

**XEROX**



# **GLOBALVIEW for Microsoft Windows**

**What's new in version 1.1**

**Xerox GLOBALVIEW Applications  
April, 1995**

Xerox Corporation  
Product Education and Documentation  
3400 Hillview Avenue  
P.O. Box 10034  
Palo Alto, California 94303-0816

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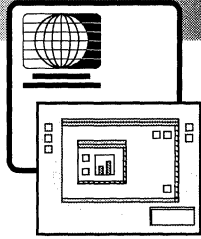
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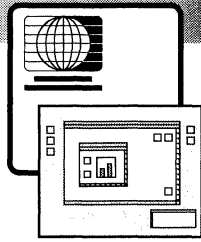
Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.



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# 1. GVWin 1.1 Release summary

GLOBALVIEW for Microsoft Windows (GVWin) is a suite of office productivity and document management applications that runs in Microsoft Windows 3.x or Windows for Workgroups 3.1.x on a personal computer.

GLOBALVIEW is also available for UNIX workstations running Sun OS 4.1.x or Solaris, making it easy to share GLOBALVIEW documents in a mixed platform environment.

All GLOBALVIEW applications are based on the same easy-to-use, object-oriented model.

GLOBALVIEW for Microsoft Windows operates in the following network environments and provides iconic access to filing, printing, and mailing for each network.

- PC networks, such as Windows for Workgroups, Novell ODI, Banyan Vines, and Pathworks
- AccessBuilder remote communications
- XSoft Shared Document Services network

Documents can be printed on Adobe PostScript, Hewlett-Packard PCL, and Xerox Interpress printers connected to your computer or on the network.

## About this document

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Chapter 1 is an overview of GLOBALVIEW for Microsoft Windows (GVWin) software packages and applications.

Chapter 2 explains the new Keyboard Accelerators.

**New** >>> In chapter 1, the New marker calls your attention to features or applications that are new in GVWin 1.1.

**Improved** >>> The Improved marker calls attention to features that have been enhanced.

Table 1. **GVWin 1.1 additions and enhancements at a glance**

	<b>Change description</b>	
<b>Installation and Configuration</b>	<ul style="list-style-type: none"> <li>• Simplified, single Setup installation</li> <li>• Express installation option lets you quickly install the basics for GV WorksPlus</li> <li>• Context-sensitive help during installation</li> <li>• Custom installation option to select applications</li> <li>• On screen descriptions of various options</li> <li>• Updated <i>Installation Guide</i> includes network install instructions</li> <li>• 10% improvement in start-up time</li> <li>• Windows for Workgroups software is no longer packaged with GLOBALVIEW</li> </ul>	<p><b>New</b> <b>New</b></p> <p>Improved Improved Improved Improved</p> <p>Improved Removed</p>
<b>Workspace</b>	<ul style="list-style-type: none"> <li>• PC File access displays both the DOS and GLOBALVIEW file names</li> <li>• User Profile Copy Source and GV Color Sampler for Postscript printers are installed in the Directory</li> <li>• Menu items appear in alphabetical order when the Menu Sort application is running</li> <li>• Show Color Mode in the Workspace Menu lets you check color configuration</li> <li>• 15-second stop or restart with Power-off Quick Restart option</li> <li>• Improved color document display and printing</li> <li>• Window hide and size control now available</li> <li>• Keyboard Accelerator application for using or customizing alternate keyboards and soft keys</li> </ul>	<p>Improved</p> <p><b>New</b></p> <p><b>New</b></p> <p><b>New</b></p> <p>Improved</p> <p>Improved <b>New</b> <b>New</b></p>
<b>Converters</b>	<ul style="list-style-type: none"> <li>• Word 6.0 to and from GV file conversion</li> <li>• Word for Windows 6.0 to GV file conversion</li> <li>• WordPerfect 6.0 to and from GV file conversion</li> <li>• Improvements to existing conversion filters are listed in Table 2</li> </ul>	<p><b>New</b> <b>New</b> <b>New</b> Improved</p>
<b>Document Services Access</b>	<ul style="list-style-type: none"> <li>• Remote network connection via AccessBuilder from 3Com (formerly Centrum)</li> <li>• Automatic install of ODI compliant driver simplifies installation with Novell ODI network</li> </ul>	<p><b>New</b></p> <p><b>New</b></p>

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## Enhanced installation design

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**New ▶▶▶** A redesigned installation program lets you quickly select Setup options and enjoy an automated install.

**Improved ▶▶▶** Changes to GV Setup (the installation program) simplify installation and provide more feedback. Key features are:

- An Express option for quickly installing the base set of WorksPlus applications.
- Screens display helpful explanations of options. Context-sensitive help lets you select HELP to get information about options on a screen.
- Setup provides a Custom installation option for selecting applications unique to your workstation or work group, as well as network installation.

**Improved ▶▶▶** An updated *Installation Guide* leads you through the install process and provides additional information about network installation, upgrading, and system administration.

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## GLOBALVIEW packages

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The main GLOBALVIEW for Microsoft Windows (GVWin) foundation software is available in the following package:

- WorksPlus—Contains basic GV workspace and editors.

Additional GLOBALVIEW solution packages are available:

- GV Analyst
- GV Illustrator
- GV languages—GV Arabic Text, GV Hebrew Text, GV Chinese Text and GV Japanese Text
- Document Services Access for GVWin
- Application Developer's Toolkit

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## GLOBALVIEW WorksPlus package

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A number of improvements have been made in the baseline GLOBALVIEW software. Changes in applications included in GVWin WorksPlus are detailed in the following sections.

- Improved ▶▶▶ PC File Access**—The window displaying the contents of a DOS directory has been enhanced to show both the GLOBALVIEW and DOS names of files.
- Improved ▶▶▶ Power-off Quick Restart**—This option for exiting GLOBALVIEW now provides faster stop and restart times. Exit with Quick Restart is now the default logoff option. In addition, the option performs configuration checking and can compensate for changes by doing a full, rather than quick, restart when necessary.
- New ▶▶▶ Information for New and Upgrading Users**—A folder by this name is added to the Workstation divider of the Directory. The folder contains the User Profile Copy Source, which simplifies changing GLOBALVIEW defaults, and the GV Color Sampler for PostScript.ps print master. For new users, these items also appear in the GLOBALVIEW workspace.
- New ▶▶▶ Keyboard Accelerators**—This application, explained in chapter 2 of this document, provides tools for:
- Defining and editing characters on an alternate user keyboard
  - Creating a one-keystroke toggle for switching between the default keyboard and a second language keyboard
  - Defining the order of keyboards in the soft key window
- New ▶▶▶ Sort Menu**—This application displays menu items in alphabetical order and is automatically installed with the basic GLOBALVIEW software.
- New ▶▶▶ Show Color Mode**—This new Workspace menu option allows you to check the color configuration set for GLOBALVIEW.
- New ▶▶▶ Xerox Highlight Printer Colors**—Highlight color printing is supported with the correct colors, such as Red 100.



- New ▶▶▶ Window Control and Window Hide**—You can now move, resize, and hide GLOBALVIEW windows using standard Microsoft Windows controls.

## GV Write

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GV Write is a full-featured, multi-language text editor. Features include: multiple columns, mixed portrait and landscape pages, styles, redlining, table of contents and index generators, footnotes, and mail merge. Documents can contain graphics, charts, and complex illustrations.

Specialized tools available in GV Write include:

- **Equations**—provides mathematical symbols and structures to add equations to your documents.
- **Forms Fields**—uses fields to create forms. Fill-in rules can automatically enter information and perform calculations.
- **Hyphenation**—for words that extend beyond line-end. Hyphenation dictionaries support: Danish, Dutch, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, Swedish, U.K. English, and U.S. English.
- **International Keyboards**—provides alternate keyboards for Albanian, Azerbaijani, Brazilian, Bulgarian, Czech, Estonian, Hausa, Hungarian, Indonesian, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Slovak, Slovene, Turkish, U.S. Turkish, Ukrainian, Uzbek, and Vietnamese.
- **Spelling Checker**—verifies spelling using standard lexicons or dictionaries you create. Lexicons are available for: U.S. English, Danish, Dutch, French, German, Italian, Portuguese, Spanish, Swedish, and U.K. English.
- **Tables**—includes easy-to-use methods for creating tables with expanding rows and columns.
- **Thesaurus**—helps you select words that express the meaning you want to convey.

- Improved ▶▶▶ Color in documents**—The colors GVWin uses to display and print GLOBALVIEW documents are now closer to the colors used by GVX on a UNIX workstation.

## Converters

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GLOBALVIEW provides extensive filters that you can use to convert data files, documents, graphics, and spreadsheets to and from GLOBALVIEW format.

The Converter provides an extensive line of Mastersoft Word for Word (WFW) filters, as well as the following XSoft converters:

- File Conversion of CGM Documents—To convert files to and from GLOBALVIEW and CGM (Computer Graphics Metafile) document formats.
- File Conversion of Lotus 1-2-3™ Spreadsheets—To import and export spreadsheet data between GV Calc and Lotus 1-2-3 versions 1A, 2.0, and 3.1.
- File Conversion of ODA Documents—To convert files to and from GLOBALVIEW and ODA (Office Document Architecture) document formats.
- File Conversion of 860 Documents—To convert files to and from GLOBALVIEW and Xerox 860 document formats.
- File Conversion of Raster Graphics—To import and export the following raster graphic formats (black and white only):
  - CALS
  - MacPaint
  - PCX
  - Sun
  - TIFF
  - Xerox IMG
- Illustrator from HPGL converter—To convert HPGL files into Illustrator frames in GLOBALVIEW documents.
- Pro Illustrator from IGES converter—To convert IGES files to Illustrator frames in GLOBALVIEW documents.

**New and improved ▶▶▶ Mastersoft Word For Word (WFW) filters**—Several filters have been updated to include improvements or support for the latest software releases. See Table 2 for a list of filters.

◆ **Note:** Mastersoft Word for Word raster and vector graphics conversion capabilities are not supported in this release.◆

Table 2. **Mastersoft Word for Word conversion filters**

Filter	Version	New, Improved, Removed
Ami Professional	1.1, 1.2, 2.0, and 3.0	Improved
ASCII: smart, standard, and stripped		Improved
DCA Revisable Form Text		Improved
DCA Revisable Form Text as used with DisplayWrite 5 and DisplayWrite (Native)	2, 3, 4, and 5	Improved
Excel conversion (with tabs or spaces)	2.1 through 5.0	Improved
FrameMaker (Maker Interchange Format)		
Interleaf Publisher (ASCII)	1.1	Improved
Lotus 1-2-3 conversion from 1A, 2.0 with tabs/PC, spaces/PC, or spaces/LICS character set; conversion from 2.0 with tabs/PC or columnar/LICS character set	from 1A and 2.0	Improved
Lotus 1-2-3 conversion to 1A, 2.0 PC character set, and 2.0 LICS character set	to 1A and 2.0	Improved
MacWrite	4.5, 4.6, and 5.0	Improved
MacWrite II	1.0 and 1.1	Improved
MASS-11	8.0	Improved
Microsoft Rich Text Format (RTF)		Improved
Microsoft Word	3.0, 3.1, 4.0, 5.0, 5.5, and 6.0	Improved & <b>New</b>
Microsoft Word for Macintosh	3.0, 4.0	Improved
Microsoft Word for Windows (6.0 is to GLOBALVIEW only)	1.x, 2.x, and 6.0	Improved & <b>New</b>

Table 2. **Mastersoft Word for Word conversion filters**

Filter	Version	New, Improved, Removed
WordPerfect	4.1, 4.2, 5.0, 5.1, 5.2, and 6.0	Improved & <b>New</b>
WordPerfect for Macintosh	1.0	Improved
Wordstar	3.3, 3.31, 3.45, 4.0, 5.0, 5.5, 6.0, and 7.0	Improved
XIF (Xerox Interchange Format)		Improved

## GV Draw

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Use GV Draw to enhance your documents with vector graphics consisting of points, lines, curves, and geometric shapes, as well as annotations and call-outs for your image graphics.

## GV Paint

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GV Paint provides a color canvas to create color raster images, and a black and white canvas to create black and white bitmap images. You can easily integrate images you create into a GLOBALVIEW document.

GV Paint offers a variety of paint modes, brush sizes, textures, shadings, and shapes. Transform canvases using scale, stretch, flip, rotate, and invert (for black and white images).

## GV Chart

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Use GV Chart to transform numerical data from tables into bar charts, pie charts, line charts, or scatter diagrams.

GV Chart offers a range of shadings, textures, and line styles to enhance your chart. You can incorporate any chart in a GLOBALVIEW document, or combine a chart with illustrations.

## Programming with CUSP

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The CUSP (Customer Programming) Buttons application provides an efficient way to automate a routine series of document tasks. Using CUSP Buttons, you write a CUSP program that includes all of the steps in the task. You place the button either in your workspace or in a document. You execute the program by selecting the button.

With CUSP Buttons you can access files on your computer, manipulate documents and other objects in the GLOBALVIEW workspace, and interface with network resources.

CUSP Buttons provide the ability to access an object's cover sheet and enter mailing information. For details, see the *Cover Sheet Mail Agent User Guide* included in the Document Services Access documentation package.

The following CUSP Button related documentation is available in the Application Developer's Toolkit:

- *Advanced Fill-in Rules and Data Capture User Guide*
- *Agents: CUSP Button User Guide*

## GVWin Online Help

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Online Help is provided with the WorksPlus packages and covers WorksPlus features and applications, including GV Paint and GV Chart.

An online Quick Tour is also provided to acquaint new users with GLOBALVIEW basics.

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## Document Services Access for GLOBALVIEW

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Document Services Access (DSA) provides filing, mailing, and printing access on a Shared Document Services network.

The DSA package includes the following user guides:

- *Network Access User Guide*
- *Shared Books User Guide*
- *Cover Sheet Mail Agent User Guide*

**New ▶▶▶** Document Services Access installation lets you choose to install Basic DSA access or Advanced DSA which includes Shared Books.

Using Shared Books, you and your co-workers can collaborate on a single project. Project team members can assemble documents in a shared book so the documents can be controlled and processed together. Only users who have the appropriate access rights can update the documents in the shared book. Shared Books prevents two people from updating the same information simultaneously and tracks revisions.

**New ▶▶▶** Remote connections to the Document Services network are now supported through 3Com's AccessBuilder (formerly Centrum). See the *Installation Guide* for details.

**Improved ▶▶▶** Installation of GVWin with Novell ODI networks has been simplified, as GVWin now installs it's own ODI compliant driver.

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## GLOBALVIEW Analyst package

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The GLOBALVIEW Analyst package contains applications for organizing and managing information. Information organized by one tool can be reorganized by other tools and integrated into GLOBALVIEW documents.

GV Analyst includes the following documentation:

- *Data Management User Guide*  
[Data Capture, Calc, List, Mail Merge, and Fill-in Rules]
- *Learning Data Management Features*  
[List, Calc, and Mail Merge]
- *ViewCards User Guide* and *ViewCards Release Notes*

See the following sections for information about each tool.

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### GV Calc

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With GV Calc, you can organize data in a spreadsheet for performing calculations and manipulating data items. Formulas to manipulate data include: arithmetic functions, trigonometric functions, logical operators, and “what if” questions.

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### GV Data Capture

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With GV Data Capture, you “capture” structured ASCII text from a host or non-Xerox document and format it into a table. With the data captured in a table, you can sort it, style it, analyze it, and generate charts from it.

## GV List

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Using GV List, you organize data in record files, giving you a personal database for accessing, sorting, and filtering information. You can then retrieve records for viewing, printing, and incorporating into other documents.

You can enter data directly into a record file or copy documents containing fields or tables to a record file icon. You can output data in new document formats with fields and tables.

## GV ViewCards

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With GV ViewCards, you can randomly file text and graphics and use links to connect the information as your ideas develop. The software is based on the concept of hypertext, or non-sequential writing, and provides an alternative to the traditional way of organizing, presenting, and viewing information.

Using cards, boxes, and browsers, you can store, organize, and access information.



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## GLOBALVIEW Illustrator package

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The GLOBALVIEW Illustrator package includes two drawing applications for creating detailed vector graphics.

The following documentation is available:

- *Pro Illustrator Reference Manual*
- *Pro Illustrator Tutorial*
- *Chemical Illustrator Reference Manual*
- *Chemical Illustrator Tutorial*

**New interoperability ▶▶▶** Pro Illustrator and Chemical Illustrator are now available in GLOBALVIEW for X Windows 2.0 for UNIX workstations that use Solaris, enabling you to share files in a mixed workstation environment. See the following sections for more information.

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### GV Pro Illustrator

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Using GV Pro Illustrator, you can create a variety of graphic images. Predefined objects help you construct simple to complex designs. Measuring and layout tools give you precise control. You can transform objects using scale, stretch, rotate, flip, and shear commands.

The online Quick Art folder contains a variety of items such as symbols, rulers, shapes, borders, and decorative letters.

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### GV Chemical Illustrator

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Using GV Chemical Illustrator, you can draw bonds, atoms, rings, and structures creating simple to complex chemical illustrations. Tools support drawing, labeling, annotating, and modifying chemical structures and reaction schemes.

You can scale, rotate, and flip individual objects. Chemical Illustrator also includes a symbol library of chemical objects.

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## GLOBALVIEW language packages

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GLOBALVIEW provides optional applications for creating text in Arabic, Hebrew, Chinese and Japanese. Each application is completely integrated with the GV Write package.

**New interoperability** ▶▶▶ GV Chinese and GV Japanese text capabilities are now available in GLOBALVIEW for X Windows 2.0 on UNIX workstations that use Solaris, enabling you to share files in a mixed workstation environment.

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### GV Arabic text package

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Using the GV Arabic Text Package, you can create documents in the Arabic, Persian, Urdu, and Pashto languages. The software provides correct visual rendering for letters, ligatures, and numerals, and supports mixed directional text entry and editing capabilities.

The manual, *Creating Text in Arabic*, tells you how to use this product.

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### GV Hebrew text package

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Using the GV Hebrew Text Package, you can create documents in the Hebrew language. The software provides correct visual rendering for Hebrew letters and supports mixed directional text entry and editing capabilities.

The manual, *Creating Text in Hebrew*, tells you how to use this product.

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### GV Pacific Rim Languages package

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**GV Chinese text capability**—provides you with the tools to compose, edit, and print Chinese documents. The software supports Pinyin-Plus, Bopomofo, and telegraph code typing methods. You can format Chinese text in Classic (traditional) or Modern (simplified) font for printing.

Extensive system dictionaries provide nearly 10,000 single Chinese characters and over 130,000 compound words.

The manual, *Creating Text in Chinese*, tells you how to use this product.

**GV Japanese text capability**—provides you with the tools to compose, edit, and print Japanese documents. The software supports Direct Kana and Romaji Kana typing methods. You can format Japanese text in Classic (Mincho) or Modern (Gothic) font for printing.

Extensive system dictionaries support all Japanese Industrial Standard (JIS) Level I and Level II Kanji.

The manual, *Creating Text in Japanese*, tells you how to use this product.

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## Application Developer's Toolkit

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The Application Developer's Toolkit provides the syntax for using fill-in rules to extract data from forms fields in documents and views in record files. Also included in the toolkit are online samples for fill-in rules and GV Data Capture, and the syntax for CUSP Buttons.

In addition to Toolkit manuals, this package includes manuals for CUSP Buttons, data capture, and fill-in rules:

- *GLOBALVIEW Agents: CUSP Buttons User Guide*
- *GLOBALVIEW Advanced Fill-in Rules and Data Capture User Guide*

◆ **Note:** The ODI Toolkit software and XIF Toolkit software is only available for UNIX workstations.◆

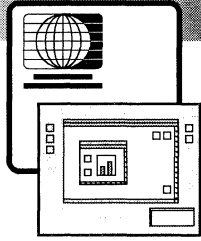
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## Features removed

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Some features available in earlier releases of GLOBALVIEW have been replaced or superseded in GVWin version 1.1.

- Removed ▶▶▶** Conversion filters—Some little used Mastersoft Word for Word filters were updated to support only more recent software versions. For details, see Table 2.
  
- Removed ▶▶▶** Microsoft Windows for Workgroups—This software is no longer included as a means of installing network driver software. You can, of course, purchase the software from Microsoft or purchase drivers for your network card from other sources.



## 2. Using keyboard accelerators

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

- Build your own keyboards using any character displayed on an existing keyboard, including foreign language, scientific, mathematical, or symbol-specific characters.
- Set a second language keyboard and quickly toggle between the default and second language keyboards.
- Define which alternate keyboards appear in the Keyboard soft keys and specify the order in which they appear.

**Software required**—GV Write and Keyboard Accelerators

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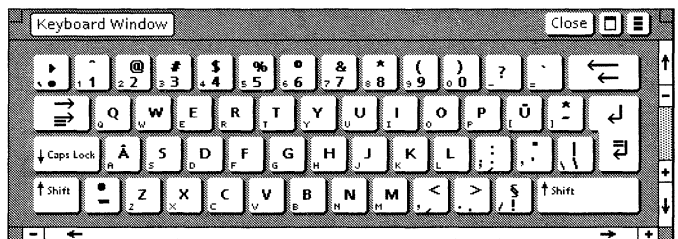
### Building, registering, and using a user keyboard

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



You open the User Keyboard icon and edit the characters by deleting, moving, or copying the characters on the keys. You can use characters from other keyboards as your source.



A user keyboard created with the Keyboard Accelerators application

After you build and register your keyboard, you use it as you would any GLOBALVIEW alternate keyboard. You can also mail the user keyboard to another user, or copy it to a folder, a file drawer, or a floppy disk.

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

## Retrieving and renaming the User Keyboard icon

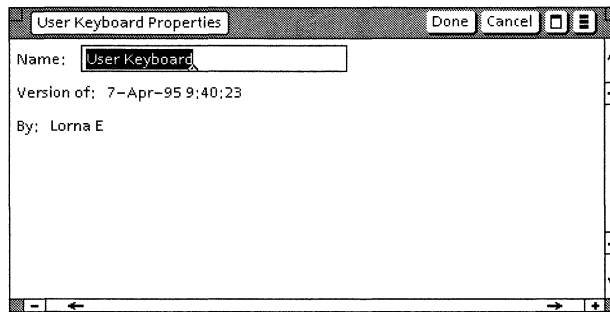
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### To retrieve and rename a User Keyboard icon:

1. Open the Basic Icons folder in the Workstation divider of the Directory icon.
2. Copy the User Keyboard icon from the Basic Icons folder to your workspace.
3. Select the User Keyboard icon and press PROPS.



The User Keyboard property sheet appears.



4. Press DELETE to delete the name.
5. Type the new keyboard name in the Name box.
6. Select Done.

## Displaying the User Keyboard window

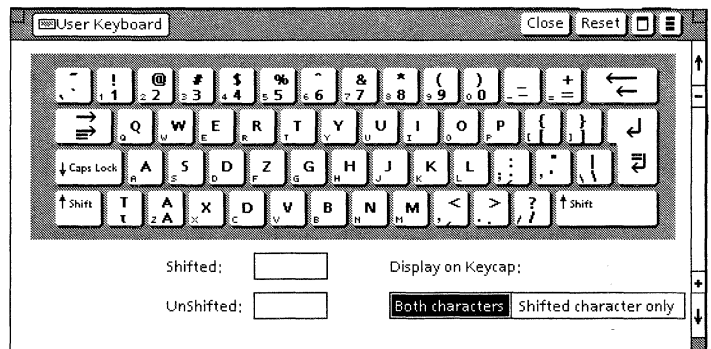
Create your own keyboard by editing the characters on the keys provided in the User Keyboard window.

### To display the User Keyboard window:



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

The User Keyboard window appears.



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

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

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

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

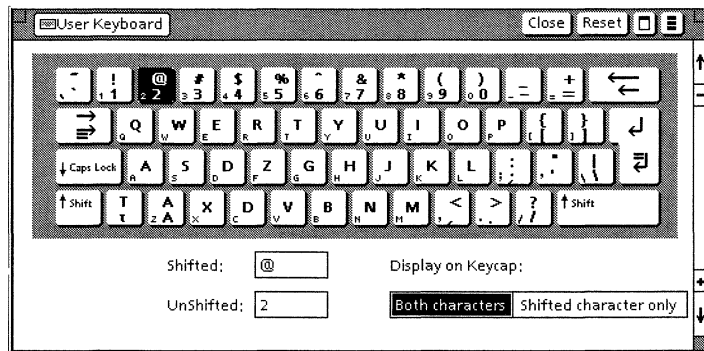
- **Both Characters**—The shifted and unshifted characters display on the key you select.
- **Shifted Character Only**—The shifted character displays on the key you select.

## Editing characters on the user keyboard

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

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

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



Shifted and unshifted characters in the User Keyboard window

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

### Deleting characters

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

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

#### To delete a character:

1. Double click the Select mouse button on the User Keyboard icon to display the keyboard.
2. Select the character you want to delete.



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

3. Press DELETE.

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

4. To assign, copy, or move characters to the empty key, see the following information.

### **Assigning characters**

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

You can assign characters to the shifted and unshifted positions.

#### **To assign a new character to the user keyboard:**

1. Show and set the alternate keyboard that contains the source characters you want to use as follows:
  - Hold down the KEYBOARD (F11) key.
  - Select a keyboard, then select Show and Set.
2. Double click the Select mouse button on the User Keyboard icon to display the User Keyboard window.
3. Select Both Characters for the Display on Keycap option.
4. Click the Select mouse button in the Shifted box.

The caret moves to the Shifted box. Press DELETE if the box contains a character. The box is now available to receive the new character.

5. To insert a new character in the Shifted box, do one of the following:
  - Hold down SHIFT and type the character.
  - In the alternate keyboard window, select the shifted character you want to insert.

The shifted character appears in the Shifted box.

6. Click the Select mouse button in the UnShifted box.

The caret moves to the UnShifted box. Press DELETE if the box contains a character. The box is now available to receive the new character.

7. To insert a new character in the UnShifted box, do one of the following:
  - Type the character.
  - In the alternate keyboard window, select the unshifted character you want to insert.

The unshifted character appears in the UnShifted box.

8. When finished editing the keyboard, select Close. Before you use the keyboard for the first time, see “Registering a user keyboard.”
9. If necessary, hold down the KEYBOARD (F11) key, select your standard keyboard, and select Set.

### **Moving and copying characters on the keyboard**

When you copy or move characters on a user keyboard, it affects both the shifted and unshifted characters on the key.

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

#### **To copy or move the characters on a keycap:**

1. Double click the Select mouse button on the User Keyboard icon to display the User Keyboard window.
2. Select Both Characters for Display on Keycap.
3. In the User Keyboard window, select the key cap characters you want to move or copy.

The shifted and unshifted characters appear in the Shifted and UnShifted boxes.
4. To move (exchange) characters between two key caps:
  - a. Press MOVE.
  - b. In the User Keyboard window, select a destination key.

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

5. To copy characters to a key cap:
  - a. Press COPY.
  - b. In the User Keyboard window, select a destination keycap.
 

If the destination key is not empty, GLOBALVIEW displays the following message:

Destination key is not empty, confirm copy.

Press the Select mouse button to confirm the copy.
6. When finished editing the keyboard, select Close. Before you use the keyboard for the first time, see “Registering a user keyboard.”

## Registering a user keyboard

---

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

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

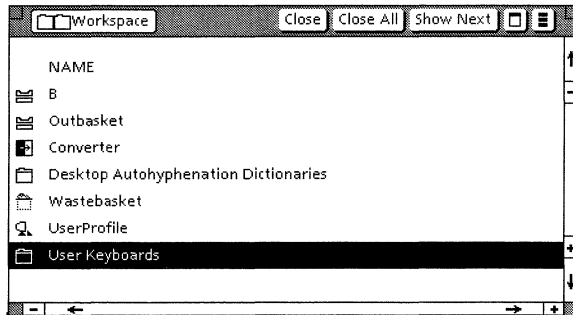
◆ **Note:** User keyboards are available in the workspace in which they are registered. If your computer supports multiple workspaces, each has its own user keyboards.◆

### To register a user keyboard:

1. Open the Workspace divider in the Directory icon.
2. Select the icon of the user keyboard you want to register.
 

Make sure you select the closed User Keyboard icon, not the open User Keyboard window.
3. Press MOVE or COPY.
4. Select the User Keyboards folder.

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



5. Select Close All.

Your user keyboard is now registered and available to use, as described in the following section.

## Using a user keyboard

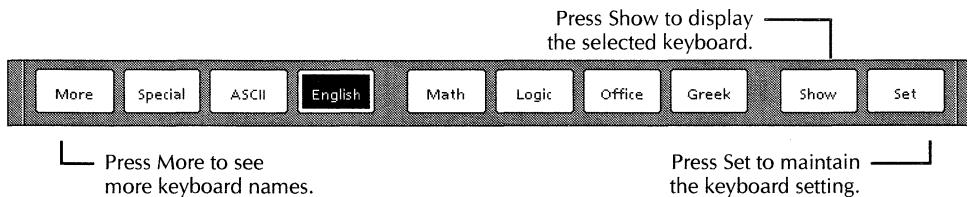
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You can use a user keyboard for a few keystrokes, or set it so you can use it for an extended period of time.

### To use a user keyboard

1. In an open document, select where you want to enter text from a user keyboard.
2. Hold down the KEYBOARD (F11) key

The Keyboard soft key window appears. Continue to press KEYBOARD.



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

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

4. Select Show.

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

5. To use the keyboard for a short time:

- a. Continue to hold the KEYBOARD key down while you type text, or select characters from the keyboard window.

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

- b. When finished, release the KEYBOARD key.

The Keyboard soft keys disappear. The alternate keyboard and Ten-Key Pad windows display the standard layouts.

6. To use the keyboard for an extended time:

- a. Select Set.
- b. Release KEYBOARD.

The user keyboard continues to display, and the Keyboard soft keys disappear.

- c. Type the text you want in your document.

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

- d. To return to your standard keyboard, hold down the KEYBOARD key, select your standard keyboard, and select Set.

7. Select Close to close the keyboard window when finished.

## Unregistering a user keyboard

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

### **To unregister a user keyboard:**

1. Open the User Keyboards folder in the Workspace divider of the Directory icon.
2. Select the user keyboard you want to unregister.
3. Do one of the following:
  - Press MOVE and select an empty location in your workspace, or move the icon to a folder or a file drawer.
  - Press DELETE.
4. Select Close All.

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## Using a second language keyboard

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You can define a second language keyboard in the User Profile. This lets you quickly toggle between the default keyboard and a second language keyboard with a tap of the KEYBOARD (F11) key.

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

### ◆ Notes:

- To use a GLOBALVIEW international keyboard as a second language keyboard, you must run the GLOBALVIEW International Keyboards application. Refer to the *GLOBALVIEW International Keyboards User Guide*.
- You cannot use a Special keyboard (such as the Special keyboard for documents) as a second language keyboard.
- Second language keyboards are available in the workspace containing the User Profile setting. If your computer supports multiple workspaces, it might contain different second language keyboards.◆

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## Setting the second language keyboard features in the User Profile

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### To set the second language keyboard features:

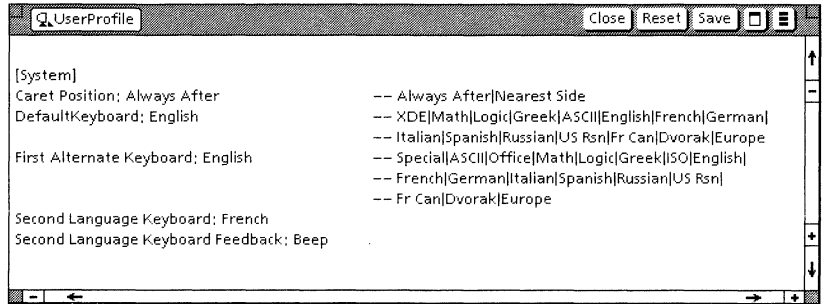
1. Select Show User Profile in the Workspace menu.
2. Select Edit in the window header of the User Profile.
3. Locate the [System] section.
4. Do one of the following:
  - If the Second Language Keyboard entry does not appear, select the end of the last entry in the [System] section and press RETURN. The caret advances to the left margin on the next line.

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

- If the Second Language Keyboard entry already appears in the User Profile, delete any text that appears after the colon. Go to step 6.
5. Type **Second Language Keyboard:** (pay attention to punctuation and case).
  6. After **Second Language Keyboard:**, type one space followed by the name of the second language keyboard.  
 You can use an alternate keyboard, a GLOBALVIEW international keyboard, or user keyboard, as follows:
    - To use a standard keyboard, type the name as indicated in the second column of table 4-1, following capitalization and spelling exactly.
    - To use a GLOBALVIEW international keyboard, type the name as indicated in the second column of table 4-2, following capitalization and spelling exactly.
    - To use a user keyboard, type the name exactly as specified in the User Keyboard property sheet.
  7. Press RETURN.
  8. Type **Second Language Keyboard Feedback:** (pay attention to punctuation and case).
  9. After **Second Language Keyboard Feedback:** type a space and one of the following words:
    - **Beep**—to have your computer sound a beep when you toggle between the second language keyboard and the system default keyboard.
    - **Silent**—if you do not want feedback when you toggle between keyboards.

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





10. Select Close in the window header of the User Profile.
11. To enable the setting, log off GLOBALVIEW, then log back onto GLOBALVIEW.

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

To toggle between keyboards, see “Switching to a second language keyboard” in this chapter.

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

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

◆ **Note:** To use some of the keyboards listed in Table 4-2, you need to install the GV Arabic or GV Hebrew text packages.◆

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

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

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

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

## Switching to a second language keyboard

---

### To switch to a second language keyboard:

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

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

2. Enter your text.

## Returning to the system default keyboard

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### To return to the system default keyboard:

- ▶ Tap **KEYBOARD** lightly.

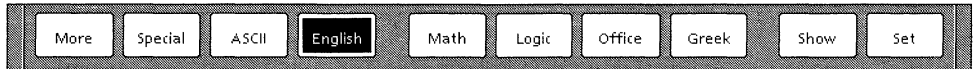
GLOBALVIEW displays a message to indicate the name of the keyboard that is in effect.

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## Changing the keyboard soft key order

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You can change the order in which alternate keyboards appear in the Keyboard soft key window by editing the User Profile.



You can position the keyboards you use most frequently first and list the less frequently used keyboards at the end or remove them altogether.

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

For computers with multiple workspaces, each workspace can have User Profile entries to reorder the keyboards to suit different needs.

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## Setting the keyboard order in the User Profile

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### To set the keyboard order feature:

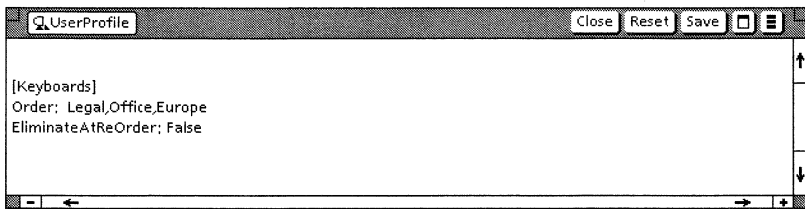
1. Select Show User Profile in the Workspace menu.
2. Select Edit in the window header of the User Profile.
3. Scroll through the User Profile until you locate the [Keyboards] section. If no [Keyboards] section exists in the User Profile, do the following:
  - a) Locate the last entry in the User Profile.
  - b) Select after the last entry and press RETURN. The caret advances to the left margin on the next line.
  - c) Type the following entry:
 

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

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

5. After **EliminateAtReOrder**: type a space followed one of the following words:
  - **True**—to display only keyboard names you entered and eliminate any keyboard names not specified in the Order entry.
  - **False**—to display keyboard names in the Order entry first, followed by any keyboard names not specified in Order.

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



6. Select Close in the window header of the User Profile.
7. To activate the entries, do one of the following:
  - Select Update Keyboard Order in the Workspace menu.
  - Log off GLOBALVIEW then log back on.



