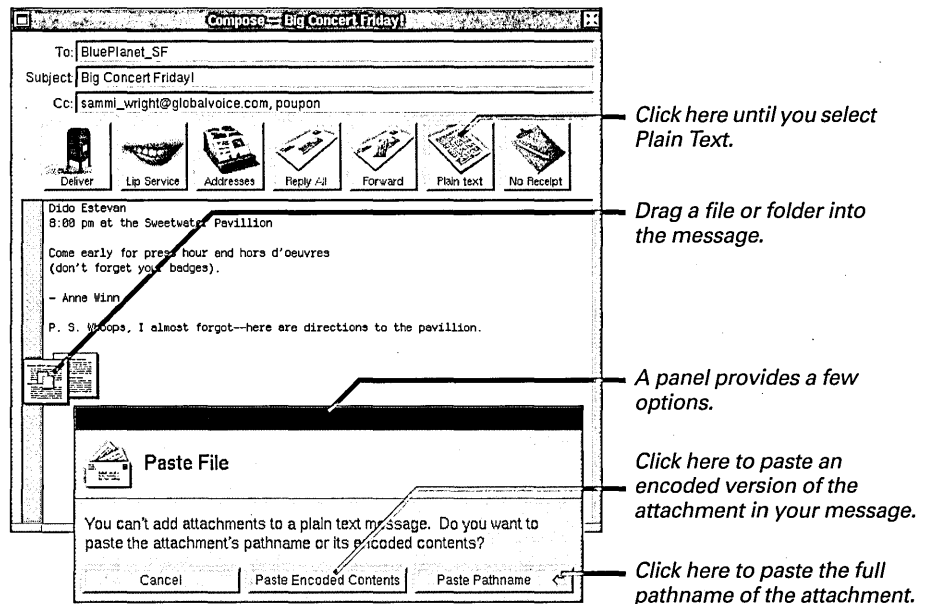
When you click Paste Encoded Contents, Mail inserts a block of unintelligible text that is your attachment encoded with the UNIX **uuencode** command. The recipient of your message can "decode" the attachment using the UNIX **uudecode** command.

Caution: File or folder icons in a message generate unintelligible messages on computers that can't display NEXTSTEP or MIME messages. To make sure that recipients can read your message, choose the Plain Text format and send either a pathname or an encoded version of the file or folder.

For more information on the UNIX **uuencode** and **uudecode** commands, see the UNIX manual pages for these commands.

Saving a draft

1 **Choose Compose from the Mail menu.**

2 **Choose Drafts from the Compose menu.**

3 **Choose Save in Drafts from the Drafts menu.**

You can save the contents of a message you're composing, much as you save the contents of a document. You might do this when composing a message you want to finish later or to save versions of a message as you type it.

Drafts

Save in Drafts s

Restore Draft

*You can choose Save in Drafts by typing **Command-s**, just as when saving changes to a document.*

Compose — Big Concert Friday!

To: BluePlanet_SF
Subject: Big Concert Friday!
Cc: sammi_wright@globalvoice.com, poupon

Deliver   Lip Service   Addresses   Reply All   Forward   NeXT Mail   No Receipt
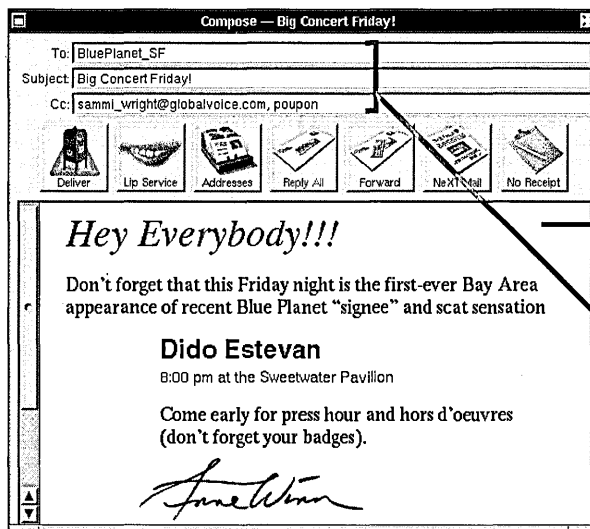
*Mail saves the contents of your Compose window as a message in the **Drafts** mailbox, which it creates for you.*

Hey Everybody!!!

Don't forget that this Friday night is the first-ever Bay Area appearance of recent Blue Planet "signee" and scat sensation

Dido Estevan

8:00 pm at the Sweetwater Pavilion

Come early for press hour and hors d'oeuvres (don't forget your badges).

The subject and addresses you've typed are saved, too.

If you close a Compose window without saving or delivering it, a panel asks if you want to save your draft before closing it. If you click Save, the message is saved in your **Drafts** mailbox.

Each time you save a draft, Mail saves another version of the message in the **Drafts** mailbox—it doesn't replace the last version you saved.

Remember to delete drafts you don't need anymore from the **Drafts** mailbox so they don't take up disk space. See "Deleting Messages" in Chapter 14.

Restoring a draft

▶ **To restore the last draft you saved, open the Compose menu and choose Restore Draft from the Drafts menu.**

▶ **To restore an earlier draft, open the Drafts mailbox, select the message, and choose Restore Draft.**

You can restore the last draft of a message you saved so you can resume working in it. Just choose the Restore Draft command. A Compose window opens that contains your draft, exactly as when you last saved it.
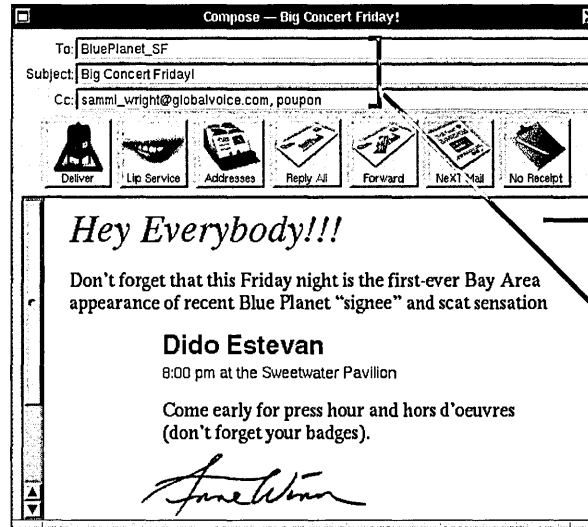
Restore Draft restores the last message you saved, even if the Drafts mailbox isn't open.

Mail opens a Compose window containing the draft.

Mail restores your addresses and subject, too.

To restore an earlier draft, you must open the **Drafts** mailbox, select the message summary of the draft you want to restore, and choose Restore Draft.

You open the **Drafts** mailbox using the Mailboxes panel. For information, see "Organizing Messages in Mailboxes" in Chapter 14.

Forwarding a message

1 **Open the message.**

2 **Click the Compose button in the mailbox window.**

3 **Click Forward in the Compose window.**

4 **Address the message.**

5 **Click Deliver.**

You can quickly forward a message to others who may want to read it.

Click to copy the current message and its subject into a Compose window.

Fill in the addresses.

Insert anything you want to add to the message.

Mail adds information about where the message came from.
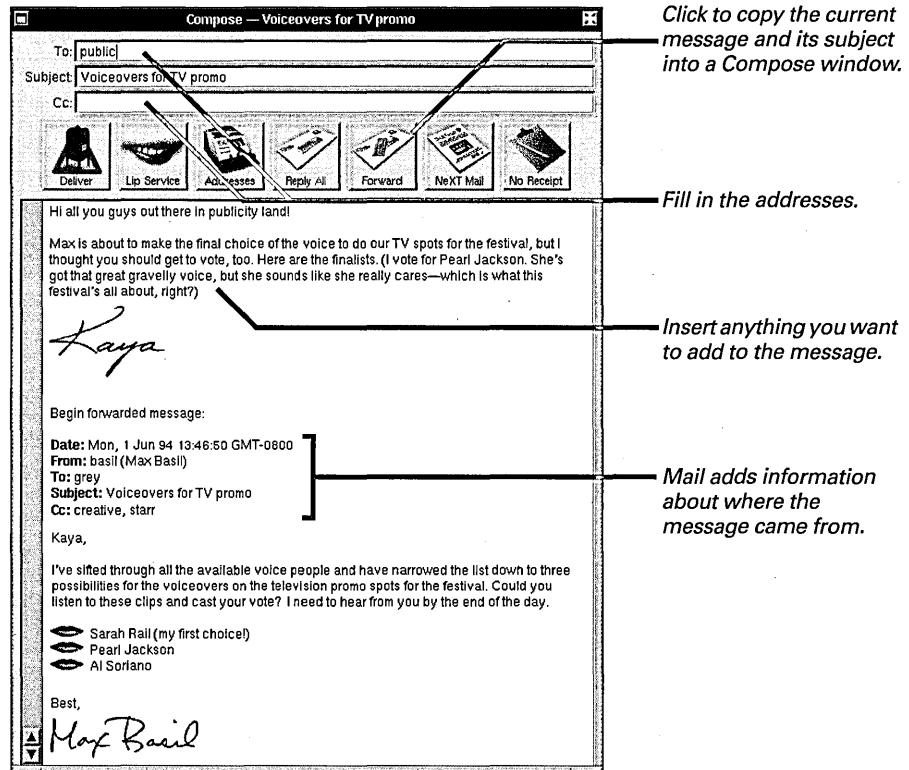
You can forward several messages all in the same message. Just open each message in your mailbox window and click Forward in the Compose window. Each message is inserted following anything that's already there.

When you copy a message into a Compose window with the Forward button, all formatting is copied, too, as well as any recordings, graphics, or file or folder attachments.

You can also forward a message by choosing Forward from the Compose menu. And you can remove formatting from a message you're forwarding by choosing Make ASCII from the Compose menu. See "Mail Buttons and Commands" in the Reference at the end of this book.

Replying to a message

1 **Open the message.**

2 **Click the Compose button in the mailbox window.**

3 **Click Reply in the Compose window.**

4 **Click Reply All to also send the reply to those who received a carbon copy of the original message.**

5 **Type your reply.**

6 **Click Deliver.**

If you want to reply to a message, you can quickly copy the sender's address and subject into a Compose window. Just click the Reply button in your Compose window. To copy the addresses listed in the original message's Cc field, click the button again.

The Reply button alternates between Reply and Reply All when you click it.

Reply fills these fields.
Reply All fills this one.

You just type your reply.
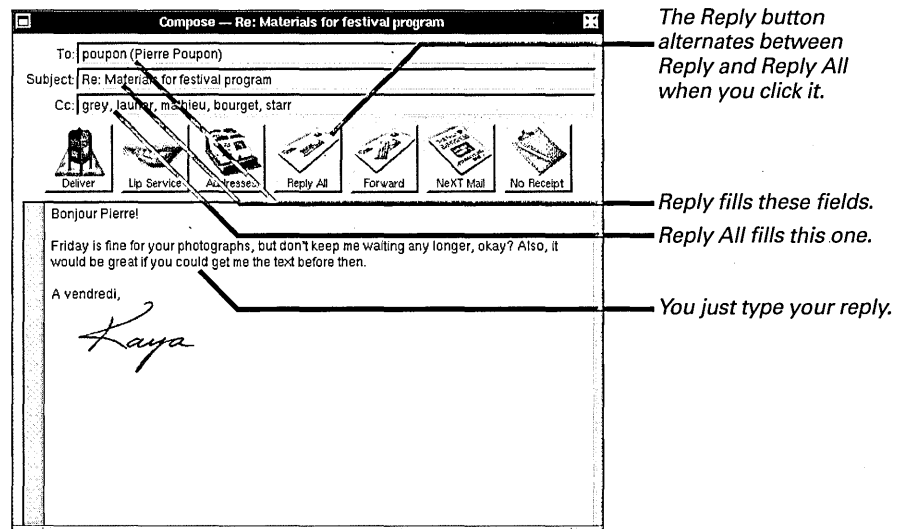
Tip: Use Forward and Reply together to include a copy of the message you're responding to. If recipients of your message do the same thing, their replies will contain all earlier messages in the exchange, and a message history grows.

You can also reply to a message by choosing Reply or Reply All from the Compose menu. See "Mail Buttons and Commands" in the Reference at the end of this book.

If the sender used the Send Options command to route your reply to an address other than his or her own, clicking Reply fills the To field with that address. See "Options for Sending Messages" in this chapter.

Recording and inserting sound in a message

1 **Click the Lip Service button in a Compose window.**

2 **Click Record in the Lip Service panel and record through your computer's microphone.**

3 **Click Stop when you're done.**

4 **Click in the Compose window where you want the sound icon to appear.**

5 **Click Insert.**

If your computer can record sounds, you can include a sound recording in a message.

Click to open the Lip Service panel.

The sound icon is inserted where you last clicked.

The triangle reminds you to send the message only to people whose computers can display NEXTSTEP or MIME messages.
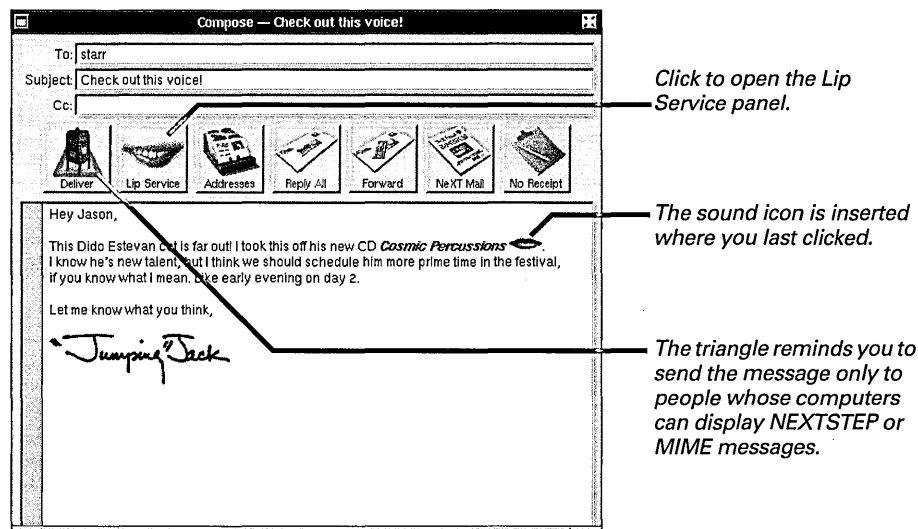
Click to begin recording.

This meter indicates the recording's sound level.
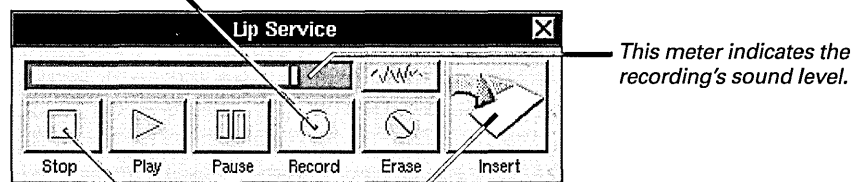
Click when you're done recording.

Click to insert the recording into your message.

You can use the Play button to play back your recording before inserting it. If you don't like the recording, just record over it or click Erase. You can also close the Lip Service panel without inserting the recording. Unless you erase it, the recording will be there when you next open the panel.

If you change your mind about sending a recording after you insert it, delete the sound icon, for example, by pressing Backspace to back up over it.

You can adjust the sensitivity of your microphone with the Preferences application's Sound Preferences. See "Adjusting Volume and Input Gain" in Chapter 21.

For more information on using a microphone with your computer, see the owner's guide for the computer or for any devices you've attached to it.

Editing sound

1 **Double-click the sound icon.**

2 **Click the waveform button in the Lip Service panel.**

3 **Select a portion of the waveform or click somewhere in it.**

4 **Use Edit menu commands to edit the waveform. Or click Record to insert new material.**

5 **Click Play to listen to the result.**

You can edit a recording you've made or received by modifying its waveform in the Lip Service panel.
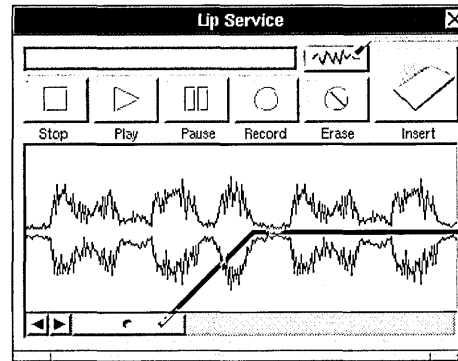
Click to display the waveform for the current sound. Click again to hide the waveform.

Scroll to see the entire waveform.

Resize to see more of the waveform at once.

You can select a segment of the waveform. Then click Play to play back the segment. Click Record to record over it. Or choose Cut or Copy from the Edit menu to move or copy it.
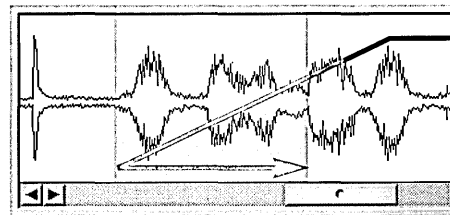
Drag across the waveform to select a segment of it.

You can also click in the waveform where you want to insert new material. Then click Record to record the material, or choose Paste to insert a segment you cut or copied.
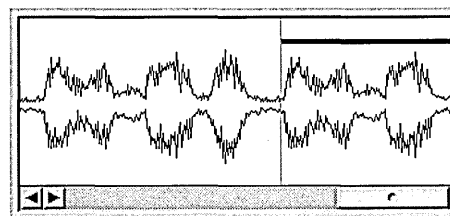
An insertion point appears where you click.

Caution: The Erase button erases the entire recording, even when only a segment is selected.

The Mail application has tools to help you manage your messages—including
mailboxes for storing messages you want to keep and a special Mail address book
that makes it easy to address your messages. And like other NEXTSTEP
applications, Mail can be tailored to your needs.

Mailboxes

Active
Festival

Name: Festival

Delete   New

Open   Transfer

Addresses

Users

Gabriella_Rosa
Harmony_Hohner
Jan_Borg
Jason_Starr
Jill_Gill
Jumpin_Jack_Sly
Kaya_Grey
Ken_Tenaka
Kimberly_Osorio

Name: Jason_Starr

Remove   Add   Find   cc: To:

58   Ma
59   Jur
60   Jur
61   Jur
62   Jur
63   Jur

Date: Mon, 1
From: grey (K
To: starr
Subject: Brigl
Cc: grey, basi

Howdy Jason

Here's our fin
the country la
she's about. V

Preferences

Expert

Additional Outgoing Headers

Key   Value

14

Managing the Mail Application

You're getting ready for a meeting with your new boss, and you can't find last week's sales report. You've looked everywhere. You check to make sure no one's around and start digging through the trash. You're elbow-deep in yesterday's lunch when your boss walks in. She's 20 minutes early.

The alarm sounds and you wake up with a feeling of relief. You got that report last week in a Mail message and put it in your Reports mailbox. You'll just do a search for messages dated last Friday and forward the report to your boss. It won't take more than a second to look up her address.

Later that morning, your computer beeps to announce an incoming message. It's from your boss. She needs more than a sales report—she wants sales forecasts. You're typing out some figures when the computer beeps again. She wants to know if you can meet 20 minutes early.

Deleting messages

1   Select the message or messages you want to delete in the summary area.

2   Click the Delete button or press the Backspace key.

You can let important messages accumulate in your mailbox. But you should delete messages you don't need, to get them out of your way.
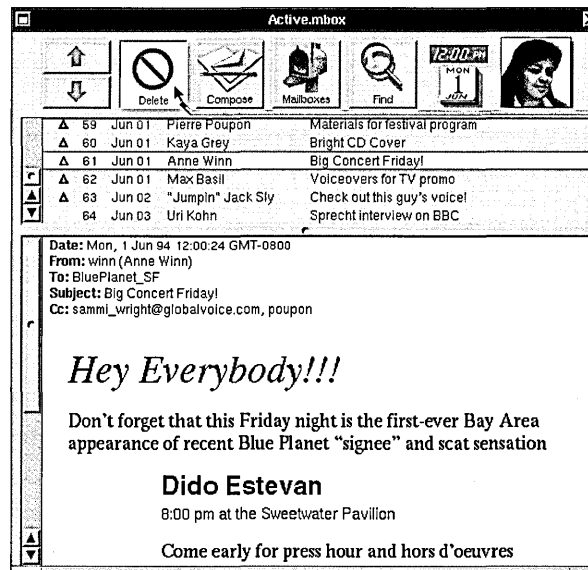
Deletes the selected message or messages

If you can tell without reading a message that you want to delete it, hold down the Control key while clicking its summary to select the message without waiting for its contents to appear. Then click Delete to delete the message.

A message you delete isn't removed from your disk, and you may be able to restore it. See "Compacting a Mailbox to Free Disk Space" on the facing page.

Ways to Select Messages

What You Do	What Happens
Drag	Selects the messages you drag across
Shift-click	Adds the message to the selection, or removes it from the selection
Alternate-click	Selects all messages between the one you click and the last one you selected
Control-click	Selects a message without opening it

Compacting a mailbox to free disk space

1 Open the mailbox you want to compact.

2 To see messages you're about to destroy, choose Show Deleted from the Mailbox menu.

3 To undelete a message you want to keep, select it and choose Undelete from the Message menu.

4 Choose Compact from the Mailbox menu.

Deleting a message removes it from the summary area of a mailbox window, but not from your disk. In fact, you can see a dimmed summary of it and other deleted messages by choosing the Show Deleted command.
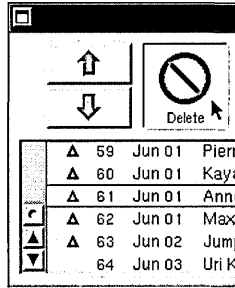
You delete a message.
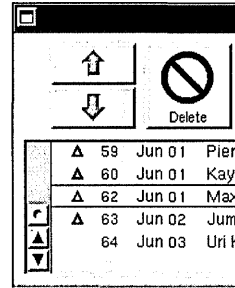
The message no longer appears in your mailbox.
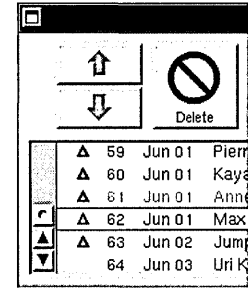
But you can see its dimmed summary by choosing Show Deleted.

You can undelete a message you want to keep by selecting its dimmed summary and choosing Undelete. To destroy remaining deleted messages—whether they're showing or not—choose Compact.
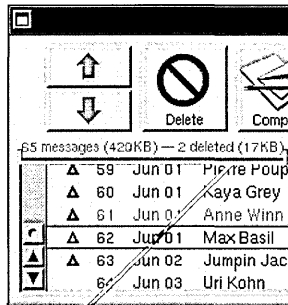
Display the total number of deleted messages and the disk space they occupy by choosing Show Sizes from the Mailbox menu.
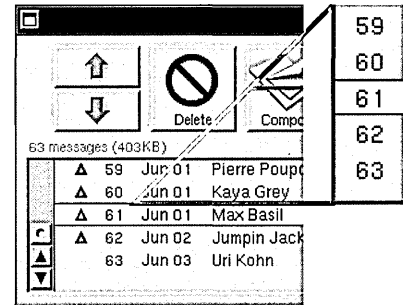
Choose Compact to destroy deleted messages and free up disk space. Remaining messages are renumbered.

When deleted messages aren't showing, the Undelete command undeletes the last message you deleted. For more information, see "Mail Buttons and Commands" in the Reference at the end of this book.

You can have all mailbox windows show deleted messages or report message totals and sizes using the Preferences command in the Info menu. See "Mail Buttons and Commands."

Caution: If you don't regularly compact your Active mailbox, deleted messages accumulate and take up disk space unnecessarily. However, compacting destroys deleted messages permanently.

To hide deleted messages, choose Hide Deleted from the Mailbox menu.

Looking up Mail addresses

1 **Open a Compose window and click the Addresses button.**

2 **Click the type of address you're looking for.**

3 **Select an address.**

4 **Click the To or cc button to copy the address into your Compose window.**

You can look up the addresses of other people and groups on your network with the Addresses panel. This panel lists addresses in a browser.

Click the type of address you're looking for in the Types column.

Click to select an address.

The person's picture appears.

Click to copy the address into a field in a Compose window.
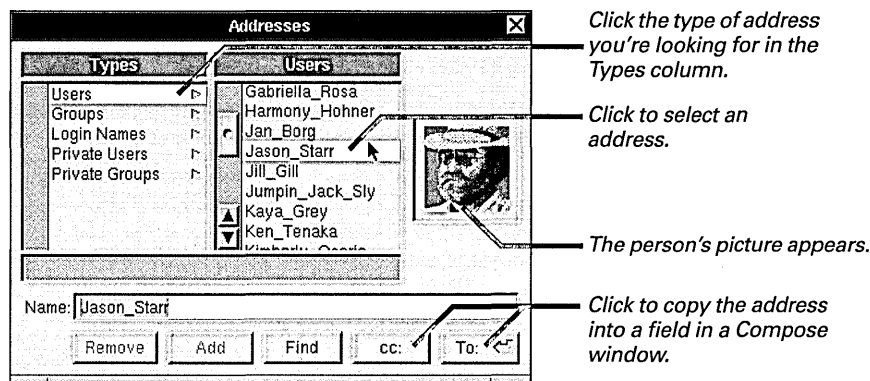
You can copy several addresses, one after the other, into a Compose window. Just select an address and click To or cc. The button appends the address to any already in the corresponding Compose window field.

The Types Column

You can look up addresses in one of five lists. You select a list from the Types column:

Users Lists all addresses for everyone on your network.

Group Lists group addresses available to everyone on the network.

Login Names Lists the user name that each person on the network uses to log in. Look up an address here rather than in Users if you know only a person's user name.

Private Users Lists addresses that you use frequently.

Private Groups Lists group addresses you create.

Addresses in Users, Groups, and Login Names are defined by your system administrator. You add the Private Users and Private Groups addresses yourself. See "Creating a Mail Address Book" and "Creating Your Own Group Address" in this chapter.

When you select an individual's address, a picture appears if your system administrator has set up Mail that way. For groups, and for people who don't have pictures in the system, the panel displays silhouette icons.

Individual   *Group*

Shortcuts Selecting Addresses

Try these shortcuts in the Addresses panel—when typing in the Name field or browsing addresses.

Browse Using Arrow Keys

You can browse in the Addresses panel using arrow keys, just as you can in the File Viewer's browser. Press the up or down arrow key to select the previous or next address in a list. Press the left or right arrow key to move between lists.

Type the First Few Characters

You can select an address in the current list by typing the first few characters of its name. For example, select the **Users** list and type **Jas** to select **Jason_Starr.**

You can find an address in any list by typing the first few characters and pressing Escape, just as in a Compose window. For more information, see "Shortcuts Typing Addresses" in Chapter 13.

Search for Any Text

You can use the Find button to search for an address in the current list based on any text in the address. For instance, if you type **kim** in the Name field, Mail can find addresses like **Kimberly_Osorio** or **Kyung_Kim.** Click Find again to find the next occurrence of text in the list.

Creating a Mail address book

1 Open a Compose window and click the Addresses button.

2 Click Private Users in the Types column of the Addresses panel.

3 Type an address in the Name field.

4 Click Add.

You can keep your own list of addresses in the Private Users list in your Addresses panel. You might keep addresses you use frequently here so you don't have to search through long lists to find them.

Type an address here.

Click Add.

The address is added to your Private Users list.
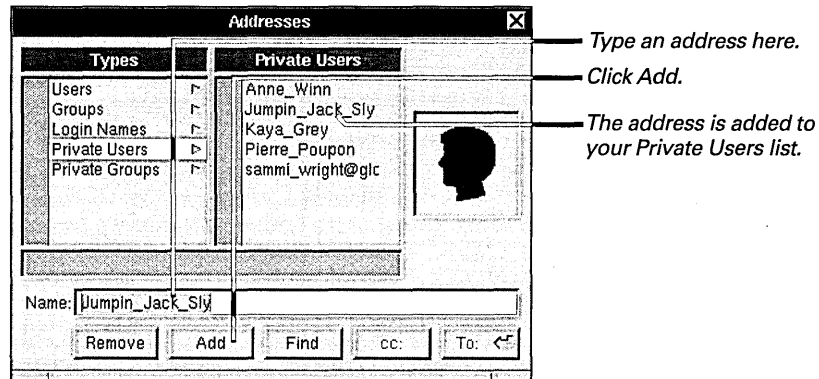
Once an address is in your Private Users list, you can select it and click the To or cc button to copy it into the Compose window.

To remove an address from your Private Users list, select the address and click the Remove button.

Tip: If you open a message from someone whose address you want to add to your Private Users list, choose Add Private User from the Message menu. The sender's address is automatically added to your list, even if the Addresses panel isn't open.

Creating your own group address

1 **Open a Compose window and click the Addresses button.**

2 **Click Private Groups in the Types column of the Addresses panel.**

3 **Type a name for the group address and click Add.**

4 **In the Private Groups column, select the group address you just created.**

5 **Type an address you want assigned to the group and click Add.**

6 **Repeat step 5 for each address in the group.**

For information on naming a group address, see "Guidelines to Naming Files and Folders" in Chapter 5.

Only you can send a message to a private group you create. But you can make it easy for recipients to reply to the group. See "Preferences for Messages You Send" in this chapter.

If you create a shorthand address for yourself, make sure to add it to the list of addresses Mail recognizes as you. See "Expert Preferences" in this chapter.

In addition to the group addresses set up by your system administrator, you can create some for your own use. You might create an address for sending messages to everyone working on a particular project. When naming a group, don't use a comma or a space. Otherwise, follow the same guidelines as for naming files and folders.

Select Private Groups.

Type a name for the group here.

Click Add.

The new group appears in Private Groups when you click Add.
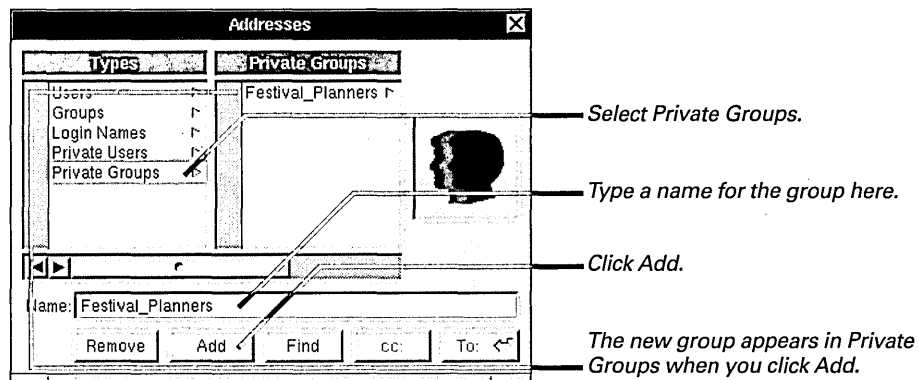
The group automatically includes your own address. You can add other addresses by selecting the group, typing an address, and clicking Add again.

To remove an address from the group, select the address and click Remove. You can't remove the last remaining address associated with a group (so if you want to remove your own address, you have to add another one first). But you can remove the entire group by selecting its name in the Private Groups list and clicking Remove.

Tip: You can create a shorthand address for one person. Just create a group and assign only that person to it. For example, if you send messages frequently to the address **sammi_wright@globalvoice.com**, you might create the group **sammi**, add his address to it, remove your own, and then send messages to him using the shorthand address.

Organizing messages in mailboxes

▶ **To create a new mailbox, click the Mailboxes button in a mailbox window, type a name for the mailbox, and click New.**

▶ **To open a mailbox, select it in the Mailboxes panel and click Open, or double-click it in the panel.**

▶ **To delete a mailbox, select it in the Mailboxes panel and click Delete.**

▶ **To move messages to another mailbox, select the messages. Then in the Mailboxes panel, select the mailbox you want to move them to and click Transfer.**

Instead of letting messages accumulate in your Active mailbox, you can organize them in other mailboxes. You do this with the Mailboxes panel.

Type a name for a mailbox.

Click New to create it.

The new mailbox appears in the list, and an empty mailbox window opens for it.
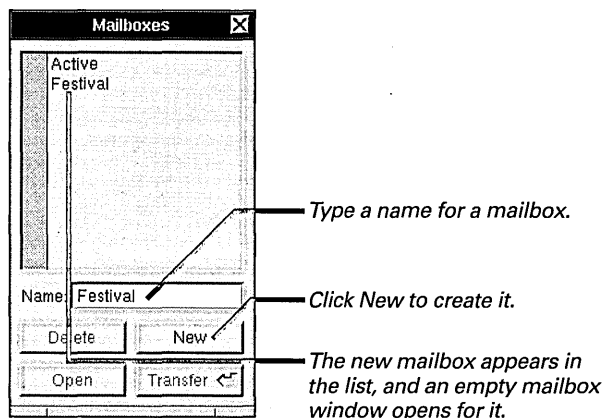
You can also organize mailboxes in folders. You create a folder while creating a mailbox. Just type a pathname in the Mailboxes panel that includes the folder's name and click New.

*Type **Festival/1994** and click New to create a **Festival** folder and save the **1994.mbox** in it.*

You can then select the folder and create other mailboxes in it, too.

Resize the Mailboxes panel to show two columns.

You can select a mailbox by typing the first few characters of its name or by pressing arrow keys, just as when selecting addresses in the Addresses panel. See "Shortcuts Selecting Addresses" in this chapter.

To reorganize existing mailboxes, open your ~/Mailboxes folder in the File Viewer and move mailboxes into folders there, just as you move a file. See "Moving a File or Folder" in Chapter 6.

You can also open an existing mailbox to see its messages. Or delete a mailbox to destroy all the messages in it. If you delete your Active mailbox, Mail creates an empty Active mailbox the next time you start it up.

After you create a mailbox, you can move messages to it from your Active mailbox. You can also move messages between any mailboxes you create.

Select the messages you want to move.

Select the mailbox you want to move them to.

Click Transfer.
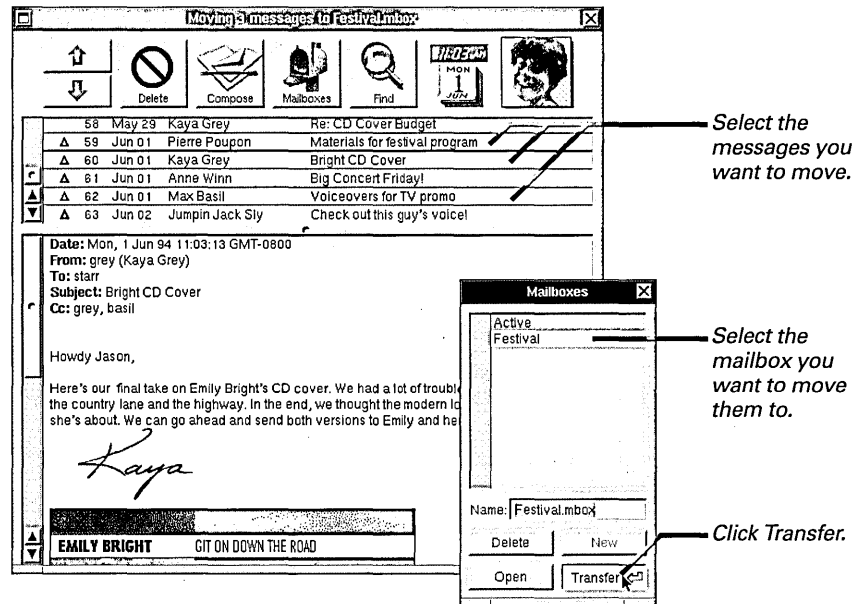
You can also use Edit menu commands to move selected messages. Choose Cut from the Edit menu. Then click in the summary area of the mailbox window you want to move the messages to and choose Paste.

After moving messages out of a mailbox window, remember to compact the mailbox.

For information on selecting several messages to move at once, see "Ways to Select Messages" in this chapter.

A Mailbox Is a File Package

Your Active mailbox and any mailboxes you create are actually file packages with an **.mbox** extension. Mail keeps these file packages in the **Mailboxes** folder in your home folder.

You don't have to open a file package to read the messages in a mailbox. It's easiest to read and maintain messages in the mailbox window.

Finding a message

1   **Click in the summary area of a mailbox window.**

2   **Click the Find button.**

3   **In the Find panel, type what you want to find.**

4   **Select the options you want.**

5   **Click Next or Previous.**

You can find a message in a mailbox by searching for any text in its summary or in the message itself.

Click any summary.

Click to open the Find panel.

Type the text you want to search for here.

Choose whether you want to search for text in the summary or in the message.

Click to search forward or backward.
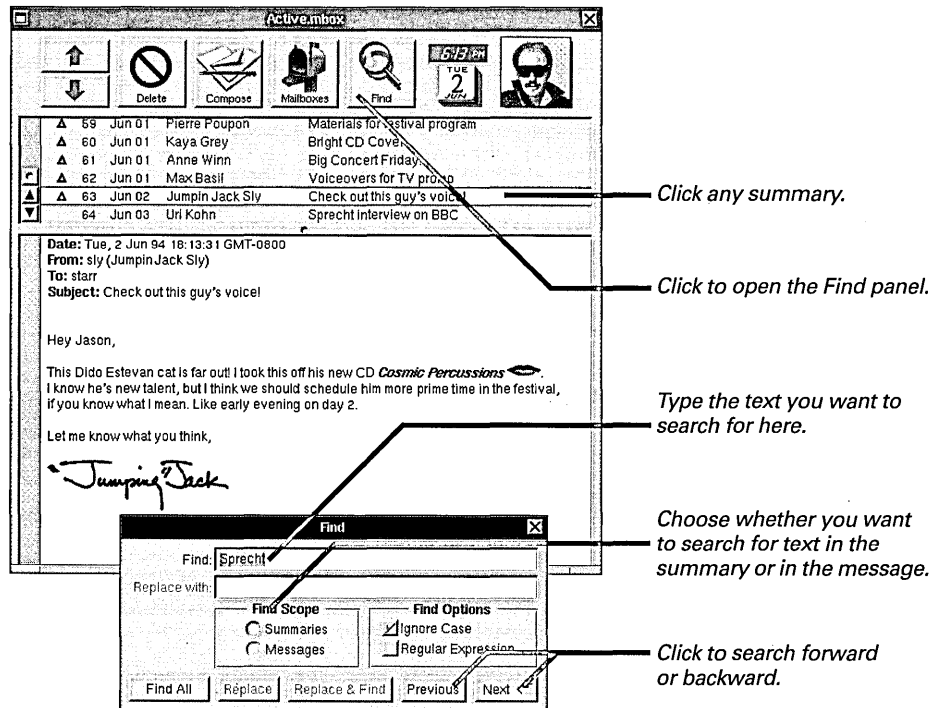
To search for a message based on text in its summary, click Summaries under Find Scope in the Find panel. You can search for text in the message's subject, message number, date, or sender's address. To search for a message based on text that's in the message, click Messages in the Find panel.

Any message that's found is highlighted in the summary area and opened in the message area below.

Tip: You can search for an unread message—one with a ◉ next to it. Just select Summaries under Find Scope, type a bullet in the Find field (by typing Alternate-7), and click Previous or Next.

If you click in the body of a message in a mailbox or Compose window and open the Find panel, you can search for text in that message. See "Finding Text" in Chapter 9.

You can use commands in the Sorting menu to sort message summaries in a variety of orders. See "Mail Buttons and Commands" in the Reference at the end of this book.

Focusing on a group of messages

1 **Click in the summary area of a mailbox window.**

2 **Click the Find button.**

3 **In the Find panel, type the text you want to find.**

4 **Select the options you want.**

5 **Click Find All.**

6 **Open the Mailbox menu and choose Focus.**

7 **When you're done reviewing the messages resulting from the search, choose Unfocus.**

You can find all messages in a mailbox that have your search text, either in their summaries or in the messages. You can then "focus" on those messages, temporarily hiding others so it's easy to find a particular message.

Type your search text and select Summaries or Messages in the Find panel. Then click Find All.
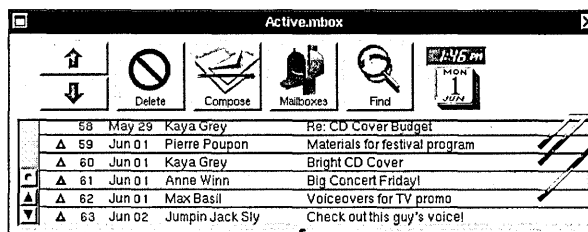
When you click Find All in the Find panel, Mail selects all messages that contain your search text.
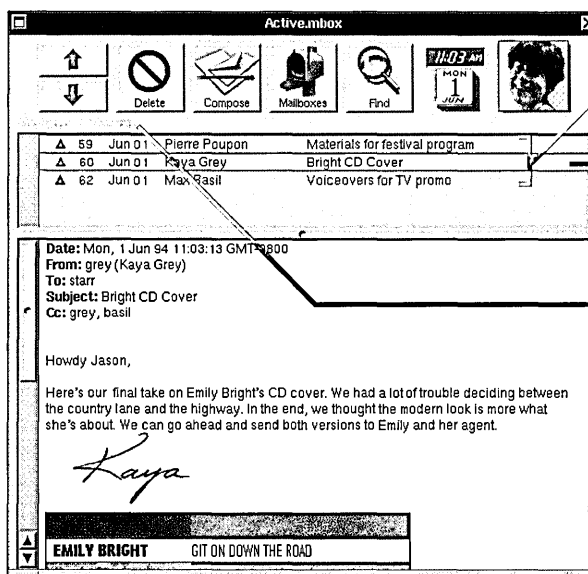
Choose Focus to have Mail display only the selected messages.

When you focus on the messages you found, you can open one without losing track of the others.

A note in the window reminds you that you're focused on only some of the messages in the mailbox.

To narrow down your search, you can do another Find All search and choose Focus again to display the results of that search in the mailbox window. You can keep selecting messages and choosing Focus as many times as you want.

To see all your messages again, choose Unfocus. Mail also displays all messages the next time you open the mailbox.

Tailoring how you get new messages

1 **Choose Info from the Mail menu.**

2 **Choose Preferences from the Info menu.**

3 **Choose General from the pop-up list at the top of the Preferences panel.**

4 **Click Automatic or Manual.**

5 **If you clicked Automatic, type a value for how often Mail checks for new messages.**

6 **Click Set at the bottom of the Preferences panel.**

7 **If you clicked Manual, click the Get Mail button to retrieve new messages.**

Before messages addressed to you actually reach you, they're collected in a central "post office"—a folder on the network that your system administrator maintains. Mail is set up to check this post office at a regular interval and to retrieve new messages it finds there, putting them in your Active mailbox.

Normally, Mail retrieves message automatically, and you can set how often Mail checks for new messages in the Preferences panel. If you prefer to control how quickly messages accumulate in your mailbox, you can select Manual to retrieve new messages yourself.

Choose General from the pop-up list at the top of the Preferences panel.

When Automatic is selected, Mail retrieves messages for you.

You can type an interval, in minutes, for how often Mail retrieves messages.

Or click Manual to retrieve new messages yourself.

Click here to put your new settings into effect.
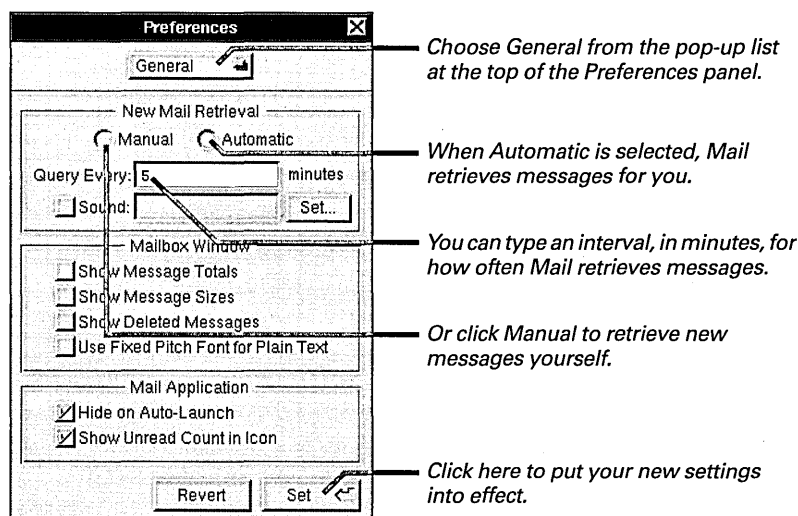
When you select Manual, Mail no longer retrieves messages automatically. Instead, the next time a mailbox window opens, a Get Mail button appears in place of the Find button. To retrieve messages, you must either click the Get Mail button or choose Get New Mail from the Mailbox menu. When new messages are ready to be retrieved, a fan of letters appears in Mail's icon in the dock.

Tip: When you retrieve messages automatically, you can choose the Get New Mail command to speed up retrieval. You might do this when you're expecting a particular message.

Setting a sound to announce new messages

1 **Choose Info from the Mail menu.**

2 **Choose Preferences from the Info menu.**

3 **In the Preferences panel, click Set under New Mail Retrieval.**

4 **In the Open panel, select a sound file.**

5 **Click OK in the Open panel.**

6 **Click Set at the bottom of the Preferences panel.**

When new messages arrive, a fan of letters appears in the Mail icon in the dock. You can also have a sound notify you of new messages. If you receive messages automatically, the sound tells you that there are new messages in your Active mailbox. If you check for messages manually, the sound tells you that there are messages for you to retrieve with the Get Mail button.

You select a sound file from an Open panel.

Click to open a panel where you can select a sound.

Select a file with an .snd extension.

When you click OK, you hear the sound.
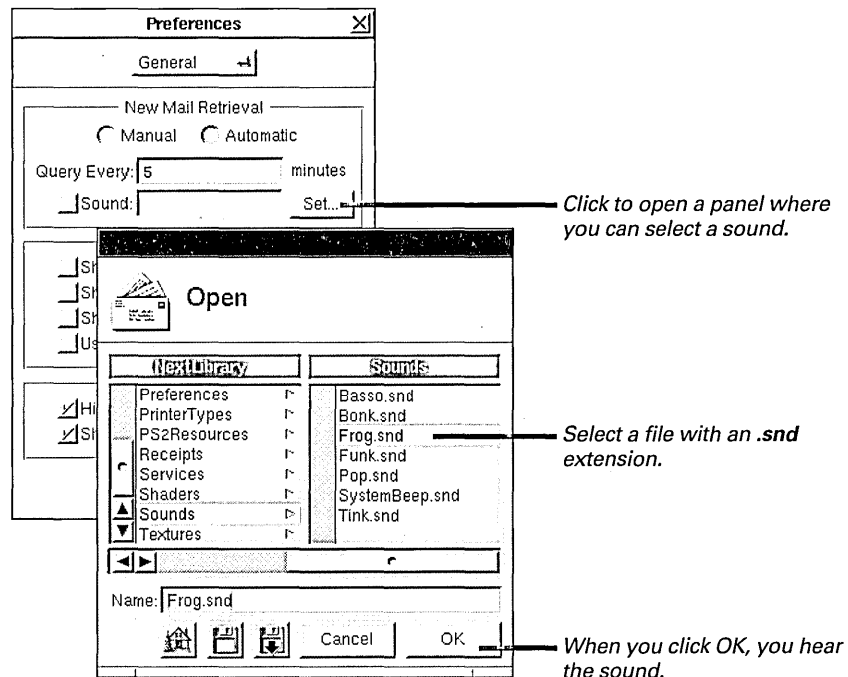
You can select a sound file from the **/NextLibrary/Sounds** folder. If your computer can record, you can also make your own sound with any sound application, such as the **Sound.app** application in **/NextDeveloper/Demos**. You can use any sound file, as long as it has an **.snd** extension.

If your computer makes only one sound, you'll get that one, no matter which sound file you select.

You locate and select a sound file in the Open panel just as you open a file from any standard Open panel. For more information, see "Opening an Existing File" in Chapter 5.

Creating headers for messages you send

1 **Choose Info from the Mail menu.**

2 **Choose Preferences from the Info menu.**

3 **Choose Expert from the pop-up list at the top of the Preferences panel.**

4 **Double-click in the Key field and type the name of a header you want to create.**

5 **Press Tab, type any text you want to appear with the header in the Value field, and press Return.**

6 **Click Set.**

You can create headers of your own that will appear in messages you send. You do this using Mail's Expert Preferences. You can create up to two headers.

Choose Expert from the pop-up list at the top of the Preferences panel.

Double-click in the Key field and type the name of the header.

Press Tab and type an optional "value"—the text that appears with the header—in the Value field.

You can press Tab again to move to the next field and type another header.

Click Set when you're done.
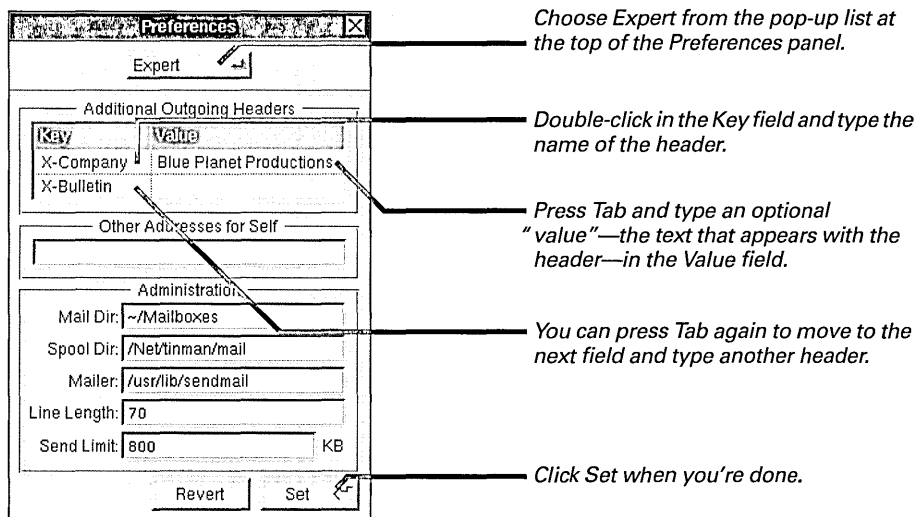
If you type a value for the header, the header appears with that value in all messages you send. To send a different value in a message, choose the header in the Send Options panel when you send the message and type another value for it there.

If you leave the Value field empty, you must choose the header from the Send Options panel and type a value for it to include it in a message.

Choose a header you created from the pop-up list in the Send Options panel.

Type a value for the header here. The value replaces any value set in the Preferences panel for just this message.
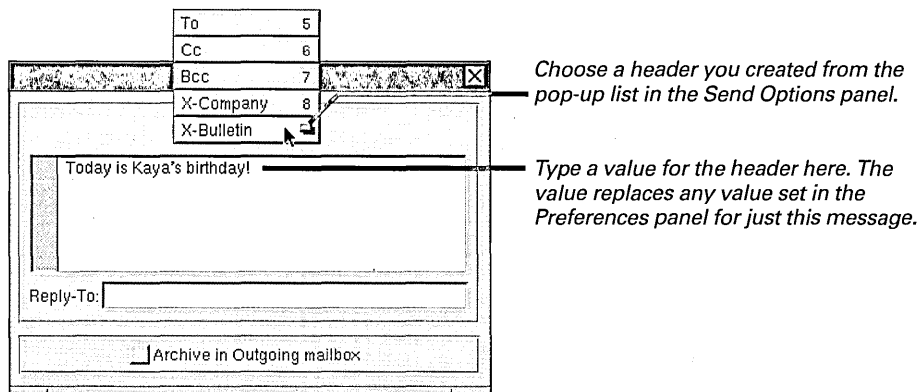
You open the Send Options panel by choosing Send Options from the Compose menu. For more information on this panel, see "Options for Sending Messages" in Chapter 13.

Your headers appear at the top of your message in each recipient's mailbox window.

Header "value"

Header name, or "key"
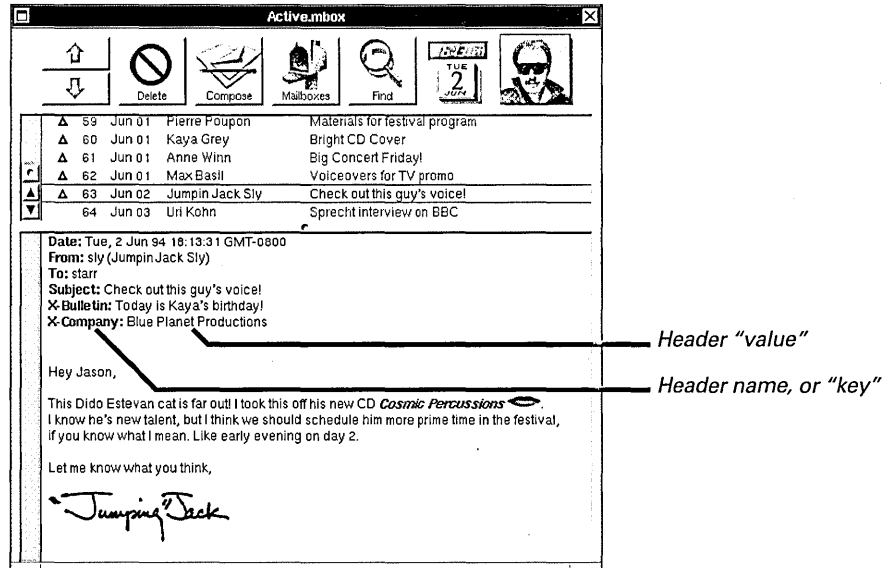
Guidelines for Naming Headers

Follow these guidelines when typing a name in the Key field of Mail's Preferences panel.

Mark Custom Headers with "X-"

It's common protocol among network users to precede the name of headers you create with an **X-**, as in **X-Quote-Of-The-Day**.

Don't Use Spaces

Don't use a space to separate words in a header, or else Mail won't recognize the header and include it in your messages. If a header contains more than one word, separate words with a dash, as in **X-Quote-Of-The-Day**.

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Tailoring headers in messages you receive

▶ **To make a header that's normally hidden appear in messages you receive, remove it from the Hidden Headers list in the Preferences panel.**

▶ **To prevent a header from appearing in your messages, add it to the Hidden Headers list.**

You can choose which headers normally appear in messages you receive. You do this in Mail's Preferences panel.

Choose Headers from the pop-up list at the top of the panel.

These preferences list headers that are hidden in messages you receive.

Select a header that you want to appear in your messages.

Click Remove to remove it from the list of hidden headers.

Click Set to make it appear in your messages.

To hide a header that currently appears in your messages, type its name here. Type the name exactly as it appears in your messages.

Click Add to add it to the list of hidden headers.

The header appears in the list.

Click Set to hide it in your messages.

To see all headers in a message—whether or not you've hidden them in the Preferences panel—choose Show Headers from the Message menu. For more information, see "Options for Showing Information about Messages" in Chapter 13.

Preferences for Messages You Send

You can set options for *all* messages you send. Choose Preferences from the Info menu and then choose Compose from the pop-up list at the top of the Preferences panel. Make settings in the panel to choose any of the following options.

Format Press the Format button to choose a format— NeXT Mail, MIME Mail, or Plain Text— for all your compose windows to open in.

Indent New lines When you check this option, pressing Return in a Compose window indents the next paragraph the same as the previous one. This option is useful for typing UNIX code.

Emacs Key Bindings Check this option to use Emacs text editor commands in a Compose window. Emacs commands are popular among UNIX programmers.

Reply in Same Format Check this option to reply to messages in the same format as the original messages. When you click Reply in a Compose window, the window selects the format for you.

Remove Self from Replies Check this option to not receive replies you send using the Reply All button. If you are "carbon copied" in a message and you click Reply All in a Compose window to reply to that message, Mail doesn't copy your address from the message's Cc field into your Compose window. For this option to work, Mail must recognize your address in the message as being you. You can make Mail recognize an address if it doesn't already. See "Expert Preferences" in this chapter.

Reply-To You can have all replies to your messages go to someone other than yourself. Enter one or more addresses in the Reply-To field. When anyone uses the Reply button to respond to one of your messages, the To field of his or her Compose window is filled with the addresses you enter here. (To also have replies go to you, enter your address, too.)

Request Read Receipt Check this option to receive a notification message when each NEXTSTEP recipient reads any message you send.

Archive Outgoing Mail Check this option to collect copies of all messages you send in the **Outgoing** mailbox. Mail creates this mailbox for you, if it doesn't already exist.

Expand Private Groups You can make it easy for recipients of messages you send to a private group address to reply to others in the group. When you check this option, individual addresses in the group, rather than the group address, are listed in each recipient's message. Recipients can then click Reply All to reply to everyone in the group.

Send MIME Alternatives Check this option to send contents of MIME messages in plain text as well as using formatted text. You might do this if you're not sure which formats recipients' computers can display.

Expert Preferences

The Preferences panel has options for how Mail manages messages. Choose Expert from the pop-up list at the top of the panel and type in these fields:

Other Addresses for Self If you're known by addresses that Mail doesn't recognize as you, type them in this field. Mail already recognizes your user name and your full name in the format **Jason_Starr**. But it doesn't recognize addresses used from other networks, like **jstarr@blues.com**, or ones you create in the Addresses panel, until you type them here.

When you reply to a message sent to an address entered here, Mail can remove you from that reply. See "Preferences for Messages You Send" in this chapter. If you send a message to one of these addresses, **To:** followed by recipients' addresses appears in your mailbox window rather than your address. See "Sending a Message" in Chapter 13.

Administration System administrators can modify how Mail stores, retrieves, and delivers messages by replacing pathnames in these fields:
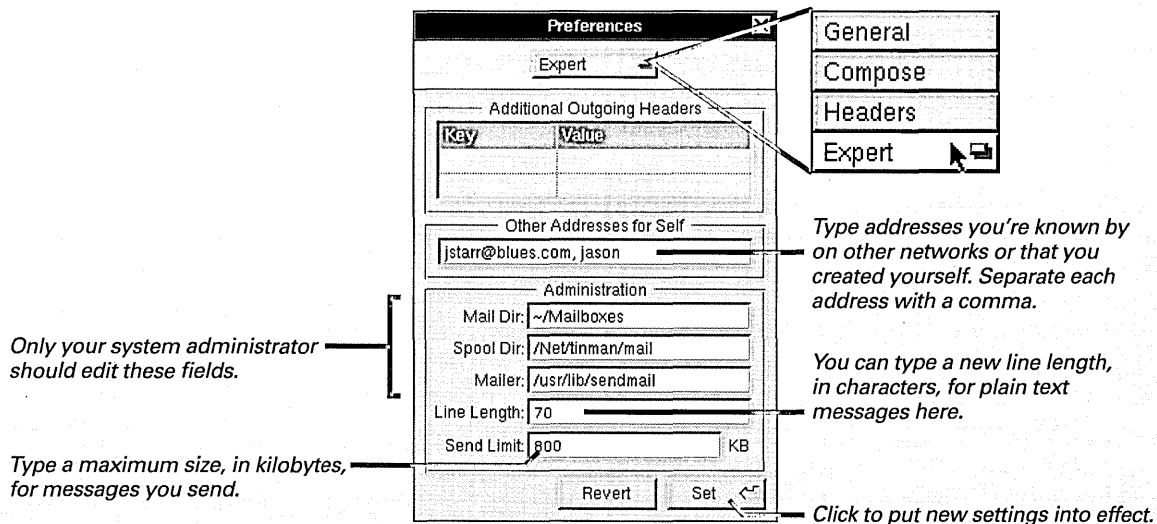
- Mail Dir: The folder where Mail keeps your mailboxes. Normally this is **Mailboxes** in your

home folder. If your home folder is on another computer on the network, you might want to specify a folder on your computer's own disk.

- Spool Dir: The "post office" folder that collects incoming messages. If your system administrator is using a folder other than the one currently named here, you should specify that folder here, instead.

- Mailer: The program Mail uses to deliver mail. You might want to use another program, such as one that tracks statistics.

Line Length This value is the maximum number of characters per line in messages you send in Plain Text format. You might want to change this value to send messages through a gateway to a network that supports fewer than 70 characters per line.

Send Limit You can set a size limit for messages you send. Type the number of kilobytes in this field. If you compose a message that's larger than this size, a panel tells you so when you click Deliver in the Compose window. To still send the message, click Deliver Anyway in the panel.

Only your system administrator should edit these fields.

Type a maximum size, in kilobytes, for messages you send.

Type addresses you're known by on other networks or that you created yourself. Separate each address with a comma.

You can type a new line length, in characters, for plain text messages here.

Click to put new settings into effect.

PRINTING AND FAXING

If you have your own printer—or if one is available on a network—you can print most documents that you create in your NEXTSTEP workspace. You can print one copy of 20 pages or 20 copies of one page, sideways, reduced, or on custom-sized paper.

Print

Name: *Repertoire_Color_Printer*
Note: *In the record library.*
Progress:

Printer	Type
Local_Printer	NeXT 400 dpi Level II Printer
Repertoire_Color_Pri	NeXT Color Printer
Sly_Personal_Printer	NeXT 400 dpi Level II Printer

Copies
1

Pages
○ All ○ From [   ] To [   ]

[Options...]

Paper Feed
Cassette

Resolution
360 dpi

[Save...] [Preview] [Fax...] [Cancel] [Print]

---

ty/Press Releases/5 May ☒

ses first album:
the road

t on a stormy horizon. The
ts of Chicago combines the aching
essage from her generation. But
ated passion—doesn't let you
make a difference.

legend, Skip James, but Bright is
ght. Bright learned her craft hanging
d clubs on Chicago's South Side.
elf, kids living on the streets. The
message is not what you might expect. These kids are not just looking for a free meal or a dealer. They're looking for a future, not only for themselves but for the planet. And Bright sings the message loud and clear.

Emily Bright may have her roots in a blues past, but she's got her eyes on the future. Her sound is soulful, down-and-dirty, and innocent at the same time. This woman's going to soar, and *Git on down the road* is going to get an old tradition moving in a fresh, new direction.

Sammi Wright
Global Voice

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Printing

Your grandfather was a printer. You remember his stories about staying up all night to roll the presses for the next day's edition.

Yessiree, those were the days, he'd say, puffing on his pipe. *Those old printing presses and folks like me—we changed the way the whole world communicates.*

You once tried to explain what you do for a living. *Bah, computers,* he puffed. *You tell me what a little box of wires can do that a good man with a vat of ink and a well-oiled press can't do a lot better—and a lot faster.*

He blew a smoke ring that spiraled gracefully up through the branches of the old magnolia tree. You thought about the high-resolution laser printouts of complex documents you churn out every day in your spare time. Then you shook your head and smiled. *Can't think of a doggone thing, gramps.*

Preparing a file for printing

1   **Open the file and choose Format from the application's main menu.**

2   **Choose Page Layout from the Format menu.**

3   **Choose a paper size from the Paper Size pop-up list. Or type custom dimensions in the Width and Height fields.**

4   **Click Portrait or Landscape.**

5   **Choose how many pages you want to fit on each sheet of paper from the Layout pop-up list.**

6   **Type a percentage in the Scale field.**

7   **Click OK.**

Before you print a file, you can change its paper size and orientation. You can also scale your pages to enlarge or reduce them.

The miniature page changes size and orientation to reflect your settings.

Select the options you want and click OK.
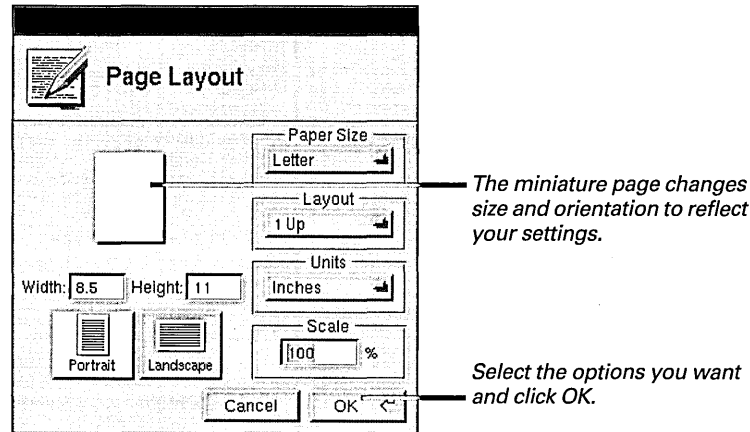
You can make the size of the pages in your file match the size of the paper in your printer with the Paper Size pop-up list. When you choose a paper size, its dimensions appear in the Width and Height fields.

If your paper size isn't included in the list, you can type custom dimensions in the Width and Height fields in inches, centimeters, picas, or points. (Picas and points are commonly used to measure typographical material. A point is 1/72 of an inch, and a pica is 12 points, or 1/6 of an inch.) You can choose the units of measurement you want to use from the Units pop-up list.

You can print your pages upright or sideways on the paper by clicking the Portrait or Landscape button.

You can change the default paper size and units of measure for the Page Layout panel with the Preferences applications. See Chapter 20, "Personalizing Your Workspace."

The Page Layout command may not be in the Format menu in your application. See the user's guide for your application.

You reduce or enlarge printed pages by changing the percentage in the Scale field. Scaling doesn't change the actual contents of a file, and in many applications, it doesn't change how the file appears on screen.
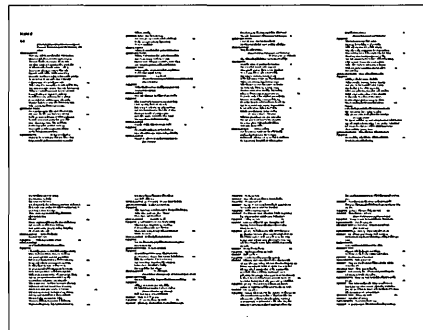
Your pages are normally printed "1 Up"—that is, with one page on each sheet of paper. But you can choose one of the other Layout options to print 2, 4, 8, or even 16 pages on each sheet of paper. The following examples were all printed with Portrait selected.
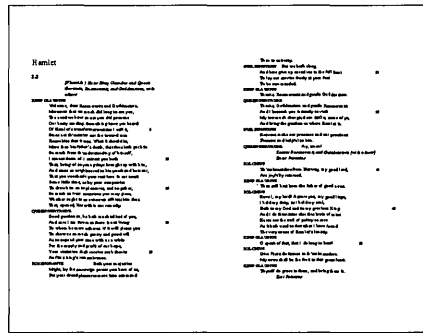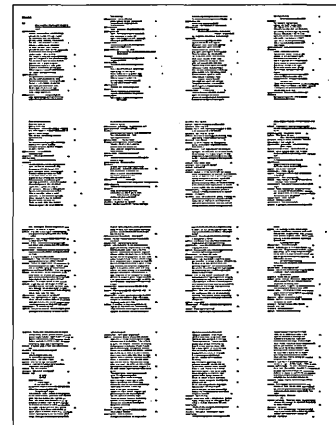
*2 Up*
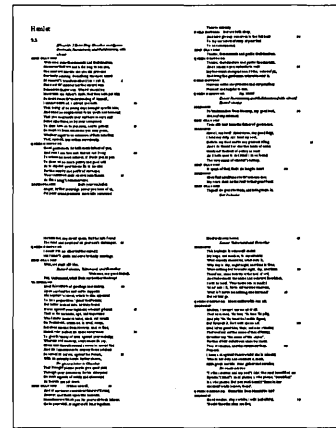
4 Up

8 Up

16 Up

Scaling works differently in different applications. See the user's guide for your application.

Printing a file

1   **Open the file and choose Print from the application's main menu.**

2   **Click the name of the printer you want to use.**

3   **Type the number of copies in the Copies field.**

4   **Click All to print the whole file. Or type page numbers in the From and To fields to print part of the file.**

5   **Choose Paper Feed and Resolution options.**

6   **Click Options to set any special options for your printer.**

7   **Click Print.**

When you're ready to print a file, you select a printer, the pages you want to print, and the number of copies.
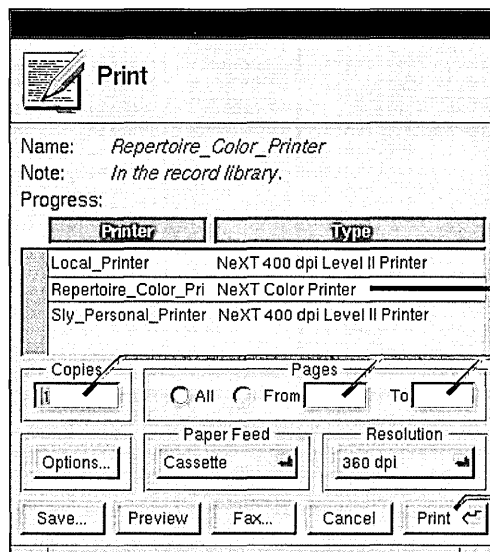

Select the printer you want to use.

Type the number of copies and range of pages you want to print.

Choose the other options you want and click Print.

The name of the current printer appears at the top of the Print panel. It remains the current printer until you select a different one. If only one printer is available, the scrolling list doesn't appear in the panel.

You type the range of pages you want to print in the To and From fields.
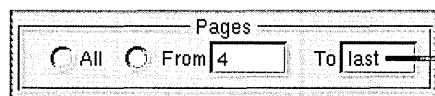
If you type a starting page number, the To field automatically changes to *last*.
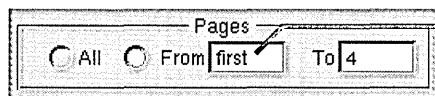
If you type an ending page number, the From field automatically changes to *first*.

You can preview on screen what your pages will look like on paper with the Preview button. See "Previewing Pages" in Chapter 11.

You can fax your pages instead of printing them by clicking the Fax button. See Chapter 16, "Sending Faxes."

You can type 0 or even a negative number in the From field if you want to print pages that come before page 1.

When you click Print, your pages are prepared for printing. A temporary file is created and sent to the print queue for the printer you selected. If no other files are in the queue, your file is printed immediately.

Print Panel Options

Different printers offer different options in the Print panel. You choose the options you want from the pop-up lists in the Print and Printer Options panels.

Paper Feed

Lists the sources of paper available to your printer. Some common sources are as follows:

Cassette Uses the paper in the printer's cassette.

Manual Uses envelopes, acetate, or other stationery you feed into the printer by hand. (For instructions on feeding paper manually, see the owner's guide for your printer.)

Upper, Lower, or another named cassette Uses paper from a specific cassette, if your printer has more than one.

Any Tray Automatically uses paper from the cassette that matches the size of your pages.

Split Uses multiple cassettes. The paper in the second cassette is used for the first page, and the paper in the first cassette is used for the second and following pages in the file. This option is commonly used to print cover sheets on letterhead or other special paper.

Resolution

Lists the resolutions your printer can print at, expressed in dots per inch (dpi). You can print sharper lines and smoother gradations of shading by choosing a higher resolution. High-resolution printing may take longer than low-resolution printing.

Options

If your printer offers other options, you can click the Options button in the Print panel to set them. The Printer Options panel displays the special settings for your printer in a series of pop-up lists. For example, a printer might offer several printing modes for different paper stocks and ink coverages. For more information about the options offered by your printer, see its owner's guide.

If you select a printer and no options appear in the Print panel, it's probably because you don't have its PostScript Printer Description (PPD) file installed. For more information, see "About PostScript Printer Description (PPD) Files" in Chapter 18.


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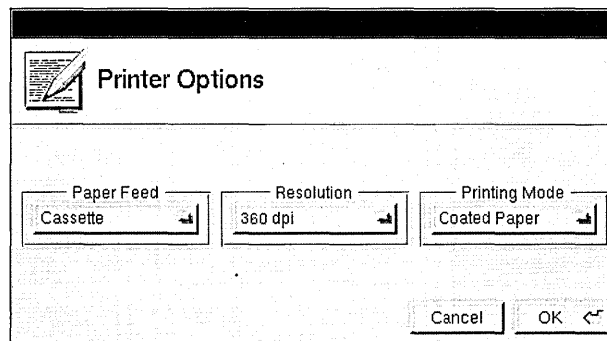
Checking the print queue

1 **Open the /NextApps folder and double-click PrintManager.app.**

2 **Choose Printers from the PrintManager menu.**

3 **Click the name of the printer whose queue you want to check.**

4 **Click Queue.**

When you print a file, a copy is prepared and stored in the queue for the printer you selected. If no other files are in the queue, yours is printed right away. But if other files are in the queue, your file is placed at the end. You use PrintManager to see what's in the print queue.
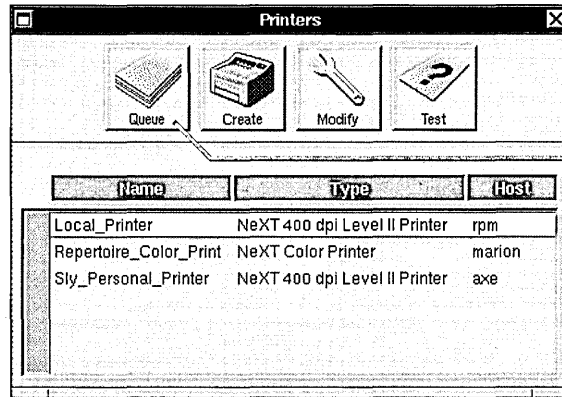
Click to open the queue for the selected printer.

The Printers window lists printers connected to your computer first, followed by those available on a network. You can open Printer Queue windows for as many printers as you want.
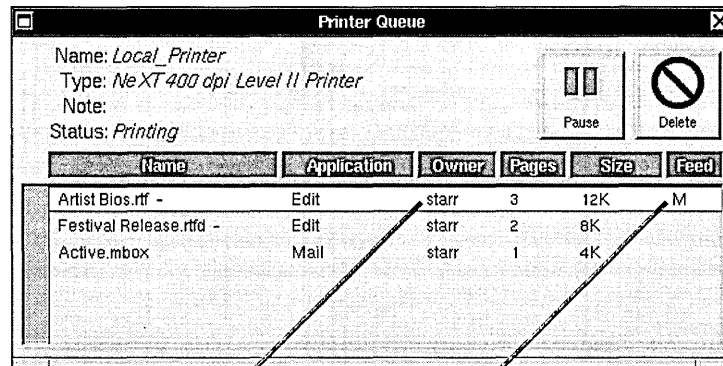
A Printer Queue window shows the files currently in the print queue for the printer you selected.

The owner is the user name of the person who printed the file.

*M indicates that manual feed was chosen in the Print panel.*

The Printer Queue window lists the files in the order they'll be printed. The one at the top is printed first.

For more information about PrintManager, see Chapter 18, "Managing Printers and Fax Modems."

Managing the print queue

1 **Start up the PrintManager application.**

2 **Open the queue window for the printer whose queue you want to manage.**

3 **Select files you want to remove from the queue and click Delete. Or click Pause to stop all printing on that printer temporarily.**

If you change your mind about printing a file after you've clicked Print in the Print panel, you can delete the copy that was sent to the print queue to stop it from printing. You can also temporarily pause and then resume all printing.

Click to stop all printing temporarily.

Click to delete the selected files from the queue.
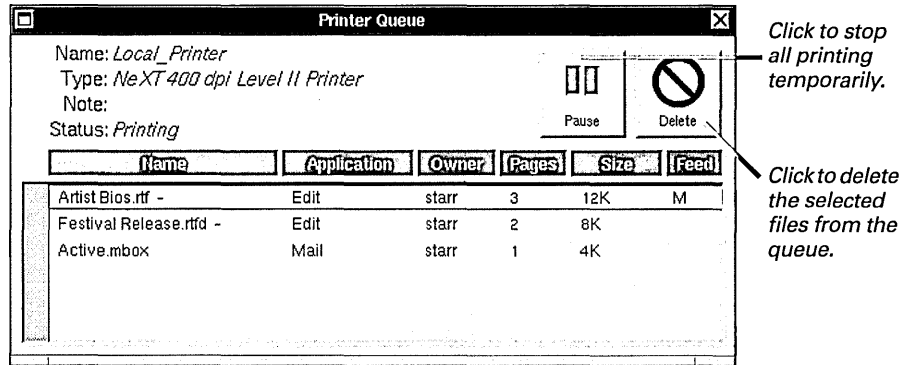
When you click Delete, selected files are removed from the print queue. If you delete a file that was being printed, no more pages in the file are printed. If you share a printer, you can delete only your own files from the queue.

Remember that the files in the print queue are just copies. Deleting them has no effect on the original files.

For more information about PrintManager, see Chapter 18, "Managing Printers and Fax Modems."

What Happens When You Pause

When you click the Pause button, it changes to Continue and the printer stops printing until you click the button again. All files in the queue—including any file that was being printed when you clicked Pause—are held in the queue until you continue printing. While printing is paused, anyone with access to the printer can still use it. However, their files are simply added to the queue until printing is resumed.

If you click Pause in the queue window for a printer that's not connected to your computer, you don't stop printing any files that are already in the queue. You also don't stop anyone else from using the printer. Instead, you simply stop your computer from sending files to that printer's queue. The files you print are stored on your computer until you click Continue.

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Saving your pages as a PostScript file

1 **Choose Print from the main menu.**

2 **Select a printer, the page range, and other options you want in the Print panel.**

3 **Click Save.**

4 **Choose the type of PostScript file you want to save from the pop-up list.**

5 **Type a name for the file and select the folder where you want to save it.**

6 **Click OK.**

You can prepare a file for printing and then save the prepared file instead of printing it. The prepared file is a PostScript file.

Select the folder where you want to save the file.

Type the name of the file.

Press to choose the kind of PostScript file you want.
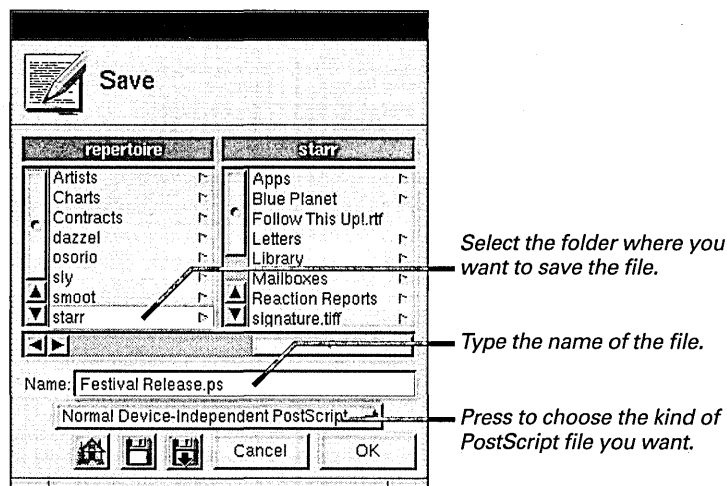
What Is a PostScript File?

A PostScript file is a description, in the PostScript language, of a graphic image or pages.

PostScript is a standard programming language for describing text, images, and pages. PostScript is most commonly used to describe pages for a printer. It's also the language used to describe what you see on a NEXTSTEP computer screen.

Different types of PostScript files are designed for different purposes. For example, the PostScript files you create with the Print panel describe whole pages, and may include

options for working with a variety of printers or features specific to a single kind of printer. They have a **.ps** extension. You can open them with the Preview application, as described in Chapter 11, "Working with Graphics."

Some applications, such as illustration applications, use image-oriented Encapsulated PostScript (EPS) files for displaying graphics. These files have an **.eps** extension.

The files you create in the Print panel are not EPS files, so you shouldn't try to open them in page layout and graphics applications.

You have at least three choices for the kind of PostScript file you want to create:

Normal Device-Independent PostScript ☑
PostScript For Chosen Printer
Chosen Printer / Include Fonts
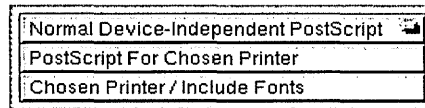
You can choose Normal Device-Independent PostScript to save the file in a format that can be printed by any PostScript printer.

Or you can choose PostScript For Chosen Printer if you want to save the settings you made in the Print panel. Some of the settings, such as resolution and paper tray options, may apply only to the printer you selected.

If you don't think that the printer you'll use to print the file will have access to the fonts you've used in the original file, you can choose Chosen Printer/ Include Fonts to save the fonts needed to print the file. (Be sure you comply with your software license for the fonts in the file.)

Why Save PostScript Files?

You can use the PostScript files you create with the Print panel to:

- Take a "snapshot" of your pages. Sometimes, page layout and other options you choose in an application change the way a page is printed. You can save a version as a PostScript file so that in the future, you can print it exactly as you saved it, regardless of other changes you make to the file, to your application, or to your system software.

- Create a version of your pages that anyone with a PostScript printer can print, exactly as you intended, even if they don't have the same computer, application software, and fonts as you.

- Prepare a file for a printer you don't own, such as a high-resolution imagesetter or film recorder. For example, you may want to take a copy of the PostScript file to a service bureau for printing.

If you have a fax modem, you can use the Fax button in the Print panel to fax your files instead of printing them—right away or at a time you schedule. You can include a standard cover sheet or one that you create yourself.

Fax

Modem: *Jasons_Fax_Modem*
Progress:

JS Work	Agents
Agents ▷	Crenshaw, Smiley
Artists ▷	Duskin, Roy
Club Owners ▷	Feliz, Pilar
Crenshaw, Smiley	Lazlo, Barry
Duskin, Roy	Spero, Carmen
Estevan, Dido	
Feliz, Pilar	

Name: Feliz, Pilar

Full Name: Pilar Feliz

Fax #: 9, 1 (213) 555-1212
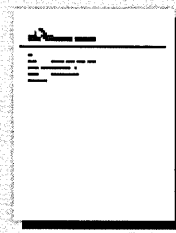
Options
☑ Receipt ☑ Fine
☑ Trim page ends

[Add] [Delete] [Modify]

Cover Sheet
☑ Yes [Edit...]

Pages
○ All ○ From [   ] To [   ]

[Modem...] [Preview] [Fax Later...] [Cancel] [Fax Now]

Cover

BlueCover.dra

ival Release.rtfd —

Blue Plane

jazz and blues legend
the '90s as the decade

record crowds swarmed the Berlin Wall in the largest peace and
athering in recorded history.

16 Sending Faxes

It's as easy as printing, says your associate. She reminds you of your piano teacher who said you could play Bach if you could play scales. You know better. Besides, you hate noisy machines that eat your originals. And punching in all those numbers. You'd rather practice scales any day.

Calm down, says Ms. Associate. *Don't click the Print button, just click Fax. Two clicks later and it's on its way.*

Skeptical, you reach for the manual. Aha! If it's so easy, why is there a whole chapter on it? Hmm, choosing a cover sheet. Scheduling the fax to go out later (when the rates go down, Ms. Associate points out). Keeping an address book.

All done with mouse clicks and a few keystrokes in the quiet of your own office, says Ms. Associate.

Mouse clicks and keystrokes, huh? Maybe you'll take up faxing after all.

Sending a fax

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

2 Click Fax in the Print panel.

3 Enter the full name and fax phone number for the recipient.

4 Check the Cover Sheet and other options you want.

5 Specify the range of pages you want to fax.

6 Click Fax Now.

If you can print a file, you can fax it. The tools for faxing are built into the standard Print panel.

Fax

Modem: Jasons_Fax_Modem
Progress:

JS Work	Agents
Agents	Crenshaw, Smiley
Artists	Duskin, Roy
Club Owners	Feliz, Pilar
Crenshaw, Smiley	Lazlo, Barry
Duskin, Roy	Spero, Carmen
Estevan, Dido	
Feliz, Pilar	

Name: Feliz, Pilar
Full Name: Pilar Feliz
Fax#: 9, 1 (213) 555-1212

Options
☑ Receipt ☑ Fine   Add   Delete   Modify
☑ Trim page ends

Cover Sheet   Pages
☑ Yes Edit...   ○ All ○ From [ ] To [ ]

Modem... Preview Fax Later... Cancel Fax Now

Click the names of the individuals or groups you want to send the fax to.

Or type the full name and fax phone number for a person who's not in your address book.

Choose the options you want and click Fax Now.

The first time you send a fax, you need to choose a fax modem. See "Choosing a Fax Modem" in this chapter.

You can use the Page Layout command to prepare your pages for faxing just as you do before printing. See Chapter 15, "Printing."

You can preview on screen what your pages will look like when you fax them with the Preview button. See "Previewing Pages" in Chapter 11.
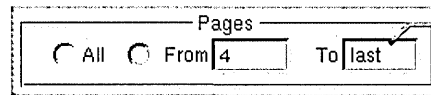
About Fax Phone Numbers

Keep the following in mind when you type a fax phone number:

- If you're faxing to a long-distance number, enter **1** and the area code before the fax phone number.

- If your fax modem isn't connected to an outside line, be sure to enter any numbers you'd normally dial to call outside your building.

- If you normally have to wait a moment after dialing a number to get an outside line, enter a comma (,) after that number to make the fax modem pause a second before continuing dialing.

- If you have call waiting, type **1170** or ***70** before the phone number to keep an incoming call from disconnecting you during faxing.
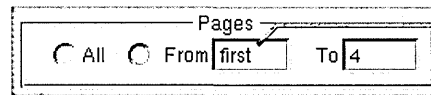
For more information about dialing, see your fax modem owner's guide.

If you maintain an on-line address book with the Workspace Manager, you can use the Fax panel's browser to select the addresses or groups of addresses you want to send the fax to. If you want to send the fax to more than one address or group of addresses, hold down the Alternate or Shift keys while you click the ones you want.

You type the range of pages you want to fax in the To and From fields.

 *If you type a starting page number, the To field automatically changes to **last**.*

 *If you type an ending page number, the From field automatically changes to **first**.*

You can type 0 or even a negative number in the From field, if you want to fax pages that come before page 1.

When you click Fax Now, your pages are prepared for faxing. A temporary file is created and sent to the queue for the chosen fax modem. If no other files are in the queue, your file is faxed immediately.

Fax Panel Options

You create and maintain your on-line address book with the Workspace Manager. See "Adding an On-Line Address" in Chapter 12.

Your system administrator or phone company may have special instructions for using your fax modem.

The Fax panel offers a number of options for sending a fax.

Receipt Check to receive mail that confirms your fax was sent or that lets you know there was a problem.

Fine Check to increase the sharpness of your pages—particularly pages that contain small fonts, fonts with thin vertical lines, or detailed diagrams or other kinds of art. Fine (or "high-resolution") faxes have a resolution of 200-by-200 dots per inch (dpi), compared with about 200-by-100 dpi for normal-quality faxes.
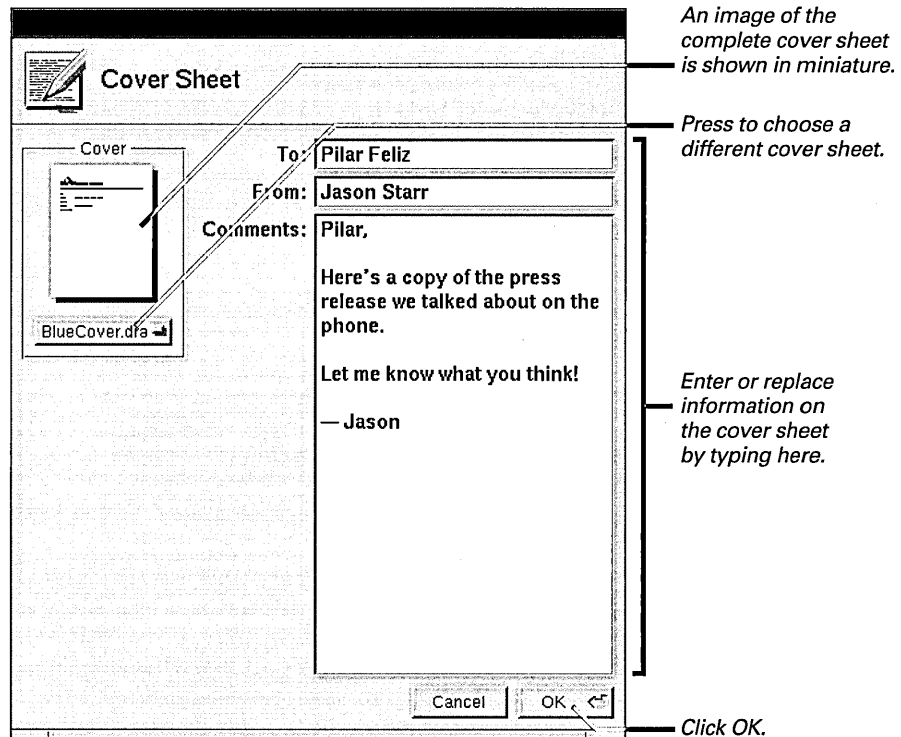
Trim Page Ends Check to fax only the portion of each page that has text or an image on it, rather than the whole page. This option can reduce the time it takes to send a fax.

Cover Sheet Check Yes to include a cover sheet with your fax. For more information, see "Including a Cover Sheet" in this chapter.

Including a cover sheet

1 **Open the Fax panel and check Yes under Cover Sheet.**

2 **Click Edit if you want to change the current cover sheet.**

3 **Choose the cover sheet you want to use from the Cover pop-up list.**

4 **Edit the information, as necessary.**

5 **Click OK.**

You can include a cover sheet with each fax you send. You choose the cover sheet you want to use and edit it in the Cover Sheet panel.

An image of the complete cover sheet is shown in miniature.

Press to choose a different cover sheet.

Enter or replace information on the cover sheet by typing here.

Click OK.

You can use the Cover pop-up list to choose any cover sheet file in the ~/Library/Fax, /NextLibrary/Fax/English.lproj, or /LocalLibrary/Fax folder.

Depending on the cover sheet you choose and the information available about the recipient, some parts of the cover sheet are filled in automatically. For example, the To field is filled in with the recipient's full name from the Fax panel. You can edit the parts of the cover sheet that are displayed in the panel. Images and uneditable text are displayed only in the miniature image of the cover sheet.

Custom Fax Cover Sheets

You can create custom cover sheets and keep them in the **/Library/Fax** folder in your home folder. Then you can choose one of them from the Cover pop-up list in the Cover Sheet panel whenever you want to send a fax.

The Draw Application Creates Cover Sheets

To a create a cover sheet, you use the Draw application, which is stored in **/NextDeveloper/Demos**.

You can use any of the Draw tools to draw lines and shapes and add text to your cover sheet. Or you can drag an existing TIFF or EPS file into the Draw document (see "Adding a Graphic Image" in Chapter 11).

Fax Cover Sheet Commands Create Form Fields

In addition to objects you draw on the cover sheet, you can create standard form fields. These fields always appear on the cover sheet but contain different information depending on the fax you're sending. For example, a field might contain the current date.

To create fields, you use the commands in the Fax Cover Sheet menu, which is in Draw's Tool menu. You can create the following types of fields:

Date This field is filled automatically with the current date.

Notes You can add text to this field in the Cover Sheet panel.

From This field is filled automatically with your full name.

To This field is filled automatically with the full name of the recipient.

Pages This field is filled automatically with the total number of pages in the fax, including the cover sheet.
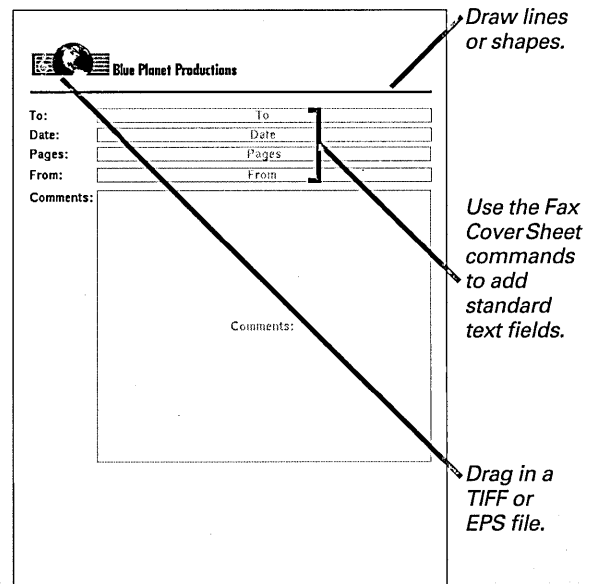
Address This field is filled automatically with the address from the recipient's address book entry.

The forms appear as gray boxes in your Draw document. You can move them or resize them and label them with text. When you save a custom cover sheet for the first time, be sure to click Yes in the panel that asks if you want to save the form entries with the file.

Custom Form Fields

You can create a custom form field by changing the text label of any standard field. You can also select any text you type in the Draw document and click Form Field in the Inspector panel to turn that text into a form field. Custom form fields are not filled in automatically—you can type the appropriate information in the Cover Sheet panel each time you send a fax.

When you create a custom cover sheet, you may find that it's easiest to modify the cover sheet in **/NextLibrary/Fax/English.lproj** and save it in your ~/**Library/Fax** folder rather than create one from scratch.

Draw lines or shapes.

Use the Fax Cover Sheet commands to add standard text fields.

Drag in a TIFF or EPS file.

Choosing a fax modem

1 **Open the Fax panel and click Modem.**

2 **Select the fax modem you want to use.**

3 **Click OK.**

To send and receive faxes, you need access to a fax modem—a device your computer uses to talk to fax machines or other fax modems over telephone lines. The first time you send a fax, you choose a fax modem. It remains the current fax modem until you choose another one.
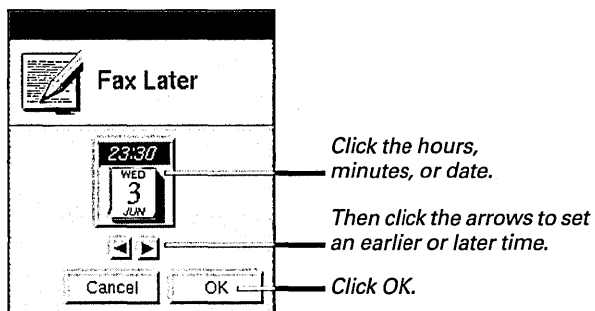

Click the fax modem you want to use.

Click OK.
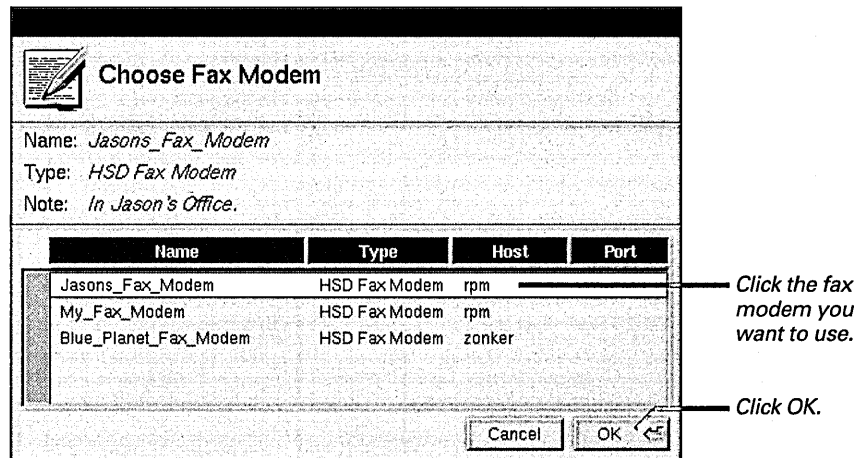
The Choose Fax Modem panel shows the name and type of each fax modem you can use, along with the host name of the computer it's connected to. The fax modems connected to your computer appear first, followed by those available to you on the network.

Sending a scheduled fax

1 **Open the Fax panel, enter the fax number, and select the other options you want.**

2 **Click Fax Later.**

3 **Set the time when you want your pages faxed.**

4 **Click OK.**

If your fax doesn't need to go out right away, you can set a later date and time when you want your pages faxed. For example, you can pick a time when long distance rates are cheaper or when there's less demand for a shared fax modem.

Fax Later

Click the hours, minutes, or date.

Then click the arrows to set an earlier or later time.

Click OK.

When you click OK, your pages are prepared for faxing. A temporary file (which includes the time you set) is created and sent to the queue for the fax modem you chose. It's stored there until the time you scheduled it to be sent.

Managing the fax queue

1 Open the /NextApps folder and double-click PrintManager.app.

2 Choose Fax Modems from the PrintManager menu.

3 Click the name of the fax modem whose queue you want to check.

4 Click Queue.

When you fax a file, a copy is prepared and sent to the queue for the fax modem you chose. If no other files are in the queue (and you haven't scheduled the fax to be sent later), your file is faxed right away. But if there are other files in the queue, yours is placed at the end.
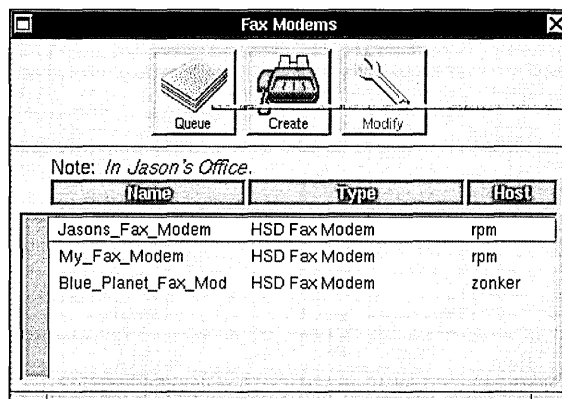
Click to open the queue window for the selected fax modem.

The Fax Modems window lists all the fax modems you can use. The fax modems connected to your computer appear first, followed by those available on the network.
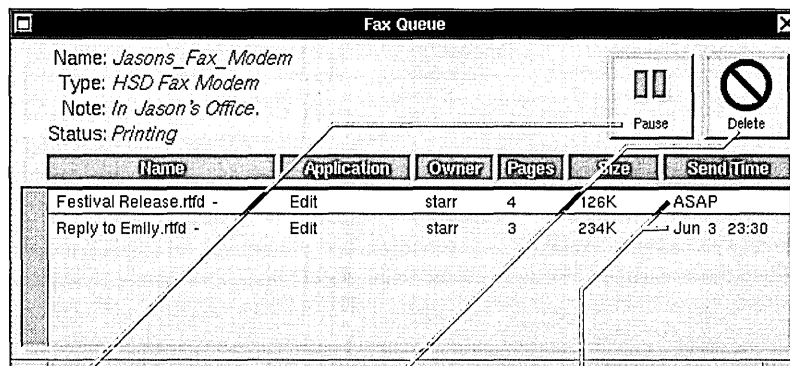
Click to stop sending all faxes temporarily.

Click to delete the selected fax from the queue.

The Send Time is set with the Fax Later button in the Fax panel. ASAP means the file will be sent as soon as possible.
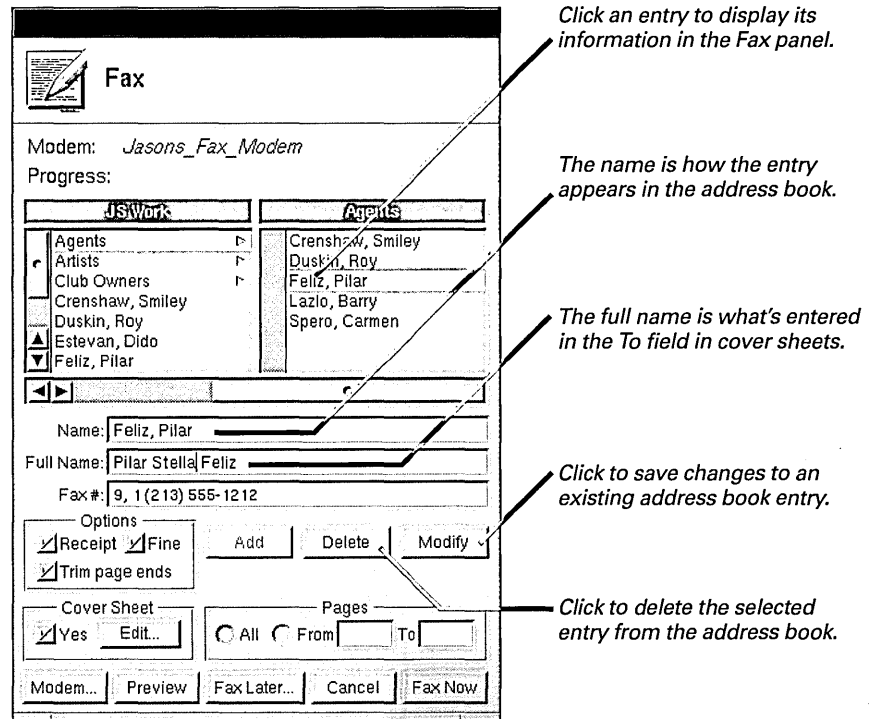
Remember that the files in the fax queue are just copies. Deleting them has no effect on the original files.

For more information about PrintManager, see Chapter 18, "Managing Printers and Fax Modems."

Updating fax addresses

You can set up and maintain an on-line address book in the Workspace Manager. But you can modify the full name and fax phone number for an address book entry in the Fax panel. You can also add or delete an entry.

Click an entry to display its information in the Fax panel.

The name is how the entry appears in the address book.

The full name is what's entered in the To field in cover sheets.

Click to save changes to an existing address book entry.

Click to delete the selected entry from the address book.

If you don't have an address book file in your ~/**Library/Addresses** folder, a new one named **Numbers.addresses** is created when you first add an entry in the Fax panel.

Without leaving your workspace, you can receive faxes from any fax machine or fax modem. You just need a fax modem and the FaxReader application, which you'll find in the /NextApps folder.

17

Getting
Faxes

You got a promotion from your job at the front desk. With it came the dubious honor of handling incoming faxes. Now you spend all afternoon around this noisy machine gathering rolled-up paper off the floor and chasing people down to hand it out.

You collapse at your desk and dream up another scenario—one where you get faxes on your computer. Quietly. You route them to others with the click of a button. Effortlessly. Nothing gets lost. No one goes deaf. You take longer lunches.

The phone rings. It's Ricardo looking for the fax from his lawyer. *Oh wait*, he says. *It's on my screen. How the heck...?* He hangs up mumbling something about a prankster with a scanner. You smile and go back to work. You know that the scanner is out of service today.

Now, who should you invite to lunch first?

Starting up FaxReader

▶ **Open the /NextApps folder in the File Viewer and double-click FaxReader.app.**

Or

▶ **Double-click a fax file icon.**

You can use the FaxReader application to view a list of faxes you've received, to read faxes, and to assign faxes to others.
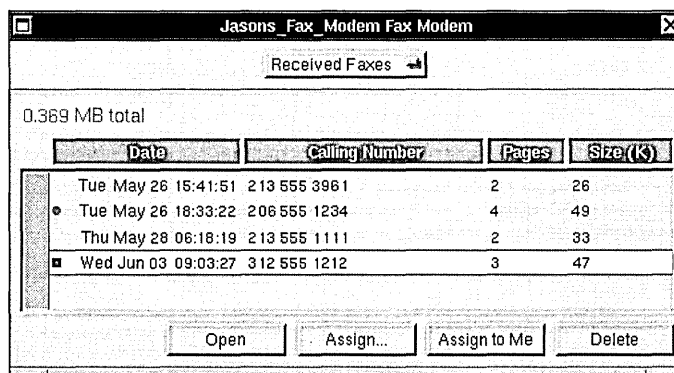
The FaxReader application icon looks like this.

A fax file icon looks like this.

When you start up FaxReader by double-clicking its application icon, a window displays a list of faxes received by a fax modem.

| Jasons_Fax_Modem Fax Modem			
Received Faxes			
0.369 MB total			
Date	**Calling Number**	**Pages**	**Size(K)**
Tue May 26 15:41:51	213 555 3961	2	26
Tue May 26 18:33:22	206 555 1234	4	49
Thu May 28 06:18:19	213 555 1111	2	33
Wed Jun 03 09:03:27	312 555 1212	3	47
Open	Assign...	Assign to Me	Delete

The date, size, and other information about received faxes are displayed in the fax modem window.

If you have a fax modem connected to your computer, its fax modem window opens the first time you start up FaxReader—otherwise, no window opens and you need to select one. Subsequently, the last fax modem window you opened is the one that opens when you start up FaxReader.

When you start up FaxReader by double-clicking a fax file, the fax opens directly in a FaxReader window and no fax modem windows open.

For information about choosing fax modems, see "Checking for Faxes" in this chapter.

When FaxReader is running, you can tell if you've received a new fax by checking its icon:
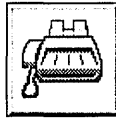
	You've received no new faxes.		*You have new, unread faxes.*

A Mail message notifies you if you receive a fax on a fax modem whose window isn't open in FaxReader—or if FaxReader isn't running.

Who Has Access to Faxes?

Everyone who has access to a fax modem is assigned one of three access levels.

Unrestricted users see all new faxes received by the fax modem. They can assign new faxes to themselves and to other users, and they can work with the contents of the fax modem archive. Unrestricted users also receive a Mail message whenever a new fax is received if FaxReader isn't running.

Trusted users have the same access to new faxes and the fax modem archive as unrestricted users. However, they don't receive a Mail message when a new fax is received on the fax modem.
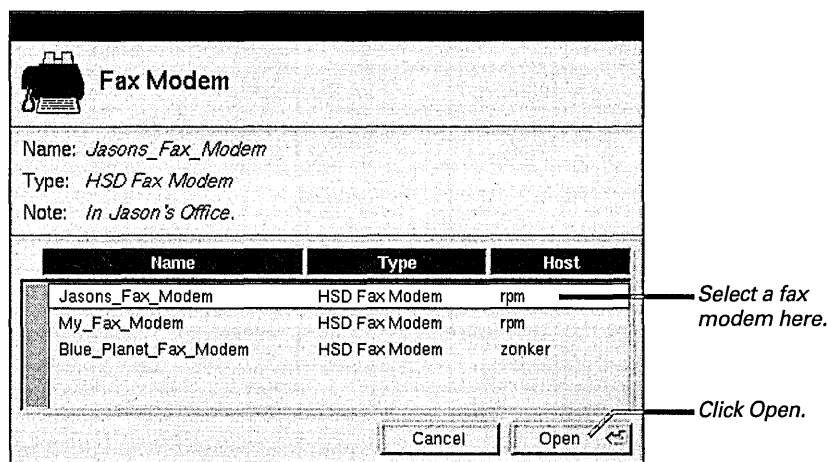
Restricted users see only faxes that have been assigned to them by another user. They can, in turn, assign faxes that have already been assigned to them—for example, to share them with other users.

Access levels are assigned with the PrintManager application. See "Sharing Access to Faxes" in Chapter 18.

Checking for faxes

1   **Start up FaxReader.**

2   **Choose Fax Modem from the FaxReader menu.**

3   **Select a fax modem in the list.**

4   **Click Open.**

If you have access to more than one fax modem, you can check each of them for faxes they've received. You use the Fax Modem panel, which lists all the fax modems that are connected to your computer or are available on your network.

```
 ┌─────────────────────────────────────────────┐
 │  ▟▛  Fax Modem                               │
 │                                              │
 │  Name:  Jasons_Fax_Modem                     │
 │  Type:  HSD Fax Modem                         │
 │  Note:  In Jason's Office.                    │
 │  ┌──────────────┬──────────────┬──────────┐  │
 │  │     Name     │     Type     │   Host   │  │
 │  ├──────────────┼──────────────┼──────────┤  │
 │  │ Jasons_Fax_Modem │ HSD Fax Modem │ rpm  │──│──── Select a fax
 │  │ My_Fax_Modem     │ HSD Fax Modem │ rpm  │  │     modem here.
 │  │ Blue_Planet_Fax_Modem │ HSD Fax Modem │ zonker │  │
 │  │                                        │  │
 │  └────────────────────────────────────────┘  │
 │              ┌────────┐   ┌────────┐          │
 │              │ Cancel │   │ Open ⏎ │──────────│──── Click Open.
 │              └────────┘   └────────┘          │
 └─────────────────────────────────────────────┘
```

When you select a fax modem and click Open, a window lists the faxes received on that fax modem. You can only open a window for a fax modem that you have been granted access to.

If you have unrestricted or trusted access to a fax modem, you see all new faxes in the window—in addition to faxes that have been assigned to you. If you have restricted access, only the faxes someone else has assigned to you appear in the window.

The total amount of disk space used by the faxes in the window is shown here.

A o marks faxes assigned to you that you haven't read.

A □ marks unassigned faxes.

Click to delete a fax when you're done with it.

You can monitor the amount of disk space your faxes are taking up by checking the total at the top of the window—and the size of each fax in the list. Since faxes can be quite large, it's a good idea to delete them when you don't need them any more.

For more information about how faxes are assigned, see "Managing New Faxes" in this chapter.
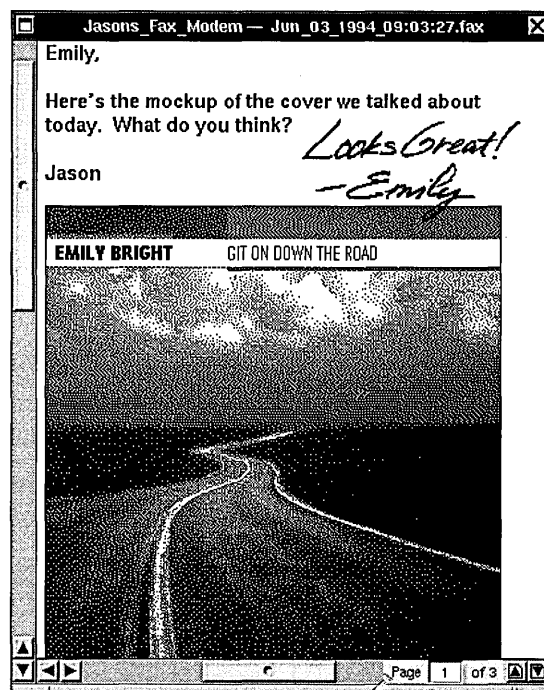
Opening a fax

▶ **Start up FaxReader, click the fax you want to open in a fax modem window, and click Open.**
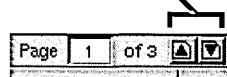
Or

▶ **Double-click a fax file icon in a File Viewer or Mail window.**

A fax is a document you can open and read like any document. When you open a fax, it appears in a FaxReader window.

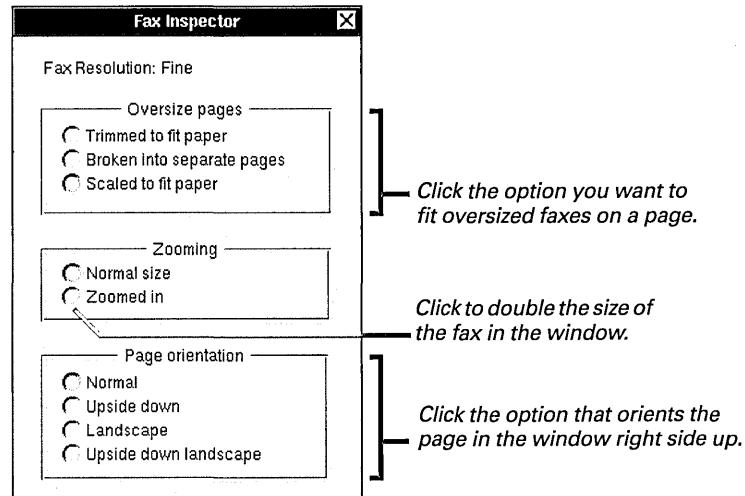*Click to view the next or previous page.*

The current page number and the total number of pages are shown here.

You can also open faxes with the Open command in the Fax menu. See "FaxReader Commands" in the Reference at the end of this book.

Changing how a fax is displayed

1 **Open a fax in FaxReader.**

2 **Choose Display from the FaxReader menu.**

3 **Choose Inspector from the Display menu.**

4 **Click the options you want.**

You can change the way a fax is displayed in the FaxReader window. For example, if the fax contains details you'd like·to get a closer look at, you can double its size in the window. You can also turn the image in the window if you received one or more pages upside down or sideways. If the fax is oversized, you can choose to scale it, trim it, or display it on multiple pages.

```
┌─────────────────────────────────┐
│        Fax Inspector        ☒   │
├─────────────────────────────────┤
│  Fax Resolution: Fine           │
│                                 │
│    ┌─── Oversize pages ───┐     │
│    │ ○ Trimmed to fit paper│     │
│    │ ○ Broken into separate pages│
│    │ ○ Scaled to fit paper│     │
│    └──────────────────────┘     │
│                                 │
│    ┌──── Zooming ─────────┐     │
│    │ ○ Normal size        │     │
│    │ ○ Zoomed in          │     │
│    └──────────────────────┘     │
│                                 │
│    ┌─── Page orientation ──┐    │
│    │ ○ Normal             │     │
│    │ ○ Upside down        │     │
│    │ ○ Landscape          │     │
│    │ ○ Upside down landscape│    │
│    └──────────────────────┘     │
└─────────────────────────────────┘
```

Click the option you want to fit oversized faxes on a page.

Click to double the size of the fax in the window.

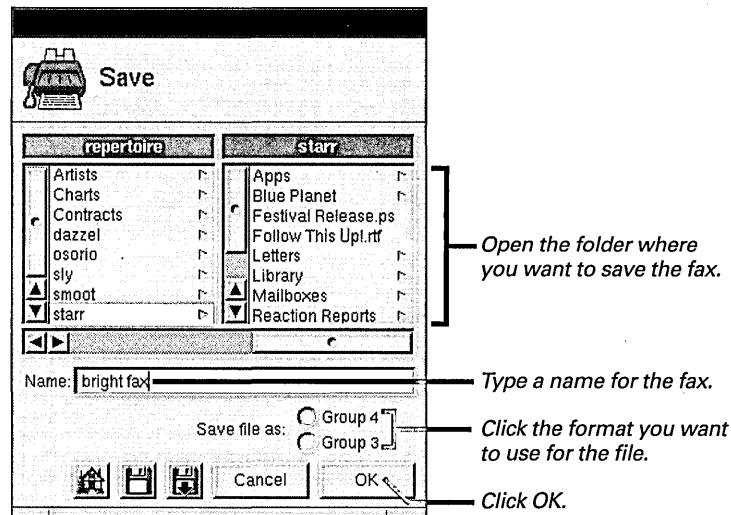*Click the option that orients the page in the window right side up.*

All faxes are initially displayed at normal size, with oversized pages scaled to fit. You can use the Preferences command in the Info menu to change these general settings. See "FaxReader Commands" in the Reference at the end of this book.

Saving a fax

1 **Open the fax you want to save in a FaxReader window.**

2 **Choose Fax from the FaxReader menu.**

3 **Choose Save As from the Fax menu.**

4 **Name the fax file and open the folder you want to save it in.**

5 **Click Group 4 or Group 3.**

6 **Click OK.**

Every fax you receive is stored on disk automatically. However, if you want to keep a copy as a file you can work with in the File Viewer, you must save it.
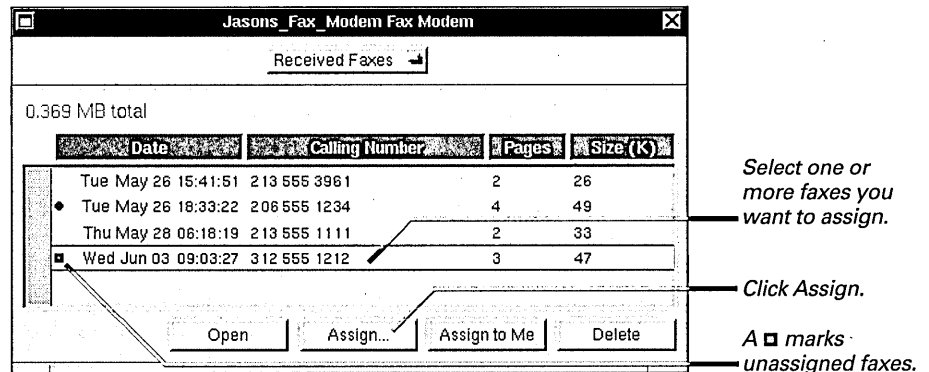

Open the folder where you want to save the fax.

Type a name for the fax.

Click the format you want to use for the file.

Click OK.

You have a choice of two file formats when you save a fax. If you need to share the fax file with someone who's working with NEXTSTEP Release 2, save the fax in Group 3 format so you both can open it. Otherwise, use Group 4 to save disk space.

Tip: If you receive a fax for someone who doesn't have access to the fax modem, you can use the Mail commands in the Services menu to mail the fax to anyone who can receive NEXTSTEP messages.

Managing new faxes

1 **Start up FaxReader.**

2 **In a fax modem window, select the faxes you want to assign to another person or group of people.**

3 **Click Assign.**

4 **Select the person or persons you want to assign the fax to.**

Because many people may receive faxes on one fax modem, you may need to assign faxes to the appropriate recipients. You can assign new faxes only if you have unrestricted or trusted access to a fax modem. Otherwise, you can reassign only faxes that have been assigned to you.

Jasons_Fax_Modem Fax Modem			
Received Faxes			
0.369 MB total			
Date	Calling Number	Pages	Size (K)
Tue May 26 15:41:51	213 555 3961	2	26
Tue May 26 18:33:22	206 555 1234	4	49
Thu May 28 06:18:19	213 555 1111	2	33
Wed Jun 03 09:03:27	312 555 1212	3	47
Open	Assign...	Assign to Me	Delete

Select one or more faxes you want to assign.

Click Assign.

A ▢ marks unassigned faxes.

When you click Assign, a panel lists everyone who has access to the fax modem.

Assign Fax

Users

dazzel
osorio
sly
smoot
starr

Select the names of the people you want to assign the fax to.

Then click Assign.
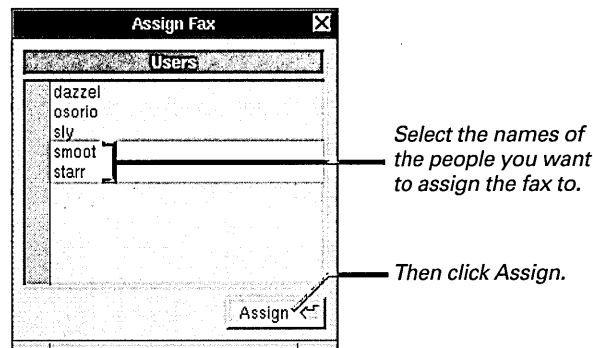
Assign

If you don't include yourself in the list of people you assign the fax to, the fax is removed from the list in your fax modem window. If you just want to assign the fax to yourself, you can click Assign to Me.

Access to a fax modem is set with the PrintManager application. See "Sharing Access to Faxes" in Chapter 18.

Retrieving a fax from an archive

1 **Open a fax modem window.**

2 **Choose Archived Faxes from the pop-up list at the top of the window.**

3 **Select the faxes you want to retrieve.**

4 **Click Open to open the archived faxes. Or use the Assign or Assign to Me button to assign them.**

If you want to open a fax you deleted or assigned to someone else, you can retrieve it from the fax modem's archive. You can view the archive for a fax modem only if you have unrestricted or trusted access to it. When you choose Archived Faxes, all the faxes in the archive are displayed in the window.

```
┌─────────────────────────────────────────────────────────────┐
│ ▣          Jasons_Fax_Modem Fax Modem                    ☒    │
│                   ┌ Archived Faxes ▾┐                         │
│  0.369 MB total                                              │
│  ┌──────────┬──────────────────┬───────┬─────────┐          │
│  │   Date   │  Calling Number  │ Pages │ Size (K)│          │
│  ├──────────┴──────────────────┴───────┴─────────┤          │
│  │ ◆ Tue May 26 15:41:51  213 555 3961     2      26 │      │
│  │ ◆ Tue May 26 18:33:22  206 555 1234     4      49 │      │
│  │ ◆ Thu May 28 06:18:19  213 555 1111     2      33 │      │
│  │ ◆ Tue Jun 02 10:22:10  213 555 1234     2      33 │      │
│  │ ◆ Wed Jun 03 09:03:27  312 555 1212     3      47 │      │
│  └───────────────────────────────────────────────┘          │
│        ┌ Open ┐ ┌ Assign... ┐ ┌ Assign to Me ┐ ┌ Delete ┐   │
└─────────────────────────────────────────────────────────────┘
```

Choose Archived Faxes here.

Select the fax you want to retrieve.

Then click Open.
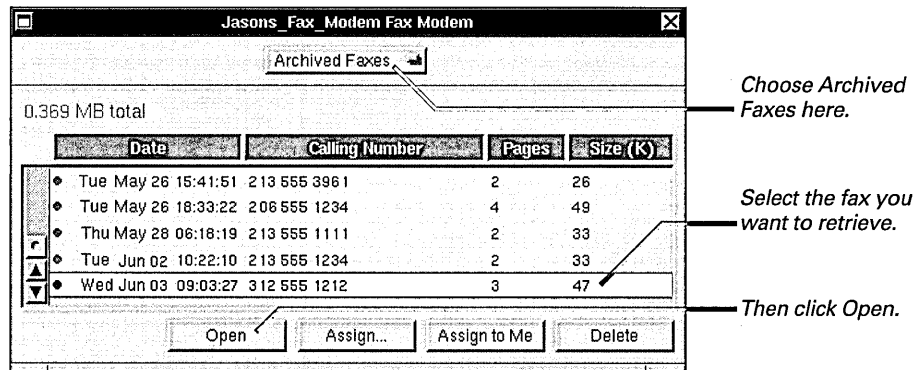
You open and manage archived faxes the same way you do new faxes. However if you delete a fax from the archive, you can't retrieve it unless you saved a copy as a fax file elsewhere.

You set the length of time faxes are stored in a fax modem's archive with the PrintManager application. See "Setting Options for Archiving Faxes" in Chapter 18.

Reviewing a fax modem log

1 Open a fax modem window.

2 Choose Log from the pop-up list at the top of the window.

Every time a fax modem sends or receives a fax, it records its success or failure in its log.

```
┌──────────────────────────────────────────────────────────────┐
│ □        Jasons_Fax_Modem Fax Modem                      ⊠    │
├──────────────────────────────────────────────────────────────┤
│                    ┌─────────────┐                            │
│                    │ Log      ▾│                            │
│                    └─────────────┘                            │
│  R 05/04/94 15:41  1pg   1:34 OK.            rm="    213 555 7028" d │
│  R 05/22/94 14:58  0pg   0:32 Not a fax.     rm="            " d │
│  R 05/24/94 19:45  6pg   6:31 OK.            rm="    044 555 5476" │
│  S 05/24/94 21:20  0pg   0:39 Busy.          rm="    044 555 7653" │
│  S 05/26/94 09:58  2pg   2:28 OK.            rm="            " d │
│  R 05/26/94 11:00  1pg   0:31 OK.            rm="       4155554959" │
│  R 05/26/94 11:45  3pg   1:33 OK.            rm="       4155554558" │
│  S 05/26/94 12:18  3pg   3:17 OK.            rm="       3125554858" d │
│  S 05/26/94 15:41  2pg   2:22 OK.            rm="       2135553961" d │
│  S 05/26/94 18:09  0pg   0:18 Busy.          rm="          5552690" d │
│  S 05/26/94 18:33  4pg   3:28 OK.            rm="       2065551234" d │
│  S 05/28/94 05:38 30pg  20:02 OK.            rm="    01 312 555 1948" d │
│  S 05/28/94 06:17  2pg   1:06 OK.            rm="       2135551111" d │
└──────────────────────────────────────────────────────────────┘
```

Choose Log here.

If the fax wasn't sent or received, a short note explains why.

Resize the window to see more information.

Fax modem logs are normally displayed in 10-point type. But you can change to 12- or 14-point type with the Preferences command in the FaxReader Info menu. See "FaxReader Commands" in the Reference at the end of this book.

You can set the length of time entries are kept in a fax modem log with the PrintManager application. See "Setting Options for Archiving Faxes" in Chapter 18.

What's Recorded in the Log?

The information in a fax modem log includes the following:

- An **R** to indicate the fax was received or an **S** to indicate it was sent.

- The date the fax was transmitted.

- The number of pages in the fax.

- The time it took to transmit the fax.

- **OK** to indicate success or a short note describing why the transmission failed.

- The fax phone number or other identifier sent by the other fax machine or modem, if it supports that feature.

- If the fax was sent, the number that was dialed to send it.

- If the fax was sent, the sender's user name.

- If the fax was sent, the content of the Full Name field in the Fax panel.

Whenever you connect a printer or fax modem to your computer, you use the
PrintManager application to make the printer or fax modem available to you
and to others on your network. You also use PrintManager to set a number of
options for the way you get and send faxes, and for who can work with the faxes a
fax modem receives. You'll find PrintManager in the /NextApps folder.

Printers

Queue	Create	Modify	Test

Name	Type	Host
Local_Printer	NeXT 400 dpi Level II Printer	rpm
My_Color_Printer	NeXT Color Printer	rpm
Our_Color_Printer	NeXT Color Printer	rpm
Repertoire_Color_Print	NeXT Color Printer	marion
Sly_Personal_Printer	NeXT 400 dpi Level II Printer	axe

Fax Modems

Queue	Create

son's Office.

ne	
Modem	HSD Fax Mo
lem	HSD Fax Mo
Fax_Mod	HSD Fax Modem zonker

Create New Printer

Local Name: My_Color_Printer

Remote Name:

Note: My new color printer.

Privat

S

Type

Monotype ImageMaster 1200

18

Managing Printers and Fax Modems

"The stranger rides into town with nothing but a bedroll and a beltful of fire power. He ties old Bessie up outside the post office and saunters up to the postmaster.

I'm 'spectin' a telygraph from Carson City, he says. He glances at the old tickertape machine behind the counter. *What, you only got one kinda machine? You ain't got no color? No laser printouts from the telyphone? No high-security clearance for who can read these communications? No archive facilities? What kinda two-bit outfit you running here?* He pulls out a .44 and shoots the postmaster dead..."

You take a gulp of coffee and read over the last paragraph. Something about it isn't quite right. You scratch it out and shake your head. Looks like you've been putting off configuring your new printer and fax modem a little too long.

Starting up PrintManager

▶ **Open the /NextApps folder in the File Viewer and double-click PrintManager.app.**

You use PrintManager to tell your computer and other computers on your network what printers and fax modems are available. You also use PrintManager to set options for sending and receiving faxes and to specify who can open the faxes your fax modem receives.
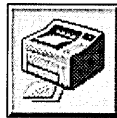
The PrintManager application icon looks like this.

When you first start up PrintManager, the Printers window opens:
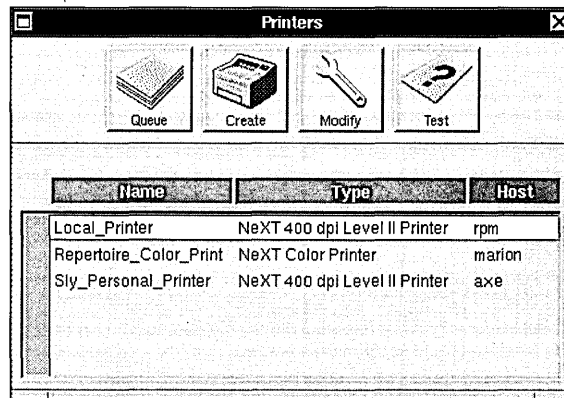
This list shows the name and type of each available printer and the host name of the computer it's connected to.

The Printers window lists all the printers that are available to you, starting with the names of the printers connected to your computer.

If you close this window, you can always reopen it with the Printers command in the PrintManager menu. You can also use the Fax Modems command in the PrintManager menu to open a similar window that lists available fax modems.

For information about printing, see Chapter 15, "Printing."

For information about sending faxes, see Chapter 16, "Sending Faxes."

For information about receiving faxes, see Chapter 17, "Getting Faxes."

About PostScript Printer Description (PPD) Files

PostScript Printer Description (PPD) files tell your computer about your printer. They typically include details about your printer's built-in fonts, the number and size of its paper cassettes, its resolution capabilities, sorting or stapling options, and many other features.

If you don't have the PPD file for a printer on your hard disk, the printer doesn't appear in PrintManager in the list of printer types you can add to your computer. In addition, if you don't have the PPD file for a printer you select in the Print panel (for example, because the printer is available to you on a network but the PPD file isn't), "Printer Information Unavailable" appears in the Print panel in place of its specific options.

You Probably Have the PPD File You Need

The PPD files for a few common printers are installed on all NEXTSTEP computers. And if you installed all the packages from the *NEXTSTEP* CD-ROM when you installed NEXTSTEP, you have the English-language PPD files for hundreds of models of printers and imagesetters.

If You Need to Add PPD Files

The easiest way to get additional PPD files is to install the **PrinterPPDs.pkg** Installer package onto your hard disk. If you work with high-resolution imagesetters, install the **ImagesetterPPDs.pkg** package as well. These packages are in the **/NextCD/Packages** folder on the *NEXTSTEP* CD-ROM. When you install one of these packages, the PPD files it contains are put in the **/NextLibrary/PrinterTypes/English.lproj** folder on your hard disk. (**English.lproj** is the folder where the English-language versions of the PPD files are stored.)

If you're short on disk space and just want a couple PPD files (instead of the hundreds in these packages), you can copy the individual NeXT PPD files you want from the **/NextLibrary/PrinterTypes/English.lproj** folder on the *NEXTSTEP* CD-ROM into the folder with the same name on your hard disk.

Since the **/NextLibrary** folder and its contents can be changed only by the superuser (**root**), you must know how to log in as **root** to add PPD files—whether by the package or individually. (See your system administrator if you need help logging in as **root**.)

Your printer may provide its own PPD file on a floppy disk. If so, you can create a **PrinterTypes** folder in your **~/Library** folder and copy the PPD file there.

Your system administrator may also decide to add PPD files to a **/LocalLibrary/PrinterTypes** folder, so they're available to everyone on your network.

Your system administrator or the company that manufactured your printer may be able to help you find other PPD files.

For more information about the *NEXTSTEP* CD-ROM and the packages of software it contains, see the *Release Notes*. For more information about Installer packages and how to install them, see "Installing a Package" in Chapter 19.

Adding a printer

1   **Start up PrintManager.**

2   **Choose Printers from the PrintManager menu.**

3   **Click Create.**

4   **Type a name and a note about the printer.**

5   **Select your printer type in the list.**

6   **Choose the communications options for your printer.**

7   **Click OK.**

When you connect a printer to your computer, you use PrintManager to tell your computer about the printer, so it's added to the list of available printers that appears in the Print panel.

Click to add a new printer.

Choose the communications settings that match the setup for your printer.

Type a name and a note about your printer.

Select the type of printer from this list.

Click OK.

You may need to use Configure to add a port to your computer's configuration before it's communications options are available in PrintManager.

You can use only letters, numbers, underbars (_), and periods in the printer name.
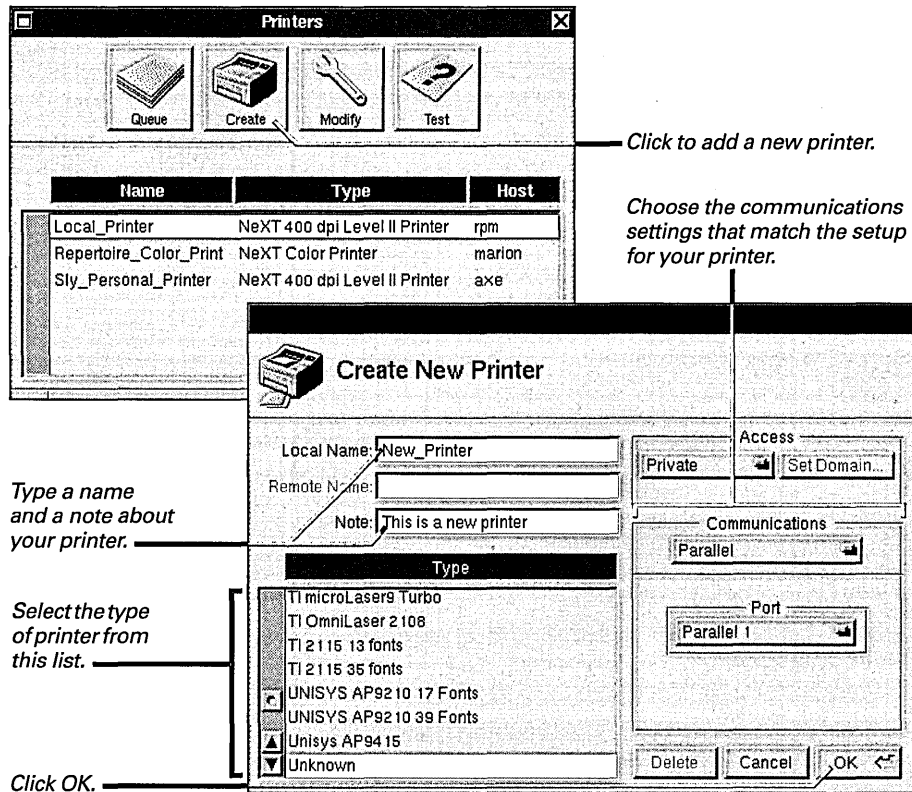
To set up your printer and connect it to your computer, see the owner's guide for your printer.

For more information about the Configure application, see *Installing and Configuring NEXTSTEP.*

If your printer type doesn't appear, see "About PostScript Printer Description (PPD) Files" in this chapter.

If you're adding a PostScript printer that's connected to one of your computer's serial ports, choose Serial from the Communications pop-up list. Then use the Port button to choose the port you connected the printer cable to. Set the baud rate and handshake options recommended by the owner's guide for your printer.

Adding an HP JetDirect printer

1 **Start up PrintManager.**

2 **Choose Printers from the PrintManager menu.**

3 **Click Create.**

4 **Type a name and a note about the printer.**

5 **Select your printer's type in the list.**

6 **Choose HP JetDirect from the Communications pop-up list.**

7 **Click Select.**

8 **Select your printer's host name in the panel and click OK.**

9 **Click OK again.**

If you have a printer with an HP JetDirect network interface on your network, you can add it to the list of available printers that appears in the Print panel.

Type a name and a note about your printer.

Click your printer type.

Choose HP JetDirect.

Click to open a panel where you can select your printer's host name.

Click OK.
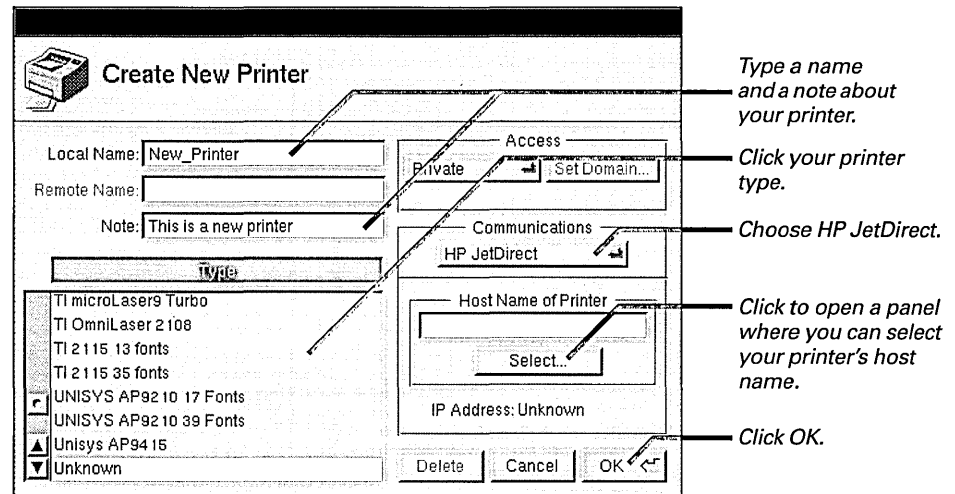
You can use only letters, numbers, underbars (_), and periods in the printer name.

To set up a printer and connect it to your network, see the owner's guides for the printer and HP JetDirect network interface.

For information about adding a host to your network and assigning host names, see *NEXTSTEP Network and System Administration*.

When you click the Select button, the Host Name of Printer panel opens, which lists the host names of all the computers, HP JetDirect printers, and other standalone devices on your network.

Select your HP JetDirect printer's host name in this list.
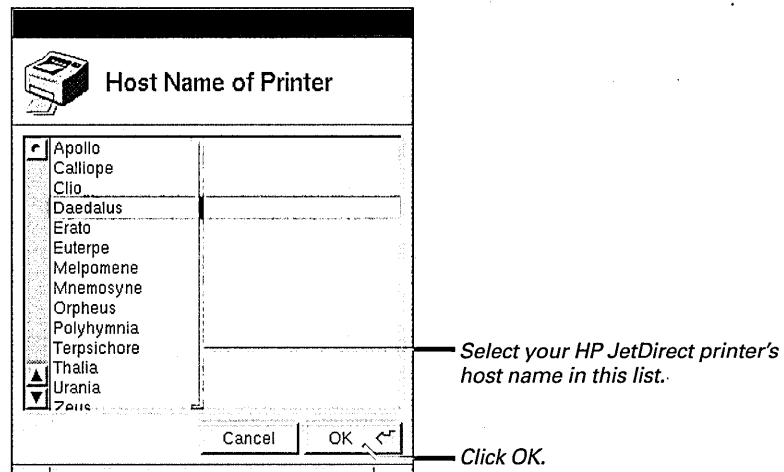
Click OK.

When you click OK, the printer's host name and IP address are entered in the Create New Printer panel.

Tip: You can also type your printer's host name or IP address directly in the Create New Printer panel's Host Name of Printer field, instead of using the Select panel.

Adding a NetWare printer

1 **Open the /NextAdmin folder in the File Viewer and double-click NetWareManager.app.**

2 **Double-click the NetWare server that serves the printer you want to add.**

3 **Type your NetWare user name and password in the panel that opens and click OK.**

4 **Choose NetWare Printers from the Configuration menu and click Create in the NetWare Printers window.**

5 **Type a name and note for the printer in the Create Printer panel and select the printer type in the list.**

6 **Click Set, browse to select the queue and print server for the printer you want to add, and click OK.**

7 **Click OK again.**

If part of your network is a Novell® NetWare network and you have access to one of its servers, you can use the NetWareManager application to add printers supported by that server to the list of available printers in your Print panel.

When you start up NetWareManager, a window lists the NetWare network servers your system administrator has made available to you.

Double-click the server that serves the printer you want to add.

Type your NetWare user name and password.

Then click OK.
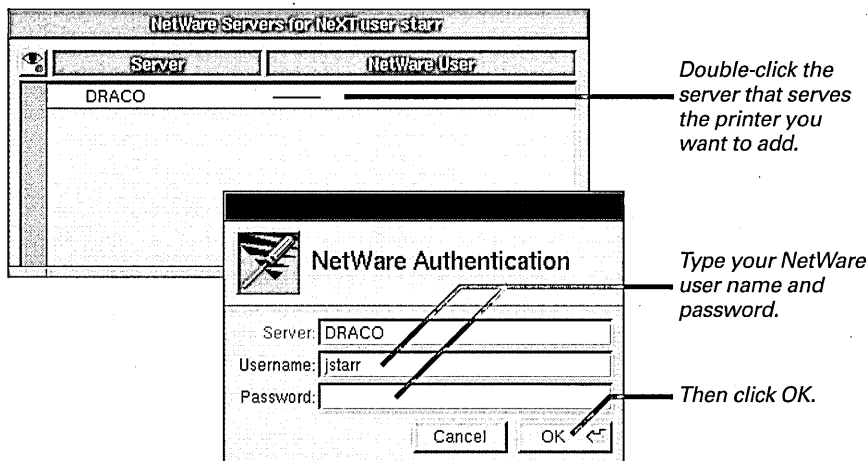
When you choose NetWare Printers, the NetWare Printers window opens. It lists any NetWare printers you've already added. When you click Create, the Create Printer panel opens.

Type a name and a note about the printer.

Select the type of printer from the list.

Click Set to choose the printer you want to add.
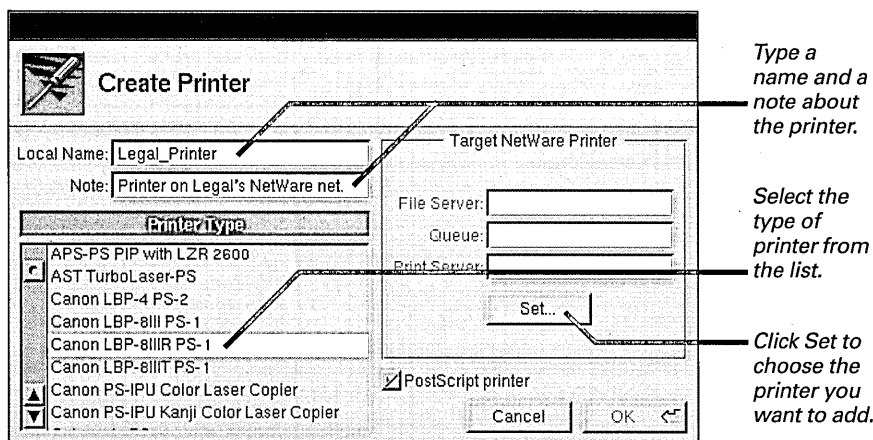
For assistance with the NetWare network, see your system administrator.

When you click Set, a panel with a browser opens. You can use it to choose the file server, queue, and print server for the printer you want to add.

File Server	Queue	Print Server
DRACO ▷	LEG_CANON ▷	LBP8R_SERVE
		any

Select the print server for the printer you want to add.

Then click OK.

Cancel   OK
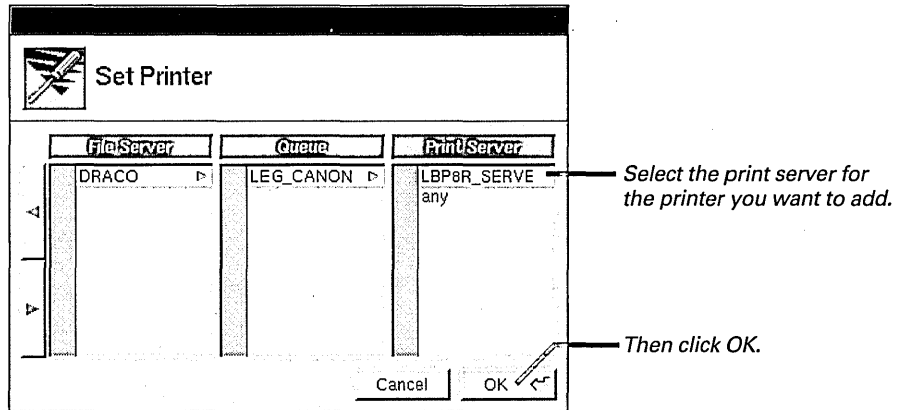
When you click OK in the Create Printer panel, the printer you added appears in the NetWare Printers window.

NetWare Printers

Local Name	File Server	Queue	Print Server
Legal_Printer	DRACO	LEG_CANON	LBP8R_SERVER

Create...   Modify...   Delete...
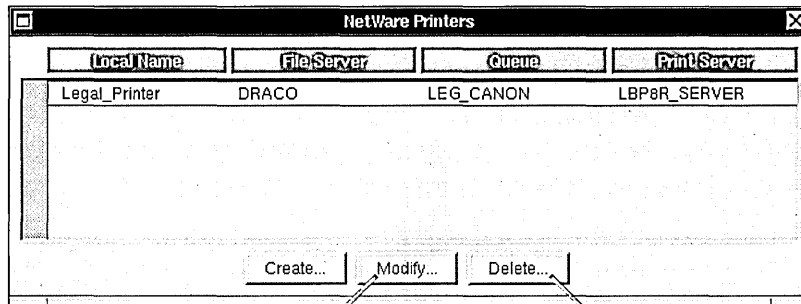
Click to modify an existing printer.   *Click to remove the selected printer.*

Adding a fax modem

1 **Start up PrintManager.**

2 **Choose Fax Modems from the PrintManager menu.**

3 **Click Create.**

4 **Type a name and a note for the fax modem.**

5 **Select your fax modem type in the list.**

6 **Choose the port your fax modem is connected to.**

7 **Click OK.**

When you connect a fax modem to your computer, you use PrintManager to tell your computer about the fax modem, so it's added to the list of available fax modems that appears in the Choose Fax Modem panel.
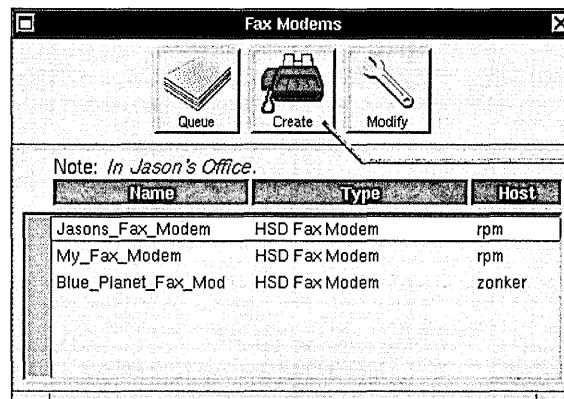
Click to add a new fax modem.

For information on assembling your fax modem and connecting it to your computer, see the owner's guide for your fax modem.

If you need to add a serial port to your computer's configuration, you use the Configure application. See *Installing and Configuring NEXTSTEP.*

For information about sending and receiving faxes, see Chapter 16, "Sending Faxes," and Chapter 17, "Getting Faxes."

When you click the Create button, a new panel opens.

Type a name and a note about your fax modem.

Choose the port your fax modem is connected to.

Select the type of fax modem in this list.

Click OK.
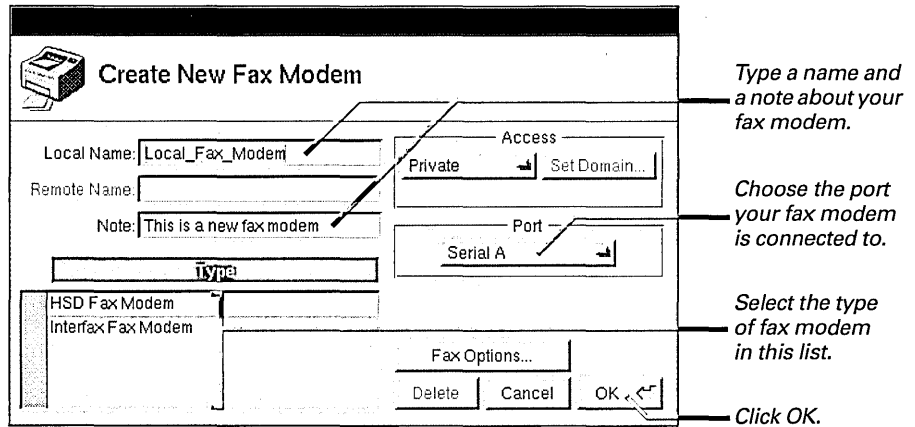
You can use only letters, numbers, underbars (_), and periods in the fax modem name.

Changing printer or fax modem settings

1 **Start up PrintManager.**

2 **Choose Printers or Fax Modems from the PrintManager menu.**

3 **Select the name of a printer or fax modem and click Modify.**

4 **Make any changes you want in the panel that opens.**

5 **Click OK.**

You can change any of the settings you made when you first added a printer or fax modem to your computer.
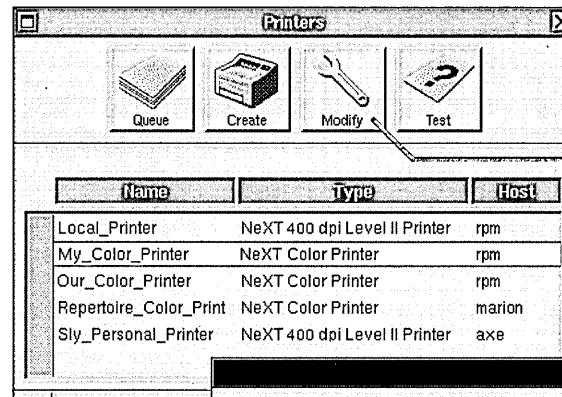
Click to change the settings of the selected printer (or fax modem, if you're working in the Fax Modems window).

Change the settings you want and click OK.
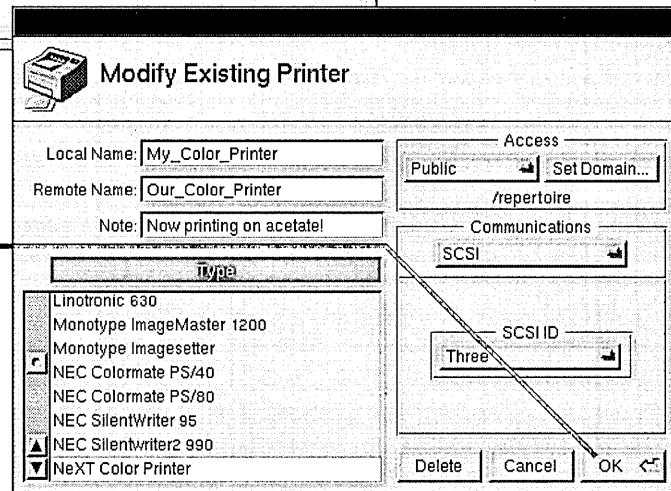
You can modify printers and fax modems that are connected directly to your computer. You can also modify printers with HP JetDirect network interfaces that you added from your computer. The Modify button is dimmed when you select a printer or fax modem that's available to you on a network. It's also dimmed if you select the remote name of a printer or fax modem you're sharing with others.

Removing a printer or fax modem

1 **Start up PrintManager.**

2 **Choose Printers or Fax Modems from the PrintManager menu.**

3 **Select the name of a printer or fax modem and click Modify.**

4 **Choose Unavailable from the Access pop-up list. Or click Delete.**

5 **Click OK.**

If you disconnect a printer or fax modem from your computer, it's best to remove its name from the list of available printers or fax modems.
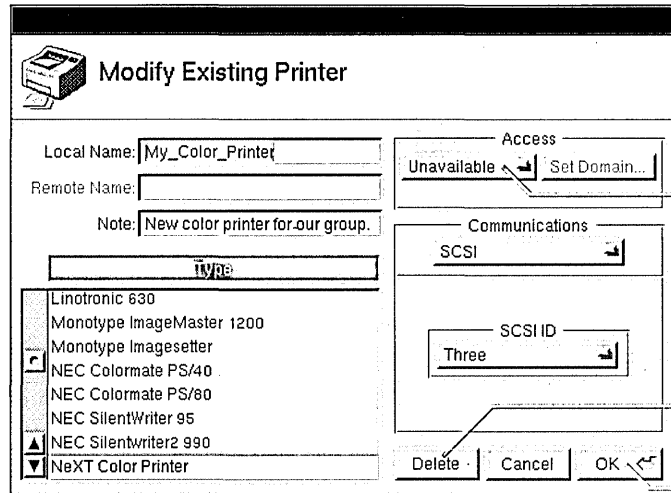
Choose Unavailable to remove the printer or fax modem temporarily.

Click to delete the printer or fax modem permanently.

Click OK.

Caution: Deleting a printer or fax modem removes all files or faxes waiting in a queue. It also removes any faxes you've received and not saved as fax files, including archived faxes.

Sharing a printer or fax modem

1 **Start up PrintManager.**

2 **Choose Printers or Fax Modems from the PrintManager menu.**

3 **Select the name of a printer or fax modem and click Modify.**

4 **Choose Public from the Access pop-up list.**

5 **Click Set Domain.**

6 **Select the domain where you want to share the printer and click OK.**

7 **Type a name in the Remote Name field.**

8 **Click OK again.**

If you have a printer or fax modem connected to your computer, you can share it with other people on a network. The name of your printer or fax modem then appears in the other people's Print or Choose Fax Modem panel.

Choose Public here.

Click to set the domain where you want to share the printer.

Type a public name for the printer.

After you set the domain, click OK.
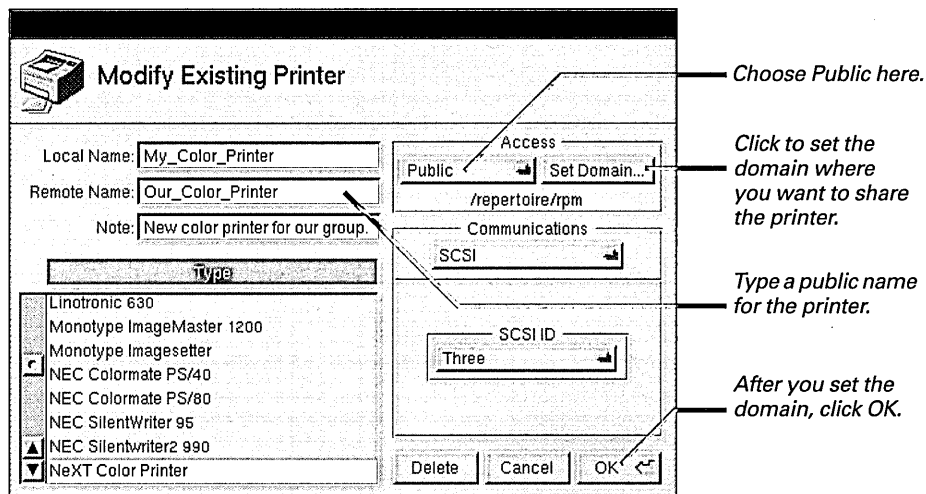
The remote name and note you type appear in everyone's Print or Choose Fax Modem panel. Use only letters, numbers, underbars (_), and periods for the name. In the note, you can use punctuation and other characters.

You can also set up a printer or fax modem to be shared when you're first adding it, as described in this chapter.

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All computers on a network are organized in a hierarchy of groups of computers called *domains*, usually determined by the system administrator according to the computers' locations. When you first choose Public, your computer's own domain is listed below the button. Clicking the Set Domain button opens the panel you use to select the domain where you want to share your printer.

Browse to select a domain.

Or type the path to the domain here.
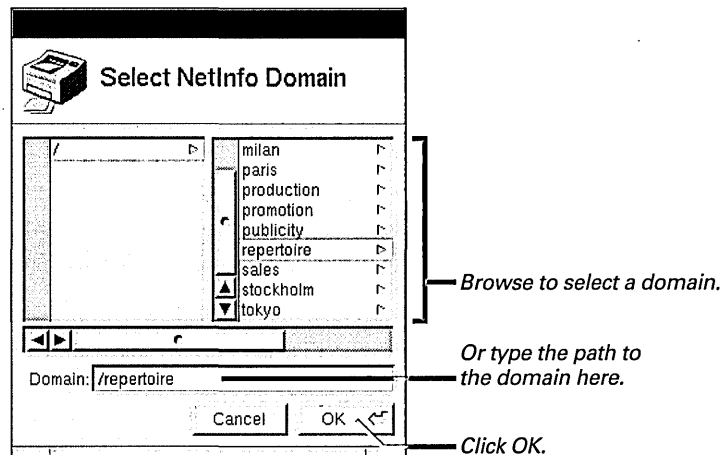
Click OK.

If you want to share your printer or fax modem with everyone on the network, just type / in the Domain field.

When you click OK, the domain appears in the Modify Existing Printer panel below the Set Domain button.

For information about how the domains in your network are organized, see your system administrator.

Sharing access to faxes

1 **Start up PrintManager and choose Fax Modems from the PrintManager menu.**

2 **Select the name of a fax modem and click Modify.**

3 **Click the Fax Options button.**

4 **Choose Permissions Options from the pop-up list at the top of the panel.**

5 **Click Add.**

6 **Select the names of the users you want to share the fax modem with and click Add.**

7 **Select names in the Fax Modem Users list and click Unrestrict, Trust, or Restrict.**

8 **Click OK in the Fax Modem Options panel and then click OK again.**

You can grant other users permission to work with faxes received on your fax modem.

Modify Existing Fax Modem

Local Name: My_Fax_Modem

Remote Name: Jasons_Fax_Modem

Note: In Jason's office.

Access
Public ◄ Set Domain...
/repertoire

Port
Serial A ◄

Type

HSD Fax Modem
Interfax Fax Modem

Fax Options... ◄——— *Click Fax Options.*

OK ◄

Fax Modem Options
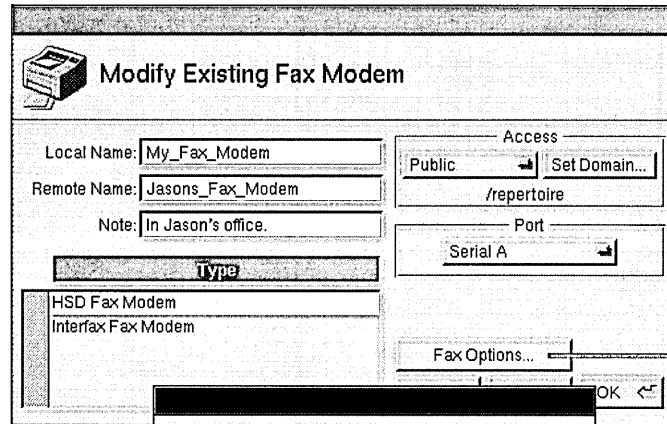
Permissions Options ◄ ——— *Choose Permissions Options here.*

Fax Modem Users

Unrestrict   dazzel
                    osorio
Trust   sly
                    smoot
Restrict   **staff**
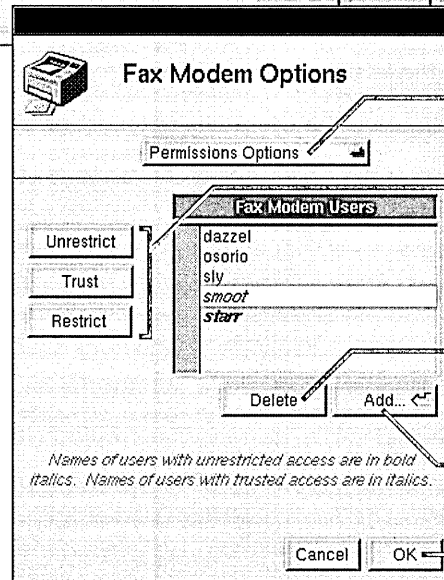
Click to grant unrestricted, trusted, or restricted access to the selected user.

Click to remove the selected user from the list.

Delete ◄   Add... ◄

Click to open a panel that lists users you can add.

Names of users with unrestricted access are in bold italics. Names of users with trusted access are in italics.

Cancel   OK ◄ ——— *When you're done, click OK.*

You can add users and set access privileges when you first add the fax modem, as described in this chapter.

When you click Add, a panel opens with a list of all the users on the computer and network. You can add as many users as you want.

Add Fax Modem User

Users

rosa (Gabriella Rosa)
sly ("Jumpin" Jack Sly)
smoot (Ellen Smoot)
starr (Jason Starr)
sybase (Sybase Administrator)
tenaka (Ken Tenaka)
uucp ()
wescott (Preston Wescott)
winn (Anne Winn)

*Select the person
you want to add
to the list of users.*

Cancel   Add   *Then click Add.*
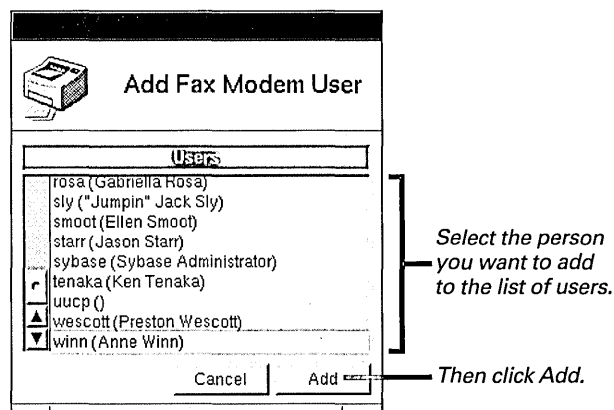
Caution: Don't add people who are using NEXTSTEP Release 2, since they can't use their version of FaxReader to access faxes on a computer running NEXTSTEP Release 3.

Who Should Have Access

If you're the only person who will use a fax modem, simply leave yourself with the unrestricted access that is assigned to you automatically. But if a fax modem will serve a number of people, grant the access that makes sense to preserve the privacy of the people in your organization.

Grant unrestricted access to the person or persons whose job it will be to distribute faxes to the people they're meant for. This might be you (the owner of the fax modem), an administrative assistant, or the person who also distributes mail. (You must have at least one un-restricted user for each fax modem.)

Grant trusted access to people when you don't mind if they have access to all received faxes. Your system administrator, members of a work group, or a department head are typical trusted users. A trusted user can also serve as a backup in case an unrestricted user isn't available.

Grant restricted access to users when you want them to read only faxes assigned to them.

For more information about the different levels of fax modem access, see "Starting Up FaxReader" in Chapter 17.

You also need to use the Access button to make a fax modem public if you want to share it with other users on a network. See "Sharing a Printer or Fax Modem," in this chapter.

Printing faxes automatically

1 **Start up PrintManager.**

2 **Choose Fax Modems from the PrintManager menu.**

3 **Select the name of a fax modem and click Modify.**

4 **Click Fax Options.**

5 **Choose Printing Options from the pop-up list at the top of the panel.**

6 **Check Print.**

7 **Select the printing options you want and click OK.**

8 **Click OK again.**

You can set up your fax modem to print received faxes automatically—like a conventional fax machine.

```
Fax Modem Options
```

Choose Printing Options here.

```
Printing Options
```

Check to print received faxes automatically.

```
☑ Print
─ Printer ─                 ┌ Paper Size ┐
Local_Printer    Choose...     Letter
```

Choose the size of the paper in the printer cassette.

Click to open a panel where you choose a printer.

When you've chosen a printer, click OK.

```
Cancel      OK
```
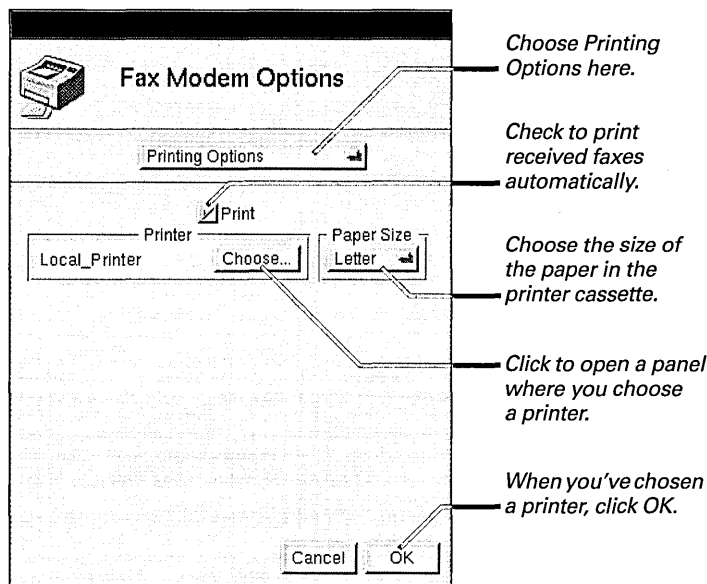
You can use the Choose button to change the printer the fax modem uses.

```
Choose Fax Printer

┌─ Printers ──────────────┐
│ Local_Printer           │
│ Repertoire_Color_Printer│
│ Sly_Personal_Printer    │
│                         │
└─────────────────────────┘

        Cancel      OK
```

Select a printer.

Click OK.
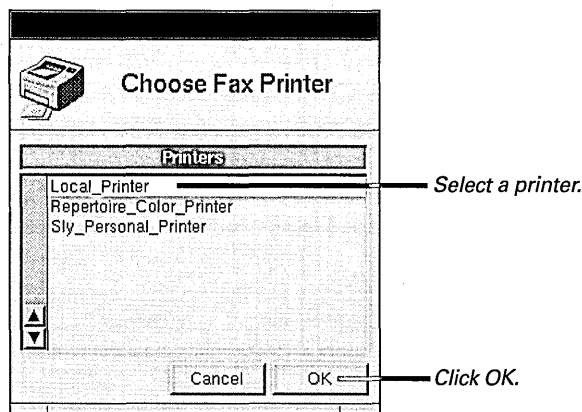
You can also choose this option when you add a new fax modem, as described in this chapter.

You can use the FaxReader application to print individual faxes. See Chapter 17, "Getting Faxes."

Setting options for sending and receiving faxes

1 **Start up PrintManager.**

2 **Choose Fax Modems from the PrintManager menu.**

3 **Select the name of a fax modem and click Modify.**

4 **Click Fax Options.**

5 **Choose Modem Options from the pop-up list at the top of the panel.**

6 **Set the options you want and click OK.**

7 **Click OK again.**

You can use PrintManager to set a number of options for how your fax modem sends and receives faxes.

Choose Modem Options here.

Fax Modem Options

Modem Options

Choose how many times you want to retry sending a fax.

If no answer, retry: 3 times

Answer calls after: 3 rings

Choose how many rings you want your fax modem to wait before answering.

Click to keep the modem's speaker on all the time.

Speaker on:
○ Only when dialing
○ Always

Dialing:
○ Tone
○ Pulse

Click the Dialing option that matches your fax phone line.

Speaker Volume

Off ▮▮▮ Loud

Drag to adjust the volume of the fax modem's speaker.

The number you type here is sent to corresponding fax machines.

Modem's Number

415 555 1212

Cancel   OK

Click OK.

Tip: You can tell whether your phone line uses pulse or tone dialing by listening when you dial. If you hear a series of clicks, your phone line uses pulse dialing. If you hear tones, your phone line uses tone dialing.

You can also set these options when you add a new fax modem, as described in this chapter.

Setting options for archiving faxes

1 **Start up PrintManager.**

2 **Choose Fax Modems from the PrintManager menu.**

3 **Select the name of a fax modem and click Modify.**

4 **Click Fax Options.**

5 **Choose Recordkeeping Options from the pop-up list at the top of the panel.**

6 **Set the options you want and click OK.**

7 **Click OK again.**

You can use PrintManager to change how long faxes are archived and how long log entries are kept. You can also change the disk where you want to store faxes that are received.

Choose Recordkeeping Options here.

Choose how long you want to store faxes in the archive.

Choose how long you want to keep entries in the log.

Choose the disk where you want to store received faxes (if more than one is available).

Click OK.
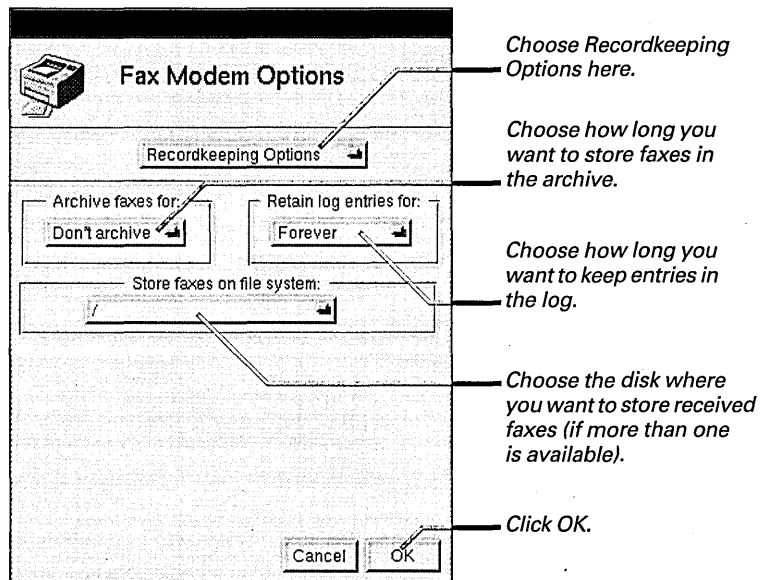
You can use the following pop-up lists to choose how long you want to archive faxes and retain log entries.
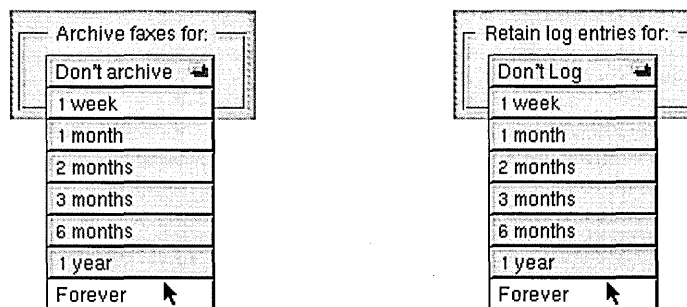
You open faxes and view a fax modem archive and log with the FaxReader application. See Chapter 17, "Getting Faxes."

You can also set recordkeeping options when you add a new fax modem, as described in this chapter.

Testing a printer

1 **Start up PrintManager.**

2 **Choose Printers from the PrintManager menu.**

3 **Click the name of a printer in the Printers window.**

4 **Click Test.**

You can use PrintManager to print a test sheet on any printer listed in the Printers window.
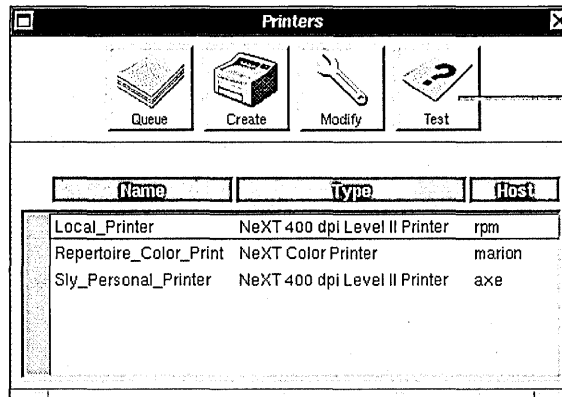
Click to print a test sheet on the selected printer.

Name	Type	Host
Local_Printer	NeXT 400 dpi Level II Printer	rpm
Repertoire_Color_Print	NeXT Color Printer	marion
Sly_Personal_Printer	NeXT 400 dpi Level II Printer	axe

When you click Test, the following page is printed on the selected printer.

Printer Test

POSTSCRIPT*
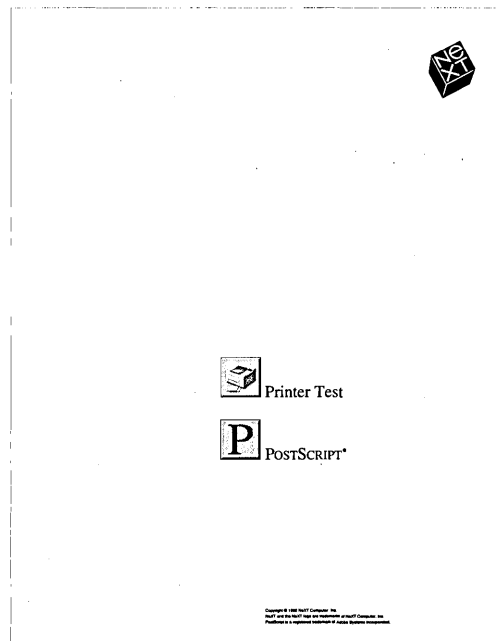
For troubleshooting hints, see the owner's guide for your printer.

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Keyboard Preferences
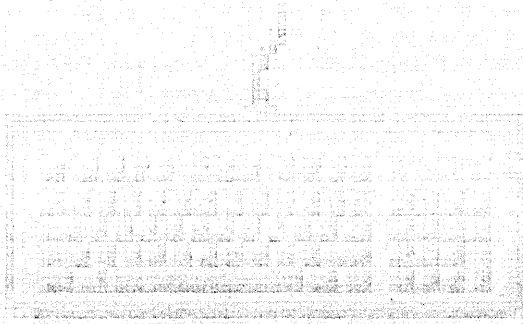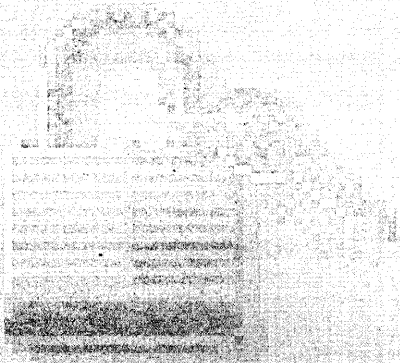
You can often add new software to your computer simply by copying a few files from a floppy disk. But some software—including the files on the NEXTSTEP CD-ROM—comes in packages that you install with the Installer application.
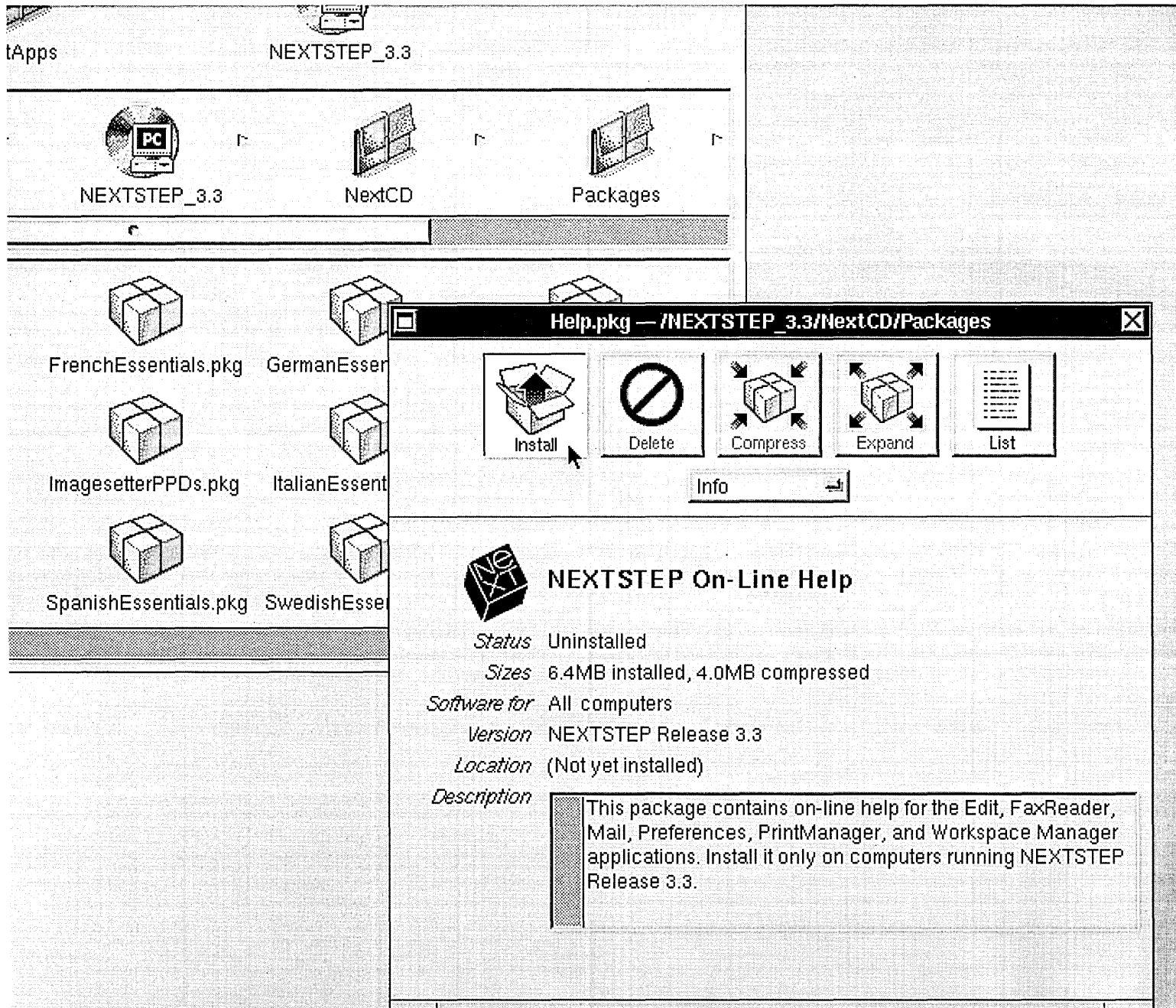
tApps

NEXTSTEP_3.3

NEXTSTEP_3.3

NextCD

Packages

FrenchEssentials.pkg GermanEsser

ImagesetterPPDs.pkg ItalianEssent

SpanishEssentials.pkg SwedishEsser

Help.pkg — /NEXTSTEP_3.3/NextCD/Packages

Install   Delete   Compress   Expand   List

Info

NEXTSTEP On-Line Help

Status Uninstalled
Sizes 6.4MB installed, 4.0MB compressed
Software for All computers
Version NEXTSTEP Release 3.3
Location (Not yet installed)
Description

This package contains on-line help for the Edit, FaxReader, Mail, Preferences, PrintManager, and Workspace Manager applications. Install it only on computers running NEXTSTEP Release 3.3.

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Installing
New Software

Okay, buddy, where do you want it?

You motion to a corner of the room and sign for the package. The delivery man steps back into the beaming chamber and disintegrates. You rush over to the box, open it, and step back. A large reference work—*Webster's Ninetieth New Collegiate Dictionary*—floats up and locates itself in your library.

Visitor arriving in portal one, announces the chamber. This time it's a box delivered by a freckle-faced girl. You open it, and a flutter of voices speaking Italian disperses throughout your house.

The chamber announces a third visitor. *La tua madre arrive á la porta due.* You're pleased at how quickly your home voice system adopts its new language. Your mother, who is also pleased, steps out with a box of homemade lasagne. When you open this box, nothing happens. Oh, of course. You can put this away yourself.

Where to Install New Software

Your computer looks for certain kinds of software in particular folders. So when you install new software—such as applications, fonts, images, or sounds—you need to install it in a folder where your computer will find it.

The software you work with is stored in three main sets of folders:

NeXT folders These contain software created by NeXT. For example, **/NextApps** contains the Edit application. The only time you add software to one of these folders is when you use the Installer application to install software supplied by NeXT.

Local folders These folders contain software shared by a group of people who work on the same network (or who share a single computer). For example, if your company has a site license for a page-layout application, your system administrator may put it in **/LocalApps** for everyone to use. As a rule, only your system administrator can add software to local folders.

Home folder This is where you install software for your own use. For example, you can install your personal copy of an application in ~/**Apps** (~ is an abbreviation for your home folder's name).

~/Apps

Put your private copies of software in these standard folders in your home folder.

Put your personal copies of applications here.

~/Library

This is the location for many standard folders. Common ones are shown at the right. Some applications create additional folders in ~/Library for their own use.

~/Library/Addresses

Put the address books you maintain in the Workspace Manager and Fax panel here.

~/Library/Bookshelves

Put the Librarian bookshelves you create here.

~/Library/Colors

Put color lists you buy or create here.

The Workspace Manager and other applications look for software in folders in a standard order:

1 Your home folder
2 Local folders
3 NeXT folders

When you double-click a document to open it, the Workspace Manager looks for the associated application in the following places in order:

1 The application dock
2 **~/Apps**
3 **/LocalApps**
4 **/NextApps**
5 **/NextAdmin**

You can take advantage of the standard search order when you install software. For example, if you want to use your own version of a font, you can install it in your home folder's **~/Library/Fonts** folder to take the place of the version with the same name in **/LocalLibrary/Fonts** or **/NextLibrary/Fonts**.

Also, when you drag an application icon to the dock, that copy of the application is used, regardless of where its folder is stored.

You can also use the Workspace Manager Tools Inspector panel to choose which application opens when you open a particular file. For more information, see "Changing the Application that Opens a File" in Chapter 7.

~/Library/Fax

Put the fax cover sheets you create in the Draw application here.

~/Library/Fonts

Put your personal copies of fonts here.

~/Library/Keyboards

Put custom keyboard layouts here.

~/Library/PrinterTypes

Put PostScript Printer Description (PPD) files you get from sources other than NeXT here.

~/Library/Sounds

Put sounds you want to use as system beeps here.

Starting up the Installer application

▶ **Double-click an Installer package file.**

Or

▶ **Open the /NextAdmin folder in the File Viewer and double-click Installer.app.**

You can install some software by simply copying it into the appropriate folder using the Workspace Manager. But many applications, fonts, and other software come in packages you install with the Installer application.
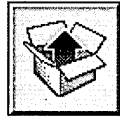
The Installer application icon looks like this.

An Installer package file looks like this.

Some Installer packages contain software that must be installed in a folder you don't have permission to change—usually one owned by the superuser (**root**). You must log in as **root** to install or do other work with such packages. For example, you must log in as **root** to install most of the packages in the **/NextCD/Packages** folder on the *NEXTSTEP* CD-ROM.

Each Installer package file opens in its own Installer package window.

```
┌──────────────────────────────────────────────────────┐
│ ▣         Demos.pkg — /DemoDisk              ☒        │
│                                                        │
│    ▦       ⊘       ▦      ▦      ▤                   │
│  Install  Delete  Compress  Expand  List              │
│              ┌─────────────┐                           │
│              │ Info      ⬛│                           │
│                                                        │
│              Demo Applications                         │
│                                                        │
│      Status  Uninstalled                               │
│       Sizes  6.4MB installed, 4.0MB compressed         │
│  Software for  Intel, NeXT                             │
│     Version  Demo Release 3                            │
│    Location  (Not yet installed)                       │
│  Description  ┌──────────────────────────────────────┐ │
│              │This package contains demonstration     │ │
│              │applications for NEXTSTEP computers.    │ │
│              │                                        │ │
│              └──────────────────────────────────────┘ │
│                                                        │
└──────────────────────────────────────────────────────┘
```
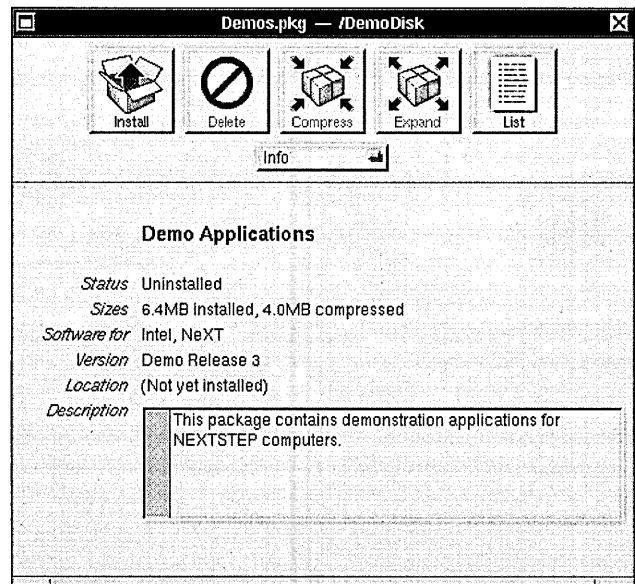
In the Info view, the package window displays information about the package.

For more information about becoming the superuser (**root**), see your system administrator.

Before you install an Installer package file, it contains one or more files in a compressed format, a list of those files and where they should be installed, and other information.

When you install a package, its files are installed in the folder you specify, and a version of the Installer package—called a "receipt"—is placed in /NextLibrary/Receipts. Package receipts normally don't contain the files you install, just information about the files and where you installed them.

Caution: If you're installing a package that's split onto multiple floppy disks, don't copy the pieces onto your hard disk or rename the disks they come on. Otherwise, you won't be able to install the package properly.

Installing a package

1 **Open the package file.**

2 **Click Install in the package window.**

3 **Click Set if you want to install the contents of the package in a folder other than the default folder.**

4 **Check the kinds of computers you want to use the software with.**

5 **Check the languages you want to make available to users of the software.**

6 **Click Install.**

You can use the Installer to install a package and its contents on your hard disk. You just open the package and click Install in its package window.

When you click the Install button, the Install Package panel opens.

Click to install the package.

Click to open a panel where you can select where you want to install the software in the package.

Check each computer you want to be able to use the software with.

Check the languages you want to make available to users of the software.

Then click Install.
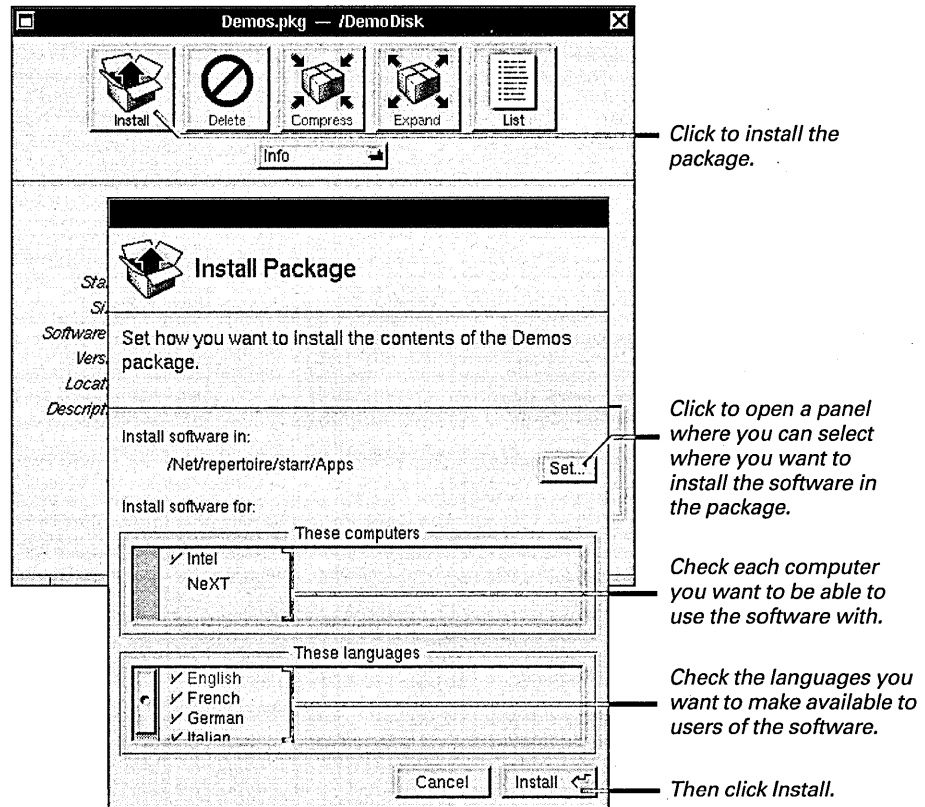
Be sure to read the user's guide for new software before installing it. The guide may have special information about installing the software.

You can preset the computers and languages initially checked in the Install Package panel. Use the Preferences command in the Info menu. See "Installer Commands" in the Reference at the end of this book.

If the package contains software that must be installed in the default folder, the Set button isn't available in the Install Package panel.

When you click Install in the Install Package panel, Installer checks the contents of the package and the contents of the folder you set to install it in. If some of the files in the package already exist in that folder, you're asked if you want to replace the existing files.

If the package you're installing is split up onto more than one floppy disk, a panel prompts you to insert each disk in the floppy disk drive as needed.

Normally, you monitor the progress of installation in the Progress view. But you can also view a detailed account of the installation by choosing Log from the pop-up list in the window.
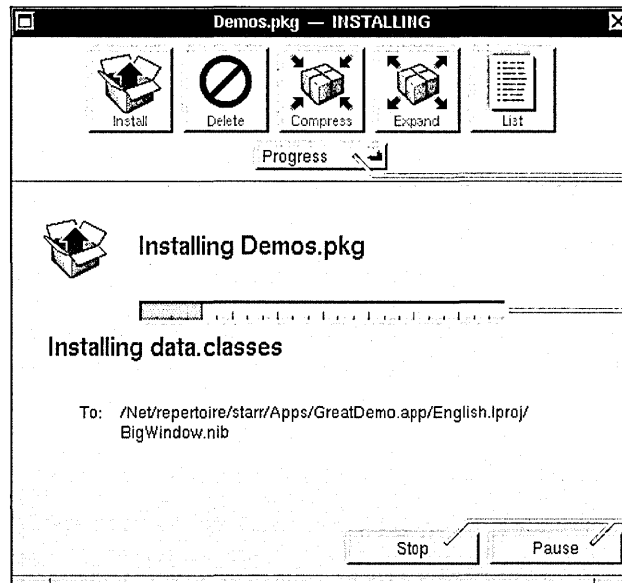
You can choose Log from the pop-up list for a more detailed account of the installation.

This graph in the Progress view shows how much of the installation is complete.

Click Stop or Pause to stop or pause the installation.

When the installation is complete, the pathname in the title bar changes from the name and location of the uninstalled package to the name of the installed package receipt on your hard disk in /NextLibrary/Receipts.

Remember that the package receipt doesn't contain the software you installed. It only contains information about the software and where you installed it. The software itself is installed in the folder you specified in the Install Package panel.

You can preset the view you prefer with the Preferences command in the Info menu. See "Installer Commands" in the Reference at the end of this book.

Listing the contents of a package

1 Open the package.

2 Click List in the package window.

3 Choose Log from the pop-up list at the top of the window.

You can create a list of all the files in a package and display it in the Log view. The List button is available for uninstalled packages on a floppy disk, a CD-ROM, or another location, as well as for installed package receipts in /NextLibrary/Receipts.

Click to create a list of the files in the package.

Choose Log from the pop-up list to view the list of files.

```
Listing files in Demos.pkg ...
  ~/Apps/Demos/BigDemo.app/BigDemo
  ~/Apps/Demos/BigDemo.app/English.lproj/BigWindow.nib/data.classes
  ~/Apps/Demos/BigDemo.app/English.lproj/BigWindow.nib/data.nib
  ~/Apps/Demos/BigDemo.app/English.lproj/Help.store
  ~/Apps/Demos/BigDemo.app/English.lproj/Info.nib/data.classes
  ~/Apps/Demos/BigDemo.app/English.lproj/Info.nib/data.nib
  ~/Apps/Demos/BigDemo.app/English.lproj/Localizable.strings
  ~/Apps/Demos/BigDemo.app/balls.tiff
  ~/Apps/Demos/BigDemo.app/boink.tiff
  ~/Apps/Demos/BigDemo.app/corner.tiff
  ~/Apps/Demos/BigDemo.app/defaultImage.tiff
  ~/Apps/Demos/BigDemo.app/sam.tiff
  ~/Apps/Demos/BigDemo.app/space.eps
  ~/Apps/Demos/BigDemo.app/x.tiff
  ~/Apps/Demos/SuperDemo.app/SuperDemo
  ~/Apps/Demos/SuperDemo.app/SuperDemo.tiff
  ~/Apps/Demos/SuperDemo.app/English.lproj/SuperDemo.nib/data.classes
```

If the package is not yet installed, the list includes the pathname where each file will be installed. If the package is already installed, the list includes the pathname where each file in the package was installed on your hard disk.

You can choose the amount of detail you want in the log with the Preferences command in the Info menu. See "Installer Commands" in the Reference at the end of this book.

Where to Find Packages of Software

There are a number of sources for packages of software.

The *NEXTSTEP* CD-ROM

The *NEXTSTEP* CD-ROM contains a complete copy of NEXTSTEP. It may also contain software that isn't installed on your hard disk.

The **/NextCD/Packages** folder on the *NEXTSTEP* CD-ROM contains the packages of software you can install, including:

* Demonstration applications

* A copy of *NEXTSTEP Network and System Administration,* plus the UNIX manual pages, that you can read with Digital Librarian

* Digital Webster, the electronic edition of *Webster's Ninth New Collegiate Dictionary*

* Illustrations for Digital Webster

* PostScript Printer Description (PPD) files for printers and for high-resolution imagesetters

For more information about the packages on the *NEXTSTEP* CD-ROM and what they contain, see the *Release Notes* that come with the CD-ROM.

The *NEXTSTEP Developer* CD-ROM

This CD-ROM contains applications and files that you need to write NEXTSTEP software.

Third-Party Applications

Many applications, fonts, databases, images, and other software products are available from companies other than NeXT. Much of this software is distributed in packages on CD-ROM, floppy disks, or from public servers on the Internet.

Other Sources

Your local NeXT user's group may offer disks with free or demonstration software. You may also be able to obtain software from your system administrator.

Compressing and expanding a package

▶ **To compress a package, open its package receipt in /NextLibrary/Receipts and click Compress in its package window. Then click Compress again in the panel that opens.**

▶ **To expand a package, open its package receipt in /NextLibrary/Receipts and click Expand in its package window. Then click Expand again in the panel that opens.**

If you've installed a package of files that you aren't planning to use for a while, you can save some space on your hard disk by compressing the package. When you compress a package, its files are removed from their individual locations on your hard disk and are stored in a compressed format in their package receipt in /NextLibrary/Receipts.

When you want to work with the files in a compressed package again, you can expand the package receipt in /NextLibrary/Receipts to restore its files to the appropriate locations on your hard disk.

Click to compress a package you've installed.

Click to restore the files in a compressed package to the folders where you originally installed them.
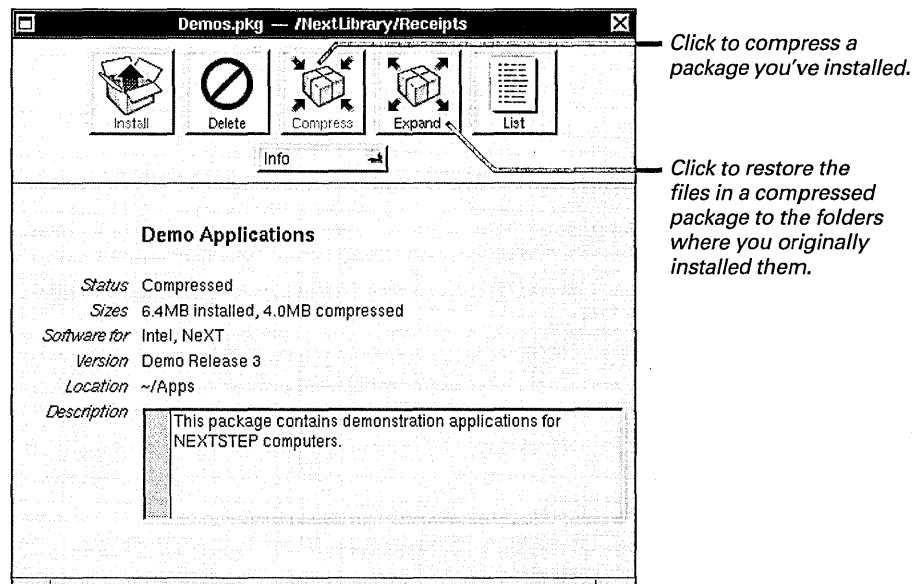
Caution: Compressing and expanding Installer packages isn't the same as compressing and expanding individual files and folders with the Workspace Manager.

Deleting a package

1 Open the package receipt in /NextLibrary/Receipts.

2 Click Delete in the package window.

3 Click Delete again in the panel that opens.

If you no longer need the applications, fonts, images, or other software from an Installer package, you can delete them. You do this by opening the package receipt in **/NextLibrary/Receipts** and clicking the Delete button in its package window. This removes the package receipt and all the package's files from your hard disk.

Caution: Don't use the Workspace Manager to delete a package receipt from **/NextLibrary/Receipts**, or you won't really delete the package's files from your hard disk, just the receipt for the files.
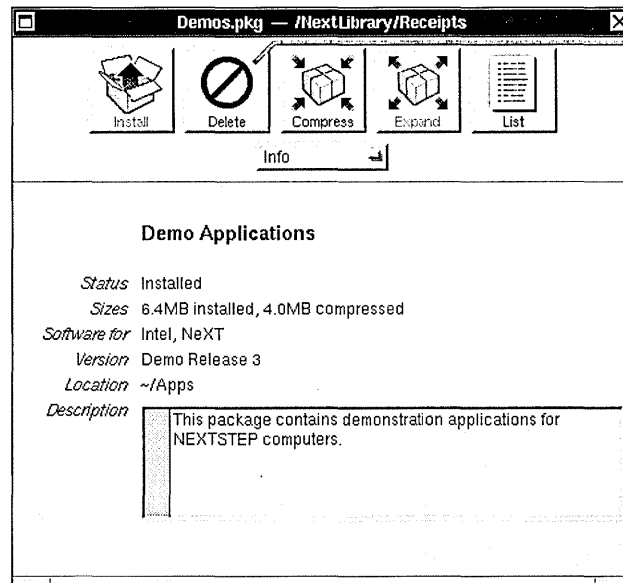
Click to delete the package and its files from the hard disk.

When you click Delete, a panel asks you to confirm that you want to delete the package. The panel may also include information about the consequences of deleting the package and its files.

Caution: Deleting a package permanently removes the package receipt and its files from your hard disk. Be sure you have an uninstalled copy of the package on a floppy disk, CD-ROM, or another location before you delete the installed copy.

Individual applications have Preferences commands that you can use to tailor the applications to your needs. But if you want to set preferences that apply to all your applications—or if you just want to set the date and time—use the Preferences application. It's in the dock.
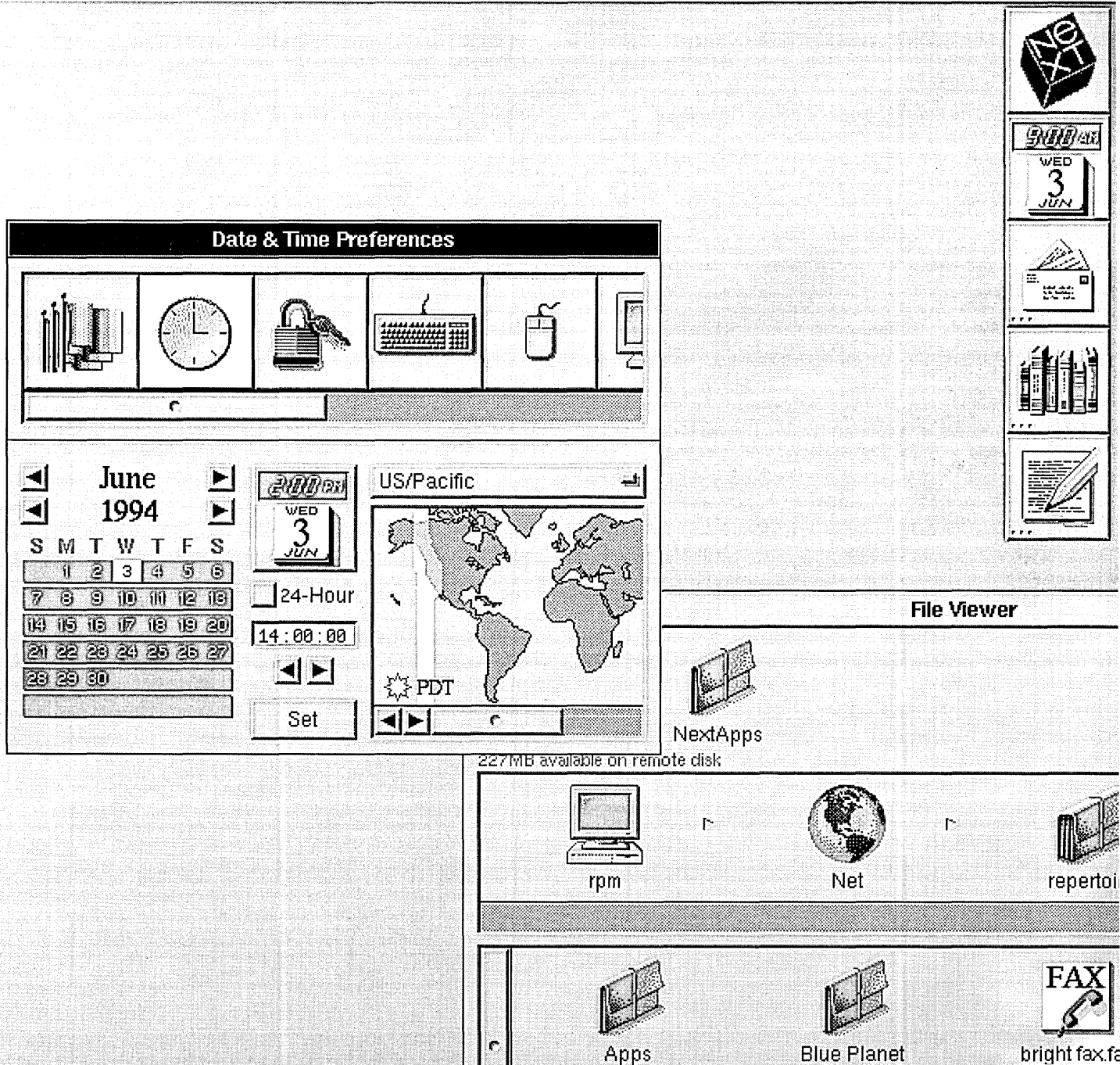
Date & Time Preferences

June 1994

S	M	T	W	T	F	S
		1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WED 3 JUN

US/Pacific

24-Hour

14:00:00

PDT

Set

File Viewer

NextApps

227MB available on remote disk

rpm

Net

repertoi

Apps

Blue Planet

FAX
bright fax.fa

20 Personalizing Your Workspace

You always wanted to be an architect. You'd create spaces. Spaces of every shape and size. And you'd plan activities for your spaces—what people would do in them, what time of day or night they would do it, what would help them do it better.

No ordinary architect, you'd get all the best jobs. Clients would come to you from every country in the world, seeking designs that fit their local climate and customs. They wouldn't want standard solutions to their problems—they'd want custom solutions, alternatives that only you could dream up.

That was your dream once upon a time. Of course, now you've got more important things to do. Like planning how to use your workspace—what you'll do in it, what time of day or night you'll do it, what will help you do it better...

Starting up the Preferences application

▶ **Double-click the .**
   Preferences icon in
   the dock.
   Or
▶ **Open the /NextApps**
   folder in the File Viewer
   and then double-click
   Preferences.app.

You use the Preferences application to choose a wide range of options for personalizing your workspace, managing your hardware, and controlling access to your computer. The Preferences application normally starts up when you log in and is hidden automatically. It appears in the dock as an icon that shows the time and date.

The Preferences icon shows the time and date when it's running.
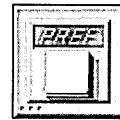
It looks like this when it's not running.

When you start up Preferences or unhide it, this window opens:
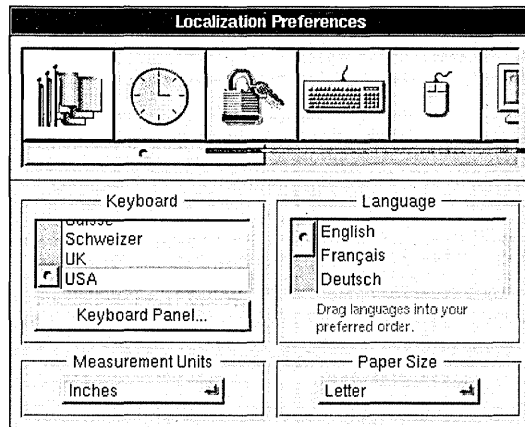
Click one of these buttons for the type of preference you want to set.

Scroll to see more Preferences buttons.

The options for the type of preference you click appear here.

If you don't want Preferences to start up automatically when you start your computer, see "Starting Up an Application Automatically" in Chapter 4.

Some of the preferences you set in the Preferences application are also affected by how you configure your computer with the Configure application. For information, see *Installing and Configuring NEXTSTEP.*

Some applications may add their own Preferences buttons to the Preferences window. For information about these custom buttons, see the user's guide for the application.

Some of the buttons in the Preferences window only appear if you log in as the superuser (**root**) or are using a specific kind of computer—such as a battery-powered computer that supports Advanced Power Management (APM).

You can rearrange the buttons in the Preferences window—hold down the Control key and drag one button at a time.

Some of the settings you choose with Preferences take effect immediately. Others take effect only after you start up an application or restart the computer.

Hiding menus

1. **Start up Preferences and click the button for Menu Preferences.**

2. **Drag the Preferences menu off the lower right corner of the screen.**

3. **Click the button for Mouse Preferences.**

4. **Click Enabled.**

5. **Click Left or Right to select the mouse button you want to use to display menus.**

6. **Restart your applications.**

You can hide application menus and you can use your mouse to display menus when you need them.

Menu Preferences button

When you drag the Preferences menu off the screen, this mini-menu disappears.

You can click anywhere in this box to restore the Preferences menu.

Mouse Preferences button

Click here to use your mouse to display menus.

Choose the left or right button for displaying menus.
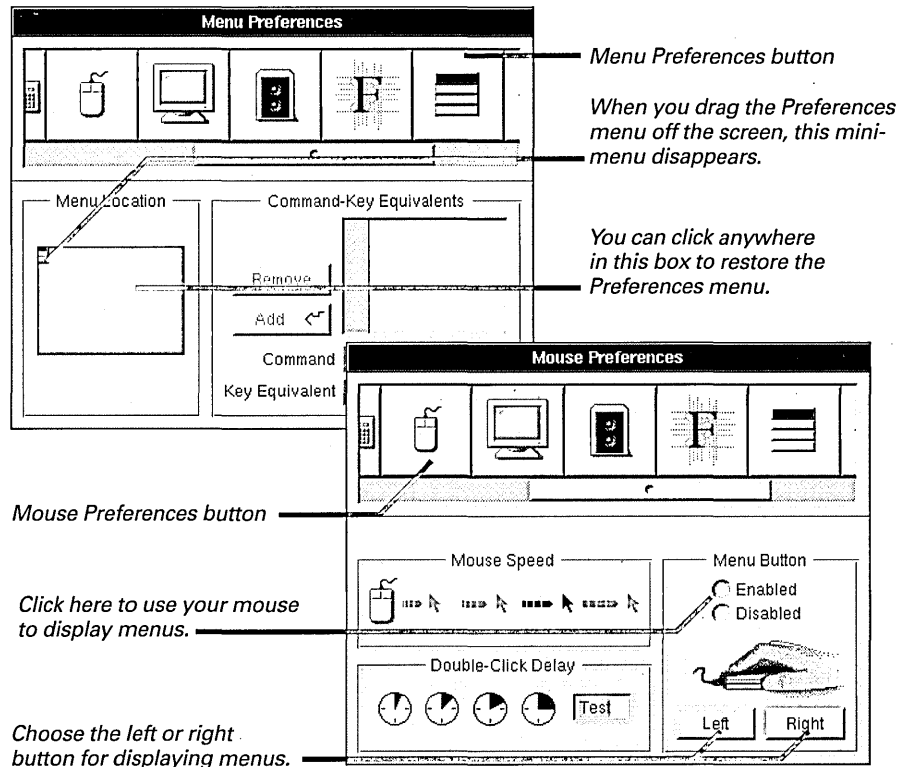
When you restart your applications, all their menus are hidden, and you must press a mouse button to display them.

Where Do You Want Your Menus?

You can choose a standard location for all your main menus in either or two ways: You can click the button for Menu Preferences and drag the Preferences menu to the new location in the workspace. Or you can drag the mini-menu in the Menu Preferences.

The next time you start up an application, its main menu appears in the new standard location—unless you've moved the menus in your application. If you have, the menu appears where you left it.

Working in your own language

1 **Start up Preferences and click the button for Localization Preferences.**

2 **Drag your preferred language to the top of the Language list.**

3 **Drag the remaining languages into the order you want.**

4 **Restart your applications.**

The Workspace Manager and many other applications can display the text in their windows, menus, and panels in more than one language. You can specify the language you want to use in these applications.

Localization Preferences button

Drag languages into the order you want.
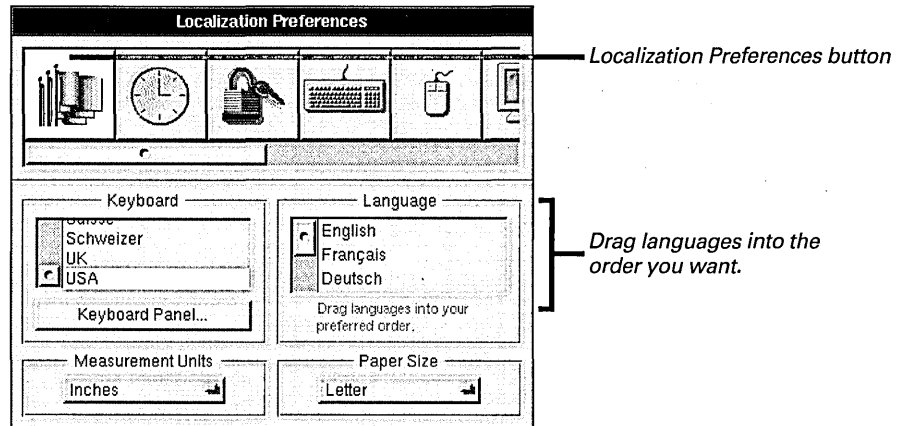
When you start up an application, it checks your order of preference and displays text in the first language it has available.

You first pick a language when you install NEXTSTEP. For more information, see *Installing and Configuring NEXTSTEP* and "Selecting Your Language" in Chapter 1.

You may also want to specify a keyboard arrangement for the language you're using. See "Choosing a Keyboard Arrangement" in Chapter 21.

When You Want to Work in a New Language

When you first install NEXTSTEP and when you later install a package of software with the Installer application, you select the languages you want to work in.

To add support for languages you didn't select when you installed a package of software, you can delete the package and reinstall it with support for the languages you want.

To reclaim disk space, you can reinstall a package with support for fewer languages.

Receipts for packages you install are in **/NextLibrary/Receipts**.

For information on using the Installer, see Chapter 19.

All NEXTSTEP software packages are included on the *NEXTSTEP* CD-ROM in **/NextCD/Packages**, so you can always reinstall one from there. For information, see the *Release Notes* that come with the CD-ROM.

Choosing units of measure and paper size

1 **Start up Preferences and click the button for Localization Preferences.**

2 **Choose the unit of measure you want from the Measurement Units pop-up list.**

3 **Choose the paper size you want from the Paper Size pop-up list.**

4 **Restart your applications.**

In some applications, you can specify the sizes of objects on the screen and the size of the paper you prefer to print on. For example, in Edit and Mail you can use a ruler to specify the width of the page, and in the Page Layout panel you can choose a paper size. With Preferences, you can set standard units of measure and a paper size you prefer to work with in all your applications.

Localization Preferences button

Press here to set a standard unit of measure for all applications.

Press here to set a standard paper size for all applications.
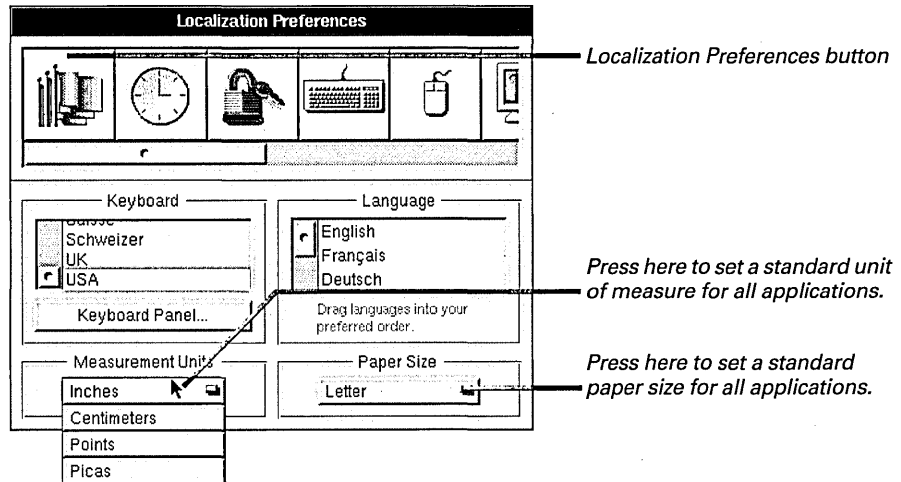
The new units of measure and paper size take effect for an application the next time you start it up.

You can change the units of measure and paper size in some applications independently. For example, you might choose inches in Preferences but then work with picas and points in your page layout program. For details, see the user's guide for your application.

Setting the date

1 **Start up Preferences and click the button for the Date & Time Preferences.**

2 **Click the month arrow to select the month.**

3 **Click the year arrow to select the year.**

4 **Click a date in the calendar.**

5 **Click Set.**

Your computer has an internal clock that displays the date and time on your computer. It's also used to create a date and time stamp for changes to your files and folders. If your computer isn't connected to a network, you can use this internal clock to set the date.

Date & Time Preferences button

You can click here to choose a different time and date display.

You can check here to choose a 24-hour clock.

When you click Set, the new date appears in the dock.
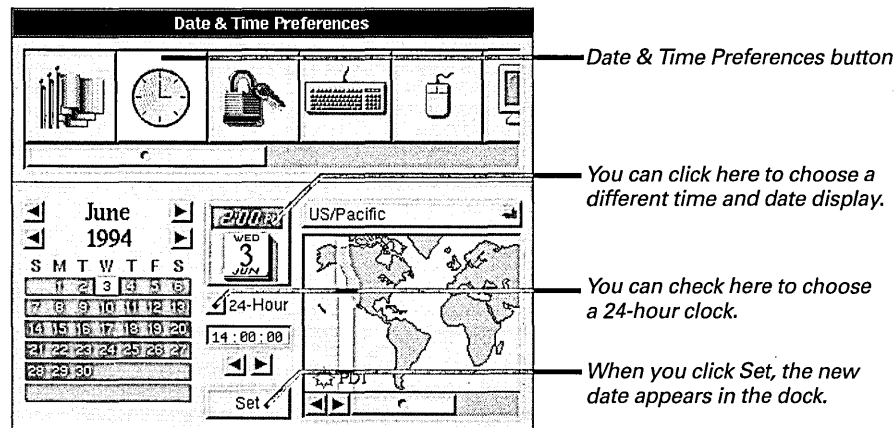
You can click the icon in the window to pick the style of Preferences icon that appears in the dock. If your computer supports Advanced Power Management (APM), you can even pick an icon that displays the battery charge level.

If you're working on a network, you may not be able to set the date and time independently, but you can synchronize your computer's clock with the network's clock.

Click here to synchronize your computer's clock with the network's clock.
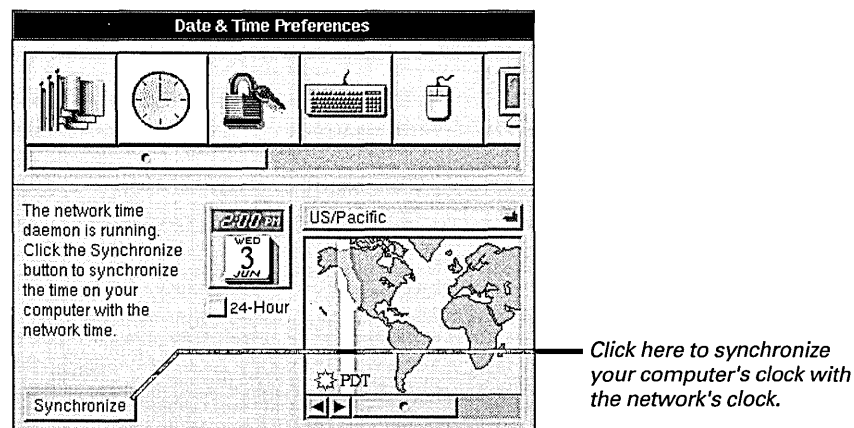
Setting the time

1 **Start up Preferences and click the button for Date & Time Preferences.**

2 **Click in the map to select a time zone.**

3 **Select the hours, minutes, or seconds in the time field.**

4 **Click the arrows to change the time. Or type a new time.**

5 **Click Set.**

If you're working on a network, you can synchronize your computer with network time as described on the previous page. If you're not connected to a network, you can set hours, minutes, and seconds. In either case, you can display the time in any time zone you want.

— Date & Time Preferences button

— Click anywhere in the map to select a time zone.

— Press here to choose regional differences within a time zone.

— Change the time here.

When you click Set, the new time appears in the dock.
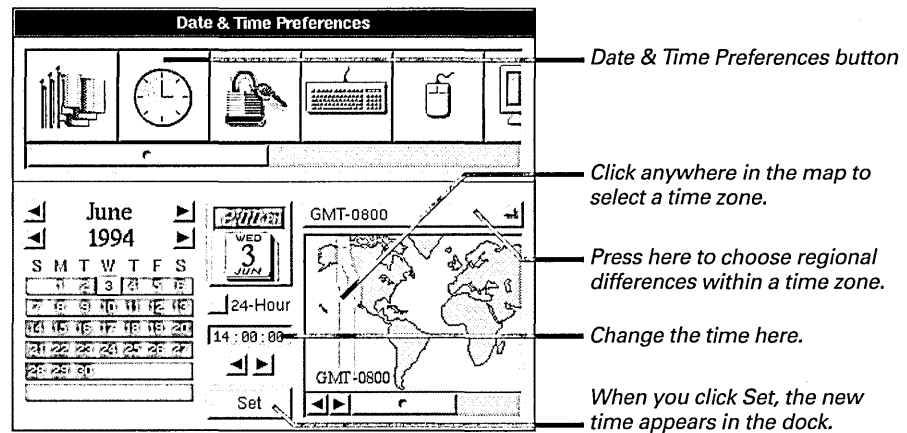
When you select a time zone, the button above the map shows the difference, in hours, between your time zone and Greenwich Mean Time (GMT). You can press this button to choose the regional variation within your time zone that applies to you. Select the time zone before you set the date and time. Otherwise, your settings are lost.

You can select hours, minutes, or seconds. Then click the arrows or type to change the time.
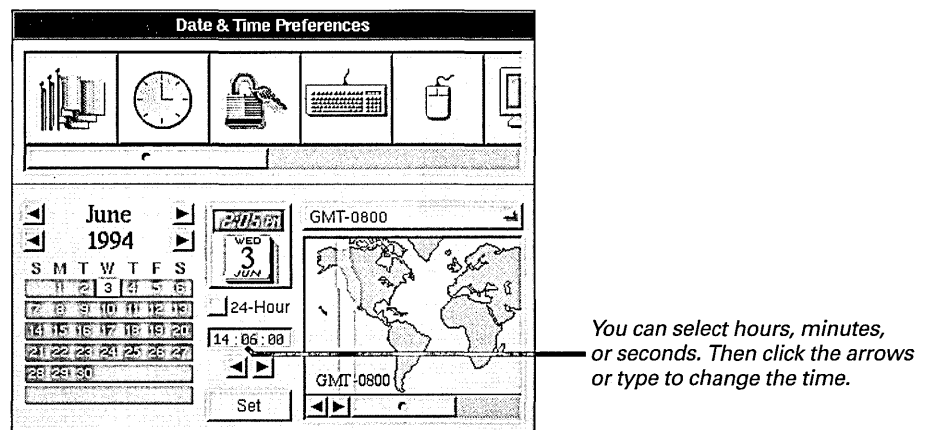
Changing the fonts on the screen

1 **Start up Preferences and click the button for Font Preferences.**

2 **Choose the type of font you want to change from the pop-up list.**

3 **Click Set Font.**

4 **Select a font family, typeface, and size in the Font Panel.**

5 **Click Set.**

6 **Log out and log back in.**

You can change what fonts appear in menus, window titles, prompts, and other places on the screen.

Font Preferences button

These three types of fonts appear on the screen—you choose the one you want to change.

The current font setting

Example of where the type of font appears
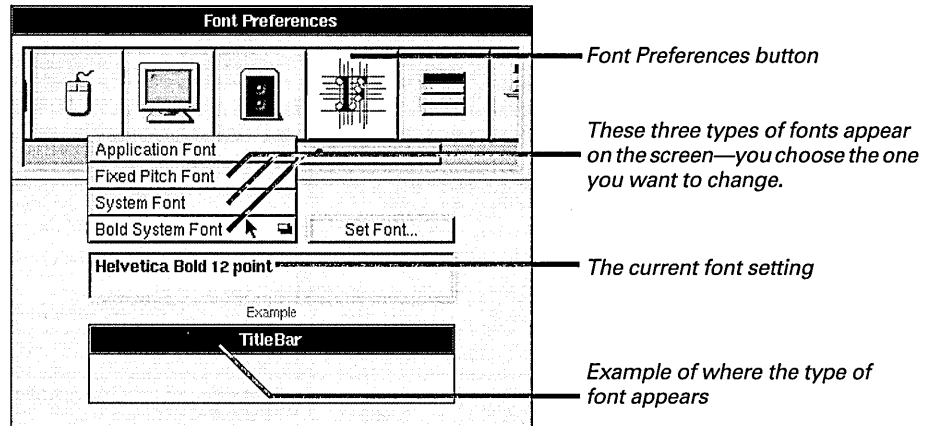
When you choose a type of font and click Set Font, the Font Panel opens. You use it to select a font family, typeface, and size.

Click Preview to display the font here.

You can click here to revert to the last font you selected.

Click Set to use the selected font.
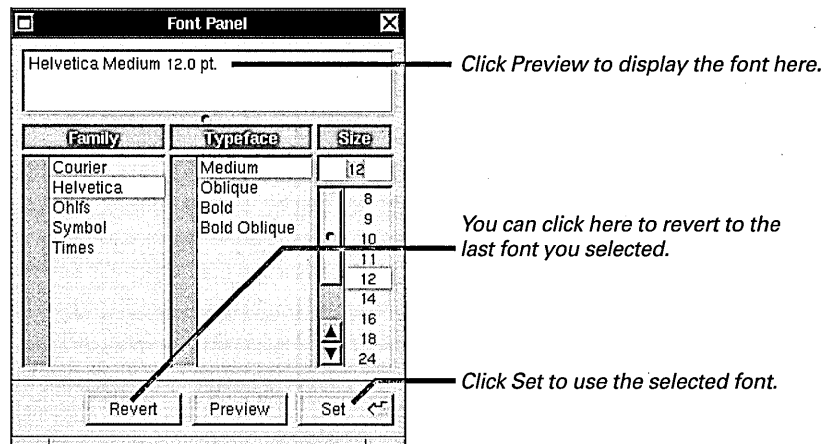
The fonts you select appear on the screen the next time you log in.

For more information about setting fonts, see "Setting a New Font" in Chapter 9.

Selecting a font for applications

1 **Start up Preferences and click the button for Font Preferences.**

2 **Choose Application Font from the pop-up list.**

3 **Click Set Font.**

4 **Select a font family, typeface, and size in the Font Panel.**

5 **Click Set.**

6 **Restart your applications.**

You can choose a default font for your applications. The default font is the one the application uses when you first enter text in a new document or anytime you don't specify a font.

Font Preferences button

Choose Application Font from this pop-up list.
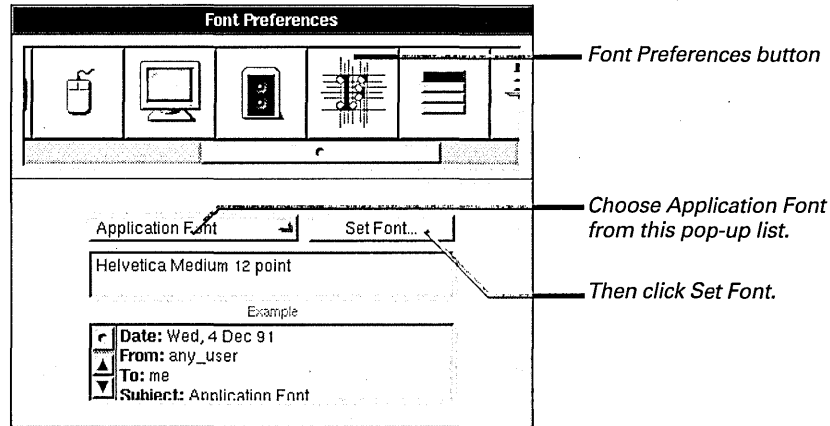
Then click Set Font.

When you click Set Font, the Font Panel opens. You use it to select a font family, typeface, and size.

Click Preview to display the font here.

You can click here to revert to the last font you selected.

Click Set to use the selected font.
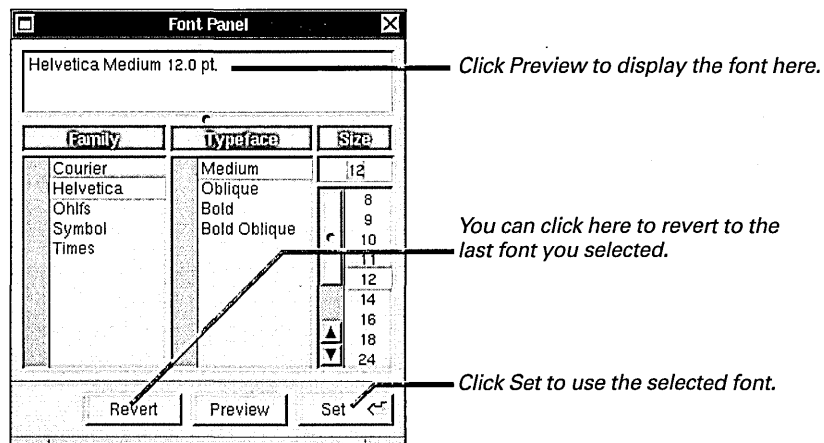
Applications use the new font the next time you start them up. However, some applications may not use the font you set. Some have their own options for setting a default font that overrides Preferences. Also, some applications preset their own default font family, typeface, or size. This preset font overrides your choice.

For more information about setting fonts, see "Setting a New Font" in Chapter 9.

Creating Command-key equivalents

1 **Start up Preferences and click the button for Menu Preferences.**

2 **Click in the Command field and type the name of the command.**

3 **Click in the Key Equivalent field and type a character.**

4 **Click Add.**

5 **Restart your applications.**

Most applications include Command-key equivalents for some of the commands in their menus. A Command-key equivalent is a combination of the Command key and other keys that you can type instead of choosing a command from a menu. If a command has no Command-key equivalent, you can create your own. You can also change existing Command-key equivalents.

Menu Preferences button

Command-key equivalents you create are listed here.

Type the name of the command exactly as it appears in the menu.

Type an upper- or lowercase character here.
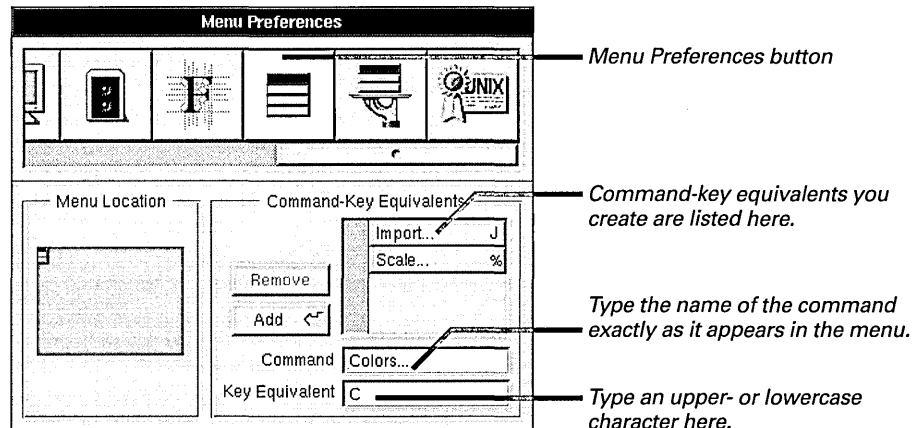
When you type the command name, be sure to match the capitalization, spaces, and ellipses (...) in the menu. The Command-key equivalent can be any character except a space. Case makes a difference. For example, if you type a lowercase **c**, the Command-key equivalent is Command-c. If you type an uppercase **C**, the Command-key equivalent is Command-Shift-C.

When you create a Command-key equivalent, it's added to all applications that have the command (unless the application overrides Preferences). If you create a Command-key equivalent that's already in use, it's removed from the current command and added to the one you specify.

You can modify a Command-key equivalent you created by selecting it in the list in the Menu Preferences, typing a new key equivalent, clicking Add, and then clicking Modify in the panel that opens. You can remove a Command-key equivalent you created by selecting it in the list and clicking Remove.

New Command-key equivalents take effect in an application the next time you start it up. They take effect in Workspace Manager menus the next time you log in.

To find out which is your keyboard's Command key, see "Keyboard Basics" in Chapter 9.

Customizing the Services menu

1 **Start up Preferences and click the button for Services Preferences.**

2 **Select the service you want to enable or disable.**

3 **Click the Enable or Disable button.**

When you're working in applications, you can request some of the services of other applications from the Services menu. If you have lots of services, you may decide to display some of these services and not others.

Services Preferences button

When a service is disabled, it's dimmed.

This button switches from Disable to Enable when you disable a service.
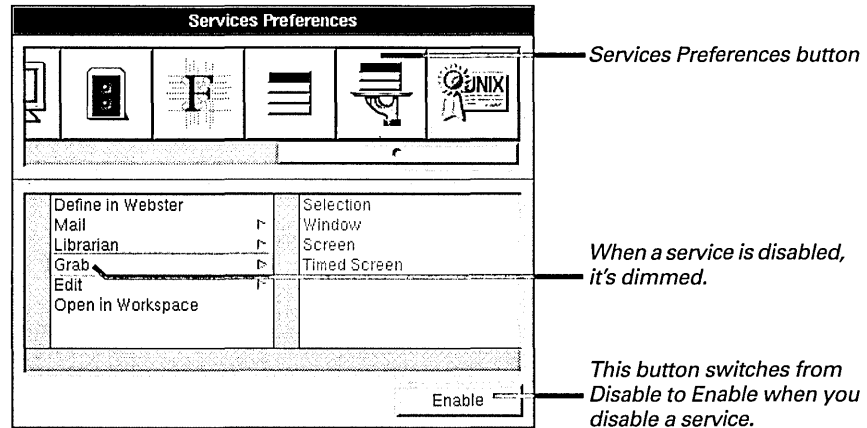
The next time you use an application, its Services menu lists only the services that are enabled.

For information about using services, see "Requesting the Service of Another Application" in Chapter 4. See also the list of NEXTSTEP application services in "Standard Commands" in the Reference at the end of this book.

For information about adding your own services to the list in the Services Preferences, see the *NEXTSTEP Developer's Library.*

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Displaying large file systems

1 **Start up Preferences and click the button for Expert Preferences.**

2 **Check Large File System.**

3 **Log out and log back in.**

If you're working with disks and folders that contain several hundred files and folders, you can optimize the File Viewer to display them more quickly.

Expert Preferences button

Check here to display large numbers of files and folders more quickly.
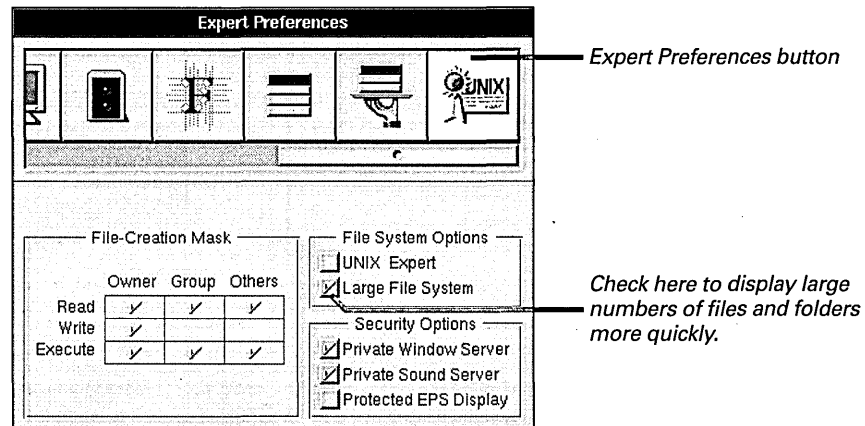
When you check Large File System, the File Viewer can open large folders faster than normal. So can the Open and Save panels. However, scrolling through the contents of large folders may take a little longer than normal. Also, you see the names of some additional files and folders in Open and Save panels, not just the ones your application can work with.

This option takes effect the next time you log in.

Displaying UNIX files

Your computer uses many files that don't normally appear in the File Viewer. Some of these are UNIX system files, including files called *dot files*—their names begin with a period. If you're a system administrator, programmer, or an advanced user, you may want to use these files. Otherwise, it's best to leave them hidden.

Expert Preferences button

Check here to display all UNIX system files.
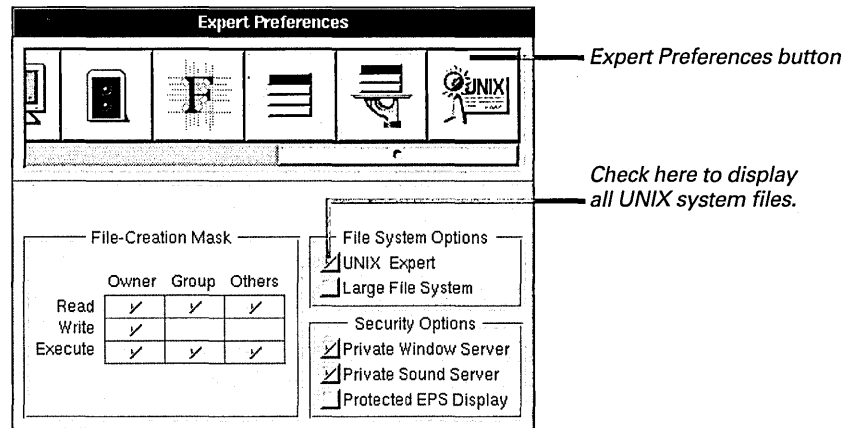
The UNIX system files are immediately displayed in the File Viewer. They also appear in Open and Save panels as well as in any other panel that displays the contents of disks and folders.

UNIX files and files that begin with a period are hidden until you check UNIX Expert.
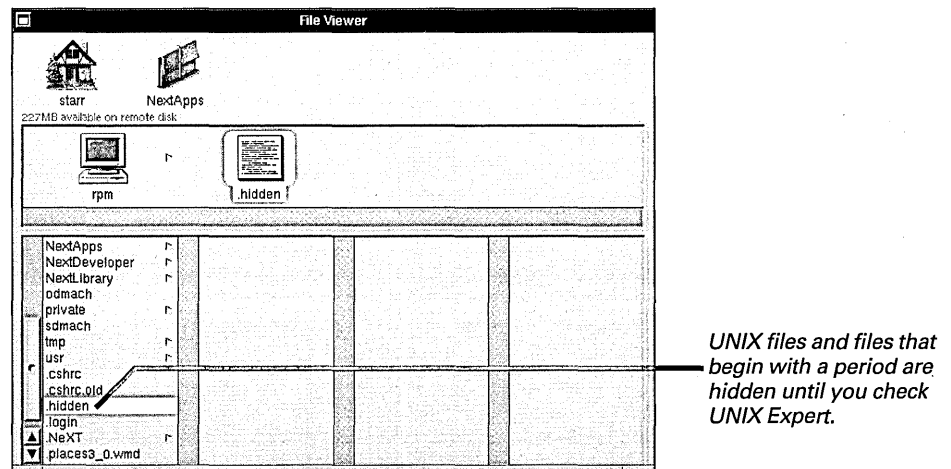
For more information about UNIX files, see *NEXTSTEP Network and System Administration* and the *NEXTSTEP Developer's Library*.

Tip: Don't give files names that begin with periods. They will be hidden with the other dot files when UNIX Expert is not checked.

The Preferences application not only helps you custom-fit your workspace, as
described in the previous chapter. It also helps you manage your hardware—from
the keys on your keyboard to the speed of your mouse.
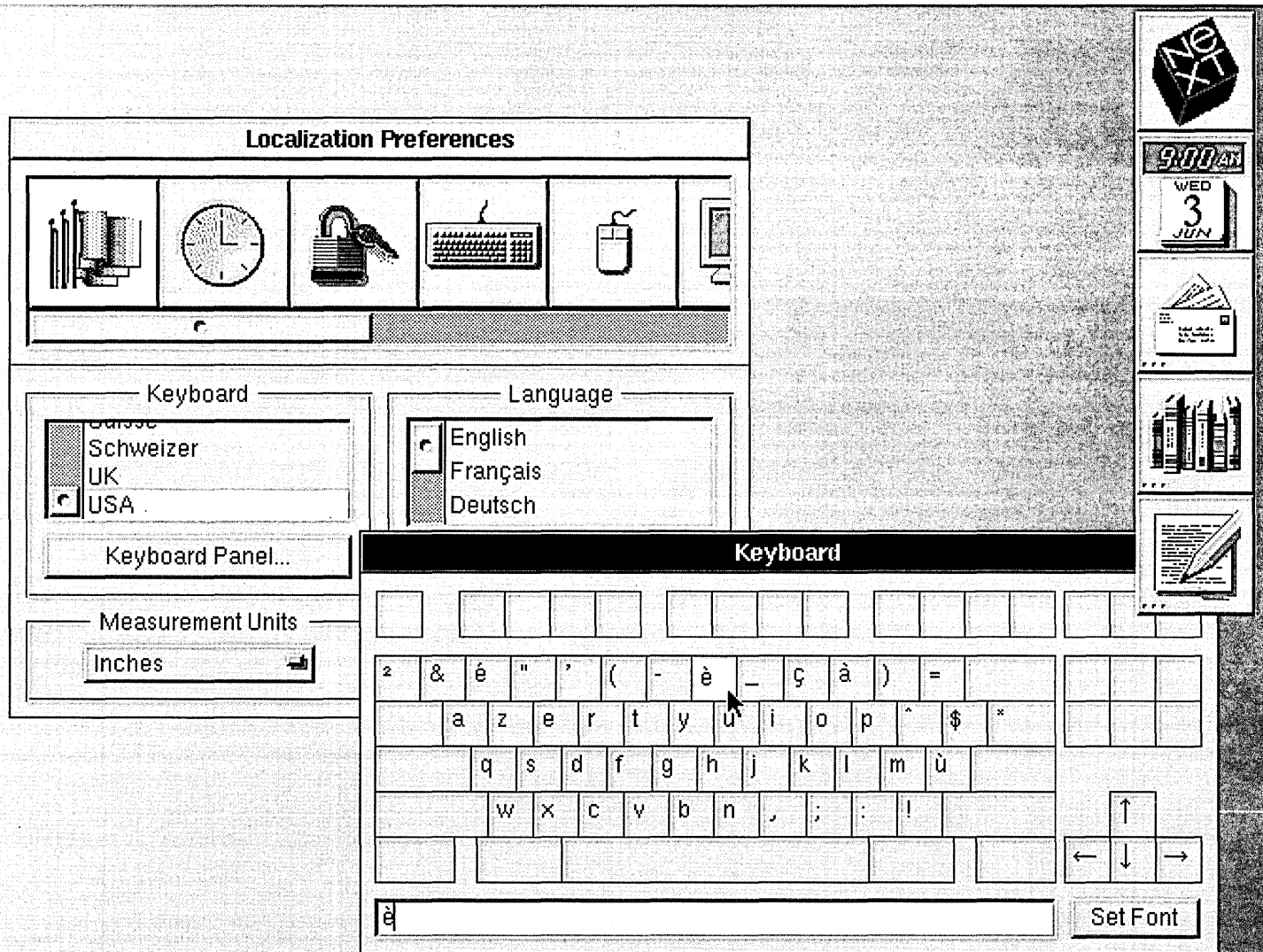
21 Managing Hardware

You love your car. But you might want to make just a few little adjustments.

For starters, you'd like the windshield tinted red, like the sunset. You might also want the horn to *ahooga*, like an old police wagon. The steering wheel should really be on the other side—you know, like they are in England. The harder you step on the accelerator, the faster you should accelerate. And in the morning, the car should be warmed up and ready to go when you walk out your front door.

You can hear your mechanic now. *A tinted windshield, a new horn, an adjustable steering wheel, a touch-sensitive accelerator, an automatic starter! Where'd you get all those crazy ideas?*

Oh well. You turn to your computer. You love it, too. Of course, you had to make a few adjustments...

Selecting a keyboard arrangement

1 **Start up Preferences and click the button for Localization Preferences.**

2 **Select a type of keyboard in the list.**

The standard arrangement of keys on keyboards differs from country to country. If you're used to working on a particular type of keyboard, you can choose its arrangement regardless of which keyboard you're actually using.

Localization Preferences button

Select a keyboard arrangement here.

Click here to show the selected keyboard arrangement.
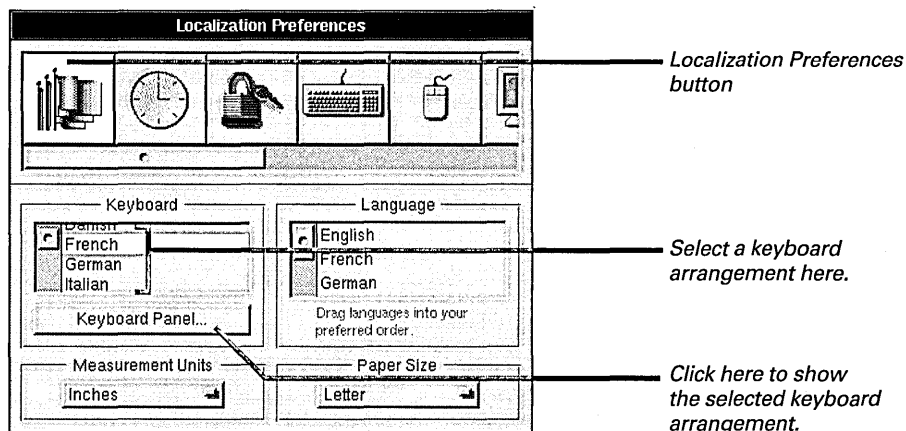
When you click Keyboard Panel, a panel shows the arrangement of keys on the keyboard that is currently selected.

This is the French keyboard arrangement.

You can hold down the Shift or Alternate key—or both keys together—to see the effects of these keys on the keyboard. You can also click Set Font to open the Font Panel and see how different fonts use the selected keyboard arrangement.

The new keyboard arrangement takes effect immediately.
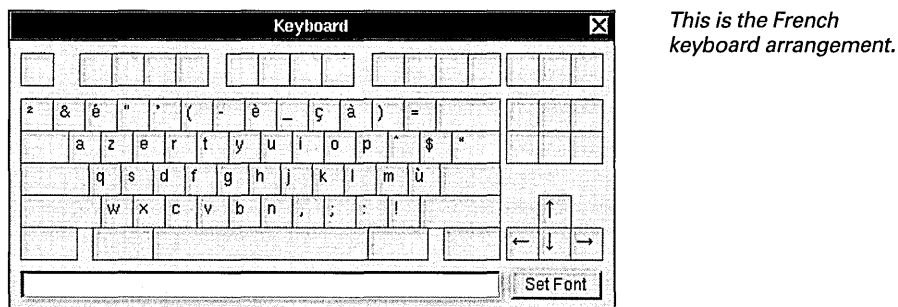
For information about starting up Preferences, see the previous chapter, "Personalizing Your Workspace."

For information about selecting fonts from the Font Panel, see "Setting a New Font" in Chapter 9.

See also "Previewing Special Characters" in Chapter 9.

The NeXTUSA Keyboard Arrangement

As an alternative to the standard USA keyboard arrangement, you can select the NeXTUSA arrangement in the Preferences application's Localization Preferences. You may find that this arrangement works particularly well with NEXTSTEP.

The keys in the NeXTUSA arrangement that are different from the USA arrangement are described and illustrated below. The USA arrangement is shown in "Keyboard Basics" in Chapter 9.

A Key for Turning Off the Computer

The NeXTUSA arrangement provides a key for turning off the computer. You can press this key as a shortcut to choosing the Log Out command or clicking the Power button in the login window. When you press the key, a panel asks if you really want to turn off the computer. Click Turn If Off in the panel. When a message tells you it's OK to actually turn off the power, you can do so.

Brightness and Volume Keys

When you use the NeXTUSA arrangement, you can adjust screen brightness using the brightness keys. If your computer can play sounds, you can adjust its speaker volume with the volume keys. The longer you hold down one of these keys, the more brightness or volume changes.

You can turn the speaker off when you're using the NeXTUSA arrangement by holding down the Command key and pressing the volume down key. Do this again to turn the speaker back on.

Additional Command and Alternate Keys

The NeXTUSA keyboard arrangement provides two Command keys and two Alternate keys, which make it easier to do things like use Command-key equivalents and type special characters.

NeXTUSA keyboard arrangement

Escape key   Help key   Control key   To turn Caps Lock on or off in this arrangement, hold down the Command key and press Shift.   Volume up / Volume down   Brightness up / Brightness down

Alternate key   Command keys   Alternate key   Press to turn the computer off.
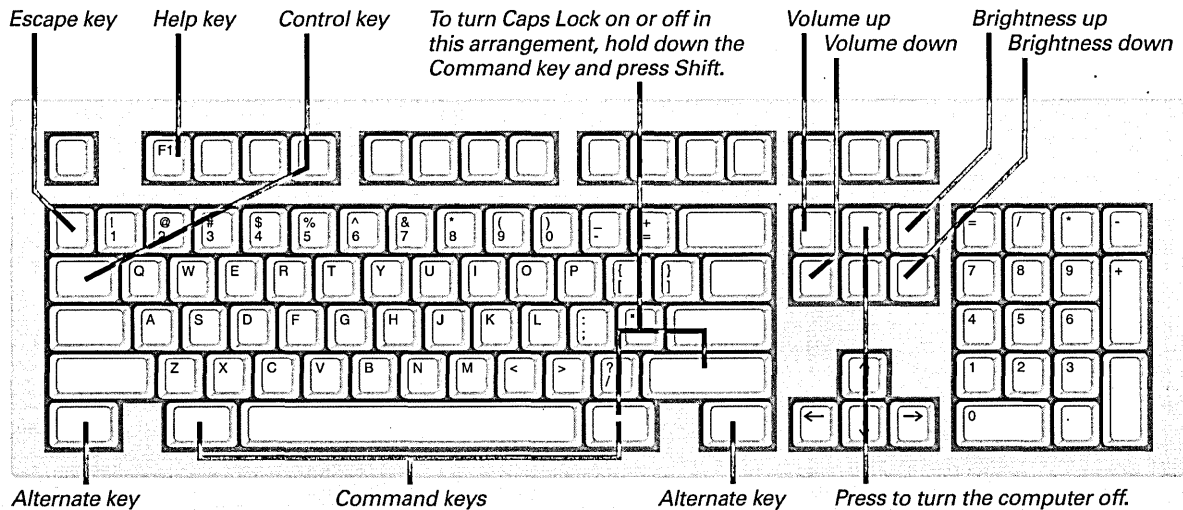
Setting the rate for repeating characters

1 **Start up Preferences and click the button for Keyboard Preferences.**

2 **Click a setting for the initial key repeat.**

3 **Click a setting for the key repeat rate.**

4 **Test your settings by pressing any character key.**

Sometimes you need to repeat characters in a long string. Typical repeating characters are periods and asterisks, but you can repeat any character on the keyboard by holding the key down. The Backspace and Tab keys also repeat, as does the space bar.

Of course, you don't want characters to start repeating too quickly when you press a key, or you'll have double and triple characters scattered throughout your text. You may also want to control how quickly the character repeats.

Keyboard Preferences button

Click here to set the longest delay before a character starts repeating.

Click here to set the fastest repeat rate.

Press any character key and watch the initial delay and repeat rates here.
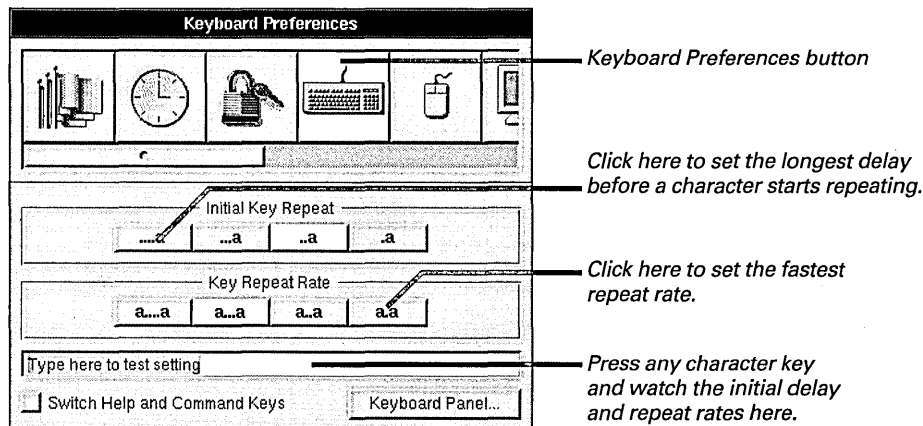
The new settings take effect immediately.

You can click the Keyboard Panel button to open a panel that shows the location of characters on the current keyboard. If you're looking for a particular character in a font, use the Set Font button to open the Font Panel, where you can change the font displayed in the Keyboard panel.

If you have a NeXT computer with a keyboard that has a Command bar, you can check "Switch Help and Command Keys" to switch the effect of pressing the Help key and Command bar.

For information on changing the current keyboard, see "Selecting a Keyboard Arrangement" earlier in this chapter.

Changing the responsiveness of the mouse

1 Start up Preferences and click the button for Mouse Preferences.

2 Click the mouse speed you want.

3 Click the double-click delay you want.

4 Test the delay by double-clicking in the Test field.

You can make the mouse more responsive to your movements in two ways. First, you can change the mouse speed—which is how fast and how far the cursor moves when you move the mouse. Second, you can change the double-click delay—the setting that determines when the computer responds to two clicks as a double-click, as opposed to two distinct clicks.

— *Mouse Preferences button*

— *Slowest—the cursor moves in direct proportion to the mouse.*

— *Accelerated settings—the cursor moves farther when you move the mouse faster.*

— *If you double-click slowly, choose a longer delay.*
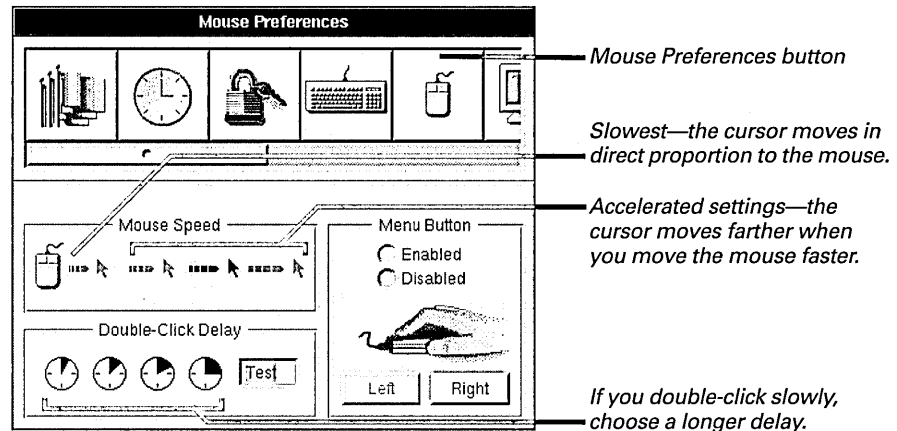
You should choose the shortest double-click delay that works for you. You can test it by double-clicking the word **Test**. Double-click at your normal speed. If **Test** is highlighted, you're double-clicking fast enough for the delay you've chosen.

The new mouse settings take effect immediately.

On some computers, you can also adjust the mouse speed with the Configure application. For more information, see *Installing and Configuring NEXTSTEP.*

Setting the automatic screen dimmer

1 Start up Preferences and click the button for Display Preferences.

2 Use the Automatic Screen Dimmer slider to set the delay for the screen dimmer.

To protect your display, the screen dims automatically when you're not using it. The screen normally dims if you don't press a key or move the mouse for 30 minutes. You can change this delay or even turn off the dimmer completely.

Display Preferences button

Drag to set the delay in minutes.

You can also type the delay here.

This slider adjusts the brightness of the screen.
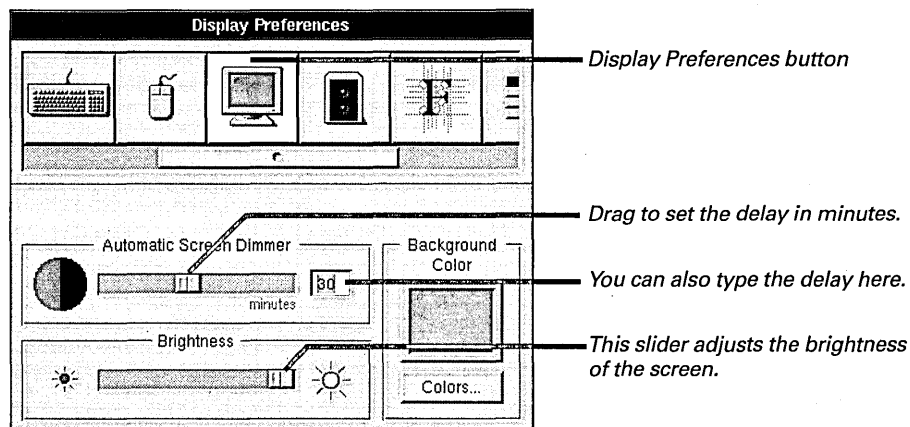
You can set a delay from 5 to 59 minutes. You can turn off the dimmer completely by dragging the slider all the way to the right. The new setting takes effect immediately.

Screen dimming happens only when you're logged in. When the login window is showing and you don't use the computer for a while, the NeXT logo replaces the screen's contents, instead.

Some computers have displays that don't dim automatically and don't respond to adjustments to the Brightness slider. You can only control the brightness of their displays with controls on the displays themselves.

The superuser (root) can also modify the login window screen saver. For more information, see "Setting Login Window Options" in the next chapter.

Changing the background color of the display

1 Start up Preferences and click the button for Display Preferences.

2 Click the Colors button.

3 Select a color in the Colors panel.

4 Drag the color from the well in the Colors panel to the Background Color well.

You can choose the background color for your workspace. It can be a color you pick up from the screen or a color you select from one of the color models.

Display Preferences button

The color well displays the current background color.

Click here to display the Colors panel.

Drag the selected color from this well to the Background Color well.

Drag or click in the color wheel to select a color.

Or drag one of these swatches to the Background Color well.
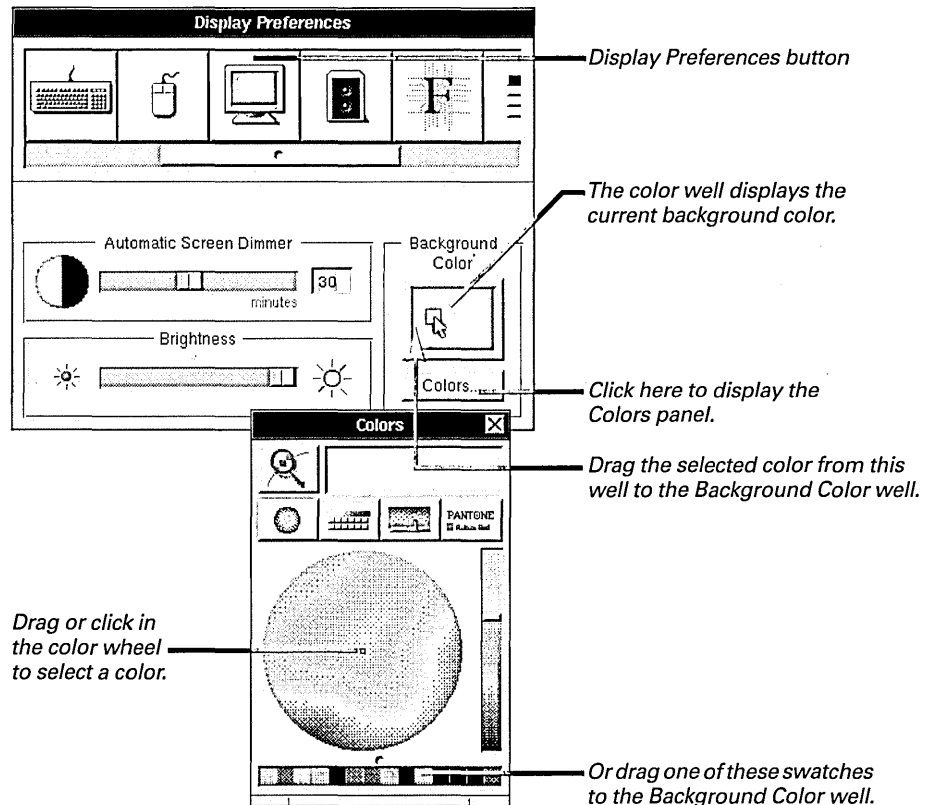
If you work with some computers with color displays and others with monochrome displays on the same network, you set the background color separately for each kind of display.

Tip: If you want to save the current background color while you experiment with new colors, you can click in the color well in the Display Preferences and drag a color swatch to the row of swatches at the bottom of the Colors panel.

You can select colors from the Colors panel in several ways. See Chapter 10, "Working with Color."

Adjusting volume and input gain

1 **Start up Preferences and click the button for Sound Preferences.**

2 **Drag the Volume sliders to adjust the volume and balance of the speakers and line-out jack.**

3 **Drag the Input Gain sliders to adjust the sensitivity and balance of the microphone and line-in jack.**

If your computer can work with sounds, you can adjust the volume and balance of the speakers and "line-out" jack. You can also adjust the sensitivity (or "gain") of the microphone and "line-in" jack.

Sound Preferences button

Check to turn off the speakers entirely.

Drag to increase or decrease the speaker and line-out volume.

Drag to adjust the output balance.

Drag to increase the sensitivity of the microphone and line-in jack.

Drag to adjust the input balance.
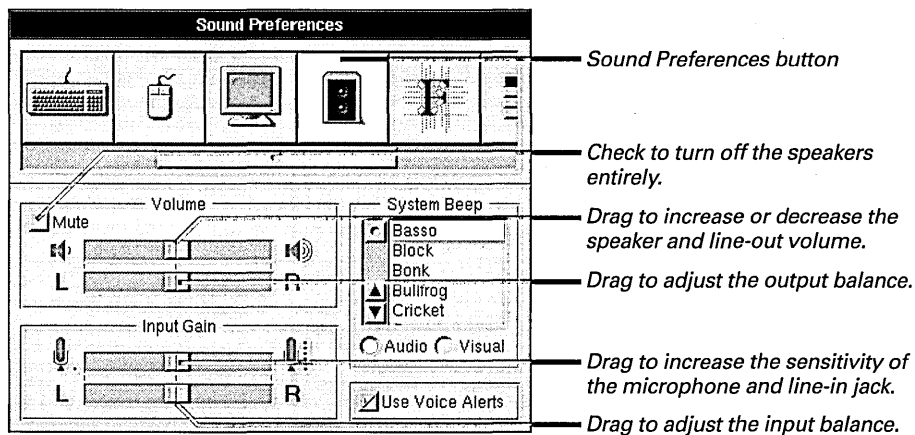
You can check Mute to turn off the speakers and line-out jack completely.

The settings you make take effect immediately.

Selecting system beeps and warnings

1 **Start up Preferences and click the button for Sound Preferences.**

2 **Click Audio for a sound beep or Visual for a warning flash.**

3 **If you clicked Audio, select the type of system beep from the list.**

4 **Check Use Voice Alerts if you want spoken warnings and notices.**

NEXTSTEP has several ways to alert you when something requires your attention. A system beep may sound when you make a mistake typing. A panel may alert you to a problem or request additional information. You can tailor these system beeps and warnings to your needs.

Sound Preferences button

Select a system beep from this list.

Click here for a visual warning instead of a sound beep.

Check here for spoken alerts.
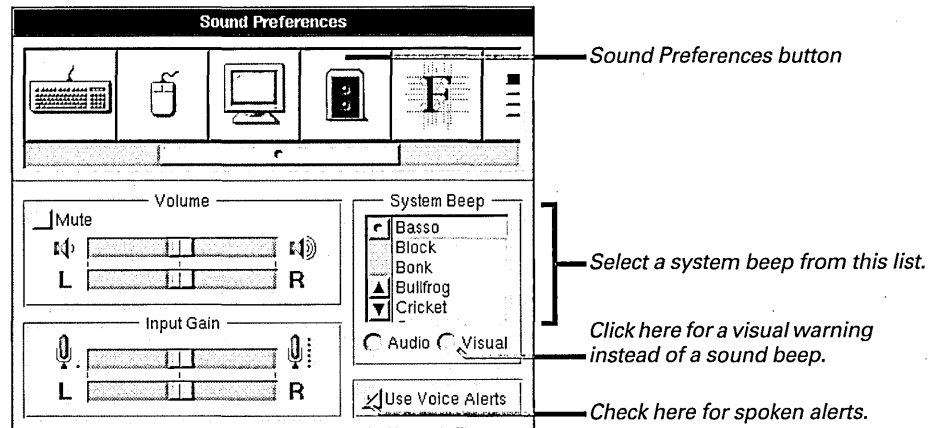
Some applications have spoken versions of some panels. For example, PrintManager may tell you when your printer is out of paper. If you prefer to hear these messages as well as read them, you can check Use Voice Alerts to hear the spoken versions.

If you click Visual, the NeXT icon at the top of the application dock flashes whenever something needs your attention. No beeps sound.

You can adjust the volume of your system beeps and warnings with the Volume slider.

These choices take effect immediately.

Tip: You can add your own sounds to the list of possible system beeps by adding a sound (.snd) file to the **/Library/Sounds** folder in your home folder.

You can use voice alerts or a custom system beep only if your computer can play sounds.

For information on adjusting the speaker volume, see "Adjusting Volume and Input Gain" on the previous page.

On some computers, you adjust the volume and style of system beep with the Configure application. See *Installing and Configuring NEXTSTEP.*

Managing power consumption

1 **Start up Preferences and click the Power Management Preferences button.**

2 **Click the option you want.**

If you're running NEXTSTEP on a battery-powered computer that supports Advanced Power Management (APM), you can decrease the amount of power required to run NEXTSTEP—so your batteries last longer—in exchange for an occasional reduction in performance. You can also check the battery charge level.

Power Management Preferences button

Click for best performance.

Click for longest battery life.
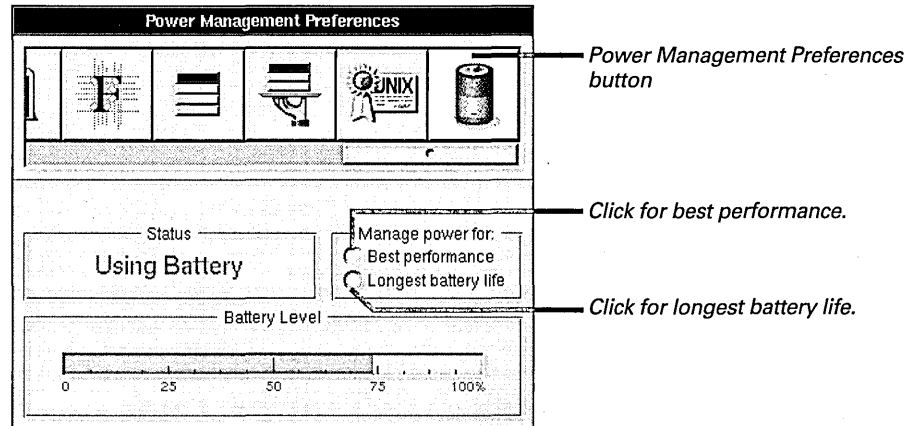
When you click "Longest battery life," NEXTSTEP uses a number of techniques to reduce power consumption. For example, NEXTSTEP stops the hard disk from spinning whenever it's not in use. This decreases the drain on the battery but can cause a slight delay the next time NEXTSTEP needs information on the disk. When you're not using battery power, you should click the "Best performance" option.

If you're using a desktop computer that supports Advanced Power Management but doesn't run on batteries, the "Longest battery life" option is replaced by "Energy efficiency."

The Power Management Preferences are available only on computers that support Advanced Power Management, such as some battery-powered portables as well as some energy-efficient desktop models.

Tip: If your computer runs on batteries, you can use the Date & Time Preferences to pick a Preferences dock icon that displays the battery charge level as well as the current time.

Setting the computer to turn on automatically

1 **Start up Preferences and click the button for Startup Preferences.**

2 **Check "At specified time."**

3 **Set the date you want the computer to turn on.**

4 **Set the time you want the computer to turn on.**

5 **Click Set.**

Some NeXT computers can be set to turn on automatically at a time and date you choose, or after a power failure.

Startup Preferences button

Set a month, year, and date.

Set the time for the computer to turn on.

Check this option to turn the computer on automatically after a power failure.

Check this option to turn the computer on at the date and time you set.
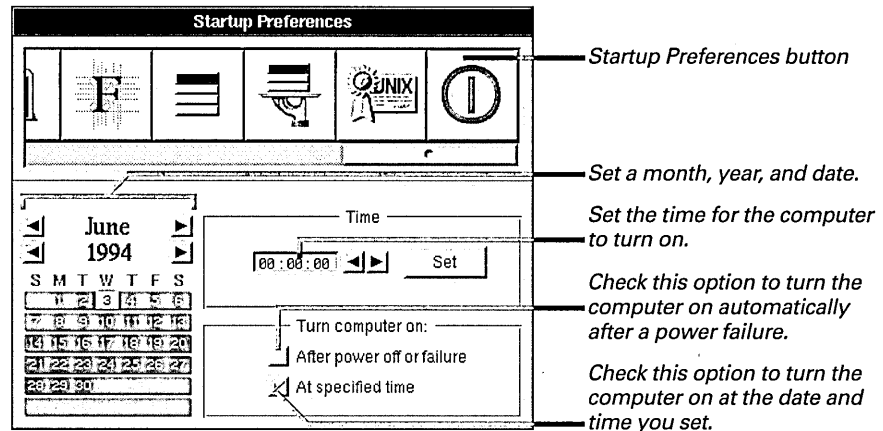
You can click the month and year arrows to change the month and year. You can click a day in the calendar to set a date. To set the time, you can either type a new time in the time field or select the hours, minutes, or seconds and click the arrows.

If you check "After power off or failure," the computer turns on automatically within 60 seconds after a power failure—or after you turn it off yourself. (Don't check this option if you really do want to turn off the computer.)

The Startup Preferences are only available if your computer supports this feature.

Why Turn the Computer On Automatically

Having a computer turn on automatically is most useful if it acts as a server on a network— that is, a computer with files and folders that everyone shares.

For example, a computer may be a server for a printer that must always be available by 8:00 in the morning—whether anyone is there to turn on the computer or not.

The option to turn on automatically after a power failure is also particularly important for servers. If the server has a power failure, it can turn itself on as soon as the power is restored, minimizing the amount of time that service to people on the network is interrupted.

You can use the Preferences application to control access to your computer, your workspace, your folders, your display, even your sound system. You can share them or not. The choice is yours.

Preferences

Info	▷
Edit	▷
Windows	▷
Hide	h
Quit	q
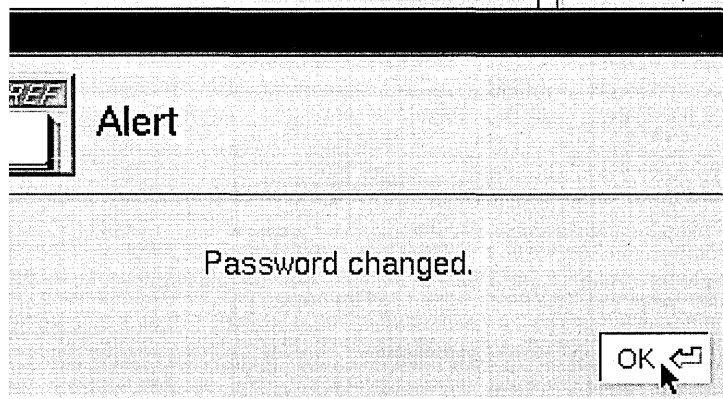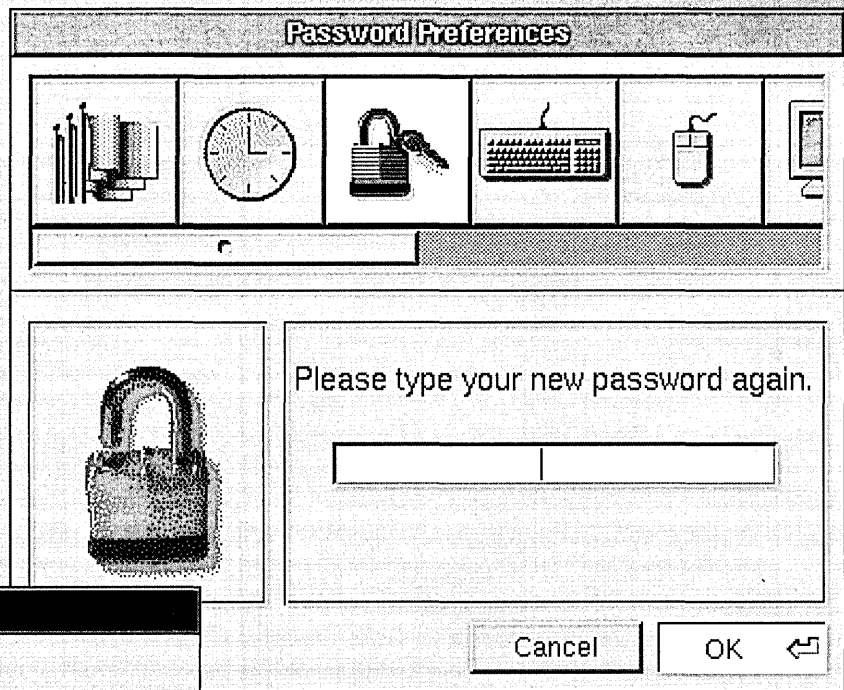
Password Preferences

Please type your new password again.

Cancel   OK ↵

Alert

Password changed.

OK ↵

22 Controlling Access to Your Computer

It's been a quiet night. A few people came and went without incident. There was some excitement about a password change, but you got that straightened out.

You suddenly hear a loud noise coming from Sector B. You grab your flashlight and run to investigate. Then you remember. You opened the area up to an outside sound recording crew.

On the way back to your post, you check on the new restricted zones you set up last week. Everything looks secure.

You return to your post and update your report. *Just another quiet night*, you think. But then, that's the way you like it.

Setting a password

1 **Start up Preferences and click the button for Password Preferences.**

2 **Click Change.**

3 **Type your current password and click OK.**

4 **Type your new password and click OK.**

5 **Type the new password again to verify it and then click OK.**

6 **Click OK in the confirmation panel.**

If you work on a network, you typically have a user name and a password that you use every time you log in. You should change your password at least once a month. When you click the Password Preferences button, the closed padlock and "Password Secure" message show that your current password is in effect. If you don't have a password the padlock is open.

Password Preferences button
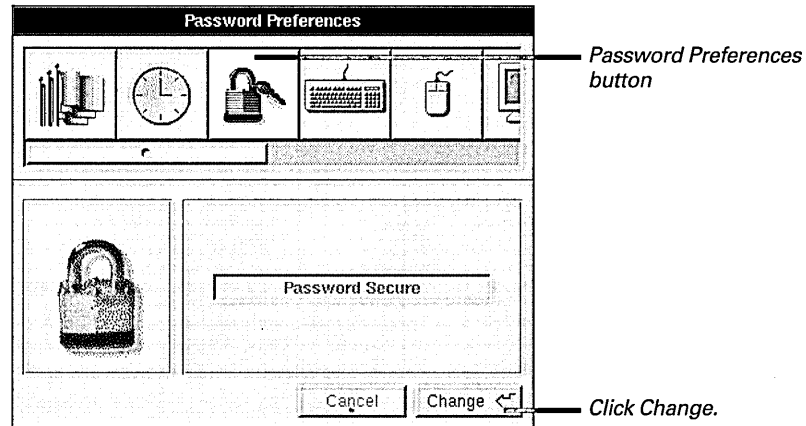
Click Change.

You change your password or create a new one by clicking the Change button.

Type your old password here. (If you don't have a password, just press Return.)

Click OK.
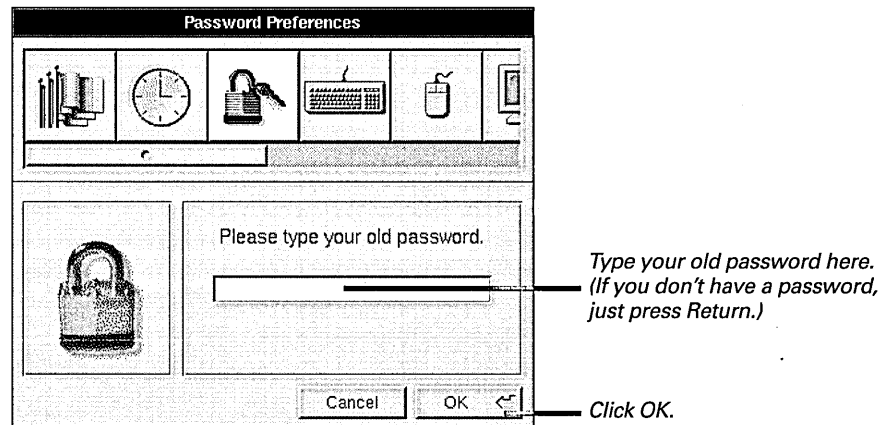
For information about starting up Preferences, see Chapter 20.

For more information about passwords and computer security, see *NEXTSTEP Network and System Administration.*

For security, your password never appears on the screen as you type it. The cursor follows the progress of your typing, but no characters appear. If you make a mistake, press the Backspace key and type the letter again.

When you type your old password and click OK, the padlock opens to show your password is no longer secure. You're asked to type a new password.
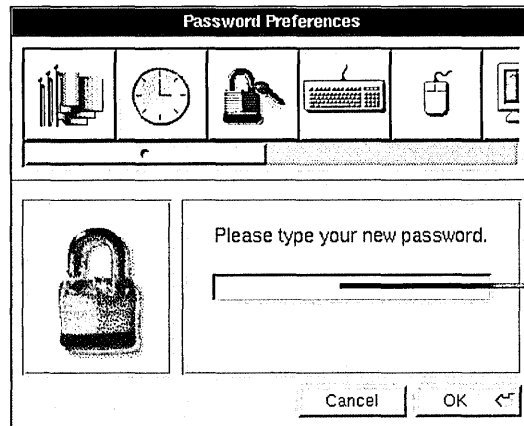
Type your new password here.

After you type your new password and click OK, Preferences asks you to type the new password again to make sure that what you typed the first time was what you meant to type.

If you type the same word the second time, a panel confirms that the new password is set. When you click OK in this panel, the original Password Preferences window returns—with the padlock closed—ready for the next time you want to change your password. If you make a mistake when you're verifying the password, you must start over.

What Makes a Password Secure

Passwords should be easy to remember but difficult for others to guess. Here are some guidelines:

- Avoid names of your children, pets, or other obvious personal favorites.

- Choose a password with at least eight characters. The shorter a password is, the easier it is for someone to decode.

- Combine upper- and lowercase letters, numbers, symbols, and spaces in your password.

Here are some examples of good passwords:

   *a*l*f*a
   a#bcd ef
   W$Bridge
   bARnEgt!

Setting permissions for new files and folders

1 **Start up Preferences and click the button for Expert Preferences.**

2 **Check the permissions you want for new files and folders.**

3 **Log out and log back in.**

You can grant others permission to read and change your files and to execute programs that you own—or you can deny permission. You can make this choice for individual files and folders with the Inspector, but you can also preset the permissions you want for all new files and folders you create.

Expert Preferences button

If you check here, people in your group can change your files.

If you check here, anyone can change your files.
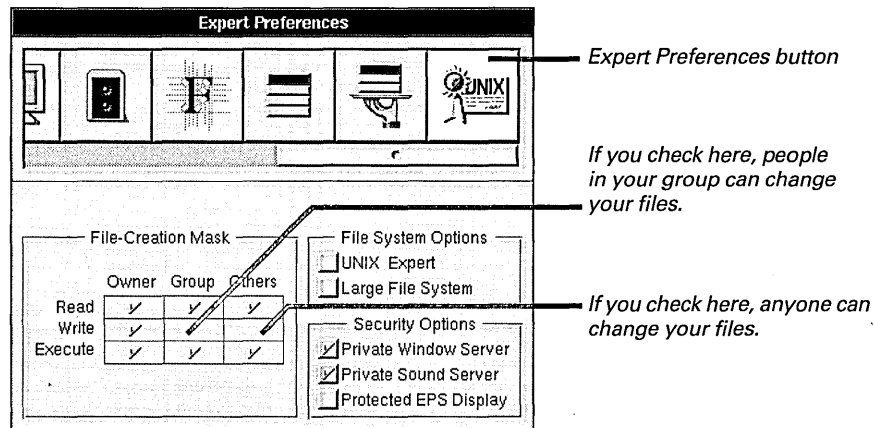
The permissions you set here take effect the next time you log in. They apply to all new files and folders you create, unless your application has built-in permission settings that override Preferences. In any case, you can change permissions for individual files and folders with the Inspector.

For information about using the Inspector to check and set permissions, see "Changing Permissions for a File or Folder" in Chapter 7.

Permissions affect many file operations. For an overview, see "Permissions Granted" in Chapter 6.

Sharing your workspace

1 **Start up Preferences and click the button for Expert Preferences.**

2 **Uncheck Private Window Server.**

3 **Log out and log back in.**

Sometimes you may want to run an application on another computer but display the application's windows on your computer. For example, if you have access to an application on the network that runs on only one kind of NEXTSTEP computer and you're using a different kind, you can run the application on the appropriate kind of computer but display its windows and menus on your computer. To do this, you need to make your computer a *public window server*.

Expert Preferences button

Uncheck this option to display results from another computer on your screen.
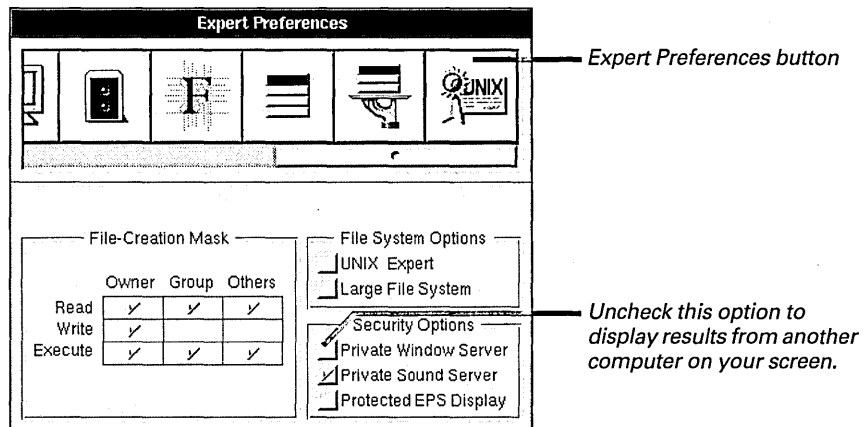
This option takes effect the next time you log in.

Caution: When you uncheck Private Window Server, other users on the network can start up applications from your workspace and read and write files with the same permissions you have whenever you're logged into your computer.

Sharing your sound system

1 **Start up Preferences and click the button for Expert Preferences.**

2 **Uncheck Private Sound Server.**

3 **Log out and log back in.**

You can let other computers have access to the sound recording and playback features of your computer for intercom-like applications or simply for extra processing capability. When you grant this access, your computer becomes a *public sound server.*

Expert Preferences button

Uncheck this option to let others use your sound system.
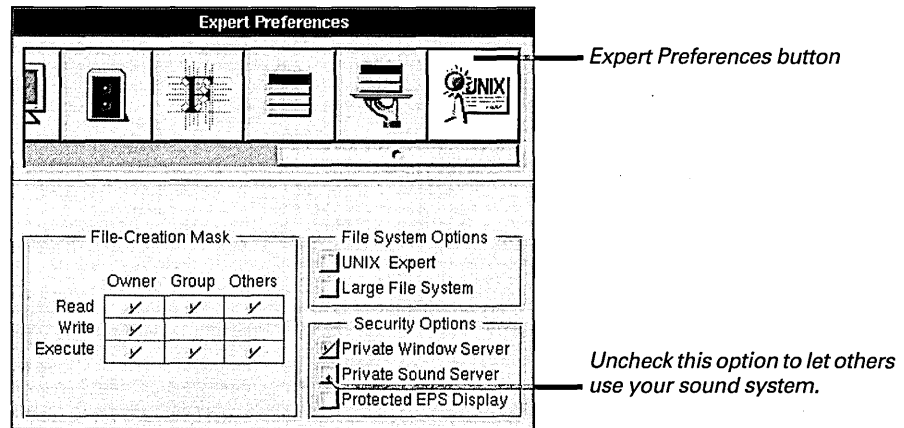
This option takes effect the next time you log in.

Caution: When you uncheck Private Sound Server, other users on the network can not only play sounds on your computer but also record, using your microphone or line-in jack.

Displaying PostScript images securely

1 Start up Preferences and click the button for Expert Preferences.

2 Check Protected EPS Display.

3 Log out and log back in.

Encapsulated PostScript (EPS) files are files that contain image descriptions in the PostScript language. Because PostScript is a programming language, the instructions in EPS files represent a possible hazard to your computer system.

If you receive EPS files from lots of different sources—for example, as images in Mail messages from outside your company—you may want to use the option to display them securely.

Expert Preferences button

Check here to open EPS files without risk of damage to your file system.
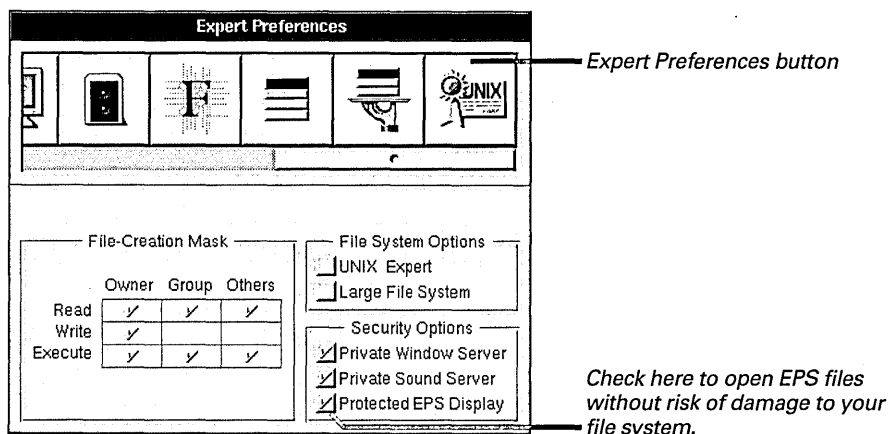
When this option is checked, a special environment is created just for running the PostScript programs that display your EPS files. In this environment, the PostScript programs can't interact with other programs. Also, EPS files enclosed in Edit documents and Mail messages appear as EPS file icons instead of as images. You can double-click the EPS icons to view their contents securely.

This option takes effect the next time you log into your workspace.

For more information about PostScript files, see "What Is a PostScript File?" in Chapter 15.

Setting login window options

1 Log in as root.

2 Start up Preferences and click the Login Window Preferences button.

3 Select the preferences you want for how users log in and out of the computer.

4 Restart the computer.

If you're the system administrator for a computer, you can set a number of security options for logging in and out and for turning off the computer. The Login Window Preferences are only available when you're logged in as the superuser (root).

— Login Window Preferences button

Uncheck this option to remove the computer's host name from the login window.

Drag this slider to set the login window screen saver delay.

Check this option to prevent users from restarting or turning off the computer.
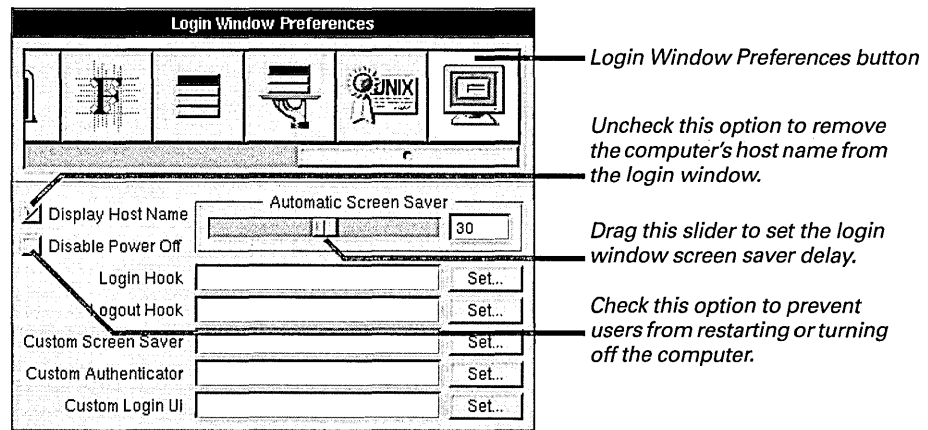
You can drag the Automatic Screen Saver slider to set the delay (in minutes) before the login window is replaced by a moving NeXT icon. Drag the slider all the way to the right to turn off the screen saver.

When you check Disable Power Off, the Restart and Power buttons are disabled in the login window, clicking Power Off in the Log Out panel logs you out instead, and the power key is disabled (on computers that have one).

Advanced Login Window Preferences

You can use the Set buttons to replace standard NEXTSTEP software with your own software for the following purposes:

- **Login Hook** A script or application that runs when anyone logs in.

- **Logout Hook** A script or application that runs when anyone logs out.

- **Custom Screen Saver** A program that runs in place of the NEXTSTEP screen saver after the delay you set in this window.

- **Custom Authenticator** A program that verifies who can log into the computer.

- **Custom Login UI** A program that replaces the NEXTSTEP login window.

For more information about the options in the Login Window Preferences and about NEXTSTEP security, see *NEXTSTEP Network and System Administration*.

Standard commands

These are standard commands that are common to most applications.

Main menu

Info Lists commands for getting information about the application and setting preferences. See the Info menu below.

Document Lists commands for opening, creating, and saving files. The name of this command depends on what you create and save in the application. See the Document menu below.

Edit Lists commands for editing text, graphics, or whatever you work with in the application. See the Edit menu below.

Format Lists commands for setting fonts, aligning text, choosing ruler settings, and changing page layout options. See the Format menu below.

Windows Lists commands for managing windows in the application. See the Windows menu below.

Services Lists commands that request the service of another application. See the Services menu below.

Print Opens a panel that you can use to print or fax the contents of the main window. See Chapter 15, "Printing," and Chapter 16, "Sending Faxes."

Hide Hides the application, removing all its windows from view without closing them. You can unhide the application by double-clicking its icon. See "Hiding an Application" in Chapter 4.

Quit Quits the application, closing all its windows and any files they contain. See "Quitting an Application" in Chapter 4.

Info menu

Info Panel Displays general information about an application, such as which version you're using and who wrote it.

Help Opens a panel where you can get step-by-step instructions for using the application. See "Getting Help by Topic" in Chapter 1.

Document menu

Open Opens a panel you can use to open a file in the application. See "Opening an Existing File" in Chapter 5.

New Opens an empty window where you can create a file. See "Creating a File" in Chapter 5.

Save Saves changes you've made to the file you're working in, or opens a panel that you can use to save a new file. See "Saving Changes" and "Saving a New File" in Chapter 5.

Save As, Save To These commands each open a panel that you can use to save a new version of the file you're working in. See "Saving Another Version of a File" in Chapter 5.

Save All Saves changes in all files that are open in the application. See "Saving Changes" and "Saving a New File" in Chapter 5.

Revert to Saved Discards changes you've made to the current file since you last saved it.

Close Closes the main window. If the current file is displayed in more than one window, this command closes all its windows.

Edit menu

Cut Removes the current selection and puts it on the pasteboard. See "Moving and Copying" in Chapter 9.

Copy Makes a copy of the current selection and puts it on the pasteboard. See "Moving and Copying" in Chapter 9.

Paste Inserts the contents of the pasteboard at the insertion point or in place of the current selection. See "Moving and Copying" in Chapter 9.

Delete Deletes the current selection without putting it on the pasteboard. See "Deleting and Replacing" in Chapter 9.

Undo Reverses your last editing operation, such as typing or choosing the Delete command. Choosing Undo again redoes the operation. Sometimes this command is called Undelete, and it reverses and redoes only a deletion.

Find Lists commands for locating text. See the Find Menu below.

Link Lists commands for working with linked information. See the Link menu below.

Spelling Opens a panel where you can check the spelling in the document you're working in. See "Checking Your Spelling" in Chapter 9.

Check Spelling Finds and selects the next misspelled word in the main window. Choosing the Check Spelling command has the same effect as clicking Find Next in the Spelling panel.

Select All Selects the entire contents of the window or the section of the window that you're working in. This command selects not only what's showing but also contents you can scroll to see.

Find menu

Find Panel Opens a panel that you can use to search for text. See "Finding Text" in Chapter 9.

Find Next Finds the next occurrence of the text in the Find field of the Find panel. This command does the same thing as the Next button in the Find panel. You can use this command even if the Find panel isn't open. See "Finding Text" in Chapter 9.

Find Previous Finds the previous occurrence of the text in the Find field of the Find panel. This command does the same thing as the Previous button in the Find panel. You can use this command even if the Find panel isn't open. See "Finding Text" in Chapter 9.

Enter Selection Copies selected text from the main window into the Find field of the Find panel, whether it's open or not. You can then choose Find Next or Find Previous to search for the text.

Jump To Selection Scrolls to display the insertion point or current selection in the main window.

Link menu

Paste and Link Inserts the contents of the pasteboard at the insertion point and links it to the original. See "Adding Linked Graphics" in Chapter 11.

Paste Link Button Inserts a diamond-shaped button in the document. The button is linked to the last thing you copied. See "Adding a Link Button" in Chapter 11.

Publish Selection Opens a panel where you can create and name a file that is a link to the selection in the main window. See "Publishing an Image as a Link File" in Chapter 11.

Show Links Highlights each link in a document window with a chain-link pattern. If links are already shown, the command changes to Hide Links and removes the highlighting.

Link Inspector Opens a panel that you can use to update and get information about links. See "Editing and Updating Links" in Chapter 11.

Format menu

Font Lists commands for changing the appearance of text. See the Font menu below.

Text Lists commands for aligning text and choosing ruler settings. See the Text menu below.

Page Layout Opens a panel that you can use to choose basic page layout options for printing documents. See "Preparing a File for Printing" in Chapter 15.

Font menu

Font Panel Opens a panel that you can use to change the font of text or preview a font before using it. See "Setting a New Font" and "Previewing a Font" in Chapter 9.

Bold Makes text bold. This command sets or removes the standard bold typeface for text you type at the insertion point or for selected text. If the current font is already bold, the command changes to Unbold and removes bold.

Italic Makes text italic. This command sets or removes the standard italic typeface for text you type at the insertion point or for selected text. If the current font is already italic, the command changes to Unitalic and removes italic.

Underline Underlines selected text or text you type at the insertion point. If text is already underlined, the command removes underlining.

Superscript Moves selected text up slightly in relation to the baseline. You can choose the command again to move the text higher.

Subscript Moves selected text down slightly in relation to the baseline. You can choose the command again to move the text lower.

Unscript Returns superscripted or subscripted text to a normal position.

Colors Opens a panel that you can use to change the color of text or graphics you're working with. In some applications, this command is in the Tools menu. See Chapter 10, "Working with Color."

Copy Font Copies the font at the insertion point or at the beginning of the text selection so you can apply the font elsewhere with the Paste Font command. This command doesn't copy text, so it doesn't change the contents of the pasteboard.

Paste Font Applies the font you copied with the Copy Font command to the selected text or text you type at the insertion point.

Text menu

Align Left Aligns text in a paragraph with the left margin, leaving the right margin ragged. This command aligns the paragraph where you last clicked or made a selection. If the selection spans more than one paragraph, all of them are aligned.

Align Right Aligns text in a paragraph with the right margin, leaving the left margin ragged. This command aligns the paragraph where you last clicked or made a selection. If the selection spans more than one paragraph, all of them are aligned.

Center Centers text in a paragraph between the left and right margins. This command centers the paragraph where you last clicked or made a selection. If the selection spans more than one paragraph, all of them are centered.

Show Ruler Displays a ruler at the top of the document window you're working in. See "Setting Margins, Indentation, and Tabs" in Chapter 9.

Copy Ruler Copies the ruler settings of the paragraph that begins the current selection or contains the insertion point. You can then apply the ruler settings to other paragraphs with the Paste Ruler command. The Copy Ruler command doesn't copy text, so it doesn't change the contents of the pasteboard. You don't need to show the ruler to use Copy Ruler.

Paste Ruler Applies ruler settings you copied with the Copy Ruler command to the paragraph that contains the insertion point or the current selection. If the selection spans more than one paragraph, ruler settings are applied to all of them.

Windows menu

The Windows menu lists the names of all standard windows that are open in the application. Choosing a name brings the window forward.

☒ *An X marks a window that contains no unsaved work.*   ☒ *A partial X means the window contains unsaved work.*

The Windows menu also lists these commands:

Arrange in Front Neatly stacks all standard windows that are open in the application.

Miniaturize Window Changes the key window to a miniwindow at the bottom of the screen, if the key window has a miniaturize button. See "Miniaturizing a Window" in Chapter 2.

Close Window Closes the key window if it has a close button. See "Closing a Window" in Chapter 2.

Services menu

The exact commands in this menu depend on which applications you have. Services provided by NEXTSTEP applications are listed below. See also "Requesting the Service of Another Application" in Chapter 4, and "Customizing the Services Menu" in Chapter 20.

Define in Webster Looks up the selected word or phrase in Digital Webster. See "Looking Up a Definition or Synonym" in Chapter 12.

Edit ▷ Replace Selection Provides a quick way to insert the contents of an Edit file in the document you're working in. When you choose this command, an Open panel appears in the Edit application. Opening a file from this panel inserts the contents of the file in your document at the insertion point or in place of the current selection.

Edit ▷ Save Selection Opens a new document window in the Edit application and inserts the current selection in the window. This command also opens a Save panel that you use to save the selection in an Edit file. See "Saving a New File" in Chapter 5.

Grab ▷ Screen Takes a picture of the whole screen and inserts it as a TIFF image in your document. See "Grabbing the Screen" in Chapter 11.

Grab ▷ Selection Turns the cursor into a right angle that you can use to select and grab a portion of the screen. This command then inserts the selection as a TIFF image in your document. See "Grabbing a Portion of the Screen" in Chapter 11.

Grab ▷ Timed Screen Takes a picture of the whole screen after giving you time to set things up as you want them. This command then inserts the picture as a TIFF image in your document. See "Grabbing the Screen with a Time Delay" in Chapter 11.

Grab ▷ Window Takes a picture of a window and inserts it as a TIFF image in your document. See "Grabbing a Window" in Chapter 11.

Librarian ▷ Search in (Target) Uses the Digital Librarian application to search the target named for files that contain the selected word or words. You must set up this service for each target you want to have available for searches. See "Setting Up a Search Service" in Chapter 12.

Librarian ▷ Jot selection in (Target) Uses the Digital Librarian application to insert the current selection in the target named. The selection is inserted as a file with a date and time stamp. You can use Digital Librarian to search the target by topic. You must set up this service for each target you want to jot information in. See "Setting Up a Jotting Service" in Chapter 12.

Librarian ▷ Jot document in (Target) Uses the Digital Librarian application to insert the current document—a file you've selected in the File Viewer or a Mail message, for example—in the target named. If the document is a named file, it's inserted with its file name. If you jot a Mail message, it's inserted in the target with a time and date stamp. You must set up this service for each target you want to jot information in. See "Setting Up a Jotting Service" in Chapter 12.

Librarian ▷ Update Index Updates the index for the current document if it's included in a target on one of your bookshelves. You can use this command to maintain an up-to-date index of your documents as you work. The command may not be available in some applications.

Mail ▷ Document Opens a Compose window in Mail and inserts the current file in it as an attachment. The current file can be the one you're working in or the file or folder selected in the File Viewer. For information on attachments, see "Attaching a File or Folder" in Chapter 13.

Mail ▷ Selection Opens a Compose window in Mail and inserts text you've selected in it. For more information, see "Sending a Message" in Chapter 13.

Open in Workspace Opens the file or folder with the selected pathname. See "Opening a Folder" and "Opening a File" in Chapter 3.

Workspace Manager commands

Workspace menu

Info Lists commands for getting information and setting preferences. See the Info menu below.

File Lists commands for working with files, folders, and on-line address books. See the File menu below.

Edit Lists standard editing commands. See the Edit menu below.

Disk Lists commands for working with disks. See the Disk menu below.

View Lists commands for changing the way you view the contents of folders. See the View menu below.

Tools Lists commands that open panels and windows you can use as tools in the Workspace Manager. See the Tools menu below.

Windows Lists commands for managing Workspace Manager windows. See the Windows menu in "Standard Commands" in this Reference.

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides the Workspace Manager application, removing its windows and menus from view. You can double-click the NeXT icon at the top of the dock to restore the windows and menus to view.

Log Out Quits all running applications. This command returns you to the login window or, if you don't have to log in, to your workspace. You also use this command to turn off your computer. See "Ending Your Work Session" in Chapter 1.

Info menu

Info Panel Displays information about the Workspace Manager application and your system in general.

Legal Displays the Workspace Manager application's copyright notice.

Preferences Opens a panel that you can use to personalize your workspace. You can set applications to start up automatically (see "Starting Up an Application Automatically" in Chapter 4); customize the arrangement of icons and columns in the File Viewer (see "Personalizing Your File Viewer" in Chapter 3); choose how disks appear (see "Creating a Folder Window for a Disk" in Chapter 8); and choose how links are copied (see "Setting Options for Copying Links" in Chapter 6).

You can also personalize the Finder. Choose the Finder option from this panel and check "Use Librarian indexes to search for files by content." Then when you use the Finder to search for files by content, you can enter two or more words—such as **emily festival**—to find files that contain both words, even if they don't appear together. To find a phrase or partial word, enclose it in quotation marks, as in **"emily festival"**. See also "Finding Files and Folders" in Chapter 3.

Help Opens a panel where you can get step-by-step instructions for using the Workspace Manager. See "Getting Help by Topic" in Chapter 1.

File menu

Open Opens the selected file or folder.

Open as Folder Opens the selected folder in a separate window or displays the contents of a file package. See "Opening a Folder in Its Own Window" in Chapter 3.

New Folder Creates an empty folder and puts it in the current folder. See "Creating a Folder" in Chapter 6. When you're working in an address book, this command changes to New Address.

Duplicate Creates a copy of the selected file or folder and puts it in the current folder. The copy is labeled *CopyOf*. You can rename it. If you select more than one file or folder, Duplicate creates a copy of each one. When you're working in an address book, the command changes to New Group.

New Address Adds a new address to the current address book. This command replaces the New Folder command when you're working in an address book. See "Adding an On-Line Address" in Chapter 12.

New Group Creates a new group in the current address book. A group is a folder than contains one or more addresses. This command replaces the Duplicate command when you're working in an address book. See "Adding an On-Line Address" in Chapter 12.

Compress Compresses the selected file or folder into a format that requires less space on the disk. When you select a compressed file or folder, the command changes to Decompress and it returns the selection to its original format. See "Compressing and Decompressing a File or Folder" in Chapter 6.

Destroy Permanently deletes one or more selected files or folders. A panel asks you to confirm the deletion or cancel it.

Empty Recycler Permanently deletes all files and folders in the recycler so you can't retrieve them. Emptying the recycler frees disk space.

Edit menu

Cut, Copy, Paste, Delete These are standard commands for moving, copying, or deleting text. In the Workspace Manager, you can use these commands when renaming a file or folder or when typing in a panel. See "Moving and Copying" and "Deleting and Replacing" in Chapter 9.

Select All Selects the entire contents of the area of a window you're working in. In the File Viewer, this command can select the contents of the current folder. If you're editing a file or folder name, the name is selected. If you're typing in a text field, text you've typed is selected. This command selects what's showing as well as what you can scroll to see.

Disk menu

Eject Removes the contents of a floppy disk from your file system so you can safely eject the disk from its disk drive. See "Ejecting a Disk" in Chapter 8.

Initialize Opens a panel that you can use to erase a disk you want to reuse. You can also rename the disk and choose a format for storing files and folders. See "Reusing a Disk" in Chapter 8.

Check for Disks Detects any floppy disk you've inserted so it appears in the File Viewer. This command appears only if your computer needs it. See "Inserting a Floppy Disk" in Chapter 8.

View menu

Browser Changes the current view in the main window to the browser view. See "Browsing Files and Folders" in Chapter 3.

Icon Changes the current view in the main window to the icon view. The icon view is the standard view. It represents files and folders as icons. File and folder names appear under the icon.

Listing Changes the current view in the main window to the listing view. See "Listing Files and Folders" in Chapter 3.

Sort Icons Sorts the icons in the current folder according to the category you choose with the Inspector command. This command applies only to the icon view. See "Sorting Files and Folders" in Chapter 7.

Clean Up Icons Lines up icons in the current folder to remove empty spaces. This command applies only to the icon view.

New Viewer Opens a duplicate of your File Viewer. You can use multiple File Viewers to view different parts of your file system at the same time. Unlike your original File Viewer, the duplicate has a close button you can use to get rid of it.

Update Viewers Updates the contents of folder windows to include changes made elsewhere. This command can show the correct icon for files associated with a newly installed application, if the correct icon doesn't appear automatically. Choosing Update Viewers gives the files their correct icon so they can open in the right application. Update Viewers can also show changes made to the file system with a UNIX command in the Terminal application. For example, if you change the permission of a file in Terminal, you may need to choose Update Viewers in order for the change to appear in the File Viewer.

Tools menu

Inspector Opens a panel where you can get information about the selected file or folder and specify some options for using it. See Chapter 7, "Inspecting Files and Folders."

Finder Opens a window that you can use to find files and folders. See "Finding Files and Folders" in Chapter 3.

Processes Opens a panel where you can track and manage processes—such as copying a file—that are going on in the background. You can also use this panel to quit an application if you have a software problem. See "Managing Several File Operations" in Chapter 6 and "When the Quit Command Doesn't Work" in Chapter 4.

Console Opens a special UNIX window that shows you the version of the system software you're using and error messages or other status messages that may occur.

Digital Librarian commands

Librarian menu

Info Lists commands for getting information and setting preferences. See the Info menu below.

Bookshelf List commands for working with bookshelves. See the Bookshelf menu below.

Target Lists commands for working with targets on your bookshelf. See the Target menu below.

File Lists commands for opening files and folders that you find in searches. See the File menu below.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Format Lists standard commands for changing fonts and page layout options. See the Format menu in "Standard Commands" in this Reference.

Windows Lists the standard window management commands. See the Windows menu in "Standard Commands" in this Reference.

Print Opens a panel that you can use to print or fax a file you find. See Chapter 15, "Printing" and Chapter 16, "Sending Faxes."

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides the Digital Librarian application, removing its windows and menus from view. You can double-click the Librarian icon in the dock to restore the windows and menus to view.

Quit Quits the Digital Librarian application, closing all its windows. If you haven't saved changes in any window, a panel asks if you want to save before quitting.

Info menu

Info Panel Displays the version number, author, and copyright notice for the Digital Librarian application.

Preferences Opens a panel where you can choose which application opens the files you find. You can also choose to hide Librarian when you start it up automatically. See "Viewing Results" in Chapter 12 and "Starting Up an Application Automatically" in Chapter 4.

Bookshelf menu

Open Opens a panel that you use to open a bookshelf. Your workspace comes with a bookshelf called **Librarian.bshlf.** You can create others. See "Creating a New Bookshelf" in Chapter 12.

New Creates a new bookshelf where you can put targets and search for information. See "Creating a New Bookshelf" in Chapter 12.

Save Saves changes to your bookshelf, including new targets that you've added and indexed.

Save As Opens a panel that you can use to save a copy of a bookshelf with a new name.

Revert to Saved Discards all the changes you've made to the bookshelf since you last saved it, including adding targets and indexing them.

Close Closes the main window. If you haven't saved changes in the window, Librarian asks if you want to save them before closing the window.

Target menu

Inspector Opens a panel that you can use to index targets on your bookshelf, to sort the results of searches, to choose a search language, and to set up Services menu commands for searching and jotting information from other applications. See "Indexing Targets," "Sorting Results," "Choosing a Search Language," "Setting Up a Search Service," and "Setting Up a Jotting Service," all in Chapter 12.

Copyright Opens a panel that displays copyright information, if any, for the selected target.

File menu

Open File Opens a file that you select from the list of results in a bookshelf window. The file opens in its standard application or in a Librarian window, depending on the option you set in the Librarian Preferences panel. See "Viewing Results" in Chapter 12.

Open Folder Opens a Workspace Manager folder window for the file or folder that you select from the list of results in a bookshelf window. See "Viewing Results" in Chapter 12.

Digital Webster commands

Webster menu

Info Lists commands for getting information about the application and for setting preferences. See the Info menu below.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Find Lists commands for finding words in a dictionary definition or list of synonyms. See the Find menu below.

Page Layout Opens a panel that you can use to prepare the contents of the Digital Webster window for printing. See "Preparing a File for Printing" in Chapter 15.

Print Opens a panel where you can print or fax the contents of the Digital Webster window. See Chapter 15, "Printing" and Chapter 16, "Sending Faxes."

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides the Digital Webster application, removing its windows and menus from view. You can double-click the Digital Webster icon to restore the windows and menus to view.

Quit Quits the Digital Webster application, closing all its windows.

Info menu

Info Panel Displays the version, author, and copyright notices for the Digital Webster application.

Pronunciation Displays information about the pronunciation symbols used in definitions.

Preferences Opens a panel where you can choose search options and set a font size for the contents of the Digital Webster window. See "Looking Up a Definition or Synonym" in Chapter 12.

Help Opens a panel where you get information about using the on-line dictionary and thesaurus.

Find Menu

Find Panel Opens a panel that you can use to search for text within a definition or list of synonyms. See "Finding Text" in Chapter 9.

Find Next Finds the next occurrence of the word defined in the Digital Webster window or the next occurrence of text you type in the Find field of the Find panel. This command does the same thing as clicking the Find button in the Digital Webster window.

Find Previous Finds the previous occurrence of the word defined in the Digital Webster window or the previous occurrence of text you type in the Find field of the Find panel.

Enter Selection Copies selected text from the Digital Webster window into the Find field in the Find panel, whether or not the panel is open. You can then choose Find Next or Find Previous to search for the text.

Edit commands

These are the basic Edit application commands. For information on other commands that are available in developer mode, see NEXTSTEP Development Tools and Techniques.

Edit main menu

Info Lists commands for getting information and setting preferences. See the Info menu below.

File Lists commands for opening, creating, and saving Edit documents. See the Document menu in "Standard Commands" in this Reference.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Format Lists commands for setting fonts, aligning text, and changing page layout options. See the Format menu in "Standard Commands" in this Reference. See also the Text menu, below.

Windows Lists commands for managing Edit windows. See the Windows menu in "Standard Commands" in this Reference.

Print Opens a panel where you can print or fax an Edit document. See Chapter 15, "Printing," and Chapter 16, "Sending Faxes."

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides the Edit application, removing its windows and menus from view without closing them. You can double-click the Edit application icon to restore the windows and menus to view.

Quit Quits the Edit application, putting all its windows away. If a document window contains unsaved changes, a panel asks if you want to save them before quitting.

Info menu

Info Panel, Help These are the standard commands for getting information. See the Info menu in "Standard Commands" in this Reference.

Preferences Opens a panel that you can use to personalize the Edit application. If you're an application developer, you can choose to start up Edit in developer mode, which provides features for working with programming code. Just select the Developer Mode option.

You can also have new documents open as plain text files rather than RTF files. Select the Plain Text (ASCII) option. You can choose a default font for RTF or plain text files—that is, the font that appears when you first type in a document. Click the Set button for the type of file. Then set a font in the Font Panel. For plain text files, you must choose a fixed-width font family, such as Courier or Ohlfs. See "Setting a New Font" in Chapter 9.

Text menu

Align Left, Center, Align Right These are the standard commands for aligning text. See the Text menu in "Standard Commands" in this Reference.

Show Ruler, Copy Ruler, Paste Ruler These are the standard commands for making ruler settings in a document. See the Text menu in "Standard Commands" in this Reference.

Make ASCII Changes the document you're working in from RTF to plain text format. All formatting is lost, and text appears in a fixed-width font. When you choose this command, it changes to Make RTF. You can then choose the command again to set fonts and formatting in the document.

FaxReader commands

FaxReader menu

Info Lists commands for getting information and setting preferences. See the Info menu below.

Fax Lists commands for opening, saving, deleting, and assigning faxes. See the Fax menu below.

Fax Modem Opens a panel that lists available fax modems. See "Checking for Faxes" in Chapter 17.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Page Layout Opens a panel that you can use to prepare a fax for printing. See "Preparing a File for Printing" in Chapter 15.

Display Lists commands for displaying faxes in a fax window. See the Display menu below.

Windows menu Lists commands for managing FaxReader windows. See the Windows menu in "Standard Commands" in this Reference.

Print Opens a panel that you can use to print or fax the fax displayed in the fax window. See Chapter 15, "Printing," and Chapter 16, "Sending Faxes."

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides FaxReader, removing its windows and menus from view. You can double-click the FaxReader icon to restore the windows and menus.

Quit Quits the FaxReader application.

Info menu

Info Panel, Help These are the standard commands for getting information about the application. See the Info menu in "Standard Commands" in this Reference.

Preferences Opens a panel where you can choose options for displaying faxes when you first open them. You can display them at normal or double size. You can choose to trim oversize pages, divide them in two, or scale them to fit on a standard sheet of printer paper whose size you specify. You can also select a font size to use in the fax modem log.

Fax menu

Open Opens a panel that you can use to select and open a fax file you've saved as a file.

Save As Opens a panel that you can use to name and save a copy of a fax as a file. See "Saving a Fax" in Chapter 17.

Delete Deletes selected faxes from the list in the fax modem window you're working in.

Assign Opens a panel that you can use to assign faxes to others. See "Managing New Faxes" in Chapter 17.

Assign to Me Assigns selected faxes to you.

Close Closes the window you're working in if it has a close button.

Display menu

Inspector Opens a panel you can use to change how an individual fax is displayed. See "Changing How a Fax Is Displayed" in Chapter 17.

Page Forward Displays the next page in a fax.

Page Backward Displays the previous page in a fax.

Select Page Number Selects the page number in the fax window you're working in. You can then type a new page number and press Return to display that page.

Grab commands

Grab main menu

Info Lists commands for getting information about Grab and for turning Grab's sound effects on and off. See the Info menu below.

Document Lists commands for saving and closing windows that display grabbed screen images. See the Document menu in "Standard Commands" in this Reference.

Edit menu Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Grab menu Lists commands for grabbing screen images and for selecting a cursor to include in the images you grab. See the Grab menu below.

Inspector Opens a panel that displays information about an image you grabbed. See "Inspecting an Image You Grabbed" in Chapter 11.

Windows Lists commands for managing Grab windows. See the Windows menu in "Standard Commands" in this Reference.

Print Opens a panel that you can use to print or fax an image. See Chapter 15, "Printing," and Chapter 16, "Sending Faxes."

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides the Grab application, removing its windows and menus from view. You can double-click the Grab icon to restore the windows and menus to view.

Quit Quits the Grab application, closing all its windows. If a window contains an unsaved image, a panel asks if you want to save it before quitting.

Info menu

Info Panel Displays the version number, author, and copyright notice for the Grab application.

Turn Sound Off Turns off the sound effects Grab uses when you grab a screen. If the sound effects are already turned off, the command changes to Turn Sound On, and you can choose it to turn the sound effects on again.

Help Opens a window with information about the Grab application.

Grab menu

Selection Changes the cursor to a right-angle, which you can use to select and grab a portion of the screen. See "Grabbing a Portion of the Screen" in Chapter 11.

Window Provides an easy way to grab a window. See "Grabbing a Window" in Chapter 11.

Screen Grabs the entire screen. See "Grabbing the Screen" in Chapter 11.

Timed Screen Grabs the entire screen after a 10-second delay. The delay gives you time to arrange your workspace the way you want it in the image. See "Grabbing the Screen with a Time Delay" in Chapter 11.

Choose Cursor Opens a panel you can use to choose the cursor you want to appear in the images of windows, screens, and timed screens you grab. See "If You Want to Grab the Cursor" in Chapter 11.

Installer commands

Installer menu

Info Lists commands for getting information about the Installer application and setting preferences. See the Info menu below.

Package Lists standard commands for working with Installer packages. See the Document menu in "Standard Commands" in this Reference.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Views Lists commands for changing the view in package windows. See the Views menu below.

Windows Lists standard window management commands. See the Windows menu in "Standard Commands" in this Reference.

Hide Hides the Installer application, removing its windows and menus from view. You can double-click the Installer icon to restore the windows and menus to view.

Quit Quits the Installer application, closing all its windows.

Info menu

Info Panel Displays the version number, author, and copyright notice for the Installer application.

Preferences Opens a panel where you can select the view you switch to when you click a button in a package window. Or you can select not to switch views. You can select how much information to include when you list the contents of a package. You can also select what computer types are initially selected in the Install Package panel when you install a package—either just the type of computer you're working on, or all types the software in the package can run on. Finally, you can select what languages are initially selected in the Install Package panel—just your language or all the languages included in the package.

Views menu

Info Displays information in the package window about the current package, including its name, status, size when installed and when compressed, version number, location, and a brief description.

Progress Displays messages in the package window about the progress of the current operation or the most recently completed operation.

Log Shows a record in the package window of each operation you've performed since you opened the package.

Mail buttons and commands

Buttons in a mailbox window

Up Arrow, Down Arrow These buttons open the previous or next message listed in the summary area of a mailbox window. See "Opening Messages" in Chapter 13.

Delete Deletes selected messages from a mailbox window. See "Deleting Messages" in Chapter 14.

Compose Opens a window where you compose and deliver a message. See "Sending a Message" in Chapter 13.

Mailboxes Opens a panel where you create and manage mailboxes. See "Organizing Messages in Mailboxes" in Chapter 14.

Find Opens a panel that you can use to search for text in a message or messages in a mailbox. See "Finding Text" in Chapter 9 and "Finding a Message" and "Focusing On a Group of Messages" in Chapter 14.

Get Mail Retrieves new messages and puts them in your Active mailbox. This button appears in place of Find if you retrieve messages manually. See "Tailoring How You Get New Messages" in Chapter 14.

Buttons in a Compose window

Deliver Sends the message displayed in the Compose window to the recipients listed in the To and Cc fields. See "Sending a Message" in Chapter 13.

Lip Service Opens a panel you use to listen to or send a recording. See "Listening to a Recording," "Recording and Inserting Sound in a Message," and "Editing Sound" in Chapter 13.

Addresses Opens a panel with addresses of other people who are on your network or share your computer. You can also create your own address book and create group addresses. See "Looking Up Mail Addresses," "Creating a Mail Address Book," and "Creating Your Own Group Address," in Chapter 14.

Reply, Reply All Automatically enters addresses in your Compose window so you can quickly reply to the current message in your mailbox window. This button alternates between Reply and Reply All when you click it. See "Replying to a Message" in Chapter 13.

Forward Copies the current message into your Compose window so you can quickly forward it to other addresses. See "Forwarding a Message" in Chapter 13.

No Receipt, Receipt Gives you the option of receiving a notification message when your message has been read by each NEXTSTEP recipient. The button alternates between No Receipt and Receipt when you click it.

NeXT Mail, MIME Mail, Plain Text Prepares a message for NEXTSTEP, MIME, or plain text format. The button switches between NeXT Mail, MIME Mail, and Plain Text when you click it. See "Sending a Message" and "Sending a MIME or Plain Text Message" in Chapter 13.

Mail menu

Info Lists commands for getting information about Mail and setting preferences. See the Info menu below.

Mailbox Lists commands for working with mailboxes. See the Mailbox menu below.

Message Lists commands for working with individual messages. See the Message menu below.

Compose Lists commands for sending messages. See the Compose menu below.

Edit Lists the standard editing commands. See the Edit menu below.

Format Lists standard commands for changing fonts, ruler settings, and page layout options. See the Format menu below.

Windows Lists commands for managing Mail windows. See the Windows menu in "Standard Commands" in this Reference.

Print Opens a panel you can use to print or fax a message. See Chapter 15, "Printing" and Chapter 16, "Sending Faxes."

Services Lists commands that request the services of other applications. See the Services menu below.

Hide Hides the Mail application, removing its windows and menus from view. You can double-click the Mail icon in the dock to restore the windows and menus to view.

Quit Quits the Mail application, putting all its windows away. If a Compose window contains an undelivered message, a panel asks if you want to deliver it.

Info menu

Info Panel, Help These are standard commands for finding out about the Mail application. See the Info menu in "Standard Commands" in this Reference.

Preferences Opens a panel where you can personalize the Mail application. You can receive messages automatically or retrieve them yourself, and you can get a sound announcement of new messages. See "Tailoring How You Get New Messages" and "Setting a Sound to Announce New Messages" in Chapter 14.

To have *all* your mailboxes display the total number of messages in them, choose General from the pop-up list at the top of the panel and check the Show Message Totals box.

To have all mailboxes display the size of each message and the total size of messages in the mailbox, check Show Message Sizes.

To open all mailboxes with dimmed summaries of deleted messages showing (messages deleted since you last compacted the mailbox), check Show Deleted Messages.

To type all plain text messages using a fixed-width font, such as Courier or Ohlfs, check Use Fixed Pitch Font for Plain Text.

If you've used the Workspace Manager to have Mail start up automatically, check the "Hide on Auto-Launch" box to have Mail start up hidden.

If you don't want to see the number of unread messages displayed in the Mail icon, uncheck Show Unread Count in Icon.

You can also set preferences for sending messages and for developers and system administrators. See "Preferences for Messages You Send" and "Expert Preferences" in Chapter 14.

Mailbox menu

Mailboxes This command does the same thing as the Mailboxes button in a mailbox window. See "Buttons in a Mailbox Window" in this Reference.

Get New Mail Retrieves all new messages and puts them in your Active mailbox—just like the Get Mail button in a mailbox window. If you've used the Preferences command to retrieve messages manually, you must use this command to get messages. If you receive messages automatically, you can choose this command to speed up message retrieval. See "Tailoring How You Get New Messages" in Chapter 14.

Sorting Lists commands for sorting messages in a mailbox window. See the Sorting menu below.

Focus Lists only the selected summaries in the mailbox window you're working in. All other summaries are temporarily hidden. See "Focusing On a Group of Messages" in Chapter 14.

Unfocus Displays all message summaries in the mailbox you're working in, unhiding any that were hidden with the Focus command. See "Focusing On a Group of Messages" in Chapter 14.

Show Sizes Displays the size of each message and the total size of messages in the mailbox window you're working in. When you choose Show Sizes, it changes to Hide Sizes and removes size information.

Show Deleted Shows dimmed summaries of messages in a mailbox that were deleted since you last compacted the mailbox. When you choose Show Deleted, it changes to Hide Deleted and hides dimmed summaries. See "Compacting a Mailbox to Free Disk Space" in Chapter 14.

Compact Permanently removes from the disk all messages you've deleted from the mailbox you're working in. See "Compacting a Mailbox to Free Disk Space" in Chapter 14.

Sorting menu

Sort by Date Sorts the messages in your mailbox window in the order in which they were sent. This order may differ from the order in which they were received.

Sort by Name Sorts the messages in your mailbox window alphabetically by sender, with uppercase letters preceding lowercase letters.

Sort by Number Sorts the messages in your mailbox window sequentially in the order in which they were received.

Sort by Size Sorts the messages in your mailbox window sequentially by size, listing the smallest message first.

Sort by Subject Sorts the messages in your mailbox window alphabetically by subject title. You can use this command to collect messages on a certain topic, for example, to delete them or move them to another mailbox.

Message menu

Mark as Unread Marks the selected message in the mailbox window you're working in with an unread symbol ●. When you choose this command, it changes to Mark as Read and you can choose it again to remove the unread symbol from the message. See "Options for Showing Information about Messages" in Chapter 13.

Show All Headers Displays all headers in the current message in the mailbox window you're working in. When you choose Show All Headers, it changes to Show Filtered Headers and displays the original set of headers. See "Options for Showing Information about Messages" in Chapter 13.

Undelete Undeletes the last message you deleted in the mailbox you're working in. You can also select a dimmed summary of a deleted message and choose this command to undelete that message. See "Compacting a Mailbox to Free Disk Space" in Chapter 14.

MIME Lists commands for working with messages in MIME format. See the MIME menu below.

Decode Foreign Attachment Decodes any file encoded with the UNIX **uuencode** command that you receive in the current message in your mailbox window. This command opens a Workspace Manager folder window that contains a temporary copy of each file, which you can open in your workspace and copy elsewhere.

An encoded file appears as unintelligible text until you decode it. The Decode Foreign Attachment command decodes only files that were encoded with the UNIX **uuencode** command. If no such files are in the message, this command has no effect.

Add Private User Adds the sender's address from the current message in your mailbox window to the Private Users list in the Addresses panel, even if the panel isn't open. See "Creating a Mail Address Book" in Chapter 14.

MIME menu

Use these commands to work with messages in MIME format. See also "MIME Messages and Encoded Attachments" in Chapter 13.

Show First Alternative Displays each part of the current MIME message in your mailbox window in its first available format, which is usually the plainest format. For example, it displays the plain text version of text rather than a formatted version. This command applies when parts of the message are included in multiple formats.

Show Best Alternative Displays each part of the current MIME message in your mailbox window in the last format, which is usually the richest. For example, this command displays the formatted version of text rather than a plain text version.

Mail shows the "best" alternative of a MIME message when you first open it. You can choose this command after choosing Show First Alternative or Show All Alternatives to return to the "best" view.

Show All Alternatives Displays all versions of each part of the current MIME message. If parts of the message are included in multiple formats, those parts may appear multiple times.

Combine Messages Combines the pieces of a MIME message whose summaries are selected in your mailbox window into one message. Use this command when you receive a MIME message that's been split into multiple messages to see the original message.

Compose menu

New, Reply, Reply All, Forward, Addresses, Lip Service, Deliver These commands do the same thing as the Compose, Reply, Reply All, Forward, Addresses, Lip Service and Deliver buttons in a Compose window. See "Buttons in a Compose Window" in this Reference.

Send Options Opens a panel where you can enter a long list of addresses, send a hidden copy of a message, reroute replies to a message you send, or archive a copy of a message you send. See "Options for Sending Messages" in Chapter 13.

Make ASCII Converts all text in the message area of a Compose window to plain text. If the message contains any graphic images, sound icons, or file or folder attachments, a panel asks you to confirm that you want them removed. The Make ASCII command doesn't enforce a line length or change text to a fixed-width font, as does the Plain Text button in a Compose window. Use that button rather than Make ASCII to send a message to a computer that can display only plain text messages.

Drafts Lists commands for saving drafts of messages. See the Drafts menu below.

Drafts menu

Save in Drafts Saves the contents of your Compose window as a message in the Drafts mailbox. Mail creates this mailbox if it doesn't already exist. Each time you save a draft of the same message, Mail saves another version of the message—it doesn't replace the last version you saved. See "Saving a Draft" in Chapter 13.

Restore Draft Restores the last draft of a message you saved in the **Drafts** mailbox in a Compose window, so you can keep working in it. The command restores your addresses and subject, too. Or if a message is selected in the Drafts mailbox, this command restores that message, instead. See "Restoring a Draft" in Chapter 13.

Edit menu

Cut, Copy, Paste These are standard commands that you can use to move or copy text, graphic images, icons, or segments of a waveform in the Lip Service panel. You can also use these commands to move or copy messages from one mailbox to another by selecting the messages in one mailbox window and choosing Cut or Copy. Then you can click in the summary area of another mailbox window and choose Paste. See the Edit menu in "Standard Commands" in this Reference.

Delete Deletes the current selection. In a Compose window, you can use the Delete command to delete text, graphic images, icons, or segments of a waveform in the Lip Service panel. In a mailbox window, the Delete command deletes selected messages—just like the Delete button in the window.

Undo Restores the last text you deleted from the message in a Compose window. Repeated use of Undo inserts copies of the last deleted text. Undo doesn't reverse any other editing actions.

Find Lists commands for locating text and messages. See the Find menu below.

Spelling, Check Spelling These are standard commands you can use to check spelling in a message in a Compose window. See the Edit menu in "Standard Commands" in this Reference.

Select All Selects the entire contents of the last area you clicked in. This can be the summary area of a mailbox window, a message in a mailbox or Compose window, a text field, or a waveform in the Lip Service panel.

Find menu

Find Panel Opens a panel you can use to find text in a message and find messages in a mailbox. See "Finding Text" in Chapter 9 and "Finding a Message" and "Focusing On a Group of Messages" in Chapter 14.

Find Next, Find Previous, Enter Selection These are standard commands you can use to find text in a message or in a summary area of a mailbox. See the Find menu in "Standard Commands" in this Reference.

Format menu

Font Lists the standard Font menu commands. See the Font menu below.

Text Lists commands you can use to align text in a message. See "Standard Commands" in this Reference.

Page Layout Opens a panel where you can define how a message looks on the printed page. See "Preparing a File for Printing" in Chapter 15.

Font menu

Font Panel Opens the standard panel for setting and previewing fonts. In a Compose window, settings in the Font Panel apply to text you type or select in a message. In a mailbox window, they apply to all the text in the summary area or all the text in the message area—wherever you clicked last. The font you set in the message area of a mailbox window also becomes the font you get automatically in Compose windows. See "Setting a New Font" and "Previewing a Font" in Chapter 9.

Bold, Italic These are the standard Font menu commands for changing the typeface of text. In a Compose window, these commands apply to text you type or select in a message. In a mailbox window, they apply to all text in the summary area, or all text in the message area—wherever you clicked last. See the Font menu in "Standard Commands" in this Reference.

Underline Adds or removes underlining from selected text or text you're about to type. The Underline command works only in a message you're composing.

Superscript, Subscript, Unscript These are the standard commands for moving selected text up or down in relation to the baseline, and for returning it to normal. These commands work only in a message you're composing.

Colors Opens a panel you can use to set the color of text in a message you're composing. See Chapter 10, "Working with Color."

Copy Font, Paste Font These are standard commands for copying the font of selected text and applying it to other text. See the Font menu in "Standard Commands" in this Reference.

Text menu

This menu lists the standard commands for aligning text in a message. You can use these commands in a message you're composing or one opened in a mailbox window. See the Text menu in "Standard Commands" in this Reference.

Services menu

This menu lists the standard commands that request services from other applications. (See the Services menu in "Standard Commands" in this Reference.) In addition, it lists two commands that are available only in the Mail application.

Edit ▷ Open Message Provides a quick way to insert the contents of an Edit file into a message you're composing. When you choose this command, an Open panel appears in the Edit application. Opening a file from this panel inserts the contents of the file into a Compose window.

Edit ▷ Save Message Opens a new document window in the Edit application and inserts the current message in the window. This command also opens a Save panel that you use to save the message in an Edit file. For more information, see "Saving a New File" in Chapter 5.

Preferences buttons and commands

Preferences buttons

Localization Preferences Displays options for choosing an application language, specifying a keyboard arrangement, and setting default units of measure and paper size. See "Working in Your Own Language" and "Choosing Units of Measure and Paper Size" in Chapter 20. See also "Selecting a Keyboard Arrangement" in Chapter 21.

Date & Time Preferences Displays options for setting the date and time, changing time zones, and choosing a display for the date and time. Or if you work on a network, this button may display an option to synchronize your clock with the network clock. See "Setting the Date" and "Setting the Time" in Chapter 20.

Password Preferences Displays options for setting a new password or changing your current password. See "Setting a Password" in Chapter 22.

Keyboard Preferences Displays options for setting and testing the responsiveness of the keyboard for repeating characters. See "Setting the Rate for Repeating Characters" in Chapter 21.

Mouse Preferences Displays options for setting the responsiveness of the mouse. You can also choose a mouse button to display hidden menus. See "Changing the Responsiveness of the Mouse" in Chapter 21 and "Hiding Menus" in Chapter 20.

Display Preferences Displays options for setting the delay for the automatic screen dimmer. You can also adjust the brightness of the screen and choose a background color. See "Setting the Automatic Screen Dimmer" and "Changing the Background Color of the Display" in Chapter 21.

Sound Preferences Displays options for adjusting the volume and balance of your speakers or line-out jack and the sensitivity ("gain") and balance of your microphone or line-in jack. You can also select a system beep, choose visual warnings, and request voice alerts. See "Adjusting Volume and Input Gain" and "Selecting System Beeps and Warnings" in Chapter 21.

Font Preferences Displays options for choosing the fonts that appear on the screen and in applications. See "Changing the Fonts on the Screen" and "Selecting a Font for Applications" in Chapter 20.

Menu Preferences Displays options for hiding your menus, choosing a standard location for menus, and creating your own Command-key equivalents. See "Hiding Menus" and "Creating Command-Key Equivalents" in Chapter 20.

Services Preferences Displays options for you to choose the services you want to appear in the Services menu for all applications. See "Customizing the Services Menu" in Chapter 20.

Expert Preferences Displays options for displaying large file systems and UNIX files. You can also set options for controlling access to new files and folders, to your workspace, to your sound system, and to the programs that display PostScript images on your screen. See "Displaying Large File Systems" and "Displaying UNIX Files" in Chapter 20. See also "Sharing Your Workspace," "Sharing Your Sound System," and "Displaying PostScript Images Securely" in Chapter 22.

Login Window Preferences Displays security options for logging in and out and for turning off the computer. You can also set programs to run in place of default NEXTSTEP software. This button appears in Preferences only when you're logged in as root. See "Setting Login Window Options" in Chapter 22.

Startup Preferences Displays an option for setting a time and date for your computer to turn on automatically. This panel also has an option for having the computer turn on automatically after a power failure. This button appears in Preferences only if your computer supports these options. See "Setting the Computer to Turn On Automatically" in Chapter 21.

Power Management Preferences Displays an option for decreasing the amount of power required to run NEXTSTEP in exchange for an occasional reduction in performance. You can also check the battery charge level. This button appears in Preferences only if your computer supports Advanced Power Management (APM). See "Managing Power Consumption" in Chapter 21.

Preferences menu

Info Lists standard commands for getting information about the application. See the Info menu in "Standard Commands" in this Reference.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Windows Lists standard window management commands. See the Windows menu in "Standard Commands" in this Reference.

Hide Hides the Preferences application, removing its windows and menus from view. You can double-click the Preferences icon in the dock to restore the windows and menus to view.

Quit Quits the Preferences application, closing all its windows and panels.

Preview commands

Preview menu

Info Lists commands for getting information about Preview. See the Info menu below.

File Lists commands for opening and saving graphic files. See the Document menu in "Standard Commands" in this Reference. See also "Previewing Pages" and "Previewing Graphic Images" in Chapter 11.

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Format Lists the Page Layout command. See the Format menu in "Standard Commands" in this Reference.

Display Lists commands for switching pages in multiple-page files and for changing the way the current page is displayed in the window. See the Display menu below.

Windows Lists commands for managing Preview windows. See the Windows menu in "Standard Commands" in this Reference.

Print Opens a panel where you can print the image in the main window or fax it. See "Printing a File" in Chapter 15 and "Sending a Fax" in Chapter 16.

Services Lists commands that request the services of other applications. See the Services menu in "Standard Commands" in this Reference.

Hide Hides the Preview application, removing all its windows and menus from view without closing them. You can double-click the Preview application icon to restore the windows and menus to view.

Quit Quits the Preview application, putting all its windows away.

Info menu

Info Panel Displays the version number, author, and copyright notice for the Preview application.

Help Opens a window with information about the Preview application.

Display menu

Page Backward Displays the previous page in a page-oriented PostScript file.

Draw Page Redraws the page in the main window.

Page Forward Displays the next page in a page-oriented PostScript file.

Cancel Stops Preview from drawing or redrawing the image in the main window. This command is useful when the image is very complicated and takes a long time to display.

Zoom In Increases the magnification of the image in the main window.

Zoom Out Decreases the magnification of the image in the main window.

Disable Image Caching Changes the method Preview uses to redraw pages. If image caching is already turned off, the command changes to Enable Image Caching, and you can choose it to switch Preview back to the original drawing method.

PrintManager buttons and commands

Printers window buttons

Queue Opens a window where you can view and manage the queue for a printer. See "Checking the Print Queue" and "Managing the Print Queue" in Chapter 15.

Create Opens a panel that you can use to add a new printer. See Chapter 18, "Managing Printers and Fax Modems."

Modify Opens a panel where you can change settings for a printer. See Chapter 18, "Managing Printers and Fax Modems."

Test Prints a test page on the printer selected in the Printers window. See "Testing a Printer" in Chapter 18.

Fax Modems window buttons

Queue Opens a window where you can view and manage the queue for a fax modem. See "Managing the Fax Queue" in Chapter 16.

Create Opens a panel that you can use to add a new fax modem. See Chapter 18, "Managing Printers and Fax Modems."

Modify Opens a panel that you can use to change the settings for a fax modem. See Chapter 18, "Managing Printers and Fax Modems."

PrintManager menu

Info Displays the version number, author, and copyright notice for the PrintManager application.

Printers Opens the Printers window, which lists available printers. See Chapter 18, "Managing Printers and Fax Modems."

Fax Modems Opens the Fax Modems window, which lists available fax modems. See Chapter 18, "Managing Printers and Fax Modems."

Edit Lists standard editing commands. See the Edit menu in "Standard Commands" in this Reference.

Windows Lists commands for managing PrintManager windows. See the Windows menu in "Standard Commands" in this Reference.

Hide Hides the PrintManager application, removing all its windows and menus from view. You can double-click the PrintManager icon to restore the windows and menus to view.

Quit Quits the PrintManager application, putting all its windows away.

Special characters

The diagram below shows the characters you can use when you type in any of the standard font families, such as Times or Helvetica.

The green characters ≡ belong to the Symbol font family. You can use the Alternate key to get these characters without having to change to the Symbol family.

The characters with gray shading ⸱ above or below them are accent marks. To type an accented character, type the accent, then type the character.

To make sure that two or more words fall on the same line, you can put a *nonbreaking space* between them—hold down the Alternate key as you press the space bar.

To find out which is your keyboard's Alternate key, see "Keyboard Basics" in Chapter 9.
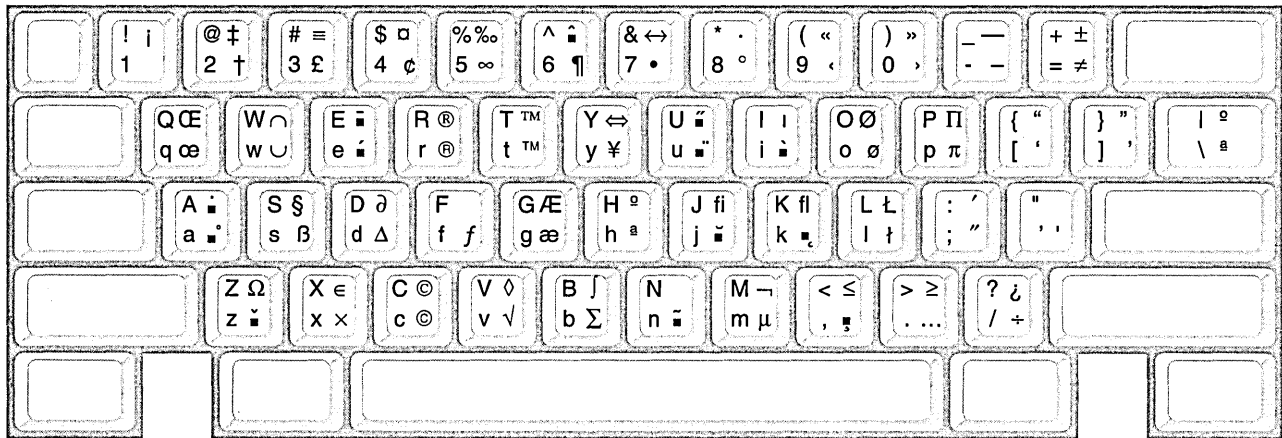
With Shift ── $ ⸱ ── With Alternate and Shift
By itself ── 4 ¢ ── With Alternate

Notice that the Alternate and Shift keys don't have the same effect with keys on the keypad as they do with the equivalent characters on the main part of the keyboard.

Symbol font characters

This diagram shows the characters that are available in the Symbol font family. The Symbol family contains scientific and mathematical symbols and letters from the Greek alphabet.

| ! ϒ | ≅ ≥ | # ≡ | ∃ ♦ | % ⊥ | ⊥ ℘ | & ↔ | * × | (↔ |) ≈ | _ ∠ | + ± |
| 1 | 2 " | 3 ≤ | 4 ′ | 5 ∞ | 6 ∂ | 7 • | 8 ° | 9 ← | 0 ↑ | − ± | = ≠ |

| Θ ⌡ | Ω ∩ | Ε ⊕ | Ρ ® | Τ ™ | Ψ ⇔ | Υ ⊆ | Ι ⌠ | Ο ⌈ | Π ∏ | { ♠ | } ≡ | | ⌐ |
| θ ⎪ | ω ∪ | ε ℜ | ρ ® | τ ™ | ψ ∞ | υ ∪ | ι ℑ | ο ⌉ | π π | [|] ∍ | ∴ © |

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Notice that the Alternate and Shift keys don't have the same effect with keys on the keypad as they do with the equivalent characters on the main part of the keyboard.

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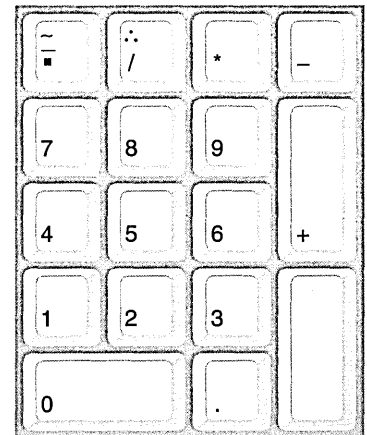
DOS and Macintosh files

You can work with files in a DOS or Macintosh file system, or you can copy the files to your NEXTSTEP file system. A DOS file system can be on a NetWare network or a floppy disk in DOS format. A Macintosh file system can be on a disk in Macintosh format.

You work with DOS and Macintosh files much as you work with your NEXTSTEP files. You may want to be aware of a few differences, which are as follows.

File and folder names

When you copy a DOS or Macintosh file to your NEXTSTEP file system, make sure the file has the appropriate extension before you try to open it. In some cases, you might have to change the extension or even add one to open the file in the application you want.

File and folder names in DOS file systems are limited to 8 characters plus a 3-character extension. Also, you can't use periods in DOS file names except to mark the extension, as in **jazznote.str**. Before you copy a file or folder to a DOS file system, make sure its name conforms to these rules.

File and folder names in Macintosh file systems are limited to 31 characters and may not contain a colon.

A few characters in your NEXTSTEP file system correspond to different characters in other file systems. Some file or folder names may therefore appear slightly different as you move them from one file system to another.

For information on changing names or extensions, see "Renaming a File or Folder" in Chapter 6.

Plain text files

Each file system has its own conventions for ending lines in plain text files. So when you copy plain text files from a DOS or Macintosh file system to your NEXTSTEP file system, you might find unexpected lines between paragraphs, no lines between paragraphs, or unfamiliar characters. The conventions for ending lines are shown here:

File System	Convention	ASCII character
NEXTSTEP	Linefeed	LF
Macintosh	Return	CR
DOS	Return and Linefeed	CR and LF

You can edit a file to fix line spacing and delete extra characters.

RTF files

When you copy an RTF file from a Macintosh or DOS file system, a few characters in the file might not be the same in the NEXTSTEP file system. The NEXTSTEP file system supports most of the characters from other file systems, but it might change a few.

If you copy an RTF file from the NEXTSTEP file system to one of these other file systems, non-ASCII characters may not appear at all.

Macintosh files and resource forks

You can work in a Macintosh file while it's in its own file system—that is, on a disk in Macintosh format. You can also copy the file to your NEXTSTEP file system. However, when you move a file from a Macintosh file system, the file's Finder and resource fork information—special parts of the file that are used only by the Macintosh—aren't copied.

The Finder information determines which application starts up when you open the file. So if you copy a Macintosh file to a NEXTSTEP computer and then copy it back, you need to open it from within the appropriate application and save it to restore this information.

Most data files don't use the resource fork, so you don't usually need to worry about this information when you transfer data files from a Macintosh system to a NEXTSTEP system. If you know that you need the resource fork information, you can get it by adding the extension .#rsrc# to the file name in the Macintosh file system and opening the file from your NEXTSTEP File Viewer before you move it into your own file system.

Attributes and permissions

In general, attributes of a DOS or Macintosh file or folder, such as its size and the date it was last changed, apply in your NEXTSTEP file system just as in the original file system. You can find this information with the Inspector command in the Workspace Manager's Tools menu. (See "Getting Information about a File or Folder" in Chapter 7.)

Ownership and permissions differ in some ways from system to system. Here's a summary.

Ownership of files on removable disks Files and folders on DOS and Macintosh disks are owned by the person using the computer.

Ownership of files on networks On DOS files systems on NetWare networks, files and folders appear to be owned by the NEXTSTEP user. However, they are actually owned by a NetWare account on the server. Your ability to work with these files depends on how you logged in to the server. See your system administrator for details.

Permissions for files on disks Anyone can read all files and folders on a Macintosh or DOS disk. You can't change Macintosh files that are locked or DOS files that are marked *read only*. But anyone can change any other file on a Macintosh or DOS disk. Hidden files on such disks are displayed the same as normal files. You can't use a NEXTSTEP computer to change permissions for files and folders on a Macintosh or DOS disk.

Permissions for files on NetWare networks On NetWare networks, file and folder permissions and the ability to change them depend on the rights assigned to the files and folders by the NetWare system administrator. See your system administrator if you need help with the permissions on NetWare networks.

Glossary

active application The application that you're currently working in. It's the only application with any menus showing. The key window belongs to it.

application A program with a graphical user interface that you can start up from the workspace, such as Edit, FaxReader, or Preferences.

application dock (or **dock**) A column along the right edge of the screen that contains application icons you can use to start up applications. The dock also contains the recycler.

arrow keys Four keys, labeled with arrows, that cause movement (usually of the insertion point) in the indicated direction.

ASCII characters A standard set of the characters that can be used in plain text files.

attention panel A panel where you must perform an action before you can continue to work in an application. An attention panel can't be covered by any other window or icon.

Backspace key A key used to remove individual characters, words, graphics, or other items.

bookshelf A collection of targets in a digital library. Digital Librarian searches the targets you select in a bookshelf.

brightness keys Two keys in the NeXTUSA keyboard arrangement that control the brightness of the screen. The upper key increases the brightness, the lower key decreases it.

browser A multiple-column area of a window in which you can browse through hierarchically organized information by clicking names in the columns.

busy cursor A spinning disk that means the application you're working in is busy. You have to wait or switch to another application.

button A graphic object that you click to make something happen or press for a continuous action. Buttons are labeled with text, graphics, or both.

byte A unit of information in the computer. In a plain text file, for example, each character occupies one byte.

CD-ROM Compact Disk Read-Only Memory, which is a removable disk that is physically identical to an audio CD but holds computer files.

click To position the cursor on something and, without moving the mouse, quickly press and release a mouse button. See also *double-click*.

close To make a window disappear from the workspace when you're done using it. When you close a window, you usually have a chance to save changes first.

close button A button in a window's title bar that, when clicked, closes the window. When the close button is partially drawn, it means that the window contains unsaved changes or that its contents aren't up to date.

CMYK color model A method of specifying colors by simulating a mix of cyan, magenta, yellow, and black inks.

command A word or phrase in a menu that describes something you can do or a panel that you can open in an application.

Command-key equivalent A combination of keys, including the Command key, that you can use instead of the mouse for choosing a command.

current folder The folder that you're currently working in. If you're working in a file, the current folder is the one that contains that file. In the File Viewer, the current folder is usually the rightmost folder in the icon path.

current font The font of either the text you're about to type at the insertion point or the first character in the selected text.

current message The message that's currently open in a mailbox window in the Mail application.

cursor The image on the screen that moves as you move the mouse. It's usually an arrow.

depth A measure of how much color information there is for each pixel in an image.

detach To drag a submenu away from its associated menu.

digital library An on-line collection of information— such as reference works, documentation, and literature—that you can access with the Digital Librarian application. See also *bookshelf*.

dimmed Gray, faded, or otherwise made to recede into the background. You can't choose a command or operate a button when it's dimmed.

disk A magnetic medium on which the computer stores information. See also *floppy disk* and *hard disk drive*.

dock See *application dock*.

dot file A file or folder whose name begins with a period and that typically contains information you don't need to access. Dot files are normally hidden from view in the File Viewer and folder windows.

double-click To click an object twice in quick succession. A double-click often extends the action of a click. See also *click*.

drag To press and hold down a mouse button, move the cursor by sliding the mouse, and then release the mouse button.

EPS Encapsulated PostScript, which is a standard format for storing graphics.

Ethernet An industry-standard physical medium for transmitting network signals between computers.

extension The last period in a file name and all characters that follow. A file's extension indicates the type of information in it and the applications that can open it.

fax modem A device that you can connect to your computer or network so that you can receive and send faxes from your workspace.

file A collection of related information stored on a disk, such as a document, graphic image, or application.

file package A special folder containing files that aren't normally shown in folder windows. Instead, a file package looks and behaves like a file (when you open it by double-clicking, for example).

file system The collection of all the files you can access through your computer. See also *hierarchical file system*.

File Viewer A Workspace Manager window that you can use to view and open the files in your file system.

floppy disk A plastic disk, encased in a protective cartridge, that holds information you can access with a floppy disk drive.

floppy disk drive A mechanism that can store and retrieve information on a floppy disk.

folder A place in the file system that contains files and other folders. Opening a folder displays the names of the files and folders it contains.

folder window A Workspace Manager window that displays the contents of one or more folders and that you use to locate, open, and organize files.

font A set of properties that describe the appearance of text: font family (such as Times), typeface (such as **bold** or *italic*), and size (in points). See also *point*.

font family A collection of characters with a consistent design, such as Helvetica and Times.

group A class of users for whom permissions are assigned for a file or folder. A group is set up by a system administrator.

group address A shorthand address used in the Mail application to identify a single user or a group of users.

hanging indent First-line indentation to the left of the subsequent lines of a paragraph. A hanging indent is useful for bulleted or numbered items.

hard disk drive A device that can store and retrieve information from metal disks permanently encased within it. A hard disk drive is usually installed inside your computer.

hide To temporarily remove the windows of a running application from view.

hierarchical file system A file system in which folders can contain other folders. See also *folder*.

highlight To make something—such as a command, text, icon, or title bar—stand out visually. Highlighting usually indicates that something has been chosen to perform an action or selected to receive an action.

home folder Your home base in the file system. Your home folder holds your personal files. Its name is the same as your user name.

host name The name by which a computer on a network is known to the other computers on the network. The host name is assigned by the system administrator. It appears as the name of your root folder.

HSB color model A method of specifying colors by adjusting hue, saturation, and brightness. See also *hue* and *saturation*.

hue The quality of a color that distinguishes its class, such as red, green, or blue.

icon A small pictorial representation of an application, file, folder, disk, or other item.

icon path An area in the File Viewer that displays the selected file or folder and the folders along its branch of the file system hierarchy.

initialize To prepare a disk so it can hold information. When you initialize a disk, any information already on it is destroyed.

insertion point The place where text and graphics may be entered, usually represented by a blinking vertical bar.

justify To adjust all the lines of a paragraph (except the last line) so that they're aligned with both the left and the right margins.

key window The standard window or panel that currently receives keystrokes. Its title bar is highlighted in black. You make a window the key window by clicking in it.

kilobyte A unit of measurement equal to 1024 bytes. See also *byte*.

link A special file that looks and acts like an ordinary file or folder. When you open it, however, you actually access the contents of a file or folder that's somewhere else in the file system.

log in To gain access to a computer by providing a user name and a password.

log out To quit all running applications and (if you had to log in to use the computer) return to the login window.

Mail address book A list of Mail addresses that you can compile in the Private Users list in the Mail application's Addresses panel. See also *on-line address book*.

mailbox A file package (in the **Mailboxes** folder in your home folder) in which the Mail application stores messages. Everyone has an Active mailbox where all incoming messages are delivered.

main menu The menu that appears in your workspace when an application is active. Its title bar displays the application's name (or an abbreviation).

main window The standard window that you're currently working in. If it's not also the key window, it has a dark gray title bar. Actions you perform in a panel usually apply to the main window.

menu A list of commands.

MIME Multipurpose Internet Mail Extensions. MIME is an Internet standard that people using different kinds of computers can use to exchange formatted images, sound, files, folders, and even video attachments.

miniaturize button A button in a window's title bar that, when clicked, shrinks the window into a miniwindow.

miniwindow An icon that represents a miniaturized window.

mouse buttons The two buttons on the mouse that you use for clicking and dragging.

network Two or more computers connected electronically so that people using them can share files and devices (such as printers and fax modems), and exchange electronic mail. See also *server*.

nonbreaking space A space you can type between words so that they'll always be on the same line. You type a nonbreaking space by holding down the Alternate key and pressing the space bar.

on-line address book A tool available in the Workspace Manager and FaxReader applications. You can create and maintain multiple on-line address books to save and look up information about people on your network or business and personal contacts.

open To display a window in your workspace. Opening a file or folder displays a window with the contents of the file or folder.

owner The person (represented by a user name) who created a file or folder. The owner may also be a class of users for whom permissions are assigned for a file or folder.

panel A window that typically appears in response to a command and that you use to control what the application does or to get information about the application.

password A secret sequence of characters that you must enter along with your user name when logging in. It can consist of three or more letters, numbers, symbols, and spaces.

pasteboard The place where the computer stores what you last cut or copied with the Cut or Copy command.

pathname A name—or a sequence of names separated by slashes (/)—that specifies a file or folder in the file system.

permissions Characteristics of a file or folder that determine what certain users can do with the file or folder—for example, whether they can view a file's contents or remove a file from a folder.

pixel The smallest unit of light on a computer's screen.

plain text A data format consisting solely of characters from the ASCII character set. These include text characters (with no font properties) and control characters.

point A unit of measurement equal to 1/72 of an inch.

pop-up list A list of options that you can choose from. You open the list by pressing a button with a 🔲 on it.

press To position the cursor on something and, without moving the mouse, hold down a mouse button and keep it down until the desired effect is achieved.

program A set of coded instructions that a computer follows to perform a specific task.

public sound server A NEXTSTEP computer whose sound recording and playback features can be accessed by other computers on a network.

public window server A NEXTSTEP computer that can display the windows of an application that's running on another computer on a network.

pull-down list A list of commands that you can choose from to cause an action. You open the list by pressing a button with a ▽ on it.

read-only A file that has read permission, but not write or execute permission, for one or more classes of users. Those users can see the file's contents, but they can't save changes to it.

read permission A characteristic of a file or folder that allows certain users to view its contents. See also *permissions*.

recycler An icon that you use to delete files and folders from the file system. It's either in the dock or at the lower left of the screen.

resize bar The narrow strip at the bottom of a window that you can drag to change the size of the window.

resolution The number of dots per inch of images on a computer screen or in printed output. The higher the resolution, the clearer the image.

Return key A key used to start a new line or paragraph. You can also press Return to operate a button with a ⏎ on it.

RGB color model A method of specifying colors by blending red, green, and blue lights.

root folder The folder at the top of the file system hierarchy. This folder is represented by a slash (/). It's physically located on the startup disk.

RTF Rich Text Format, a standard text format that includes font and formatting properties. See also *plain text*.

ruler The numerical scale you can use to change the format of a paragraph (for example, its indentation and tab stops).

saturation The intensity of a color—how much of a particular hue is in the color. See also *hue*.

save To store information on a computer's disk.

scroll To move the information in a window or section of a window when there's more than can be displayed at one time, so that a different part of the information is visible.

scroll button A button, usually in a scroller, that you click or press to scroll by small increments. You can Alternate-click a scroll button to scroll by a windowful.

scroll knob A box in a scroller that moves as you scroll and that you can drag to scroll. Its length varies to indicate how much of the scrollable contents are currently displayed, and its position indicates what part of the contents are displayed.

scroller A dark gray vertical or horizontal bar that contains a scroll knob and scroll buttons. Scrollers appear along the left side or bottom of an area that you can scroll through.

server A computer on a network that contains files and folders that many people on the network can use.

shelf An area at the top of the File Viewer where you can keep files and folders that you access frequently.

Shift key The key used to produce the uppercase letters on letter keys and the upper character on keys labeled with two characters.

slider A control that lets you set a value in a range by dragging a knob within a bar.

standard window A window where you do the primary work of an application.

startup disk The disk that contains the system files that your computer needs in order to operate. It's usually a hard disk inside your computer.

submenu A menu that's opened by a command in another menu.

system administrator The person who sets up and maintains a computer network or a computer used by more than one person.

system files Files that the computer needs in order to operate and that must be loaded into the computer after it's turned on.

Tab key A key used to move to the next stopping point in a sequence, such as a tab stop in a document or a text field in a panel.

text field A box where you can enter text. A text field is usually labeled with text that identifies what information should go in it.

TIFF Tag Image File Format, a standard format for storing graphics.

title bar The bar at the top of a window that contains its title and possibly buttons for manipulating the window. It's highlighted in black if it's the key window or in dark gray if it's the main window but not the key window.

typeface A variation of a font family, such as **Bold**, *Italic*, or ***Bold Italic***.

user name The name by which the computer identifies you. This is the name you log in with, the name used to identify you as the owner of files and folders, and the name of your home folder.

volume keys Two keys in the NeXTUSA keyboard arrangement that control the volume of your computer speaker. The upper key increases the volume, the lower key decreases it.

window A rectangular area in which information is presented on the screen. See *standard window* and *panel*.

word Any sequence of characters between spaces or punctuation marks. You can select a word by double-clicking it.

word wrap The automatic breaking of lines between words. With word wrap, you can type without having to press Return to end each line.

workspace The screen environment in which you do your work on a NEXTSTEP computer.

write permission A characteristic of a file or folder that allows certain users to change its contents. See also *permissions*.

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