

# SCO<sup>®</sup> Shell

User's Guide



# **SCO<sup>®</sup> Shell**

## **User's Guide**



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# Preface

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For users who want both integrated software solutions and the freedom to choose their own mix of independent programs, SCO Shell offers the best of both worlds. SCO Shell gives you:

- custom menus for selecting your programs
- an easy-to-use interface for managing files that makes it unnecessary for you to deal directly with operating system utilities,
- a custom work environment, and
- a text editor.

This guide is written for the novice user. Even without any prior computer experience, you should have no trouble understanding it. SCO Shell itself is easy to learn and use. If you do get confused, pressing the `<F1>` key displays help screens appropriate to whatever portion of SCO Shell you are currently using.

You do not have to read the chapters in this guide in sequence, but it is a good idea to start with Chapters 1, 2, and 3: "Introduction," "Getting Started with SCO Shell," and "Running Applications under SCO Shell." The later chapters assume that you are familiar with the information in these introductory chapters.



## Chapter 1

# Introduction

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This chapter introduces you to SCO Shell, its purpose, and its major features. It also outlines the rest of this user's guide, explaining what each chapter is about, defining formatting conventions used in the text, and the use of common keystroke commands. Read this chapter before going any further in this guide.

## What is SCO Shell?

---

SCO Shell is a friendly interface to the SCO UNIX System V/386 Release 3.2 operating system. Using SCO Shell, you can select the applications available on your system from a single menu system, manage your files and directories, and run operating system utilities. The SCO Shell window provides a central point from which you can reach the other parts of SCO Shell.

Some of the features that SCO Shell offers you are:

- custom menus for selecting your programs
- a custom work environment
- data integration through the Clipboard
- file management tools
- text editor

The following sections describe these features.

### *Custom menus for selecting your programs*

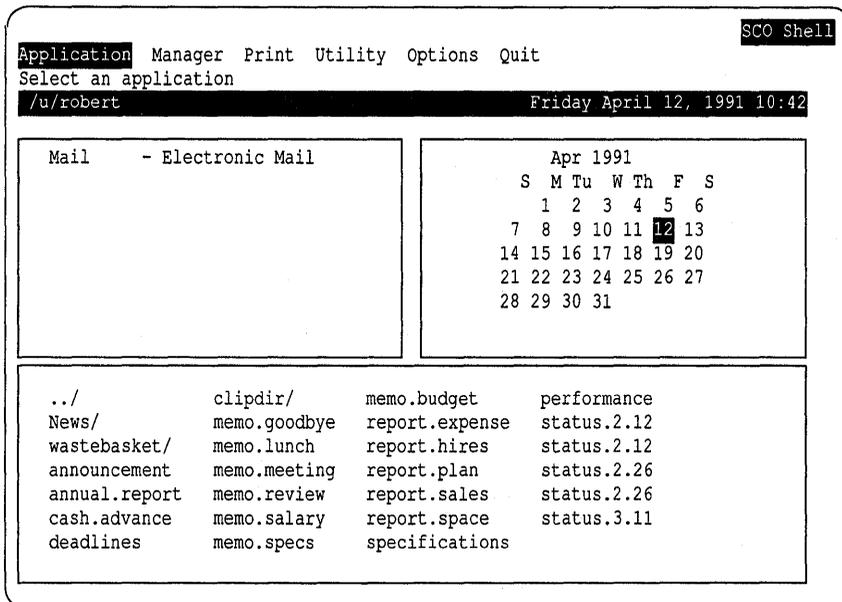
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The SCO Shell screen features an Application menu that lists applications available on your system. To run a program on this list, just choose it from the menu. There is also a similar menu for operating system utility programs.

You can add or delete programs from the menu. You can also group similar applications together in application folders where they are available at your fingertips. For example, all the programs in a complete accounting package can go in one folder and the programs you use for order tracking can go in another.

## Custom work environment

The SCO Shell screen is the first thing you see when you enter SCO Shell. The default SCO Shell screen looks like this:



You can change the look of the SCO Shell screen to suit your personal needs. By default, the SCO Shell display consists of windows that list the available applications, the files in your current directory, and a calendar of the current month. You can change the size and look of any one of these windows, and alter the format of the information they display.

For example, if you do not usually need a certain window, you can remove it from the default SCO Shell screen and enlarge another window to fill its space. The window you removed is still available, but only appears if you specifically ask to see it (through a menu selection or function key). You can restore the window to the default SCO Shell screen at any time.

## *Data integration through the Clipboard*

---

The Clipboard is the mechanism through which applications can exchange information. You copy information to the Clipboard from the program you are in, then paste it back from the Clipboard to another program.

Suppose you are running MS-Word. You can move a mail message that you have received into an MS-Word document by saving the message to a file and then copying the file to the Clipboard. Then you start up MS-Word and paste the message from the Clipboard back into your MS-Word document.

Items posted to the Clipboard remain until you remove them, and you can store as many items on the Clipboard as you want. Thus, the Clipboard is a good place to store information that you plan to use again and again.

SCO products that support the clipboard include SCO Portfolio<sup>®</sup>, MS-Word, FoxBASE+<sup>®</sup>, VP/ix<sup>™</sup>, SCO Lyrix<sup>®</sup>, and SCO Integra<sup>™</sup>.

## *Managing files*

---

SCO Shell makes it unnecessary for you to deal directly with the operating system. Instead of memorizing complex commands to view, edit, copy, move, delete, or archive files, you can perform these tasks by selecting options from the SCO Shell menu.

Once you choose the task you want, SCO Shell displays easy-to-understand FORMS in which you supply specific information; for example, the name of the file(s) you are erasing, the directory you want to create, and so forth.

In many cases, you do not even need to type anything; using your terminal's ARROW KEYS, you can point out the files that you want from a list.

## *Contents of this guide*

---

This guide contains all the information you need to use SCO Shell effectively.

Here are brief descriptions of the chapters in this guide:

- Chapter 1, "Introduction," introduces SCO Shell and describes this user's guide.
- Chapter 2, "Getting started with SCO Shell," explains how to start SCO Shell and select options from the SCO Shell menu.
- Chapter 3, "Running applications under SCO Shell," shows how to access applications from SCO Shell.

- Chapter 4, “Managing your files,” introduces files and directories, and explains how to select files from a directory listing. Then, this chapter describes how to use the options on SCO Shell’s File menu to view, copy, rename, delete, and recover files; create and delete directories; change the current directory; change file permissions; and move files to and from backup media.
- Chapter 5, “Sharing information among applications,” discusses how to use the Clipboard to integrate data between applications.
- Chapter 6, “Printing,” explains how to send files to the printer.
- Chapter 7, “Configuring your SCO Shell environment,” describes how to customize SCO Shell to suit your personal preferences.
- Appendix A, “Keystroke commands,” lists all the keystroke commands that work with SCO Shell.
- Appendix B, “Menu options,” lists all the options in the SCO Shell menus.
- The glossary provides short definitions for many of the terms used in this guide. All terms that appear in small capital letters, LIKE THIS, are included in the glossary.
- Appendix C, “Setting up your printers,” explains how the system administrator can configure printers to run with SCO Shell. You must be logged in as *root* to set up printers.

## *Conventions used in this guide*

---

This guide uses the following documentation conventions:

- When screen displays are shown in the text, they might not exactly match what you see on your screen. This is because SCO Shell is configurable.
- Words that you must type are in **bold**.
- Special keys are in smaller type and enclosed in angle brackets, as follows:

Key Notation	Represents
<Return>	Return key
<Esc>	Escape key
<Space>	Space bar
<Ctrl>	Control key
<F1>	Function key
<F2>	Function key
<F3>	Function key

- When this guide introduces new terms or concepts, they appear in small capital letters, LIKE THIS; these terms are listed and defined in the glossary.

## Keystrokes

---

The SCO Shell supports a set of keystroke commands that move the cursor around the screen, insert and delete text on forms, and perform various other functions. You can use SCO Shell efficiently without most of these commands. Once you have some experience, however, these keystroke commands can save you time. For a complete list, see Appendix A, "Keystroke commands."

The following table lists some common keystroke commands:

Command	Description
<Ctrl>x	executes a task using information in the current form. This is the same as pressing <Return> in the last FIELD of a form.
<Ctrl>y	deletes a line of text. While entering text in a field, this command deletes everything within the boundaries of the field. (In a multiline field, this command only deletes text from the line the cursor is on.)
<Ctrl>t	moves to the top of the screen, the first field of a form, or the beginning of the line in the editor.
<Ctrl>v	switches between Insert and Overwrite text-editing modes.
<Ctrl>r	refreshes the screen by removing any extraneous characters that are not part of a normal screen display.
<Del>	deletes a single character.
<Esc>	exits the current form, menu, or list without executing an operation. If you are in a menu, you go up one level to the menu that precedes the current menu level.
<Return>	<b>In Menus:</b> selects a highlighted menu option. <b>In Forms:</b> moves to the next field in the form. <b>Elsewhere:</b> moves down one line.



## Chapter 2

# Getting started with SCO Shell

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This chapter covers some SCO Shell basics: the parts of the SCO Shell screen, how to use menus and forms, point-and-pick lists, function keys, and so on.

The SCO Shell screen is the central point for all SCO Shell tools and other applications. From the SCO Shell screen, you can run any of the applications and utilities available on your system. In addition, you can use the SCO Shell screen to select files or directories to manipulate. In short, this screen is the central control panel for all of SCO Shell.

The main SCO Shell screen is the first thing you see when you enter SCO Shell. When you want to use another program under SCO Shell, simply select it from the SCO Shell's menu of application programs or its menu of utilities. The following table defines these types of programs.

Application	a computer program, such as a spreadsheet or a word processor, that you can access from SCO Shell.
Utility	a program that is part of the operating system; you access the operating system's utilities from the SCO Shell screen using the Utility option. Utilities include such functions as <b>who</b> , <b>ps</b> , and <b>lpstat</b> .

SCO Shell allows you to personalize your SCO Shell screen by adding or removing applications and utilities to its menus. Thus, your SCO Shell screen's Application and Utility menus might look different from the examples in this guide.

The following is a list of the features of this main SCO Shell screen and most other screens:

- The STATUS LINE provides information about the SCO Shell screen that you are viewing. With the exception of the context indicator, the status line in this example is blank.
- The context indicator is located to the right of the status line and displays the name of the current menu. The context indicator for the SCO Shell screen shows **SCO Shell**.
- The menu line displays the menu items that are currently available. In this example, the menu line displays the main menu for SCO Shell. The items available on this menu are Application, Manager, Print, Utility, Options, and Quit.
- The description line gives a brief description of the highlighted menu item.
- The divider line is the bar of text in reverse video that separates the menu and description lines from the display windows. The divider line in the SCO Shell screen contains the current directory, the day of the week, the date, and the time.
- The DISPLAY WINDOWS for the SCO Shell screen include the Application, Calendar, and File windows, by default.
- The file list contains a list of files and subdirectories in the current directory.

Several types of windows and boxes can appear in front of the display windows on the main SCO Shell screen and other SCO Shell screens. These include forms that you fill in and point-and-pick lists from which you choose items. In addition, SCO Shell can display help screens and message boxes containing information on specific actions that you can take. When you finish using a window or box, it disappears and you can see the SCO Shell screen display windows again.

Depending on your terminal type, you might see a quick reference line below the display on SCO Shell screens. This line shows the tools and utilities that you can access at any time with a single keystroke. The number to the left of each list item corresponds to a function key. For a description of the features that these keys call up, see "Quick reference keys" later in this chapter.

## Using the SCO Shell menu

---

The following table summarizes the items that are currently available from the SCO Shell menu.

Option	Description
Application	selects and runs applications
Manager	manages files and directories
Print	controls the printing utilities
Utility	selects and runs operating system utilities
Options	edits the application and utility lists, and configures the SCO Shell display options
Quit	exits from SCO Shell

This guide describes each of these options in more detail later.

## Selecting menu items

---

When the SCO Shell screen appears, the first item on the menu is highlighted automatically (this is true of any SCO Shell menu when it first appears). When a menu item is highlighted, you can use that item, or any of the other items, on that menu. When no item on the menu line is highlighted, or the menu line is not displayed, it means that you are already running one of the tasks listed on the menu and therefore cannot make a selection. To return to the menu, you must press `<Esc>`, at which point you can select another option from the menu.

Use your terminal's `<Space>` bar or `<Left Arrow>` and `<Right Arrow>` keys to move the highlight to other menu items. To select the highlighted menu item, press `<Return>`. You can also select an item by typing its first letter on the keyboard. In this case, you do not need to press `<Return>`. For example, to select Options, simply type `o`.

Selecting a menu item usually moves you down one menu level in the SCO Shell program, and pressing `<Esc>` moves you up one level. If you are several levels down, you can return to the SCO Shell menu by pressing `<Esc>` repeatedly until the menu reappears.

## Using lower-level menus

---

When you select Manager, Print, Options, or Quit from the SCO Shell menu, a new menu of commands displays at the top of the screen. Notice that each time you move to a new menu, the context indicator changes to reflect the menu you are currently accessing. (The following chapters of this guide describe all the options on the SCO Shell menu in more detail.)

As an example, select Options from the SCO Shell menu. The menu line changes to display the menu items for the Options menu. (Chapter 7, "Configuring your SCO Shell environment," contains information on using the Options menu.)

Two options on the SCO Shell menu, Application and Utility, do not display new menus. Choosing Application moves the cursor to the SCO Shell's Application List window. You can then select and run one of the application programs listed there. If you choose Utility, a similar Utility List window appears. Use it to select and run operating system utility programs.

## Canceling an operation

---

If you select a menu option by mistake, or if you want to interrupt an operation for any reason, simply press the (Esc) key. When you press (Esc), you return to wherever you were before you started the operation.

## Using forms and fields

---

When you select a task from a menu, SCO Shell usually responds by prompting for more information. Often, SCO Shell displays a form over the current screen, with fields that you must fill in. A FIELD is a blank space where you enter text or numeric values from the keyboard. Other fields contain values you can select or in which you choose "Yes" or "No" in response to a question.

If you highlight a field and there is a long list of items from which to select, the message Press (F3) for list appears at the top of your screen. If you press (F3), you see a point-and-pick list; the next section explains how to use point-and-pick lists. For more information on the List Key, (F3), see the "Quick reference keys" section later in this chapter.

After you fill in a field, press (Return) to continue to the next field. To move between fields without filling them, use the arrow keys. After you fill the last field in a form and press (Return), the form disappears and you see the SCO Shell screen.

## Using point-and-pick lists

If you select a task from a menu and SCO Shell requires that you either fill a blank field or respond to a prompt, you must provide specific information. Depending on the task, you might have to supply a filename, a directory name, a device name, or something similar.

If you know what to enter, you can type in the answer. However, if you are not sure what to enter, you can often display a list of all the possible answers and select the one you want.

Such lists are called POINT-AND-PICK lists. To use these lists, *point* at the item you want by using the arrow keys to highlight it. Then, *pick* the item by pressing <Return> or <Ctrl>x. Some point-and-pick lists also let you select several items at a time.

For example, if you want to view a file, you need to select the file from a list that appears on the SCO Shell screen in the point-and-pick box.

View

Enter the file(s) to view: /u/robert/

/u/robert
Friday April 12, 1991 9:28

Mail - Electronic Mail System - Run a System Shell	Apr 1991 S M Tu W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
---	--

* /	clipdir/	memo.budget	performance
News/	memo.goodbye	report.expense	status.2.12
wastebasket/	memo.lunch	report.hires	status.2.12
announcement	memo.meeting	report.plan	status.2.26
annual.report	memo.review	report.sales	status.2.26
cash.advance	memo.salary	report.space	status.3.11
deadlines	memo.specs	specifications	

File list

At the top of the screen, you see the prompt to enter the name of the file that you want to view. Use the arrow keys to highlight the name of the file you want on the list at the bottom of the screen. (Alternatively, you can type in the filename.) When you press `<Return>`, SCO Shell displays the contents of the file that you selected.

## *Picking several items at one time*

---

If you want to select more than one item at a time, simply move the highlight to each item and press the `<Space>` key. Each time you press `<Space>`, an asterisk character (\*) appears in front of the item. When you have marked everything that you want, press `<Return>`. SCO Shell selects each file marked with an asterisk for whatever option you chose. If you select three files to view, for example, SCO Shell shows you each file in turn.

The `<Space>` bar acts as a toggle switch. Press it once to select an item; press `<Space>` again to remove the asterisk.

To select every item on a point-and-pick list, press `<Ctrl>v`. An asterisk appears next to each item. Press `<Ctrl>v` again to unmark all the items.

**NOTE** Some point-and-pick lists prevent you from choosing more than one item at a time. This happens when selecting several items makes no sense.

For example, you can use only one printer at a time with SCO Shell. Thus, a point-and-pick list of printers limits you to a single choice.

## *Scrolling through the list*

---

If there are many list items to choose from, all of them might not fit in the point-and-pick list box at one time. In such cases, you can “scroll” additional parts of the list using your terminal’s arrow keys and other cursor-movement keys. As you scroll forward, the items at the top of the list disappear and additional items appear at the bottom of the list. When you scroll back up, the earlier items reappear at the top and the later items disappear from the bottom.

The SCROLL BAR shows your relative position in the list, including the part that is not currently displayed. The scroll bar is a small cursor-like marker on the right-hand side of the point-and-pick list box. Depending on your terminal, the scroll bar might be a "+" or another special character. As you scroll up and down the list, the scroll bar also moves up and down along the list's border. If all items in the list fit on the screen at once, the scroll bar does not appear. The following table describes how your terminal's cursor-movement keys scroll through a point-and-pick list:

Key	Description
<Down Arrow>	moves the highlight down one item on the list. When the last item on the screen is highlighted, the list scrolls forward one item. Pressing <Ctrl>j has the same effect.
<Up Arrow>	moves the highlight up one item on the list. When the first item on the screen is highlighted, the list scrolls backward one item. Pressing <Ctrl>k has the same effect.
<Right Arrow>	in a multi-column list, moves the highlight to the next column on the right. Otherwise, it moves the highlight down one item on the list. Pressing <Ctrl>l has the same effect.
<Left Arrow>	in a multi-column list, moves the highlight to the next column on the left. Otherwise, it moves the highlight up one item on the list. Pressing <Ctrl>h has the same effect.
<PgDn>	scrolls the list forward one "page" at a time
<PgUp>	scrolls the list backward one "page" at a time
<End>	displays the end of the list. Pressing <Ctrl>e has the same effect.
<Home>	displays the beginning of the list. Pressing <Ctrl>t has the same effect.

## Quick reference keys

---

Sometimes, a computer program prompts you for information that you do not have available. In SCO Shell, however, you can look up the information you need from inside SCO Shell itself, using one of your terminal's QUICK REFERENCE KEYS. By default, these quick reference keys are your terminal's FUNCTION KEYS.

Here are the default assignments for the quick reference keys:

Key Name	Key	Action
Help	<F1>	calls up help screens that explain the feature that you are using
Exit	<F2>	exits quickly from any part of SCO Shell
List	<F3>	displays special point-and-pick lists of reference information
Search	<F5>	searches for an entry in a long point-and-pick list
Calendar	<F6>	displays the Calendar window; if it is already displayed, the Calendar key displays past or future months in the Calendar window.

You can access these features from any part of the SCO Shell.

The next few sections of this chapter describe the quick reference keys in more detail. If you are in a hurry to get started with SCO Shell, you can skip this section and proceed to Chapter 3, "Running applications under SCO Shell." After you use SCO Shell for an hour or two, come back and read the rest of this section; it can help you use SCO Shell more efficiently.

## *Help key*

If you need help while using SCO Shell, press the Help key, <F1>. This key displays a help screen with information about the part of SCO Shell that you are currently using. HELP SCREENS give you the basic information that you need to use an unfamiliar feature.

If a particular help message is longer than one screen, you can scroll forward and backward through it with the <Up Arrow>, <Down Arrow>, <Home>, and <End> keys. See the section, "Using point-and-pick lists," earlier in this chapter for more information on using these keys.

After reading the help text, press <Esc> to return to SCO Shell, or press the Help key again for more help. If you press the Help key again, you see the Help menu at the top of the screen.

The Help menu includes the following options:

Option	Description
Continue	shows the next section of the current help screen, if any. If there is more help text, SCO Shell highlights this menu option automatically.
Back	displays the previous help screen
Index	displays an index of help screens in a point-and-pick list. The index includes a short description of each screen's topic. Use the arrow keys to select the topic you want more information on.
Related	displays a point-and-pick list of help screens that are related to the current topic
Search	searches for help screens that contain a particular word or phrase. You can search for occurrences of the word in the Help screen index listings (discussed under the Index option, above), in the text of the help screens themselves, or both. When the search is finished, you see a point-and-pick list of each screen that contains the word or phrase.
Help	displays instructions for using Help screens
Quit	returns you to SCO Shell

If you are not sure how to exit the Help screen system, simply press <Esc> once or twice to return to SCO Shell.

## Exit key

---

The Exit key, <F2>, allows you to exit the task that you are performing quickly. Depending on the situation, pressing the Exit key performs a different action:

- If you are performing a task from the Options menu, such as using Utilist to modify the Utility list, pressing the Exit key exits the current task, and SCO Shell prompts you to save your changes before returning you to the main SCO Shell window.
- From any other submenu in SCO Shell, pressing the Exit key exits the submenu and places you in SCO Shell's Quit menu. To exit SCO Shell at this point, press <Return>. If you change your mind about quitting, choose No to return to SCO Shell.
- If you are using an SCO application, such as SCO Portfolio, the Exit key exits the application and returns you to the SCO Shell main window. However, some applications, such as the electronic mail program listed in the Applications list, do not exit when you press Exit.

## List key

---

As mentioned earlier, programs sometimes prompt for information that you do not have. In SCO Shell, you can use the List key, (F3), in many fields to call up special point-and-pick lists of all possible entries.

These lists do not appear until you press the List key, and they are not available from every field. When you move the cursor to a field that has such a list, a message at the top of the screen prompts you to press (F3). Pressing the List key causes the list to appear on the screen. Select the item you want; SCO Shell automatically inserts it into the field.

These pop-up lists are available in various kinds of fields:

- fields that require you to enter a filename or directory name. SCO Shell can display a list of all valid filenames or subdirectory names in your current directory. See Chapter 4, "Managing your files," for details.
- fields that require you to choose a particular device for input or output, such as a disk drive or printer

The List key works in other kinds of fields, too. If SCO Shell prompts you to press the List key in a particular field, a pop-up list is available.

If you decide not to select an option from the list, press (Esc) to remove the list and return to the field.

## Search key

---

As mentioned earlier, sometimes point-and-pick lists contain many items. If you know roughly what you are looking for, you can use the Search key, (F5), to find the item you want quickly.

Suppose you are searching through a long point-and-pick list of files and the scroll bar indicates that the information you see is only part of the entire list. Rather than scrolling through the entire list for the one you want, press the Search key. SCO Shell displays this box:

```
Search For _____
?
_____
```

Enter the name (or part of the name) of the file and then press `<Return>`. SCO Shell instantly scrolls the point-and-pick list to the first filename that includes the sequence of characters that you enter.

If you press the `<Up Arrow>` key instead of `<Return>`, the search proceeds upwards from your current position on the list to the first item. Otherwise, SCO Shell searches from your current position down the list.

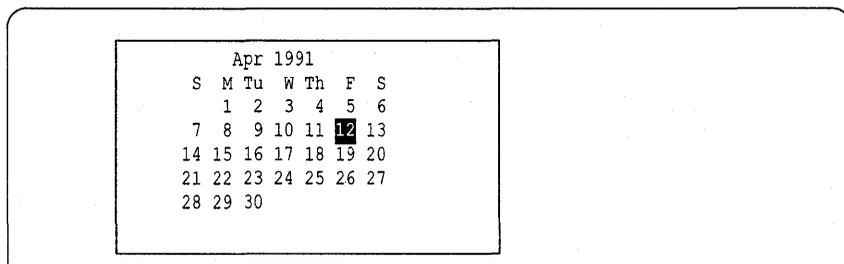
You can use the Search key on any point-and-pick list in any part of SCO Shell. You can also use the Search key to locate particular words or phrases while you are performing the following actions:

- viewing a file through the View option of SCO Shell's File menu
- editing or creating a file with the Edit option
- reading help screens

## Calendar key

---

Your SCO Shell screen includes a CALENDAR WINDOW that looks like this:



Apr 1991						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

The Calendar window shows the current month with today's date highlighted. To look at past or future months, press the Calendar key, `<F6>`. You can use the `<Right Arrow>` and `<Left Arrow>` keys to move the calendar forward or backward one month at a time.

When you finish, press `<Esc>`. The Calendar window reverts to the current month, and you return to the feature you were using when you pressed the Calendar key.

## *Issuing operating system commands from SCO Shell menus*

---

You can run operating system commands at any point while using SCO Shell. This gives you quick access to the operating system's resources without actually leaving SCO Shell.

From any SCO Shell menu, simply type `!` followed by the command. When the command finishes, SCO Shell prompts you to press any key to continue. When you press a key, you return to the same SCO Shell menu you were in when you entered!

For example, suppose you want to find out who else is logged into the computer. The operating system command for this is `who`. To run this command, just type `!who` at any point and press `(Return)`. Your computer displays a list of users on the screen; the list remains on the screen until you press a key. Then, the SCO Shell display reappears.

This feature is useful for running an operating system command and returning to SCO Shell quickly. If you want to spend more time with the operating system, you can run it from SCO Shell as if it were an application. For more information, see Chapter 3, "Running applications under SCO Shell."

## *Using a mouse under SCO Shell*

---

You can use a mouse with SCO Shell if the appropriate hardware exists on your system. This hardware includes a supported mouse and at least a graphics terminal that uses the `scoterm` terminfo entry or a system console that offers mouse support. (If you are not sure, ask your system administrator.)

You can use the mouse whenever you are running SCO Shell unless you are logged into the system remotely (for example, during an `rlogin` session).

Use the mouse to:

- choose menu items
- move around forms
- page forward and backward in lists
- select items from point-and-pick lists

To use the mouse effectively, you must be familiar with the concept of a HOT WINDOW. The hot window is the area of your screen in which the mouse is currently active. Generally speaking, the hot window is the portion of the screen that is currently “popped up” (such as a form) above other screen information (such as a calendar or other general data). If no pop-ups exist, the menu at the top of the screen is the hot window.

On SCOTERM terminals, the cursor changes from an “X” to an arrow when you move into the hot window, allowing you to see where the mouse is active. On the console, the cursor always remains a solid block. In this case, remember that the mouse is active in the popped-up portion of the screen. For example, if you select a form from a menu, and then move to a point-and-pick list from the form, the mouse is active in the point-and-pick list.

## *Using the mouse*

---

Your mouse behaves differently depending on the type of hot window that is active. The next four sections describe the actions you can take; they assume that you are using a three-button mouse. If your mouse has only two buttons, you lose the center button’s functionality. Use the <Return> key instead.

To choose a new hot window, click the left mouse button when the cursor is in that window. It is good practice to position the cursor in the border of the window before you click so you do not inadvertently make a selection when you click to make the window active.

### *Menus*

The menu hot window consists of the lines containing the context indicator, the menu itself, and the menu description line. You can use the mouse to perform the following procedures in SCO Shell:

- To highlight the menu choice nearest to the mouse cursor, move the mouse cursor along the menu without pressing any mouse buttons.
- To select a menu, press the left mouse button when the mouse cursor is on the desired menu choice.
- To execute the highlighted menu choice, press the center mouse button.
- To send an <Esc> to the terminal, press the right mouse button.

## ***Forms***

Use the mouse to perform the following procedures in SCO Shell forms:

- To move to a desired form field, press the left mouse button when the mouse cursor is on the form field.
- To move to the next form field, press the center mouse button.
- To send an <Esc> to the terminal, press the right mouse button.

## ***Lists***

Use the mouse in lists to perform the following procedures:

- To move one screenful up, press the left mouse button when the mouse cursor is on the top half of the list window.
- To move one screenful down, press the left mouse button when the mouse cursor is on the bottom half of the list window.
- To move one screenful down, press the center mouse button.
- To send an <Esc> to the terminal, press the right mouse button.

## ***Point-and-Pick lists***

Use the mouse to perform the following procedures in point-and-pick lists:

- To scroll through point-and-pick choices, move the mouse cursor up or down.
- To select a desired choice, press the left mouse button when the mouse cursor is on that choice.
- To select the highlighted choice, press the center mouse button.
- To send an <Esc> to the terminal, press the right mouse button.

# ***Exiting from SCO Shell***

---

When you finish using SCO Shell, follow these steps to quit:

1. Select Quit from the SCO Shell menu. The SCO Shell Quit menu displays.
2. Choose Yes to exit from SCO Shell. You return to the operating system or, if SCO Shell is the first thing you see when you log in to your computer, you log out.



## Chapter 3

# *Running applications under SCO Shell*

---

This chapter explains how to call up and use applications from SCO Shell. It also shows you how to access the operating system utility programs that come with SCO Shell.

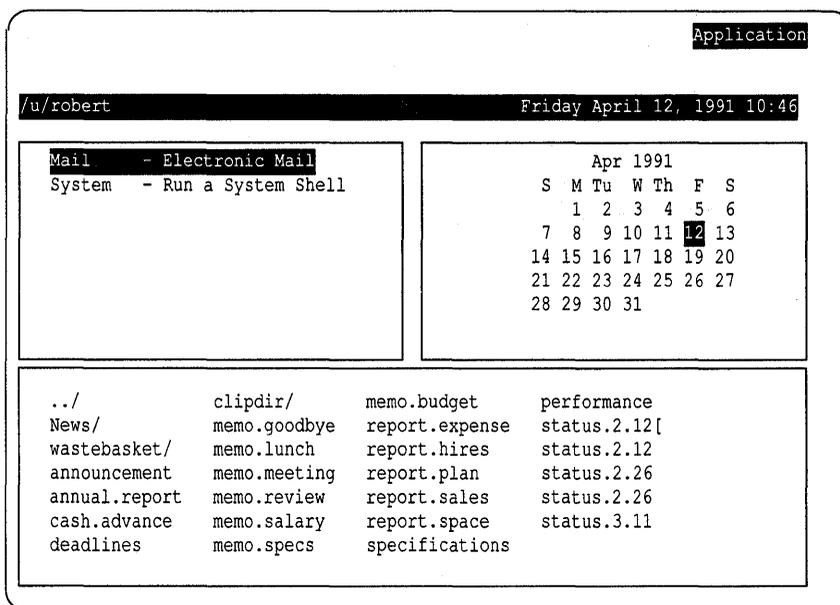
By default, the SCO Shell screen displays the list of available applications in its left top portion. This list, the APPLICATIONS LIST, contains all the applications that are currently available from SCO Shell, such as Mail and the System shell. The Applications list might also include other applications, such as word processor, spreadsheet, and database programs. You can access applications even if your SCO Shell screen has been configured not to display the Application window. Details of these operations are given in this chapter.

Regardless of how your setup of the SCO Shell screen looks and which applications you are running, the instructions included in this chapter apply.

## *Selecting an application*

---

When you select the Application option from the SCO Shell menu, the SCO Shell menu disappears and the screen looks similar to the following example.



Move the highlight over the desired application and press <Return> to run it. The opening screen of the application you select replaces the SCO Shell screen.

## Using Application folders

An application folder can contain any group of programs, such as the applications in a specialized software package. When you select the folder, SCO Shell displays the related applications together, so you can select them conveniently. If you often use a group of applications, working from within an application folder can eliminate unnecessary steps and make your job easier. You can add application folders to your Applications list yourself. For instructions on doing this, see Chapter 7, "Configuring your SCO Shell environment."

For example, suppose you use an accounting package that includes a general ledger program, an accounts payable program, an accounts receivable program, a cost accounting program, and a payroll program. The folder might appear on your main Applications list like this:

Application

---

/u/robert
Friday Apr 12, 1991 10:42

```
Mail      - Electronic Mail
System    - Run a System Shell
Accounts... - Accounting Package
```

```
Apr 1991
S M Tu W Th F S
  1 2 3 4 5 6
  7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
```

```
../          clipdir/      memo.budget      performance
News/        memo.goodbye    report.expense   status.2.12
wastebasket/ memo.lunch       report.hires     status.2.12
announcement memo.meeting     report.plan      status.2.26
annual.report memo.review      report.sales     status.2.26
cash.advance memo.salary      report.space     status.3.11
deadlines    memo.specs      specifications
```

The three dots (...) after the Accounts selection indicates that this is an application folder. When you select Accounts, SCO Shell displays the applications in that folder as a sublist, like this:

Accounts

---

/u/robert
Friday Apr 12, 1991 10:42

Press (Esc) to return to the previous level.

```
General -- General Ledger
AR      -- Accounts Receivable
AP      -- Accounts Payable
Cost    -- Cost Accounting
Payroll -- Payroll
<Return to the previous level>
```

```
Apr 1991
S M Tu W Th F S
  1 2 3 4 5 6
  7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
```

```
../          clipdir/      memo.budget      performance
News/        memo.goodbye    report.expense   status.2.12
wastebasket/ memo.lunch       report.hires     status.2.12
announcement memo.meeting     report.plan      status.2.26
annual.report memo.review      report.sales     status.2.26
cash.advance memo.salary      report.space     status.3.11
deadlines    memo.specs      specifications
```

You can now select one of these applications just as you select items from the main Applications list. To return to the main Applications list, select <Return to the previous level>. To return to the SCO Shell menu without making a selection, press <Esc>.

An application folder can contain another application folder.

## Selecting and running a utility

The method for selecting and using an operating system utility program is very similar to that for selecting and using an application. Select Utility from the SCO Shell menu. A list of the available utilities replaces the list of applications in the Application window. The display looks like the following:

Utility

---

/u/robert
Friday April 12, 1991 10:42

**\*List Users - Who is Logged on**

Compare - Compare Files

Find - Locate a File

Search - Text Search

Usage - Disk Usage

Disk Free - Space Available

Kill - Kill A Program

Processes - List My Processes

Apr 1991

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

../	clipdir/	memo.budget	performance
News/	memo.goodbye	report.expense	status.2.12
wastebasket/	memo.lunch	report.hires	status.2.12
announcement	memo.meeting	report.plan	status.2.26
annual.report	memo.review	report.sales	status.2.26
cash.advance	memo.salary	report.space	status.3.11
deadlines	memo.specs	specifications	

To run a utility, move the highlight to the desired utility and press <Return>. The information from the utility that you are running replaces the SCO Shell screen. For example, if you select List Users from the list of utilities, a list of all the users who are currently logged into the system is displayed in the window. To return to the SCO Shell menu after running a utility, press <Return>.

## Using Utility folders

---

A utility folder is very similar to an application folder; it can contain a list of utilities and other utility folders, usually a group that is related in some way. When you select the folder, the utilities appear together. For information on adding or removing utility folders to your Utilities list, see Chapter 7, "Configuring your SCO Shell environment."

## Running the operating system as an application

---

You can reach the operating system directly from almost any point in SCO Shell. If you want to run a single operating system command from any menu in SCO Shell, simply press the "!" key, followed by the command that you want to run. SCO Shell "escapes" to the operating system to run the command; when the task is complete, you return automatically to the same SCO Shell menu when you press any key.

If you want to run more than one operating system command from the SCO Shell, you can run an operating system SHELL just as if it were an application. With this feature, you can perform extended operating system tasks and return to the SCO Shell as needed.

To do this, first select the Application option from the SCO Shell menu. Now, select the shell from the Applications list. When you choose a shell option from the Applications list, you immediately enter an operating system shell. When you finish using the operating system shell, type **exit** at the shell prompt to close the shell and return to SCO Shell.

By default, an operating system shell is already listed as an option on your Applications list. If it has been deleted for some reason, you can add it using the SCO Shell menu's Option selection. For details, see "Editing the Applications list" in Chapter 7, "Configuring your SCO Shell environment."





## Chapter 4

# *Managing your files*

---

SCO Shell allows you to manage and organize your files without resorting to complex operating system commands. Using the options on SCO Shell's Manager menu, you can copy, rename, and remove files; create and remove directories; change the permissions on your files; save and retrieve files from backup media; and access the Clipboard.

This chapter gives a basic introduction to files and directories, then describes how to select files and change directories through SCO Shell. Finally, it describes the Manager menu options in detail.

## *Using files and directories*

---

One of the most useful things about computers is their ability to store information; information is stored in FILES. When you use an application, it generally creates a file to hold your work; this is one way files are created.

Every file has a name and some contents. A file usually contains some piece of information, such as a letter, report, or phone list. The filename is a label you give the information to keep track of it.

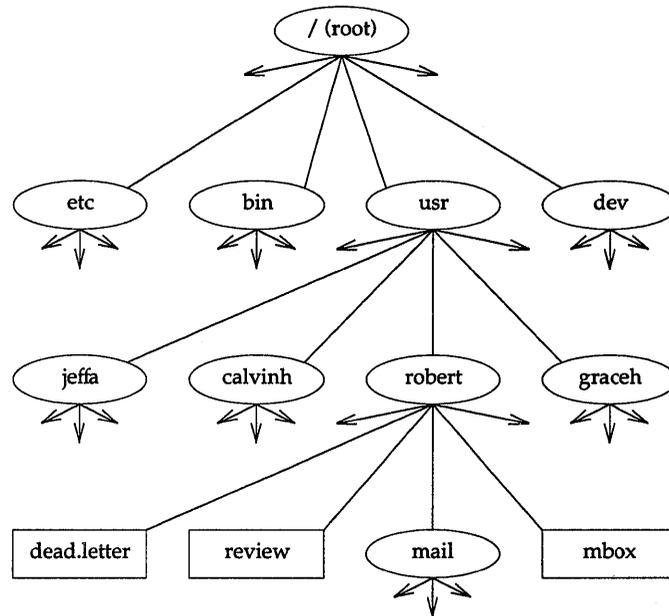
A computer can contain thousands of different files. To keep this huge group of files manageable, the operating system splits up these files among tens or hundreds of different DIRECTORIES. You can think of a directory as a place where the computer keeps a set of files. Files that belong to a certain person or files associated with a particular program are often stored in a directory of their own. To see a particular file, you have to go to the directory that holds it. Each directory has a name, just like a file. However, while a file holds information, a directory holds files and other directories, known as subdirectories.

When you log into your computer, you are in your HOME DIRECTORY. This is where you keep your own files and do your work. The name of your home directory is probably the same as your login name.

After a while, files start to accumulate in your home directory. To keep things organized, you should create some SUBDIRECTORIES within your home directory. A subdirectory is a directory within a directory. If you keep several different types of files in your home directory, you can create subdirectories for each type and divide your files among them. Then, when you want to work with a particular group of files, simply switch over to the subdirectory that holds them.

For example, you might create a *letters* directory in which to keep your letters, and separate directories for particular projects you are working on. You can further divide your new directories. For example, you can make new subdirectories in your *letters* directory to organize your letters by person or subject. There is no limit to the number or kinds of subdirectories you can create.

Almost every directory on the computer is a subdirectory of some other directory. The directories are organized into an inverted tree structure, so called because directories branch out of other directories like the branches of a tree. This tree is "inverted" because the branches move down, not up. One directory, at the top of the tree, is not contained in any other directory. This is called the *root* directory, and its name is a slash character (/). To help clarify this, look at the following picture of part of a typical directory tree.



In this diagram, directories are depicted by ovals, while files are rectangles. Notice that all of the directories have lines coming out of them, indicating that they lead to files or other directories. The files do not have any lines coming out of them. Files do not lead to other files or directories. Remember that this is only a small portion of the entire directory tree. In reality, most directory trees are much deeper than four levels, and each level contains many more than four files and directories.

## *Pathnames*

---

Any file or directory on the computer can be specified uniquely by its **PATHNAME**. A pathname is like a map with directions for finding a file or directory; it lists, in order, each directory you must pass through to get from the *root* directory to the file or directory in question. When the pathname is written down, the directories are separated by slashes (/). Remember that the slash character is also the name of the *root* directory; the first slash in a pathname stands for the *root* directory, while the others are used to separate directories.

For example, the full path of the file called *review* in the diagram above is */usr/robert/review*. The pathname tells you that *review* is in the directory called *robert*, *robert* is a subdirectory of *usr*, and *usr* is in the *root* directory.

A pathname that begins at the *root* directory is called an ABSOLUTE PATHNAME or FULL PATHNAME. Pathnames that begin at some level below the *root* directory, called RELATIVE PATHNAMES, are also useful. When you work in one directory, you can specify a file or directory below it by its relative pathname. For example, if you are working in the directory called *usr* and you need to specify the file in *robert* called *mbox*, you can use the relative pathname *robert/mbox*.

## *The current directory*

---

The directory you are working in at the moment is called your CURRENT DIRECTORY. When you first log into your computer, your home directory is your current directory. Whenever the Manager menu is displayed on your screen, the files in your current directory are also listed. You can change your current directory at any time. (This process is described later in this chapter.)

## *Naming and organizing files and directories*

---

Here are a few important rules to follow when you name files and directories:

- Names cannot be longer than fourteen characters.
- No two files in the same directory can have the same name.
- Do not use blank spaces.
- Do not use control characters in filenames. (Control characters are keys pressed while holding down the <Ctrl> key.)
- Do not use any of the following characters in filenames:

! " ' ; / \ \$ \* & < > ( ) | { } [ ] ^

These characters are reserved for operating system commands.

It is a good idea to use filenames that describe the contents of the files and are easy to type. For example, a file containing a letter to your friend Bob would be more appropriately called *bob.letter* than *xxx* or *5il%ds*, although all of these are acceptable filenames.

It is very easy to let your files pile up in one directory until it is difficult to find anything. Always create more subdirectories when you need them.

The Manager menu options make it easy to create and remove files and directories, and to move up and down the directory tree. These operations and others are described later in this chapter.

## The Manager menu

---

To get to the Manager menu, select the Manager option from the SCO Shell menu. The Manager menu appears at the top of the screen:

```

View Edit File Directory Archive Transfer Preferences Quit
Displays a file
/u/robert Friday April 12, 1990 10:44
  
```

If you are unfamiliar with the parts of the screen, see Chapter 2, “Getting started with SCO Shell.” For an explanation of how to alter the screen display, see Chapter 7, “Configuring your SCO Shell environment.”

Here are brief descriptions of the options on the Manager menu:

Option	Description
View	displays the contents of one or more files
Edit	edits text files
File	finds and manipulates files
Directory	changes to and manipulates directories
Archive	moves files to or from backup media; also, lists the files already on the backup media, and formats blank media
Transfer	moves items to and from the Clipboard, and deletes items from the Clipboard
Preferences	specifies text line length and default text editor
Quit	exits the Manager menu

These options are discussed in detail in “Using the Manager menu options” later in this chapter. All of these options, except Directory and Quit, require you to select a file or a group of files. The following section explains this procedure.

## *Basic commands*

---

Many of the tasks that the Manager menu options can perform involve two basic steps: first you specify what you want to do (by selecting a menu option), and then you indicate to which file or files you want to do it. Thus, before you can really use all the options on the Manager menu, you must know how to:

- select options from a menu, and
- select files from the directory listing.

Fortunately, this is pretty straightforward. If you have had any experience with computers, these basic commands are intuitive, and you might want to skim this section.

### *Selecting a menu option*

---

There are two ways to select an option from a menu: you can either type the first letter of the option name and press `<Return>`, or you can use the arrow keys or `<Space>` bar to move the highlight to the option name and press `<Return>`.

### *Selecting files*

---

Many of the operations that you can perform with the Manager menu options require that you select the files that you want to operate on. For example, if you choose the Copy option, you must tell SCO Shell what file to copy. You can do this by typing the name of the file you want, or by selecting it from a point-and-pick list of all files and subdirectories in your current directory. In addition, you can select several files at a time, and choose files from one of the subdirectories.

#### *Choosing files*

There are three ways to pick a file:

- type the filename,
- use the arrow keys to move the highlight to the filename in the point-and-pick list,
- if you are looking through a long list, you can use the Search key, `<F5>`.

When you have found and selected the file by one of these methods, press `<Return>` to execute the selection.

You can also select several files at a time. If you are selecting files via the point-and-pick list, simply move the highlight to each file you want and press the `<Space>` bar. Each time you do this, an asterisk (\*) appears in front of the filename. When you have finished, press `<Return>` to select every file marked with an asterisk. For more information on point-and-pick lists, see Chapter 2, "Getting started with SCO Shell."

If you are typing in names rather than pointing and picking, selecting several files at a time is somewhat different. To select three different files for an operation, you cannot simply enter three separate filenames at once; SCO Shell accepts only one at a time. Instead, you can type instructions telling SCO Shell to display all files whose names share certain characteristics. This technique is described later in this chapter, under "Using wildcard characters."

If you want to find a file or a number of files, you can use the File Find command and specify a filename or part of a filename to search for. The file(s) that match the name that you specify appear in a list, and you can choose one or more files from this list for the option you are working with. This method of choosing files is explained in "Managing files" later in this chapter.

### *Changing directories*

If the file you want is in a subdirectory of the current directory, you must first select that directory as you select files. You can type the name of the directory, or you can move the highlight to the directory name. Directories are distinguished from files in the listing on the screen because a directory is always followed by a slash (/).

After highlighting the directory, select it by pressing either `<Return>` or the greater than symbol (`>`). A list of the directory's files then appears on the screen. Now select the file(s) you want. When you finish working, your home directory listings reappear.

If you need to move up to a directory above yours (as from `/u/robert` to `/u`), press the "`<`" character. You can also select the symbol for the next directory up, `../` (dot dot slash), which appears at the beginning of every list of directories and files.

To move to a directory that is not in the current directory or in the directory above it, use the Manager `⇄` Directory `⇄` Change command to search for and move to a directory with a specified name. For more information on this command, see "Managing directories" later in this chapter.

### *Using wildcard characters*

SCO Shell understands two WILDCARD CHARACTERS that make selecting files more efficient. When used in a filename, the wildcard characters stand for other characters, just as a wildcard does in a deck of playing cards.

When telling SCO Shell what file(s) you want, you can use wildcard characters to display, for example, every file that begins with the letter "T", or every file that contains the numeral "2". Here are the two wildcard characters you can use:

Character	Stands for
*	zero or more characters
?	any one character

By using the wildcard characters, you can quickly display a precise subset of the files in your current directory. Then, you can select the files you want from the subset. To illustrate this, let's say that the current directory contains the following files:

*ch1.startcar.dcx ch2.runcar.dcx ch3.repairs.dcx ch3.repairs.psf*

When you have selected a subset of files using a wildcard character, you can select from the subset using the (Space) bar, and then pressing (Return) to carry out the functions you require.

Use the asterisk (\*) to replace any string of zero or more characters. By itself, "\*" means "all files." Here are a few examples of file displays using the "\*" character:

Type	To Display	Files Displayed
ch1*	all files beginning with <i>ch1</i>	ch1.startcar.dcx
*.dcx	all files ending with <i>.dcx</i>	ch1.startcar.dcx ch2.runcar.dcx ch3.repairs.dcx
*car*	all files containing <i>car</i>	ch1.startcar.dcx ch2.runcar.dcx

The question mark (?) replaces any single character. Here are some examples:

Type	To Display	Files Displayed
ch3.repairs.???	all files with <i>ch3.repairs.</i> followed by three characters	ch3.repairs.dcx ch3.repairs.psf
ch?*.psf	all files starting with <i>ch</i> and a character, and ending with <i>.psf</i>	ch3.repairs.psf

## Canceling an operation

---

If you ever select an option by mistake, or if you want to interrupt an operation for any other reason, just press the <Esc> key. When you press <Esc>, you return to wherever you were before you started the operation.

## Error messages

---

It is possible for you to ask SCO Shell to do something that cannot be done. For example, you might try to copy a file that does not exist (by mistyping the filename, for instance). When something like this happens, an ERROR MESSAGE appears at the bottom of the screen. This message should give you the information you need to correct the problem. After reading the error message, press <Return> to continue.

## Using the Manager menu options

---

The following sections discuss the tasks that you can perform with the options on the Manager menu.

### Looking at a file

---

You can display the contents of a file on your screen with the View option. When you select View, a listing of the files in your current directory appears. Here is an example:

```

Enter the file to view: /u/robert/
/u/robert
Friday April 12, 1991 10:44
View
Mail      - Electronic Mail
System    - Run a System Shell

Apr 1991
S M Tu W Th F S
  1 2 3 4 5 6
  7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

* id.spec      review  dead.letter  mbox
  lenore.notes  mail/

```

Now you can select the file or files that you want to view. (If you are not sure how to do this, see "Selecting files" earlier in this chapter.)

In the example above, the File window covers roughly half of the screen. Your main SCO Shell screen, however, might be configured for a larger or smaller File window, that is, one that fills all of the screen or a quarter of it.

If there are more files than can appear in the window at one time, use the <Down Arrow> key to "scroll" the additional listings into the File window. You can also use the <PgUp> and <PgDn> keys to move up and down through the listings one "page" at a time. In addition, the <Home> and <End> keys move you to the beginning and end of the file listings, respectively.

After you make your selection, the first screenful of text appears on the screen. In the following example, the file *mbox* is being viewed:

```
Currently viewing /u/robert/mbox
u/robert                                Friday April 12, 1991 10:44
From robert Fri Apr 12 14:31:16 1991
To: lenorek
Subject: interface design spec review
Cc: edwarde robert
Date: Fri Apr 12 14:32:31 1991

Have you had a chance to look at that review I asked you to do yet? Do
you think the due date of May 30th is reasonable?

-Rob

From lenorek Mon Apr 1 9:06:13 1991
To: robert
Subject: interface design spec review
Date: Mon Apr 1 9:09:47 1991

The review is going well, Robert - I'll definitely be done
by the end of the month.

-Lenore
```

You can now scroll through the file to read it. These are the keystrokes that you can use with View:

Keystroke	Action
<Esc>	exits the file
<Up Arrow>	moves up one line
<Down Arrow> or <Space>	moves down one line
<PgDn> or <Return>	moves down a page
<PgUp>	moves up a page
<Home>	moves to the top of the document
<End>	moves to the bottom of the document

Press <Esc> when you finish viewing the file. If you select more than one file to view, the first screenful of the next file is displayed. Otherwise, you return to the SCO Shell menu.

## *Editing a file*

You can edit the contents of a text file using the Edit option in the Manager menu. When you select Edit, a listing of the files in your current directory appears, as explained in the previous section, "Looking at a file."

Select the file or files that you want to view. (If you are not sure how to do this, see "Selecting files," earlier in this chapter.) Once you select a file, the first screenful of text appears on the screen.

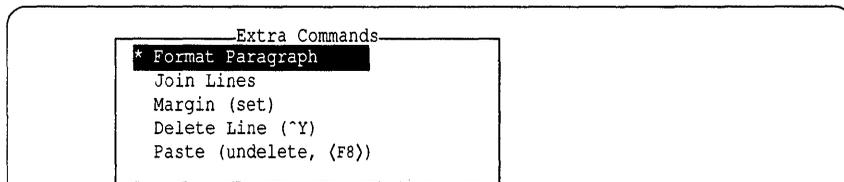
### *Editing commands*

To edit a text file, use the Edit Mode commands available for editing text in form fields. For a full listing of the editing commands, see Appendix A, "Keystroke commands." The following table gives a brief introduction to the editing commands.

Command	Description
Arrow keys	moves the cursor up and down through the file, and to the right or left on each line
⟨PgUp⟩ or ⟨PgDn⟩	use ⟨PgUp⟩ to jump back to the previous page, or ⟨PgDn⟩ to jump forward to the next page. A “page” is one screen of lines.
⟨Home⟩	moves the cursor to the beginning of the current line
⟨End⟩	moves the cursor to the end of the current line
⟨Esc⟩	switches between editing the file and using the Edit menu
⟨Ctrl⟩g↑	moves to the top of the document
⟨Ctrl⟩g↓	moves to the bottom of the document
⟨Ctrl⟩n	moves the cursor to the next word
⟨Ctrl⟩p	moves the cursor to the previous word
⟨Ctrl⟩w	deletes the word the cursor is on, if the cursor is on the first character of the word
⟨Ctrl⟩y	deletes the current line (the line the cursor is on)
⟨F8⟩	pastes a deleted line back into the file. The Edit program stores the last 10 lines you deleted. When you press ⟨F8⟩, the last line you deleted reappears. If you press ⟨F8⟩ again, the next to last line you deleted reappears, and so on.
⟨Ctrl⟩o	inserts a blank line above the current line
⟨Ctrl⟩v	switches between Insert and Overstrike mode. You are in Insert mode to start. If you move the cursor to some existing text and begin typing, the new words are inserted between the existing words. If you press ⟨Ctrl⟩v to change to Overstrike mode, the words you type replace (overstrike) any existing words on the same line. Press ⟨Ctrl⟩v again to return to Insert mode.
⟨Ctrl⟩z	calls up the pop-up list of extra file-editing and formatting options. This is the same as pressing ⟨F9⟩.
⟨F5⟩	prompts you to enter a word, then searches for the next occurrence of that word in your file

### ***Pop-Up list of extra edit-mode commands***

When you press ⟨F9⟩ in Edit mode, a list of extra editing commands appears on the screen, like this:



To choose a command from this list, position the highlight bar over the command that you want and press `<Return>`. To use the `Format Paragraph`, `Delete Line`, and `Join Lines` commands, you must position the cursor on the line or paragraph that you want before pressing `<F9>`.

The following table describes the commands on the Extra Commands list:

Command	Description
Format Paragraph	reformats the paragraph that the cursor is on. This command fills each line with text out to the margin, moving text up from subsequent lines as necessary.
Join Lines	joins the line the cursor is on with the text of the next line. If both lines together are too long to fit within the file margin, only part of the text from the second line is joined to the first.
Margin (set)	resets the line length for this file. The default line length appears in a box. Type in the new line length and press <code>&lt;Return&gt;</code> . If you type in new text now, the text automatically breaks to a new line after reaching the line length that you set. To reformat existing paragraphs to the new line length, use the <code>Format Paragraph</code> command. To reset the default line length for all editing, use the <code>Preferences</code> command in the <code>Edit Menu</code> .
Delete Line (^y)	deletes the line that the cursor is on. This option is the same as pressing <code>&lt;Ctrl&gt;y</code> .
Paste (undelete, <F8>)	pastes deleted lines back into the file. When you choose <code>Paste</code> , the last line that you deleted reappears. If you choose <code>Paste</code> again, the next to last line that you deleted reappears, and so on, up to a maximum of 10 lines. Choosing <code>Paste</code> is the same as pressing <code>&lt;F8&gt;</code> .

To configure or extend your editing powers, press <Esc> while editing a file. The Edit menu appears, with the following options:

```
                                <Esc> to resume editing                                Edit
Edit Include Transfer Quit
Edit document
/u/robert                                Friday April 12, 1991 10:44
```

The options in the menu are described briefly in the following table:

Option	Description
Edit	invokes the Auto Editor you specify
Include	includes a file in the current document
Transfer	moves items to and from the Clipboard, and deletes items from the Clipboard
Quit	saves your work, exits the editor, and returns to the Manager menu

If you choose the Edit option, the text of the file appears, and you can edit it using the Auto Editor you specify.

Select the Include option to include another file in the file that you are currently editing. When you select Include, a pop-up window appears listing the files in the current directory. Use the cursor-movement commands to select a file.

The Transfer option allows you to access the Clipboard while you are editing a file. You can use the Clipboard to transfer text and other forms of data between different applications. See Chapter 5, "Sharing information between applications," for more information about using the Clipboard.

The Quit option exits the Edit Mode and returns you to the Manager menu. Quit also saves your latest changes to the current file.

## Managing files

Use the File option in the Manager menu to organize and manipulate files. When you select the File option, the following menu appears:

```
                                                                    File
Copy Rename Erase Find Unfind Permissions WasteBasket
Copies a file
/u/robert                                Friday April 12, 1991 10:44
```

Here are brief descriptions of the options in the File menu:

Option	Description
Copy	makes a copy of a file or a group of files
Rename	changes a file's name, or moves a file or group of files to a different directory
Erase	puts one file or a group of files in the wastebasket
Find	lists files that match specified criteria
Unfind	lists files in the current directory, rather than the "Find" list
Permissions	changes the permissions on your files
Wastebasket	recovers or removes files from the wastebasket

The following sections discuss the tasks that you can perform with the options of the File menu.

### *Copying files*

Use the Copy option to make a copy of one or several files at a time. You can place the copy in any directory for which you have the correct permissions. For more information on file permissions, see "Changing permissions" later in this chapter.

After you select the Copy option from the File menu, a list of the files in your current directory appears, along with a message asking you to select the file(s) that you want to copy.

Choose the appropriate file(s). When you make a selection, another message appears. This one asks you to select the file to copy to. Now you must select a destination for your file(s).

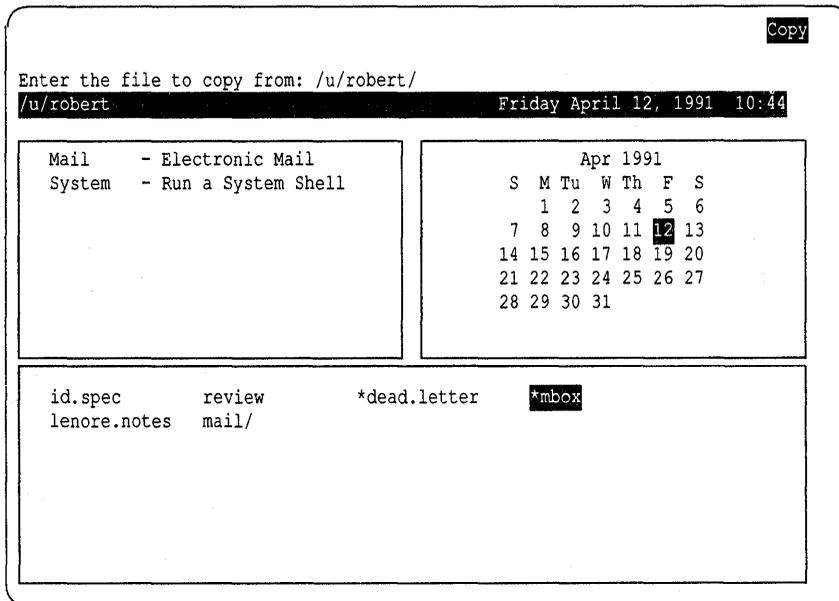
If you are copying a single file, you can enter any filename that does not already exist. Do not enter the name of a file that already exists; doing this overwrites the contents of the file, replacing them with the new data. If you specify a directory only, a copy of your file with its original name is put in that directory. If you are copying a group of files, you must specify a directory as a destination.

#### **Examples**

This first example creates a backup copy of the file *review* called *review.bak*. First, select the Copy option. The File menu disappears, and you are asked to enter the name of the file from which you wish to copy. In this case, type **review**. The word appears after the pathname */u/robert*.

Now press <Return> to execute the selection. At this time, you are asked to enter the name of the file to which you want to copy. In this case, type **review.bak** and press <Return>. The File menu appears. There is now a file called *review.bak* in the directory */u/robert*, containing an exact copy of the file *review*.

Here is another example. This time, copy the files *dead.letter* and *mbox* into the directory *mail*. Again, you must select the Copy option. Now mark the files to be copied by moving the highlight to each file and pressing <Space>. See "Choosing files" earlier in this chapter if you are not sure how to do this. This is what the screen looks like after you mark the two files:



Now, press <Return> to execute the selection. The "copy to" line appears, just as in the previous example. Type **mail** or highlight **mail/** on the screen to select the *mail* directory. Notice that the "copy to" line changes to indicate that you are in the *mail* directory. When you press <Return> copies of the two files are placed in the *mail* directory, and you return to the File menu. SCO Shell gives the copies the same names as the original files.

### Renaming and moving files

The Rename option is used both for changing the name of a file and for moving files from one directory to another. Using the Rename option is just like using the Copy option, but you do not leave a copy of the file in the original location. You perform the same steps to rename a file as to copy a file, and the procedures involved in moving files to a different directory are just like those used to copy files to a different directory.

When you select the Rename option from the File menu, a message appears, prompting you to select the file(s) that you want to rename.

When you have made your selection, a new message appears, prompting you to enter the new filename. At this point, you select a destination for your file(s).

- If you are renaming a single file, you can specify any filename that does not already exist; the file is then renamed (that is, moved to a new filename).
- If you specify a directory, your file moves into that directory, keeping its original name. If you are renaming a group of files, you must specify a directory as a destination.

Refer to “Copying files” earlier in this chapter for more detailed information.

### *Removing files*

To remove files, use the Erase option; this option does not remove directories. (See “Managing directories” later in this chapter for information on renaming a directory.) When you select the Erase option, you remove the File menu from the screen. You are prompted to select the file(s) that you want to erase. Once you select the files, you return to the File menu. The directory listing is updated to show that the files were erased.

When you erase a file, SCO Shell places it in your wastebasket directory. The file remains there until you exit SCO Shell. You can recover files from the wastebasket with the Wastebasket option (see the section, “Recovering erased files”). When you exit SCO Shell, all the files in the wastebasket directory are permanently deleted, and there is no way to recover them.

### *Finding files*

The Find option lets you search for and list files with specified names. When you select the Find option, a form appears, with a field for specifying the full or partial filename that you want to search for. The form looks like this:

```

File Search
-----
Filename or partial name: [           ]
  
```

Use the full filename if you want to find just one file. If you want to find a number of files with similar names, specify the part of each filename that is the same, and use wildcard characters for the rest of the filename. For example, to list all files with the *.dcx* extension, enter *\*.dcx* in the “Filename” field.

Note that the resultant listing might contain files from numerous different directories at different levels of your directory tree. If you no longer want to see the listing of files from different directories, and instead you want to dis-

play only the files in your current directory, choose the Unfind option in the File menu. After choosing Unfind, you can no longer see files in numerous different directories in your directory tree.

You can use the Find option to carry out a task on several different files in a list. First use the Find option to display the list of files. Choose a task option from the File menu. Finally, choose the files to be acted upon.

## Managing file permissions

Every file or directory has a set of PERMISSIONS that control who can read them, change them, and execute them. With the Permissions option, you can change permissions on files and directories you own to make them more or less accessible to other users on your system.

### How permissions work

Each file has three different sets of permissions: one for the user, the owner of the file; one for the group, the other users in your work group; and one for all, meaning everyone on your system. Each set of permissions can include none, one, or more than one of the following privileges:

- Read  
For a file, this means you can look at its contents on the screen. For a directory, this means that you can see a list of the files it holds. Read permission for the directory does not automatically give you read permission for every file in the directory.
- Write  
For a file, this means that you can alter its contents or remove it. For a directory, this means you can create files and subdirectories within that directory.
- Execute  
For a file, this means you can run a program that the file contains. Execute permission on a directory means you can change to it and use files within it.

When you create a file or directory, it acquires a standard set of permissions automatically. For example, a typical configuration might give the *user* (yourself) read and write permissions. Other users, both your *group* members and *all* other users, might have only read permission.

### Changing permissions

The Permissions option lets you change the permissions on one file or directory at a time. This option also shows you the current permissions.

To change permissions on a file or directory, proceed as follows:

1. Select the Permissions option from the File menu. In response, this message appears:

```

Enter the file to be changed: /u/robert/
/u/robert
Permissions
Friday April 12, 1991 10:44

```

2. Now, select the file or directory you want to change. Remember, you can select only one at a time on this form. The File Permissions form now pops up on the screen:

```

File Permissions
User  Read [*] Write [*] Execute [ ]
Group Read [*] Write [ ] Execute [ ]
All   Read [*] Write [ ] Execute [ ]

Owner: [robert  ]
Group: [pubs   ]

```

The form displays the current permissions for the file you selected, and the owner and owner's group. The asterisks between the brackets show who has which permissions. In this example, the User (owner) has Read and Write permissions, while Group and All have only Read permissions. This means that anyone can read the file, but only the owner can change it. No one can execute it.

3. To grant additional permissions for User, Group, or All, move the highlight to the appropriate permission field and press the `<Space>` bar. An asterisk shows that you have added this permission. Use the `<Up Arrow>`, `<Down Arrow>`, and `<Return>` keys to move around on this form.

To remove permissions press the `<Space>` bar in a field that already has an asterisk: the asterisk disappears.

4. You can change the values in the "Owner" and "Group" fields if you are the owner of the file.
5. When you have finished, press `<Return>` in the last field ("Group"), or simply press `<Ctrl>x` with the cursor at any point on the screen. This makes the changes to the file or directory that you requested, and then returns you to the File menu.

### Viewing permissions without changing them

If you just want to see what a file's permissions are, select it through the Permissions option but make no changes. Simply press `<Esc>` when you have finished looking at the File Permissions form.

Your File window can also show you a file's permissions if the window is configured to show "system" file listings; that is, listings that show detailed technical information about each file. For details on doing this, see Chapter 7, "Configuring your SCO Shell environment," in this guide.

### Recovering erased files

The WASTEBASKET option lets you manipulate the files in your wastebasket directory. When you select the Wastebasket option, this menu appears:

```
                                                                    wasteBasket
Select Delete Clear
Recovers a file from wastebasket
/u/robert                                                                Friday April 12, 1991 10:44
```

Here are brief descriptions of the Wastebasket menu options:

Option	Description
Select	recovers a file or group of files from the wastebasket
Delete	permanently erases a file or group of files from the wastebasket
Clear	permanently erases all of the files in the wastebasket

If you choose the Select or Delete option, a list of the files in the wastebasket appears on the screen. You can then select the file(s) that you want to recover or delete. If you are not sure how to do this, see "Selecting files" earlier in this chapter.

**NOTE** Any file that you recover from the wastebasket appears in your current directory. If you have changed directories since removing the file, it does not appear in the directory where it was before.

If you choose the Clear option, all the files in the wastebasket are permanently removed. The wastebasket is cleared automatically each time you exit SCO Shell.

### Managing directories

The Directory option in the Manager menu lets you take a number of actions on directories. When you select the Directory option, the following menu appears:

```
                                                                    Directory
Change Make Remove Permissions
Changes current directory to another directory
/u/robert                                                                Friday April 12, 1991 10:44
```

The options on this menu allow you to change to a new current directory, make new directories, remove empty directories, and change directory permissions. These operations are discussed in the following sections.

### ***Changing the current directory***

To make a different directory your current directory, select the Change option from the Directory menu. In response, a message appears, prompting you to select the new current directory. Also, the File window changes to show only the subdirectories in your current directory; normal files are not displayed.

Now select the directory you want to work in. You can select a subdirectory from your current directory, or you can specify a different directory by its pathname. You return to the Manager menu, and the listing for the new current directory appears on the screen.

### ***Creating a new directory***

To create a new directory, select the Directory option from the Manager menu, and then select the Make option from the Directory menu. You are now asked to enter the name of the new directory.

Type the name of the new directory, and press `<Return>`. You return to the Manager menu, and the new directory appears in the directory listing displayed on the screen.

### ***Removing an empty directory***

Before you can remove a directory, you must make sure that it does not contain any files or subdirectories. If it is not empty, you must either delete the files it holds or move them to other directories.

Once the directory is empty, remove it by selecting the Directory option from the Manager menu. Then select the Remove option from the Directory menu; you are prompted to select the directory to remove.

When you have selected the directory, you return to the Manager menu, and the directory is removed from the directory listing displayed on the screen.

### ***Changing directory permissions***

If you choose the Permissions option in the Directory menu, you can change the permissions for the current directory using the Directory Permissions form. For more information on this form and how to use it, see the "Changing permissions" section earlier in this chapter.



## Copying files to and from removable media

The Archive option on the Manager menu provides an easy way to copy files to and from BACKUP media (such as floppy disks and tape). It allows you to:

- display the files currently on the ARCHIVE media
- extract files from the archive media and place copies into your current directory (extracting everything in the archive, or just specific files)
- create an archive, that is, copy files from your current directory onto the archive media
- format a diskette before archiving files on it

When you choose the Archive option, the following menu appears:

```

Extract List Format Create Type Device
Retrieve files from a disk or tape
/u/robert                                Friday April 12, 1991 10:44
    
```

Here are brief descriptions of the Archive menu options:

Option	Description
Extract	copies files from archive media into your current directory
List	lists all files on the archive media
Format	formats the archive media to prepare it for copying files
Create	copies files from your current directory to the archive media
Type	selects the archive file format: <b>tar</b> , <b>cpio</b> , or <b>DOS</b>
Device	specifies the address of the disk or tape drive for archiving

### Preparing to use removable media

Before you use the options in the Archive menu, make sure that your floppy disk, tape, or other archive medium is properly mounted. If you do not know how to do this, ask your system administrator.

You must also make sure you know the device address for the tape or disk drive you intend to use. For information on device addresses and how to set yours, see "Specifying the archive device address" later in this chapter.

After mounting your archive medium and specifying the device address, you need to choose a type of format for archiving. The three available types of format are **tar**, **cpio**, and **DOS**. Generally, **tar** is the most useful format. If your system does not support the use of **tar**, use **cpio**. The **DOS** format provides only limited archive functionality. You can use it to copy files to a single

diskette, but it does not support archiving of whole directories, nor does it support tape formatting. To carry out your choice of archive format, see “Specifying the type of format for archiving” later in this chapter. Once you have chosen an archive format, use that format for all future archiving so your media are interchangeable.

The operations that you can perform with the Archive options are discussed in the following sections.

### *Extracting files from backup media*

The Extract option in the Archive menu copies files from archive media into your current directory.

When you choose the Extract option the Media Extraction form appears.

```

Media Extraction
Device: [/dev/rfd096ds15 ]
Extract: All Files Selected Files
  
```

If you want to extract files from an archiving device other than the default one, change the entry in the “Device” field. Otherwise, press `<Return>` to accept the default device. For more information on this choice, see “Specifying the archive device address” later in this chapter.

If you want to copy all files in the archive to the current directory, leave the All Files option selected for the “Extract” field and press `<Return>`. Copying begins immediately. If more than one volume (one tape or diskette) is required for the archive, you see a prompt to insert a second volume. When archiving is finished, you automatically return to the Manager menu.

However, if you want to copy only certain files, select the Selected Files option of the “Extract” field. In response, a list of all files on the archive media appears on the screen. The list looks similar to the following example. If you are listing DOS files, the filenames appear in all uppercase characters.

```

Select one or more files for extraction from media.
/u/robert Friday April 12, 1991 10:44
* notes specifications test.results z_file
  
```

Use the movement keys to scroll through the list. Select the files you want to extract with the `<Space>` bar, and press `<Return>` to copy the files into your current directory.

## Listing files on backup media

Before copying files from archive media to your current directory, you might want to see what files the backup media holds. To do this, select the Archive menu's List option. A list appears, showing the files contained on the currently mounted archive media. If the list fills more than one screen, use the movement keys to scroll through it. If you see a prompt for a second volume, insert the second diskette or tape that contains the rest of the archive you are listing. Note the files that you want to retrieve. When you are finished looking at the list, press <Esc> to clear the screen and return to the Manager menu.

## Formatting archive media

Before archiving files, you might have to "format" the diskette or tape that you want to archive them on. First make sure you have set your format type, as described in "Specifying the type of format for archiving" later in this chapter. If you are not sure what format type is used on your system, or if you are not sure whether you need to format your media, check with your system administrator. If you do need to format the archive media and the type is set correctly, choose the Format option on the Archive menu. The Media Formatting form appears.

```

Media Formatting
-----
Device: [/dev/rfd096ds15 ]
Confirm: [Continue] Abort
    
```

If you want to format media on an archiving device other than the default one, change the entry in the "Device" field. Otherwise, press <Return> to accept the default device. For more information on this choice, see "Specifying the archive device address" later in this chapter.

To confirm your decision to begin the formatting process, press <Return> again. Formatting takes a few minutes. When the media is formatted, you return to the Manager menu.

If you decide you do not want to format the media, select the Abort option in the "Confirm" field.

## Copying files to backup media

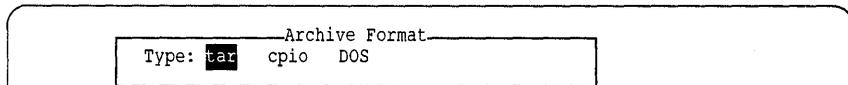
The Create option copies files from your current directory to the archive media. When you select the Create option, the screen displays a list of the files in your current directory. Select the file(s) that you want to copy. If you are using tar or cpio and you select a directory, all of its contents, including any subdirectories and their contents, are transferred onto the archive media.

Press **(Return)** to begin the copying process. If the archive fills more than one volume (diskette or tape), you see a prompt to insert a second volume. After the files that you selected have been copied to the archive, you automatically return to the Manager menu.

When you make a **tar** or **cpio** archive, all existing files on the archive media are overwritten. When you make a DOS archive, only those files on the archive that have the same name as the files you are copying are overwritten; all others remain intact. Keep in mind that you can archive files but not directories in the DOS format.

### *Specifying the type of format for archiving*

The **Type** option in the Archive menu specifies the format you intend to use for archiving. When you select the **Type** option, the following form appears:



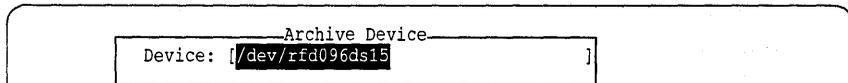
Archive Format

Type: **tar** cpio DOS

Select the archive file format that is best suited to the archiving you intend to do. In most cases, **tar** format is the best choice. See your system administrator if you are not sure which format to select.

### *Specifying the archive device address*

The **Device** option in the Archive menu specifies the address of the device driver for the device you intend to use for archiving. When you select the **Device** option, the following form appears:



Archive Device

Device: **[/dev/rfd096ds15]**

The "Device" field automatically displays the address of the drive that is normally used for archiving. If you intend to use that drive, just press **(Return)** to accept this entry as is.

To see a list of all possible drives on your computer system, press (F3). A box appears on the screen with a list of the devices in the */dev* directory on a typical system; your list might have more or different entries.

```

/dev/rfd048ds9
/dev/rfd096ds15
/dev/rfd0135ds9
/dev/rfd0135ds18
/dev/rct0
/dev/rctmini
    
```

The names of the devices appear in coded form. According to the conventions of the code, the first letter (*r* in the sample list) stands for the access method; you can usually ignore this letter, as it is the same for most devices.

The next two letters specify the type of media; *fd* stands for floppy diskette and *ct* for cartridge tape. The next number (0 for most devices in the sample list) is the number of the disk or tape drive. The final characters of the code (for example, *48ds9*) are size parameters for floppy diskettes. They indicate the number of tracks per inch, the number of sides used (*ss*=single-sided, *ds*=double-sided), and the number of sectors per track.

The following table indicates the size and type of media associated with each drive in the sample list.

Device Code	Size and Type of Archive Media
rfd048ds9	5.25 inch 360-Kbyte floppy diskette
rfd096ds15	5.25 inch 1.2-Mbyte floppy diskette
rfd0135ds9	3.5 inch 720-Kbyte micro-floppy diskette
rfd0135ds18	3.5 inch 1.44-Mbyte micro-floppy diskette
rct0	standard tape drive
rctmini	mini-cartridge tape drive

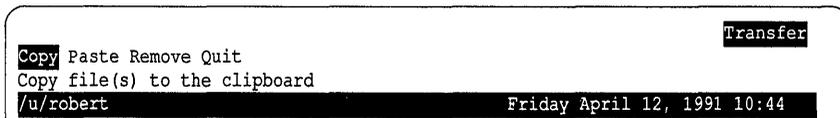
Choose a drive from this list by highlighting it with the arrow keys and pressing (Return).

The */etc/default/tar* file on your system must contain valid archive devices for your choice to take effect. If you do not know which devices your system supports, or if you do not know which device to choose, see your system administrator.

## Using the Clipboard from the Manager menu

The Transfer option on the Manager menu allows you to access the Clipboard from SCO Shell. Use Clipboard to transfer information between different applications. Once you have put an item on the Clipboard, you can access it from any application that contains a Transfer menu. The Transfer menu allows you to copy files to the Clipboard that did not come from another application.

To use the Clipboard, select Transfer from the Manager menu. A menu like the following appears:



The four options on the Transfer menu allow you to use the Clipboard from the Manager menu. Below is a summary of these options:

Option	Description
Copy	copies an item to the Clipboard
Paste	pastes an item from the Clipboard to a directory
Remove	deletes an item from the Clipboard
Quit	exits the Transfer menu

See Chapter 5, "Sharing information among applications," for more information about using the Clipboard from the Manager menu.

## Setting preferences for text editing

The Preferences option lets you customize how you edit text files. When you select the Preferences option, the following form appears:

Use the Line Length field to set the default right margin for all use of the built-in SCO Shell text editor. The default is set to the maximum for your screen width; in most cases, this is 77 spaces. If you want to create a wider right margin as you edit text files with the SCO Shell editor, enter a smaller number in the Line Length field. For example, if you want to create a right margin of 10 spaces and your default line length is 77, change the number in the Line Length field from 77 to 67.

Use the Auto Editor field to specify the pathname of an editing program other than the built-in SCO Shell text editor. For example, enter the path `/usr/bin/word` to use Microsoft Word if your system has Word in this location. If you do not know the location of your chosen editor, see your system administrator.

In the File Suffix field, specify a filename extension that invokes your chosen Auto Editor. For example, you can enter `dcx` if you have specified Microsoft Word as your Auto Editor. After you have set these preferences, select the Edit option in the Manager menu, then select any Word file with the `.dcx` extension, and you see the text in a Microsoft Word editing window. Files that do not have the `.dcx` extension still invoke the SCO Shell text editor.

If you specify an Auto Editor but leave the File Suffix field blank, SCO Shell invokes your Auto Editor for all files you select after choosing the Edit option in the Manager menu.

The last field in the form allows you to save your preferences for future SCO Shell sessions.

If you make the changes described above, the form looks like the following:

```

      Editor Configuration
-----
Built-in text editor

      Line Length: [67]

User selected editor

      Auto Editor: [/usr/bin/word           ]
      File Suffix: [dcx           ]

      Save as default? [Yes] No

```

## Exiting the Manager menu

---

Select the Quit option to exit the Manager menu. You return to the SCO Shell window.

## *Chapter 5*

# *Sharing information among applications*

---

Most applications that run under SCO Shell are separate programs that can stand alone. Yet you can also move data among them as easily as if they were one program. This feature is called DATA INTEGRATION.

This chapter explains data integration in detail, suggests ways in which you can use it, and actually shows you how to move data among applications.

## *Data integration in SCO Shell*

---

Within the SCO Shell environment, the CLIPBOARD performs data integration. The Clipboard acts as a storage place and translator. You copy data from an application onto the Clipboard, and then paste the data from the Clipboard into a different application. To complete a financial report, for example, you might use the Clipboard to copy a spreadsheet from a spreadsheet package onto the Clipboard; then, you could paste the data into an MS-Word document. You can reach the Clipboard from all programs that include the Transfer option.

## *Using the Clipboard between applications*

---

The Clipboard is a feature of SCO Shell. You can reach it from almost any application through a special Transfer menu. Transfer menus are available from SCO Shell, SCO Portfolio, and MS-Word.

As stated earlier, the Clipboard lets you move information from one application to another. This is a three-step process:

1. From within an application, copy data onto the Clipboard.
2. Start up another application.
3. From within the other application, paste data from the Clipboard into an open file.

The Clipboard is more than just a simple conduit between programs. You can store numerous items in your Clipboard, on either a short- or a long-term basis. Items can be of any size.

### ***Translating information to a new file format***

The Clipboard is “smart” in the way that it handles information. When you paste information from the Clipboard into an application, the Clipboard automatically translates the information into the receiving application’s file format. The original copy of the item stays in the Clipboard, still in the original file format.

The only exception is performing Clipboard operations from the SCO Shell screen. From the SCO Shell’s Transfer menu, you must specify the current format of any file you are copying to the Clipboard. There is a good reason for this extra step, which is explained later under “Copying data indirectly using the Clipboard.”

### ***Accessing the Clipboard***

Each user has an individual Clipboard. No other user can copy items to it or paste items from it. You can keep as many items as you want on your Clipboard.

### ***Storing often-used data in the Clipboard***

Once you copy something to your Clipboard, you can paste it to other applications as often as you like. Clipboard items stay in the Clipboard until you specifically remove them.

Thus, the Clipboard is a good place to store things that you need again and again. For example, you might use it for storing “boilerplate” text that you need to insert repeatedly in reports or other standard documents.

You should note, however, that the files you copy to the Clipboard are simply that: copies. Changes to the original files do not update the copies in the Clipboard.

## Copying data indirectly using the Clipboard

You cannot copy data directly from programs that do not support the Clipboard. There are, however, easy ways to import the data indirectly.

Most database, spreadsheet, and word processing programs can export data from their special file formats into standard text files. You can then use the Clipboard from the Manager menu of the SCO Shell screen to copy these files onto your Clipboard. Then they can be pasted into other SCO applications, or non-SCO applications that support the Clipboard.

From the SCO Shell screen, you can copy any file in your current directory (or any directory that you have access to) onto the Clipboard, not just files that are already part of Clipboard-supporting applications. From the SCO Shell screen, there is no way for the Clipboard to know from which application these files are coming. Thus, SCO Shell's Transfer menu asks you to specify the file format of any files you copy in. This is unnecessary from within other SCO applications.

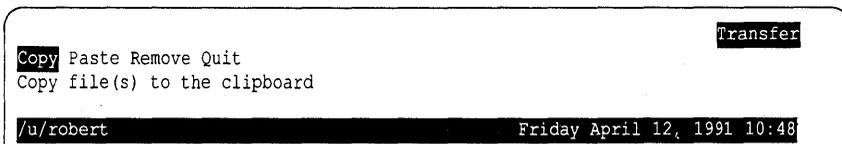
## Using the Clipboard from SCO Shell

---

This section shows you how to use the Clipboard from SCO Shell.

**NOTE** For instructions on using the Clipboard from other applications that support it, see the documentation for the appropriate application.

From the SCO Shell's Manager menu, choose the Transfer option. The Transfer menu appears:



The options on this menu allow you to use the Clipboard. Some of the applications have fewer options on their Transfer menus, but most contain the four options shown on this menu. Here are brief descriptions of the options on the Transfer menu which are described in the following sections:

Option	Description
Copy	copies an item to the Clipboard
Paste	pastes an item from the Clipboard to a file
Remove	deletes an item from the Clipboard
Quit	exits the Transfer menu

## Copying an item to the Clipboard

Select the Copy option to duplicate a file to the Clipboard. A list of the files in your current directory displays on the screen, and you see the prompt to select a file:

```

Enter a file to be copied to the clipboard: /u/robert/
/u/robert                                Friday April 12, 1991 10:48
  
```

You can now select a file to copy to the Clipboard. Enter the filename at the prompt, or highlight it in the File window that appears on the SCO Shell screen.

After you make your selection, you are prompted for the FILETYPE of the file from which you are copying. The Filetypes box displays on the screen:

```

Select the filetype you are copying from
* Text          - Straight Text File
  Other         - None Of The Above
  
```

Tell the Clipboard the format of the file that you are copying by selecting a type from this box. The Clipboard must know the file's type to translate the file correctly when you paste it.

To select a type, use the arrow keys to move the highlight to the correct type, and press <Return>. After specifying the Clipboard type, you are asked to choose a name for the new clipboard item:

```

What is the name of this item: temp
/u/robert                                Friday April 12, 1991 10:48
  
```

The name you enter here is given to the copy of the file that is placed on the Clipboard. (The name of the original file does not change.) The default name is *temp*. If you want to use the default name, simply press <Return>. To give the item a different name, type the name and press <Return>.

Each time you select *temp* as the clipboard item name, the Clipboard overwrites the previous *temp* item. Consequently, it is a good idea to select unique names for clipboard items, especially if you want to save them.

When you have named the clipboard item, the copy process is complete, and you return to the Transfer menu.

## Pasting an item from the Clipboard

The Paste option allows you to take an item from the Clipboard and PASTE it into a file. You can translate the item to a different type when you paste it.

When you select the Paste option from the Transfer menu, the Clipboard Filetypes box displays on the screen:

Select the filetype you are pasting to	
* Text	- Straight Text File
Other	- None Of The Above

You must now pick a file format. The clipboard item that was previously copied to the Clipboard is translated into this format when you paste it to a file. To choose a format, use the arrow keys to move the highlight to the one you require, and press `<Return>`. If you wanted to move a spreadsheet into a text file, for example, you would highlight Text here.

Once you have chosen the file format, the Clipboard displays a list of all the current clipboard items that it can translate into that type. (The list may not include every item on the Clipboard, because some file conversions are impossible.) They will be displayed in a box like this:

Clipboard Items		
* boilerplate	fig1	SCO Shell
text.mine	tmp	SCO shell
word1	wordfile	Word

The box's left-hand column holds the name you gave the item when you copied it to the Clipboard. The middle column holds a description of the item: in some cases, the description is the filename this item had when it was copied to the Clipboard. The right-hand column holds the name of the application from which the clipboard item was copied.

To select the item to paste, use the arrow keys to move the highlight to the item you require, and press (Return). This line displays at the top of the screen:

```
Enter new filename: /u/robert/ Paste  
/u/robert Friday April 12, 1991 10:49
```

The current directory is shown at the top of the screen. You are asked to enter a new filename for the item you are pasting. The name of the original item is not changed, and it remains on the Clipboard. You can paste an item as many times as you want. After you enter a name, you return to the Transfer menu.

## *Deleting an item from the Clipboard*

---

To delete an item(s) from the Clipboard, select the Remove option from the Transfer menu. The Clipboard Items box then appears:

```
Clipboard Items  
* boilerplate  fig1  SCO Shell  
text.mine     tmp   SCO Shell  
word1         wordfile  Word
```

This box lists all the items on the Clipboard that can be removed.

To select the item you want to remove, use the arrow keys to move the highlight to that item, and press (Return). The item is deleted from the Clipboard, and you return to the Transfer menu.



## Chapter 6

# Printing

---

From SCO Shell, you can print a copy of any file that you own. You can also change to a different printer, check the status of print jobs that you have already sent out, and cancel print jobs that are in progress.

### Using the Print menu

---

To print a file, select Print from the SCO Shell menu. You see the following menu:

```
Current printer: lp Print  
Go Select PrintStatus Cancel Quit  
Send file(s) to the current printer  
/u/robert Friday April 12, 1991 11:44
```

The following are brief descriptions of the Print menu items:

Option	Description
Go	sends one or more files to the current printer
Select	chooses a different printer
PrintStatus	checks the status of your print jobs
Cancel	cancels a print job
Quit	returns to the SCO Shell menu

The following sections describe these options.

## *Sending files to the printer*

---

Select the Go option to send one or more files to the current printer. When you select Go, a list of the files in your current directory displays on the screen along with this message:

```

Current printer: lp
Enter file(s) to print: /u/robert/
/u/robert
Friday April 12, 1991 11:45
  
```

Now you can select the file(s) that you want to print. If you are not sure how to do this, see the section "Selecting files" in Chapter 4, "Managing your files". The files that you select are sent to the current printer, and you return to the Print menu.

## *Selecting a different printer*

---

To send your file(s) to a different printer, choose Select from the Print menu. With this option, you can select a different printer just for your current SCO Shell session, or you can change the default that is used whenever you start SCO Shell.

When you choose the Select option, a box similar to the following displays on your screen:

```

Printer Select
* default      (Default printer)
laser2        (HP LaserJet Series 2 with native fonts)
laser2.land   (HP LaserJet Series 2 in landscape mode)
laserjet      (HP LaserJet with native fonts)
lp            (Default Printer)
  
```

To select a printer, move the highlight to the printer name that you require and press `<Return>`. A new box appears on the screen asking if you want this printer to be saved as the default printer. If you select Yes, the printer you have selected becomes the default printer which is used as the current printer whenever you start SCO Shell. If you select No, the selected printer is the default printer for the current SCO Shell session only.

## Checking the status of print jobs

---

To check on the progress of a print job, choose PrintStatus from the Print menu. A box similar to the following displays on your screen:

Print Status				
Printer1-82	robert	5798	Apr 12 11:24	on printer1
Printer1-83	robert	20481	Apr 12 11:29	on printer1

Each line in this box corresponds to a print job. Every line tells you the name of the printer the job is going to, the number of the print job, the login name of the person who sent the job, the number of characters in the file, and the date and time that the print job was sent. Press <Esc> to remove the box from the screen and return to the Print menu.

If there are no current print jobs, SCO Shell displays a message to that effect at the bottom of the screen. Press <Return> to return to the Print menu.

## Canceling print jobs

---

To interrupt a print job, select the Cancel option from the Print menu. When you select Cancel, a box similar to the following displays on the screen:

Print Status				
Printer1-82	robert	5798	Apr 12 11:24	on printer1
Printer1-83	robert	20481	Apr 12 11:29	on printer1

Move the highlight to the job(s) that you want to cancel and press <Return>. After you cancel the job(s), you automatically return to the Print menu.

If there are no current print jobs, you see a message to that effect. Press <Return> to return to the Print menu.

## Exiting the Print menu

---

To exit the Print menu and return to the SCO Shell menu, select the Quit option from the Print menu.



## Chapter 7

# Configuring your SCO Shell environment

---

---

SCO Shell provides a versatile working environment that you can configure to suit your personal needs. You can change the following:

- You can alter the windows displayed on the SCO Shell screen to fit your preferences by changing the size of the windows, their positions on the screen and, in some cases, the format in which they display information.
- You can add, delete, or change the order of programs on the Application and Utility menus.

This chapter explains in detail how to make these changes. When you start SCO Shell, you see the main SCO Shell screen first. The default SCO Shell screen looks like this:

```

SCO Shell
Application Manager Print Utility Options Quit
Select an application:
/u/robert                               Friday April 12, 1991 10:42

Mail      - Electronic Mail
System    - Run a System Shell

Apr 1991
S M Tu W Th F S
  1  2  3  4  5  6
  7  8  9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31

../          clipdir/      memo.budget    performance
News/        memo.goodbye  report.expense status.2.12
wastebasket/ memo.lunch    report.hires   status.2.12
announcement memo.meeting  report.plan    status.2.26
annual.report memo.review   report.sales   status.2.26
cash.advance memo.salary   report.space   status.3.11
deadlines    memo.specs    specifications
    
```

If you are unfamiliar with any parts of this screen, see Chapter 2, "Getting started with SCO Shell."

## Using the Options menu

To modify the SCO Shell environment, select Options from the SCO Shell menu. The Options menu displays:

```

Options
Display Applist Utilist Save Quit
Configure desktop display
/u/robert                               Friday, April 12 1991 10:44
    
```

Here are brief descriptions of the selections on the Options menu:

Name	Description
Display	configures the SCO Shell screen's windows
Applist	edits the applications list and selects the first application displayed
Utilist	edits the utilities list
Save	saves the SCO Shell screen configuration
Quit	returns to the SCO Shell menu

Each of these options is discussed in detail in the following sections.

## *Changing the SCO Shell screen display*

To change the way the SCO Shell screen looks, the positioning of each window, and how the information is displayed inside the windows, select Display from the Options menu. This calls up the Display menu, which lets you choose one of the following items:

Name	Description
FileWindow	configures the File window display
AppWindow	configures the Application window display
CalendarWindow	configures the Calendar window display
Quit	returns to the Options menu

The procedures for configuring the different display windows are very similar. The following section explains the basic procedure that applies to all of the windows. After that, the details that are unique to each window are covered.

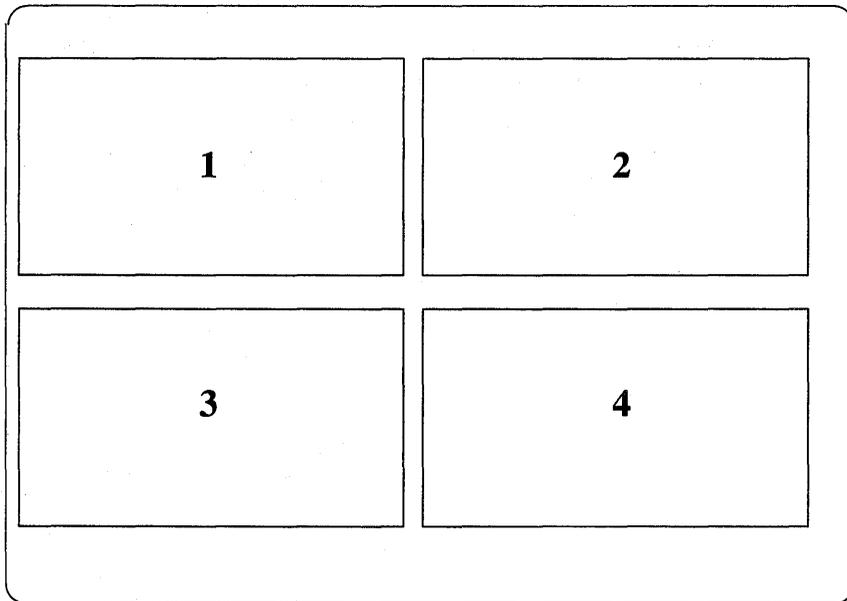
## Basic procedure

---

After you have selected one of the four Display menu items, a reconfiguration form pops up in the middle of the screen. The following table describes the reconfiguration form fields that are common to all window displays.

Name	Description
Full	displays the window full screen
Top	displays the window in the top half of the screen
Bottom	displays the window in the bottom half of the screen
Left	displays the window in the left half of the screen
Right	displays the window in the right half of the screen
Quarter	displays the window in one quarter of the screen
Off	turns the window display off

The first five menu items (Full, Top, Bottom, Left, and Right) describe specific areas of the display screen. If you select the next item, Quarter, the cursor moves to the Quarter line. Indicate the quarter of the screen in which you want the window to appear by selecting 1, 2, 3, or 4. The following illustration shows how the quarters are divided:



If you select Off, the window is no longer displayed on the screen. However, it reappears if you call up its corresponding application by making a menu selection or pressing its assigned function key.

To implement the new window configuration and return to the SCO Shell menu, press (Return) on the last line of the form. To save this configuration as the new default for SCO Shell, see “Saving the SCO Shell screen configuration” later in this chapter. If you save the changes as the new default, there is no easy way to revert back to the original default, and you can only restore the original settings by redefining them yourself. If you do not save the changes, the SCO Shell’s display returns to its default configuration the next time you start it.

The following sections provide details for reconfiguring the different window displays.

## Configuring the File window

The File window displays a listing of the files in the current directory. You can change its configuration in the same way you change other windows.

After you choose the FileWindow option from the SCO Shell menu, this form appears:

```

File Display
-----
Display:  Full Top Bottom Left Right Quarter Off
Quarter:      [1] 2 3 4

Style:     [Brief] System
Sort By:   [Alpha] Date
Order:     [Ascending] Descending

```

See “Basic procedure” earlier in this chapter for details about the “Display” field. Note that if you select Off, the File window still appears when you choose File from the SCO Shell menu. The only difference is that the pathname to your current directory does not appear in the divider line when the File window is turned off.

The “Style”, “Sort By”, and “Order” fields indicate how to display the filenames within the File window.

In the “Style” field, choose Brief to display only the filenames. Brief is the default. The System option displays the filenames with more detailed information. You can see this information in all displays other than the Quarter screen display. The following is a sample of a system display of a file:

```
mbox -rw-r--r-- 1 robert sales 9499 04/12/91 12:02
```

The System listing displays (in order of appearance): filename; read, write, and execute permissions; number of links; owner of the file; group the owner belongs to; number of characters in the file; date; and time the file was created or last modified. See Chapter 4, “Managing your files,” for a complete explanation of each of the elements in the system file listings.

In the "Sort By" field, choose Alpha to sort the filenames alphabetically by the first letter in each name, or choose Date to sort the filenames by the date the file was created or last modified. By default, directories are listed first, whether the filenames are sorted alphabetically or by date.

In the "Order" field, choose Ascending to display the filenames in ASCENDING ORDER. If the filenames are sorted alphabetically, the order in which they are displayed is "A-Z". If the filenames are sorted by date, they are displayed with the most recently created or modified file first. Choose Descending to display the filenames in DESCENDING ORDER. If the filenames are sorted alphabetically, the order in which they are displayed is "Z-A". If the filenames are sorted by date, they are displayed with the most recently created or modified file last. Directories are always displayed first in the File window.

## Configuring the Application window

---

The Application window displays a listing of the applications currently available from SCO Shell. It displays by default in the top left quarter of the SCO Shell screen.

After you have selected AppWindow from the Display menu, this form appears:

```
Application Display
Display:  Full Top Bottom Left Right Quarter Off
Quarter:  [1] 2 3 4
Style:    Brief [Detailed]
```

See "Basic procedure" earlier in this chapter for details about the "Display" field.

In the "Style" field, choose Brief if you want to display only the names of the applications, or Detailed if you want descriptions to accompany the names. If you do not specify a choice, the detailed display appears by default.

The following is an example of a detailed display:

```
Mail      - Electronic Mail
```

## Configuring the Calendar window

---

The Calendar window displays the current month, with a highlight over the current date. It is located by default in the bottom right corner of the SCO Shell screen.

After you have selected the CalendarWindow option from the Display menu, this form appears:

```

Calendar Display
Display:  Full Top Bottom Left Right Quarter Off
Quarter:  1 [2] 3 4
  
```

See "Basic procedure" earlier in this chapter for details about the "Display" field.

## Returning to the Options menu

---

To return to the Options menu, select Quit from the Display menu.

## Saving the SCO Shell screen configuration

---

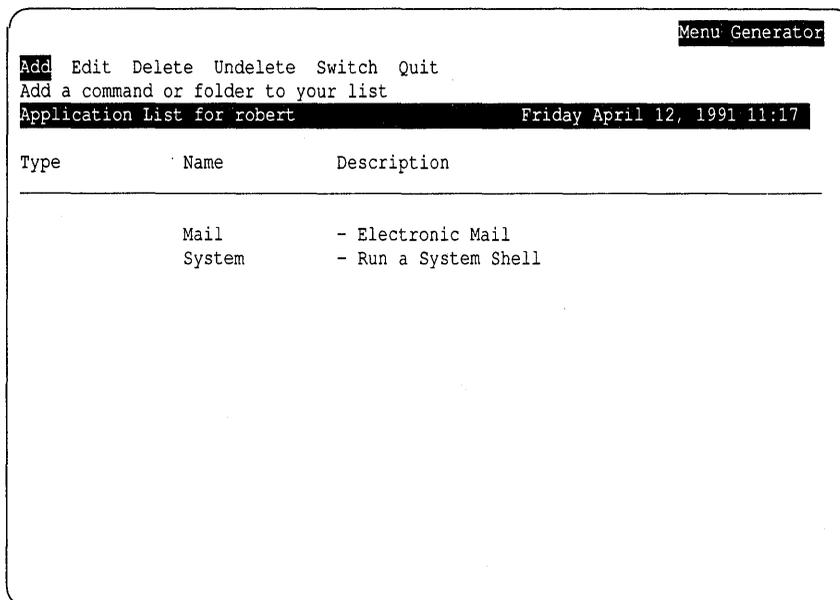
To save the new display configuration and return to the SCO Shell menu, select Save from the Options menu. When you select Save, the next time you use SCO Shell, this new configuration is the default. If you save the changes as the new default, there is no way to revert back to the original default, and you can only restore the original settings by redefining them yourself.

## Editing the Applications list

---

You can use the Applist option to add, change, delete, or move programs and application folders on the Applications list.

When you select Applist from the Options menu, the list of applications and application folders that appears on the SCO Shell screen displays. The default Applist window provided by this version of SCO Shell looks like this:



The following table summarizes the six Applist menu options:

Option	Description
Add	adds a new command or folder to the list. You can select a command or folder from the list of those available to all SCO Shell users on your system or you can choose to create a new command or folder.  When you add a command, you can direct SCO Shell to start it automatically. You can also direct SCO Shell to display this application first when you enter SCO Shell.
Edit	edits an existing listing for a command or folder.
Delete	removes a command or folder from the list
Undelete	restores a previously deleted command or folder to the list. This option is useful for moving listings between folders.
Switch	switches to another application folder. The listings in this folder are now available for editing using the options on the Applist menu.
Quit	returns to the SCO Shell menu

These options are described in more detail in the following sections.

### *Adding a default listing*

The first time you make any changes to the default Applications list, SCO Shell creates a personal Applications list for you by adding a file called *.applist2* to your home directory.

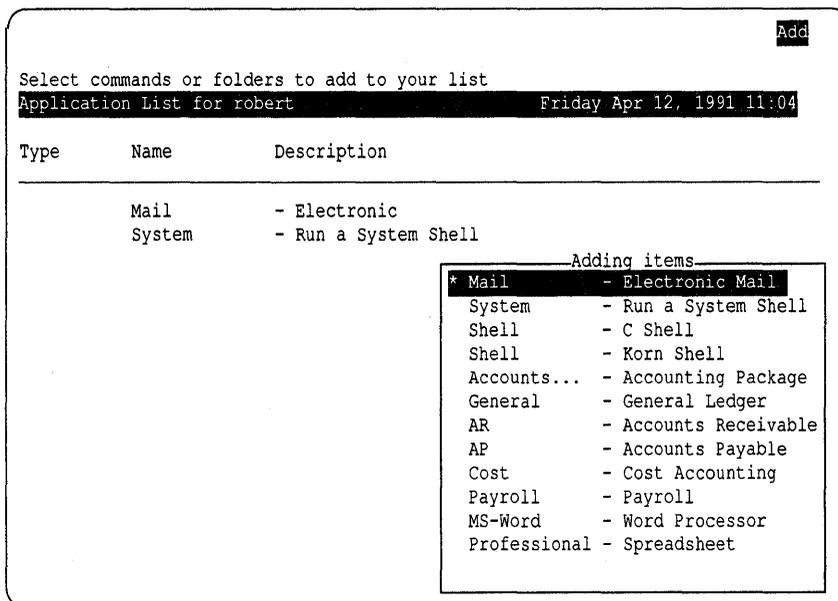
If you are using a personal Applications list, a command or folder added to the default Applications list is not added to your personal *.applist2* file and, therefore, does not appear on your personal list. Before you can use a new command or folder, you must add a listing to your Applications list if you are using a personal Applications list.

If you have a personal Applications list and you want to return to using the default list, you must remove (or rename) the *.applist2* file from your home directory.

Additionally, you might wish to add an application or application folder that is not on the default list to your personal list. This procedure is described in the next section, "Adding a new listing."

To add a listing to your Applications list from the default Applications list:

1. Select the Add option from the Applist menu.
2. Choose the Select option from the Add menu. A window with the available applications and folders pops up over the screen, and looks similar to this:



The list on the left side of the screen shows the applications and folders that are currently accessible on your Applications list. The list on the right shows the applications and folders available on the system. Folders are indicated by three dots (...) after their name. Your display might look different from the example, depending on the applications currently available on your system.

3. To select an application or folder from the window at the right and add it to your personal Applications list, move the highlight over the application or folder to add and press **<Return>**. You can select more than one application by moving the highlight to each of the desired applications and pressing **<Space>**. The "\*" character appears next to the selected applications. Press **<Return>** to add all the marked applications to the Applications list.

For example, on the screen shown above, you could move the highlight to the listing for the Accounts folder and press **<Space>**. If you do the same for the Payroll and Cost applications and then press **<Return>**, you select all three of these items.

4. You are prompted to specify whether to add the item(s) to the beginning of the existing list, to the end of the list, or to another location in the list. To identify the location, select Choose, and the current list is displayed with a highlight. Move the highlight to the item above the chosen location and press (Return) to put the marked listing(s) in this position.

In the example with the Accounts folder and the Payroll and Costs applications, you can add these to the main Applications list below the listing for Mail by selecting Choose, moving the highlight to the Mail listing, and then pressing (Return). The next time you display the main Applications list, it looks like the following:

Application

/u/robert
Friday Apr 12, 1991 10:44

<pre>Mail      - Electronic Mail Accounts.. - Accounting Package System    - Run a System Shell</pre>	<pre>Apr 1991 S M Tu W Th F S   1 2 3 4 5 6   7 8 9 10 11 12 13  14 15 16 17 18 19 20  21 22 23 24 25 26 27  28 29 30 31</pre>
---	--

../	clipdir/	memo.budget	performance
News/	memo.goodbye	report.expense	status.2.12
wastebasket/	memo.lunch	report.hires	status.2.12
announcement	memo.meeting	report.plan	status.2.26
annual.report	memo.review	report.sales	status.2.26
cash.advance	memo.salary	report.space	status.3.11
deadlines	memo.specs	specifications	

You can add an item to the list in an application folder by first switching to the folder using the Switch option on the Applist menu. This option is described later in "Switching to another Application folder."

## Adding a new listing

To create a listing for a new folder or an application, you must create a listing in your personal Applications list.

**NOTE** Adding the application or folder to your personal list makes it available only to you, and does not change the list of applications available to the other users on the system.

To create a new listing, follow these steps:

1. Choose the Add option from the Applist menu.
2. Choose the Create option.
3. If you want to create an application, choose Command. The following form displays:

Creating command

Name:	[		]	
Description:	[		]	
Path Name:	[		]	

If you want to create an application folder, choose Folder. This form displays:

Creating folder

Name:	[		]	
Description:	[		]	

4. Add the information for the new application or folder to the form. The following table describes the information required in each field:

Field	Enter
Name	name of the application or folder as it appears on the Applications list
Description	description of the application or folder as it will appear on the Applications list
Path Name	pathname of the file used to invoke the application. This must be an existing file.

5. Now press (Return) or (Ctrl)x on the last field to get back to the Applist menu.

6. You are prompted to specify whether you want to add the item(s) to the beginning of the existing list, to the end of the list, or to another location in the list. If you select Choose, the current list displays with a highlight. Move the highlight to the item above the chosen location and press **<Return>** to put the new listing in this position.
7. To save the new application or folder, select Quit **⇨** Yes to leave the Applist menu. Your personal Application list appears with the new application or folder added to it. If you decide not to save your new application or folder, select Quit **⇨** Abandon.

## Editing an Application listing

To change an item that is already on the Applications list, select the Edit option from the Applist menu. With this option, you can:

- change the name of an application or folder
- change the description of an application or folder
- change the pathname of the program that is invoked when the application is selected

To change an item on the Applications list:

1. Select the Edit option from the Applist menu. The existing listings display on a screen like this:

**Edit**

Select command or folder to edit

Application List for robert Friday Apr 12, 1991 10:42

Type	Name	Description
*	Mail	- Electronic Mail
	System	- Run a System Shell

2. Move the highlight to the item that you want to edit and press **<Return>**. The following form pops up if the item that you chose is an application (the information for Mail is displayed in this example):

Editing command

Name:	[Mail	]	
Description:	[Electronic Mail	]	
Path Name:	[/usr/bin/mail	]	

If the item that you chose is a folder, the following form pops up (the information for an Accounts folder is displayed in this example):

```

      Editing folder
  Name:  [Accounts ]
  Description: [Accounting Package ]
  
```

3. Edit the pertinent fields to change the information for the selected application or folder. The following table describes the information required in each field:

Field	Description
Name	the name of the application or folder, as it appears on the Applications list. To change this name to Email, for example, change the text in the "Name" field.
Description	the description of the application or folder, as it appears on the Applications list. To change the description to "Online mail", for example, change the text in the "Description" field.
Path Name	the pathname of the file used to invoke the application. If you enter a new pathname, the specified directories and filename must already exist To change the pathname to <i>/usr/bin/mail</i> , for example, change the text in the "Path Name" field.

If you make all of the example changes in the table, the form looks like the following:

```

      Editing command
  Name:  [Email ]
  Description: [Online Mail ]
  Path Name: [/usr/bin/mail ]
  
```

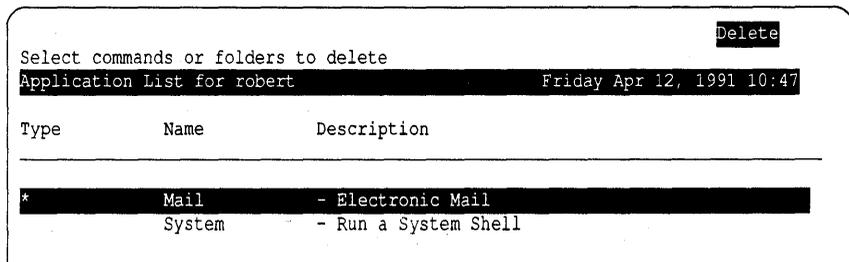
4. Press <Return> or <Ctrl>x on the last field to update the application or folder listing and return to the Applist menu. When you select Quit ⇨ Yes to leave the Applist menu, the changes that you made are saved. If you decide not to save the changes, select Quit ⇨ Abandon.

## Removing an Application listing

---

To remove a listing from the Applications list, follow these steps:

1. Select Delete from the Applist menu. The existing listings display on a screen like this:



2. Mark one or more listings by pressing <Space> to select them, and press <Return>. For example, you can mark Shell for deletion from the screen shown above.
3. You are asked to verify the requested deletions. Select Yes to remove the listing(s). The Application window is updated and you return to the Applist menu. Select No to return to the Applist menu without removing the listing(s).

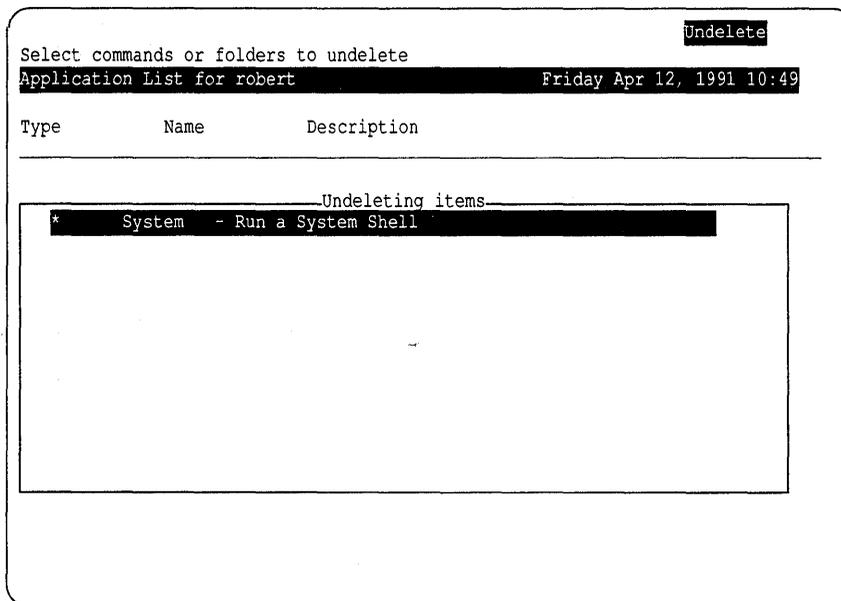
If you delete Shell, the next time you display the Applications list, this item is not included.

## Restoring an Application listing

---

If you delete an application listing by mistake, use the Undelete option to restore it. You can also use the Undelete option to change the order in which applications and folders are displayed in an Applications list or to move items between folders.

1. Choose the Undelete option from the Applist menu. A list of the deleted applications and folders displays:



2. Move the highlight bar to the item that you want to undelete, and press <Return>. You can select more than one application or folder to undelete by moving the highlight to each of the desired listings and pressing <Space>. The "\*" character appears to the left of the selected listings.

For example, you can mark the Shell listing on the screen shown above.

3. When you have selected one or more applications or folders to undelete, you are prompted to restore the item(s) to the beginning of the existing list, to the end of the list, or to another location in the list. If you select Choose, the current list displays with a highlight. Move the highlight to the item above the chosen location and press <Return> to put the marked listing(s) in this position.

If you undelete Shell, the next time you display the Applications list, Shell is included.

**NOTE** SCO Shell "remembers" deleted applications and allows you to restore them only while you are still in the Applist menu. Once you leave the Applist menu, you cannot restore the deleted items with Undelete.

## *Switching to another Application folder*

---

Use the Switch option on the Applist menu to switch to another application folder. You can then configure the contents of the new folder.

1. Choose the Switch option from the Applist menu. A list of all existing folders displays.
2. Select one of the folders, and its contents are displayed.

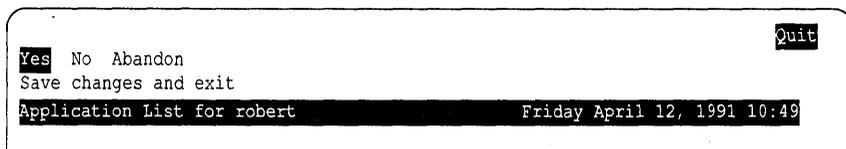
The contents of the new folder are displayed as the current applications list until you switch to another folder or leave the Applist menu.

For example, you can switch to the Accounts folder, choose Switch from the Applist menu, and select Accounts from the displayed list. The Accounts applications list becomes the new current list. You can use the Add option to add General Ledger, Accounts Receivable, and Accounts Payable to the list. You can also use the Undelete option to add the previously deleted Cost Accounting and Payroll listings.

## *Returning to the SCO Shell menu*

---

To return to the SCO Shell menu, select Quit from the Applist menu. The following menu options display:



## *Saving changes to the Applications list*

To save the changes that you made during the current session, select Yes from the Quit menu. The Application window displays the new list of available applications, and you return to the Options menu.

## *Returning to the Applist menu*

To cancel your quit request and return to the Applist menu, select No from the Quit menu. The Applist menu then displays.

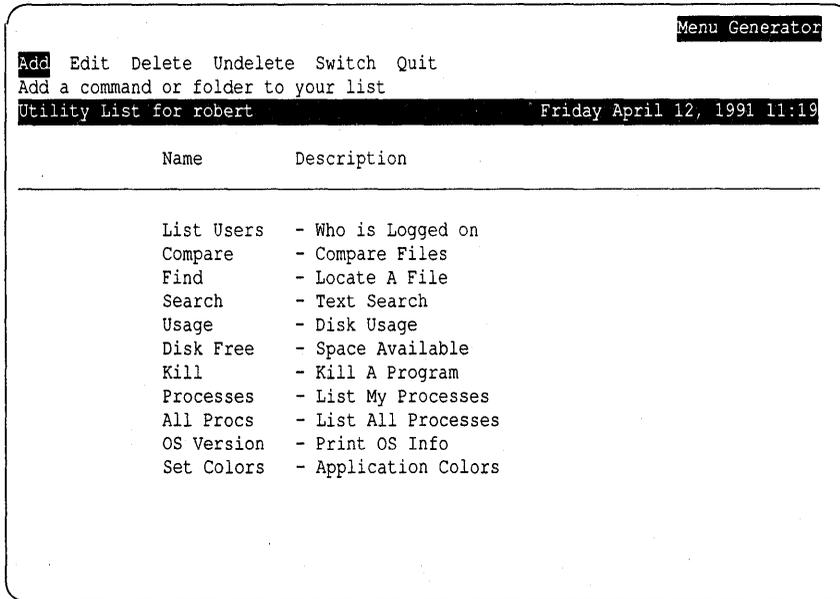
## *Exiting the Applications list without saving changes*

To exit from the Applist menu without saving your changes, select Abandon from the Quit menu. The Applications list remains unchanged, and you return to the Options menu.

## Editing the Utilities list

You can add, change, delete, or move utilities and utility folders on SCO Shell's Utilities list using the Utilist option.

When you select Utilist from the Options menu, you see a screen that looks similar to this:



The six Utilist menu options are summarized in the following table:

Option	Description
Add	adds a new utility or folder to the list. You can select a utility from the list of those available to all SCO Shell users on your system or you can choose to create a new utility listing.
Edit	edits an existing listing for a utility or utility folder
Delete	removes a utility or folder from the list
Undelete	restores a previously deleted utility or folder to the list
Switch	switches to another utility folder. You can now configure the listings there.
Quit	returns to the SCO Shell menu

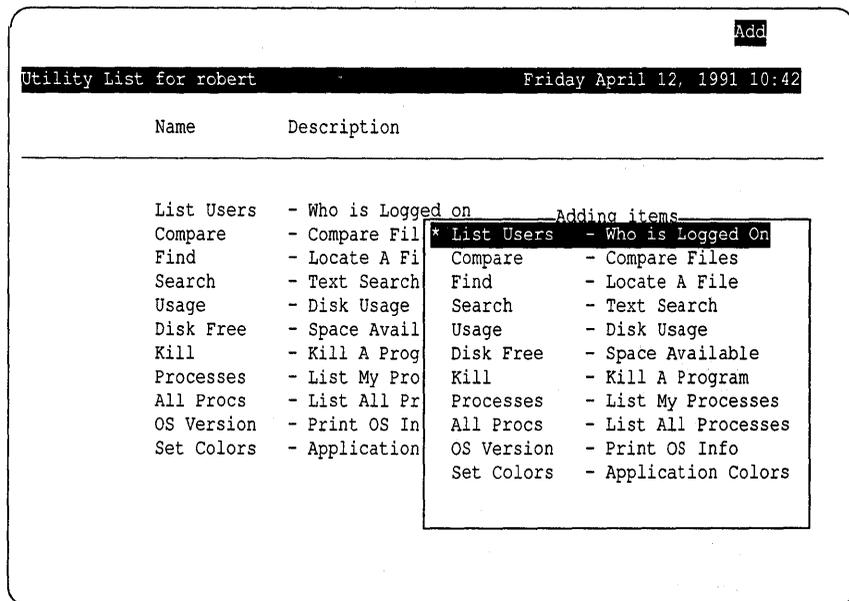
## Adding a utility

The first time you make any changes to the default Utilities list, SCO Shell creates a personal Utilities list for you by adding a file called `.utillist2` to your home directory.

If you are using a personal Utilities list, a utility or utility folder added to the default Utilities list is not added to your personal `.utillist2` file and, therefore, does not appear on your personal list. Before you can use a utility or utility folder, you must add a listing to your Utilities list if you are using a personal Utilities list. Note that if you have a personal Utilities list and you want to return to using the default list, you must remove the `.utillist2` file from your home directory.

To add a listing to the Utilities list:

1. Select the Add option from the Utillist menu.
2. Choose the Select option. A window with the available utilities and folders pops up over the screen, and looks similar to this:



The list on the left side of the screen shows the utilities and folders that are currently accessible through SCO Shell. The list on the right shows utilities and folders that are available but have not necessarily been added to SCO Shell's Utilities list yet. If you want to use them, you must first add them to the list.

3. To select a utility from the window at the right and add it to your personal Utilities list, move the highlight over the selection you want and press **<Return>**.

You can select more than one utility by moving the highlight to each of the desired utilities and pressing **<Space>**. The "\*" character appears next to the selected utilities. Press **<Return>** to add all the marked items to the Utilities list.

4. After you have selected the item(s) that you want to add, you are prompted to specify whether you want to add the item(s) to the beginning of the existing list, to the end of the list, or to another location in the list. If you select **Choose**, the current list is displayed with a highlight. Move the highlight to the item above the chosen location and press **<Return>** to put the marked listing(s) in this position.

You can add an item to the list in a utility folder by first switching to the folder using the **Switch** option on the **Utilist** menu. This option is described later in "Switching to another Utility folder."

## *Adding a new Utility listing*

---

Select the **Add** option from the **Utilist** menu to add a new utility or folder to SCO Shell and to your personal Utilities list.

**NOTE** Adding the utility or folder to your personal list only makes it available to you, and does not change the list of utilities available to the other users on the system.

To create a new listing, follow these steps:

1. Choose the **Add** option from the **Utilist** menu.
2. Choose the **Create** option.
3. To create a utility, choose **Command**. The following form displays:

Creating command

Name:	[		]	
Description:	[		]	
Path Name:	[		]	

To create a utility folder, choose Folder. You see this form:

Creating folder

Name:	[		]	
Description:	[		]	

4. Add the information for the new utility or folder to the form. The following table describes the information required in each field:

Field	Enter
Name	The name of the utility or folder as you want it to appear on the Utilities list.
Description	The description of the utility or folder as you want it to appear on the Utilities list.
Path Name	The pathname of the file used to invoke a utility. This must be an existing file.

5. To return to the Utilist menu, press  $\langle$ Return $\rangle$  or  $\langle$ Ctrl $\rangle$ x on the last field of the form.
6. You are prompted to add the new listing to the beginning of the existing list, to the end of the list, or to another location in the list. If you select Choose, the current list is displayed with a highlight. Move the highlight to the item above the location where you want to put the listing and press  $\langle$ Return $\rangle$  to place the new listing there.
7. To save the new utility or folder, select Quit  $\Leftrightarrow$  Yes to leave the Utilist menu. Your personal Utilities list appears with the new utility or folder added to it. If you decide not to save your new utility or folder, select Quit  $\Leftrightarrow$  Abandon.

## *Editing a Utility listing*

---

Selecting the Edit option from the Utilist menu lets you change an existing utility or utility folder's name, description, or pathname.

To change an item on the Utilities list:

1. Select the Edit option from the Utilist menu.

- Specify whether you want to edit a utility listing (Command) or a folder (Folder) listing. Then, a list of the available utilities appears:

```

                                                                    Edit
Select command or folder to edit
Utility List for robert                                         Friday April 12, 1991 11:19
-----
      Name      Description
-----
* List Users   - Who is Logged on
  Compare     - Compare Files
  Find        - Locate A File
  Search      - Text Search
  Usage       - Disk Usage
  Disk Free   - Space Available
  Kill        - Kill A Program
  Processes   - List My Processes
  All Procs   - List All Processes
  OS Version  - Print OS Info
  Set Colors  - Application Colors

```

- Move the highlight to the item that you want to edit and press (Return). The following form pops up if the item that you chose is a utility (in this example, the information for the List Users utility is displayed):

```

                                                                    Editing command
Name:      [List Users ]
Description: [Who is logged on ]
Path Name:  [${OALIB}/utils/oawho ]

```

If the item that you chose is a folder, the following form pops up:

```

                                                                    Editing folder
Name:      [WP Utilities ]
Description: [Word Processing Utilities]

```

4. Edit the pertinent fields to change the information for the selected utility or folder. The information required in each field is shown in the following table:

Field	Description
Name	the name of the utility or folder as you want it to appear in the Utilities list
Description	the description of the utility or folder as you want it to appear on the Utilities list
Path Name	the pathname of the program that is invoked when you select the utility. If you enter a new pathname, the specified directories and filename must already exist.

5. Press (Return) or (Ctrl)x on the last field to update the utility or folder listing and return to the Utilist menu. When you select Quit ⇔ Yes to leave the Utilist menu, the changes that you made are saved. If you decide not to save the changes, select Quit ⇔ Abandon.

## *Removing a listing from the Utility window*

Use the following procedure to remove a listing from the Utilities list:

1. Select Delete from the Utilist menu. The existing listings appear on a screen like this:

```

                                                                    Delete
Select commands or folder to delete
Utility List for robert                                         Friday April 12, 1991 11:20
-----
Name          Description
-----
* List Users  - Who is Logged on
Compare       - Compare Files
Find          - Locate A File
Search        - Text Search
Usage         - Disk Usage
Disk Free     - Space Available
Kill          - Kill A Program
Processes     - List My Processes
All Procs    - List All Processes
OS Version    - Print OS Info
Set Colors    - Application Colors

```

2. Press <Space> to mark one or more listings and press <Return> to select them.
3. You are prompted to verify the requested deletions. Select Yes to remove the listing(s). SCO Shell updates the Utilities list and returns you to the Utilist menu. Select No to return to the Utilist menu without removing the listing(s).

## *Restoring a Utility listing*

---

If you remove a listing by mistake, use the Undelete option to restore it. You can also use Undelete to change the order in which SCO Shell displays utilities and folders in a Utilities list.

1. Choose the Undelete option from the Utilist menu. You see a list of the deleted utilities and folders.
2. Move the highlight bar to the item that you want to restore, and press <Return>. You can select more than one utility or folder to restore by moving the highlight to each of the desired listings and pressing <Space>. The "\*" character appears next to the listings you select.
3. Once you select one or more utilities or folders to undelete, you are prompted to restore the item(s) to the beginning of the existing list, to the end of the list, or to another location in the list. If you select Choose, the current list is displayed with a highlight. Move the highlight to the item above the location where you want to insert the restored listing and press <Return> to put the marked listing(s) there.

The next time you display the Utilities list, SCO Shell includes the restored items.

**NOTE** SCO Shell "remembers" deleted utilities and makes them available to restore only while you are still in the Utilist menu. Once you leave the Utilist menu, you cannot use the Undelete option to restore the deleted items.

## *Switching to another Utility folder*

---

Use the Switch option on the Utilist menu to switch to another utility folder. You can then configure the contents of the new folder.

1. Choose the Switch option from the Utilist menu. You see a list of all existing folders.
2. Select one of the folders, and its contents appear for you to work with.  
The contents of the new folder are displayed as the current Utilities list until you switch to another folder or leave the Utilist menu.

## ***Returning to the SCO Shell menu***

---

To return to the SCO Shell menu, select Quit from the Uutilist menu. You see the following menu options:

```

Yes No Abandon
Save changes and exit
Utility List for robert
Friday April 12, 1991 10:50
Quit

```

### ***Saving changes to the Utilities list***

To save the changes that you made during the current session, select Yes from the Quit menu; you return to the SCO Shell menu. When you select Utility from the SCO Shell menu, the Utilities window displays the new list of available utilities.

### ***Returning to the Utility list menu***

To cancel your quit request and return to the Uutilist menu, select No from the Quit menu. You see the Uutilist menu.

### ***Exiting the Utilities list without saving changes***

To exit the Utilities list without saving your changes, select Abandon from the Quit menu; you return to the SCO Shell menu.

## ***Returning to the SCO Shell menu***

---

To return to the SCO Shell menu, select Quit from the Options menu.



## *Appendix A*

# *Keystroke commands*

---

The tables that follow list all keystroke commands that work with SCO Shell. They include commands that:

- move the cursor or highlight while editing, or when in SCO Shell forms or point-and-pick lists
- insert or delete text from forms
- perform all other functions

Many keystroke commands combine the use of two keys: that is, the `<Ctrl>` key and an alphabetic key on the keyboard. You hold down the first key while you press the second. For example, to use `<Ctrl>a`, hold down the `<Ctrl>` key while you type the letter `a`.

**Cursor movement commands**

Keystroke	Function
<Ctrl>b	<b>Editing:</b> backspaces, erasing characters <b>In Forms:</b> backspaces, erasing characters <b>In Lists:</b> moves you to the parent directory
<Bksp>	<b>Editing:</b> backspaces, erasing characters <b>In Forms:</b> backspaces, erasing characters <b>In Lists:</b> moves you to the parent directory
←	<b>Editing:</b> moves left one space <b>In Forms:</b> moves left one space <b>In Lists:</b> moves left one item
<Ctrl>h	<b>Editing:</b> moves left one space <b>In Forms:</b> moves left one space <b>In Lists:</b> moves you to the parent directory
<Ctrl>g ←	<b>Editing:</b> moves to left-most column <b>In Lists:</b> unused
<Ctrl>p	<b>Editing:</b> moves to previous word <b>In Lists:</b> unused
→	<b>Editing:</b> moves right one character <b>In Forms:</b> moves right one character <b>In Lists:</b> moves right one item
<Ctrl>l	<b>Editing:</b> moves right one character <b>In Forms:</b> moves right one character <b>In Lists:</b> moves right one item
<Ctrl>g →	<b>Editing:</b> moves to end of line <b>In Lists:</b> unused
<Ctrl>n	<b>Editing:</b> moves to next word <b>In Lists:</b> unused
<Ctrl>i	<b>Editing:</b> inserts spaces to next tab stop <b>In Forms:</b> moves to next field <b>In Lists:</b> unused
<Tab>	<b>Editing:</b> inserts spaces to next tab stop <b>In Forms:</b> moves to next field <b>In Lists:</b> unused
↓	<b>Editing:</b> moves down one line <b>In Forms:</b> moves to next field <b>In Lists:</b> moves down one item
<Ctrl>j	<b>Editing:</b> moves down one line <b>In Forms:</b> moves to next field <b>In Lists:</b> moves down one item

*(Continued on next page)*

## Cursor movement commands

(Continued)

Keystroke	Function
<Ctrl>d	<b>Editing:</b> moves down one page <b>In Forms:</b> unused <b>In Lists:</b> moves down one screenful
<PgDn>	<b>Editing:</b> moves down one page <b>In Forms:</b> unused <b>In Lists:</b> moves down one screenful
<Ctrl>g ↓	<b>Editing:</b> moves to bottom of document <b>In Forms:</b> unused <b>In Lists:</b> unused
<Ctrl>e	<b>Editing:</b> moves to last character on line <b>In Forms:</b> moves to last field on form <b>In Lists:</b> moves to end of list
<End>	<b>Editing:</b> moves to last character on line <b>In Forms:</b> moves to last field on form <b>In Lists:</b> moves to end of list
<Ctrl>k	<b>Editing:</b> moves up one line <b>In Forms:</b> moves to previous field <b>In Lists:</b> moves up one item
↑	<b>Editing:</b> moves up one line <b>In Forms:</b> moves to previous field <b>In Lists:</b> moves up one item
<Ctrl>g ↑	<b>Editing:</b> moves to top of document <b>In Forms:</b> unused <b>In Lists:</b> unused
<PgUp>	<b>Editing:</b> moves up one page <b>In Forms:</b> unused <b>In Lists:</b> moves up one screenful
<Ctrl>u	<b>Editing:</b> moves up one page <b>In Forms:</b> unused <b>In Lists:</b> moves up one screenful
<Ctrl>t	<b>Editing:</b> moves to left-most column <b>In Forms:</b> moves to first field on form <b>In Lists:</b> moves to top of list
<Home>	<b>Editing:</b> moves to left-most column <b>In Forms:</b> moves to first field on form <b>In Lists:</b> moves to top of list

**Insertion and Deletion comands**

Keystroke	Function
<Ctrl>o	opens new line
<Ctrl>v	toggles between Insert and Overwrite modes
<Ctrl>w	deletes a word
<Ctrl>y	deletes a line
<Del>	deletes a character

**Other commands**

Keystroke	Function
<Ctrl>c	Cancels the current operation
<Ctrl>f	use in conjunction with a number in place of a function key. For example, type <Ctrl>f2 instead of pressing <F2>.
<Ctrl>m	same as <Return>
<Ctrl>r	refreshes screen
<Ctrl>x	executes form
<Return>	<b>In Menus:</b> selects highlighted menu option <b>In Forms:</b> moves to next field in the form <b>In Lists:</b> selects highlighted item(s) <b>Elsewhere:</b> moves down one line
<Esc>	<b>In Menus:</b> moves back to parent menu <b>In Forms:</b> exits form without executing <b>In Lists:</b> exits without selecting <b>Editing:</b> exits and saves
<Space>	<b>In Lists:</b> marks item(s) for selection <b>Elsewhere:</b> moves highlight
<F1>	calls up help
<F2>	exits
<F3>	displays a point-and-pick list
<F4>	checks spelling
<F5>	searches for a list entry
<F6>	calls up the three-month calendar
<!>	starts a system command

## *Appendix B*

# *Menu options*

---

This appendix lists all the options available in the SCO Shell menus. The main or top-level menu options appear in boldface type at the left margin of the table. The options listed below each top-level menu option are in lower levels of the menu hierarchy. Those with one arrow are in the first-level menus, those with two arrows are in the second-level menus, and so on. For instance, File is a first-level menu option in the Manager menu, and Copy is an option in the File menu.

Once you are familiar with the menu options, you can enter shorthand menu paths to reach lower level options without having to see all of the upper level menus. Use the first letter of each menu option to select the option at the end of the menu path. In Table B.1, the "Path" column lists the shorthand menu path for each menu option.

If there are no menu options listed below the one you choose, either a form or a display appears. For example, when you choose the Application option, a scrollable display appears, listing the applications available on your system.



Table B-1 SCO Shell menu map

SCO Shell Option	Path	Function
<b>Application</b>	a	selects an application
<b>Manager</b>	m	manages files and directories
⇨View	mv	displays a file
⇨Edit	me	edits a file
⇨File	mf	manages files
⇨⇨Copy	mfc	copies a file
⇨⇨Rename	mfr	renames a file
⇨⇨Erase	mfe	erases a file
⇨⇨Find	mff	finds a file
⇨⇨Unfind	mfu	returns to the current directory's file list
⇨⇨Permissions	mfp	sets file permissions and ownership
⇨⇨Wastebasket	mfw	manages files in the wastebasket
⇨⇨⇨Select	mfwS	recovers files from the wastebasket
⇨⇨⇨Delete	mfwD	deletes files from the wastebasket
⇨⇨⇨Clear	mfwC	deletes all files from the wastebasket
⇨Directory	md	manages directories
⇨⇨Change	mdc	changes current directory
⇨⇨Make	mdm	creates a new directory
⇨⇨Remove	mdr	removes a directory
⇨⇨Permissions	mdp	sets directory permissions and ownership
⇨Archive	ma	saves and retrieves files from removable media
⇨⇨Extract	mae	retrieves files from floppy disk or tape
⇨⇨List	mal	displays a list of files on floppy disk or tape
⇨⇨Format	maf	prepares floppy for Create
⇨⇨Create	mac	loads files onto disk or tape
⇨⇨Type	mat	specifies the format type ( <b>tar</b> , <b>cpio</b> , or <b>DOS</b> )
⇨⇨Device	mad	switches to a different device (floppy or tape)
⇨Transfer	mt	transfers files to or from the Clipboard
⇨⇨Copy	mtc	copies files to the Clipboard
⇨⇨Paste	mtp	pastes files from the Clipboard
⇨⇨Remove	mtr	removes items from the Clipboard
⇨⇨Quit	mtq	returns to File menu
⇨Preferences	mp	sets editor preferences
⇨Quit	mq	returns to main menu

(Continued on next page)

**Table B-1 SCO Shell menu map**  
(Continued)

SCO Shell Option	Path	Function
<b>Print</b>	p	controls printers
⇨Go	pg	sends files to the current printer
⇨Select	ps	selects the current printer
⇨PrintStatus	pp	displays the status of a printer
⇨Cancel	pc	cancel a print job
⇨Quit	pq	returns to main menu
<b>Utility</b>	u	runs a system utility
<b>Options</b>	o	specifies configuration options
⇨Display	od	configures desktop display
⇨⇨FileWindow	odf	configures File window display
⇨⇨AppWindow	oda	configures Application window display
⇨⇨CalendarWindow	odc	configures Calendar window display
⇨Applist	oa	edits Application list
⇨⇨Add	oaa	adds a command or folder to the list
⇨⇨Edit	oae	edits a command or folder
⇨⇨Delete	oad	deletes a command or folder from the list
⇨⇨Undelete	oau	restores a command or folder
⇨⇨Switch	oas	switches to another folder
⇨Utilist	ou	edits Utility list
⇨⇨Add	oua	adds a command or folder to the list
⇨⇨Edit	oue	edits a command or folder
⇨⇨Delete	oud	deletes a command or folder from the list
⇨⇨Undelete	ouu	restores a command or folder
⇨⇨Switch	ous	switches to another folder
⇨Save	os	saves window display configuration
⇨Quit	oq	returns to main menu
<b>Quit</b>	q	leaves SCO Shell
⇨Yes	qy	leaves SCO Shell
⇨No	qn	returns to main menu



## *Appendix C*

# *Setting up your printers*

---

You can configure your system's printers for use with SCO Shell by running the Printer Configuration utility, which is executed when you select Printers from the Administrative Utilities menu. With this utility, you can create printer definition files for all of the different printers available on your system. These files include device names and descriptions; print drivers; spooler names; and commands associated with each of the above. This utility must be run if you want to access any printers other than the default one from SCO Shell.

The Printer Configuration utility lets you define which drivers are used by your system's printers. Once you define a printer with the utility, the device is made available to all SCO Shell users from within the program. An individual user may then select any of these devices from inside SCO Shell.

Several other SCO applications also use the Printer Configuration utility to configure their printers. The forms for SCO Lyrix and SCO Professional include application-specific information not found on SCO Shell's Printer Configuration form. You must run the utility as described by these applications' configuration guides to access your printer's capabilities when using these programs.

Each printer you configure may be defined by more than one definition file, each file allowing the printer to be controlled by a separate print driver. Information on how to create these separate definition files is found later in this chapter.

## *Using the Printer Configuration utility*

---

You must be logged on as *root* to run the utility. From the operating system command line, enter

**scosh**

Select Utility from the SCO Shell desktop. SCO Shell displays a customized utilities list. From this list, select Printers, the Printer Configuration utility. SCO Shell presents you with the Printer Configuration menu. From here, you can Add, Edit, or Remove printer definition files, or you can specify a Default printer other than the line printer defined during installation.

## *Creating and editing printer definition files*

---

Printer definition files are created and edited by entering information on a special form. You can reach this form in several ways, depending on whether you are creating a completely new entry, creating an entry similar to another already created, or editing an existing entry:

- If you choose Add from the Printer Configuration menu and then select New, you proceed directly to a blank setup form. You can now enter data as shown later in this chapter.
- If you choose Add from the Printer Configuration menu and then select Copy, you must highlight a file to copy. Move the cursor up and down with the cursor movement, <Home>, or <End> keys, or by typing the first letter of the definition file you want to copy. Press <Return> when your selection is highlighted. You now proceed to the setup form, which contains information copied from the selected file. You can now enter or edit data as shown later in this chapter.
- If you choose Edit from the Printer Configuration menu, you reach the setup form after selecting the appropriate file to edit, highlighting its name as described above and pressing <Return>.

## The setup form

The setup form is shown here:

New

Form Addition

Enter name printer definition file

Printer Configuration Utility

Name:	[	]					
Type:	[default	]					
Description:	[						]
Destination :	[Spooled]		Direct		Local		
Spooler:	[	]	interface:	[	]	tty:	[
Options:	[	]	device:	[	]		
	[	]	baud:	[	]		
			stty:	[	]		
Setup string:	[						]
Reset string:	[						]
Page length :	[	]					
Page width :	[	]					

On this form, you enter or edit all of the necessary configuration data for your printer. Each choice on the form is described in detail in the following pages. To move around the screen, use the cursor movement, (Home), and (End) keys. To enter data, simply type it and press (Return). In some cases, which are explained in the appropriate sections, data entry is mandatory before proceeding to the next portion of the form.

The program starts in Insert mode. To enter Overstrike mode to overwrite existing data, press (Ctrl)v. An indicator at the top of the screen displays *Ovr*. Any data entered now overwrites the original data. Pressing (Ctrl)v again toggles back to Insert mode.

The highlighted area in the upper-right corner indicates what the Printer Configuration utility is currently doing, in this case adding a new definition file. This context indicator displays various messages, depending on the program's current status.

The following entries can be made on the setup form:

- Name:** Enter a printer name of up to 14 characters; do not use spaces or metacharacters such as \* { ( or |. This name is displayed as a printer choice to users running SCO Shell. If you are adding a new definition file, this entry is mandatory. If you enter the name of an existing file, a message box appears, asking if you want to overwrite the existing file. If you choose No, you return to the name field to enter a new name.
- Type:** Press (F3) for a list of supported printer types. Select the correct type by moving the highlight bar and pressing (Return). If no type is available for your particular device, choose default. This entry is mandatory.
- Description:** Enter a short description of the printer, one which is recognizable to the users of SCO Shell. This description, shown with the printer name when selecting a printer during SCO Shell sessions, should give your users even more information about their choice. This entry is mandatory.
- Destination:** Select one of the three choices: Spooled, Direct, or Local. Each of these options, along with its sub-options, is described below. Enter your selection by moving to the correct choice and pressing (Return). This entry is mandatory.
- If you choose Spooled as the print destination, SCO Shell output is sent to the designated spooler. Consult your system administrator or operating system documentation for more information on spooler names and options.
- Spooler:** Enter the name of the appropriate spooler.
- Options:** Enter any appropriate spooler options in the form *-option*. For example, the option *-d destination* sends spooled output to a particular device.
- If you choose Direct as the print destination, SCO Shell output is sent directly to the designated parallel or serial device. Consult your system administrator to determine the correct device name, and see your terminal and printer documentation for more information on baud rate and stty settings.
- Interface:** Type *s* for Serial or *p* for Parallel, and then press (Return).
- Device:** Enter the device name in the form */dev/name*.
- Baud:** Enter the baud rate at which output is sent to the direct device.

- stty:** Enter any appropriate stty settings. For example, the setting *xon xoff* indicates the handshake mode of the printer.  
If you choose Local as the print destination, SCO Shell output is sent directly to the designated tty. Consult your system administrator to determine the appropriate tty name.
- tty:** Enter the appropriate tty name.  
If you want to include special font, point size, overstriking, or other initialization and de-initialization strings, enter this information in the Setup String and Reset String areas of the form. Consult your printer documentation for more information on the use of setup strings.
- Setup String:** Enter a setup string in the form *\setup string*. For example, the setup string *\015* could put a printer into overstrike mode.
- Reset String:** Enter a reset string in the form *\reset string*. For example, the reset string *\016* could return a printer from overstrike mode.
- Page Length:** Enter a number of lines per page. The default value is 66.
- Page Width:** Enter a number of characters that can be printed on one line. The default value is 80.

### ***Quitting Add or Modify***

If you want to quit without accepting any of the changes you have made to the form, press *<Esc>*. Once you have made all changes, press *<Ctrl>x* to record them, or move to the bottom of the screen and press *<Return>*. In all cases, you return to the Printer Configuration menu.

### ***Removing entries***

---

To remove a definition file from the list of those available for use within SCO Shell, select Remove from the Printer Configuration menu. Highlight the appropriate file to remove. Press *<Return>*. Type *y* to confirm or *n* to cancel the removal. You now return to the Printer Configuration menu.

You cannot remove the printer selected as the system's default. To remove this printer, you must first select another default printer by using the process shown next; then remove the previously designated default printer.

## ***Choosing a default printer***

---

To choose a default printer for your users' SCO Shell sessions, select Default from the Printer Configuration menu. Highlight the printer you want to serve as your SCO Shell default device. Press (Return). The default device is highlighted at the top of your screen, and you are returned to the Printer Configuration menu.

## ***Quitting the Printer Configuration utility***

---

When you finish configuring your printers, select Quit from the Printer Configuration menu. The program asks you to confirm this command. Select Yes to quit the utility, No to remain in the program.

**absolute pathname**

A pathname for a file or directory that begins at the *root* directory. Every absolute pathname begins with a slash character (/), which stands for the *root* directory. See also `PATHNAME` and `RELATIVE PATHNAME`.

**application**

A computer program that performs a particular task. Word processing, spreadsheet, and database programs are all applications.

**application folder**

A sublist on the main Applications list, which usually includes a list of related application programs. An application folder can contain applications and other application folders. See also `APPLICATIONS LIST`.

**applications list**

The list of available applications and application folders that is displayed on the main SCO Shell screen. See also `APPLICATION FOLDER`.

**archive**

To place a file or group of files in a form convenient for storage on backup media such as floppy disks or tape. Normally, you can archive backup files or files that are important but not often used. Such files can be copied to and from backup media using the Archive option on the File menu. See also `BACKUP`.

**arrow keys**

The four arrow keys control cursor movement. When you are using SCO Shell, the arrow keys move the cursor up, down, left, and right.

**ascending order**

The default order in which files and directories are displayed in the File window on the main SCO Shell screen. Ascending order displays files alphabetically (A before B before C, and so on), and directories precede files. Numbers precede letters (smaller numbers before larger numbers) and capital letters precede lowercase letters. See also `DESCENDING ORDER`.

**backup**

A copy of a file that is made in case the original is lost or damaged. The Archive option on the File menu allows you to copy files to backup media for safekeeping. See also `ARCHIVE`.

**calendar window**

One of three possible display windows on the SCO Shell screen. The Calendar window shows the current month with today's date highlighted. You can also view past or future months from the Calendar window.

**clipboard**

An SCO Shell utility that allows you to transfer information between applications or within an application. The Clipboard provides a temporary storage place for information and translates it from its original file format to the correct type, if necessary. See also DATA INTEGRATION and FILETYPE.

**current directory**

The directory you are working in at the moment. The files in the current directory are displayed in your File window on the screen.

**database**

A collection of information, or data, organized in a specific order and format so that the information can be retrieved, stored, and manipulated by an application.

**data integration**

The ability to transfer information between different programs and applications. For example, the ability to copy data from a spreadsheet into a report being created with a word processing program. See also CLIPBOARD and FILETYPE.

**descending order**

The order in which files and directories are displayed in the File window on the SCO Shell screen. Descending order displays file and directory names in reverse, alphabetically (Z before Y before X, and so on). Directories precede files in reverse alphabetical order. Letters precede numbers (larger numbers before smaller numbers), and lowercase letters precede capital letters. See also ASCENDING ORDER.

**directory**

A logical subdivision of the filesystem. Directories contain files and other directories.

**display windows**

Defined areas of the screen that display specific information, such as file listings or a menu of available applications. You can customize window size, location, and content.

**document**

A collection of text, edited and formatted with word processing commands, located in a file.

**edit mode**

In forms, the ability to use editing commands to modify text and data. Edit mode is invoked automatically when you select the Edit option from the Manager menu. See also FORM.

**error message**

A message informing you that the computer cannot perform the task you requested. The error message briefly describes the nature of the problem.

**escape key**

Marked Esc on your terminal keyboard, use this key to abandon the current command or return to the previous menu.

**field**

An area in a form in which you record specific information, such as a name or date. See also FORM.

**file**

A unit of information storage. When you use an application, it generally creates a file that stores your work.

**filetype**

The format in which information is stored. Some applications accept information only of a particular type. The clipboard can convert information from one type to another. See also CLIPBOARD and DATA INTEGRATION.

**form**

An area on the screen where data is entered and displayed. Forms are used for entering, searching, modifying, and deleting data. While in a form, you are in Edit mode. See also EDIT MODE and FIELD.

**full pathname**

See ABSOLUTE PATHNAME.

**function keys**

On most terminals, a set of keys that can be programmed to perform commands. See also QUICK REFERENCE KEYS.

**help screens**

Provide information about the part of SCO Shell that you are currently using.

**home directory**

Your personal directory. When you first log into your computer, your home directory is the current directory.

**login name**

The name through which you gain access to the operating system. When you are logging onto the computer, you must enter this login name, followed by a password.

**menu**

A screen display that lists options that users can select. Each option causes an action to be taken or another menu to be displayed. See also OPTION.

**option**

The choices offered on a menu. Options invoke a screen or another menu and are selected by typing the first letter of the option name, or by moving the highlight to the option name and pressing <Return>. See also MENU.

**paste**

Place information or text from the Clipboard into a file, such as a word processing document or spreadsheet. This operation is performed from the Transfer menu of the application that you are using.

**pathname**

A list of the directories leading to a particular file or directory. Each directory in the pathname is a subdirectory of the preceding directory. See also ABSOLUTE PATHNAME and RELATIVE PATHNAME.

**permissions**

Controls who can read, change, and execute particular files or directories.

**point-and-pick**

A method of selecting a command or file to edit by using the arrow keys to highlight one or more selections on a list. See also SCROLL BAR.

**prompt**

A line on the screen asking the user to enter information required by the program.

**quick reference keys**

Keystrokes that provide a quick way to perform a number of useful functions: getting help, exiting applications, displaying point-and-pick lists, searching for an entry in a point-and-pick list, and displaying a calendar month. See also FUNCTION KEYS.

**relative pathname**

A pathname that begins at the current directory. See also ABSOLUTE PATHNAME and PATHNAME.

**screen**

A display where the user views or enters specific information.

**scroll bar**

A small cursor-like marker on the right-hand side of the point-and-pick list box that shows your relative position on the list. See also POINT-AND-PICK.

**shell escape**

A method of invoking operating system commands from within SCO Shell or an application. In SCO Shell menus, type ! and then enter the system command.

**spreadsheet**

A collection of information arranged in rows and columns. Typical uses for spreadsheets include balancing income versus debits, preparing taxes, and performing data analysis.

**status line**

A line near the top of the screen that provides information about whatever SCO Shell screen or form you are viewing.

**subdirectory**

A directory that resides within another directory. Every directory except the *root* directory is a subdirectory.

**utility**

A program that is part of the operating system. Users can access operating system utilities from SCO Shell.

**wastebasket**

A directory where deleted files are temporarily stored. Once you delete a file, it remains in the wastebasket directory until you exit SCO Shell, at which point all files in the wastebasket are permanently deleted. You can recover files from the wastebasket (provided you have not exited SCO Shell) using the Wastebasket option on the File menu.

**wildcard characters**

Characters used to represent one or more other characters. The wildcard characters are "\*" and "?".

**word processing**

Creating, changing, and formatting text, using a program or group of programs designed especially for those tasks.



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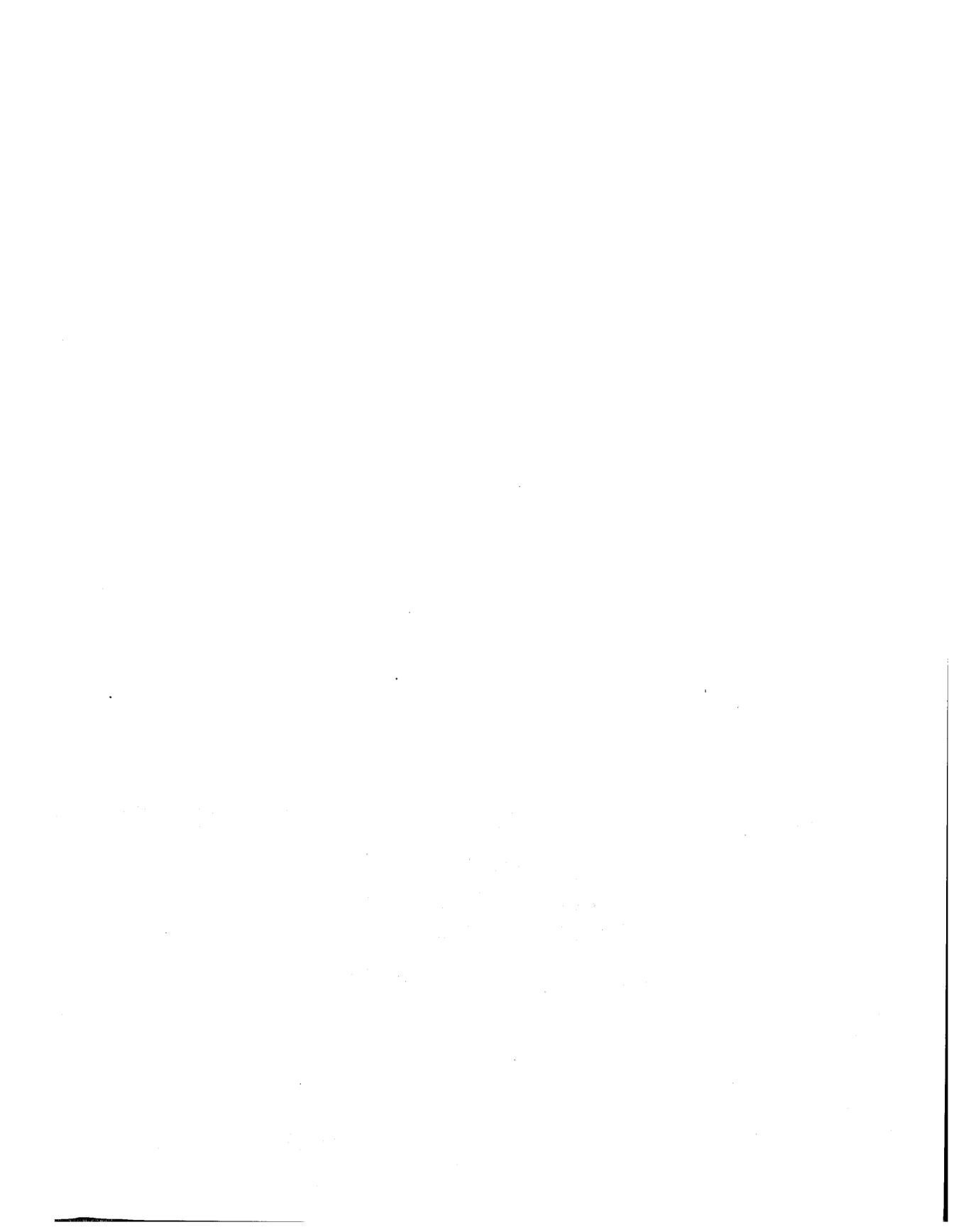




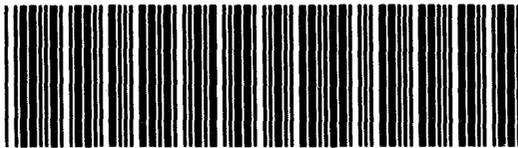








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