

# **HERE'S HOW**



<b>Basics</b>			
2	Turning on the computer	36	Typing text
3	Selecting your language and keyboard	37	Deleting and replacing
4	Logging in	38	Moving and copying
5	Entering the workspace	39	Changing fonts
6	Using the mouse		
7	Setting a password		
8	Choosing commands	42	Renaming files and folders
9	Logging out	43	Creating a folder
10	Turning off the computer	44	Moving files and folders
<b>Windows</b>			
12	Organizing windows	45	Copying files and folders
13	Reordering windows	46	Creating a link to a file or folder
14	Scrolling	47	Deleting files and folders
<b>Help</b>			
16	Clicking for help	48	Retrieving a deleted file or folder
17	Getting help by topic		
18	Searching for a word or phrase		
<b>Applications</b>			
20	Starting up an application	50	Working with color
21	Running multiple applications	51	Capturing a color from the screen
22	Hiding an application	52	Saving your colors in swatches
23	Unhiding an application	53	Picking a PANTONE Color
24	Quitting an application	54	Using color in your documents
<b>Files</b>			
26	The File Viewer		
27	Finding files and folders	56	Preparing a file for printing or faxing
28	Stocking the shelf	57	Printing a file
29	Customizing the application dock	58	Faxing a file
30	Opening a file from the File Viewer		
31	Opening a file from within an application		
32	Creating a file		
33	Saving changes to a file		

## Turning on the computer

Before you turn on your computer, read the *NeXTSTEP Software License Agreement*. Remember that by turning on the computer, you accept the terms of this agreement.

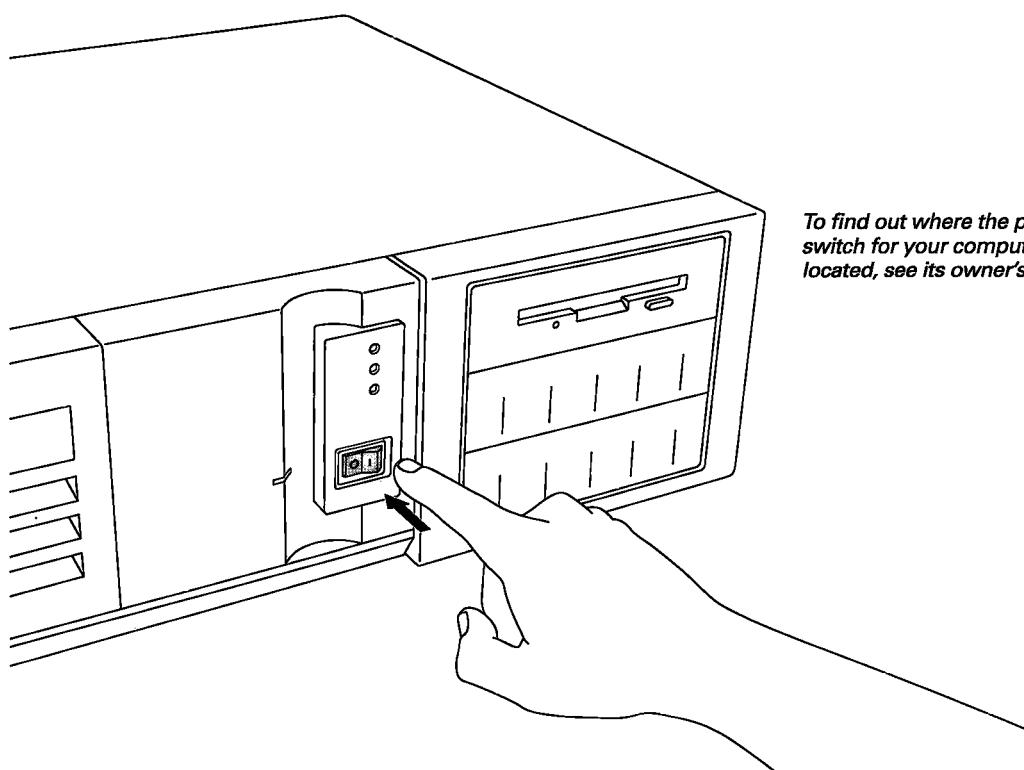
- 1 If your display and other peripherals have power switches, turn them on.
- 2 Press the power switch on your computer.
- 3 If a message asks you to, type **n** and press Return to choose NeXTSTEP.

The Return key is located in the same place as on a standard typewriter.

**Caution:** Don't turn on the computer when a floppy disk is in the disk drive, or else NeXTSTEP won't start up.

The computer turns on and displays a list of messages that inform you of its progress.

If you're turning on the computer for the first time after NeXTSTEP has been installed, you can *localize* the computer by choosing the language and keyboard you want to work with. If you've turned the computer on before, you can *log in*—or you might enter your *workspace* directly.



## Selecting your language and keyboard

The first time you turn on the computer, you can choose the language you want to work in and the type of keyboard you have.

You make your choices in a large *window*—a rectangular area containing information.

- 1 Move the mouse so that the arrow-shaped cursor points to the language you want. Then click a mouse button.

(If you're not comfortable using a mouse, you may want to read "Using the Mouse" on page 6.)

- 2 Use your mouse to point to the type of keyboard you're using and click again.

This book assumes you select the USA keyboard. If you instead select the NeXTUSA keyboard, a few keys, including the Command and Alternate keys, are located differently. See the *User's Guide*.

- 3 Press Return.

A small window called a *panel* opens. It asks you to confirm that you've selected the language and keyboard you want.

- 4 Press Return again. (Or click Cancel to go back and make a correction.)

**Caution:** If your hard disk is 300 megabytes or smaller, make sure you select the language you want to keep—the languages you don't select are removed from your disk.

For more information about installing languages, see the *User's Guide*.

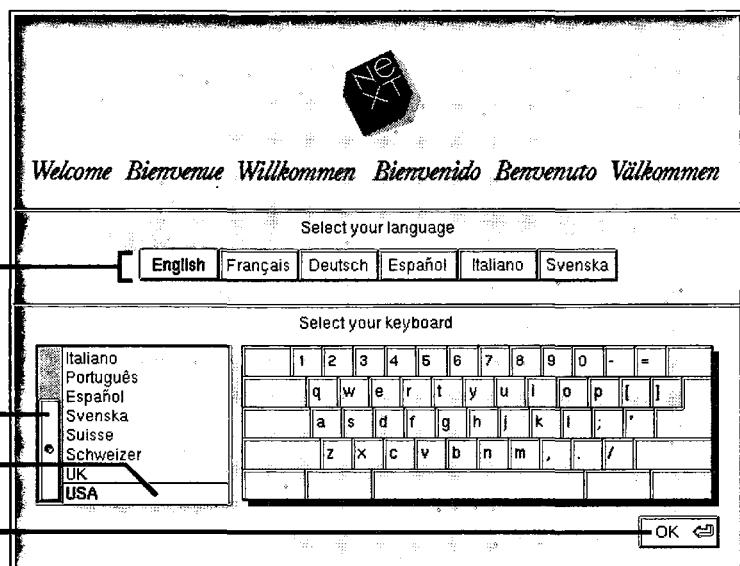
*Move the mouse to move the cursor.*

*Click the language you want.*

*You may need to drag this knob up or down to see the keyboard you want.*

*Click the kind of keyboard you have.*

*Click this button when you're done (or just press the Return key).*



## Logging in

If the window shown below opens on your screen, you must *log in* to use the computer. The login process prevents unauthorized people from using your computer.

To log in you need a *user name*, which is me unless your system administrator gives you another one. The system administrator may also give you a password.

- 1 Type your user name in the Name field. If you make a mistake, press the Backspace key to back up over each character you want to retype.

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

- 2 Press the Tab key to move the insertion point to the Password field.

- 3 Type your password (if you have one). Use the Backspace key to correct typing errors.

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

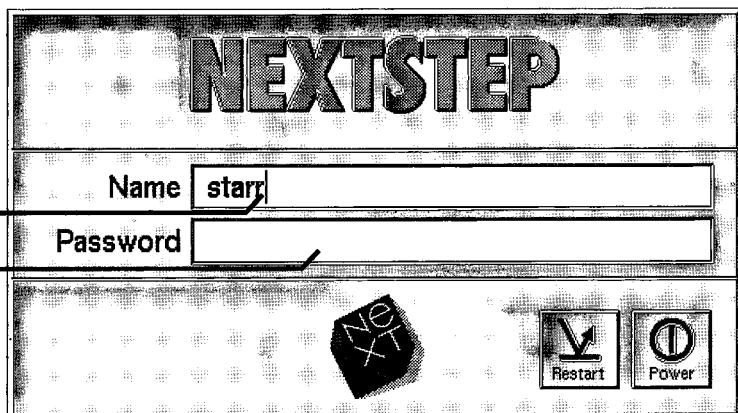
- 4 Press Return.

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

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

*Insertion point* —————

*Your password doesn't appear as you type.* —————



## Entering the workspace

After you turn on the computer (and log in, if necessary), you enter your workspace, which is where you work.

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

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

The *application dock* (or *dock*, for short) is the column of icons along the right edge of the workspace. Most of the icons in the dock represent *applications*. The icon at the top of the dock represents the Workspace Manager™ application, which you use to manage your computer.

The *File Viewer* window gives you access to your files.

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

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

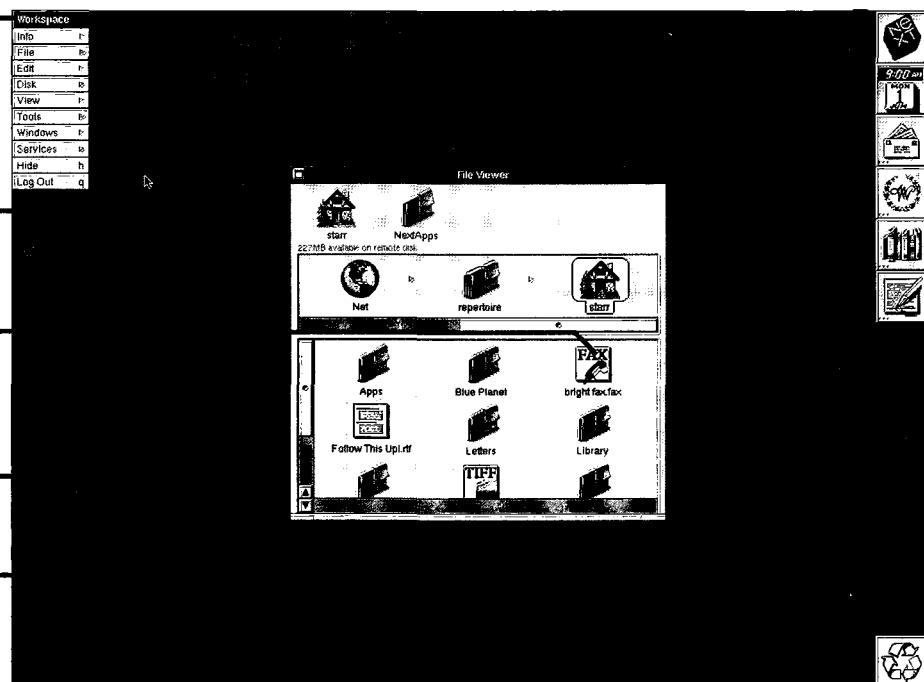
A menu lists commands you choose to make an application do something.

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

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

The File Viewer provides access to your files.

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



## Using the mouse

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

- **Slide** the mouse on a smooth surface.  
As you slide the mouse, the cursor moves on the screen.
- **Point** to an object on the screen by moving the mouse to position the cursor on top of the object.
- **Click** by pointing to an object and, without moving the mouse, pressing and releasing a mouse button.  
Click an icon in the File Viewer window. The icon is highlighted.
- **Press** by pointing to an object and, without moving the mouse, pressing and holding down the mouse button.  
Press a black arrow button (if there is one) in the File Viewer window. As long as you

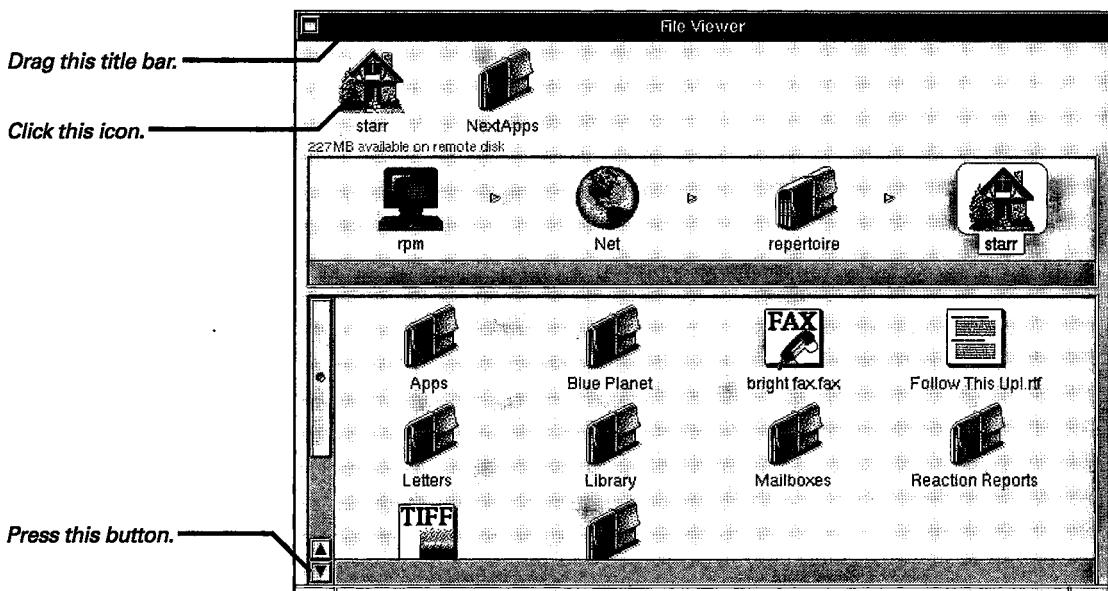
press, the button is highlighted; information may also move in the window.

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

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

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

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



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

## Setting a password

If you have a password, change it often so it remains secure. If you don't have to log into the computer but would like to, you can create a password.

- 1 Double-click the Preferences icon in the application dock.



(To double-click, click twice in quick succession.)

The cursor changes to a rotating disk for a moment, and then the Preferences window opens.

- 2 In the top of the window, click the password button. (Drag the knob shown below to bring it into view.)
- 3 At the insertion point, type your current password (if any).

You don't see the characters as you type.

- 4 Click the OK button in the window.
  - 5 Type your new password and click OK. The Preferences application asks you to verify your new password by typing it again.
  - 6 Type your new password again and click OK.
- If you typed correctly, a *panel* confirms that the new password is in effect.
- 7 Click OK in the panel.
  - 8 Choose the Hide command (by clicking Hide in the Preferences menu) to hide the Preferences application.

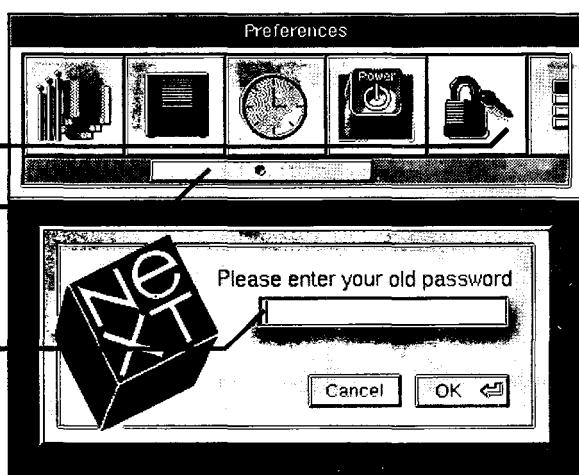


**Tip:** A good password is hard to guess but easy to remember. Use letters, numbers, and other characters, such as punctuation marks.

Click the password button to create a password or to change your existing one.

Drag this knob sideways to bring the password button into view.

Type your password here.



## Choosing commands

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

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

The command is highlighted and carried out.

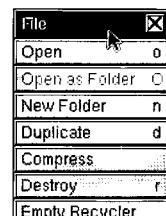
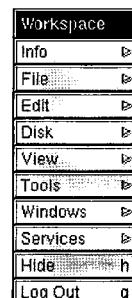
A dimmed command (shown in gray rather than black) is currently unavailable.

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

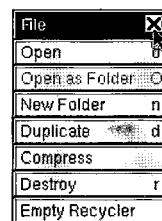
The submenu stays open until the next time you choose a command from the first menu.



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



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



*You can choose a command from the keyboard by holding down the Command key while typing the character shown next to the command.*

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



**Tip:** Your keyboard's *Command key* is the key to the left of the space bar. It's usually labeled "Alt."

## Logging out

When you're done with a work session, log out to quit all applications that are running.

You can log out whether or not you're required to log in.

Before logging out, make sure you *save* any work you've done in an application, or your work will be lost. (To learn more about saving, see "Files".)

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

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

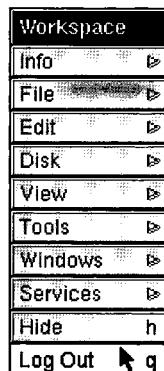
- 2 Click the Log Out button in the panel.

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

If you're required to log in, logging out returns you to the login window.

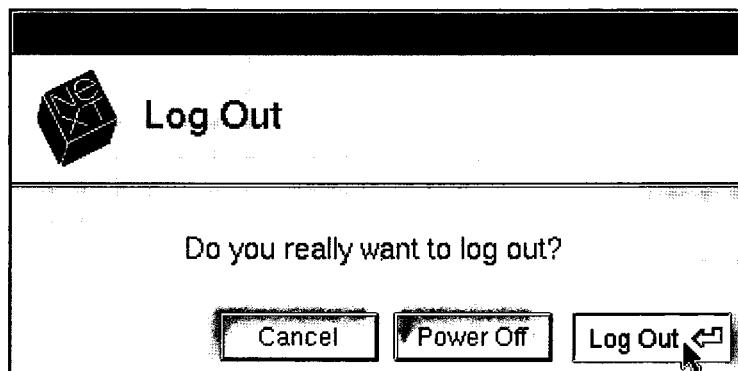
If you don't have to log in, logging out simply quits all applications and leaves you in the workspace.

*Choose Log Out from the Workspace menu.*



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

*Then click the Log Out button in the panel that opens.*



## Turning off the computer

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

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

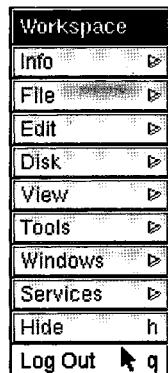
- 1 Choose the Log Out command from the Workspace menu.

The Log Out panel opens. If you change your mind about turning off the computer (or if you choose Log Out by accident), click the Cancel button in the panel.

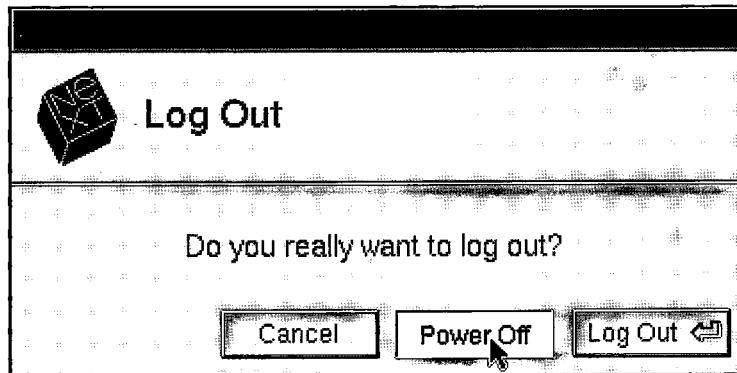
- 2 Click Power Off in the panel.

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

*Choose Log Out from the Workspace menu.*



*Click the Power Off button in the panel that opens when you choose the Log Out command.*



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

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

- 4 If your display has a power switch, turn it off, too.

When the login window is showing, you can



turn off the computer or restart it by clicking one of these buttons in the login window, and then clicking a button in the panel that opens.

For more information on restarting your computer, see the *User's Guide*.

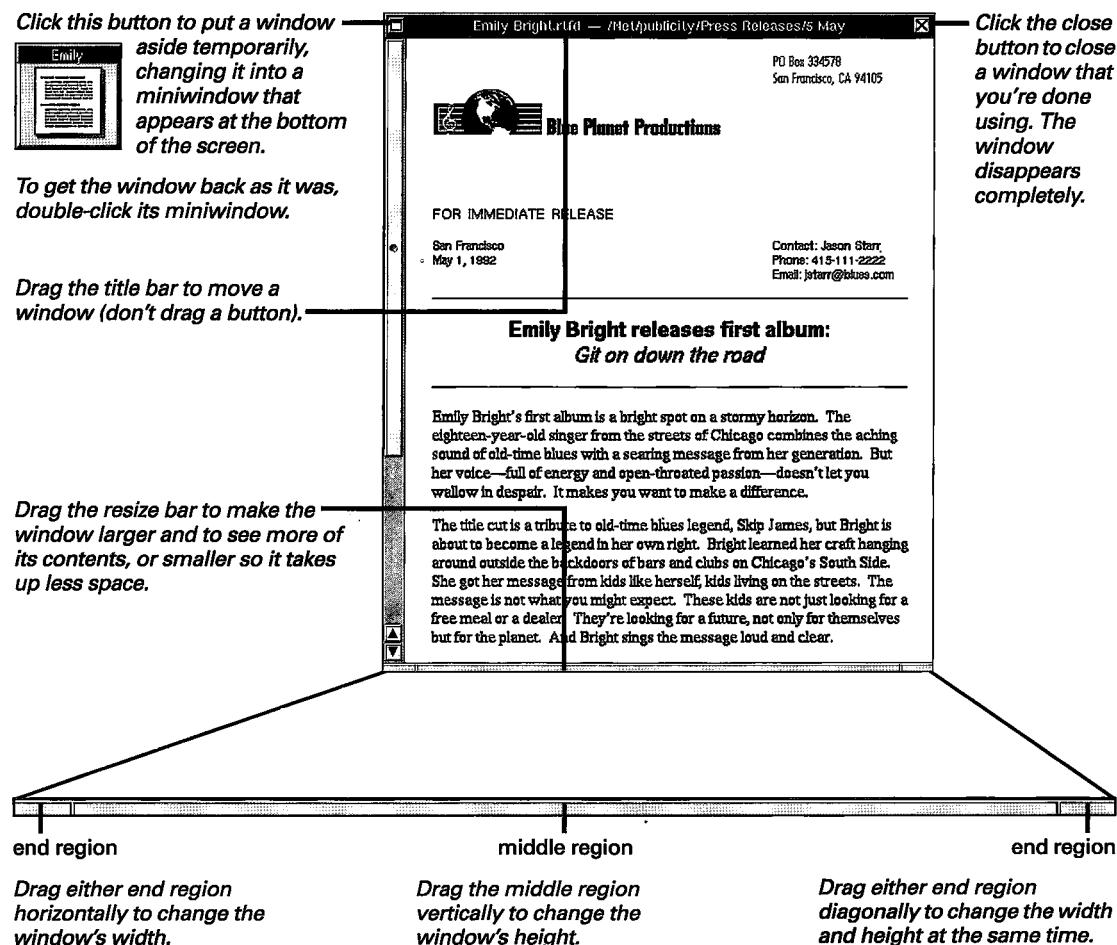
## Organizing windows

Your computer presents information in rectangular frames called *windows*. Several windows may be open in your workspace at a time.

Some windows, such as one containing an Edit document, provide a place to work. Others,

such as panels, give you options for controlling an application. Or they may simply provide information.

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



## Reordering windows

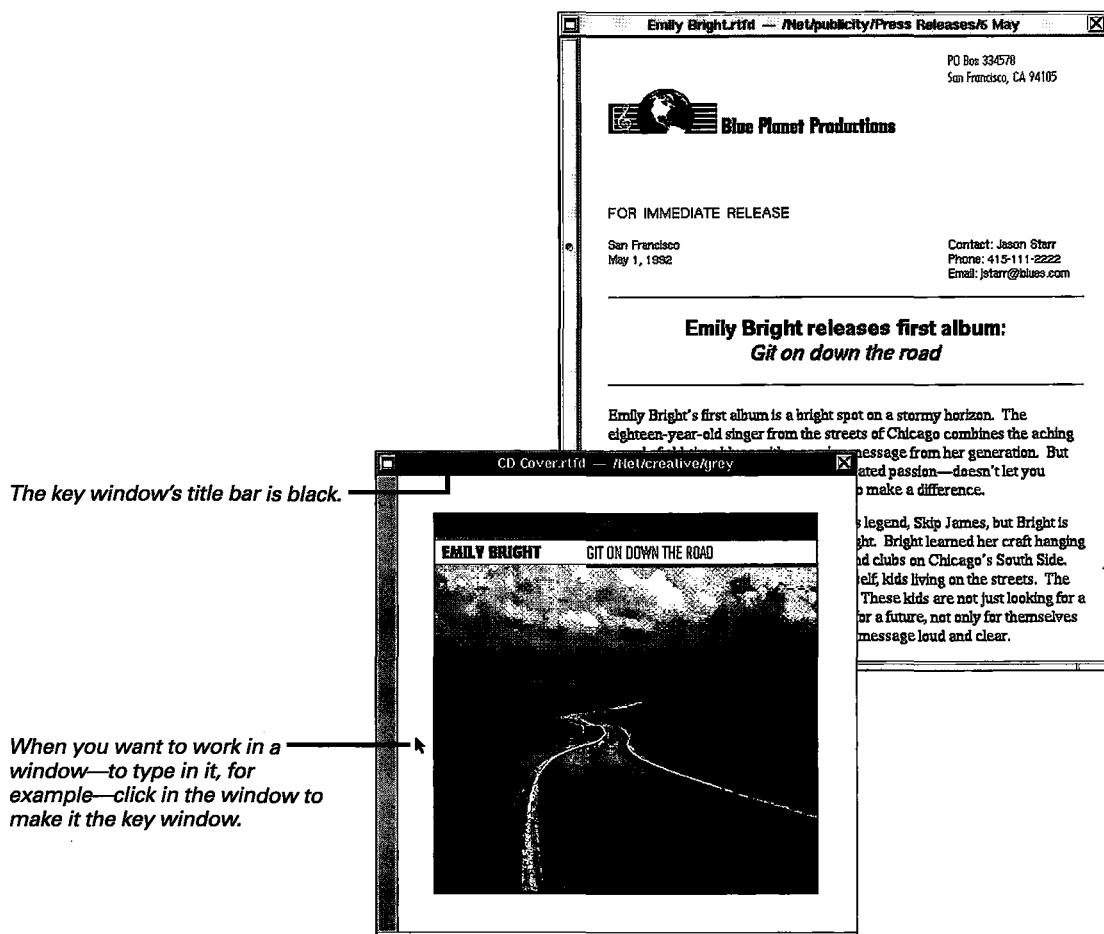
Like sheets of paper loosely stacked together, windows can overlap or completely cover each other.

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

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

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

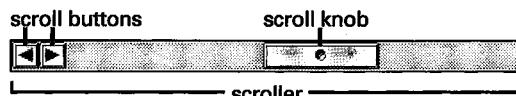
Remember that clicking in a window also makes that window's application the active application (if it isn't already).



## Scrolling

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

In many windows, you scroll using a *scroller*—a gray bar with a knob and scroll buttons.



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

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

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

*Drag the scroll knob in the bar to scroll continuously.*

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

The screenshot shows a Windows-style application window. The title bar reads "Emily Bright.Rtfd — /Net/publicity/Press Releases/5 May" and "Blue Planet Productions". The main content area contains a press release:

FOR IMMEDIATE RELEASE

San Francisco  
May 1, 1992

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

**Emily Bright releases first album:  
*Git on down the road***

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

The title cut is a tribute to old-time blues legend, Skip James, but Bright is about to become a legend in her own right. Bright learned her craft hanging around outside the backdoors of bars and clubs on Chicago's South Side. She got her message from kids like herself, 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.

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

## Clicking for help

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

### 1 Hold down the F1 key on the keyboard.

The cursor changes to a question mark .

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

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

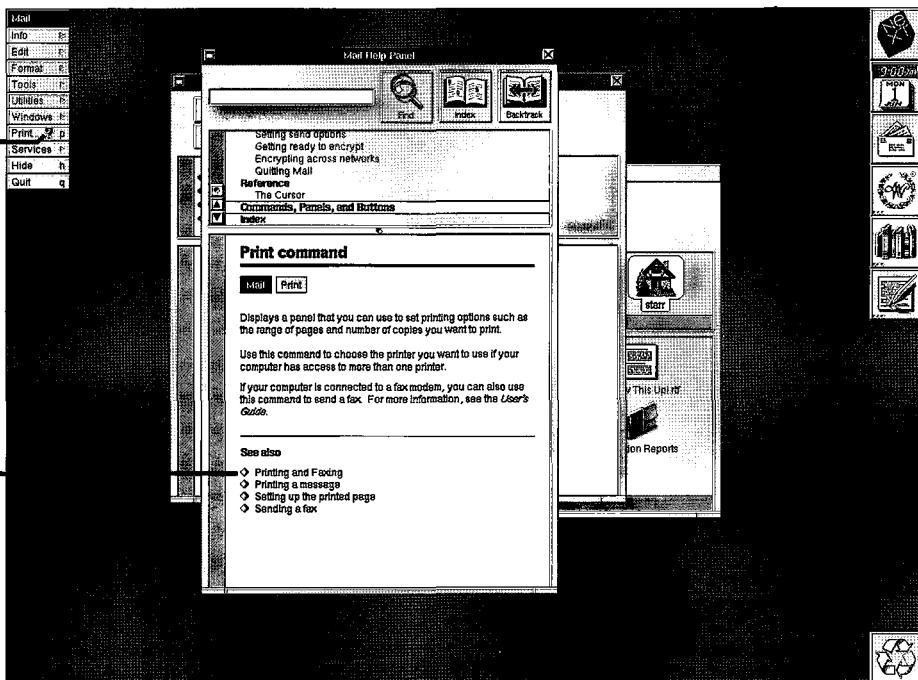
*Click the  to get help with a related topic.*

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

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

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

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



## **Getting help by topic**

You can get help with tasks or topics.

### **To get help with a specific task**

- 1 Choose Help from the Info menu.

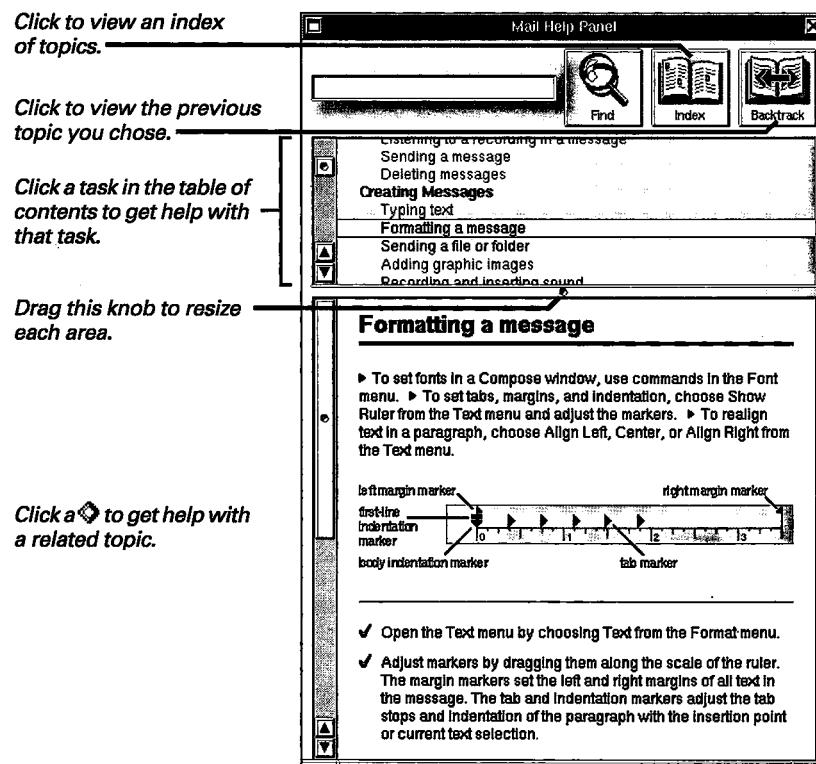
The Help panel opens.

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

- 2 Click an entry in the Help table of contents.

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

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



### **To get help with a specific topic**

- 1 Open the Help panel.

- 2 Click the Index button in the Help panel.

An index of topics appears in the Help panel.

- 3 Click the topic you want help with.

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

## Searching for a word or phrase

If you don't see a task or topic you want in the Help table of contents or index, you can search for a keyword or phrase.

### 1 Open the Help panel.

You can open the Help panel by choosing Help from the Info menu, or by clicking with the Help cursor.

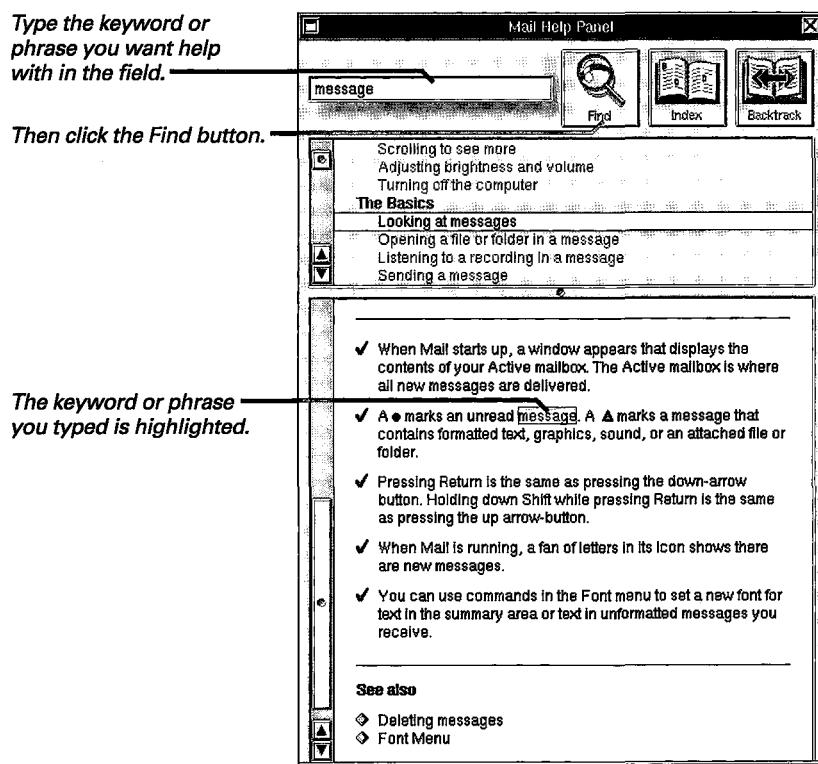
### 2 Click in the field at the top of the Help panel and type the keyword or phrase you want to get help with.

### 3 Click Find.

The first topic that contains the keyword or phrase you typed appears in the Help panel, and what you typed is highlighted.

### 4 To find the next occurrence of the keyword or phrase, click Find again.

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



### Starting up an application

Your computer comes with several applications, such as Edit and Mail. You can keep these applications in the application dock.

- To start up an application from the dock, double-click its icon.

The icon is highlighted for a



moment, and then the application's main menu appears. One or more windows may also open.

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



Not running

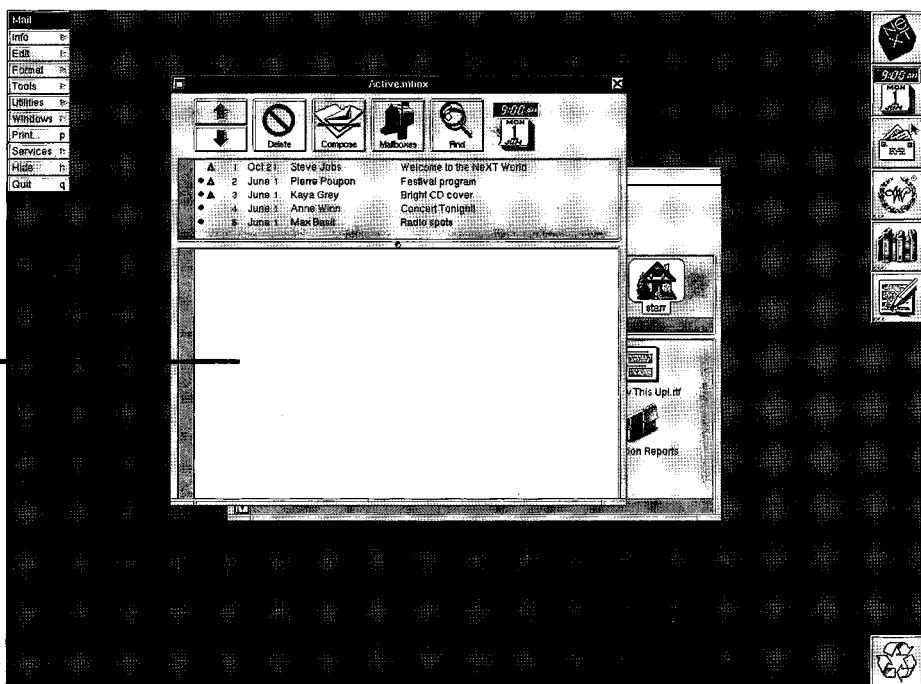


Running

You can also start up applications by double-clicking their icons in the File Viewer or by opening files from the Workspace Manager. See "Files" to learn how.

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

*The application may also open one or more windows.*

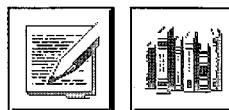


## **Running multiple applications**

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

### **To run multiple applications**

- Start up each application you want to run.



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

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

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

### **To switch applications**

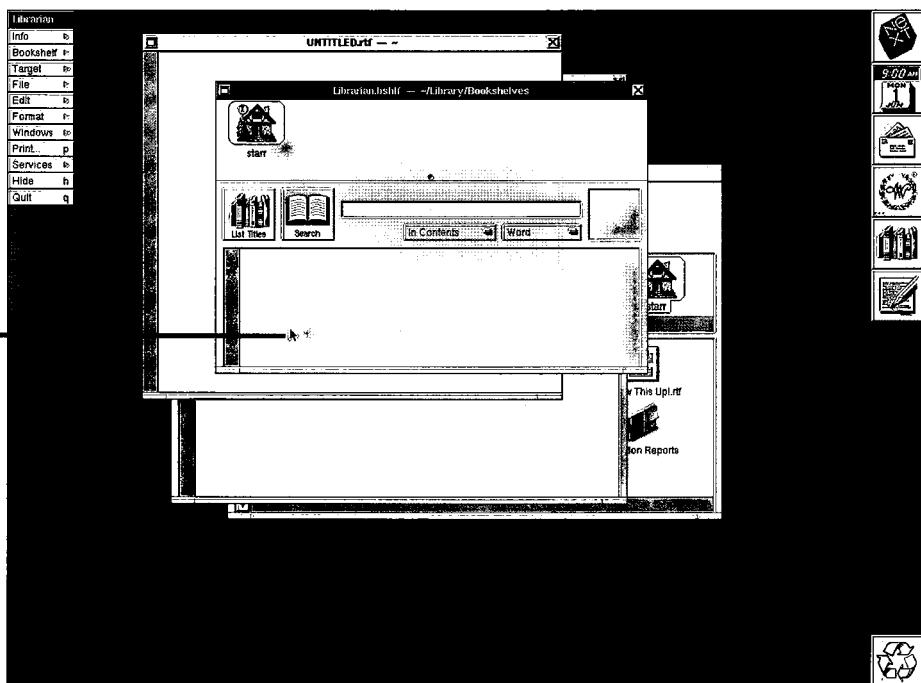
- Click in a window that belongs to the application you want. Or double-click the application's icon.



When you switch applications, the menus switch. If you click in a window, it comes to the front.

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

**Clicking in an application's window activates the application.**



## Hiding an application

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

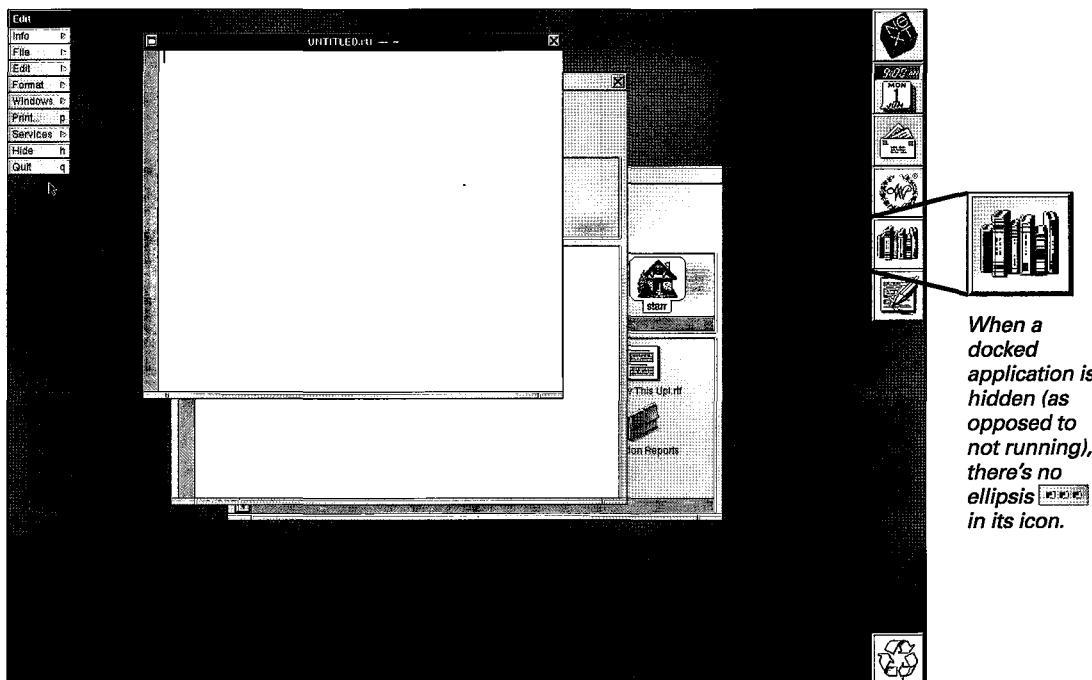
- Choose Hide from the application's main menu.



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

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

When you're completely done using an application, quit the application—as described on page 24.



**Tip:** Hide applications to unclutter your workspace when several applications have windows open.

---

## **Unhiding an application**

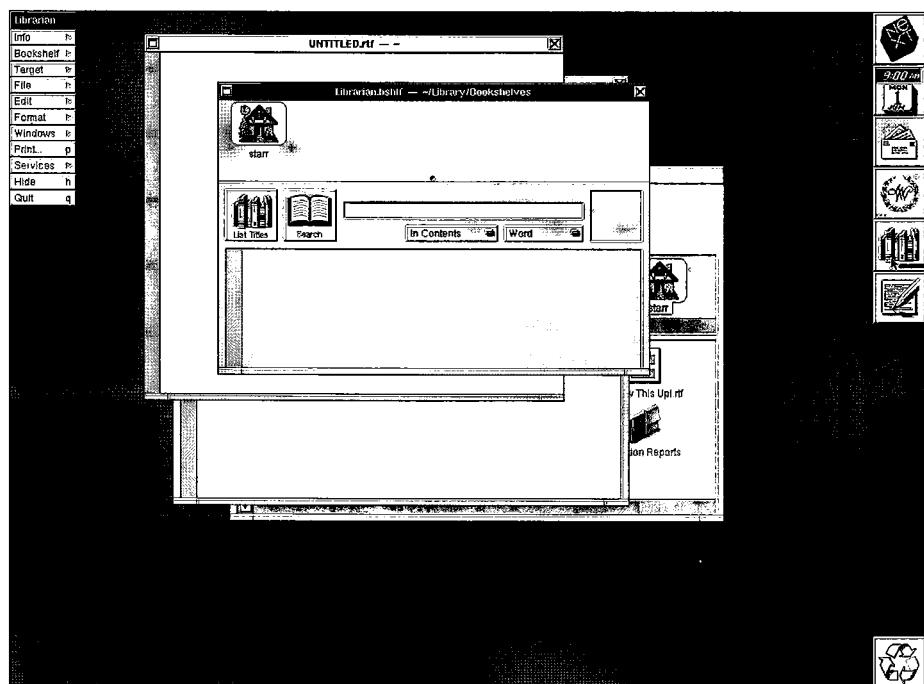
When you want to work again in a hidden application, you can unhide it.

- Double-click the application's icon.



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

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

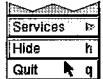


**Tip:** Whenever you want to work in an application, you can get to it (whether or not it's hidden) by double-clicking its icon.

### Quitting an application

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

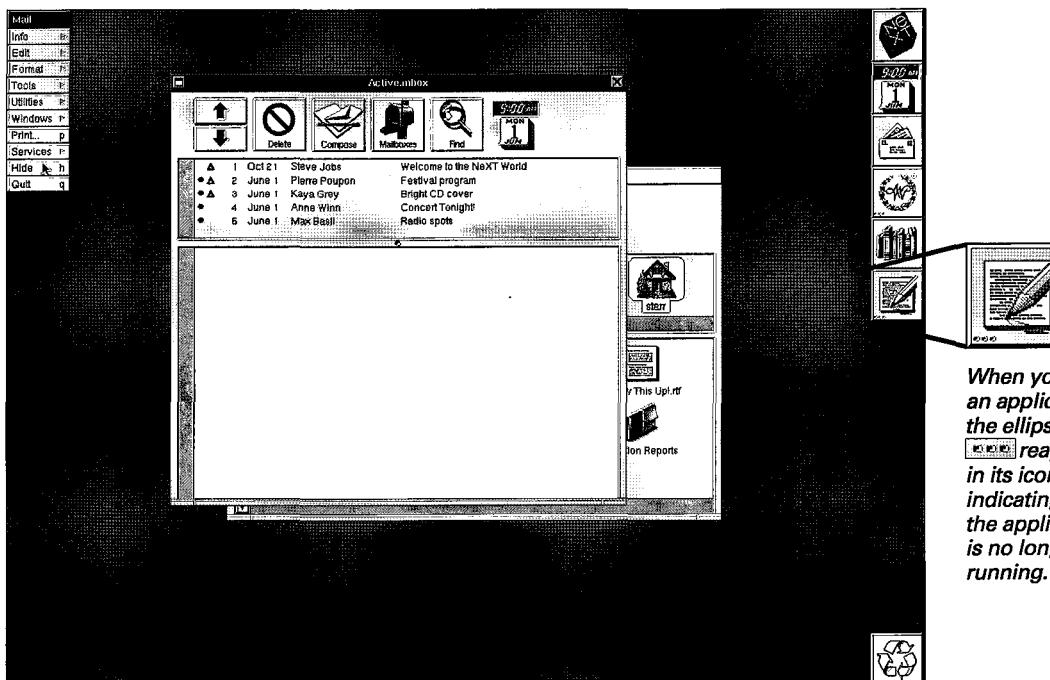
- Choose Quit from the application's main menu.



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

If you don't save your work when you quit, it will be lost. (For more information on saving, see "Files.")

When you log out at the end of a work session, all running applications quit automatically.



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

When you quit an application, the ellipsis reappears in its icon, indicating that the application is no longer running.

## The File Viewer

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

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

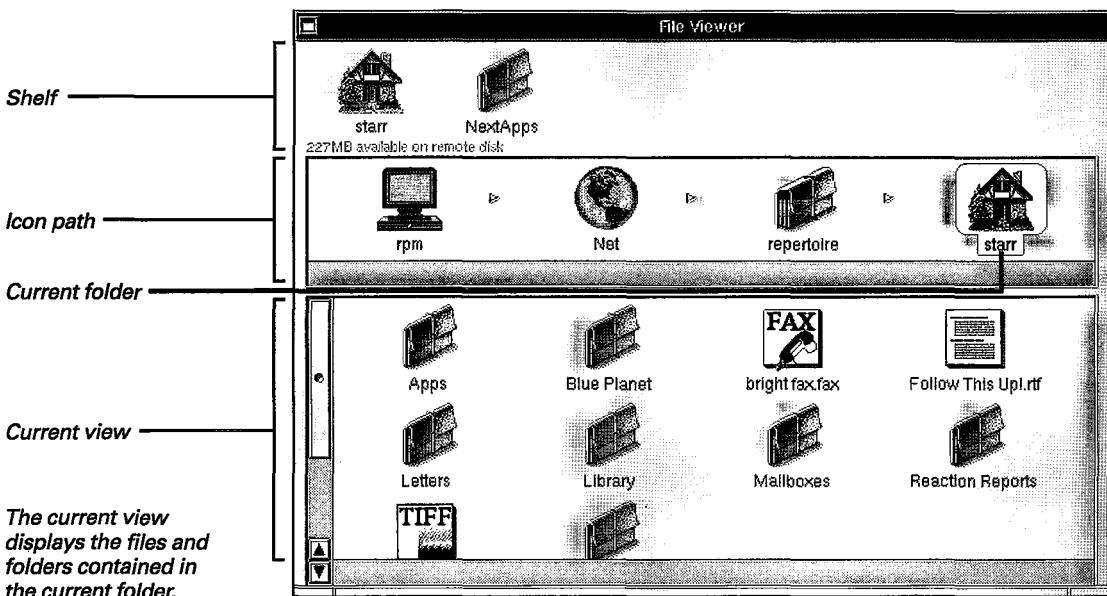
To get to files and folders, you use the File Viewer—a Workspace Manager window that appears when you enter the workspace. Files and folders appear as icons in the File Viewer.

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

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

At the bottom of the File Viewer, the *current view* displays the contents of the current folder.

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



## Finding files and folders

You find files by opening folders to see their contents.

- ▶ To open a folder as the current view (at the bottom of the File Viewer), double-click its icon.
- ▶ To move up the hierarchy, click a folder icon in the icon path.
- ▶ To open a folder on the shelf, click its icon there.

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

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



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



This icon marks someone else's home folder.



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



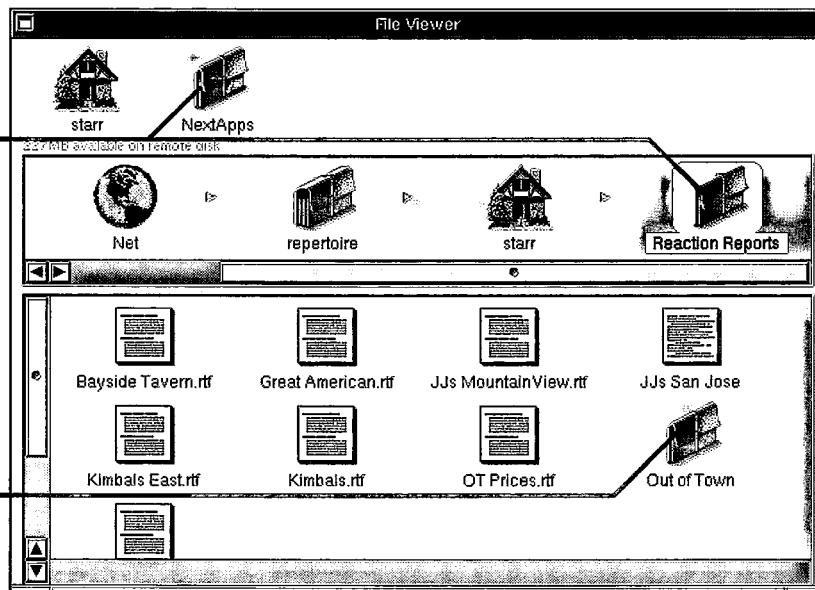
This icon marks the Net folder, which contains folders on other computers on the network (if you're connected to one).

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

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

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

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



## Stocking the shelf

The shelf is a place for holding files or folders you access frequently. By clicking an icon on the shelf, you can quickly open the folder that contains it.

In addition to your home folder (which is always on the shelf), you can stock the shelf with other files or folders you want to get to quickly.

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

### To put a file or folder on the shelf

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

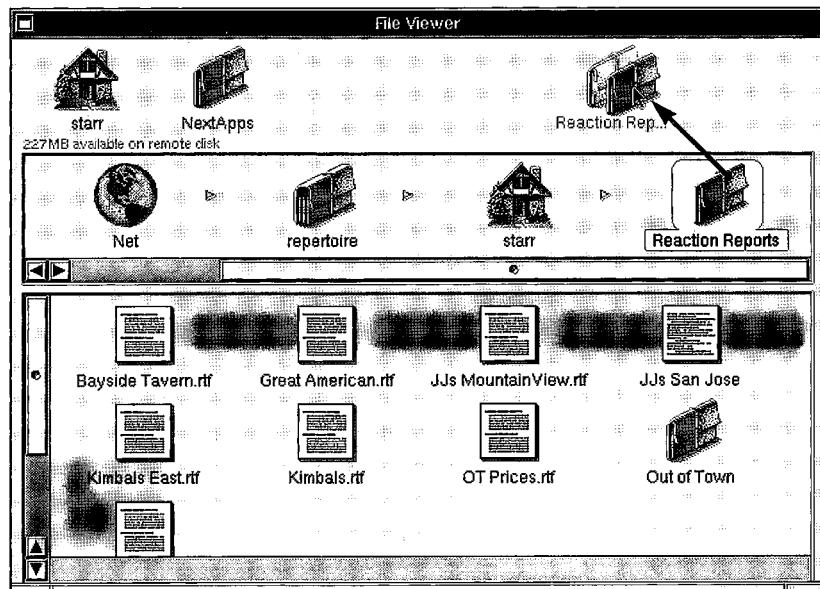
Its icon is highlighted.

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

### To remove a file or folder from the shelf

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

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



## **Customizing the application dock**

### **To add an application to the dock**

- 1 Find the application you want to add in the File Viewer.

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

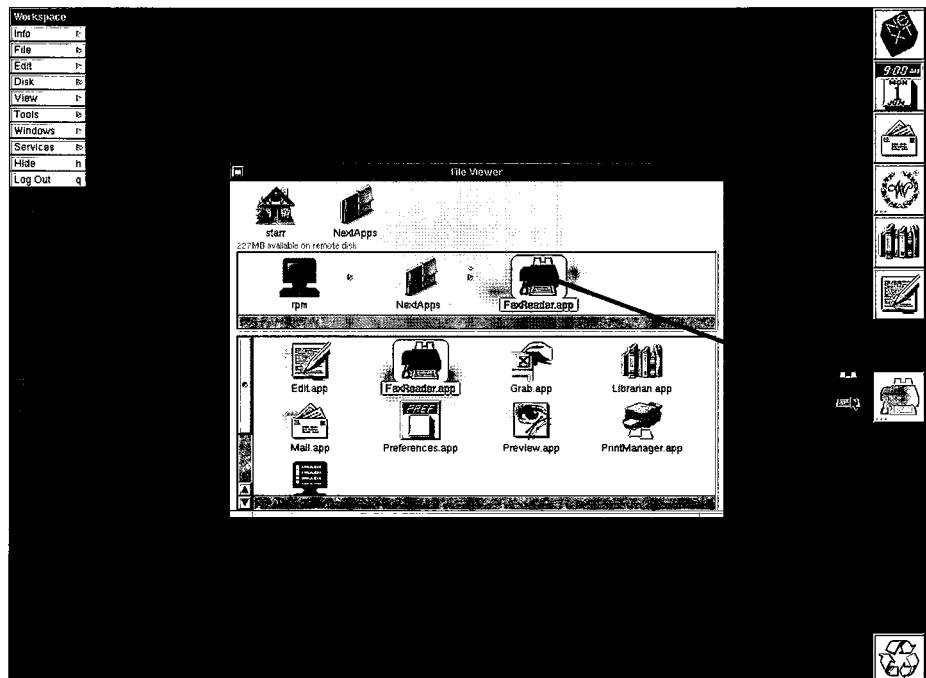
- 2 Select the application by clicking it in the File Viewer.

The application icon appears in the icon path and is highlighted.

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

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

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



### **To remove an application from the dock**

- If the application isn't running, just drag its icon out of the dock—into the workspace.
  - If the application is running, hold down the Command key and drag it out of the dock.
- You can also Command-drag the recycler to remove it from the dock.

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

## **Opening a file from the File Viewer**

You can open any file in the File Viewer.

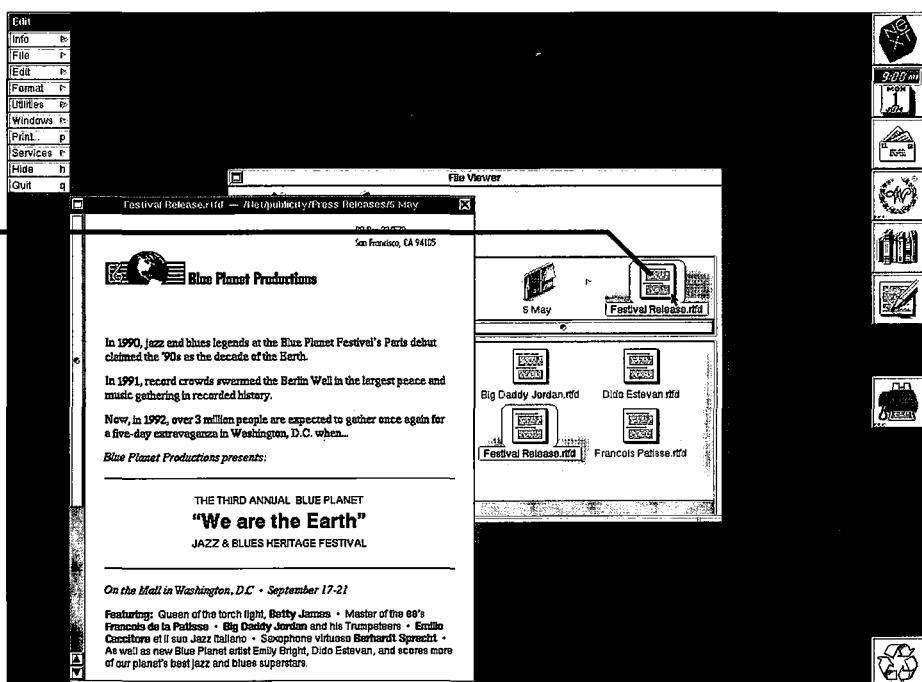
- 1 Find the file by opening the folder it's in.
- 2 Double-click the file's icon.

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

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

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

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



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



*Edit application icon*



*Edit document icon*

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

## **Opening a file from within an application**

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

- 1 Choose Open from the application's document menu. The document menu may be titled Document, File, Project, or something else. It's in the main menu just below Info.

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

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

- 3 Click the file to select it.

The name appears in the Name field.

- 4 Click OK.

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

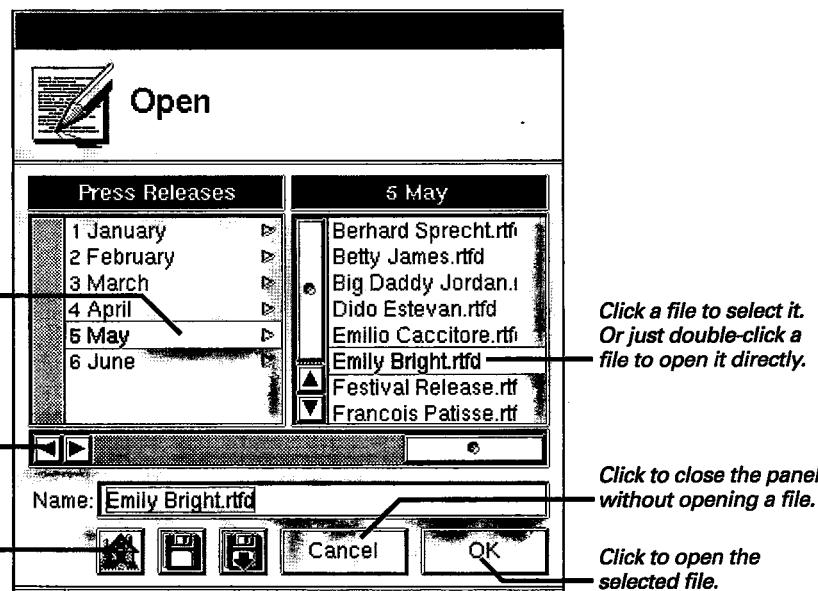
You can use the disk buttons in the panel to work with floppy disks. For information, see the *User's Guide*.

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

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

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

*Click to open your home folder.*



***Creating a file***

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

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

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

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

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

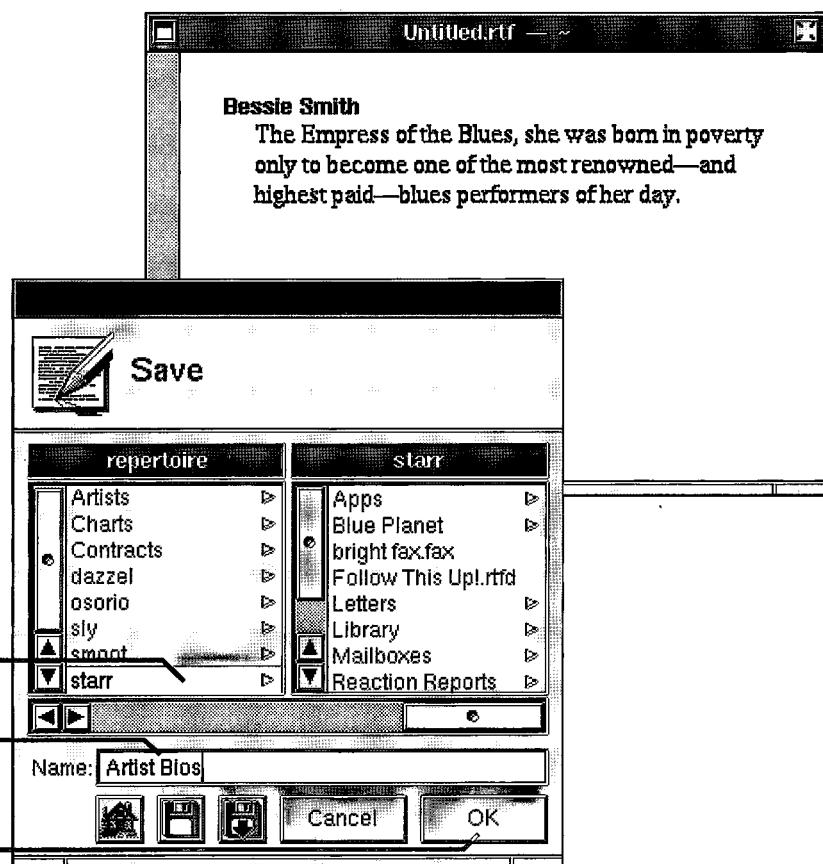
The name you entered appears in the window's title bar.

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

*Click the folder you want to put the new file in.*

*Type a name for the file.*

*Click to save the file.*

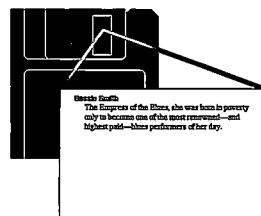


## Saving changes to a file

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

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

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



File on a disk before saving

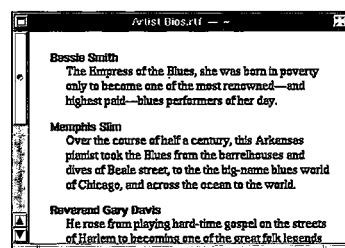
### To save a copy of the file under a different name

- 1 While working in the file, choose Save As from the document menu.

The application's Save panel opens.

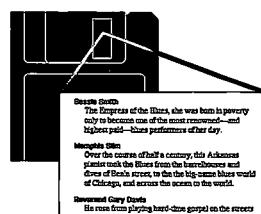
- 2 Use the panel to give the new file a name and put it in a folder (as described on the previous page).

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

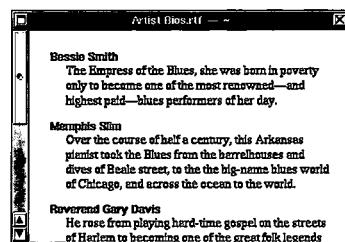


Edited copy in window

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



File on a disk after saving



Edited copy in window

After saving, the close button returns to normal.

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



## Typing text

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

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

For example, click in an Edit document window.

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

- 2 Type your text.

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

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

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

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

The insertion point appears where you click:

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

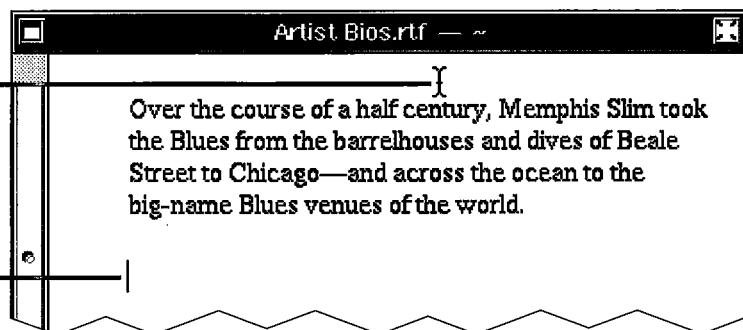
- 5 Type what you want to insert.

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

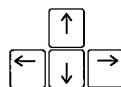
Over the course of a half century, Memphis Slim took the Blues from the barrelhouses and dives of Beale Street| to Chicago—and across the ocean to the big-name Blues venues of the world.

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

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



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



## **Deleting and replacing**

### **To delete text**

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

**Or**

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

The selection is highlighted.

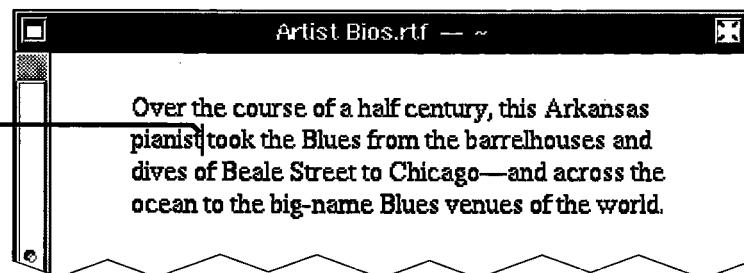
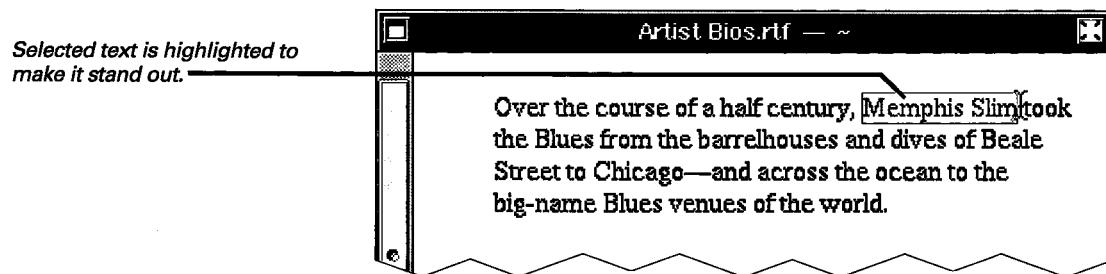
- 2** Press Backspace to delete the entire selection.

### **To replace text**

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

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

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



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

## **Moving and copying**

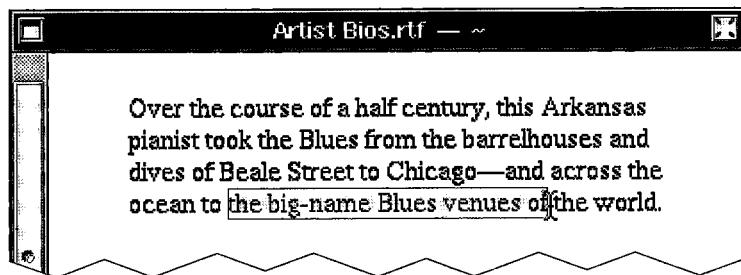
### **To move text**

- 1** Select the text you want to move.
- 2** Choose Cut from the Edit menu.  
The selected text is deleted.
- 3** Put the insertion point where you want to move the text you cut. Or select text you want to replace with the text you cut.
- 4** Choose Paste from the Edit menu.  
The text is inserted just as though you typed it.

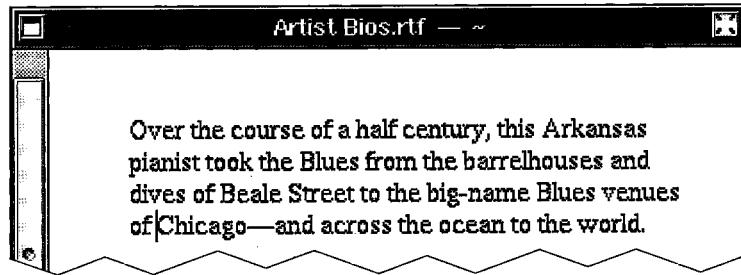
### **To copy text**

- 1** Select the text you want to copy.
- 2** Choose Copy from the Edit menu.
- 3** Put the insertion point where you want to insert the text you copied. Or select text you want to replace.
- 4** Choose Paste from the Edit menu.  
A copy of the text is inserted.

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



*Then choose Paste to insert the text at the insertion point.*



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

## Changing fonts

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

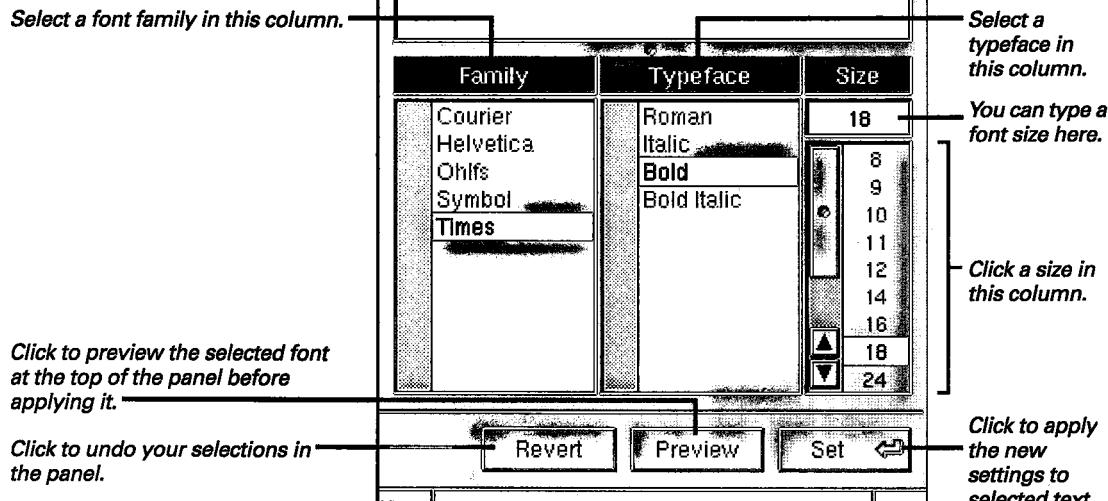
- 1 Select the text you want to change.
- 2 Choose the Font Panel command.

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

The Font panel opens.

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

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





## **Renaming files and folders**

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

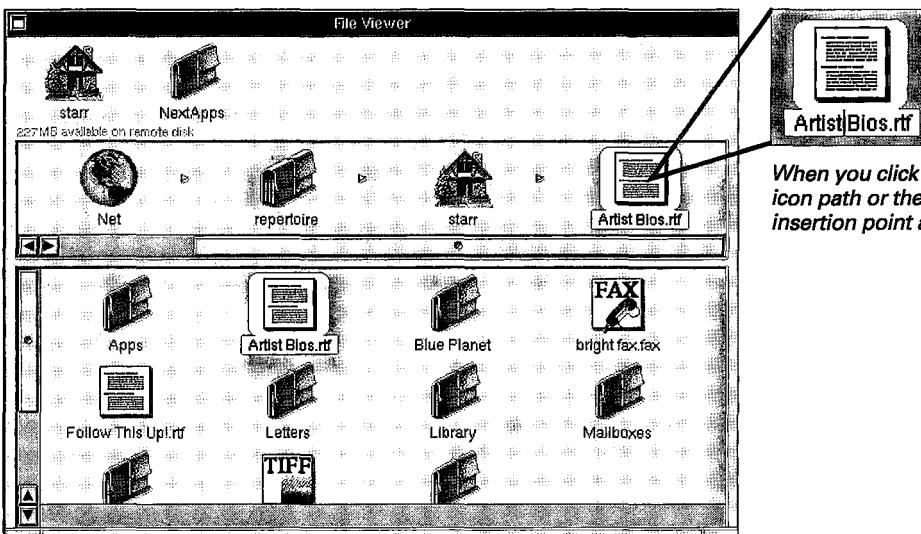
- 1** Select the file or folder you want to rename.  
The icon of the selected file or folder is highlighted. You can edit the name of the icon in the icon path or in the current view.
- 2** Edit the name as you normally edit text.
- 3** Click to select an insertion point or replace the existing name by typing a new one.

- 4** Press Return.

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

If you don't have permission to rename a file or folder, a panel alerts you, and the unedited name is restored. (For information on permissions, see the *User's Guide*.)

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



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

## **Creating a folder**

You can create folders to keep your files organized and easy to find.

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

Make sure its icon is highlighted in the icon path.

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

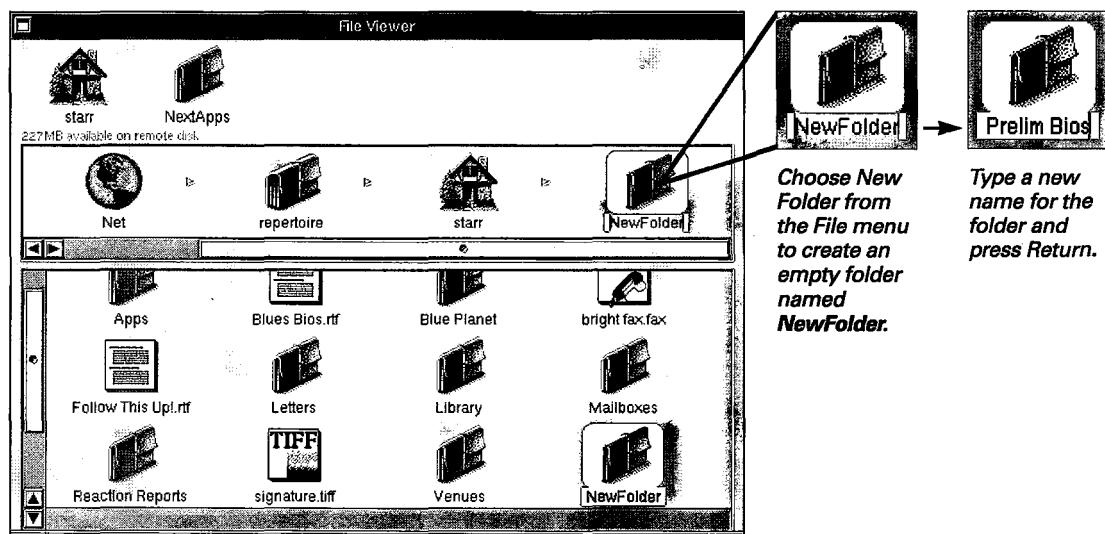
A folder named **NewFolder** appears in the folder you opened. **NewFolder** is selected for editing.

If you don't have permission to change the contents of a folder, the New Folder command is dimmed in the menu.

(For information on permissions, see the *User's Guide*.)

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

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



### Moving files and folders

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

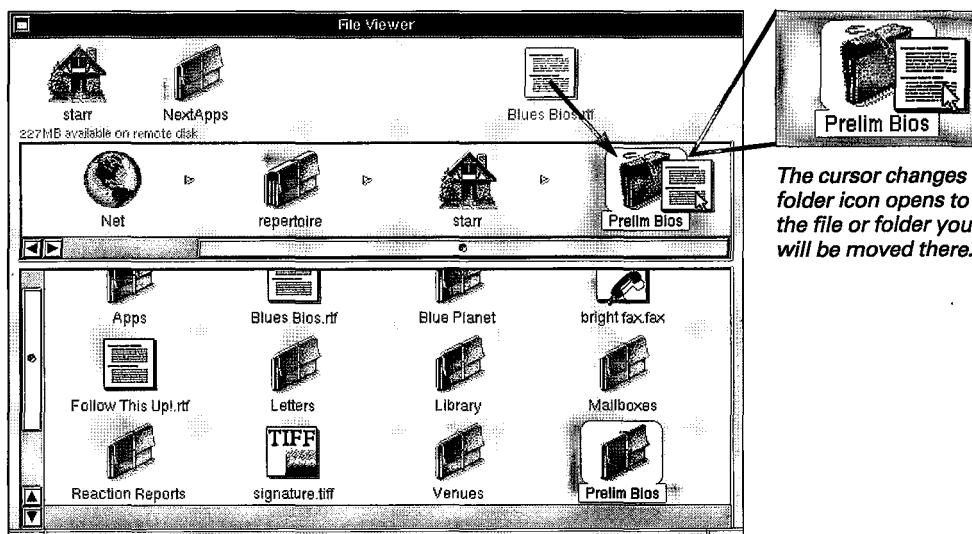
- 1 Select the file or folder you want to move and drag it to the shelf.
- 2 Select the folder you want to put it in. The folder's icon is highlighted in the icon path.

- 3 Hold down the Command key as you drag the file or folder you want to move from the shelf to the folder in the icon path. (The Command key is the key to the left of the space bar, usually labeled "Alt.")

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

- 4 Release the mouse button.

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



**Tip:** You can also drag what you want to move into or out of the current view.

## **Copying files and folders**

### **To copy a file or folder**

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

The folder is highlighted in the icon path.

- 3 Hold down the Alternate key as you drag the file or folder you want to copy from the shelf to the folder in the icon path. (The Alternate key is the key to the right of the space bar, usually labeled "Alt.")

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

- 4 Release the mouse button.

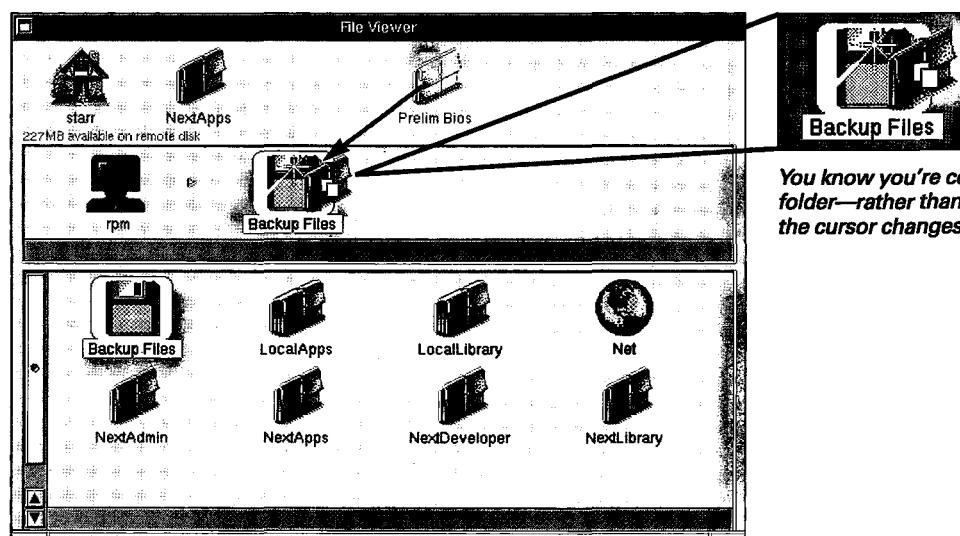
A copy of the file or folder is created in the folder you dragged it to.

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

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

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

- 2 Rename the copy, if you like.



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

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

## ***Creating a link to a file or folder***

You can create a link to a file or folder that looks and acts just like the original, but is really just a pointer to the original.

- 1** Drag the file or folder you want to create a link to onto the shelf.
- 2** Select the folder where you want to create the link.

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

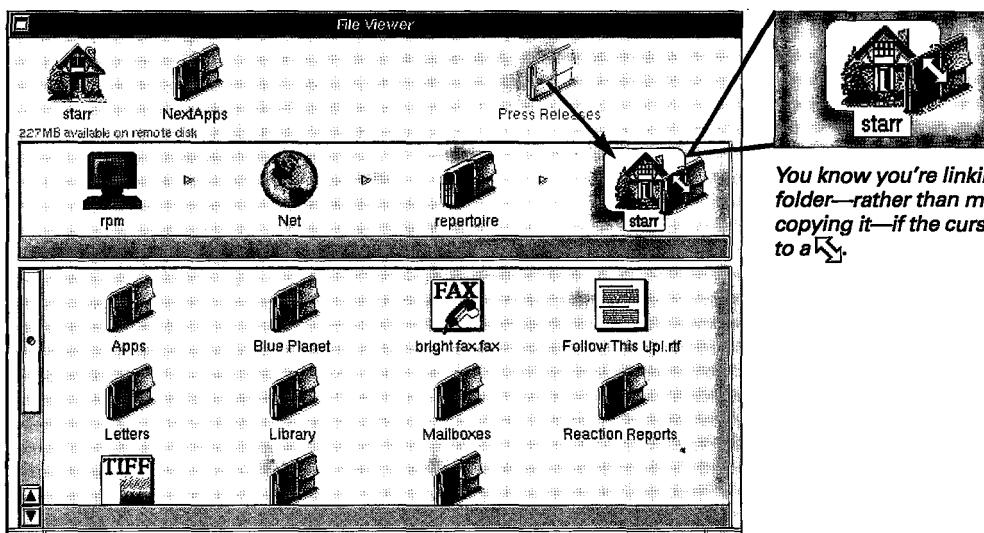
- 3** Hold down the Control key as you drag the file or folder you want to create a link to from the shelf to the folder in the icon path. (The Control key is often labeled "Ctrl.")

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

- 4** Release the mouse button.

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

For more information about working with linked files and folders, see the *User's Guide*.



## **Deleting files and folders**

You can delete a file or folder you don't want anymore.

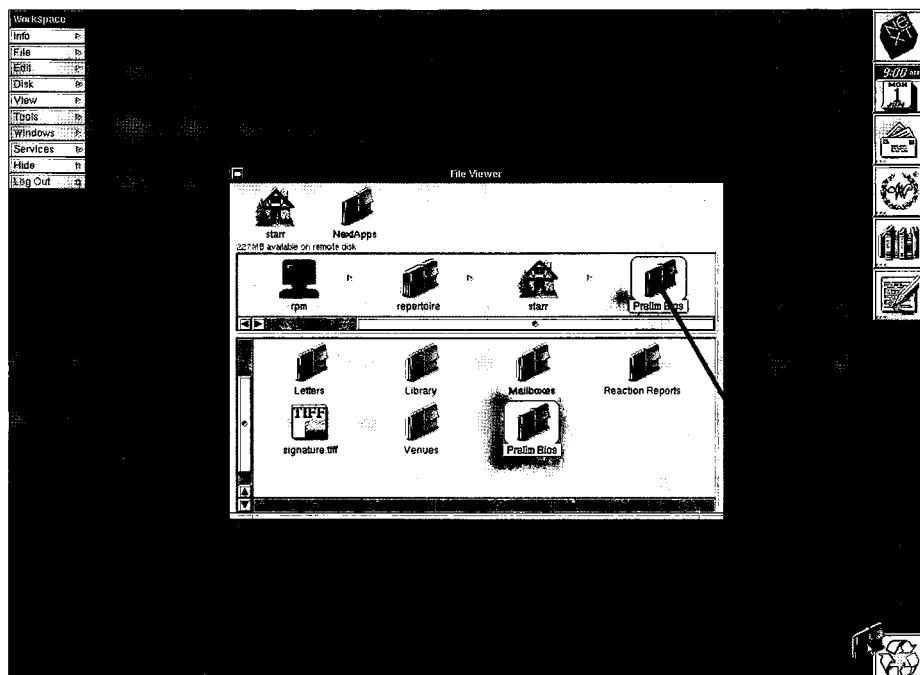
- 1** Select the file or folder you want to delete.
- 2** Drag its icon from the File Viewer to the recycler icon.
- 3** When the recycler arrows start to rotate, release the icon.

The file or folder is deleted. However, it's not gone for good. You can retrieve it if you want, as described on the next page.

When you recycle a folder, you delete everything in it, including the contents of all the folders it contains.

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

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



**Tip:** You can also drag icons from the current view to the recycler.



### Retrieving a deleted file or folder

If you haven't emptied the recycler, you can retrieve a file or folder you've deleted.

#### 1 Double-click the recycler icon.

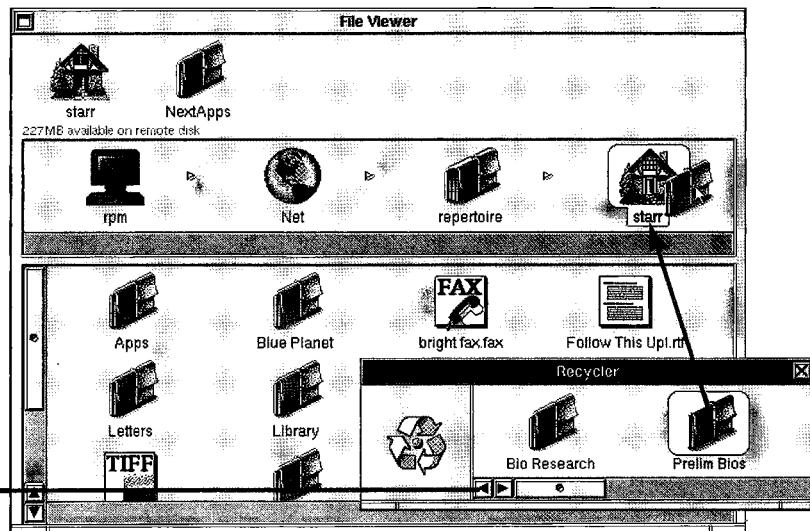
The recycler window opens. It contains all the files and folder you've put in the recycler since you last emptied it. You may have to scroll to find the file or folder you want to retrieve.

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

The file or folder reappears in the File Viewer.

*You can retrieve a file or folder from the recycler by dragging it back into a folder in the File Viewer.*

*Use the scroller to find the file or folder you want to retrieve.*



## Working with color

You can change the color of a graphic image or text in a document, or a drawing you're creating.

### 1 Choose the Colors command.

The Colors command appears in different menus in different applications. When you choose it, the Colors panel displays a  color wheel. If you don't see the wheel, click this button at the top of the panel.

### 2 In the color wheel, click the color you want. Or drag in the wheel.

The color you click appears in the color well. If you drag in the wheel, the color in the well changes as you drag.

**3** Drag the knob in the brightness slider—or click in the bar—to make the current color lighter or darker.

**4** Drag the knob in the opacity slider—or click in the bar—to make the current color more opaque or transparent.

If your application doesn't use opacity, this slider doesn't appear in the Colors panel.

**5** Drag the color from the color well to the document where you want it.

For details about applying a color in a document, see “Using Color in Your Documents” on page 54.

The following pages describe other ways to select colors as well as ways to save colors you've selected so they're easy to retrieve.

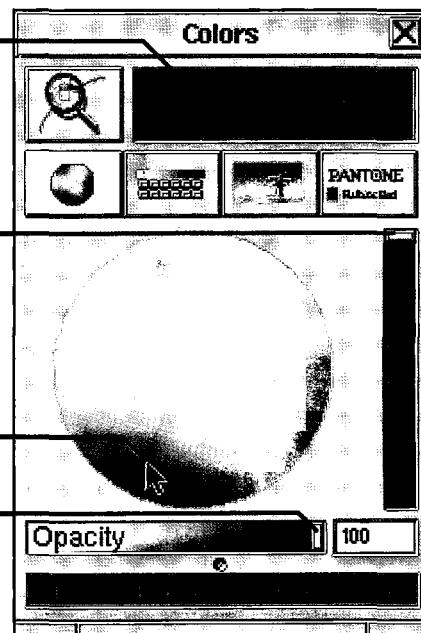
**Tip:** Move around the color wheel to get a spectrum of hues. Drag along a radius to adjust the saturation (or amount) of one hue. To constrain your drag to that hue, hold down the Shift key as you drag.

*The color well displays the currently selected color.*

*The brightness slider adjusts the current color lighter or darker.*

*Click or drag in the color wheel to change the current color.*

*The opacity slider makes the current color more or less transparent.*



## Capturing a color from the screen

If a color you want to use appears somewhere on the screen, you can capture it in the Colors panel.

- 1 Choose the Colors command and click the magnifying glass in the Colors panel.



The cursor changes to a magnifying glass.

- 2 Move the magnifying glass to the color you want to capture from the screen.

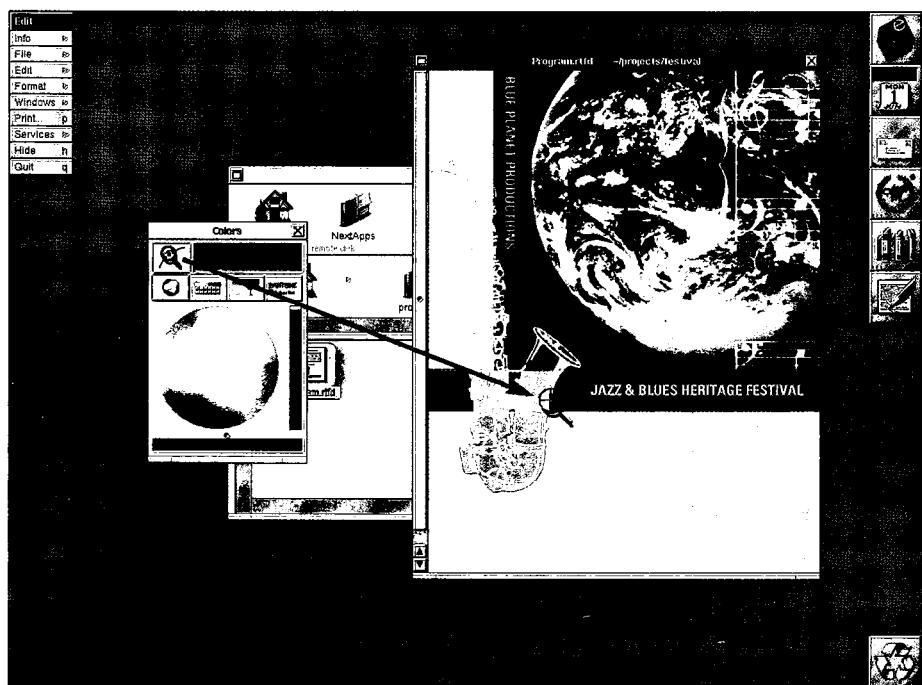


The color should be centered in the crosshairs.

- 3 Click.

The screen color becomes the current color in the color well.

*The magnifying glass in the Colors panel makes it easy to select a color from anywhere on the screen.*



## Saving your colors in swatches

### To create a color swatch

- ▶ Drag from the color well to the swatch bar at the bottom of the panel.



As you drag, a small color sample appears under the cursor. When you release the mouse button, the color appears in the swatch bar. Color swatches are saved until you replace them with new swatches.

The next time you open the Colors panel—whether in the same application or in another one—the colors will still be in your swatches.

### To use a color swatch

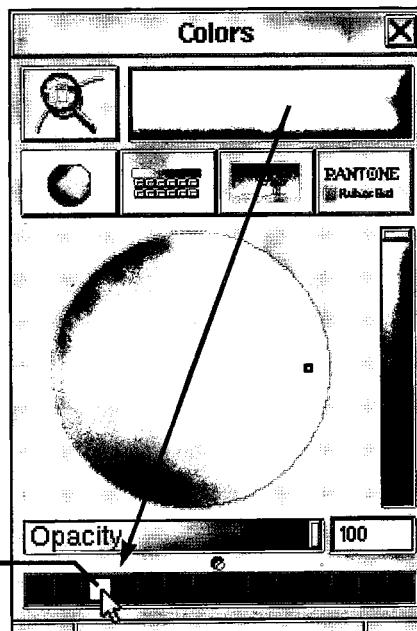
- ▶ Drag from the swatch to the document where you want to use the color.

For details about applying a color in a document, see “Using Color in Your Documents” on page 54.

*The swatch bar is a convenient storage place for your favorite colors.*

**Tip:** You can enlarge the Colors panel to increase the number of swatches you can use.

*Save a color by dragging it to a cell in the swatch bar.*



## Picking a PANTONE Color

PANTONE® Colors\* are a part of a proprietary system for specifying the color of printing inks. You can use simulations of these colors in your documents by selecting from lists of hundreds of PANTONE Colors in the Colors panel.

### To pick a PANTONE Color

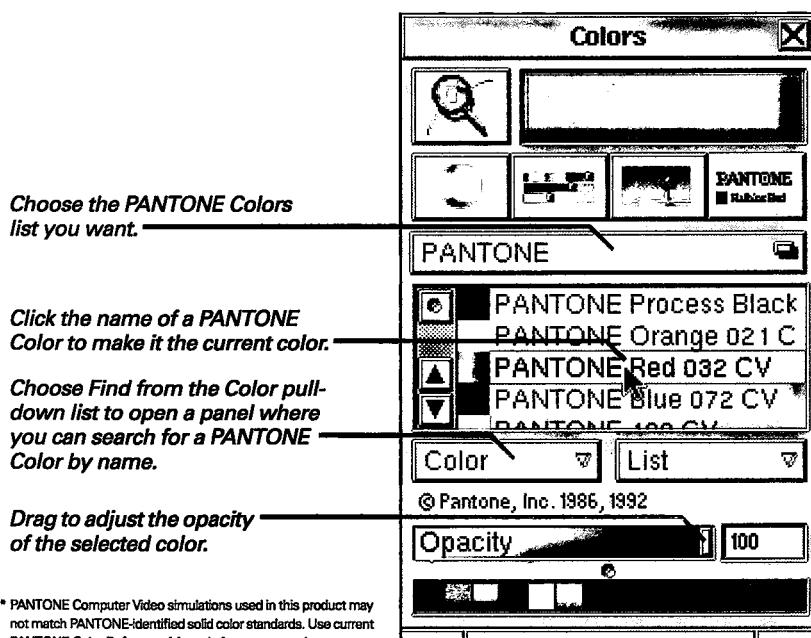
- 1 Click the PANTONE button in the Colors panel.
- 2 Choose PANTONE from the pop-up list at the top of the panel.  
A scrolling list of PANTONE Colors appears in the Colors panel.
- 3 Scroll to find the color you want and then click its name in the list.  
The color you click becomes the current color in the color well.

If you know the name of the PANTONE Color you want to use, it's often quicker to find it by name than by scrolling.

### To find a PANTONE Color by name

- 1 Choose Find from the Color pull-down list in the Colors panel.  
The Find Color panel opens.
- 2 Type the PANTONE Color name you want and press Return.

The name you typed is selected in the list of PANTONE Colors, and it becomes the current color in the color well.



**Tip:** Selecting colors by name makes it easier to work with colors on a monochrome screen.

\* PANTONE Computer Video simulations used in this product may not match PANTONE-identified solid color standards. Use current PANTONE Color Reference Manuals for accurate color.

## Using color in your documents

If your application has a Colors command, you can use it to change the color of text and other objects. For example, you can include color text in memos you send in Mail or in articles you write in Edit.

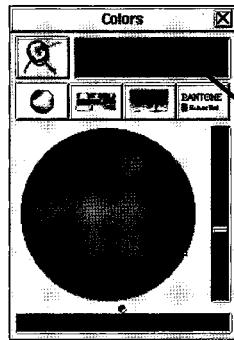
- 1 Select the text whose color you want to change.

(For more about selecting text, see "Editing" earlier in this book.)

- 2 Choose the Colors command.

The Colors panel opens.

*Drag the current color from the color well to selected text to change its color.*



Festival Release.rtf — /Net/publicity/Press Releases/5 May

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 1992, 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 60's **François de la Patisse** • **Big Daddy Jordan** and his Trumpeteers • **Emilio Cacciuore et li suo Jazz Italiano** • Saxophone virtuoso **Bernhardt Sprecht** • As well as new Blue Planet artist **Emily Bright**, **Dido Estevan**, and scores more of our planet's best jazz and blues superstars.

## Preparing a file for printing or faxing

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

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

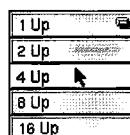
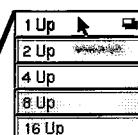
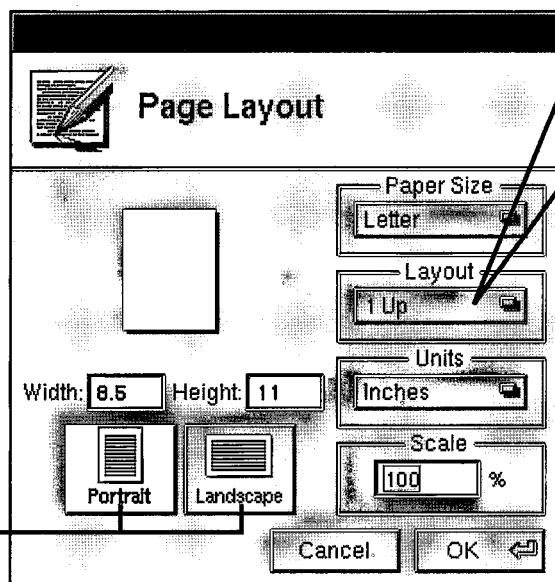
The Page Layout command is often in an application's Format or main menu.

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

- 2 Use the Paper Size button or click an orientation button if you want to change the size of paper.

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

*Orientation buttons*



*To use a button with a , press the button and drag in the list of options that appears to choose the one you want.*

## Printing a file

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

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

The Print panel opens.

- 2 Enter the number of copies you want in the Copies field.

- 3 Enter the starting and ending page numbers in the From and To fields to print only a range of pages in the file.

If you don't enter starting and ending page numbers, the entire file will print.

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

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

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

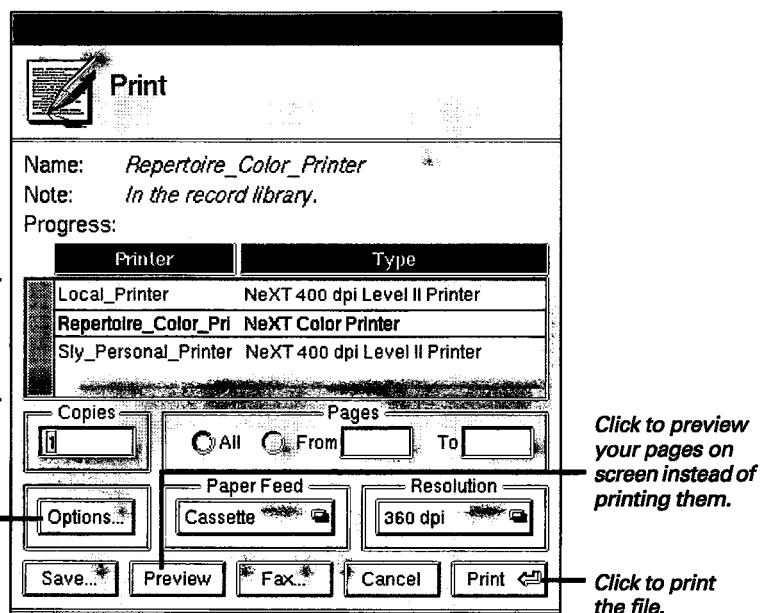
- 7 Click Print.

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

For more information about printing, see the *User's Guide* and the owner's guide that comes with your printer.

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

Click to set special options for the selected printer.



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

Click to print the file.

**Faxing a file**

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

- 1** Open the file you want to fax and choose Print from the main menu.  
The Print panel opens.
- 2** Click the Fax button.  
The Fax panel opens.
- 3** Enter a name and fax phone number by typing or by clicking address book entries in the browser.  
The address books that appear in the Fax panel are the same as the ones in the Workspace Manager. (See the *User's Guide*.)

**4** Enter starting and ending page numbers in the From and To fields to fax only some of the pages.

- 5** Check Receipt to get a mail message when the file has been faxed.
- 6** Check Fine to increase the sharpness of the pages you fax.
- 7** Click Edit to change the cover sheet you send with the fax.
- 8** Click Fax.

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

For more information about faxes, see the *User's Guide* and the owner's guide that comes with your fax modem.

