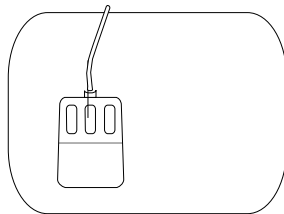


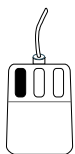
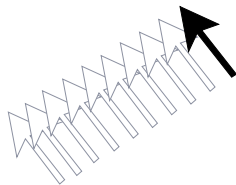
Introducing Your Sun Desktop

Everything on your screen is part of your Sun Desktop, which includes many features to make your work easier. This introduction presents the basic skills you need to start using your Desktop.

As you begin this introduction, rest the mouse on its silvery-blue pad, with the pad horizontal and the mouse cord pointing away from you.



Move the mouse on its pad. Notice how each movement is reflected by a black, arrow-shaped pointer on the screen.



SELECT

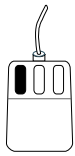
For most of your work you'll use the left mouse button, called the **SELECT** button. Use the mouse to turn this page: move the pointer over the **Next Page** button above and click (press and release) the **SELECT** button once.



Viewing This Document

If you have little Sun Desktop experience, you can page through this introduction for information. Click the **SELECT** button on the **Next Page** or **Previous Page** buttons at the top of this window. Or, you can also use the PgUp and PgDn keys on the right side of your keyboard to do the paging.

To backtrack to where you were before your most recent move, click the **SELECT** button on the **Go Back** button above.



SELECT

If you have some Sun Desktop experience and want to skip sections of this introduction, you can jump directly to the topic that interests you from the Table of Contents on the next page. To jump to the topic you want, *double-click* the **SELECT** button; that is, press and release it twice, quickly, with the pointer on any boxed topic in the Table of Contents.

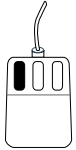
To return to the Table of Contents from any other page, place the pointer over “Table of Contents” at the bottom of that page, and double-click the **SELECT** button.



Table of Contents

Double-click SELECT on the topic you want.

Introducing Your Sun Desktop



SELECT

About Windows

Leaving This Introduction

Getting Help

Getting More Help

Working with Windows

Menus

Using Your Sun Desktop

Copy, Cut, and Paste Text

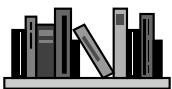
Managing Your Work (File Manager)

Utilities to Help You Work

Starting Some Sample Programs

Sound and Your Workstation

For Additional Information



More Handbooks



Exit

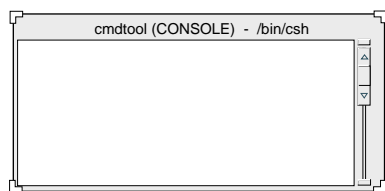


About Help

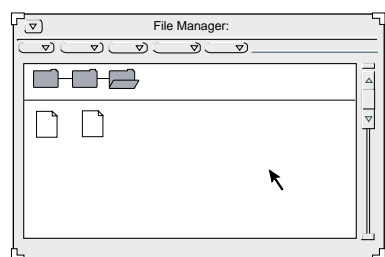
About Windows

With your Sun Desktop you can run many programs at once, each in its own *window*—its bordered area of the screen.

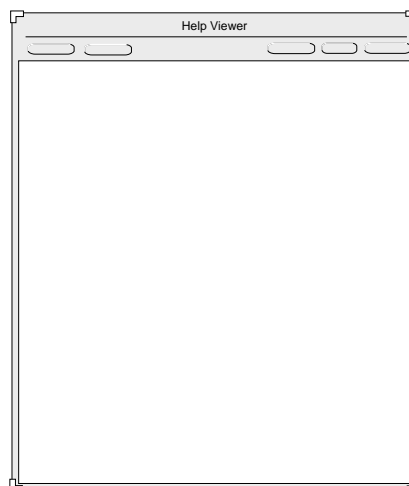
This introduction appears in a window on the right of your screen. Most of the information here refers to the two other windows, which appear at the left of your screen: *Console* (which you'll use to type commands and read messages), and *File Manager* (which you'll use to work with your files).



Console Window



File Manager Window



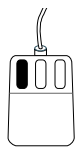
Introduction Window



Waste



Leaving This Introduction

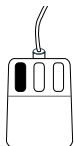


SELECT

To leave this introduction at any time, place the pointer over “Exit,” which appears at the bottom of every page. Then *double-click* the SELECT button; that is, press and release it twice, quickly. That takes you to the last page, with instructions on how to quit.

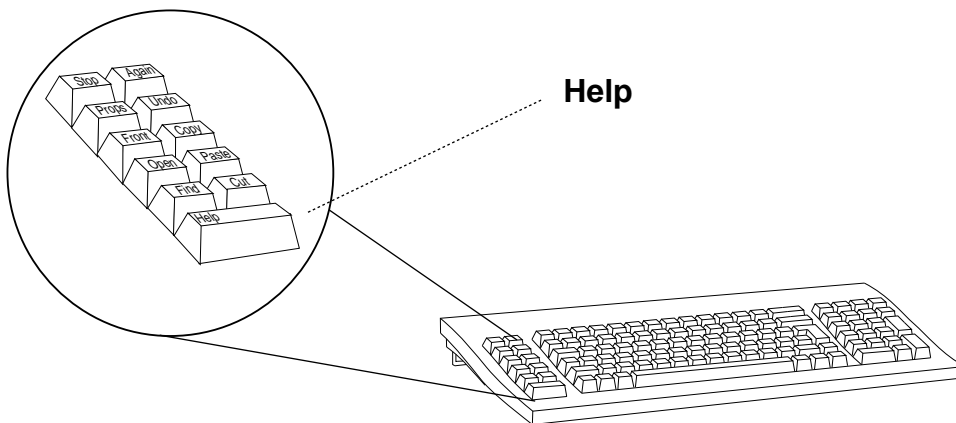
Getting Help

As you use your Sun Desktop, you are never far from help. Place the pointer on the object you want to know about and press the Help key at the lower left of the keyboard. A pop-up message appears with information about the object you selected.

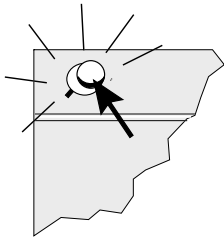


SELECT

For example, move the pointer to the top bar of the File Manager window and place the pointer on either the **File** or the **View** button. Then press the **Help** key on the keyboard.



To clear the message from the screen, click the **SELECT** button once (a single, not double click) on the *pushpin* in the upper left corner of the help message.



Getting More Help

If you want additional help when viewing a help message, click **SELECT** on **More**, which appears in some help windows. A table of contents from the relevant handbook will appear.

You can also go directly from this introduction to the help handbooks; double-click **SELECT** on “More Handbooks” below. To reach the handbooks from any other page, first double-click on “Exit,” which is at the bottom of each page. Then double-click on “Help Handbooks” on the exit page.

For more detailed information about the on-line help system, double-click **SELECT** on the question mark below.



Working with Windows

You can open windows, close each to a small symbol (called an “icon”) to save space on the screen, move them around, change their size, and scroll through their contents for information.

Closing Windows

To save screen space when you’re not working in a window (but want it easily available), you can close the window to an *icon*. To close the File Manager window, for example, click **SELECT** on the boxed arrow in the upper left corner of the window.



(Did a window suddenly extend from the top to the bottom of the screen? Then you inadvertently double-clicked the SELECT button on the top bar of the window frame. To return the window to its former size, double-click the SELECT button on the top of the frame again.)

Closing a window does not remove it. It just puts the window aside in the form of an icon, which reminds you that the program in the window is still running.

The closed File Manager window looks like a small file drawer.



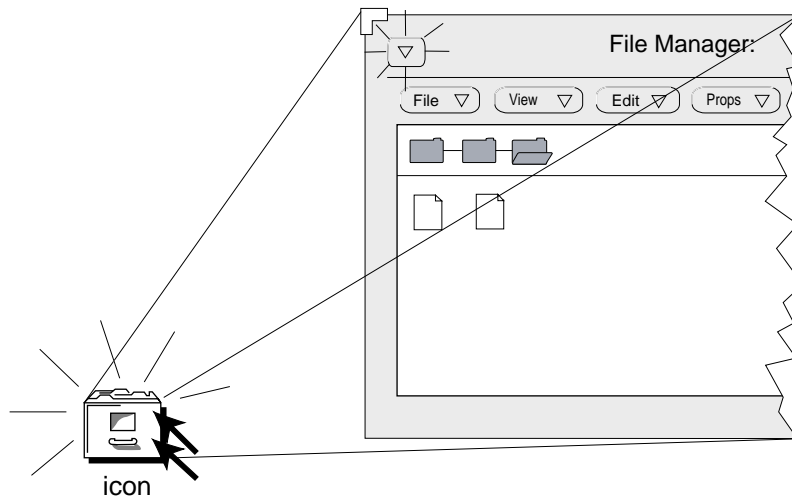
File Mgr

To remove a window from the screen, you must *quit* that window. The final page of this introduction describes how to quit.



Opening Windows

To open a window from its icon, double-click the **SELECT** button anywhere on the icon.



For example, double-click the **SELECT** button on the File Manager icon to reopen the window.

As you work with your Sun Desktop, you'll see various icons. You can open a window from each.



Mail Tool Icon



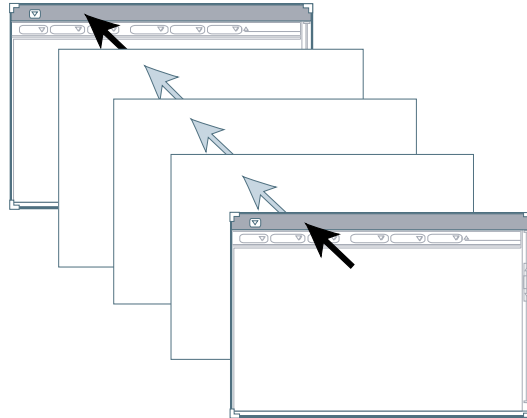
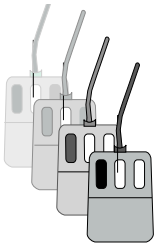
Waste Icon



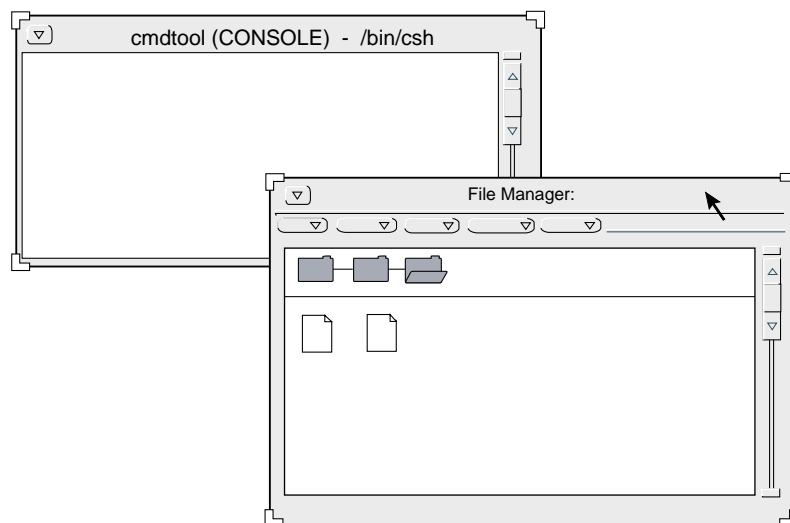
Moving a Window

To move a window or an icon, first place the pointer on the top bar of the window frame, or anywhere on the icon.

Hold down the SELECT button and slide the mouse on its pad to drag an outline of the window or icon to its new location. Then release the mouse button.

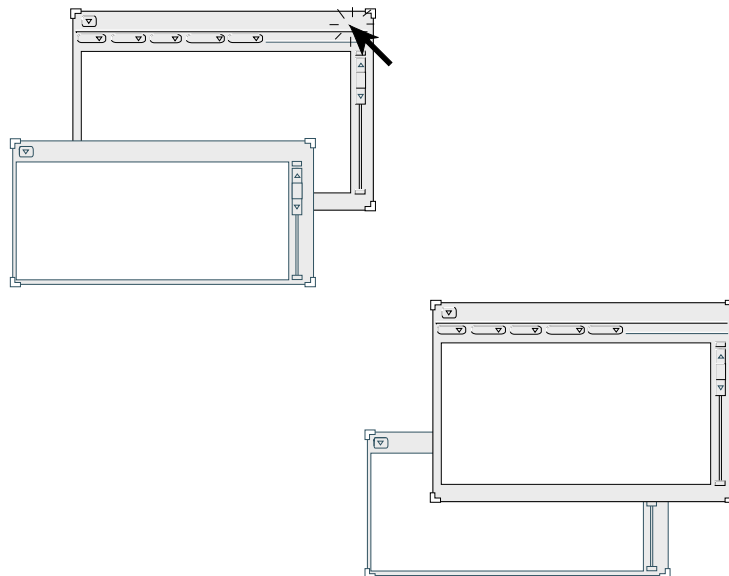
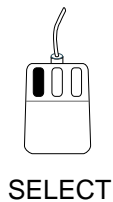


For example, move the File Manager window so that part of it just overlaps the Console window.



Bringing a Window Forward

To bring a window to the foreground of the screen, place the pointer on the top bar of the window frame and click the **SELECT** button.



To bring the Console window forward, for example, click the **SELECT** button once on the top bar of the window.

If the File Manager window is in the background, move it to the foreground before you continue. (If the top bar is covered, you can actually click anywhere on the black line surrounding a window to move it to the foreground.)



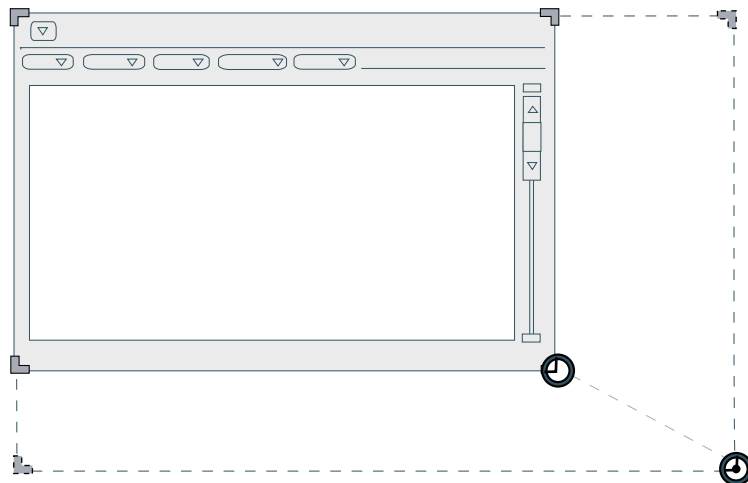
Resizing a Window

You can shrink or enlarge any window that has *resize corners* (small “L”-shapes at each corner). All the windows on this screen can be resized, but the help window you called up previously, which has no resize corners, cannot be resized.

To resize the File Manager window, for example, use the SELECT button. First place the pointer on any corner of the window; when the pointer is in exactly the right position it changes to a circle.

Then, hold down the SELECT button while you slide the mouse on its pad to drag the corner. An outline changes size as you move the mouse.

Finally, when the outline is the size you want, release the button.



Scrolling Through a Window

Often you'll find that a window holds more information than you can see at one time. To view everything the window contains, use the scrollbar you'll find on most windows.

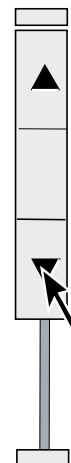
To open a window you can use to practice scrolling, place the pointer over the word "Demo" at the left, and double-click the SELECT button. (Please wait a moment for the Demo window to open.)

When the Demo window opens, place the pointer on the scrollbar's down arrow as shown to the right. Then hold down the SELECT button.

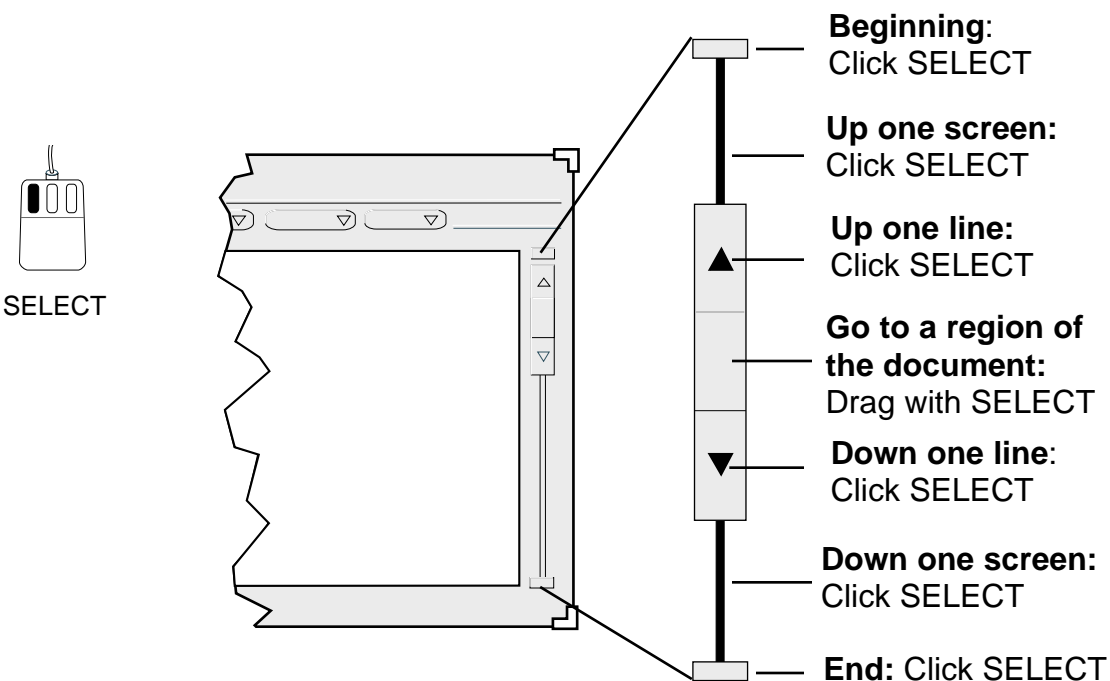
Watch how text at the top of the window scrolls up and out of view, while additional text scrolls into the window from the bottom.

Turn to the next page for additional information about scrolling.

Demo



These are some of the most useful scrollbar controls. Use the **SELECT** button to operate them.



To put the Demo window out of the way temporarily, close it to an icon. (Remember, click the **SELECT** button on the arrow in the upper left corner of the window.) The icon looks like a keyboard with a sheet of paper; look for it at the bottom of the screen .

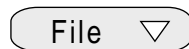
You'll see how to quit the Demo at the end of this introduction.



Menus

Windows, icons—even your background screen—contain features you can access through *pop-up menus*.

In addition, every button with an arrow has a menu associated with it—a *button menu*.

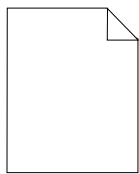


Choosing from Menus

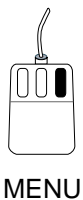
To choose a button menu item, place the pointer on the **File** button in File Manager, for example. Press and hold down the right mouse button, the MENU button. The menu opens.

Still holding down the MENU button, drag the mouse to highlight **Create File**. Then release the button.

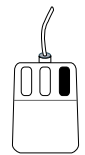
Notice that you have created a Document icon in the File Manager window, labeled “NewDocument.”



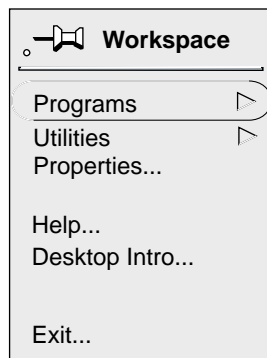
NewDocument



To view a pop-up menu, place the pointer on a blank portion of the Workspace, the background space surrounding the windows. Then hold down the MENU button. This menu appears. It closes when you release the button.

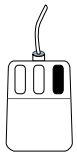


MENU

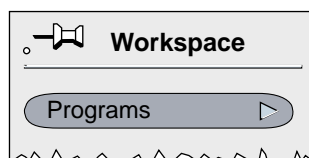


Submenus

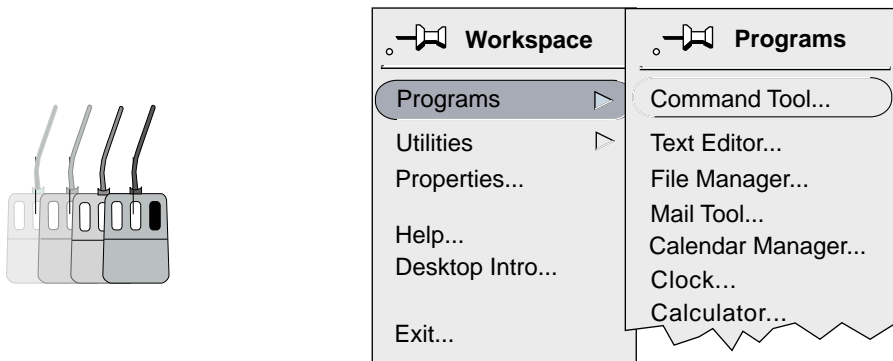
A menu item with a right arrow next to it, as on the Workspace menu, indicates a hidden *submenu*.



MENU



To see a submenu, hold down the MENU button on the Workspace and slide the pointer onto **Programs**. Continue sliding all the way to the right arrow. (This takes a little practice. If you select the wrong submenu, slide the pointer to the left and try again.)



To close the menu without making a selection, slide the pointer straight up and off the menu, and release the button. (If you accidentally open a window, close it to an icon for now.)

In this introduction, a submenu name is written in this form: **Menu⇒Submenu**. For example, the menu in the previous illustration is the **Workspace⇒Programs** menu.



Using Menus

Most menus offer a choice of commands or actions you can perform on an object (you can print a specific file, for example). To apply a menu command to an object:

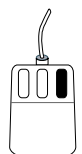
First, **select the object** you want to affect.

Then, **choose the action** you want to apply from the appropriate menu.

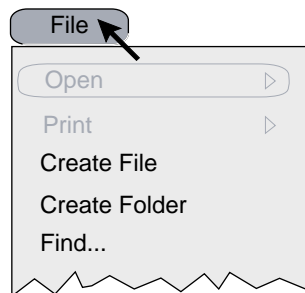
For example, suppose you want to print a document. (To try this, use the NewDocument you created. Although it is blank, it can show how selecting a document and printing it are related.)

First, notice what happens if you try to print a document *without* selecting it.

Place the pointer on the **File** button in File Manager and then press the MENU button. The menu item **Print** appears dimmed, meaning the function is inaccessible until you select a document.



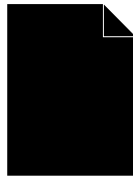
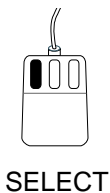
MENU



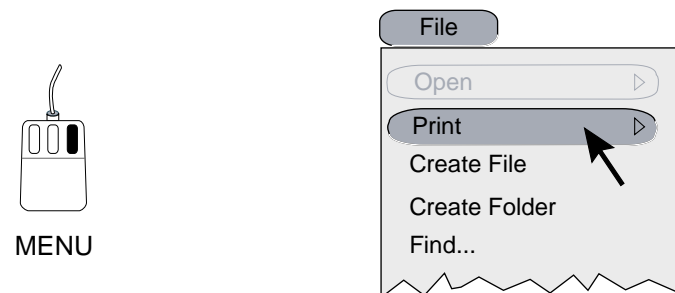
Now, try selecting the NewDocument and then printing it.

First, select it: click the **SELECT** button once on the NewDocument icon in the File Manager Window.

The icon becomes highlighted, or darkened, as shown below. (You can always unselect something by clicking the **SELECT** button in any blank space surrounding that object.)



Then open the **File** menu again (hold down the **MENU** button on **File**). This time, choose **Print** from the menu.

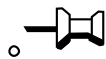


If the file you selected contained text, it would be printed.



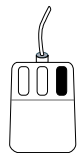
Pinning Menus and Windows

Some menus and windows have a pushpin in the upper left corner. When you open a menu or window that contains a pushpin, it is usually unpinned.



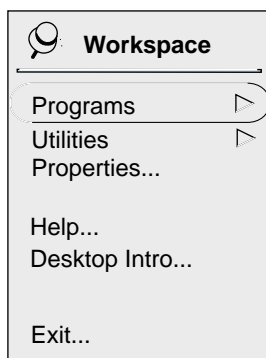
An unpinned menu or window will vanish after the first action you perform on it.

If you plan to perform more than one action, pin the menu or window. For example, to perform several tasks from the **Workspace** menu, pin the **Workspace** menu in place.



MENU

Hold down the MENU button anywhere in the Workspace (the space outside the windows) to open the menu. Then slide the pointer over the pushpin and release the MENU button. The pin slips into the pinhole.



To dismiss the menu, unpin it; click SELECT on the pin (it's tempting to try to “pull” out the pin by moving the mouse, but just click on it).



Using Your Sun Desktop

Now you know the basic information you need to control the mouse and use windows. The following pages provide directions that go into some more depth. They explain how to move and copy text. They also explain how to handle files and folders of information that you will be gathering and creating with your workstation.

If you would like to take a break now, you have two choices:

You can close this introduction window to its icon, which is entitled “More Help.”

Or, you can quit this introduction entirely and return to it later. Double-click on “Exit” below. That will take you to the final page of this introduction and directions for how to quit. You’ll also find instructions there for returning to this introduction after you quit.



Copy, Cut, and Paste Text

Using a Menu to Copy, Cut, and Paste

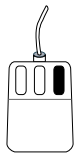
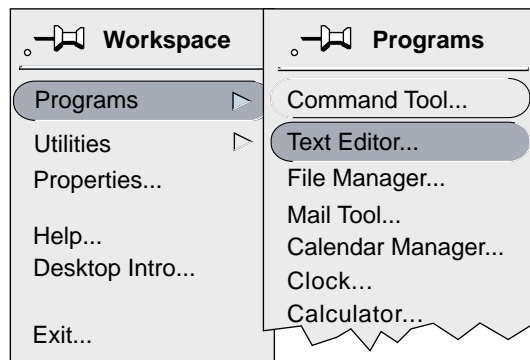
You can copy and paste, or cut and paste text whenever you are writing or editing—in a *Text Editor*, for example, or when composing mail messages.

If you *copy* and paste text, the original text remains where it is. When you *cut* and paste text, you move the original text to a new location.

In the following steps, you'll type text and then cut and paste a portion of it.



1. Open a Text Editor window.



MENU

Place the pointer anywhere in the Workspace and use the MENU button to choose **Text Editor...** from the **Workspace⇒Programs** menu.

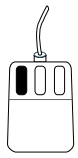
A text editor window opens.

2. Move the pointer into the Text Editor window and click the SELECT button once.

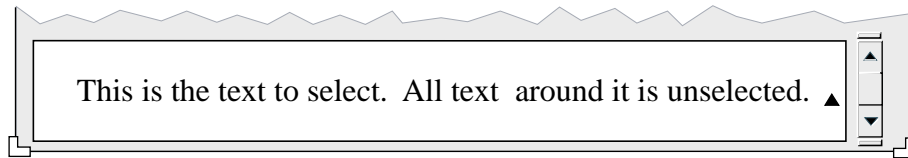
You are now ready to type.



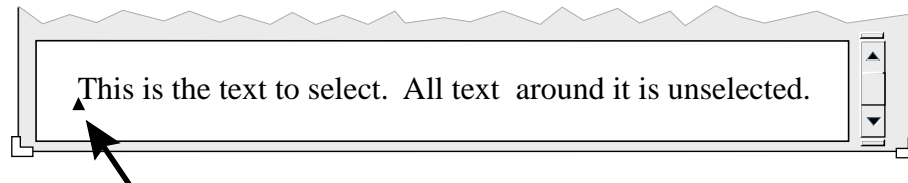
3. Type the following text in the Text Editor window:



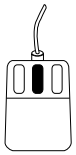
SELECT



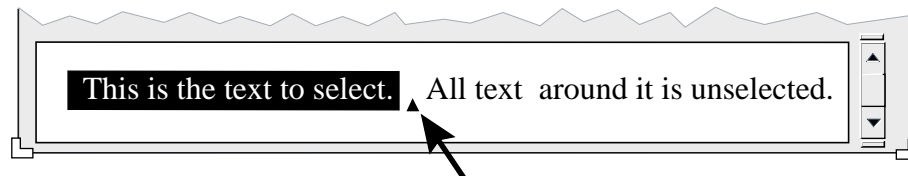
4. Move the pointer to the beginning of the text you want to select and click the SELECT button.



5. Move the pointer to the end of the text to select and click the ADJUST button.



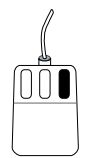
ADJUST



The text you selected is highlighted.



6. Choose Cut from the Edit menu.



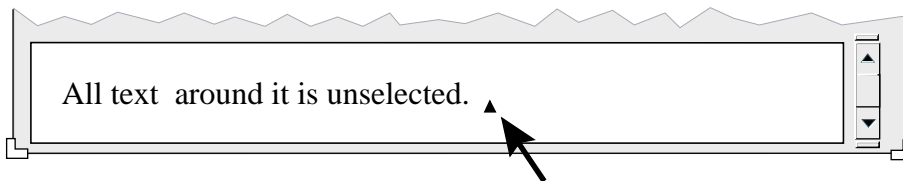
MENU



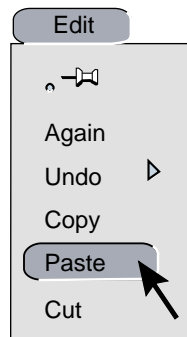
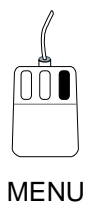
The text disappears and will remain invisible until you paste it.



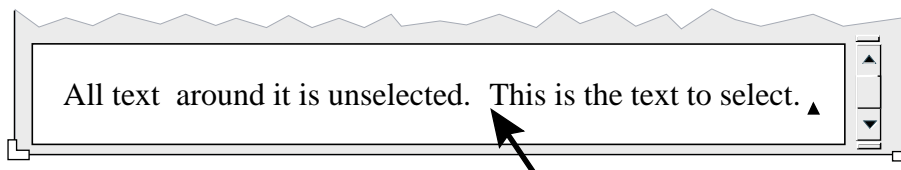
- 7. Place the pointer where you want to paste the text and click SELECT to set an insert point.**



- 8. Choose Paste from the Edit menu.**

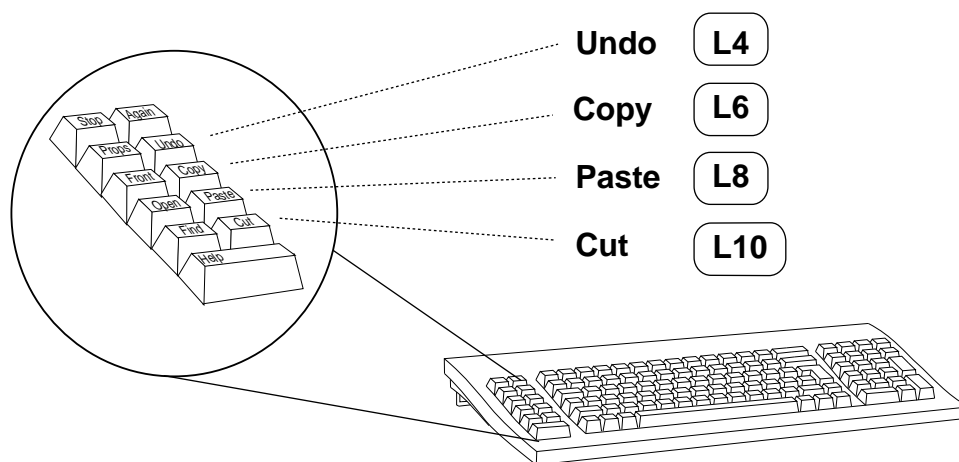


The text appears in its new location.



Function Keys to Cut, Copy, and Paste

You can use the left keypad on your keyboard instead of a menu to copy, paste, and cut text.



Use **Undo**, on the **Edit** menu or on the function keys, to undo a copy, cut, or paste you made by mistake.

You might want to page back to “Copy, Cut, and Paste Text” now, to try the same procedure with the copy and paste keys.



Managing Your Work

As you work, you will create *files* that contain, for example, text, data, or illustrations. To organize these files so you can work with them easily, you'll place them into *folders*. A folder can contain other folders as well as files.

File Manager offers a visual way to:

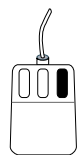
- Organize your files
- Search for files or folders
- Move or copy files
- Start a program from a file

The following pages give an overview of some things File Manager can do for you. For more details, see the *OpenWindows User's Guide* and *DeskSet Reference Guide for OpenWindows*.

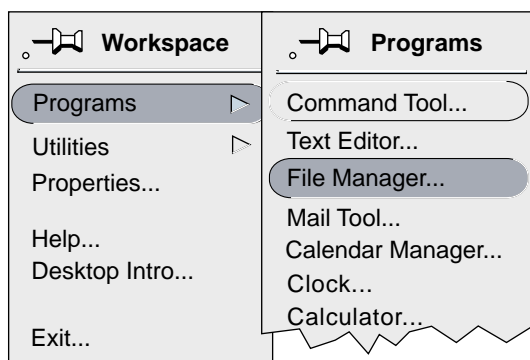


Starting File Manager

If File Manager does not appear on your screen, choose **File Manager...** from the **Workspace**⇒**Programs** menu. (If File Manager appears as its file drawer-shaped icon, double click SELECT to open it.)

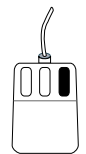


MENU

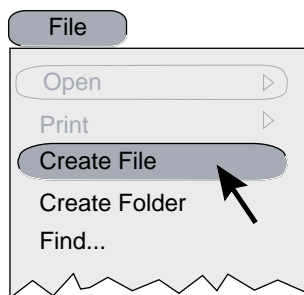


Creating New Documents and Folders

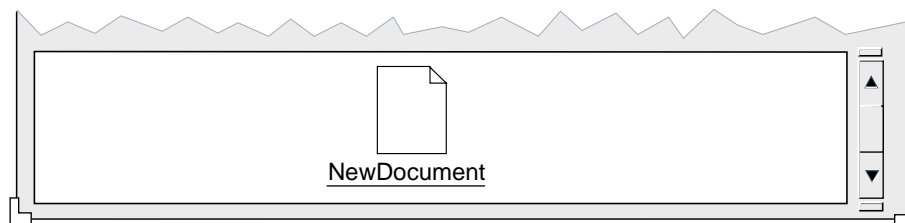
1. In the File Manager window, choose **Create File** from the **File** menu.



MENU

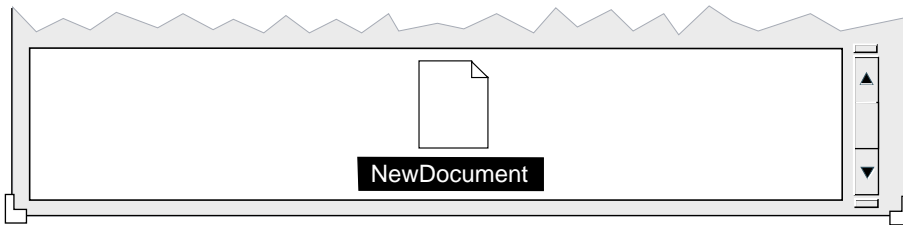
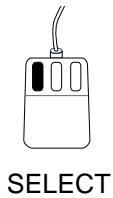


An icon for the new document appears, named *NewDocument* (or *New Document.1*, if you already created a new document). The name is underlined to show that you can give it a new name.



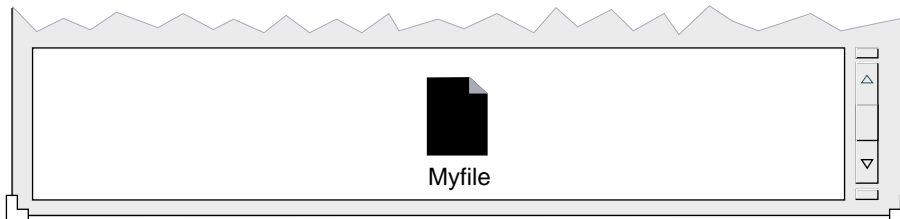
2. Select the name (*NewDocument* or *NewDocument.1*).

Place the pointer on the name, then click SELECT once.
The name is highlighted.

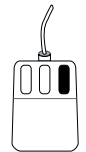


3. Type the name *Myfile* and press Return.

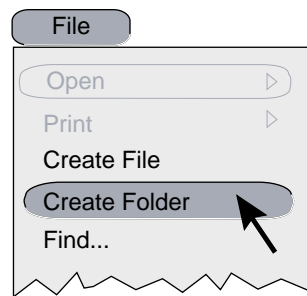
The document icon appears with the name *Myfile*.



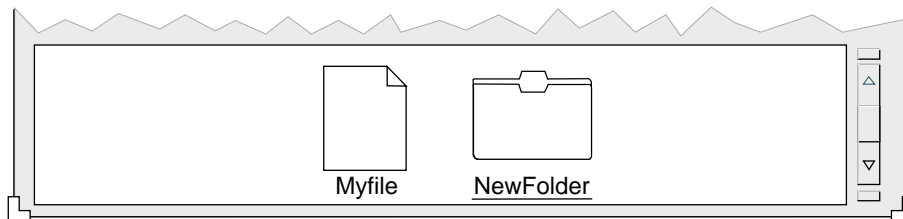
4. Choose Create Folder from the File menu.



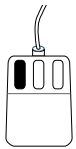
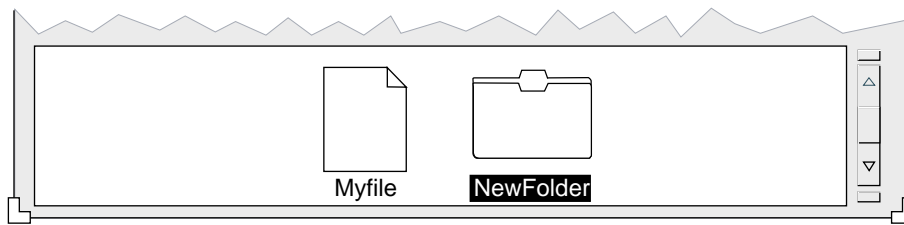
MENU



The new folder appears, underlined to show that you can give it a new name:



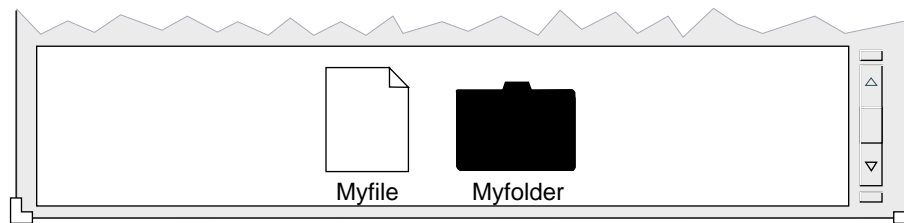
5. Click SELECT on the name *NewFolder* to select it.



SELECT

6. Type the name *Myfolder* and press Return.

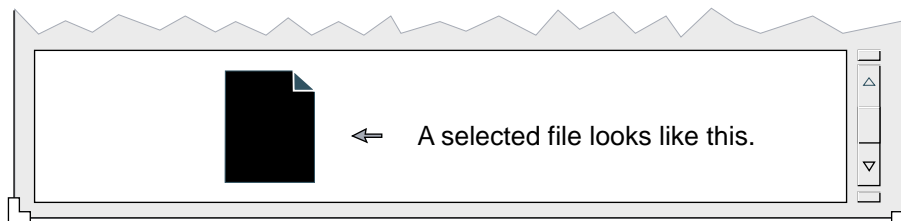
The name *Myfolder* appears below the folder icon.



Placing a File into a Folder

You can put a file into a folder by dragging the file onto the folder icon.

1. Select *Myfile*.



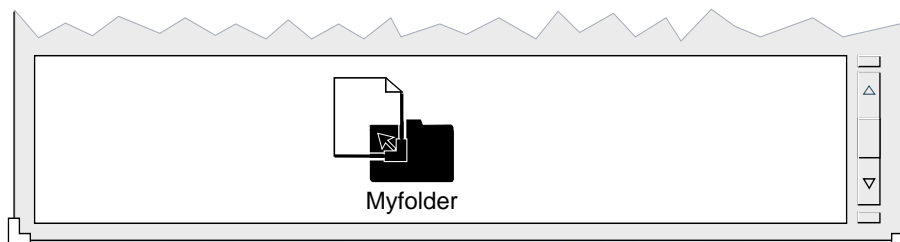
Place the pointer on the icon for *Myfile* and click SELECT to select it.



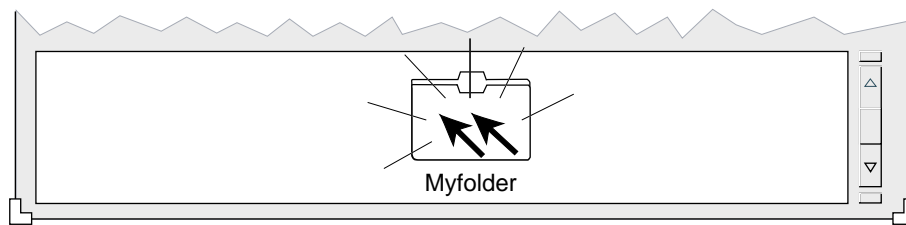
2. Place *Myfile* in *Myfolder*.

Place the pointer on *Myfile* and hold down the SELECT button. Then drag *Myfile* on top of the *Myfolder* icon and release the SELECT button.

This puts the file into the folder.



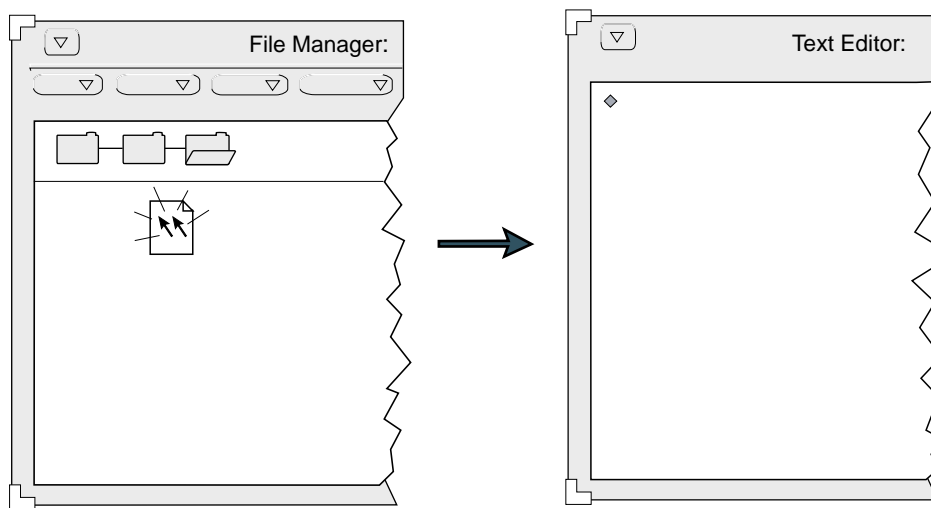
To see the contents of *Myfolder*, open the folder by double-clicking **SELECT** on its icon.



Opening a File and Starting a Program

Each file you view in File Manager is created by a program. You can open the file and start the program at the same time, by double-clicking SELECT on the file icon.

Double-click SELECT on the *Myfile* icon to start Text Editor.



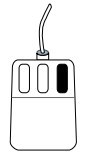
At this point, since you won't be working in the Text Editor window, you should quit it, as described on the next page.



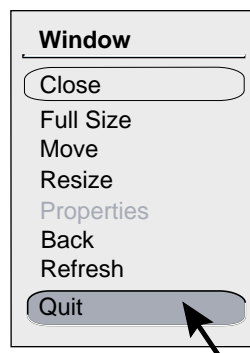
To quit, first point to the top bar of the Text Editor window.



Then press the MENU mouse button and drag the mouse to choose **Quit** from the **Window** menu.



MENU

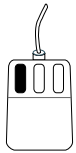


After you release the mouse button, notice that Myfile is still in the File Manager window. **Quit** did not delete the file. It just removed it from your Workspace.



Deleting a File

In File Manager, you can delete a file by sending it to the Wastebasket.

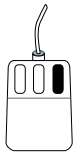


SELECT

1. Use the **SELECT** button to select *Myfile*.

Point to the icon for *Myfile* and click SELECT.

2. Open the Edit menu, drag the pointer to Delete, and release the **MENU** button.



MENU

This method of deleting a file keeps the file in the wastebasket until you quit File Manager, just in case you want to retrieve the file.



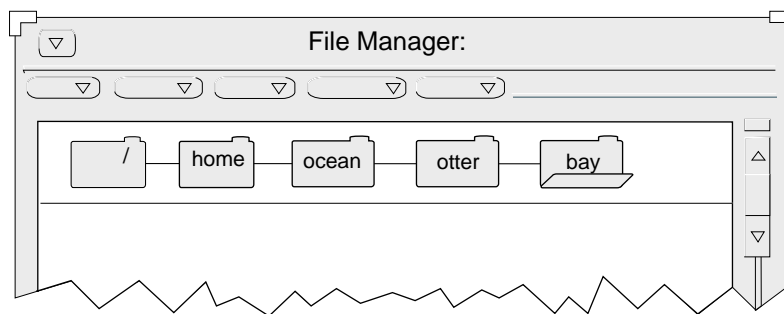
Waste



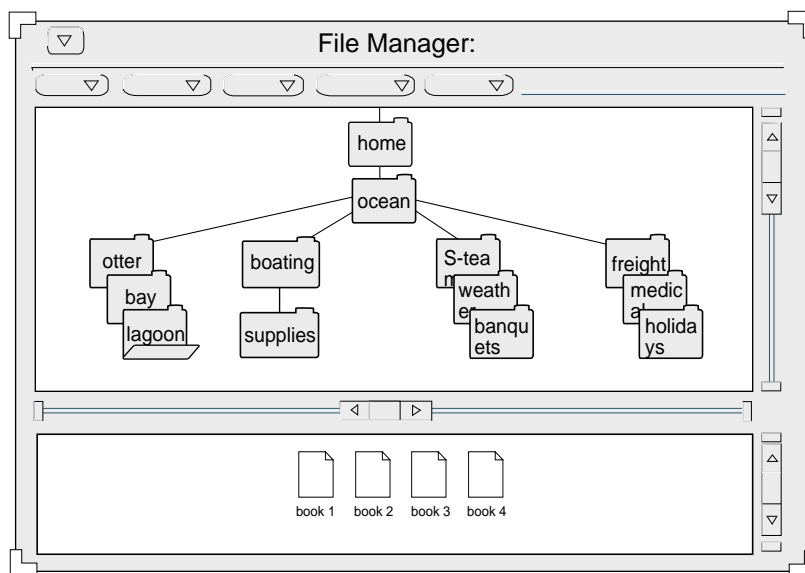
Viewing Your Folders

The top of the File Manager window shows you where you are in the file system. The illustrations shown here are just an example. Your File Manager window will look different.

The *path* shows which folder is open and where that folder is located. In the example below, “bay” is the open folder in this path. It is in “otter,” which is in “ocean,” and so on.



Choose **Show Tree** from the **View** menu to display the *tree*, which can show all the folders, not just the open one.

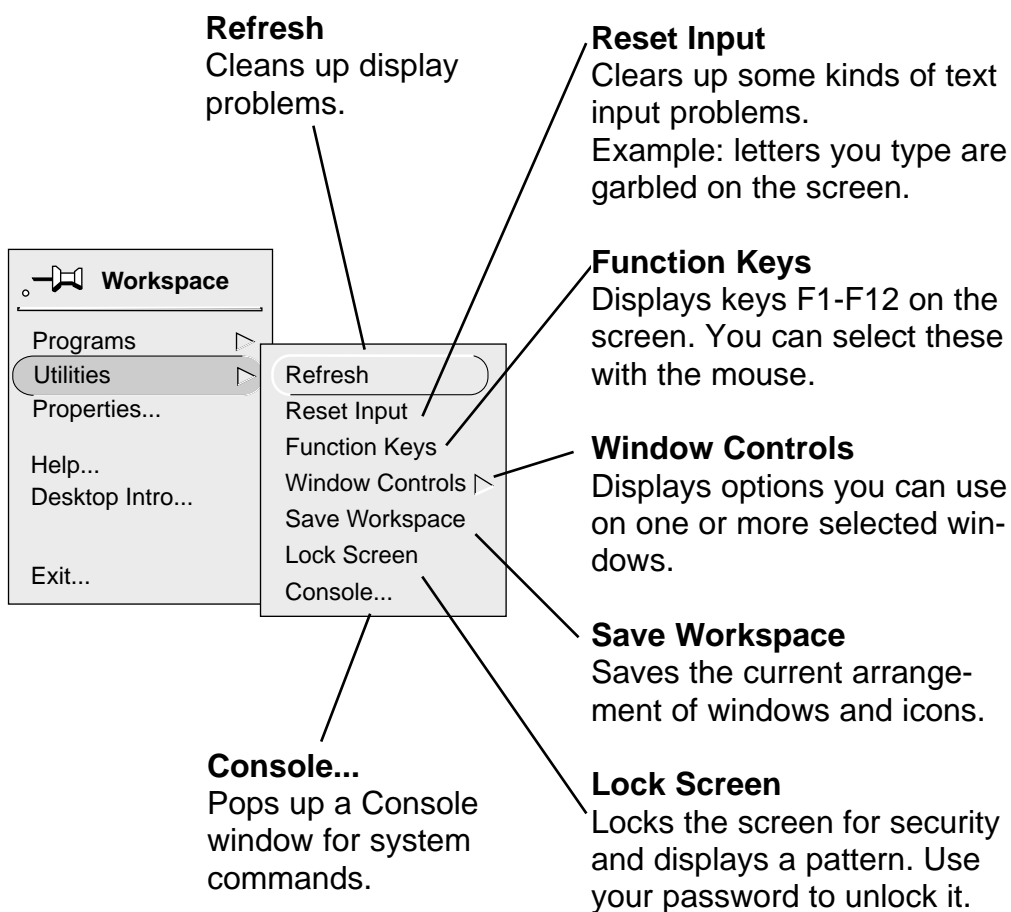


Choose **Show Path** from the **View** menu to return to a display of the path.



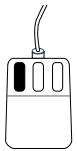
Utilities to Help You Work

Utilities provide a number of services that will be helpful in your day-to-day work. You can find the **Utilities** menu on the **Workspace** pop-up menu.



Starting Some Sample Programs

Shown below is a program sampler. Double-click **SELECT** on the icon for the program you want to start.



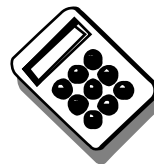
SELECT



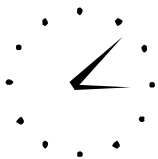
Mail Tool



Snapshot



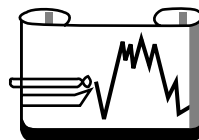
Calculator



Clock



January



Perfmerter

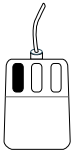
You can also start these programs from the **Workspace⇒Programs** menu. Some, especially Calendar Manager, take awhile to start.

See the *OpenWindows User's Guide* for more details about these programs.

Caution: Don't run two versions of Calendar Manager or Mail Tool! That might lead to complications.



Sound and Your Workstation



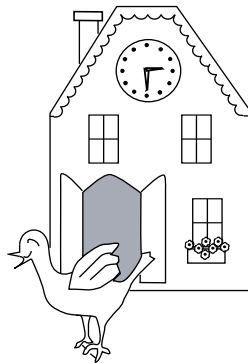
Your workstation is an audio, as well as a visual, machine. For descriptions of how you can work with sound on your workstation, see the *OpenWindows User's Guide* and *DeskSet Reference Guide for OpenWindows*.

SELECT

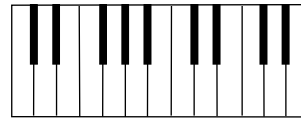
For a quick demonstration of sound, double-click SELECT on the sound you want to hear.



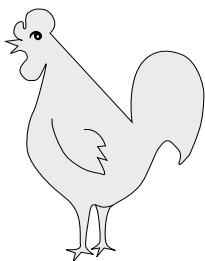
Laugh



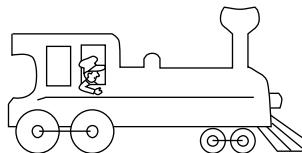
Cuckoo



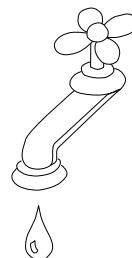
Music



Rooster



Train



Drip

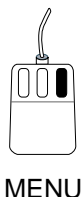


For Additional Information

To learn more about your Sun Desktop, please see the reference manuals, *OpenWindows User's Guide* and *DeskSet Reference Guide for OpenWindows*.

You can always return to this introduction by choosing **Desktop Intro** from the **Workspace** menu.

Quitting the Demo Window



Before you leave this introduction, quit the Scrollbar Demo window. Place the pointer on the Demo icon (or on the top bar of the window frame if it is still open). Then press MENU, drag the pointer to **Quit**, and release the button.

After You Exit

To prevent this introduction from coming up again automatically when you restart your workstation, after you exit (see How to Exit, below) select **Save Workspace** from the **Workspace⇒Utilities** menu.

How to Exit

Place the pointer on the top bar of the window containing this introduction. Then hold down the MENU button, drag the pointer to **Quit**, and release the button.

