

**AIX PS/2
Usability Services
Guide**

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Usability Services Guide
Edition Notice

Edition Notice

First Edition (March 1989)

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Usability Services Guide

About This Book

About This Book

This book is a guide for computer users learning to work with the IBM Advanced Interactive Executive (AIX) () Personal System/2 (PS/2) () with Usability Services installed. It discusses a command interpreter program, Usability Services, that simplifies the AIX PS/2 Operating System. Usability Services provides display screens that allow you to start the online tutorial, *Exploring Usability Services*, create and organize files, and use AIX commands.

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Subtopics

Who Should Read This Book

What You Should Know

How to Use This Book

Related Publications

Usability Services Guide
Who Should Read This Book

Who Should Read This Book

This book is intended for both experienced and inexperienced computer users who are learning to use the IBM AIX PS/2 Operating System. With Usability Services installed, you make choices and select commands from display screens.

Usability Services Guide

What You Should Know

What You Should Know

Before you use this book, the IBM AIX PS/2 Operating System must be installed and customized, and Usability Services must be installed. To use DOS commands, DOS 3.3 and DOS Merge must be installed. You may also need a user name and password as well as a keyboard reference chart specific to the model you are using. If you do not meet these requirements, contact the person who installed your system. To meet the installation requirements yourself, see *Installing and Customizing the AIX PS/2 Operating System* or *DOS Merge User's and Administrator's Guide*.

Usability Services Guide

How to Use This Book

How to Use This Book

You may wish to follow this reading sequence when using this book:

1. Begin reading Chapter 1 and log in, if necessary. Then start the online tutorial, *Exploring Usability Services*. For specific information on starting the tutorial, see "Starting the Online Tutorial" in topic 1.7. Although the online tutorial is optional, we recommend that you use it. It teaches you about Usability Services and provides practice sessions before you work on your own. It also gives you practice in working with the keyboard, display, and optional mouse. When you have finished with *Exploring Usability Services*, you can log off, if you wish. Then finish reading Chapter 1.
2. Read through Chapters 2 through 4 to learn about working with files, organizing files into directories, and using tools to perform tasks on the system. If you plan to use Usability Services only to run application programs that have been installed on the system, you can skip these chapters and go directly to Chapter 5.
3. Read and work through Chapter 5 if you want to learn how to start and stop application programs installed on the system.
4. Read Chapter 6 if you want to learn how to type in AIX or DOS Services commands using Usability Services.
5. Read Chapter 7 if your PS/2 system supports the running of multiple tasks in separate windows at the same time. See page 1.8.1.2 for an introduction to this concept.

Subtopics

Fast-Path Boxes

Highlighting

Usability Services Guide Fast-Path Boxes

Fast-Path Boxes

Throughout this book, you will see boxes containing steps you should follow to perform a particular task on the system. Below each box, you'll find a section titled "More Detailed Information." Where necessary, this section gives you additional information about each step in the box above it. This information also may include helpful hints or optional ways of doing a step.

Usability Services Guide Highlighting

Highlighting

This book uses different type styles to identify certain kinds of information. The following type styles are used:

Boldface type indicates key names, Usability Services commands, and file names that the system supplies or creates. For example, **Help** and **Do** (with initial capital letters) are key names. **PASSWORD** and **DELETE** (with all capital letters) are Usability Services commands. **/bin** is a file name.

Boldface italics type indicates new terms. For example, ***display device*** is a new term introduced in Chapter 1. These words also are defined in the glossary.

Monospace black type indicates names of files used for examples. For example, **/u/pat/project1** is the name of a file.

Monospace blue type indicates text that you type in or that appears on your display screen. For example, the phrase "To File or Directory" is a system-supplied choice that can appear on your display screen.

Usability Services Guide Related Publications

Related Publications

You may want to refer to the following AIX publications for additional information:

Usability Services Reference, SC23-2039, includes information on using all of the Usability Services commands.

AIX Commands Reference, SC23-2025, lists and describes the AIX Operating System commands.

AIX Technical Reference, SC23-2032 and SC23-2033, describes the system calls and subroutines a programmer uses to write programs. This book also provides information about the AIX file system, miscellaneous files, and special files.

DOS Merge User's and Administrator's Guide, SC23-2045, provides instructions for using DOS in the AIX environment, including running DOS and AIX programs simultaneously, and running AIX commands from the DOS environment. This books also describes such administrative tasks as installing DOS Merge, adding user accounts, and setting up terminals.

INed, SC23-2001, provides guide and reference information for using the INed program to create and revise files.

Installing and Customizing the AIX PS/2 Operating System, SC23-2027, provides step-by-step instructions for installing and customizing the AIX Operating System, including instructions for adding devices to and deleting them from the system and for defining device characteristics. This book also explains how to create, delete, and change AIX and non-AIX minidisks.

Managing the AIX PS/2 Operating System, SC23-2031, describes such system-management tasks as adding and deleting user IDs, creating and mounting file systems, backing up the system, repairing file system damage, and setting up an electronic mail system and other networking facilities.

Messages Reference, SC23-2036, lists messages and explains how to respond to the messages.

Using the AIX PS/2 Operating System, SC23-2024, contains information on using AIX Operating System commands, working with the file system, developing shell procedures, and performing such system management tasks as creating and mounting file systems, backing up the system, and repairing file system damage.

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1.0 Chapter 1. Getting Started

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1.1 CONTENTS

Usability Services Guide

About This Chapter

1.2 About This Chapter

This chapter introduces Usability Services and tells you how to log in to your Usability Services system. Then, it tells you how to start the online tutorial, *Exploring Usability Services*. Next, it presents information on windows, the keyboard, and the optional mouse. Finally, it shows you how to log off.

Usability Services Guide

Introduction

1.3 Introduction

Usability Services is a command interpreter program that issues prompts so that you don't have to remember how to type in commands. Without Usability Services, you'd have to know the exact words in a command, all the choices, and when you could use the command. With Usability Services, you choose commands and choices from the display screen. Usability Services translates these commands into words the operating system understands.

Using this book, you can perform the following tasks:

Log in and off of your system, if it displays a login screen

Start the online tutorial, *Exploring Usability Services*.

Learn about files and how to create, organize, and use them

Learn about other tasks you can do with Usability Services. For example, you can:

- Display and change system information
- Customize your system
- Use installed applications
- Type in AIX and DOS Merge commands.

Usability Services also lets you do more advanced tasks, such as:

Develop program

Redirect the output from command

Change the text that displays on some screen

Change command environment

Change file access permission

Use diskettes or tapes to back up and restore files

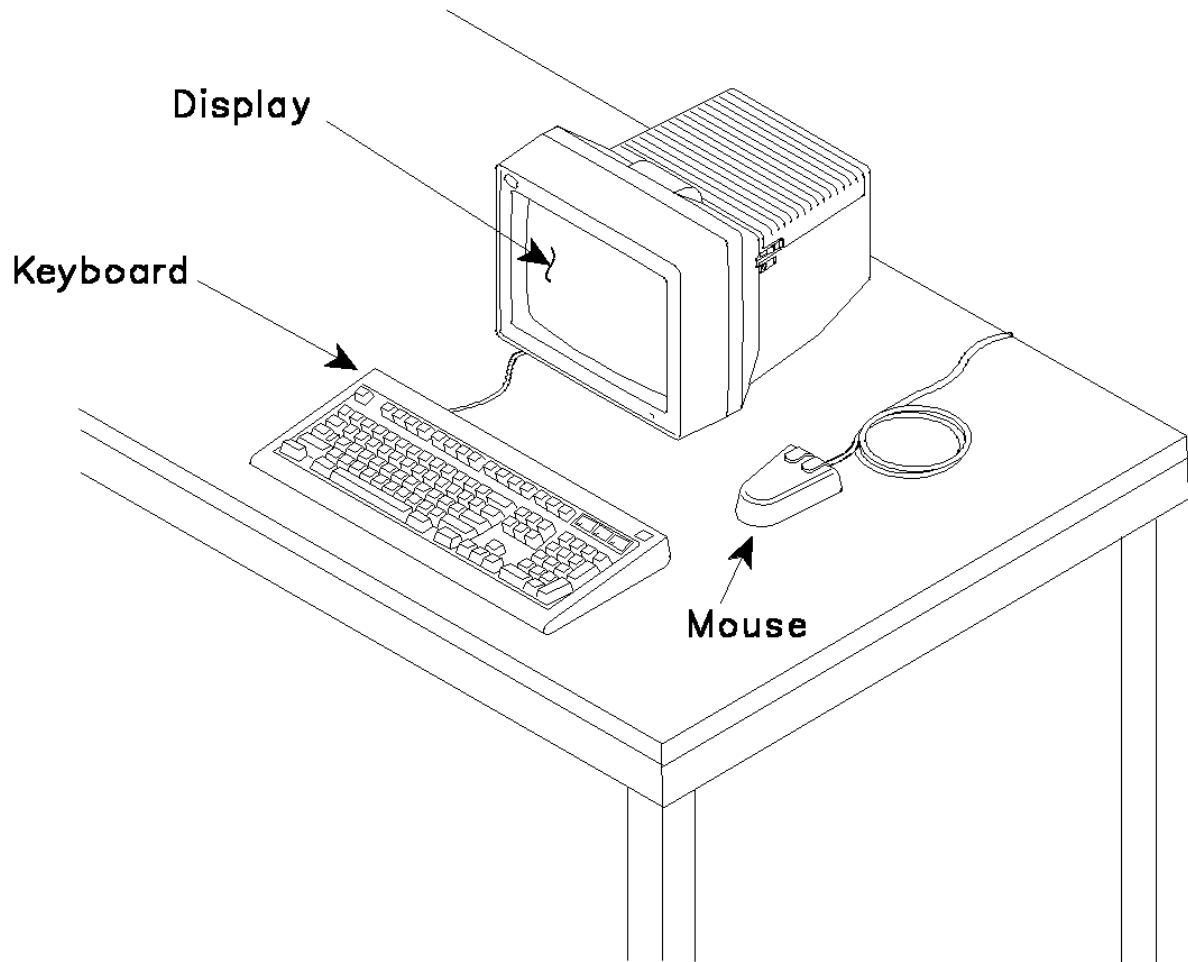
The commands and information you need to do these advanced tasks are in *Usability Services Reference*.

Usability Services Guide

The Display Station

1.4 The Display Station

Your display station consists of a **display device**, a keyboard and, possibly, a **mouse**. Below is a typical display station.



Your display device has a **display screen**. Using this display screen, you work with Usability Services.

Usability Services Guide

Starting the Personal System/2

1.5 Starting the Personal System/2

To begin working with Usability Services, you first have to turn on the power to the PS/2. If you need help doing this, contact the person who installed your system or see *Installing and Customizing the AIX PS/2 Operating System*.

After you turn on the power, you will see text on the display screen while the system goes through a series of internal procedures.

When the system is ready, it may display a prompt like the one that follows:

```
login: _
```

If you see this prompt, it means that you must first type in your user name and then your password (if you have one) to log in to the system. For security reasons, your password does not appear as you type it in. If you don't see this prompt, you don't need to log in; skip to "Starting the Online Tutorial" in topic 1.7 to start the online tutorial.

Usability Services Guide

Logging In

1.6 Logging In

The steps in the following box tell you how to log in to the Usability Services system.

- ```
+--- Logging In -----+
|
| 1. If the system is not running, turn on the power to the system.
| See "Starting the Personal System/2" in topic 1.5 for information.
| If the system is already running, go to step 2.
|
| 2. Be sure that the login prompt is on your screen. If this prompt
| does not appear, skip to "Starting the Online Tutorial" in
| topic 1.7 to start Exploring Usability Services.
|
| 3. After the prompt login:, type in your user name.
|
| 4. Press the Enter key.
|
| 5. If you see the prompt password:, type in your password and press
| the Enter key. Either the WINDOWS window or the prompt for
| Exploring Usability Services appears.
|
+-----+
```

#### More Detailed Information

1. If the system is not running, turn on the power to the system. See "Starting the Personal System/2" in topic 1.5 for information. If the system is already running, go to step 2.
2. If you don't see the **login** prompt, you don't have to log in to the system. Skip to "Starting the Online Tutorial" in topic 1.7 to start the online tutorial.
3. If the **login** prompt appears, the cursor is beside it. At this prompt, type in your user name. If you don't know your user name, talk to the person who installed your system or refer to *Using the AIX PS/2 Operating System* for details on creating a user name.
4. Press the **Enter** key. The **password** prompt may appear on your display screen.
5. If you see the **password** prompt, type in your login password and press **Enter**. For security reasons, your password is not displayed as you type it in. Again, if you don't know your password, talk to the System Administrator or refer to *Using the AIX PS/2 Operating System* for details on creating a password.

If you are logging in for the first time and have followed the instructions in *Installing and Customizing the AIX PS/2 Operating System* for installing Usability Services to start automatically, the prompt for the online tutorial *Exploring Usability Services* appears. For instructions on starting *Exploring Usability Services*, continue with the next section.

**Note:** If you have installed Usability Services to run from the shell (which is also discussed in *Installing and Customizing the AIX PS/2 Operating System*), the AIX shell prompt **\$** appears. Use the following procedure to start Usability Services.

## Usability Services Guide

### Logging In

Next to the AIX shell prompt `$`, type in the AIX command **actmngr**. The WINDOWS window appears.

You can still run Exploring Usability Services as an application in the APPLICATIONS window. See Chapter 5, "Using Installed Application Programs" of this book for more details on running applications.



## Usability Services Guide Review

### *1.8 Review*

Before you go on to Chapter 2, let's review some information that you need to remember.

#### Subtopics

1.8.1 The Display Screen

1.8.2 The Keyboard

1.8.3 The Mouse

## Usability Services Guide

### The Display Screen

#### *1.8.1 The Display Screen*

Four types of information can appear on your screen:

The login prompt

Window

The command ba

Pop-ups

#### Subtopics

1.8.1.1 The Login Prompt

1.8.1.2 Windows

1.8.1.3 The Command Bar

1.8.1.4 Pop-ups

## **Usability Services Guide**

### **The Login Prompt**

#### *1.8.1.1 The Login Prompt*

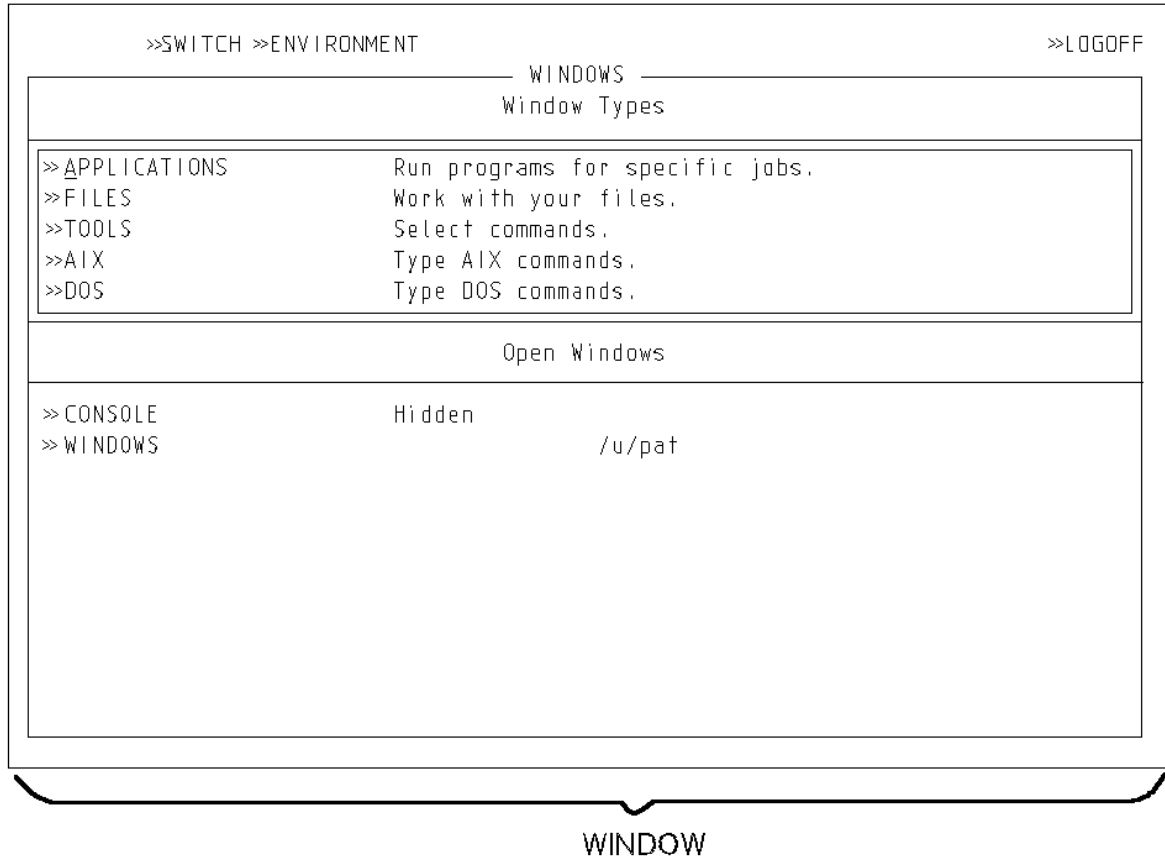
You learned to use the login prompt earlier if you had to log in to your Usability Services system. See 1.5 for an illustration of this prompt. If you don't see a login prompt, the system logs you in when you turn on the power to the PS/2 system.

## Usability Services Guide Windows

### 1.8.1.2 Windows

**Windows** appear on your display screen. Using windows, you tell Usability Services to do work for you and you see the results of that work. For example, when you type in a letter, you do so using a window.

Windows are divided into sections, or **panes**, each of which contains certain information or allows you to do a task. The different types of panes are discussed later in this book.



When you want to work with a window, you open it. You can open five types of windows:

- APPLICATION
- FILE
- TOOL
- AI
- DOS

In addition, two other windows are opened for you when you turn on the power to the system and log in (if necessary). These windows are the WINDOWS window and the CONSOLE window.

The WINDOWS window is used to open other windows and to coordinate activities in those windows. If your system displays an Open Windows pane



## Usability Services Guide

### Windows

in the WINDOWS window, you can have multiple open windows at the same time. The keys that enable you to move between multiple windows are discussed later in this chapter. The concept of working with multiple windows is discussed in Chapter 6, "Entering AIX and DOS Commands" of this book.

The system sends operating system error messages to the CONSOLE window. The CONSOLE window appears on only one display device in a system with multiple display devices arranged in a network. This display device normally lists the CONSOLE window as **Hidden** in the Open Windows pane of the WINDOWS window. To help determine the location of the CONSOLE window display on your system, consult the person who installed the system.

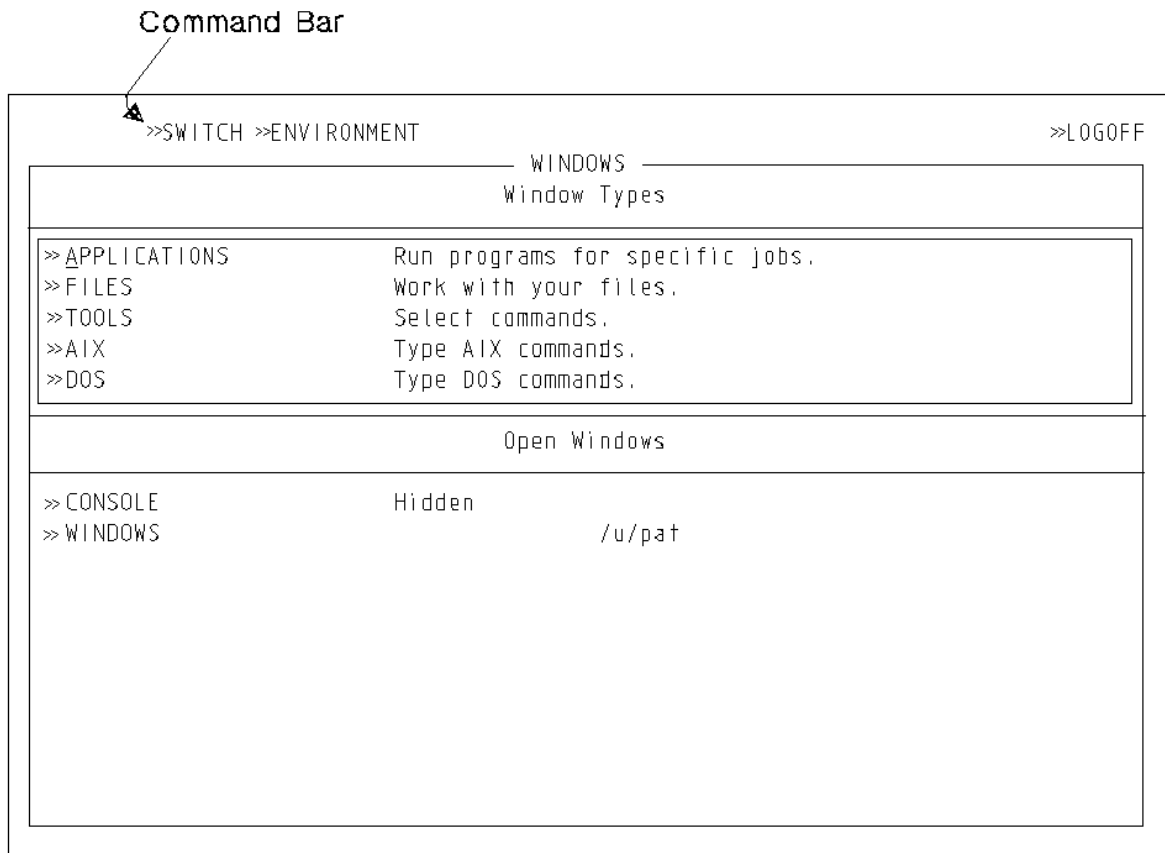
When an operating system error occurs, the CONSOLE window is immediately activated on that display device. The error message and instructions for returning to the previous window appear on the screen. For information on any messages that appear in this window, see *Messages Reference*.

You'll learn more about working with the WINDOWS, APPLICATIONS, FILES, TOOLS, AIX, and DOS windows in this guide.

## Usability Services Guide The Command Bar

### 1.8.1.3 The Command Bar

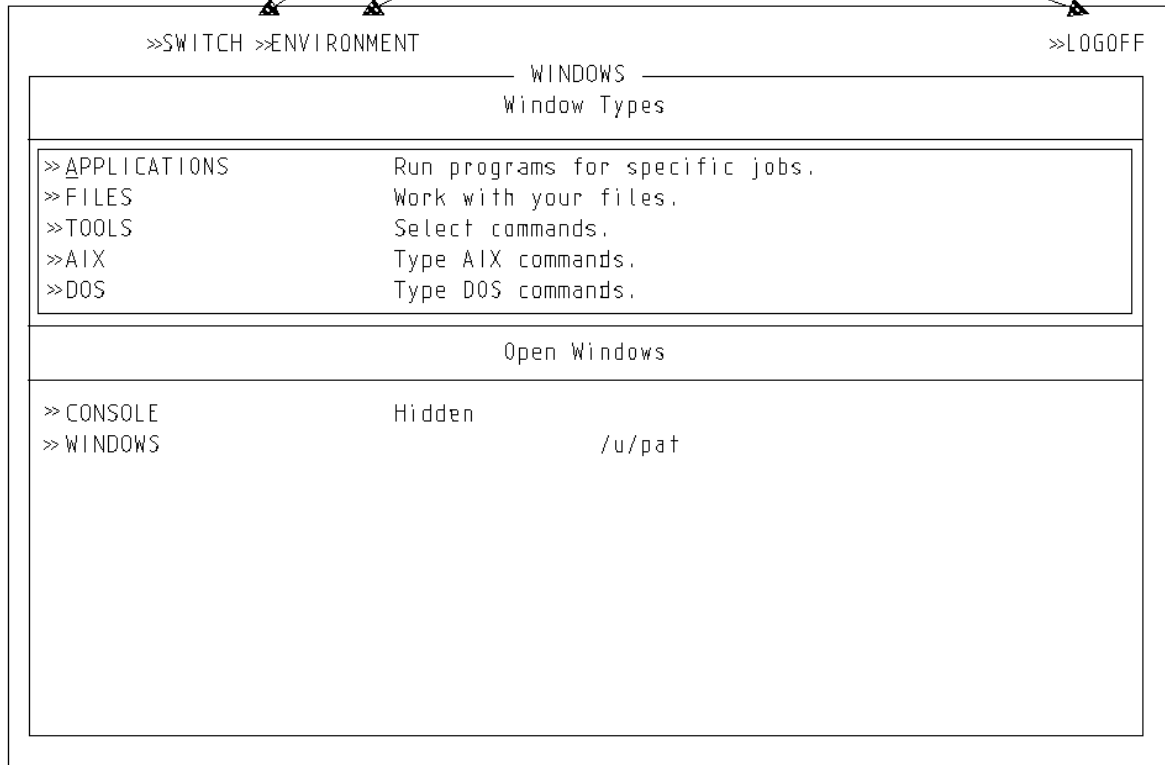
The following illustration shows the location of the command bar:



The **command bar** is the area above the word WINDOWS that contains **commands** or choices you may select. Commands are words in Usability Services that tell the Operating System what you want to do. The commands presented in the above command bar are SWITCH, ENVIRONMENT, and LOGOFF. The single word **LOGOFF** tells the PS/2 that you want to quit using it. The following illustration points out some commands that can appear in the command bar.

## Usability Services Guide The Command Bar

### Commands



As you work with Usability Services, the commands change in the command bar, depending on what you do. The command bar shows you commands you can use at a certain time. In the above display screen, the commands shown on the command bar are **SWITCH**, **ENVIRONMENT**, and **LOGOFF**. If you select a window (for example, **FILES**) on the screen, the command bar changes to show the commands that are available (in this case, the command bar contains only **OPEN**.)

Depending on your display station, either the symbol > or >> appears before certain items on the display screen. Each item (word, phrase, or symbol) that follows this symbol is called a **button** and can be selected as a unit from the display screen. If the symbol is followed by an area filled with periods (...), this area is called an **input field**. An input field allows you to type in or change data required to run a command.

If numbers appear before each >> on the command bar, refer to "Alternate Selection Method" in topic 2.13 for information on another method of selecting commands on the command bar.

## Usability Services Guide

### Pop-ups

#### 1.8.1.4 Pop-ups

**Pop-ups** are boxes that cover part of a screen. Pop-ups give you information or ask you to make choices.

There are four types of pop-ups:

Choice pop-up

Message pop-up

Help pop-up

AIX command pop-up

Choice pop-ups: Some pop-ups ask you to make choices in order to run a command. For example, when you create a letter or other file, a choice appears so that you can type in the name you want to give the file. To remove a pop-up and run a command with the choices you have made, press the **Do** key. To remove a pop-up without saving your choices or running the command, press the **Quit** key.

Some pop-ups make use of the **pop-up icon**, which indicates that additional values can be defined for the button next to it. The pop-up icon is represented by either the symbol \* or + on your display screen.

To choose the default value for a button, simply select the button. To find out the current value of a button or to change the default value associated with a command:

1. Select the pop-up icon. Another pop-up appears.
2. Select or type in the values you want to specify.
3. Press **Do** to remove the pop-up and save any changes you have made. Pressing **Quit** removes the pop-up without saving your changes.

Message pop-ups: A message pop-up may appear in a window at various times as you work. These pop-ups may tell you:

That you need to do something to finish a task

That a task is finished

That a device needs attention

That you need to correct an error

If you don't understand a message, you can find out more about it in *Messages Reference* or in the messages appendix that is included with any licensed program installed on your system. Messages like the one that follows may have a message number. Look in the numerical section of the *Messages Reference* for information on such a message.

For example, message 061-075 states the following:

## Usability Services Guide

### Pop-ups

You typed a character, but the text cursor was not on an input field.

To specify a value, move the text cursor to an input field. Then type the desired value.

If the message has no number, more details on the message may appear in the alphabetical listing of messages in *Messages Reference* or in the message appendix that is included with any licensed program installed on your system.

After you have finished reading a message pop-up, you can remove it from the screen by pressing the **Quit** key.

Help pop-ups: A help pop-up gives you information about Usability Services. For example, if you are not sure about what a command or window does, you can read a help pop-up to find out more. Help pop-ups are available for various objects on the display screen. Objects include buttons, input fields, pop-ups, windows, and the command bar. To display a help pop-up for a button or an input field, place the cursor on the button on the display screen and press the **Help** key. (If you have a mouse and use it to point it to an object neither in the active pane nor on the command bar, an error message will appear. Press the **Next Pane** key until the pane becomes active, then point to the object and press the **Help** key to display the help pop-up). When you are finished reading the pop-up, press the **Quit** key to remove it.

If you place the cursor on **FILES** in the WINDOWS window and press the **Help** key, the following help information appears:

Help for "FILES"

>>UIT

A FILES window allows you to create new files and directories, and work with existing ones. It displays the list of files and directories in your current directory.

To create a new FILES window, select FILES, then select OPEN from the Command Bar. The FILES window will appear on your screen.

## Usability Services Guide

### Pop-ups

To display a help pop-up for a choice pop-up, move the cursor to an area inside the pop-up and press the **Help** key. If a help pop-up is not available for the particular object you point to, pressing the **Help** key displays the help text for the command associated with the choice pop-up.

If you want to find out more about a particular Usability Services command (and if selecting the command causes pop-ups to appear), you can read the information in a pop-up and then press **Quit** to remove the pop-up. Pressing **Quit** removes a pop-up without running the command. Information on running commands is provided later in this book, as well as in *Usability Services Reference*.

AIX command pop-ups: An AIX command pop-up allows you to type in some AIX commands without accessing an AIX window. Only some of the AIX commands (1) can be run from a command pop-up.

The command pop-up is available in APPLICATIONS, FILES, and TOOLS windows only. To display it, press the **Command** key. If you need to display a command already entered in the AIX command pop-up, press the **Previous Command** key. The last three commands you entered can be displayed in turn with this key. When the desired command displays, change it, if necessary, and press **Do** or **Enter** to run the command. An illustration of the AIX command pop-up follows:

|                                     |                  |
|-------------------------------------|------------------|
| AIX command      >> <u>  </u> ..... | >> Quit<br>>> Do |
|-------------------------------------|------------------|

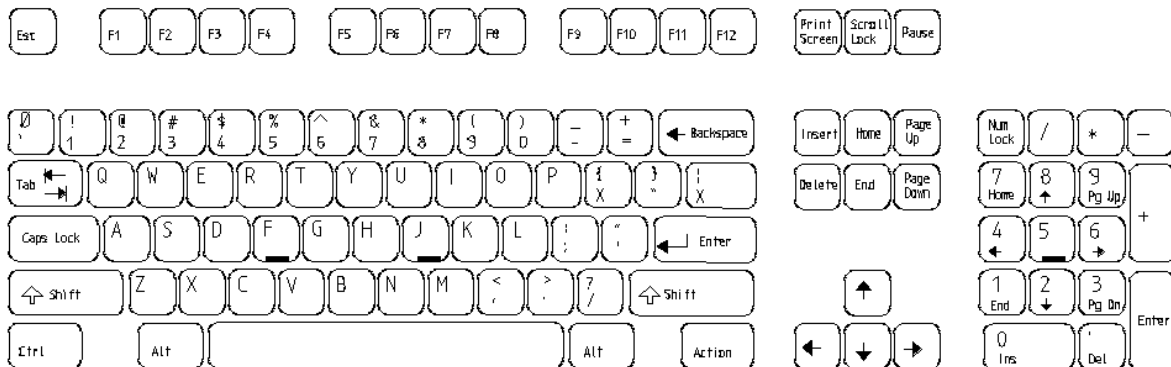
(1) Commands available from a pop-up are those that exist as programs on your hard disk.

# Usability Services Guide

## The Keyboard

### 1.8.2 The Keyboard

Below is a drawing of the keyboard that comes with a PS/2 Model 80. If you have a different type of keyboard, you will need to use the keyboard diagrams contained in *Usability Services Keyboard Reference Charts*, which was shipped in the *Usability Services Reference* binder. These diagrams show you where the keys described in this guide are located on your keyboard.



#### Subtopics

- 1.8.2.1 Cursor Movement Keys
- 1.8.2.2 Special Function Keys
- 1.8.2.3 Multiple-Window Keys

## Usability Services Guide

### Cursor Movement Keys

#### 1.8.2.1 Cursor Movement Keys

Several keys move the cursor around the display screen. These keys are shown and discussed in the following pages.

| Engraving  | Function     | What It Does                                                                                             |
|------------|--------------|----------------------------------------------------------------------------------------------------------|
| PICTURE 8  | Command Bar  | Moves the cursor from the command bar to a window, or from a window to the command bar.                  |
| PICTURE 9  | Next Pane    | Moves the cursor from one part of a window (pane) to another.                                            |
| PICTURE 10 | Tab          | Moves the cursor to the next command in a command bar, or the next button in a window pane or pop-up.    |
| PICTURE 11 | Back Tab     | Moves the cursor to the previous command in a command bar, or the previous button in a window or pop-up. |
| PICTURE 12 | Line Advance | Moves the cursor to the first button in the next line of a window pane or pop-up.                        |



## Usability Services Guide

### Special Function Keys

#### 1.8.2.2 Special Function Keys

Some keys have special functions besides moving the cursor. These keys are shown and discussed in the pages that follow.

| Engraving  | Function         | What It Does                                                                                                                                                                                                       |
|------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PICTURE 13 | Command          | Displays a command pop-up so that you can type in an AIX command.                                                                                                                                                  |
| PICTURE 14 | Previous Command | Displays the last command entered in a command pop-up. If a command pop-up is not already present, pressing this key causes a command pop-up to appear.                                                            |
| PICTURE 15 | Select           | Indicates a choice you want to make from the display screen. For example, to use the <b>COPY</b> command, you place the cursor on <b>COPY</b> and press the <b>Select</b> key.                                     |
| PICTURE 16 | Do               | Removes a pop-up, saving any choices you have made in the pop-up. When you run a command, pressing <b>Do</b> in the last remaining pop-up on the screen removes the pop-up and runs the command with your choices. |

| Engraving | Function | What It Does     |
|-----------|----------|------------------|
|           | Quit     | Removes any kind |

**Usability Services Guide**  
Special Function Keys

|            |       |                                                                                                                                                                                                                                                                                                                                                                       |
|------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PICTURE 17 |       | of pop-up. When you press <b>Quit</b> to remove a pop-up, any choices you have made are not saved.                                                                                                                                                                                                                                                                    |
|            | Help  | Provides further information on a button or command.                                                                                                                                                                                                                                                                                                                  |
| PICTURE 18 | Enter | <p>Enters your user name and login password before you sign into Usability Services.</p> <p>Enters commands in the DOS window, and AIX window and command pop-up.</p> <p>Returns you to the window from which you selected and ran a command.</p> <p>Moves the cursor from button to button (or to the first button of the next line) of a window pane or pop-up.</p> |

| Engraving  | Function | What It Does                       |
|------------|----------|------------------------------------|
| PICTURE 19 | Break    | Cancels a command that is running. |



**Usability Services Guide**  
**Multiple-Window Keys**

*1.8.2.3 Multiple-Window Keys*

In addition to the keys already discussed, there are three other key sequences you should learn to use if your system allows you to work in multiple windows. These key sequences are:

Next Windo

Previous Windo

WINDOWS Window

| <b>Engraving</b> | <b>Function</b> | <b>What It Does</b>                                                                       |
|------------------|-----------------|-------------------------------------------------------------------------------------------|
| PICTURE 20       | Next Window     | Displays the next window in a ring of open windows (if more than one window is open).     |
| PICTURE 21       | Previous Window | Displays the previous window in a ring of open windows (if more than one window is open). |
| PICTURE 22       | WINDOWS Window  | Displays the WINDOWS window immediately.                                                  |

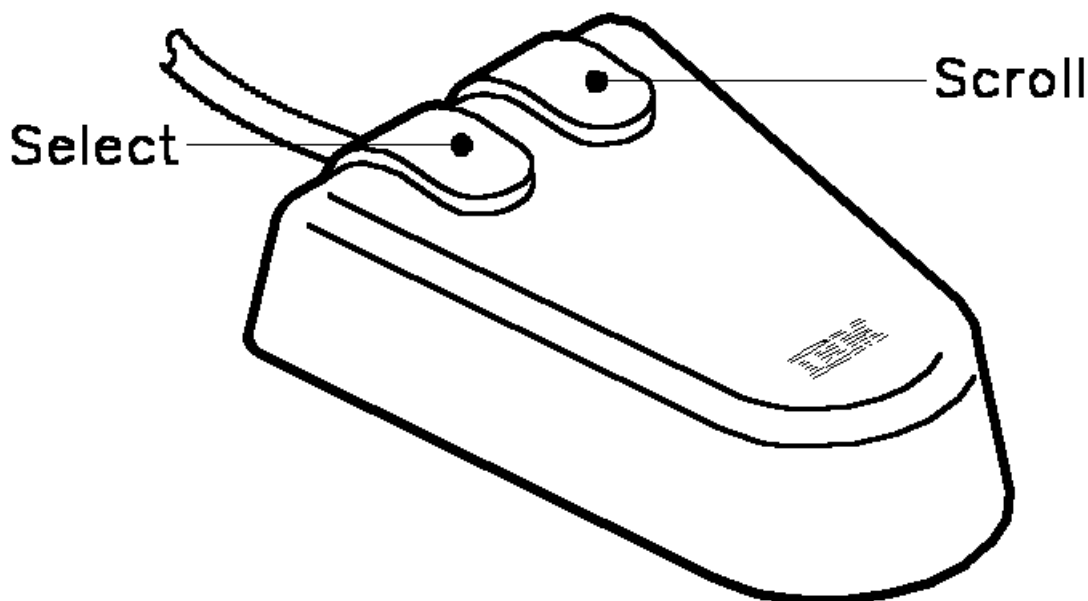
## Usability Services Guide

### The Mouse

#### 1.8.3 The Mouse

If your system has a mouse, you can use it to move the pointing cursor from pane to pane or from button to button in a window or pop-up. The pointing cursor appears only if you plug in the mouse before the system is turned on. This cursor appears on the screen as a highlighted box the size of a character and is controlled by the mouse only. To move the pointing cursor with the mouse, slide the mouse on a flat surface until the cursor is in the desired position.

In addition, the mouse has two buttons: a Select button and a Scroll button. The position of these buttons is shown in the following illustration:



The Select (left) button has the same function as the **Select** key on the keyboard: to indicate a choice you want to make on the display screen. Unlike the text cursor, you can move the pointing cursor with the mouse beyond the active pane. You need not use the Command Bar and Next Pane keys to move the pointing cursor around the screen. To select with the mouse, place the pointing cursor on a button on the display screen and press the Select button on the mouse. For example, to select **Do** with the mouse, point the cursor at the **Do** button in a pop-up and press the Select button on the mouse.

You can also use the Select button to return to a FILES, TOOLS, or APPLICATIONS window after a command has run. When the **Command complete** message appears, in addition to pressing the Enter key, you can also press the Select button on the mouse to return.

The Scroll (right) button lets you move text that is too long to fit in a window or pop-up onto the screen so that you can see it. To scroll with the mouse, press and hold the Scroll button while moving the pointing cursor beyond the edge of the window or pop-up. Scrolling will continue until the end of the data is reached.

## **Usability Services Guide**

### **The Mouse**

In the following chapters, you are told how to do tasks using keys. If you have a mouse, remember that you can also use it to move the cursor, to select, and to scroll if necessary.

## Usability Services Guide

### Logging Off the PS/2 System

#### *1.9 Logging Off the PS/2 System*

When you log off, you are indicating to the PS/2 system that you are finished working with it. After you log off, the system displays the **login** prompt for the next user and remains running. On some systems, only certain users can use **Shutdown**. If you are not one of the persons responsible for shutting down the system, simply log off and leave the system running. If you want to turn off the power to the system, you must first stop the operating system in an orderly way with the **Shutdown** option of the **LOGOFF** command.

Before you turn off the power to the system, you need to do three things:

1. Close any open windows, except for the WINDOWS and CONSOLE windows, which are closed automatically by the system when you log off.
2. Run the **LOGOFF** command.
3. Shut down the system.

#### Subtopics

1.9.1 Closing Open Windows

1.9.2 Logging Off and Shutting Down

## Usability Services Guide

### Closing Open Windows

#### 1.9.1 Closing Open Windows

The following pages tell you the steps for closing any windows that may be open. If you have just worked through Exploring Usability Services for the first time, you do not have any windows that need to be closed. However, if you have opened any other APPLICATIONS, FILES, TOOLS, AIX, or DOS windows, you must close them before you log off. If you don't, you can lose valuable information or otherwise damage your Usability Services system.

If you have opened any of these windows, remember that:

You close APPLICATIONS, FILES, and TOOLS windows by selecting **CLOSE** from the command bar while the specific window is displayed. (The **CLOSE** command appears on the command bar when no other objects are selected in the window.)

You close DOS and AIX windows by pressing the **Close DOS Window** or **Close AIX Window** key sequence while the specific window is displayed. (Check *Usability Services Keyboard Reference Charts* for the location of this key sequence on your keyboard.) Before you close an AIX window, you must also end any applications that you may have started in that window.

If Usability Services won't close your windows when you use the **CLOSE** command or the **Close AIX Window** or **Close DOS Window** keys, do not turn off the power to your PS/2 system. Instead, select **CANCEL** from the command bar of the WINDOWS window to cancel windows. (**CANCEL** appears in the command bar when one of the open windows is selected in the WINDOWS window.) When you cancel a window, you stop any work that is being done in that window. You also may lose information or get other unpredictable results when you cancel a window. Nevertheless, canceling a window is safer than turning off the power with windows still open.



## Usability Services Guide

### Logging Off and Shutting Down

#### 1.9.2 Logging Off and Shutting Down

Before you turn off the power to your system unit, you must shut down the Operating System as part of logging off. Otherwise, you may lose information or otherwise damage your system. Your system may be customized so that only certain users can shut it down. If you can shut the system down, the **LOGOFF** pop-up will ask you if you want to do so. The **LOGOFF** pop-up displays the following information:

```
+-----+
|
| LOGOFF ends your session and forces an immediate and >>Quit
| abnormal end of all activities.
| Select "DO" to LOGOFF.
|
| Shutdown prepares the system to be turned off.
| DO NOT turn off the power without first doing Shutdown.
| Select "Yes" to Shutdown.
|
| Shutdown >>Yes >>No >>Do
|
+-----+
```

If you are going to turn off the power, you must select **Yes** for **Shutdown** in the pop-up.

#### CAUTION:

If you or another user intends to turn off the power to the system, you must shut it down first. If you cannot shut down the system, do not turn off the power to the system.

```
+--- Logging Off -----+
|
| 1. Close any open windows (except for the WINDOWS window and CONSOLE
| window). Make sure only the WINDOWS window and CONSOLE window
| remain open.
|
| 2. While the WINDOWS window is displayed, select LOGOFF from the
| command bar. If you have the proper authority, a pop-up asks you
| if you want to shut down the system.
|
| 3. Select Yes for Shutdown if you plan to turn off the power to the
| system. You should not turn off the power unless you first shut
| down.
|
| 4. Press the Do key.
|
+-----+
```

#### More Detailed Information

## Usability Services Guide

### Logging Off and Shutting Down

1. Close any open windows. Use the **CLOSE** command to close any APPLICATIONS, FILES, and TOOLS windows that are open. Press the **Close DOS Window** or **Close AIX Window** keys to close DOS and AIX windows that are open. If you have just finished working through *Exploring Usability Services* for the first time, you may have no open windows that need to be closed.
2. While the WINDOWS window is displayed, select **LOGOFF** from the command bar. The following information appears:

```
+-----+
|
| LOGOFF ends your session and forces an immediate and >>Quit
| abnormal end of all activities.
| Select "DO" to LOGOFF.
|
| Shutdown prepares the system to be turned off.
| DO NOT turn off the power without first doing Shutdown.
| Select "Yes" to Shutdown.
|
| Shutdown >>Yes >>No >>Do
|
+-----+
```

If you have the authority, a pop-up asks you if you want to shut down the system.

3. Select **Yes** for **Shutdown** if you plan to turn off the power to the system.

Notice that **No**, which is the default, is already selected. To select **Yes**, press the **Select** key. (The text cursor is on the **Yes** button by default.) If you have a mouse, you can slide it to move the pointing cursor to **Yes**. Then press the left (Select) button on the mouse to select **Yes**.

4. Press the **Do** key, which starts the **LOGOFF** command. If you decide that you don't want to logoff, press the **Quit** key. This key removes the pop-up without running the command.

If you have a mouse, you can use it to place the cursor on **Do** or **Quit** in the pop-up. Then you can press the left (Select) button on the mouse. Selecting **Do** does the same thing as pressing the **Do** key. Selecting **Quit** does the same thing as pressing the **Quit** key.

**Usability Services Guide**  
**Chapter 2. Creating and Working with Files**

*2.0 Chapter 2. Creating and Working with Files*

Subtopics

- 2.1 CONTENTS
- 2.2 About This Chapter
- 2.3 What Is a File?
- 2.4 Creating a File
- 2.5 Files in a FILES Window
- 2.6 Editing a File
- 2.7 Showing a File
- 2.8 Printing a File
- 2.9 Copying a File
- 2.10 Deleting a File
- 2.11 Working With Groups of Files
- 2.12 Closing Your FILES Window and Logging Off
- 2.13 Alternate Selection Method

**Usability Services Guide**  
**CONTENTS**

*2.1 CONTENTS*

## **Usability Services Guide**

### **About This Chapter**

#### *2.2 About This Chapter*

This chapter teaches you about files and how to create, type in (edit), print, copy, and delete them. It also shows you how to work with groups of files at the same time.

You should work through this chapter from front to back, without logging off. If you need to log off before the end of the chapter, be sure to close any open windows. See "Logging Off the PS/2 System" in topic 1.9 for more information.

## Usability Services Guide

### What Is a File?

#### 2.3 What Is a File?

A **file** is a collection of data (words, numbers, or symbols) stored under a single name in your system. A file may be a letter, a report, an invoice, a program, or any other collection of information. Many files are already stored in your system. For example, when you enter a command such as **LOGOFF**, a file that contains the information necessary to log you off is used.

When you create and work with files, you use a window called the FILES window. From this window, you can do such things as create, edit, print, copy, and delete files. The steps for doing each of these tasks are shown in this chapter. In addition, there are many other tasks you can do with files. For example, you can compile and run programs, and add the contents of one file to another file. For more information on tasks you can perform with files, see Chapter 4, "Using Commands in the TOOLS Window" of this book and also *Usability Services Reference*.

## Usability Services Guide

### Creating a File

#### 2.4 *Creating a File*

When you create a file with Usability Services, you do two things. First, you tell the system the type of file you want to create. For example, you might create a text file, a program source file, or some other type of file. Then you give the file a name. You select the *file type* and type in the *file name* in the pop-ups of the **CREATE** command.

#### Subtopics

2.4.1 File Types

2.4.2 File Names

## Usability Services Guide

### File Types

#### 2.4.1 File Types

The file type tells the system certain things about a file, such as how to create it and how to edit it. Some file types are already created in the system. You or the System Administrator can add other file types or change existing file types as necessary. *Usability Services Reference* tells you how to add and change file types using the **FILETYPES** command. In this section, you are going to work only with text files, which have the file type **Text Doc**.



## Usability Services Guide

### File Names

#### 2.4.2 File Names

A file name is the name you give to a file in your PS/2 system. A file name can be from one to 14 characters in length, including the **suffix**. When you create a text file, Usability Services adds the suffix **.txt** to the name you give the file. This suffix tells you and the system the file type for the file. For example, when you name a text file **letter1**, the name of the file becomes **letter1.txt** when the system adds the suffix (the period separates the name you give the file from the file type suffix the system adds to it.) After a file is created, whenever you type in that file name, you must include the suffix. Not all file types have suffixes, but the suffixes that are defined for file types appear in a pop-up for the **CREATE** command.

In a name, you can use any combination of the following:

The letters "a" through "z" or "A" through "Z." Lower-case and upper-case characters are considered different when you name files. You can have two files with the same name except for case (for example, **file1** and **File1** are two different names for two different files).

The digits 0 through 9

Any of these

- ~ (tilde)
- . (period)
- \_ (underscore).

Any of the special characters listed above can be used initially in a file name. However, when the period (.) is used as the first character in a file name, that file name will not normally appear in the list of files in a FILES window. See the description of the **PICK** command in the chapter called "Commands" in *Usability Services Reference* for details on displaying these "hidden" file names.

The steps in the following box show you how to create a text file.

- ```
+--- To Create a File -----+
|
| 1. Log in to the system, if necessary. Otherwise, go to step 2.
|
| 2. When the WINDOWS window appears, move the cursor to FILES.
|
| 3. Select FILES from the Window Types pane of the WINDOWS window.
|    Then select OPEN from the command bar. A FILES window appears.
|
| 4. Select CREATE from the command bar. A pop-up appears with a list
|    of possible file types.
|
| 5. From the pop-up, select Text Doc. A second pop-up appears that
|    asks for the name of the new file.
|
| 6. In the pop-up, type in letter1.
|
```

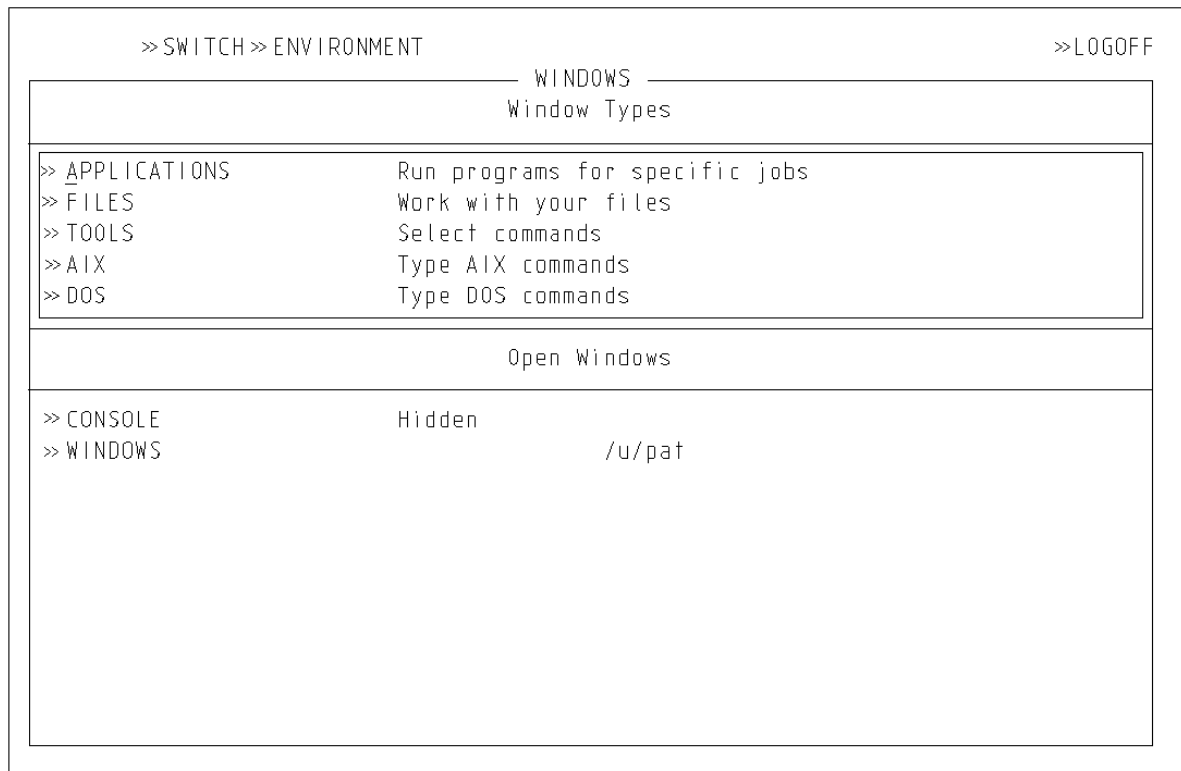
Usability Services Guide

File Names

7. Press the **Do** key to remove the pop-up.
8. Press the **Do** key again to remove the first pop-up that appeared and to run the command. The name of the file you created appears in the FILES window.

More Detailed Information

1. Log in to the system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. If you don't need to log in, go to step 2.
2. When the WINDOWS window appears, use the cursor movement keys or the mouse to move the cursor to **FILES**.



3. Select **FILES** from the Window Types pane of the WINDOWS window. To do so, press the **Select** key while the cursor is on FILES. The command bar changes to show you the commands that you can use with the selected window.

Then select **OPEN** from the command bar. To select **OPEN**:

- a. Press the **Command Bar** key. The cursor moves to **OPEN** in the command bar.
- b. Press the **Select** key. A FILES window appears on your display screen.

Usability Services Guide
File Names

<pre> >> C Include (.h) >>≡ >> C Src (.c) >>≡ >> Directory >>≡ >> Shell Proc >>≡ >> Text Doc (.txt) >>≡ </pre>	<pre> >> </pre>
<pre> Name >>letter1_... .txt </pre>	<pre> >>Quit >>Do </pre>

7. Press the **Do** key to remove the pop-up and enter the name that you typed in into the system.
8. Press the **Do** key again to remove the first pop-up that appeared. This causes the **CREATE** command to start running.

When you run **CREATE**, the command bar and window disappear from the screen, and the following prompt appears:

```

CREATE is running, using the AIX command:
touch letter1.txt.

```

If you want to try to cancel the command, press the Break key.

When the command has run, you see the following prompt:

```

CREATE completed.
To return to the FILES window, press the Enter key.

```

The name of the file you've created appears in the FILES window, along with other information about the file.

If other files already exist in your FILES window, the name of the newly created file may not be visible on the display screen. Use the cursor movement keys or the **Page Up** or **Page Down** keys or the right (scroll) button of the mouse to bring the name into view.

Usability Services Guide

Files in a FILES Window

2.5 Files in a FILES Window

For a review of the concept of files, refer to "What Is a File?" in topic 2.3. Your FILES window should look like the one below. (You may have other files in addition to **letter1.txt**.)

»UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK				»CLOSE
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat.				
»(root) »u »pat				
Name	File Type	Changed	Size (bytes)	
»_letter1.txt	Text Doc	09/25/85	0	

The new line that is added to your FILES window tells you important information about your new file:

Name is the name you gave the file, with the **.txt** suffix added. The suffix tells you that the file is a text file.

File Type is the file type assigned to the file. This is the type you selected in the **CREATE** pop-up (Text Doc).

Changed is the date that you last changed the file. You should see today's date in this field for the file you just created.

Size is the size of the file in bytes. A **byte** is an amount of storage space in your system's memory. Most characters that you can enter from the keyboard are about the size of a byte. Some characters are larger than a byte, but the size is roughly equivalent to the number of characters in the file.

Usability Services Guide

Editing a File

2.6 Editing a File

When you create a file, it is empty. To edit (type in or change) a file, you open it. Once you've opened a file, you no longer use the Usability Services commands in that file. Instead, you use the commands available with the editing program, or **editor**, assigned to that type of file. The editor determines how you can add information to or change the contents of a file. For example, the editor determines how you insert or delete lines from a file. The editor also provides a command that you use to end the program and close the open file.

Subtopics

2.6.1 Before You Edit

Usability Services Guide Before You Edit

2.6.1 Before You Edit

Before you open a file to edit it, you need to know what editor is assigned to that file. When your Usability Services system was installed, the editor assigned to text files was **ed.** This was the editor shipped with your system and is still the assigned editor unless you or the person responsible for installing your system has changed it. If you wish to do so, you make this change with the **FILETYPES** command. See *Usability Services Reference* for more information after you finish this guide.

If the editor for text files is **ed.**, you can use the following information to edit your file and close it. You can find further information about **ed** in *Using the AIX PS/2 Operating System*. If another editor is assigned to text files, see the guide that came with that editor. For instance, if **INed** (1) is installed on your system and you have assigned it as the editor for a particular file type, see *AIX INed* for instructions on editing files of that type. The guide for a particular editor should tell you how to type in a file, save the lines, change the lines, save the changes, and close (or end) the editor with or without saving the changes. When you end the editing program, you also are closing the file.

The steps in the following box show you how to edit and close a text file. Remember that **ed** is a line editor and will accept input only one line at a time. Once you have typed in a line, you cannot change it without using the appropriate editor command.

```
+--- To Edit a File -----+
|
| 1. While your FILES window is displayed, select letter1.txt.
|
| 2. Move the cursor to the command bar and select OPEN. The editor
|    display appears.
|
| 3. Add this text to the file:
|
|         This is the first of
|         many files that you
|         can create and use.
|
| 4. Save the text.
|
| 5. Close the editing program. Your FILES window re-appears.
|
+-----+
```

More Detailed Information

1. While your FILES window is displayed, select **letter1.txt**.

Usability Services Guide Before You Edit

»UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK				»CLOSE
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat.				
»(root) »u »pat				
Name	File Type	Changed	Size (bytes)	
»_letter1.txt	Text Doc	09/25/85	0	

To select **letter1.txt**:

- a. Depending on the number and sort order of files in the directory, the cursor may not be on **letter1.txt**. If the cursor is not on **letter1.txt**, place it there. Use the **Next Pane** key to make the pane containing the list of files active, then use the **Tab** or **Enter** keys to place the cursor on **letter1.txt**.

If you have created other files, **letter1.txt** may not be visible on the display screen. Use the cursor movement keys or the **Page Up** or **Page Down** keys or the right (scroll) button of the mouse to bring the name into view.

- b. Press the **Select** key to select **letter1.txt**. The command bar changes to show you the commands that you can use with the selected file.
2. Move the cursor to the command bar and select **OPEN**.

»OPEN »SHOW				»DESCRIBE »PRINT »TOOLS
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat.				
»(root) »u »pat				
Name	File Type	Changed	Size (bytes)	
»_letter1.txt	Text Doc	09/25/85	0	

The editor display appears.

3. Add this text to the file:

```
This is the first of
many files that you
can create and use.
```

If an editing program other than **ed** is assigned to this file type, refer to the guide for that editing program. It should tell you how

Usability Services Guide Before You Edit

to enter information into a file.

To use **ed** to type in the lines above, do these steps:

- a. After the **0** prompt (which is the number of bytes currently in the file), type in **a** and then press **Enter**. This tells **ed** that you want to add text to the file.
 - b. Type in the following:

```
    This is the first of
```
 - c. Press the **Enter** key to start a new line.
 - d. Type in the following:

```
    many files that you
```
 - e. Press the **Enter** key to start a new line.
 - f. Type in the following:

```
    can create and use.
```
 - g. Press the **Enter** key to start a new line.
 - h. Type in a period (.) on the line by itself. This period tells **ed** that you are finished typing.
 - i. Press the **Enter** key.
4. Save the text. If you are not using **ed**, refer to the guide for your editor. It should tell you how to save text. If you are using **ed**, do the steps below to save your text.
 - a. Type in **w** to tell **ed** to save what you've typed.
 - b. Press the **Enter** key to enter the command.
 5. Close the editor. If you are not using **ed**, refer to the guide for your editor. It should tell you how to close the editor and the file. If you are using **ed**, do the steps below to close the editor and the file.
 - a. Type in **q** to tell **ed** that you want to close the file.
 - b. Press the **Enter** key to enter the command. When you close the editor, your list of files replaces the editor display in your FILES window.
- (1) INEd is a registered trademark of INTERACTIVE Systems Corporation.

Usability Services Guide

Showing a File

2.7 Showing a File

Now that you've placed text in a file, you can display it. The **SHOW** command displays a file on the display screen, but doesn't allow you to change it.

To display a file that fills more than one screen, or to display multiple files, one after the other, select each file name in the FILES window that you want to show and then select **SHOW** from the command bar. After the prompt **To continue, press Enter :**, press **Enter** to show the next screen or file. See "Working With Groups of Files" in topic 2.11 for more information on working with multiple files.

```
+--- To Show the File letter1.txt -----+
|
| 1. Select letter1.txt. while a FILES window is displayed.
|
| 2. Move the cursor to the command bar and select SHOW.
|
| 3. When you have viewed the file and the (EOF:) prompt appears, press
|    Enter to return to the FILES window.
|
+-----+
```

More Detailed Information

1. While your FILES window is displayed, select **letter1.txt**. To select **letter1.txt**:
 - a. Depending on the number and sort order of files in the directory, the cursor may not be on **letter1.txt**. Use the **Next Pane** key to make the pane containing the list of files active, then use the **Tab** or **Enter** keys to place the cursor on **letter1.txt**.
 - b. Press the **Select** key to select **letter1.txt**. The command bar changes to show you the commands that you can use with the selected file.
2. Move the cursor to the command bar and select **SHOW**.
3. The file appears on the display screen. At the end of the file, the **(EOF:)** prompt appears. When you have viewed the file, press **Enter** to return to the FILES window.

Usability Services Guide

Printing a File

2.8 Printing a File

Now that you've placed text in a file, you can print that file on paper (if you have a printer attached to the PS/2 system). The steps in the following box tell you how to print a file.

- +--- **To Print a File** -----+
|
| 1. Be sure that the power to your printer is turned on.
|
| 2. Select **letter1.txt**. while your FILES window is displayed.
|
| 3. Move the cursor to the command bar and select **PRINT**. A pop-up
| appears. The name **letter1.txt** and other values are already filled
| in for you.
|
| 4. Press **Do** to remove the pop-up and run the command.
|
| 5. Follow the prompts on the display screen. See 2.8 for a
| description of the screen output.
|
| 6. Pick up your printed file from your printer.
|
+-----+

More Detailed Information

1. Be sure that the power to your printer is turned on. If you need help turning on the power, refer to the guide that came with your printer. Or, talk to the System Administrator.
2. While your FILES window is displayed, select **letter1.txt**.
 - a. Depending on the number and sort order of files in the directory, the cursor may not be on **letter1.txt**. Use the **Next Pane** key to make the pane containing the list of files active, then use the **Tab** or **Enter** keys to place the cursor on **letter1.txt**.
 - b. Press the **Select** key to select **letter1.txt**. The command bar changes to show you the commands that you can use with the selected file.
3. Move the cursor to the command bar and select **PRINT**.

A pop-up appears. The name **letter1.txt** and other values are already filled in for you. Depending on the printer installed on the system, these values may differ.

Usability Services Guide
Printing a File

Files	>> <u>l</u> etter1.txt...	>> Quit
Number of Copies	>> 1 (1-9)	
Beginning Page	>> 1.. (1-999)	
Page Length	>> 66. (1-999 lines)	
Top Margin Line	>> 2..(0-999 lines)	
Bottom Margin Line	>> 64.(0-999 lines)	
Left Margin Column	>> 1..(0-999 lines)	
Right Margin Column	>> 80.(0-999 lines)	
Characters per Inch	>> 10 >> 12 >> 15 >> Proportional	
Change Header	>> Yes >> No	>> ≡
Print Line Numbers	>> Yes >> No	
Double Space Output	>> Yes >> No	
Priority	>> 15 (1-20, 1 is low)	>> Do

Although you can change these values, you don't need to do so now. For a discussion of each choice in the pop-up, either refer to *Usability Services Reference* or place the cursor on the choice and press the **Help** key.

4. Press **Do** to remove the pop-up and start the command. Your file should begin printing, unless someone else is already printing another file.
5. When you run **PRINT**, the command bar and window disappear from the screen, and a prompt similar to the following appears:

```
PRINT is running, using the AIX command:
sh -c "exec pr +1 -l66 letter.txt | print lp0 -nc=1 -tm=0
-bm=66 -lm=0 -fw=80 -pitch=10 -pr=15 -tl=letter.txt"
```

If you want to try to cancel the command, press the Break key.

When the command has run, you see the following prompt:

```
PRINT completed.
To return to the FILES window, press the Enter key.
```

6. If **PRINT** is successful, the request to print **letter1.txt** is placed on the print queue, which is the list of jobs waiting to be printed. Use the **PRINTQ** command to check on the status of your printing job. This command is found in *Usability Services Reference*. When the job is finished, pick up your printed file from your printer.

Usability Services Guide

Copying a File

2.9 Copying a File

Now that you've placed text in the file, you also can copy that file. You might want to copy a file for a number of reasons. For example, you might need to create a similar file. Copying an existing file might be easier than creating and typing a new one. You can copy a file to the same directory (by specifying a new file name) or to a different directory. Directories are discussed in Chapter 3, "Organizing Your Files in Directories." The steps in the following box tell you how to copy a file to the same directory.

- +--- **To Copy a File** -----+
|
| 1. Select **letter1.txt**. while your FILES window is displayed. Then
| select **TOOLS** from the command bar. A pop-up appears.
|
| 2. From the pop-up, select **COPY**.
|
| 3. Another pop-up appears. Type in **letter2.txt** beside **To File or**
| **Directory** and press **Do**.
|
| 4. Press **Do** to remove the pop-up and run the command.
|
| 5. Follow the prompts on the screen. See 2.9 for a description of
| the screen output. Your FILES window shows the new file,
| **letter2.txt**.
|
+-----+

More Detailed Information

1. While your FILES window is displayed, select **letter1.txt**. To select **letter1.txt**:
 - a. Depending on the number and sort order of files in the directory, the cursor may not be on **letter1.txt**. Use the **Next Pane** key to make the pane containing the list of files active, then use the **Tab** or **Enter** keys to place the cursor on **letter1.txt**.
 - b. Press the **Select** key. The command bar changes to show you the commands that you can use with the selected file.

Then select **TOOLS** from the command bar. To select **TOOLS**:

- a. Move the cursor to the command bar.
 - b. Place the cursor on **TOOLS**.
 - c. Press the **Select** key.
- A pop-up that contains a list of commands appears.
2. From the pop-up, select **COPY**.

Usability Services Guide
Copying a File

<pre>>>COPY >>≡ >>MOVE >>≡ >>DELETE >>RENAME >>≡ >>COMBINE >>≡ >>COMPARE >>≡</pre>	<pre>>>Quit >>Do</pre>
---	------------------------------------

To select **COPY**:

- a. The cursor should be on **COPY**. If it is not, place it there.
 - b. Press the **Select** key.
3. Another pop-up appears. Type in **letter2.txt** beside **To File or Directory** and press **Do**. See Chapter 3, "Organizing Your Files in Directories" for more information on directories.

<pre>Files >>letter1.txt... To File or Directory >>letter2.txt_...</pre>	<pre>>>Quit >>Do</pre>
---	------------------------------------

- a. When the pop-up appears, the name of the file you selected (**letter1.txt**) appears beside **Files**. You can leave this name and press the **Tab** key to move the cursor to the next choice in the pop-up. This choice is **To File or Directory**.
 - b. Type in the name **letter2.txt** (including the suffix.) This is the name you are giving to the copy you are making. Press **Do**.
4. Press **Do** again to remove the pop-up and run the command.
5. When you run **COPY**, the command bar and window disappears from the screen and the following prompt appears:

```
COPY is running, using the AIX command:
copy letter1.txt letter2.txt
If you want to try to cancel the command, press the Break key.
```

When the command has run, you see the following prompt:

```
COPY completed.
To return to the FILES window, press the Enter key.
```

The FILES window shows the new file, **letter2.txt**.

Usability Services Guide

Copying a File

» UPDATE »SWITCH» ENVIRONMENT »CREATE »SORT »PICK				»CLOSE
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat.				
»(root) »u »pat				
Name	File Type	Changed	Size (bytes)	
»Letter1.txt	Text Doc	09/25/85	61	
»letter2.txt	Text Doc	09/25/85	61	

If you have created other files, the name of the newly created file may not be visible on the display screen. Use the cursor movement keys or the right (Scroll) button of the mouse to bring the name into view.

Usability Services Guide

Deleting a File

2.10 Deleting a File

When you no longer need a file, you can permanently erase it. You erase a file by using the **DELETE** command. When you delete a file, you can no longer see or work with that file again.

The steps in the following box tell you how to delete a file.

```
+--- To Delete a File -----+
|
| 1. Select letter2.txt. while your FILES window is displayed. Then
|    select TOOLS from the command bar. A pop-up appears.
|
| 2. From the pop-up, select DELETE.
|
| 3. Press Do to remove the pop-up and run the command.
|
| 4. Follow the prompts on the display screen. See 2.10 for a
|    description of the screen output.
|
+-----+
```

More Detailed Information

1. While your FILES window is displayed, select **letter2.txt**. To select **letter2.txt**:

- a. Place the cursor on **letter2.txt**.
- b. Press the **Select** key. The command bar changes to show you the commands that you can use with the selected file.

Then select **TOOLS** from the command bar. To do so:

- a. Move the cursor to the command bar.
- b. Place the cursor on **TOOLS**.
- c. Press the **Select** key.

A pop-up appears. This pop-up contains commands.

2. From the pop-up, select **DELETE**:
 - a. Move the cursor to **DELETE**.
 - b. Press the **Select** key.
3. Press **Do** to remove the pop-up and run the command.
4. When you run **DELETE**, the command bar and window disappear from the screen and the following prompt appears:

DELETE is running, using the AIX command:

```
delete -ir letter2.txt
```

If you want to try to cancel the command, press the Break key.

A prompt appears that lists the file name you have selected. To delete the file, type in **y** (for "Yes") and press **Enter**. If you have selected the

Usability Services Guide

Deleting a File

wrong file to delete, press any other key to cancel the deletion of the file. When the command has run, you see the following prompt:

```
DELETE completed.
```

To return to the FILES window, press the Enter key.

Your FILES window no longer lists **letter2.txt**.

Usability Services Guide

Working With Groups of Files

2.11 Working With Groups of Files

Many Usability Services commands allow you to specify multiple file names if you want to run a command on a set of files at the same time. Four of the commands discussed earlier in this chapter (**SHOW**, **PRINT**, **COPY**, and **DELETE**) allow you to specify multiple names. Other commands, such as **MOVE** and **COMPILE**, which are discussed later in this book or in *Usability Services Reference*, also allow multiple name specification.

You can specify multiple names in a number of ways. For instance, if you are running the **PRINT** command from the FILES window, you can select one or more file names from the window, and then select **PRINT** from the command bar. After you press **Do** to remove the pop-up that contains the choices and to run the command, the files you selected are printed, one after the other. Similarly, if you select multiple file names and then select **DELETE** from the TOOLS pop-up of the FILES window, you are prompted as to whether you want to delete each file. Each file for which you respond **y** (for "Yes") is deleted.

When you select the first of multiple names in a FILES window, the command bar displays commands that can be used on files of that file type. If you then select other names of the same type, the command bar remains the same. The names that you selected are placed in the file name field of the pop-up of the command you select.

If one or more of the files you selected has a file type different from the first file, a special command bar is displayed. This command bar contains commands that are valid for files of different file types. These commands are **PRINT** and **TOOLS**. If you select **TOOLS** from this command bar, the TOOLS pop-up contains the commands **COPY**, **MOVE**, and **DELETE**. If one or more of the files you selected has a file type that is not valid for the selected command, a message appears.

Some commands allow you to add names to the input fields of pop-ups. For instance, when you select a file name from the FILES window and then select **COPY** from the TOOLS pop-up, a pop-up appears that shows the file name you selected. You can type in additional names in this field, separating each name with a blank. When the command runs, all names appearing in the **Files** field are copied to the file or directory you specified. See Chapter 3, "Organizing Your Files in Directories" for more information on directories.

You can also specify file names in certain input fields with **pattern-matching characters**, which are symbols that stand for all or part of a name. The four types of pattern-matching characters are as follows:

An asterisk *****) matches any grouping of zero or more characters. For example, you can specify all files that start with the characters **PERS** by typing

PERS*

This string matches with **PERS**, **PERSONAL**, **PERSONNEL**, or any other files with names beginning with **PERS**.

A question mark **?**) matches one-for-one with any character. For example, **?** matches with a single character, **??** matches with a sequence of any two characters, and so on. If you type

PERS?

Usability Services Guide

Working With Groups of Files

You match with **PERS1** and **PERSQ**, for example. By typing **PERS** followed by two question marks, you match with **PERS12** and **PERSQZ**, but you do not match with **PERS8**, for example.

Brackets [] around lists of characters specify that any one of the characters may appear in a name. For example, **program[1-4]** matches with **program1**, **program2**, **program3**, and **program4**. If you type

```
program[1-4]
```

you match with the four specified programs.

An exclamation point ! inside a [] sequence that contains a list of characters specifies that any character except for those characters in the list will match. If you type

```
program[!1-4]
```

you match with **program5**, **program6**, **program7**, among others.

Only some of the Usability Services commands allow the use of pattern-matching characters in certain fields. Command descriptions found in *Usability Services Reference* specify in which fields you can use pattern-matching characters. Any field that allows the input of multiple file names allows the use of pattern-matching characters.

Usability Services Guide

Closing Your FILES Window and Logging Off

2.12 Closing Your FILES Window and Logging Off

When you are finished working with your FILES window, you must close it before you log off. If you don't close the window, you may damage your files or otherwise harm your Operating System.

If you wish to continue working on the system and in your FILES window, there is no need to close the window or to log off. Skip the following procedure and return here when you are ready to log off.

The steps in the following box show you how to close a FILES window and log off your PS/2 system.

- ```
+--- To Close Windows and Log Off -----+
|
| 1. Select CLOSE from the command bar while your FILES window is
| displayed. The WINDOWS window appears.
|
| 2. From the command bar, select LOGOFF. A pop-up appears.
|
| 3. Select Yes for Shutdown if you want to turn off the power to the
| machine. If you cannot shut down, do not turn off the power.
|
| 4. Press Do to remove the pop-up and log off.
|
+-----+
```

#### More Detailed Information

1. While your FILES window is displayed, select **CLOSE** from the command bar by completing the following steps:
  - a. Move the cursor to **CLOSE**.
  - b. Press **Select**.

The FILES window is closed. To confirm that there are no open windows except for the WINDOWS window and the CONSOLE window, access the WINDOWS window by pressing the **WINDOWS Window** key. If any windows are listed in the Open Windows pane other than the WINDOWS window and the CONSOLE window, close them. To do so, display the open window with the **Next Window** or **Previous Window** keys and select **CLOSE** from the command bar of that window.

2. From the command bar, select **LOGOFF**. A pop-up appears.
3. Select **Yes** for **Shutdown** if you want to turn off the power to the system. If the Shutdown option does not appear in your **LOGOFF** pop-up, do not attempt to shut down, and do not turn off the power to the system.
  - a. Refer to "Logging Off and Shutting Down" in topic 1.9.2 if you're not sure about shutting down your system.
  - b. If you need to shut down, move the cursor to **Yes**. Then press the **Select** key.

or

If you don't need to shut down, go on to the next step.

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Closing Your FILES Window and Logging Off

4. Press **Do** to remove the pop-up and log off.

## Usability Services Guide

### Alternate Selection Method

#### 2.13 Alternate Selection Method

A method for selecting buttons from the command bar to run a command is on page 1.8.1.3. For example, to select **CREATE** from the command bar of a FILES window, you follow these steps:

1. Press the Command Bar key to move the cursor to the command bar.
2. Press the **Tab** key three times to move the cursor to **CREATE**.
3. Press the **Select** key to select **CREATE**.

Another method is available for selecting buttons from the command bar or from the TOOLS pop-up. Complete the following steps:

1. Add the line: **ALTNUM=YES; export ALTNUM** to your **.profile** file
2. Log off
3. Log in

Numbers appear before the buttons in the command bar and in the TOOLS pop-up. An example of a FILES window with this alternate method for selection in effect appears below:

|                                       |           |                |              |         |         |          |
|---------------------------------------|-----------|----------------|--------------|---------|---------|----------|
| 1>>UPDATE                             | 2>>SWITCH | 3>>ENVIRONMENT | 4>>CREATE    | 5>>SORT | 6>>PICK | 9>>CLOSE |
| FILES                                 |           |                |              |         |         |          |
| Last UPDATE at 15:35.                 |           |                |              |         |         |          |
| Current Directory is /u/pat/project1. |           |                |              |         |         |          |
| >>(root) >>u >>pat >>project1         |           |                |              |         |         |          |
| Name                                  | File Type | Changed        | Size (bytes) |         |         |          |
|                                       |           |                |              |         |         |          |

The details of this alternate method appear below:

To select an item from the command bar or from the TOOLS bucket, press **Alt** (or **Ctrl-A** on some keyboards) plus the number key (from the number row of the keyboard, not the key pad) that corresponds to the number just ahead of the selectable symbol for that button. For example, to select **CREATE** on the command bar of the window above, simply press **Alt-4** (or **Ctrl-A**, then **4** on some keyboards. Refer to *Usability Services Keyboard Reference Chart* for the proper key sequence on your keyboard.)

This selection method is available in addition to the usual method of selection. In other words, when you add the alternate selection method, you can use either selection method at any time.

To use this alternate selection method, edit your **.profile** file as described earlier, then log off, and log in again. This causes the

## Usability Services Guide Alternate Selection Method

environment variable **ALTNUM** to be set for you. Run **SHOW**. The steps for the alternate method of running **SHOW** appear in the box below:

```
+--- To Show the File letter1.txt -----+
|
| 1. Select letter1.txt. while a FILES window is displayed.
|
| 2. Press Alt-2 (or Ctrl-A, then 2, depending on your keyboard) to
| select SHOW.
|
| 3. Follow the prompts on the display screen. See "Showing a File" in
| topic 2.7 for more detailed information on the output of SHOW.
|
+-----+
```

To turn off the alternate selection method, simply change the line you added in the **.profile** file to

```
ALTNUM=NO
```

You must then log off and log on to update the value of **ALTNUM**. The usual selection method is still available when you turn off the alternate selection method.

In addition to the selection methods described above, the following method is always available, regardless of the setting of **ALTNUM**.

You can select a button by placing the text cursor on the button and pressing **Alt-S** (or **Ctrl-A**, then **S**, depending on your keyboard).

An alternative to pressing the **Do** and **Quit** keys is also always available.

To save your choices in a pop-up and remove the pop-up (the **Do** function), press **Alt-D** (or **Ctrl-A**, then **D**, depending on your keyboard).

To remove a pop-up without saving your choices (the **Quit** function), press **Alt-Q** (or **Ctrl-A**, then **Q**, depending on your keyboard).

**Usability Services Guide**  
**Chapter 3. Organizing Your Files in Directories**

*3.0 Chapter 3. Organizing Your Files in Directories*

Subtopics

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- 3.4 How to Organize
- 3.5 About File Systems
- 3.6 Your Home Directory
- 3.7 Creating a Directory in Your Home Directory
- 3.8 Creating a File in a New Directory
- 3.9 Redisplaying Your Home Directory
- 3.10 Changing Current Directories
- 3.11 Moving a File
- 3.12 Working in Other Directories
- 3.13 Protection and Ownership of Your Files and Directories



**Usability Services Guide**  
**CONTENTS**

*3.1 CONTENTS*

## Usability Services Guide

### About This Chapter

#### *3.2 About This Chapter*

This chapter explains how you can organize your files with the AIX PS/2 system. You organize your files by using a special kind of file called a **directory**. This chapter tells you how to create a directory and place files in it. It also tells you how to open and use directories you did not create.

You should read this chapter from front to back. Do all the tasks without logging off.

**Note:** If you need to log off before the end of the chapter, be sure to close the open FILES window. See "Closing Your FILES Window and Logging Off" in topic 2.12 for more information.



# Usability Services Guide

## How to Organize

### 3.4 How to Organize

You can organize your files by using a special kind of file called a **directory**. A directory does not contain words, numbers, or other information that you can type in. Instead, it contains information that groups other files together. The files it groups together may be letters, reports, invoices, programs, or any other collection of information.

Imagine that you are working on three projects as seen in Figure 3-2. You might want to create three directories, named **project1**, **project2**, and **project3**. You could store each letter or other file related to project1 in the **project1** directory. Likewise, you could store files related to project2 in the **project2** directory, and so on. Then, when you want to work with a file related to project1., you don't have to look through a list of all your files to find it. Instead, you look through a list of files in the **project1** directory.

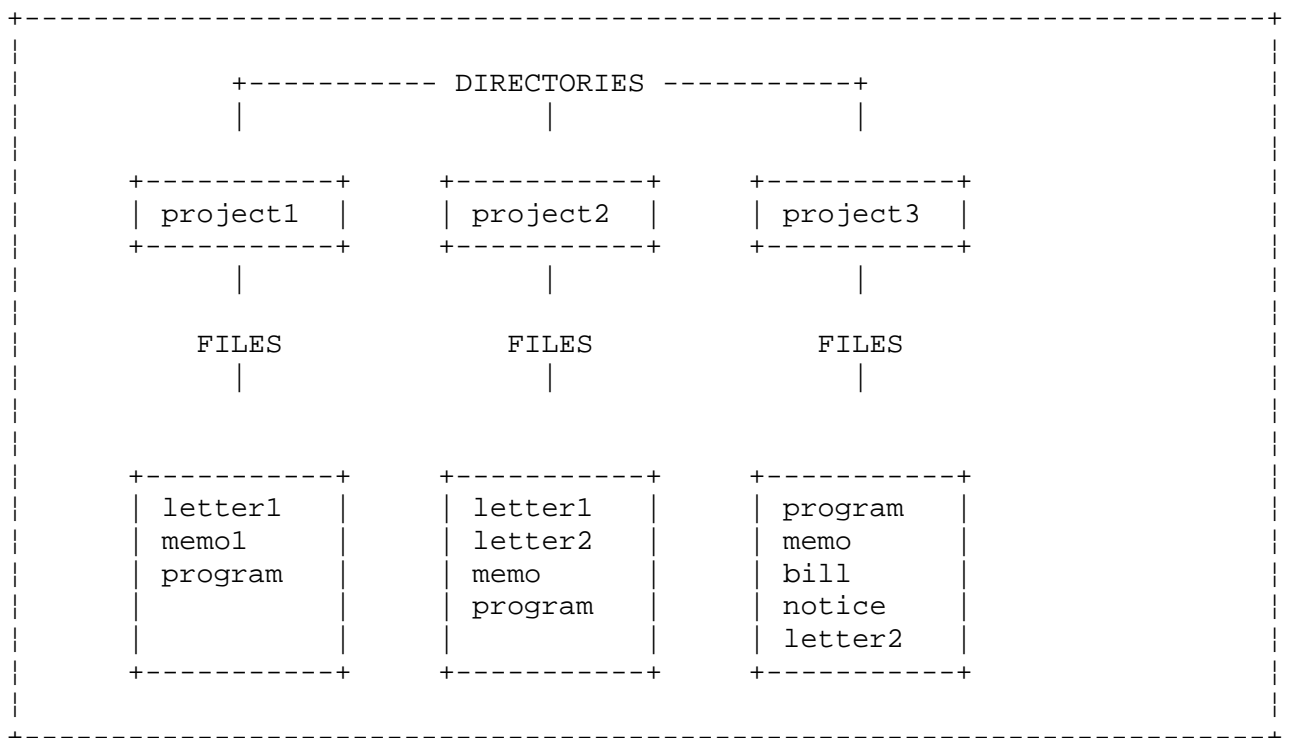
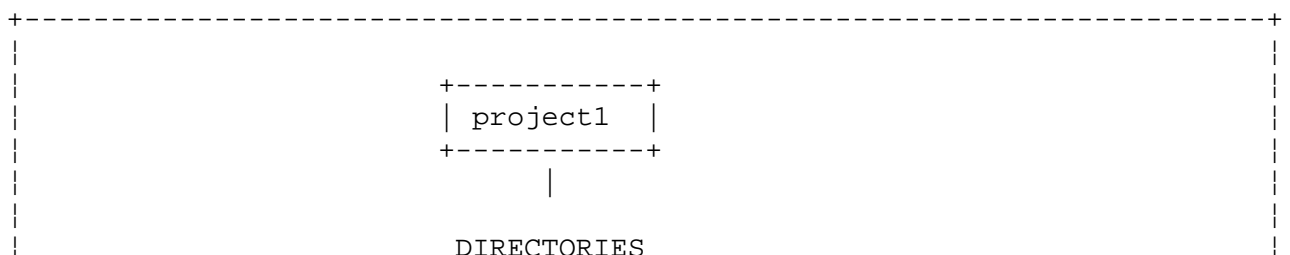


Figure 3-2. Sample Directory

As you become more comfortable working with directories, you may want to create directories within directories. For example, imagine that you have a group of letters related to project1. You also have a group of price estimates related to project1. You could create a directory named **letters** and a directory named **prices**, both in the **project1** directory. Then, as noted in Figure 3-3, you could store letters for project1 in the **letters** directory and price estimates in the **prices** directory.



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How to Organize

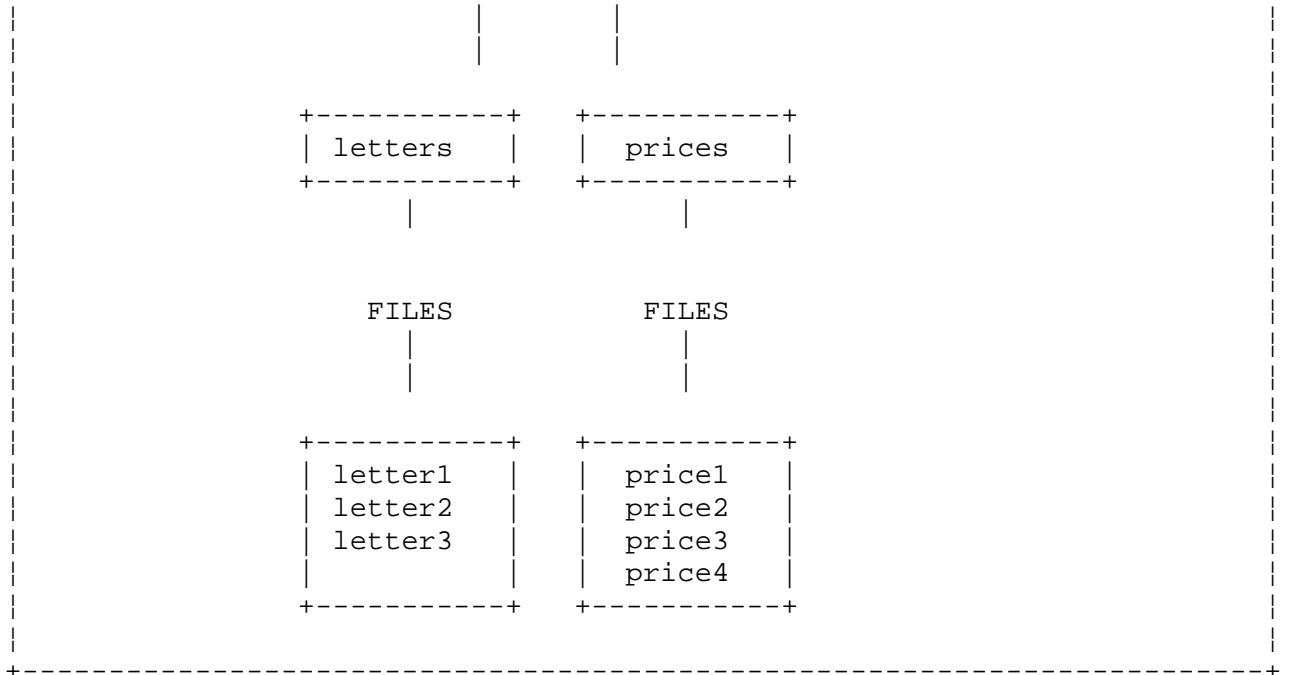


Figure 3-3. Project1 Directory

You also could create a directory named **letters** and a directory named **prices** in the **project2** and **project3** directories. If the project grows very large, you can create directories in the **letters** and **prices** directories, and so on.





## Usability Services Guide

### Creating a Directory in Your Home Directory

#### 3.7 Creating a Directory in Your Home Directory

You create a new directory in your home directory just as you created a text file before. That is, you open a FILES window, and you use the **CREATE** command to create the directory. The only difference is that you tell Usability Services that you want to create a directory instead of a text file. The steps in the following box show you how to create a directory in your home directory.

#### +--- Creating a Directory -----+

1. Log in, if necessary. Otherwise, go on to step 2.
2. Open a FILES window.
3. While your FILES window is displayed, select **CREATE** from the command bar. A pop-up asks you to select the file type.
4. From the pop-up, select **Directory**. A pop-up asks you to type in the name of the directory.
5. Type in **project1**.
6. Press **Do** to remove the pop-up.
7. Press **Do** to remove the remaining pop-up and run the command.
8. Follow the prompts on the display screen. See "More Detailed Information" for a description of the screen output. Your FILES window contains the name of the new directory. This directory is in your home directory. If the directory name is not visible, scroll the window with the cursor movement keys or the mouse to bring the name into view.

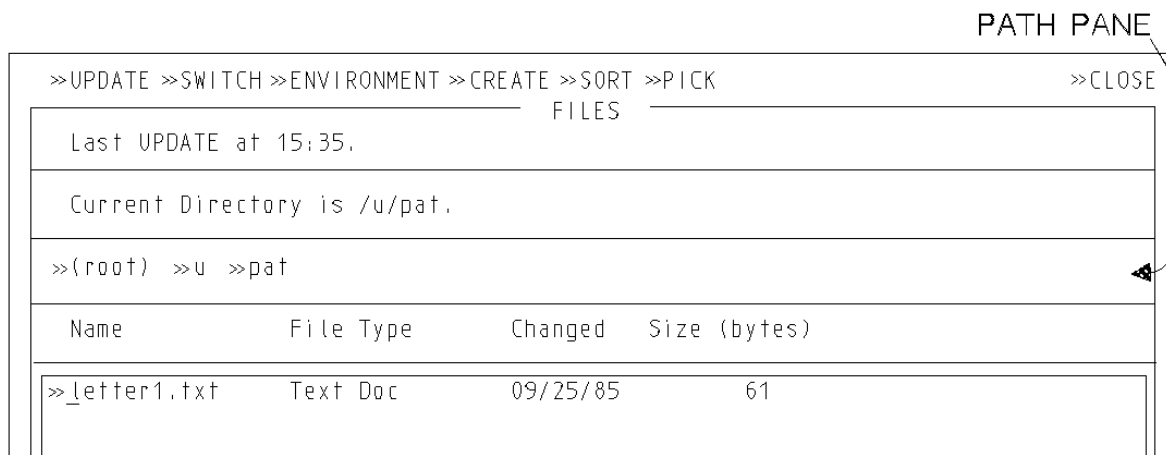
#### More Detailed Information

1. Log in to the system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.
2. Open a FILES window. When the WINDOWS window appears, the cursor is on **FILES**. To open a FILES window:
  - a. Select **FILES** from the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
  - b. Select **OPEN** from the command bar. A FILES window appears. This FILES window displays your home directory. You can tell that this FILES window is your home directory by looking at the **Path pane** in the window.



## Usability Services Guide

### Creating a Directory in Your Home Directory



This pane tells you the path from /, the root directory, to the directory you are working in, or your current directory. In this example, the path is made up of the three steps required to see the contents of your home directory. These three steps are the directories /, **u**, and your home directory name. Your home directory name is the same as your user name. In the window above, **pat** is the user name.

3. While your **FILES** window is displayed, select **CREATE** from the command bar. A pop-up asks you to select the file type.
4. From the pop-up, select **Directory**. A pop-up asks you to type in the name of the directory.
5. Type in **project1**. This is the name you want to give to the new directory.
6. Press **Do** to remove the pop-up.
7. Press **Do** to remove the remaining pop-up and run the command.
8. When you run **CREATE**, the command bar and window disappear from the screen and the following prompt appears:

```
CREATE is running, using the AIX command:
 mkdir project1
If you want to try to cancel the command,
press the Break key.
```

When the command has run, you see the following prompt:

```
CREATE completed.
To return to the FILES window, press the Enter key.
```

Press the **Enter** key. Your **FILES** window contains the name of the new directory. If other directories or files exist in your current directory, you may not be able to see the name of the newly created directory immediately. Use the cursor movement keys or the **Page Up** and **Page Down** keys or the Scroll button of the mouse to view additional entries.

If you want to change the set of directories or the order of directory names you are viewing, you can use the **PICK** or **SORT** commands. These

## Usability Services Guide

### Creating a Directory in Your Home Directory

commands are described in the chapter called "Commands" in *Usability Services Reference*.

```
>>UPDATE >>SWITCH >>ENVIRONMENT >>CREATE >>SORT >>PICK >>CLOSE
 FILES
Last UPDATE at 15:35.
Current Directory is /u/pat.
>>(root) >>u >>pat
Name File Type Changed Size (bytes)
>>letter1.txt Text Doc 09/25/85 61
>>project1 Directory 09/25/85 32
```

## Usability Services Guide

### Creating a File in a New Directory

#### 3.8 Creating a File in a New Directory

Now that you've created the **project1** directory, you can create a file in it. All you have to do is open the new directory, then create a file just as you've done before. The steps in the following box tell you how.

#### +--- Creating a File -----+

1. Open **project1**. The **project1** directory replaces your home directory in your FILES window.
2. Create a text file named **letters.txt**.
3. Follow the prompts on the display screen. For more details on the prompts that appear, see "More Detailed Information" below. If the file name is not visible, scroll the window with the cursor movement keys or the mouse to bring it into view.

#### More Detailed Information

1. Open **project1**. To do so:
  - a. Select **project1** from your FILES window. The command bar changes to show you the commands that you can use with the selected directory.
  - b. Select **OPEN** from the command bar.

The contents of the FILES window are replaced with the contents of the new directory, **project1**. This new directory is in your home directory.

You can tell that **project1** is in your home directory by looking at the Path pane in your FILES window. Your home directory name appears before the **project1** name in that pane. You know that the contents of the **project1** directory are displayed on your screen because **project1** is the last name in the Path pane.

## Usability Services Guide

### Creating a File in a New Directory

|                                                  |           |         |              |        |
|--------------------------------------------------|-----------|---------|--------------|--------|
| »UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK |           |         |              | »CLOSE |
| FILES                                            |           |         |              |        |
| Last UPDATE at 15:35.                            |           |         |              |        |
| Current Directory is /u/pat/project1.            |           |         |              |        |
| »(root) »u »pat »project1                        |           |         |              |        |
| Name                                             | File Type | Changed | Size (bytes) |        |
|                                                  |           |         |              |        |

2. Create a text file named **letters.txt**. To create this file:
  - a. Select **CREATE** from the command bar. A pop-up asks you to select the file type.
  - b. From the pop-up, select **Text Doc**. A pop-up asks you to type in the name of the file.
  - c. Type in **letters**. This is the name you want to give to the new file. (The suffix **.txt** is added by the system).
  - d. Press **Do** to remove the pop-up.
  - e. Press **Do** to remove the remaining pop-up and run the command.
3. When you run **CREATE**, the command bar and window disappear from the screen and the following prompt appears:

```
CREATE is running, using the AIX command:
touch letters.txt
If you want to try to cancel the command,
press the Break key.
```

When the command has run, you see the following prompt:

```
CREATE completed.
To return to the FILES window, press the Enter key.
```

Press the **Enter** key. If the file name is not visible, scroll the window with the down cursor key or the Scroll button of the mouse to bring it into view.

**Usability Services Guide**  
Creating a File in a New Directory

| »UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK |           |          |              | »CLOSE |
|--------------------------------------------------|-----------|----------|--------------|--------|
| FILES                                            |           |          |              |        |
| Last UPDATE at 15:35.                            |           |          |              |        |
| Current Directory is /u/pat/project1.            |           |          |              |        |
| »(root) »u »pat »project1                        |           |          |              |        |
| Name                                             | File Type | Changed  | Size (bytes) |        |
| »letters.txt                                     | Text Doc  | 09/25/85 | 0            |        |

## Usability Services Guide

### Redisplaying Your Home Directory

#### 3.9 Redisplaying Your Home Directory

Once you've displayed a directory in your home directory, you might want to return to your home directory to do more work. You can return to your home directory by using the Path pane. Remember that this pane tells Usability Services the path from /, the root directory, to the directory that is displayed. This path, from / to **project1**, is the **full path name** of **project1**. A full path name includes all of the directories from the **root** directory to the directory that is displayed.

| »UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK |           |          |              | »CLOSE |
|--------------------------------------------------|-----------|----------|--------------|--------|
| FILES                                            |           |          |              |        |
| Last UPDATE at 15:35.                            |           |          |              |        |
| Current Directory is /u/pat/project1.            |           |          |              |        |
| »(root) »u »pat »project1                        |           |          |              |        |
| Name                                             | File Type | Changed  | Size (bytes) |        |
| »Letters.txt                                     | Text Doc  | 09/25/85 | 0            |        |

**Note:** The Path pane can display up to ten levels of directories. If there are more than ten directory levels between / and your current directory, all of the directory names will not appear in the Path pane.

The steps in the following box show you how to redisplay your home directory from the **project1** directory.

- ```
+--- Redisplaying Your Home Directory -----+
|
| 1. Move the cursor to the Path pane.
|
| 2. Place the cursor on the name of your home directory and press the
|    Select key. Then select OPEN from the command bar. Your home
|    directory replaces the project1 directory in your FILES window.
|
+-----+
```

More Detailed Information

1. Move the cursor to the Path pane. To move the cursor to this pane, press the **Next Pane** key until the Path pane is active or until the cursor appears in the Path pane.
2. Place the cursor on the name of your home directory. This name is the same as your user name. In the following window, the user name is **pat**.

Usability Services Guide

Redisplaying Your Home Directory

»UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK				CLOSE
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat/project1.				
»(root) »u »pat »project1				
Name	File Type	Changed	Size (bytes)	
»letters.txt	Text Doc	09/25/85	0	

Press the **Select** key. This key selects your home directory. The command bar changes to show the commands that you can use with the selected directory.

Then move the cursor to **OPEN** in the command bar and press the **Select** key. The contents of your home directory replace the **project1** directory in your FILES window.

»UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK				»CLOSE
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat.				
»(root) »u »pat				
Name	File Type	Changed	Size (bytes)	
»letter1.txt	Text Doc	09/25/85	61	
»project1	Directory	09/25/85	32	

In the next section, you will learn how to change directories from the FILES window.

Usability Services Guide

Changing Current Directories

3.10 Changing Current Directories

A FILES window always displays the **current directory**. A current directory is the one in which you are presently working. It can be either your home directory or any other directory in the system. Usability Services assumes that you want to work in the current directory unless you specify otherwise. To change the directory that is current, use the **SWITCH** command or use the **OPEN** command to open another directory.

The steps in the following box tell you how to switch from your current directory to the **project1** directory.

+--- Switching Directories -----+

1. While a FILES window is displayed, select **SWITCH** from the command bar. A pop-up appears that shows you the name of your current directory. Your current directory is also your home directory at this time.
2. Beside **New Current Directory** in the pop-up, type in **project1**.
3. Press the **Do** key to remove the pop-up and run the command. The **project1** directory appears in the FILES window.

More Detailed Information

1. While a FILES window is displayed, select **SWITCH** from the command bar. A pop-up shows you the name of the current directory. This is the directory you are currently working in. This directory also happens to be your home directory.

Current Directory	/u/pat.....	>>Quit
New Current Directory	>>_u/pat.....	>>Do

2. Beside **New Current Directory** in the pop-up, type in **project1**. This is the name of the directory that you want to become the *new current directory*. The new current directory is the directory you want to work in. By default, the new current directory is set as your home directory.

Current Directory	/u/pat.....	>>Quit
New Current Directory	>>project1_.....	>>Do

3. Press the **Do** key to remove the pop-up and run the command.

The **project1** directory appears in your FILES window.

Usability Services Guide

Changing Current Directories

```
>>UPDATE >>SWITCH >>ENVIRONMENT >>CREATE >>SORT >>PICK >>CLOSE
                                FILES
Last UPDATE at 15:35.
Current Directory is /u/pat/project1.
>>(root) >>u >>pat >>project1
Name           File Type      Changed      Size (bytes)
>>letters.txt  Text Doc      09/25/85     0
```

Usability Services Guide

Moving a File

3.11 Moving a File

As you create new directories, you may want to move existing files into them. The steps in the following box tell you how to move a file from your home directory to the **project1** directory.

+--- Moving a File -----+

1. From the open FILES window, redisplay your home directory by selecting it in the Path pane.
2. From your home directory, select **letter1.txt**. Then select **TOOLS** from the command bar. A pop-up appears.
3. From the pop-up, select **MOVE**. Another pop-up appears.
4. Type in **project1** beside **To File or Directory**.
5. Press **Do** twice, to remove each pop-up and run the command.
6. Follow the prompts on the display screen. See "More Detailed Information" below for details.
7. Open the **project1** directory. The file **letter1.txt** appears there.

More Detailed Information

1. Redisplay your home directory by selecting it in the Path pane. To do this:
 - a. To move the cursor to the Path pane, press the **Next Pane** key until the pane is reached.
 - b. Place the cursor on the name of your home directory and press the **Select** key. The command bar changes to show you the commands that you can use with the selected directory.
 - c. Move to the command bar and press the **Select** key to select **OPEN**. Your home directory appears.
2. From your home directory, select **letter1.txt**. This is the file you are going to move. Then select **TOOLS** from the command bar. A pop-up appears that contains a list of commands.
3. From the pop-up, select **MOVE**. Another pop-up appears.
4. In the pop-up, type in **project1** beside **To File or Directory**. This is the name of the directory to which you want to move **letter1.txt**.
5. Press **Do** twice to remove each pop-up and run the command.
6. When you run **MOVE**, the command bar and window disappear from the screen, and the following prompt appears:

MOVE is running, using the AIX command:

```
move letter1.txt project1
```

If you want to try to cancel the command, press the Break key.

Usability Services Guide

Moving a File

When the command has run, you see the following prompt:

MOVE completed.

To return to the FILES window, press the Enter key.

Press the **Enter** key. The file **letter1.txt** no longer exists in your home directory.

7. Open the **project1** directory. To do so:
 - a. Select **project1**.
 - b. Select **OPEN**.

The file **letter1.txt** appears as a file in this window and no longer exists in your home directory.

»UPDATE »SWITCH »ENVIRONMENT »CREATE »SORT »PICK				»CLOSE
FILES				
Last UPDATE at 15:35.				
Current Directory is /u/pat/project1.				
»(root) »u »pat »project1				
Name	File Type	Changed	Size (bytes)	
»letters.txt	Text Doc	09/25/85	0	
»letter1.txt	Text Doc	09/25/85	61	

Usability Services Guide

Working in Other Directories

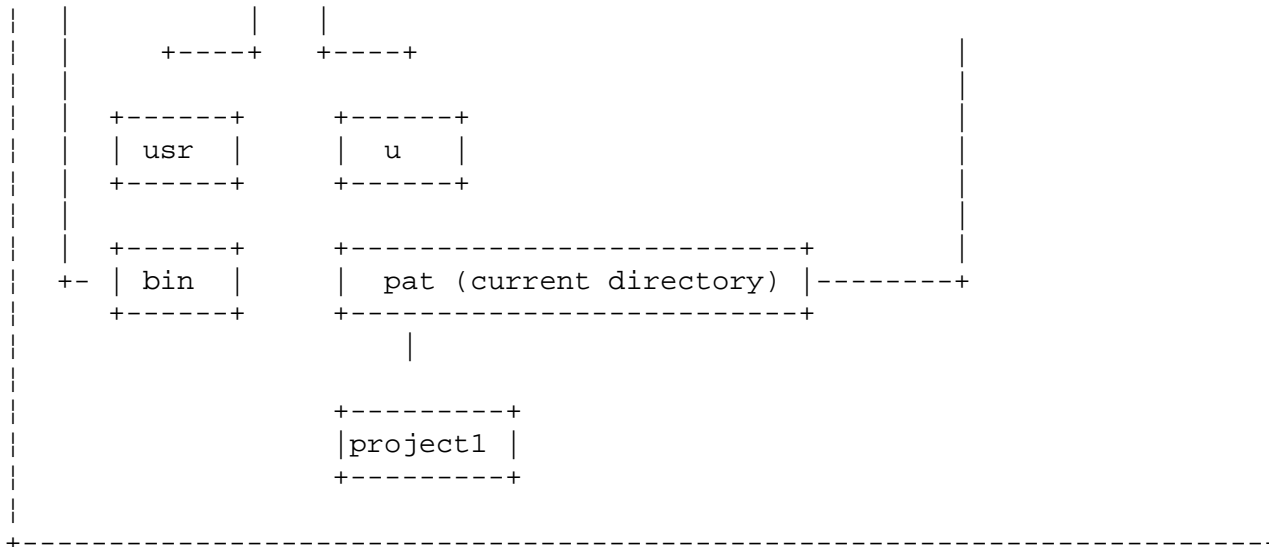


Figure 3-7. Using Full Path Names

If you type in only **bin**, a relative path name, Usability Services looks for a directory named **bin** in your current directory.

Another way of specifying a path name is with the AIX convention "." and ".." (called *dot* and *dot-dot*). Specifying a file name as **./memo** indicates that the file is in the current directory. If you specify a file name as **../memo**, you are indicating that the file is contained in the parent directory (the directory that contains the current directory.) Similarly, if you need to specify a directory for the output of a command, type in **.** in the output field to place the output file in the current directory; type in **..** to place the output file in the parent directory.

Usability Services Guide

Protection and Ownership of Your Files and Directories

3.13 Protection and Ownership of Your Files and Directories

For file types that are shipped with the system, the values of ownership and protection assigned to a particular file type are already set. You can view these values for all the files and directories that have a particular file type by using the **FILETYPES** command. This command also enables you to assign values of protection and ownership to new file types that you add to the system, as well as set new values of protection and ownership for new files with existing file types. To set these values for a particular file, use the **DESCRIBE** command. Both of these commands are discussed in detail in *Usability Services Reference*.

There are two practical reasons for protecting files and directories:

Files and directories may contain information that should not be available to everyone who uses your system.

Not everyone who has access to files and directories should have the power to change them.

One way of protecting files is to limit the access of these files to certain users. Each user of the system can be assigned to one or more groups. Each group shares certain protection privileges. For example, users may be placed in the same group because they work on the same project and need access to a common set of files. Belonging to a group increases or restricts the privileges of the users assigned to them.

The user name **su** belongs to the most privileged user of the system (sometimes called the **superuser**). A person with superuser authority has unlimited privileges and none of the protection checks of the normal user. Refer to *Managing the AIX PS/2 Operating System* for a complete description of the duties and privileges of this user.

You can protect a file or directory by setting its **access permissions**. Access permissions are codes that determine how the file can be used by other system users (except for the superuser, who has unlimited access.)

Three classes of access permissions are available:

Owner: The owner of a selected file or directory. Generally, the owner of a file or directory is the user who created it. The owner usually has full privileges for the files he creates.

Group: The group of users who need to use a selected file or directory. The members of a group may have special access permissions for the files associated with their jobs.

Public: All users other than those in a group. The public may or may not need access to a selected file or directory.

Several levels of protection are available to you to protect your files and directories. These levels of protection are:

Read (Files and Directories): With read access, a user may view the contents of the selected file or directory, but may not change the contents.

Write (Files and Directories)

Usability Services Guide
Protection and Ownership of Your Files and Directories

- A user may change the contents of the selected file, but may not see the contents of the file unless Read access is also assigned.
- A user may change the contents of the selected directory, by creating files or deleting files, if Search access is also assigned.

Run (File): A user may use the name of the selected file as command.

Search (Directory): A user may access the selected directory as his own current directory. A user may not display the contents of the directory unless Read is also assigned.

Usability Services Guide

Chapter 4. Using Commands in the TOOLS Window

4.0 Chapter 4. Using Commands in the TOOLS Window

Subtopics

4.1 CONTENTS

4.2 About This Chapter

4.3 Working in Tools Groups

4.4 What is Customization?

4.5 Changing Your Password

4.6 What is File Handling?

4.7 Finding Text Within Files

Usability Services Guide
CONTENTS

4.1 CONTENTS

Usability Services Guide

About This Chapter

4.2 About This Chapter

This chapter discusses the types of tasks that can be done through the TOOLS window.

In AIX PS/2 systems that have more than one user, all users may not have the authority to do tasks that might affect other users. If you do not have superuser (user name **su**) authority, you may not be able to do all of the tasks mentioned in this chapter.

Usability Services Guide

Working in Tools Groups

4.3 Working in Tools Groups

In the previous chapters, you used commands such as **COPY**, **PRINT**, **DELETE**, and **MOVE** by accessing the TOOLS pop-up in the FILES window. In addition to these commands, there are several classes of commands, called Tools Groups, that are available through the TOOLS window.

»SWITCH »ENVIRONMENT		TOOLS	»CLOSE
		TOOLS GROUPS	
»APPLICATIONS	Run programs for specific jobs.		
»FILE HANDLING	Work with individual files.		
»STATUS	Show or change system status.		
»FILE SYSTEM HANDLING	Work with disks, diskettes, or tape.		
»PROGRAM DEVELOPMENT	Compile and test programs.		
»COMMUNICATIONS	Define and control communication activities.		
»CUSTOMIZATION	Work with user, group, and device descriptions.		
»PROBLEM INVESTIGATION	Diagnose hardware and software problems.		

Each Tools Group contains a list of commands that perform related tasks. The Tools Groups provided in Usability Services and the kinds of tasks included in each group are discussed below:

The Applications Tools Group enables you to work with the Explorin Usability Services online tutorial and with any licensed program or application program that is installed in this Tools Group.

The File Handling Tools Group contains some of the commands that you can access through the TOOLS pop-up of the FILES window, in addition to commands such as **BACKUP** and **RESTORE**, which allow you to copy file systems to and from diskettes, tapes, and fixed disk minidisks. This Tools Group also contains commands such as **FIND**, which allows you to search the file system for files or directories that match the name you specify, and **FINDTEXT**, which helps you locate in a particular file the word, phrase, or symbol that you specify.

The Status Tools Group enables you to check on or change the status of various system functions, such as the amount of space used by your file systems, the order of documents waiting to be printed, and the system date and time.

The File System Handling Tools Group contains tools that work on entire file systems, such as **MOUNT** and **UNMOUNT**. These commands allow you to access file systems that are stored on diskettes or minidisks.

If you write your own programs, the Program Development Tools Group allows you to debug, optimize, and compile programs written in C or another programming language that you have installed as a licensed program. Some of these commands are also found in the Tools pop-up of the FILES window.

The Communications Tools Group contains commands that define and control communication activities, if you have installed communications software and hardware on the PS/2 system (and if you have added the

Usability Services Guide

Working in Tools Groups

commands to the Communications Tools Group. See Appendix A in *Usability Services Reference* for instructions on adding commands to a Tools Group). This Tools Group contains no commands when Usability Services is originally installed.

The Customization Tools Group contains commands that enable you to tailor the PS/2 system to your needs, including: adding and deleting devices such as printers and disk drives, altering the set of file types shipped with the system, and installing and updating licensed programs.

The Problem Investigation Tools Group includes those commands that help diagnose software and hardware problems. Commands such as **STARTTRACE** and **STOPTRACE** enable you to keep a record of system activities so that you can detect processing errors.

Each of the commands that are included in the various Tools Groups are discussed in detail in the chapter called "Commands" in *Usability Services Reference*. The *Usability Services Quick Reference Chart*, which is included in the *Usability Services Reference* binder, provides an illustration of the organization of commands into windows and Tools Groups, as well as a short description of the function of each command.

To familiarize you with working with the TOOLS window, the following section of this chapter discusses some of the commands available in that window. This discussion gives special attention to two commands you are likely to use: the **PASSWORD** command, which is part of the Customization Tools Group, and the **FINDTEXT** command, which appears in the File Handling Tools Group.

Usability Services Guide

What is Customization?

4.4 What is Customization?

When you customize your system, you change details about it to fit your particular needs. You or the person who installed your AIX system customized it by adding your user name to it (with the **USERS** command), by adding devices such as a printer (with the **DEVICES** command), and by setting up the storage space for you to use when creating and working with files (with the **MINIDISKS** command). These commands are included in a set of commands called the Customization Tools Group. In addition, that person may have created new file types and assigned editors to different types of files (with the **FILETYPES** command).

You may be able to use certain Customization Tools only if you have the access, or authority, to do so. If your system has other users, you may not be able to display and change status information that could affect other users. However, one task that you should have access to do is to change your own password. The following section shows you how to do this.

All of the commands in the Customization Tools Group are discussed in *Usability Services Reference*. Refer to that publication for more information after you finish this guide.

Usability Services Guide

Changing Your Password

4.5 Changing Your Password

If you have a password, you should change it regularly. The purpose of a password is to protect your files from someone who should not see or work with them. If you change your password regularly, you lessen the chances of someone learning it and using it without your permission.

The steps in the following box tell you how to change your password.

- +--- **Changing Your Password** -----+
1. Log in, if necessary. Otherwise, go on to step 2.
 2. Display a TOOLS window.
 3. From the Tools Groups list, select **CUSTOMIZATION**. Then select **OPEN** from the command bar.
 4. From the Customization Tools list, select **PASSWORD**. Then select **RUN** from the command bar. A pop-up displays your user name.
 5. Press the **Do** key to remove the pop-up and enter your user name.
 6. Follow the prompts on the display screen. See "More Detailed Information" below for more details on completing this command.
 7. From the command bar, select **RETURN**. The Tools Groups list appears.
- +

More Detailed Information

1. Log in to your Usability Services system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.
2. To display a TOOLS window:

If the window is already open, press the **Next Window** key until the window appears.

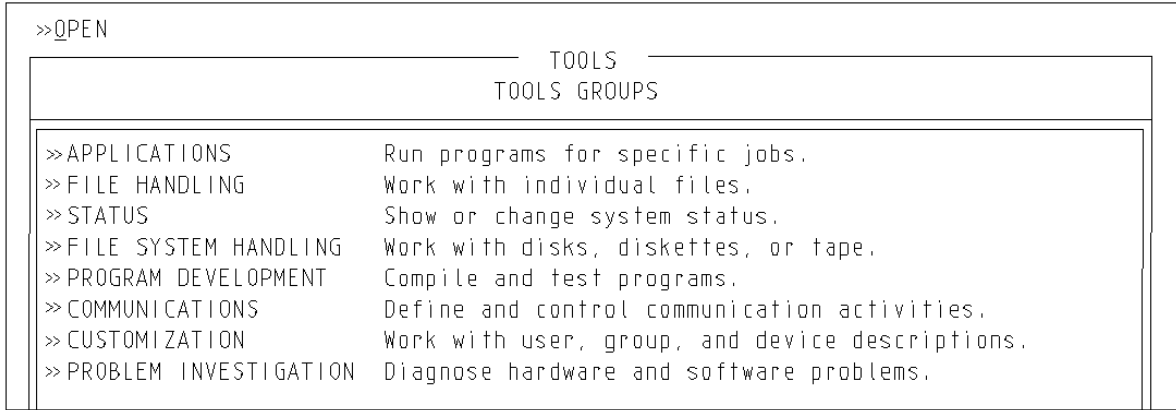
or

Open a window:

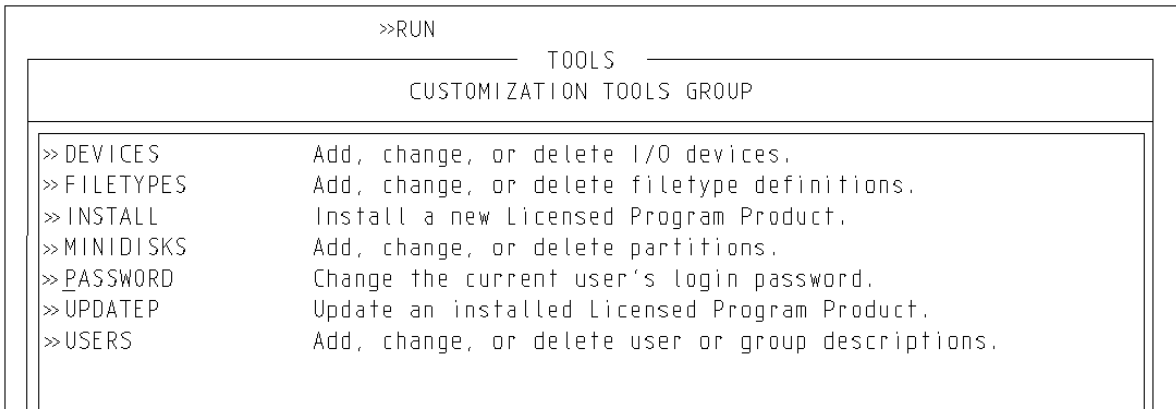
 - a. Select **TOOLS** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
 - b. Select **OPEN** from the command bar. A TOOLS window appears on the screen.

Usability Services Guide

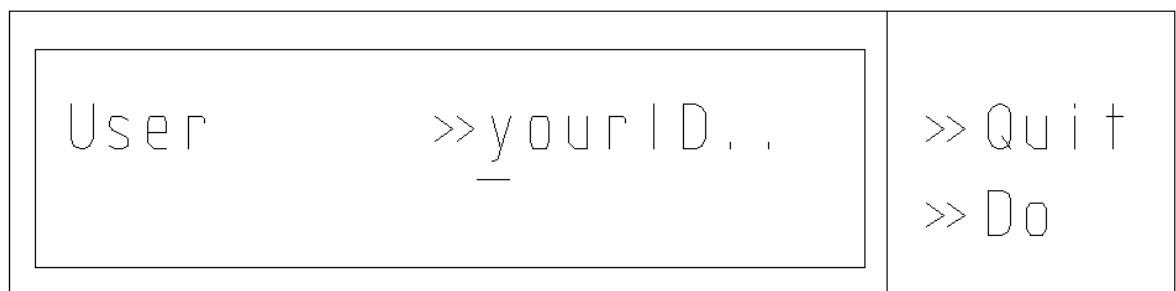
Changing Your Password



3. From the TOOLS window, select **CUSTOMIZATION**. The command bar changes. Then select **OPEN** from the command bar. The Customization Tools Group appears.



4. From the Customization Tools Group, select **PASSWORD**. The command bar changes. Then select **RUN** from the command bar. A pop-up displays your user name.



5. Press **Do** to remove the pop-up and run the command, using the values you have specified.
6. When you run **PASSWORD**, the command bar and window will disappear from the screen and the following prompt will appear:

```
PASSWORD is running, using the AIX command:
passwd yourID
```

Usability Services Guide

Changing Your Password

If you want to try to cancel the command,
press the Break key.

You are prompted for your old password and your new password, then
your new password again to confirm the change. When the command has
run you will see the following prompt:

PASSWORD completed.

To return to the TOOLS window, press the Enter key.

7. From the command bar, select **RETURN**. The Tools Group list appears.

Usability Services Guide

What is File Handling?

4.6 What is File Handling?

The commands available in the File Handling Tools Group enable you to perform various tasks involving files and file systems. These tasks include comparing the contents of one file with the contents of another file to determine if they contain the same data (the **COMPARE** command.) This command is useful for determining whether a file has been modified. The **RENAME** command allows you to specify a new name for a file or directory. The **COMBINE** command enables you to add the contents of one file to the end of another file.

One of the tools available in the File Handling Tools Group that you may find useful is the **FINDTEXT** command. The next section contains an example task you can perform with the **FINDTEXT** command.

Usability Services Guide

Finding Text Within Files

4.7 Finding Text Within Files

FINDTEXT searches one or more files for a specific word or phrase. After the search, the system can:

Show you the names of the files that contain the word or phras

Show you the lines containing the word or phras

Tell you the number of lines that contain matches

The system can send the results to the display screen, to the printer, or to a file of your choice.

This exercise shows you how to search the file **letter1.txt** for each occurrence of the word "files." The lines that contain the word will display on the screen.

+--- Finding Text -----+

1. Log in, if necessary. Otherwise, go on to step 2.
2. Display a TOOLS window.
3. Select **FILE HANDLING**. Then select **OPEN**.
4. Select **FINDTEXT**. Then select **RUN**.
5. Type in **files** beside **Text Matching**, type in the file name **letter1.txt** beside **In Files**, and leave the defaults for **Report (Lines Containing Matches)** and **Direct Output To (Screen)** unchanged. Press **Do** to remove the pop-up and run the command.
6. Follow the prompts on the display screen.
7. From the command bar, select **RETURN**. The Tools Groups list appears.

More Detailed Information

1. Log in to your Usability Services system, if necessary. Refer to "Logging In" in topic1.6 if you need to see the steps for logging in. Otherwise, go to step 2.

2. To display a TOOLS window:

If the window is already open, press the **Next Window** key until the window appears.

or

Open a window:

- a. Select **TOOLS** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
- b. Select **OPEN** from the command bar. A TOOLS window appears on

Usability Services Guide

Finding Text Within Files

the screen.

3. From the TOOLS window:
 - a. Select **FILE HANDLING**. The command bar changes.
 - b. Select **OPEN** from the command bar. The File Handling Tools Group appears.
4. From the File Handling Tools Group:
 - a. Select **FINDTEXT**. The command bar changes.
 - b. Select **RUN** from the command bar. A pop-up appears that contains the choice for **FINDTEXT**.
5. Make the choices and press **Do** in the pop-up. Pressing **Do** in the pop-up runs the command with your choices. Pressing **Quit** cancels the pop-up without saving your choices. The pop-up for the **FINDTEXT** command gives you the following choices:

Text Matching is the pattern or list of characters you want to find. You can type in only one word, but you can use certain pattern-matching characters to stand for parts of words. The pattern-matching characters that can be used in this command are discussed in the **ed** and **grep** command descriptions in *AIX Operating System Commands Reference*. In this example, you search for all instances of the word "files" by typing in **files**.

In Files are the names of the files in which you want to find the word or phrase. For the purposes of this example, type in **letter1.txt**. You can also type in multiple names in this field by separating each name with a space or by using the pattern-matching characters. See "Working With Groups of Files" in topic 2.11 for more details on pattern-matching characters.

Report lets you decide what you want the system to report. You can request only one of the following three items in a single search:

- The names of the files containing matches
- The actual lines containing matches
- The number of lines containing matches.

The default value is **Lines Containing Matches** (which is the value we want for this example), so no change is required.

Direct Output To lets you decide whether you want the results displayed, printed, or stored in a file. The default value is **Screen** (which is our desired value for this example), so no change is required.

6. Follow the prompts on the display screen. When you run **FINDTEXT**, the command bar and window will disappear from the screen and the following prompt will appear:

```
FINDTEXT is running, using the AIX command:  
sh -c "exec grep 'files' letter1.txt"
```

Usability Services Guide

Finding Text Within Files

If you want to try to cancel the command,
press the Break key.

The output of the command appears on the screen:

many files that you

When the command has run you will see the following prompt:

FINDTEXT completed.

To return to the TOOLS window, press the Enter key.

7. Press the **Enter** key. The TOOLS window appears. From the command bar, select **RETURN**. The Tools Groups list appears.

Usability Services Guide

Chapter 5. Using Installed Application Programs

5.0 Chapter 5. Using Installed Application Programs

Subtopics

5.1 CONTENTS

5.2 About This Chapter

5.3 Starting an Application Program

5.4 Ending an Application Program

5.5 Using an Application Program from the AIX Window

5.6 Using an Application Program from the APPLICATIONS Window

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CONTENTS

5.1 CONTENTS

Usability Services Guide

About This Chapter

5.2 About This Chapter

This chapter discusses how to start and end installed application programs with Usability Services. **Application programs** are programs that let you do a particular job. Examples of application programs are programs that let you edit files, create and track schedules, maintain accounting information, and so on.

Usability Services Guide

Starting an Application Program

5.3 Starting an Application Program

To use an application program, you have to start it. The specific steps for starting each application program from Usability Services vary. Refer to the guide that came with your application program to learn about the exact steps. While the specific steps vary, there are some general guidelines for starting application programs from Usability Services.

In Chapter 2, "Creating and Working with Files," you learned that the **OPEN** command started your editor. If your editor wasn't **ed**, it was an application program. **OPEN**, then, is one way to start an editing application program.

A second way to start an application program is to type in its name in an AIX or DOS window. You can also start an application from the AIX command pop-up of an APPLICATIONS, FILES, or TOOLS window (see "Entering and Repeating AIX and DOS Commands" in topic 6.5 for more details on the AIX command pop-up.) Your application program guide should tell you what name to type in to start the program. This name must be a single word. As an example, if you had an editor named **texted** installed in AIX, you would type in **texted** into an AIX window. When you press the **Enter** key, the editor display appears on your screen.

The third way to start an application program is from the Applications Tools Group of a TOOLS window or from an APPLICATIONS window. When your application program was installed, the name of the application program may have been added to the list in one of these windows. With some application programs, the addition of the program name to the list is done for you by the application program. If the application program doesn't add the program name to the list, you or the person responsible for installing the program can do so. The information necessary to add the name to the list is in Appendix A of *Usability Services Reference*.

Usability Services Guide

Ending an Application Program

5.4 *Ending an Application Program*

Just as the steps for starting an application program vary, so do the steps for ending one. Once again, the guide for your application program should tell you the steps for ending that program. One general guideline that you should remember is that you must end the application program before you close the window from which you started that program. For example, when you started the editor by opening a FILES window, you also closed that editor before you could view or close the FILES window. If you start an application program from the AIX window or from the AIX command pop-up of an APPLICATIONS, FILES, or TOOLS window, you must end that program before you close the AIX, APPLICATIONS, FILES, or TOOLS window. Likewise, if you start an application program from the Applications Tools Group of the TOOLS window, you must end that program before you close the TOOLS window.

If you have a system that allows you to open multiple windows, you can keep multiple windows open and multiple activities running during a session. However, before you log off, you must close each window (except for the WINDOWS and CONSOLE windows). If you are running applications, it is important first to end the application and then to close the window from which you started the application.

You've already learned to start and end the **ed** editor using the **OPEN** command. The following sections tell you the steps for starting an application program from the AIX window and from the APPLICATIONS window.

Usability Services Guide

Using an Application Program from the AIX Window

5.5 Using an Application Program from the AIX Window

If your application program guide tells you to type in the program name to start the program, you'll need to use an AIX window or AIX command pop-up to do so. You can do the steps below only if you have an application program installed on your system.

To close the AIX window, press the **Close AIX Window** key sequence (see *Usability Services Keyboard Reference Charts* for the proper key sequence on your keyboard.)

- ```
+--- Using an Application Program -----+
|
| 1. Log in, if necessary. Otherwise, go on to step 2.
|
| 2. Open an AIX window. A prompt appears, either the symbol # or one
| you have defined.
|
| 3. Type in the name for your application program.
|
| 4. Press the Enter key. The application display appears on your
| screen.
|
| 5. When you are ready, end the application program.
|
+-----+
```

#### More Detailed Information

1. Log in to your Usability Services system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.
2. Open an AIX window. To open it:
  - a. Select **AIX** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
  - b. Select **OPEN** from the command bar.

The AIX window appears with either the prompt **#** or one you have defined.

3. Type in the name for your application program. The guide for your application program should tell you this name.
4. Press the **Enter** key to enter the command. The application display appears on your screen.
5. When you are ready, end the application program. The guide for your application program should tell you how.

## Usability Services Guide

### Using an Application Program from the APPLICATIONS Window

#### 5.6 Using an Application Program from the APPLICATIONS Window

The names of some application programs appear in the APPLICATIONS window. The steps in the following box tell you how to use such an application.

- +--- **Using an Application Program** -----+  
|  
| 1. Log in, if necessary. Otherwise, go on to step 2.  
|  
| 2. Display an APPLICATIONS window.  
|  
| 3. From the APPLICATIONS window, select the name of your application  
| program. Then select **RUN**. The application display appears on  
| your screen.  
|  
| 4. When you are ready to leave the application program, end it. The  
| guide for your application program should tell you how. The  
| APPLICATIONS window reappears.  
|  
+-----+

#### More Detailed Information

1. Log in to your Usability Services system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.
2. Display an APPLICATIONS window. To do so:  
  
    If the window is already open, press the **Next Window** key until the window appears.  
  
    or  
  
    Open a window:
  - a. Select **APPLICATIONS** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
  - b. Select **OPEN** from the command bar. An APPLICATIONS window appears on the screen.
3. From the APPLICATIONS window, select the name of your application program. The command bar changes. Select **RUN** from the command bar. The application display appears on the screen.
4. When you are ready to leave the application, end it according to the instructions in your application program guide. The APPLICATIONS window reappears.

**Usability Services Guide**  
**Chapter 6. Entering AIX and DOS Commands**

*6.0 Chapter 6. Entering AIX and DOS Commands*

Subtopics

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6.2 About This Chapter

6.3 Entering Commands in the AIX Window

6.4 Entering Commands in the DOS Window

6.5 Entering and Repeating AIX and DOS Commands

**Usability Services Guide**  
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*6.1 CONTENTS*

## **Usability Services Guide**

### **About This Chapter**

#### *6.2 About This Chapter*

This chapter tells you how to enter AIX and DOS commands through Usability Services. You need to work through this chapter only if you intend to use AIX or DOS commands in addition to the Usability Services commands.

## Usability Services Guide

### Entering Commands in the AIX Window

#### 6.3 Entering Commands in the AIX Window

With Usability Services, you can do many tasks without having to remember how to type in commands. But if you are used to using AIX, you may need to use a command that you can't select from the command bar or from a command list. In this case, you can open an AIX window and enter AIX commands. When typing a file name in an AIX window, you must always include the suffix in the file name (for example, **letter1.txt**.)

The steps in the following box show you how to open an AIX window and enter the AIX **li** command, which lists all the files in the current directory, and **cd**, which changes from the current directory to a new current directory. If you need to learn to use other AIX commands, see *Using the AIX PS/2 Operating System*.

To close the AIX window, use the **Close AIX Window** key sequence. See *Usability Services Keyboard Reference Charts* for the proper key sequence on your keyboard.

- +--- **Entering the li and cd Commands** -----+
1. Log in, if necessary.
  2. Display an AIX window.
  3. Type in **li** and press **Enter**. A list of the files in your current directory appears.
  4. Type in **cd** followed by a full or relative path name of a directory. Press **Enter**. When the command completes, a new current directory is in effect for this window.
  5. Type in **li** and press **Enter**. A list of the files in your new current directory appears.
- +

#### More Detailed Information

1. Log in to your Usability Services system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.
2. Display an AIX window. To do so:
  - If the window is already open, press the **Next Window** key until the window appears.
  - or
  - Open a window:
    - a. Select **AIX** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
    - b. Select **OPEN** from the command bar. An AIX window appears.

## **Usability Services Guide**

### **Entering Commands in the AIX Window**

3. Following the prompt, type in **li** and press **Enter**. A list of the files in your current directory appears.
  
4. When the command completes, type in **cd** followed by the full or relative path name of a directory, such as your home directory. Separate each name in the path with a slash (/). Press **Enter**. When the command completes, a new current directory is in effect.
  
5. Following the prompt, type in **li** and press **Enter**. A list of the files in your new current directory appears.



## Usability Services Guide

### Entering Commands in the DOS Window

#### 6.4 Entering Commands in the DOS Window

A DOS window is available in Usability Services. Before using a DOS window, DOS 3.3 and DOS Merge must be installed.

In a DOS window, you enter DOS commands. If you are used to working with DOS, you may want to use this window to enter commands. When typing a file name in a DOS window, you must always include the suffix in the file name (for example, **letter1.txt**.)

The steps in the following box show you how to display the contents of the current directory (with the **dir** command) and to switch to a new current directory in the DOS window (with the **chdir** command.) To learn more about the DOS window and commands you can use, see *DOS Merge User's and Administrator's Guide*.

To close the DOS window, press the **Close DOS Window** key sequence (consult *Usability Services Keyboard Reference Charts* for the proper key sequence on your keyboard.)

```
+--- Entering the dir and chdir Commands -----+
|
| 1. Log in, if necessary. Otherwise, go on to step 2.
|
| 2. Display a DOS window.
|
| 3. Type in dir. Press Enter. The contents of the current directory
| appear.
|
| 4. To change the current directory, type in chdir followed by the new
| current directory path name. Separate each name in the path with
| a backslash (\). Press Enter. When the command completes, the
| new current directory is in effect.
|
| 5. Type in dir and press Enter. A list of the files in your new
| current directory appears.
|
+-----+
```

#### More Detailed Information

1. Log in to your Usability Services system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.

2. Display a DOS window. To do so:

If the window is already open, press the **Next Window** key until the window appears.

or

Open a window:

a. Select **DOS** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.

**Usability Services Guide**  
Entering Commands in the DOS Window

- b. Select **OPEN** from the command bar. A DOS window appears.

```
C> _
```

3. Type in **dir**. Press **Enter**. The contents of the current directory appear.
4. To change the current directory, type in **chdir** followed by the new current directory path name. Separate each name in the path with a backslash (\). Then press **Enter**. When the command completes, the new current directory is in effect.
5. Type in **dir**. Then press **Enter**. The contents of the new current directory appear.

## Usability Services Guide

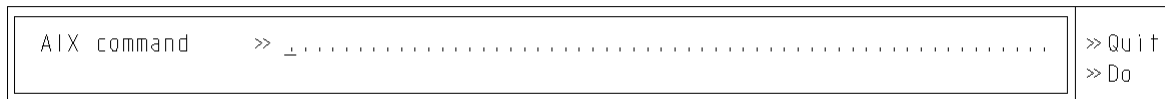
### Entering and Repeating AIX and DOS Commands

#### 6.5 Entering and Repeating AIX and DOS Commands

If you are working in an AIX window and want to type in a DOS command, type **on dos** followed by the DOS command and any required parameters. On the other hand, if you are working in a DOS window and want to type in an AIX command, type in **on aix** followed by the AIX command and any required parameters.

Initially, the prompt for the AIX window is **#** and the prompt for the DOS window is **C>**. You can change the AIX prompt, if you wish. Instructions for changing the prompt are in *Using the AIX PS/2 Operating System*.

You can enter some AIX commands without opening an AIX window. Such commands, (those that exist as programs on your hard disk), can be run through the AIX command pop-up, which is shown below:



You can also enter Usability Services commands in the AIX command pop-up. Type in any Usability Services command in all lower-case characters. For instance, if you want to run the Usability Services command **USEDSPACE** in the AIX command pop-up, type in **usedspace**.

To display the AIX command pop-up, you press the **Command** key while a FILES, TOOLS, or APPLICATIONS window is active. Then, type in the command and press the **Do** key or the **Enter** key. If you have already entered a command with this pop-up, you can redisplay the pop-up and that command by pressing the **Previous Command** key. If you want to enter this same command again, press the **Do** key or the **Enter** key.

If you want to enter again any of the last three commands you've typed in, press the **Previous Command** key until the command you want to repeat appears in the pop-up. Then, you can enter the displayed command again by pressing the **Do** key or the **Enter** key. You can use the **Previous Command** key to show the last three commands that you have entered since you turned on the power to your system and logged in (if necessary). Once you have logged off, Usability Services doesn't remember your previous command.

If you need additional information on AIX commands, refer to *Using the AIX PS/2 Operating System*. For information on DOS commands, refer to *DOS Merge User's and Administrator's Guide*.

**Usability Services Guide**  
Chapter 7. Working with Multiple Windows

*7.0 Chapter 7. Working with Multiple Windows*

Subtopics

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7.2 About This Chapter

7.3 Opening Two Files

7.4 Moving from Window to Window

7.5 Displaying a Specific Window

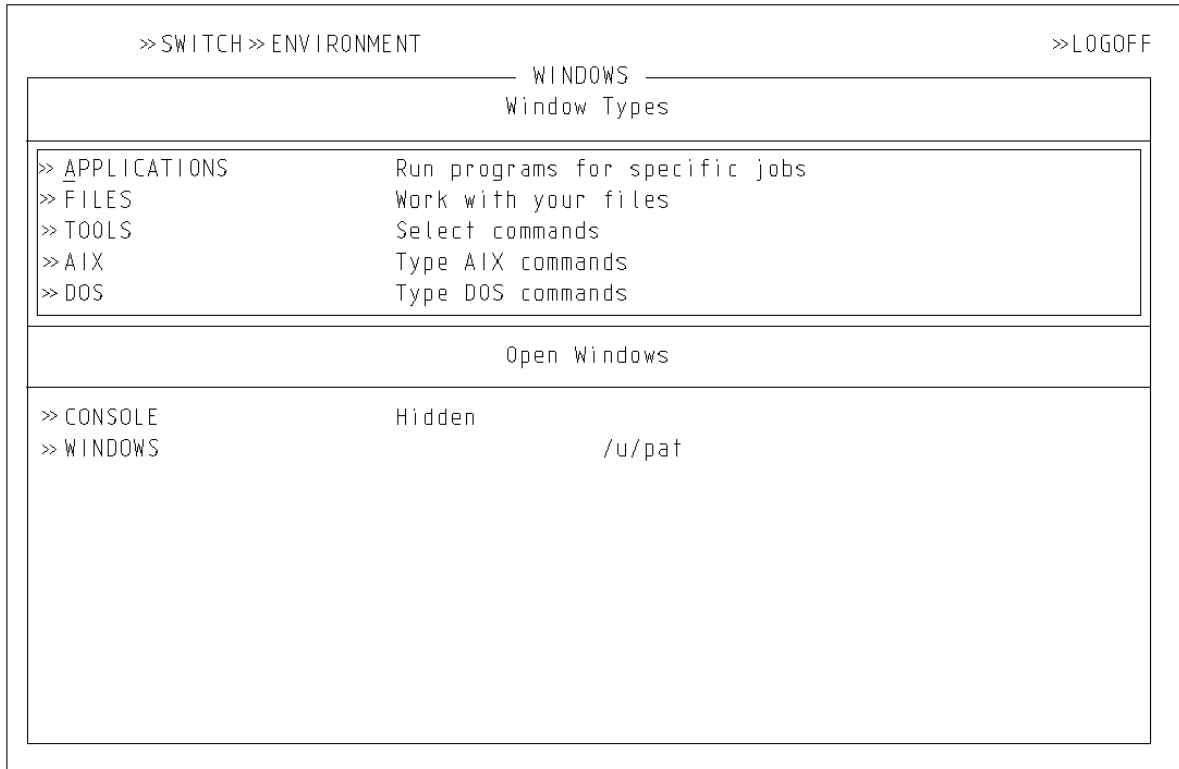
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*7.1 CONTENTS*

## Usability Services Guide About This Chapter

### 7.2 About This Chapter

You can do the tasks in this chapter only if you are working at a console. Compare the WINDOWS window shown below to the WINDOWS window on your display screen. Do the tasks in this chapter only if your WINDOWS window shows an Open Windows pane, which is shown in the following illustration.



## Usability Services Guide

### Opening Two Files

#### 7.3 Opening Two Files

If your WINDOWS window has an Open Windows pane, you can work with more than one window at a time. That means that you can work with more than one file at a time. It also means that you can open other windows, such as APPLICATIONS, TOOLS, AIX, or DOS, while you have FILES windows open. You can open multiple APPLICATIONS, FILES, TOOLS, AIX, and DOS windows at the same time.

For now, you should learn to use two FILES windows at the same time. As you become more comfortable working with two windows, you can try working with more windows. If you open a file and want to open another file, you redisplay the WINDOWS window and open another FILES window. Then, you can open the second file. If you want to have three files open at once, you can open another FILES window, then another file through that window, and so on.

The steps in the following box show you how to work with two files that are open at the same time. Because you only have one file, **letter1.txt**, the steps tell you to copy another file. Then you'll have two files to work with.

- ```
+--- Displaying Two Files -----+
|
| 1. Log in to the system, if necessary. Otherwise, go to step 2.
|
| 2. Display a FILES window.
|
| 3. From the FILES window, select letter1.txt. Then select TOOLS.
|
| 4. From the pop-up, select COPY.
|
| 5. Type in the name letter2.txt in the pop-up.
|
| 6. Press the Do key twice to remove the pop-ups and run the command.
|
| 7. Follow the prompts on the display screen. After the command runs,
|    press Enter to return to the FILES window.
|
| 8. From the FILES window, select letter1.txt. Then select OPEN. The
|    file letter1.txt appears.
|
| 9. Display another FILES window.
|
| 10. Select letter2.txt. Then select OPEN. The file letter2.txt
|     appears.
|
| 11. Press the Next Window key repeatedly to see each open window in
|     succession, including the WINDOWS window.
|
+-----+
```

More Detailed Information

1. Log in to the system, if necessary. Refer to "Logging In" in topic 1.6 if you need to see the steps for logging in. Otherwise, go to step 2.

Usability Services Guide

Opening Two Files

2. Display a FILES window. To do so:
 - If the window is already open, press the **Next Window** until the window appears.
 - or
 - Open a window:
 - a. Select **FILES** from the Window Types pane of the WINDOWS window. The command bar changes to show you the commands that you can use with the selected window.
 - b. Select **OPEN** from the command bar. The FILES window appears.
3. From the FILES window, select **letter1.txt**. Then select **TOOLS** from the command bar. A pop-up appears that contains a list of commands.
4. From the list of commands, select **COPY**. A pop-up appears.
5. Press the **Tab** key to move the cursor to the **To File or Directory** prompt and type in the name **letter2.txt** in the pop-up.
6. Press the **Do** key twice to remove the pop-ups and run the command.
7. Follow the prompts on the display screen. After the command runs, press **Enter** to return to the FILES window.
8. Display the **letter1.txt** file. To do so:
 - a. From the FILES window, select **letter1.txt**.
 - b. From the command bar, select **OPEN**. The file appears on the screen.
9. Display another FILES window. To do so:
 - a. Select **FILES** from the Window Types pane of the WINDOWS window. The command bar changes.
 - b. Select **OPEN** from the command bar. A second FILES window appears, which is labelled **FILES (02)**.
10. Open **letter2.txt** in the FILES (02) window. To do so:
 - a. Select **letter2.txt** in the FILES (02) window. The command bar changes.
 - b. Select **OPEN** from the command bar. The **letter2.txt** file appears.
11. Press the **Next Window** key until the WINDOWS window appears. The list of open windows appears in the Open Windows pane. To view each of the open windows, press the **Next Window** key repeatedly.

Usability Services Guide

Moving from Window to Window

7.4 Moving from Window to Window

Now that you've opened two files, you have three open windows that you can display: two FILES windows and the WINDOWS window. Think of these windows as forming a sequence of open windows as illustrated in Figure 7-1.

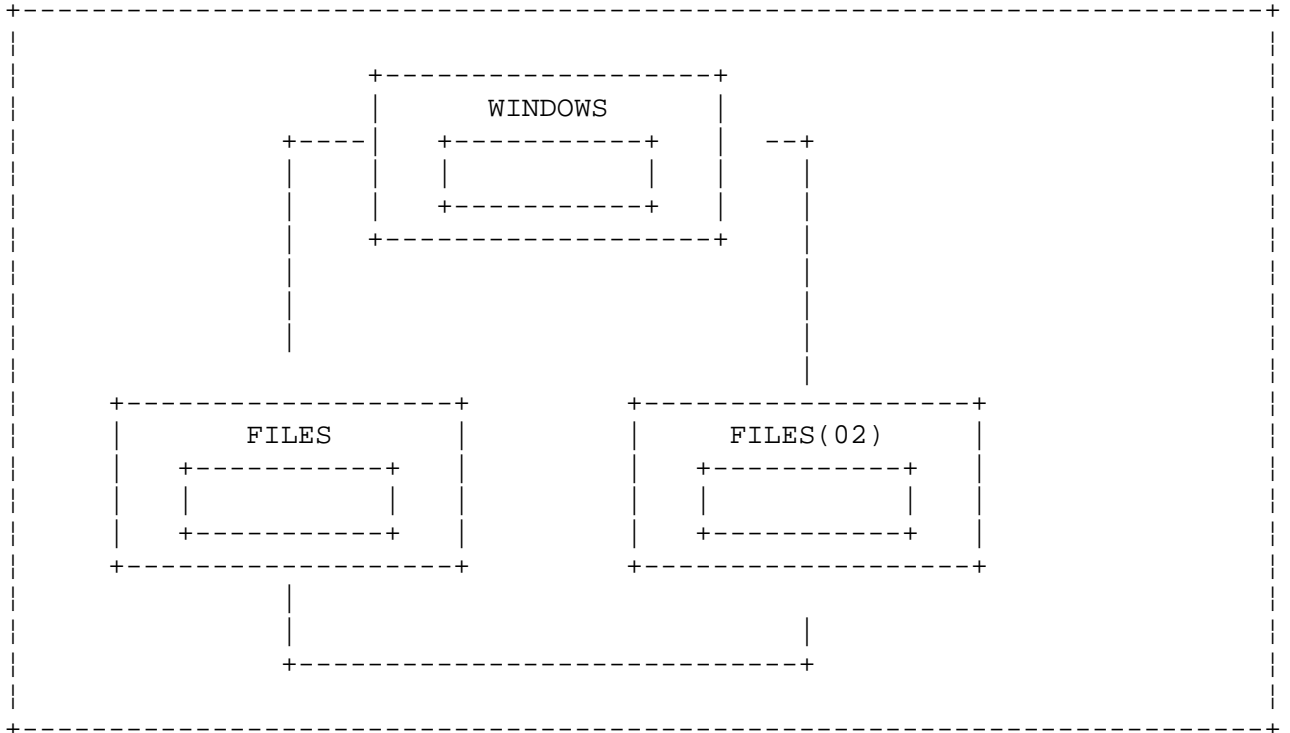


Figure 7-1. Open Windows

To display each window in this ring, you can press the **Next Window** key. If you have several open windows, you might also want to use the **Previous Window** key to show the previous window in the ring of open windows.

Usability Services Guide

Displaying a Specific Window

7.5 Displaying a Specific Window

Another way to display an open window is to use the **ACTIVATE** command. With this command, you can display any open window by selecting it, then selecting **ACTIVATE**. If you have several windows open at one time and you want to look at one of them, using **ACTIVATE** may be quicker than using the **Next Window** key. With **ACTIVATE**, you don't have to display each window in the ring of open windows before you get to the window you want.

Your open windows are displayed in the Open Windows pane of the WINDOWS window.

```
>>SWITCH >>ENVIRONMENT                                >>LOGOFF
----- WINDOWS -----
Window Types
>>APPLICATIONS      Run programs for specific jobs.
>>FILES              Work with your files.
>>TOOLS             Select commands.
>>AIX                Type AIX commands.
>>DOS                Type DOS commands.
-----
Open Windows
>>CONSOLE            Hidden
>>FILES              e letter1.txt
>>FILES              (02)    e letter2.txt
>>WINDOWS            /u/pat
```

In the WINDOWS window above, the **FILES** entry contains the first file opened, **letter1.txt**. The **FILES (02)** entry contains the second file opened, **letter2.txt**.

The steps in the following box show you how to activate and close open windows. You can use these same steps as a guide to activating open APPLICATIONS and TOOLS windows. Open DOS and AIX windows can be activated in the same way, but are closed differently. To close a DOS Window, type **quit**. To close an AIX Window, press **Ctrl-D**. Check the *Usability Services Keyboard Reference Charts* for more information on other keyboards.

- ```
+--- Activating and Closing Windows -----+
|
| 1. From the WINDOWS window, select the FILES (02) entry. Then select
| ACTIVATE. The window containing the file letter2.txt appears.
|
| 2. Use an editor command to close this file. The FILES (02) window
| reappears.
|
| 3. Select CLOSE from the command bar to close the FILES (02) window.
|
```

## Usability Services Guide

### Displaying a Specific Window

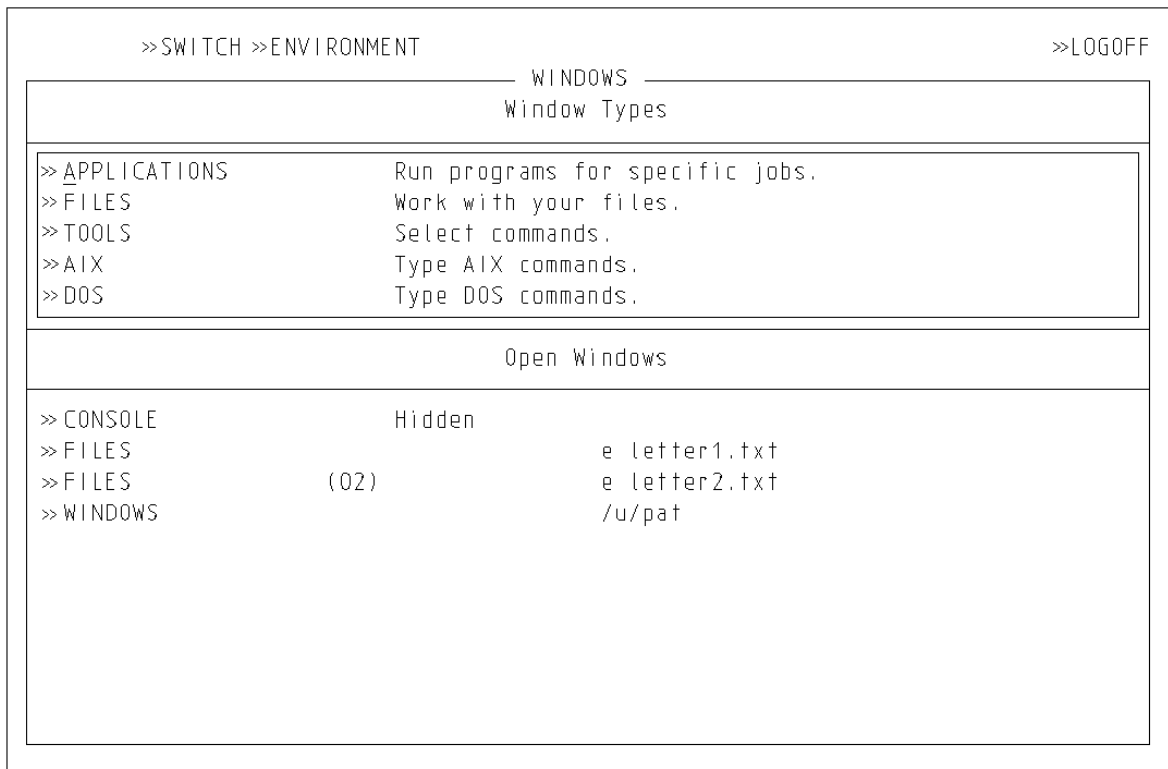
4. Press the **Next Window** key until the window containing the file **letter1.txt** appears.
5. Use an editor command to close this file. Your FILES window reappears.
6. Select **CLOSE** from the command bar to close this FILES window. Press the **Next Window** key until the WINDOWS window appears.
7. Log off, if you wish to end the session. Be sure to close any open windows before you log off. Do not turn off the power to the system without first performing a Shutdown. See "Logging Off the PS/2 System" in topic 1.9 for more details.

#### More Detailed Information

1. From the WINDOWS window, select the second file you opened. This file is shown in the Open Windows pane by the word **FILES** and the digits **(02)**.

## Usability Services Guide

### Displaying a Specific Window



To select the file:

- Move the cursor to the Open Windows pane by pressing the **Next Pane** key.
- Place the cursor on the second FILES entry: **FILES (02)**.
- Press the **Select** key. The command bar changes to show the commands that you can use with the selected window.

## Usability Services Guide

### Displaying a Specific Window

|                   |        |                                 |               |
|-------------------|--------|---------------------------------|---------------|
| >>ACTIVATE >>HIDE |        | >>CANCEL                        |               |
| WINDOWS           |        |                                 |               |
| Window Types      |        |                                 |               |
| >>APPLICATIONS    |        | Run programs for specific jobs. |               |
| >>FILES           |        | Work with your files.           |               |
| >>TOOLS           |        | Select commands.                |               |
| >>AIX             |        | Type AIX commands.              |               |
| >>DOS             |        | Type DOS commands.              |               |
| Open Windows      |        |                                 |               |
| >>CONSOLE         | Hidden |                                 |               |
| >>FILES           |        |                                 | e letter1.txt |
| >>FILES           | (02)   |                                 | e letter2.txt |
| >>WINDOWS         |        |                                 | /u/pat        |

Then select **ACTIVATE** from the command bar. The window containing the file **letter2.txt** appears. You could edit this file if you wanted to. You also could use the **Next Window** keys to redisplay the **WINDOWS** window and to activate the window containing the **letter1.txt** file.

2. Save any changes and close the file **letter2.txt** with the appropriate editor commands. Your **FILES(02)** window reappears.
3. Select **CLOSE** from the command bar to close this window.
4. Press the **Next Window** key until the window containing the file **letter1.txt** appears.
5. Use editor commands to save any changes and close the file. Your **FILES** window reappears.
6. Select **CLOSE** from the command bar to close this window. Press the **Next Window** key until the **WINDOWS** window appears.
7. Log off, if you wish to end the session. Be sure to close any open windows before you log off. Do not turn off the power to the system without first performing a Shutdown. See "Logging Off the PS/2 System" in topic 1.9 for more details.

## Usability Services Guide Glossary

### *BACK\_1 Glossary*

This section defines terms used in this guide. Some terms are not defined here because they are defined in the text. If a term is not defined here, look in the index.

**access permission.** A group of designations that determine who can access a particular AIX file and how the user may access the file.

**application.** A particular task, such as inventory control or accounts receivable.

**application program.** A program used to perform an application or part of an application.

**button.** (1) A word, number, symbol, or picture on the screen that can be selected. A button may represent a command, file, window, or value, for example. (2) A key on a mouse that is used to select buttons on the display screen or to scroll the display image.

**byte.** The amount of storage required to represent one character; a byte is 8 bits.

**command.** A request to perform an operation or run a program. When parameters, arguments, flags, or other operands are associated with a command, the resulting character string is a single command.

**command bar.** The horizontal area at the top of the screen that contains commands that you can use in the current window. This line appears when the WINDOWS window, an APPLICATIONS window, a FILES window, or a TOOLS window is active.

**command interpreter.** The part of an operating system that translates your commands into instructions that the operating system understands.

**command pop-up.** A pop-up in which you type in commands. The command pop-up appears at the bottom of the screen when you press the **Command** or **Previous Command** key.

**current directory.** The currently active directory. When you specify a file name without specifying a directory, the system assumes that the file is in your current directory.

**customize.** To describe (to the system) the devices, programs, users, and user defaults for a particular data processing system.

**de-select.** To cancel the selection of a button. With a mouse, you de-select a highlighted area with the Select (left) button. Otherwise, you can use the **Select** key on the keyboard. To de-select a default

## Usability Services Guide Glossary

button, select an alternate button in the selection list.

**directory.** A type of file containing the names and controlling information for other files or other directories.

**display device.** An output unit that gives a visual representation of data.

**display screen.** The part of the display device that displays information visually.

**editor.** A program used to enter and modify programs, text, and other types of documents.

**file.** A collection of related data that is stored and retrieved by an assigned name.

**file system.** The collection of files and file management structures on a physical or logical mass storage device, such as a diskette or minidisk.

**FILES window.** A window that contains a list of the contents of the current directory (except when being used temporarily to display the output of a command).

**full path name.** The name of any directory or file expressed as a string of directories and files beginning with the root directory.

**help pop-up.** A pop-up produced by pointing to an object and pressing the **Help** key.

**highlight.** To emphasize an area on the display screen by any of several methods, such as brightening the area or reversing the color of characters within the area.

**home directory.** (1) A directory associated with an individual user. (2) Your current directory on login or after issuing the **cd** command with no argument.

**input field.** An area into which you can type in data.

**kernel.** The part of an operating system that contains programs that control how the computer does its work, such as input/output, management and control of hardware, and the scheduling of user tasks.

**message pop-up.** A pop-up caused by an activity associated with another pane.

## Usability Services Guide Glossary

**minidisk.** A logical division of a fixed disk that may be further subdivided into one or more partitions.

**mouse.** A device that allows you to select objects and scroll the display screen by means of buttons.

**operating system.** Software that controls the running of programs; in addition, an operating system may provide services such as resource allocation, scheduling, input/output control, and data management.

**pane.** On a display screen, the inner portion of a window used to present information to the user. A window may consist of one or more panes.

**path name.** A complete file name specifying all directories leading to that file.

**Path pane.** The part of a FILES window that describes the current directory.

**pattern-matching character.** Special characters such as \* or ? that can be used in a file specification to match one or more characters. For example, placing a ? in a file specification means that any character can be in that position.

**pop-up.** A box on the display screen that displays information or asks you to make choices.

**pop-up icon.** A button that indicates to you that additional values are defined for another button. You can select the icon symbol \* or + to see these values.

**relative path name.** The name of a directory or file expressed as a sequence of directories followed by a file name, beginning from the current directory.

**root directory.** The directory that contains all other directories in the PS/2 file system.

**scroll.** To move information vertically or horizontally to bring into view information that is outside the display screen or pane boundaries. You can scroll a pane with the cursor movement keys or with the Scroll (right) button on a mouse.

**select.** To choose a button on the display screen. To select, place the cursor on an object (name or command) and press the Select (left) button on a mouse or the **Select** key on the keyboard.



## Usability Services Guide Glossary

**su.** See *superuser*.

**suffix.** A character string attached to a file name that helps identify its file type.

**superuser.** The most privileged user of the system.

**superuser authority.** The unrestricted ability to access and modify any part of the Operating System. This authority is associated with the user who manages the system.

**TOOLS window.** A window that contains buttons for commands that run utility and system control programs.

**window.** A rectangular area of the screen in which the dialog between you and a given application is displayed.

**WINDOWS window.** A window that contains buttons for creating new windows and managing open windows.

# Usability Services Guide

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