GlobalView
for X Windows

*Workspace
User Guide*

XEROX

GLOBALVIEW for X Windows

Workspace User Guide

Not all the products mentioned in this publication may be available in your country. Please contact your local representative for details.

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

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Before you begin

See the "Quick Start" section of GVX Online Help for start-up instructions and a Quick Tour of GLOBALVIEW for X Windows (GVX) features. Instructions for running Help are on the following page.

About this user guide—This user guide introduces GLOBALVIEW for X Windows (GVX). It defines features of the GLOBALVIEW workspace and explains how to use them.

Some applications documented in this user guide might not be installed on your workstation. Use the XIST installation program to install applications from the GLOBALVIEW CD-ROM as described in the *GLOBALVIEW for X Windows Installation Guide*. Contact your local sales organization to purchase applications.

Xerox software is designed for multinational use, so your workstation's default settings might differ slightly from those shown in this publication.

✦ **Note:** Screens in this user guide show GLOBALVIEW running in the OPEN LOOK X window manager. If you are running Motif, your screens will look slightly different.✦

References to the keyboard—Key names in this user guide are the names on the keyboard templates supplied with the software. Some keys are also described in chapter 4.

References to the mouse—For new users, GLOBALVIEW assigns the following default values to mouse buttons:

Mouse button	GV default
Left	Select
Middle	Adjust
Right	Menu

For upgrading users, GLOBALVIEW uses the mouse button
settings on your workstation. To reprogram mouse buttons,
see chapter 13, "Customizing your workspace with the User
Profile."

Using GVX Online Help

GVX Online Help contains procedures for using GLOBALVIEW
features, as well as start up and Quick Tour information.

The GVX Online Help software and database are separate
from GLOBALVIEW. Use the XIST program to install GVX
Online Help, as described in the *GLOBALVIEW for X Windows
Installation Guide.*

To run GVX Online Help in a UNIX command window:

1. Type **cd /online** and press RETURN (the Enter key).

2. Type **./online** and press RETURN.

   The GVX Online Help window appears with a Table of
   Contents that lists topics, including how to use Help.

3. Click the Select mouse button on boxed text to select a
   Help topic.

   If you are new to GLOBALVIEW, select "Quick Start."

To run GVX Online Help using the Help button:

1. Click the Select mouse button on the Help icon in your
   GLOBALVIEW workspace.

2. Press F1.

   The GVX Online Help window appears with a Table of
   Contents that lists topics, including how to use Help.

3. Click the Select mouse button on boxed text to select a
   Help topic.

GVX Online Help behaves like other X applications. You can
resize the windows and scroll through the text using the
sidebar arrows.

To exit GVX Online Help:

1. Select Exit in the File menu of the Help window.

Finding information about GLOBALVIEW

A complete line of documentation is available for
GLOBALVIEW.

Online help

GVX Online Help covers basic features, such as:

- How to use Help
- How to set up and use the GLOBALVIEW workspace,
  including printers and fonts
- How to use GLOBALVIEW applications:
  - GV Write
  - GV Chart
  - GV Draw
  - GV Paint
- How to convert and exchange files

When you run GVX Online Help, topic titles and references
appear as text inside a box. Click the Select mouse button in
the box to move to the topic.

GLOBALVIEW installation

To install GLOBALVIEW applications, screen fonts, and GVX
Online Help, follow the instructions in the *GLOBALVIEW for X
Windows Installation Guide*.

To install printer fonts, see chapter 16, "Printing through
UNIX" and chapter 17, "Printing on a local printer."

Tutorials

In addition to the Quick Tour included in GVX Online Help, the following tutorials are available:

- *GLOBALVIEW: Learning The Basics* covers the GLOBALVIEW workspace, GV Write, and GV Draw.

- *GLOBALVIEW: Learning Advanced Write Features* covers creating footnotes, table of contents, indexes, and equations, as well as GV Paint, GV Equations, and GV Chart.

- *GLOBALVIEW Learning Data Management Features* covers GV Calc, GV List, and GV Mail Merge.

User guides

Refer to the basic set of GLOBALVIEW user guides when you want more information:

- *GLOBALVIEW for X Windows Workspace User Guide*—describes the basics of using GLOBALVIEW including starting GLOBALVIEW, working with windows, icons, and software applications, and preparing to use printers.

- *GLOBALVIEW Write and Draw User Guide*—describes how to use GV Write and GV Draw.

- *GLOBALVIEW Paint and Chart User Guide*—describes how to use GV Paint and GV Chart.

- *GLOBALVIEW Text and Graphics Conversion User Guide*—describes how to perform conversions on text and graphics files.

- *GLOBALVIEW Data Management User Guide*—describes how to use GV Data Capture, GV Calc, GV List, GV Mail Merge, and GV Fill-in Rules

- *GLOBALVIEW ViewCards User Guide*—describes how to use GV ViewCards.

- *Creating Text in Arabic*—describes how to create documents in Arabic.

- *Creating Text in Hebrew*—describes how to create documents in Hebrew.

- *Creating Text in Japanese*—describes how to create documents in Japanese.

- *Creating Text in Chinese*—describes how to create documents in Chinese.

- *GLOBALVIEW Font Sampler*—shows samples of Xerox Interpress and PostScript Type 1 fonts. For font usage information, see chapter 10, "Managing fonts" in this guide and the *GLOBALVIEW Write and Draw User Guide*.

- *GLOBALVIEW Reference Guide*—contains descriptions of GLOBALVIEW features and property sheets.

Keyboard information

See the *GLOBALVIEW International Keyboards User Guide* for information on language specific keyboards.

Some keyboard keys have special functions in GLOBALVIEW as shown on the keyboard templates that accompany the software. Also see chapter 4, "Using keyboard, mouse and pointers" in this guide.

Online samples

Use online samples as templates to help you quickly produce professionally formatted documents. Choose samples from *A Guide to GLOBALVIEW Online Samples*.

Technical information

If you are an application developer or programmer or want technical information, see the following technical manuals:

- *Advanced Fill-in Rules and Data Capture User Guide*

- *Agents: CUSP Button User Guide*

- *Open Document Interfaces Toolkit User Guide and Software Reference*

- *Xerox Interchange Format User Handbook and Reference Manual*

Network information

For information on the network features of the optional Shared Document Services network see the user and administration guides that accompany the software. Network productivity tools, such as Job Assistant and Shared Books, are also covered in these manuals.

We'd like to hear from you

Meeting your documentation needs is very important to us. Your comments help us keep our manuals useful, accurate, and pertinent.

Following are some general areas to consider:

- Are the procedures clearly written and easy to follow?
- Is there enough detail?
- Could the manual be changed to be more helpful?
- Did you encounter any specific problems?

Please send your comments to the following address:

XSoft
Attn: Workgroup Computing Product Education
3400 Hillview Avenue
P.O. Box 10034
Palo Alto, California 94303-0816
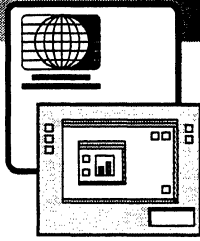
1.   Introducing GLOBALVIEW

GLOBALVIEW for X Windows (GVX) is a set of seamless WYSIWYG applications that runs in a workspace within the OPEN LOOK, OpenWindows, or Motif X window manager.

In GLOBALVIEW's intuitive graphic interface you operate on all objects the same way. This makes it easy to learn to use GLOBALVIEW's many applications.

Assumptions

This user guide assumes that:

- OPEN LOOK, OpenWindows, or Motif X window manager is installed and running on your UNIX workstation

- You understand how your X window manager works.

- You have a UNIX password and you are logged on to your workstation.

- Your GLOBALVIEW software is licensed. See your system administrator or the *GLOBALVIEW for X Windows Installation Guide* for licensing information.

You can stack, size, slide, and iconify GLOBALVIEW windows just as you do other windows in your X window environment. For detailed information about how your X window manager performs these tasks, see your X window manager documentation.

How GLOBALVIEW enhances your X window environment

Within GLOBALVIEW, all applications, utilities, and processes have a uniform look and feel.

All GLOBALVIEW applications and objects the applications create are represented by icons. These icons appear within a window called the GLOBALVIEW workspace. When you run GLOBALVIEW, you can create more than one GLOBALVIEW workspace.

GLOBALVIEW uses unique icons to represent files and filing containers as well as peripheral devices, network tools, and applications. The icons are easy to recognize and understand. GLOBALVIEW icons are shown in Appendix B, "Icons."

You can use several GLOBALVIEW applications at once, and you can transfer data among them easily.

GLOBALVIEW includes the following kinds of basic applications:

- Word processing and desktop publishing
- Drawing and painting
- Spreadsheet
- File conversion
- Printing and filing
- Data management

Other optional advanced applications are also available, including GV Pro Illustrator, GV Chemical Illustrator, GV Shared Books, and Document Search and Retrieval.

With GLOBALVIEW, you can print documents to local and networked printers by copying a document icon to a printer icon.

Through GLOBALVIEW's Window to UNIX File System application, local and remote UNIX files are as accessible as GLOBALVIEW files.

You can also send and retrieve GLOBALVIEW files through UNIX mail.

Icons and iconified windows

Icons in your X window environment are different from icons in your GLOBALVIEW workspace. The following sections explain the differences between X icons and GLOBALVIEW icons.

X icons

In your X window environment, open windows and icons ("iconified" windows) are graphic representations of application processes that are loaded and running. When you quit the application the icon represents, the icon disappears.
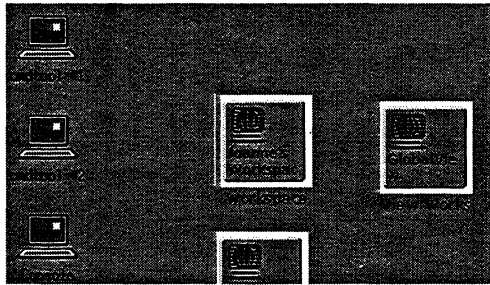
This portion of the X environment shows X icons, including GLOBALVIEW workspace windows. All these icons represent running processes.

GLOBALVIEW icons

GLOBALVIEW icons work differently from X icons. Inside the GLOBALVIEW workspace, icons represent files, such as text, graphics, and spreadsheet files, and filing containers. They also represent objects, such as peripheral devices like printers.

 The Directory icon contains icons for software resources and peripheral devices.

The Loader icon is used to view and manage GLOBALVIEW applications on your workstation.

An Application icon represents the software necessary to run an application.

Folder icons store files so you can organize your workspace.

Printer icons let you send documents and other files such as graphics and spreadsheets to a printer.

Window to UNIX File System icons allow you to access UNIX files and export files from the GLOBALVIEW workspace.

The Wastebasket icon acts as a failsafe: you can set it to hold everything you delete from the workspace until you empty it.

A GLOBALVIEW icon opens into a window where you can view the icon contents or perform a task. The icon remains visible in the workspace, but its image appears ghosted until you close the window.

A GLOBALVIEW icon opens into a window in which you can work.

Closed GLOBALVIEW icons

The open icon remains visible in the workspace but appears ghosted.
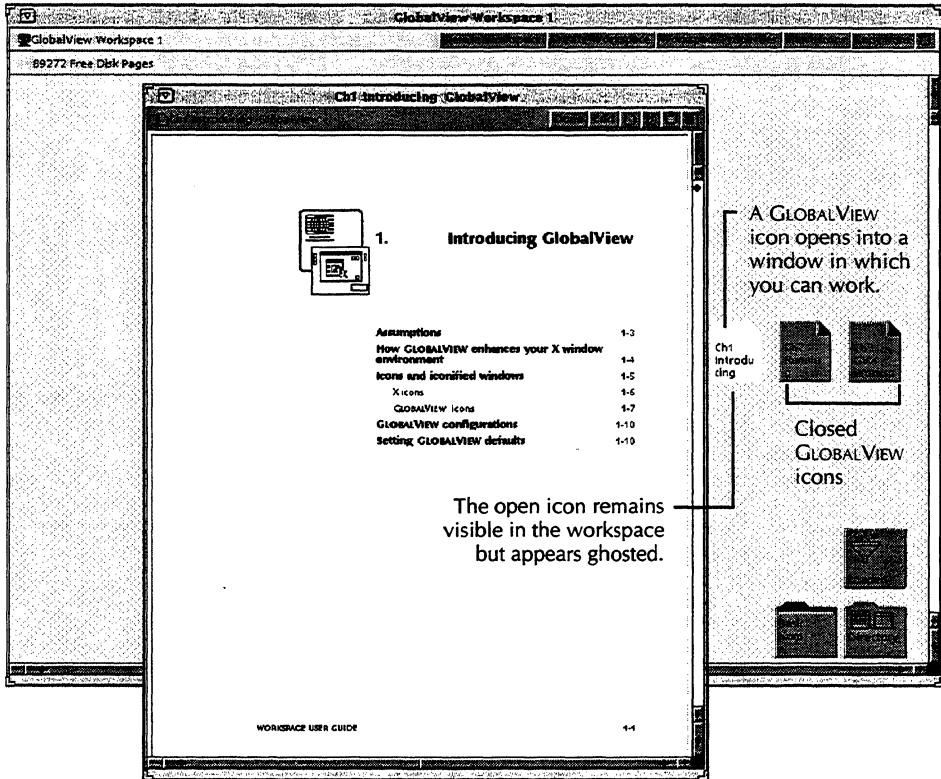
Unlike X icons, which disappear when the processes they represent close, closed GLOBALVIEW icons remain visible in the workspace.

You can also shrink GLOBALVIEW windows into X icons (iconify them) just as you do other windows in your X environment. When you iconify a window, the process in the window continues to run. The iconified GLOBALVIEW window appears outside the GLOBALVIEW workspace window in your X environment.

GLOBALVIEW configurations

GLOBALVIEW runs on standalone workstations and on networked workstations configured in one of the following ways:

- TCP/IP (Transmission Control Protocol/Internet Protocol) only. Some GLOBALVIEW applications are not available in this configuration.

- TCP/IP and Shared Document Services

- Shared Document Services only, including remote workstations

For information about configuring GLOBALVIEW for TCP/IP, see the *GLOBALVIEW for X Windows Installation Guide.*

For information about using GLOBALVIEW with Shared Document Services, see the *GLOBALVIEW Network Access User Guide.*

Setting GLOBALVIEW defaults

A configuration file, called the User Profile, contains GLOBALVIEW default settings that determine how your workspace and installed applications look and perform. Chapter 13, "Customizing your workspace with the User Profile," explains how to access and modify the User Profile.

2. Running GLOBALVIEW

This chapter explains how to start GLOBALVIEW, create and maintain workspaces, log on, and log off.

You can run only one instance of GLOBALVIEW on your workstation. However, you can create workspaces for individual users to log on and off (at different times, one at a time) while GLOBALVIEW is running.

To create or access a GLOBALVIEW workspace, you need a fully-qualified name and password.

If your name is not registered, you need to register it. Names can be registered in two places:

- On your workstation, if you don't have the Shared Document Services network

- In the Clearinghouse of a Shared Document Services network.

Starting GLOBALVIEW for the first time is a two-part procedure: starting the software running, and logging on to your workspace. After GLOBALVIEW has been started, you can close your workspace, but leave the software running, as explained in the section "Logging off GLOBALVIEW."

Starting GLOBALVIEW using a registered name

Use the following procedure to start GLOBALVIEW when:

- You or a workstation administrator has registered your name in GLOBALVIEW on the workstation.

- You have previously used GLOBALVIEW on this workstation and saved a workspace.

- Your workstation is connected to a Shared Document Services network. See your network administrator to obtain your registered name and password.

If your name is not registered, see the section "Starting GLOBALVIEW without a registered name."

GLOBALVIEW requires your registered name in a three-part ("fully qualified") form: Your Name:Domain:Organization

K. N. Washburn:ANZ:Xerox

User Name ⌟   Domain ⌟   └ Organization

If GLOBALVIEW was previously running on your workstation, and the Idle option selected at log off, the GLOBALVIEW icon appears in the X window environment.

This icon lets anyone with a registered name quickly log on GLOBALVIEW without restarting the GLOBALVIEW software.

To start using GLOBALVIEW and log on to your workspace:

Begin with UNIX and the X window manager (OPEN LOOK, OpenWindows, or Motif) running.

1. Do one of the following:

   • If the GLOBALVIEW icon is not on your screen, go to step 2.

   • If the GLOBALVIEW icon is on your screen, double click the Select mouse button on the icon, and go to step 3.

2. In a UNIX command tool window, type the GLOBALVIEW startup command:

   /opt/XSoft/bin/startgvx

   and press RETURN.

GLOBALVIEW starts and the Logon option sheet appears. This can take 10 minutes or more, depending on the number of GLOBALVIEW applications you installed.
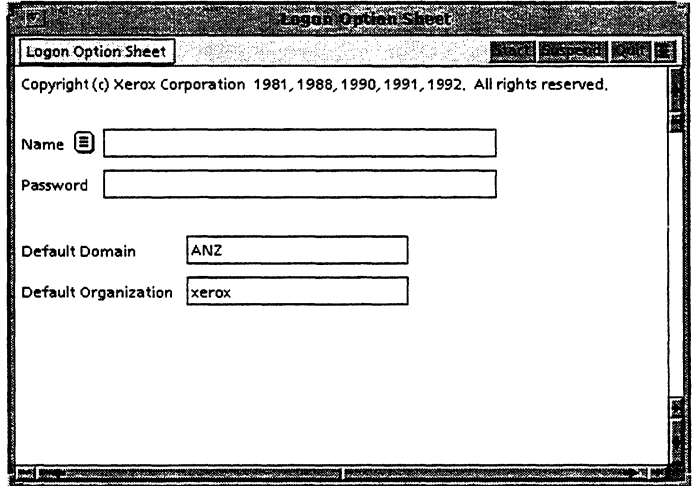
Use the Logon option sheet to create a workspace for the first time or access your existing workspace. If you make a typing error, press the BACKSPACE key.

3. Do one of the following:

    •   Type your full registered user name in the Name box. Case does not matter, but spaces and punctuation must be exactly as registered.

Name ▤

    •   If you have a workspace on this workstation, hold the Select mouse button down on the Name menu symbol and select your name from the list that appears.

4. Click the Select mouse button in the Password box and type your password. Case does not matter, but do not type spaces or press RETURN.

    Asterisks appear so no one can read the password.

5. Select Start in the option sheet header.

    If you enter incorrect characters or press RETURN, you
    receive an error message. Press BACKSPACE to erase the
    characters or delete the name or password and start over.

    The pointer changes to an hourglass. If you haven't
    logged on to the workstation before, an option sheet
    appears, and prompts you to create a new workspace.

GlobalView Messages	
GlobalView Messages	
Cannot connect to the File Service to retrieve your Workspace. Please try again later or select START in the option sheet to create a temporary Workspace.	
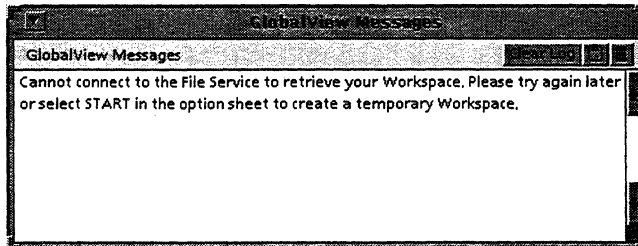
6. Select Start in the option sheet header to create a new
    workspace if you haven't logged on before.

    After a few minutes, a GLOBALVIEW workspace appears.

    If you are new to GLOBALVIEW, see chapter 5, "Setting up a
    workspace."

    When you finish using GLOBALVIEW, end your session as
    described in "Logging off" at the end of this chapter.

Starting GLOBALVIEW without a registered name

If your workstation is not connected to a Shared Document Services Network, use the following procedure to create an administrator workspace when you start GLOBALVIEW for the first time.

✦ **Note:** If an administrator workspace exists on your workstation, ask the administrator to register your name. Than use the procedure in the section "Starting GLOBALVIEW with a registered name."✦

You can use this procedure to change the administrator workspace. You might want to do this if, for example, the original administrator leaves your company.

GLOBALVIEW requires you to enter a three-part ("fully qualified") name when you create or access a workspace. The name must be in the following form:

Your Name:Domain:Organization

An example of a fully-qualified name is:

Lane Smith:Marketing:Xerox

If you are using Shared Document Services, your domain is the location of your account within the network community. The Shared Document Services network administrator must assign your password and fully-qualified user name.

If you are not using Shared Document Services, you can make up the domain and organization names.

To start GLOBALVIEW and create an administrator workspace:

Begin with UNIX and the X window manager (OPEN LOOK, OpenWindows, or Motif) running.

1. In the UNIX console window, type **xhost +** and press RETURN. This setting remains in place until you reboot UNIX.

2. To start GLOBALVIEW with the administrator option, do the following in a UNIX command tool window:

    a. Type: **cd /opt/XSoft/bin** and press RETURN.

    b. Type: **./gvx V** and press RETURN.

3. Type **y** and press RETURN in response to the confirmation message.

   GLOBALVIEW starts and the Workstation Administer option sheet appears. This can take 10 minutes or more, depending on the number of GLOBALVIEW applications you installed.
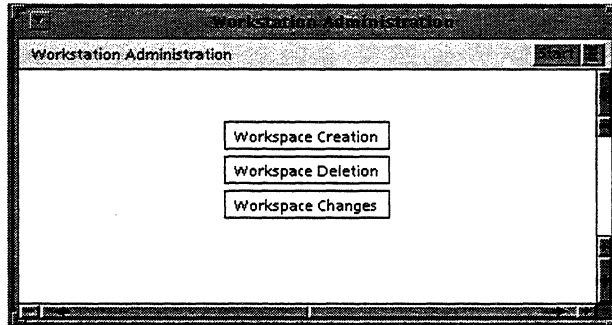
4. Click the Select mouse button on Workspace Creation.
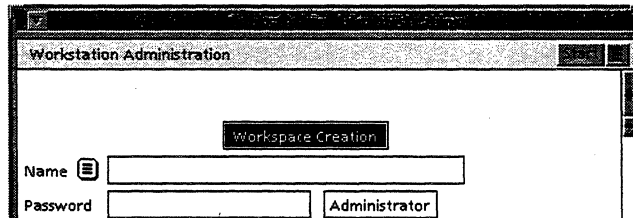
5. Click the Select mouse button in the Name box and type your fully qualified name.

   If you make a mistake, backspace to delete it, then retype the information.

   The fully qualified name can be up to 80 characters long, and it can include spaces. Case does not matter.

6. Click the Select mouse button in the Password box and type your password.

   The password can be up to 80 characters long. Case does not matter, but the password cannot contain spaces.
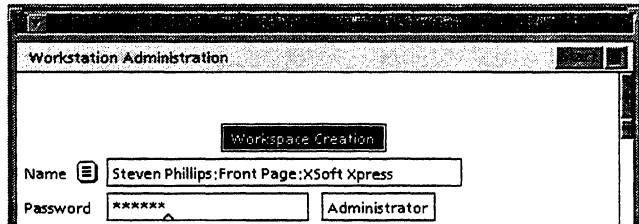
✦ **Note:** If your workstation is connected to a Shared Document Services network, you must use your fully-qualified name and password as registered in the Shared Document Services Clearinghouse.✦

7. Click the Select mouse button on Administrator.
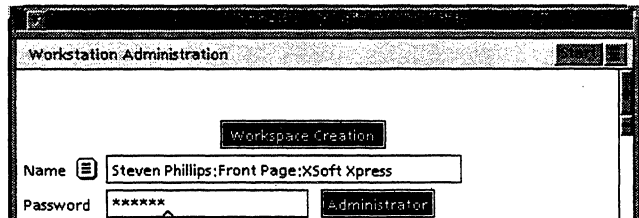
8. Select Start in the option sheet header.

GLOBALVIEW closes the option sheet and creates the workspace. After several minutes, the Logon option sheet appears.
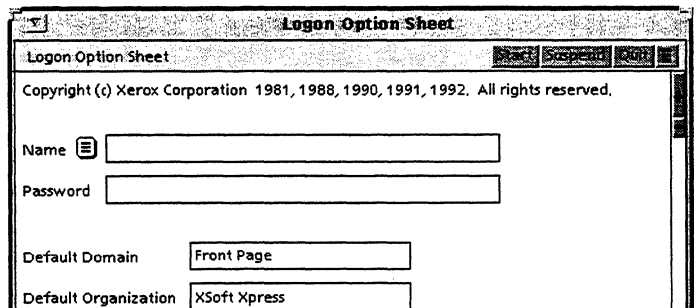
Use the Logon option sheet to access your workspace.

9. Type your fully-qualified name in the Name box.

10. Type your password in the Password box.

11. Select Start in the option sheet header.

    Your administrator workspace appears. When you use this workspace, you have administrator privileges.

From now on, you can start GLOBALVIEW and access your workspace using the procedure for "Starting GLOBALVIEW with a registered name" at the beginning of this chapter.

If you are new to GLOBALVIEW, see chapter 5, "Setting up a workspace" or the Quick Start section of GVX Online Help.

When you finish using GLOBALVIEW, end your session as described in "Logging off" at the end of this chapter.

Creating workspaces for additional users

If your workstation is connected to a Shared Document Services network, GLOBALVIEW users can create their own workspaces using their names as registered on the network.

If you do not have Shared Document Services, you create workspaces for other users of your workstation by recording their names and passwords in the administrator workspace options.

To create additional workspaces using administrator options:

1. Start in the GLOBALVIEW workspace where you have administrator privileges.

2. In a blank area of the workspace, hold down the Menu mouse button to display the Workspace menu.
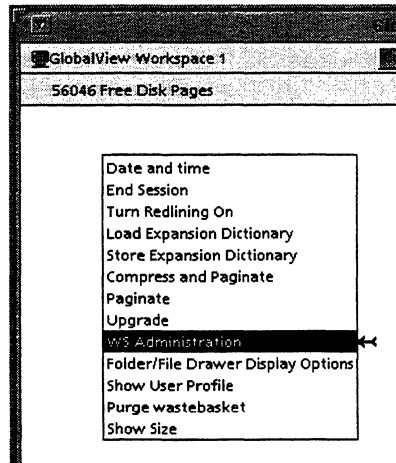
```
GlobalView Workspace 1
56046 Free Disk Pages

Date and time
End Session
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
WS Administration
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size
```

3. Move the pointer to the WS Administration command, then release the mouse button.

    The Workstation Administration option sheet appears.

4. Select the Workspace Creation option.

    New boxes appear in the option sheet, so you can register a new user.

5. Type the fully qualified name (name, domain, organiza-
    tion, separated by colons) for the new user in the Name
    box.

◆ **Note:** If your workstation is connected to a Shared
Document Services network, you must use the fully-qualified
name and password registered in the Shared Document
Services Clearinghouse.◆

6. Type the password for the new user in the Password box.

7. Select Administrator if you want the user to have admini-
    strator privileges.

8. To add another user, press SKIP/NEXT to display another set
    of Name, Password, and Administrator options. Complete
    the information for this user.

9. Repeat step 8 for each user workspace you want to create.

10. Select Start in the option sheet header.

    The system saves the user logon information, creates a
    workspace for each user, then closes the option sheet.

Using administrator options to maintain user workspaces

As a workstation administrator, you can delete workspaces,
edit passwords, and grant or revoke administrator privileges.
To do so, you access administrator options and perform the
tasks explained in the following procedures.

Accessing administrator options

To access administrator options:

1. Start in the GLOBALVIEW workspace where you have
    administrator privileges.

2. In a blank area of the GLOBALVIEW workspace, hold down
    the Menu mouse button to display the Workspace menu.

3. Move the pointer to the WS Administration command,
    then release the mouse button.

    The Workstation Administrator option sheet appears.
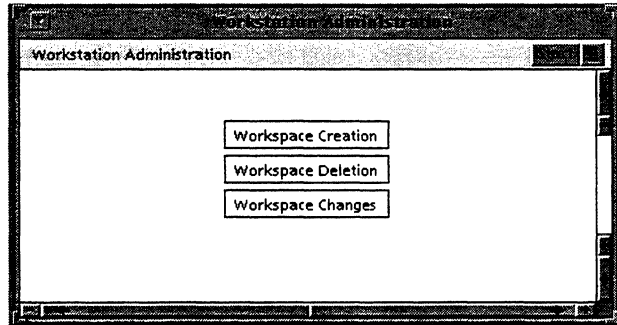
Workspace Creation—Creates a new workspace.

Workspace Deletion—Deletes an existing workspace.

Workspace Change—Changes the password or grants or revokes administrator privileges for an existing workspace.

Deleting workspaces

Users can delete their own workspaces by selecting Delete for Workspace when they log off. See "Logging off" at the end of this chapter.

A workspace administrator can also delete anyone's workspace using the following procedure.

To delete a user workspace:

1. Start with a workspace where you have administrator privileges. Hold the Menu mouse button down in a blank area of the workspace and select WS Administration.

2. Select the Workspace Deletion option.
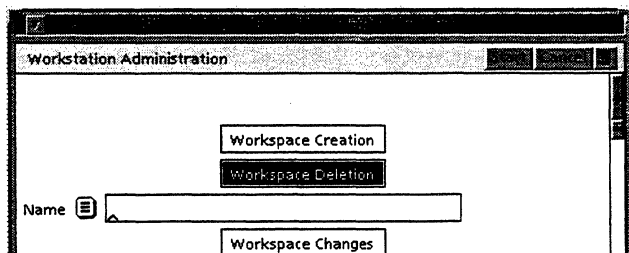
3. Hold the Select Mouse button down on the Name menu and select the user's fully qualified name.

   The selected name appears in the Name box.

4. If you want to delete another user workspace, press SKIP/NEXT to display another Name box, then select that user's name from the Name menu next to that box.

5. Repeat step 4 for each additional workspace you want to delete.

6. Select Start in the option sheet header.

   The system immediately deletes any workspace that contains no icons. If a workspace contains icons, a message appears in the GlobalView Confirmation window.

7. Select Yes in the GlobalView Confirmation window to confirm deletion of a workspace that contains icons.

   The system deletes the workspaces you confirm, then closes the option sheet.

Listing users and administrators

The Name menu on the GLOBALVIEW Logon option sheet shows the names of all users who have GLOBALVIEW workspaces on the workstation. You can also use the administator options to list the user names.

To display a list of user names :

1. In a blank area of your administrator workspace, hold down the Menu mouse button and select WS Administration.

2. Point to the Floating Items menu in the option sheet header, and hold down the Select mouse button.

Floating Items menu

Workstation Administration

Workspace Creation
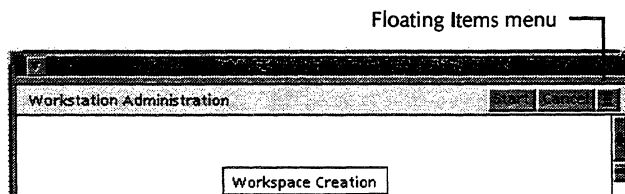
3. Select List Local Workspaces and release the mouse button.

    A list of user names appears in the option sheet.
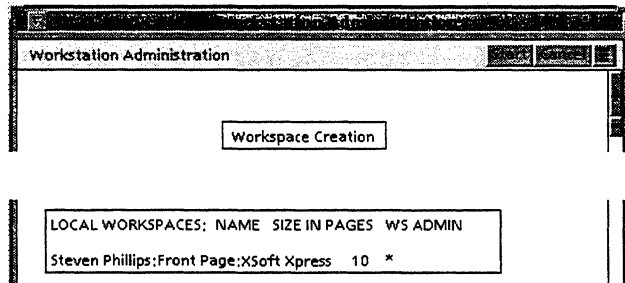
Changing a user's password or administrator status

If your workstation is on a Shared Document Services network, change the password in the network Clearinghouse. If you do not have this network, use administrator options to change passwords.

To change a user's password or administrator status:

1. Start with a workspace where you have administrator privileges. Hold the Menu mouse button down in a blank area of the workspace and select WS Administration.

2. Select Workspace Changes.
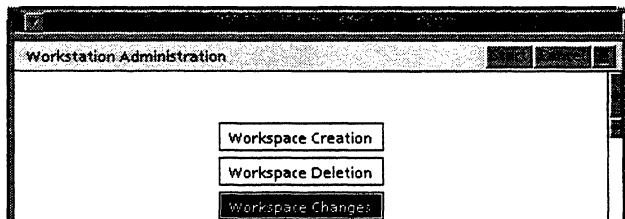
3. Select the user's fully qualified name in the Name menu.

   The user's name appears in the Name box. The Password box and the Administrator option also appear.
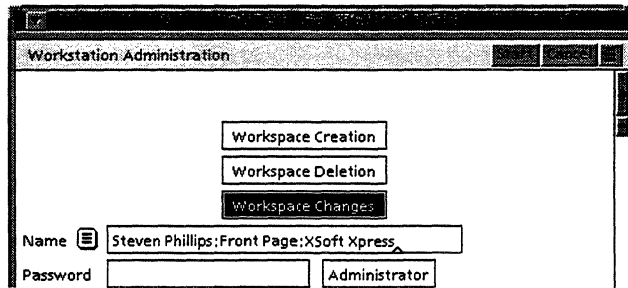
4. If you want to change the user's password, type a new password in the Password box.

   ✦ **Note:** If you change a workstation administrator's password, you must select Administrator again to retain Administrator status.✦

5. To change administrator status, select or deselect the Administrator option.

6. To change the password or status of another user, press SKIP/NEXT, then type in a new password or change the status of that user.

7. Repeat step 6 for each additional user whose password or status you want to change.

8. Select Start in the option sheet header.

   The option sheet closes, and the changes you made take effect.

Logging on to a workspace

After the GLOBALVIEW software starts, the Logon option sheet appears. The Logon option sheet is used to access your workspace.
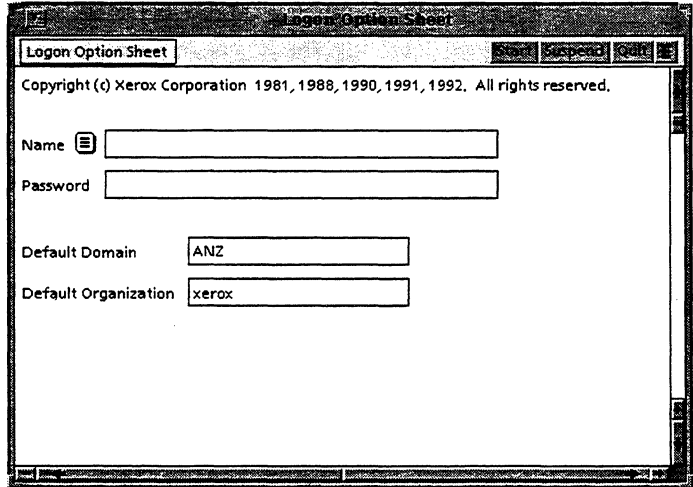
Name ▤

If you have a workspace on the workstation, your name will appear in the Name menu on the Logon option sheet.

Point to the Name menu and hold down the Select mouse button to display a list of user names.
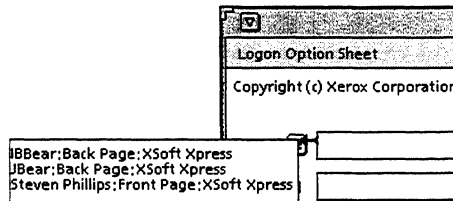
To log on, your name and password must be registered either:

- On the workstation by a workstation administrator

- On the workstation in a workspace you previously used

- In the Shared Document Services network Clearinghouse

For details, see "Starting GLOBALVIEW with a registered name" at the beginning of this chapter.

If you do not have Shared Document Services, the workstation administrator options are used to register your user name and password and create a workspace for you before you can log on to GLOBALVIEW for the first time.

If you are registered in a Shared Document Services network Clearinghouse, use your Shared Document Services logon name and password (you do not need to be registered on the workstation).

If there is a network problem and your workstation can't reach the Clearinghouse, a message appears in the GlobalView Messages window to advise you that the system is using the local logon information. To log on, you must register your name on the workstation or you must have saved a workspace on the workstation after a previous GLOBALVIEW session.

✦ **Note:** To logon to a workspace in a GLOBALVIEW stand-alone configuration, be sure the GV Network Access application is *not* running. If GV Network Access is running, GLOBALVIEW will try to find your name and password in a network Clearinghouse. To turn off GV Network Access if it is running, start GLOBALVIEW using the N switch. After you log on, you must run the applications in the loader manually. ✦

Logging off (quit)

You can log off your workspace and leave GLOBALVIEW running (idle). When you log on again, you will not need to wait for the software to start.   When you log off, all windows that belong to GLOBALVIEW close.

The following procedure explains the options that appear in the Logoff option sheet.

To log off:

Date and time
End Session
Turn Redlining On
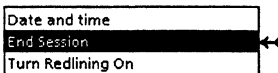
1. Hold down the Menu mouse button in a blank area of any open GLOBALVIEW workspace window, move the pointer to End Session, then release the mouse button.

    The Logoff option sheet appears.

Logoff Option Sheet
Logoff Option Sheet
At Logoff   IDLE SUSPEND QUIT
(Fast logoff and restart)
Workspace   RETAIN DELETE MOVE TO FILE SERVICE
Active Queues CANCEL LOGOFF FINISH QUEUES CANCEL QUEUES
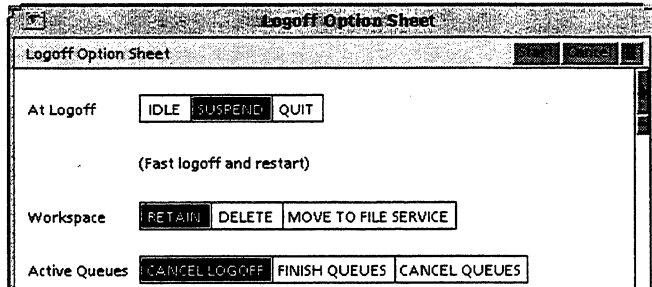
2. Select one of the following At Logoff options:

    Idle—All GLOBALVIEW windows close, and GLOBALVIEW appears as an icon in your X windows environment. GLOBALVIEW applications continue to run following logoff. This allows you to quickly log on your GLOBALVIEW workspace again without entering the gvx command.

Quit—All GLOBALVIEW applications terminate, and GLOBALVIEW releases all system resources. GLOBALVIEW disappears from your screen, and your X environment resumes the state it was in when you started GLOBALVIEW.

3. Select one of the following Workspace options:

Retain—GLOBALVIEW stores your workspace on the workstation.

Delete—GLOBALVIEW deletes your workspace, including all the data in it.

Move to File Service—GLOBALVIEW stores your workspace on your home file service in the Shared Document Services network (to use this option, you must have a Shared Document Services network).

4. Select one of the following Queues options:

Cancel Logoff—GLOBALVIEW abandons the logoff procedure if a background process is active.

Finish Queues—GLOBALVIEW waits until all background processing is complete before logging you off.

Cancel Queues—GLOBALVIEW ends current background activities, clears the background processing queues, and logs you off.

5. Select a backup choice if the Backup option appears and you want to copy your workspace to another device.

Cartridge Tape—GLOBALVIEW copies your workspace to the local cartridge tape.

Remote Cartridge Tape—GLOBALVIEW copies your workspace to the remote cartridge tape.

6. Select Start.

GLOBALVIEW logs you off, as you specified.

3.   The GLOBALVIEW workspace

Within the GLOBALVIEW workspace, all applications and resources have the same look and feel and all objects work the same way. This makes GLOBALVIEW easy to learn.

The GLOBALVIEW workspace window

When you log on to GLOBALVIEW, a GLOBALVIEW workspace window appears in your X environment.
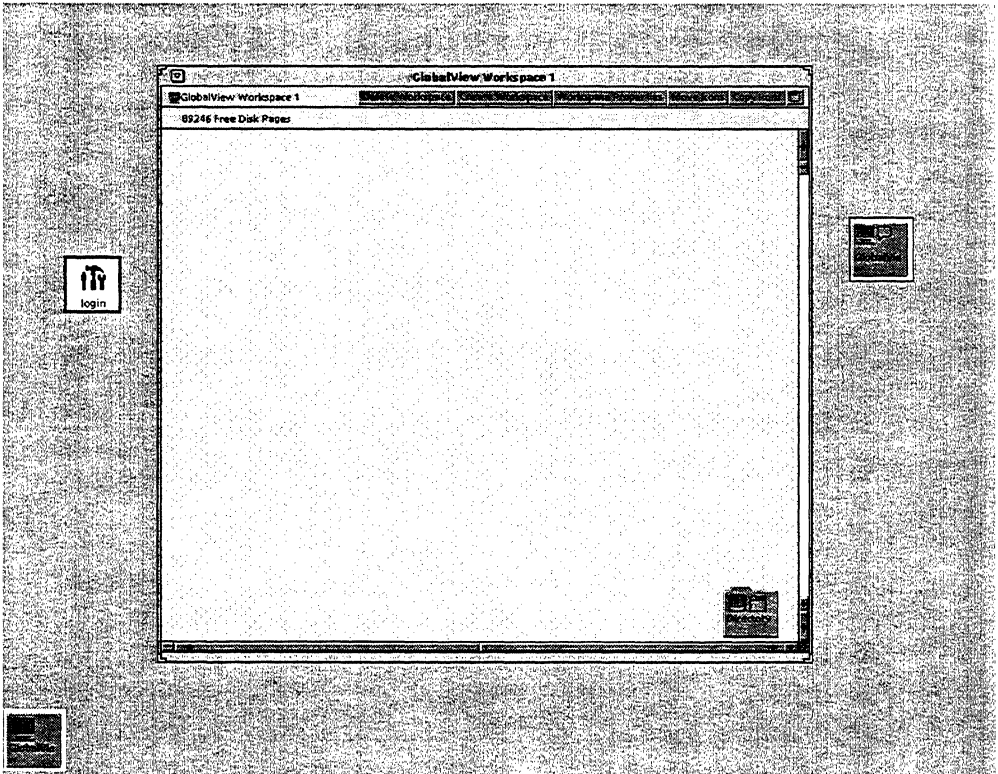
The GLOBALVIEW workspace window's control points and window menu button are like those your X window manager. The X window manager's window menu button lets you iconify the window. The control points let you move, stack, and size the GLOBALVIEW workspace window.

Control point   Title   Menus   Control point

Window header

Commands

Scroll bars

Control point   Scroll bars   Control point
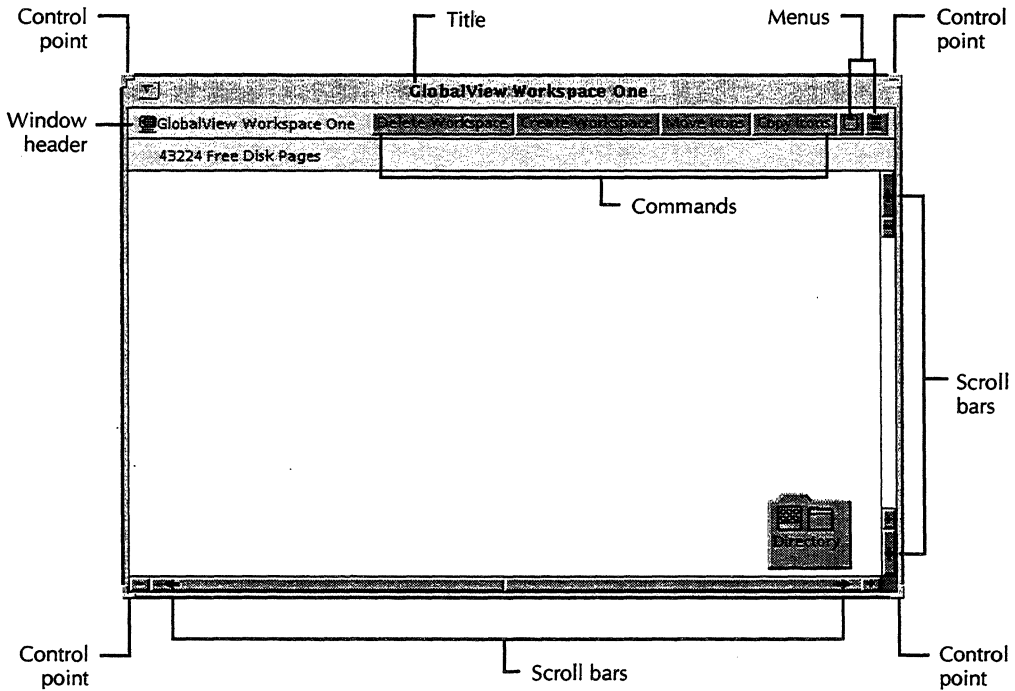
Chapter 7, "Windows and menus," briefly discusses GLOBALVIEW window elements and menu commands.

For detailed information about how your X window manager manipulates windows, see your X window manager documentation.

Customizing the GLOBALVIEW workspace window

The title bar displays the GLOBALVIEW workspace window name. GLOBALVIEW Workspace 1 is the default workspace window. You can rename the workspace.

To customize a GLOBALVIEW workspace window:

1. Select the Workspace Properties command in the workspace window header.

   If the Workspace Properties command is not visible, select it in the Floating Items menu.

   The Workspace property sheet appears.
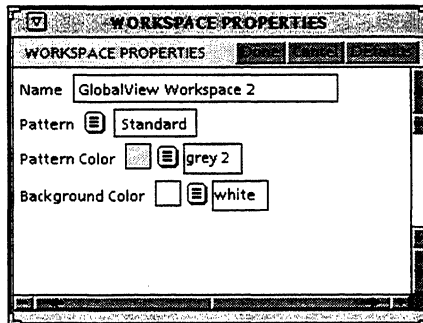
Pattern and Background Color properties appear only on color monitors.

2. Delete the name in the Name box and type in a name of your choice.

3. Specify a pattern for the window background, as follows:

   a. Hold down the Select mouse button on the Pattern menu symbol to view a list of choices.

   b. Slide the pointer to the pattern you want to select and release the mouse button.

   The pattern you selected appears in the Pattern box.

4. Select Done.
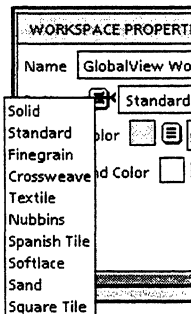
   The workspace window displays the properties you selected.

✦ **Note:** If you are working with a color monitor, additional properties display so you can customize pattern and background colors. See chapter 12, "Using color in the workspace."✦

Iconifying and maximizing GLOBALVIEW workspace windows

You iconify and maximize GLOBALVIEW workspace windows the same way you iconify and maximize other objects in your X window environment. See your X window environment documentation for more information.

Understanding GLOBALVIEW workspace elements

Every GLOBALVIEW workspace window displays a window header just below the title bar. The window header displays commands that you select to display menus.

Background
activity symbol
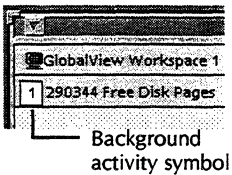
The top portion of the GLOBALVIEW workspace window also displays the amount of disk space available in disk pages. When activities are taking place in the background, a background activity symbol appears to the left of the disk page number, in the upper left corner of the workspace window.

You cannot scroll this part of the GLOBALVIEW workspace window or copy icons into it.

The rest of the workspace window can contain GLOBALVIEW icons that represent applications, filing containers, devices, and documents.

You can scroll the main part of the workspace vertically and horizontally to see objects not originally visible in the window. You can copy or move icons to or from it.
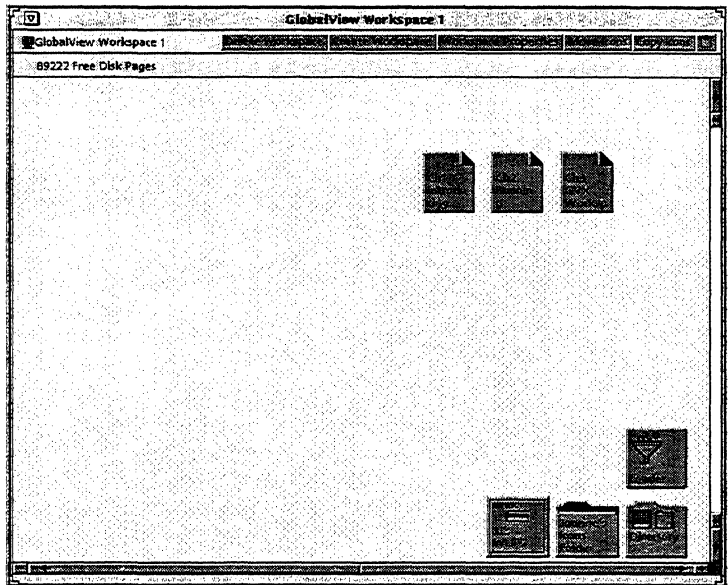
Accessing resources—the Directory icon

Every workspace contains a Directory icon. The Directory icon gives you access to all GLOBALVIEW icons and software resources.

Chapter 5, "Setting up a workspace," explains how to copy icons from the Directory icon to your workspace.

Managing GLOBALVIEW software applications—the Loader

The Loader icon lets you view, run, and delete GLOBALVIEW software applications. Each item listed in the Loader is a separate software application.

Copy the Loader icon from the Directory to your workspace. See chapter 5, "Setting up a workspace," for details.

Getting messages

The system displays messages and prompts in two kinds of windows that pop up on your screen.

Information messages

Information messages that do not require confirmation appear in a GlobalView Messages window. This window has no response buttons.
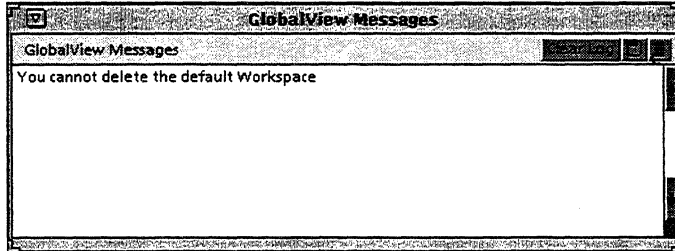
You can move, resize, scroll, and iconify the GlobalView Messages window. Input to non-GLOBALVIEW applications is not blocked or affected in any way while the GlobalView Messages window is open.

Confirmation messages

Messages that require confirmation appear in a GlobalView Confirmation window that pops up in the middle of the X window screen, as shown in the following illustration.

Until you respond to the GlobalView Confirmation window's message, you cannot continue to work in GLOBALVIEW.
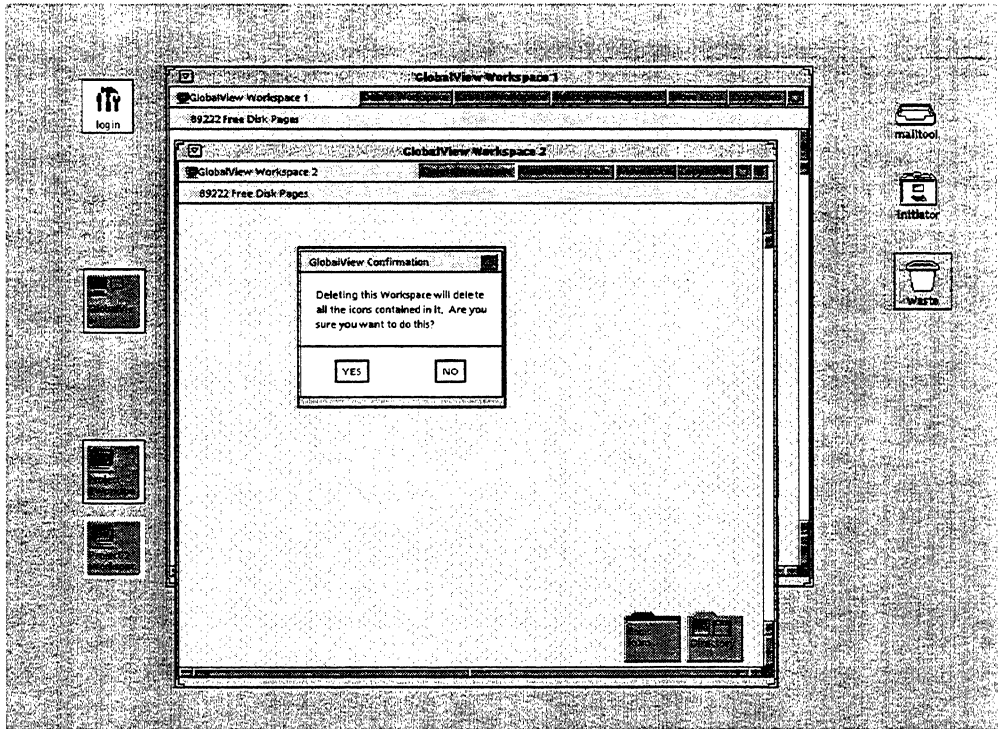
The Confirmation window closes when you respond by
selecting a response button.

Using the workspace menu

The Workspace menu lists commands you use to perform a variety of workspace-level tasks.
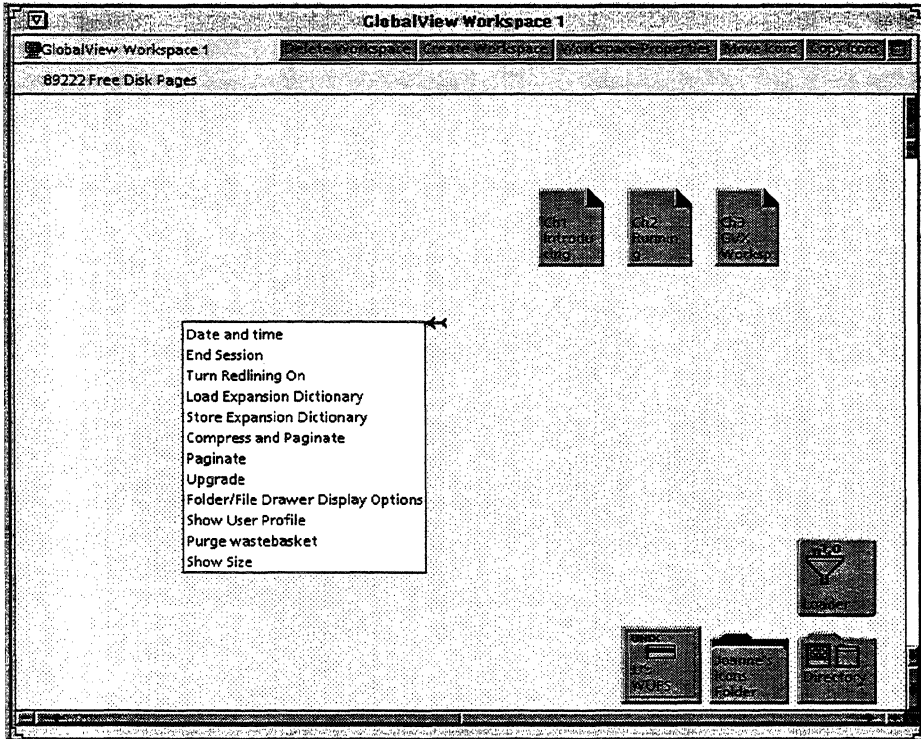
The commands in the Workspace menu vary, depending on the GLOBALVIEW applications running on your workstation.

To display the Workspace menu and select a command:

1. Move the mouse pointer to any empty area in the workspace window and hold down the Menu mouse button.

```
Date and time
End Session
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size
```
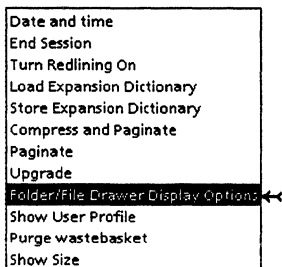
The Workspace menu appears.

2. Continue to hold down the Menu mouse button and slide the pointer down the menu to highlight a menu command.

3. Release the mouse button while the menu command is highlighted.

   The highlighted command takes effect.

To close the menu without selecting a command:

▶ Move the pointer outside the menu and release the mouse button.

Commands that always appear in the Workspace menu are defined in the following paragraphs.

Date and time—Displays the current date and time in the GlobalView Messages window.

Folder/File Drawer Display Options—Opens the Folder/File Drawer Display Option sheet, which lets you specify the information that appears about each item in an open container. See "Specifying folder display options" in chapter 9, for more information.

✦ **Note:** Objects in the Shared Document Services networking environment appear in the GLOBALVIEW workspace. If you are not using Shared Document Services, file drawers do not appear in your GLOBALVIEW workspace.✦

End Session—Opens the Logoff option sheet. You can exit your workspace with or without stopping GLOBALVIEW. See "Logging off" in chapter 2.

Show User Profile—Opens the window to the User Profile, a file that lets you customize GLOBALVIEW in many ways. See chapter 13, "Customizing your workspace with the User Profile."

Show Size—Displays the size in disk pages of selected objects, the number of disk pages in the wastebasket, the number of disk pages available, and the total number of disk pages. A disk page equals 512 bytes, or about 512 ASCII characters.

Copying text between X and GLOBALVIEW—the Clipboard

The clipboard is a temporary storage location where you can place text you want to copy or move from an open GLOBALVIEW window to an open X application, or vice versa. The clipboard supports extended UNIX code (EUC) format text. The default EUC format is ISO-8859/1 (Latin 1) text.

The clipboard appears in most window headers. Text you move or copy to the clipboard remains there until you move it from the clipboard or copy or move another text selection to the clipboard.

The method of copying X application text to and from the clipboard varies depending on the X application. Refer to the X application documentation for more information.

You can reach the clipboard by pointing to the clipboard icon in the header of the workspace window in which you want to transfer data to or from the X clipboard.
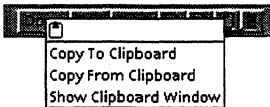
◆ **Note:** To copy files and documents between UNIX and GLOBALVIEW, see "Transferring files between GLOBALVIEW and UNIX" in chapter 9. ◆

To copy X application text from the clipboard to a GLOBALVIEW application window:

1. In your X application, select the text you want to copy and put it in the clipboard.

2. Open the GLOBALVIEW window to which you want to copy the text.

3. Select Copy from Clipboard in the Clipboard menu.

4. Point to a location in the GLOBALVIEW window where you want the copied text to appear, and click the Select mouse button.

    GLOBALVIEW converts EUC format text to XCC format, and the text from the clipboard is copied into the GLOBALVIEW window you selected.

To copy GLOBALVIEW text to the clipboard:

1. Select the text you want to copy.

2. Select Copy to Clipboard in the Clipboard menu.

   The system copies the selected text to the clipboard.

To copy GLOBALVIEW text from the clipboard to a GLOBALVIEW application window:

1. Open the GLOBALVIEW window to which you want to copy the text.

2. Select Copy from Clipboard in the Clipboard menu.

3. Click the Select mouse button in the location in the GLOBALVIEW window where you want the copied text.

   The text from the clipboard is copied into the GLOBALVIEW application window at the place you selected.

To show the contents of the clipboard:

▶ Select Show Clipboard in the Clipboard menu.

   A window opens showing the clipboard's contents.

Select here to redisplay clipboard contents. ─────┐
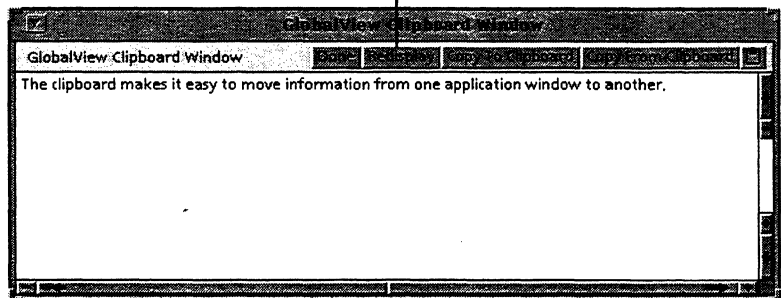
If the clipboard's contents change while this window is open, redisplay the contents as follows.

To redisplay the contents of the clipboard:

▶ Select Redisplay in the Clipboard menu.

The current clipboard contents appear.

Creating and deleting additional workspace windows

You can divide your GLOBALVIEW workspace into several GLOBALVIEW workspace windows. Doing so allows you to organize your work and reduce workspace clutter. For example, you can iconify workspace windows that contain objects not needed for your immediate task.
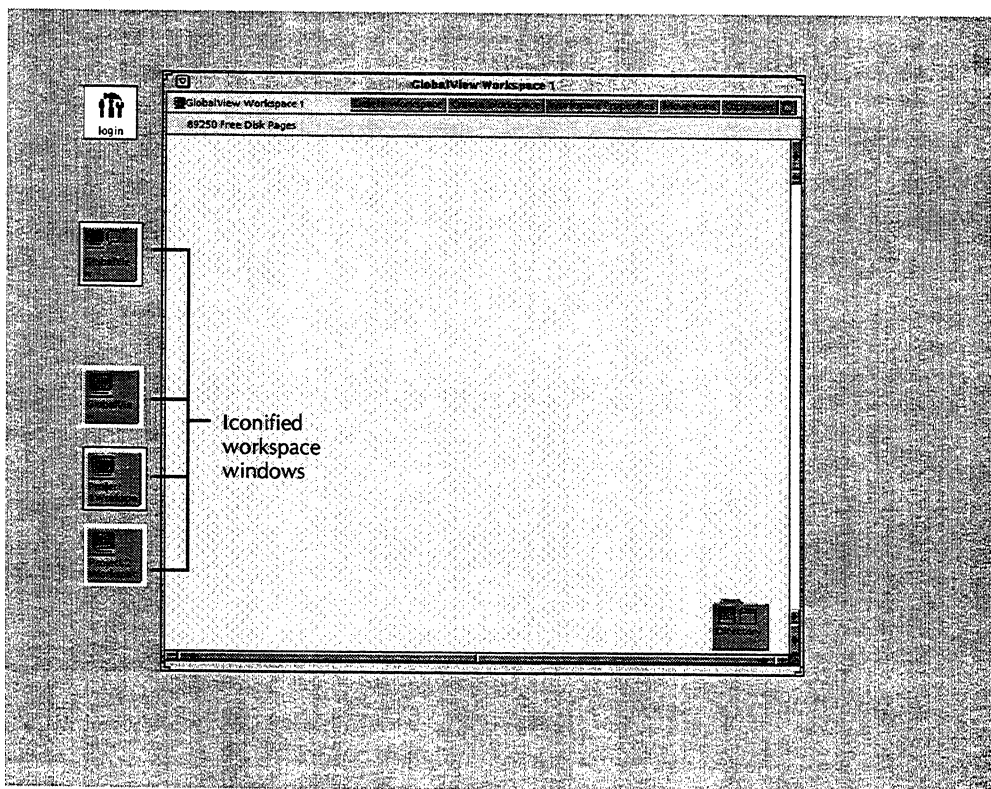
Creating additional GLOBALVIEW workspace windows

Additional GLOBALVIEW workspace windows work the same way as the GLOBALVIEW workspace window that appeared when you started GLOBALVIEW. You can log off GLOBALVIEW from any GLOBALVIEW workspace window, and you can move icons from one GLOBALVIEW workspace window to another.

If you create a workspace window without specifying its name, the system names the window "GlobalView Workspace 2," or the next available sequential number.

To create an additional GLOBALVIEW workspace window:

1. Select the Create Workspace command in the window header.

   The Workspace property sheet appears.
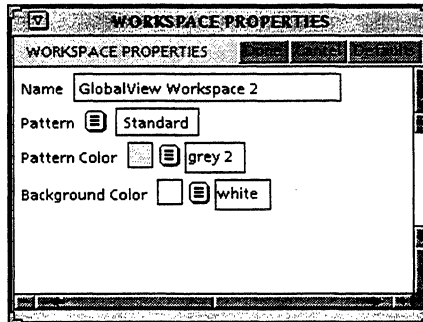
2. Fill in the property sheet as instructed in the procedure for customizing a GLOBALVIEW workspace window, earlier in this chapter.

3. Select Done.

   The new GLOBALVIEW workspace window appears.

Deleting a GLOBALVIEW workspace window

Use this procedure when you have multiple workspace windows. When you delete a workspace window, the system also deletes all icons inside the workspace window.

To delete your last GLOBALVIEW workspace, see "Deleting workspaces" and "Logging off" in chapter 2.

To delete a workspace window:

1. Select the Delete Workspace command in the workspace window header.

    A GlobalView Confirmation window asks you to confirm deleting the workspace window.

    ```
    ┌─────────────────────────────────┐
    │ GlobalView Confirmation      ▓  │
    ├─────────────────────────────────┤
    │                                 │
    │  Deleting this Workspace will delete │
    │  all the icons contained in it. Are you │
    │  sure you want to do this?      │
    │                                 │
    ├─────────────────────────────────┤
    │    ┌─────┐         ┌─────┐       │
    │    │ YES │         │ NO  │       │
    │    └─────┘         └─────┘       │
    └─────────────────────────────────┘
    ```
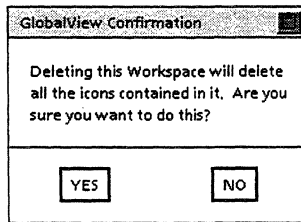
2. Click the Select mouse button on Yes in the GlobalView Confirmation window.

    The system asks you to confirm deleting the workspace window a second time.

3. Click the Select mouse button on Yes.

    The system deletes the workspace window and all icons within it.
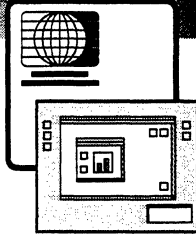
4. Using keyboards, mouse, and pointers

This chapter introduces GLOBALVIEW:

- function keys

- alternate, virtual keyboards from which you can select a wide variety of characters

- mouse terminology and procedures

- keyboard accelerators that allow you to customize your keyboard

Refer also to your GLOBALVIEW keyboard template.

Software required—To display characters entered from the language keyboards, you must load VP Xerox Enhanced Classic Fonts or VP Xerox Enhanced Modern Fonts in the point sizes you require. You must also load VP Xerox Enhanced Classic Fonts Metrics or VP Xerox Enhanced Modern Fonts Metrics to ensure proper positioning of accents and diacritics.

GLOBALVIEW function keys

GLOBALVIEW function keys make it easy to perform specific tasks. Some of these keys, such as MOVE and OPEN, let you manipulate icons in the workspace. Other keys, such as DEF/EXP, work only in specific GLOBALVIEW applications that might or might not be running on your workstation.

Application-specific keys are explained in the documentation that describes the application. Function keys that control text appearance, for example, are explained in the *GLOBALVIEW Write and Draw User Guide*.

GLOBALVIEW uses the following named function keys.

AGAIN—Repeats the last editing action you performed. As you edit, AGAIN stores up to 100 keystrokes. When you place the caret where you want the keystrokes to repeat, and press AGAIN, the keystrokes are entered again.

COPY—Copies a selected icon or block of text to a new destination, leaving the original icon or text in place.

DEF/EXP—Enables you to define, store, and recall document content you use frequently, such as text, numbers, or

anchored frames, with minimal keystrokes. (The DEF/EXP key is the Alt Graphics key on some workstation keyboards.)

DELETE—Removes the selected icon or block of text you select from the workspace.

FIND—Displays the Find option sheet you use to specify text you want to find in a document. Alternatively, displays the Container Find option sheet you use to specify the file you want to find in a container.

KEYBOARD—Displays a choice of virtual keyboards that contain alternate characters such as mathematical symbols, foreign language letters and punctuation, and type ornaments. Alternate keyboards are introduced in the section, "Alternate keyboards." (The KEYBOARD key is the diamond symbol key on some workstation keyboards.)

MOVE—Moves the selected icon or block of text to a new location in the workspace.

OPEN—Opens the icon you select, except in OPEN LOOK.

✦ **CAUTION:** When you press the OPEN key in OPEN LOOK, OPEN LOOK iconifies the workspace window. If you are using OPEN LOOK, do not use the OPEN key. Instead, double click the Select mouse button or press ALT-OPEN.✦

PROPS—Opens or closes the property sheet for the icon or text you select.

SAME—Copies character, paragraph, or graphics properties to other characters, paragraphs, or graphics. (The SAME key is the Paste key on some workstation keyboards.)

SKIP/NEXT—Advances the caret from the current field (or text-entry box) to the next field or box without using the mouse. You can use this key in property and option sheets, tables, and windows containing fields or text-entry boxes. (The SKIP/NEXT key is the keypad Enter key on some workstation keyboards.)

STOP—Halts some operations in progress, such as searches and substitutions you initiate with the FIND key.

UNDO—Reverses the effect of a deletion in simple text, such as text in a property sheet.

Alternate keyboards

When you log on to GLOBALVIEW, the standard keyboard configuration is in effect. You can select an alternate keyboard for either temporary or continual use during your work session.

An alternate keyboard is a software-controlled keyboard configuration that replaces some or all of the keys assigned to the standard keyboard. When you select an alternate keyboard, a window displays the characters the selected keyboard assigns to your keys.

The following illustration shows the Office keyboard. You can enter Roman numerals and symbols from this alternate keyboard.
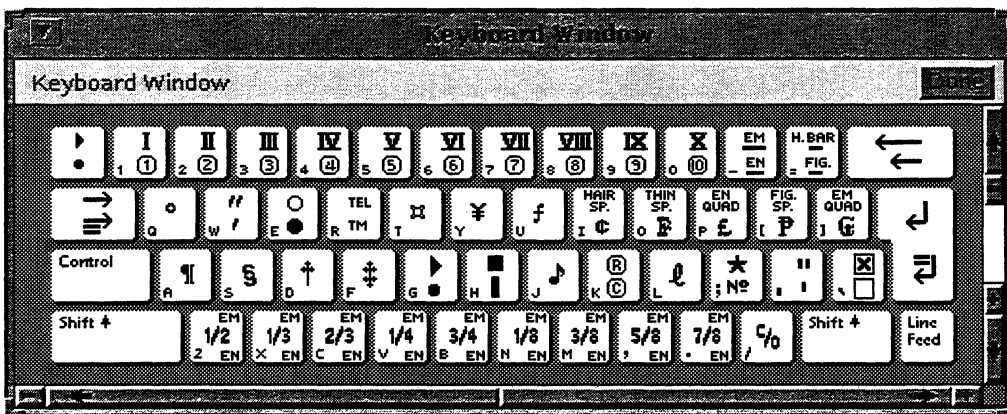
Alternate keyboards are illustrated in the *GLOBALVIEW Reference Manual*. The following sections list language keyboards and special context keyboards included with your GLOBALVIEW software.

Language keyboards

Some alternate keyboards consist of alphabets for languages, such as English, French, or Russian, together with the numerals and punctuation marks commonly used in those languages.

GLOBALVIEW supplies alternate keyboards for the following languages:

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

GLOBALVIEW optionally supplies many other language keyboards. These keyboards are described in the *GLOBALVIEW International Keyboards User Guide.*

Special context keyboards

Some alternate keyboards include sets of nonalphabetic characters that apply within a certain context, such as symbols for logic, math, or office operations. GLOBALVIEW includes the following special context keyboards:

- Special
  (special characters specific to GLOBALVIEW applications)

- ASCII
  (American Standard Code for Information Interchange)

- Dingbat1

- Dingbat2

- Dingbat3

- Dvorak

- Eq Misc

- Eq Syms

- ISO
  (International Standards Organization)

- Legal

- Logic

- Math
  (includes mathematical symbols, such as arithmetic and logical operators, and integral, summation, and infinity symbols)

- Office

- Symbols1

- Symbols2

Using alternate keyboards

You can use an alternate keyboard to enter a few special characters or compose an entire document. Procedures for both situations follow.

You access an alternate keyboard by selecting its name in the Keyboard soft key window.

Displaying the Keyboard soft keys

To display the Keyboard soft keys:

▶ Hold down the KEYBOARD key (key with diamond on it).

The Keyboard soft keys appear. The Keyboard soft keys remain on the screen as long as you hold down KEYBOARD.

Press Show to display ——
the selected keyboard.

| More | | ASCII | Office | Math | Logic | Greek | ISO | English | French | Show | Set |

└── Press More to see
more keyboard names.

Press Set to maintain ──┘
the keyboard setting.
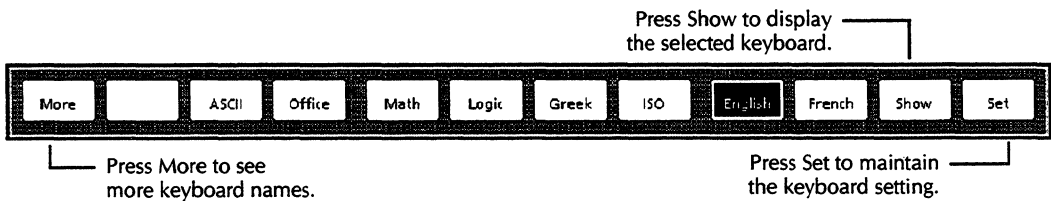
Using an alternate keyboard for a few keystrokes

To use an alternate keyboard for a few keystrokes:

1. Hold down KEYBOARD to display the Keyboard soft keys.

   Continue to hold down KEYBOARD through step 4 of this procedure.

2. Do one of the following:

   • Press the function key that corresponds to the alternate keyboard you want to use.

   • Use the mouse to select the alternate keyboard.

   If the name of the keyboard you want is not visible, select MORE to cycle through the keyboard names.

3. Press SHOW.

   The alternate keyboard you selected and its corresponding ten-key pad appear.

4. To enter characters, do one of the following:

   • Press the corresponding keys on your physical keyboard.

   • Use the mouse to select keys in the keyboard window.

   ✦ **Note:** If black boxes appear in place of the characters, you must load the screen font for the keyboard. See chapter 10, "Managing fonts," for information about screen fonts.✦

5. Release KEYBOARD.

   The soft key window no longer appears. The standard keyboard and keypad appear in the keyboard and keypad windows.

6. Select Done in each window header to close the keyboard and keypad windows.

Using an alternate keyboard for an extended period

To use an alternate keyboard for an extended period:

1. Hold down KEYBOARD to display the Keyboard soft keys.

    Continue to hold down KEYBOARD through step 4 of this procedure.

2. Do one of the following:

    *   Press the function key that corresponds to the alternate keyboard you want to use.

    *   Use the mouse to select the alternate keyboard.

    If the name of the keyboard you want is not visible, select MORE to cycle through the keyboard names.

3. Select SHOW.

    The alternate keyboard you selected and its corresponding ten-key pad appear.

4. To change the meaning of your standard keyboard keys to match the alternate keyboard keys, press or select SET.

    GLOBALVIEW changes the effective keyboard to the alternate keyboard you selected.

5. Release KEYBOARD.

    The soft key window closes, but the alternate keyboard remains displayed on your screen.

6. Type the characters you want in your document.

    ✦ **Note:** If black boxes appear in place of the characters, you must load the screen font for the keyboard. See chapter 10, "Managing fonts," for information about screen fonts.✦

7. Select Done in each window header when you want to close the keyboard and keypad windows.

To reset the standard keyboard configuration:

▶   Repeat the procedure for using an alternate keyboard for an extended period, and select the name of your standard keyboard in step 2.

Setting a first alternate keyboard

If you use an alternate keyboard often, you might want to define an entry in your User Profile to automatically activate that keyboard whenever you press the KEYBOARD key.

You can add or edit an entry in the System section of your User Profile to specify a default value for the first alternate keyboard. See chapter 13, "Customizing your workspace with the User Profile."

To set a first alternate keyboard:

1. Select Show User Profile in the Workspace menu.

2. Select Edit in the window header of the User Profile.

3. Locate the System section.

4. Type the name of the keyboard you want in place of *Keyboard name* as follows:

   First Alternate Keyboard: *Keyboard name*

For example, to specify the Math keyboard as the first alternate keyboard, type the following:

First Alternate Keyboard: Math

Understanding mouse defaults and terms

The mouse lets you move around the workspace without using keyboard commands. When you move the mouse, a corresponding pointer moves in your workspace.

You use the mouse to perform the following actions:

- Manipulate icons
- Execute commands
- Open and close windows
- Resize, move, and scroll windows
- Select objects, commands, text, or menu items
- Position the caret

The following sections describe the mouse button default settings and define terms used for mouse actions.

Default settings for mouse buttons

The system assigns different default values to mouse buttons depending on whether you are upgrading from a previous version of GLOBALVIEW or installing GLOBALVIEW for the first time.

If you are upgrading, the system uses your existing GLOBALVIEW mouse button settings. If you are not upgrading, the system defaults to mouse button settings that match OPEN LOOK and Motif defaults.

The following table shows GLOBALVIEW default mouse button assignments for new users and upgrading users.

Mouse button	GLOBALVIEW default for upgrading users	GLOBALVIEW default for new users
Left	Select	Select
Middle	Menu	Adjust
Right	Adjust	Menu

✦ **Note:** If you changed mouse button settings from their defaults in your previous version of GLOBALVIEW, the system uses the settings you selected.✦

You can easily reprogram your mouse buttons. Chapter 13, "Customizing your workspace with the User Profile," explains how to reprogram the mouse buttons.

Understanding mouse terms

You use the mouse the same way for all GLOBALVIEW objects. The following list defines terms that describe mouse actions.

Point—To use the mouse to place the pointer on an icon, command, or menu item.

Click—To press the Select mouse button once while pointing at an object. This selects the object.

The next section, "Using the mouse to select text," includes procedures for selecting text.

Multiple click—To quickly press the Select mouse button two or more times.

See "Using the mouse to select text," for information about multiple clicking to select characters, words, and lines of text.

Select—To point and click on an icon, command, or menu.

This indicates to the system that you want to work with the item. When you select an item, its colors appear reversed. You can select additional objects by clicking the Adjust button on the objects.

Deselect—To click in an empty area of the workspace.

This releases an object you previously selected and restores its usual appearance.

Chord—To press the Select and Adjust mouse buttons simultaneously while pointing at an object. Chording on an icon displays the icon menu.

Using the mouse to select text

You can select text two ways: by multiple clicking the Select mouse button or by using the select-adjust method.

Selecting text by multiple clicking

When you use multiple clicking, the number of times you click the Select mouse button determines the amount of text you select.

To select a single character:

▶ Point to the character and click the Select mouse button once.

To select a word:

▶ Point anywhere on the word and click the Select mouse button twice.

The word and the space following the word are selected. When the word is followed by a punctuation mark, the word and the space preceding the word are selected.

To select a sentence:

▶ Point anywhere in the sentence and click the Select mouse button three times.

The sentence, its ending punctuation, and the spaces following it are selected.

To select a block of text:

▶ Point anywhere in the block of text and click the Select mouse button four times.

Clicking the Select mouse button four times selects all text in a text-entry box (such as a box in a property or option sheet), or an entire document in the case of a mail note or the User Profile. In a GV Write document, this action selects a paragraph.

To return to the first character selection:

▶ Click the Select mouse button again after using four clicks to select a block of text.

Only the first character you selected remains highlighted.

Extending a text selection (select-adjust)

You can select parts of words, spaces, or any length of text with the select-adjust method. You can also use this method to extend a word, sentence, or paragraph selection.

To extend a character selection:

1. Point to the first character or space and click the Select mouse button.

2. Position the pointer on the last character or space in the text you want to select. (Point at a character or space before or after the first character you selected.)

3. Click the Adjust mouse button.

   Every character in the selection highlights.

To extend a word, sentence, or paragraph selection:

1. Select the first word with two clicks, or select the first sentence with three clicks, or select the first paragraph with four clicks.

2. Position the pointer on the last word, sentence, or paragraph you want to select. (Point at a word, sentence, or paragraph before or after your first selection.)

3. Click the Adjust mouse button.

   The selection extends to the text you pointed at in step 2. The adjusted selection includes the last word, sentence, or paragraph, depending on the number of times you clicked in step 1.

Identifying pointers

The pointer assumes different shapes as you perform different tasks. For workspace operations, the pointer usually appears as a diagonal arrow. When you select commands or press function keys, the pointer's shape changes to reflect the task at hand.

The most common GLOBALVIEW pointers are illustrated and explained in the following list.

Access—Appears when you point to a container icon and press the Menu mouse button or open a menu with the Select mouse button. You can continue to hold down the mouse button and move this arrow down a menu to highlight and select an item.

Adjust—Appears when you press the Adjust mouse button to extend (adjust) a text selection in GV Write.

Busy—Appears when the system is busy with a foreground activity and cannot respond to your input.

Copy—Appears when you select icons, text, or graphics objects, then press COPY.

Illegal operation—Appears when the system cannot perform an operation, such as moving or copying an icon to a destination already occupied by another icon.

Move—Appears when you select text, graphics objects, or multiple icons, then press MOVE.

Normal—Appears when the system is ready to perform a workspace function.

In addition to the illustrated pointers, the system displays special pointers in graphics applications. See the user guide for the specific graphics application for information about graphics pointers.

Positioning the caret

▲   The caret (shaped like an inverted V) appears in documents and in property and option sheets to indicate where the next character you type appears.

To position the caret in a text area:

1. Move the pointer into the text area.

2. Click the Select mouse button.

    The caret appears at the point where the next character you type appears.

When you move the pointer outside the window and click the Select mouse button, the caret disappears. It reappears when you again click inside a text area.

You can reposition the caret using the cursor keys if you enable the cursor keys.

You can modify your User Profile to specify that the caret must appear before the selected character, word, sentence, or text block, or appear after the selection.

◆ **Note:** When the caret position is set to Always After in your User Profile, you cannot place the caret before a text unit you select. See chapter 13, "Customizing your workspace with the User Profile," for more information about positioning the caret.◆

Using keyboard accelerators

The Keyboard Accelerators software application provides tools for customizing GLOBALVIEW alternate keyboards. You can:

- Build your own keyboards using any character displayed on an existing keyboard, including foreign language, scientific, mathematical, or symbol-specific characters supplied with GLOBALVIEW applications.

- Set a second language keyboard and quickly toggle between the default and second language keyboards.

- Define which alternate keyboards appear in the Keyboard soft key window and specify the order in which the keyboards appear.

Software required—GV Write and Keyboard Accelerators

Building a user keyboard

A user keyboard is an alternate keyboard that you build using the User Keyboard icon as a template.

You open the User Keyboard icon and edit the characters by deleting, moving, or copying the characters on the keys. You can use characters from other keyboards as your source.
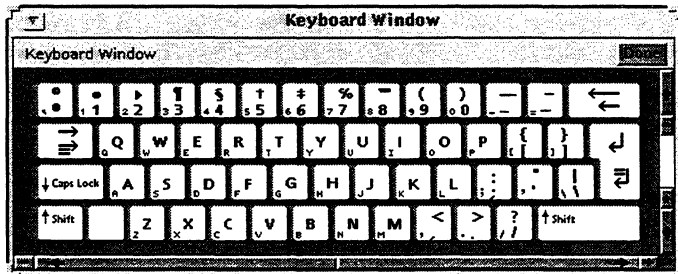
A user keyboard created with the Keyboard Accelerators application

After you build and register your keyboard, you use it as you would any GLOBALVIEW alternate keyboard. You can also

mail the user keyboard to another user, or copy it to a folder, a file drawer, or a floppy disk.

The number of user keyboards is limited only by the available disk space (approximately 20 disk pages per user keyboard).

Retrieving and renaming the User Keyboard icon

To retrieve and rename a User Keyboard icon:

1. Open the Basics Icons folder in the Workstation divider of the Directory icon.

2. Copy the User Keyboard icon from the Basic Icons folder to your workspace.

3. Select the User Keyboard icon and press PROPS.

   The User Keyboard property sheet appears.
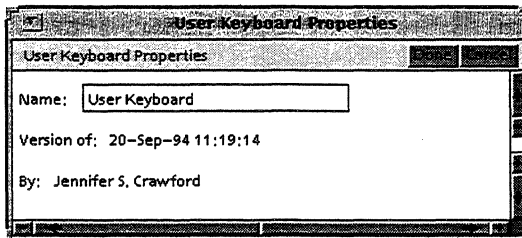
4. Press DELETE to delete the name.

5. Type the new keyboard name in the Name box.

6. Select Done.

Displaying the User Keyboard window

Create your own keyboard by editing the characters on the keys provided in the User Keyboard window.

To display the User Keyboard window:

▶ Double click the Select mouse button on the User Keyboard icon.

The User Keyboard window appears.
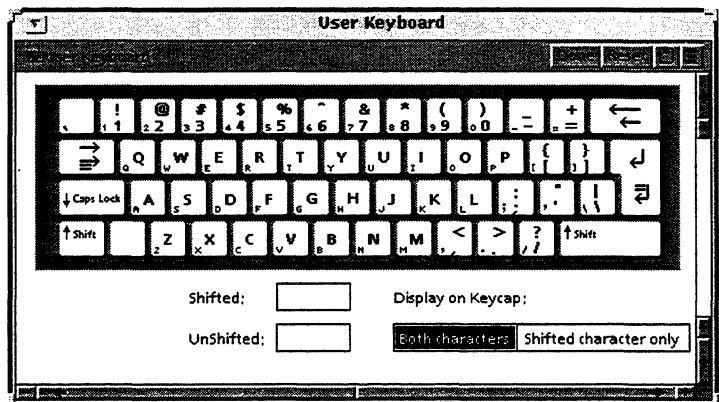
The window contains an editable keyboard and several options to help you edit the characters on the keys.

Shifted—Displays the shifted character assigned to the key you select, for example the exclamation on the number 1 key.

UnShifted—Displays the unshifted character assigned to the key you select.

Display on Keycap—Indicates how the characters display on the key. The choices are:

- **Both Characters**—The shifted and unshifted characters display on the key you select.

- **Shifted Character Only**—The shifted character displays on the key you select.

Editing characters on the user keyboard

You can delete, move, or copy characters on the keys appearing in the User Keyboard window.

You assign new characters to keys using characters from other alternate keyboards (such as English, French, Legal, Math, or Office) or international keyboards (such as Brazilian, Polish, Uzbek, or Vietnamese). The international keyboards come with the GLOBALVIEW International Keyboards application.

You assign characters to the shifted and unshifted positions of a key by entering a selection in the Shifted or UnShifted box.
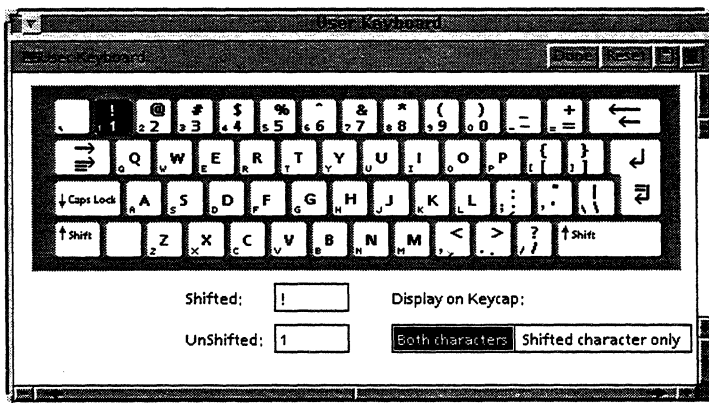
Shifted and unshifted characters in the User Keyboard window

You can edit all keys on the user keyboard except RETURN, BACKSPACE, TAB, LOCK, and SHIFT.

Deleting characters

When you delete a character, both the shifted and unshifted characters are removed from the key.

You can assign new characters to the shifted or unshifted positions or leave the key empty.

To delete a character:

1. Double click the Select mouse button on the User Keyboard icon to display the keyboard.

2. Select the character you want to delete.

The shifted and unshifted characters appear in the Shifted and UnShifted boxes.

3. Press DELETE.

The shifted and unshifted characters are deleted from the key, Shifted box, and UnShifted box.

To reassign, copy, or move characters to the empty key, see the sections, "Assigning characters," "Moving characters," or "Copying characters," in this chapter.

Assigning characters

To assign a character to an empty key, use an alternate keyboard that contains the character.

You can assign characters to the shifted and unshifted positions.

To assign a new character to the user keyboard:

1. Show and set the alternate keyboard that contains the source characters you want to use as follows:

   • Hold down the KEYBOARD key.

   • Select a keyboard, then select Show and Set.

2. Double click the Select mouse button on the User Keyboard icon to display the User Keyboard window.

3. Select Both Characters for the Display on Keycap option.

4. Click the Select mouse button in the Shifted box.

   The caret moves to the Shifted box. The box is now available to receive the new character.

5. To insert a new character in the Shifted box, do one of the following:

   • Hold down SHIFT and type the character.

   • In the alternate keyboard window, select the shifted character you want to insert.

   The shifted character appears in the Shifted box.

6. Press SKIP/NEXT (the Enter key on the ten-key pad).

   The caret moves to the UnShifted box. The box is now available to receive the new character.

7. To insert a new character in the UnShifted box, do one of
    the following:

    • Type the character.

    • In the alternate keyboard window, select the unshifted
       character you want to insert.

    The unshifted character appears in the UnShifted box.

8. Select Done.

9. If necessary, hold down the KEYBOARD key, select your
    standard keyboard, and select Set.

Moving characters

When you move a character from one key cap to another, the
source and destination characters exchange positions on the
keys. Both the shifted and unshifted characters are moved.

To move a character on the user keyboard:

1. Double click the Select mouse button on the User
    Keyboard icon to display the User Keyboard window.

2. Select Both Characters for Display on Keycap.

3. In the User Keyboard window, select the character you
    want to move.

    The shifted and unshifted characters appear in the Shifted
    and UnShifted boxes.

4. Press MOVE.

5. In the User Keyboard window, select a destination key.

    The source and destination characters exchange
    placements on the keys. If the destination key was
    originally empty, the source key is now empty.

6. Select Done.

Copying characters

When you copy a character from one key to another, the source character replaces the destination character. Both the shifted and unshifted characters are copied to the key.

To copy a character on the user keyboard:

1. Display the User Keyboard window.

2. Select Both Characters for Display on Keycap.

3. In the User Keyboard window, select the character you want to copy.

   The shifted and unshifted characters appear in the Shifted and UnShifted boxes.

4. Press COPY.

5. In the User Keyboard window, do one of the following:

   • To copy the character to an empty key, select an empty destination key.

   • To copy the character to an occupied key, select the occupied destination key.

   GLOBALVIEW displays the following message:

   Destination key is not empty, confirm copy.

   Press the Select mouse button to confirm the copy.

6. Select Done.

Registering a user keyboard

Before you use a user keyboard, you need to register it. When a user keyboard is registered, its name appears in the Keyboard soft key window.

Each user keyboard you create must have a unique name. Keyboards remain registered until you delete them from the User Keyboards folder.

✦ **Note:** User keyboards are available in the workspace in which they are registered. If your workstation supports multiple workspaces, each has its own user keyboards.✦

To register a user keyboard:

1. Open the Workspace divider in the Directory icon.

2. Scroll the window to see the User Keyboards folder.

3. Select the user keyboard you want to register.

   Make sure you select the closed User Keyboard icon, not the open User Keyboard window.

4. Press MOVE or COPY.

5. Select the User Keyboards folder.

   The User Keyboard icon is moved or copied to the User Keyboards folder.
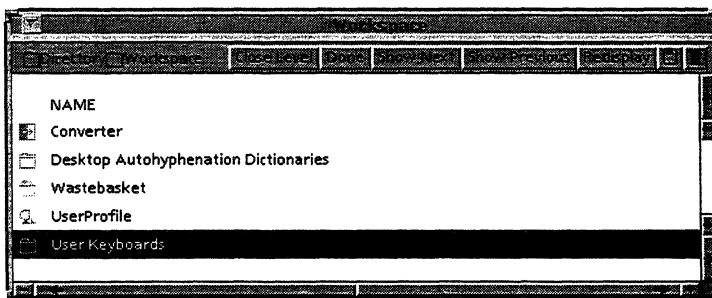
6. Select Done.

Your user keyboard is now registered and available to use.

Using a user keyboard

You can use a user keyboard for a few keystrokes, or set it so you can use it for an extended period of time.

Using a user keyboard for a short time

To use a user keyboard for a short time:

1. In an open document, select where you want to enter text from a user keyboard.

2. Hold down KEYBOARD.

   The Keyboard soft key window appears. Continue to press KEYBOARD during this procedure.

3. Press the function key corresponding to the keyboard, or select the keyboard with the mouse.

   If you do not see the name of the keyboard you want, select MORE to cycle through the keyboard names.

4. Select SHOW.

   The selected alternate keyboard and its corresponding Ten-Key Pad appear.

   ✦ **Note:** You have access to the user keyboard characters as long as you hold down KEYBOARD.✦

5. Type text, or select characters from the keyboard.

   You can use your physical keyboard or you can select the keys in the user keyboard window with the mouse.

   ✦ **Note:** If black boxes appear instead of the characters you typed, press PROPS to see if the font you want is selected in the document. If the correct font is selected, and black boxes still appear, load and run VP Xerox Enhanced Classic Fonts and VP Xerox Enhanced Modern Fonts in the point sizes you need. ✦

6. Release KEYBOARD.

   The Keyboard soft key window disappears. The alternate keyboard and Ten-Key Pad windows display the standard layouts.

Using a user keyboard for an extended time

You can set a user keyboard to be the current keyboard if you need to use it extensively.

To use a user keyboard for a longer time:

1. In an open document, select where you want to enter text from a user keyboard.

2. Hold down KEYBOARD.

   The Keyboard soft key window appears.

3. Press the function key for the user keyboard you want to use, or select the keyboard name with the mouse.

   If you do not see the name of the keyboard you want, select MORE to cycle through the keyboard names.

4. Press SHOW.

   The selected keyboard and its corresponding Ten-Key Pad appear. You can now use the user keyboard.

5. Press SET.

   The keyboard in effect is the user keyboard you selected. If you do not select SET and you release KEYBOARD, the keyboard goes back to the standard configuration.

6. Release KEYBOARD.

   The user keyboard continues to display, and the Keyboard soft key window disappears. Type the text you want in your document.

   ✦ **Note:** If black boxes appear instead of the characters you typed, press PROPS to see if the font you want is selected in the document. If the correct font is selected, and black boxes still appear, load and run VP Xerox Enhanced Classic Fonts and VP Xerox Enhanced Modern Fonts in the point sizes you need.✦

7. Select Done.

8. If necessary, hold down the KEYBOARD key, select your standard keyboard, and select Set.

Unregistering a user keyboard

When you delete a keyboard from the User Keyboards folder, or move it to another location in the workspace, it becomes unregistered. The name of the keyboard disappears from the Keyboard soft key window and the keyboard is no longer available to use.

To unregister a user keyboard:

1. Open the User Keyboards folder in the Workspace divider of the Directory icon.

2. Select the user keyboard you want to unregister.

3. Do one of the following:

   - Press MOVE and select an empty location in your workspace, or move the icon to a folder or a file drawer.

   - Press DELETE.

4. Select Done.

✦ **Note:** If you unregistered a keyboard by moving it to the workspace, you can register it again by moving it back into the User Keyboards folder.✦

Using a second language keyboard

You can define an entry in the User Profile that lets you quickly toggle between the default keyboard and a second language keyboard with a tap of the KEYBOARD key.

The Second Language Keyboard feature lets you type with an alternate keyboard without the need to show and set the keyboard using the Keyboard soft key window.

You can specify only one second language keyboard for your workspace. You can set a second language keyboard for any language that is installed on your system, and for any symbol-specific keyboard, such as the Math, Office, or Legal alternate keyboard. You can also specify a GLOBALVIEW International Keyboard, or your user keyboard, as the second language keyboard.

✦ Notes:

- To use a GLOBALVIEW international keyboard as a second language keyboard, you must run the GLOBALVIEW International Keyboards application. Refer to the *GLOBALVIEW International Keyboards User Guide*.

- You cannot use a Special keyboard (such as the Special keyboard for documents) as a second language keyboard.

- Second language keyboards are available in the workspace containing the User Profile setting. If your system supports multiple workspaces, it might contain different second language keyboards.✦

Setting the second language keyboard features in the User Profile

To set the second language keyboard features:

1. Select Show User Profile in the Workspace menu.

2. Select Edit in the window header of the User Profile.

3. Locate the System section.

4. Do one of the following:

   - If the Second Language Keyboard entry does not appear, select after the last entry in the System section

and press RETURN. The caret advances to the left margin on the next line.

> ✦ **Note:** Make sure there are no empty lines in the entries listed in the System section of the User Profile. Empty lines are only allowed between sections.✦

- If the Second Language Keyboard entry already appears in the User Profile, delete any text that appears after the colon. Go to step 6.

5. Type **Second Language Keyboard:** (pay attention to punctuation and case).

6. After **Second Language Keyboard:**, type one space followed by the name of the second language keyboard.

   You can use an alternate keyboard, a GLOBALVIEW international keyboard, or user keyboard, as follows:

   - To use a standard keyboard, type the name as indicated in the second column of table 4-1, following capitalization and spelling exactly.

   - To use a GLOBALVIEW international keyboard, type the name as indicated in the second column of table 4-2, following capitalization and spelling exactly.

   - To use a user keyboard, type the name exactly as specified in the User Keyboard property sheet.

7. Press RETURN.

8. Type **Second Language Keyboard Feedback:** (pay attention to punctuation and case).

9. After **Second Language Keyboard Feedback:** type a space followed by one of the following:

   - Type **Beep** to have your system sound a beep when you toggle between the second language keyboard and the system default keyboard.

   - Type **Silent** if you do not want feedback when you toggle between keyboards.

   The following illustration shows an example of a Second Language Keyboard and a Second Language Keyboard Feedback entry.

10. Select Done in the window header of the User Profile.

```
-- USER PROFILE ENTRIES                    ENTRY OPTIONS

[System]
Caret Position: Always After              -- Always After|Nearest Side
DefaultKeyboard: English                  -- English|ASCII|Office|Math|Logic|Greek|ISO|French|German|
                                          -- Italian|Spanish|US Rsn|Fr Can|Dvorak|Europe|Legal
First Alternate Keyboard: English         -- English|Special|ASCII|Office|Math|Logic|Greek|ISO|French|
                                          -- German|Italian|Spanish|US Rsn|Fr Can|Dvorak|Europe|Legal
Second Language Keyboard: French
Second Language Keyboard Feedback: Beep
```

11. To enable the setting, log off GLOBALVIEW, then log back onto GLOBALVIEW.

   The Second Language Keyboard and Second Language Keyboard Feedback features are enabled and ready for you to use.

Table 4-1. **Alternate keyboard spellings for the Second Language Keyboard entry**

Alternate keyboard	Entry spelling
ASCII keyboard	ASCII
Dvorak keyboard	Dvorak
English keyboard	English
Europe keyboard	Europe
French Canadian keyboard	Fr Can
French keyboard	French
German keyboard	German
Greek keyboard	Greek
ISO keyboard	ISO
Italian keyboard	Italian
Legal keyboard	Legal
Logic keyboard	Logic
Math keyboard	Math
Office keyboard	Office
Spanish keyboard	Spanish
U.S. Russian keyboard	US Rsn

✦ **Note:** Because Xerox software is designed for multinational use, the name and entry spelling for the U.S. Russian keyboard might differ from those shown in this table.✦

Table 4-2. **GLOBALVIEW International Keyboard spellings
for the Second Language Keyboard entry**

International keyboard	Entry spelling
Albanian keyboard	Albanian
Arabic keyboard	Arabic
Azerbaijani keyboard	Azerbaijani
Bopomofo keyboard	Bopomofo
Brazilian keyboard	Brazilian
Bulgarian keyboard	Bulgarian
Czech keyboard	Czech
Estonian keyboard	Estonian
European II keyboard	Euro II
Hausa keyboard	Hausa
Hebrew keyboard	Hebrew
Hiragana keyboard	Hiragana
Hungarian keyboard	Hngarian
Indonesian keyboard	Indnesian
Katakana keyboard	Katakana
Latvian keyboard	Latvian
Lithuanian keyboard	Lthuanian
Pashto keyboard	Pashto
Persian keyboard	Persian
Pinyin-Plus keyboard	Pinyin-Plu
Polish keyboard	Polish
Portuguese keyboard	Prtuguese
Romanian keyboard	Romanian

Table 4-2. **Alternate keyboard spellings for the Second Language Keyboard entry** (continued)

Alternate keyboard	Entry spelling
Russian keyboard	Russian
Serbo-Croatian keyboard	Croatian
Slovak keyboard	Slovak
Slovene keyboard	Slovene
Turkish keyboard	Turkish
U.S. Turkish keyboard	US Trksh
Ukrainian keyboard	Ukrainian
Urdu keyboard	Urdu
Uzbek keyboard	Uzbek
Vietnamese keyboard	Vietname

Switching to a second language keyboard

To switch to a second language keyboard:

1. While typing text in a document, tap KEYBOARD lightly to set the second language keyboard.

    GLOBALVIEW displays a message to indicate the name of the keyboard that is in effect.

2. Enter your text.

Returning to the system default keyboard

To return to the system default keyboard:

▸ Tap KEYBOARD lightly.

    GLOBALVIEW displays a message to indicate the name of the keyboard that is in effect.

Specifying keyboard order

Keyboard order refers to the order in which alternate keyboards appear in the Keyboard soft key window when you hold down the KEYBOARD key.
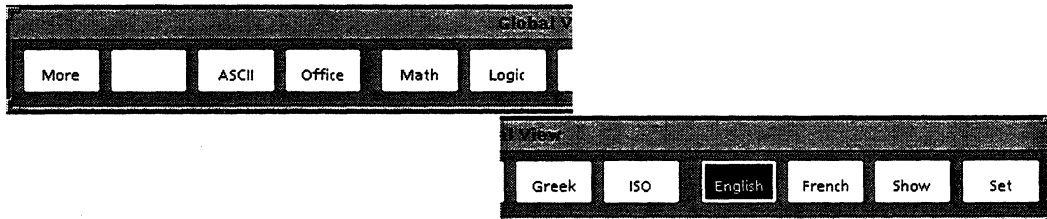
By default, GLOBALVIEW displays alternate keyboards in the order in which they are installed on your workstation. Using the Keyboard Accelerators application, you can specify a new order.

You can position the keyboards you use most frequently first in the Keyboard soft key window. You can list the less frequently used keyboards at the end of the window or remove them altogether.

Order entry in User Profile

The default position of the last keyboard you create is at the end of the soft key list. To change the order, you add the **Order** entry to the Keyboards section of your User Profile.

The **Order** feature is particularly useful when you install multiple language packages on your system but work in one or two languages most of the time. Your primary keyboards can be first.

This feature is also useful when you often work with one or two symbol-specific keyboards, such as the Legal, Office, or Math keyboard, and you want them to show first in the Keyboard soft key window.

EliminateAtReOrder entry in the User Profile

To modify the content of the Keyboard soft key window, you add the **EliminateAtReOrder** entry to the Keyboards section. When the **EliminateAtReOrder** entry is True, keyboards you do not specify in the **Order** entry do not appear in the Keyboard soft key window.

When the **EliminateAtReOrder** entry is False, keyboards you do not specify in the **Order** entry appear after those you specify in the **Order** entry.

For example, if you specify the order of keyboards as Legal, Office, and Europe in the User Profile, and the **EliminateAtReOrder** entry is True, only these three keyboards appear in the Keyboard soft key window.
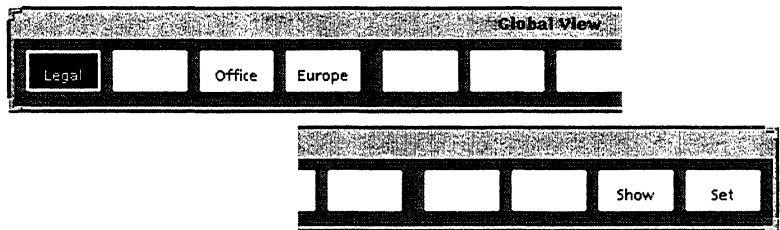
Keyboard names appearing in the Keyboard soft key window

✦ Note: GLOBALVIEW reserves the second key, which is blank in the illustration, for a Special keyboard.✦

For systems that can support multiple workspaces with keyboard order settings for each workspace, several co-workers can use the system and reorder the keyboards to suit their particular needs.

Setting the keyboard order feature in the User Profile

To set the keyboard order feature:

1. Select Show User Profile in the Workspace menu.

2. Select Edit in the window header of the User Profile.

3. If no [Keyboards] section exists in the User Profile, do the following:

   a) Locate the last entry in the User Profile.

   b) Select after the last entry and press RETURN. The caret advances to the left margin on the next line.

   c) Type the following entry:

   [Keyboards]
   Order:
   EliminateAtReOrder:

4. After **Order:** type a space followed by the exact names of the keyboards. Separate the names with commas. Do not type spaces between the names and commas.

   Refer to table 4-1 and 4-2 for a list of keyboard names available with GLOBALVIEW software packages. Type the names as indicated in the second column, following capitalization and spelling exactly.

5. After **EliminateAtReOrder:** type a space followed one of the following:

   • **True** to eliminate any keyboard names not specified in the Order entry.

   • **False** to include keyboard names not specified in Order after the specified names.

   The following illustration shows an example of the Keyboards in the User Profile.

```
UserProfile
```

-- USER PROFILE ENTRIES   ENTRY OPTIONS

[Keyboards]
Order: Legal,Office,Europe
EliminateAtReOrder: True
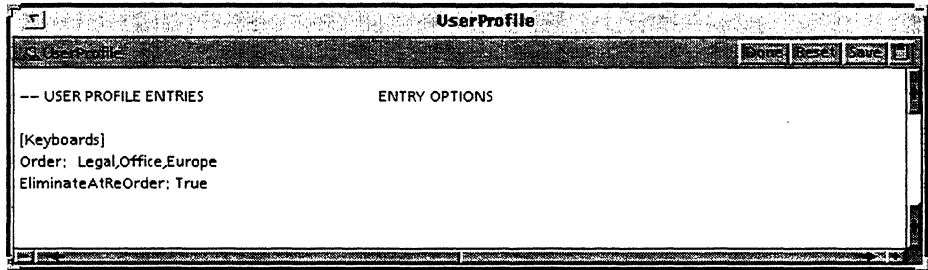
6. Select Done in the window header of the User Profile.

7. To activate the entries, log off GLOBALVIEW then log back on.

Reordering the keyboards

You can change the order of your keyboards by editing the **Order** entry in the User Profile. Use the Update Keyboard Order command after editing the User Profile to change keyboard order without logging off.

This feature is especially useful when you incrementally load keyboards, such as those provided with the Arabic Text Capability or Hebrew Text Capability software packages. When you load these software packages, GLOBALVIEW adds the keyboards at the end of the list in the Keyboard soft key window.

To reorder the keyboards:

▸   Select Update Keyboard Order in the Workspace menu.

5.   Setting up a workspace window

Every workspace contains a Directory icon. The Directory icon gives you access to GLOBALVIEW icons, including software resources, that you need to use GLOBALVIEW.

To set up a GLOBALVIEW workspace, you open the Directory icon and the dividers within it, then copy the icons you want to the GLOBALVIEW workspace. Use the procedure on page 5-4 to copy the icons introduced in this chapter to your workspace.

See the "Quick Start" section of GLOBALVIEW Help for detailed information on setting up a workspace.

Opening the Directory

To open the Directory, do one of the following:

• Double click the Select mouse button on the Directory icon.

• Point to the Directory icon, hold down the Menu mouse button, and slide the pointer to Open in the menu.
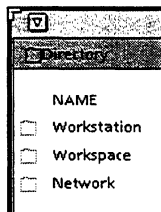
The Directory window displays divider icons. Divider icons separate software resources into functional categories, just like dividers in physical file cabinets. Dividers can hold icons as well as folders that contain icons.

The Directory contains at least two top-level dividers, the Workstation divider and the Workspace divider.

Copying icons from the Directory

To copy icons from a divider or folder in the Directory:

1. Double click the Select mouse button on the Directory icon to open it. Double click on a divider or folder inside the Directory.

2. Select an icon by clicking on it once with the Select mouse button. (To select adjacent icons, click on them with the Adjust mouse button.)

   The selected icons appear highlighted.

3. Press COPY.

   The pointer changes to the copy pointer.

4. Click the Select mouse button in an empty area of the workspace.

   The system copies the selected icons into the workspace.

Icons in the Workspace divider

The Workspace divider contains icons that represent typical office containers. These icons represent tools that restore deleted files and customize the appearance and attributes of your workspace.

The Wastebasket icon represents an area on your workstation's hard disk where the system stores files you delete, if you have configured it to do so. You can later recover deleted files or permanently erase them, as you choose. See chapter 6, "Working with icons."

The User Profile is a configuration file in which you can specify many settings to customize GLOBALVIEW. See chapter 13, "Customizing your workspace with the user profile." The User Profile icon opens to display the default User Profile.

Use the procedure at the top of this page to copy the icons you want from the Workspace divider to your workspace.

Icons in the Workstation divider

The Workstation divider contains icons and folders related to the operation of your workstation. The contents of this divider are the same for every user of your workstation.

The Basic Icons folder contains icons for creating documents and graphics, and for storing other icons, as well as icons for specific applications, such as GV Calc.

The contents of the Basic Icons folder vary depending on the applications running on your workstation.

✦ **Note:** You cannot open icons within the Basic Icons folder. To open basic icons, you must copy them to the workspace.✦

Copying basic icons

Copy the basic icons you want to your workspace. For example, you will want a blank folder icon and a blank document icon if you plan to create documents.

✦ **Tip:** You will use some icons more often than others. It's convenient to keep a blank copy of the icons you use most often in your workspace. When you need a blank icon, you can copy the blank icon in your workspace instead of retrieving it from the Directory.✦

Copying local devices icons

Local devices are peripheral devices, such as printers and floppy drives that are physically connected to your workstation. You need not be connected to a network to use local devices.

If local devices are connected to your workstation and the correct GLOBALVIEW software applications are running, icons appear in the Local Devices folder.

Using the procedure on page 5-4, copy the local devices icons you want into your workspace. You access these local devices through the icons you copied into your workspace.

Copying Office Accessories icons

The icons in the Office Accessories divider depend on the applications running in the Loader. This divider can contain icons representing data processing software, such as the Converter icon for converting files from one format to another.

For example, if file conversion software is loaded on your workstation, an icon representing it appears in the Office Accessories divider.

Using the procedure on page 5-4, copy the icons you want into your workspace.

Copying the Loader

The Loader icon lets you load and run software applications on your workstation. Each item listed in the Loader is a separate software application. Some software applications depend on others in order to run.

Using the procedure on page 5-4, copy the Loader icon into your workspace.
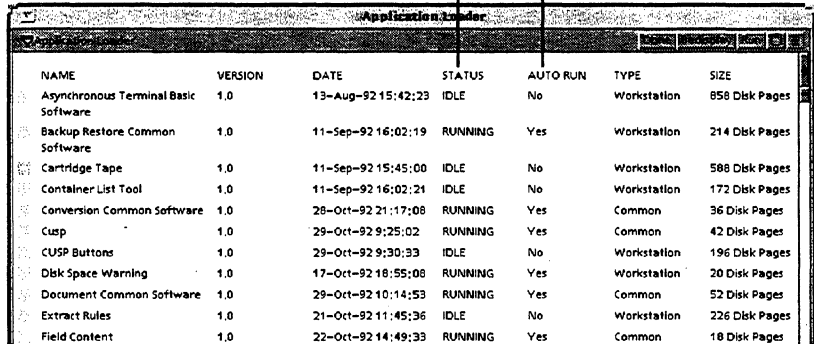
Managing software applications with the Loader icon

The Loader icon allows you to load, run, and manage software applications on your workstation. Changes you make to the Loader icon's contents affect all GLOBALVIEW workspaces on your workstation, including those of other users.

When you open the Loader icon, a window displays all software applications on your workstation and their status.

Indicates whether
application is running.

Indicates whether
application runs auto-
matically when
GLOBALVIEW starts.

NAME	VERSION	DATE	STATUS	AUTO RUN	TYPE	SIZE
Asynchronous Terminal Basic Software	1.0	13–Aug–92 15:42:23	IDLE	No	Workstation	858 Disk Pages
Backup Restore Common Software	1.0	11–Sep–92 16:02:19	RUNNING	Yes	Workstation	214 Disk Pages
Cartridge Tape	1.0	11–Sep–92 15:45:00	IDLE	No	Workstation	588 Disk Pages
Container List Tool	1.0	11–Sep–92 16:02:21	IDLE	No	Workstation	172 Disk Pages
Conversion Common Software	1.0	28–Oct–92 21:17:08	RUNNING	Yes	Common	36 Disk Pages
Cusp	1.0	29–Oct–92 9:25:02	RUNNING	Yes	Common	42 Disk Pages
CUSP Buttons	1.0	29–Oct–92 9:30:33	IDLE	No	Workstation	196 Disk Pages
Disk Space Warning	1.0	17–Oct–92 18:55:08	RUNNING	Yes	Workstation	20 Disk Pages
Document Common Software	1.0	29–Oct–92 10:14:53	RUNNING	Yes	Common	52 Disk Pages
Extract Rules	1.0	21–Oct–92 11:45:36	IDLE	No	Workstation	226 Disk Pages
Field Content	1.0	22–Oct–92 14:49:33	RUNNING	Yes	Common	18 Disk Pages

In the open Loader icon, you can see which software applications are idle and which are running. You can set applications to run automatically when GLOBALVIEW starts.

Loading software applications

Depending on the software installation methods at your site, you can retrieve application icons from a CD ROM or a UNIX directory. Refer to the *GLOBALVIEW for X Windows Installation Guide* for your system to learn how to obtain application icons.

✦ **Note:** You must have a license to run an application. An application will not start unless a license token is available. Refer to the *GLOBALVIEW for X Windows Installation Guide* for licensing information.✦

Most applications are installed using the GLOBALVIEW XIST installation program. XIST places the applications inside the Loader. If you obtain an application without using XIST, use the following procedure to load it.

✦ **Note:** Do not put PostScript font applications in the Loader. See chapter 10, "Managing fonts." ✦

To load and run a software application:

1. Select the application icon you want to load on your workstation.

2. Press COPY.

3. Select the closed Loader icon.

   The system copies the application icon to the Loader icon.

An application copied to a closed Loader icon runs automatically only if the applications on which it depends are already loaded and running. If the application is dependent on a missing application, a message appears.

To load an application without running it:

1. Open the Loader icon.

2. Select one or more application icons you want to load.

3. Press COPY or MOVE.

4. Move the pointer into the Loader icon window and click the Select or Adjust mouse button.

   The application is loaded in the Loader but does not run.

5. Close the Loader icon.

✦ **Note:** If the Loader contains another version of the application you are trying to load, GLOBALVIEW does not allow you to load the application until you delete the existing version. See "Deleting software applications," later in this chapter.✦

To run an idle software application:

1. Open the Loader icon.

2. Select the application you want to run.

3. Select Run in the header of the Loader window.

   Messages tell you the application is starting. If the application is dependent on a missing application, a message indicates the required application.

To set an idle software application to run automatically:

1. Open the Loader icon.

2. Select the application you want to run whenever you start GLOBALVIEW.

3. Press PROPS.

4. Set Auto Run at System Startup to Yes by clicking the Select mouse button on Yes.

5. Select Done in the property sheet window.

6. Close the Loader icon window.

7. When you restart GLOBALVIEW, the application runs automatically.

To idle a running software application:

1. Open the Loader icon.

2. Select the application you want to idle.

3. Press PROPS.

4. Set Auto Run at System Startup to No by clicking the Select mouse button on No.

5. Close the property sheet and the Loader.

6. When you restart GLOBALVIEW, the application is set to idle.

Deleting software applications

You delete an application from the Loader window the same way you delete any other file. However, you cannot delete an application while it is running.

✦ CAUTION: When you delete a software application from the Loader, you also delete it from the Loader of every other GLOBALVIEW user on your workstation.✦

To delete a software application:

1. Use the foregoing procedure to idle the application you want to delete, if it is not already idle.

2. Restart GLOBALVIEW and open the Loader icon.

3. Select the application you want to delete.

4. Press DELETE.

5. Select Yes in the GlobalView Confirmation window to confirm that you want to delete the application. One of the following occurs:

   • If your Wastebasket is set to Purge Deleted Items Immediately, the system deletes the application.

   • If your Wastebasket is set to Purge Deleted Items Never, the system places the application in the Wastebasket, where it remains until you purge the Wastebasket.

6. Working with icons

Icons in your GLOBALVIEW workspace window represent your files and workstation resources. Several kinds of icons can appear in your workspace window, including the following:

- Data object icons, such as documents and spreadsheets

- Container icons, such as folders and books

- Application icons, such as the Converter

- Icons that represent peripheral devices, such as printers and floppy disk drives

GLOBALVIEW's general procedures for working with icons are the same for all types of icons that appear in the workspace.

This chapter includes the following general procedures for working with GLOBALVIEW icons:

- Selecting icons
- Opening and closing icons
- Copying icons
- Moving icons
- Deleting icons
- Renaming icons

This chapter also explains how to perform activities in the background.

Selecting icons

You must select an icon before you can work with it. You can select one or more icons at the same time. Selected icons have their foreground and background colors reversed.

To select an icon in the workspace window:

1. Point to the icon you want to select.

Selected icon ———┐

2. Click the Select mouse button.

   The icon's foreground and background colors appear reversed, indicating that it is selected.

3. Click the Adjust mouse button on any other icons you want to select.

   The selected icons are ready to be used, as described in the following procedures.

To cancel an icon selection:

▸ Move the pointer to an empty part of the workspace window and click the Select mouse button.

   The icon is no longer selected.

To deselect one of a group of selected icons:

▸ Click the Adjust mouse button on the unwanted icon.

   The other icons in the group remain selected.

Opening and closing icons

To open an icon:

▸ Do one of the following:

• Point to the icon and double click the Select mouse button.

• Point to the icon and press and hold down the Menu button, then select Open from the icon menu.

• **In OPEN LOOK only**—Select the icon, hold down the ALT key and press OPEN.

• **In Motif and Open Windows only**—Select the icon and press the OPEN key.

The icon window opens.

To open a container icon and show all levels of its contents:

1. Select the container icon you want to open.

2. Point to the icon, press and hold down the Menu mouse button, and select Show All Levels in the icon menu.

3. The icon window opens and shows the container's contents in outline form. In the workspace window, the icon appears ghosted.

NAME

☐ Blank folder

    ☐ Chapter 6

    ☐ Memo

☐ Memo

∿ 300 dpi color canvas template
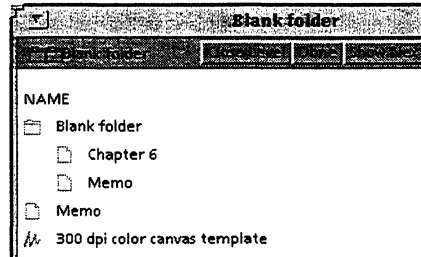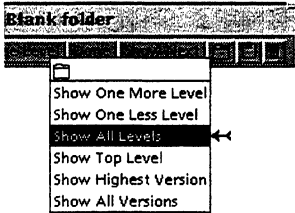
To change the number of levels displayed:

1. Point to the Folder menu in the window header and press and hold down the Menu mouse button to display the Container menu.

2. Slide the pointer to the level you want and release the mouse button.

    The level you selected displays.
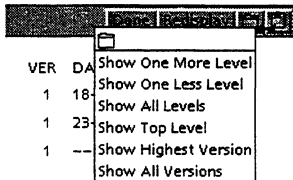
To close an icon window:

▸ Select Done in the icon window header.

The icon window closes, and the icon resumes its normal appearance in the GLOBALVIEW workspace window.

To close a container window one level:

▸ Select Show One Less Level in the icon window header.

Moving icons

You can move icons to other locations in the workspace window. You can also move icons into or out of containers, such as folders, or to an icon that performs a function, such as a converter. Icons can also be moved from one GLOBALVIEW workspace window to another.

✦ **Note:** You cannot move a GLOBALVIEW icon out of GLOBALVIEW into the X window environment. To put GLOBALVIEW files in UNIX directories, see "Transferring files between GLOBALVIEW and UNIX" in chapter 9. ✦

To move icons using the MOVE key:

1. Select an icon.

2. Press the MOVE key.

   The pointer changes to a small ghosted image of the icon you selected.

3. Move the pointer where you want to move the icon and click the Select mouse button.

   The icon moves to the selected destination, and the pointer resumes its arrow shape.

To move an icon by dragging and dropping it:

1. Point to the icon and press and hold down the Select mouse button.

2. Continue to hold down the Select button and drag the icon where you want to place it.

3. Release the mouse button.

   The icon moves to the selected location.

Copying icons

You can copy icons that reside in a workspace, in file folders, or in other containers. You can copy a data icon to an icon that represents a function or device. For example, you can copy a document icon to a printer icon so it will print.

You can copy icons from one GLOBALVIEW workspace window to another.

You can copy icons in the background while you perform other tasks. See "Copying and moving icons in the background," later in this chapter.

✦ **Note:** To copy files to UNIX directories, see "Transferring files between GLOBALVIEW and UNIX" in chapter 9. ✦

To copy icons in the foreground using the COPY key:

1. Select an icon.

2. Press the COPY key.

   The pointer changes shape.

3. Move the pointer to a destination for the copy.

4. Click the Select mouse button.

   The pointer changes to an hourglass, indicating that the icon is being copied. You cannot use your workspace until the system finishes copying the icon. The hourglass changes back to a pointer when the icon has been copied.

To copy icons from one GLOBALVIEW workspace window to another using the Copy menu:

1. Select an icon.

2. In the GLOBALVIEW workspace window that contains the selected icon, open the Copy Icons menu in the window header and select the destination GLOBALVIEW workspace window from the list shown.

   The copied icon appears in the first available space at the bottom of the destination GLOBALVIEW workspace window.

To copy icons between GLOBALVIEW workspace windows in different rooms:

1. Select an icon.

2. In the workspace window that contains the selected icon, open the Copy Icons menu in the window header.

   A list of workspace windows that reside in all rooms appears.

3. Click the Select mouse button in the workspace window you want to select.

   The copied icon appears in the workspace window you selected within the room where the workspace window resides.

Setting up the Wastebasket

You can make the Wastebasket a temporary repository for icons you delete from your workspace. When you delete an icon, it can go into the wastebasket and remain there until you empty the wastebasket using the Purge Wastebasket command in the Workspace menu.

When you open the Wastebasket icon, a window displays a list of the items you deleted since the last time you purged the wastebasket. The most recently deleted items are listed first.

NAME		DATE
Document 3	16 Disk Pages	15–Oct–92 9:14:13
Document 2	16 Disk Pages	15–Oct–92 9:14:13
Document 1	16 Disk Pages	15–Oct–92 9:14:13

You can restore to your workspace or permanently delete an item listed in the open wastebasket.

The wastebasket can be in operation whether its icon appears in your workspace or not.

For the following procedure, you can copy the Wastebasket icon to your workspace window from the Workspace divider,

or you can open the Wastebasket icon's property sheet in the Workspace divider. (More information about property sheets appears in chapter 8, "Property and option sheets.")

To set Wastebasket icon properties:

1. Select the Wastebasket and press PROPS to open the Wastebasket icon property sheet.
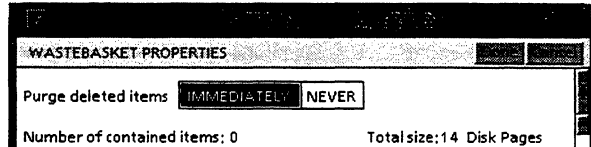
2. Do one of the following:

   - Select Immediately for Purge Deleted Items to prevent deleted icons from being stored in the wastebasket.

     The system prompts you to confirm each icon deletion.

   - Select Never for Purge Deleted Items to route deleted icons to the wastebasket.

     The deleted icons remain in the wastebasket until you purge the wastebasket.

Purging the wastebasket

When the wastebasket is set to Purge Deleted Items Never, it stores deleted icons until you empty (purge) the wastebasket.

To purge the wastebasket:

1. Select Purge Wastebasket in the Workspace menu.

   A message asks you to confirm this action.

2. Select Yes to confirm purging the wastebasket.

   Icons in the wastebasket are permanently deleted.

Deleting icons

You can delete icons from your workspace window or from any open window within the workspace. The result of deleting an icon depends on settings you specify for the Wastebasket icon.

To delete an icon:

1. Select the icon or icons you want to delete.

2. Press the DELETE key.

   If the wastebasket is set for immediate purging, the system prompts you to confirm the deletion.

3. When you confirm the deletion, the icon is deleted.

   If the wastebasket is set for delayed purging, the system stores the deleted icon in the wastebasket.
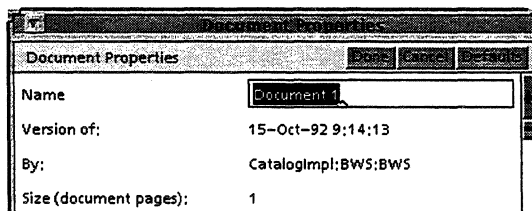
Renaming icons

Each icon has a name that readily identifies it in the workspace. You can rename any icon. Use the following procedure to rename your icons.

To rename an icon:

1. Select the icon you want to rename.

2. Press PROPS.

   The icon property sheet opens.

   The contents of the Name box are highlighted in the icon property sheet.

3. Press DELETE to delete the icon name.

4. Type a new name for the icon in the Name box.

5. Select Done in the window header.

   The property sheet closes and the new name appears on the icon.

✦ **Note:** You cannot close an unnamed icon. The Name box must contain at least one character or the property sheet does not close.✦
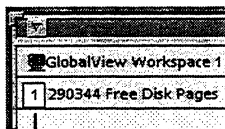
Performing background activities

Background activities are processes you set in motion and let the system complete while you continue with other work.

When you perform an activity in the foreground of a GLOBALVIEW workspace window, you cannot start another activity in that window until the first one completes. When you perform an activity in the background, you can start another background or foreground activity immediately.

Background activities do not require your attention once they begin. Printing, paginating, some file conversions, and sending mail are types of activities that are always performed in the background.

Multiple background activities can process at the same time and can proceed at the same time as other workspace operations. For example, sending a document to a printer is a background activity. As soon as you copy a document to a printer, you can check its progress, start other activities in the foreground or background, or cancel background activities.

Background
activity symbol

When you start a background activity, a small box with a number in it appears in the upper left corner of your workspace window. The system enters background activities in a queue. The background activity symbol indicates the number of activities waiting to be completed.

Copying and moving icons in the background

When you copy or move large files that occupy many disk pages, it is wise to do so in the background. Doing so lets you perform other activities at the same time.

✦ **Tip:** When you copy a file from your workspace window, the system creates the copy on your workstation disk before it transfers the file to its new location. Moving files from your workspace window instead of copying them is more expedient when your workstation is low on disk space.✦

To copy or move icons in the background:

1. Select an icon.

2. Press COPY or MOVE.

3. Move the pointer to a destination where you want the copied or moved icon to appear.

4. Click the Adjust mouse button.

   The system copies or moves the icon to the destination you selected. You can use your workspace while the system copies or moves the icon.
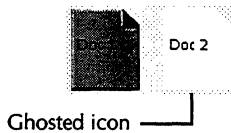
When you involve an icon in a background activity, the busy icon appears ghosted, or transparent, in the workspace window.

Ghosted icon ——

Inside an open container, such as a folder, the Directory, and the Loader, the lines listing busy icons appear shaded in gray.

NAME	VER	DATE
Document 1	1	15–Oct–9
Document 2	1	15–Oct–9
Document 3	1	15–Oct–9
Chapter 6	1	24–Oct–9

Checking progress of background activities

While the background symbol is visible, you can open a menu. The Background Activities menu lets you check the progress of background activities or cancel them.
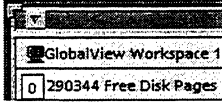
✦ **Note:** The background symbol is visible only while a background activity is taking place or immediately after a background activity fails. A zero in the background symbol indicates that the system terminated a background activity before it was completed.✦
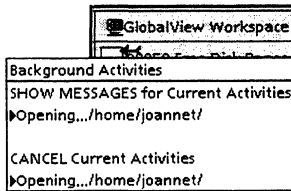
To display the Background Activities menu:

1. Place the pointer on the background symbol.

   The background symbol is visible only while a background activity is taking place.

2. Hold down the Select or Adjust mouse button.

   The Background Activities menu appears in the workspace window.

Background Activities messages

The following messages can appear in the Background Activities menu:

SHOW MESSAGES for Current Activities—Lists all ongoing activities. When you select an activity listed under this category, a status message about the activity displays in a GlobalView Messages window.

The system assigns names to each background process identifying the process and the object in process.
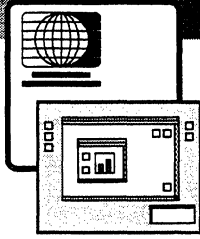
For multiple background jobs, such as printing two documents, only the name of the document currently being printed appears in the Background Activities menu. After the first document prints, the second document and process name appear in the Background Activities menu.

CANCEL Current Activities—Lists all background activities and lets you select an activity to cancel. When you select an activity, you must confirm the cancellation in a GlobalView Confirmation window before the system attempts to stop the background activity.

Canceling a background activity means releasing the resources (such as printers) that the system is using for the activity. The system might not recognize your request in time to cancel the activity and might complete it instead.

Background Activities problem messages

The system reports most problems that arise in background activities in a GlobalView Confirmation window. Some problem messages also appear in the Background Activities menu when you click on a listed activity.

7. Windows and menus

When you open an icon, a window appears. An icon symbol and the icon's name appear in the header of the open window. Most windows display the contents of icons, such as document text, or lists of files. Some windows, called property sheets and option sheets, let you set parameters for how the associated icon operates. Chapter 8, "Property and option sheets," explains the contents of these special windows.

Understanding window elements

All windows have control points, a window header, a title, scroll bars, commands, and menus. The following illustration shows these features in the OPEN LOOK window manager.
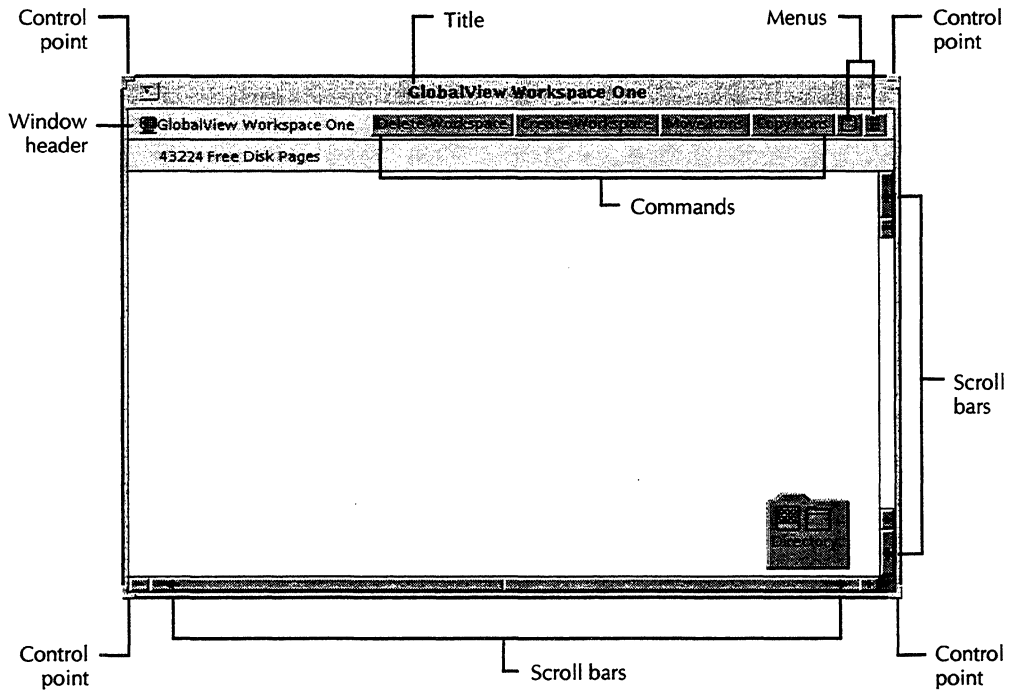
Control points

Your X window manager's control points are used to manipulate GLOBALVIEW windows. See "Moving, resizing, and stacking windows," later in this chapter.

Customizing the window header

The window header displays the window's title and icon symbol, commands, and menu icons. You can change the one-line window header to two lines by modifying the Header Style parameter in the Windows section of your User Profile. Chapter 13, "Customizing your workspace with the User Profile," explains how to modify User Profile settings.

Window title

The window title consists of the icon symbol (for example, a tiny folder icon) and the name of the icon.

If you reach the window through a divider or a container icon, the title includes symbols and names that illustrate the path to the window.

Scrolling through screens

Every window has a vertical and a horizontal scroll bar that shift the contents of a window.

The vertical scroll bar shifts the displayed window contents up and down.

Click on – to display the previous window or page.

The diamond denotes the portion of the file shown (beginning or middle, for example).

Click on + to display the next window or page.

Click on the up or down arrows to scroll contents line by line.
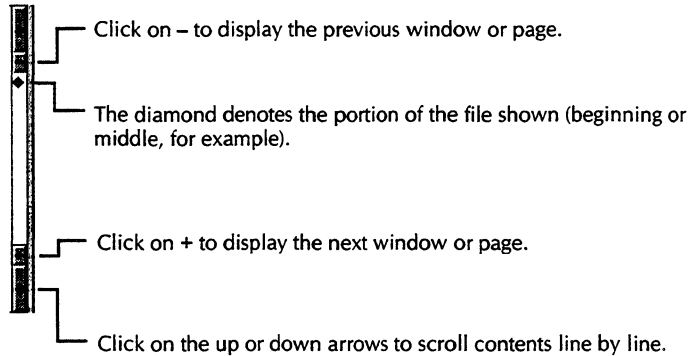
The horizontal scroll bar shifts the displayed window contents left and right.

Click on – to align display to left edge.

Click on the arrows to scroll the window contents in the direction of the arrow.

Click on + to align display to right edge.
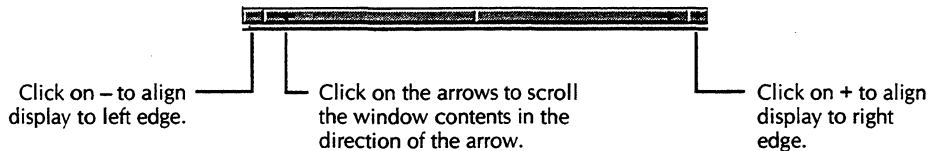
Moving, resizing, and stacking windows

Your X window manager controls the placement of all windows that appear on your screen.

OPEN LOOK and Open Windows windows have resize corners that let you manipulate them and a window menu button that lets you iconify them. Refer to the illustration on page 7-3, which shows an OPEN LOOK window with all its control features annotated. You can also iconify a window by selecting Close in the OPEN LOOK top-level menu.

Motif's entire frame lets you resize the window using the pointer. Motif's window header contains buttons that let you iconify and maximize a window.

Maximize button

Window Menu button

Minimize (iconify) button

Title bar

GlobalView Workspace 2

97696 Free Disk Pages

Resizing-pointer symbols

Resizing-pointer symbol
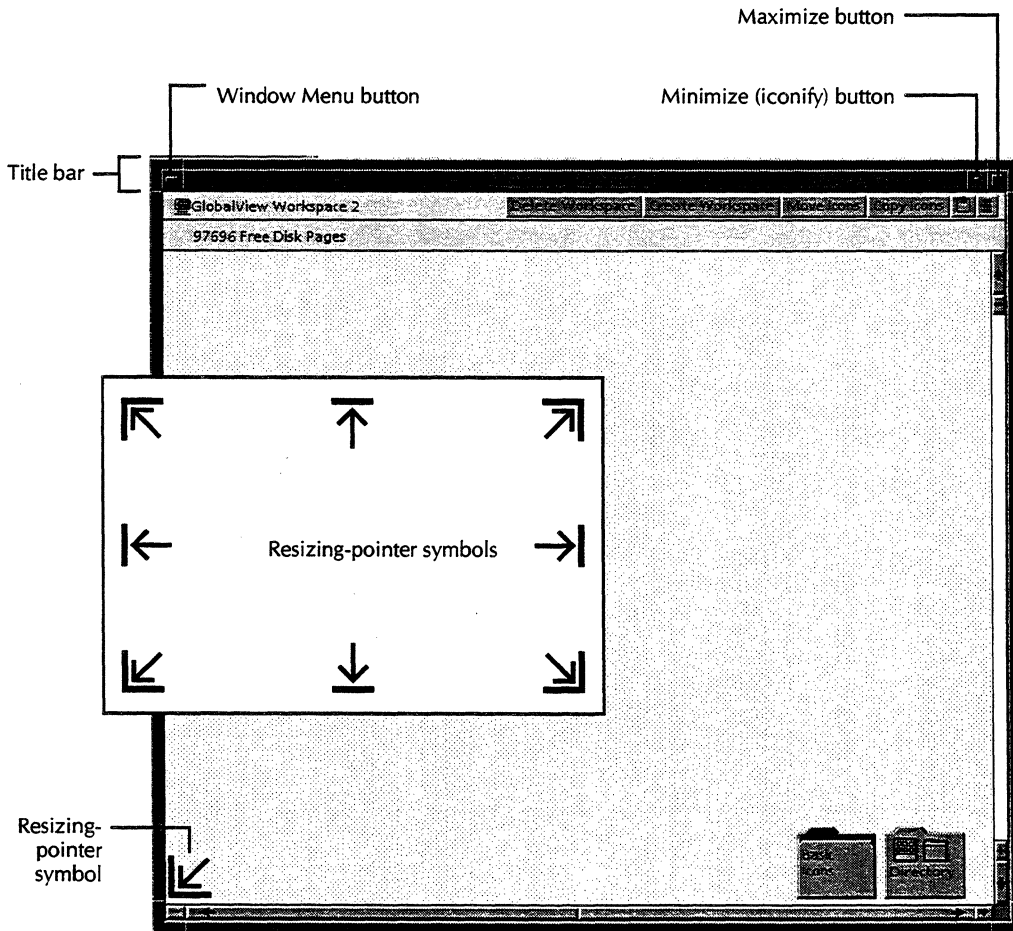
You stack, size, slide, and iconify GLOBALVIEW windows like any other windows in your X windows environment. Therefore, this chapter does not give detailed instructions for performing these basic X windows environment tasks.

✦ **Note:** When you open several windows in succession, the windows might not appear in the order you opened them because the X window manager controls the stacking order, not GLOBALVIEW.✦

Iconifying and maximizing windows

You can iconify open windows to save time and free up screen space for other tasks. You might want to iconify a lengthy document while it is paginating, or a complicated graphic while it is redrawing.

You iconify and maximize GLOBALVIEW windows the same way you iconify and maximize other objects in your X windows environment.

Selecting window commands

All windows display commands in the window header at the top of the window. Some commands are common to all windows. Others appear only in certain types of icon windows. Depending on the window's size and type, commands can appear either in the window header or in window header menus.

General procedures for selecting a command

All window commands take effect the same way.

Window commands

To select a command in a window header menu:

1. Point the mouse at the menu icon and press and hold down the Select mouse button.

   The menu opens.

2. Continue holding down the Select mouse button, and drag the pointer to the command you want to select.

   The command appears highlighted.

3. Release the mouse button.

   The command takes effect.

Common window header commands

The most common window header commands are listed and defined in the following paragraphs.

Close Level—Closes a container object one level.

Done—Closes a GLOBALVIEW icon.

Edit—Lets you modify the contents of a file object. Appears in document and illustration windows.

Redisplay—Updates the contents of a window to reflect changes you made since you opened the window.

Reset—In document and illustration windows, restores text or graphics as they were when last saved.

Save—Saves the contents of a document or object; does not let you continue editing.

Save & Edit—Saves the contents of a document or object and lets you continue editing.

Show Next—Displays next object in a container.

Show Previous—Displays preceding object in a container.

Using menus in window headers

All windows have menus that appear as icons in the window header.

Menu icons

Some menus appear in all windows. Others appear only when you run specific applications. For example, GV Write has two window header menus that contain editing commands.
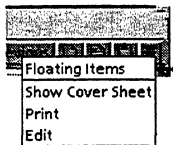
The following sections describe the Floating Items menu and the Clipboard menu, which appear in all windows.

Floating Items menu

The Floating Items menu appears in the right corner of the window header.

When a window is too narrow to display all commands in the window header, some commands move into the Floating Items menu, starting with the rightmost command.

The items that appear in the Floating Items menu vary depending on the size of the window.

✦ **Tip:** If you cannot locate a command in the window header, look for it in the Floating Items menu.✦

Clipboard menu

The clipboard is a temporary storage location where you can place text you want to copy or move from an open GLOBALVIEW application to an open X application, or vice-versa. The clipboard supports extended UNIX code (EUC) format text. The default EUC format is ISO-8859/1 (Latin 1) text.

For information on using the clipboard, see "Copying text between X and GLOBALVIEW" in chapter 3.
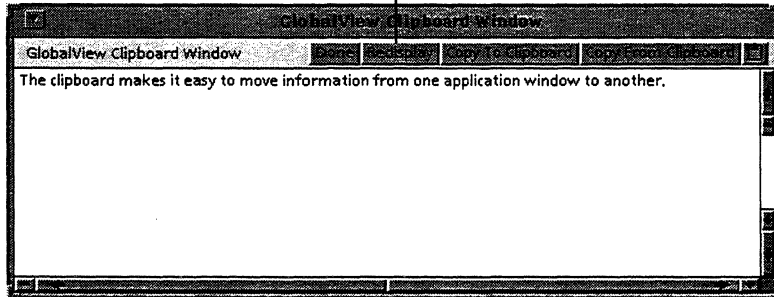
The clipboard appears in most window headers. Text you move or copy to the clipboard remains there until you move it from the clipboard or copy or move another text selection to the clipboard.

Copy To Clipboard
Copy From Clipboard
Show Clipboard Window
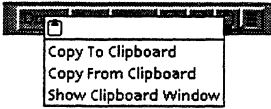
You can reach the clipboard by pointing to the clipboard icon in the header of the workspace window in which you want to transfer data to or from the X clipboard.

Select here to redisplay clipboard contents. ⎯⎯

GlobalView Clipboard Window

GlobalView Clipboard Window

The clipboard makes it easy to move information from one application window to another.

Using the Workspace menu

Date and time
End Session
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size

The Workspace menu appears when you press the Menu mouse button in any empty area in a GLOBALVIEW workspace window.

The Workspace menu lists commands you use to perform a variety of workspace-level tasks. See chapter 3, "The GLOBALVIEW workspace," for more information about workspace-level tasks.

8.   Property and option sheets

Almost every GLOBALVIEW object, from a character to a file container, has a property sheet or an option sheet. Objects include everything in GLOBALVIEW that you can select with the mouse, such as icons, text, frames, graphic shapes, tables, and spreadsheets.

Property and option sheets are windows that display the default values for certain characteristics of objects. You can modify some of these characteristics, including the object's name, size, and appearance.

General procedure for displaying property sheets

To display a property sheet:

1. Select the object whose property sheet you want to display.

2. Press PROPS.

   The property sheet appears.

3. Select Done in the property sheet header to close it.

✦ **Note:** When you open a property sheet, the property sheet always appears on top of the object or at the same display level as the object. You can move the property sheet to the side, but you cannot place the property sheet beneath the object in the window stack.✦

Displaying option sheets

Option sheets appear when you select an icon to perform a function, such as printing, or when you press certain function keys, such as FIND. When the system needs more information before it can perform the function you requested, it displays an option sheet in which you specify the necessary information.
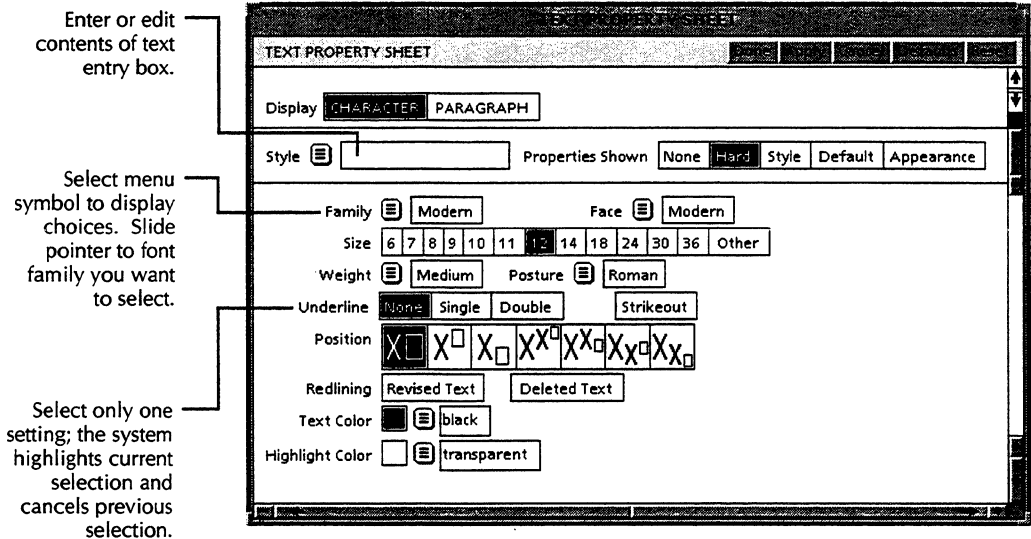
Types of properties and options

Property and option sheets have the same kinds of settings. Some properties and options are modifiable. Others are not. The settings appear in a variety of ways.

Some properties and options appear within a box, which you select to turn the setting on or off. The selected setting appears highlighted. Some properties and options must be entered in a text box that appears next to the property or option name. Read-only properties and options appear unboxed.

Unselected property

Selected property appears in reverse type.

Read-only properties and options appear unboxed.
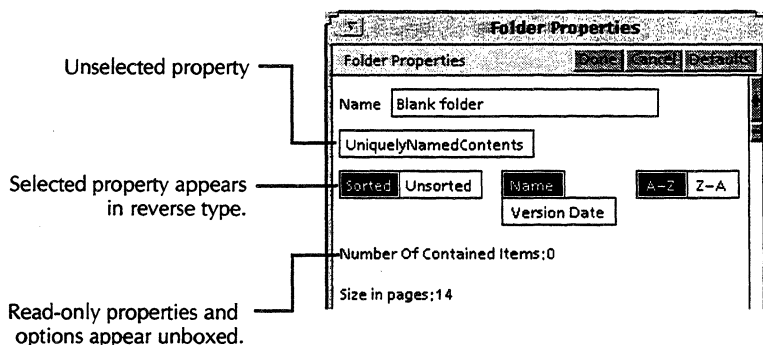
When properties or options are mutually exclusive, you can select only one setting. The system highlights the current selection and cancels the previous selection. The Size property in the Text property sheet, illustrated on the next page, is an example.

Enter or edit contents of text entry box.

Select menu symbol to display choices. Slide pointer to font family you want to select.

Select only one setting; the system highlights current selection and cancels previous selection.

TEXT PROPERTY SHEET

Display **CHARACTER** PARAGRAPH

Style ▤ [   ] Properties Shown | None | **Hard** | Style | Default | Appearance |

Family ▤ | Modern | Face ▤ | Modern |

Size | 6 | 7 | 8 | 9 | 10 | 11 | **12** | 14 | 18 | 24 | 30 | 36 | Other |

Weight ▤ | Medium | Posture ▤ | Roman |

Underline | **None** | Single | Double | | Strikeout |

Position | X | X$^\square$ | X$_\square$ | X$^{X\square}$ | X$^{X}_\square$ | X$_{X}^\square$ | X$_{X\square}$ |

Redlining | Revised Text | | Deleted Text |

Text Color ▉ ▤ | black |

Highlight Color ☐ ▤ | transparent |

For some properties and options, you can select more than one setting at a time. The Face property in the Text property sheet is an example.

Some properties or options appear in menus next to the property or option name. The Style and Family menus in the Text property sheet are examples.

When you select some properties or options, other properties or options appear or disappear. For example, when you select Sorted in the Folder property sheet, the settings for sort orders appear.

When you select Sorted, additional properties appear.
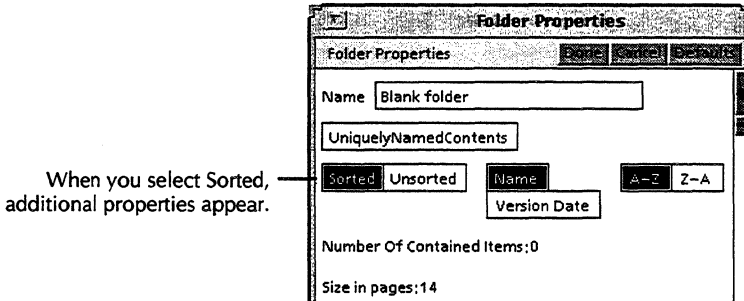
When you select Unsorted in the Folder property sheet, the property sheet no longer displays settings for sort orders.

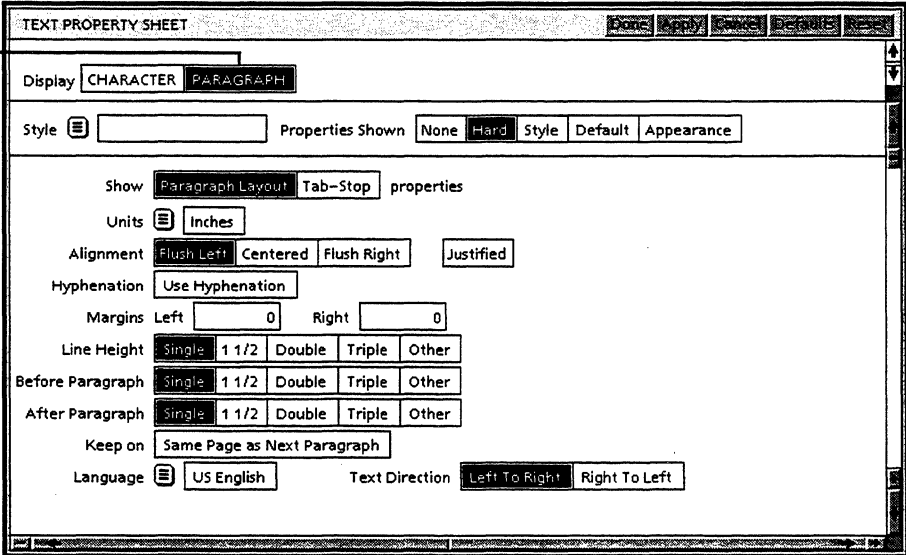When you select Unsorted, settings for sort orders do not appear.
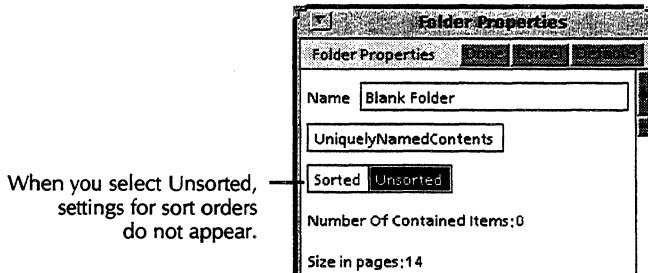
Property sheets for objects that have a great number of properties include a Display setting, which lets you select among related displays.

Character
selected
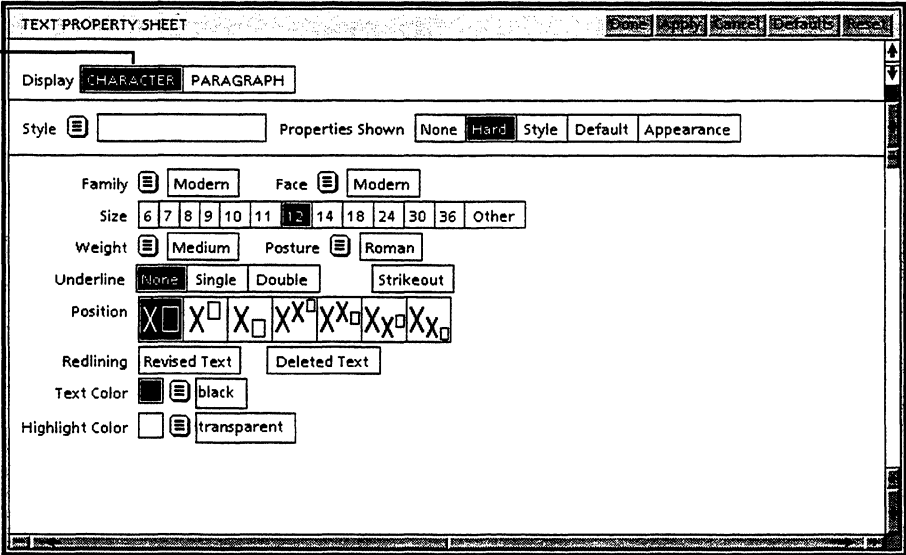
With Character selected, the Text property sheet displays only settings that affect text characters.

Paragraph
selected

With Paragraph selected, the Text property sheet displays only settings that affect text paragraphs.

Common property sheet commands

Most property and option sheets display the following commands in the window header or Floating Items menu.

Apply—Causes the changes made in a property sheet to take effect and keeps the property sheet open for other changes.

Cancel—Cancels all changes made to the property or option sheet since you opened it and closes the property or option sheet, except for changes you applied.

Defaults—Restores all settings to default settings set by GLOBALVIEW. Defaults are standard settings that meet the needs of most users.

Done—Applies the selected settings and closes the property sheet window.

Reset—Restores all settings to those in effect when you opened the sheet, and leaves the property sheet open.
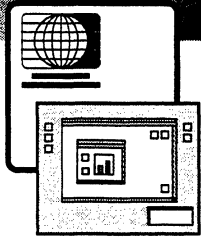
Changing property defaults

Property sheets initially display default values set by GLOBALVIEW to meet the needs of most users.

For example, by default, the system measures the dimensions of tables in inches. A property sheet for a table contains a Units property with a default value of Inches. You can change this property setting by simply selecting another unit of measure in the property sheet. You can change the property permanently by changing the Document Table Defaults section of your User Profile. When you change the property in your User Profile, the setting you choose becomes the default setting.

Chapter 13, "Customizing the workspace with the User Profile," explains how to modify User Profile settings. See also the user guide for the appropriate application.

9. Filing

This chapter explains how GLOBALVIEW handles files and how you can transfer files between GLOBALVIEW and UNIX. This chapter also lists the file extensions GLOBALVIEW recognizes.

For information about filing on a Shared Document Services network, see the *Xerox GLOBALVIEW Network Access User Guide*.

Software required—Run the Window to UNIX File System (WUFS) software application to transfer files between GLOBALVIEW and UNIX.

Run the following software applications to convert files you transfer to and from GLOBALVIEW, as explained in the section, "Transferring files between GLOBALVIEW and UNIX":

- GV Write
- Conversion Common Software
- Link to Mastersoft Word for Word

Also run the following software applications to convert these additional types of files:

- File Conversion of CGM Documents
- File Conversion of ODA Documents
- File Conversion of 860 Documents
- File Conversion of Raster Graphics
- Illustrator from HPGL Converter

Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide* for detailed information about GLOBALVIEW's extensive bidirectional file conversion capabilities.

GLOBALVIEW filing

GLOBALVIEW stores objects in filing containers. Filing containers are objects that hold other objects. A folder is an example of a GLOBALVIEW filing container. Other GLOBALVIEW containers, for example, books, have some of the same characteristics as filing containers.

You can store most objects in folders. You obtain folder icons by copying them to a workspace window from the Basic Icons folder.

To obtain folder icons:

▶ Copy Blank Folder icons from the Basic Icons folder. The Basic Icons folder is located in the Directory icon, inside the Workstation folder.

To specify a folder's contents and how contents display:

1. Select the folder icon and press PROPS.
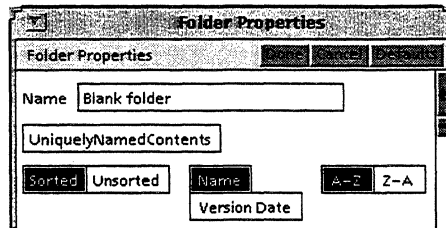
2. Set the following properties according to your preferences:

   Name—The name can contain from 1 to 100 characters. The name appears on the icon and in container windows.

   UniquelyNamedContents—When selected, requires that every object placed in the folder have a unique name. You can select this value only for an empty folder or one that contains uniquely named objects.

   Sorted/Unsorted—Lets you choose the order in which objects are stored. When you select Sorted, the following additional choices appear:

   • **Name**—Sorts objects by icon name.

   • **Version Date**—Sorts objects by date, then by name.

   • **A-Z/Z-A**—Sorts objects by name in ascending or descending order.

   When you select Unsorted, objects are stored in the order in which you file them and you can move objects around.

3. Select Done.

Filing objects in folders

You file objects by moving and copying them into folders. You can also place folders inside of other folders, creating multiple layers of nested files.

You can put any icon, except the Directory icon, into a folder, including the following:

- Document icons
- Graphics icons
- Software application icons
- Peripheral devices icons (such as printer icons)
- Other folder icons

Objects you place in folders are stored on your workstation in GLOBALVIEW. You open the objects in the folder or copy or move the objects into your workspace.
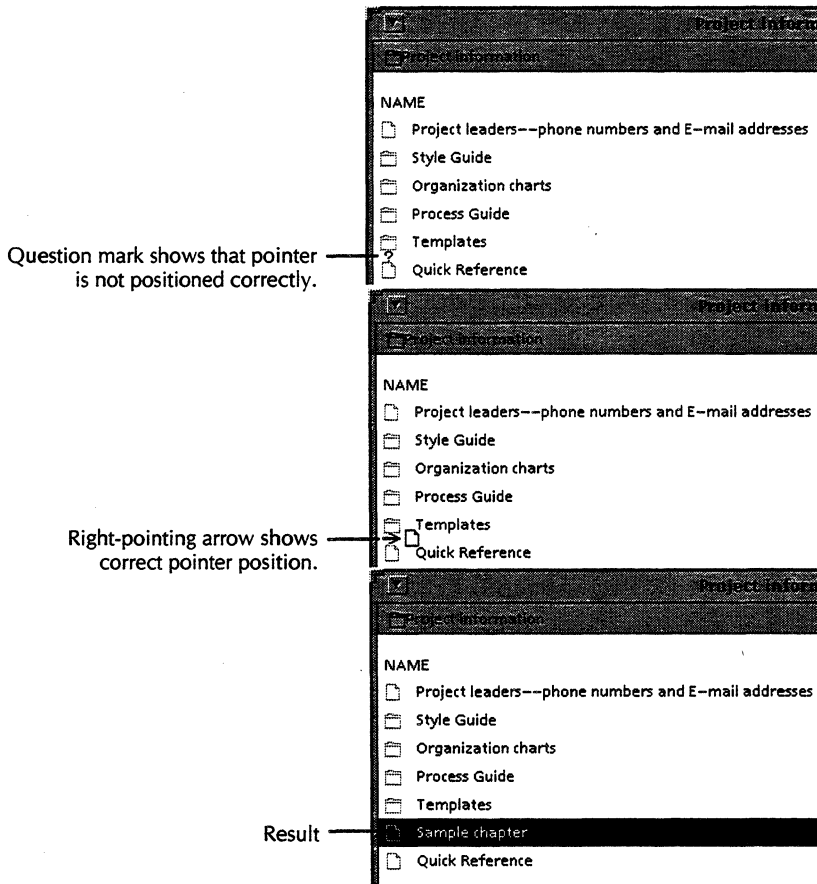
To file an icon in a closed folder:

1. Select the object you want to file.

2. Press COPY or MOVE and click the Select (or Adjust) mouse button on the closed folder.

   The object is copied or moved into the folder.

To file an icon in an open folder:

1. Open the folder.

2. Select the icon you want to file.

3. Press COPY or MOVE.

4. Move the pointer to the destination in the folder window, then press and hold down the Select (or Adjust) mouse button.

5. Do one of the following:

   - If a question mark appears, move the pointer up or down until the pointer displays as a right-pointing arrow (see the following illustrations). Release the mouse button. The system copies or moves the selected icon.

Question mark shows that pointer is not positioned correctly.

Right-pointing arrow shows correct pointer position.

Result

- To store the object in a closed container within the open folder, move the pointer until the closed container highlights. Release the mouse button. The system copies or moves the selected object.

6. Select Done in the folder window header to close the folder.

   If the folder is set to Unsorted, the system stores the object at the location you selected. If the folder is set to Sorted, the system places the object in the appropriate sort order.

Displaying the contents of folders

Folders open into windows that display their contents. When you open a folder icon, the Folder menu becomes visible in the folder window header. The Folder menu looks like a tiny folder icon.
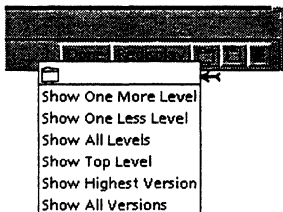
To specify display levels for a folder:

1. Open the folder and point to the Folder menu (small folder icon) in the window header. Press and hold down the Select mouse button.
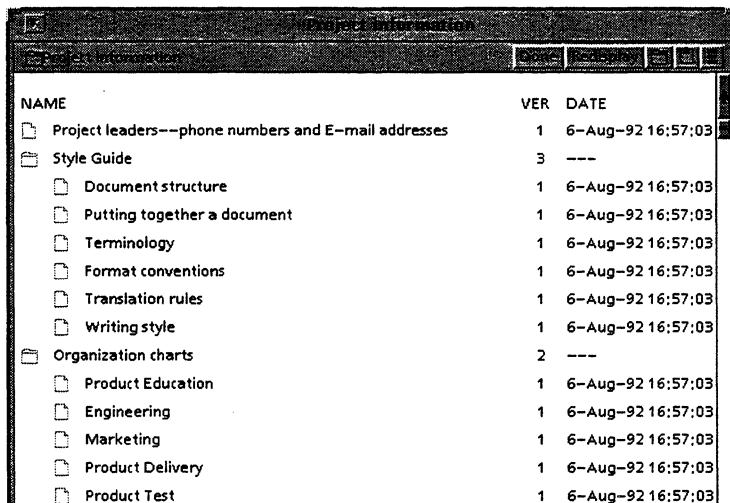
   Folder menu choices appear. The Folder menu lets you find items filed in nested layers within containers.

2. You can view a folder's contents at any level by selecting one of the following menu commands:

**Show One More Level**—Opens the next level of filed icons.

Show One Less Level—Closes the lowest level of filed icons.

Show All Levels—Opens every level of filed icons and displays the contents in an outline.

NAME	VER	DATE
Project leaders--phone numbers and E-mail addresses	1	6-Aug-92 16:57:03
Style Guide	3	---
Document structure	1	6-Aug-92 16:57:03
Putting together a document	1	6-Aug-92 16:57:03
Terminology	1	6-Aug-92 16:57:03
Format conventions	1	6-Aug-92 16:57:03
Translation rules	1	6-Aug-92 16:57:03
Writing style	1	6-Aug-92 16:57:03
Organization charts	2	---
Product Education	1	6-Aug-92 16:57:03
Engineering	1	6-Aug-92 16:57:03
Marketing	1	6-Aug-92 16:57:03
Product Delivery	1	6-Aug-92 16:57:03
Product Test	1	6-Aug-92 16:57:03

When you select Show All Levels, the folder window displays the folder's nested levels of files.

Show Top Level—Displays the highest level of icons stored in folders.

NAME	VER	DATE
Year1992	1	---
Year1992	2	---
Statements	1	---
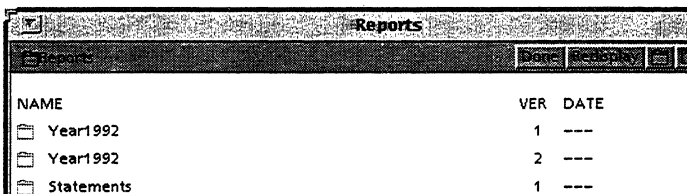
When you select Show Top Level, the folder window displays only the top level of the folder's file structure.

Specifying folder display options

You can define how the contents of all folders display by specifying options in the Folder/File Drawer Display option sheet.

✦ **Note:** File server facilities in the Shared Document Services networking environment appear as file drawers in the GLOBALVIEW workspace. You obtain file drawers by copying them from a Network divider in the Directory icon. If you are not using Shared Document Services, the Network divider and file drawers do not appear in the Directory icon.✦

To specify the Folder/File Drawer Display options:

1. Point to any blank area of the workspace, press and hold down the Menu mouse button, and select Folder/File Drawer Display options in the Workspace menu.

   The Folder/File Drawer Display option sheet appears.
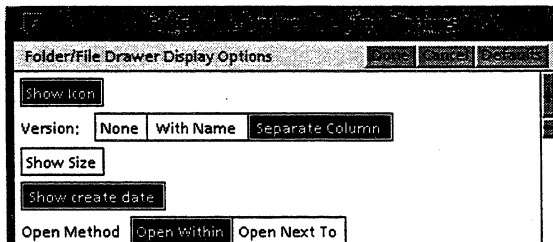
2. Set the value you want for each of the following properties.

Show Icon—Displays a tiny icon that represents the type of data each object in the folder contains.

Show Version—Lets you select one of three version display choices, as follows:

- **None**—No version number appears.

- **With Name**—Attaches a version number to the name.

- **Separate Column**—Displays the icon's version number in a separate column.

Show Size—Displays in a separate column the disk size of the icons. For a folder filed within another folder, also displays the number of icons.

Show Create Date—Displays the date the icon was most recently edited. Within open folder windows, folder icons do not display creation dates.

Open Method—Sets the way an icon in a container window opens.

- **Open Within**—Specifies that an icon opened within a container window creates a new window that covers the original container window.

- **Open Next To**—Specifies that an icon opened within a container window displays a window next to the original container window, so the contents of both windows can be viewed and accessed.

✦ **Note:** You can also set folder display options in your User Profile. GLOBALVIEW uses the User Profile setting you select each time you run GLOBALVIEW. Refer to "Folder options" in chapter 13, "Customizing your workspace with the User Profile."✦

Opening icons in filing containers

You can open, read, and edit icons while they are stored in a folder on your workstation. You can open objects inside the container window or next to it.

When you open objects next to the container window, you can open other objects in the container by selecting Show Next or Show Previous in the window header.
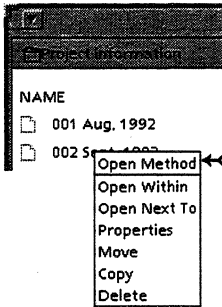
To open the icon from the icon menu:

1. Open the filing container.

2. Move the pointer to the object you want to open.

3. Press and hold down the Menu mouse button on the object.

4. Continue to hold down the Menu mouse button, and move the pointer to Open Within or Open Next to.

5. Release the mouse button.

   The icon opens as follows.

   • If you selected Open Within, the icon window covers the container window.

   • If you selected Open Next To, the icon window appears next to the container window, so both remain visible.

Finding objects in containers

You can use the Find function to locate objects in containers. This is useful when you must search a large folder that contains more files than you can view in a window at once. You can search for a filename, date, or version number.

✦ **Tip:** Find starts searching with the first displayed file and searches down through the remaining contents of the container. To make sure Find searches every file, scroll the window to the top before starting the search.✦
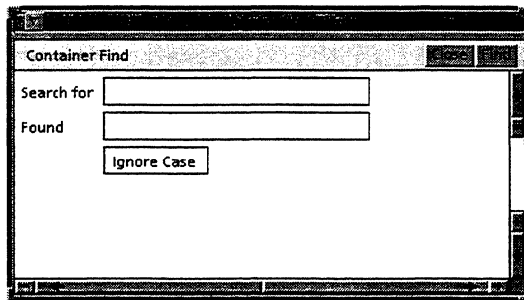
To find an item in a container:

1. Open the container to the level you want to search.

   If a container has nested containers, the search extends only to the level of files displayed. To display all file levels, select Show All Levels in the Folder menu.

2. Move the pointer into the open container window and press FIND.

   The Container Find option sheet appears.

3. Specify the name of the file you want to find in the Search For box.

4. Select Ignore Case if you want Find to ignore the case of characters.

5. To start the search, do one of the following:

   • Select Find in the Container Find option sheet header.

   • Move the pointer into the open container window and press FIND.

   If Find locates the item you requested, it displays the complete filename in the Found box, highlights the name of the file in the container window, and displays the following message in the GlobalView Messages window:

   "Searching...Found"

   If the file is not found, the following message appears in the GlobalView Messages window:

   "Searching...Not Found"

Copying, moving, and deleting objects in filing containers

You copy, move, and delete objects in filing containers the same way you copy, move, and delete any other icon in GLOBALVIEW. You must open the filing container before you can copy, move, or delete objects inside it.

Transferring files between GLOBALVIEW and UNIX

You can transfer files between GLOBALVIEW and UNIX with the GLOBALVIEW Window to UNIX File System (WUFS). WUFS lets you:

- List files in a UNIX directory
- Store files in a UNIX directory
- Retrieve files from UNIX to GLOBALVIEW
- Copy or move files from one UNIX directory to another
- Delete UNIX files

Software required—Window to UNIX File System

To convert files, run the following software applications:

- Conversion Common Software
- File Conversion of XIF Documents
- Illustrator Basics
- Link to Mastersoft Word for Word
- XIF Basics
- Additional converters if required for CGM, ODA, Raster Graphics, and HPGL

Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide* for information about GLOBALVIEW's extensive bidirectional file conversion capabilities.

Understanding GLOBALVIEW and UNIX filename differences

GLOBALVIEW and UNIX organize and store information differently.

The following table shows some of the differences between GLOBALVIEW and UNIX filenames. Refer to your UNIX documentation for more information about UNIX file characteristics.

Table 9-1.   **GLOBALVIEW and UNIX filename characteristics**

Characteristic	GLOBALVIEW	UNIX
Maximum number of characters	100 bytes or 100 Xerox or ASCII characters	255 ASCII or ISO 8859/1 characters
Duplicate names allowed in same container	yes	no
Case-sensitive	no	yes
Spaces allowed	yes	no
Reserved characters	none	asterisk, hyphen, question mark

If you plan to use UNIX files in GLOBALVIEW, limit the UNIX filenames to no more than 100 ASCII characters, or 100 bytes. GLOBALVIEW must truncate a name to 100 bytes.

If you plan to transfer GLOBALVIEW files to UNIX, avoid using reserved characters and spaces. When you transfer the files, GLOBALVIEW changes reserved characters to one or two regular ASCII characters and substitutes a colon and underline (:_) for each space. For example, the filename JT Report becomes JT:_Report in UNIX.

How GLOBALVIEW handles UNIX files

When you bring a file from UNIX into the GLOBALVIEW workspace, the file becomes a GLOBALVIEW icon. The icon type is based on the UNIX file extension. For example, a UNIX file with .ps extension becomes a PS (PostScript) icon.

To use GLOBALVIEW to view and edit the contents of most UNIX files, you need to convert them to GLOBALVIEW format.

You can convert many kinds of data, text, graphics, and spreadsheet files to GLOBALVIEW format. Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide.*

The UNIX file extensions that GLOBALVIEW recognizes are listed in Table 9-2. You can modify the User Profile so GLOBALVIEW recognizes file extensions of your choosing.

When GLOBALVIEW does not recognize a file, it creates an unrecognized file type icon.

When you transfer a UNIX directory to GLOBALVIEW, the directory becomes a folder. If it contains regular UNIX files, they become icons. Other types of UNIX files in the directory do not transfer to GLOBALVIEW.

✦ **Note:** Only directory and regular files can be converted to objects you can use in GLOBALVIEW.✦

Table 9-2. **File extentions GLOBALVIEW recognizes**

UNIX file extension	UNIX file type	Definition
.860	5120	Xerox 860 documents
.cgm	4502	Computer Graphics Metafile
.dca	4453	IBM DCA
.excel	257034	Excel spreadsheet
.fft	4454	IBM DCA/FFT
.iaf	6581	Interleaf
.iges	257032	IGES graphics

Table 9-2. **File extentions GLOBALVIEW recognizes**

UNIX file extension	UNIX file type	Definition
.img	5670	Illustration IMG Format
.mac	4503	MacPaint
.mdi	5141	MDI
.mif	257031	FrameMaker Interchange Format
.odif, .oda, .odf	4533	ODA documents
.pcx	4505	PC Paint
.ps	4508	PostScript
.pfb	257018	Type 1 font
.rft	4453	IBM DCA/RFT
.rs	6502	Sun Rasterfile
.rtf	6582	MS Word Rich Text File (RTF)
.scz	257041	Informix, Wingz Spreadsheet
.sr	6502	Sun Rasterfile
.tif	6503	TIFF
.txt	2	Text
.wk1	275035	Lotus 1-2-3, v. 1
.wk2	275035	Lotus 1-2-3, v. 2
.wk3	275035	Lotus 1-2-3, v. 3
.word	257033	MS Word
.wp	6584	WordPerfect
.xif	5141	Xerox Interchange Format

Choosing a file format when transferring GLOBALVIEW files

You can specify XWS or UNIX format when you transfer files from GLOBALVIEW to UNIX.

XWS format

Use the XWS format for archiving GLOBALVIEW files or transferring them to another GLOBALVIEW user.

When you copy or move a file in XWS format, GLOBALVIEW saves it in a coded format that GLOBALVIEW recognizes but UNIX does not understand. The files appear as regular files in UNIX. When the files are transferred back to GLOBALVIEW, GLOBALVIEW original contents and properties are present.

✦ **CAUTION:** Do not edit XWS files in the UNIX environment; data will be lost and the edited files might not transfer back to GLOBALVIEW successfully.✦

UNIX format

Most GLOBALVIEW objects, such as documents, have a complex internal data format that is different from UNIX format.

To copy or move the contents of a GLOBALVIEW document to UNIX, first convert it to one of the many file formats available in the converter. Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide*.

Use the UNIX format, not XWS, when you have converted GLOBALVIEW files to ASCII or to the format of applications such as WordPerfect. Use UNIX format for PostScript print files and Sun Raster images.

Access rights

You can access only the UNIX directories that your UNIX ID and group ID let you access.

When you copy or move files to UNIX, GLOBALVIEW automatically assigns access rights to the resulting UNIX files. The assigned access rights are read and write permission to owner and read permission to group and others. GLOBALVIEW uses the UNIX logon ID as the owner name.

Setting up a Window to UNIX File System icon

Before you transfer files between GLOBALVIEW and UNIX, do the following:

- Copy a blank Window to UNIX File System (WUFS) icon to your workspace.

- Set the UNIX path name of the WUFS icon.

- Specify a format for files transferred to the UNIX directory.

You can also rename the WUFS icon to indicate the path name you set. This is especially important if you plan to have more than one WUFS icon in your workspace.

To obtain a Window to UNIX File System icon:

1. Open the Basic Icons folder in the Workstation divider of the Directory icon.

2. Select Blank Window to UNIX File System.

3. Press COPY and select a unoccupied location for the icon in your workspace.

To set Window to UNIX File System icon properties:

1. Select the Window to UNIX File System icon and press PROPS.

   The property sheet appears, as shown in the following illustration.

2. In the Path Name box, enter the full UNIX path for the directory you wish to access.

Enter the full path name to
existing UNIX directory.

Change to the name
you want to appear
on the icon.

```
Window to UNIX File System Properties

Window to UNIX File System Properties          Done  Cancel  Defaults

Path Name  [                                    ]

Icon Label  [ Blank Window to UNIX File System ]

Sorted    [ Name ]   [ A-Z ]  [ Z-A ]
          [ Date ]

COPY/MOVE XWS Icons to UNIX  [ XWS Format ]  [ UNIX Format ]

Destination Suffix  [ None ]  [ Other ]   Suffix  [ .xws ]

COPY/MOVE Folders to UNIX  [ XWS Format ]  [ Hierarchical Levels ]

Show FileNames As  [ XWS ]  [ UNIX ]
```
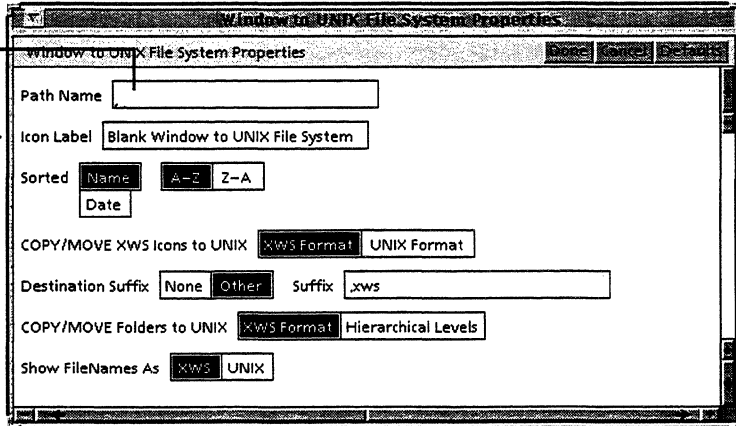
The directory must exist and you must have access rights
to it.

3. Set the following properties according to your preferences:

    Icon Label—You can change the name that appears on
    the WUFS icon.

    Sorted—Specifies the order in which the directory's
    contents appears. You have the following choices:

    •   **Name**—Sorts the files by filename.

    •   **Date**—Sorts the files by date created or last modified.

    •   **A-Z/Z-A**—Displays files in ascending or descending
        alphanumeric order if Name is selected, or in
        ascending or descending chronological order if Date
        is selected.

4. Set the following properties to specify how files will be
    transferred from GLOBALVIEW to UNIX:

    COPY/MOVE XWS Icons to UNIX—Specifies the format
    for files you copy or move from GLOBALVIEW to UNIX.
    Choose XWS or UNIX format as follows:

    •   **XWS Format**—Stores copied and moved files in XWS
        format. Select this format when you plan to bring the
        files back into GLOBALVIEW.

When you select XWS Format, the Destination Suffix property becomes visible.
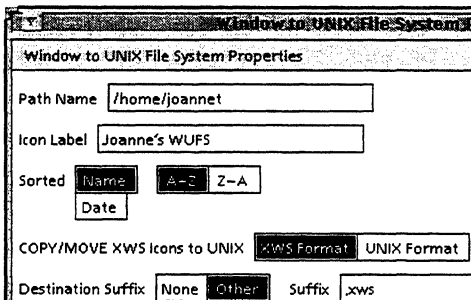
Destination Suffix—Specifies a suffix for the names of copied and moved files.

— **None**—No suffix is appended.

— **Other**—Allows you to specify a suffix between 1 and 20 characters long. When you select Other and do not enter a suffix, WUFS uses the suffix .xws.

• **UNIX Format**—Stores the file in a format UNIX applications can use. Select this format for PostScript masters or files that are ASCII or a non-GLOBALVIEW application format.

When you select UNIX Format, the Move XWS Icons to UNIX property becomes visible.
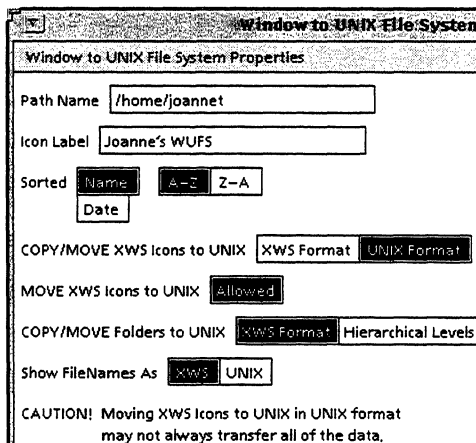
— **Move XWS Icons to UNIX**—Specifies that GLOBALVIEW files can be moved out of GLOBALVIEW and into UNIX in UNIX format if Allowed is selected.

If Allowed is not selected, you cannot move
GLOBALVIEW files to UNIX. You can only copy
them.

✦ **CAUTION:** When you select Allowed for the
MOVE XWS Icons to UNIX property, remember
that you can lose data when you move files in
UNIX format.✦

COPY/MOVE Folders to UNIX—Specifies the format for
folders you copy or move from GLOBALVIEW to UNIX.

*   **XWS Format**—Stores a folder and its contents in XWS
    format as one UNIX file. Appends a destination suffix
    you specify. If no destination suffix is specified,
    appends the suffix .xws.

*   **Hierarchical Levels**—Stores a copied or moved folder
    as a UNIX directory with all its contents stored under
    appropriate subdirectories. Stores individual icons in
    the folder as specified in the COPY/MOVE XWS Icons
    to UNIX property.

    ✦ **Note:** This choice applies only to folders that have
    Uniquely Named Contents selected in their property
    sheets and that contain no icons with duplicate
    names.✦

5. Select a filename format for viewing files in the UNIX
    directory:

    Show FileNames As—Specifies form in which filename
    appears in the Window to UNIX File System window.

    *   **XWS**—Displays filenames in XWS format.
    *   **UNIX**—Displays filenames in UNIX format.

    ✦ **Tip:** Selecting XWS makes it easy to spot GLOBALVIEW
    files in the Windows to UNIX File System window.✦

6. Select Done in the window header.

    The icon is ready for use. When you open it, it will
    access the UNIX directory set in the Path Name property.

Displaying a UNIX directory in GLOBALVIEW

To display the contents of a UNIX directory:

1. Set up a Window to UNIX File System (WUFS) icon, as explained in the preceding section.

2. If you have not set the directory path, select the WUFS icon, press PROPS, type the name of the directory you want to view in the Path Name box and select Done.

3. Open the Window to UNIX File System icon.

   The directory's contents appear in the open window.

Displays the file ——— size in bytes.

Displays the date when the file was last modified.

NAME	SIZE	DATE
adm	10 Bytes	24–Jul–92 9:08:20
aliases	1147 Bytes	27–Aug–92 21:19:12
aliases.dir ——— UNIX filenames	0 Bytes	23–Oct–91 10:25:34
aliases.o in ASCII format.	1146 Bytes	25–Aug–92 23:17:45
aliases.oo	1145 Bytes	23–Oct–91 10:25:32
aliases.pag	1024 Bytes	27–Aug–92 21:19:12
arp	14 Bytes	24–Jul–92 9:08:16
chown	16 Bytes	24–Jul–92 9:08:16
chroot	17 Bytes	24–Jul–92 9:08:16
clri	15 Bytes	24–Jul–92 9:08:16
config	1605 Bytes	24–Jul–92 9:08:16
crash	16 Bytes	24–Jul–92 9:08:16

Tiny icons identify UNIX file types.

The Show FileNames As property of this WUFS window is set to UNIX, so filenames appear in ASCII format.

In addition to the file name, the following other information displays for each file if you have selected the appropriate Folder/File Drawer Display Options in your Workspace menu. Refer to the section, "Specifying folder display options," earlier in this chapter.

- **Show Icon**—Displays a tiny icon at the left of the file name to identify the UNIX file type as follows:

⬚   Directory

⬚   Symbolic link

☐   Other

"Other" includes block special, character special, fifo special, regular, or socket UNIX file types.

- **Show Size**—Displays the size of the file, in bytes.
- **Show Create Date**—Displays the date the file was last modified.

You can open directories and symbolic links to directories in the Window to UNIX File System window, but you cannot open other types of files.

Copying or moving GLOBALVIEW files to a UNIX directory

When you transfer files to UNIX, GLOBALVIEW assigns access rights to the resulting files in the UNIX directory. Read and write access is granted to the owner, and read access is granted to group and others. The UNIX logon ID is used as the owner name.

You choose one of two file formats for the transferred file, depending on whether the file will be used in GLOBALVIEW again or by a different application. Files for other applications usually need to be converted before copying them to UNIX. Other applications cannot read the XWS format used by GLOBALVIEW applications.

✦ **Note:** You cannot copy or move to UNIX a folder that contains more than 30 indented levels of objects.✦

To copy or move files from your workspace to a UNIX directory:

1. If you have not set the Window the UNIX icon properties, do the following:

   a) Select a closed Window to UNIX File System icon and press PROPS.

   b) Type the path for the UNIX directory in the Path Name box.

c) Choose one of the following formats for the destination files:

XWS Format—Use XWS format to transfer files to another GLOBALVIEW user or to archive GLOBALVIEW files that you will retrieve later.

UNIX Format—Use UNIX format to transfer files that you will open or edit in non-GLOBALVIEW software applications. Before you transfer GLOBALVIEW documents in this format, convert them to one of the formats available in the Converter. See the *GLOBALVIEW Text and Graphics Conversion User Guide.*

For more property details, refer to "Setting up a Window to UNIX File System icon," earlier in this chapter.

d) Select Done in the property sheet header.

2. Select the icons you want to copy or move to UNIX.

3. Press COPY or MOVE.

4. Select the Window to UNIX File System icon. If the icon is open, select inside the open icon window.

The system copies or moves the icons to the UNIX directory. Names of files transferred in UNIX format are changed if they contain spaces or reserved UNIX characters.

5. If the name of a file you are copying or moving duplicates the name of a file in the directory, an interrupt window opens in your workspace. Select one of the following:

- Overwrite the file.
- Skip the file.

Copying or moving files or directories from UNIX

You can copy or move files or directories from a UNIX directory to your GLOBALVIEW workspace. You can select files or directories that originated in GLOBALVIEW or in UNIX.

The format of the source file or directory determines its format in GLOBALVIEW as follows:

- GLOBALVIEW files originally transferred to UNIX in XWS format revert to their original GLOBALVIEW filenames and properties.

- UNIX format files becomes icons. Their icon type is based on the UNIX file information in table 9-2. A UNIX directory becomes a GLOBALVIEW folder, and any subdirectories become folders.

  You can convert UNIX format files to GLOBALVIEW using the Converter, as described in the *GLOBALVIEW Text and Graphics Conversion User Guide*.

Because they have no meaning in the GLOBALVIEW environment, you cannot copy the following file types from UNIX to GLOBALVIEW: socket, fifo special, character special, or block special.

To copy or move files or directories from a UNIX directory to GLOBALVIEW:

1. If you have not set the Window the UNIX icon properties, do the following:

   a) Select a closed Window to UNIX File System icon and press PROPS.

   b) Type the path for the UNIX directory in the Path Name box.

   c) Select Done.

2. Open the Window to UNIX File System icon.

   Within the window, you can double click on subdirectories to open them.

3. Select one or more items inside a window.

4. Press COPY or MOVE.

5. Select a location in a GLOBALVIEW workspace or filing container.

The items appear in the destination you selected.

✦ **Note:** If the files were not originally created in GLOBALVIEW, see the *GLOBALVIEW Text and Graphics Conversion User Guide* for information about converting files.✦

Transferring files from one UNIX directory to another

When you transfer files from one UNIX location to another, destination files have the same access permissions and create dates as source files. The following table shows types of file transfers and the resulting effect on the transferred file.

Table 9-3.   **UNIX file transfers and results**

Type of file	How transferred	Result
regular UNIX file	copied	destination file has user's user ID
regular UNIX file	moved within same partition	destination file has source file's user ID
regular UNIX file	moved to different partition	destination file has user's user ID
UNIX symbolic link	copied	file to which link points is copied as destination file
UNIX symbolic link	moved	symbolic link file is moved as destination file
UNIX directory	copied or moved	directory and subdirectories are copied or moved

To transfer files from one UNIX directory to another:

1. Select one or more UNIX files inside a Window to UNIX File System (WUFS) window.

2. Press COPY or MOVE.

3. Select one of the following destinations:

   - A closed Window to UNIX File System (WUFS) icon
   - An open WUFS window
   - A UNIX directory inside an open WUFS window
   - The window that contains the source files

   The system copies or moves the files to the destination you selected.

Deleting UNIX files

When you delete a UNIX file, it is deleted from the UNIX directory in which it resides.

To delete UNIX files:

1. Open a Window to UNIX File System icon.

2. Select the files you want to delete.

3. Press DELETE.

   A GlobalView Confirmation window asks you to confirm deleting the files.

4. Select Yes.

   The system deletes the files.

Deleting a Window to UNIX File System icon

Deleting the icon does not delete the UNIX directory or the files in this UNIX directory.

To delete a Window to UNIX File System icon:

1. Select a Window to UNIX File System icon.

2. Press DELETE.

3. If a GlobalView Confirmation window asks you to confirm deleting the files, select Yes.

   The system deletes the icon. The UNIX directory to which it pointed remains intact.

10.   Managing fonts

GLOBALVIEW enables you to create documents with either PostScript (Type 1) fonts or Xerox Interpress fonts.

A font is a complete collection of characters, including uppercase letters, lowercase letters, numerals, and punctuation marks in a single typeface. Fonts can come in a variety of sizes, measured in points, weights (such as bold or medium), and postures (such as italic or Roman).

While creating and editing GLOBALVIEW documents, you can select the typeface, point size, weight, and posture for the fonts you want to use. Each character in a document has a font set in the character property sheet.

This chapter describes how to install, run, and manage PostScript and Interpress fonts in your workspace. To install fonts on a PostScript printer, see chapter 16, "Printing through UNIX." To install Interpress fonts on a Local Printer, see chapter 17, "Printing on a local printer."

The following user guides also contain information about fonts:

- The *GLOBALVIEW Write and Draw User Guide* explains how to select and display fonts in documents, and how to automatically substitute all fonts in a document.

- The *GLOBALVIEW Font Sampler* contains font samples that illustrate point sizes, faces, and character sets for PostScript and Xerox Interpress fonts.

- The *GLOBALVIEW Network Access User Guide* explains how to use fonts on Shared Document Services networked printers.

- The *GLOBALVIEW Reference Manual* provides a chart of VP Xerox Modern characters with keyboard illustrations.

Software required: PostScript (Type 1) or Interpress fonts

Determining when to use PostScript and Interpress fonts

Font properties are applied to every character in a document. The default font is Interpress Modern. To use another font, install it in GLOBALVIEW and select the font in the Character Property Sheet inside the document (see "Formatting text" in the *GLOBALVIEW Write and Draw User Guide*).

GLOBALVIEW allows you to use PostScript (Type 1) fonts and Interpress fonts. You choose fonts based on the printing method you use.

When to use PostScript and PostScript-compatible fonts

If you plan to print through UNIX to PostScript-compatible printers, use either of the following in your documents:

- PostScript (Type 1) fonts that come with GLOBALVIEW or that you obtain from font vendors

- PostScript-compatible Interpress fonts or font widths that come with GLOBALVIEW (see tables 10-1a and 10-1b)

Two examples of using PostScript fonts are:

- Use one of the PostScript (Type 1) fonts that come with GLOBALVIEW (for example, Helvetica) to create your documents. Rasterize the font to make the screen fonts needed to create and view your document. To print the document, be sure the font (in this example, Helvetica) is available on the PostScript printer.

- Obtain a PostScript (Type 1) font from a vendor. Copy the font file to the Contour Font Manager in GLOBALVIEW. Rasterize the font to create screen fonts which can be applied to text in a document. To print your documents, download the original (non-rasterized) font file to the PostScript printer if the printer does not already have the font.

See "Managing PostScript fonts" in this chapter for more information.

✦ **CAUTION:** Do not use PostScript fonts in your documents if you plan to print through GLOBALVIEW Local Printing or Shared Document Services network printing. These printing applications count on Interpress fonts in your documents to

create print masters for either Interpress or PostScript printers.✦

If you receive a document that contains fonts different from the ones you use, you can set up GLOBALVIEW to automatically substitute the fonts, as described in the *GLOBALVIEW Write and Draw User Guide*.

Using PostScript-compatible Interpress fonts

When you use PostScript-compatible Interpress fonts to create a document, you can print the document through UNIX to PostScript-compatible printers.

The printer must have the compatible PostScript (Type 1) font. For example, if you use Interpress VP URW-ITC Souvenir font in your document, the printer must have PostScript Souvenir. See tables 10-1a and 10-1b for a listing of Interpress and PostScript font equivalents.

✦ **Note:** Interpress fonts have the same basic character set as PostScript fonts, but can also have extended (additional) characters that PostScript fonts do not. Interpress characters that are missing from the PostScript printer font character set print as black boxes. See the *GLOBALVIEW Font Sampler* for character set information.✦

GLOBALVIEW provides PostScript printer fonts for Xerox Modern and Classic so you can print extended characters in these fonts. GLOBALVIEW also provides a PostScript printer equation bracket font for printing documents with equation frames. You can download these fonts to a PostScript printer as explained in chapter 16, "Printing through UNIX."

Two methods for using Interpress fonts to print through UNIX to PostScript printers are:

- Create your documents using the PostScript-compatible Interpress fonts (for example, VP CG-CS Times) that come with GLOBALVIEW. To print the documents, be sure the compatible PostScript (Type 1) fonts (for example, Times) are available on the PostScript printer.

- Use the Interpress VP Xerox Modern or Classic fonts that come with GLOBALVIEW to create text and extended characters in a document. To print the document, download the Xerox Modern or Classic PostScript printer font from the GLOBALVIEW CD-ROM to your PostScript printer.

When to use Interpress fonts

Use Interpress fonts when you plan to print through:

- GLOBALVIEW Local Printing (see chapter 17, "Printing on a local printer")
- Shared Document Services network printing (see the *GLOBALVIEW Network Access User Guide*)

The printing software in these applications uses the Interpress fonts in your documents to create print masters for either Interpress or PostScript printers. You do not need to use PostScript fonts in your documents to print on PostScript printers using these printing applications.

If you have PostScript fonts in your documents, print them through UNIX printing as described in chapter 16, "Printing through UNIX."

Interpress fonts come with GLOBALVIEW. Interpress printer fonts are also available with the Shared Document Services network printing software media.

See "Managing Interpress fonts" in this chapter for more information.

If you receive a document that contains fonts different from the ones you use, you can set up GLOBALVIEW to automatically substitute the fonts, as described in the *GLOBALVIEW Write and Draw User Guide*.

Managing PostScript fonts

Use PostScript fonts to create documents that will be printed through UNIX to PostScript printers. The preceding section "Using PostScript fonts" describes fonts for UNIX printing.

✦ **Note:** If you use PostScript-compatible Interpress fonts to create your documents, you do not need PostScript fonts on your workstation. You will need the compatible PostScript fonts on the printer. See tables 10-1a and 10-1b.✦

To manage PostScript (Type 1) fonts in your GLOBALVIEW workspace, you use the Contour Font Manager. You work with contour fonts, rasterized fonts (screen fonts), and printer fonts.

Contour fonts

Contour PostScript fonts, are mathematically produced characters. Each character in a font set is drawn from instructions in a small font file. The characters can be scaled to form any point size you need.

Rasterized fonts

To use PostScript fonts to create and view documents, you must rasterize the fonts. Rasterized fonts are bitmapped images of the characters that you can view on screen. Rasterized fonts are made from tiny dots called pixels (picture elements). The bitmaps are used to form the image of the character you see on the screen.

Rasterized fonts (also called screen fonts) are less flexible than contour fonts because they cannot be scaled. You must have a rasterized font for each point size you want to use.

You rasterize PostScript fonts using the Contour Font Manager icon.

Printer fonts

To print documents created with PostScript fonts through UNIX, the PostScript contour fonts must also be loaded on your printer. If the fonts are not resident on the printer, you can download them as described in chapter 16, "Printing through UNIX."

Your pages will print as they appear on screen if the fonts you used in the document are available to your UNIX printer. If the font you specify is not available to the printer, it will substitute another font, usually Courier.

Using the PostScript fonts provided with GLOBALVIEW

GLOBALVIEW provides the following PostScript (Type 1) font families.

- PS-Helvetica
- PS-Helvetica-Bold
- PS-Helvetica-BoldOblique
- PS-Helvetica-Oblique
- PS-Helvetica-Narrow
- PS-Helvetica-Narrow-Bold
- PS-Helvetica-Narrow-BoldOblique
- PS-Helvetica-Narrow-Oblique
- PS-Times-Bold
- PS-Times-BoldItalic
- PS-Times-Italic
- PS-Times-Roman
- PS-Courier
- PS-Courier-Bold
- PS-Courier-BoldOblique
- PS-Courier-Oblique
- PS-Symbol

These fonts families are automatically installed in the GLOBALVIEW Contour Font Manager when you install GLOBALVIEW.

Before you can apply PostScript fonts to text in your documents, you must rasterize the fonts to create screen fonts. See "Rasterizing PostScript fonts."

Obtaining other PostScript fonts

In addition to using the PostScript fonts provided with GLOBALVIEW, you can install PostScript (Type 1) fonts obtained from other software vendors. You can use most PostScript (Type 1) fonts.

To use fonts obtained from other vendors, you must copy them to your workspace using one of the following methods:

- Floppy disk or cartridge tape—refer to chapter 11,"Using floppy disks and cartridge tapes" for information on copying files from a floppy disk or cartridge tape to your workspace.

- UNIX directory—refer to chapter 9, "Filing," for information on copying files from a UNIX directory to your workspace using the Window to UNIX File System application.

- Network file drawers—refer to the *GLOBALVIEW Network Access User Guide* for information on copying files from a network file drawer to your workspace. You need Document Services Access software to use networked file drawers.

✦ **Note:** When you copy PostScript fonts to your workspace, you cannot see the font name, face, or file type until you copy or move the fonts to the Contour Font Manager icon or to a Font Family folder.✦

Retrieving the Contour Font Manager icon

To work with PostScript fonts, copy the Contour Font Manager icon to your workspace. You manage most font activities with this icon.

To retrieve the Contour Font Manager icon:

1. Open the Directory icon, the Workstation divider, and the Basic Icons folder.

2. Select the Contour Font Manager icon and press COPY.

3. Select a location for the icon in your workspace.

   The Contour Font Manager icon appears in your workspace. The icon has the letter "a" on it.

4. Select Done to close the Directory.

If you are installing fonts for the first time, do one of the following:

- Go to the section, "Installing PostScript fonts"

- Optionally, continue on to the next section, "Organizing fonts for installation."

If you plan to use the PostScript fonts provided with GLOBALVIEW software, go to the section, "Rasterizing fonts."

Organizing fonts for installation (optional)

When you copy PostScript fonts to your workspace, you cannot recognize the font name, face, or file type until you move or copy the font into the Contour Font Manager icon or a Font Family folder.

GLOBALVIEW automatically places the fonts in Font Family folders when you move or copy them to the Contour Font Manager icon. You also have the option of organizing the contour fonts yourself using the Blank Font Family icon.

The following procedure explains how to organize fonts for installation using Font Family folders.

To organize fonts in font folders:

1. Open the Directory icon, the Workstation divider, and the Basic Icons folder.

2. Select the Blank Font Family icon and press COPY.

3. Select a location for the icon in your workspace.

4. Select Done to close the Directory divider.

5. Select the Blank Font Family icon and press PROPS.

   The Font Family property sheet appears.

Edit the icon ———
name here.

Font Family Properties

Name: Blank Font Family

Number Of Contained Items: 0

Size in pages: 10
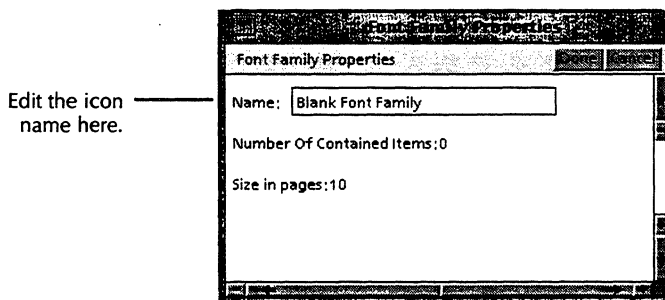
6. Delete the name in the Name box.

    Use letters, numbers, spaces, periods, or dashes to name your Font Family folder. The use of any other character in the Name box generates an error message.

7. Enter the new name in the Name box.

    Make sure you enter a unique name. You cannot use duplicate family names in the Contour Font Manager.

    ✦ **Note:** If you change the name of the Font Family folder, the old Font Family folder will no longer be accessible. To use the old Font Family name again, you must create a new Font Family folder with the old name.✦

8. Select Done to close the Font Family property sheet.

    The Font Family folder appears in your workspace with the new name.

9. Select the contour fonts you want to use and press COPY.

10. Select the Font Family icon.

    The contour fonts are copied to the Font Family icon.

    The Contour Font Manager checks to see if the Font Family folder contains valid font file types. If the font file is valid, the Contour Font Manager places the fonts in the Font Family icon. If the font is not valid, GLOBALVIEW displays an error message.

    ✦ **Note:** The Font Family folder cannot contain more than one font with the same combination of weight and posture. Any attempt to copy fonts with identical weights or postures to the folder generates an error message.✦

Installing PostScript fonts
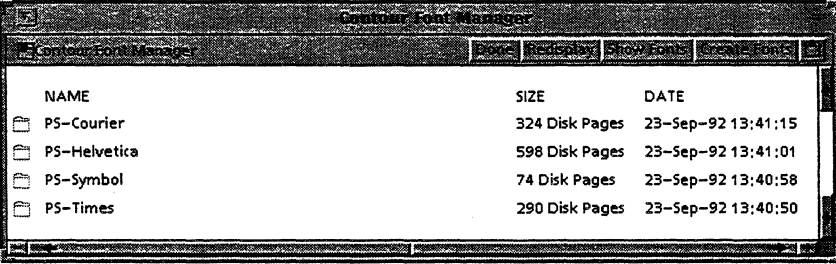
PostScript fonts that come with GLOBALVIEW are automatically installed in the Contour Font Manager icon. You install new PostScript fonts using the Contour Font Manager icon.

When you copy new PostScript fonts to the Contour Font Manager icon, GLOBALVIEW creates a Font Family folder, places the fonts in the Font Family folder, and labels the folder with the name of the font family. The Font Family folder appears in the Contour Font Manager window with the prefix PS- and the family name. The fonts within the folder are also labeled with a PS- prefix and the font name.

To install PostScript fonts:

1. Do one of the following:

    *   Copy a PostScript font file into GLOBALVIEW as described in "Obtaining other PostScript fonts." Select the font icon and press COPY.

    *   If you placed a font in a Font Family folder, select the folder and press COPY.

2. Select the Contour Font Manager icon.

3. Open the Contour Font Manager icon.

    The Contour Font Manager window displays the PostScript font families installed on your workstation.

NAME	SIZE	DATE
PS−Courier	324 Disk Pages	23−Sep−92 13:41:15
PS−Helvetica	598 Disk Pages	23−Sep−92 13:41:01
PS−Symbol	74 Disk Pages	23−Sep−92 13:40:58
PS−Times	290 Disk Pages	23−Sep−92 13:40:50

4. Select Done to close the Contour Font Manager.

To use PostScript fonts to create and view documents, you must rasterize them to create screen fonts as described in the

following section. To install the fonts on a printer, see chapter 16, "Printing through UNIX."

Rasterizing PostScript fonts

After you install the fonts in the Contour Font Manager, you can rasterize them. You can rasterize a single font face or all faces of a font family.

You must rasterize all PostScript fonts before you can use them to create and view documents, including the PostScript fonts that come with GLOBALVIEW and any new fonts you load on your workstation.

Rasterized fonts are saved on your workstation until you delete them and quit GLOBALVIEW.

To determine the screen fonts on your workstation:

1. Do one of the following:

   • Open the Contour Font Manager and select Create Fonts in the window header.

   • Hold down the Menu mouse button on the closed Contour Font Manager icon and select the Create Fonts command.
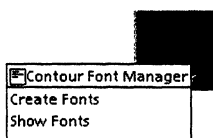
   The Contour Font option sheet appears.

Select point sizes for the rasterized font here.

Select the font family here.

Select a Create option to rasterize a single face, or all faces of the font family.

Select the face for the font family here.

Select a weight for the font family here.

Select a posture for the font family here.
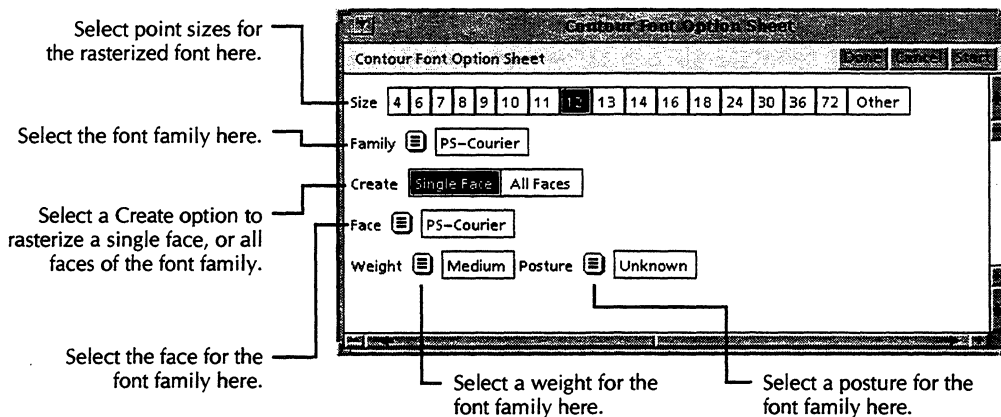
2. Select the Family you want to rasterize in the Family menu.

3. To rasterize all faces, select All Faces for the Create option.

4. To rasterize a single face, do the following:

    a. Select Single Face for the Create option.

    b. Select the Face you want to rasterize in the Face menu.

        The Weight and Posture menus display the options you selected in the Face menu.

5. Do one of the following:

    •   Select the point sizes you want to rasterize in the Size option.

        You can choose multiple point sizes at once.

    •   Select Other and enter a number from 4 to 72.

        Use the Other option to enter a point size that is not available in the option sheet. Not all fonts are available in all point sizes.

6. Do one of the following:

    •   Select Start to rasterize the font and leave the option sheet open.

    •   Select Done to rasterize the font and close the option sheet.

    •   Select Cancel to close the option sheet without rasterizing the font.

    If you try to rasterize a face that has already been rasterized, or you try to rasterize a combination of options that is not available for a particular font, you see an error message in the GV Messages window.

Determining the PostScript rasterized fonts on your workstation

After you have installed PostScript fonts in the Contour Font Manager window and rasterized them, screen fonts are available to create and view documents.
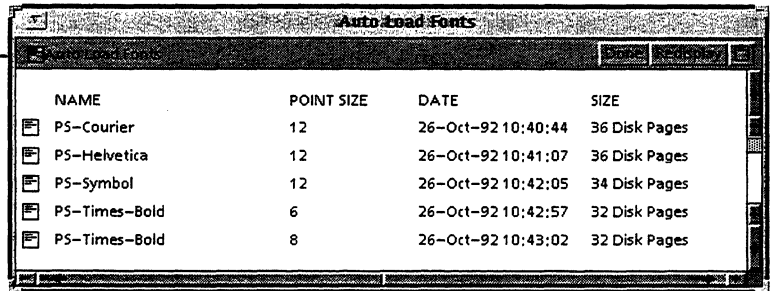
To see the names of the rasterized screen fonts on your workstation, you use the Auto Load Fonts window.

To determine the screen fonts on your workstation:

1. Do one of the following:

    *   Open the Contour Font Manager and select Show Fonts in the window header.

    *   Hold down the Menu mouse button on the Contour Font Manager icon and select the Show Fonts command.

    The Auto Load Fonts window appears. It displays fonts that are rasterized and running on your workstation.

The Auto Load Fonts window displays PostScript fonts running on your workstation.

NAME	POINT SIZE	DATE	SIZE
PS–Courier	12	26–Oct–92 10:40:44	36 Disk Pages
PS–Helvetica	12	26–Oct–92 10:41:07	36 Disk Pages
PS–Symbol	12	26–Oct–92 10:42:05	34 Disk Pages
PS–Times–Bold	6	26–Oct–92 10:42:57	32 Disk Pages
PS–Times–Bold	8	26–Oct–92 10:43:02	32 Disk Pages

2. Select Done to close the Auto Load Fonts window.

Deleting contour fonts

The Contour Font Manager window shows contour fonts installed on your workstation. You can delete contour fonts, or the Font Family folders containing contour fonts, using the Contour Font Manager window.

When you delete a contour font, the font is removed from the Contour Font Manager window and the Contour Fonts option sheet. Deleting the contour font does not affect the rasterized font.

To delete contour fonts:

1. Open the Contour Font Manager icon.

    The Contour Font Manager window appears. It displays contour fonts and Font Family folders installed on your workstation.

2. Do one of the following:

    *   Select the Font Family folder you no longer need and press DELETE.

    *   Open the Font Family folder, select a font you no longer need, and press DELETE.

    The fonts are deleted from your workstation.

✦ **CAUTION:** If you attempt to delete the PostScript fonts that are provided with your GLOBALVIEW software, they are temporarily deleted. To recover these fonts, quit your GLOBALVIEW session and restart GLOBALVIEW. The fonts reappear in the Contour Font Manager icon.✦

Deleting rasterized fonts

You can delete rasterized fonts using the Auto Load Fonts window. When you delete a rasterized font, the font name is removed from the window; however, the font still resides on your workstation. You must quit your GLOBALVIEW session to delete the font from the workspace.

Deleting the rasterized font has no effect on the contour fonts or Font Family folders installed in the Contour Font Manager window.

To delete rasterized fonts:

1. Do one of the following:

   • Open the Contour Font Manager and select Show Fonts in the window header.

   • Hold down the Menu mouse button on the Contour Font Manager icon and select the Show Fonts command.

   The Auto Load window appears.

2. Select the font you no longer need and press DELETE.

3. Select Done to close the Auto Load window.

4. When you are ready to end your GLOBALVIEW session, select Quit in the Logoff option sheet.

5. Restart GLOBALVIEW and log on to your workspace.

   The rasterized font is deleted from your workstation.

Managing Interpress fonts

GLOBALVIEW provides two types of Xerox Interpress fonts: bitmap fonts and font widths. These fonts have equivalent Interpress printer fonts. Some are also compatible with PostScript printer fonts.

Bitmap fonts

Bitmap font applications contain rasterized images for displaying characters on the screen. GLOBALVIEW bitmap font families have separate applications for each available point size.

When you apply bitmap fonts to text, the fonts you see on your screen show a true picture of what the printed text will look like, provided the printer has the equivalent printer font loaded.

Font widths

Font width applications contain width and printing information about a font, but do not contain raster screen images.

Each font width application contains width information for all available point sizes of a font family.

When you apply a font width to text, GLOBALVIEW displays the text using a bitmap font that best fits the appearance (serif style, family, weight, and posture) of the font width you applied. The bitmap font appears on the screen using the widths specified by the font width. This screen version might not look exactly like your printed document; however, the line endings and page breaks are the same.

If GLOBALVIEW cannot find a bitmap font running in the Loader that is similar to the font width you selected, the document is displayed in the system default font.

Some fonts are only available in font widths, however, if both kinds of font applications are available, you can save disk space by loading either the bitmap font or the font width application, but not both.

Printer fonts   To print documents created with Interpress fonts, the equivalent Interpress printer font must be loaded on your Interpress printer. See the section "Working with PostScript-compatible fonts" for information on printing documents containing Interpress fonts to PostScript printers.

If the equivalent printer font is loaded on your printer, your printed document matches the one you created on your workstation. If the equivalent printer font is not loaded, the printer might substitute a loaded font for the one that is not loaded, print characters as black boxes, or not print the characters at all.

See chapter 17, "Printing on a local printer" or the *GLOBALVIEW Network Access User Guide* for more information on printing documents created with Interpress fonts. Contact your System Administrator to determine if the Interpress fonts you require are loaded on a network printer.

Using fonts at system startup

When you install GLOBALVIEW, the VP Xerox Modern 12 point font is automatically installed. You install the other fonts provided with GLOBALVIEW using XIST. See the *GLOBALVIEW for X Windows Installation Guide* for information.

GLOBALVIEW provides the following Interpress fonts:

- VP CG-CS Courier Fonts
- VP CG-CS Symbol Fonts
- VP CG-CS Times Fonts
- VP CG-CS Triumvirate Fonts
- VP CG-CS Triumvirate Condensed Fonts
- VP Optima 300 Fonts
- VP PC Emulation Fonts
- VP Printwheel Fonts
- VP Terminal Fonts
- VP Times 300 Fonts
- VP Univers 300 Fonts
- VP URW-ITC Souvenir Fonts
- VP URW-ITC Zapf Chancery Fonts
- VP URW-ITC Zapf Dingbats Fonts
- VP Xerox Classic Fonts

- VP Xerox Equation Fonts
- VP Xerox Modern Fonts
- VP Xerox Quartz Fonts

GLOBALVIEW also provides the following Interpress font widths:

- VP CG-CS Century Schoolbook Font Widths
- VP CG-CS Letter Gothic Font Widths
- VP CG-CS Omega Font Widths
- VP CG-CS Palacio Font Widths
- VP LT-Helvetica Font Widths
- VP LT-Univers Font Widths
- VP MT-Monotype Bodoni Font Widths
- VP URW-ITC Avant Garde Gothic Font Widths
- VP URW-ITC Bookman Font Widths
- VP URW-ITC Garamond Font Widths
- VP URW-ITC New Baskerville Font Widths

When these fonts or font widths are installed and running in your Loader, you can use them in your documents.

Working with PostScript-compatible fonts

Some Interpress fonts and font widths contain metrics that match the PostScript (Type 1) font metrics. You can create documents with these PostScript-compatible Interpress fonts or font widths and print them through UNIX to a printer that has the equivalent PostScript (Type 1) fonts loaded. Table 10-1a and Table 10-1b list Interpress and PostScript font equivalents.

✦ **Note:** If you create documents using VP Xerox Modern Fonts or VP Xerox Classic Fonts, you can download the Modern or Classic Xerox Type 1 PostScript printer fonts from the GLOBALVIEW CD-ROM to a UNIX printer and print your documents. See chapter 16, "Printing through UNIX," for information on downloading fonts to a UNIX printer.✦

Table 10-1a. **Interpress and PostScript font equivalents**

PostScript-compatible Interpress fonts	PostScript (Type 1) fonts
VP CG-CS Courier Fonts	PS-Courier
VP CG-CS Symbol Fonts	PS-Symbol
VP CG-CS Times Fonts	PS-Times
VP CG-CS Triumvirate Condensed Fonts	PS-Helvetica Condensed
VP CG-CS Triumvirate Fonts	PS-Helvetica
VP URW-ITC Souvenir Fonts	PS-Souvenir
VP URW-ITC Zapf Chancery Fonts	PS-ZapfChancery
VP URW-ITC Zapf Dingbats Fonts	PS-ZapfDingbats

Table 10-1b. **Interpress and PostScript font equivalents**

PostScript-compatible Interpress font widths	PostScript (Type 1) fonts
VP CG-CS Century Schoolbook Font Widths	PS-New Century Schoolbook
VP CG-CS Letter Gothic Font Widths	PS-Letter Gothic
VP CG-CS Omega Font Widths	PS-Optima
VP CG-CS Palacio Font Widths	PS-Palatino
VP URW-ITC Avant Garde Gothic Font Widths	PS-AvantGarde
VP URW-ITC Bookman Font Widths	PS-Bookman
VP URW-ITC Garamond Font Widths	PS-Garamond

✦ **Note:** When Interpress characters are missing from the PostScript character set, they print as black boxes on the printed page. To ensure that all characters in an Interpress document print, print the document on an Interpress printer.✦

Obtaining other Interpress fonts

The Interpress fonts and font widths provided with GLOBALVIEW are installed using XIST. See the *GLOBALVIEW for X Windows Installation Guide.* You can obtain other Interpress fonts from Xerox.

After you obtain other fonts, you need to install and run them in your GLOBALVIEW workspace. You can copy fonts to your workspace using the following methods:

- Floppy disk or cartridge tape—refer to chapter 11, "Using floppy disk and cartridge tape" for information on copying files from a floppy disk or cartridge tape to your workspace.

- Network file drawers—refer to the *GLOBALVIEW Network Access User Guide* for information on copying files from a network file drawer to your workspace. You need Document Services Access software to use networked file drawers.

Installing Interpress fonts

To install Interpress fonts:

1. If you do not have a Loader icon in your workspace, copy one from the Workstation divider in the Directory.

   The Loader icon appears in your workspace.

2. Copy the font or font width application from an external source (such as a cartridge tape, floppy disk, or file drawer) to the closed Loader icon.

   The font is installed and run on your workstation.

✦ **CAUTION:** Do not install PostScript fonts in the Loader icon. You can only install PostScript fonts in the Contour Font Manager icon.✦
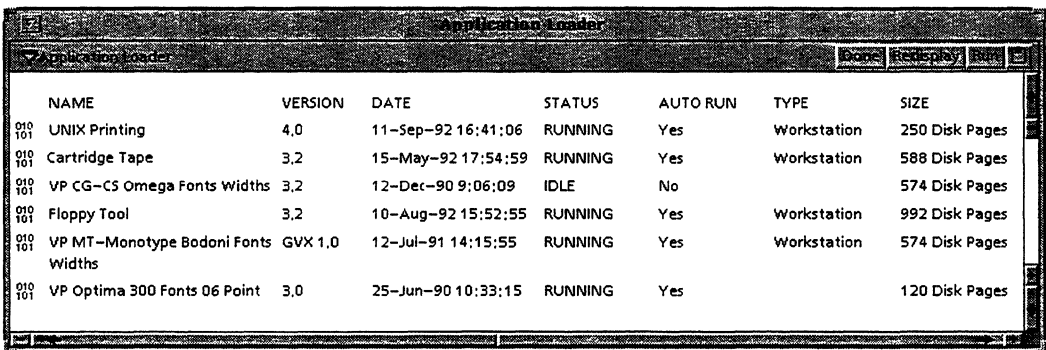
Determining the Interpress fonts installed on your workstation

You use the Loader window to see the Interpress fonts installed on your workstation.

To determine the fonts installed on your workstation:

1. Open the Loader icon.

    The Loader window appears.

	NAME	VERSION	DATE	STATUS	AUTO RUN	TYPE	SIZE
010 101	UNIX Printing	4.0	11-Sep-92 16:41:06	RUNNING	Yes	Workstation	250 Disk Pages
010 101	Cartridge Tape	3.2	15-May-92 17:54:59	RUNNING	Yes	Workstation	588 Disk Pages
010 101	VP CG-CS Omega Fonts Widths	3.2	12-Dec-90 9:06:09	IDLE	No		574 Disk Pages
010 101	Floppy Tool	3.2	10-Aug-92 15:52:55	RUNNING	Yes	Workstation	992 Disk Pages
010 101	VP MT-Monotype Bodoni Fonts Widths	GVX 1.0	12-Jul-91 14:15:55	RUNNING	Yes	Workstation	574 Disk Pages
010 101	VP Optima 300 Fonts 06 Point	3.0	25-Jun-90 10:33:15	RUNNING	Yes		120 Disk Pages

2. Scroll the Loader window and locate the font applications. Interpress font names begin with VP.

    Fonts that appear in the Loader window are installed on your workstation.

    If the entry is listed as Idle, the font is installed on your workstation, but it is not running. If you want to run an idle font application, refer to the next section, "Running fonts."

3. Select Done to close the Loader window.

Running Interpress fonts

When you initially install GLOBALVIEW on your workstation, GLOBALVIEW automatically installs and runs the Interpress fonts for you.

If you decide to install additional fonts, you can manually run the fonts when you want to use them, or automatically run the fonts at GLOBALVIEW startup. You use the Loader window to run fonts on your workstation.

◆ **Note:** Make sure all documents in your workspace are closed before you run Interpress fonts. If you try to run fonts with documents open in your workspace, GLOBALVIEW displays an error message.◆

Manually running fonts

When you manually run fonts, the fonts are available until you quit GLOBALVIEW.

When you quit GLOBALVIEW, the fonts return to a status of Idle in the Loader window. You must run the fonts again to use them.

To manually run fonts:

1. Open the Loader icon.

   The Loader window appears.

2. Scroll through the Loader window and locate the font applications. Interpress font names begin with VP.

3. Select the font you want to run.

4. Select Run in the Loader window header.

   The Status entry for the font is listed as Running.

5. Select Done to close the Loader window.

   The font is available for you to use in your workspace.

Automatically running fonts

When you automatically run fonts, the fonts are available during the current GLOBALVIEW session and for all subsequent sessions, regardless of whether you quit GLOBALVIEW or not.

To automatically run fonts:

1. Open the Loader icon.

   The Loader window appears.

2. Scroll through the Loader window and locate the font applications. Interpress font names begin with VP.

3. Select the font you want to run.

4. Select Run in the Loader window header.

   The Status entry for the font is listed as Running.

5. Select the font again and press PROPS.

   The Application property sheet appears.

Select Yes to automatically run fonts at system startup.
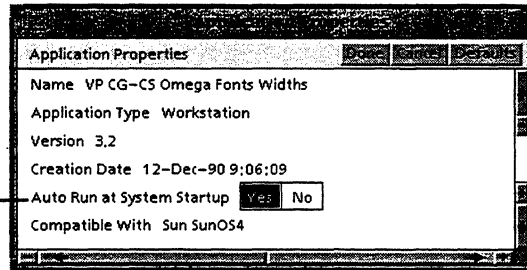
6. Select Yes for the Auto Run at System Startup property.

   The Auto Run entry for the font is listed as Yes in the Loader window.

7. Select Done to close the Loader window.

   The font is running and available for you to use in your workspace.

Deleting Interpress fonts

You use the Loader window to delete Interpress fonts that are running or idle on your workstation.

Deleting running fonts

Use the following procedure to delete a running font. A font that is running shows the status of Running in the Loader window.

To delete running fonts:

1. Open the Loader icon.

    The Loader window appears.

2. Select the font you want to delete and press PROPS.

    The Application property sheet appears.

3. Select No for the Auto Run at System Startup property.

4. Select Done to close the Loader window.

5. Move the pointer to an empty area in your workspace.

6. Press and hold down the Menu mouse button to display the Workspace menu.

7. Select End Session and release the mouse button.

    The Logoff option sheet appears.

8. Select Quit.

9. Restart GLOBALVIEW and log on to your workspace.

10. Open the Loader icon.

11. Select the font you want to delete and press DELETE.

    Notice that the status entry for the font is Idle. When you delete an idle font, the font is removed from your workstation. It is no longer available for you to use.

12. Select Done to close the Loader window.

Deleting idle fonts

Use this procedure to delete an idle font. A font that is idle shows the status of Idle in the Loader window.

To delete idle fonts:

1. Open the Loader icon.

   The Loader window appears.

2. Select the font you want to delete and press DELETE.

   The font is removed from your workstation and is no longer available for you to use.

3. Select Done to close the Loader window.

Troubleshooting fonts

This section contains troubleshooting procedures you can use if you encounter problems with font applications.

If you are unable to resolve your problems after reviewing this section, contact your System Administrator for assistance.

Displaying screen characters that appear as black boxes

If your online document contains black boxes instead of characters, the PostScript or Interpress screen font it represents is not loaded on your workstation.

To correctly display your document on the screen, the PostScript or Interpress screen font must be running on your workstation. If you do not have access to the font you need, you can display the black boxes in another font that is running on your workstation.

To display screen characters that appear as black boxes:

1. Select the black boxes for the font change.

2. Press PROPS and select Character for the Display setting.

3. Select Hard for the Properties Shown setting.

4. Observe the name of the non-loaded font.

    The Non-loaded Font property appears to the right of the Family menu. This property displays the name of the font that is not loaded on the workstation.

5. Do one of the following:

    - Load and run the font that you want.
    - Select a loaded font in the font menu.

6. Observe the name of the non-loaded point size.

    The Non-loaded Size property appears to the right of the Size property. This property displays the non-loaded point size of a font loaded on the workstation.

7. Do one of the following:

    - Load and run the font you want.
    - Select a loaded point size in the Size property.

8. Select Done to complete the change and close the property sheet.

9. Paginate your document.

Displaying clipped characters

If characters appear clipped on the page, you can change the paragraph properties to display them correctly. For example, characters such as b, d, f, h, k, g, j, p, q, and y can appear clipped if you increase the point size without changing the line height.

To display clipped characters:

1. Select the clipped characters.

2. Press PROPS and select Paragraph for the Display setting.

3. Select Hard for the Properties Shown setting.

4. Do one of the following:

    - Select Other in the Line Height property.

    - Select Other in the Before Paragraph or After Paragraph property.

5. Delete the current setting in the box appearing to the right of Other.

6. Type the new number.

   You can avoid clipping characters by setting the property one point greater than the point size of the characters. For example, if you are working with characters in 24 points, set the Line Height property to 25 points.

7. Select Done to complete the change and close the property sheet.

8. Paginate your document.

Displaying compressed font width characters

When you work with font widths, GV Write uses a generic font to display text on your workstation screen. As you type text in your document, the text appears in this substituted font on the screen. To correctly format text on the printed page, GV Write compresses the space between text on the screen. No corrective action is required. The text prints correctly on the page.

Displaying printed characters that appear as black boxes

If your printed document contains black boxes instead of characters, either the screen font is not loaded on your workstation, or the printer font you need is not loaded on your printer.

To correctly print your document, the screen font must be running on the workstation from which you send your print job. The comparable printer font must be loaded on your printer if you are printing to an Interpress printer or printing through UNIX to a PostScript printer.

To display printed characters that appear as black boxes:

1. Review the break page accompanying the printed document.

   The break page lists the name of the non-loaded printer font or other problems encountered during printing.

2. Do one of the following:

   - Open the Loader icon and make sure the Interpress fonts you need are running.

   - Select the Show Fonts command in the Contour Font Manager icon and make sure the rasterized fonts you need are running in the Auto Load Fonts window.

3. Load the printer fonts you need on your printer.

   If necessary, contact your System Administrator for assistance in loading the font you need.

4. Reprint your document.

11. Using floppy disks and cartridge tapes

If your workstation has a floppy disk or cartridge tape drive, you can copy GLOBALVIEW files to and from media in the drive.

For information about cartridge tape, see "Using the cartridge tape drive" later in this chapter.

Using the floppy disk drive

You can use a GLOBALVIEW Floppy Drive icon to transfer data to and from a floppy disk. If your floppy disks were formatted by GLOBALVIEW, you must use the Floppy Drive icon to access the disks.

Software required: Floppy Tool

If your floppy disks were not formatted by GLOBALVIEW, you can use the Windows to UNIX File System icon to access the floppy drive and copy GLOBALVIEW and UNIX format files to and from disk. This does not require Floppy Tool software. See "Transferring files between GLOBALVIEW and UNIX" in chapter 9 for details. If you use the Solaris operating system, also see the following information about the volume manager.

Before you access floppy disks in Solaris . . .

GLOBALVIEW Floppy Drive software does not work when the Solaris volume manager (volmgt) is running. You need to stop the volume manager before using the GLOBALVIEW Floppy Drive icon.

If you want to access the floppy drive using UNIX or the GLOBALVIEW Window to UNIX File System icon, you need to start the volume manager (volmgt).

To stop the volume manager (volmgt):

▶ In a UNIX command tool window, do the following:

a. Type **su root** and press RETURN. Then enter your root password.

b. Type **cd /etc/init.d** and press RETURN.

    c.   Type **./volmgt stop** and press RETURN.

       This stops the volume manager. You can now use the Floppy Drive icon to access the floppy disk.

To start the volume manager (volmgt):

▶   In a UNIX command tool window, do the following:

    a.   Type **su root** and press RETURN. Then enter your root password.

    b.   Type **cd /etc/init.d** and press RETURN.

    c.   Type **./volmgt start** and press RETURN.

       This starts the volume manager.

    d.   When you insert a floppy disk, type **volcheck** and press RETURN.

You can now use a UNIX command tool window or GLOBALVIEW Window to UNIX File System to access the floppy disk. Set the Path Name in the Window to UNIX File System icon to /floppy. See "Transferring files between GLOBALVIEW and UNIX" in chapter 9.

Copying the Floppy Drive icon to the workspace

When Floppy Tool is running on your workstation, the Floppy Drive icon appears in Local Devices in the Workstation divider of the Directory.

To copy a Floppy Drive icon to the workspace:

1.   Double click the Select mouse button on the Directory icon to open it.

2.   Open Workstation and Local Devices divider.

3.   Select the Floppy Drive icon, press COPY, and select a place in your workspace.

    The Floppy Drive icon appears in the workspace.

4.   Select Done.

Changing the Floppy Drive icon label

You can change the name of a Floppy Drive icon.

To change the name of the Floppy Drive icon:

1. Select the Floppy Drive icon.

2. Press PROPS to display the Floppy Disk property sheet.
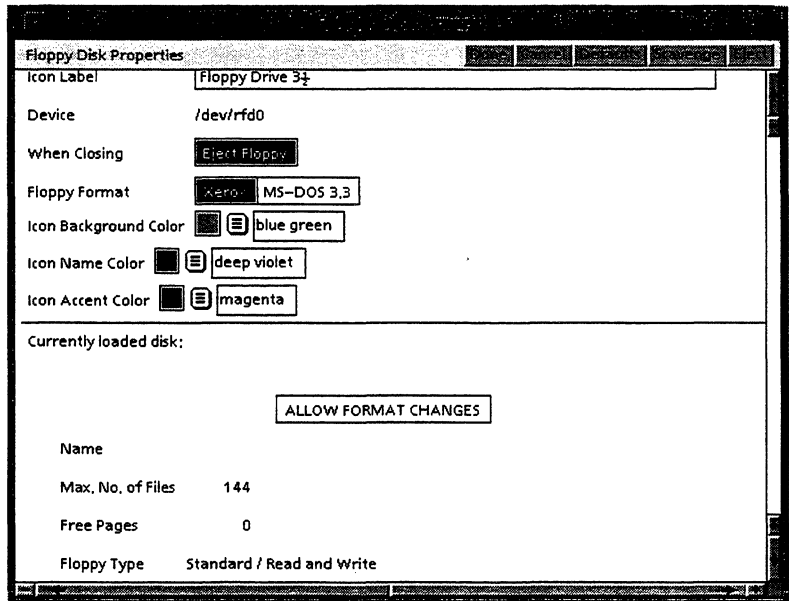
3. Delete the current name in the Icon Label box.

4. Type a new name in the Icon Label box.

5. Select Done.

Using floppy disks

You use 3½-inch, double-sided, high-density disks to back up data. You format this disk to hold approximately 1.44 megabytes of data in the Xerox format. In the MS-DOS 3.3 format you can format the disk to store approximately 1.44 megabytes or 720 kilobytes of data.

✦ **Note:** GLOBALVIEW measures disk storage space in disk pages. A GLOBALVIEW disk page equals 512 bytes, or approximately 512 ASCII characters. A byte is roughly the amount of space taken by one character; numbers and some special characters may require more than one byte.✦

Removing (ejecting) floppy disks

The disk drive may not have a physical eject button or latch. You eject the floppy disk by using commands within GLOBALVIEW.

✦ **Note:** Close the Floppy Drive window before you eject a floppy disk from the drive.✦

To remove a floppy disk from the disk drive:

▶ Do one of the following:

• Set the default property, When Closing Eject Floppy, in the Floppy Disk property sheet as follows:

a. Select the Floppy Disk icon and press PROPS.

b. Select the Eject Floppy option for When Closing in the property sheet.
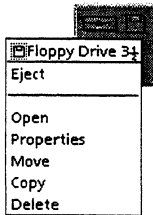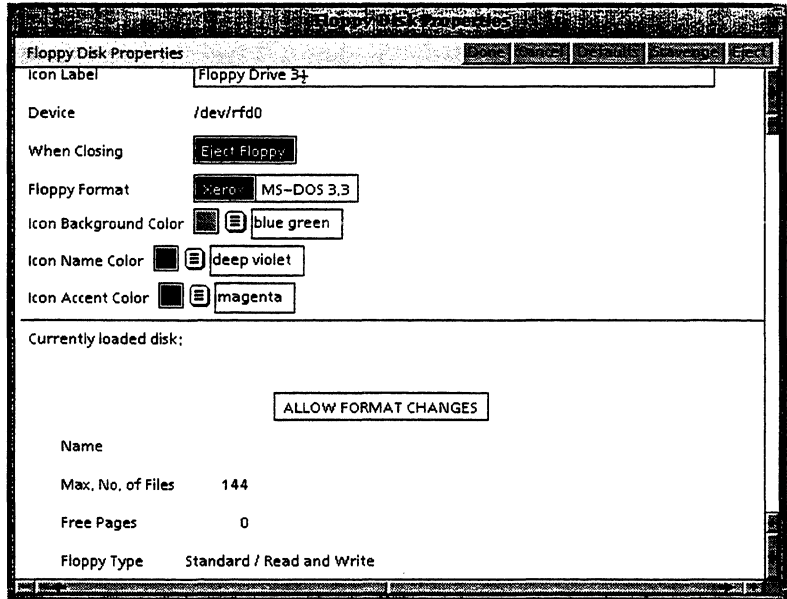
- Place the pointer on the Floppy Drive icon and hold down the Menu mouse button. Highlight the Eject command in the pop-up menu, then release the mouse buttons.

- Select the Eject command in the Floppy Disk property sheet window header.

✦ **CAUTION:** Since UNIX users and programs can access your floppy drive, it is recommended that you set the Eject Floppy property to avoid loss of data.✦

Formatting floppy disks

Formatting with Xerox format prepares a floppy disk to accept GLOBALVIEW data. You must format a floppy disk before using it the first time.

If you attempt to open a Floppy Drive icon and the inserted floppy disk is unformatted, a message in the Floppy Drive window appears.
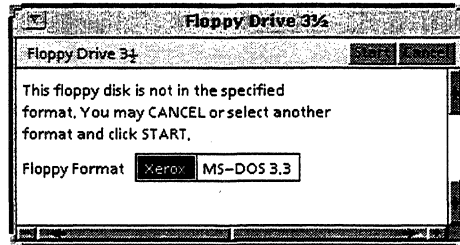
Select Cancel in the Floppy Drive window header, then follow the steps below to format the floppy disk.

✦ **CAUTION:** Formatting a floppy disk destroys all the information it contains. If you try to format a floppy disk that is already formatted, a warning message appears in the GlobalView Message window asking you for confirmation.✦

Formatting floppy disks with Xerox format

To format a floppy disk with the Xerox format:

1. Insert a floppy disk into the drive.

2. Select the Floppy Drive icon.

3. Press PROPS to display the Floppy Disk property sheet.
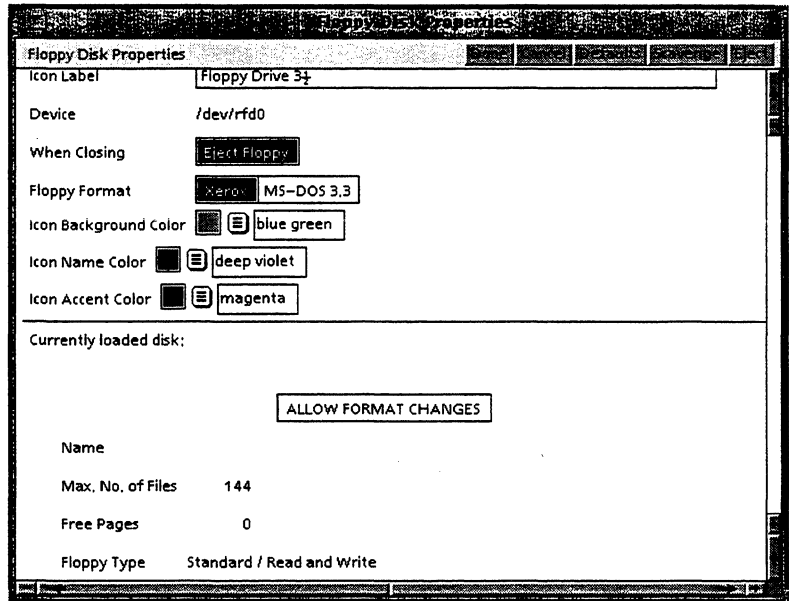
4. Select Allow Format Changes.

    Select the properties you want to change. For example,
    select the Name property and type the name of the disk
    you are currently loading.

5. Press SKIP/NEXT to advance to the Max. No. of Files
    property, and type in the appropriate number of files.

6. Select Format in the window header.

7. If your disk has already been formatted, a message
    appears:

    The floppy volume 'name' already formatted; erasing or
    formatting will destroy previous contents.

    Select Yes if you want the previous contents destroyed.
    Select No if you do not want the previous contents
    destroyed.

    If GLOBALVIEW locates more than five bad sectors on the
    floppy disk during formatting, it displays a warning
    message. Select Yes to continue or No to quit.

8. When formatting ends, you can format another disk, or select Done to close the property sheet.

Formatting MS-DOS format disks

In MS-DOS format, you can format a disk that is a system disk. However, once formatted the system disk becomes a data disk. The Floppy Disk property sheet indicates whether the disk is a system disk or not.

To format a floppy disk in MS-DOS format:

1. Insert a floppy disk into the drive.

2. Select the Floppy Drive icon.

3. Press PROPS to display the Floppy Disk property sheet.
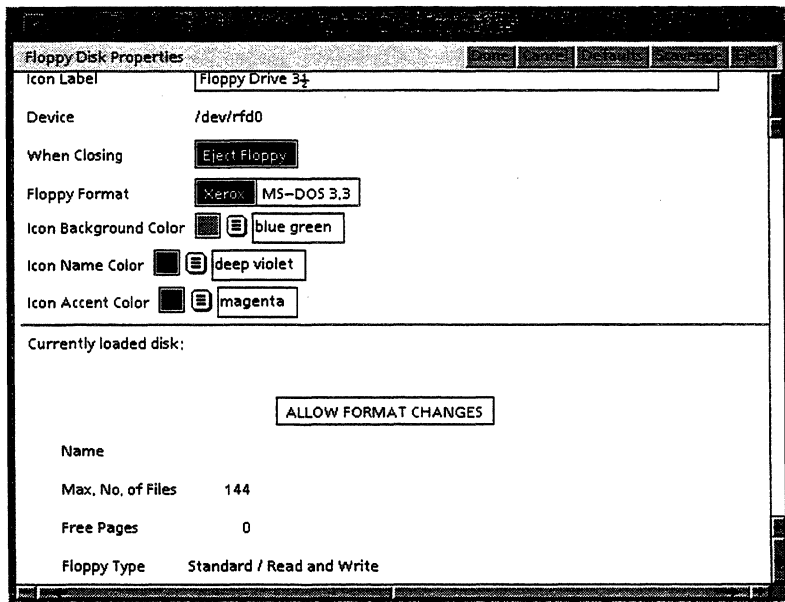
4. Select the Floppy Format MS-DOS 3.3 property.

5. Select Allow Format Changes.

6. Select the properties you want to change. For example, select the Volume Label property and type a name in the box.

7. Select the Formatted Capacity 1.44 MB or 720 KB property.

8. Select Format in the window header.

   If GLOBALVIEW displays a warning message, select Yes to continue or No to quit.

9. When formatting ends, you can format another disk, or select Done to close the property sheet.

Naming a floppy disk

You can change the name of a floppy disk when you format or reformat the disk.

To change the name of a floppy disk:

1. Insert a floppy disk into the drive.

2. Select the Floppy Drive icon and press PROPS to display the property sheet.

3. Select Allow Format Changes.

4. Delete the current name in the Name box and type in a new name.

5. Change any other properties you want to change and select Format in the window header.

Copying files to floppy disks

The following procedures assume that the information is on Xerox-formatted floppy disks.

To copy one or more files to a floppy disk, you can select the Floppy Drive icon or the Floppy Disk Files window as the destination.

✦ **Note:** You can store UNIX format files on your Xerox format floppy disk after you have copied these files to your GLOBALVIEW workspace. See page 11-3 and "Transferring files between GLOBALVIEW and UNIX" in chapter 9.✦

Checking file sizes or container icons for copying

To determine the size of a file using the Show Size command:

1. Select the file you want to copy.

2. Select Show Size in the Workspace menu.

To determine the size of an object in a folder:

1. Open the folder and select the object.

2. Select the Show Size option in the Folder/File drawer Display option sheet.

Copying to a single floppy disk

To copy one or more files to a floppy disk:

1. Insert a formatted floppy disk into the drive.

2. Select the icons you want to copy.

3. Press COPY.

4. Open the Floppy Drive icon or the Floppy Disk Files window.

5. Click the Select mouse button to copy the files as a foreground operation; click the Adjust mouse button to copy the files as a background operation.

Copying to multiple floppy disks

When you copy several files or one long file to a floppy disk, GLOBALVIEW estimates the number of formatted disks you need, allowing you to stop the copy operation and format the necessary disks. This procedure is simpler if you format several disks before you begin.

To store files on multiple floppy disks:

1. Insert the first Xerox-formatted floppy disk into the disk drive.

2. Copy the icon you want to store to the Floppy Drive icon or to the Floppy Disk Files window.

   If there is not enough room on the floppy disk currently in the disk drive, GLOBALVIEW displays a message estimating the number of additional floppy disks you need to complete the operation. The message asks if you want to create a multi-floppy file.

3. To halt the operation so you can format additional disks, select Cancel. Format as many additional disks as you need; then repeat steps 1 and 2.

4. When GLOBALVIEW finishes each disk, it asks you if you want to continue with the next disk. Remove the current disk from the drive, insert the next disk, and select Continue.

Displaying available space on floppy disk

You can see how much space is available on a floppy disk by inserting the disk in the floppy drive and displaying the Floppy Drive property sheet.

To display space available:

1. Insert the floppy disk into the disk drive.

2. Select the Floppy Drive icon and press PROPS.

The property sheet appears, displaying the properties of the disk in the drive.
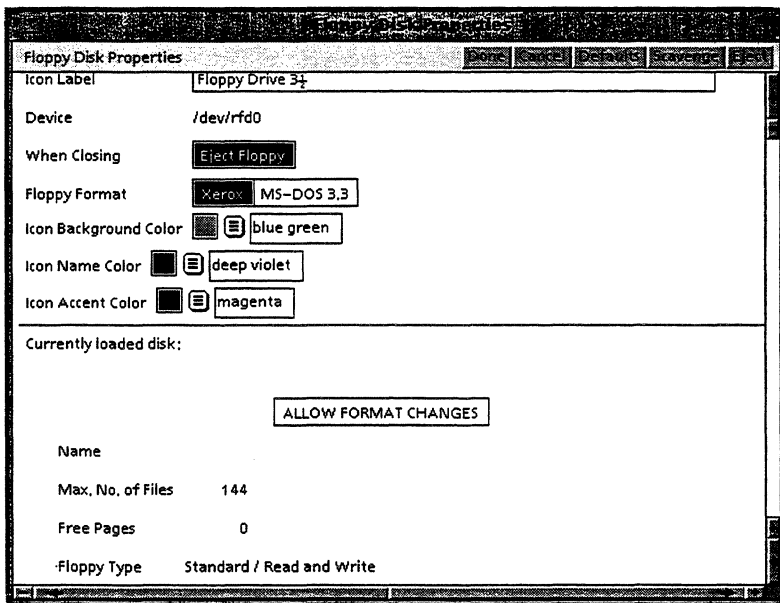
If the disk is a Xerox format, the Free Pages property displays the number of free disk pages on the disk. A disk page equals 512 bytes or approximately 512 ASCII characters.

If the floppy disk is an MS-DOS format, the Space Remaining property displays the number of bytes used on the disk. A byte is approximately the space taken up by one character.

Viewing floppy disk contents

You can look at the contents of a floppy disk by inserting it in the drive and displaying the Floppy Drive window.

To view the contents of a floppy disk:

1. Insert the floppy disk into the drive.

2. Click twice on the Select mouse button to open the Floppy Disk Files window.

   The Floppy Disk Files window appears, displaying the files on the disk.

NAME	SIZE	VERSION OF
snap.install2	2027 Disk Pages	14-Oct-92 17:11
Draw Transfer Document	29 Disk Pages	8-Oct-92 16:46
A guide to GlobalView Online Samples	15 Disk Pages	8-Oct-92 16:46
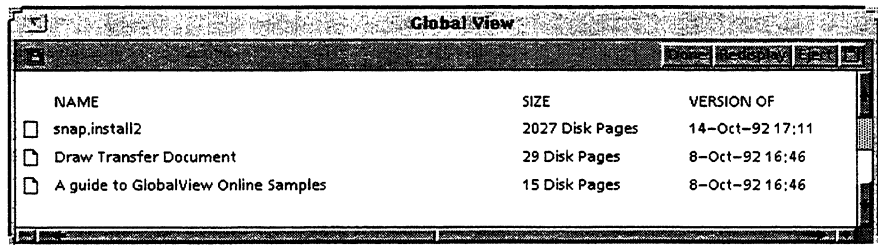
Retrieving files from floppy disk

GLOBALVIEW enables you to retrieve files stored on single or multiple floppy disks. It also enables you to recover information from disks that it has trouble reading.

Copying files from disks

To retrieve files from multiple floppy disks:

1. Insert the first Xerox-formatted floppy disk into the drive.

2. Click twice on the Select mouse button to open the Floppy Disk Files window.

NAME	SIZE	VERSION OF
snap.install2	2027 Disk Pages	14–Oct–92 17:11
Draw Transfer Document	29 Disk Pages	8–Oct–92 16:46
A guide to GlobalView Online Samples	15 Disk Pages	8–Oct–92 16:46
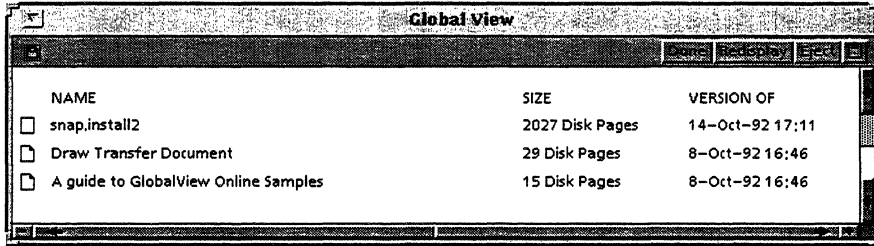
3. Select the files you want to retrieve from the floppy disk.

4. Press COPY, position the pointer on your workspace or on a container icon, and click the Select or Adjust mouse button.

    The files are copied to the workspace or container. If you are retrieving files from only one disk, you do not need to perform any further steps in this procedure.

    If you wish to retrieve files from other disks, proceed with the next step.

5. When prompted, remove the first disk, insert the second disk, and select Continue in the GlobalView Message window to resume.

    If the floppy disks are out of sequence, GLOBALVIEW stops the operation and repeats the prompt. Insert the correct disk and select Continue again.

6. Repeat step 5, as necessary.

You can cancel the retrieval at any time by pressing STOP or by selecting Cancel when GLOBALVIEW prompts you for the next disk in the sequence. If you stop the process, GLOBALVIEW removes any file information it has retrieved up to that point from your workspace.

Scavenging damaged disk files: Xerox format only

When GLOBALVIEW cannot read the information on a floppy disk, it displays a message indicating that the disk needs scavenging.

When GLOBALVIEW scavenges a floppy disk, it scans the disk for the problem and corrects it. The operation does not destroy the information stored on the disk.

To scavenge a disk:

1. Insert the Xerox–formatted floppy disk into the drive.

2. Select the Floppy Drive icon.

3. Press PROPS to display the Floppy Disk property sheet.

4. Select Scavenge in the window header. A message in the GlobalView Message window suggests that another disk drive might be able to read the disk, and asks if you want to continue.

5. To scavenge the floppy disk, select Yes. To halt the operation, select No.

Deleting floppy disk files

You can remove Xerox-formatted or MS-DOS-formatted information from floppy disks by deleting individual files or by erasing entire disks.

✦ **CAUTION:** Reformatting the disk also erases all the files.✦

Deleting selected files

To delete selected files from a floppy disk:

1. Insert the floppy disk into the disk drive.

2. Open the Floppy Disk icon window by clicking on it twice with the Select mouse button.

3. Select one or more files to delete.

4. Press DELETE.

    GLOBALVIEW displays a message asking you to confirm that you want to delete the files.

5. To delete files from the floppy disk, select Yes. To cancel the deletion, select No.

    After GLOBALVIEW deletes a file from the floppy disk, it redisplays the Floppy Disk Files window.

Erasing floppy disks: Xerox format only

To erase floppy disks:

1. Insert the floppy disk into the disk drive.

2. Select the Floppy Drive icon.

3. Press PROPS.

The Floppy Disk property sheet appears.

```
┌────────────────────────────────────────────────────────────────────┐
│ Floppy Disk Properties                   ████  ████  ████  ████  ███ │
│ Icon Label            │Floppy Drive 3½                             │ │
│ Device                /dev/rfd0                                      │
│ When Closing          [ Eject Floppy ]                              │
│ Floppy Format         [ Xerox ] MS-DOS 3.3                          │
│ Icon Background Color ■ ▤ │blue green│                              │
│ Icon Name Color       ■ ▤ │deep violet│                            │
│ Icon Accent Color     ■ ▤ │magenta│                                │
│                                                                      │
│ Currently loaded disk:                                               │
│                                                                      │
│                       [ ALLOW FORMAT CHANGES ]                       │
│                                                                      │
│     Name                                                             │
│     Max. No. of Files      144                                       │
│     Free Pages               0                                       │
│     Floppy Type      Standard / Read and Write                       │
└────────────────────────────────────────────────────────────────────┘
```
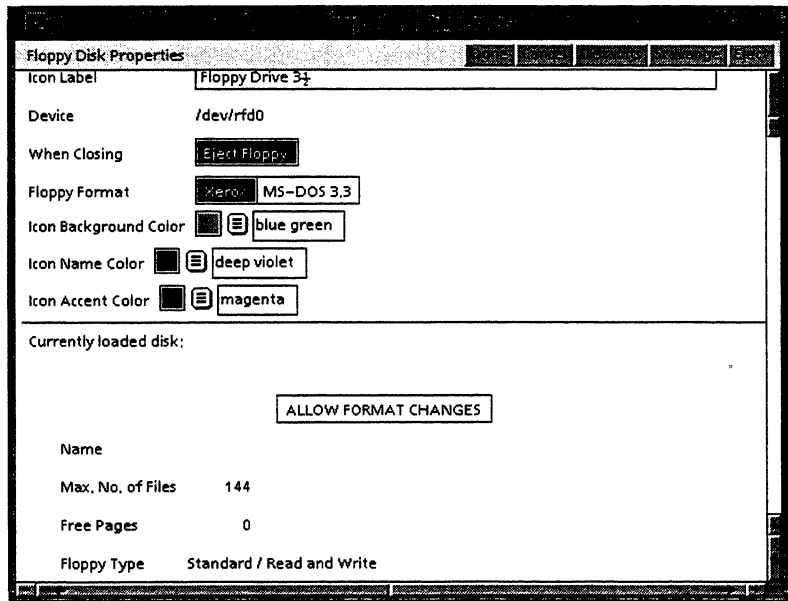
4. Select Allow Format Changes.

   At this time, if you have a Xerox-formatted floppy disk, you can rename the disk and change the maximum number of files.

5. Select Erase in the window header. GLOBALVIEW displays a message in the GlobalView Message window, asking you to confirm.

6. To erase the floppy disk, select Yes. To cancel the operation, select No.

Changing the maximum files allowed on a Xerox format disk

You can adjust the maximum number of files that can be copied to a Xerox format floppy disk using the Floppy Disk property sheet. You must format or re-format the disk to apply the change.

To change the number of files allowed on floppy disk:

1. Insert a floppy disk into the drive.

2. Select the Floppy Drive icon and press PROPS to display the property sheet.

3. Select Allow Format Changes.

4. Delete the current name in the Name box and type in a new name.

5. Change any other properties you want to change and select Format in the window header.

Using the cartridge tape drive

GLOBALVIEW no longer offers a cartridge tape drive application.

You can transfer GLOBALVIEW files to and from a cartridge tape as follows:

- Use Window to UNIX File System to copy GLOBALVIEW files to and from a UNIX directory. See "Transferring files between GLOBALVIEW and UNIX" in chapter 9.

- Use standard UNIX commands (such as tar and mt) to copy files to and from tape.

If you have tapes previously created with the GLOBALVIEW tape application, you can retrieve documents from the tape using the following procedure.

Retrieving files from tapes previously created with GLOBALVIEW

The GLOBALVIEW for X Windows 1.x Cartridge Tape application wrote files to tape in standard tar format. A separate tar file was created for each GLOBALVIEW file on the tape. Files within folders are individual tar files and their hierarchical structure is not retained when you copy them from the tape.

Reading the tape   Use the UNIX tar command with "nrst0"(rather than rst0) to read the tape. This allows you to access multiple files without rewinding the tape.

GLOBALVIEW file names appear in UNIX format, so spaces are replaced by :_. For example "My Document" appears as "My:_Document".

To read a GLOBALVIEW tape using UNIX:

1. Insert the tape in the tape drive. In a UNIX command tool window, type the command to rewind the tape:

    mt -f /dev/nrst0 rewind

    and press RETURN.

2. Move past the first EOF marker on the tape by typing:

    mt -f /dev/nrst0 fsf 1

    and press RETURN.

    (You can also move past the first EOF by giving the tar command shown in step 2. You will see the message "tar: read error: unexpected EOF.")

3. Read the first file or folder on the tape by typing:

    tar   tvf   /dev/nrst0

    and press RETURN.

    The internal data structure file "MediaManagerDataSet" is listed before the file name and can be ignored. Following is an example of the messages you see when reading the file "Memo To T.Grubbs" from the tape.

    > rw-rw-rw-26784/26784   512 Nov 17 08:16 1994
    > MediaManagerDataSet

    > rw-rw-rw-26784/26784 26148 Mar 9 13:57 1994
    > Memo:_To:_T.Grubbs

    If a folder was copied to the tape, you see the folder name and several file names after the MediaManagerDataSet name.

4. Repeat step 3 to read each file name on the tape. When you come to the end of the file names, you'll see the message "tar: read error: I/O error."

5. If you repeat the tar command (shown in step 3), you see the message "tar: read error: unexpected EOF" indicating that is the end of the information on the tape.

Copying files from tape   Use the UNIX tar command with "nrst0"(rather than rst0) to read the tape. This allows you to access multiple files without rewinding the tape.

Use the UNIX tar command to copy the files from the tape. Repeat the command until you have copied all files.

GLOBALVIEW file names appear in UNIX format, so spaces are replaced by :_, for example "My Document" appears as "My:_Document".

To copy files from the tape:

1. In a UNIX command tool window, change to the UNIX directory where you want the copied files to reside.

2. Type the command to rewind the tape:

    mt -f /dev/nrst0 rewind

    and press RETURN.

3. Move past the first EOF marker on the tape by typing:

    mt -f /dev/nrst0 fsf 1

    and press RETURN.

    (You can also move past the first EOF by giving the tar command shown in step 4. You will see the message "tar: read error: unexpected EOF.")

4. Copy the first file or folder on the tape by typing:

    tar xvf /dev/nrst0

    and press RETURN.

    The internal data structure file "MediaManagerDataSet" is copied before the file, or group of files in a folder, and can be ignored. Following is an example of the messages you see when copying the file "Memo To T.Grubbs" from tape.

    > x MediaManagerDataSet, 512 bytes, 1 tape blocks

    > x Memo:_To:_T.Grubbs, 34346 bytes, 68 tape blocks

    If a folder is on the tape, the folder is copied, along with each of the files in the folder.

5. Repeat step 4 to copy each file or folder on the tape. When you come to the end of the files, you see the message "tar: read error: I/O error."

6. In the UNIX directory, display the files by typing:

    ls

    and press RETURN.

7. Delete the MediaManagerDataSet file by typing:

    rm MediaManagerDataSet

    and press RETURN.

8. Use the GLOBALVIEW Window to UNIX File System to copy or move the files from the UNIX directory into GLOBALVIEW. See "Transferring files between GLOBALVIEW and UNIX " in chapter 9 for details.
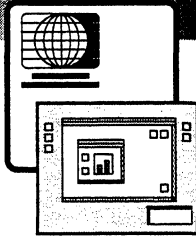
12.

Using color in your workspace

This chapter explains how to use color in your GLOBALVIEW workspace and introduces color features available in selected GLOBALVIEW applications. For more information about specific applications, refer to the user guides for those applications.

✦ **Note:** Color menus and choices do not appear in property and option sheets if your system does not have a color monitor.✦

Your color choices are determined by the color profile currently defined in your User Profile. Five color profiles are available. Each color profile offers you a set of related colors such as pastel or bold colors.

You cannot mix colors from different color profiles. When you change the color profile, the colors used on existing icons change to a corresponding color in the new profile. See chapter 13, "Customizing your workspace with the User Profile," for a list of color profiles.

Screen elements that can display in color

You can add color to elements of your workspace windows and to illustrations and text you create in GLOBALVIEW.

You can change the colors of icons and the color and pattern of workspace window backgrounds.

You select the colors of icons from properties within the icon property sheet. When you open an icon to create a window, the background color of the GLOBALVIEW window title displays the same as the background color of the icon.

Tiny icons display in the background color of the full size icons they represent.

You can change the default color and background of the GLOBALVIEW workspace by changing the default workspace properties in your User Profile. See chapter 13, "Customizing your workspace with the User Profile," for more information.

You can also change the color of the pattern and background of a GLOBALVIEW workspace window using the Workspace Properties command in the workspace window header.

Changing colors in icons

You change the colors of all GLOBALVIEW icons the same way. If you are working with a color monitor, you can change the background, text, and accent colors of GLOBALVIEW icons. You can choose from 14 colors for the icon's name and accent color, and from a different set of 14 colors for the icon's background.

When you select a color for any element, the system automatically selects coordinating colors for the other two. You can then change the system's selections to your liking.

The system uses the accent color you select for graphics that appear on the icon itself as well as for the tab on folder icons and the folded corner on document icons.

✦ **Note:** If you are working with a black and white monitor, you cannot change the appearance of icons.✦

To change the background, text, or accent color of an icon:

1. Select an icon by clicking on it once with the Select mouse button.

    The icon you selected appears highlighted.

2. Press PROPS.

    The icon's property sheet appears.

The color chip displays a sample of the selected color.
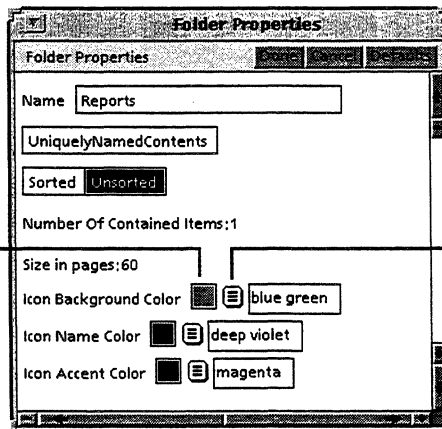
Press and hold the Select mouse button on the menu to view the list of color choices.

3. Move the pointer to the menu symbol of the color property you want to change, and press and hold down the Select mouse button.

    A list of color choices appears. Each listed choice includes a chip that displays a color sample.

4. Continue to hold down the Select mouse button and slide the pointer to the color you want to select.

5. Release the Select mouse button.

    The color you selected takes effect, and the system changes the colors of the other two color properties to coordinate with your choice.

6. Repeat steps 3 through 5 to change remaining color properties.

7. When you are finished selecting color properties, select Done.

    The property sheet closes, and the icon's new colors take effect.

Changing colors in the workspace window background

If you are working with a color monitor, you can change the pattern color as well as the background color of GLOBALVIEW workspace windows.

✦ **Note:** If you are working with a black and white monitor, you can choose black or white as the background color. Other color choices do not appear.✦

To change the pattern or background color of a workspace window:

1. Select the Workspace Properties command in the window header.

    The Workspace property sheet appears.
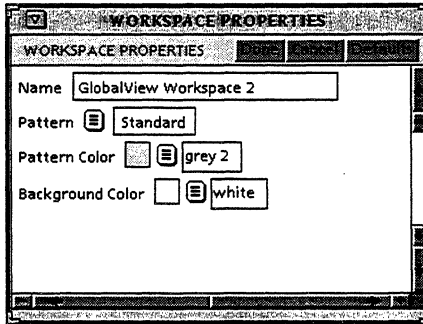
2. Position the pointer on the Pattern Color menu or Background Color menu symbol, and press and hold down the Select mouse button.

    A set of color chips appears for Pattern Color or Background Color.
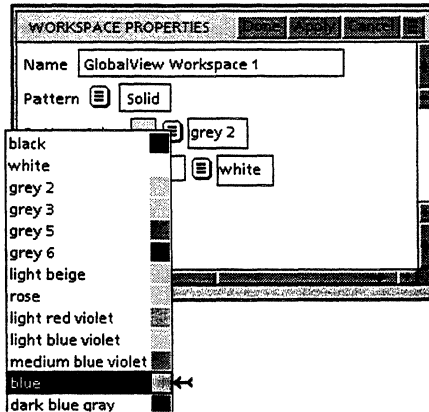
3. Without releasing the mouse button, move the pointer to the color you want.

4. Release the mouse button.

   The color chip box displays the color you selected.

5. When you are finished selecting color properties, select Done.

   The property sheet closes, and the workspace window's new colors take effect.

Changing colors in text

You can change character properties for the text color and highlight color to different combinations of colors if your workstation has a color monitor. If your workstation has a black and white monitor, you can still select the different color combinations; however, they will display as various shades of gray. For more information, see chapter 3, "Formatting text," in the *GLOBALVIEW Write and Draw User Guide*.

Changing colors in illustrations

You can enhance illustrations you create in GV Draw by changing the color of shapes and points. For more information, see chapter 14, "Using GV Draw," in the *GLOBALVIEW Write and Draw User Guide*.

You can also use color in charts you can create using an optional application, GV Chart. For more information, see Chapter 2, "Using GV Chart," in the *GLOBALVIEW Paint and Chart User Guide*.

13. Customizing your workspace with the User Profile

Default settings control how your GLOBALVIEW workspace and installed applications look and perform. To change these default settings, you edit GLOBALVIEW's configuration file, the User Profile. Each GLOBALVIEW workspace has its own User Profile, so you can customize your workspace without affecting other users' workspaces.

Example configuration settings for most GLOBALVIEW applications appear in the User Profile Copy Source, which is copied onto your system during GLOBALVIEW installation.

This chapter explains how to access and modify your User Profile, as well as how to access the User Profile Copy Source and copy entries from it. This chapter also lists settings for workspace-level User Profile options.

Options for specific applications are documented in the user guides that describe the applications.

Displaying the User Profile

When you log on to GLOBALVIEW, the system checks the current options in the User Profile. You can edit or add options.

To display the User Profile:

1. Move the pointer to a unoccupied area of the workspace and hold down the Menu button.

   The Workspace menu appears.

2. Select Show User Profile in the Workspace menu.

   The User Profile appears as shown on the following page.

✦ **Note:** You can also display the User Profile by opening the User Profile in the Workspace divider of the Directory icon. Do not mistake the User Profile with the UserProfileCopySource icon that gets installed in your workspace.✦

The following illustration shows an example User Profile.

```
▼|                              UserProfile
⌕ UserProfile                                              [  ] [ ] [ ]
-- Copyright (C) 1985,1986,1987,1988,1989,1990,1991,1992,1993 by Xerox Corporation. All rights
reserved.
-- Copyright (C) 1990 by Fuji Xerox Co., Ltd. All rights reserved.

-- Text following two consecutive dashes -- is present for explanatory purposes only.
-- Such text is called a comment. Comments are ignored by the system.
-- Comments are used to show you the options associated with each user profile entry.
-- Each option is separated by a vertical bar |.
-- For more information on the user profile, see the GlobalView for
-- X Windows Workspace User Guide.
-- Note that there are many more entries that may be added to your user profile.
-- Use your User Profile Copy Source to add additional user profile entries.

-- USER PROFILE ENTRIES                      ENTRY OPTIONS

[Documents]
Edit/Save: True                              -- True|False
Initial Pages Formatting: 3              -- CARDINAL
Enable Fast Page Display: True               -- True|False
Enable Fast Table Display: True              -- True|False
Enable Fast Display Beyond Initial Pages: True   -- True|False
Background Backup Delete: True               -- True|False
ScrollAmount: 12                         -- CARDINAL
RepaintAtEveryScroll: True               -- True|False
Screen Font Substitution: Best Fit       -- Best Fit|Black Boxes
BarChartLayout: New                          -- New|VP1.0|VP2.0
ShowSoftkeys: True                       -- True|False

[Folder]
ShowIcon: True                               -- True|False
ShowSize: False                              -- False|True
ShowCreateDate: True                         -- True|False
Version: SeparateColumn                      -- SeparateColumn|WithName|None
Open Method: Open Within              -- Open Within|Open Next To

[Logoff]
At Logoff: IDLE                              -- IDLE|QUIT

[Message Window]
Number of Messages to Save: 30           -- 30|10|50|100|200|300
Restore Message Window: True             -- True|False

[Mouse Buttons]
Button One: Select                     -- Select|Menu|Adjust
Button Two: Adjust                     -- Adjust|Select|Menu
Button Three: Menu                     -- Menu|Adjust|Select
```

Understanding the User Profile format

User Profile entries must appear in the following format so the system can recognize them:

[Section]
Entry: Option   --Option1|Option2|Option3

Section name in brackets

-- USER PROFILE ENTRIES   ENTRY OPTIONS

[Conversion]
Document Pagination: Simple   -- Simple|Compress|None

Entry, colon, and one space   Active option   Alternative options
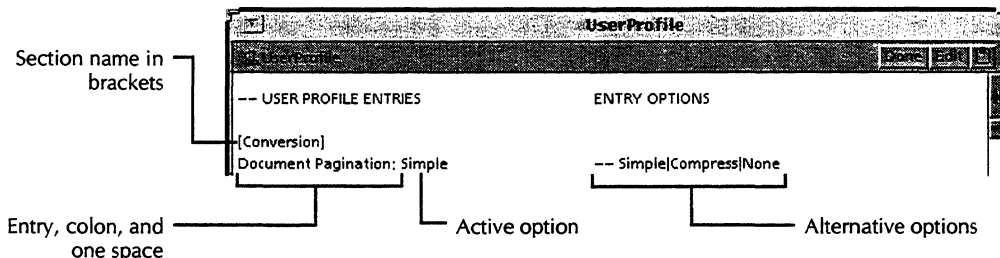
The rules for User Profile section names and entries are as follows:

- Enclose the section name in square brackets.

- Do not repeat a section; each section must appear only once in the User Profile.

- Place each entry under the appropriate section name.

- Place a colon after the entry name.

  Do not enter a space between the entry name and the colon.

- Place the active option after the entry.

  Leave one space between the colon and the current option.

- Precede additional options by dashes (--); separate the additional options with vertical bars (|).

- Enclose comments in braces.

✦ **CAUTION:** Do not leave blank lines within a section. A blank line within a section nullifies all entries following it in that section.✦

Adding and editing entries in the User Profile

You can type new section names and entries into your User Profile, or copy them from the User Profile Copy Source.

The UserProfileCopySource icon is installed with GLOBALVIEW. It contains a listing of possible entries for the User Profile.

When editing the User Profile, be sure you follow the format rules in the section, "Understanding the User Profile format."

To edit the User Profile:

1. If you want to use the UserProfileCopySource as a guide, open the icon in your workspace.

   If the icon is not in your workspace, open the Workstation divider in the Directory icon. Then open the UserProfile CopySource inside the folder "Information for New and Upgrading Users."

2. Hold the Menu button down in your workspace and select Show User Profile in the Workspace menu.

   The User Profile appears.

3. Select Edit in the User Profile window header.

4. To edit a current entry:

   a. Select the option next to the entry you want to change and press DELETE.

   b. Type the new option, or copy it from the choices that appear after the dashes.

   ✦ **Note:** Make sure you leave one space between the colon and the new option.✦

5. To add a new entry:

   a. Press RETURN to create a new line. If adding a new section, separate it from the previous section by two returns.

   b. Type your new entry or copy entries from the UserProfileCopySource to the appropriate section of your User Profile. (You can copy entire sections to your User Profile).


```
-- USER PROFILE ENTRIES

[Conversion]
Document Pagination: Simple

[Workspace]
Icon Window Gravity: Lower Right
Default Pattern: Standard
```
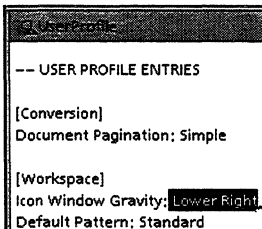
6. Select Done when finished.

    The new option takes effect when you log off, then log back on to GLOBALVIEW.

    ✦ **Note:** GLOBALVIEW default settings are in effect whether they appear as entries in your User Profile or not. You need not add an entry to the User Profile unless you want to change its default setting.✦

Workspace-level User Profile settings

The default User Profile and the UserProfileCopySource list sections alphabetically. The following sections list the workspace-level sections of the User Profile. The list uses the following conventions:

*   The option shown next to an entry name is the entry's default value.

*   Alternate settings appear on lines following the entry's default setting.

✦ **Note:** GLOBALVIEW default settings are in effect whether they appear as entries in your User Profile or not. You only need to add entries to the User Profile when you want to change default setting.✦

Folder options

You can set defaults to show information about icons in a folder in addition to the icon names. For example, the following illustration shows a tiny icon, the file version, file size, and the date it was created or last edited.

NAME	VER	SIZE	DATE
Blank Canvas	1	66 Disk Pages	30–Sep–92 6:40:16
Blank Color Canvas	1	66 Disk Pages	30–Sep–92 6:40:18
Blank Document	1	16 Disk Pages	30–Sep–92 6:40:52
Blank Folder	1	0 Objects	---
Blank Font Family	1	10 Disk Pages	19–Oct–92 15:34:57
Blank GVX Calc	1	2 Disk Pages	30–Sep–92 6:42:13
Blank Record File	1	76 Disk Pages	30–Sep–92 6:39:56
Blank ViewCards 3.0	1	30 Disk Pages	30–Sep–92 6:39:15
Blank Window to UNIX File System	1	10 Disk Pages	9–Oct–92 19:12:05
Contour Font Manager	1	10 Disk Pages	19–Oct–92 15:34:56
Draw Transfer Document	1	30 Disk Pages	30–Sep–92 6:40:52

To set defaults for the amount and format of information that displays in a folder window, add or edit the following entries in the Folder section of your User Profile.

[Folder]

ShowIcon: True
--True|False

ShowSize: True
--True|False

ShowCreateDate: True
--True|False

Version: SeparateColumn
--SeparateColumn|WithName|None

The Version entry allows you to specify whether a file's version number appears and, if it appears, its location in the folder window.

Separate Column—Shows version number of icons filed in the folder in a separate column.

WithName—Attaches a version number to the icon name. An exclamation point separates the version number from the name.

None—No version number displays in the folder window.

Open Method: Open Within
-- Open Within|Open Next To

The Open Method entry determines how icons open within a container.

Open Within—When you open an icon within a container window, the system creates a new window that covers the original container window.

Open Next To—When you open an icon within a container window, the system creates a new window next to the original container window. Both windows remain visible. When you open icons within nested levels of a container, the system creates a new window for each nested icon you open. All of the containers open windows are visible at once.

Message window options

The GlobalView Messages window displays information messages that do not require a response.
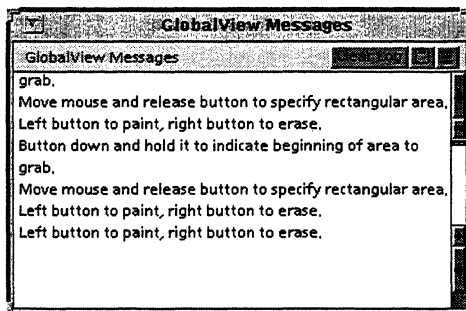
You can customize the appearance of the GlobalView Messages window by adding or editing entries in the Message Window section of your User Profile as follows.

[Message Window]

Number of Messages to Save: 30
--30|10|50|100|200|300

The Number of Messages to Save entry lets you specify the number of messages retained in the window.

Restore Message Window: True
--True|False

The Restore Message Window entry lets you specify whether the system brings the GlobalView Messages window to the top of the window stack whenever a message is posted.

Mouse buttons

If you are upgrading from a previous version of GLOBALVIEW, the system uses your existing mouse button settings.

If you are not upgrading, GLOBALVIEW defaults to the following mouse button settings, which match OPEN LOOK, OpenWindows, and Motif defaults.

To edit the default values, add or edit the following entries in the Mouse Buttons section of your User Profile. In the entries,

Button One is the left mouse button, Button Two is the middle mouse button, and Button Three is the right mouse button.

[Mouse Buttons]

Button One: Select
--Select|Adjust|Menu

Button Two: Adjust
--Adjust|Select|Menu

Button Three: Menu
--Menu|Adjust|Select

System options

Changing the following entries in the System section of your User Profile changes the defaults for mouse multiclicking intervals, caret position, first alternate keyboard, and cursor keys.

[System]

Caret Position: Always After
--Always After|Nearest Side

The Caret Position entry lets you determine the placement of the caret when you select text.

Cursor Keys Enabled: False
--False|True

The Cursor Keys Enabled entry allows you to specify whether the numeric keypad on your keyboard can function as a set of cursor keys.

First Alternate Keyboard: English
{Supply the name of the keyboard you want for the first alternate keyboard.}

Text Multiclick Time: Infinite
--Infinite|Slow|Fast

The Text Multiclick Time entry lets you select the time interval between clicks when you click the mouse more than once, as follows:

- Fast (0.6 seconds)
- Slow (1.2 seconds)
- Infinite (any time interval between clicks)

Windows options

The Header Style entry in the Windows section of the User Profile allows you to specify the appearance of window header contents.

[Windows]

Header Style: Title
--No Title|Title|Title Line

The Header Style entry in the Windows section of your User Profile specifies how the GLOBALVIEW multinational name, commands, and menus display in the top portion of windows.

No Title—The GLOBALVIEW multinational name does not display, and GLOBALVIEW commands and menus appear flush left.

Title—The GLOBALVIEW multinational name, commands, and menus display on a single line.

Title Line—The GLOBALVIEW multinational name displays on a title line, and GLOBALVIEW commands and menus display on a separate line.

Placement: Simple Offset

--Simple Offset|Repeat Offset|Don't Offset

Windows in the GLOBALVIEW workspace overlap. Overlapping windows appear one on top of the other. You can open as many windows as you want.

The Placement entry specifies how windows in the workspace overlap.

Simple Offset—Each window you open overlaps the last. When space permits, the top of the top window aligns with the bottom of the previous window's window header.

Repeat Offset—Like Simple Offset, the top of the top window aligns with the bottom of the previous window's window header. However, the system places windows in the first available offset location. If you close or move a window in

the middle of the stack, the system displays a window you subsequently open in the vacated location.

Don't Offset—The system opens windows in any convenient location in the workspace.

Color In Header: True
--True|False

True—The icon's background color appears as the window header's background color when you open the icon.

False—When you open an icon, its color does not show in the window header background.

Workspace window options

The Workspace section of your User Profile sets workspace window properties that affect all your GLOBALVIEW workspace windows.

[Workspace]

Icon Window Gravity: Lower Right
-- Lower Right|Lower Left|Upper Left|Upper Right

The Icon Window Gravity entry allows you to choose where new icons will appear in a workspace window.

Default Pattern: Standard
--Standard|Solid|Finegrain|Crossweave|Textile
--Nubbins|Spanish Tile|Softlace|Sand|Square Tile

The Default Pattern entry allows you to choose the display pattern of the window background.

Default Pattern Color: grey 2
-- grey 2|black|white|grey 3|grey 5|grey 6|
-- light beige|rose|light red violet|
-- light blue violet|medium blue violet|blue|
-- dark blue grey|light blue grey|light blue|
-- very light green|mint green|
-- pale green|light blue green

Default Background color: white
-- white|grey 2|black|grey 3|grey 5|grey 6|
-- light beige|rose|light red violet|
-- light blue violet|medium blue violet|blue|
-- dark blue grey|light blue grey|light blue|
-- very light green|mint green|
-- pale green|light blue green

Default Color Profile: Modern
--Modern|Desert|Forest|GlobalView|International|Tropic

Each color profile is a set of related colors. The Default Color Profile entry allows you to choose the set of colors available for icons and the background.
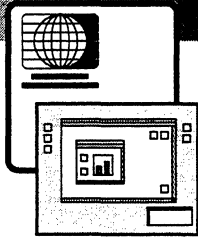
14.   GLOBALVIEW to UNIX mail

This chapter explains how to send and retrieve GLOBALVIEW objects through UNIX mail using the GVtoUNIXMail utility.

Software required—Run the following software applications to perform the tasks in this chapter:

* GVXtoUNIXMail
* Window to UNIX File System (WUFS)

See chapter 9, "Filing," for information about GLOBALVIEW and UNIX file formats and Window to UNIX File System.

Mail resources you can use with GLOBALVIEW

You can use the X mail tool in your X Window manager to send and receive UNIX mail without interrupting GLOBALVIEW.

GLOBALVIEW objects are non-ASCII files, so they must be encoded when sent as a mail attachment. See your X window manager documentation for mail tool information.

If your mail tool encodes binary attachments . . .

If your current mail application can automatically encode binary attachments, you can use it to send and receive GLOBALVIEW objects to and from other GLOBALVIEW users. For example, the mail tool in Open Windows supports sending and receiving non-ASCII attachments.

You will not use any of the procedures in this chapter.

See chapter 9, "Filing" for information on using the Window to UNIX File System to store documents in a UNIX directory where your mail tool can access them. See your X window manager documentation for information about the mail tool.

If your mail tool cannot encode binary attachments . . .

If your current mail application does not support sending and receiving non-ASCII attachments, you use the GVXtoUNIXMail utility to send and receive GLOBALVIEW objects to and from other GLOBALVIEW users. This utility consists of two programs: gvxsend and gvxscan.

Limitations of GVXtoUNIXMail

The gvxscan program only decodes messages sent by gvxsend.

GLOBALVIEW uses the term "disk pages" to indicate the size of a file. One disk page is equal to 512 bytes. Some Internet gateway machines limit the length of messages to 100 Kb. The gvxsend program cannot split up messages and send them in segments to be reassembled upon delivery. Therefore, to mail a message longer than 100 Kb, you have two options:

- You can break it into smaller segments.

- You can convert the message to an ASCII file and send it through your UNIX mail tool. This is useful if you want to send unformatted text that does not include graphics, charts or tables. See the *GLOBALVIEW Text and Graphics Conversion User Guide* for file conversion information.

If neither of these options are acceptable, you can transfer a long document between GLOBALVIEW and UNIX using the Window to UNIX File System application. This is useful if you want to retain text formatting or if the document contains any kind of frame. See chapter 9, "Filing," for information on transferring documents.

Setting up GLOBALVIEW to handle mail

Use the following procedure to set up GLOBALVIEW for mailing:

1. Copy two Blank Window to UNIX File System (WUFS) icons to your workspace.

2. Set up the mail baskets.

3. Add the path to gvxsend and gvxscan to your system's search path.

Details for each step are described in the following sections.

✦ **Note:** To mail objects in GLOBALVIEW, you must log on to your own UNIX account before you start GLOBALVIEW. If GLOBALVIEW was started under someone else's UNIX account, you cannot access your UNIX Inbasket or Outbasket.✦

To obtain Window to UNIX File System icons:

1. Open the Basic Icons folder in the Workstation divider in the Directory icon.

2. Copy two Blank Window to UNIX File System icons from the Basic Icons folder to your workspace.

Setting up mail baskets

To create mail baskets. you use Window to UNIX File System (WUFS) icons. You must also add the path to the gvxsend and gvxscan programs to your workstation's search path so your system can find these programs.

To set up the Inbasket:

1. Select a Window to UNIX File System (WUFS) icon in your workspace and press PROPS.

    The Window to UNIX File System property sheet appears.
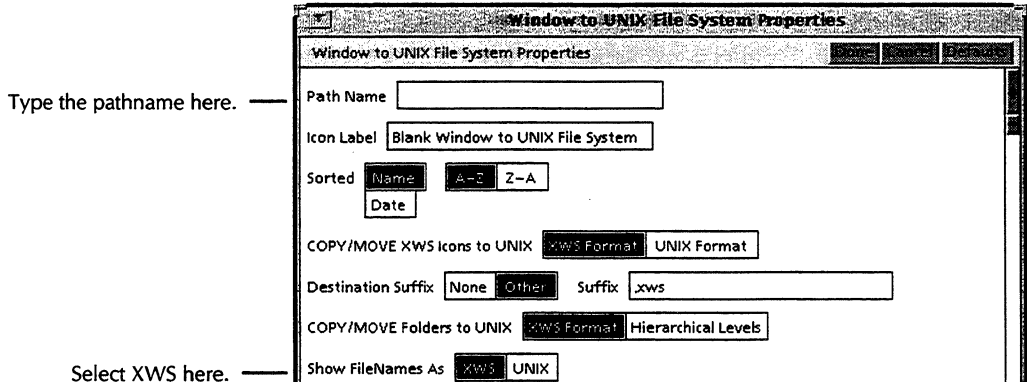
Type the pathname here. ——

Select XWS here. ——

Path Name

Icon Label | Blank Window to UNIX File System

Sorted | Name | A-Z | Z-A | Date

COPY/MOVE XWS Icons to UNIX | XWS Format | UNIX Format

Destination Suffix | None | Other | Suffix | .xws

COPY/MOVE Folders to UNIX | XWS Format | Hierarchical Levels

Show FileNames As | XWS | UNIX

2. In the Path Name box, type in the following path name, substituting your own user name for *username*:

    /home/*username***/GVXUnixInbasket/**

3. Delete the text in the Icon Label box and type:

    UNIX Inbasket

4. Set the Show FileNames As property to XWS, and select Done to close the property sheet.

Setting Show FileNames As to XWS makes it easy for you to spot GLOBALVIEW files in the window. Look for files with the extension .xws.

To set up the Outbasket:

1. Select a Window to UNIX File System (WUFS) icon and press PROPS.

    The Window to UNIX File System property sheet appears.

    ✦ **Note:** You can specify only one UNIX destination for your mail messages, therefore, you can have only one outbasket.✦

2. In the Path Name box type in the following path name, substituting your own user name for *username*:

    /home/username/**GVXUnixOutbasket/**

3. Delete the text in the Icon Label box and type:

    UNIX Outbasket

4. Set the Show FileNames As property to XWS and select Done to close the property sheet.

Adding gvxsend and gvxscan to your system's search path

So that GVXtoUNIXMail can access the location of mail, you must add the path to the gvxsend and gvxscan programs to your system's search path. By default, gvxsend and gvxscan are stored in /opt/XSoft/GVX/bin. Refer to your UNIX documentation for information on editing your system's search path to include the directory containing gvxsend and gvxscan.

Receiving GLOBALVIEW mail

After you have completed the set up procedures, you can receive GLOBALVIEW mail. When your mailbox receives mail, your X mail tool signals you. For example, in Open Windows 2.0, the flag on the mailbox icon goes up. When you open the mail tool window, the system displays a numbered list of messages received.

To find out whether you have GLOBALVIEW mail:

▶ Open your X mail tool.

The system displays a numbered list of of files.

GLOBALVIEW objects are encoded. To read these encoded objects, you must first decode (convert) them into GLOBALVIEW files.

To view an encoded GLOBALVIEW object:

▶ In the X mail tool window, open an encoded GLOBALVIEW object.

A file similar in structure to the following example mail note displays:

From AUser Wed Oct 7 11:10:48 1992
Date: Wed, 7 Oct 92 11:10:46 PDT
From: AUser
Mime-Version: 1.0
To: BUser
Subject: 3.2.2.xws
X-Gvdoc:NSInterop
Content-Type: Multipart/mixed; boundary = boundary data 1
Content-Transfer-Encoding: 7bit
Content-Transfer-Encoding:
Content-Length: 206234

*This mailnote contains an encoded GlobalView object.

--boundary data 1
Content-Type: Application/X-NSFormat
Content-Transfer-Encoding: base64

F +
4AAayVxhcAAlJfAAAARQalqK6SslcYGAABIADMuMi4yAAAAAA
AAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAA

Labels on the left:

Mail note header

Encoded GLOBALVIEW data

To decode an encoded GLOBALVIEW object:

✦ **Note:** Only gvxscan can decode messages sent by gvxsend.✦

1. Save the encoded GLOBALVIEW object, including the header, to a UNIX file.

2. Open a command tool window.

3. Type the following command, substituting the name of the file you want to decode for *filename*:

   gvxscan *filename*

   Press RETURN.

   The system stores the decoded object in the GV UNIX Inbasket directory.

To retrieve the UNIX mail message and its decoded GLOBALVIEW object in GLOBALVIEW:

1. In your GLOBALVIEW workspace window, open your UNIX Inbasket.

   The UNIX mail message and the attached decoded GLOBALVIEW object appear in the Inbasket window.

2. Move the object to your workspace.

   ✦ **Tip:** It is best to move instead of copy objects from your Inbasket to your workspace; this makes space in the Inbasket for new messages.✦

Sending a GLOBALVIEW file through UNIX mail

Your X mail tool receives GLOBALVIEW icons as files and stores them in the UNIX file system. The following rules apply to sending a GLOBALVIEW file through UNIX mail:

- You can send only one GLOBALVIEW file to your X mail tool at a time. A file is any kind of GLOBALVIEW icon including documents, folders, applications, and icons that represent hardware, such as printers.

- You can send a GLOBALVIEW file to any valid UNIX address, including aliases.

- You can send a file to more than one recipient.

- You can send copies to more than one recipient.

To send a GLOBALVIEW file through UNIX mail:

1. Copy a GLOBALVIEW icon to your closed UNIX Outbasket.

2. Open a UNIX command tool window.

3. In the command tool, type **gvxsend** and press RETURN.

The command tool displays a numbered list of all files in your UNIX Outbasket, similar to the following example.

Select the file you want to send from the following numbered list. Type the file number at the prompt (or type e to exit):

1: GVtoUnixMail.xws
2: My:_Document.xws
3: My:_Folder.xws
4: My:_Simple:_Document.xws
5: My:_Printer.xws

Type a file number or e to exit:

Because UNIX filenames can not contain spaces, the system substitutes a colon and underline (:_) for each space in the GLOBALVIEW filename. The system also adds the extension .xws to the filename.

4. In the command tool window, type the number of the file you want to send and press RETURN.

The system prompts you for the names of addressees.

5. Type in the name of each UNIX user to whom you want to send the GLOBALVIEW file. Use the addressee's user name. To send to more than one addressee, separate each name with a comma and a space, for example:

To: AUser, BUser, CUser
Cc: jdoe

The system notifies you that the message has been sent:

To: AUser, BUser, CUser
Cc: jdoe

Message sent to AUser, BUser, CUser, jdoe

15.   Using Object Linker

Object Linker allows GLOBALVIEW users to associate or link their UNIX applications to file types on the workspace without having to change environments. The object can be a file originating in UNIX. With Object Linker, if a non-GLOBALVIEW UNIX application creates a file, the UNIX application can be run from that file icon in the GLOBALVIEW workspace. The UNIX application starts when the GLOBALVIEW user double-clicks (opens) the file icon. When the UNIX application completes, the GLOBALVIEW object updates with those changes.

Object Linker lets GLOBALVIEW users manage files edited by UNIX applications just as if they were typical GLOBALVIEW objects. You can file, share files using Shared Books, and mail these files with Shared Document Services.

Software required—Run the following software applications to use the Object Linker.

- Object Linker

- Window to UNIX File System—provides the best method for retrieving UNIX objects to the GV workspace so that the objects have the correct file type.

This chapter explains how to use Object Linker to associate UNIX applications with files on the GVX workspace. This chapter also lists the User Profile settings for each supported file type and the UNIX command needed.

Preparing for Object Linker

✦ **Note:** Setting up Object Linker requires a basic understanding of the UNIX Operating System. Many UNIX applications require certain environment variables be set before the application is run. See the documentation for the specific UNIX application you want to use with Object Linker to determine if you need to set any environment variables.✦

Before you can use Object Linker with a particular UNIX application in GLOBALVIEW, you must set up the UNIX shell that starts GLOBALVIEW **then** you can run the UNIX application. Once GVX is started, you must also modify the User Profile to contain entries for each file type and the associated UNIX command needed for each one.

To prepare for Object Linker, do the following:

1. Set up the UNIX shell that starts GLOBALVIEW to be able to start your UNIX application **before** running GLOBALVIEW for X Windows. This may require setting environment variables by editing your .cshrc file.

2. Start GLOBALVIEW for X Windows.

3. Select Show User Profile in the Workspace menu.

4. Select Edit in the User Profile window header.

5. Edit your User Profile in the Object Linker section to specify the temporary directory path and the list of File Type/UNIX Command pairs:

    [Object Linker]
    Unix Temporary Directory: /EnterAbsolutePathNameHere
    File Type: EnterGVXiconTypeHere
    UNIX Command: /EnterAbsolutePathNameHere
    EnterArguments <>

    The Unix Temporary Directory entry specifies the absolute UNIX path name of a directory that Object Linker uses to create temporary files. This could be /tmp, but it can be any directory that you have read and write access rights.

    The File Type entry is the number of the file type as it appears in GLOBALVIEW. See the default User Profile section, Convert From UNIX for a list of file types given foreign objects.

    The UNIX Command entry is the command sequence required to execute and launch the UNIX/X Windows application when an icon of the specified file type is opened. The "<>" is a placeholder for the file name. Most UNIX applications take the file name as the last argument. Refer to your documentation on the UNIX application to determine where the file name should be placed in the argument list.

    ◆ **Note:** The following sample entries show how you can launch the openwindows 3.0 text editor, FrameMaker, and Lotus 1-2-3 applications. Type the UNIX command line all on the same line.◆

[Object Linker]
Unix Temporary Directory: /tmp
File Type: 2
UNIX Command: /usr/openwin/bin/textedit <>
File Type: 257031
UNIX Command: /usr/FrameMaker-
Motif/bin/sunxm.os.sparc/maker -f <>
File Type: 257035
UNIX Command: /usr/lotus/123.v12/sun4sol1/bin/123 -w
<>

✦ **Note:** There can be no blank lines until the end of the content statements as shown in the example above. Please use only the file types listed in your Convert from UNIX section of the default User Profile. You may invent new object types using only file types in the range 257054 to 257153. Be careful when mailing or storing these files.✦

6. Select Done to save your User Profile edits.

7. Log off GLOBALVIEW and immediately log back on, to make your User Profile changes take effect. The Object Linker is now ready to run.

Retrieving UNIX objects

You can run Window to UNIX File System (WUFS) software to retrieve UNIX objects into your GLOBALVIEW workspace. This is the best method for getting UNIX objects into the workspace that ensures they will have the correct object type or File Type. WUFS uses User Profile File Suffix to File Type entries to make a UNIX file with a suffix have the correct file type when that file is transferred to GLOBALVIEW.

This section contains some hints about using WUFS to retrieve UNIX objects (files). See chapter 9, "Filing" for more user guide details.

Retrieving UNIX file objects

To retrieve UNIX file objects:

1. Retrieve a Blank Window to UNIX File System icon from the Basic Icons folder in the Workstation divider of the Directory.

2. Select the Blank Window to UNIX File System icon and COPY it to your workspace.

3. Press PROPS and type the correct path to the UNIX directory in the Path Name box:

   /level1/level2/DirectoryNameOfFileLocation

   Replace level1 with the name of the top level directory. Replace level2, if used, with the next directory name. Replace DirectoryNameOfFileLocation with the name of the UNIX directory that contains your UNIX files.

4. Select UNIX Format for the property fields and close the property sheet.

✦ **CAUTION:** Make sure you set the icon properties to UNIX format when you store files back to UNIX.✦

5. Double-click to open the Window to UNIX File System icon, select a UNIX file and COPY it to your workspace.

6. Select Done in the file drawer window header.

Using Object Linker

You use Object Linker by simply opening the UNIX object in the GLOBALVIEW workspace. Objects with the specified file type are temporarily copied to UNIX in the location you specify as the UNIX temporary directory. The Object Linker then runs the UNIX command for that file type on the file and launches that application. You are now running the associated UNIX application without leaving the GLOBALVIEW environment. When you finish with that application, the Linker then copies the changed file back to the GLOBALVIEW workspace.

The "linked" file can be treated like any other GLOBALVIEW file. It can be filed in folders in GLOBALVIEW, moved or copied on the desktop, or mailed to a coworker.

To use your UNIX application in GLOBALVIEW:

1. Open the WUFS icon.

2. Select the UNIX file object, and copy it to your GLOBALVIEW workspace.

3. Double-click the file object.

   The Object Linker starts (launches) the UNIX application directly from the GLOBALVIEW workspace.

4. Edit the file.

   GLOBALVIEW will copy this file to the temporary (/tmp in our examples) directory.

5. Exit the application.

Any changes are now part of the UNIX file in the GLOBALVIEW workspace. These files may be mailed, stored, or filed to other users.

Troubleshooting hints

This section contains several hints to help you diagnose problems with Object Linker.

Check environment variables

If the UNIX application requires special environment variables, problems may occur. Make sure that any environment values are set in the same shell you run GLOBALVIEW **before** running GLOBALVIEW.

Specify valid temporary directory

Make sure that the temporary directory specified in the User Profile exists and that you have read and write access to that directory. Ensure that the temporary directory has enough space for the largest file you will edit in GLOBALVIEW using Object Linker.

Test first in UNIX shell

To test Object Linker, run the UNIX application in a UNIX shell, ensure it does not fork, and then run GLOBALVIEW from that same shell. If that is successful, the Object Linker should be able to work.

No forks allowed

If the UNIX application forks, the Object Linker will think that the UNIX application has finished, and will copy the file back to GLOBALVIEW, but will delete the UNIX copy before the UNIX application is finished.

✦ **Note:** You can tell if a UNIX application forks if you are able to type and execute new commands in the same UNIX shell while the UNIX application is still running.✦

Use correct UNIX naming conventions

If the name of the UNIX object in GLOBALVIEW is too long, contains spaces, or contains invalid UNIX characters, the application may have problems when the object is copied to UNIX.

File Type: 0

A file without a suffix will have a 0 file type when copied or moved to GLOBALVIEW. File Type:0 is not a valid file type for use with Object Linker and cannot be opened in GLOBALVIEW. If you want a file to be associated with a UNIX application, revise the file name to have a suffix appropriate for the UNIX application you wish to use. Another entry in your User Profile will associate a numbered file type with that suffix when the file is copied or moved to the workspace.

16.   Printing through UNIX

UNIX printing enables you to print GLOBALVIEW documents, record files, spreadsheets, and canvases from GLOBALVIEW to printers enabled in your workstation's UNIX operating system. The printers can be connected to your workstation or connected to a TIP/IP network.

You can print GLOBALVIEW documents created with PostScript (Type 1) fonts or PostScript-compatible Interpress fonts. The UNIX printer needs the comparable printer fonts.

GLOBALVIEW provides some PostScript (Type 1) fonts, which are automatically installed with GLOBALVIEW. You use these fonts or obtain PostScript (Type 1) fonts from font vendors.

GLOBALVIEW also provides PostScript-compatible Interpress fonts and Xerox Type 1 printer fonts. With these fonts, you can print GLOBALVIEW documents created with certain Interpress fonts to a UNIX printer.

See the following for more information:

- Chapter 10, "Managing Fonts," describes how to use PostScript and Interpress fonts.

- Chapter 17, "Printing on a local printer," describes how to print Interpress fonts on a printer attached to your workstation.

- *GLOBALVIEW Write and Draw User Guide* describes applying fonts to document text.

- *Xerox GLOBALVIEW Network Access User Guide* describes printing GLOBALVIEW documents on networked printers using Document Services Access software.

Software required—Run the following software applications to perform the tasks in this chapter:

- Imaging Common Software
- Interpress
- PDLEmission
- Printing Common Software
- UNIX Printing
- PostScript (Type 1) or Interpress fonts to display fonts in GLOBALVIEW documents.
- If you have a Xerox 4700 or 4213 printer, you also need the related application:
  — UNIX Printing for the Xerox 4700
  — UNIX Printing for the Xerox 4213

General procedure for UNIX printing

This section describes the general procedure for printing documents to a UNIX printer. Detailed procedures for customizing your print jobs and managing the printing process appear in subsequent sections of this chapter.

Follow this general procedure to print documents to a UNIX printer:

1. Copy a UNIX Printer icon from the UNIX Printers divider to your workspace.

2. Download the fonts you want to the UNIX printer icon, if necessary.

3. Copy the document you want to print to the UNIX printer icon.

   The Printing option sheet appears.

4. Select the options you want.

5. Select Start in the option sheet window.

   The system prints your document using the options you selected.

Setting up printers in UNIX

Your UNIX administrator must set up printers in the UNIX operating system on your workstation. This enables GLOBALVIEW to print through UNIX.

When printers are enabled in UNIX, you can copy UNIX printer icons from the GLOBALVIEW directory to your workspace. You manage most printing activities with the UNIX printer icon.

Your UNIX administrator may also need to install printer driver software for the printer. For example, the SparcPrinter and NeWSprinter require printer drivers which are available in the Sun NeWSprint software.

Setting up Xerox 4213 and 4700 printing

Printer information in your UNIX operating system must reference the 4700 or 4213 printer.

In Sun OS, the /etc/printcap file should end with a line that starts with either :pt=4700 or :pt=4213.

In Solaris, the Comment line in the Printer Manager should contain the :pt=4700 or :pt=4213 entry.

If this entry is missing, ask your UNIX administrator to add it to your UNIX operating system printer information.

To add a printer to the Sun OS /etc/printcap file:

1. Add a backslash to the last line of the printcap entry and press RETURN.

2. Enter one of the following parameters:

    *   For the 4700, enter **:pt=4700:**

    *   For the 4213, enter **:pt=4213:**

    Other parameters can follow the printer number on the line. Use a comma to separate parameters from the printer number.

To add a printer to Solaris operating system:

1. Run the admintool.

2. Select the Printer Manager.

3. In the Edit menu, select Add Printer (or Modify Printer if the printer has been installed).

4. Enter one of the following in the Comment line:

    *   For the 4700, enter **:pt=4700**

    *   For the 4213, enter **:pt=4213**

Obtaining a UNIX printer icon

The UNIX printer icon enables you to print GLOBALVIEW documents, record files, spreadsheets, and canvases from your workstation to a printer enabled in the UNIX operating system.

To retrieve a UNIX printer icon:

1. Open the Directory icon and the Workstation divider. Depending on your printer, open one of the following:

   • UNIX Printers
   • UNIX Xerox 4700 Printers
   • UNIX Xerox 4213 Printers

   An icon appears for each printer enabled in your UNIX operating system. The icons have the names registered in the operating system.

   If no printer icon is present, do the following:

   a. Check with your UNIX administrator to be sure the printer is enabled in your UNIX operating system.

   b. Open the GLOBALVIEW Loader icon and be sure the software applications listed on page 16-3 are running.

2. Select a UNIX printer icon for the printer you want to use.

3. Press COPY.

4. Select a location for the icon in your workspace.

   The UNIX printer icon appears in your workspace.

5. Select Done to close the Directory.

As with other GLOBALVIEW icons, you can open, copy, move, and delete the UNIX printer icon. You can copy as many printer icons to your workspace as you want, and set different printing properties for each icon.

✦ **Note:** Do not copy 4700 or 4213 printer icons from one workstation to another. Do not use the 4213 or 4700 icons that appear in the UNIX Printers folder. Always retrieve the 4700 or 4213 printer icons from the UNIX 4700 Printers or the UNIX 4213 Printers divider in the Directory on your workstation.✦

Installing and checking printer fonts

When you copy a document to a UNIX printer icon, GLOBALVIEW uses screen fonts to create a PostScript print format document. See chapter 10, "Managing fonts" for information on PostScript and PostScript-compatible Interpress screen fonts.

To print the document correctly, the printer needs PostScript (Type 1) fonts that are compatible with the screen fonts used in the document. If a compatible font is not available on the printer, it substitutes another font. Line endings and page breaks might not match those of your online document.

Determining the fonts and memory available on a UNIX printer

Before you print a document, you can verify that the fonts used in the document are loaded on the printer.

To determine the fonts loaded on a UNIX printer:

1. Move the pointer to the UNIX printer icon.

2. Press and hold down the Menu mouse button.

3. Select the Print All Resident Fonts command and release the mouse button.
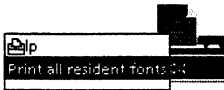
   The system prints a list of PostScript fonts resident on your printer. The amount of free memory prints at the end of the list.

4. Review the list to see if it meets your font requirements.

Downloading PostScript fonts to your printer

To print documents created with the PostScript fonts or PostScript-compatible Interpress fonts, your printer needs a compatible font. If the fonts are not on the printer, you can download the fonts.

Your printer must have sufficient memory available to hold fonts you download. Use the previous procedure to print a list of fonts and available memory for your printer.

You can download the PostScript fonts supplied with GLOBALVIEW and PostScript fonts you obtain from font vendors.

- See chapter 10, "Managing fonts" for guidance in copying vendor fonts to the Contour Font Manager.

- If you use the PostScript fonts provided with GLOBALVIEW , you can copy these fonts from the Contour Font Manager to a printer.

- If you used Xerox Modern or Classic fonts or Xerox Equation Brackets in your document, use the Xerox Type 1 printer fonts on the GLOBALVIEW CD-ROM. See "Obtaining Xerox Type 1 printer fonts."

Downloading contour fonts

Use this procedure to download fonts you obtain from a font vendor or the PostScript fonts that GLOBALVIEW provides in the Contour Font Manager. If you have not placed vendor fonts in the Contour Font Manager, or if you do not have a Contour Font Manager in your workspace, see chapter 10, "Managing fonts."

To download PostScript contour fonts:

1. Open the Contour Font Manager icon.

2. Open the Font Family folder you want to use.

   The Font Family folder contains the contour fonts you download to the printer.

3. Select the fonts you want to use.

4. Press COPY.

5. Select the UNIX printer icon.

   The Printing option sheet appears, similar to the following illustration.

6. Select one of the following for the Download Font option:

   - **To Printer Memory**—to save the font files in temporary memory. The fonts are available for use until you power off the printer.

   - **To Printer Disk**—to save the font files to the attached printer disk.

7. Select Start to download the fonts.

Select one of the Download Fonts options to download contour fonts to the printer memory or disk.
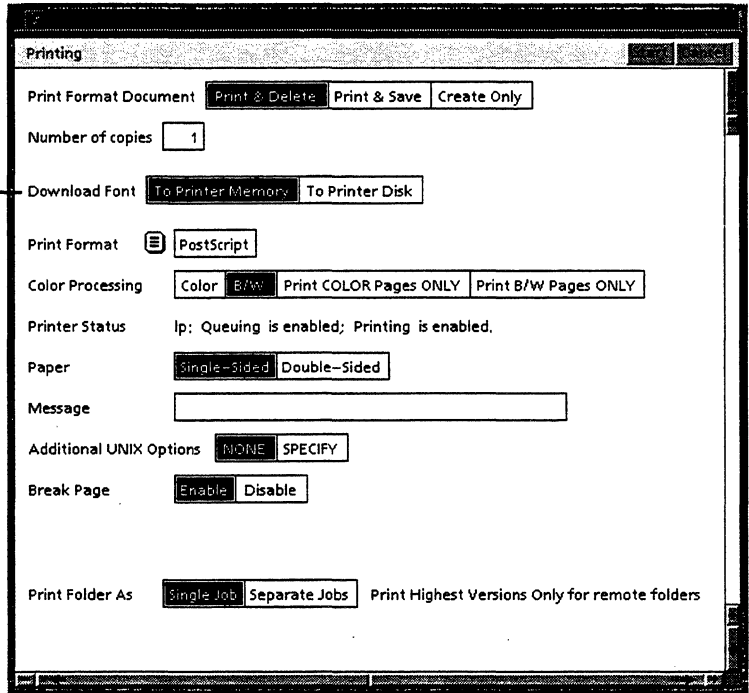
The Printing option sheet closes, and the fonts download to the printer.

8. Select Done to close the Contour Font Manager window.

Obtaining Xerox Type 1 printer fonts

The GLOBALVIEW CD-ROM contains Modern, Classic, and Equation Bracketing printer fonts in PostScript (Type 1) format. Use these fonts to print Interpress documents that have Modern or Classic fonts. Use Equation Bracketing fonts only if you print equation frames.

Xerox Type 1 Modern and Classic printer fonts support the full Interpress enhanced character set, which has more characters than PostScript fonts. Each typeface is divided into 11 font files, which contain subsets of the enhanced character set.

All 11 font files require 629kb of printer memory for Modern and 903kb for Classic. You can reduce memory requirements by loading only the font files you need. For example, font files with 000, 041, and 037 in their names contain all of the basic characters, plus most symbols, and require only 26kb for

Modern and 33kb for Classic. To check printer memory, see the previous section, "Determining the fonts loaded and memory available on a UNIX printer." See the *GLOBALVIEW Font Sampler* for font details.

To prepare to copy Xerox Type 1 fonts from the CD-ROM:

1. Do one of the following:

   • If the CD-ROM drive is on your workstation, use the UNIX Command Tool to create a directory called /cdrom. Place the software CD in the cd tray and place it in the drive. Give the command to mount the CD as described in your UNIX documentation. For example in Sun OS, type:
     /etc/mount -rt hsfs /dev/sr0 /cdrom

   • If the CD-ROM is mounted on a network, obtain the path to the CD-ROM from your UNIX administrator.

2. If you do not have a Window to UNIX File System icon in your workspace, open the Directory, then open Workstation and Basic Icons. Copy the icon to your workspace.

3. Select the Window to UNIX File System icon and press PROPS. If a path name exists in the Path Name box, select the path name and delete it.

4. Enter the path for the CD-ROM in the Path Name. For example, /cdrom

5. Delete the Icon Label text and enter GVX CD.

6. Select Done.

To copy printer fonts from the CD-ROM:

1. Double click the Select mouse button on the Window to UNIX File System icon.

   The directories and contents of the CD appear.

2. Double click the Select mouse button on PostScriptPrinterFonts.

   A list of printer fonts appears.

3. Use the scroll bar to scroll the font file list. Font file names are shortened, so xc is Xerox Classic and xm is

Xerox Modern. Look for regular, bold, italic, and bold italic versions of a font. For example:

- xmm is Xerox Modern regular
- xmi is Xerox Modern italic
- xmb is Xerox Modern bold
- xmbi is Xerox Modern bold italic

If you use equations, you need all of the fonts beginning with eq.

See the *GLOBALVIEW Font Sampler* for font file details.

4. Select a font, press COPY and select an unoccupied area of your workspace.

   The printer font icon appears in your workspace.

5. Repeat step 4 for all desired fonts. For Modern or Classic, copy the fonts with 000, 041, and 037 in the name. If you use accented characters, also copy files with 361 and 375 in the name.

6. Select Done when finished.

The next step is to download the Xerox Type 1 fonts to the printer.

Downloading Xerox Type 1 printer fonts

To download Xerox Type 1 printer fonts:

1. Select the Xerox Type 1 printer fonts you want to use.

2. Press COPY.

3. Select the UNIX printer icon.

   The Printing option sheet appears.

4. Select one of the following for the Download Font option:

   - **To Printer Memory**—to save the font files in temporary memory. The fonts are available for use until you power off the printer.

   - **To Printer Disk**—to save the font files to the attached printer disk.

5. Select Start to download the fonts.

   The Printing option sheet closes, and the fonts download to the printer.

Setting properties for all print jobs

You use the Printing property sheet to set printing properties for all print jobs sent to a printer icon. Options available on the property sheet vary with the type of printer you have. With this property sheet, you can do the following:

- Select the print format for your document
- Specify the number of copies to print
- Rename the printer icon and set color for it
- Set color processing properties
- Determine the status of your printer
- Specify single-sided or double-sided printing
- Specify which paper tray to use
- Add a message to the break page for each print job
- Specify additional UNIX printing options
- Enable the break page
- Print the contents of folders
- Suppress the Printing option sheet for faster printing

After you set these properties, they stay in effect until you change them in the property sheet, or override them during printing by using the Printing option sheet.

By default, the Printing option sheet appears when you print a job so you can customize the options for the job.

This section describes how to display the Printing property sheet and set properties for your print jobs.

Displaying the Printing property sheet

To display the Printing property sheet:

1. Select the UNIX printer icon.

2. Press PROPS.

   The Printing property sheet appears. The options on the property sheet vary with the type of printer you have.

Specify the action taken with the print format document.

Specify the number of copies to print.

Rename the icon.

Set color processing properties.

Specify single-sided or double-sided printing.

Add a message to the break page.

Specify additional UNIX options.

Enable the break page.

Specify how contents of folders are printed.

Deselect to suppress the Printing option sheet.

Printing Properties

Print Format Document   [Print & Delete] Print & Save   Create Only

Number of copies   1

Icon Label   UNIX Printer

Name   lp

Print Format   [≡] PostScript

Color Processing   Color [B/W] Print COLOR Pages ONLY Print B/W Pages ONLY

Printer Status   lp: Queuing is enabled; Printing is enabled.

Paper   [Single-Sided] Double-Sided

Message

Additional UNIX Options [NONE] SPECIFY

Break Page   [Enable] Disable

Print Folder As   [Single Job] Separate Jobs   [Print Highest Versions Only] for remote folders

When printing   [DISPLAY OPTIONS]

3. Do one of the following:

   • To set properties for your print jobs, leave the property sheet open and go to the following sections.

   • To close the property sheet, select Done in the window header.

Selecting the action taken with the print format document

During the printing process, GLOBALVIEW creates a print format (PostScript Master) version of your document. This print format document is sent to the printer and becomes your print job.

You can select properties on the Printing property sheet to instruct GLOBALVIEW to delete or save the print format document after printing, or to create a print format document and save it without printing it.

When a print format document is saved during UNIX printing, a PS prefix appears on the icon. The content of the print format document cannot be edited in GLOBALVIEW.

If you plan to print a document several times, you can save workstation processing time by printing the PostScript Master.

See the section, "Working with PostScript Masters," for more information.

To select the action taken with the print format document:

Start with the Printing property sheet displayed.

▶ Select one of the following for the Print Format Document property:

> **Print & Delete**—to print your document, and delete the print format document.
>
> **Print & Save**—to print your document, and create a PostScript Master icon.
>
> **Create Only**—to create a PostScript Master icon. The document is not printed.

Specifying the number of copies to print

The Number of Copies property allows you to specify the number of times your document prints.

The default setting is 1, unless you select Create Only for the Print Format Document property, in which case the default setting is 0.

To specify the number of copies to print:

Start with the Printing property sheet displayed.

1. Select the number in the Number of Copies box.

2. Press DELETE.

3. Enter a new number.

Renaming the UNIX printer icon

GLOBALVIEW provides a default label for your UNIX printer icon. You can change the name of the icon by renaming it.

To rename the UNIX printer icon:

Start with the Printing property sheet displayed.

1. Select the name in the Icon Label box.

2. Press DELETE.

3. Enter a new name.

✦ **Note:** The default printer name appears in the Name property. This is the name in your UNIX operating system printer information.✦

Setting color processing properties

UNIX printing provides both standard and advanced color processing capabilities for printing documents to black and white or color printers. You can print to either a PostScript Level 1 (the original PostScript language) printer or a PostScript Level 2 (the revised PostScript language) printer.

Color options on the Printing property sheet vary with the type of printer you have.

If you plan to print your documents on a black and white printer, go to the section, "Setting color processing properties for black and white printers."

If you plan to print your documents on a color printer, follow the procedures in the section, "Setting color processing properties for color printers."

GLOBALVIEW also supplies a GV Color Sampler document for checking color output against colors displayed on your workstation. See "Printing the GV Color Sampler" for information.

Setting color processing properties for black and white printers

To set color processing properties for black and white printers:

Start with the Printing property sheet displayed.

▶ Select one of the following for the Color Processing property:

- **B/W**—to print all pages of a document (even if it contains color) in black and white.

- **Print B/W Pages ONLY**—to print only the black and white pages of a document.

✦ **CAUTION:** If you select either Color or Print COLOR Pages ONLY for the Color Processing property, PostScript Level 1 printers terminate the print job without printing.✦

Setting color processing properties for color printers

To set color processing properties for color printers:

Start with the Printing property sheet displayed.

▸ Select one of the following for the Color Processing property:

- **Color**—to print all pages of the color document.

- **B/W**—to print all pages of a document (even if it contains color) in black, white, and shades of gray.

- **Print COLOR Pages ONLY**—to print only the color pages of the document.

- **Print B/W Pages ONLY**—to print only the black and white pages of a document.

Setting color space values

If you have a color printer, and you selected either Color or Print COLOR Pages ONLY for the Color Processing property, the Color Space menu appears. Use the commands in this menu to specify RGB, CMYK, or CIELAB color space values, which are defined in the following procedure.
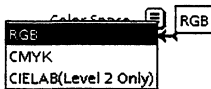
To set color space values:

Start with the Printing property sheet displayed.

1. Move the pointer to the Color Space menu.

2. Press and hold down the Menu mouse button.

3. Select one of the following for the Color Space property:

- **RGB**—to print documents using Red-Green-Blue color space values.

  RGB is the default setting. Use this property if you have a PostScript Level 1 color printer.

- **CMYK**—to print documents using Cyan-Magenta-Yellow-Black color space values.

  Use this property if you have a PostScript Level 1 color printer.

- **CIELAB (Level 2 Only)**—to print documents using the international standard for color space values. Use this property if you have a PostScript Level 2 color printer. The colors in the printed document will most closely

approximate the colors you select in the GLOBALVIEW workspace. This property also produces consistent results on different color output devices, within the limitations of each device. CIELAB is not a valid option for the 4700 printer; if you select this option, an invalid file will be created, but will not print.

Setting advanced color processing properties

By default, color documents are printed using 8-bit color bitmap precision and non-indexed color bitmap space.

If you are familiar with the advanced color processing features of your printer, you can specify how you want your color document processed on some printers. The Use Default option is the only valid option for the 4700 printer.

To set advanced color processing properties:

Start with the Printing property sheet displayed.

1. Select Set Options for Advanced Color Options.

    The Color Bitmap Precision and Color Bitmap Space properties appear in the Printing property sheet as shown in the following illustration.

2. Do one of the following:

    •   Select Non-Indexed for the Color Bitmap Space property to emit Level 1 PostScript non-indexed color.

        Use this property if you have a Level 1 PostScript printer.

        Also select 1, 2, 4, 8, or 12 for the Color Bitmap Precision property. Color bitmap precision is based on how many colors a single pixel can hold. For example, a single pixel that holds 256 colors represents 8-bit color. The default setting is 8-bits.

    •   Select Indexed for the Color Bitmap Space property to emit Level 2 PostScript indexed color.

        Use this property if you have a Level 2 PostScript printer.

        When you select Indexed, the Color Bitmap Precision property no longer appears on the property sheet.

Specify 1, 2, 4, 8, or 12 bit color bitmap precision.

Emit Level 1 non-indexed or Level 2 indexed color.
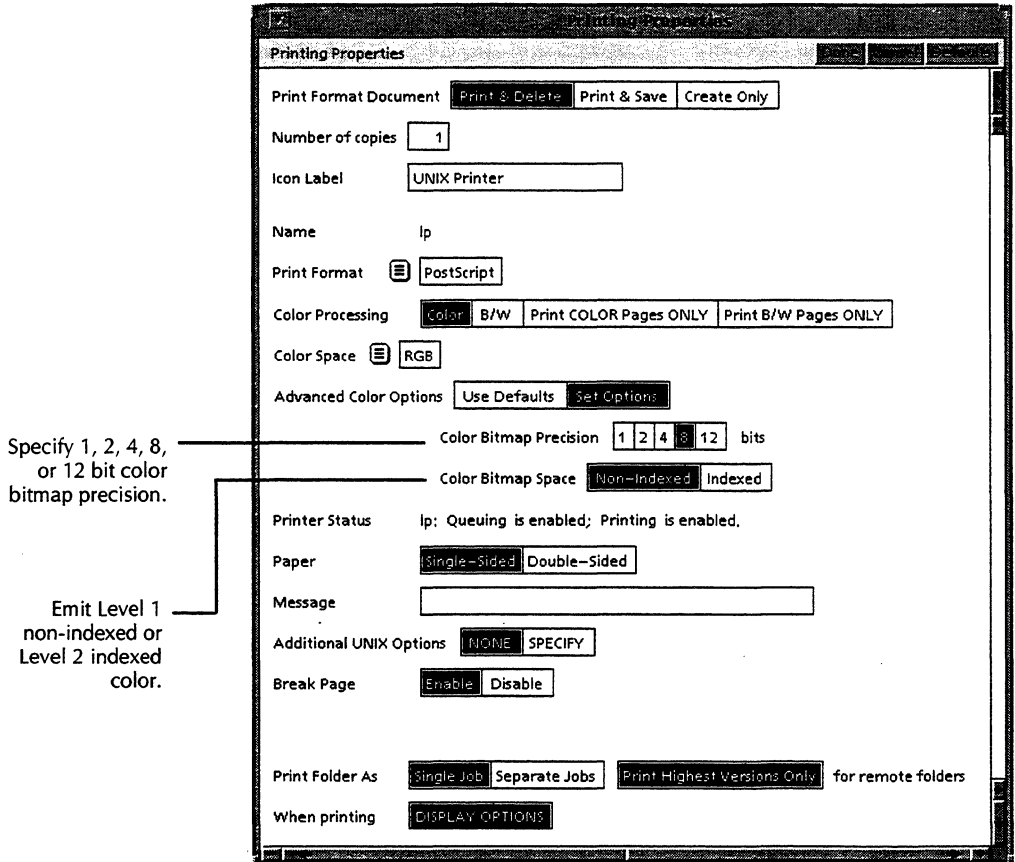
Determining the status of your printer

You can use the UNIX Printing property sheet to determine the status of your printer. The Printer Status property provides information about the current status of the spooler, formatter, and printer. The message, "Determining printer status," appears while the system queries for printer status.

To determine the status of your printer:

▶   Review the entry in the Printer Status property.

Specifying which paper tray to use

Options on the Printing property sheet vary with the type of printer you have. With some printers, such as the Xerox 4700, the Paper option allows you to specify which paper tray you want to use.

With other printers, such as the Xerox 4213, a Paper Tray option appears on the property sheet.

To specify the paper tray using the Paper option:

Start with the Printing property sheet displayed.

▶ Select one of the following for the Paper property:

- Default—the document will print on paper loaded in Tray 1 unless the High-Capacity paper tray has been installed on the 4700 printer. In that case, selecting Default causes the document to print on paper loaded in the High-Capacity paper tray.

- Tray 1—the document will print on paper loaded in Tray 1. This is the main or top tray on the NeWSprinter.

- Tray 2—the document will print on paper loaded in Tray 2. This is the bottom tray on some printers.

- High Capacity—the document will print on paper loaded in the High-Capacity paper tray if one is installed on the printer.

- Tray 3—this is the high capacity feeder on some printers.

- Tray 4—this is the manual feeder on some printers.

- Tray 5—this is the auxiliary feeder on some printers.

To specify the paper tray using the Paper Tray option:

Start with the Printing property sheet displayed.

1. Be sure you know the paper sizes loaded in the printer trays before you make a selection.

2. Hold the Menu mouse button down on the Paper Tray menu symbol and select a tray or paper description. Two of the possible selections are:

- Default—uses the default tray set on the printer console.

- Manual Tray—displays the Paper Size menu from which you select a size for formatting of the printed image. Selecting Default formats the image to the size of the paper in the Default paper tray.

If you select a tray or paper description that is not installed on the printer, the job may not print, may print using the default tray, or you are asked to load a certain size paper in the manual paper tray.

Specifying single-sided or double-sided printing

Some UNIX printers can print on both sides of a sheet of paper. The option used to select single-sided or double-sided printing varies with the type of printer you have.

To specify single-sided or double-sided printing:

Start with the Printing property sheet displayed.

▶ Do one of the following:

- If the Paper option shows printing side choices, select one of the following:

  - **Single-Sided**—To print pages on one side of the paper only.

  - **Double-Sided**—To print pages on both sides of the paper.

- If the Sides Imaged option is visible, select one of the following:

  - **One-sided**—To print on one side of the paper.

  - **Two-sided Head-to-toe**—To print double-sided with note binding.

  - **Two-sided Head-to-head**—To print double-sided with book binding.

Specifying a collation option

The Xerox 4213 printer has collation capabilities.

To specify a collation option:

Start with the Printing property sheet displayed.

▶   Select one of the following for the Collation property:

- **UnCollated (111,222,333,...)**—When multiple copies are being printed, prints all copies of the first page, then all copies of the second page, and so on. If two-sided is selected, a pair of sequential pages is printed together. The file will be transmitted to the printer only once.

- **Collated (123,123,123,...)**—When multiple copies are being printed, one set of all pages in the file will print, followed by the another set of all pages, until the number of copies is printed. The file will be transmitted to the printer once for each set of copies.

If Break Page is enabled, only one page prints for the entire print job.

Adding a message to the break page

When you enable break pages, a break page appears as the first sheet of your print job, and serves to distinguish your job from other print jobs.

The break page contains the following information:

- Name of the person who sent the job to the printer
- Name of the print job
- Page count
- Date and time print job was printed
- Printing error messages, if any

To add an optional message to the break page, use the Message box in the UNIX Printing property sheet.

To add a message to the break page:

Start with the Printing property sheet displayed.

1. Select inside the Message box.

2. Enter your message.

When you print your document, your message appears on the break page.

Specifying additional UNIX options for printing

If you are familiar with the UNIX operating system, you can manage your print jobs using *lp* commands.

To specify additional UNIX options for printing:

Start with the Printing property sheet displayed.

1. Select Specify for Additional UNIX Options.

2. Select inside the Additional UNIX Options box.

3. Enter commands using the exact *lp* format. Do not enter the *lp* command itself.

   The lpr parameters to select a printer (-P) and to select number of copies (-c) should not be used.

Enabling the break page

You can enable the break page if you want one printed for your print job.

To disable the break page:

Start with the Printing property sheet displayed.

▶ Select Enable for the Break Page property.

Printing the contents of folders

By default, GLOBALVIEW prints the contents of a folder as a single print job.

Alternatively, you can specify that all documents in a folder are printed as separate print jobs with individual break pages if you have enabled break pages.

To print the contents of a folder:

Start with the Printing property sheet displayed.

▸ Select one of the following for Print Folder As property:

- **Single Job**— to print all documents in the folder as one job.

- **Separate Jobs**—to print all documents in the folder as separate jobs, with separate break pages if you enabled break pages.

- **Print Highest Versions Only**—to print the highest version of duplicate files in a folder stored in a remote location on the Shared Document Services network.

  ✦ **Note:** If you send a large job in a folder and the job does not print completely, resend the job with Separate Jobs selected.✦

Suppressing the Printing option sheet for faster printing

By default, GLOBALVIEW displays the Printing option sheet when you copy documents, record files, spreadsheets, or canvases to the printer icon. When the Printing option sheet appears, you can select new options for the current print job.

If you want to use the properties you have already set in the Printing property sheet, you can speed up the printing process by suppressing the Printing option sheet from appearing.

To suppress the Printing option sheet for faster printing:

Start with the Printing property sheet displayed.

▸ Deselect Display Options for the When Printing property.

Sending a job to the printer and setting print options

You set printing options for the current print job in the Printing option sheet. The Printing option sheet provides the same options as the Printing property sheet, as well as additional options for pagination and printing a range of pages.

The options you set in the Printing option sheet override the properties you set in the Printing property sheet.

This section describes the procedures for displaying the Printing option sheet and setting options for the current print job. See the section, "Setting properties for all print jobs," for a description of properties not described in this section.

Sending a job to the printer

If you want the Printing option sheet to appear when you copy a document to the UNIX printer icon, select the printer icon, press PROPS, and be sure DISPLAY OPTIONS is selected for the When Printing property.

To send a job to the printer:

1. Select the icon you want to print.

2. Press COPY.

3. Select the UNIX printer icon.

   If the printer icon's When Printing property is set to Display Options, the Printing option sheet appears as shown in the following illustration.
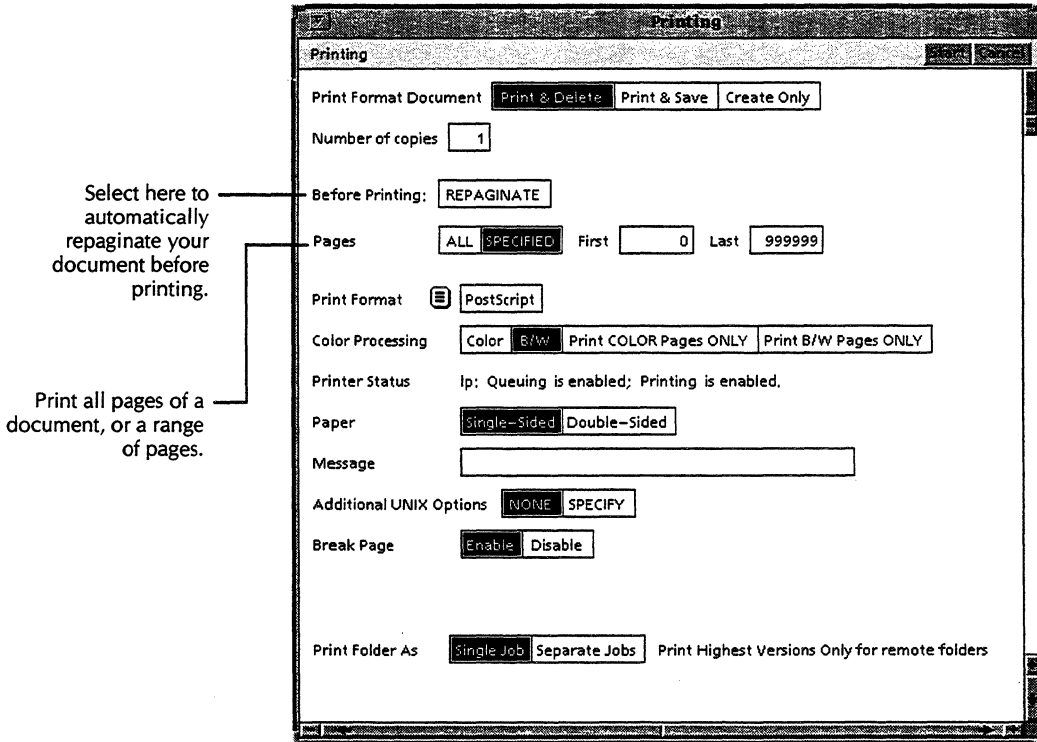
Select here to automatically repaginate your document before printing.

Print all pages of a document, or a range of pages.

✦ **Note:** By default, the Printing option sheet appears when you copy a document to the UNIX printer icon. However, if you deselected the Display Options for the When Printing property in the Printing property sheet, the option sheet does not appear.✦

4. Do the following:

- To set options for your print job, leave the option sheet open and set options as described in the following two sections and in "Setting properties for all print jobs" earlier in this chapter.

- To print your document, select Start in the option sheet header.

- To stop the printing process, select Cancel in the option sheet header.

Repaginating a document before printing

The Before Printing option specifies whether the system paginates the document before printing it.

To repaginate a document before printing:

Start with the Printing property sheet displayed.

▶ Select Repaginate for the Before Printing option.

Printing a range of pages

By default, when you send a document to a printer, all pages in the document print. To print a range of pages, you use the Pages option in the Printing option sheet.

This option is available only for documents created with GV Write. It is not available for simple text documents.

To print a range of pages:

Start with the Printing property sheet displayed.

1. Select Specified for the Pages option.

    The First and Last options appear with default page numbers.

    First specifies the first page to print. Use the page number that appears on the page when you paginate the document. If the pages are not numbered, then the first page of the document is page 1.

    Last specifies the last page to print. Use the page number that appears on the page when you paginate the document.

2. Enter the number of the first page you want to print in the First box.

    If you want to print from the first page in the document to some point in the document, do not delete the zero in this box.

3. Press SKIP/NEXT.

4. Enter the number of the last page you want to print in the Last box.

    If you want to print from some point in the document to the last page of the document, do not delete the nines in this box.

    If you want to print one page in the document, enter the same page number in the First and Last boxes.

Working with PostScript Masters

When you select Print & Save or Create Only for the Print Format Document property in the Printing property sheet, GLOBALVIEW creates a print format document icon called a PostScript Master.

By using a PostScript Master, you can share documents with other GLOBALVIEW users.

If you plan to print a document several times, you can save workstation processing time by printing the PostScript Master. The PostScript Master is already formatted and ready for printing.

If you select a range of pages when creating a PostScript Master, the master contains only those pages, not the entire document.

After you have created a PostScript Master, you can do the following:

*   Rename the PostScript Master icon
*   Access print format information about a PostScript Master
*   Print a PostScript Master
*   Edit the contents of a PostScript Master

This section describes how to work with PostScript Masters in your workspace.

Renaming the PostScript Master icon

Use the Print Format Document property sheet to change the name of the PostScript Master icon.

To rename the PostScript Master icon:

1. Select the PostScript Master icon.

2. Press PROPS.

    The Print Format Document property sheet appears.

3. Select the name in the Name box and press DELETE.

4. Type in the new name for the PostScript Master.

5. Select Done to close the property sheet.

Accessing print format information about PostScript Masters

Use the Print Format Document property sheet to access print format information about PostScript Masters.

To access print format information about PostScript Masters:

1. Select the PostScript Master icon.

2. Press PROPS.

    The Print Format Document property sheet appears.

Document creation date

Name of the person or group who is logged on to the workspace where the document was created.

Document size in disk pages

Print Format Document Properties	Done Cancel
Name	Document
Version of	23-Sep-92 16:41
By	Product Education And Documentation
Size (disk pages)	4
Color Processing	B/W
Print Format	PostScript

Type of color processing used to print the document

3. Review the information in the property sheet.

4. Select Done to close the property sheet.

Printing PostScript Masters

After you have created a PostScript Master, you can specify how you want the master to print. You can choose to print the document as it was originally created, or you can print only the source code contained in the master.

To print PostScript Masters:

1. Select the PostScript Master icon.

2. Press COPY.

3. Select the UNIX printer icon.

   The Printing option sheet appears.

   ✦ **Note:** By default, the Printing option sheet appears when you copy a document to the UNIX printer icon. However, if you deselected the Display Options for the When Printing property in the Printing property sheet, the option sheet does not appear.

   If you want the Printing option sheet to appear when you copy a document to the UNIX printer icon, select the printer icon, press PROPS, and select the Display Options for the When Printing property in the Printing property sheet.✦

4. Select the printing options you want.

5. Select one of the following for the PostScript Master option :

   • **Print Master**—to print the document as originally created.

   • **Print Source Code**—to print only the PostScript source code.

6. Select Start to print the PostScript Master.

Editing the contents of PostScript Masters

When you work with a PostScript Master in the GLOBALVIEW workspace, you cannot edit the contents of the document. This protects the contents of the document from unauthorized changes.

If, however, you want to change the PostScript Master, you can move it to the UNIX environment, make the changes, and move it back to the GLOBALVIEW workspace.

To edit the contents of PostScript Masters:

1. Select the PostScript Master icon.

2. Move the PostScript Master icon to a UNIX directory.

   ✦ **Note:** See chapter 9, "Filing," for information on copying or moving a file to a UNIX directory with the Window to UNIX File System icon.✦

3. Open the PostScript Master file.

4. Enter your changes to the file.

5. Move the PostScript Master file to the GLOBALVIEW workspace.

   ✦ **Note:** If the PostScript Master file name has a .ps extension, you need not complete steps 6 through 9 of this procedure.✦

6. Select the PostScript Master.

7. Move the pointer to an empty location in the workspace.

8. Press and hold the Menu mouse button to display the Workspace menu.

9. Select the Change to PostScript Icon command, and release the mouse button.
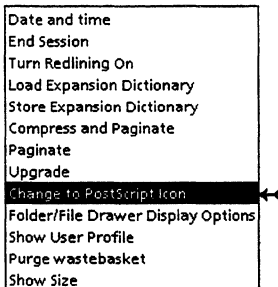
   GLOBALVIEW converts the UNIX file back to a PostScript Master icon and places it in your workspace.

```
Date and time
End Session
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Change to PostScript Icon
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size
```

Managing print jobs

After you send a print job to a UNIX printer by selecting Start in the Printing option sheet, you can change the order of the print job, cancel the print job, or delete the print job from the queue.

Changing the order of print jobs

Documents print in the order in which you send them to the printer. If a print job is queued for sending, you can change the order in which the job prints.

To change the order of print jobs:

1. Open the UNIX printer icon.

   The UNIX Printer window appears.

Select here to redisplay the status of print jobs in the queue.

The name of the print job in the queue displays here.

ITEM NAME

☐ Document 1

☐ Document 2

Done Redisplay Suspend

STATUS

Being Sent

Queued for sending

The status of the print job in the queue displays here.

Select here to stop print jobs from going to the print queue.
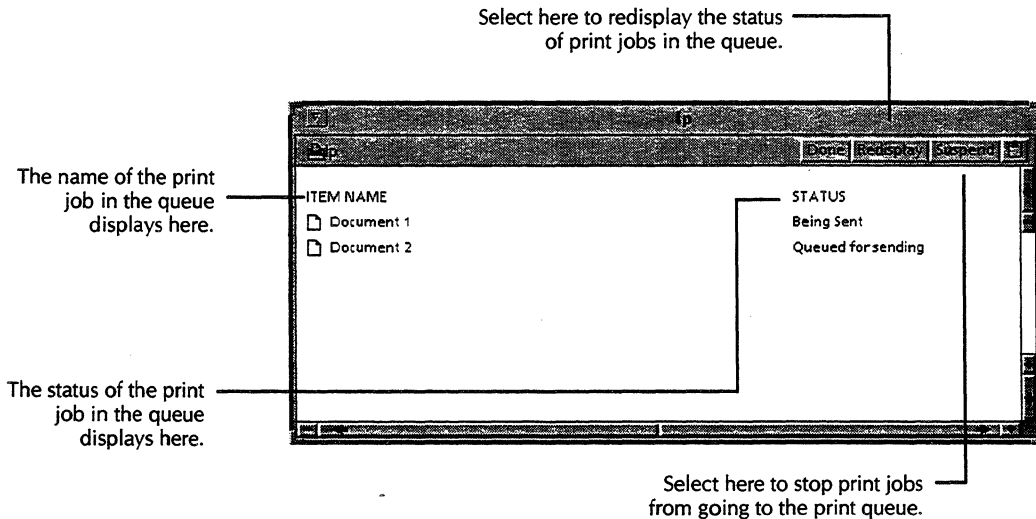
2. Select the print job whose order you want to change.

3. Press MOVE.

4. Select a new position in the print queue.

5. Select Restart to resume the UNIX system print queue.

   When you select Restart, this option changes to Suspend.

6. Do one of the following:

   • Select Suspend to stop the print job from going to the UNIX system print queue until you take further action.

   • Select Done to close the window.

Canceling print jobs in the queue

While a print job is pending or in progress, you can cancel it in the queue. You cancel print jobs using the Background Activities menu. The Background Activities menu lists the activities waiting in the print queue. The menu displays the status of each activity and lets you cancel an activity still waiting in the queue.

To cancel a print job in the queue:

1. Move the mouse pointer to the background symbol.
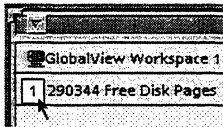
   The background symbol appears in the upper left corner of your workspace. It is visible only while a background activity is taking place or immediately after a background activity fails. A zero in the background symbol indicates that the system terminated a background activity before it was completed. When the system completes all background operations, the background symbol disappears from the workspace window.

2. Press and hold the Menu mouse button.

   The Background Activities menu appears.

3. Select the print job you want to cancel in Cancel Current Activities.

   A message appears in the GlobalView Confirmation window.

4. Select Yes to cancel the printing process.

Deleting print jobs in the queue

You can delete a print job that is pending or in progress. When you a delete a print job that is pending, the job is deleted from the UNIX printer window and your document does not print.

When you delete a print job that is in progress, printing is immediately stopped and the job is deleted from the UNIX printer window.

To delete a print job in the queue:

1. Open the UNIX printer icon.

   The UNIX printer window appears.

2. Select the print job you want to delete.

3. Press DELETE.

   A message appears in the GlobalView Confirmation window.

4. Select Yes to delete the print job.

5. Select Done to close the window.

Printing documents containing Interpress fonts

UNIX printing is designed to print documents containing PostScript fonts or PostScript-compatible Interpress fonts.

GLOBALVIEW also provides PostScript format printer fonts for Interpress Modern, Classic, and Equation Bracket fonts.

To print an Interpress document to a UNIX printer:

▶ Do one of the following:

  • Create a document with the PostScript-compatible Interpress fonts shown in tables 10-a and 10-b in chapter 10, "Managing fonts." Print the document on a UNIX printer that has the comparable fonts.

- Create a document with VP Xerox Modern Fonts or VP Xerox Classic Fonts and print the document to a UNIX printer that has the comparable Xerox Type 1 printer fonts loaded on it.

   See the section "Downloading fonts to your printer," for more information.

You can also use font substitution, described in the *GLOBALVIEW Write and Draw User Guide*, to change Interpress fonts in existing documents to PostScript fonts or PostScript-compatible Interpress fonts.

Printing the GV Color Sampler

GLOBALVIEW provides a GV Color Sampler you use to check workspace colors against colors emitted by your UNIX printer.

To print the GV Color Sampler:

1. Open the Directory divider.

2. Open the Workstation divider.

3. Open the Information for New and Upgrading Users folder.

4. Select the GV Color Sampler for PostScript.ps and press COPY.

5. Select a UNIX color printer.

    The Printing option sheet appears.

6. Select the printing options you require in the Printing option sheet.

7. Select Start in the Printing option sheet window.

    The system prints your documents using the options you selected.

See the *GLOBALVIEW Write and Draw User Guide* for information on adding color to your document text and graphics.

17. Printing on a local printer

Local Printing allows you to print GLOBALVIEW documents, record files, spreadsheets, canvases, and mail notes on a printer attached to your workstation.

With Local Printing, you can print to the following printers:

- Sun SparcPrinter and NeWSprinter 20
- Xerox 4213 or 4045
- Hewlett-Packard LaserJet III, IIISi, IIID, IV, IVSi, and some LaserJet compatibles such as Compaq Pagemarq 15 or 20

Local Printing prints documents containing Interpress fonts. If your documents contain PostScript fonts, print them through UNIX as described in chapter 16.

For information about network printing using printers connected to Shared Document Services, consult the *GLOBALVIEW Network Access User Guide*.

For information on applying fonts to text in documents, see the *GLOBALVIEW Write and Draw User Guide*.

Software required—Run the following software applications to perform the tasks in this chapter:

- Imaging Common Software
- Interpress
- PDLEmission
- Printing Common Software
- Printer Font Options
- Printer File Manager
- Imaging Basics
- Printing Core Software
- Local Printing

You also need the printer application for your printer:

- SparcPrinter Option
- NeWSprinter 20 Option
- HP LaserJet III Option (supports LaserJet III, IV, and some compatibles)
- HP LaserJet IIISi Option or HP LaserJet IIISi Long-edge Feed Option (supports LaserJet IIISi, IVSi, and some compatibles)
- XES Printer Option (supports Xerox 4045 printer)
- 4213 LaserJet IIID Options (supports Xerox 4213 and HP LaserJet IIID)

General procedure for local printing

Detailed procedures for each of the following steps appear in subsequent sections of this chapter.

Follow this general procedure to use Local Printing:

1. The first time you use Local Printing, set up a Local Printing environment as follows:

    a. Copy a Local Printer icon to your workspace from the Workstation divider in the Directory.

    b. Download printer fonts to the Local Printer icon.

    c. Set the Local Printer icon environment options.

2. Copy the document you want to print to the Local Printer icon.

    The Printing option sheet appears.

3. Select the options you want.

4. Select Start.

    The system prints your document using the options you selected.

Obtaining a Local Printer icon

The Local Print icon enables you to print GLOBALVIEW documents, record files, spreadsheets, and canvases from your workstation to a printer attached to your workstation.

To obtain a printer icon:

1. Open the Directory icon. Then open the Workstation and Local Devices dividers.

2. Select Local Printer.

3. Press COPY.

4. Select a location for the icon in your workspace.

The Local Printer icon appears in your workspace.

5. Select Done to close the Directory.

As with other GLOBALVIEW icons, you can open, copy, move, and delete the printer icon.

Installing and using fonts for Local Printing

Printer fonts are installed in the Local Printer icon, not on the physical printer. Local Printing creates a directory on your workstation's disk to hold printer fonts and documents queued for printing.

Understanding how Local Printing uses fonts

Local Printing prints documents with Interpress fonts. It can print on PostScript printers because it sends a bitmap image of the document to the printer. If you have PostScript fonts in your documents, print the document through UNIX, as described in chapter 16.

When you copy a document to a Local Printer icon, Local Printing uses:

*   the fonts loaded in the Loader icon (the screen fonts) to create the print format document

*   the fonts loaded in the Local Printer icon (the printer fonts) to print the document.

If the appropriate screen fonts are not running when Local Printing creates the print format document, black boxes replace characters and page breaks might change because the black boxes are larger than the missing characters. In addition, black boxes appear in your document when you open it. See chapter 10, "Managing fonts," for information on Interpress screen fonts.

Printer fonts in the Local Printer icon must match the screen fonts in your document, or it will not format correctly for printing. If a printer font is not available, Local Printing substitutes the default font (see "Setting the default font" for information).

Obtaining printer fonts

Interpress printer fonts come on the GLOBALVIEW software CD-ROM. The fonts are used for Local Printing to both Interpress and PostScript-compatible printers.

To prepare to copy fonts from the CD-ROM:

1. Do one of the following:

   • If the CD-ROM drive is on your workstation, use the UNIX Command Tool to create a directory called /cdrom. Place the software CD in the cd tray and place it in the drive. Give the command to mount the CD as described in your UNIX documentation. For example in Sun OS, type:
   /etc/mount -rt hsfs /dev/sr0 /cdrom

   • If the CD-ROM is mounted on a network, obtain the path to the CD-ROM from your UNIX administrator.

2. If you do not have a Window to UNIX File System icon in your workspace, open the Directory, then open Workstation and Basic Icons. Copy the icon to your workspace.

3. Select the Window to UNIX File System icon and press PROPS. If a path name exists in the Path Name box, select the path name and delete it.

4. Enter the path for the CD-ROM in the Path Name. For example, /cdrom

5. Delete the Icon Label text and enter GVX CD.

6. Select Done.

To copy printer fonts from the CD-ROM:

1. Double click the Select mouse button on the Window to UNIX File System icon.

   The directories and contents of the CD appear.

2. Double click the Select mouse button on InterpressPrinterFonts.

3. Double click the Select mouse button on one of the following directories:

- **Standard**—contains Modern, Classic, and other standard GLOBALVIEW fonts.

- **Licensed**—contains Interpress printer fonts for font families licensed from font vendors.

- **PostScriptCompatible**—contains Interpress printer fonts for fonts listed in Tables 10-1a and 10-1b in chapter 10.

- **Arabic**—contains Arabic Interpress printer fonts

- **Hebrew**—contains Hebrew Interpress printer fonts.

- **PacificRim**—contains Interpress printer fonts for Japanese and Chinese.

A list of printer fonts appears.

4. Use the scroll bar to scroll the list. Font names have a format similar to: Xerox.XC1:e3:e3.Modern

   Look for regular, Bold, Italic, and Bold Italic versions of a font. See the *GLOBALVIEW Font Sampler* for details.

5. Select a font, press COPY and select an unoccupied area of your workspace.

   The Interpress printer font icon appears in your workspace.

6. Repeat step 5 for all desired fonts, then select Done.

The next step is to install fonts in the Local Printer FNT folder.

Installing printer fonts

Printer fonts are loaded in the FNT folder, which is in the Printer File directory of the Local Printer icon.

Files can only be added to the FNT folder when:

- There is no other file in the directory with the same name.

- The file is one of the following:

  — Font file that you obtained from the GLOBALVIEW CD-ROM or from Xerox. Font families should be licensed

for use on your workstation. See the *GLOBAL VIEW Installation Guide* for licensing information.

— Simple text object (file type 2)

— Unknown object (file type 0)

Local Printing allows simple text and unknown objects into the FNT directory to enable the use of third-party fonts.

To install printer fonts:

1. Hold the Menu mouse button down on the Local Printer icon.

   The Local Printer icon menu appears.

2. Select Printer File directory.

   The Printer File directory appears.

3. Open the FNT folder.

NAME	SIZE
BreakPages	1 Objects
FNT	0 Objects
FRM	0 Objects
IMG	0 Objects
LGO	0 Objects
LIB	1 Objects
SEQ	0 Objects
SPL	0 Objects
TestPatterns	2 Objects
XCS	0 Objects
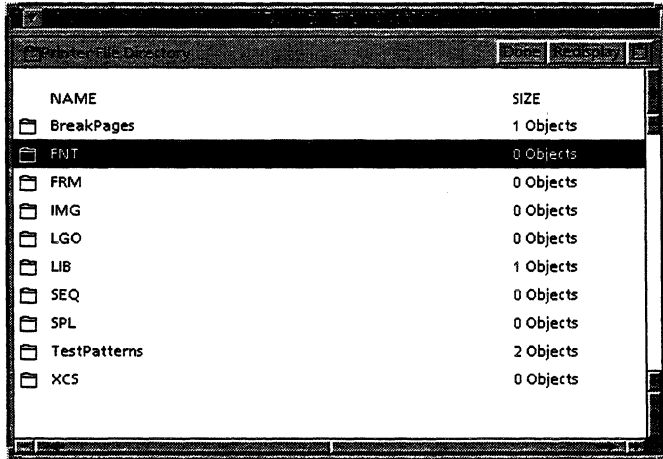
5. Select Edit Directory in the FNT window header.
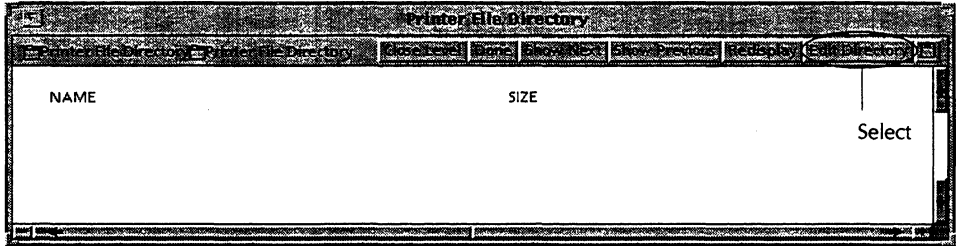
6. Select the printer fonts you want to load and press COPY.

7. Select anywhere in the open FNT folder and press the Select or Adjust mouse button.

    The fonts load into the FNT folder.

8. Select Save Directory.

9. Select Done.

✦ **Note:** If you do not select Save Directory before selecting Done, the fonts are not installed. You can open the FNT folder again, select Edit Directory, and then select Save Directory.✦

Determining a font type

If you have trouble loading a font, it might not be compatible with GLOBALVIEW. Use the Printer Font property sheet to determine the font type. Refer to the *GLOBALVIEW Font Sampler* for information on supported GLOBALVIEW fonts.

To determine a font type:

1. Hold the Menu mouse button down on the the Local Printer icon and select Printer File directory in the menu.

    The Printer File Directory opens on your workspace.

2. Open the FNT folder.

3. Select the appropriate font and press PROPS.

    The Printer Font property sheet appears.
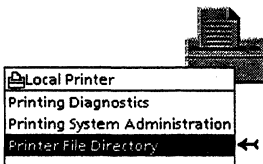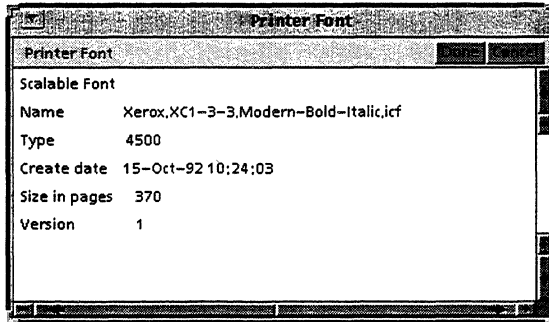
This example is a property sheet for a scalable font. If it is a bitmap font, then the words "Bitmap Font" would appear in lieu of "Scalable Font."

Setting up a local printing environment

Use the Printing System Administration window and its four subwindows to define your Local Printing environment. Any change made to the Printing System Administration window affects every print job.

Local Printing also communicates messages through the Printing System Administration window. If the Printing System Administration window is open, messages appear in the Status subwindow. If the window is not open, Local Printing opens it and brings it to the top of any other open windows, so you can view messages.

To open the Printing System Administration window:

1. Hold the Menu mouse button down on the Local Printer icon.

   The Local Printer icon menu appears.

2. Select Printing System Administration.

   The Printing System Administration window appears.

The top half of the Printing System Administration window is the Status subwindow used by Local Printing to post system messages.

The bottom half displays the subwindow selected in the Display menu. The Commands subwindow is displayed in this illustration.
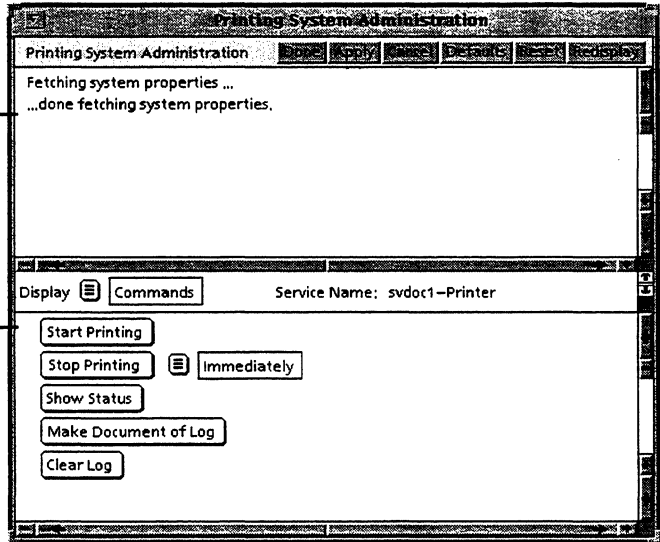
Setting the default font

Local Printing software uses the default font when a requested font is not available.

To set the default font:

1. Open the Printing System Administration window and select System Parameters in the Display menu.

   The System Parameters subwindow appears.

2. Select a font from the Default Font menu as shown in the following illustration.

The Default Font menu lists all of the currently loaded fonts.

Display ▤	System Parameters Service Name: svdoc1–Printer

Optima
LT–Helvetica–PS

Optima
Break Page
Error Page

Printer File Directory   Local Remote Alternate

Paper Feeding   Automatic Manual

Printer Resolution   300

Plex   Simplex
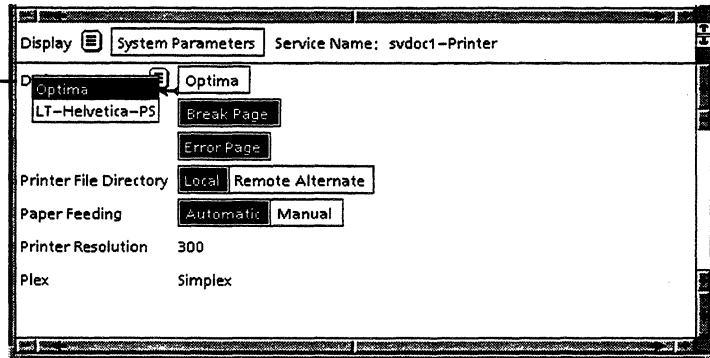
Specifying the print files location

The Printer File Directory is on your workstation. However, some print files can be stored in a data directory on the Shared Document Services network. For example, bitmap frames can point to a print source in a remote file. (See the *GLOBAL VIEW Write and Draw User Guide* for more information on bitmap frames.)

Use the System Parameters subwindow to specify where Local Printing should search for bitmap frames or other print files stored in a remote file.

✦ **Note:** Fonts cannot be stored in a remote directory.✦

To specify the print files location:

1. Open the Printing System Administration window and select System Parameters in the Display menu.

    The System Parameters subwindow appears.

2. Select one of the following Printer File Directory options:

    •   **Local**—to indicate that only the local directory should be searched for print files.

        Selecting Local does not nullify print format documents that reference printer files stored in a remote location.

    •   **Remote Alternate**—to indicate where Local Printing should search if the desired file cannot be found in

the local directory. Enter a fully-qualified path name
as shown in the illustration. Use the format of:

(Server:Domain:Organization)directory/file

Display ▤ | System Parameters | Service Name: svdoc1–Printer

Default Font   ▤ | Optima |

Break Page

Error Page

Printer File Directory | Local | Remote Alternate | (Server:Domain:Organization)
DirectoryA/DirectoryB

Paper Feeding | Automatic | Manual |

Printer Resolution   300

Plex   Simplex
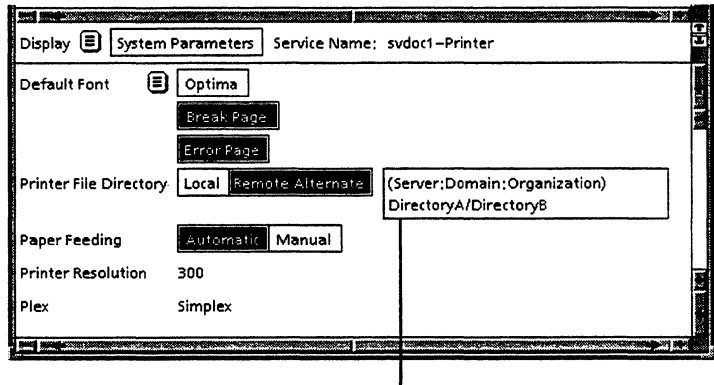
This field only appears when Remote Alternate
has been selected. It remains empty until you
enter a fully-qualified three-part path name.

Specifying automatic or manual paper feeding

Establish whether the paper is fed automatically or manually
into the printing mechanism with the Paper Feeding property
in the System Parameters subwindow. This feature is only
visible if you are using a printer that supports manual paper
feeding.

✦ **Note:** This function is not available for the XES 4045
printer.✦

To set the Paper Feed printer feature:

1. Open the Printing System Administration window and
    select System Parameters in the Display menu.

    The System Parameters subwindow appears.

2. Select Automatic or Manual for Paper Feeding, as shown
    in the following illustration.

Display ▣ | System Parameters | Service Name: svdoc1−Printer

Default Font ▣ | Optima |

Break Page

Error Page

Printer File Directory | Local | Remote Alternate | (Server:Domain:Organization)
DirectoryA/DirectoryB

Select Automatic to have paper fed automatically from the available media.

Paper Feeding | Automatic | Manual

Printer Resolution 300

Plex Simplex

Select Manual to receive a system prompt for each page insertion into the manual feeding mechanism of the printer.

Setting the SparcPrinter and NeWSprinter printing resolution

For the SparcPrinter and NeWSprinter 20, select a resolution of 300 or 400 dpi (dots-per-inch).

Keep the following points in mind when you set the printing resolution:

- Bitmap (raster) fonts are designed to be printed at 300 dpi. Print them at 300 dpi to preserve their intended appearance.

- Characters printed at 400 dpi have smoother curves and a better appearance than those printed at 300 dpi.

To set the SparcPrinter or NeWSprinter printing resolution:

1. Open the Printing System Administration window and select System Parameters in the Display menu.

   The System Parameters subwindow appears.

2. Select the appropriate Printer Resolution.

Setting the paper size and paper tray description

Use the Printer Media property to set the paper size for printer paper trays.

Printers can have different numbers and types of paper trays. The tray numbers in the Printer Media window refer to the following types of trays:

- Tray 1—is the Main or top tray.
- Tray 2—is the Bottom tray.
- Tray 3—is the High Capacity Feeder, if one is installed.
- Tray 4—is the Manual feeder option.
- Tray 5—is the Auxiliary feeder option.

✦ **Note:** The Printer Media property cannot be set for the SparcPrinter or NeWSprinter. Local Printing automatically determines the size of the paper in the tray.✦

To set the paper size and paper tray descriptions:

1. Open the Printing System Administration window and select Printer Media in the Display menu.

   The Printer Media subwindow appears as shown in the following illustration.
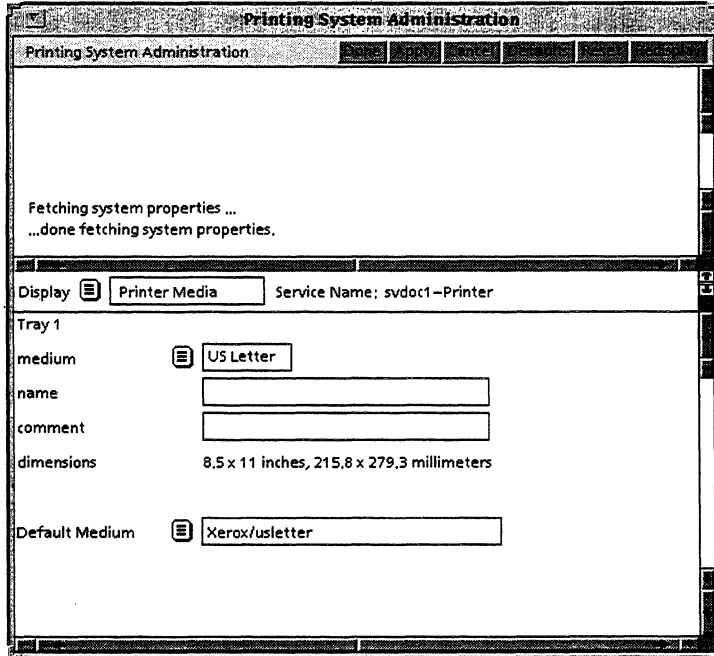
2. Hold the Menu button down on the Medium menu symbol and select the paper size you are using.

   Each time you change the paper size, you must reset this option accordingly.

3. Enter a name in the Name box that describes the contents of the tray.

   The medium name can contain upper and lowercase letters, digits, hyphens, and slashes. Spaces and other special characters are not allowed. For example, Xerox/US Letter, letterhead/blue, and 14inchstock/pink are all legal media names.

   If you do not assign a name, the name in the Medium box is used as the default.

```
Display ▤ [Printer Media]        Service Name: svdoc1-Printer

Tray 1

medium      ▤ [US Letter]

name          [letterhead/blue          ]

comment       [                          ]

dimensions    8.5 x 11 inches


Default Medium ▤ [US Letter                ]
```
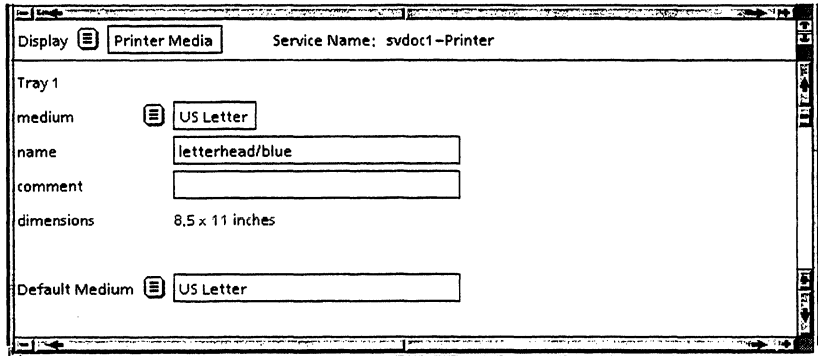
4. Describe the medium in the tray in the Comment box. You might want to enter a comment about the medium's color or weight, for example, "blank 20-lb stock."

```
Display ▤ [Printer Media]        Service Name: svdoc1-Printer

Tray 1

medium      ▤ [US Letter]

name          [letterhead/blue          ]

comment       [blank 20-lb stock        ]

dimensions    8.5 x 11 inches


Default Medium ▤ [US Letter                ]
```
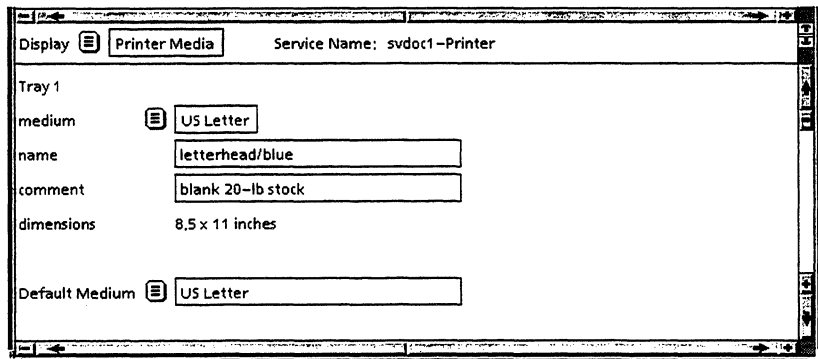
The Comment box remains blank unless you fill it in.

Setting the default printing medium

The printer uses the default medium if a medium is not specified or if the specified medium is not available.

To set the default printing medium:

1. Open the Printing System Administration window and select Printer Media in the Display menu.

2. Select the appropriate paper size in the Default Medium menu.

   Names in the Default Medium menu show either the option selected for medium or the name you entered in the name box.

Available choices are in the Default Medium menu.

```
Display ▣ │ Printer Media │        Service Name: svdoc1—Printer

Tray 1
medium      ▣ │ US Letter │
name           │ letterhead/blue        │
comment        │ blank 20—lb stock      │
dimensions        8.5 x 11 inches

Default Medium ▣ │ US Letter            │
```
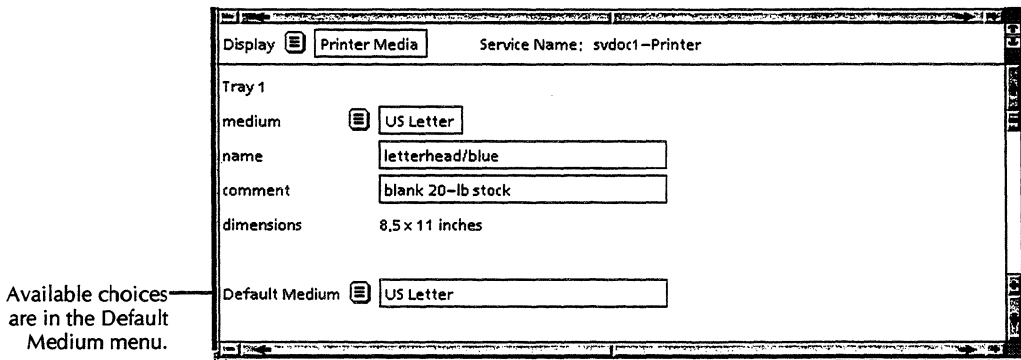
If you change the trays in the printer while the printer is printing, making the default medium no longer available, the message "Default medium changed" appears in the Status subwindow. The default medium is automatically changed to the medium in Tray 1. The printer continues to print with the new configuration. You can select Stop Printing in the Commands property sheet before changing paper trays to keep the system from automatically changing the default medium.

Presetting printing options

You use the Printing property sheet to set printing properties for all print jobs sent to a printer icon.

After you set these properties, they stay in effect until you:

- change them in the property sheet

- override the settings using the Printing option sheet when you print a job

To preset a Local Printer icon:

1. Select the Local Printer icon and press PROPS.

   The Printing property sheet appears.
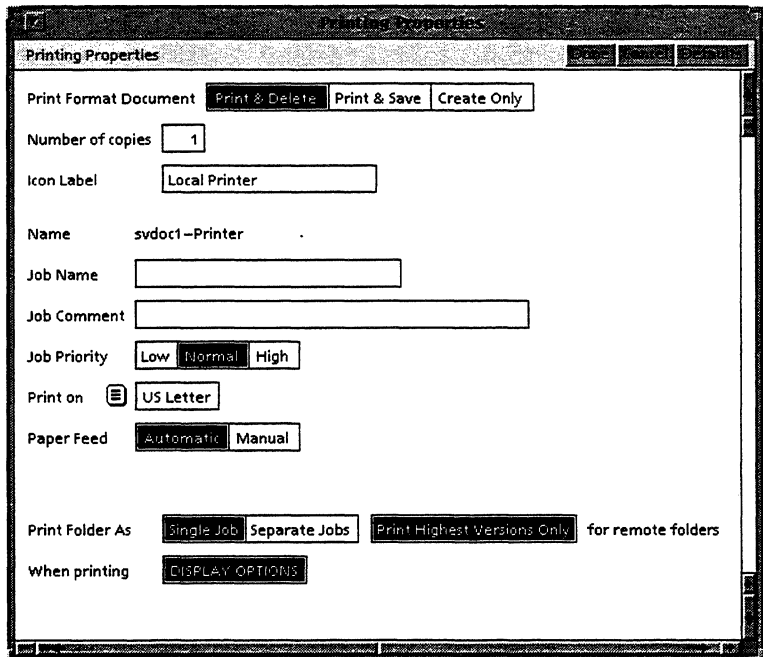
2. Select the properties you use most often.

   ✦ **Note:** As a time-saving device, deselect DISPLAY OPTIONS for the When Printing property so that Local Printing automatically prints without displaying the

Printing property sheet. Keep a second Local Printer icon in your workspace for jobs whose printing options you want to individually set.◆

3. Assign a unique name to the Local Printer icon Label that distinguishes the settings for this printing icon, such as "Print1" for an icon that automatically prints one copy of the print job.

   ◆ **Note:** Changing the Local Printer icon Label does not affect the service name.◆

4. Set the Print Highest Versions Only property. Select this option to have the most recent version of a document printed. Otherwise, all versions of the documents are printed. This setting only applies to documents printed from a remote directory. This option must be set here as it does not appear in the Printing option sheet.

5. Select Done.

For further information on the Printing properties, see "Sending print jobs to the printer."

Sending print jobs to the printer

You can send one icon, a group of icons in a folder, or a group of icons in an extended selection to your printer as a print job. The system converts the print job to a print format document (Interpress Master) and adds it to the print queue on your workstation.

All print jobs are processed in the background allowing you to pursue other tasks during the printing process.

◆ **Note:** If you send a Reference icon to your printer, the system copies the referenced print job from the file drawer to your workspace for formatting and then sends it to the printer. This delays the printing process.◆

To send a job to the printer:

1. Select the icon(s) you want to print and press COPY.

2. Select a Local Printer icon, and do one of the following:

- If you deselected the When Printing Display Options property, the Printing option sheet does not appear. The system uses the preset printing properties. You do not need to perform any other procedures described in this section.

- If the Printing option sheet appears, proceed to step 3.

3. Complete the Printing option sheet.

See "Creating a Print Format Document."

See "Printing a range of pages."

See "Batching print jobs with a descriptive name."

Enter a description to appear on the Break Page, such as a routing direction. Remains blank if no text is entered.

See "Setting a job priority."

Select a paper size for the current print job. Menu displays tray options set in the Printer Media subwindow.

Printing

Printing
Print Format Document **Print & Delete** Print & Save Create Only
Number of copies   1
Before Printing: REPAGINATE
Pages **ALL** SPECIFIED
Name raiders-Printer
Job Name
Job Comment
Job Priority Low **Normal** High
Print on ▣ Xerox/usletter
Paper Feed **Automatic** Manual
Print Folder As **Single Job** Separate Jobs Print Highest Versions Only for remote folders

Overrides the Paper Feeding property in the System Parameters subwindow; affects current print job only.

See "Printing folder contents as individual jobs."

4. Select Start.

Retrying a rejected print job

When you submit a print request, and Local Printing cannot accept it because the queue is full, the Retry window appears with a message describing the problem.

A message appears identifying the rejected print job.

A second message indicates why the job was rejected.

> **Local Printing**
>
> **Local Printing**
>
> Attempting to print Installing local printing
>
> Problem: The print queue is full.
>
> Retry Cancel
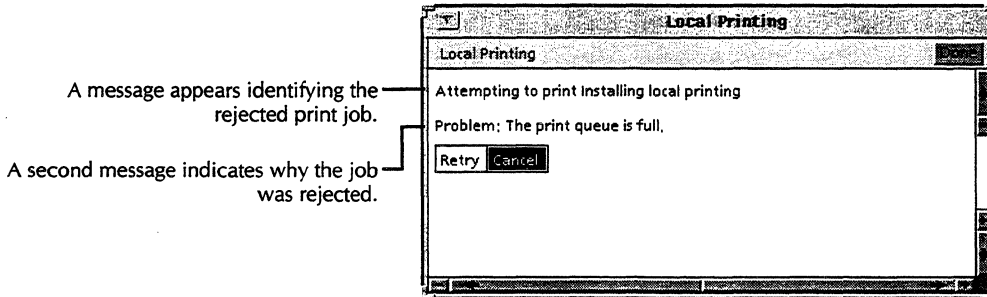
To retry a rejected print job:

1. Do one of the following:

    •   Select Retry to requeue the print job.
    •   Select Cancel to cancel the print job.

2. Select Done to put your choice into effect.

Creating a print format document (Interpress Master)

When you send a print job to your printer, the system creates a print format document. You can create a permanent print format document (an Interpress Master). Print format documents print faster than a regular print job because most of their formatting is already complete.

Print format documents cannot be edited.

To create a print format document:

1. Select the icon(s) you want to print and press COPY.

2. Select a Local Printer icon that has Display Options selected for the When Printing property.

3. Select either Create Only or Print & Save for the Print Format Document option.

| Print Format Document | Print & Delete | Print & Save | Create Only |
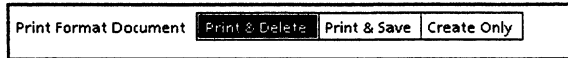
4. Set other print job options as appropriate.
5. Select Start.

Printing a range of pages

When you send a print job to a printer, you can print a range of pages, instead of an entire document.

✦ **Note:** This option is not available when printing previously created print format documents (Interpress masters).✦

To print a range of pages:

1. Select the icon you want to print and press COPY.
2. Select a Local Printer icon that has Display Options selected for the When Printing property.
3. Select Specified for the Pages option.
4. Do one of the following:

    - To print a specific range of pages and not the entire document, type the first page of the range in the First box and the last page of the range in the Last box.

    - To print the latter part of a document, type the first page of the range in the First box and leave "999999" in the Last box.

    | Pages | ALL SPECIFIED | First | 2 | Last | 999999 |

    "999999" indicates the end of the document.

    - To print just one page, type that page number in the First box and the Last box.

    | Pages | ALL SPECIFIED | First | 2 | Last | 2 |

5. Set other print job options as appropriate, then select Start.

Batching print jobs with a descriptive name

You can batch several print jobs into one print job, and have a collective name appear on the Break Page.

✦ **Note:** The collective name does not affect the individual print job names. Their individual names are still listed in the print queue.✦

To batch several print jobs together with a descriptive name:

1. Use the Select mouse button to select the first icon you want to print, select subsequent icons with the Adjust mouse button, and press COPY.

2. Select a Local Printer icon that has Display Options selected for the When Printing property.

    The Printing option sheet appears.

3. Type a descriptive name for the print batch job in the Job Name box.

Name	raiders–Printer
Job Name	1992 Payroll Reports
Job Comment	

    The Job Name box remains blank unless you fill it in.

4. Set other print job options as appropriate.

5. Select Start.

Setting a printing priority

By default, jobs print in the order the printer receives them. However, you can set a job priority of High, Normal or Low to give one print job precedence over another.

To set a printing priority:

1. Select the icon(s) you want to print and press COPY.

2. Select a Local Printer icon that has Display Options selected for the When Printing property.

   The Printing option sheet appears.

3. Do one of the following:

   - Select Low to print the job after all Normal and High priority jobs.

   - Select Normal to print the job after all High and before Low priority jobs.

   - Select High to print the job before all Normal and Low priority jobs.

Job Priority	Low	Normal	High
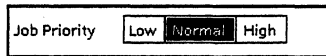
   Multiple jobs with the same printing priority print in the order received.

4. Set other print job options as appropriate.

5. Select Start.

Printing folder contents as individual print jobs

By default, Local Printing prints folder contents as a single job. However, you can print folder contents as individual print jobs. This inserts a Break Page between each print job in the folder.

When printing folders stored in a remote location on the Document Services network, you can select the Print Highest Version Only option to print the most recent version of a documents. See "Presetting printing options" for further information.

To print folder contents as individual print jobs:

1. Select the folder icon to print and press COPY.

2. Select a Local Printer icon that has Display Options selected for the When Printing property.

   The Printing option sheet appears.

3. Select Separate Jobs to print a break and error page (if required) for each document contained in the folder.

Print Folder As | Single Job | Separate Jobs | Print Highest Versions Only for remote folders

4. Set other print job options as appropriate.
5. Select Start.

Checking the progress of a print job

In a Local Printing environment, you have only one printer, and only one print queue, regardless of how many Local Printer icons you have in your workspace. You can use any Local Printer Icon window to list print jobs in the print queue.

To check the progress of a print job:

1. Open a Local Printer Icon.

    The Local Printer icon window appears.

Local Printer

NAME	STATUS	DATE
Invoice 534	Pending	15-Oct-92 22:38:44 (queued)
1992 Bonus Plan	Pending	15-Oct-92 22:39:07 (queued)
Purchase Order 13276	Pending	15-Oct-92 22:39:36 (queued)
October 1992 Payroll Report	Pending	15-Oct-92 22:40:10 (queued)
1992 Second Quarter Report	Pending	15-Oct-92 22:40:23 (queued)
Open Action Items	Pending	15-Oct-92 22:40:38 (queued)
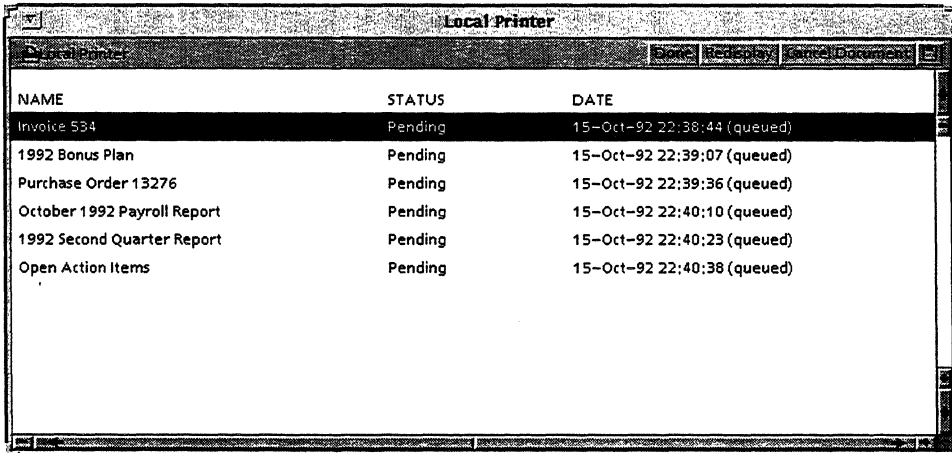
2. Select the print job you want to check and press PROPS.

The Document Printing property sheet appears.

```
Document Printing Properties

Document:          Invoice 534
Sender:            Product Education And Documentation: OSBU
                   South: Xerox
Pages (estimated):     57
Queued Date:       15-Oct-92 22:41:08
Started Date:      --
Completed Date:    --
Status:            Pending
Priority:          Normal
```
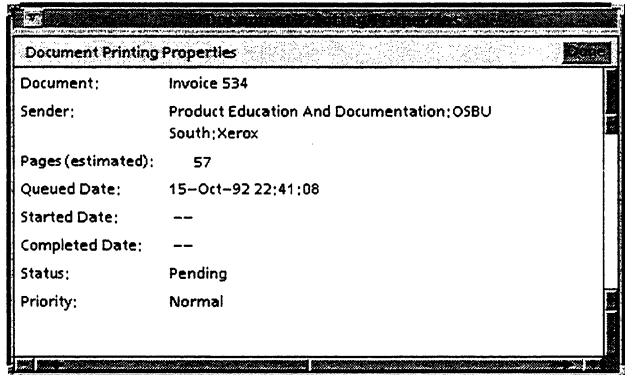
The Job Status messages are listed in the following table.

Status Message	Meaning
Being Canceled	The system is canceling your print job.
Being Deleted	The system is deleting your print job.
Being Printed	The system is printing your print job.
Canceled by User	You canceled this print job.
Completed	Printing is complete.
Completed (W)	Printing is complete, but errors occurred during printing.
Pending	The print job is in the print queue and waiting to print.
Requeued	The job was automatically requeued after the print service was restarted as a result of a fatal error or a Stop Printing request.
Spooling	The job is transferring into the queue for processing.

3. Select Redisplay to update the status messages.

4. Select Done to close the window.

Canceling and deleting print jobs

A print job can be canceled from the print queue at any time, unless it is being spooled (processed for submission to the print queue). The procedure for canceling a job varies depending on where the job is in the printing process.

✦ **Note:** Local Printing cannot be interrupted with the STOP key.✦

Canceling a print job during formatting

You can cancel a print job while it is being formatted using the Background Activities menu. When a print job is formatting, its icon appears opaque in your workspace, and the Background Activities menu is present in your workspace header with the print job listed as an activity.

To cancel a print job with the Background Activities menu:
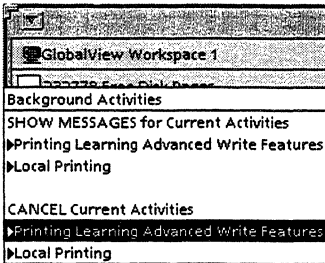
1. Select the Background Activities menu.

2. Move the mouse pointer down to the "Cancel Current Activities" heading, and highlight the print job you want to cancel.

   A Confirmation window appears.

3. Select Yes to cancel the printing process.

Canceling a queued print job
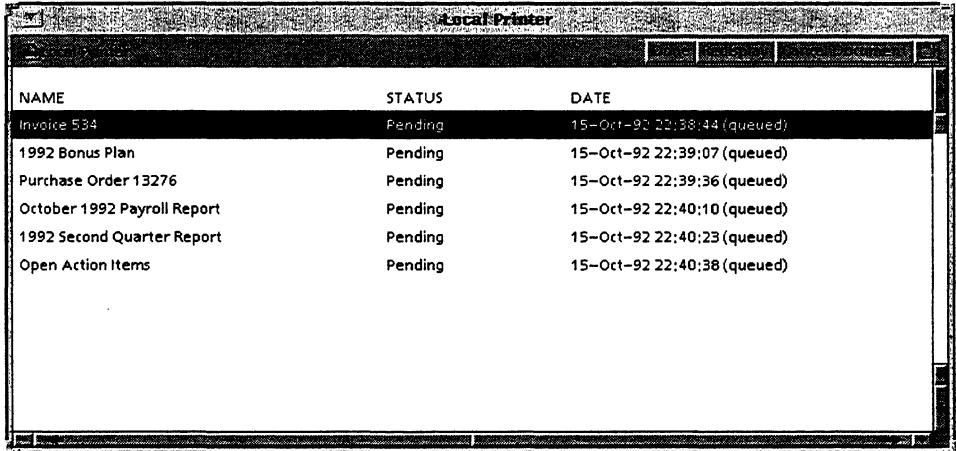
Canceling a print job stops it from printing, but leaves the job in the print queue. You can leave the print job in the queue for later printing, or delete it later.

To cancel a print job in the print queue:

1. Open a Local Printer icon.

   The Local Printer Icon window appears.

2. Highlight the job to stop, and select Cancel Document.

NAME	STATUS	DATE
Invoice 534	Pending	15-Oct-92 22:38:44 (queued)
1992 Bonus Plan	Pending	15-Oct-92 22:39:07 (queued)
Purchase Order 13276	Pending	15-Oct-92 22:39:36 (queued)
October 1992 Payroll Report	Pending	15-Oct-92 22:40:10 (queued)
1992 Second Quarter Report	Pending	15-Oct-92 22:40:23 (queued)
Open Action Items	Pending	15-Oct-92 22:40:38 (queued)

3. Select Redisplay to update job status shown in the Status column.

   When the job is canceled, its job status changes to "Canceled by user."

Deleting a job from the print queue

You can delete any job from the print queue, except a job being printed. If you have canceled a confidential print job, you should follow this procedure, otherwise the print job remains in the print queue until the next time the workstation is rebooted.

To delete a job from the print queue:

1. Open a Local Printer icon.

   The Local Printer Icon window appears.

2. Select a print job in the queue.

NAME	STATUS	DATE
Invoice 534	Canceled by user	15–Oct–92 22:38:44 (queued)
1992 Bonus Plan	Pending	15–Oct–92 22:39:07 (queued)
Purchase Order 13276	Pending	15–Oct–92 22:39:36 (queued)
October 1992 Payroll Report	Pending	15–Oct–92 22:40:10 (queued)
1992 Second Quarter Report	Pending	15–Oct–92 22:40:23 (queued)
Open Action Items	Pending	15–Oct–92 22:40:38 (queued)

GlobalView Confirmation

Delete Document?

YES   NO

3. Press DELETE.

    A Confirmation window appears.

4. Select Yes.

    ✦ **Note:** You can delete jobs that have completed or have been canceled by selecting them and pressing DELETE. You are not asked to confirm.✦
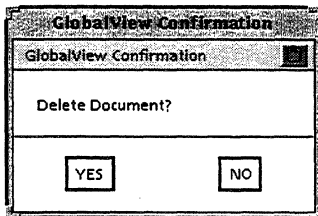
Using a printer's default settings

To set a printing property to its original default setting, use the Set to Neutral command.

The following printing properties or options cannot be set to neutral:

- Print format document
- Icon Label
- Print Folder As
- When Printing

When you create a print format document, Local Printing stores its printing values specified in the Printing property or option sheet when it was created. Setting a value to neutral instructs the software to replace the value you currently have set in the Printing property or option sheet, with the corresponding value from the print format document.

To use a printer's default settings:

1. Do one of the following:

   - Select a Local Printer icon and press PROPS.

     The Printing property sheet appears.

   - Copy a job to be printed to the Local Printer icon.

     The Printing option sheet appears.

2. Chord on a printing property or option value box.

   The Set To Neutral command appears.

```
    Inh Priority    Low  Normal  High
 Set To Neutral
```
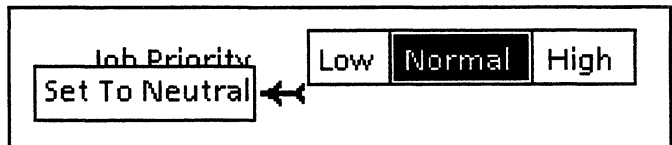
3. Select the Set To Neutral command and release the mouse buttons.

    The selected property reverts to the setting specified in the print format document.

    ```
    ┌─────────────────────────────────────────────────────────┐
    │                                                         │
    │    Job Priority         Low   Normal   High            │
    │                                                         │
    └─────────────────────────────────────────────────────────┘
    ```
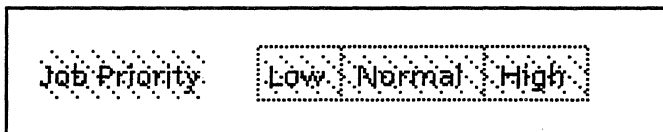
To cancel the Set to Neutral command:

▶   Reselect the property.

Stopping and restarting the printer

Occasionally you might change your mind about printing a job after it has already started to print; or, you might discover that the wrong paper type is loaded in the printer. You can stop the printer while a job is printing, or you can ask the system to wait until the job has finished.

✦ **Note:** The Stop Printing command stops all Local Printing functions. Printing functions do not resume until the Start Printing command is activated.✦

Stopping a job during printing

When you stop a job that is printing, the print job stops and appears in the print queue as "Requeued." When the "Local Printer has stopped" message appears, you can delete the print job, or correct a problem (such as change media in the paper tray). You can then restart the printing process.

To stop the printer while a job is printing:

1. Open the Printing System Administration window, and select Commands in the Display menu.

    The Commands subwindow appears.

2. Select Immediately in the Stop Printing menu.

   This command stops all print functions, not just the print job being printed.

3. Select Stop Printing.
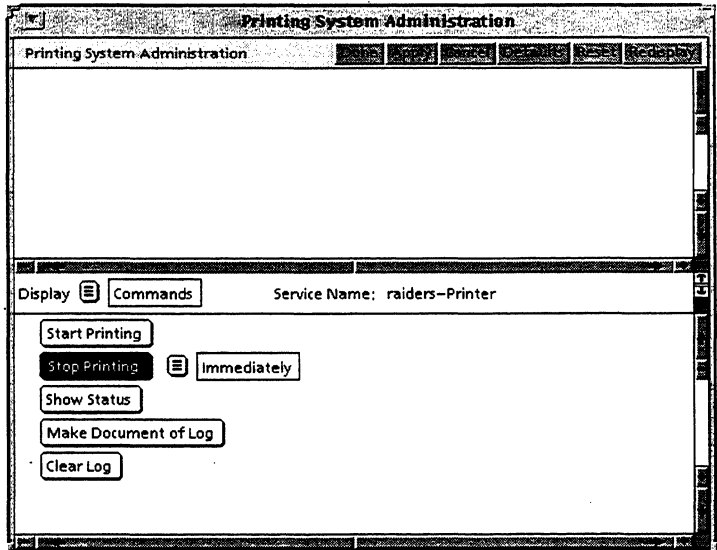
The message, "Local Printer stopping as soon as possible" appears in the Status subwindow. Actual printing might continue for one or more pages, depending on the complexity of the pages. The job status changes to "Requeued." Print jobs stopped with the Stop Printing command do not resume printing from the Stop Printing point. The job moves to the bottom of the print queue and starts over.

Stopping the printer after a job completes

To stop the printer after the current job completes:

1. Open the Printing System Administration window, and select Commands in the Display menu.

   The Commands subwindow appears.

2. Select After Current Document Completes in the Stop Printing menu, then select Stop Printing.
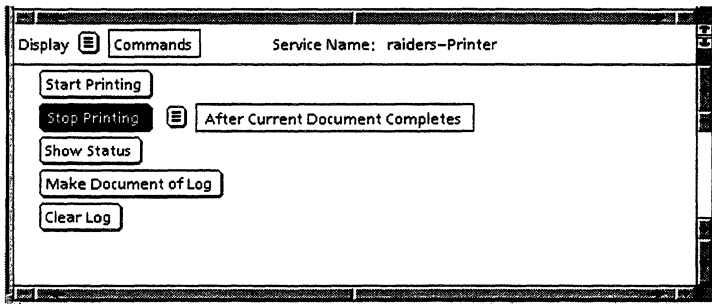
The printer completes the job currently printing and stops.

✦ **Note:** The Stop Printing After Current Document Completes command stops all printing, but does not affect jobs being spooled. Spooling completes, and the job remains pending until you select the the Start Printing command.✦

Restarting the printer

Each time you stop the printing process with the Stop Printing command, or if printing stops as a result of error conditions, you must reactivate the local printing system with the Start Printing command before any print jobs can be processed.

To restart the printer:

1. Open the Printing System Administration window and select Commands in the Display menu.

   The Commands subwindow appears.

2. Select Start Printing.

   Messages describing the printer's startup status appear in the Status subwindow shown in the following illustration.

```
┌────────────────────────────────────────────────────────┐
│ Display ▤ │Commands│          Service Name: raiders–Printer │
│   ┌──────────────┐                                       │
│   │Start Printing│                                        │
│   │Stop Printing│ ▤ │After Current Document Completes│    │
│   │Show Status│                                           │
│   │Make Document of Log│                                  │
│   │Clear Log│                                             │
└────────────────────────────────────────────────────────┘
```
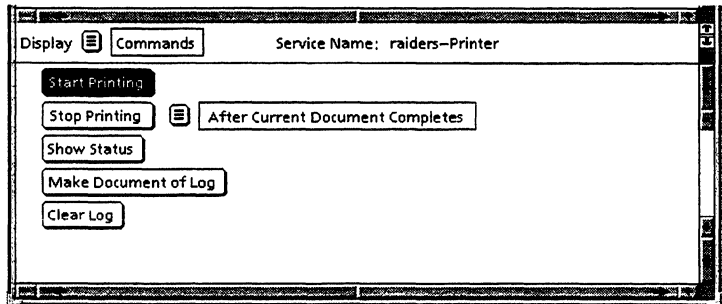
Checking the printer's status

Use the Show Status command to check the status of your
Local Printing environment.

To check the printer's status:

1. Open the Printing System Administration window and
    select Commands in the Display menu.

    The Commands subwindow appears.

2. Select Show Status.

```
┌────────────────────────────────────────────────────────┐
│ Display ▤ │Commands│          Service Name: raiders–Printer │
│   │Start Printing│                                        │
│   │Stop Printing│ ▤ │After Current Document Completes│    │
│   │Show Status│                                           │
│   │Make Document of Log│                                  │
│   │Clear Log│                                             │
└────────────────────────────────────────────────────────┘
```
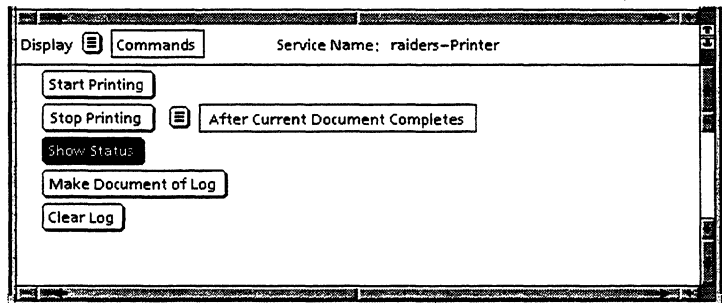
Messages describing the status of the Local printing
environment appear in the Status subwindow.

Creating a Local Printing activity log

You can create a GLOBALVIEW document that contains every message in the Local Printing activity log. Use this log as a troubleshooting tool. Comparing activity logs with different time frames and printing parameters can help you isolate printing problems.

To create a Local Printing activity log:

1. Open the Printing System Administration window and select Commands in the Display menu.

   The Commands subwindow appears.

2. Select Make Document of Log.
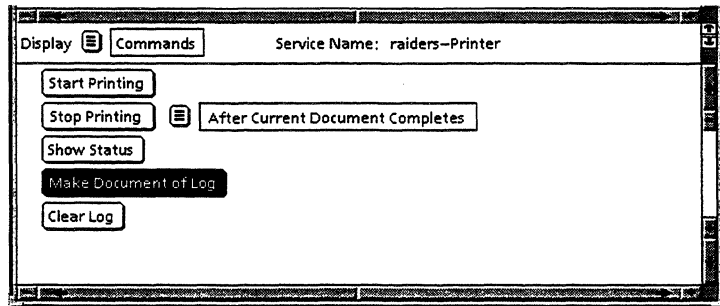
A simple text document appears in your workspace labeled, "System Administration log."

Clearing the activity log

Clear the Local Printing activity log to create a clear starting point when tracking and correcting problems with your printer.

To clear the activity log:

1. Open the Printing System Administration window and select Commands in the Display menu.

The Commands subwindow appears.

2. Select Clear Log.
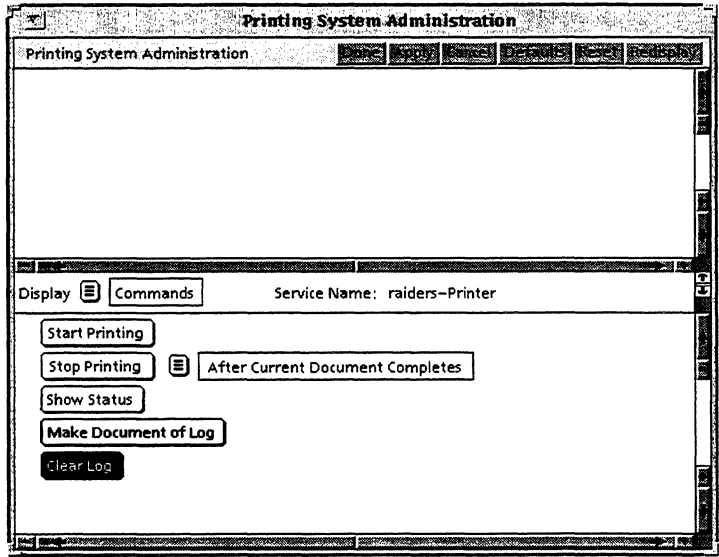
A Confirmation window appears.

3. Select Yes to clear the Status subwindow.
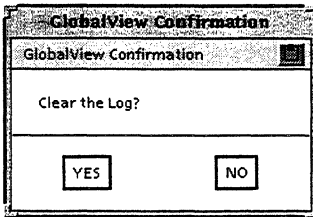
Running diagnostics

Use the Printing Diagnostics window to print test patterns and display statistics that help you evaluate your printer's performance.

Adding a test pattern to the Printer File directory

You can design a test pattern that fits your individual printing needs. You then create a print format document for your test pattern and store it in the Printer File directory.

To add a test pattern to the Printer File directory:

1. Select your test pattern document.

2. Press COPY and select a Local Printer icon that has DISPLAY OPTIONS set for the When Printing property.

3. Select Create Only for the Print Format Document property.

    After a short time, a print format icon for the test pattern appears in your workspace.

4. Hold the Menu mouse button down on the Local Printer icon and select Printer File directory.

    The Printer File directory appears.

5. Select the test pattern's print format icon and press COPY.

    ✦ **Note:** Do not insert folders into the TestPatterns folder. Folder contents cannot be referenced by document creators or Local Printing.✦

6. Select the folder labeled, "TestPatterns."

7. Close the Printer File directory.

Printing a test pattern

Test patterns are stored in the TestPatterns folder in the Printer File directory. The test pattern, AlignmentPattern.Interpress, is provided with Local Printing as a basic test pattern for all supported printer types.

To print a test pattern:

1. Chord on the Local Printer icon and select Printing Diagnostics.

   The Printing Diagnostics window appears.

```
 Local Printer
 Printing Diagnostics        ◄
 Printing System Administration
 Printer File Directory
```
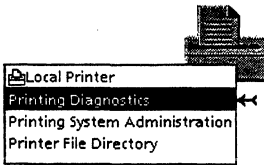
2. Select a Test Pattern from the Test Pattern menu.
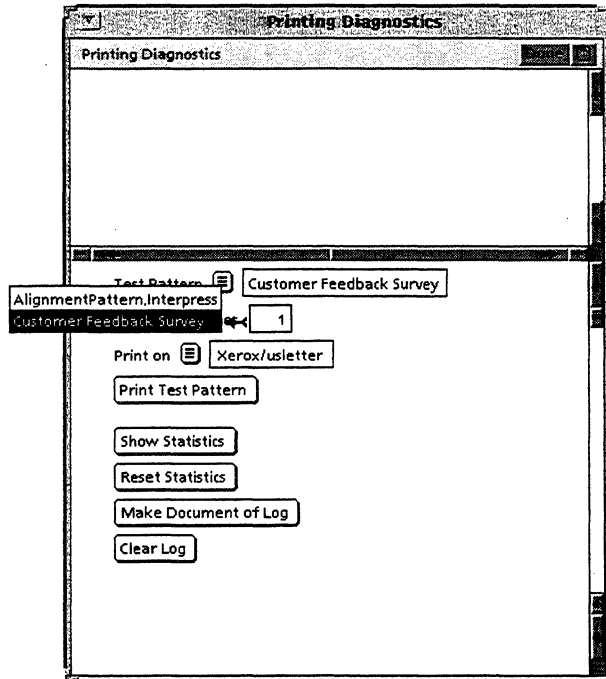
3. Designate the quantity of test patterns to print.
4. Select the print medium in the Print On menu.
5. Select the Print Test Pattern command.

Showing printer statistics

The Show Statistics command displays the current statistics for your local printer. Statistics appear for the following data:

- Date and time
- Jobs since last reset
- Jobs since last boot
- Total jobs
- Pages since last reset
- Pages since last boot
- Total pages
- Exit jams since last reset
- Exit jams since last boot
- Total exit jams
- Misfeed jams since last reset
- Misfeed jams since last boot
- Total misfeed jams

Jams reflect pages that got stuck within the printer's page eject mechanism.

To show the printer statistics:

1. Chord on the Local Printer icon and select Printing Diagnostics.

2. Select Show Statistics.
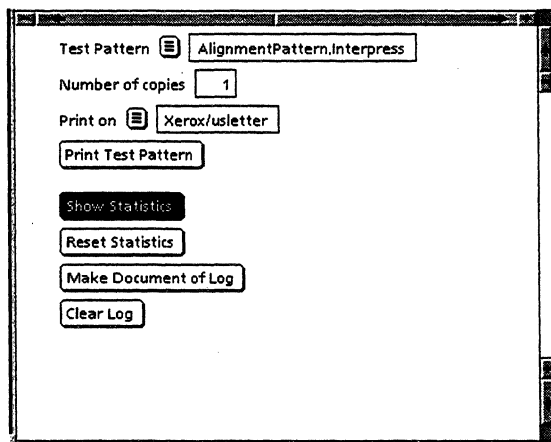
Statistics for your printer's performance appear in the
Printing Diagnostics window.

```
┌─────────────────────────────────────────────────────────┐
│ ▼           ·Printing·Diagnostics·                       │
│ Printing Diagnostics                         [Done] [▣]  │
├─────────────────────────────────────────────────────────┤
│ [Statistics]                                           ▓ │
│   Date:  17-Oct-92 13:19:46                              │
│    <Jobs> since last reset: 0,  since last boot: 0,  total: 0 │
│    <Pages> since last reset: 0,  since last boot: 0,  total: 0 │
│    <Exit Jams> since last reset: 0,  since last boot: 0,  total: 0 │
│    <MisfeedJam> since last reset: 0,  since last boot: 0,  total: 0 │
│                                                        ▓ │
└─────────────────────────────────────────────────────────┘
```
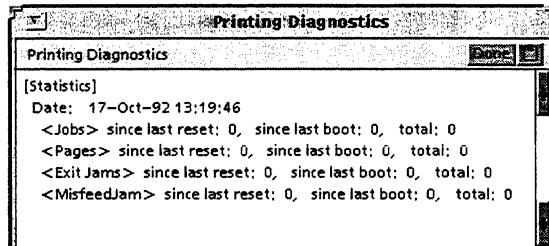
Making a printer statistics log

You can create a simple text document which contains the
statistics log generated with Show Statistics. Print and file all
printer statistics logs. Use them to track the history of your
printer, and as an aid in troubleshooting.

To generate a printer statistics log:

1. Chord on the Local Printer icon and select Printing
    Diagnostics.

    The Printing Diagnostics window appears.

2. Select Make Document of Log.
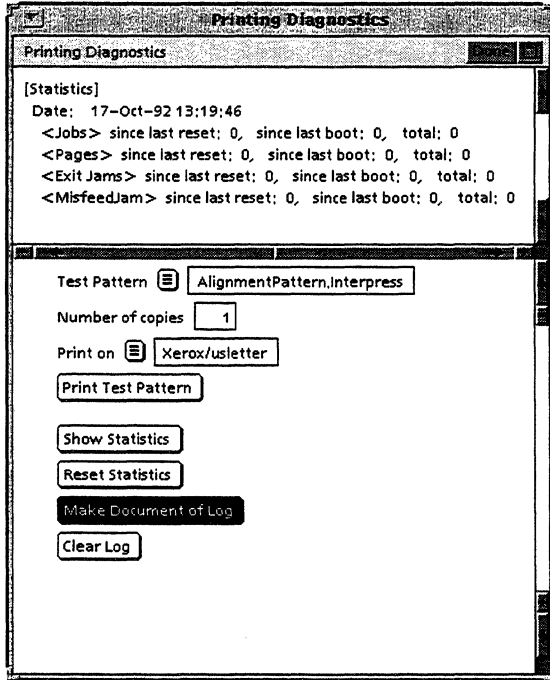
A simple text document labeled "Printing Statistics log" appears in your workspace.

Resetting the printer statistics

Statistics are restarted each time you issue the Reset Statistics command, they are not compiled for the life of the printer. Resetting the printer statistics can be helpful in tracking problems by providing you with a clear set of parameters to evaluate, especially if you have been keeping printouts of the Printing Statistics Log.

To reset the printer statistics:

1. Chord on the Local Printer icon and select Printing Diagnostics.

   The Printing Diagnostics window appears.

2. Select Reset Statistics.

Test Pattern ▤ [AlignmentPattern.Interpress]

Number of copies [1]

Print on ▤ [Xerox/usletter]

[Print Test Pattern]

[Show Statistics]

[Reset Statistics]

[Make Document of Log]

[Clear Log]

A Confirmation window appears.

GlobalView Confirmation

GlobalView Confirmation

Reset Statistics?

[Yes]   [No]
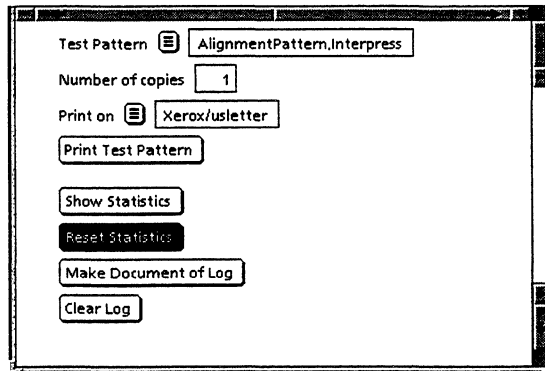
3. Select Yes.
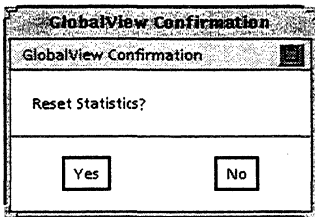
Clearing the Statistics log subwindow

If your Printing Diagnostics window becomes cluttered with messages as you work on a specific problem, use the Clear Statistics command.

To clear the Statistics Log subwindow:

1. Chord on the Local Printer icon and select Printing Diagnostics.

   The Printing Diagnostics subwindow appears.

2. Select Clear Log.
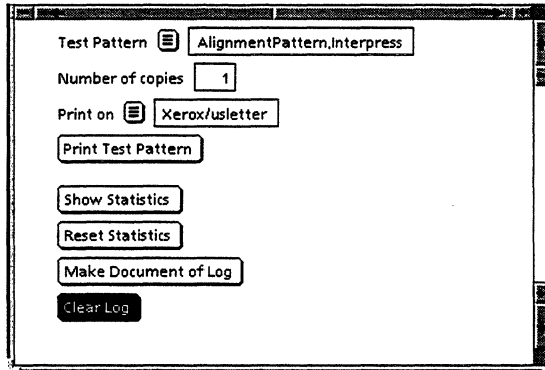
A Confirmation window appears.

3. Select Yes.
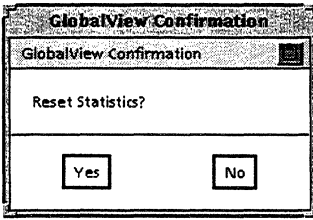
Troubleshooting the printer

This section provides troubleshooting information for four common Local Printing errors.

Image does not print to the edges of the media

If images do not print to the edges of the paper, even when the margins are set to zero, your printer might have a four-millimeter boundary limitation that prevents images from being printed along the paper edges. Over-sized images will be centered with the edges bleeding off the page. You cannot alter this limitation.

Images and bitmaps have anomalies at 400 dpi

If images or bitmaps printed at 400 dots per inch show unusual features which do not appear when the image is printed at 300 dpi, print the document at 300 dpi (see the section "Setting the SparcPrinter printing resolution") and the problems might vanish. When printed at a higher resolution, images may be smaller, have interference patterns running through them, or show other anomalies.

Printer Fonts appear choppy at 400 dpi

If certain fonts seem to have jagged edges when printed at 400 dots per inch, print the document at 300 dpi (see the section "Setting the SparcPrinter printing resolution"), or change the text to a contour font, which can be printed at any dpi value. Bitmap fonts (those whose file names end in .cd) are typically created for printing at 300 dpi. When they are printed at 400 dpi the printer must expand the dots that make up the image to.compensate for.the smaller dots used at 400 dpi. This makes the image look coarser.

Printer File Manager startup problems

If there are problems when Printer File Manager first starts up, Local Printing posts error messages to the system message area. If the application does not start up successfully when set to Auto Run, deselect Auto Run, log off and then log back on again. Note the messages posted in the GlobalView Messages window for information.

Deleting Local Printing from your workstation

To remove most GLOBALVIEW applications from your workspace, you turn the application off and then you delete it. However, to maintain consistency between printing sessions (that is, between the times the Start Printing and Stop Printing commands are activated), Local Printing builds and maintains a private store of data that is inaccessible to you. When you delete Local Printing, not all of the system resources acquired by Local Printing are automatically released. You must therefore use the Expunge Local Printing Data command to completely remove Local Printing and release system resources.

To delete the Local Printing applications:

1. Open your Loader.

2. Select Printing Core Software and press PROPS.

    The Application property sheet appears.

3. Select No for Auto Run at System Startup.

4. Select Done.

5. Repeat steps 2 through 4 for the rest of the Local Printing applications in the order listed below:

    *   Imaging Basics Software

    *   Printing Common Software

    *   Printer File Manager

    *   Printer Font Options

    *   The appropriate printer software application for your printer:

        — SparcPrinter Option
        — NeWSprinter 20 Option
        — HP LaserJet III Option
        — HP LaserJet IIISi Long-edge Feed Option
        — HP LaserJet IIISi Option
        — XES Printer Option
        — 4213 LaserJet IIID Option

6. Select Done in the Loader window header.

7. Log off GLOBALVIEW, selecting the Quit option.

To expunge Local Printing from your workspace:

✦ **Note:** Do not try this procedure until you do the preceding procedure to delete the Local Printing applications.✦

1. Start GLOBALVIEW and log onto your workspace.

2. Open your Loader.

3. Select Printer Font Options and select Run in the Loader window header.

4. Select Printer File Manager and select Run in the Loader window header.

5. Select Expunge Local Printing Data from your workspace menu.

6. Log off GLOBALVIEW selecting Quit. Then start GLOBALVIEW and log on again.

7. Open your Loader.

8. Select Printer File Manager and press DELETE.

    Repeat for the rest of the Local Printing applications in the order listed below:

    •   Printer Font Options

    •   Imaging Basics

    •   Printing Core Software

    •   The appropriate printer software application for your printer:

        — SparcPrinter Option
        — NeWSprinter 20 Option
        — HP LaserJet III Option
        — HP LaserJet IIISi Long-edge Feed Option
        — HP LaserJet IIISi Option
        — XES Printer Option
        — 4213 LaserJet IIID Option

9. Select Done in the Loader window header.
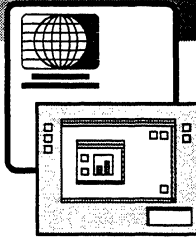
A.   Glossary

access list A list of users and groups of users who have been granted specific rights to a computer, application, service, or other resource.

access privileges Rights given to a user or group of users for a specific resource, such as a file directory or remote server. Also known as access rights. The rights are read, write, add, remove, and change access. An owner has all five rights.

access rights See *access privileges*.

Active Queues An option in the Logoff option sheet that specifies the disposition of objects in background operations (such as printing) at logoff.

address A specific, unique location in memory or auxiliary storage.

Adjust button The mouse button you specify for the Adjust function. You use this mouse button when you select multiple objects, manipulate windows, and perform other operations.

adjust-select See *select-adjust method*.

alternate function keys A set of soft keys that displays on the screen and assigns different uses to function keys on the physical keyboard.

alternate keyboards Character groups that assign different meanings to the physical keyboard (for example, the Greek or French alternate keyboard). You display alternate keyboard options by pressing KEYBOARD.

application loader   The facility you use to load and run applications. The Loader icon is in the Workstation divider in the Directory icon.

ASCII   American Standard Code for Information Interchange.   This code set represents each character of the standard typewriter keyboard as a 7-bit digital code. ASCII is used in information interchange among data processing systems, data communication systems, and associated equipment.

authentication   Verification of a user's access rights.

Background Activities menu   A list of background operations in progress; you can display status messages or cancel a listed activity. This menu appears when you select the background symbol (small box with number) in the upper- left corner of the workspace window.

background processing   Executing an operation in a way that allows you to perform other operations at the same time.

background symbol   A small box that appears in the upper-left corner of the workspace window during background activity. When you select the box, the Background Activities menu appears.

Basic Icons folder   A folder in the Directory icon that contains blank icons for the most common applications, as well as the Basic Graphics Transfer Document.

bitmap display   A display screen image generated by a pixel for each point on the screen. Resolution is high because you can address any point on the screen.

bitmap font   Fonts created from tiny dots, called pixels (picture elements) either on your screen or your printer. To use bitmap fonts, you install each font in every point size you plan to use.

boot   To restart the system software.

break page	The cover sheet of a printed object. It contains the name of the person who sent the job to the printer, the name of the print job, page count, the date and time the job was printed, and printing error messages, if any.
busy icon	An icon involved in a background activity.
caret	The flashing inverted v that indicates where text will be entered.
character function keys	The top-row function keys, such as BOLD or UNDERLINE, you can press to change character properties.
chord	To press the Select and Adjust mouse buttons simultaneously.
CIELAB	The international standard for color space values. A CIE-based color specification produces consistent results on different color output devices.
CMYK	A color model that defines color using cyan, magenta, yellow, and black.
collate	To print an entire folder of documents as one document, with one cover sheet.
Color menu	A menu that displays all the colors available in the GLOBALVIEW environment.
container	Any icon that can hold other icons. A folder is an example of a container.
contour font	A PostScript (Type 1) .pfb font. It is stored as an outline that can be scaled to form a font of any available point size.
Contour Font Manager icon	The icon you use to install and rasterize PostScript (Type 1) fonts. It is located in the Workstation divider of the Directory.

control points   Points on a graphics object that you use to select and manipulate the object. Also, window control points that you use to size and move windows in the workspace.

create date   The date and time a GLOBALVIEW object was created or last modified.

cursor keys   Keys on the keyboard's Ten-Key Pad that move the caret in a body of text.

default   A value the system uses unless you specify otherwise, such as the default values for paragraph margins and line height.

Default Domain   The Logon option that specifies the domain name GLOBALVIEW uses if you do not enter a domain name in the Name option.

Default Organization   The Logon option that specifies the organization name GLOBALVIEW uses if you do not enter an organization name in the Name option.

default settings   The property and option values that are set when you start GLOBALVIEW.

default User Profile   A system-generated document that specifies the property and option values that are set when you log on to GLOBALVIEW. You can edit your User Profile so the values you want are set automatically when you log on again.

Directory icon   An icon that serves as an electronic supply cabinet. From it you can obtain resources such as blank icons and icons for printers, communication devices, and other system objects. You can copy these resources from the directory icon to your workspace as you need them. The available resources depend on the GLOBALVIEW applications loaded on your system.

disk drive   A peripheral device that allows you to store information on floppy disks.

disk page A measurement that equals 512 bytes, or about 512 ASCII characters.

divider A folder-like object in the directory icon. Dividers separate resources into functional categories. You can select and open each divider to display its contained objects. See also *Desktop divider; Network divider; Workstation divider.*

domain The location of your account within the GLOBALVIEW Document Services network community.

Domain divider A divider that appears in the Directory of workstations connected to Shared Document Services. It contains a list of dividers representing the network resources in the domain.

domain name The second part of art of the three-part name you must supply to log on to GLOBALVIEW. If you are connected to Shared Document Services, your domain name is the fully qualified name of any workstation user or any object registered in the Clearinghouse Service. The domain name distinguishes one Ethernet group from another. Typically, domain names are geographic divisions, such as Los Angeles or New York, or different working groups within the same location, such as Marketing or Development. See *fully qualified name.*

If you are not using Shared Document Services, your domain name can be anything you choose.

downgrading The process by which files in current format versions are converted to files in earlier format versions.

downloadable fonts PostScript (Type 1) fonts you install on your printer using the UNIX Printer icon.

duplex In data communication, the ability to send and receive information simultaneously. In electrostatic printing and copying, using both sides of the paper.

Dvorak A keyboard arrangement based on frequency of letter occurrence in common English usage.

enable   To enter a password signifying you have the license to use a software package.

extended selection   A selection of multiple icons or files for group processing. For extended text selections, see *Select-adjust method*.

folder   A container icon you can use to group document and other icons, including other folder icons.

font   A complete collection of characters, including uppercase letters, lowercase letters, numerals, and punctuation marks, in a single point size and typeface.

Font Family folder   A folder icon you use to organize contour fonts for installation and rasterization.

font width   An application that contains printer width information about a font, but does not contain bitmap images of the characters. GLOBALVIEW substitutes a bitmap font on the screen for the font width you select.

foreground processing   Dedicating the workstation to a single task, making it unavailable for any other operation (as contrasted with background processing, which allows simultaneous operations).

fully qualified name   The name and address for a registered user connected to Shared Document Services. It is created by the System Administrator and consists of the following parts: user name, domain name, and organization name (for example, Joan R. Smith:Training:Xerox). Also known as the distinguished name.

function keys   Keys at the top, left, or right of the main typing array. The top-row function keys change the appearance of text. Other keys perform functions such as copying, deleting, or moving icons and text.

GlobalView Confirmation window   A window that appears and displays a message and requires a response before GLOBALVIEW performs the action specified in the message. For example, you must confirm the action to purge your wastebasket.

GlobalView Messages window   A window that appears and displays information messages that do not require response.

group   A collection of users who can be granted access rights to file drawers or added to distribution lists. A group can contain individual users and/or other groups.

icon   In GLOBALVIEW, a pictorial representation of a familiar office object (such as a document, folder, or printer) displayed on the workstation screen.

In the X environment, a small graphic representation of a running application minimized to save space on the screen.

Icon Window Gravity   The User Profile setting that specifies the location of new icons in the workspace window.

iconify   To shrink a running application window down to a small graphic representation of the application, so it is out of your way but visible on the screen. When you iconify a GLOBALVIEW window, it appears as an icon outside the GLOBALVIEW workspace in the X window environment.

idle application   An application stored on the workstation but not in active memory (not running).

Interpress   Xerox standard that defines the digital representation of files for printing. You can print an Interpress document on any sufficiently powerful printer equipped with Interpress print software.

Interpress master   A file written according to the Interpress standard. It describes precisely the desired appearance of a page that has been completely composed by some other process. It is the Interpress master that, when processed by an Interpress printer, produces a printed image.

ISO 8859/1   Character set you can use in UNIX filenames; this character set supports European characters.

keyboard set   A group of characters that can be assigned to the keyboard (for example, English, Greek, and Math keyboard sets).

Keyboard window   The window that opens when you press KEYBOARD and press SHOW. It shows the current meaning for each key on the physical keyboard.

load   The process of copying application software from the system disk into active memory, so it is available and functioning.

Loader icon   The icon you use to load and run GLOBALVIEW applications. The Loader icon resides in the Workstation divider in the Directory icon.

Local Devices divider   In the Directory icon, a divider inside the Workstation divider. This divider contains icons that represent devices connected to your workstation, such as a local printer.

local printer   A printer attached directly to the workstation and available only to users of that workstation.

log off   The process of ending a GLOBALVIEW session.

log on   The process of starting a GLOBALVIEW session.

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

megabyte About 1,000,000 bytes; this term is commonly used to describe computer memory or storage sizes.

memory The internal storage of information on a computer.

messages window See *GlobalView Messages window*.

Motif An X window manager.

multinational keyboards Software controlled keyboards that provide foreign language characters.

nested Objects contained within other objects, such as a document in a folder that is inside another folder, are said to be nested.

network Physical and logical connection of system elements. A network allows information to flow between workstations and servers.

numeric pad A group of ten numeric keys, usually on the right side of the keyboard.

OPEN LOOK An X window manager.

option A choice in an option sheet.

option sheet A window that contains the choices you can select for an operation. For example, the Printing option sheet allows you to indicate how many copies to print and whether to print specified pages or all pages.

organization name If you are using Shared Document Services, part of the fully qualified name of a workstation user or object registered in the Clearinghouse Service—generally a company name. If you are not using Shared Document Services, you must still supply an organization name when you log on to GLOBALVIEW, but you can choose any organization name you want. See also *fully qualified name*.

password   A word you must enter when you log on to your GLOBALVIEW workspace or to a network device.

.pfb font   A file format for a PostScript (Type 1) font. This format is commonly used for distribution to personal computers.

pointer   An arrow-like figure that moves on the screen as you move the mouse. The pointer indicates what would be selected if you pressed a mouse button.

PostScript   A page description language developed by Adobe Systems, Inc.

PostScript master   A file written according to the PostScript standard. It describes precisely the desired appearance of a page that has been completely composed by some other process. It is the PostScript master that, when processed by an PostScript printer, produces a printed image.

print format document   A permanently formatted icon that facilitates printing. Print format documents are distinguished from other icons by a small printer graphic in the upper left corner of the icon. You can mail, file, or print a print format document, but you cannot open or edit it. See also *Interpress Master, PostScript master*.

print service   (PS) A service that enables workstation users to print documents on a printer connected to the network.

printer font   A file that controls the appearance of text on the printed page. Printer fonts are loaded on a printer and consist of printer character bitmaps and printer widths.

Printing divider   A container of icons for the printers available to you. Each Domain divider contains a Printing divider. Appears on workstations using Shared Document Services.

prompt   A message that appears in the GlobalView Confirmation window when you must make a choice or enter information.

property   An item in a property sheet. Properties can be information-only or modifiable.

property sheet   A window for setting the descriptors or attributes of an object, such as an icon, string of text, or graphics object. The property sheet controls the appearance of the object.

purge   Permanent deletion of an object. When you purge your wastebasket, you irrevocably delete all objects in it.

rasterized font   See *Bitmap font.*

rasterize   To convert PostScript (Type 1) contour fonts into rasterized fonts via the Contour Font Manager icon.

read-only information   Text displayed in a property or option sheet for information purposes only; you cannot edit it.

reboot   See *boot.*

remote printer   A printer attached to the network and available to all workstation users with network access.

resolution   Fidelity of reproduction, or the capability of an optical system to differentiate the parts of an object.

reverse video   To change the way the system displays characters and objects on the screen. For example, on a screen with light characters against a dark background, reverse video shows dark characters against a light background.

RGB   A color model that defines color using percentages of the primary colors red, green, and blue.

rigid disk   A hard disk medium that is the main storage device for software and data on workstations and servers.

SA   See *System Administrator.*

screen font   A file that controls the appearance of text on the screen. Screen fonts are loaded on the workstation and consist of printer widths, screen character bitmaps, and screen character widths.

scroll bars   The thin rectangular areas at the sides and bottom of a window. The bars contain arrows and plus and minus signs for scrolling the contents of the window.

scrolling   The process of moving the contents of a document, folder, or other window, left, right, up, or down, in order to see portions not otherwise visible in the window.

select   To place the pointer and press the Select mouse button to highlight text, icons, graphics objects, menu items, and properties. If an item is not highlighted, it is not selected.

select-adjust method   For graphics objects, icons, or text, a method of selecting several objects at one time. You select the first object with the Select mouse button and add objects with the Adjust mouse button.

Simple Text   GLOBALVIEW's basic text editor; it uses an expanded ASCII character set. Text that appears in the User Profile and the text-entry boxes in property and option sheets is simple text.

soft keyboard   A virtual keyboard that appears on the screen and redefines the standard keyboard.

soft keys   A representation of the function keys at the top of the keyboard. Soft keys appear at the bottom of the screen and redefine the function keys.

Special keyboard A keyboard with characters or symbols unique to the caret position, such as the Document Special keyboard for a caret in document text, the Graphics Special keyboard for a caret in a graphics frame, or the Field Special keyboard for a caret in the Format property of a field or column property sheet.

standalone workstation A workstation that is not connected to a network.

System Administrator (SA) A user with specific network privileges who is responsible for setting up and maintaining network services.

Ten-Key Pad A group of ten numeric keys on the right side of the keyboard.

time stamp The date and time notation for a file when it appears in a container directory. A time stamp also appears in the property sheets of some GLOBALVIEW objects.

toggle A pair of commands, properties, or options that you select alternately, such as Restore Message Window, Do Not Restore Message Window.

UNIX Printer icon The icon you use to download printer fonts, specify options for printing, and manage printing activities. It is located in the UNIX Printers divider of the Workstation divider.

unload The process of removing an application from active memory.

user password See *password*.

User Profile The configuration file that specifies default values for your workspace and its contents. You select Show User Profile in the Workspace menu to access your User Profile.

vertical scrolling Moving the contents of a document, folder, or other icon window up or down. The vertical scroll bars are located on the right side of each window.

WA See *Workstation Administrator*.

Wastebasket icon   The icon that holds other icons for deletion if you set its Purge property to Never. When you want to permanently delete an icon, you can select it inside the wastebasket and press DELETE, or you can delete all icons in the wastebasket by selecting Purge Wastebasket in the Workspace menu.

window   The area on the display screen in which the contents of an open object are displayed.

Workspace divider   A divider in the directory icon that contains personal icons, such as your wastebasket.

Workspace menu   GLOBALVIEW's top-level menu. Commands appear for the applications that are running on your workstation.

Workstation Administrator   A user with special privileges, responsible for creating workspaces for users and maintaining each user's access rights at a standalone or remote workstation.

Workstation divider   A container of icons in the Directory icon, related to the operation of your workstation. See also *divider*.

WYSIWYG   Acronym for what you see is what you get.

X Window System   A network-based, graphics windowing system for workstations, developed by the Massachusetts Institute of Technology and adopted as an industry standard windowing system. The X Window System name is abbreviated as X.
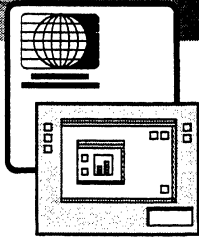
B.   Icons

This appendix lists the most commonly used GLOBALVIEW
icons alphabetically. See chapter 6, "Working with icons," for
general procedures that pertain to all icons. See the individual
user guides and the *GLOBALVIEW Reference Manual* for
information about application-specific icons.

Application icon

An application icon represents a software application. The
leftmost portion of the application name appears on the icon.

You can move, copy, and delete application icons, but you
cannot open them.

Basic Icons folder

The Basic Icons folder contains icons for creating documents
and graphics, as well as icons for other specific applications.
The Basic Icons folder is located in the Workstation divider of
the Directory.

Book icon

A book icon can contain document, folder, mailnote,
dictionary, canvas, and other book icons. The Blank Book
icon is in the Basic Icons folder in the Workstation divider.

You can edit files inside a book icon. When you paginate the
book, page numbers update across all documents if you have
specified that they do so. You can also generate a single table
of contents or index for the book.

Canvas icon

Use a canvas icon to create drawings using GV Paint. The Blank Canvas icon is in the Basic Icons folder in the Workstation divider.

Color Canvas icon

Use a color canvas to create color drawings using GV Paint. The Blank Color Canvas icon is in the Basic Icons folder in the Workstation divider.

Contour Font Manager icon

The Contour Font Manager icon contains PostScript fonts that are installed and rasterized on your workstation. The Contour Font Manager icon is located in the Basic Icons folder in the Workstation divider of the Directory.

Converter icon

The Converter icon appears in the Office Accessories divider of the Directory. You use the Converter icon to change file formats. For example, you can copy an ASCII document to the Converter icon to convert the document to GLOBALVIEW format.

Directory icon

The Directory icon contains the network and application icons you need to set up your workspace.

Divider icon

Divider icons separate software resources into functional categories in the Directory, just as dividers in physical file cabinets do. Dividers can contain icons and other icon containers.

Document icon

Use a document icon to create and edit documents using GV Write. The Blank Document icon is located in the Basic Icons folder in the Workstation divider.

Empty Dictionary icon

The Empty Dictionary icon is located in the Basic Icons folder. The icon is the container for custom dictionaries you create and use when you check spelling in your documents.

Floppy Drive icon

The Floppy Drive icon represents a floppy disk drive physically present at your workstation. If your workstation has a floppy drive, this icon appears in the Local Devices divider within the Workstation divider.

Folder icon

The folder icon is a container for other icons, such as documents, spreadsheets, and other folders. The Blank Folder icon is located in the Basic Icons folder in the Workstation divider of the Directory.

Font Family icon

The Font Family icon is the container for PostScript (Type 1) fonts. The Blank Font Family icon is located in the Basic Icons folder in the Workstation divider of the Directory.

GLOBALVIEW icon

The GLOBALVIEW icon appears in your X Window environment when you iconify a GLOBALVIEW workspace window. The leftmost portion of the workspace window's name appears on the icon.

Image Converter icon

Use the Image Converter icon to convert GV Paint canvases and Sun Raster files to other formats. The icon is located in the Basic Icons folder in the Workstation divider of the Directory.

Interpress font icon

An Interpress font icon represents a Xerox bitmap or width-only font. To use these fonts in documents, you must load and run them in the Loader icon.

Link to Lotus 1-2-3 ™ icon

The Link to Lotus 1-2-3 ™ icon allows you to access spread-sheets in the UNIX environment and change or move data into GLOBALVIEW tables and document. The Link to Lotus 1-2-3 ™ icon appears in the Basic Icons folder when the Link to Lotus 1-2-3 ™ application is running.

Loader icon

The Loader icon allows you to load, run, and manage software applications. Changes you make to the Loader icon's contents affect all GLOBALVIEW workspaces on your workstation, including those of other users. The Loader icon is located in the Workspace divider in the Directory.

Mail Merge icon

The Mail Merge icon displays an option sheet for merging text from a table into a form document. A you use Mail Merge to create form letters, labels, or a list. The Mail Merge icon is located in the Basic Icons folder.

PostScript font icon

A PostScript font icon represents a PostScript (Type 1) font. To use these fonts in documents, you must install and rasterize them using the Contour Font Manager icon.

PostScript Master icon

The PostScript Master icon is a formatted and compressed document icon. You create a PostScript Master icon by copying a PostScript document to the UNIX Printer icon and selecting either Print&Save or Create Only for the Print Format Document option.

Record File icon

The Record File icon is the container for a GV List database. The database is personal in that the icon must be in your workspace when you edit, sort, or filter records or make documents from them. The Blank Record File icon is located in the Basic Icons folder.

Simple Text icon

The Simple Text icon represents an ASCII text document that you can read, store, mail, and print.

Spreadsheet icon

You must run GV Calc to open a spreadsheet icon and create or edit a spreadsheet. The Blank Spreadsheet icon is located in the Basic Icons folder.

Thesaurus icon

The Thesaurus icon appears in the Office Accessories folder when you run the GV Thesaurus application. The Thesaurus icon lets you look up synonyms.

UNIX Printer icon

The UNIX Printer icon represents a UNIX printer that is configured on your network. You can print GLOBALVIEW documents, record files, spreadsheets, and canvases from your workstation to a UNIX printer on the TCP/IP network.

User Profile icon

The User Profile is a special GLOBALVIEW file that contains default settings which determine how your workspace and installed applications look and perform. The icon is located in the Workspace divider in your Directory.

Wastebasket icon

The Wastebasket icon represents an area on your workstation's hard disk where GLOBALVIEW stores files you delete if you have configured the wastebasket to save deleted items. The icon is located in the Workspace divider in the Directory.

Window to UNIX File System (WUFS) icon

The Window to UNIX File System (WUFS) icon lets you exchange files between GLOBALVIEW and UNIX. This icon appears in the Basic Icons folder if the Window to UNIX File System application is running.

Xerox Type 1 printer font icon

The Xerox Type 1 printer font icon represents a printer font that enables you to print Interpress documents created with VP Xerox Modern Fonts or VP Xerox Classic Fonts on a UNIX printer.

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XSoft
A DIVISION OF XEROX