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VMS

DECwindows User's Guide

December 1988

This guide is designed to help you explore and use DECwindows under the VMS Version 5.1 operating system.

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The postpaid Reader's Comments forms at the end of this document request your critical evaluation to assist in preparing future documentation.

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Production Note

This book was produced with the VAX DOCUMENT electronic publishing system, a software tool developed and sold by DIGITAL. In this system, writers use an ASCII text editor to create source files containing text and English-like code; this code labels the structural elements of the document, such as chapters, paragraphs, and tables. The VAX DOCUMENT software, which runs on the VMS operating system, interprets the code to format the text, generate a table of contents and index, and paginate the entire document. Writers can print the document on the terminal or line printer, or they can use DIGITAL-supported devices, such as the LN03 laser printer and PostScript printers (PrintServer 40 or LN03R ScriptPrinter), to produce a typeset-quality copy containing integrated graphics.

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About This Guide

Purpose of This Guide

This guide is designed to help you explore and use VMS DECwindows.

Who Should Use This Guide

This guide is intended for all VMS DECwindows users, who need not be experienced in using VMS or the DIGITAL Command Language (DCL).

Structure of This Guide

This guide contains the following chapters and appendixes:

- Chapter 1 contains a tutorial that steps users through a sample first session.
- Chapter 2, designed as a refresher or for those users already familiar with graphics windowing systems, describes in reference format how to use the DECwindows interface.
- Chapter 3 provides a quick overview of files, directories, and devices and their place in the VMS directory structure.
- Chapter 4 describes FileView, the graphical representation of the VMS directory structure. FileView allows users to manipulate files and directories by executing commands. Users also learn how to start DECwindows applications and how to access the VMS operating system through the DIGITAL Command Language (DCL).

- Chapter 5 describes how to customize FileView to accommodate your own computing environment and needs.
- Chapter 6 describes how to use the Session Manager to control the current DECwindows session and to customize the DECwindows environment.
- Chapter 7 describes how to print files created within DECwindows applications.
- Chapter 8 describes how to take full advantage of available computer resources by running applications on remote processors for display on your workstation and by running applications on your workstation for display on other workstations.
- Appendix A lists FileView task messages and describes how to use them in verb command files to make your custom verbs appear better integrated with FileView. This appendix also contains a sample command file that shows how these task messages are used.
- Appendix B lists error messages that may appear when you are starting a session, working with the Session Manager and FileView, or running applications on remote systems.

For More Information

Although you need not be familiar with the VMS operating system or DCL to use DECwindows, you can enhance your understanding of DECwindows, particularly FileView, by becoming familiar with some of the topics addressed in the *VMS General User's Manual*. The *VMS General User's Manual* provides you with a strong foundation on which to base such FileView tasks as defining logical names and enabling process privileges.

Conventions

mouse	Refers to any pointing device, such as a mouse, a puck, or a stylus.
MB1, MB2, and MB3	MB1 indicates the left mouse button. MB2 indicates the middle mouse button. MB3 indicates the right mouse button. (The buttons can be redefined by the user.)
Ctrl/x	In procedures, a sequence such as Ctrl/x indicates that you must hold down the key labeled Ctrl while you press another key or a pointing device button.

PF1 X	In procedures, a sequence such as PF1 X indicates that you must first press and release the key labeled PF1, then press and release another key or a pointing device button.
Return	In procedures, a key name is shown enclosed to indicate that you press a key on the keyboard.
blue-green ink	Blue-green ink indicates information that you must enter from the keyboard or a screen object that you must choose or click on. For online versions, user input is shown in **bold**.
boldface text	Boldface text represents the introduction of a new term.

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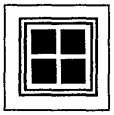
Opening DECwindows



DECwindows will change the way you work.

An interface to the VMS operating system, DECwindows lets you divide your workstation screen into windows and design a working environment to suit your needs. Application programs displayed in windows are easy to use because DECwindows takes advantage of your workstation's graphics. You execute commands and perform tasks by selecting text and objects on your screen with the mouse instead of typing long command lines.

With DECwindows, you can run these applications simultaneously on a single screen and switch between them. This means that you can run a program in one window, read a mail message in a second window, and compose a memo in a third. And because DECwindows provides an environment in which all applications look and respond in a similar fashion, you use the same handful of techniques to interact with each application.

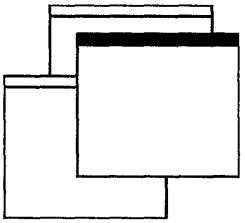
Although you can use DECwindows successfully on your standalone workstation, DECwindows opens the door to additional computing opportunities if your workstation is linked to others in a network. With DECwindows, you can run applications on remote processors for display in windows on your workstation monitor. This means that you can run an application that demands a large amount of computing power on a processor best suited for that task and display it in one window while you edit a file located on your local workstation disk and display it in another window. Although your session might have multiple applications running on multiple processors, DECwindows cleanly integrates these application windows on your workstation monitor, and you can continue to move freely between them.

You are ready to start using DECwindows. The exercises in this chapter will give you hands-on experience using DECwindows. In it, you will learn how to

- Start a DECwindows session
- Run and use applications
- Manage windows, including moving windows, shrinking a window to an icon, expanding an icon to a window, and changing the size of a window
- Put a session on hold
- End a session

When you complete the exercises, you will be familiar with most of the techniques you need to use DECwindows applications successfully.

What Are Windows?



You can think of your workstation screen as a desktop with sheets of paper lying on it. You can move the sheets of paper around and you can arrange sheets of paper above or below other sheets.

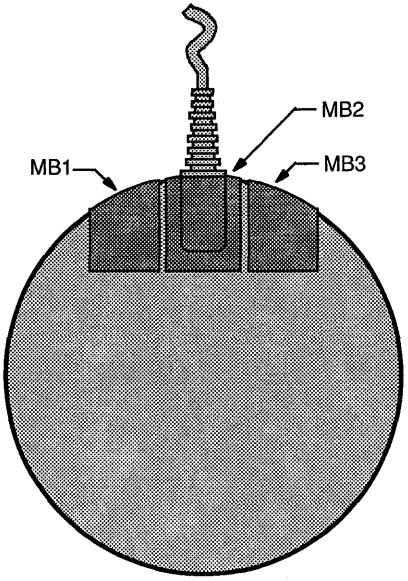
In DECwindows, these sheets of paper where you do your work are called **windows**. A window is an area on your workstation screen that represents all or part of an application. For example, one window you can open represents the Notepad editor. In this window, you can create new files or edit existing ones. Other applications include Mail, which allows you to send and receive electronic mail, and DECterm, which looks and functions like a VT340 terminal.

Using the Mouse

Traditional computing requires you to interact with your screen by typing text and pressing keyboard keys. The mouse—the hand-held pointing device attached to your workstation monitor—makes using DECwindows as easy as pointing to an object on your screen and clicking a button. You use the mouse to choose commands from a menu, to expand and shrink windows, and to rearrange windows on your screen.

The mouse has three buttons. Unless you specify otherwise, MB1 (for "mouse button 1") is on the left, MB2 is in the middle, and MB3 is on the right. Most often, you use MB1 to interact with applications. This button arrangement naturally suits right-handed users; if you are left-handed, you can easily rearrange this

configuration. See Chapter 6 for information about customizing the mouse buttons.



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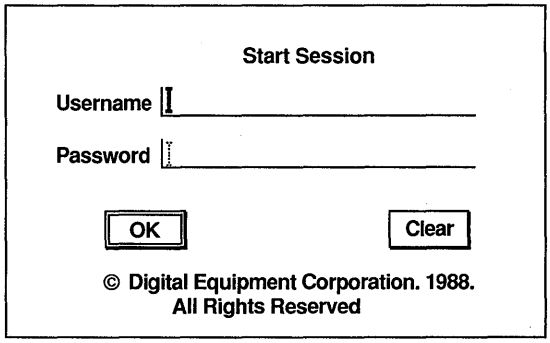
When you work with the mouse, make sure that the cable connecting it to the workstation is pointing away from you. Place the mouse on a smooth surface. As you move the mouse, watch your screen to see how moving the mouse moves the **pointer** on the screen in exactly the same way. If you are using the mouse and run out of room on your desk, just lift the mouse and put it down where you have more room. The pointer does not move when you lift the mouse.

Usually the pointer is shaped like an arrow, but it can take on a different shape to reflect the state of an application. For example, it becomes a resize cursor shaped like a box when you change the size of a window, and a wristwatch when DECwindows is performing a task that needs a little more time to complete.

Starting a Session

If the system startup procedure has been successful, your screen looks like this:



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The Start Session **dialog box** is the gate through which you become authorized to use your workstation. DECwindows displays a dialog box whenever it needs information from you.

Note *Most workstations provide a screen timeout feature. After a period of inactivity, the screen goes blank. Any activity, such as moving the mouse or pressing a key, restores the screen image.*

The Start Session dialog box prompts you for your user name and password. When you or your system manager installed DECwindows, you may also have established an account for yourself with an associated password. Your account's name is your user name. Your user name is unique and identifies you to the system. In many cases, a user name is your first or last name. Your password is for your protection. Keep it secret so that other users cannot access your account.

You type your user name and password in the **text entry fields**. A **text insertion cursor** is visible in each field. The text cursor in the Username field blinks to indicate this field has **input focus**. When a text field or window has input focus, you see your keystrokes echoed there. The text cursor in the Password field is dimmed, indicating that this field is currently disabled and that you cannot enter text in it.

To start a session:

1 Type your user name.

2 **Select** the Password field by **pointing** to the Password field and **clicking** MB1.

You point to an object by placing the pointer on the object. You click on an object by pressing and quickly releasing MB1.

You can also move to the Password field by simply pressing Tab. The text cursor in the Password field blinks to indicate this field now has input focus.

3 Type your password.

To preserve the secrecy of your password, the letters you type are not displayed on the screen.

4 Click on the OK **button** or press Return.

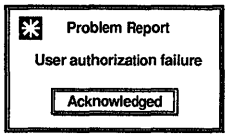
Clicking on buttons in dialog boxes lets you tell DECwindows what to do with the information you supplied. In the Start Session dialog box, clicking on the OK button sends your user name and password to the system.

The double outline around the OK button in the Start Session dialog box indicates it is the default option. Default options are those you will choose most frequently. DECwindows provides you with a shortcut to choose default options: Whenever you see a button with a double outline, pressing the Return key achieves the same results as clicking on that button.

If you make a typing mistake in the Username field before you click on the OK button, press the <X key to erase the character to the left of the text cursor. To insert a character in the middle of text you already typed, point where you want the text inserted and click MB1. Or use the right and left arrow keys to move the text cursor right or left. The new characters you type push existing ones to the right.

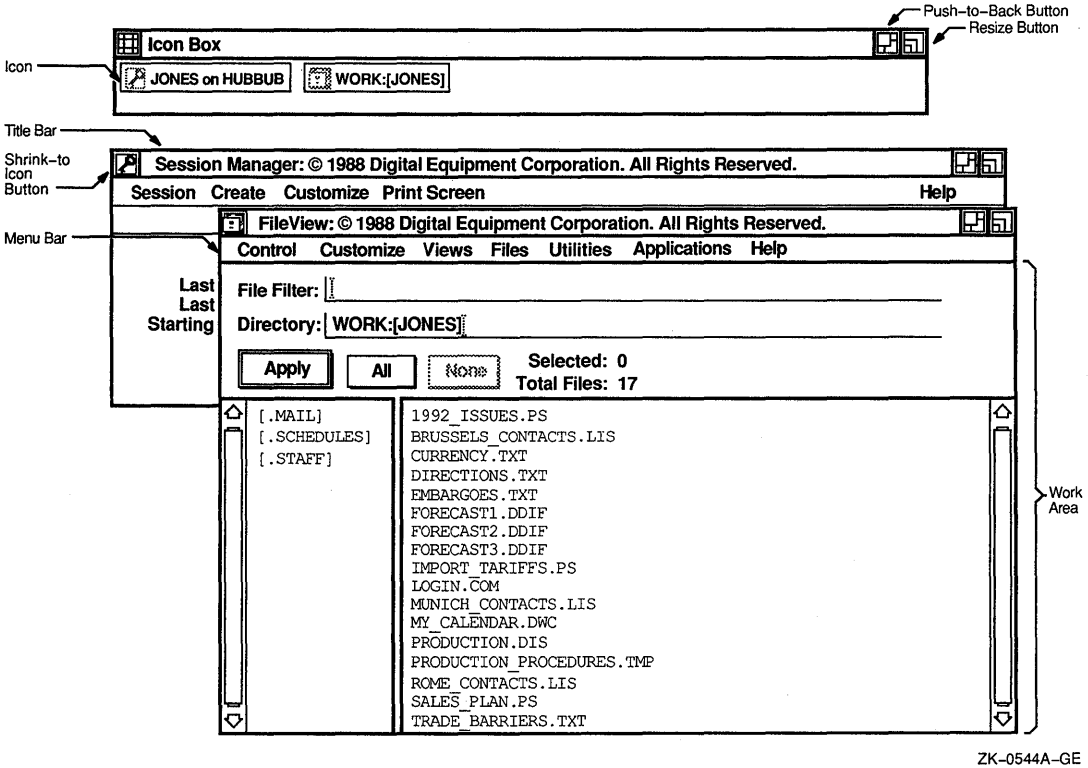
If you make a typing mistake in the Password field before you click on the OK button, click on the Clear button. This erases all text in both the Username and Password fields so you can retype your information correctly.

If you provide incorrect information, or make a typing mistake and do not correct it, DECwindows does not let you start a session. Instead, it displays a Problem Report dialog box as a warning that you made a mistake.



Click on the Acknowledged button in the Problem Report dialog box or press the Return key to try again.

If your user information is correct, your session begins. Your screen looks like this:



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- The **title bar** tells you the name of the application and contains window management buttons you can use to rearrange your screen display. Most windows have a title bar.
- The **menu bar** contains the names of menus you can choose from to work with the application. Most windows have a menu bar.
- The **work area** is the area in a window where you interact with the application.
- **Icons** representing currently running applications or objects appear in the Icon Box. If you want to keep an application readily available, but do not have room for it on the screen, you can shrink that application to an icon. Once you start an application, its icon appears in the Icon Box. When the

application is running in a window, the icon is dimmed. The icon appears bold when the application is stored in the Icon Box.

- The **shrink-to-icon button** lets you shrink a window to an icon and store it in the Icon Box.
- The **push-to-back button** lets you move a window to the bottom of a stack of overlapping windows, or move a window to the opposite location in the stack. See Chapter 2 for more information about using the push-to-back button.
- The **resize button** lets you change the size of a window.
- The **Session Manager** helps control the look and feel of your DECwindows session, and is available until you end your session. Use it to adjust your workstation settings, such as keyboard features and pointer shape. The Session Manager also displays system messages, including error messages and status messages.
- **FileView** is a graphical interface to the VMS operating system. FileView provides commands for you to work with your files and directories, and gives you access to the DECwindows applications and to the VMS operating system through the DIGITAL Command Language (DCL).

Running Applications

To use an application, you must start it from the FileView window. In the following exercises, you will use the Mail application to learn how to

- Choose an item from a menu
- Move a window
- Shrink a window to an icon
- Copy text from one location to another
- Change the size of a window
- Scroll through text
- Exit from an application

Choosing from a Menu

To run Mail, you first pull down a **menu** in the FileView window. You tell DECwindows what you want to do or what you want to work with by choosing items from menus.

First, just look at FileView's menus:

1 Point to FileView's Applications menu name.

2 Press and hold MB1.

This highlights the menu name and pulls down a menu.

3 Point to the other menus on FileView's menu bar and press and hold MB1.

The other pull-down menus are displayed.

4 Release MB1.

You display every menu on a menu bar in exactly this way.

Now choose a menu item:

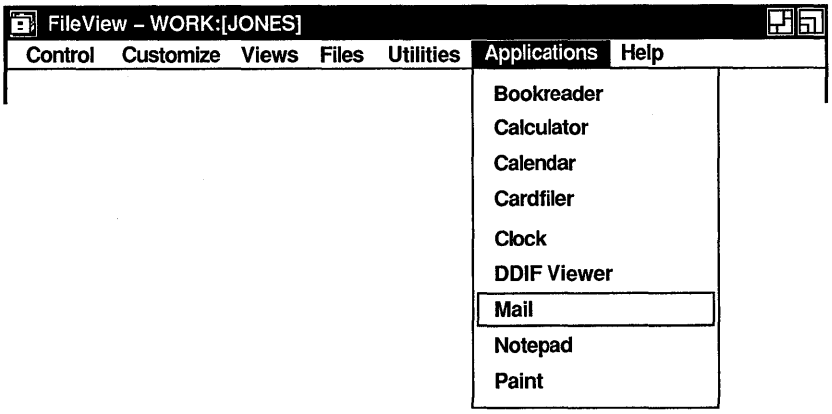
1 Point to FileView's Applications menu.

2 Press and hold MB1.

3 While holding MB1, move the pointer down through the menu.

This technique is called **dragging**. A box surrounds each menu item in turn as you drag through the menu. As long as you hold MB1, you can move up and down through the menu. If you move the pointer outside the menu and release MB1, the menu disappears and nothing happens.

4 Drag the pointer to the Mail menu item.



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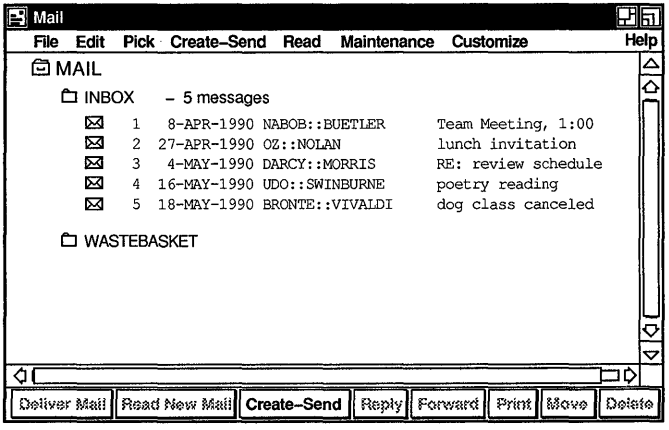
5 Release MB1.

FileView displays a Work in Progress dialog box to let you know that Mail is starting. This dialog box lists the applications currently running and the commands currently executing. The Work in Progress dialog box closes and Mail's main window soon opens.



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Mail's main window lists your mail drawers, folders, and messages in a hierarchical fashion. Drawers hold folders and folders store messages. You probably have a drawer called MAIL, two folders called INBOX and WASTEBASKET, and some messages.

Moving a Window

You can rearrange the windows on your screen in any way you want. If one window completely obscures another, you might want to arrange them so that a portion of each window is visible. For example, you can move the Mail window so that some of the FileView window is visible. You move a window by its title bar.

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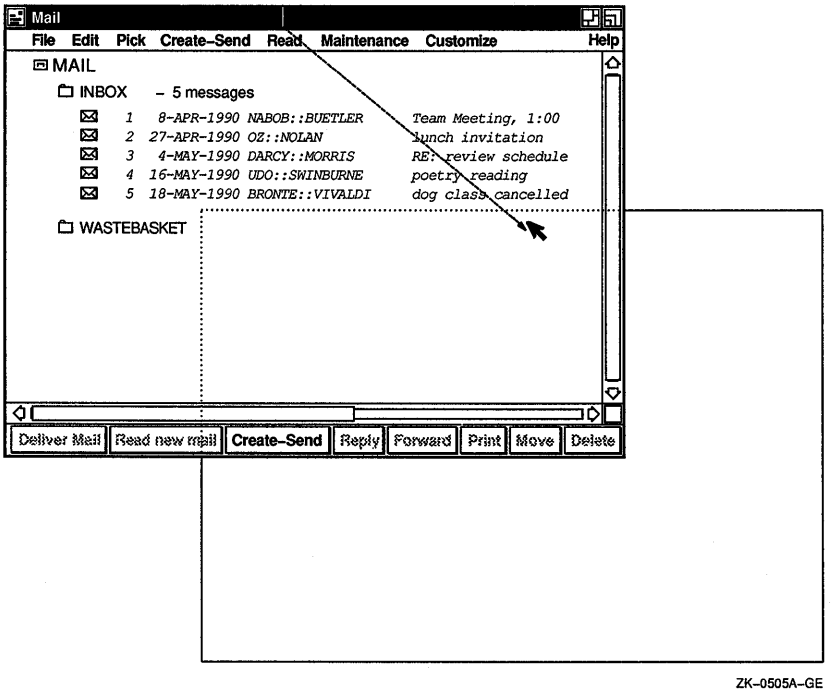
1 Point to the Mail window's title bar (anywhere but on a button).

2 Press and hold MB1.

An outline of the window appears. Move the mouse around and watch how the outline moves accordingly.

3 Drag the outline a couple of inches to the right and then down.



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4 Release MB1.

The Mail window is moved to its new location. Notice also that the Mail window's title bar is highlighted to indicate that this window has input focus.

Depending on how far down you dragged the main Mail window, the FileView window is now partially or fully exposed.

Shrinking a Window to an Icon

You are finished with FileView for now, but you do not have to close the application to remove it from your screen. By shrinking FileView to an icon, you free up space on your screen. As an icon, FileView continues to run in memory if you want to use it again.

To shrink FileView to an icon, click MB1 on its shrink-to-icon button.

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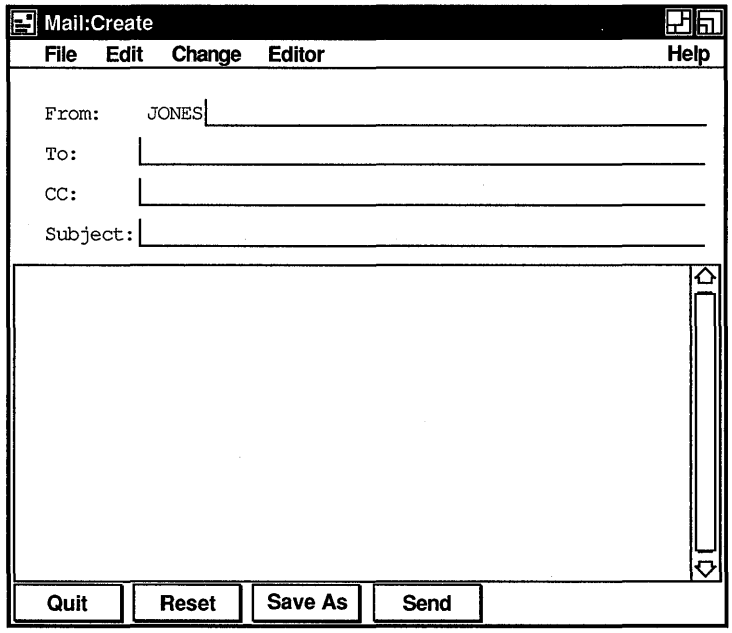
The FileView window closes and its icon in the Icon Box appears bold.

Entering Text

Try creating a mail message. Point to the Create-Send button along the bottom of Mail's main window and click MB1. Mail opens the Create-Send window, where you will compose your message.



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You entered text in text fields when you typed your user name and password at the start of your session. In the Create-Send window's text fields, you enter the name of the user receiving the message, and other optional information.

While you can always move between text fields by pointing and clicking with the mouse, there's a shortcut available. In dialog boxes and applications, it's faster to press the Tab key to move to the next text field and the Shift and Tab keys simultaneously to move to the previous text fields.

Try sending a message to yourself. To create your message:

1 Type your user name in the To text field.

2 Press Tab twice to move to the Subject field and type A FRIENDLY REMINDER.

3 Press Tab to move to the message area underneath the Subject field and type your message.

Make your message a grocery list that contains at least six of your favorite foods. Type one item on each line; press Return at the end of each line, including the last line. (You will see why later.) To delete any mistakes, use the ⌫ key.

Copying Text

Mail, like many DECwindows applications, lets you copy text from one location to another. This saves you from retyping a large piece of text or a long file name. You can copy text in the same window, between windows of the same application (for example, between Mail's main window and the Create-Send window), or between applications.

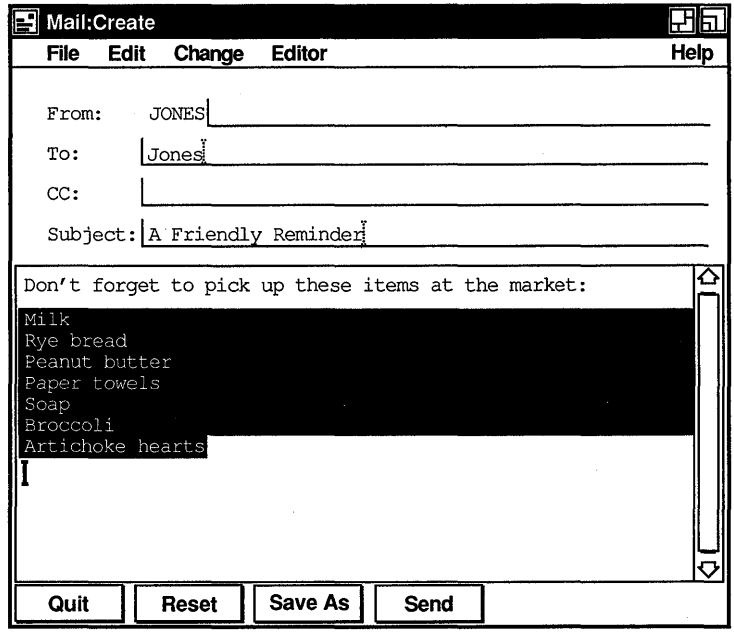
First, you must let DECwindows know which text you want to copy by selecting it. Try selecting the text in your list in the Create-Send window:

1 Point to the first character in your list.

2 Press and hold MB1.

3 Drag the pointer through the list.

As you drag the pointer, the selected text is highlighted.



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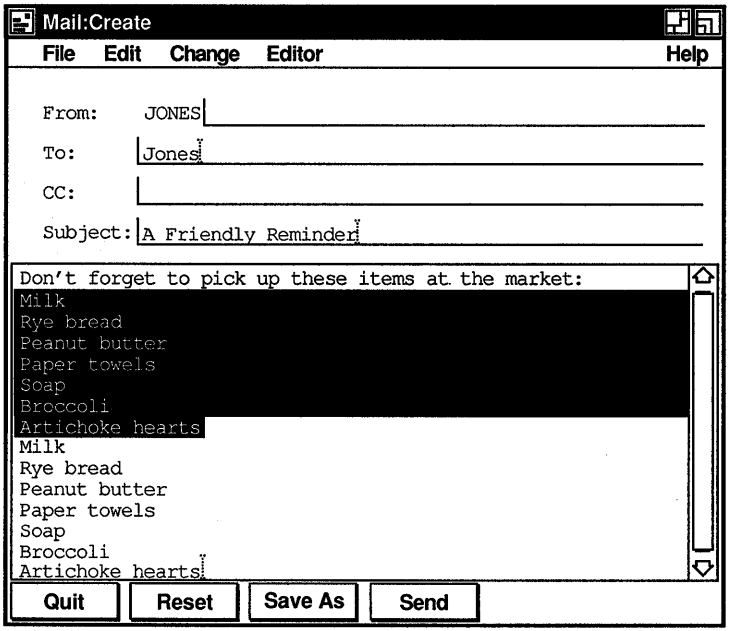
4 Release MB1.

Now make the grocery list twice its original length by adding the selected text to the bottom of the list:

1 Point to the bottom of the list and click MB3.

The text is copied to the bottom of the list. The original text remains selected so you can copy it elsewhere.



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2 Cancel the original selection by pointing to the selected text and clicking MB1.

When you are ready to send the message, click on the Send button in the Create-Send window. Mail displays a Send in Progress dialog box to notify you that your message is being sent. Once the message is sent, click on the OK button to dismiss the Send in Progress dialog box.

Now you can close the Create-Send window. Click on the Quit button in the Create-Send window.

Click on the Read New Mail button in Mail's main window. Mail displays your new message in a Read window.

Changing the Size of a Window

Sometimes you want to make the window you are working in very large. Other times, you might want several small windows, such as when several applications are running simultaneously. You change the size of windows by using the resize button.

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Try making Mail's Read window smaller so you can see more of the other windows on your screen:

1 Point to the Read window's resize button.

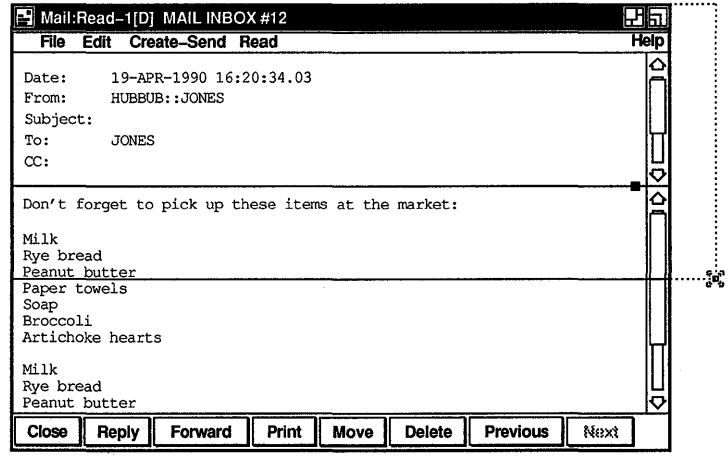
2 Press and hold MB1.

The pointer changes into a **resize cursor.**

3 Drag the resize cursor outside the bottom window border and then back toward the top border.

The outline stretches and shrinks depending on where you move the cursor and stops shrinking when the window is as small as it can get.

4 Drag the cursor until the window is half its original height.



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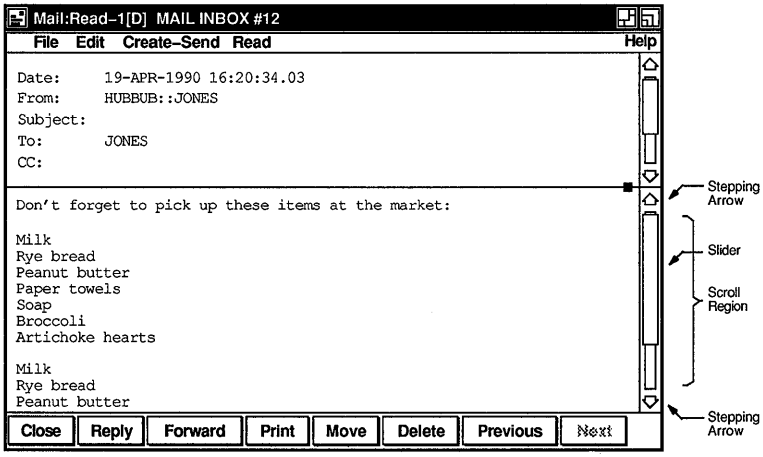
5 Release MB1.

The Read window is redrawn in the new size.

Scrolling Through Text

If a document or message is too long to fit in one screen, **scroll bars** allow you to see text or graphics that cannot fit. If you made the Read window small enough, a scroll bar is visible on the right side of the Read window. Use this scroll bar to scroll through your mail message.



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To scroll the text in the Read window up one line at a time:

1 Point to the down **stepping arrow** at the bottom of the scroll bar in the Read window's message area.

2 Click MB1.

3 Continue clicking MB1 to scroll the text up one line at a time.

Similarly, click MB1 on the up stepping arrow to scroll the text down one line at a time. To scroll continuously, press and hold MB1 on the stepping arrow.

The position of the **slider**—the thicker box that obscures some of the long, thin **scroll region**—indicates your position in the message. If the slider is at the top of the scroll region, you are at the beginning of the message. If the slider is at the bottom of the scroll region, you are at the end of the message.

You can tell how much more text remains to be displayed by looking at the size of the slider. For example, a small slider indicates that much of your message remains undisplayed. A large slider that completely fills the scroll bar indicates the entire message is currently displayed.

Try dragging the slider to the top and bottom of the scroll region to display different parts of your message:

1 Point to the slider in the Read window's message area.

2 Press and hold MB1.

3 Drag the slider to the top or bottom of the scroll region.

4 Release MB1.

Exiting from an Application

When you exit from or quit an application, you remove it from memory. To work with it again, you need to choose the application from FileView's Applications menu.

When you are ready to exit from the Mail application:

1 Point to the File menu on the Mail window's menu bar.

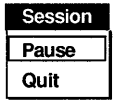
2 Press and hold MB1.

3 Drag the pointer to the Exit menu item.

4 Release MB1.

The Mail window closes and the Mail icon is removed from the Icon Box. To start Mail again, choose the Mail menu item from FileView's Applications menu.

Putting a Session on Hold



At any time, you can put your current session on hold indefinitely and lock your workstation without ending your session. When you put your session on hold, your screen is cleared but your applications continue to run. To continue your session, you must enter your password in the text field provided. Your session is maintained exactly as it was. This means you can resume working without having to recreate your screen environment.

To put your current session on hold:

1 If the Session Manager is stored as an icon, click on its icon.

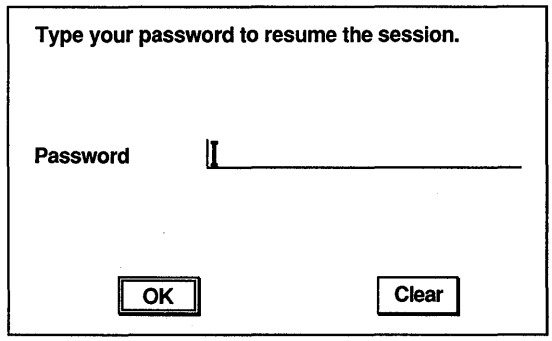
2 Point to the Session menu on the Session Manager's menu bar.

3 Press and hold MB1.

4 Drag the pointer to the Pause menu item.

5 Release MB1.

Your screen is cleared and the Continue Session dialog box is displayed.



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To continue your session:

1 Type your password.

2 Click on the OK button or press Return.

Once the system verifies your password, your session resumes. If the Continue Session dialog box remains on your screen, you probably made a typing mistake. Click on the Clear button and type your password again.

Ending a Session

You can end a session at any time. When you end a session, DECwindows stops all applications and clears the screen.

To end your session:

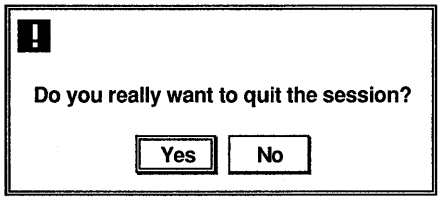
1 Point to the Session menu on the Session Manager's menu bar.

2 Press and hold MB1.

3 Drag the pointer to the Quit menu item.

4 Release MB1.

Even though you chose the Quit menu item, you can still return to your session. The Session Manager displays a dialog box asking you to confirm that you indeed want to end your session.



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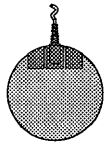
To return to your session, click on the No button. To end your session, click on the Yes button. All windows are closed. DECwindows displays the DIGITAL logo and Start Session dialog box, ready to begin another session.

You have learned most of the techniques you need to use DECwindows successfully. If you want to review any of the techniques you learned here, see Chapter 2.

2

Using DECwindows



You work with most DECwindows applications by using the same handful of techniques. Whether you are already familiar with other windowing software, or you just want a refresher on how to use a specific DECwindows feature, use this chapter to learn new skills or brush up on old ones.

Using the Mouse

You can do all your work with DECwindows by mastering the following mouse techniques:

- To **point**: Using the mouse, move the cursor to where you want the next action to occur.
- To **click**: Quickly press and release MB1. You should hear and feel a faint click.
- To **press**: Point to the menu name, scroll bar stepping arrow, or wherever you want the action to occur. Without moving the mouse, press and hold MB1 or MB2. If you are pointing at a menu name, pressing MB1 pulls down a menu and keeps it down until you release MB1.
- To **drag**: Press and hold MB1, move the pointer, and release MB1. For example, you drag a window outline to move it to another place on your screen. To cancel a drag in progress, click MB3 before releasing MB1. If you are displaying a pull-down menu, cancel the drag operation by moving the pointer outside the menu.
- To **double click**: Point to the object and click MB1 twice in quick succession.

- To **shift click**: Point to the object. Press and hold the Shift key and click MB1. Release the Shift key.

Even if you cannot use your mouse temporarily, you can still use DECwindows. By simultaneously pressing Ctrl/F3, you enable the keyboard method that uses certain keys to replace mouse input. When you press the Ctrl/F3 keys, the Wait light along the top of your keyboard lights. This is your cue that keyboard mode is in effect. When you no longer need to use DECwindows from your keyboard, press Ctrl/F3 again to disable keyboard mode.

When keyboard mode is in effect, you can use the keys described in the following table to move the pointer and select objects.

To perform this mouse action	Press
Move the pointer	arrow keys. Pressing the arrow keys moves the pointer left, right, up, or down. Press and hold an arrow key to make the pointer move continuously. The longer you hold an arrow key, the faster the pointer moves.
Press and hold MB1	Find key. For example, pressing the Find key displays a menu or submenu or marks text for selection. To perform the equivalent of releasing MB1, for example, to dismiss a pull-down menu, press the Find key again.
Press and hold MB2	Insert Here key. For example, pressing the Insert Here key displays a pop-up menu if one is associated with a particular object on the screen.
Press and hold MB3	Remove key.
Click MB1	Select key. For example, pressing the Select key allows you to "click on" a push button or select a tool in Paint.
Click MB2	Prev Screen key. For example, pressing the Prev Screen key allows you to cancel a window dragging operation in progress.
Click MB3	Next Screen key. Pressing the Next Screen key pastes selected text in a new location.

For example, to display a pull-down menu without using the mouse:

1 Press Ctrl/F3.

Make sure the Wait light is on.

2 Use the arrow keys to move the pointer to the menu you want to display.

3 Press Find to pull down the menu.

4 Press the down arrow key to drag the pointer through the menu.

Release the down arrow key when a box surrounds the menu item you want to choose.

5 Press Find to dismiss the menu.

DECwindows performs the task associated with the menu item you chose.

Selecting Windows

When you have several windows open at once, you give one window input focus by **selecting** it. When a window has input focus, your typing and mouse activity are directed to that window.

To select a window:

1 Point to a location in the window or title bar (anywhere except on a button).

In the FileView window, point to the title bar.

2 Click MB1.

The window's title bar becomes highlighted to indicate it has input focus. Any keystrokes you type will appear in this window. The title bar is no longer highlighted when another window has input focus.

Window with Input Focus

Window Without Input Focus

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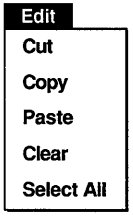
Occasionally, a dialog box lacks a window management button, usually the resize or shrink-to-icon button. The window will not take input focus if you click MB1 in the space that these buttons usually occupy. To select a window missing one of these window management buttons, point to another location in the window and click MB1 again.

Choosing Items from Pull-Down Menus



Some pull-down menus contain commands. Others contain the names of items you can work with. You tell DECwindows what you want to do or what you want to work with by choosing commands or items from pull-down menus. Any menu item followed by three periods (. . .) is your cue that a dialog box will be displayed if you choose that menu item.

To choose an item from a pull-down menu:

1 On the menu bar, point to the name of the menu you want to display.

2 Press and hold MB1.

This highlights the menu name and pulls down a menu.

3 While holding MB1, drag the pointer to the menu item you want.

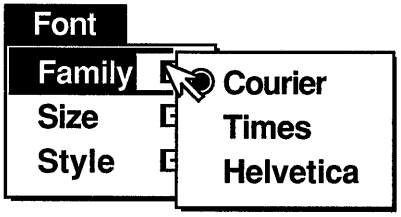
4 Release MB1.

If you change your mind while looking at a pull-down menu, drag the pointer outside the menu and release MB1. The menu disappears and no action is taken.

Some applications, for example, Mail, use push buttons to duplicate frequently used commands that are also available as menu items. To execute these commands quickly, click MB1 on the push button.

Choosing Items from Submenus

A menu item with a submenu icon—an arrow pointing to the right—indicates that a corresponding submenu is available. If you choose that menu item, you need to refine your choice by displaying its submenu and choosing a menu item from that submenu.



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To display a submenu and choose a menu item from it:

1 Pull down the primary menu by pressing and holding MB1 and dragging to the menu item you want.

2 Drag the pointer onto the submenu icon.

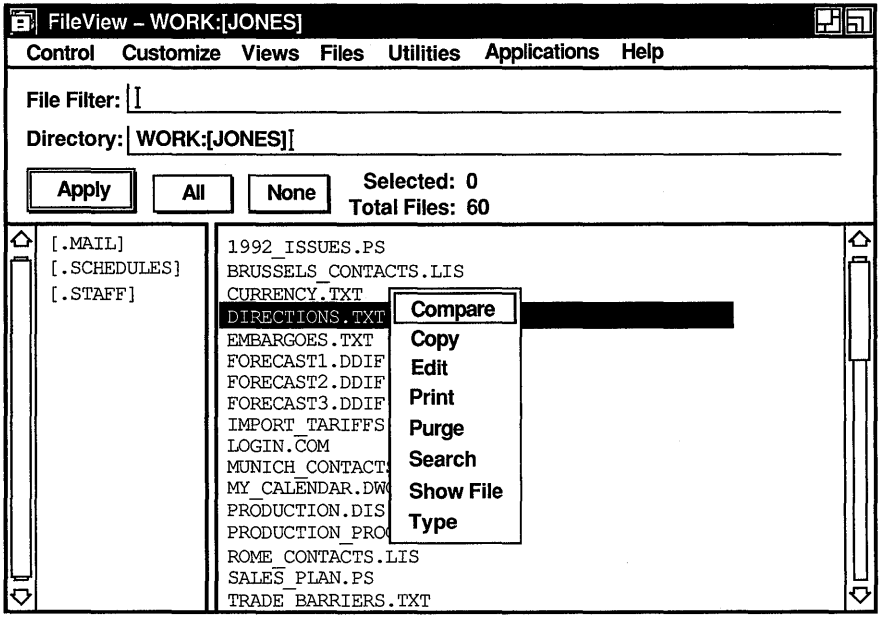
A submenu is displayed to the right of the menu.

3 Drag the pointer to the item you want to choose from the submenu.

4 Release MB1.

Choosing Items from Pop-Up Menus

DECwindows provides pop-up menus to make it easier for you to work with files and applications. Pop-up menus give you quick and direct access to functions within applications by reducing your use of the mouse.



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To display a pop-up menu:

1 Press and hold MB2 on the work area—directly beneath the menu bar—where you interact with the application.

In the FileView window, press and hold MB2 on the file type whose corresponding pop-up menu you want to display.

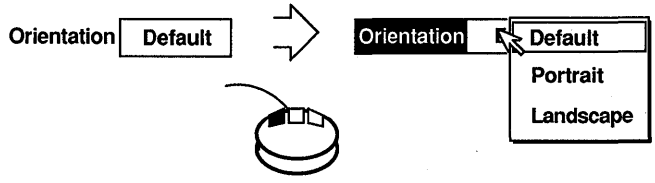
2 Drag the pointer to the menu item you want.

3 Release MB2.

If you change your mind while looking at a pop-up menu, drag the pointer outside the menu and release MB2. The menu disappears and no action is taken.

Choosing Items from Option Menus

An **option menu** is a pop-up menu that appears in a dialog box. An option menu allows you to choose one option from a list of options displayed in a pop-up menu. For example, the Print dialog box available in most DECwindows applications allows you to specify the page orientation. The current option—here labeled Default—is displayed. To see the other print options from which you can choose, you display the option menu.



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To display an option menu:

1 Press and hold MB1 on the current option.

2 Drag the pointer to the menu item you want.

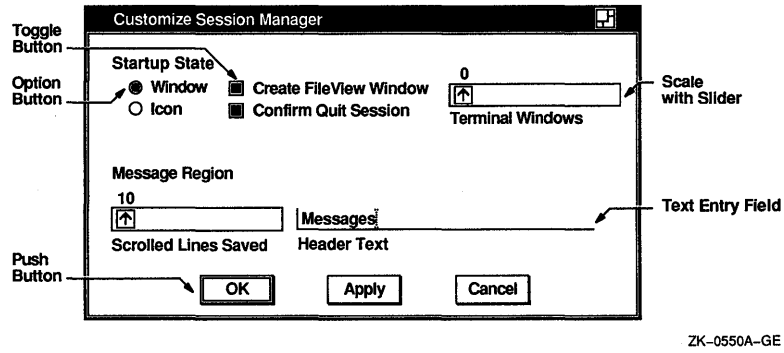
3 Release MB1.

The option menu disappears. The option you chose is now the current option.

If you decide not to change the original option, drag the pointer outside the menu and release MB1. The menu disappears and no changes occur.

Supplying Information in Dialog Boxes

DECwindows displays a dialog box whenever it needs additional information from you to carry out a task. Sometimes you need to type text; other times, you need only click MB1 on a button to change a setting. Some dialog boxes display settings you chose earlier.



Dialog boxes contain various ways for you to supply information to an application:

- By typing text in a **text entry field**. The blinking text cursor shows you where the text you type will appear. What you type appears to the left of the text cursor. Use the <⌧ key to correct typing mistakes.
- By clicking on **option buttons** or square **toggle buttons**. Option buttons let you select one option from a group. Toggle buttons let you turn a setting on or off.
- By dragging the slider in a **scale**. Dialog boxes often contain a scale and slider when you need to supply a numeric value. The arrow in the slider points to the current value.
- By selecting choices, for example, file names, from a **list box**. The list box may contain scroll bars if the available choices do not fit in the list box.
- By clicking on rectangular **push buttons**. Push buttons, such as OK, Cancel, or Filter, let you tell DECwindows what to do with the information you supplied in the dialog box.

  A double outline around a push button indicates it is the default option. **Default options** are those you will choose most frequently. Usually, the OK button is the default option in a dialog box. Whenever you see a button with a bold border, pressing the Return key achieves the same result as clicking on that button.

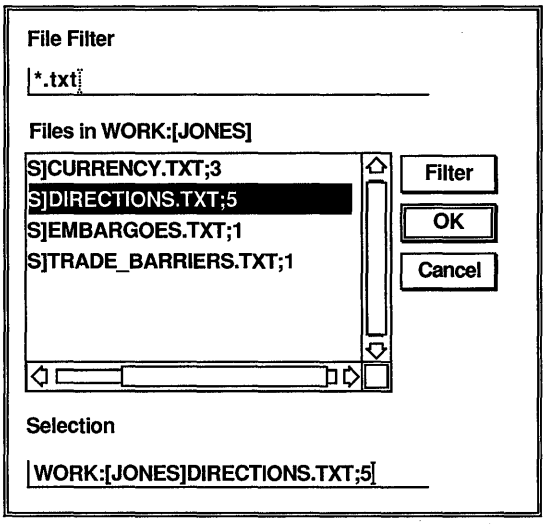
Moving in a Dialog Box

How you move in a dialog box depends on the object you want to work with. The following table describes the ways in which you can move in a dialog box:

To	Do this
Move forward between text fields	press the Tab key, or point to the field to which you want to move and click MB1.
Move backward between text fields	press the Shift/Tab keys, or point to the field to which you want to move and click MB1.
Move the text cursor within a text field	point where you want the text inserted and click MB1, or use the right and left arrow keys to move the text cursor right or left. New characters push existing ones to the right.
Change the numeric value on a scale	drag the slider on the scale right or left, or point to another location on the scale and click MB1.
Change an option or toggle button setting	point to the option or toggle button and click MB1.

Making Selections from List Boxes

List boxes appear in dialog boxes and contain many kinds of items from which you can choose. Many applications display a list box when you open or save a file. To select an item from a list box, point to the item and click MB1. The item you selected is highlighted. If the list box contains files, the file name is highlighted to indicate it is selected. Click on OK to see the file.



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In list boxes that contain file names, DECwindows provides a shortcut for you to open files. Double clicking on a file name in a list box produces the same results as selecting that file name and clicking on OK.

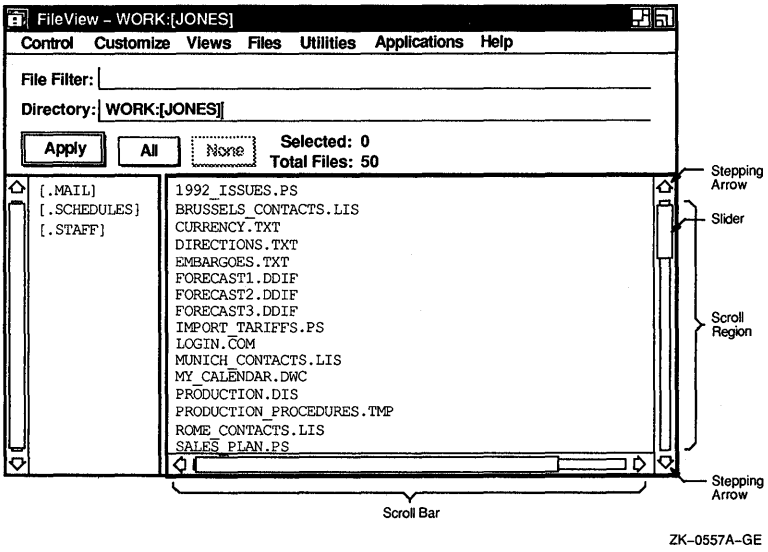
Running Applications

The applications described in the *VMS DECwindows Desktop Applications Guide* are menu items on FileView's Applications menu. To run these applications, choose them as you would any other menu item. You can also run these applications from a DECterm window. See Chapter 8 for more information about running applications from a DECterm window.

Scrolling

Some application windows display scroll bars, which you use to view the text that does not fit in the window. Some windows have both horizontal and vertical scroll bars.

A scroll bar consists of **stepping arrows** at either end of the long, thin box called the **scroll region**. If the **slider**, the thicker box that obscures some of the scroll region, is at the top of the scroll region, the beginning of the file or list is visible. If the slider is at the bottom of the scroll region, the end of the file or list is visible.



In addition, the size of the slider is relative to the total amount of text in the document and indicates how much more text remains to be displayed. For example, a small slider indicates that much text remains to be displayed. A large slider that completely fills the scroll bar indicates that all the text is currently displayed.

The following table describes how to use scroll bars.

To scroll	Do this
One line at a time	click MB1 on the stepping arrows at either end of the scroll bar.
Forward one window-full of text at a time	point to the scroll region beneath the slider and click MB1.
Back one window-full of text at a time	point to the scroll region above the slider and click MB1.
Continuously through the list or file one line at a time	press and hold MB1 on the stepping arrows at either end of the scroll bar.

To scroll	Do this
Continuously through the list or file one window full of text at a time	press and hold MB1 in the scroll region.
To another location in the list or file	drag the slider to a position in the scroll region that corresponds to the general location you want to see. If the slider is at the top of the scroll region, you are viewing the beginning of the list or file. If the slider is in the middle of the scroll region, you are viewing the middle of the list or file. Cancel the drag operation by clicking another mouse button before releasing MB1.

Moving Windows

You use the title bar to move the windows on your screen. If one window partially obscures another, you might want to arrange them so that each is completely visible.

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To move a window:

1. Point to the window's title bar (anywhere but on a button).
2. Press and hold MB1.

   An outline of the window appears.
3. Drag the pointer to the new location.
4. Release MB1.

   If the window was partially obscured by other windows, it pops to the top of the stack of windows and is given input focus.

To cancel a window moving operation in progress, click another mouse button before releasing MB1. The outline disappears, and the window is not moved.

Occasionally, a title bar (usually in a dialog box) is missing a window management button, usually the resize or shrink-to-icon button. If you point to the space that these buttons usually occupy and try to drag the window, the window does not move. To drag a window missing one of these window management buttons, point to another location in the title bar and try again.

Changing the Size of Windows

Sometimes you want to make the window you are working in very large. Other times, you might want several small windows, such as when several applications are running simultaneously. You can change the size of your windows to suit your needs by using the resize button.

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To change the size of a window:

1 Point to the window's resize button.

2 Press and hold MB1.

The pointer changes into a small resize cursor.

3 Drag the resize cursor to the size you want.

To make the window larger, drag the resize cursor beyond the window border. To make the window smaller, drag the resize cursor beyond the window border and back in.

4 Release MB1.

You can change the size of a window in one dimension (height or width) or in both dimensions simultaneously. To change the size in one dimension, drag the resize cursor across one border of the window. As long as you cross only one border, the outline that follows the resize cursor changes in only one dimension. If after crossing one border you cross an adjacent border, you see an outline that can change in both dimensions.

If you drag the resize cursor through one border and then through the *opposite* border, the first border you crossed reverts to its original location, and the other border becomes an outline that follows the resize cursor.

To cancel a window resizing operation in progress, click another mouse button before releasing MB1. The outline disappears, and the window retains its original size.

Shrinking Windows

When you start an application, its icon appears in the Icon Box. You shrink a window to an icon if you want to free up space on your screen to run other applications, but don't want to exit from the application. The application continues to run in memory and remains easily accessible, but does not take up any room on your screen. Any processes continue to execute while the application is stored as an icon.

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To shrink a window to an icon:

1 Point to the window's shrink-to-icon button.

2 Click MB1.

The window closes and its icon in the Icon Box appears bold.

You cannot shrink the Icon Box to an icon.

When the application is running in a window, its icon is dimmed. The icon appears bold when the application is stored in the Icon Box. You can make the icons large or small. See Chapter 6 for more information about changing the size of your icons.

If the Icon Box contains more icons than can be displayed at once, scroll bars appear. Use the scroll bars to display the contents of the Icon Box.

As you stop and start many applications, your Icon Box develops gaps where icons used to be. You can rearrange the icons in the Icon Box in two ways:

- By moving the icons. To move an icon, point to it, press and hold MB1, and drag it to a new location.
- By clicking on the Icon Box's shrink-to-icon button. In all applications, clicking on this button shrinks the window to an icon. Clicking on this button in the Icon Box, however, eliminates the gaps where icons for applications no longer running used to be.

Expanding Icons to Windows

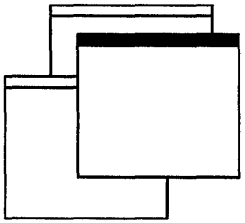
When you expand an application's icon, you open a window for that application. If you have more than one window open and expand an icon to a window, that new window is placed on top of the stack of overlapping windows. If the window accepts text entry, it is also given input focus.

To expand an icon to a window:

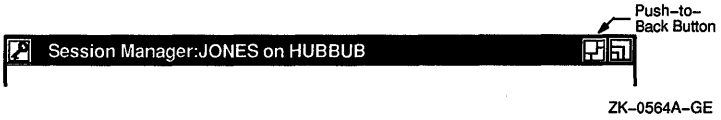
1 Point to the icon in the Icon Box.

2 Click MB1.

Stacking Overlapping Windows



You do not have to move a window in order to see its entire contents. When windows are overlapping, clicking on a window's push-to-back button pushes that window to the bottom of the stack. The next window is then fully visible.



To push the top window to the bottom of a stack of overlapping windows:

1 Point to the top window's push-to-back button.

2 Click MB1.

If you try this repeatedly with three or more windows, you see that the windows cycle through the stacking order, moving up one position in the stack each time a window is moved to the bottom of the stack.

Making Stacked Windows Stick in Place

When you are working with stacked windows and select a window, it moves to the top of the stack and is given input focus. You can, however, prevent a partially obscured window from popping to the top of the stack of windows when you select it. This means that you can arrange the windows on your screen to display only what you need to see and then secure them in place.

For example, you might have DECterm, Notepad, Mail, and FileView windows open. If you arrange the windows so that the portion of each window you need to work with is visible, you do not want the window to pop to the top of the stack whenever you select it. For example, you probably need to see just the last few lines in the DECterm window so you can enter commands.

To lock overlapping windows in the stacking order:

1 Point to a window's push-to-back button.

2 Shift click on the button.

That window is pushed to the bottom of the stack.

The lower right-hand corner of the push-to-back button is filled to indicate that the window is stuck in the stacking order. Although the window will be given input focus when you select it, it will not pop to the top of the stack.

You can still, however, push a window that you've fixed in the stacking order to the bottom or bring it to the top of the stack to see it unobscured. Clicking on a window's filled push-to-back button moves that window to the opposite position in the stack, but does not give it input focus. Clicking on a filled push-to-back button pushes an unobscured window to the bottom of the stack. Clicking on a filled push-to-back button pops a partially or mostly obscured window to the top of the stack.

Releasing Windows Locked in the Stacking Order

To release a window locked in the stacking order, shift click again on its push-to-back button. If the window was on the bottom of the stack, it pops to the top; if the window was on top, it is pushed to the bottom. The window's push-to-back button is no longer filled.

Editing Text

DECwindows provides many ways to edit text, which saves you from retyping long file names or large blocks of text. Most applications, including Calendar, Cardfiler, EVE, FileView, Mail, and Notepad, allow you to move or copy text

- From one place in a window to another.
- From one window to another window. For example, you can copy text from one Create-Send window in Mail to another.

- From one application to another application. For example, you can move a picture from Paint into a Cardfiler card.

In addition, most applications provide an Edit menu that allows you to cut, copy, and paste text and graphics. See the *VMS DECwindows Desktop Applications Guide* for more information about using the Edit menu in specific applications.

Finally, most applications define specific keys to let you perform basic text editing operations. These keys let you move the cursor and delete small amounts of text efficiently.

Selecting Text

Before you can copy or move text to other locations in a window or between windows, you must select the text. You can copy text in any increment, including a word, a line, or a paragraph at a time. Text selection is progressive, meaning that the amount of text selected increases with successive clicks of MB1. The following table describes how to select text.

To	Do this
Position the cursor where you want the selection to start	point to the location and click MB1.
Select a word	point to the word and double click MB1.
Select a line	point to the line and triple click MB1.
Select continuous text, from the original selection point to the point where the button is released	press and hold MB1 and drag the pointer through the text.
Extend the current selection	simultaneously press and hold the Shift key and MB1 and drag the pointer through the additional text.
Extend the current selection to where the pointer is positioned	press and hold the Shift key and click MB1.

In addition, some applications provide a way for you to select larger blocks of text at a time. For example, you can select a paragraph of text in EVE by pointing to the paragraph and clicking MB1 four times. You can select an entire mail message or the contents of a Notepad file by pointing to the text and clicking MB1 five times.

Only one piece of text can be selected at a time. By selecting text in one application, you cancel any other text selection you may have established in the same window or in another application.

Copying Text

If you can type text in a window, you can select and copy text from one place to another in the same window, between windows of the same application (between Mail's main window and the Create-Send window, for example), or between different applications.

You can also copy text from a FileView window—including FileView's file list—into an application that supports text entry.

To copy text within a window, between windows in the same application, or between applications:

1 Select the text you want to copy using the text selection techniques described in the previous section.

2 Position the cursor where you want the text copied by pointing and clicking MB1.

3 Click MB3.

The text is copied to the new location.

EVE uses other methods for copying text. See the *VMS DECwindows Desktop Applications Guide* for more information about copying text in EVE.

The window from which you selected the text takes input focus. Sometimes, however, you want to copy text from another window to your current window without losing input focus in your current window. QuickCopy solves this dilemma.

To use QuickCopy:

1 In the current window, position the cursor where you want the text copied by pointing and clicking MB1.

2 In the other window, point to the text you want to copy.

3 Press and hold MB3.

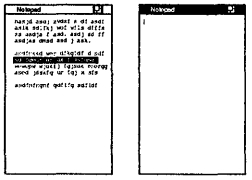
4 Drag the pointer across the text you want to copy.

The text is underlined as you drag across it.

5 Release MB3.

The text is copied to the new location in your current window.

Moving Text Between Windows



DECwindows also lets you work in one window, select text from another, and move that text to the current window without losing input focus in your current window. The text is deleted from its original location.

To move text from one window to another:

1 In the current window, position the cursor where you want the text pasted by pointing and clicking MB1.

Make sure the window has input focus.

2 In the other window, point to the text you want to move.

3 Press and hold Ctrl/MB3.

4 Drag the pointer across the text you want to move.

The text is underlined as you drag across it.

5 Release Ctrl/MB3.

The text is moved to the new location and deleted from the old.

EVE uses other methods for moving text. See the *VMS DECwindows Desktop Applications Guide* for more information about moving text in EVE.

Deleting Text with Pending Delete

When you mark text for **pending delete**, you can delete large blocks of text with one keystroke instead of pressing the <X key repeatedly. You mark text for pending delete by selecting it as described in the section . Selecting Text. The selected text is deleted when you press any key. You can then type new text.

To cancel a pending delete selection (once you select the text but before you press a key), point to the selected text and click MB1.

Text Editing Key Definitions

You can use the text editing techniques described in the following table to move the cursor or delete text in any DECwindows application.

To	Press
Move the text cursor one character to the right	right arrow key. In a text field with only one line, the text cursor does not move beyond the end of the line. In a text field with multiple lines, the text cursor moves to the first position in the next line.
Move the text cursor one character to the left	left arrow key. In a field with only one line, the text cursor does not move beyond the beginning of the line. In a field with multiple lines, the text cursor moves to the last position in the previous line.
Move the cursor to the next word	Shift/right arrow keys.
Move the cursor to the previous word	Shift/left arrow keys.
Move the cursor up one line in a text field with multiple lines	up arrow key.
Move the cursor down one line in a text field with multiple lines	down arrow key.
Move the cursor to the beginning of the line	F12 key or Ctrl/H keys.
Move the cursor to the end of the line	Shift/F12 keys or Ctrl/E keys.
Move the cursor forward between text fields	Tab key.
Move the cursor backward between text fields	Shift/Tab keys.
Delete the characters to the left of the cursor up to and including the beginning of the word	F13 key or Ctrl/J keys. (In EVE, Ctrl/J deletes the characters to the right of the cursor up to and including the end of the word.)
Delete the characters to the right of the cursor up to and including the end of the word	Shift/F13 keys. Not enabled in EVE.
Delete the character to the left of the cursor and move all text to the right of the deleted character one space to the left	<X key.
Delete the character after the cursor and move all text to the right of the deleted character one space to the left	Shift/<X keys. In overstrike mode, Shift/<X deletes the character under the block cursor. Not enabled in EVE.
Delete all characters to the start of the line	Ctrl/U keys.
Refresh the window	Ctrl/R keys.

Composing Special Characters

In DECwindows, you can use **compose sequences** to create special characters. A compose sequence is a series of keystrokes that creates characters that do not exist as standard keys on your keyboard. See the list of multinational character and ISO Latin 1 compose sequences in the *VMS DECwindows Desktop Applications Guide*.

Depending on the keyboard type, you compose characters in either of the following ways:

- Using three-stroke sequences on a VT200- or VT300-series keyboard
- Using two-stroke sequences on any VT200-series keyboard except North American

To compose a character using the list of compose sequences in Appendix A in the *VMS DECwindows Desktop Applications Guide*:

1 Find the character you want to create in column 1.

2 To compose a three-stroke sequence, press the Compose key and space bar, and then type the two characters in column 2.

  To compose a two-stroke sequence, type the two characters in column 3. The desired character is displayed.

To cancel a compose sequence, press the Compose key and space bar, <⌫ key, Tab key, Return key, or Enter key.

See the *VMS DECwindows Desktop Applications Guide* for information about composing characters in DECterm.

Getting Help

You can get help in any DECwindows application by using the Help menu. Help provides brief information about screen objects, concepts, or tasks you can perform in applications. Some applications also let you get help on specific screen objects, for example, scroll bars and menu items, by using the Help key and MB1.

Help is designed to let you request general information on an application and quickly narrow the focus of your inquiry. In Help, you can

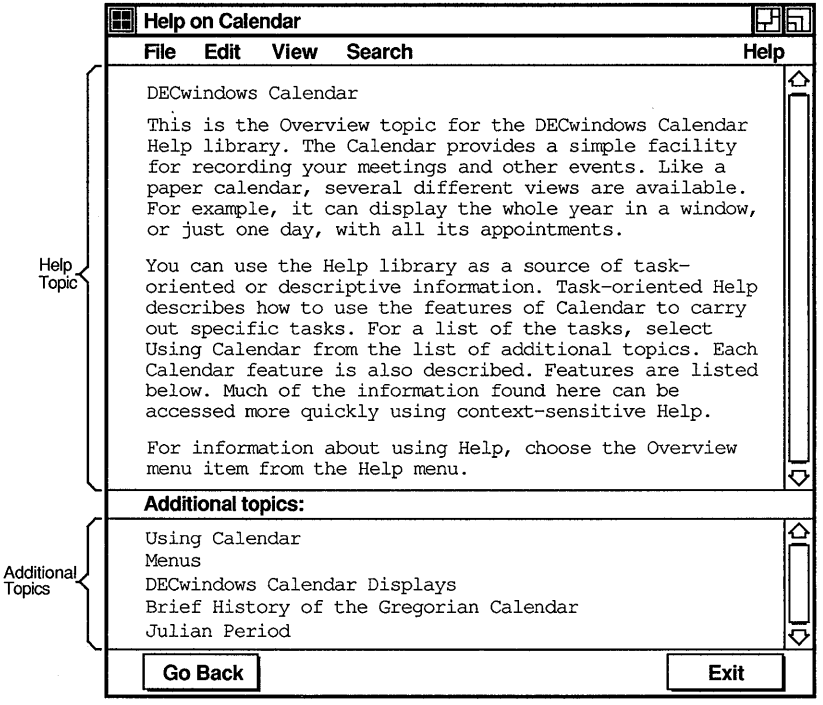
- Navigate quickly through help topics. Help keeps track of the path you used to get to a particular topic, which makes it easy for you to retrace your steps and follow a different path.

- Search Help for a keyword or topic supplied by the application.
- Save the help text in a file for printing.

Invoking Help

To get help on **tasks** in any DECwindows application, choose the Overview menu item from the application's Help menu.

A help window opens with the Overview topic displayed. The Overview topic includes a list of additional topics that explain how to do common tasks.



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- The **help topic** describes the task or object about which you requested help. Scroll bars are displayed if the text cannot fit in one frame.
- The **Additional topics** list contains related topics that you can select to display more information. You select these topics by pointing to them and double clicking MB1.

- The **help buttons**, Go Back and Exit, let you display the previous help frame or exit from Help.

To get help on **objects** such as menu names, scroll bars, and dialog boxes in Bookreader, Calendar, Help, and Mail, point to the screen object, and press and hold the Help key on your keyboard while you click MB1.

To get help on a menu item, press the Help key while you press and hold MB1 on the menu item, then release MB1.

A help window opens, displaying information on the object you specified.

You can display product information about your application, such as the software version number, by choosing the About menu item from the application's Help menu. In some applications, the Help menu also contains a Glossary menu item, which you can use to look up terms specific to your application. For more information about using Help, choose the Help menu item from the Help menu in each application's help window.

Navigating in Help

When you select a topic from the Additional topics list in the Overview window, you start down a path that is limited only by your own curiosity. You can follow a path of topics by continuing to select additional topics, retrace your steps and branch off to a different topic, or return to the Overview frame and start down another path.

To select an additional topic:

1 Point to the item and click MB1.

  The topic is highlighted to indicate it is selected.

2 Choose the Go To menu item from the View menu.

For still faster navigation, just double click on the topic you want. Double clicking on a topic is a shortcut for selecting the topic and choosing the Go To menu item.

Help displays the selected topic. You can continue to select other topics from the Additional topics list or redisplay the topic you last saw by clicking on the Go Back button.

If you want to display the current topic and a new topic simultaneously:

1 Select another topic from the Additional topics list.

2 Choose the Visit menu item from the View menu.

Instead of replacing the current help topic with the new topic, another help window opens displaying information about the new topic. You can then explore other topics from the new help window and keep the current topic open for reference.

To see the path you followed to get to your current topic:

1 Choose the History... menu item from the Search menu.

Help displays a dialog box that lists the topics you have already seen.

2 Double click on a topic to replace the current topic or select a topic and click on the Visit button to open another help window without replacing the current topic.

When you finish looking at a topic and want to close the help window, click on the Exit button. To return to the Overview frame, choose the Go To Overview menu item from the View menu in any help window.

Searching Help for Titles and Keywords

You can search Help for words or phrases to see whether they appear in topic titles or in help text. For example, you might want to see whether a Mail help topic title contains the word "Sending", or the topic in which the keyword "message" appears.

To search for a word or phrase contained in a topic title:

1 Choose the Title... menu item from the Search menu.

Help displays a dialog box.

2 In the Title text field, type the word or phrase for which you want to search.

Leave this field empty if you want Help to display a list of every topic title.

3 Click on Apply.

Help displays the topics whose titles contain the word or phrase you specified.

To display the topic whose title contains the word or phrase you searched for, double click on the topic or select it and click on the Visit button. Help displays the topic in another window. The Search Topic Titles dialog box remains open for you to continue your topic search.

Help for each application has predefined keywords that you can search for. To search for a keyword used in a topic:

1 Choose the Keyword... menu item from the Search menu.

   Help displays a dialog box that lists the keywords defined for that application.

2 Double click on the keyword for which you want to search.

   Help lists the topics in which the keyword is used.

To display the topic in which the keyword is used, double click on the topic or select it and click on the Visit button. Help displays the topic in another window. The Search Topic Keywords dialog box remains open for you to continue your keyword search.

Saving Help Text in a File

You can select text from a help topic and save it in a file. This lets you print the file for later reference or mail the file to another user.

To select text from a topic and save it in a file:

1 Choose the Select All menu item from the Edit menu, or use the techniques described in the section Selecting Text to select smaller amounts of text.

2 Choose the Save As... menu item from the File menu.

   Help displays a dialog box.

3 Delete the text in the Selection text field if you want to name the file something other than HELP_TOPIC.TXT, which is already entered for you.

   Give the file name a TXT file type to identify that it contains text. For example, if you selected Help text from Cardfiler, you might want to call your file CARDFILER_HELP.TXT.

4 Click on OK.

Exiting from Help

To exit from Help, click on the Exit button. If you have multiple help windows open, you must close each one.

Putting a Session on Hold

At any time, you can put your current session on hold indefinitely and lock your workstation without ending your session. When you put your session on hold, your screen is cleared, but your session is maintained exactly as it was. Any applications you started continue to run.

To put your current session on hold, choose the Pause menu item from the Session Manager's Session menu. Your screen is cleared and the Continue Session dialog box is displayed. To continue your session, type your password and press Return. Once the system verifies your password, your session resumes. If the Continue Session dialog box remains on your screen, you probably made a typing mistake. Click on the Clear button and type your password again.

Ending a Session

You can end a session at any time. When you end a session, DECwindows stops all applications and clears the screen.

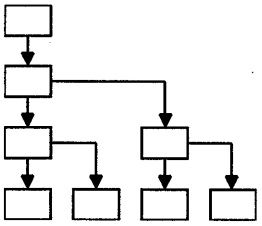
To end your session:

1 Choose the Quit menu item from the Session Manager's Session menu.

2 The Session Manager displays a dialog box asking you to confirm that you want to end the session. Click on OK or press Return.

3

Understanding Files, Directories, and Devices



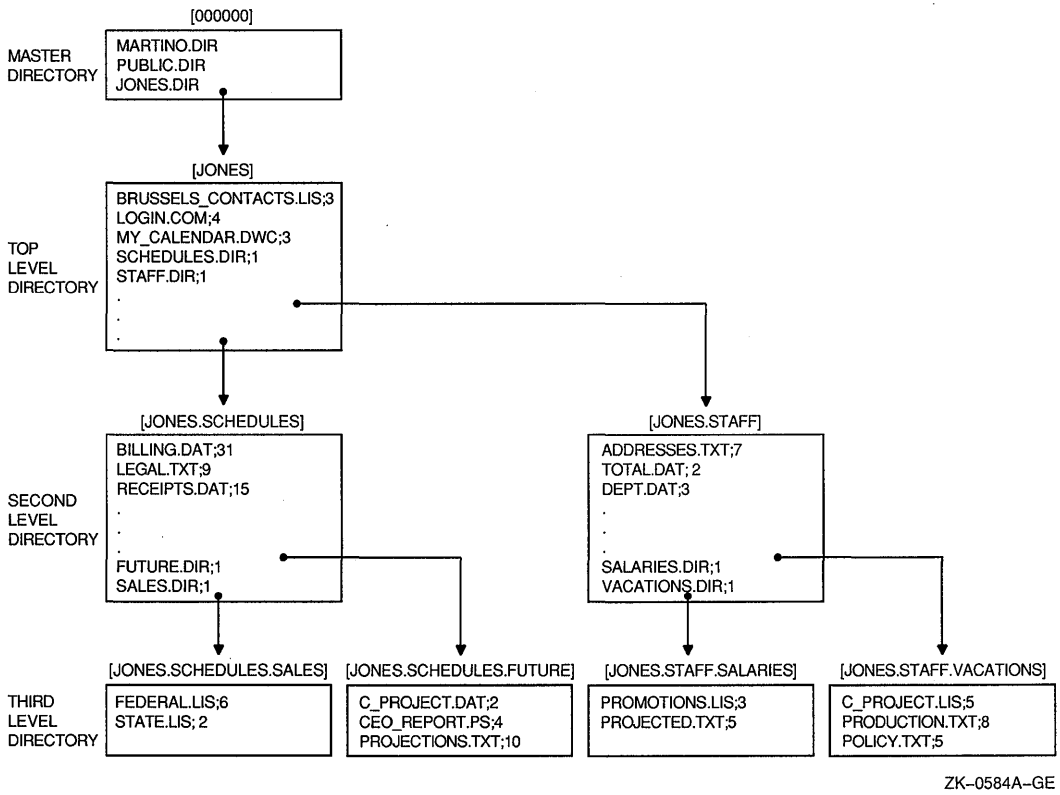
Although DECwindows is an interface to the VMS operating system, you do not need to know a great deal about the VMS directory structure to use DECwindows. You can, for example, be a successful DECwindows user and never leave your own directory. But the more you understand about the VMS directory structure and the relationship between its parts, the more sophisticated your daily computing tasks can become.

This chapter is designed for new users of VMS as well as those who need a refresher on files and directories and their place in the VMS directory structure. If you are already familiar with this discussion, skip to Chapter 4 to find out exactly how to work with files and directories under FileView, the graphical interface to VMS.

Understanding the VMS Directory Structure

In the VMS operating system, information is stored hierarchically. At the top of this hierarchy is the **master file directory**. Your **user file directory** and those belonging to other users on your system are listed in this master file directory. Your user file directory—usually called username.DIR—is a file that points to your top level directory. This top level directory contains the files and subdirectories that you have created or have been created for you. It is from your top level directory that you perform most of your daily online tasks.

Your directory structure resembles a family tree. Your top level directory branches off to files and to **subdirectories**, which branch still further. Subdirectories let you organize files into meaningful groups. By ascending and descending the directory structure, you can list the contents of your directory and subdirectories, and work with the files they contain.



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The top level directory, subdirectories, and files that make up your directory structure are stored on a physical device called a **disk**. The access path to a **file** is through the **node** and device, through a top level directory, through any subdirectories, and then to the file. If your computer system is part of a network, you can access other directory structures on other nodes.

About Files

A file can be a document, a program written in a language such as C or Pascal, or a list of street addresses. Among other things, you can view, edit, print, compile, and delete these files. In DECwindows, you use FileView to perform tasks with files.

Every file has a file name or file type to identify it. When you create a file, you give it a file name. This name should be meaningful to you. A file name can be up to 39 characters chosen from the letters A through Z (uppercase or lowercase), the numbers 0 through 9, an underscore (_), a hyphen (-), or a dollar sign ($).

A file type identifies the nature of a file. For example, a file that contains text may have the file type TXT. A program that you can run—or **execute**—often has the file type EXE.

A file also has a version number. You can have many versions of a file. When you modify that file, the system saves the original file and produces a modified output file. This output file has the same name and type as the original, but the version number is increased by 1. Unless you specify a version number, FileView uses the highest existing version number of that file when it executes a command.

You express this file information in the following format:

```
filename.type;version
```

About Directories and Devices

Files are cataloged in directories. The file name, type, and version of the files in a directory are recorded in a special kind of file called a directory file. When you list the contents of a directory, the system reads the directory file to obtain the names of the files in that directory.

A directory file has the following format:

```
directory.DIR;1
```

Because you cannot edit a directory file, all directory files have a version number of 1.

When you started your first DECwindows session, you were placed in your top level directory. Your top level directory, which contains all your files and subdirectories, is stored on a **device**. Your system manager probably gave your device a name you can easily remember, for example, WORK or DISK$. The device, directory, and file information combine to form a **file specification**. You

use this file specification to identify the path to a file. If you want to access a file that is located on your device, you can omit the device name from the file specification. If you want to access a file on another node, you must include the node name in the file specification. (You specify a node only if your computer system is part of a network.)

The following file specification tells a user that the file RABBIT.TXT is located in the directory [MCGREGOR] on the device WORK1. The colon and brackets are required elements in the file specification.

```
WORK1:[MCGREGOR]RABBIT.TXT
```

A subdirectory name always appears after the directory name, separated from it by a period. You can append up to seven subdirectory names—each separated from the other by a period—after the directory name. The following file specification tells a user that the file RABBIT.TXT is located in the subdirectory [MCGREGOR.GARDEN] on the device WORK1:

```
WORK1:[MCGREGOR.GARDEN]RABBIT.TXT
```

The following file specification tells a user that the file COTTONTAIL.TXT is located in the directory [PETER] on device DISK$ on node FLOPSY:

```
FLOPSY::DISK$:[PETER]COTTONTAIL.TXT
```

Using Wildcards in File Specifications

FileView provides commands that let you work with files. The asterisk (*) and percent sign (%) wildcards allow you to apply commands to multiple files rather than to one file at a time. When you use wildcards in a file specification, the command applies to all files whose fields match those of the file specification you enter. (Fields are the individual elements, such as the file name and file type, of a file specification.)

If you choose a command that accepts wildcards, the asterisk (*) and percent sign (%) wildcards can be used in the directory name, file name, and file type fields of a file specification. See Chapter 4 for more information about using FileView commands.

Using the Asterisk (*) Wildcard

You can use the asterisk wildcard to represent all or part of a directory name, file name, and file type. You can also use an asterisk to match the entire version number, but not a portion of it.

The following example shows how to use an asterisk to replace fields of a file specification. By choosing FileView's Type command and entering the following file specification in Type's dialog box, all versions and all file types of all files that begin with the word STAFF in the directory [JONES] are displayed. This includes STAFF_VACATIONS.TXT, STAFF.DIS;1, and STAFF.DIS;2.

```
Files: STAFF*.*;*
```

When you select the file you want the command to act on, you provide FileView with an **input file specification**. You must also provide the name of the **output file specification** created as a result of the command. Use the asterisk in the file name, type, and version number fields in the output file specification when you want the output file specification to match the corresponding fields in the input file specification.

In the following example, choosing FileView's Copy command and entering the following file specification in Copy's dialog box copies the latest version of all TXT files in [JONES] to new files in [JONES] with the same name but with a file type of SAV:

```
From: *.TXT
To: WORK:[JONES]*.SAV
```

Using the Percent (%) Wildcard

The percent sign wildcard can be used as a substitute for any single character in the directory, file name, and file type fields. You cannot, however, use the percent sign wildcard in the version number field.

In the following example, choosing FileView's Type command and entering the file specification in Type's dialog box as shown displays the latest versions of all TXT files whose names begin with DISTRICT:

```
Files: DISTRICT%.TXT
```

The files DISTRICT1.TXT, DISTRICT2.TXT, and DISTRICT3.TXT would be displayed. Neither the file DISTRICT33.TXT (because it has more than one character after DISTRICT), nor the file DISTRICT.TXT would be displayed. The percent sign replaces one character position, but there must be a character to replace.

Using Wildcards in Directory Specifications

You can also use two other wildcards, the ellipsis (. . .) and hyphen (-), to refer to another directory or subdirectory in a directory structure. The ellipsis wildcard allows you to search down the directory hierarchy. The hyphen wildcard permits you to move up the directory structure one level at a time. See Chapter 4 for more information about using the ellipsis and hyphen wildcards.

4

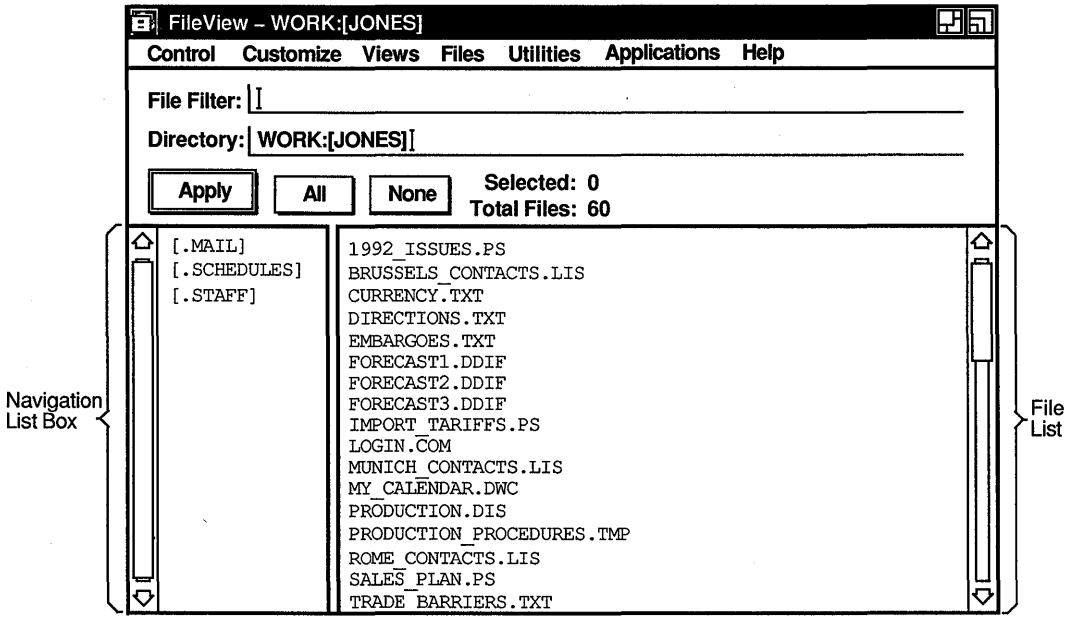
Using FileView

FileView is a graphical representation of the VMS operating system that appears on your screen at the start of every DECwindows session. FileView gives you access to DECwindows applications and provides commands for you to work with files. You can use these commands to, among other things, copy, delete, edit, print, and search files. You can also use FileView to create directories to organize your files.

FileView provides you with a window to the VMS operating system through the DIGITAL Command Language (DCL). Thus, the power of DCL is only a window away.

In this chapter, you will learn how to run applications, how to use commands to perform file tasks, how to get helpful information about files, and how to navigate the directory structure to gain quick access to files.

The FileView window on your screen looks like this:



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- The title bar displays the name of the application and the name of the current directory. Notice also that the FileView icon in the Icon Box displays the current device and directory.
- The menu bar displays the names of menus available from FileView.
- The **File Filter** text field lets you list a subset of files, for example, all TXT files, in the current file list. By entering a directory specification here, you can also list the contents of a directory or directory structure without changing your current directory. (That is, where files produced by any commands are placed.) You can work with files on other nodes by including the remote node in the File Filter field.
- The **Directory** text field displays the name of the current, or default, device and directory. Unless you specify otherwise, you are placed in your top level directory whenever you start FileView.
- The **navigation list box** displays your subdirectories. Using the navigation list box, you can ascend and descend a directory structure in the current or a new FileView window.

- The **Apply** button lets you create a new file list based on the contents of the File Filter and Directory field. These contents can include a wildcard in the File Filter, or another directory specification in the Directory field. If you make any changes to the files in your current directory, such as renaming a file, the Apply button changes to an Update button to remind you to update your file list.
- The **All** button selects all the files in the file list.
- The **None** button cancels the current file selection.
- The **Selected** field tallies the number of files selected.
- The **Total Files** field tallies the number of files in the file list.
- The **file list** can contain different kinds of information, such as the creation date or size, about the files in the current directory or in the directory specified in the File Filter field. The first time you start FileView, the file list contains only the names of the files in your top level directory.

Running Applications

You run applications from FileView. When you choose the application you want to run from FileView's Applications menu, that application is displayed in a window and its icon is placed in the Icon Box. FileView remains available for you to run additional applications or perform other tasks.

Selecting File Names

Before you execute a task, you select the file you want to work with. FileView highlights a selected file. The next command you choose will affect that file.

To select a file from your file list:

1 Point to the file you want to select.

2 Click MB1.

The file name is highlighted.

FileView keeps track of the number of files currently selected. Selecting one file at a time cancels the previous file selection.

To select a block of adjacent files from the file list:

1 Point to the first file in the range.

2 Drag the pointer through the files you want to select.

The block of files is highlighted. FileView reports the number of files selected.

To select files scattered throughout the file list:

1 Point to the first file you want to select and click MB1.

2 Press and hold Shift and click MB1 on the other files you want to select.

Select all the files in the current directory by clicking on the All button. You can then remove individual files from the selection by pointing to them, pressing and holding the Shift key, and clicking MB1. You can remove multiple files from the selection by pointing to them, pressing and holding the Shift key and MB1, and dragging the pointer through them. Cancel your file selection by clicking on the None button.

You can also select file names that appear in other windows by dragging the pointer through the file name or double clicking on it. See Chapter 2 for more information about making selections.

If you do not select a file name before choosing a FileView command, FileView displays a dialog box, asking you to type the name of the file or files you want the command performed on.

Scrolling Through the File List

FileView displays horizontal or vertical scroll bars if the files in your current directory cannot fit in the file list. (If at least two full columns fit in the file list, FileView displays the files in multiple columns.) Use the scroll bars to see the rest of the information.

See Chapter 2 for more information about using scroll bars.

Updating the File List

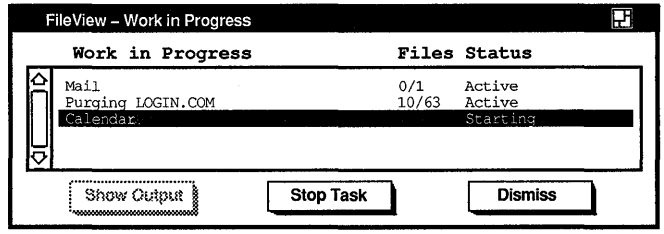
Apply

You use the Apply button to create a new file list based on the contents of the File Filter and Directory field. For example, to list only the TXT files in your current directory, type *.TXT in the File Filter text field and click on the Apply button. The file list displays the files you requested.

The Apply button changes to an Update button when you make changes to the contents of the current directory. If that change affects your file list, clicking on the Update button displays the altered version of the file list. For example, if you rename or delete a file in the file list, the Apply button changes to an Update button to remind you to update the file list. You can continue to work with other files and perform other tasks, updating the file list at your convenience.

Keeping Track of Work in Progress

FileView maintains a Work in Progress dialog box that lists the applications currently running and the commands currently executing. FileView automatically displays this dialog box when you start applications or perform most file tasks.



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If a command is executing on multiple selected files, the Work in Progress dialog box displays a status message as each file is affected. For example, if you select three files from the file list for deletion, the Work in Progress displays a status message as each file is deleted.

The Files column tells you how many files are selected and the file on which the command is currently executing. If you selected five files for copying, the files column displays 1/5 as it copies the first file, 2/5 as it copies the second file, and so on.

The Status column tells you the task's status. This status can be any of the following:

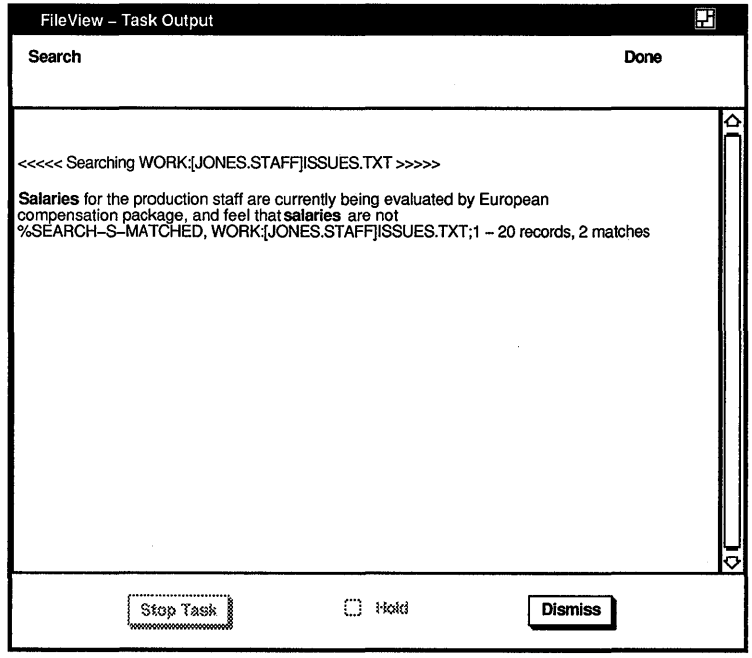
This status	Means
Starting	the application is starting and is not yet displayed.
Active	the task is currently executing.
Pending	the task cannot execute because you have exceeded the number of tasks—called subprocesses—you are allowed to execute. If several other tasks are executing, this status changes to "Active" when those tasks are completed.
Done	the task is complete.

If you want to cancel a task—either a command or an application—while it is executing, select it in the Work in Progress dialog box and click on the Stop Task button. If the task

produced a Task Output window, you can also cancel a command by clicking on the Stop Task button in that window.

If the command successfully completes and produces no output files, as when you copy or rename a file, FileView places the word "Done" in the Status column and removes the task status message from the Work in Progress dialog box. FileView closes the Work in Progress dialog box unless you since have started another task that opens it.

If the command normally produces output files that you need to see to continue working, FileView opens a Task Output window. For example, when you search a file for a text string, you want to see the results of that search operation, that is, a listing of every line in the selected file on which the text string you specified appears. In the following example, FileView displays the results of a search for the text string "salaries":



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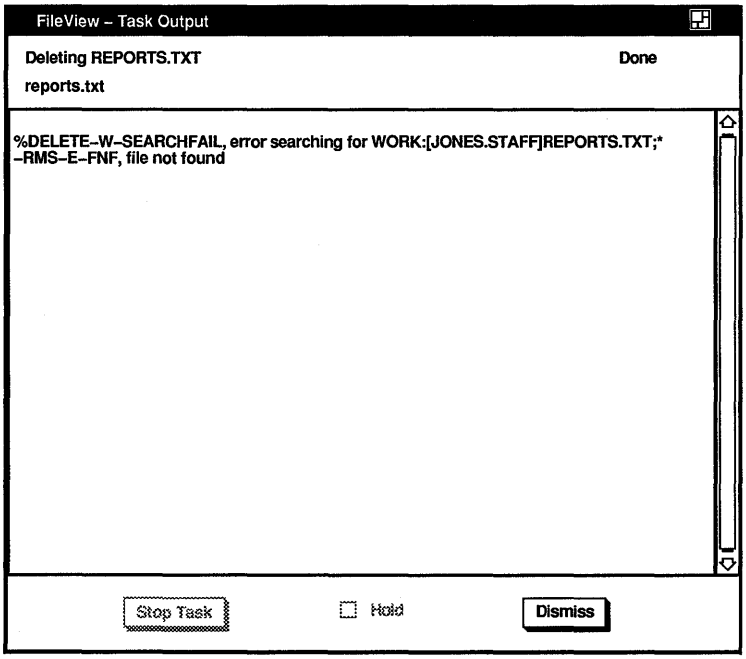
If the output is more than one screen of text, the text scrolls off the screen. Toggle on the Hold button to stop and resume scrolling. Use the scroll bars to redisplay the last 100 lines of text that scrolled off the screen. When you are done viewing the output, or if you want to view it at a later time, click on the Dismiss button.

If FileView cannot execute the task successfully, it displays the word "Error" next to the Status column in the Work in Progress dialog box. Click on the Show Output button in the Work in Progress dialog box to display the error message. For example, if a delete operation failed, the Task Output window displays the following error message:



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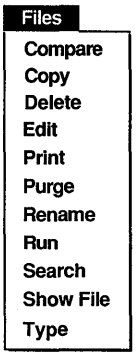
If the task produces output files, for example, copied files, and the Task Output window is not currently displayed, the words "New Output" are displayed next to the Status column in the Work in Progress dialog box. Click on the Show Output button to display the output.

You can keep track of your FileView tasks by keeping the Work in Progress dialog box open. To open the Work in Progress dialog box, choose the Work in Progress... menu item from the Control menu. If you open the Work in Progress dialog box in this way, it remains open until you dismiss it.

Working with Files



FileView provides commands that let you do the following tasks:

- Display the contents of files
- Create and modify files
- Copy files
- Search files for text strings
- Rename files
- Compare the contents of files
- Display information about files
- Purge files from directories
- Delete files
- Print files
- Run programs

Hiding Command Dialog Boxes

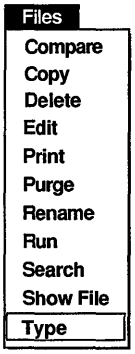
When you choose a command from FileView's Files menu, FileView displays a dialog box in which you can choose options to tailor the file operation. For example, you can request that the Copy command display a confirmation message each time it copies a file.

If you want a command performed in the same way every time you choose it, you can prevent FileView from displaying a command dialog box. By clicking on the Hide This Dialog option button in a command dialog box, you prevent FileView from displaying that command box the next time you execute the command. Even if a command's dialog box is hidden, FileView continues to use the options you chose to tailor your file operation.

But what if you have hidden a dialog box and need to see it? To display a hidden command dialog box, pull down the Files menu, drag the pointer to the command you want, press and hold the Shift key, and release MB1.

A hidden command dialog box also appears if the command you choose requires a file name, but none is selected.

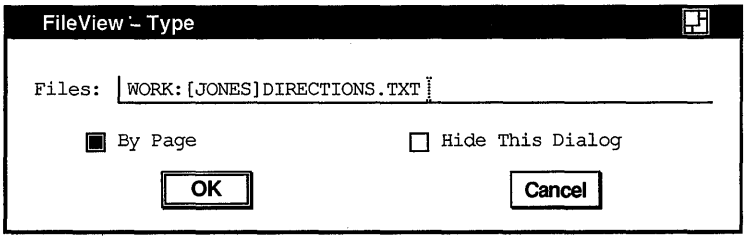
Viewing the Contents of Files



To view the contents of one or more files without making any changes, use the Type command:

1 Select the files you want to view.

2 Choose the Type command from the Files menu.
FileView displays a dialog box.



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3 To display a file, click on OK.
To alter the way a file is displayed, choose any of the following options and click on OK:

Enable this option	To
By Page	display the file one page at a time.
Hide This Dialog	prevent FileView from displaying the Type dialog box the next time you choose the Type command.

4 Click on OK to display the selected file.

If the Work in Progress dialog box is displayed, it reports that the file is being typed. The Task Output window opens, and the file you specified is displayed one page at a time. Press the Return key to display the next page. If you selected more than one file for display, press Ctrl/Z to cancel the display of the current file and continue with the next file.

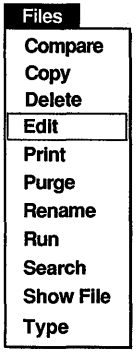
If you disabled the By Page setting and the file contains more than one screen of text, the text scrolls off the screen. Toggle on the Hold button to stop and resume scrolling.

When the entire file has been displayed, the word "Done" appears in the upper right-hand corner of the Task Output window. Use the scroll bars to redisplay the last 100 lines of text that scrolled off the screen. Click on the Dismiss button to close the Task Output window.

To use wildcards in the file specifications of the files you want to view, choose the Type command without first selecting any files. In the following example, choosing the Type command and entering the file specifications as shown displays the highest version of those files in the current directory with a file type of LIS:

```
Files: *.LIS
```

Creating and Modifying Files



Using the Edit command, you can create and edit new or existing files. You can add text to a file and modify or format that text.

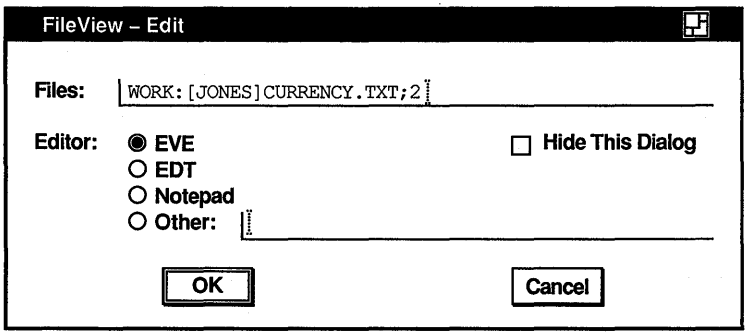
FileView gives you several text editors from which to choose:

- EVE
- EDT
- Notepad

To edit a file:

1 Select the file you want to edit.

2 Choose the Edit command from the Files menu.
FileView displays a dialog box.



ZK–0455A–GE

3 Click on the editor you want to use.

To use an editor other than those listed, type the appropriate DCL command for invoking the editor in the text field provided. FileView appends the file name of each selected file to this Edit command.

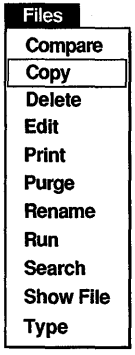
4 Click on OK.

If the Work in Progress dialog box is displayed, it reports that the editor is starting.

If you clicked on EVE, FileView displays another dialog box in which you can specify EVE settings. If you clicked on EDT, FileView opens a Task Output window where you can edit your file using EDT. If you clicked on Notepad, a Notepad window opens. Click on the Hide This Dialog button to prevent FileView from displaying the Edit dialog box the next time you choose the Edit command.

See the *VMS DECwindows Desktop Applications Guide* for more information about using EVE and Notepad. See the *VAX EDT Reference Manual* for more information about using EDT.

Copying Files



You can copy a file to a new file name, concatenate two or more files into a single file, or copy a group of files to a group of new files. You can also enhance a copy operation by choosing several options from the Copy dialog box.

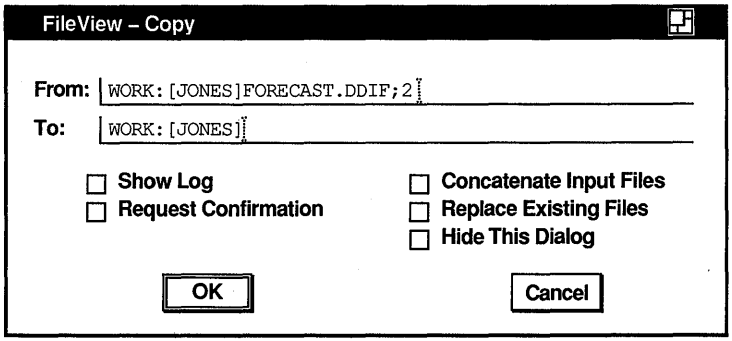
When you copy a file to another file name, the original file remains unchanged.

Copying One File to Another To copy a file to a new name or to a different subdirectory:

1 Select the file you want to copy.

2 Choose the Copy command from the Files menu.

FileView displays a dialog box.



ZK–0457A–GE

3 Type the new file name, or the device and directory you want the file copied to.

4 To perform a simple copy operation, click on OK.

To alter the way a copy operation is performed, choose any of the following options and click on OK:

Enable this option	To
Show Log	display the file specification of each copied file. If a file is not copied, an error message is reported. This toggle button is especially helpful for verifying whether multiple input files were copied to multiple output files as you intended.
Request Confirmation	display a prompt asking whether the file should be copied.
Concatenate Input Files	create one output file from multiple input files if wildcard characters are not used in the output file specification.
Replace	delete the file that already exists with the output file specification you entered. The copied file is given that file specification because two files cannot have exactly the same file specification; that is, at least the version number must be different.
Hide This Dialog	prevent FileView from displaying the Copy dialog box the next time you choose the Copy command.

If the Work in Progress dialog box is displayed, it reports that the file is being copied. Once it is copied, this status message disappears.

If FileView cannot copy the file, it displays the word "Error" in the task list box. To open the Task Output window and see the error message, click on the Show Output button. Click on the OK button in the Task Output window when you finish viewing the message.

If you choose the Copy command without first selecting a file, type the name of the file you want to copy in the Copy dialog box.

Copying Groups of Files You can concatenate two or more files into a single file, or copy multiple input files to multiple output files. To copy a group of files at the same time, you select the files and then copy them in one operation. You can tailor this copy operation as well by choosing options from the Copy dialog box.

To copy a group of files in one operation:

1 Select the files you want to copy.

2 Choose the Copy command from the Files menu.
FileView displays a dialog box.

3 Type the new file name or names, or the device and directory you want the files copied to.

4 Click on OK.

If the Work in Progress dialog box is displayed, it reports that the files are being copied. Once they are copied, this status message disappears.

If you specify multiple input files in the Copy dialog box, separate them with a comma. To create multiple output files, specify multiple input files and include at least one of the following:

- An asterisk wildcard in the output directory, file name, file type, or version number
- Only a directory specification as the output file specification

When multiple output files are created, the corresponding element from each input file specification is used in the output file specification. If you do not specify a version number for the input and output files, the Copy command assigns a version number to the output files that is either of the following:

- The version number of the input file

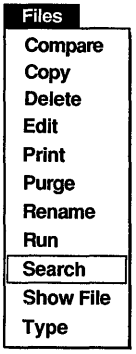
- A version number one greater than the highest version number of an existing file with the same file name and file type

If you specify a version number in the output file specification, the Copy command uses that number for the output file specification. If a higher version of the output file already exists, a warning message is issued in the Task Output window, but the file is still copied. If an equal version of the output file already exists, a message is issued and the file is not copied. (Toggle on the Replace button in the Copy dialog box to overwrite the existing file.)

The following example copies the files DIRECTIONS.TXT;1 and PROVISIONS.LIS;1 to produce two output files, HOLIDAY.TXT;1 and HOLIDAY.LIS;1:

```
From: WORK:[JONES]DIRECTIONS.TXT;1,WORK:[JONES]PROVISIONS.LIS;1
To: WORK:[JONES]HOLIDAY.*;*
```

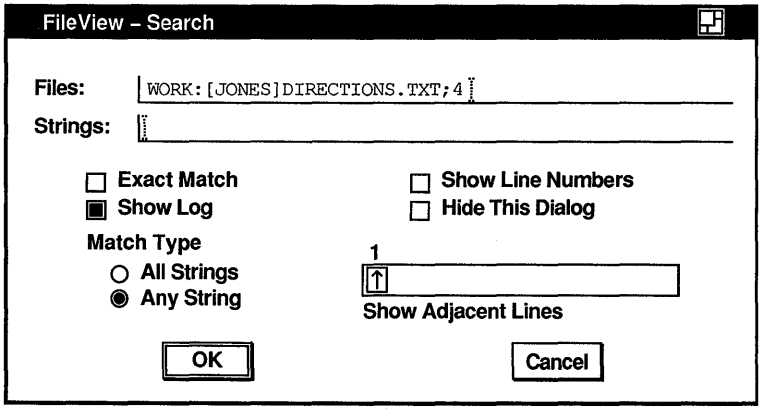
Searching Files for Text Strings



To search one or more files for one or more text strings, use the Search command.

1 Select the files you want to search.

2 Choose the Search command from the Files menu.
FileView displays a dialog box.



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3 Enter the text string you want to search for.

4 To perform a simple search operation, click on OK.

To alter the way a search operation is performed, choose any of the following options and click on OK:

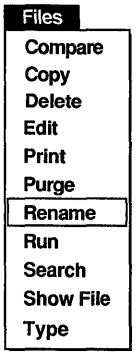
Enable this option	To
Exact Match	find only those strings that exactly match the string you specified. Unless you specify this toggle button, the Search command does not differentiate between uppercase and lowercase letters.
Show Log	display the file specification of each file as it is searched.
Match Type	to produce output only if the line contains all the strings when you specify multiple search strings. Click on the Any String button to produce output if the line contains any of the strings.
Show Line Numbers	display the line number on which the text string is located in the file being searched.
Show Adjacent Lines	specify the number of lines to be displayed with the search string. By default, only the line containing the search string is displayed.
Hide This Dialog	prevent FileView from displaying the Search dialog box the next time you choose the Search command.

If the Work in Progress dialog box is displayed, it reports that the files are being searched. A Task Output window opens, displaying the lines in the files you specified that contain the text string you entered. If the output is more than one screen of text, the text scrolls off the screen. Toggle on the Hold button to stop and resume scrolling. Use the scroll bars to redisplay the last 100 lines of text that scrolled off the screen. Click on the Dismiss button when you finish viewing the results.

To use wildcards in the file specifications of the files you want to search, choose the Search command without first selecting any files. In the following example, choosing the Search command and entering the file specification as shown searches all versions of all files in the current directory with the file type COM for the text string WRITE.

```
Files: *.COM
Strings: WRITE
```

Changing the Name of a File



You can change all or part of a file specification of one or more existing files by using the Rename command. You can also rename a group of files in one operation. You cannot, however, use the Rename command to change the device on which a file is located.

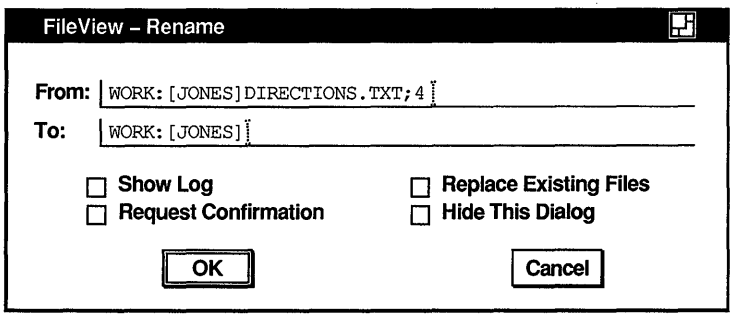
When you rename a file, a copy of that file no longer exists under its original name.

Renaming a File To change all or part of a file specification of an existing file:

1 Select the file you want to rename.

2 Choose the Rename command from the Files menu.

FileView displays a dialog box.



ZK-0461A-GE

3 Type the new file name.

4 To perform a simple rename operation, click on OK.

To alter the way a rename operation is performed, choose any of the following options and click on OK:

Enable this option	To
Show Log	display the file specification of each file as it is renamed. This toggle button is especially helpful for verifying whether multiple input files were renamed to multiple output files as you intended.
Request Confirmation	display a prompt asking whether the file should be renamed.

Enable this option	To
Replace Existing Files	delete the file that already exists with the output file specification you entered. The renamed file is given that file specification because two files cannot have exactly the same file specification.
Hide This Dialog	prevent FileView from displaying the Rename dialog box the next time you choose the Rename command.

If the Work in Progress dialog box is displayed, it reports that the file is being renamed. Once it is renamed, the status message disappears.

If you choose the Rename command without first selecting a file, type the name of the file you want to rename in the Rename dialog box.

If FileView cannot rename the file, it displays the word "Error" in the task list box. To open the Task Output window to see the error message, click on the Show Output button. Click on the OK button in the Task Output window when you finish viewing the message.

In the following example, choosing the Rename command and entering the file specifications in the Rename dialog box as shown changes the directory specification of DIRECTIONS.TXT from your top level directory to the SCHEDULES subdirectory. (DIRECTIONS.TXT is moved to the SCHEDULES subdirectory.)

```
From: DIRECTIONS.TXT
To: [.SCHEDULES]
```

Renaming Groups of Files You can rename multiple files in one operation. The simplest way to rename multiple files is by selecting them in your file list and renaming them as you would one file.

You can also rename multiple input files to multiple output files by specifying wildcard characters in corresponding elements of the input and output file specifications. Just as when you renamed one file, you can tailor this operation by choosing options from the Rename dialog box.

If elements in the output file specification are omitted or replaced by wildcard characters, the Rename command uses the device, directory, file name, and file type of the input file specification in naming the corresponding elements in the output file specification.

The version number is determined in the following ways:

- If you specify an explicit version number in the output file specification, that version number is used.
- If you specify a wildcard as the version number in the output file specification, the version number of the input file is used.
- If you specify a wildcard as the version number in the input file specification, the version number of each input file is used to name a corresponding output file.
- If no file exists with the same file name and type as the output file, a version number of 1 is used.
- If a file already exists with the same file name and type as the output file, the next higher version number is used.

To rename multiple files in one operation using wildcards:

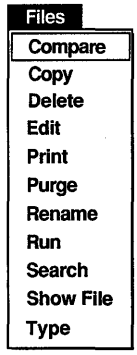
1. Choose the Rename command from the Files menu.
   FileView displays a dialog box.
2. Type the file specifications of the files you want to rename.
   Separate them with commas.
3. Type the file specification you want the files renamed to.
4. Click on OK.

If the Work in Progress dialog box is displayed, it reports that the files are being renamed. Once they are renamed, the status message disappears.

In the following example, choosing the Rename command and entering the file specification in the Rename dialog box as shown renames all versions of all files in WORK:[JONES] with the file type TXT to the file type OLD. The file names and version numbers are not changed.

```
From: *.TXT;*
To: WORK:[JONES]*.OLD;*
```

Comparing the Contents of Files



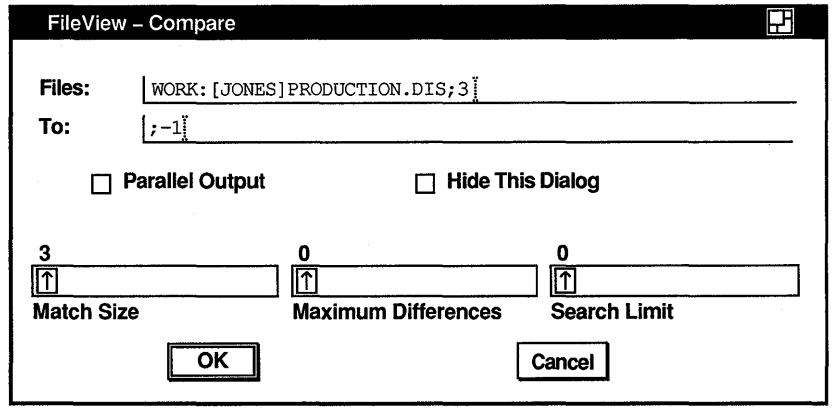
You can compare the contents of two files and view a listing of the lines that do not match by using the Compare command. Use the Compare command to find out whether two files are identical and, if not, how they differ.

To compare the contents of two files:

1 Select the first file you want to compare.

2 Choose the Compare command from the Files menu.

FileView displays a dialog box.



ZK-0463A-GE

The To: text field contains the text ;-1. This means that the selected file will be compared to its previous version. To compare the selected file to a file other than its previous version, double click on this text and type another file specification.

3 To perform a simple compare operation, click on OK.

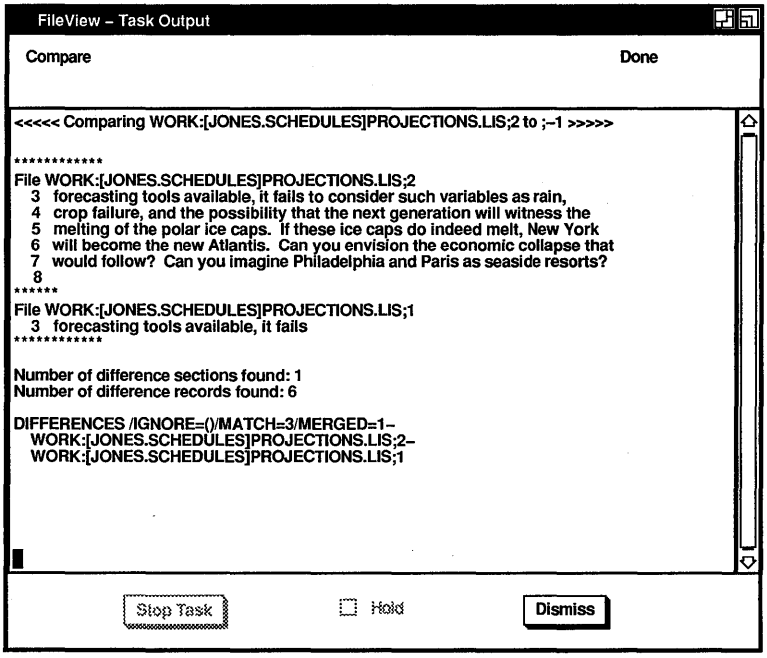
To alter the way each compare operation matches lines, choose any of the following options and click on OK:

Enable this option	To
Parallel Output	list the lines with differences side by side.
Hide This Dialog	prevent FileView from displaying the Compare dialog box the next time you choose the Compare command.
Match Size	specify the number of lines that should again indicate matching data after differences are found. Once the Compare command finds unmatched lines, it considers the files matching once again after it finds three sequential lines that match. Use the Match slider to override the match size of 3.
Maximum Differences	terminate the compare operation after the specified number of unmatched lines is found. This number can be from 0 to 100, where 0 indicates no maximum.
Search Limit	specify how many lines should be searched before a line is considered unmatched. Unless you specify otherwise, the Compare command searches to the ends of both files being compared before it lists a line as unmatched. This number can be from 0 to 100, where 0 indicates no maximum.

If the Work in Progress dialog box is displayed, it reports that the files are being compared. A Task Output window opens, displaying all lines in the files you specified that do not match. If the output contains more than one screen of text, the text scrolls off the screen. Toggle on the Hold button to stop and resume scrolling. Use the scroll bars to redisplay the last 100 lines of text that scrolled off the screen. Click on the Dismiss button when you finish viewing the results.

If you choose the Compare command without first selecting a file, type the name of the file you want compared to its previous version.

The following example shows the results produced when the files PROJECTIONS.LIS;2 and PROJECTIONS.LIS;1 are compared:



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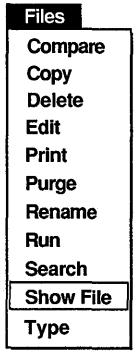
In the following example, choosing the Compare command and entering the file specification in the Compare dialog box as shown compares the contents of the TRADE_BARRIERS.TXT with EMBARGOES.TXT:

```
Files: TRADE_BARRIERS.TXT
To: EMBARGOES.TXT
```

Displaying Information About Files



You can obtain information about a file or group of files by using the Show File command. This information can include the file's size, creation date, protection settings, and last backup date.

To obtain information about a file:

1 Select the file you want information about.

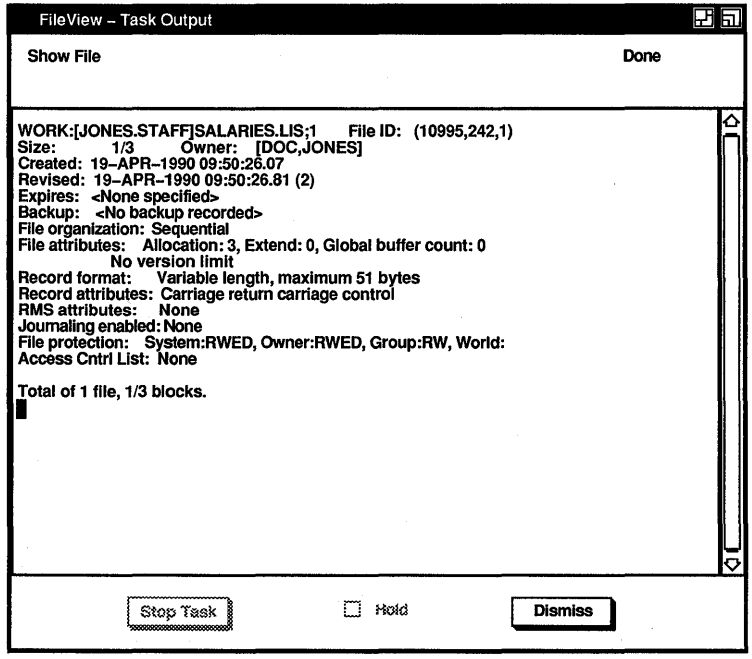
2 Choose the Show File command from the Files menu.

If the Work in Progress dialog box is displayed, it reports that information about the files you selected is being displayed. A Task Output window opens, displaying information about each file. If the output is more than one screen of text, the text scrolls off the screen. Toggle on the Hold button to stop and resume scrolling. Use the scroll bars to redisplay the last 100 lines of text that scrolled off the screen. Click on the Dismiss button when you finish viewing the results.

To use wildcards in the file specifications of the files you want information about, choose the Show File command without first selecting any files. In the following example, choosing the Show File command and entering the file specification as shown displays information about all files in the WORK:[JONES] with the file type PS.

```
Show File: WORK:[JONES]*.PS
```

Output from the Show File command looks something like this:



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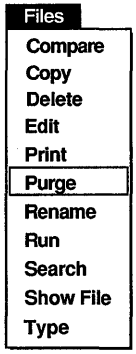
Purging Files



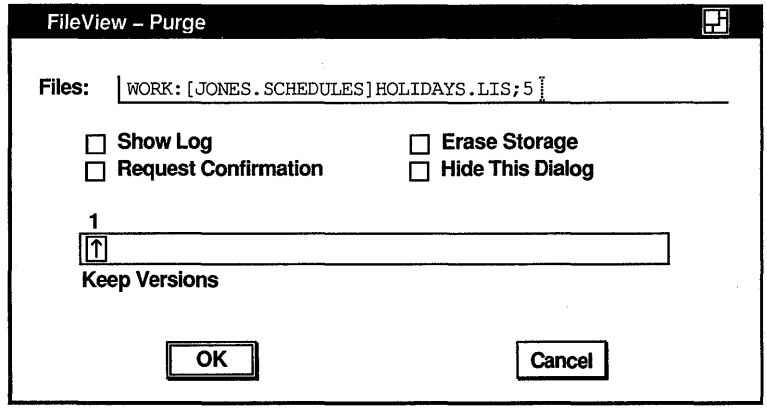
You acquire another version of a file each time you modify it. These versions take up a great deal of space on your disk. If you find yourself with multiple versions of a file, you can delete all older versions by using the Purge command. Purging your directory makes room on your disk for other files.

By default, the file list displays only the highest version of each file. If you have not changed this setting, you can purge your entire directory in one operation by selecting all the files. If your file list displays all versions of your files, you must select only the highest versions of each file for purging.

To purge one or more files:

1 Select the files you want to purge.

2 Choose the Purge command from the Files menu.
FileView displays a dialog box.



ZK-0468A-GE

3 To perform a simple purge operation, click on OK.
To alter the way a purge operation is performed, choose any of the following options and click on OK:

Enable this option	To
Show Log	display the file specifications of each file as it is deleted.

Enable this option	To
Request Confirmation	display a prompt asking whether the file should be purged.
Erase Storage	erase the selected files from your disk so that the purged data no longer physically exists.
Hide This Dialog	prevent FileView from displaying the Purge dialog box the next time you choose the Purge command.
Keep Versions	retain the specified number of versions (starting with the highest) of each file. Unless you specify otherwise, all but the latest versions of the specified files are deleted. Use the Keep Versions slider to keep more than the highest version of each file.

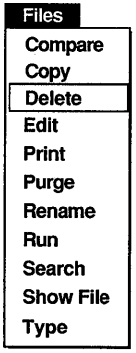
If the Work in Progress dialog box is displayed, it reports that the files are being purged. Once the files are purged, the status message disappears.

If you choose the Purge command without first selecting the file, you are prompted to type the name of the file you want to purge.

To use wildcards in the file specifications of the files you want purged, choose the Purge command without first selecting any files. In the following example, choosing the Purge command and entering the file specification as shown purges all files with the letter *L* in their file name and a file type of COM.

```
Files: *L*.COM
```

Deleting Files



By deleting the files you no longer need, you make room on your disk for other files. You delete files by using the Delete command from the Files menu.

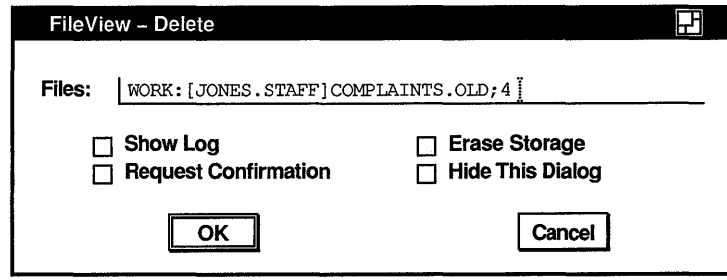
You can also delete a subdirectory if it contains no files. See the section Deleting a Subdirectory for more information.

To delete one or more files:

1 Select the files you want to delete.

2 Choose the Delete command from the Files menu.

FileView displays a dialog box.



ZK-0470A-GE

3 To perform a simple delete operation, click on OK.

To alter the way a delete operation is performed, choose any of the following options and click on OK:

Enable this option	To
Show Log	display the file specification of each file as it is deleted.
Request Confirmation	display a prompt asking whether the file should be deleted.
Erase Storage	erase the selected files from your disk so that the deleted data no longer physically exists.
Hide This Dialog	prevent FileView from displaying the Delete dialog box the next time you choose the Delete command.

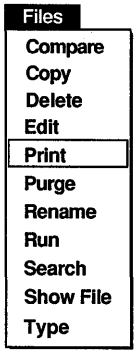
If the Work in Progress dialog box is displayed, it reports that the files are being deleted. Once they are deleted, this status message disappears.

If your file list does not include version numbers and you select a file for deletion, FileView deletes all versions of the file.

To use wildcards in the file specifications of the files you want deleted, choose the Delete command without first selecting any files. In the following example, choosing the Delete command and entering the file specifications as shown deletes all versions of the files FORECAST1.DDIF, FORECAST2.DDIF, FORECAST3.DDIF. The second and third file specifications use the file type of the first input file. Note, however, that some form of version number (here specified as wildcards) must be included in each file specification.

```
Files: FORECAST1.DDIF;*,FORECAST2;*,FORECAST3;*
```

Printing Files

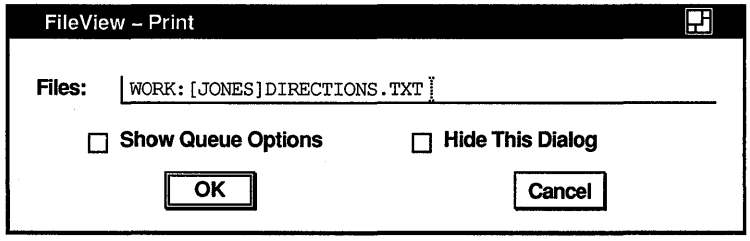


You can print a file by using the Print command. FileView sends the file to a **print queue**, where it is entered as a job to be printed. You can choose from a set of options to tailor your printing task.

To send one or more files to a printer:

1 Select the files you want to print.

2 Choose the Print command from the Files menu.
FileView displays a dialog box.



ZK–0472A–GE

3 To print the selected file on SYS$PRINT, your default system printer, click on OK.

To alter the way a print operation is performed, choose the Show Queue Options button and click on OK.

FileView displays another print dialog box in which you can provide additional information about how you want your file printed. This information might include the print queue to which you want your file sent and how many copies you want printed. See Chapter 7 for a detailed description of these additional print options.

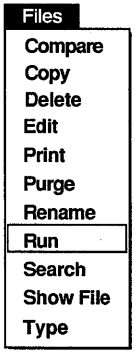
If the Work in Progress dialog box is open, FileView reports that your print job has been sent to the printer. The Session Manager displays a message when your job is printed.

To use wildcards in the file specifications of the files you want to print, choose the Print command without first selecting any files. In the following example, choosing the Print command and entering the file specifications as shown submits the files DIRECTIONS.TXT, CURRENCY.TXT and the highest versions of all files with file type COM as a single print job.

```
Files: DIRECTIONS.TXT,CURRENCY,*.COM
```

See Chapter 7 for more information about printing in DECwindows.

Running Programs

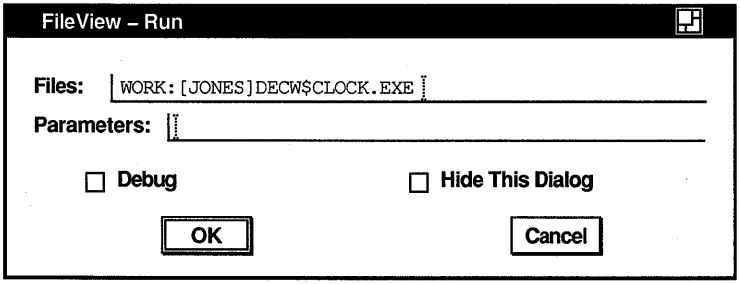


You execute a program by using the Run command. When you run a program, you execute the machine instructions in the program image. A program usually has an EXE file type. You can also use the Run command to invoke a DCL command file, which has a COM file type.

To run a program:

1 Select the file you want to run.

2 Choose the Run command from the Files menu.
FileView displays a dialog box.



ZK-0474A-GE

3 To run a file, click on OK.
To alter the way a file is run, choose any of the following options and click on OK:

Enable this option	To
Parameter	add any parameter to the Run command. Type the parameter in the text field provided. If the file you want to run is a DCL command file, these parameters will be passed to it.
Debug	run the program under the control of the VAX Debugger. To run an image without the debugger that has been linked with DEBUG, be sure this button is disabled.

Enable this option	To
Hide This Dialog	prevent FileView from displaying the Run dialog box the next time you choose the Run command.

4 Click on OK.

If the Work in Progress dialog box is displayed, it reports that the file is being run.

In the following example, choosing the Run command and entering the file specification as shown executes the program MORTGAGE.EXE.

```
Files: [.SCHEDULES]MORTGAGE.EXE
```

Accessing Files and Applications Quickly

To make your FileView sessions more efficient, FileView provides you with two shortcuts to access files and applications quickly: pop-up menus and double-click command definitions.

Using Pop-Up Menus to Execute Commands

You probably execute the same few commands on a specific file type. For example, you might edit, type, or copy a TXT file, but you would never run it. To help you perform file tasks more quickly, each file type has a corresponding pop-up menu that contains the commands you are most likely to use on that kind of file.

To see the contents of a pop-up menu for a specific file type, press and hold MB2 on a file name in your file list. Choose the command you want to execute on that file. The next time you display this pop-up menu, the command you last chose will be positioned under the pointer.

If you don't like the pop-up menu defined for a specific file type, you can change it. See Chapter 5 for information about changing the contents of a file type pop-up menu.

Using Double-Click Commands

FileView executes a predefined command when you double click on some file types. By using double-click commands, you can start file tasks quickly. For example, double clicking on a CARD file opens the Cardfiler. Double clicking on an EXE file executes the Run command on that file.

To see the double-click command defined for a specific file type:

1 Choose the File Types... menu item from the Customize menu.

FileView displays the File Types dialog box, described in detail in Chapter 5.

2 Click on a file type in the File Types list box.

The double-click command defined for that file type is displayed below the File Types list box.

If you don't like the double-click command defined for a specific file type, you can change it. See Chapter 5 for information about changing a double-click command definition.

Working with Directories

To access files on your system, you need to know how to work with and navigate directory structures. Because directories are stored on devices, you also need to know how to work with devices other than your default device.

You can access your own and other directory structures that have been set up to allow public access. With the correct **process privileges**, you can access files and directories on other devices or nodes. Process privileges control what commands and functions you are authorized to execute from your account. See the section Setting Process Privileges for more information.

With FileView, you can perform the following device and directory operations:

- Create a directory
- Delete a directory
- Navigate a directory structure
- Change directories
- Change devices
- Search a directory structure with wildcards

Creating a Directory

Utilities
Create Directory
DCL Command

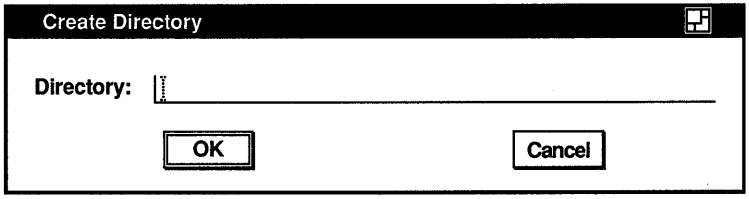
You can do all your work—including using files and running applications—in your top level directory and never move from it. However, by creating and using subdirectories, you can organize your files into convenient groups.

If you have SYSPRV privilege, you can also create a top level directory. See the Section Setting Process Privileges for more information.

To create a directory:

1 Choose the Create Directory menu item from the Utilities menu.

FileView displays a dialog box.



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2 Type the name of the directory you want to create.

For example, to create a subdirectory from [JONES] with the directory specification [JONES.TRAVEL], type TRAVEL. To create a subdirectory from [JONES] with the directory specification [JONES.TRAVEL.MILEAGE], type TRAVEL.MILEAGE.

3 Click on OK.

Deleting a Subdirectory

Before you attempt to delete a subdirectory file, you must confirm that it contains no files. Select the subdirectory from the navigation list box. If the subdirectory contains files, delete them. To delete the empty subdirectory file:

1 In the navigation list box, click on the [-] wildcard to move up one level in the directory structure.

2 Select the subdirectory file you want to delete from the file list.

The subdirectory file has a file type of DIR.

3 Choose the Delete menu item from the Files menu.

FileView displays a dialog box described in Deleting Files.

4 Click on OK.

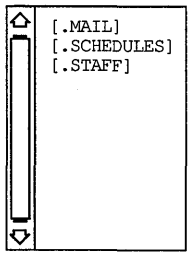
If the subdirectory is empty, FileView displays another dialog box asking you to confirm that you want to delete the subdirectory file.

5 Click on OK.

If the Work in Progress dialog box is displayed, it reports that the subdirectory file is being deleted.

If the subdirectory is not empty, a Task Output window opens, reporting that your subdirectory contains files and was not deleted. If you still want to delete the subdirectory file, delete the files it contains.

Navigating a Directory Structure



If you have subdirectories, FileView displays a navigation list box that lets you move up and down your directory structure and easily access your subdirectories and the files they contain. By **setting default** to another directory, you change the current directory. The current device and directory are displayed in the title bar and in FileView's icon in the Icon Box.

You can navigate your directory structure in one or in many windows. Keeping multiple FileView windows open provides you with different views of your directory structure, which makes for quick file access.

Any files created as a result of file operations you perform are placed in the current directory. The current directory remains in effect until you set default to another directory or end your session.

To display the contents of a subdirectory in the current FileView window, select the subdirectory to which you want to move from the navigation list box.

FileView appends the subdirectory name to the directory name in the Directory field and in the title bar, and displays the contents of that subdirectory in the current file list.

If additional subdirectories are stored underneath this subdirectory, you can continue descending the directory structure, either in the current FileView window or in a new FileView window by selecting another subdirectory. You can move up in the directory structure one level at a time by selecting the hyphen in brackets ([-]).

To display the contents of a subdirectory in a new FileView window without changing your current directory:

1 Point to the subdirectory whose contents you want to list.

2 Press and hold Shift and click MB1.

FileView lists the contents of that directory in a new FileView window. The files in the current file list do not change.

With the correct process privileges, you can access other top level directories or files and directories on other devices or nodes. See Setting Process Privileges for more information.

To access another top level directory:

1 Edit the text in the Default field or delete the text in that field by placing the pointer there and double clicking MB1.

2 Type the name of the new directory whose contents you want to list.

3 Click on the Apply button to update the file list.

Searching a Directory Structure with Search Wildcards

From any point in a directory structure, you can search a subdirectory in that structure or another directory by using the ellipsis (. . .) or hyphen (-) wildcard characters.

You do not have to change directories to search the contents of another directory. By entering a full file specification (including a directory and device name, if appropriate) in the File Filter text field, you can simply search the contents of that directory without changing directories. Any output produced by a FileView command continues to be directed to your current directory.

[. . .]

Using the Ellipsis (. . .) Wildcard Use the ellipsis wildcard to search down the directory structure. You can list the contents of directories or search for one file in a directory. Using the ellipsis wildcard allows you to conduct a broad search of an entire directory structure.

The following example shows how to use the ellipsis to list the contents of the subdirectories under [JONES]. Notice that the current directory is not changed.

```
File Filter: [JONES...]
Directory: WORK:[JONES.STAFF]
```

The following example lists the latest versions of all files named DIRECTIONS.TXT in [JONES] and all subdirectories under [JONES].

```
File Filter: [JONES...]DIRECTIONS.TXT
Directory: WORK:[JONES.STAFF]
```

If you begin the directory specification with an ellipsis, the search begins from the current directory. This example searches all subdirectories under [JONES] named PROJECT and lists the latest versions of all files named SALARIES.LIS.

```
File Filter: [...PROJECT]SALARIES.LIS
Directory: WORK:[JONES]
```

In the following example, the current directory is [JONES]. This example searches [JONES] and all subdirectories under [JONES] and lists the latest versions of all files named HOLIDAYS.LIS.

```
File Filter: [...]HOLIDAYS.LIS
Directory: WORK:[JONES]
```

However, if you begin the directory specification with a period, only the subdirectory that is one level lower in the directory structure than the current directory is searched. In the following example, the current directory is [JONES]. This example searches only the [JONES.LETTERS] subdirectory for the file OFFER.TXT, and not [JONES.STAFF.LETTERS].

```
File Filter: [.LETTERS]OFFER.TXT
Directory: WORK:[JONES]
```

To search all top level directories and their subdirectories from wherever you are in the directory structure, use the asterisk (*) wildcard, followed by an ellipsis. The following example (which requires READALL or BYPASS privilege) searches as many as eight levels of directory names (the top level directory and seven subdirectories), if they exist. It does not search the master file directory (MFD). Note that this search may take a long time if you search the directory structure on a large device.

```
File Filter: [*...]
Directory: WORK:[JONES]
```

[-]

Using the Hyphen (-) Wildcard When you learned how to navigate a directory structure, you saw how to use the hyphen wildcard to move up the directory structure one level at a time. By using the hyphen wildcard in a file specification in the File Filter text field, you can list the contents of a directory or search for a file within a directory structure. Each hyphen refers to the directory one level up from the current one. You can follow the hyphens with directory and subdirectory names to move down the directory structure on another path.

Unlike the ellipsis wildcard, the hyphen wildcard limits your search to one level of the directory structure at a time.

The following example lists the contents of WORK:[JONES] while the current directory remains [JONES.STAFF].

```
File Filter: [-]
Directory: WORK:[JONES.STAFF]
```

In the following example, the current directory is [JONES.SCHEDULES]. This example lists the latest version of FUNDING.TXT in [JONES.STAFF]:

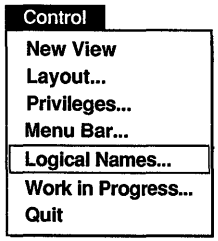
```
File Filter: [-.STAFF]FUNDING.TXT
Directory: WORK:[JONES.SCHEDULES]
```

You can specify more than one hyphen. The following example displays the contents of the directory [JONES], which is two levels up in the directory hierarchy, while the current directory remains [JONES.SCHEDULES.CURRENT].

```
File Filter: [--]
Directory: WORK:[JONES.SCHEDULES.CURRENT]
```

If you enter so many hyphens that you point above the master file directory (MFD), FileView displays an error message.

Using Logical Names



A **logical name** usually represents a complete or partial file specification, a device name, or another logical name. You can give frequently used files, directories, and devices meaningful logical names that are easier to remember and type than the full file specifications. For example, you can define WORK as a logical name for your device DUA0, or STAFF as a logical name for the file specification WORK:[JONES.STAFF].

Logical names also let you keep your programs and command procedures independent of physical file specifications. For example, if a command procedure references the logical name

ACCOUNTS, you can equate ACCOUNTS to any file on any disk before executing the command procedure.

Logical names can be defined by you or by the system. Logical names and their definitions are kept in tables called **logical name tables**. VMS provides the following logical name tables:

- The job table, which contains logical names available to all your processes and subprocesses.
- Your group table, which contains logical names available to all users with the same user identification code (UIC) group number. Your UIC code identifies the name of the group to which you belong and your unique name within the group.
- The system table, which contains logical names available to all users on the system.

You can also create your own logical name table that is private to your process or shareable by others.

When you enter a logical name as part of a command line, the system translates the logical name. It does this by searching the job, group, system, and any other logical name tables specified by the logical name LNM$FILE_DEV. (LNM$FILE_DEV is a special system logical name defined in the LNM$SYSTEM_DIRECTORY table. It specifies the search order that FileView and all other VMS components use to translate logical names.)

You can specify that a logical name be defined as **concealed**. You can conceal logical names that refer to devices or directories.

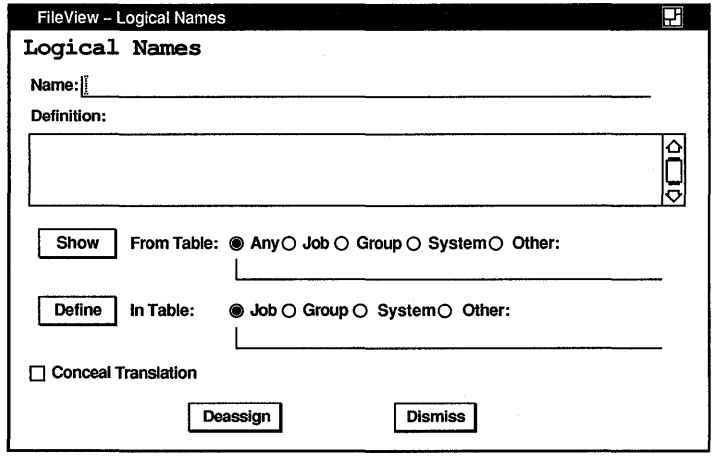
When you assign a logical name to a device, concealing the logical name allows you to write programs and command procedures and perform other operations without being concerned about which physical device actually holds the disk or tape.

When you assign a logical name to a directory or subdirectory, concealing the logical name can make the directory or subdirectory appear as the master file directory for the current device. This directory or subdirectory to which you assign a concealed logical name is called the **root directory**. You can then use this root directory as the base from which to access directories beneath it. For example, the top level directory [JONES] on device DUA0 contains a subdirectory [JONES.STAFF]. If you assign the logical name ME to DUA0:[JONES.], you can then refer to the subdirectory [JONES.STAFF] by typing ME:[STAFF].

Defining Logical Names To define a logical name from FileView:

1 Choose the Logical Names... menu item from the Control menu.

FileView displays a dialog box.



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2 Type the logical name in the Name field.

3 Type the definition you want to assign to the logical name in the Definition field.

For example, define the logical name STAFF with the file specification WORK:[JONES.STAFF].

4 To define the logical name as concealed, click on the Conceal Translation toggle button.

5 Click on Define to add the logical name to your job logical name table.

Click on another option button to add the logical name to another table. To add the logical name to another logical name table, click on the Other option button, type the name of the logical name table, and click on Define.

Displaying a Logical Name Definition To display a logical name definition and the name of the logical name table in which it is stored:

1 In the Name field, type the logical name whose definition you want to display.

2 If you do not know the logical name table in which the logical name is stored, click on the Any button next to the From Table label. Click on the Job, Group, or System buttons if you want to see the definition in a specific table. Click on the Other button and type the name of the logical name in the text field provided to display a logical name definition from another table.

3 Click on Show.

FileView displays the definition and the name of the logical name table in which it is stored.

If the Any option is selected, FileView searches through the logical name tables specified by the logical name LNM$FILE_DEV. If the logical name exists in more than one logical name table, FileView displays the logical name definition and the name of the logical name table in which the definition was first encountered.

Deleting a Logical Name To delete a logical name definition:

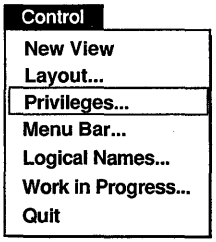
1 In the Name field, type the logical name you want to delete.

2 Click on Deassign.

FileView deletes the logical name definition.

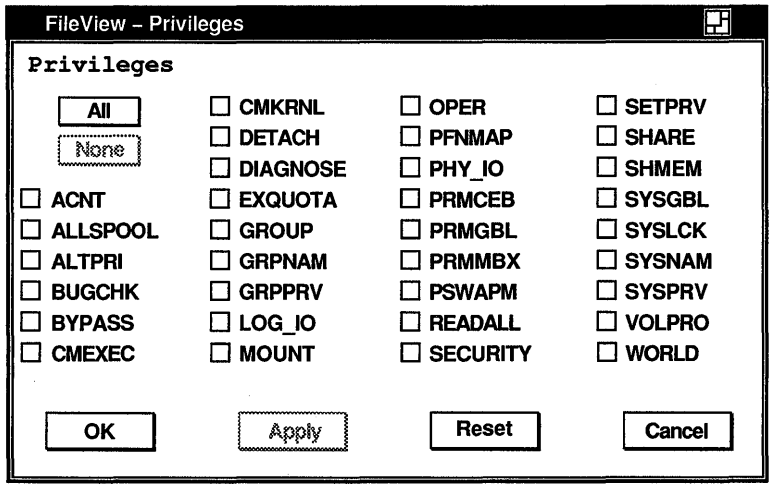
If the Any option is selected and the logical name definition is not found in any logical name table, FileView reports that the logical name is not defined.

Setting Process Privileges



Your process privileges determine what commands and functions you are authorized to execute from your account. Your system manager authorized these privileges when your account was created.

Some tasks require more powerful privileges to execute. You can see which privileges are currently enabled by choosing the Privileges... menu item from FileView's Control menu.



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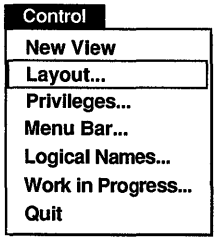
Click on the privileges you need to execute a specific task. You will be granted only those privileges you are authorized to hold; those privileges for which you are unauthorized to hold are dimmed to show they are unavailable.

Changing the Look of Your File List

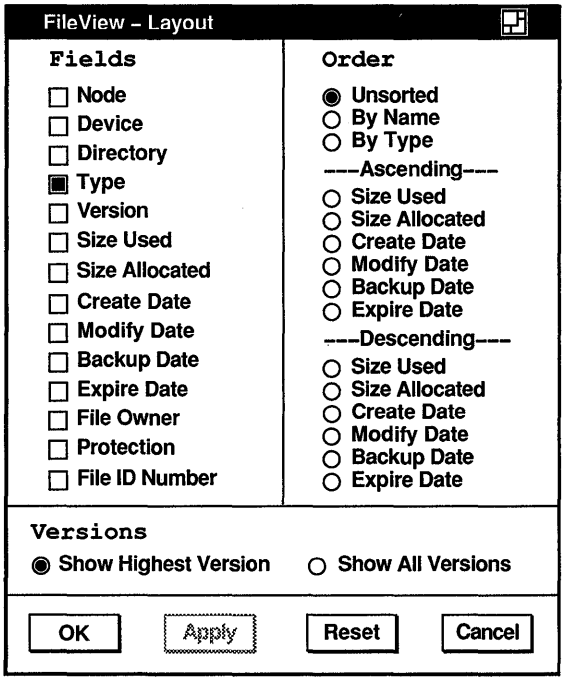


When you first start DECwindows, your file list contains the following information about every file in your current directory:

- The file name
- The file type

You can change the way the files in your current and subsequent file list are listed. You might want to list each file by its size or the date it was created, or change the order in which the files are listed.

To change the way files are listed, choose the Layout... menu item from FileView's Control menu. FileView displays a dialog box:



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The settings in the Layout dialog box are divided into two groups. Some settings are preset and are already in effect. When you choose a setting from the Layout dialog box, it affects every subsequent file list until you change the setting again. By keeping the Layout dialog box open, you can quickly change the settings.

The following sections describe the settings you can change. Once you finish working with the Layout dialog box, you need to save your changes.

Choose	To
OK	record new settings and dismiss the dialog box.
Apply	record new settings without dismissing the dialog box.
Reset	redisplay the current settings if you changed settings without applying them.

Choose	To
Cancel	dismiss the dialog box without changing any settings.

Changing the Fields in Your File List

By using the toggle buttons in the Fields column, you can display the following information about each file in your file list:

- The **Node** field displays the node name of a file not on your node.
- The **Device** field displays the device on which the file is stored.
- The **Directory** field displays the directory in which the file is stored.
- The **Type** field displays the file type of the file.
- The **Version** field displays the version number of the file.
- The **Size Used** field displays the size, in blocks, of the file.
- The **Size Allocated** field displays the size, in blocks, allocated to the file.
- The **Create Date** field displays the date and time the file was created.
- The **Modify Date** field displays the date and time the file was last modified.
- The **Backup Date** field displays the date and time at which the file was last backed up.
- The **Expire Date** field displays the date on which the file expires.
- The **File Owner** field displays the owner, in numeric or textual format, of the file.
- The **Protection** field displays the protection settings for the file.
- The **File ID Number** field displays the unique file identification for the file.

Notice that the Type toggle button under the Fields column as well as the Show Highest Version option button are preset. The file list you have been seeing all along reflects these preset options. Even though you do not see each file's version number, only the highest version of each file in your current directory is displayed.

To display all versions of the files in your current directory, click on the Show All Versions option button. Each file specification then includes its corresponding version number.

If you want to work with files on other nodes, include the node name of the file in the File Filter field and click on the Node option button.

Changing the File Order in Your File List

Unless you specify otherwise, the files in your file list are listed in the order in which they appear in the directory structure. This order is alphabetical unless your file list includes files from more than one directory. Click on the By Name option button under the Order column to list the files alphabetically even if multiple directories are shown. Click on the By Type option button to list the files alphabetically by file type. You can choose only one option from the Order column at a time.

You can also click on any one of the option buttons under the Ascending or Descending groups to list your files in high to low or low to high order according to one of the following options:

- The **Size Used** option sorts files in the file list by blocks used.
- The **Size Allocated** option sorts files in the file list by the blocks allocated to the file.
- The **Create Date** option sorts files in the file list by the date and time each file was created.
- The **Modify Date** option sorts files in the file list by the date and time each file was most recently changed.
- The **Backup Date** option sorts files in the file list by the date and time each file was most recently backed up.
- The **Expire Date** option sorts files in the file list by their expiration date.

Displaying a Partial File List

Sometimes you want to screen some files out of the full file list and display only a subset of files. Perhaps you want to display only those files with a LOG file type or whose version number is 1. By using the File Filter field, you can limit the list of files displayed.

To display a partial file list:

1 Click on the File Filter text field in the FileView window.

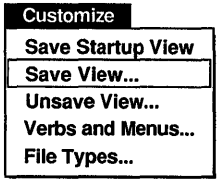
2 Type the file or files you want listed.

For example, to list all LOG files in your current directory, type *.LOG. When you use the asterisk wildcard, FileView lists only the files that match the characters you specified.

3 Click on Apply.

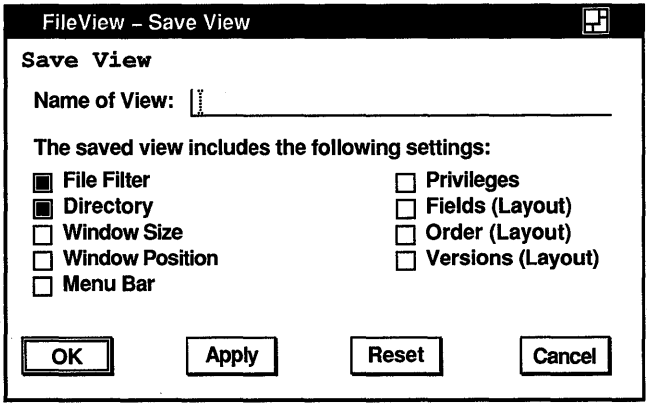
You can specify a **search list** in the File Filter field. A search list is a logical name that has more than one equivalence name. It provides FileView with a list of places to look for a file. If you use a search list in the File Filter, the file list automatically displays the directory in which the file is located.

Saving a View



Once FileView displays exactly the information you want, you can save it as a custom **view**. As you know, the FileView window is made up of several components, including the File Filter and Directory fields, and the fields, such as file version and create date, you can display in your file list. You can save one, all, or any combination of these components in a view that you can restore at any time.

You can design a view by choosing different combinations of the FileView components from the Save View dialog box.



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- Saving the **File Filter** preserves the text you specify in the File Filter text field.
- Saving the **Directory** preserves the text you specify in the Directory text field.
- Saving the **Window Size** preserves the size of the FileView window on your screen.
- Saving the **Window Position** preserves the location of the FileView window on your screen.
- Saving the **Menu Bar** preserves any menu names you added to the menu bar. This allows you to have different menu bars for different tasks.

  See Chapter 5 for more information about adding menu names to the menu bar.
- Saving the **Privileges** settings preserves the process privileges you specify in the Privileges dialog box.
- Saving the **Fields** preserves the field settings—such as Create Date and Size Used—you specify in the Layout dialog box.
- Saving the **Order** preserves the order settings—such as Unsorted or By Name—you specify in the Layout dialog box.
- Saving the **Versions** preserves the version number settings—either Show All Versions or Show Highest Version—you specify in the Layout dialog box.

If you enable all the component settings and save the current FileView display, your saved view will be a snapshot of that FileView window. For example, you might want to save a view of a subdirectory you frequently access. When you restore the view, the current FileView display changes to reflect the components of the view you saved. Because you saved every component, the FileView window will change to display a view of that subdirectory. By using a saved view in this way, you establish a shortcut for ascending and descending the directory structure.

When you enable only some component settings and save the current FileView display, only those components you specified are saved. When you restore that saved view, only those components you saved are changed; those components not saved are obtained from the current FileView display. For example, you might always want your FileView window in the upper left-hand corner of your screen. By moving the FileView window to the upper left-hand corner, enabling the window position setting in the Save View dialog box, and saving it as a view called "Corner FileView", you save only one component from the current FileView. You can continue to work with and change your FileView display. When you restore the Corner FileView saved view, no information in your current FileView display changes, but the FileView window moves to the upper left-hand corner of your screen.

To save a view:

1 Display the view you want to save.

2 Choose the Save View... menu item from FileView's Views menu. FileView displays the Save View dialog box.

3 Type the name of the view you want to save.

Give it a name meaningful to you, for example, "Sales Project" or "C file sizes".

4 Click on the components you want saved.

5 Click on OK or Apply.

The view is saved.

Several commonly used views have already been saved for you. Pull down the Views menu to see the list of these built-in views. Your login directory is one built-in view. Others include custom views, where selected components of the view, such as file size or file creation date, are saved. As you save additional views, FileView adds them to this list.

You can save the view you want to see whenever you start FileView. For example, perhaps you want to display your SCHEDULES subdirectory when you start FileView. To save a startup view, tailor the FileView display as you want it saved. Choose the Save Startup View menu item from FileView's Customize menu. You will see that FileView the next time you start FileView.

You can supersede a saved view by saving another view under the same name. To supersede a saved view:

1 Choose the Save View... menu item from the Customize menu.

2 In the Name of View text field, type the name of the view you want to supersede.

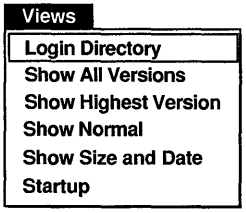
   Give the new view exactly the same name as the view you want to supersede, preserving the same uppercase and lowercase letters.

3 Choose the components you want saved.

4 Click on OK.

The new view replaces the previous one.

Restoring a Saved View



When you restore a saved view, those components not saved are obtained from the current view. By saving only some components of a view, such as the fields and order, you can quickly change the look of your current FileView display.

To restore a saved view in the current FileView window, choose the saved view you want from FileView's Views menu.

If you want to see the components and settings, including privileges and file order, in effect in a saved view, open the Layout, Privileges, or Save View dialog boxes and restore a saved view. The settings in the open dialog boxes change dynamically to reflect the settings in effect for that saved view. To change the components of a saved view without changing the name, click on new settings and click on Apply.

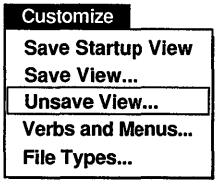
To restore a saved view in a new FileView window:

1 Press and hold Shift.

2 Choose the view you want to restore from the Views menu.

The saved view is restored in a new FileView window.

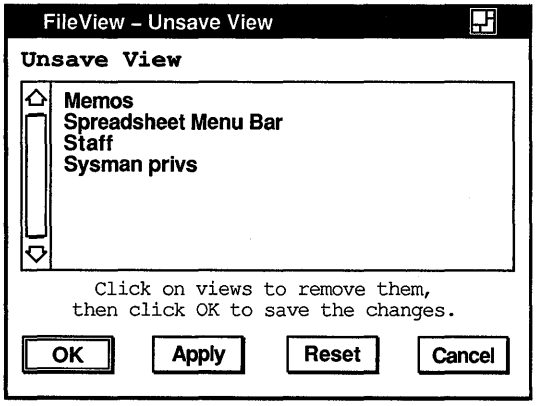
Deleting a Saved View



To delete a view you no longer need:

1 Choose the Unsave View... menu item from FileView's Customize menu.

FileView displays a dialog box.



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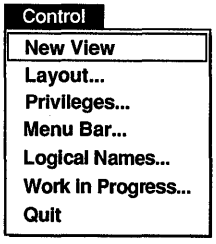
2 Point to the view you want to delete and click MB1.

3 Click on OK.

The view is deleted. If you deleted a view that you had created to supersede a built-in view, the original view is restored.

Opening a New FileView Window



You can open a new FileView window that maintains the file and directory context of the current FileView window. When you choose the New View menu item from FileView's Control menu, FileView copies the display from the current FileView window into the new window and updates it, leaving the current FileView window in its original state. Any changes you made to the current FileView window (such as deleting a file or changing the information in the File Filter field) without applying them are reflected in the new FileView window.

You can also open a new FileView window that reflects changes you make to the File Filter or Directory fields in the current FileView display. To open a new FileView window:

1 Edit the File Filter or Directory fields to reflect the information you want displayed in the new FileView window.

2 Choose the New View menu item from the Control menu.

3 Do *not* click on the Apply button.

A new FileView window is opened that reflects the new file and directory information you specified. The File Filter and Directory fields in the current FileView window are reset to the original text.

You can also work with files in different FileView windows. This means that you can select a file in one FileView window and choose a command from the Files menu in the another FileView window to be performed on that selected file. For example, you can select a file in one window and choose the Copy command from the Files menu in the other. The file is copied to the current directory in the second FileView window. You can also select file names from other applications and perform tasks with them. For example, you can select a file name in a DECterm window and choose the Type menu item from FileView's Files menu to display the file.

Executing a DCL Command

$

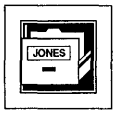
You can execute a DCL command directory from FileView by choosing the DCL Command menu item from the Utilities menu. FileView opens a window and displays the DCL prompt ($). Any DCL command you enter is executed in the context of the current directory.

If you want to close the Task Output window temporarily, click on the Dismiss button. Although the window closes, you can reopen it and use it to execute other DCL commands by choosing the Work in Progress menu item from FileView's Control menu. Select the DCL Command task in the Work in Progress dialog box. The Task Output window in which you earlier executed the DCL command opens.

By continuing to choose the DCL Command menu item from FileView's Utilities menu, you create additional Task Output windows. You can close and reopen them as you wish.

5

Customizing FileView

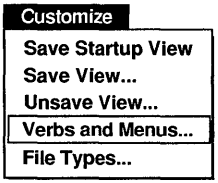


In Chapter 4, you learned how to create a custom view by saving selected components, including the menu bar and the fields displayed in your file list, in a saved view.

FileView provides additional ways for you to create a custom view. For example, you can add menu names to the menu bar, design an accompanying pull-down menu, build a pop-up menu, and add commands to FileView's Files menu. If you write your own application, you can add it to FileView's Applications menu and invoke it as you would any other DECwindows application.

This chapter describes how to customize FileView.

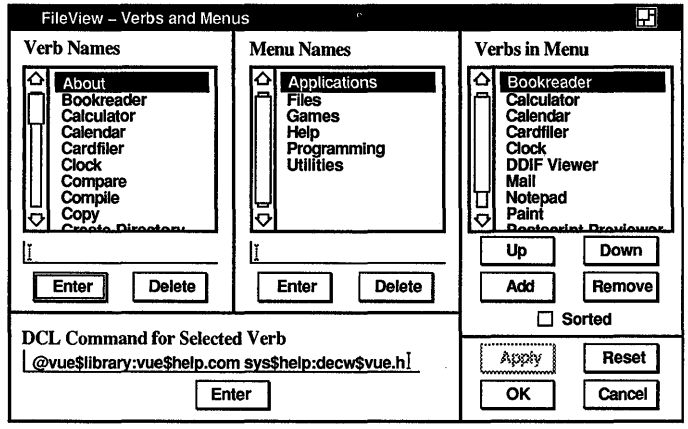
Adding Verbs and Building Pull-Down Menus



You can customize FileView's Files, Utilities, Applications, and Help menus by changing the menu items or **verbs** they contain. Your FileView may also contain additional menus added by your system manager. You can change the verbs on these additional menus as well.

By displaying FileView's Verbs and Menus dialog box, you can see how a FileView pull-down menu is built and what happens when you choose a verb from a FileView menu. Once you understand how these menus work, you can modify them and the verbs they contain.

To display the Verbs and Menus dialog box, choose the Verbs and Menus... menu item from FileView's Customize menu. The Verbs and Menus dialog box is comprised of several sections: Verb Names, Menu Names, Verbs in Menu, and DCL Command for Selected Verb.



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- The **Verb Names** list box displays the verbs currently defined, including those listed on FileView's Files, Utilities, Applications, and Help menus. Use this list box with the other sections of the Verbs and Menus dialog box to add new verbs to new or existing menus.
- The **Menu Names** list box displays the FileView menu names currently defined.
- The **Verbs in Menu** list box displays the verbs on the selected menu's pull-down menu. (The selected menu appears in the Menu Names list box.)
- The **DCL Command for Selected Verb** text field displays the DCL command or command file associated with the verb currently selected in the Verb Names list box.

Once you finish working with the Verbs and Menus dialog box, you need to save your changes.

Click on	To
OK	record new settings and dismiss the dialog box.
Apply	record new settings without dismissing the dialog box.
Reset	redisplay the current settings if you changed settings without applying them.

Click on	To
Cancel	dismiss the dialog box without changing any settings. If you made any changes without applying them, clicking on the Cancel button cancels those changes.

Adding a Verb to a Pull-Down Menu

Each verb on a FileView menu is associated with either a DCL command or a command file comprised of DCL commands. When you choose a verb from one of these menus, the corresponding command or command file executes. For example, when you choose the Clock verb from FileView's Applications menu, FileView executes the command file VUE$LIBRARY:VUE$CLOCK that starts Clock.

You can add your own verbs to FileView's Files, Utilities, Applications, and Help menus and to any other FileView menu that may have been added by your system manager. Like the verbs already defined on FileView menus, any verb you add must have a corresponding DCL command or command file. You can add an existing DCL command, for example, Show Users or Edit/Read, or add a new verb that executes a command file of your own design.

Appendix A illustrates a sample command file. See the *Guide to Using VMS Command Procedures* for more information about writing command files.

Before you add a verb, look at the verbs already defined in FileView:

1. In the Menu Names list box, select the menu name whose contents you want displayed.

   The Verbs in Menu list box displays the verbs on the selected menu.

2. Select each menu name in turn to display the corresponding pull-down menu in the Verbs in Menu list box.

To add a verb to a FileView menu:

1. Click on the text field in the Verb Names list box.
2. Type the name of the verb you want to add exactly as you want it to appear.

   For example, type Show Users.

3. Click on the Enter button below the Verb Names list box.

4 In the DCL Command for Selected Verb text field, type the DCL command you want associated with your new verb.

   For example, type the command Show Users. If you want your verb associated with a command file, type @COMMAND_FILE_NAME.COM

5 Click on the Enter button below the DCL Command for Selected Verb text field.

6 In the Menu Names list box, select the menu name to which you want your new verb added.

   For example, select the Utilities menu. The verbs currently on that menu are displayed in the Verbs in Menu list box.

7 Click on the Add button below the Verbs in Menu list box to add your new verb to the selected menu's pull-down menu.

   New verbs are added alphabetically if the Sorted button is highlighted. New verbs appear in boldface to identify what you have customized.

8 To move the verb within the list, click on the Up or Down buttons.

9 Click on Apply or OK to see your change.

   Or, click on Reset or Cancel to retain the original settings.

Enabling the Sorted setting ensures that the private customization file created when you customize FileView is merged with any other system or public customization files that FileView reads. If you disable the Sorted setting, FileView cannot merge your new definition with the public and system definitions for that menu. A menu also becomes unsorted if you rearrange the contents of a menu by using the Up or Down buttons.

See the section Sharing a Custom FileView for more information about how FileView uses private, public, and system customization files.

Changing a Verb Definition

Each verb on a FileView menu has a corresponding DCL command or command file that executes when you choose the verb from a menu. You can, however, replace a verb's current command definition with a new command or command file that executes a different series of commands. For example, when you choose the Type verb from FileView's Files menu, the command file VUE$LIBRARY:VUE$TYPE executes. By designing a new command file and associating it with the Type verb, you can

execute a different series of commands when you choose Type from the Files menu.

In the Verbs and Menus dialog box, you can see the name of the DCL command file associated with a particular verb. When you select the verb in the Verb Names list box, the associated command file is displayed in the DCL Command for Selected Verb text field. To change the DCL command file that executes when a specific verb is chosen from a FileView menu, delete the name of the current command file in the DCL Command text field and type the name of the new command file.

If you want to make changes to a built-in, that is, predefined, FileView command file, you can use the command file for that verb as a template. To modify a command file that executes a built-in FileView command, copy the command file from the VUE$LIBRARY directory and edit it. You can easily recognize the contents of the command files by their file names. For example, the FileView command file that executes the Type command is named VUE$TYPE. Give your command file a name that identifies the task it performs, and give it a file type of COM, for example, EDIT.COM. Do not delete the command files in the VUE$LIBRARY directory that execute FileView's built-in verbs. Also, do not give your command file the same name as an existing FileView command file.

If you delete your new verb definition, FileView once again uses the original command file to execute the built-in verb.

Appendix A illustrates a sample command file. See the *Guide to Using VMS Command Procedures* for more information about writing command files.

Removing a Verb from a Pull-Down Menu

To remove a verb from a FileView pull-down menu:

1. In the Menu Names list box, select the menu name that contains the verb you want to remove.
2. In the Verbs in Menu list box, select the verb you want to remove.
3. Click on the Remove button in the Verbs in Menu list box.
   The verb is deleted from the list.
4. Click on Apply or OK to save your change.
   Or, click on Reset or Cancel to retain the original settings.

Note that when you remove a verb from a pull-down menu, you create a copy of that menu in your private customization file. Any subsequent changes made to the public customization file, for example, an added pull-down menu, will not be reflected in your private FileView. See the section Sharing a Custom FileView for more information about how FileView uses private, public, and system customization files.

Adding a Menu Name

You can create new menu names to which you can then add verbs. To create a FileView menu name:

1 Click on the text field in the Menu Names list box.

2 Type the name of the menu you want to add exactly as you want it to appear on the menu.

For example, type Personal.

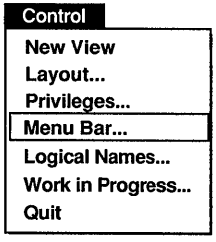
3 Click on the Enter button below the Menu Names list box.

Add any verbs to this menu using the steps described in the section Adding a Verb to a Pull-Down Menu.

4 Click on Apply or OK to see your change.

Or, click on Reset or Cancel to retain the original settings.

Adding or Removing Menu Names from FileView's Menu Bar

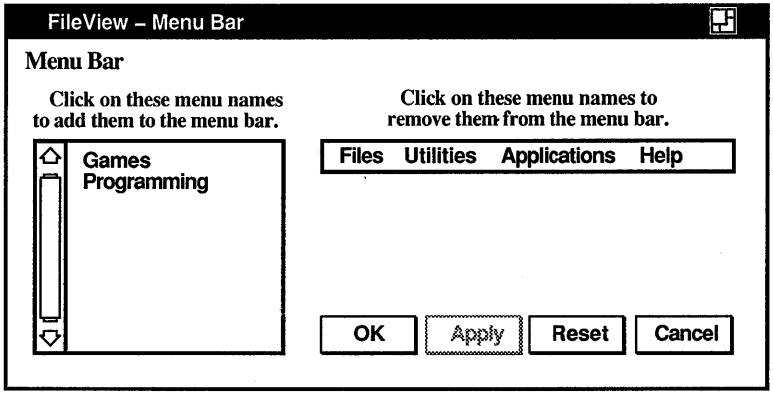


Once you create a new menu, you need to add it to FileView's menu bar. You can also remove menus that you do not need. By adding new menus to the existing menu bar, you can create a new menu bar to use for all your FileView tasks.

To add or remove menu names from FileView's menu bar:

1 Choose the Menu Bar... menu item from FileView's Control menu.

FileView displays the Menu Bar dialog box.



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Existing menu names appear in the menu bar facsimile on the right. New menu names appear in the list box on the left.

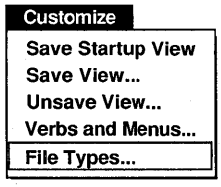
2 Click on the menu name you want added to or deleted from FileView's menu bar.

Once you finish working with the Menu Bar dialog box, you need to put your changes into effect:

Click on	To
OK	record new settings and dismiss the dialog box.
Apply	record new settings without dismissing the dialog box.
Reset	redisplay the current settings if you changed settings without applying them.
Cancel	dismiss the dialog box without changing any settings. If you made any changes without applying them, clicking on the Cancel button cancels those changes.

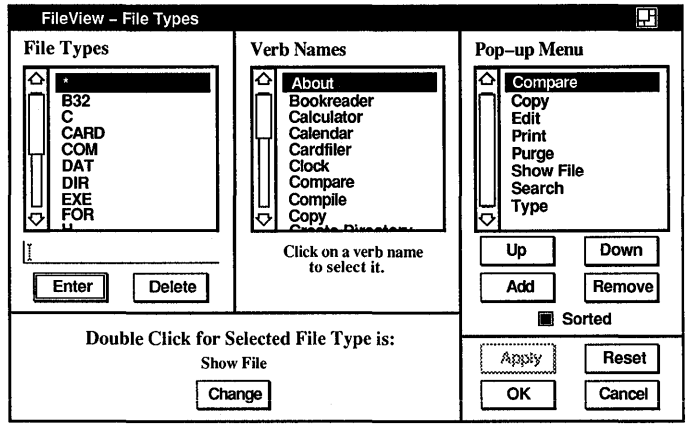
Any changes you make to the menu bar affect the current FileView window only. If you want different menu bars for different tasks, for example, one for system management tasks and another for text processing tasks, you can create multiple menu bars and save them as views as described in Chapter 4.

Building Pop-Up Menus and Defining Double-Click Commands



In Chapter 4, you learned that FileView provides you with pop-up menus and double-click command definitions to make it easier for you to work with files. From the File Types dialog box, you can modify the pop-up menus and double-click command definitions associated with each file type.

To display the File Types dialog box, choose the File Types... menu item from FileView's Customize menu. The File Types dialog box is comprised of several sections: File Types, Verb Names, Pop-Up Menu, and Double-Click for Selected File Type.



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- The **File Types** list box displays the file types for which double-click verbs and pop-up menus are currently defined. Use this list box with the Double-Click Verb and Verb Names list boxes to change the command executed when you double click on a specific file type in your file list.

  Use the File Types, Verb Names, and Pop-Up Menu list boxes to modify the contents of the pop-up menus defined for each file type.

- The **Verb Names** list box displays the verbs currently defined in FileView.

- The **Double-Click Command** list box displays the verb that executes when you double click on a file of the selected type.

Once you finish working with the File Types dialog box, you need to save your changes.

Click on	To
OK	record new settings and dismiss the dialog box.
Apply	record new settings without dismissing the dialog box.
Reset	redisplay the current settings if you changed settings without applying them.
Cancel	dismiss the dialog box without changing any settings. If you made any changes without applying them, clicking on the Cancel button cancels those changes.

Adding a Verb to a Pop-Up Menu

In Chapter 4, you learned that each file type has a corresponding pop-up menu that contains the commands you are most likely to use with that kind of file. When you press and hold MB2 on any file name, FileView displays the pop-up menu defined for that file type.

From the File Types dialog box, you can tailor an existing pop-up menu by changing the verbs it contains. First, look at what FileView's pop-up menus already contain:

1 Select the * file type in the File Types list box. (The asterisk refers to all file types not specifically listed in the File Types list box, for example, DDIF, ANL, and SDML files. If you press MB2 over a file in your file list for which no pop-up menu is defined, the pop-up menu defined for * is used.)

   FileView displays the corresponding pop-up menu in the Pop-Up Menu list box.

2 In turn, select each file type in the File Types list box.

   As you select a file type, its corresponding pop-up menu is displayed in the Pop-Up Menu list box.

To add a verb to a FileView pop-up menu:

1 In the File Types list box, select the file type whose corresponding pop-up menu you want to change.

2 In the Verb Names list box, select the verb you want to add to the pop-up menu.

3 Click on the Add button below the Pop-Up Menu list box.

The verb is added to the Pop-Up Menu list box. New verbs are added alphabetically if the Sorted button is highlighted. The verbs you add always appear in boldface to identify what you have customized.

4 To move the verb within the list, click on the Up or Down buttons.

5 Click on Apply or OK to see your change.

Or, click on Reset or Cancel to retain the original settings.

Enabling the Sorted setting ensures that the private customization file created when you customize FileView is merged with any other system or public customization files that FileView reads. If you disable the Sorted setting, FileView cannot merge your new definition with the public and system definitions for that menu. This means that you would not see any changes, for example, a new pull-down menu, made to a public customization file. A menu also becomes unsorted if you rearrange the contents of a menu by using the Up or Down buttons.

See the section Sharing a Custom FileView for more information about how FileView uses private, public, and system customization files.

Removing a Verb from a Pop-Up Menu

To remove a verb from a FileView pop-up menu:

1 In the File Types list box, select the file type whose corresponding pop-up menu you want to change.

2 In the Pop-Up Menu list box, select the verb you want to remove.

3 Click on the Remove button below the Pop-Up Menu list box.

The verb is removed from the list.

4 Click on Apply or OK to see your change.

Or, click on Reset or Cancel to retain the original settings.

Note that when you remove a verb from a pop-up menu, you create a copy of that menu in your private customization file. Any subsequent changes made to the public customization file will not be reflected in your private FileView. See the section Sharing a Custom FileView for more information about how FileView uses private, public, and system customization files.

Changing a Double-Click Verb Definition

In Chapter 4, you learned that FileView executes a predefined command when you double click on a specific file type. In the File Types dialog box, you can replace the double-click verb currently defined for a file type with a different verb and execute a different command.

First look at the double-click verb currently defined for each file type:

1 Select the * file type in the File Types list box. (The asterisk refers to all file types not specifically listed in the File Types list box, for example, DDIF, ANL, and SDML files. If you double click on a file type in your file list for which no double-click verb is defined, the double-click verb defined for * is used.)

   The corresponding double-click verb is displayed below the File Types list box.

2 Select each file type in turn to see its corresponding double-click verb.

   As you select a file type, its corresponding double-click verb is displayed.

To change the double-click verb defined for a file type:

1 In the File Types list box, select the file type whose corresponding double-click verb you want to change.

2 In the Verb Names list, select the verb with which you want to replace the current double-click verb.

3 Click on the Change button.

   The double-click verb definition is changed. The file types whose double-click definitions you have changed always appear boldface to identify what you have customized.

4 Click on Apply or OK to see your change.

   Or, click on Reset or Cancel to retain the original settings.

Adding and Removing a File Type

You can build a pop-up menu for a new file type or associate a double-click verb with a file type not listed in the File Types list box. Or you can remove a file type you added but no longer need.

To add a file type to the File Types list box:

1 Type the file type, for example, DDIF, that you want to add to the list.

2 Click on the Enter button.

The file type is added to the list. The file types you add always appear in boldface to identify what you have customized.

3 Add verbs to the new file type's pop-up menu as described in the section Adding a Verb to a Pop-Up Menu. Or, define a double-click verb for the new file type as described in the section Changing a Double-Click Verb Definition.

4 Click on Apply or OK to see your change.

Or, click on Reset or Cancel to retain the original settings.

To remove a file type you added but no longer need:

1 Select the file type in the File Types list box.

2 Click on the Delete button.

The file type is deleted from the list.

3 Click on Apply or OK to save your change.

Or, click on Reset or Cancel to retain the original settings.

Sharing a Custom FileView

In Chapter 4 and in previous sections of this chapter, you learned how to customize FileView and save views you use frequently. When you customize FileView, you create a **private customization file** that is read every time you start FileView.

But what if you want to share your custom FileView with other users? For example, you may want to share a custom pull-down menu with others on your project. When several users share a **public customization file**, they have access to a common custom FileView that might include custom verbs or pull-down menus defined for a group project.

The following sections describe how to create and manage private, public, and system customization files.

Using Shared Customization Files

In order to create a FileView that contains every built-in definition and the features you customized, FileView reads and merges the contents of the customization files to create your FileView environment. First, FileView reads the system customization file. The system customization file, which is shipped with DECwindows, contains definitions that produce the menu bar, verbs, and saved views you saw when you first started FileView. Next, FileView reads the public customization files, if any exist. The public customization file contains any definitions that you share with other users, for example, a shared pull-down menu. Finally, FileView reads your private customization file, which contains your personal FileView definitions.

When FileView tries to locate the system customization file, it looks first in the location defined by the logical name VUE$SYSTEM_PROFILE. If no translation is found, FileView uses the file specification VUE$LIBRARY:VUE$SYSTEM_PROFILE.VUE$DAT to locate the system customization file. (The system customization file is placed in the VUE$LIBRARY directory when you install DECwindows.)

When FileView tries to locate the public customization file, it looks first in the location defined by the logical name VUE$PUBLIC_PROFILE. You can equate this logical name with a file specification to point to directories containing public customization files. (VUE$PUBLIC_PROFILE can be a search list that points to a list of directories containing customization files that you share with other users.) If no translation is found, FileView reads all the files that match the file specification VUE$LIBRARY:*.VUE$DAT. As the files are read, their specifications are added to a list in memory. This ensures that no two files with the same name are loaded.

Finally, FileView locates your private customization file by using the logical name VUE$PROFILE. You can equate this logical name with a file specification to point to your private customization file. If no translation is found, FileView uses the file specification DECW$USER_DEFAULTS:VUE$PROFILE.VUE$DAT. This normally translates to your SYS$LOGIN directory, but you can redefine it to translate to any other directory.

When you rearrange the order of verbs on a menu in a public customization file or remove a verb from it, you create a copy of that menu in your private customization file. Because FileView reads your private customization file last, any subsequent changes made to the public customization file will not be reflected in

your private FileView. For example, if new verbs are added to a FileView menu in the public customization file, you will not see those additions. Your private customization file will override the public file. Adding additional verbs to a sorted menu does not make a private copy of the public menu definition.

Building Shared Customization Files

FileView reads your private customization file by translating the logical name VUE$PROFILE. By redefining this logical name, you can force FileView to build another file that contains customized FileView components, such as new pop-up menus and saved views, that you want to share with other users.

To build a public customization file that you can share:

1 In FileView's Logical Name dialog box, redefine the logical name VUE$PROFILE to point to a nonexistent file.

   In the Logical Name dialog box, type VUE$PROFILE in the Name text field, and the name of the customization file you will create in the Definition text field. Give the public customization file you will create a name that reflects its contents. Give the file a file type of VUE$DAT. For example, name the file that contains redefined verbs and a new menu for text processing EDIT_PROFILE.VUE$DAT. This file will hold the customized components you want to share, for example, new verb definitions and new pop-up menus. Click on the Define button to define the logical name. Make sure that you define the logical name in the Job logical name table. Click on Dismiss when you're done.

2 Create a custom FileView by creating any new verbs, menu names, pop-up menus, and including any saved views you want to share.

   When you click on the OK or Apply button in the Verbs and Menus, File Types, or Save View dialog boxes, your customized components are saved in the file to which the logical name VUE$PROFILE now points.

3 Exit from FileView by choosing the Quit menu item from FileView's Control menu.

4 Place the file in the VUE$LIBRARY directory or in some other public directory to which VUE$PUBLIC_PROFILE points.

Users who want to access the shared customization file can then place a logical name definition for VUE$PUBLIC_PROFILE in their login command file (LOGIN.COM). For example, to point to the public customization file in a public directory, add the following to your LOGIN.COM:

```
$ DEFINE VUE$PUBLIC_PROFILE SYS$COMMON:[PUBLIC_DIR]OUR_PROJECT.VUE$DAT;*
```

When FileView is started, any public customization files will be read and merged with the system and private customization files to create a custom FileView.

The following example illustrates how to use a search list to ensure that FileView reads all the public customization files in VUE$LIBRARY. In this example, the logical name definition shown is added to a login command file. When FileView is invoked, it reads all public customization files that match the file specifications shown:

```
$ DEFINE VUE$PUBLIC_PROFILE WORK:[GROUP.FILEVIEW]PROJECT.VUE$DAT;*,VUE$LIBRARY:*.VUE$DAT
```

6

Using the Session Manager

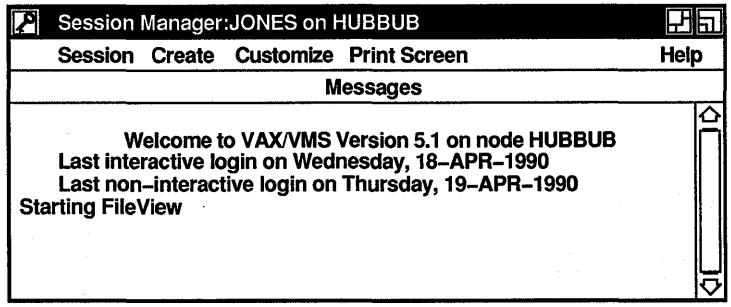
The Session Manager is displayed on your screen at the start of every DECwindows session. It acts as a control panel for your current session. From the Session Manager, you can create new DECterm and FileView windows, capture screen snapshots in a file for printing, lock your workstation, and end your DECwindows session.

You can also use the Session Manager to customize your DECwindows environment. You can make these changes for the current session only or save them so that every subsequent DECwindows session reflects your fine tuning.

This chapter describes how to customize your workstation and DECwindows environment by choosing and saving new settings. Where appropriate, this chapter also describes how to customize the screen display for three types of workstations:

- Monochrome system—Supports black and white output only
- Intensity system—Supports shades of gray
- Color system—Supports a full spectrum of color

The Session Manager looks like this:



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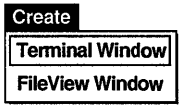
- The title bar dislays your node name and user name.
- The menu bar displays the names of menus available from the Session Manager.
- The Messages region displays system status information. When you start your session, this information includes a welcome message, the date you started your last session, and notification of any new mail messages.

As with any other window, you can change the size of the Session Manager window by using the resize button. If you save this change (described in the section Saving Your New Settings) and start another session, the Session Manager window is displayed in the new size.

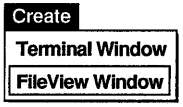
Creating a DECterm Window



By choosing the Terminal Window menu item from the Session Manager's Create menu, you open a DECterm window, which emulates a VT340 terminal. From DECterm, you can then enter DCL commands, or use any other command line interface. If your system is part of a network, you can communicate with other systems and share information and resources.

See the *VMS DECwindows Desktop Applications Guide* for more information about using DECterm.

Creating a FileView Window



By choosing the FileView Window menu item from the Session Manager's Create menu, you open a FileView window. From FileView, you can access every DECwindows application and work with files and directories.

By default, a FileView window opens whenever you start a DECwindows session. Most often, you open additional FileView windows from within FileView. The ability to open a FileView window from the Session Manager is provided as a safety net: if only one FileView window is open and you close it by mistake, you can still access FileView.

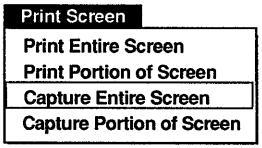
See Chapter 4 for more information about using FileView.

Capturing Screen Snapshots for Printing

DECwindow's print screen feature lets you take a snapshot of your entire screen or just a portion of it and print the file containing this snapshot now or later.

In the Customize Print Screen dialog box, you supply some information, including the output file format and default output file specification, that DECwindows needs to capture and format a screen snapshot. You can change this information permanently. See the section Changing Your Print Screen Settings for more information.

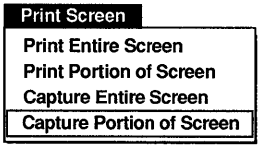
To capture your entire screen display in a file:



1. Arrange the windows on your screen as you want them captured.
2. Choose the Capture Entire Screen menu item from the Session Manager's Print Screen menu.

   The Session Manager displays a dialog box. By default, the screen is captured in a file called SYS$LOGIN:DECW$CAPTURE.TMP. Type another file specification to direct the output to another directory or file. Do not use any logical names defined in the system login command file (SYLOGIN.COM) or in your login command file (LOGIN.COM).
3. Click on OK.

To capture a partial screen display:



1 Arrange your screen to display the windows you want to capture.

2 Choose the Capture Portion of Screen menu item from the Session Manager's Print Screen menu.

The Session Manager displays a dialog box. By default, the screen will be captured in a file called SYS$LOGIN:DECW$CAPTURE.TMP. Type another file specification to direct the output to another directory or file. Do not use any logical names defined in the system login command file (SYLOGIN.COM) or in your login command file (LOGIN.COM).

3 When the pointer changes to a capture cursor, which looks like a plus sign (+), press and hold MB1.

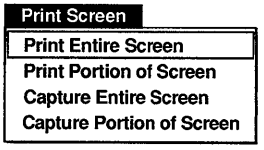
A box appears.

4 Drag the capture cursor until it surrounds the area you want.

5 Release MB1.

Instead of capturing a snapshot of your screen in a file and printing it later, you can send the file to a **print queue** directly from the Session Manager. A print queue holds jobs waiting to be printed. The Session Manager lets you provide additional information about how you want your job printed. This information includes the print queue to which you want your job sent, and how many copies you want printed. See Chapter 7 for more information about changing the print queue options.

To capture your entire screen and immediately send the output file to a print queue:



1 Choose the Print Entire Screen menu item from the Session Manager's Print Screen menu.

2 The Session Manager displays the Queue Options dialog box.

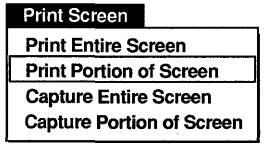
3 Type the settings information you want.

By default, the Session Manager formatted the captured file for PostScript output, which appears highlighted in the Print Format list box. The print queue to which your file will be sent is also highlighted. To send your file to another print queue, select one from the list. Make sure the printer you select can accommodate your file's format.

4 Click on OK.

The screen snapshot is written to a file that is deleted after printing.

To capture a portion of your screen and immediately send the output file to a print queue:



1 Choose the Print Portion of Screen menu item from the Session Manager's Print Screen menu.

2 Follow steps 3 through 5 for capturing a portion of your screen.

3 The Session Manager displays the Queue Options dialog box.

4 Type the settings information you want.

By default, the Session Manager formatted the captured file for PostScript output, which appears highlighted in the Print Format list box. The print queue to which your file will be sent is also highlighted. To send your file to another print queue, select one from the list. Make sure the printer you select can accommodate your file's format.

5 Click on OK.

The screen snapshot is written to a file that is deleted once it is printed.

Customizing Your DECwindows Environment

DECwindows comes to you with a host of preset options that you are invited to change. You can work successfully with DECwindows and never change these options, but by taking advantage of these customization features, you can design an environment to fit your own working style.

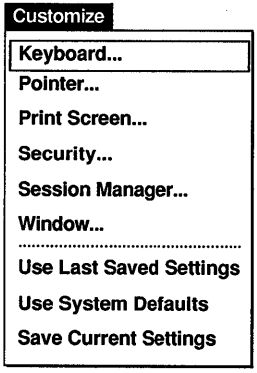
These options, which include keyboard, window, pointer, and security settings, are accessible from the Session Manager's Customize menu. By using the Customize menu, you can look at the current settings and choose and save new settings.

Choosing each menu item from the Customize menu displays a dialog box. In any of the Customize dialog boxes, you can record your settings or dismiss the dialog box.

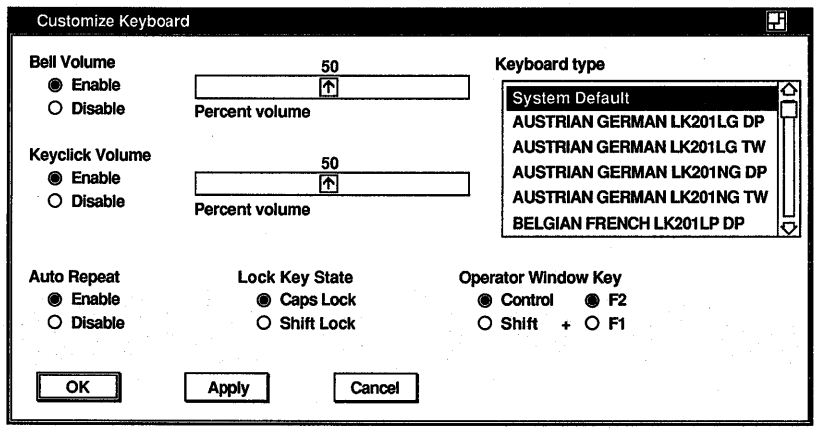
Click on	To
OK	record new settings and dismiss the dialog box.
Apply	record new settings without dismissing the dialog box.
Cancel	dismiss the dialog box without changing any settings. If you made any changes without applying them, clicking on the Cancel button cancels those changes.

The sections that follow list the various preset options and describe how to change and save them.

Changing Your Keyboard Settings



To change your keyboard settings, choose the Keyboard... menu item from the Session Manager's Customize menu. The Session Manager displays the Keyboard dialog box.



ZK-0228A-GE

From the Customize Keyboard dialog box, you can change any of the following settings:

Bell Volume

A warning bell sounds to alert you to system messages. Adjust the bell's volume by dragging the arrow in the Percent Volume slider right or left, or move the pointer to a location on the slider and click MB1. Click on the Disable button to disable the bell.

Keyclick Volume

Each time you press a key, the keyboard makes a clicking sound. This setting is indicated by a shaded button. Adjust the clicking volume by dragging the arrow in the Percent Volume slider right or left, or move the pointer to a location on the slider and click MB1. Click on the Disable button to disable keyclick.

Auto Repeat

When a key is pressed longer than normal, it repeats until it is released. This setting is indicated by a shaded button. Click on the Disable button to disable auto repeat.

Lock Key State

Normally, you can produce capital letters but not shifted number keys when you press the Lock key on your keyboard. You can, however, make your keyboard work just like a typewriter keyboard by clicking on the Shift Lock button. Choosing the Shift Lock option produces both capital letters and shifted number keys when you press the Lock key.

Operator Window

Normally, you press Ctrl/F2 to open the operator window. You may, however, want to assign other definitions to those keys. Click on any combination of the Ctrl or Shift and F2 or F1 buttons to change how you open the operator window.

Keyboard Type

The location of specific characters on the keyboard varies depending on the keyboard model. Selecting the keyboard type that matches your keyboard model allows the system to echo the correct character when you press the corresponding key.

The system default keyboard type is North American. When you installed DECwindows, you may have chosen another keyboard type, for example, French, to correspond to your French keyboard model. This keyboard type became the new system default. This means that every DECwindows session started on that workstation uses the French keyboard type.

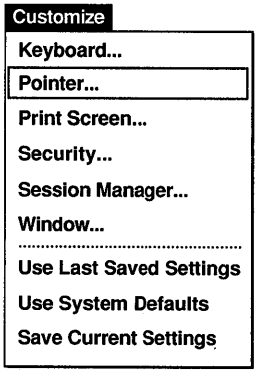
If you want to use a keyboard model that does not match the keyboard type specified when DECwindows was installed, you must set the keyboard type to match the keyboard model. This changes the keyboard type temporarily without permanently changing the system default keyboard type. (For example, you might plug an Austrian German keyboard into a workstation whose system default keyboard type, specified when DECwindows was installed, is French.)

To find your keyboard model number, turn the keyboard upside down and look for a label that specifies the model number. The model number should be in a format similar to LK201-xx. (The model number may also be listed as simply LK201. In this case, the "xx" you need is in another place on the label. Look for a number similar to nn-nnnnn-xx.) Use this number to select a keyboard type from the Keyboard Type list box. For example, if you are using an Austrian German keyboard and your keyboard model is LK201 NG, select the Austrian German LK201 NG keyboard type. See the complete list of keyboard types in the *VMS Version 5.1 Installation Guide* for more information about matching your keyboard model to a DECwindows keyboard type. Also see the *VMS Version 5.1 Installation Guide* for information about changing the system default keyboard type.

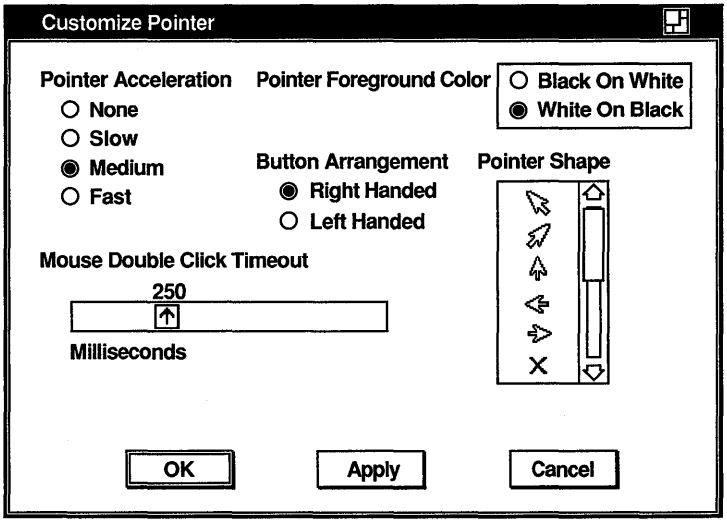
For any language other than North American or U.S., you can also specify whether you want your keyboard to act as a data processing (DP) or typewriter (TW) keyboard. Selecting a data processing keyboard type enables the characters on the right half of the keycaps. Selecting a typewriter keyboard enables the characters on the left half of the keycaps.

To use this new keyboard type for your subsequent sessions, you must save the new setting before you end the current session. The new keyboard type will be in effect for your sessions only after DECwindows verifies your password at the start of each new session.

Changing Your Pointer and Mouse Settings



You can change the shape and color of the pointer, as well as certain mouse characteristics. To change your mouse and pointer settings, choose the Pointer... menu item from the Session Manager's Customize menu. The Session Manager displays the Pointer dialog box. The Pointer dialog box on a monochrome system looks like this:



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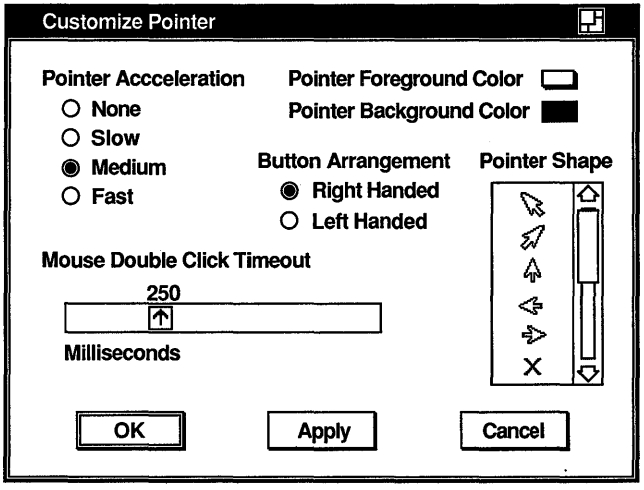
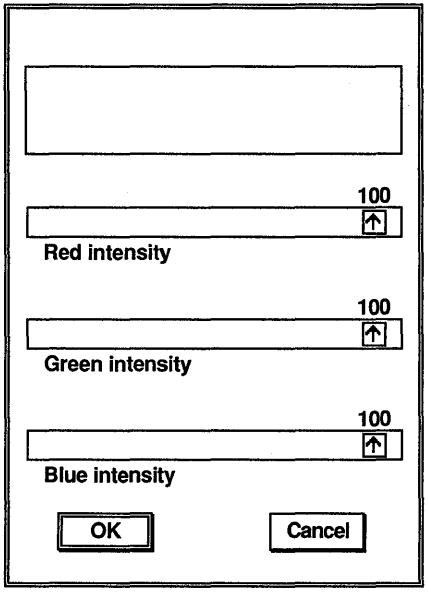
The Pointer dialog box on intensity and color systems looks like this:



ZK-0222A-GE

On intensity and color systems, clicking on some of the pointer settings displays a color box, which allows you to set specific colors for your session.



ZK-0231A-GE

On an intensity system, you can mix black and white to create shades of gray. On a color system, you can mix amounts of red, green, and blue. To create these mixes on either system, drag the arrows in the slider right or left, or move the pointer to a location on the slider and click MB1. Click on OK in the color box when you have created the color you want. To see your new setting in effect, click on Apply or OK in the Customize Pointer dialog box.

From the Customize Pointer dialog box, you can change any of the following settings:

Pointer Acceleration

Click on one of the four options to vary the rate at which the pointer moves in relation to the mouse. The None setting keeps the pointer speed constant. The Fast setting makes the pointer move farther as you move the mouse faster. Thus, you can move the pointer to another part of the screen without moving the mouse the same relative distance. The preset option is Medium.

Mouse Double Click Timeout

DECwindows can tell two successive single clicks from a double click. To change the speed by which DECwindows expects one click to follow another in a double-click sequence, drag the arrow

in the slider right or left, or move the pointer to a location on the slider and click MB1.

Pointer Foreground Color

The pointer consists of an outline and filled center.

On a monochrome system, the pointer's filled area is normally white with a black outline. Click on the Black On White button to reverse the fill and outline colors.

On intensity and color systems, the pointer's filled area or foreground is normally yellow. To change this setting, click on the Pointer Foreground Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want.

To see your changes, click on Apply or OK in the Pointer dialog box.

Pointer Background Color

This setting applies to color and intensity systems only.

The pointer's outline or background is normally purple. To change this setting, click on the Pointer Background Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want. To see your changes, click on Apply or OK in the Pointer dialog box.

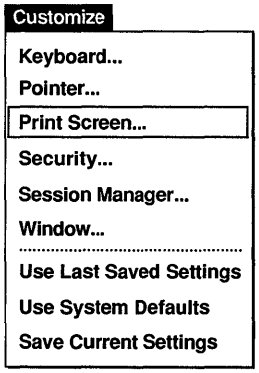
Button Arrangement

The preset mouse button arrangement—MB1 on the left and MB3 on the right side of the mouse—is natural for a right-handed user. You can switch the mouse button arrangement by clicking on the Left Handed option. The right mouse button becomes MB1 and the left mouse button becomes MB3. MB2 stays the same.

Pointer Shape

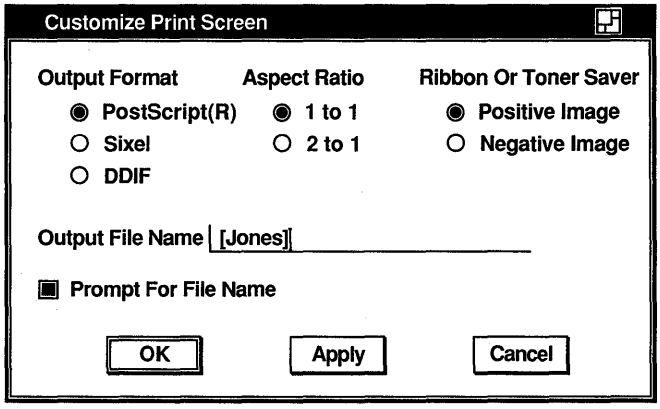
Normally, the pointer is a left arrow. To change the pointer shape, scroll through the list of shapes and select the one you want.

Changing Your Print Screen Settings



DECwindow's print screen feature lets you take a snapshot of an entire screen or just a portion of it and print the resulting output file. (See Chapter 7 for information about printing in DECwindows.)

To change the print screen settings, choose the Print Screen... menu item from the Session Manager's Customize menu. The Session Manager displays the Print Screen dialog box.



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From the Customize Print Screen dialog box, you can change any of the following settings:

Output Format

Normally, DECwindows captures a screen snapshot in a file formatted for PostScript. Click on the Sixel or DDIF buttons to change this output format.

To capture a screen snapshot that you can type in a DECterm window (using the DCL command TYPE), click on the Sixel and 1 to 1 aspect ratio buttons.

Aspect Ratio

The **aspect ratio** refers to the relationship between the size of the original screen image and the size of the printed screen snapshot. A printed screen snapshot may not be the same size as the original screen image. If the aspect ratio is 2 to 1 (2:1), the printed output will be twice the size of the original screen image. If the aspect ratio is 1 to 1 (1:1), the printed output will be the same size as the original screen image.

The 1 to 1 setting allows screen snapshots to be printed without distortion on most devices, including both hardcopy printers and terminals. This setting is indicated by a shaded button. Some sixel printers, however, require a 2 to 1 aspect ratio. If your printed screen snapshot appears distorted, click on the 2 to 1 button.

To capture a screen snapshot that you can then type in a DECterm window (using the DCL command TYPE), click on the 1 to 1 aspect ratio and Sixel buttons.

Ribbon Or Toner Saver

Normally, captured screen snapshots are printed as you would expect: the image is black and the background (the portion of the paper not printed on) stays white. Printing an image that is nearly or completely solid using the conventional method consumes a great deal of printer ribbon or toner. To reverse the dark and light portions of the printed output and conserve ribbon or toner, click on the Negative Image button.

Output File Name

By default, DECwindows names the output file containing a screen snapshot DECW$CAPTURE.TMP. This file is placed in your SYS$LOGIN directory, which is probably your top level directory. Type another file specification in the Output File Name text field to direct the output to another directory or file.

Do not use any logical names defined in the system login command file (SYLOGIN.COM) or in your login command file (LOGIN.COM).

Prompt For File Name

When you take a screen snapshot, DECwindows displays a dialog box that asks you for the name of the output file. This lets you override the output file specification that you specified in the Customize Print Screen dialog box. This means that you can redirect the screen snapshot to another directory or give it another file name.

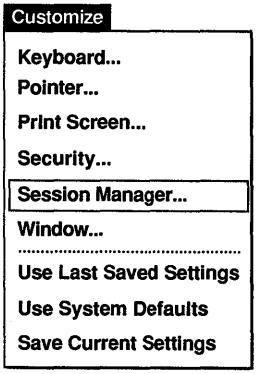
This setting is indicated by the shaded button. To prevent DECwindows from asking you for the output file name each time you take a screen snapshot, disable the Prompt For File Name setting.

Changing Your Security Settings

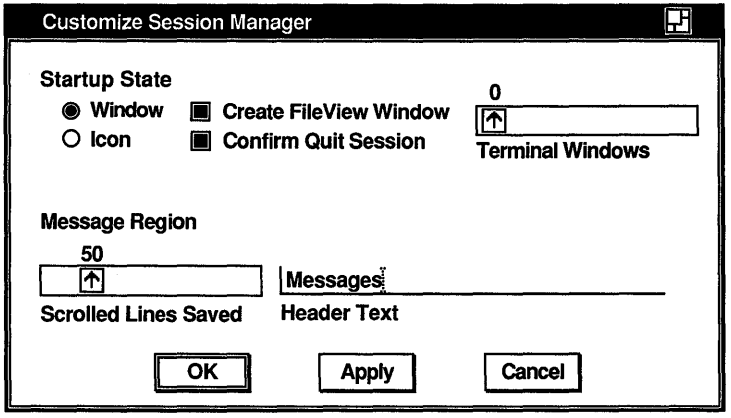
DECwindows allows you to run applications from another computer for display on your workstation monitor. By default, your workstation monitor can display only those applications that are running on your workstation. This prevents users on other systems in the network from displaying applications on your workstation monitor or from capturing and displaying your keystrokes (including your password) on another monitor.

From the Session Manager's Customize Security dialog box, you can authorize yourself or others to use your monitor to display applications running on other systems. See Chapter 8 for information about supplying this authorization.

Changing Your Session Manager Settings



To change your Session Manager settings, choose the Session Manager... menu item from the Session Manager's Customize menu. The Session Manager displays the Session Manager dialog box.



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From the Customize Session Manager dialog box, you can change any of the following settings:

Startup State

The Session Manager is displayed as a window at the start of each session. Click on the Icon button to specify that the Session Manager be stored as an icon at the start of every session.

A FileView window is opened at the start of each session. This setting is indicated by a shaded button. Click on the Create FileView Window button to prevent a FileView window from opening when you start a session.

By default, no DECterm windows are created when you start a session. To set the number (up to five) of DECterm windows you want opened when you start a session, drag the arrow in the Terminal Windows slider right or left, or move the pointer to a location on the slider and click MB1.

When you end a session, the Session Manager asks you for confirmation. This setting is indicated by the shaded option button. By clicking on the Confirm Quit Session button, you will not be asked to confirm that you want to end a DECwindows session.

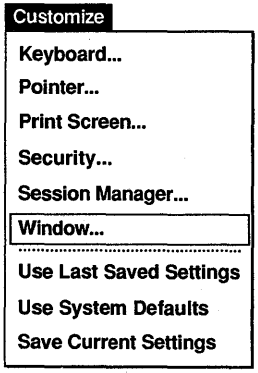
Message Region: Scrolled Lines Saved

By default, you can scroll through the last 50 lines of text in the Session Manager's message area to view messages you may have missed. The Scrolled Lines Saved slider lets you vary the number of lines that the Session Manager saves.

Message Region: Header Text

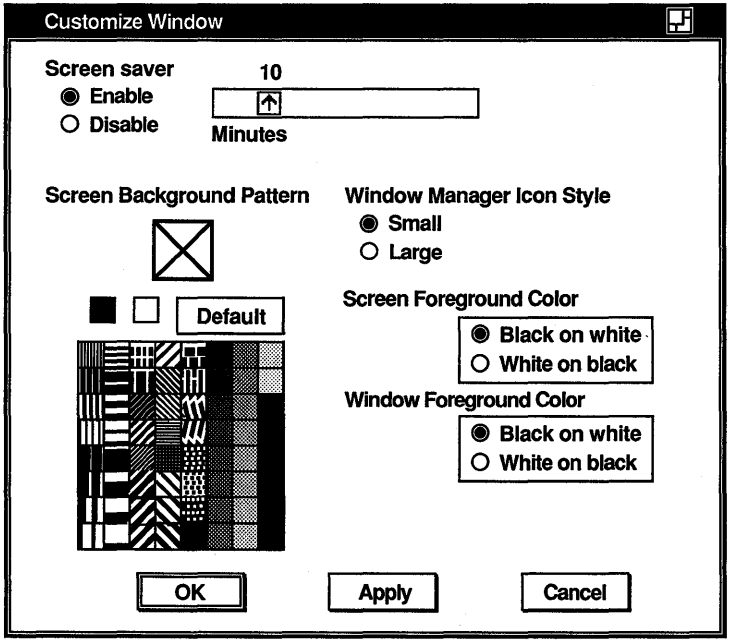
The Session Manager message area is labeled Messages. To change this heading, type a new heading in this text field.

Changing Your Window Settings



Whether you have a monochrome, intensity, or color system, you can change the look of your DECwindows display. For example, you can alter the background and foreground pattern and the window and screen colors. If you have a color system, you can choose from a wide palette of colors to design a visually pleasing display.

To change your window settings, choose the Window... menu item from the Session Manager's Customize menu. The Session Manager displays the Window dialog box. The Window dialog box on a monochrome system looks like this:



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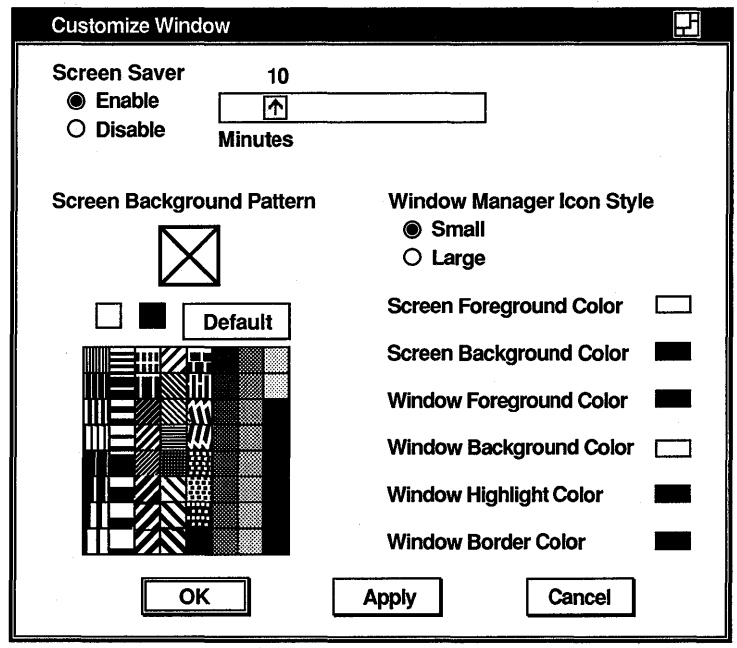
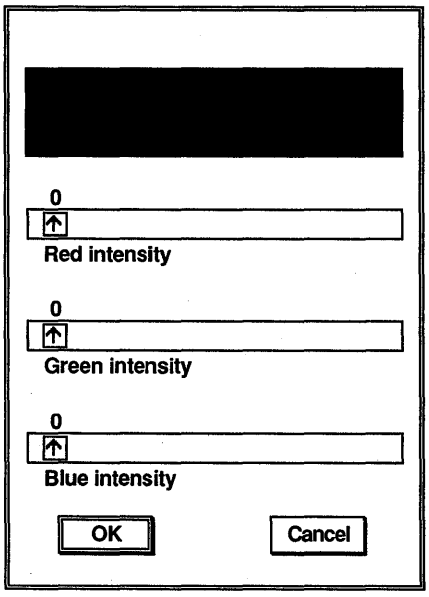
The Window dialog box on color systems looks like this:



ZK-0526A-GE

On intensity and color systems, clicking on most of the window and screen settings displays a color box, which allows you to set specific colors for your session.



ZK-0230A-GE

An intensity system color box provides just one slider in which you can mix black and white to create shades of gray. On a color system, you can mix amounts of red, green, and blue. To create these mixes on either system, drag the arrows in the slider right or left, or move the pointer to a location on the slider and click MB1. Click on OK in the color box when you have created the color you want.

Some changed settings take effect when you click on Apply or OK in the Customize Window dialog box. Others take effect the next time you log in. See the individual setting to see which applies.

From the Customize Window dialog box, you can change any of the following settings:

Screen Saver

Screen Saver extends the life of your monitor by shutting off its display after a specified time. Normally, the monitor shuts off its display after 10 minutes of keyboard or mouse inactivity. To vary the time screen saver waits before shutting down the display, drag the arrow in the slider right or left, or move the pointer to a specific location on the slider and click MB1. Click on the Disable button to keep the display on indefinitely. Click on Apply or OK to apply your change.

Window Manager Icon Style

Normally, the icons stored in the Icon Box are small. Click on the Large button to change the size of the icons.

If you save your changes, the Icon Box will contain large icons when you start your next session.

Screen Background Pattern

Normally, the screen background pattern is a tight, gray crossweave. To change the background pattern, click on a pattern in the pattern palette. The pattern you selected is displayed in the pattern viewer. Click on Apply or OK to see your selection in effect.

You can also create a solid background by clicking on one of two background pattern buttons next to the Default button. Click on the left button to create a solid background in the screen foreground color. For example, if the Screen Foreground Color is Black On White on your monochrome system, click on the left button in the Screen Background Pattern to create a solid black background.

Click on the middle button to create a solid background in the screen background color. For example, if the Screen Background Color is red on your color system, click on the middle button in the Screen Background Pattern to see a solid red background.

Screen Foreground Color

The screen pattern, when set to anything other than the default pattern, consists of a screen foreground (the filled area in the pattern) and a screen background (the pattern's outline).

On a monochrome system, the screen foreground color is normally black on white. Click on the White On Black option button to reverse the fill and outline colors.

On intensity and color systems, the screen foreground color is normally dark gray. To change this setting, click on the Screen Foreground Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want.

To see your new setting in effect, click on Apply or OK in the Customize Window dialog box.

Screen Background Color

This setting applies to intensity and color systems only.

The screen pattern, when set to anything other than the default pattern, consists of a screen foreground (the filled area in the pattern) and a screen background (the pattern's outline).

On intensity and color systems, the screen background color is normally green. To change this setting, click on the Screen Background Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want. To see your new setting in effect, click on Apply or OK in the Customize Window dialog box.

Window Foreground Color

Changing the Window Foreground Color setting in a window containing text changes the color of that text. If the window contains graphics, the color of the graphics is changed.

On a monochrome system, the window foreground is normally black. Click on the White On Black option button to change the window foreground to white.

On intensity and color systems, the window foreground is normally black. To change this setting, click on the Window Foreground Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want.

If you save your changes by clicking on Apply or OK in the Customize Window dialog box, your new setting will be in effect when you start your next session.

Window Background Color

This setting applies to intensity and color systems only.

On intensity and color systems, the window background is normally off-white. To change this setting, click on the Window Background Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want.

If you save your changes by clicking on Apply or OK in the Customize Window dialog box, your new setting will be in effect when you start your next session.

Window Highlight Color

This setting applies to intensity and color systems only.

Screen objects, for example, toggle and option buttons and title bars, are normally red to indicate the current setting or input focus. To change this setting, click on the Window Highlight Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want.

If you save your changes by clicking on Apply or OK in the Customize Window dialog box, your new setting will be in effect when you start your next session.

Window Border Color

This setting applies to intensity and color systems only.

On intensity and color systems, the window border is normally gray. To change this setting, click on the Window Border Color button. The Session Manager displays a color box. Click on OK in the color box when you have created the color you want.

If you save your changes by clicking on Apply or OK in the Customize Window dialog box, your new setting will be in effect when you start your next session.

Saving Your New Settings

You must save your new settings or they will be lost when you end your current session. From the Customize menu, you can choose any of the following menu items to save new settings or reinstate old ones:

Choose	To
Use Last Saved Settings	reinstate the last settings you saved. Choose this menu item if you want to reset any attributes that you changed temporarily but did not save.
Use System Defaults	reinstate the system default settings defined when you installed DECwindows.
Save Current Settings	save the settings you just changed for use in every subsequent session.

Some new settings will not be in effect until you end your current session and begin another one.

When you save your current settings, the Session Manager creates the following files and places them in your top level directory (SYS$LOGIN):

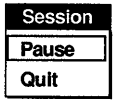
- DECW$SM_GENERAL.DAT
- DECW$SM_COLOR.DAT (color systems only)
- DECW$SM_GRAY.DAT (intensity systems only)
- DECW$SM_BW.DAT (monochrome systems only)

The Session Manager uses these files to customize your DECwindows environment each time you start a session.

If you try to end your session without saving your changes, DECwindows asks you whether you want to save your settings before you end your session.

Click on	To
Yes	save your workstation settings and end your session.
No	end your session without changing the current settings.
Cancel	continue working in your current session. The settings you changed are still in effect.

Putting a Session on Hold



From the Session Manager, you can put your current session on hold indefinitely and lock your workstation without ending your session. When you put your session on hold, your screen is cleared, but your session is maintained exactly as it was. This means you can resume working without having to restart any applications.

It's a good idea to save any files and close any mail drawers that might be open before you put your session on hold. If your system fails while your session is on hold, you won't have lost any information.

To put your current session on hold, choose the Pause menu item from the Session menu. Your screen is cleared and the Continue Session dialog box is displayed.

To continue your session:

1 Type your password.

2 Click on OK.

Once DECwindows verifies your password, your session resumes. If the Continue Session dialog box remains on your screen, you probably made a typing mistake. Click on the Clear button and retype your password.

Ending a Session

You can end a session at any time. When you end a session, DECwindows stops all applications and clears the screen.

To end your session, choose the Quit menu item from the Session menu. Unless you have disabled the confirmation option, DECwindows asks you to confirm that you indeed want to end your session. Click on Yes to confirm that you want to end. All windows are closed and the session ends. If you change your mind and decide not to end your session, click on No to return to your session.

7

Printing with DECwindows

DECwindows allows you to print the files that you create and work with in applications. For example, you can print a mail message or a drawing you created in Paint. This chapter describes how to print the files you create.

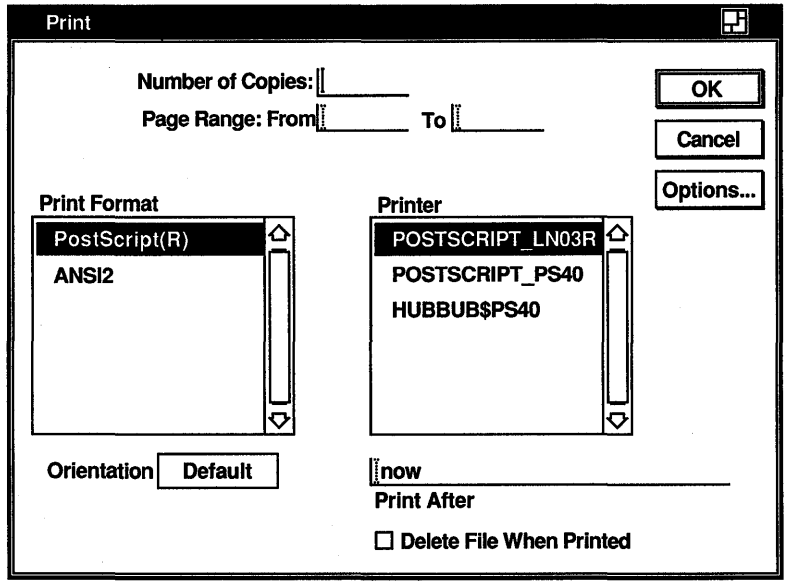
Whenever you choose the Print command in an application, the application creates a file that it then sends to the printer. You can also specify further printing instructions if you want to execute more sophisticated printing tasks. While your job is being printed, you can continue to work in your current application or go on to other tasks.

Printing Files from Applications

Within applications, you can print the files you create. When you simply want to print something currently displayed, for example, a mail message, choose the Print menu item from the application's File menu. The file is sent to a print queue, which holds jobs waiting to be printed. Your print job is sent to the next available printer that can accept print jobs from that application. When your job is printed, the Session Manager displays a message that tells you the name of the printer on which your job was printed.

DECwindows also lets you provide additional information about how you want your job printed. For example, you can specify the print queue to which you want your job sent and how many copies you want printed.

To provide this additional printing information to DECwindows, choose the Print... menu item from the application's File menu. The application displays a dialog box.



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In the Print dialog box, you can record your settings or dismiss the dialog box.

Click on	To
OK	record new settings, dismiss the dialog box, and print your job.
Cancel	dismiss the dialog box without changing any settings and cancel your print request.
Options...	display the advanced print settings dialog box. See Using Advanced Print Settings for more information.

From the Print dialog box, you can change any of the following settings:

Number of Copies

Normally, one copy of a job is printed. To print more copies, type the number of copies you want.

Page Range

When you print a file, the entire file is printed. If, however, you want to see page 2 of a five-page mail message, you can save paper by printing only that page. To change the page number at

which the file starts printing, type a number in the From text field. Do the same in the To text field. For example, to print only page 2 of a five-page mail message, type a 2 in both text fields.

Print Format

The Print Format list box contains the file formats produced by the current application for printing. These formatted files can be printed only on those printers that recognize the specific format.

If your system manager assigned the appropriate print queues to each print format, the Printer list box displays only those printers that can support the selected print format. If you select another print format, the Printer list box changes its display accordingly.

For example, card files you create with the Cardfiler are formatted as text files. Every print queue that can accept text files—from line printers to sophisticated laser printers—is listed in the Printer list box. Paint, however, produces files formatted for PostScript and ANSI2 output. If the selected print format is PostScript, the Printer list box displays only LN03R and LPS40 print queues. If the selected print format is ANSI2, only LN03, LN03R, and LPS40 print queues are displayed.

Note, however, that FileView and Mail display all print formats supported by DECwindows, no matter what the file type of the file you selected for printing. Neither FileView nor Mail convert files already in one format to the print format you choose. If, for example, you select a TXT file in FileView, choose the Print command from FileView's Files menu, click on the Show Queue Options button in the Print dialog box, and click OK, the print format list box displays all print formats, not just Text.

By default, the first print format in the list is selected.

Printer

If your system manager assigned the appropriate print queues to each print format, the Printer list box lists the print queues that can accept the seleted print format.

If the queue defined on your system as SYS$PRINT can accept print jobs in the selected print format, it is listed first. By default, the first print queue in the list is selected. Your print job will be sent to the selected queue. To change the print queue to which your print job will be sent, select another print queue. Use the scroll bars to view the list of available print queues.

If you need more information about defining a print queue to support a specific print format, see the *VMS Version 5.1 Installation Guide*.

Orientation

All printers except line printers can print pages in two different page orientations, portrait and landscape. In **portrait** orientation, characters print parallel to the short edge of the paper. For example, this page is printed in a portrait orientation. In **landscape** orientation, characters print parallel to the long edge of the paper. Note that the definition of portrait and landscape may be altered if you choose advanced print settings.

Your system manager assigned each printer a default orientation. The printer uses this default orientation when it prints your job. To change the orientation for your print job:

1 Point to the Default button.

2 Press and hold MB1.

3 Choose the Portrait or Landscape menu item.

Print After

Once you choose your print settings, your job is immediately submitted to the selected print queue. You can change the time at which your job is actually printed by changing the information in the Print After text field. By requesting that a print job be held until a specific time, you can ensure that a large print job is printed after hours when fewer users are sharing printers.

To change the time at which your job is printed, double click on the Print After text field and type the time using the following format:

```
19-APR-1990 14:32
```

This print job will be held for printing until April 19, 1990, at 2:32 p.m.

Delete File When Printed

When you tell DECwindows to print a text or graphics file, it sends a copy of that file to the printer. These print files are not deleted once they are printed. This setting is indicated by an unshaded button. If you want to delete the print file after it is printed, click on the Delete File When Printed button.

This button may not be displayed in all applications.

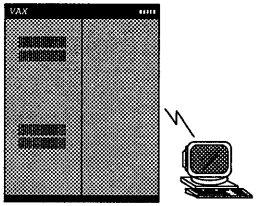
Using Advanced Print Settings

Click on the Options... button to display another print dialog box where you can specify advanced print settings for your print job.

Some of these settings, including File Start Sheet and Message Log, correspond to qualifiers available from the DCL command PRINT. See the description of the DCL command PRINT in the *VMS General User's Manual* for more information. Other settings, including Sides and Layup Definition, correspond to options available on certain LPS printers. See the manual for your printer for more information about specifying these settings.

8

Running Applications Across the Network

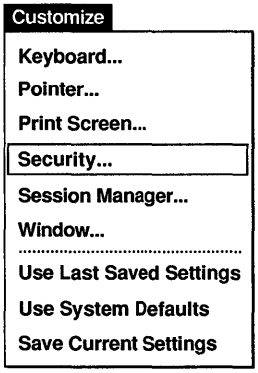


DECwindows opens the door to new computing opportunities by allowing you to run applications across a network. Distributing applications in this way means that they can run on another computer and display on your workstation monitor, so you can take advantage of larger computers that may be better suited to a specific computing task. Although the application runs on another system, it looks the same as any other application running on your workstation.

By default, your workstation monitor can display only those applications that are running on your workstation. This prevents users on other systems in the network from displaying applications on your workstation monitor or from capturing and displaying your keystrokes (including your password) on another monitor.

By specifying node and user names in the Session Manager's Customize Security dialog box, you can authorize yourself or others to use your monitor to display applications running on other systems. Authorized users can then display applications on your workstation with the DCL command SET DISPLAY.

Enabling Network Access to Your Workstation Monitor

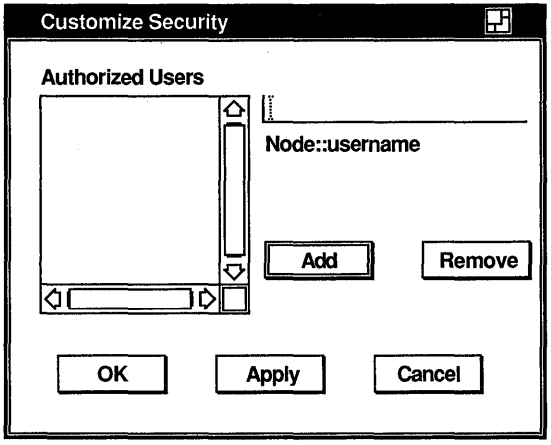


You are authorized to run applications only from your workstation—where your current session is running. This means that you cannot log in to another system and run applications for display on your workstation monitor unless you authorize yourself to do so.

To authorize yourself or others to display applications on your workstation monitor:

1 Choose the Security... menu item from the Session Manager's Customize menu.

The Session Manager displays the Security dialog box.



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2 Type the node name and user name of the user you want to authorize, using the format

```
node::username
```

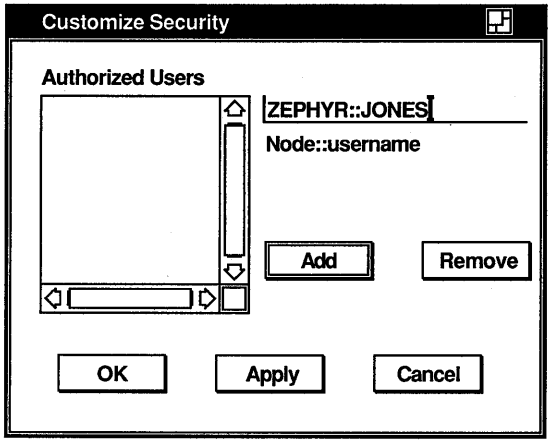
3 Click on Add.

The user name is added to the list of authorized users.

4 Click on OK or Apply.

5 Save your change by choosing the Save Current Settings menu item from the Session Manager's Customize menu.

The following example shows how to add your name to the list of authorized users of your display, ensuring that you can display DECwindows applications on your workstation from system ZEPHYR.



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The node name you provide cannot be a cluster alias (a name that represents multiple nodes configured in a VAXcluster), but must instead identify an actual node.

You can use an asterisk wildcard to add all users who match the node and user name information you specify. For example, to authorize all users logged on to your node HUBBUB to display on your workstation, type HUBBUB::* in the text field and click on Add. The Session Manager adds that text to the list of authorized users. It's a good idea to give access to only those users who you know require it. Giving access to an indeterminate number of users can compromise the security of your system.

To remove a user from the list of currently authorized users:

1 Choose the Security... menu item from the Session Manager's Customize menu.

The Session Manager displays the Security dialog box.

2 Select the node and user name you want to remove.

3 Click on Remove.

The user name is removed from the list of authorized users.

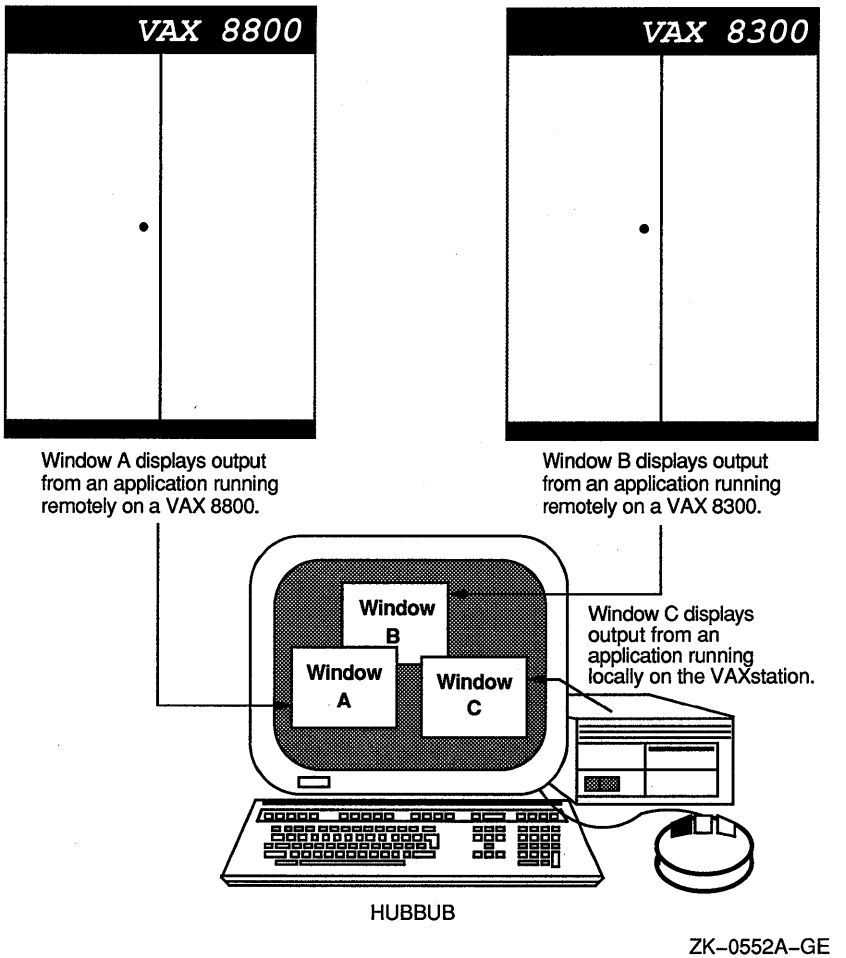
4 Click on OK or Apply.

5 Save your change by choosing the Save Current Settings menu item from the Session Manager's Customize menu.

Displaying Remote Applications on Your Workstation Monitor

Once you are authorized to display applications on your workstation from another system, you can log in to other systems and redirect the display to your workstation by using the command SET DISPLAY. Although DECwindows must be available on these systems, they need not be workstations.

The SET DISPLAY/CREATE command affects only those applications that are run from the window from which you issue the command. This means that although you may be running one application on your workstation and displaying it on another workstation, you can continue to run applications on your workstation for display in other windows on your monitor.



From DECterm or a FileView DCL Command window, log in to the remote system using the SET HOST command and enter the following command at the DCL prompt ($):

```
$ SET DISPLAY/CREATE/NODE=display_node
```

Display_node is the workstation on which you want the application displayed. You specify the /CREATE qualifier the first time you want to run an application and redirect the display. If you subsequently redirect the display to another system, omit this qualifier.

Enter the command SHOW DISPLAY to make sure the display now points to your workstation. For example, if you logged in to remote system ZEPHYR from your system HUBBUB and redirected your display back to HUBBUB, you see this information:

```
Device:         WSA2:
Node:           HUBBUB
Transport:      DECNET
Server:         0
Screen:         0
```

Device is your workstation device and may vary each time you use SET DISPLAY and SHOW DISPLAY. *Node* is the network system to which the display is now pointing. *Transport* refers to the mechanism, either DECNET or LOCAL, that passes information between the application and the display. *Server* and *Screen* are always 0.

You can then run your application on HUBBUB for display on ZEPHYR if you are authorized to do so. See the section Running Applications from a DCL Command Line for more information.

When you finish running the application, you can disable the remote display or redirect the display to a third system named ROMA. To disable the remote display from ZEPHYR to HUBBUB, enter the following command at the DCL prompt:

```
$ SET DISPLAY/NOPERMANENT
```

Specifying the /NOPERMANENT qualifier disables your connection to the remote display. Any applications you run on ZEPHYR will no longer be displayed on HUBBUB.

If you do not disable your connection to the remote display, you can redirect the display to a third system by entering the following command:

```
$ SET DISPLAY/NODE=ROMA
```

Enter the command SHOW DISPLAY to see that the display now points to ROMA.

If you access your own system using the SET HOST command, you need to define your display before you can run applications on your system. If your system is HUBBUB, you can define your display using either of the following commands:

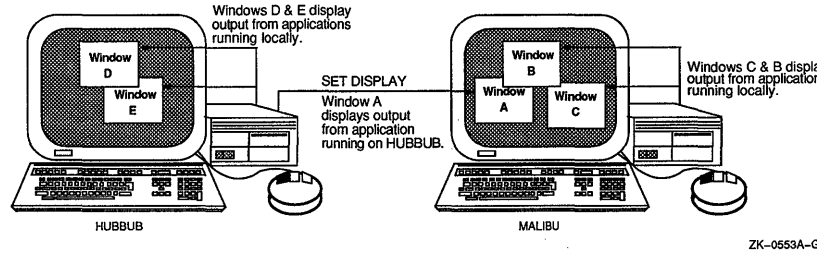
```
$ SET DISPLAY/CREATE/TRANSPORT=LOCAL/NODE=0

$ SET DISPLAY/CREATE/TRANSPORT=LOCAL/NODE=HUBBUB
```

Using the /TRANSPORT=LOCAL qualifier increases the performance of applications running and displaying on your system.

Be sure the node name you used in the SET DISPLAY command matches the node name from which you are authorized to display applications. For example, if you specify NODE=HUBBUB and you are not specifically authorized to display applications on HUBBUB, DECwindows reports that you are not authorized to use that display. This is because DECwindows regards nodes other than 0 as remote systems. By default, you are authorized to display applications only from node 0. Either specify SET DISPLAY/CREATE/TRANSPORT=LOCAL/NODE=0 or authorize yourself on HUBBUB to display applications from HUBBUB.

Running Applications on Your Workstation for Remote Display

You can also run applications on your workstation for display on other workstations on which DECwindows is installed.



To display an application running on your system HUBBUB on a system named MALIBU, first enter the command SHOW DISPLAY to verify that your display is directed to HUBBUB, represented by a 0 in the node field. "0" is the standard shorthand notation for representing your system. Then enter the following command from DECterm or FileView's DCL Command window:

```
$ SET DISPLAY/CREATE/TRANSPORT=DECNET/NODE=MALIBU
```

Run the application. When you finish running the application, disable the remote display from HUBBUB to MALIBU and redirect your display back to HUBBUB by typing the following command:

```
$ SET DISPLAY/NOPERMANENT
```

Running Applications from a DCL Command Line

Once you have redirected your display to point to your workstation, you can run FileView and the desktop applications described in the *VMS DECwindows Desktop Applications Guide* from another system by typing the following command lines at the DCL prompt ($):

To run this	Enter this
Bookreader	RUN SYS$SYSTEM:DECW$BOOKREADER
Calculator	RUN SYS$SYSTEM:DECW$CALC
Calendar	RUN SYS$SYSTEM:DECW$CALENDAR
Cardfiler	RUN SYS$SYSTEM:DECW$CARDFILER
Clock	RUN SYS$SYSTEM:DECW$CLOCK
DDIF Viewer	To view a DDIF file: VIEW/SELECT=X filename
	To view a text (ASCII) file: VIEW/SELECT=X /FORMAT=TEXT filename
EVE	EDIT/TPU/DISPLAY=DECWINDOWS
FileView	RUN SYS$SYSTEM:VUE$MASTER
Mail	RUN SYS$SYSTEM:DECW$MAIL
Notepad Editor	RUN SYS$SYSTEM:DECW$NOTEPAD
Paint	RUN SYS$SYSTEM:DECW$PAINT
Puzzle	RUN SYS$SYSTEM:DECW$PUZZLE

You can also use these command lines to run the desktop applications from DECterm or from FileView's DCL Command window on your workstation. To run multiple applications simultaneously from a single DECterm or FileView DCL Command window, add SPAWN/NOWAIT/INPUT=NL: to the beginning of the command lines. Note that you cannot run DECterm from a command line.

You can start one or more applications each time you start a session by creating a command file named DECW$LOGIN.COM that contains the command lines listed in the previous table. For example, to run Clock each time you start a session, create DECW$LOGIN.COM and add the following text:

```
$ SPAWN/NOWAIT/INPUT=NL: RUN SYS$SYSTEM:DECW$CLOCK
```

Place this file in your top level directory (SYS$LOGIN). DECwindows will execute the commands contained in the file each time you start a session.

A

FileView Task Messages

Chapter 5 described how to customize FileView by adding your own verbs to FileView menus. Your verbs may invoke simple DCL commands, for example, SHOW USERS, or command files that execute any number of commands. You can do more, however, to make your verbs behave just like FileView's built-in verbs by incorporating FileView task messages into your command files. For example, you can direct your verbs to display corresponding dialog boxes at appropriate events.

This appendix describes these task messages and how to use them to make your command files interact and share information with FileView. By including these task messages in your command files, you can make your new verbs appear better integrated with FileView. A sample command file, showing how these task messages are used, is also included.

Using FileView Task Messages in Command Files

FileView's built-in verbs invoke command files to execute a series of commands. Each command file uses task messages to pass information between FileView and the VMS subprocesses used to process tasks. This information includes which files are currently selected in the file list and the status of the current task. The task messages are also responsible for instructing FileView to display a corresponding dialog box or error message.

These task messages consist of text strings sent on I/O channels called VUE$INPUT and VUE$OUTPUT. Subprocesses write messages to VUE$OUTPUT, which FileView reads. For some message types, FileView responds by writing messages to VUE$INPUT, which the subprocess reads. For each task message, FileView defines a DCL symbol that command files can use to send

the message. When DCL encounters this symbol in a command file, it writes the message flag and any parameters you specify to VUE$OUTPUT. The VUE$INPUT and VUE$OUTPUT channels are already opened in the subprocess when your command file is invoked. You need not be concerned with opening or closing them.

You do not need to open SYS$INPUT and SYS$OUTPUT channels in your command files. Specifically, your command files can prompt you by including the DCL command INQUIRE if necessary, or can run programs that perform terminal I/O. When FileView detects that text has been written to SYS$OUTPUT, it responds by assigning and displaying a Task Output box for the task, which behaves like a terminal.

Note the following guidelines when using FileView task messages in your command files:

- The maximum length of any task message is 255 characters.
- If the task message includes a single parameter with no spaces, such as a symbol name or a number, do not enclose it in quotation marks ("). If the parameter is a text string, such as message text, enclose the string in quotation marks. For task messages that include two parameters, enclose both in one set of quotation marks; do not enclose each parameter individually in quotation marks. VUE$INQUIRE, which includes two parameters that may contain spaces, is an exception to this rule. In this case, enclose each parameter individually in quotation marks, and enclose them together within quotation marks.

FileView Task Messages

VUE$READ

VUE$READ is the mechanism used for receiving a value that FileView returns as a result of a previous message you sent. It reads the next record from VUE$INPUT into a symbol you specify. For example, VUE$READ would be used to read the file name returned after a VUE$GET_NEXT_SELECTION message is sent.

DCL format: VUE$READ *symbol*

Example: VUE$READ next_selection

VUE$GET_NEXT_SELECTION

The VUE$GET_NEXT_SELECTION message requests that FileView return the name of the next selected file in the current view. VUE$GET_NEXT_SELECTION may be used iteratively to get the name of each file that was selected when the task began.

After the last file name is returned, FileView returns an empty string. Follow VUE$GET_NEXT_SELECTION with VUE$READ to allow the subprocess to receive the returned file name.

DCL format: VUE$GET_NEXT_SELECTION

VUE$GET_ALL_SELECTIONS

The VUE$GET_ALL_SELECTIONS message requests that FileView return the names of all selected files in the current view as a list whose components are separated by commas. Follow VUE$GET_ALL_SELECTIONS with VUE$READ to allow the subprocess to receive the returned file name list.

DCL format: VUE$GET_ALL_SELECTIONS

VUE$GET_SELECTION_COUNT

The VUE$GET_SELECTION_COUNT message requests that FileView return the number of selected files in the current view. Follow VUE$GET_SELECTION_COUNT with VUE$READ to allow the subprocess to receive the returned count.

DCL format: VUE$GET_SELECTION_COUNT

VUE$SET_SYMBOL

The VUE$SET_SYMBOL message requests that FileView store a value for the specified symbol in order to reuse it later. This mechanism allows FileView tasks, which are run as subprocesses, to share the same value for a symbol, or preserve a symbol across invocations of the same verb. Defining a DCL symbol in your command file does not have the same effect, because it may be run in a different subprocess the next time the command file is invoked.

DCL format: VUE$SET_SYMBOL *symbol value*

Example: VUE$SET_SYMBOL "MY_LIBRARY WORK:[JONES .LIBRARY]"

VUE$GET_SYMBOL

The VUE$GET_SYMBOL message requests that FileView return the value of the specified symbol previously set by VUE$SET_ SYMBOL. Follow VUE$GET_SYMBOL with VUE$READ to allow the subprocess to receive the returned value.

VUE$GET_SYMBOL is also how to query the special DCL symbol VUE$SHOW_HIDDEN_DIALOGS. Many built-in FileView commands allow you to hide the associated dialog box by highlighting the Hide this Dialog toggle button in the command's dialog box. You can then force the box to appear by choosing

the command while pressing and holding the Shift key. If you began the FileView task while pressing and holding the Shift key, VUE$GET_SYMBOL returns "TRUE" for the value of VUE$SHOW_HIDDEN_DIALOGS. This allows your command files to provide a similar hide-this-dialog feature that can be overridden when you choose the command from a menu while pressing the Shift key.

DCL format: VUE$GET_SYMBOL *symbol*

Example: VUE$GET_SYMBOL MY_LIBRARY

VUE$INQUIRE

The VUE$INQUIRE message requests that FileView display a dialog box prompting you for input text. The message includes the prompt to be used, as well as the initial value to be placed in the text entry field. When you click the OK button in the dialog box, the text is returned to the subprocess in VUE$INPUT. If you click on the Cancel button in the dialog box, a null string is returned. Follow VUE$INQUIRE with VUE$READ to allow the subprocess to receive the returned text string.

Because the prompt parameter may contain spaces, be sure to enclose both the prompt parameter and the initial text string in quotation marks.

DCL format: VUE$INQUIRE *prompt initial text*

Example: VUE$INQUIRE """Show file:"" ""''current_default'"""

VUE$INQUIRE_SYMBOL

The VUE$INQUIRE_SYMBOL message requests that FileView display a dialog box prompting you for input text. The message includes the prompt to be used and a symbol name. The symbol is translated by FileView, and the current value is used as the initial value in the text entry field. When you click on the OK button in the dialog box, the symbol is redefined using the text you entered, and the text is returned to the subprocess in VUE$INPUT. If you click on the Cancel button in the dialog box, a null string is returned. Follow VUE$INQUIRE_SYMBOL with VUE$READ to allow the subprocess to receive the returned text string.

DCL format: VUE$INQUIRE_SYMBOL *symbol prompt*

Example: VUE$INQUIRE_SYMBOL "MY_LIBRARY Library:"

VUE$SET_TASK_LABEL

The VUE$SET_TASK_LABEL message requests that FileView change the label for this task in the Work in Progress dialog box and in the Task Output box, if one exists.

DCL format: VUE$SET_TASK_LABEL *label*

Example: VUE$SET_TASK_LABEL "Copying ''current_file'"

VUE$SET_DONE_LABEL

The VUE$SET_DONE_LABEL message requests that FileView change the label for this task to the specified text when the task is complete. This message will have no effect until the task completes.

DCL format: VUE$SET_DONE_LABEL *label*

Example: VUE$SET_DONE_LABEL "Library build complete"

VUE$HIGHLIGHT_UPDATE

The VUE$HIGHLIGHT_UPDATE message requests that FileView highlight the Apply button in the FileView window by changing its label from Apply to Update. (The Update button is used to remind you that there may have been a change to the files in the current file list.) When you click on the Update button, the label returns to Apply.

DCL format: VUE$HIGHLIGHT_UPDATE

VUE$UPDATE_FILEVIEW

The VUE$UPDATE_FILEVIEW message requests that FileView perform an automatic updating of the FileView window, as if you had pressed the Apply button. Use this task message with caution because it may disrupt any interaction in progress, such as extending a file selection.

DCL format: VUE$UPDATE_FILEVIEW

VUE$SET_ERROR_STATUS

The VUE$SET_ERROR_STATUS message requests that FileView set the "Error" flag in the Work in Progress dialog box entry for the current task.

DCL format: VUE$SET_ERROR_STATUS

VUE$POPUP

The VUE$POPUP message instructs FileView to pop up the Task Output box for this task, if it is not already displayed. The Task Output box does not take input focus when it appears. Note that the Task Output box pops up automatically when output is

written to SYS$OUTPUT. You can use this task message to force the box to appear sooner.

DCL format: VUE$POPUP

VUE$POPUP_FOCUS
The VUE$POPUP_FOCUS message instructs FileView to pop up the Task Output box for this task, if it is not already displayed. The Task Output box takes input focus when it appears. Though the Task Output box pops up automatically when output is written to SYS$OUTPUT, it does not normally take input focus.

DCL format: VUE$POPUP_FOCUS

VUE$POPDOWN
The VUE$POPDOWN message instructs FileView to pop down the Task Output box for this task, if it is displayed.

DCL format: VUE$POPDOWN

VUE$SUPPRESS_OUTPUT_POPUP
The VUE$SUPPRESS_OUTPUT_POPUP message requests that FileView not perform the normal automatic popping up of a Task Output box when the task produces terminal output. You can use this task message for graphical applications that are expected to produce output only in case of errors.

DCL format: VUE$SUPPRESS_OUTPUT_POPUP

VUE$POPUP_PROGRESS_BOX
The VUE$POPUP_PROGRESS_BOX message requests that FileView pop up the Work in Progress dialog box, if it is not already displayed. It allows an optional time value, representing a number of seconds, to be specified. If this task message is included, the box is displayed only for the specified number of seconds and then is automatically dismissed, unless some other entry prevents it. Also, the task status is shown as "Starting" in the Work in Progress dialog box if the timer is included.

You can use this task message to provide feedback that a task is starting, before the task produces any visible results. If a time value is not included, the Work in Progress dialog box is automatically dismissed when the current task completes, unless another entry prevents it.

DCL format: VUE$POPUP_PROGRESS_BOX *optional time*

Example: VUE$POPUP_PROGRESS_BOX 10

VUE$POPUP_MESSAGE

The VUE$POPUP_MESSAGE message requests that FileView pop up a message box containing the specified text. The box also contains an Acknowledge button, which allows you to dismiss the box. You may separate the text on multiple lines by including the line feed (ASCII 10) character.

DCL format: VUE$POPUP_MESSAGE *message*

Example: VUE$POPUP_MESSAGE "Library build is complete."

VUE$POPUP_CONFIRM

The VUE$POPUP_CONFIRM message requests that FileView pop up a confirmation box containing the specified text. The box contains two command buttons labeled Yes and No, which allow you to respond appropriately. FileView then returns either "YES" or "NO" in VUE$INPUT. Follow VUE$POPUP_CONFIRM with VUE$READ to allow the subprocess to receive the returned text string. You may separate the text on multiple lines by including the line feed (ASCII 10) character.

DCL format: VUE$POPUP_CONFIRM *message*

Example: VUE$POPUP_CONFIRM "File was not found. Continue?"

VUE$POPUP_HELP

The VUE$POPUP_HELP message requests that FileView pop up a Help dialog box displaying help text from the specified library on the specified topic. If FileView cannot open the file, or if the topic is not found, an error message dialog box is displayed.

DCL format: VUE$POPUP_HELP *library topic*

Example: VUE$POPUP_HELP "SYS$HELP:DECW$SESSION.HLB Overview"

VUE$EXIT_COMMAND_LOOP

The VUE$EXIT_COMMAND_LOOP message notifies FileView that the command procedure is about to exit the normal DCL command loop by executing a DCL command STOP. If a command procedure executes a DCL command STOP without first sending a VUE$EXIT_COMMAND_LOOP message, the subprocess will not be properly reused. The combination of VUE$EXIT_COMMAND_LOOP and STOP is used only to obtain a Task Output window in which you may interact directly with the DCL command line.

DCL format: VUE$EXIT_COMMAND_LOOP

Creating a FileView Command File

The following sample command file illustrates how to include FileView task messages in a command file. You can define a FileView verb Create Library, add it to the FileView Files menu, and associate it with this command file to create a library in which you can store frequently used modules of code or text.

```
$!+
$! This FileView command file will prompt the user for a library name,
$! create the library, and insert all currently selected files
$! into it.
$!
$! If an error occurs, go to the handler, which displays Error status.
$!
$ on warning then goto error_occurred
$!
$! First, get the number of selected files. If none, pop up a message box,
$! then exit.
$!
$ vue$get_selection_count
$ vue$read element_count
$ if element_count .ne. 0 then goto get_library_name
$ vue$popup_message "You must select files first!"
$ exit
$!
$! Get the library name. Use a symbol so that this name can be
$! remembered across invocations of this verb. If the library already
$! exists, prompt for confirmation that it should be used.
$!
$get_library_name:
$ vue$inquire_symbol "my_library_name  Library name:"
$ vue$read my_library_name
$ vue$popup_progress_box
$ if "''f$search(my_library_name)'" .eqs. "" then goto create_library
$ vue$popup_confirm "Library already exists. Create new version?"
$ vue$read response
$ if "''response'" .eqs. "NO" then goto file_loop
$!
$! Create a new library. Set the task label indicating action, and
$! highlight the Apply button showing a new file has been created.
$!
$create_library:
$ vue$set_task_label "Creating library ''my_library_name'"
$ library/create 'my_library_name
$ vue$highlight_update
$!
$! Get the list of selected files, and insert each into the library.
$!
$file_loop:
$ vue$get_next_selection
$ vue$read insert_file
$ if "''insert_file'" .eqs. "" then goto task_exit
$ vue$set_task_label "Inserting ''f$parse(insert_file,,,"NAME")'"
```

```
$ library 'my_library_name 'insert_file
$ goto file_loop
$!
$error_occurred:
$ vue$set_error_status
$!
$! Exit from the command procedure
$!
$task_exit:
$ exit
```

B

System Messages

This appendix describes messages that may appear when you are starting a session, working with the Session Manager and FileView, or running applications on remote systems.

Many of the messages appear in dialog boxes with an Acknowledge button. Click on Acknowledge to make the dialog box and the message disappear before you proceed.

For each message, the text of the message appears in *italic*, and is followed by an explanation of why the message occurred and, where applicable, what you should do to correct the problem.

An item in a message that appears in single quotation marks (for example, 'filename') represents an item that may vary in different occurrences of the message.

DECwindows applications run as one or more VMS **processes** or **subprocesses**. Some system messages report insufficient process quotas. Process quotas determine the number or size of system resources that you and your processes are authorized to use. This information is stored in your entry in the User Authorization File (UAF). Some DECwindows messages described in this appendix report operations that cannot complete because a process quota has been exceeded. For example, your subprocess quota (PRCLM) determines the maximum number of appplications you can run simultaneously. See the *VMS Authorize Utility Manual* for information on raising your process quotas, or see your system manager.

An error occurred in task communication. Tasks may fail to complete properly.

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Performing FileView tasks

Explanation: An error occurred in communication between FileView and one of the task subprocesses. The task may not complete properly.

Remedy: You may continue, but the quotas used by this task will not be available until you exit from FileView.

Client is not authorized to access server

Context: Running an application on a remote system

Explanation: You are trying to run an application on a system on which you are not an authorized user.

Remedy: Authorize yourself to run applications on the other system by following the procedure outlined in Chapter 8.

DECterm controller process stopped

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Using the Session Manager

Explanation: The process that created your DECterm windows has been abnormally terminated for the reason stated in the VMS error message.

Remedy: Check the quotas and limits specified in your User Authorization File (UAF), and see the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error message. Note that the Session Manager automatically creates another DECterm controller process for you. You should still be able to create DECterm windows from the Session Manager's Create menu.

Decw-e-cnxabort, connection aborted

Context: Running an application on a remote system

Explanation: While you tried to run a program from DCL, the server on the other end of the line aborted, or the network link was broken.

Remedy: Wait for the connection to be reestablished before you try to run the program again.

Error creating DECterm

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Using the Session Manager

Explanation: The Session Manager could not create a DECterm window for the reason stated in the VMS error message.

Remedy: Check the quotas and limits specified in your UAF record, and see the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error message.

Error creating detached process

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Using the Session Manager

Explanation: The Session Manager could not create a detached process to run FileView, the Icon Box, or DECterm windows for the reason stated in the VMS error message.

Remedy: Check the quotas and limits specified in your UAF record, and see the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error message.

Error opening system defaults file. Using factory defaults.

Context: Using the Session Manager

Explanation: There were problems reading both local and system default resource files. There should always be a set of system resource files in the directory pointed to by the logical name DECW$SYSTEM_DEFAULTS. If these files have been

deleted or are damaged, the Session Manager uses its own defaults.

Remedy: Examine the system resource files and determine why the Session Manager cannot access them.

Error starting DECterm controller

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Using the Session Manager

Explanation: The Session Manager could not create a DECterm window for the reason stated in the VMS error message.

Remedy: Check the quotas and limits specified in your UAF record, and see the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error message.

Error writing resource file

Note that this message is followed by the resource file name.

Context: Using the Session Manager

Explanation: The Session Manager could not save the Customize settings.

Remedy: Use the DCL command DIRECTORY/FULL to check the version limits on files in your SYS$LOGIN directory and ensure that there are no problems accessing this directory. This error could also be related to disk quotas set up by your system manager.

FileView stopped

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Using the Session Manager

Explanation: The FileView process has been terminated abnormally, for the reason stated in the VMS error message. Because FileView also executes your SYLOGIN.COM and LOGIN.COM files, this problem could also be related to errors in one of these files.

Remedy: Check the quotas and limits specified in your UAF record, and see the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error

message. Also, check your SYLOGIN.COM and LOGIN.COM files for errors. Do not place commands in SYLOGIN.COM or LOGIN.COM that assume all INTERACTIVE processes can accommodate DCL terminal commands.

The default directory is not a valid VMS directory specification. It contains a logical name which cannot be translated because the limit of 10 translations was exceeded.

Context: Updating FileView

Explanation: The directory specification contains a logical name that cannot be translated without exceeding the maximum number of levels to which the system performs logical name translations.

Remedy: Correct the directory specification and try the operation again.

The default directory is not a valid VMS directory specification. It is a rooted directory, but it is not concealed. Logical names for rooted directories must have the Conceal attribute.

Context: Updating FileView

Explanation: The directory specified in the Default field is a rooted directory that is not concealed.

Remedy: Correct the Default field and try the operation again.

Logical name definition failed.

Context: Using FileView's Logical Names dialog box

Explanation: The logical name definition failed for an unspecified reason.

No additional tasks can be started. Task will execute when another task completes. Check 'quotaname' quota.

Context: Performing FileView tasks

Explanation: No additional subprocesses can be created, because the specified quota is insufficient.

Remedy: The requested task will run when a currently running task completes.

No file type can be entered because the text field is empty. Enter a file type and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Enter button without first specifying a file type in the File Types text entry field.

Remedy: Specify a file type and click on the Enter button.

No file type definition can be removed because there is no file type selected. Select a file type and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Delete button without first selecting a file type in the File Types list box.

Remedy: Select a file type in the list and click on the Delete button.

No menu definition can be removed because there is no menu selected. Select a menu and try again.

Context: Using FileView's Verbs and Menus dialog box Updating FileView

Explanation: You clicked on the Delete button to remove a menu from the Menu Names list box without first selecting a menu in the list box.

Remedy: Select a menu in the list and click on the Delete button.

No menu name can be entered because the text field is empty. Type a menu name and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Enter button to add a name to the Menu Names list box, but the text field was empty.

Remedy: Type a menu name in the text field and click on the Enter button again.

No tasks can be started. Check 'quotaname' quota.

Context: Performing FileView tasks

Explanation: No task subprocesses can be created, because the specified quota is insufficient.

Remedy: Exit from FileView and check the quota. Raise your quota limit or see your system manager.

No verb can be added to the menu because there is no verb selected. Select a verb and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked the Add button to add a verb to a menu without first selecting a verb in the Verb Names list box.

Remedy: Select a verb in the list and click on the Add button.

No verb can be added to the menu because there is no verb selected. Select a verb and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Add button to add a verb to a menu without first selecting a verb from the Verb Names list box.

Remedy: Select a verb in the list and click on the Add button.

No verb definition can be removed because there is no verb selected. Select a verb and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Delete button to remove a verb from the Verb Names list box without first selecting a verb in the list.

Remedy: Select a verb in the list and click on the Delete button.

No verb name can be entered because the text field is empty. Type a verb name and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Enter button to add a verb to the Verb Names list box, but you didn't supply a verb in the text field.

Remedy: Type a verb name in the text field and click on the Enter button.

Only one Customize operation can be performed at a time.

Context: Customizing FileView

Explanation: Only a single customization operation can be performed at a time

Remedy: Complete the current operation before beginning a new one.

Problem report

Context: Starting a session

Note that a VMS error message is displayed beneath this DECwindows message.

Explanation: Your attempt to log in was unsuccessful, for the reason stated in the VMS error message. The most likely VMS error messages to occur with this message are as follows:

- Licensing—Logging in through the Session Manager counts as one licensed login. If you have logged in to your workstation through the DCL command SET HOST, you may have exceeded the limit of logged in users as specified by your VMS license. To log in through the Session Manager, log out of one of your other terminal sessions so that the limit of the VMS license is not exceeded.
- User authorization failure—The user name or password you entered does not match an authorized user for this system. You may have made a typing mistake. Try entering your user name and password again. If you are not logged in, see your system manager.

For explanations of other possible VMS error messages, see the *VMS System Messages and Recovery Procedures Reference Volume.*

Task Status terminal connection lost.

Context: Performing FileView tasks

Explanation: An error occurred in communication with a task subprocess. The task may not complete properly, but you may continue working with FileView.

Task terminated abnormally.

Context: Performing FileView tasks

Explanation: A task subprocess was abnormally terminated. The task it was processing may have been partially completed, but you may continue working with FileView.

The default directory is not a valid VMS directory specification.

Context: Updating FileView

Explanation: The VMS directory specification is invalid.

Remedy: Correct the directory specification and try the operation again.

The default directory is not a valid VMS directory specification. A node name is not allowed.

Context: Updating FileView

Explanation: A node name cannot appear in the default directory specification.

Remedy: Correct the directory specification and try the operation again.

The default directory is not a valid VMS directory specification. Check for a misplaced colon (:).

Context: Updating FileView

Explanation: A colon is incorrectly placed in the directory specification.

Remedy: Correct the directory specification and try the operation again.

The default directory is not a valid VMS directory specification. Check for a misplaced open bracket ([).

Context: Updating FileView

Explanation: An open bracket is incorrectly placed in the VMS directory specification.

Remedy: Correct the directory specification and try the operation again.

The default directory is not a valid VMS directory specification. There is an unrecognized character.

Context: Updating FileView

Explanation: The VMS directory specification contains an unrecognized character.

Remedy: Correct the directory specification and try the operation again.

The DCL command cannot be changed because there is no verb selected. Select a verb and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Enter button to change a verb command definition without first selecting a verb in the Verb Names list box.

Remedy: Select a verb in the list and click on the Enter button.

The DCL command cannot be changed because the text field is empty. Type a command and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Enter button to change the verb's command definition, but the DCL Command text entry field was empty.

Remedy: Type a command in the DCL Command text entry field and click on the Enter button.

The double click verb cannot be changed because there is no file type selected. Select a file type and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Change button to change the double-click verb without first selecting a file type from the File Types list box.

Remedy: Select a file type and click on the Change button.

The double click verb cannot be changed because there is no verb selected. Select a verb and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Change button to change the double-click verb without first selecting a verb from the Verb Names list box.

Remedy: Select a verb in the list and click on the Change button.

The menu cannot be changed because there is no menu entry selected. Select a menu entry and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Up, Down, or Remove buttons without first selecting an entry in the Verbs in Menu list box.

Remedy: Select an entry in the Verbs in Menu list box and click on the Up, Down, or Remove buttons.

The menu cannot be changed because there is no menu entry selected. Select a menu entry and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Up, Down, or Remove buttons without first selecting an entry from the Popup Menu list box.

Remedy: Select an entry from the list and click on the Up, Down, or Remove buttons.

The menu entries cannot be changed because there is no menu selected. Select a menu and try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You clicked on the Up, Down, Add, or Remove buttons to modify the Verbs in Menu list without first selecting a menu in the Menu Names list box.

Explanation: Select a menu in the Menu Names list and click on the Up, Down, Add, or Remove buttons.

The menu entries cannot be changed because there is no file type selected. Select a file type and try again.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Add button to add a verb to a pop-up menu without first selecting a file type in the File Types list box.

Remedy: Select a file type from the File Types list box and click on the Add button.

The privileges necessary to define the name are not enabled.

Context: Using FileView's Logical Names dialog box

Explanation: You do not have sufficient privileges to add the logical name to the selected logical name table.

Remedy: Use the Privileges dialog box to enable more privileges or see your system manager.

The selected file type cannot be removed because it has a public definition.

Context: Using FileView's File Types dialog box

Explanation: You cannot delete a file type that has a publicly defined pop-up menu or double-click verb.

The selected library could not be read.

Context: Performing FileView tasks

Explanation: The help library specified in a VUE$POPUP_ HELP task message could not be opened.

Remedy: Check the command file which issued the message to ensure the help library name is correct.

The selected menu cannot be removed because it has a public definition. To remove a menu from the menu bar, select the 'Menu Bar...' dialog box from the 'Control' menu.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You cannot remove a menu from the Menu Names list box if that menu has a public definition.

Remedy: To remove a menu from your menu bar, choose the Menu Bar... menu item from the Control menu. In the Menu Bar dialog box, click on the menu you want to remove.

The selected verb cannot be removed because it has a public definition. To remove an entry from a menu, first select a menu. Then select a menu entry and click the 'Remove' button.

Context: Using FileView's Verbs and Menus dialog box

Explanation: You cannot remove a verb from the Verb Names list if that verb has a public definition.

Remedy: To remove a verb from a menu, select the menu from the Menu Names list, select the verb from the Verbs in Menu list, and click on the Remove button.

The selected verb is already in the menu.

Context: Using FileView's File Types dialog box

Explanation: You clicked on the Add button to add a verb to a menu in which the verb already appears.

The selected verb is already in the menu.

Context: Using FileView's File Types dialog box

Explanation: You tried to add a verb to the pop-up menu, but it is already in the menu.

The specified logical name already exists and cannot be redefined.

Context: Using FileView's Logical Names dialog box

Explanation: You tried to define a logical name that already exists in the selected logical name table.

The specified logical name definition is not valid.

Context: Using FileView's Logical Names dialog box

Explanation: The logical name definition you supplied is not valid.

Remedy: Respecify the logical name definition, making sure it is valid, and click on the Define button.

The specified logical name is not valid.

Context: Using FileView's Logical Names dialog box

Explanation: You tried to define an invalid logical name.

Remedy: Respecify the logical name, making sure it is valid, and click on the Define button.

The specified logical name table does not exist.

Context: Using FileView's Logical Names dialog box

Explanation: You specified a logical name table that does not exist.

Remedy: You may have incorrectly specified the logical name table; if so, respecify the logical name table correctly and try the operation again.

There is no command defined for the double-click verb 'verbname' for the 'filetype' file type.

Context: Using verbs in FileView

Explanation: The default verb for the file on which you have double clicked has no command definition.

Remedy: Provide a definition for the verb in the Verbs and Menus dialog box.

There is no command defined for the 'verbname' verb.

Context: Using verbs in FileView

Explanation: The selected verb has no command definition.

Remedy: Provide a definition for the verb in the Verbs and Menus dialog box.

There is no double-click verb defined for the 'filetype' file type.

Context: Using verbs in FileView

Explanation: You have double clicked on a file whose file type has no default double-click verb definition.

Remedy: Provide a double-click verb for the file type in the File Types dialog box.

There was an error building the subdirectory list.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Updating FileView

Explanation: FileView could not be updated for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message, correct the error if possible, and try the operation again.

There was an error creating your profile file. The changes were not saved.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Customizing FileView

Explanation: Your customization file could not be created for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message. Correct the error if possible, or see your system manager.

There was an error getting file attributes. Some file information was not updated.

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Updating FileView

Explanation: FileView could not be updated for the reason specified in the VMS error message.

Remedy: See the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error message, correct the error if possible, and try the operation again.

There was an error loading a public profile file.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Customizing FileView

Explanation: The public customization file could not be loaded, for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message. Correct the error if possible, or see your system manager.

There was an error opening the device. Some file information was not updated.

Note that a VMS error message is displayed beneath this DECwindows message.

Context: Updating FileView

Explanation: FileView could not be updated for the reason specified in the VMS error message.

Remedy: See the *VMS System Messages and Recovery Procedures Reference Volume* for an explanation of the VMS error message, correct the error if possible, and try the operation again.

There was an error opening your profile file.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Customizing FileView

Explanation: Your customization file could not be opened for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message. Correct the error if possible, or see your system manager.

There was an error reading your profile file.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Customizing FileView

Explanation: Your customization file could not be read for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message. Correct the error if possible, or see your system manager.

There was an error scanning for files. Some file information was not updated.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Updating FileView

Explanation: FileView could not be updated for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message, correct the error if possible, and try the operation again.

There was an error updating your profile file. The changes were not saved.

Note that an RMS error message is displayed beneath this DECwindows message.

Context: Customizing FileView

Explanation: Your customization file could not be updated for the reason specified in the RMS error message.

Remedy: See the *VMS Record Management Services Manual* for an explanation of the RMS error message. Correct the error if possible, or see your system manager.

Unrecognized FileView task message.

Context: Performing FileView tasks

Explanation: An communication error occurred between FileView and one of the task subprocesses because an unrecognized message was sent by the task.

Remedy: If the task was running a user-written command file, check the task message it uses.

Your profile file was not updated because there is no double click verb or popup menu defined for the 'filetype' file type. Either delete the file type definition, change the double click verb, or add a verb to the popup menu.

Context: Using FileView's File Types dialog box

Explanation: No double-click verb or pop-up menu has been defined for the file type just added. As a result, your customization file was not updated.

Remedy: Delete the file type definition, change the double-click verb, or add a verb to the pop-up menu.

Your profile was not updated because there are no verbs defined for the 'menuname' menu. Either delete the menu definition, or add some verbs to the menu. Then try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: Your customization file was not updated because you defined a menu without adding any verbs to it.

Remedy: Add some verbs to the menu or delete the menu definition before you click on OK or Apply.

Your profile was not updated because there is no DCL command defined for the 'verbname' verb. Either delete the verb definition, or type a command and click the Change button. Then try again.

Context: Using FileView's Verbs and Menus dialog box

Explanation: Your customization file was not updated because you added a verb without providing a command definition for it.

Remedy: Type a command and click on the Change button or delete the menu definition before you click on OK or Apply.

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How to Order Additional Documentation

Technical Support

If you need help deciding which documentation best meets your needs, call 800-343-4040 before placing your electronic, telephone, or direct mail order.

Electronic Orders

To place an order at the Electronic Store, dial 800-DEC-DEMO (800-332-3366) using a 1200- or 2400-baud modem. If you need assistance using the Electronic Store, call 800-DIGITAL (800-344-4825).

Telephone and Direct Mail Orders

Your Location	Call	Contact
Continental USA, Alaska, or Hawaii	800-DIGITAL	Digital Equipment Corporation P.O. Box CS2008 Nashua, New Hampshire 03061
Puerto Rico	809-754-7575	Local DIGITAL subsidiary
Canada	800-267-6215	Digital Equipment of Canada Attn: DECdirect Operations KAO2/2 P.O. Box 13000 100 Herzberg Road Kanata, Ontario, Canada K2K 2A6
International	————	Local DIGITAL subsidiary or approved distributor
Internal[1]	————	SDC Order Processing - WMO/E15 *or* Software Distribution Center Digital Equipment Corporation Westminster, Massachusetts 01473

[1]For internal orders, you must submit an Internal Software Order Form (EN-01740-07).

Reader's Comments

VMS
DECwindows User's Guide
AA–MG18A–TE

Please use this postage-paid form to comment on this manual. If you require a written reply to a software problem and are eligible to receive one under Software Performance Report (SPR) service, submit your comments on an SPR form.

Thank you for your assistance.

I rate this manual's:	Excellent	Good	Fair	Poor
Accuracy (software works as manual says)	☐	☐	☐	☐
Completeness (enough information)	☐	☐	☐	☐
Clarity (easy to understand)	☐	☐	☐	☐
Organization (structure of subject matter)	☐	☐	☐	☐
Figures (useful)	☐	☐	☐	☐
Examples (useful)	☐	☐	☐	☐
Index (ability to find topic)	☐	☐	☐	☐
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Accuracy (software works as manual says)	☐	☐	☐	☐
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