Getting Started with Open Windows

Each application runs in its own window. When you use OpenWindows, you open the applications that you need. You can use several applications simultaneously, such as electronic mail, your daily calendar, and a text editor.

When a window is not in use, you can close it. When closed, an application becomes an icon - a small symbol that represents the application - and keep it in the Workspace for further use. If you will not be using that application for some time, you can quit it entirely (which clears it from the Workspace), and bring it up again later.

When you choose an application from the Workspace menu, it is momentarily displayed on the Workspace. Some applications have one window, and others have one or more subwindows. The primary window that appears when you display an application is called a "base window."

Mouse and Pointer

To open an icon into a window, move the mouse until the pointer is positioned the icon, and double-click the left mouse button. The first click highlights the area around the icon, and the second click opens it into a window.

The easiest way to access the windows in the Workspace is to use your mouse-the small electronic device that sits on a pad next to your workstation. Notice that when you move the mouse, the pointer on the Workspace moves to a new location.
Both optical and mechnical are in use here, the optical type must be used on a special reflective grid.
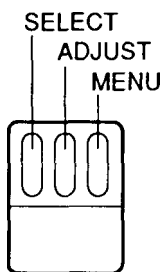
Using the Mouse Buttons

The mouse buttons enable you to control the windows, icons, and menus the Workspace. The terminology of the mouse and pointer is as follows:

Mouse buttons are referred to by function. From left to right these are: SELECT, ADJUST, and MENU. (Note that you can change this default arrangement. Appendix A, "Modified Use of the Keyboard and Mouse, describes how to swap SELECT and MENU for left-handed use.) Figure illustrates the function of each mouse button.

* You click a mouse button by pressing and releasing it quickly.

* You double-click a mouse button by clicking twice quickly (within approximately half a second or less) without moving the pointer.

* You press (and hold) MENU to make a choice from a menu. Throughout this text, "press" means to press and hold.

* You release the mouse button to initiate the action.

* You move the pointer by sliding the mouse with no buttons pressed.

* You drag the pointer by pressing a mouse button while sliding the mouse.

Pointer and Input Area

There are two methods of notifying the window system of the input area, or active window: Click SELECT, and Move Pointer. If you are in Move Pointer mode, the window is activated when you move the pointer onto the window pane. If you are in Click SELECT mode, you must also click SELECT in the window to designate that window as the input area.

The default mode is Move Pointer. For information on how to modify the input area in the Workspace Properties window.

The insert point in a text window changes in appearance depending upon whether that window is active or inactive, If the insert point is active it looks like a triangle. If it is not active, it looks like a diamond, and you must click SELECT in the work area to activate the insert point. When you begin typing, the text appears at the insert point.

You also use the pointer to move the insert point to a new location in a **text** window. To do this, move the pointer onto the location where you want to enter text and click SELECT

Workspace Menus

A menu lists the choices you can make from the Workspace or window. For instance, to open an application, you move the pointer to any location on Workspace background and press the MENU button. This displays the Workspace menu, which includes Programs, Utilities, Properties, Help, Desktop Intro, and the option to **Exit the OpenWindows** environment. Figure illustrates the Workspace menu.
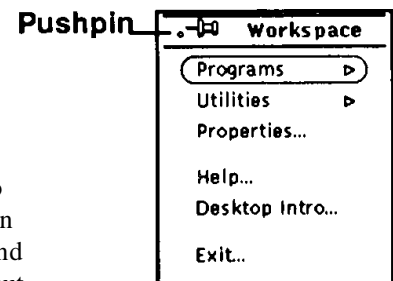
Workspace Menu

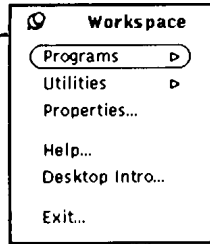There are two ways to display the Workspace menu.

* You can click the MENU mouse button quickly in the Workspace. The Workspace menu will pop up and stay up until you make a selection or dismiss the menu by clicking SELECT elsewhere.

* You can press and hold MENU and slide the pointer onto an item. With this method, when you release the mouse button, the Workspace menu is dismissed.

You can use the pushpin in the upper left comer of the

menu to "pin" the menu to the Workspace and keep it there indefinitely. Figure illustrates a menu pinned to the Workspace.

To pin the menu, press MENU to display the Workspace menu and keep the button pressed down as you drag the pointer over the pushpin. The pushpin moves into the hole and the menu stays up.

Pushpin pinning the menu

Menu Pinned to the Workspace

Window Menus

Windows can have three kinds of menus:
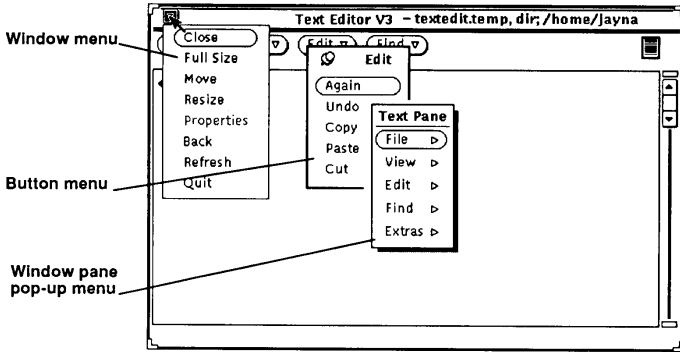
Three Kinds of Window Menus

* The Window menu that you access from an abbreviated menu button in the window header or from the window border.
* A button menu that you access from a menu button in the window control area.
* A pop-up menu available from the window pane (the bordered area where window data are displayed).

Using Window Menus

To choose a menu item:
1. Move the pointer to the window area for that menu. This is the window header's hollow triangle, a menu button, or the window pane.
2. Press MENU, and drag the pointer to the right to highlight the item of your choice.
3. Release MENU.

### Choosing Menu Defaults

Most of the menus in the Workspace and windows have default choices. A default   menu item is usually the first item in the menu. It is encircled with a small black line. The default choice on the Workspace menu, as shown in Figure 1-15, is the Programs submenu.

Introduction to the DeskSet Applications

DeskSet is the collection of applications available in the Workspace Programs submenu. The following sections discuss the tasks you will most likely perform on a regular basis, and tell you which applications you need to accomplish those tasks. To open an application, do the following:
1. Move the pointer onto the Workspace (the OpenWindows background).
2. Press MENU.
3. When the Workspace menu is displayed, drag the pointer to display either the Programs or Utilities submenu.
4. Drag the pointer down to highlight the application you would like to start When you release the mouse button, the application appears on the Workspace. Figure illustrates an application being selected from the Program's submenu.
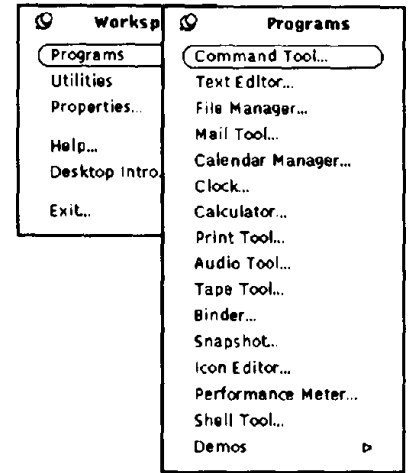
Programs Submenu

Follow these instructions whenever you want to open a DeskSet application.

Communicating on the Network

Mail Tool provides a convenient method of communicating with others electronically. You can send and receive messages from the Mail Tool application. The Mail Tool icon looks like a tiny in-box. The in-box is empty when there is no mail; it has stacked letters when the mail in the mailbox has been read, and

No Mail; New Mail; All Mail Read

overflowing letters when there is new mail. Figure illustrates the Mail Tool icon in its different forms. The icon opens up into a window for composing, and sending and receiving electronic mail messages.

Basic Utilities

In addition to the applications under Programs, the Workspace menu has several important utilities. The remainder of this chapter discusses each of the utilities in the order they appear in the menu (with the exception of the Console, which was described earlier in this chapter). To make a choice from the Utilities menu, choose the utility from the Utilities submenu under the Workspace menu.

Refresh

Sometimes an application prints characters outside of a particular window, or a window leaves artifacts-lines or other remnants from the window-when it is cleared from the Workspace, usually in another open window. This is sometimes called "window damage." To clear these artifacts, you refresh the Workspace, and the entire screen, and all your applications and icons are repainted.

To refresh the Workspace, choose Workspace * Utilities)* Refresh. After a few moments, the artifacts are cleared from the Workspace. Figure 2-63 illustrates the Refresh menu item in the Utilities submenu of the Workspace menu.

Save Workspace

When you have chosen all of the applications you want to have on the Workspace on a regular basis, you may want to save this layout. This prevents your system from reverting to the defaults when you exit OpenWindows and enter again. You can save the Workspace as often as you like, whenever you develop a new arrangement that is suitable to you.

To save the Workspace, first arrange your icons in the locations you want them to remain, and close any windows that you want to be closed to icons whenever you start OpenWindows. Now choose Workspace * Utilities @ Save Workspace, as shown in Figure 2-64. In a few moments, you receive a notice in a small pop-up window informing you that the Workspace layout has been saved. You must click SELECT on the OK button to continue.

Exiting OpenWindows

On occasion you may need to quit the window system to make your customizing changes take effect. To exit from OpenWindows, follow these steps:

1. Position the mouse such that the arrow (pointer) is on the background of your screen.

2. Press the right mouse button. A menu of options appears.

3. Drag the pointer down the menu until the last menu item, Exit, is highlighted.

4. Release the mouse button. A pop-up window appears, asking for confirmation that you want to exit the window system.

5. Position the pointer on the Yes button and click the left mouse button. After a few moments, all windows are dismissed and the system prompt appears in the lower left corner of the background of the Open Windows Environment

When you start OpenWindows, you see the "Workspace" background on your screen, as well as the DeskTop Intro, described later in this chapter. The Workspace is the display area for objects such as windows, icons, and menus. Figure 1-1 illustrates a portion of the Workspace with several open application windows. Notice that the windows can overlap each other.