GlobalView
for Microsoft Windows

*Workspace
User Guide*

XEROX

GLOBALVIEW for Microsoft Windows

Workspace User Guide

Not all the products mentioned in this publication may be available in your country. Please contact your local representative for details.

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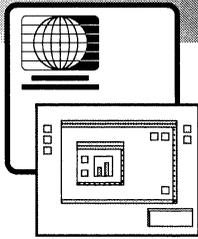
Contents

Before you begin

This user guide introduces GLOBALVIEW for Microsoft Windows. It defines features of the GLOBALVIEW workspace and explains how to use them. Workspace features are the same for all GLOBALVIEW applications, so reading this user guide prepares you to use other GLOBALVIEW applications.

GLOBALVIEW Quick Tour—Before you consult this user guide, you should complete the *GLOBALVIEW Quick Tour*, an online tutorial. To run the *GLOBALVIEW Quick Tour* double-click its application icon, which is located in the GLOBALVIEW group window within the Windows Program Manager.

Software required—Run the GV Write software application to perform the tasks in this user guide. Additional required software applications are listed in the chapters that describe them.

All applications documented in this user guide might not be available on your system. Contact your local sales organization for more information.

Screen illustrations—Screens in this user guide show GLOBALVIEW running in Microsoft Windows version 3.1. If you run GLOBALVIEW in another version, your screens might look slightly different.

References to the keyboard—Key names that appear in this user guide are the names on the keyboard templates supplied with the software.

References to the mouse—GLOBALVIEW assigns different default values to mouse buttons depending on whether you have a two- or three-button mouse.

The following table shows GLOBALVIEW default mouse button settings for a two-button mouse.

Mouse button	GLOBALVIEW default
Left	Select
Right	Adjust
Chord (both buttons)	Menu

The following table shows GLOBALVIEW default mouse button settings for a three-button mouse.

Mouse button	GLOBALVIEW default
Left	Select
Middle	Menu
Right	Adjust

You can reprogram your mouse buttons. Chapter 12, "Customizing your workspace with the User Profile" in this user guide explains how to do so.

Xerox software is designed for multinational use, so your system's default settings might differ slightly from those shown in this publication. The software works the same way, however, despite such differences.
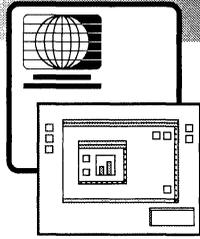
1. Introducing GLOBALVIEW

This chapter introduces GLOBALVIEW for Microsoft Windows. GLOBALVIEW is a set of seamless WYSIWYG applications that runs in a workspace window on your Microsoft Windows desktop.

GLOBALVIEW runs independently of other Windows applications. You can run other applications under Windows while GLOBALVIEW is running. In GLOBALVIEW's intuitive graphic interface you operate on all objects the same way. This makes it easy to learn to use GLOBALVIEW's many applications.

Assumptions

This user guide assumes that Microsoft Windows is running on your system, and that you understand how Windows works.

This user guide does not give detailed instructions for performing Windows tasks. See your Microsoft Windows documentation for information about Windows.

The GLOBALVIEW environment

GLOBALVIEW appears as an application in your Windows environment. Within GLOBALVIEW, all applications, utilities, and processes have a uniform look and feel.

GLOBALVIEW displays files, filing containers, local and remote devices, and networking tools in a single, easy-to-use interface.

All GLOBALVIEW applications and objects the applications create are represented by icons. These icons appear within a window called the GLOBALVIEW workspace window. Because each kind of GLOBALVIEW icon has a distinctive appearance, the icons are easy to recognize and understand. GLOBALVIEW icons are shown in Appendix B, "Icons."

Using GLOBALVIEW, you can view and work with files on your screen as easily as you now work with applications in your Windows environment.

You can use several GLOBALVIEW applications at once, and you can transfer data among them easily. For example, you can create a document with GV Write, then draw an illustration with GV Paint and insert it into the document. You can also convert, print, mail, and file your GV Write document.

GLOBALVIEW includes the following kinds of basic applications:

- Word processing and page design
- Graphics
- Spreadsheets
- File filters
- Printing, filing, and mailing
- Data management

Other optional advanced applications are also available, including GV Pro Illustrator, GV Chemical Illustrator, GV Shared Books, and Database Access.

With GLOBALVIEW, you can print documents to local and networked printers simply by dropping a document icon onto a printer icon. Through GLOBALVIEW's PC File Access application, local and remote PC files are as accessible as GLOBALVIEW file icons.

Using GLOBALVIEW's extensive file conversion filters, you can import and export data files, document files, graphics, and spreadsheets to and from GLOBALVIEW format.

You can also send and retrieve GLOBALVIEW files through the PC mail application on your system.

GLOBALVIEW configurations

GLOBALVIEW runs on standalone systems and on networked systems configured in one of the following ways:

- Microsoft LAN Manager
- Microsoft Windows for Workgroups
- Novell NetWare, Banyan Vines, Token Ring, or Pathworks
- TCP/IP (Transmission Control Protocol/Internet Protocol)
- Xerox Shared Document Services, including remote systems

For information about configuring GLOBALVIEW either as a standalone or networked system, see the *GLOBALVIEW for Microsoft Windows Installation Guide*.

Setting GLOBALVIEW defaults

A configuration file, the User Profile, contains GLOBALVIEW default settings that determine how your workspace and installed applications look and perform. Chapter 12, "Customizing your workspace with the User Profile," explains how to access and modify the User Profile.

Using the GV Setup icon located in the GLOBALVIEW group window, you can change some configuration settings. This guide provides some instructions for using GV Setup. For detailed information on GV Setup, see the *GLOBALVIEW for Microsoft Windows Installation Guide*.

In addition, the GVWIN.INI file includes settings that define the GLOBALVIEW environment.
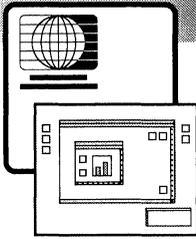
2.   Running GLOBALVIEW

This chapter explains how to start GLOBALVIEW, log on, and log off.

You can run only one instance of GLOBALVIEW at a time on your system. However, you can create workspaces for individual users to log on and off (at different times, one at a time) while GLOBALVIEW is running.

Starting GLOBALVIEW

You start GLOBALVIEW as you would other Windows applications, by double-clicking its application icon. The GLOBALVIEW application icon is located in the GLOBALVIEW group window within the Windows Program Manager.
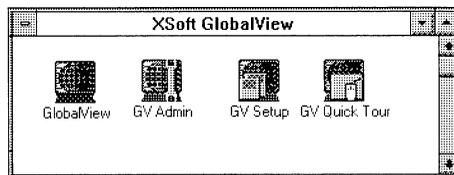
To start GLOBALVIEW:

▶   Double-click the GLOBALVIEW application icon.

During startup, the GLOBALVIEW workspace window appears. Its initial appearance reflects the settings you provided during software installation. When the cursor is in the workspace window it displays startup codes.

It takes 15 to 30 minutes to start GLOBALVIEW the first time. On subsequent startups, the time required depends on which options you select when logging off. See the section "Logging off" for more information.

While GLOBALVIEW is starting, you can minimize its window and perform other Windows tasks.

When startup is complete, the GLOBALVIEW Logon option sheet appears. Go to the next section, "Logging on."

Logging on

You log on to GLOBALVIEW by typing your name and password in the boxes in the Logon option sheet. Entering a name and password lets you restrict access to your workspace.

GLOBALVIEW requires your name in a three-part format:
Your Name:Domain:Organization

K. N. Washburn:ANZ:Xerox

User Name ⌐   Domain ⌐   └ Organization

If your computer is not connected to a Shared Document Services Network, you can make up the domain and organization names.

If your computer is connected to a Shared Document Services network, you must enter the user name and password registered in the Shared Document Services Clearinghouse. The Clearinghouse is the registry for all network users and devices.

If you cannot reach the Clearinghouse, a message appears in the message area at the top of the workspace window to advise you that the system is using the local logon information. To log on, you must have been registered on the system or you must have saved a workspace on the system after a previous GLOBALVIEW session.

To log on:

1. Start GLOBALVIEW.

   The Logon option sheet appears with the caret positioned in the Name box.

```
┌─────────────────────────────────────────────────────────────┐
│  Logon Option Sheet                          Start   Cancel  □ □ ▤ │
│ Copyright (C) 1981,1982,1983,1984,1985,1986,1987,1988,1989,1990,1991,1992,199↑│
│ by Xerox Corporation.  All rights reserved.                    ─ │
│                                                                │
│ Name ▤  [⌄_____]                │
│                                                                │
│ Password [_____]               │
│                                                                │
└─────────────────────────────────────────────────────────────┘
```
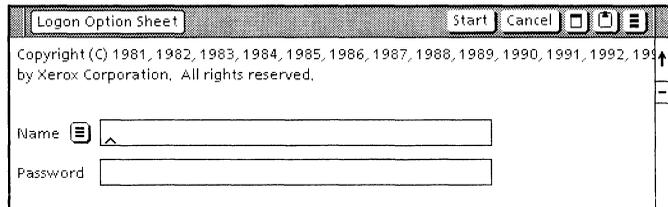
Case does not matter and spaces are allowed. Usually, a default domain and organization (network address) appear in the Logon option sheet.

2. Type your name in the Name box. If you make a mistake, backspace to delete it, then retype the information. GLOBALVIEW stores your name for subsequent sessions.

3. Select the Password box by moving the pointer to it, then clicking the Select mouse button. Type your password.

   As you type, asterisks appear instead of letters, so no one can read your password.

4. Press SKIP/NEXT or select Start by moving the pointer to it, then clicking the Select mouse button.

   The pointer changes to an hourglass.

   ✦ **Note:** The Cancel command doesn't close the Logon option sheet; the command has no effect.✦

5. If you are logging on for the first time, the system asks you if you want GLOBALVIEW to create a workspace for you. Click the Select mouse button on Yes in the option sheet header.

   A default GLOBALVIEW workspace window appears.
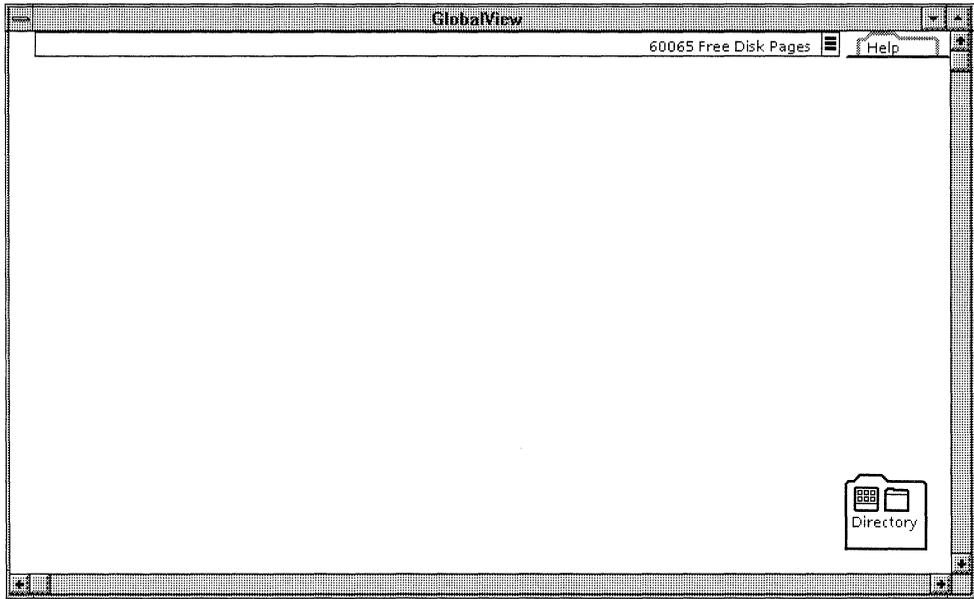
Logging on using the Name menu

When you log on for the first time, GLOBALVIEW stores your user name in the menu next to the Name box, so you need not type it in each time you log on.

To log on using the Name menu:

1. Point to the Name menu in the Logon option sheet and hold down the Select mouse button to display a list of user names.
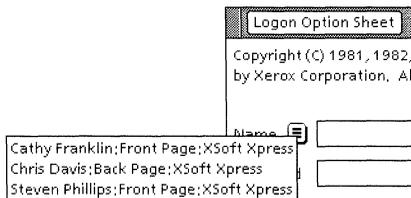
The list includes the names of all users who logged on previously and who saved their workspaces when they logged off.

2. Continue holding down the mouse button and move the pointer until your name is highlighted.

3. Release the mouse button.

Your name appears in the Name box and the caret moves into the Password box.

Logon Option Sheet	Start	Cancel

Copyright (C) 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, by Xerox Corporation. All rights reserved.

Name   Cathy Franklin;Front Page;XSoft Xpress
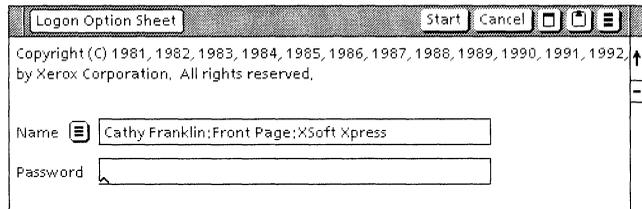
Password

4. Type your password.

5. Select Start.

The GLOBALVIEW workspace you previously saved appears.

Logging off (exit)

You exit GLOBALVIEW by displaying the Logoff option sheet and selecting various options. You can log off your workspace, but leave GLOBALVIEW running in the background.

To log off:

1. Do one of the following:

Date and time
End Session
Turn Redlining On
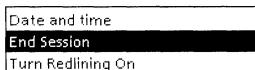
- Hold down the Menu mouse button in an empty area of the GLOBALVIEW workspace to display the Workspace menu, move the pointer to End Session, then release the mouse button.

- Move the mouse pointer to the Control-menu box and click the Select mouse button to display the Control

menu. Move the pointer to Close, then release the mouse button.

✦ **Note:** Selecting the Close command before you've logged on to your workspace stops the GLOBALVIEW session. The Logoff option sheet does not appear.✦

The Logoff option sheet appears.
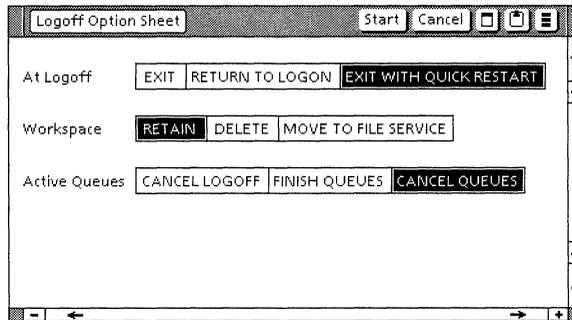
2. Select Exit, Return to Logon, or Exit with Quick Restart for the At Logoff option.

✦ **Note:** You select an option by clicking the Select mouse button on it. The selected option appears highlighted.✦

If you select Exit—The system stops all GLOBALVIEW applications, all GLOBALVIEW windows close, and GLOBALVIEW disappears from your Windows desktop. Then GLOBALVIEW releases all system resources it was using and shuts down. Restarting GLOBALVIEW from this state takes several minutes.

If you select Return to Logon—All GLOBALVIEW windows close. GLOBALVIEW applications that are running continue to run following logoff. The Logon option sheet displays so you or another user can reenter GLOBALVIEW simply by logging on again.

If you select Exit with Quick Restart—All GLOBALVIEW windows close, and GLOBALVIEW disappears from your Windows desktop. The state of GLOBALVIEW applications that were running is saved on the computer's hard disk. This allows GLOBALVIEW to restart quickly.

3. Select Retain, Delete, or Move to File Service for the Workspace option.

   If you select Retain—GLOBALVIEW stores your workspace on the computer's hard disk.

   If you select Delete—GLOBALVIEW deletes your workspace, including all the data in it, from the computer's hard disk.

   If you select Move to File Service—GLOBALVIEW stores your workspace on your home file service in your Shared Document Services network (to use this option, your computer must be connected to a Shared Document Services network).

4. Select Cancel Logoff, Finish Queues, or Cancel Queues for the Active Queues option.

   If you select Cancel Logoff—GLOBALVIEW abandons the logoff procedure if a background process is active.

   If you select Finish Queues—GLOBALVIEW waits until all background processing is complete before logging you off.

   If you select Cancel Queues—GLOBALVIEW ends current background activities, clears the background processing queues, and logs you off.

5. Select Start.

   GLOBALVIEW logs you off, as you specified.

   ✦ **CAUTION:** If you selected Exit with Quick Restart, wait until the GLOBALVIEW window closes before exiting Windows and turning off your computer.✦

Stopping GLOBALVIEW

Under normal circumstances, use the procedure for "Logging off (exit)" to stop or exit GLOBALVIEW. However, if GLOBALVIEW fails to respond to all actions or commands, you must stop GLOBALVIEW before restarting it.

To stop GLOBALVIEW when there is a problem:

1. Move the mouse pointer to the Control-menu box and click the Select mouse button to display the Control menu. Move the pointer to Terminate, then release the mouse button.

    A dialog box appears.

2. Click the OK button to stop GLOBALVIEW.

Use the procedure in "Starting GLOBALVIEW," to restart GLOBALVIEW.

3. The GLOBALVIEW workspace

All GLOBALVIEW applications and system resources reside within a single window on your Windows desktop called the GLOBALVIEW workspace. Within the GLOBALVIEW workspace, all applications and resources have the same look and feel and all objects work the same way. GLOBALVIEW is easy to learn because you work with all objects the same way.

The GLOBALVIEW workspace window

When you log on to GLOBALVIEW, the GLOBALVIEW workspace window appears.
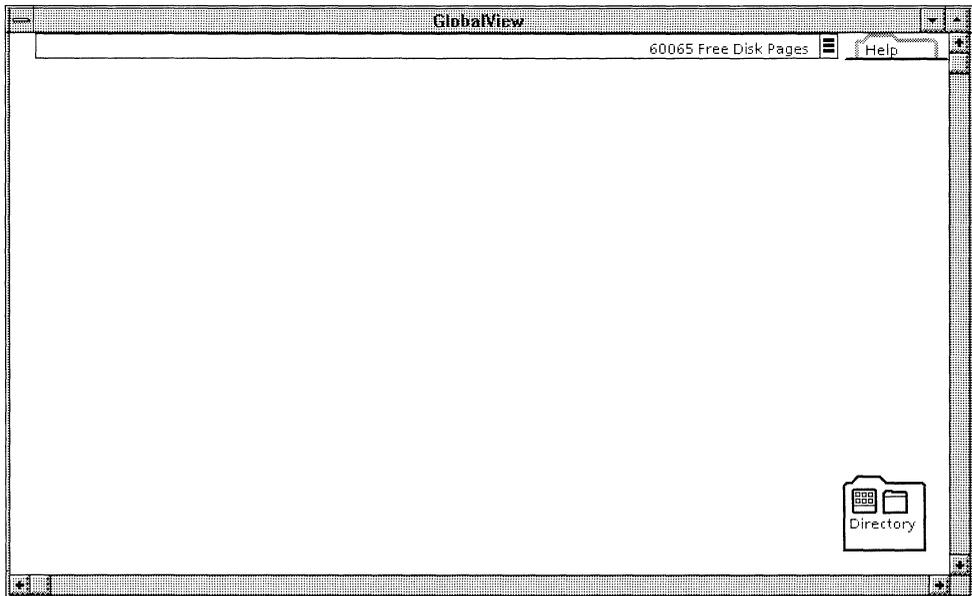
The GLOBALVIEW workspace window elements are supplied by Windows. These window elements let you move, stack, size, iconify, and scroll the GLOBALVIEW workspace window.

Maximize button

Control-menu box   Title bar   Window title   Minimize button

GlobalView

60065 Free Disk Pages   Help

Scroll bar

Directory

Scroll bar   Window corner
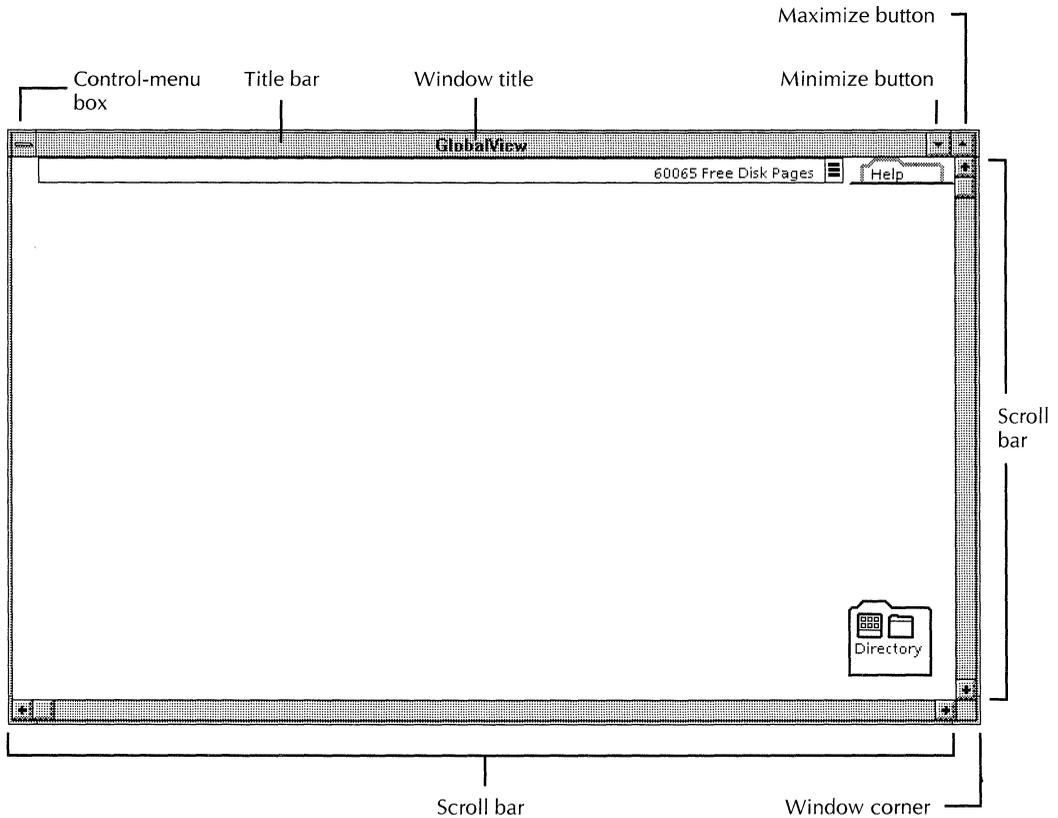
For detailed information about how Windows manipulates windows, see your Microsoft Windows documentation.

Understanding GLOBALVIEW workspace elements

The GLOBALVIEW workspace window displays a message area and Help folder just below the title bar.

The message area displays system information, helpful prompts, and questions that require feedback. On the right side of the message area, the system displays the amount of disk space available in disk pages.

To the right of the message area is the Help folder. You open this folder to access GLOBALVIEW Online Help. See "Using Online Help" later in this section for more information.
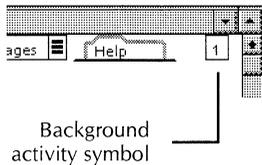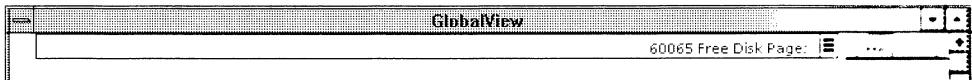
When activities are taking place in the background, a background activity symbol appears to the right of the Help folder, in the upper right corner of the workspace window. Chapter 6, "Working with icons," explains how to monitor background jobs.

Background activity symbol

The rest of the workspace window can contain GLOBALVIEW icons that represent applications, filing containers, devices, and documents. You can scroll the workspace window vertically and horizontally to see objects not originally visible in the window. You can also copy or move icons to or from it.
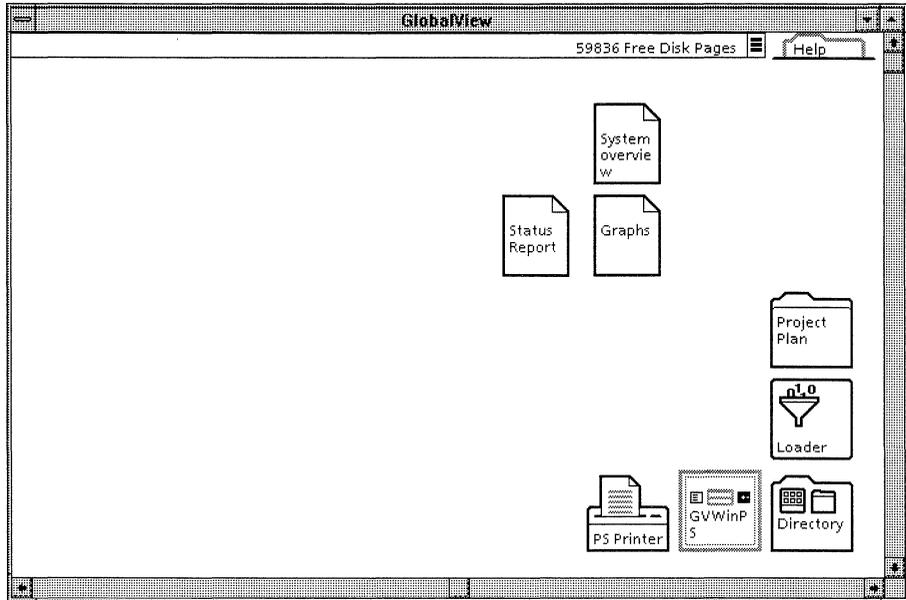
Using Online Help

GLOBALVIEW Online Help provides procedures, command descriptions, system messages, and glossary terms for the following GLOBALVIEW features:

- Workspace
  - Icons and files
  - Fonts
  - Printing

- Write and Draw
  — Documents
  — Graphics
  — Forms
  — Tables
  — Equations
  — Index Generator
  — Table of Contents Generator

- Paint and Chart

- File Conversions

You start GLOBALVIEW Online Help either through the Help folder on your workspace or using the Help command in the Control menu.

To start Help through the Help folder:

1. Press and hold the Select mouse button on the Help folder in the upper right corner of the workspace window.

    GLOBALVIEW displays a list of Help categories. The Help folder also contains the *GLOBALVIEW Quick Tour* and an overview of the system called *About GV Win*.

2. Select an item from the list.

    The GLOBALVIEW Help window opens and displays information on the selected item.

To start Help using the Help command:

1. Select Help from the Control menu.

    The GLOBALVIEW Help window opens and displays a list of Help categories.

2. Select an item from the list. Information on the item appears in the window.

To close Help:

▶   Do one of the following:

- Double-click the Control-menu box.
- Select Close from the Control menu.

Accessing resources—the Directory icon

The workspace contains a Directory icon. The Directory icon gives you access to all GLOBALVIEW icons and software resources.

Chapter 5, "Setting up the workspace window," explains how to copy icons from the Directory icon to your workspace window.

Workspace menu

The Workspace menu lists commands you use to perform a variety of workspace-level tasks. You can reach the Workspace menu by moving the mouse pointer to any empty area within the workspace window or to the message area and holding down the Menu mouse button.
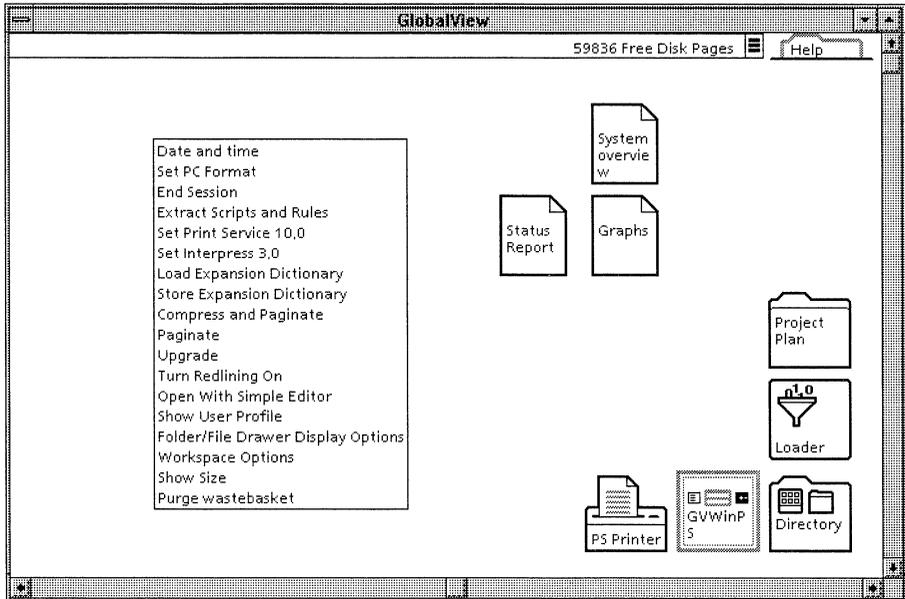
When you release the mouse button, the Workspace menu disappears.

The commands in the Workspace menu vary, depending on the GLOBALVIEW applications running on your system. If the list of commands is lengthy, you can scroll the menu.

To display the Workspace menu and select a command:

1. Move the mouse pointer to any empty area in the workspace window and hold down the Menu mouse button.

   The Workspace menu appears.

```
Date and time
End Session
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size
```
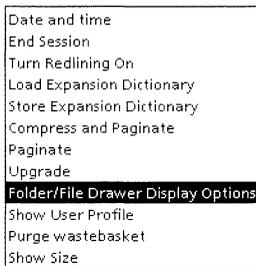
2. Continue to hold down the Menu mouse button and slide the pointer down the menu to highlight a menu command. If necessary, move the pointer to the bottom of the menu to scroll to commands at the end.

3. Release the mouse button while the menu command is highlighted.

   The highlighted command takes effect.

To close the menu without selecting a command:

▸ Move the arrow outside the menu and release the mouse button.

Commands that always appear in the Workspace menu are defined in the following paragraphs.

Date and time—Displays the current date and time in the message area.

End Session—Opens the Logoff option sheet. See chapter 2, "Running GLOBALVIEW," for logoff procedures.

Folder/File Drawer Display Options—Opens the Folder/File Drawer Display Option sheet, which lets you specify the information that appears about each item in an open container. See "Specifying folder display options" in chapter 9, "Managing GLOBALVIEW files," for more information.

✦ **Note:** Objects in the Shared Document Services networking environment appear in the GLOBALVIEW workspace as file drawers. If you are not using Shared Document Services, file drawers do not appear in your GLOBALVIEW workspace.✦

Show Size—Displays the size in disk pages of selected objects, the number of disk pages in the wastebasket, the number of

disk pages available, and the total number of disk pages. A disk page equals 512 bytes, or about 512 ASCII characters.

Show User Profile—Opens the window to the User Profile, a file that lets you customize GLOBALVIEW in many ways. See chapter 12, "Customizing your workspace with the User Profile."

Workspace Options—Opens the Workspace option sheet, which lets you specify workspace and window appearance. See the following section, "Changing the GLOBALVIEW workspace window," as well as chapter 7, "Windows and menus," for more information.

Changing the GLOBALVIEW workspace window

You can change the size, appearance, and background color of the GLOBALVIEW workspace window.

To reset the initial size and appearance of the GLOBALVIEW workspace window, use GV Setup. The icon for GV Setup is located in the GLOBALVIEW group window.

Changing the workspace window size and appearance

If your GLOBALVIEW workspace window has a title bar (window header), the minimize and maximize buttons work in the standard Windows fashion.

If during GLOBALVIEW installation you set the workspace to the same size as your display without a title bar, you need to use the commands in the GLOBALVIEW workspace menu.

To resize the workspace window using title bar buttons:

▶ Do one of the following:

- Select the minimize button to reduce GLOBALVIEW to an icon.

- Select the maximize button to increase the size of the workspace to full screen or reduce GLOBALVIEW to a smaller window.

To reduce a full screen workspace window:

1. Display the Workspace menu.

2. Select the Workspace in Window command.

    Your workspace appears in a window.

To reduce the workspace to an icon:

1. Display the Workspace menu.

2. Select the Workspace: Minimize command.

    The GLOBALVIEW icon appears on your Windows desktop.

To maximize the workspace window:

1. Display the Workspace menu.

2. Select the Workspace in Full Screen command.

    Your workspace appears full screen without the Windows title bar.

✦ **Note:** You can also use the workspace window's maximize button to enlarge the window to cover the screen.✦

To reset the initial size and appearance of your workspace window:

1. Log off your GLOBALVIEW workspace using the Exit option.

2. Double-click the GV Setup icon.

    A Welcome dialog box appears.

3. Click the Continue button.

4. In the Existing Version of GLOBALVIEW dialog box, select Change configuration and click the Continue button.

5. Select the new GLOBALVIEW Workspace size settings in the GLOBALVIEW Configuration dialog box; then click the Continue button.

6. Choose either option in the Modify System Files dialog box and click Continue.

7. Click OK in the resulting dialog box.

8. Click the Exit to Windows button to return to your Windows desktop.

9. Make sure the corresponding display size (e.g., 800 by 600) is selected in Windows Setup.

10. Restart GLOBALVIEW to have your changes take effect.

✦ **Note:** The GVWIN.INI file contains the GLOBALVIEW workspace window size and location values. However, do not change these values. Use GV Setup, as described above.✦

Changing colors in the workspace window background

You can change the default background color of the GLOBALVIEW workspace by changing the default workspace properties in your User Profile. See chapter 12, "Customizing your workspace with the User Profile," for more information.

You can also change the background color of the GLOBALVIEW workspace window using the Workspace Options command in the Workspace menu.

✦ **Note:** If you are working with a black and white monitor, you can choose black or white as the background color.✦

To change the background color of the workspace window:

1. Select the Workspace Options command in the Workspace menu.

   The Workspace option sheet appears.

| Workspace Options | Done | Apply | Cancel | ▢ | ◳ | ☰ |

Workspace Background Color ■ ☰ medium gray

Window Header Double Line Single Line

Window Style Tiled Overlapping
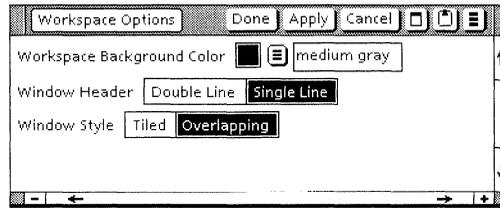
2. Do one of the following:

  • Position the pointer on the Workspace Background
    Color menu symbol and hold down the Select mouse
    button.

    A list of color choices appears. Each listed choice
    includes a chip that displays a color sample.

  • Position the pointer on the color chip box and hold
    down the Select mouse button.

    A set of color chips appears for Workspace
    Background Color.

3. Without releasing the mouse button, move the pointer to
   the color you want.

4. Release the mouse button.

   The color chip box displays the color you selected.

5. When you are finished selecting color options, select
   Done.

   The option sheet closes, and the workspace window's
   new color takes effect.
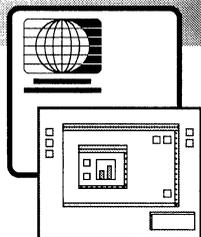
4. Using keyboards, mouse, and pointers

This chapter introduces GLOBALVIEW named function keys, alternate, virtual keyboards from which you can select a wide variety of characters, and mouse terminology and procedures.

The GLOBALVIEW keyboard template, included with your software, shows the placement on your keyboard of named keys that perform special functions in GLOBALVIEW.

Software required—To display characters entered from the language keyboards, you must load VP Xerox Enhanced Classic Fonts or VP Xerox Enhanced Modern Fonts in the point sizes you require. You must also load VP Xerox Enhanced Classic Fonts Metrics or VP Xerox Enhanced Modern Fonts Metrics to ensure proper positioning of accents and diacritics.

GLOBALVIEW function keys

GLOBALVIEW function keys make it easy to perform specific tasks. Some of these keys, such as MOVE and OPEN, let you manipulate icons in the workspace. Other keys, such as DEF/EXP, work only in specific GLOBALVIEW applications that might or might not be running on your workstation.

Application-specific keys are explained in the documentation that describes the application. Function keys that control text appearance, for example, are explained in the GLOBALVIEW Write and Draw User Guide.

GLOBALVIEW uses the following named function keys.

AGAIN—Repeats the last editing action you performed. As you edit, AGAIN stores up to 100 keystrokes. When you place the caret where you want the keystrokes to repeat, and press AGAIN, the keystrokes are entered again.

COPY—Copies a selected icon or block of text to a new destination, leaving the original icon or text in place.

DEF/EXP—Enables you to define, store, and recall document content you use frequently, such as text, numbers, or anchored frames, with minimal keystrokes.

DELETE—Removes the selected icon or block of text you select from the workspace.

FIND—Displays the Find option sheet you use to specify text you want to find in a document. Alternatively, displays the Container Find option sheet you use to specify the file you want to find in a container.

KEYBOARD—Displays a choice of virtual keyboards that contain alternate characters such as mathematical symbols, foreign language letters and punctuation, and type ornaments. Alternate keyboards are introduced in the section, "Alternate keyboards."

MOVE—Moves the selected icon or block of text to a new location in the workspace.

OPEN—Opens the icon you select.

PROPS—Opens or closes the property sheet for the icon or text you select.

SAME—Copies character, paragraph, or graphics properties to other characters, paragraphs, or graphics.

SKIP/NEXT—Advances the caret from the current field (or text-entry box) to the next field or box without using the mouse. You can use this key in property and option sheets, tables, and windows containing fields or text-entry boxes.

STOP—Halts some operations in progress, such as searches and substitutions you initiate with the FIND key.

UNDO—Reverses the effect of a deletion in simple text, such as text in a property sheet.

Alternate keyboards

When you log on to GLOBALVIEW, the standard keyboard configuration is in effect. You can select an alternate keyboard for either temporary or continual use during your work session.

An alternate keyboard is a software-controlled keyboard configuration that replaces some or all of the keys assigned to the standard keyboard. When you select an alternate keyboard, a window displays the characters the selected keyboard assigns to your keys.

The following illustration shows the Office keyboard. You can enter Roman numerals and symbols from this alternate keyboard.

Alternate keyboards are illustrated in the *GLOBALVIEW Reference Manual*. The following sections list language keyboards and special context keyboards included with your GLOBALVIEW software.

Language keyboards

Some alternate keyboards consist of alphabets for languages, such as English, French, or Russian, together with the numerals and punctuation marks commonly used in those languages.

GLOBALVIEW supplies alternate keyboards for the following languages:

- English
- European
- French
- French Canadian
- German
- Greek
- Italian
- Spanish
- U.S. Russian

GLOBALVIEW optionally supplies many other language keyboards. These keyboards are described in the *GLOBALVIEW International Keyboards User Guide*.

Special context keyboards

Some alternate keyboards include sets of nonalphabetic characters that apply within a certain context, such as symbols for logic, math, or office operations. GLOBALVIEW includes the following special context keyboards:

- Special
  (special characters specific to GLOBALVIEW applications)

- ASCII
  (American Standard Code for Information Interchange)

- Dingbat1

- Dingbat2

- Dingbat3

- Dvorak

- Eq Misc

- Eq Syms

- ISO
  (International Standards Organization)

- Legal

- Logic

- Math
  (includes mathematical symbols, such as arithmetic and logical operators, and integral, summation, and infinity symbols)

- Office

- Symbols1

- Symbols2

Using alternate keyboards

You might want to use an alternate keyboard to enter a few special characters in a document. Or you might want to compose an entire document using an alternate keyboard. Procedures for both situations follow.

You access an alternate keyboard by selecting its name in the Keyboard soft key window.

Displaying the Keyboard soft keys

To display the Keyboard soft keys:

▸ Hold down the KEYBOARD key.

The Keyboard soft keys appear.

Press Show to display
the selected keyboard.

| More | Special | ASCII | Office | Greek | ISO | English | French | Show | Set |

Press More to see
more keyboard names.

Press Set to maintain
the keyboard setting.
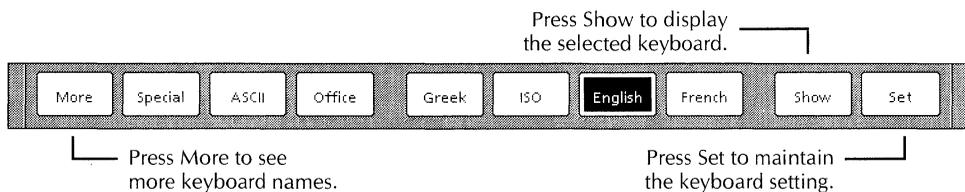
✦ **Note:** The Keyboard soft keys remain on the screen as long as you hold down KEYBOARD.✦

Using an alternate keyboard for a few keystrokes

To use an alternate keyboard for a few keystrokes:

1. Hold down KEYBOARD to display the Keyboard soft keys.

   Continue to hold down KEYBOARD through step 4 of this procedure.

2. Do one of the following:

   • Press the function key that corresponds to the alternate keyboard you want to use.

   • Use the mouse to select the alternate keyboard.

   If the name of the keyboard you want is not visible, press MORE to cycle through the keyboard names (or select MORE in the soft key window).

3. Press SHOW.

   The alternate keyboard you selected and its corresponding ten-key pad appear.

4. To enter characters, do one of the following:

   • Press the corresponding keys on your physical keyboard.

   • Use the mouse to select keys in the keyboard window.

   ✦ **Note:** If black boxes appear in place of the characters, you must load the screen font for the keyboard. See chapter 5, "Setting up the workspace window," for information about loading software applications.✦

5. Release KEYBOARD.

   The soft key window no longer appears. The standard keyboard and keypad appear in the keyboard and keypad windows.

6. Select Close in each window header to close the keyboard and keypad windows.

Using an alternate keyboard for an extended period

To use an alternate keyboard for an extended period:

1. Hold down KEYBOARD to display the Keyboard soft keys.

    Continue to hold down KEYBOARD through step 4 of this procedure.

2. Do one of the following:

    *   Press the function key that corresponds to the alternate keyboard you want to use.

    *   Use the mouse to select the alternate keyboard.

    If the name of the keyboard you want is not visible, press MORE to cycle through the keyboard names or select MORE with the mouse.

3. Press SHOW.

    The alternate keyboard you selected and its corresponding ten-key pad appear.

4. To change the meaning of your standard keyboard keys to match the alternate keyboard keys, press or select SET.

    GLOBALVIEW changes the effective keyboard to the alternate keyboard you selected.

5. Release KEYBOARD.

    The soft key window closes, but the alternate keyboard remains displayed on your screen.

6. Type the characters you want in your document.

    ✦ **Note:** If black boxes appear in place of the characters, you must load the screen font for the keyboard. See chapter 5, "Setting up the workspace window," for information about loading software applications.✦

7. Select Close in each window header when you want to close the keyboard and keypad windows.

To reset the standard keyboard configuration:

▶ Repeat the procedure for using an alternate keyboard for an extended period, and select the name of your standard keyboard in step 2.

Setting a first alternate keyboard

Your User Profile lists default values that appear in property sheets and other GLOBALVIEW objects. You can change these default values by editing your User Profile. For procedures about editing your User Profile, see chapter 12, "Customizing your workspace with the User Profile."

If you use an alternate keyboard often, you might want to define an entry in your User Profile to automatically activate that keyboard whenever you press KEYBOARD.

You can add or edit an entry in the System section of your User Profile to specify a default value for the first alternate keyboard.

To set a first alternate keyboard:

▶ Type the following entry in your User Profile, substituting the name of the keyboard you want for the general form *Keyboard name*:

First Alternate Keyboard: *Keyboard name*

For example, to specify the Math keyboard as the first alternate keyboard, type the following:

First Alternate Keyboard: Math

Understanding mouse defaults and terms

The mouse lets you move around the workspace without using keyboard commands. When you move the mouse, a corresponding pointer moves in your workspace.

You use the mouse to perform the following actions:

- Manipulate icons
- Execute commands
- Open and close windows
- Resize, move, and scroll windows
- Select objects, commands, text, or menu items
- Position the caret

The following sections describe the mouse button default settings and define terms used for mouse actions.

Default settings for mouse buttons

GLOBALVIEW assigns different default values to mouse buttons depending on whether you have a two- or three-button mouse.

The following table shows GLOBALVIEW default mouse button settings for a two-button mouse.

Mouse button	GLOBALVIEW default
Left	Select
Right	Adjust
Chord (both buttons)	Menu

The following table shows GLOBALVIEW default mouse button settings for a three-button mouse.

Mouse button	GLOBALVIEW default
Left	Select
Middle	Menu
Right	Adjust

You can easily reprogram your mouse buttons. Chapter 12, "Customizing your workspace with the User Profile," explains how to reprogram the mouse buttons.

Understanding mouse terms

You use the mouse the same way for all GLOBALVIEW objects. The following list defines terms that describe mouse actions.

Point—To use the mouse to place the pointer on an icon, command, or menu item.

Click—To press the Select mouse button once while pointing at an object. This selects the object.

The next section, "Using the mouse to select text," includes procedures for selecting text.

Multiple click—To quickly press the Select mouse button two or more times.

See "Using the mouse to select text," for information about multiple clicking to select characters, words, and lines of text.

Select—To point and click on an icon, command, or menu.

This indicates to the system that you want to work with the item. When you select an item, its colors appear reversed. You can select additional objects by clicking the Adjust button on the objects.

Deselect—To click in an empty area of the workspace.

This releases an object you previously selected and restores its usual appearance.

Chord—To press the Select and Adjust mouse buttons simultaneously while pointing at an object. Chording on an icon displays the icon menu.

Drag and drop—To point to an icon and hold down the Select mouse button while moving the mouse; then release the mouse button to place the icon at the new location.

Using the mouse to select text

You can select text two ways: by multiple clicking the Select mouse button or by using the select-adjust method.

Selecting text by multiple clicking

When you use multiple clicking, the number of times you click the Select mouse button determines the amount of text you select.

To select a single character:

▶ Point to the character and click the Select mouse button once.

To select a word:

▶ Point anywhere on the word and click the Select mouse button twice.

The word and the space following the word are selected. When the word is followed by a punctuation mark, the word and the space preceding the word are selected.

To select a sentence:

▶ Point anywhere in the sentence and click the Select mouse button three times.

The sentence, its ending punctuation, and the spaces following it are selected.

To select a block of text:

▶ Point anywhere in the block of text and click the Select mouse button four times.

Clicking the Select mouse button four times selects all text in a text-entry box (such as a box in a property or option sheet), or an entire document in the case of a mail note or the User Profile. In a GV Write document, this action selects a paragraph.

To return to the first character selection:

▶ Click the Select mouse button again after using four clicks to select a block of text.

Only the first character you selected remains highlighted.

Extending a text selection (select-adjust)

You can select parts of words, spaces, or any length of text with the select-adjust method. You can also use this method to extend a word, sentence, or paragraph selection.

To extend a character selection:

1. Point to the first character or space and click the Select mouse button.

2. Position the pointer on the last character or space in the text you want to select. (Point at a character or space before or after the first character you selected.)

3. Click the Adjust mouse button.

Every character in the selection highlights.

To extend a word, sentence, or paragraph selection:

1. Select the first word with two clicks, or select the first sentence with three clicks, or select the first paragraph with four clicks.

2. Position the pointer on the last word, sentence, or paragraph you want to select. (Point at a word, sentence, or paragraph before or after your first selection.)

3. Click the Adjust mouse button.

The selection extends to the text you pointed at in step 2. The adjusted selection includes the last word, sentence, or paragraph, depending on the number of times you clicked in step 1.

Identifying pointers

The pointer assumes different shapes as you perform different tasks. For workspace operations, the pointer usually appears as a diagonal arrow. When you select commands or press function keys, the pointer's shape changes to reflect the task at hand.

The most common GLOBALVIEW pointers are illustrated and explained in the following list.

Access—Appears when you point to a container icon and press the Menu mouse button or open a menu with the Select mouse button. You can continue to hold down the mouse button and move this arrow down a menu to highlight and select an item.

Adjust—Appears when you press the Adjust mouse button to extend (adjust) a text selection in GV Write.

Busy—Appears when the system is busy with a foreground activity and cannot respond to your input.

Copy—Appears when you select icons, text, or graphics objects, then press COPY.

Illegal operation—Appears when the system cannot perform an operation, such as moving or copying an icon to a destination already occupied by another icon.

Move—Appears when you select text, graphics objects, or multiple icons, then press MOVE.

Normal—Appears when the system is ready to perform a workspace function.

In addition to the illustrated pointers, the system displays special pointers in graphics applications. See the user guide for the specific graphics application for information about graphics pointers.

Positioning the caret

▲ The caret (shaped like an inverted V) appears in documents and in property and option sheets to indicate where the next character you type appears.

To position the caret in a text area:

1. Move the pointer into the text area.

2. Click the Select mouse button.

   The caret appears at the point where the next character you type appears.

When you move the pointer outside the window and click the Select mouse button, the caret disappears. It reappears when you again click inside a text area.

You can reposition the caret using the cursor keys if you enable the cursor keys.

You can modify your User Profile to specify that the caret must appear before the selected character, word, sentence, or text block, or appear after the selection.

✦ **Note:** When the caret position is set to Always After in your User Profile, you cannot place the caret before a text unit you select. See chapter 12, "Customizing your workspace with the User Profile," for more information about positioning the caret.✦

Using keyboard accelerators

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

- Build your own keyboards using any character displayed on an existing keyboard, including foreign language, scientific, mathematical, or symbol-specific characters.

- Set a second language keyboard and quickly toggle between the default and second language keyboards.

- Define which alternate keyboards appear in the Keyboard soft keys and specify the order in which they appear.

Software required—GV Write and Keyboard Accelerators

Building, registering, and using a user keyboard

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

You open the User Keyboard icon and edit the characters by deleting, moving, or copying the characters on the keys. You can use characters from other keyboards as your source.
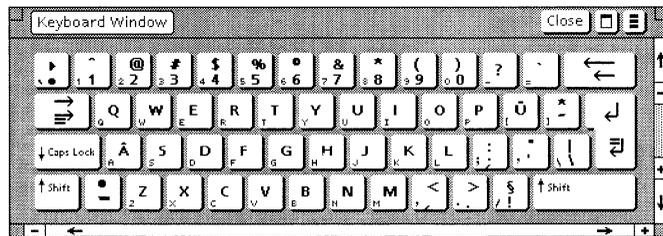
A user keyboard created with the Keyboard Accelerators application

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

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

Retrieving and renaming the User Keyboard icon

To retrieve and rename a User Keyboard icon:

1. Open the Basic Icons folder in the Workstation divider of the Directory icon.

2. Copy the User Keyboard icon from the Basic Icons folder to your workspace.

3. Select the User Keyboard icon and press PROPS.

   The User Keyboard property sheet appears.

User Keyboard Properties	Done	Cancel		
Name: User Keyboard				
Version of: 7-Apr-95 9:40:23				
By: Lorna E				
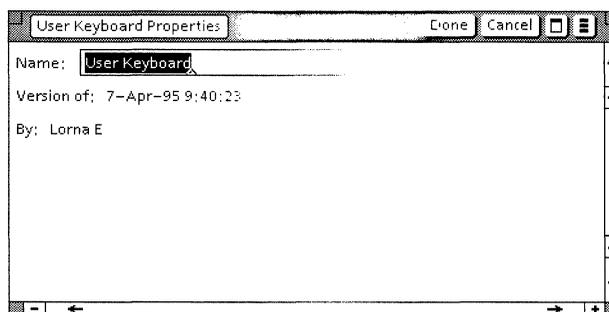
4. Press DELETE to delete the name.

5. Type the new keyboard name in the Name box.

6. Select Done.

Displaying the User Keyboard window

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

To display the User Keyboard window:

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

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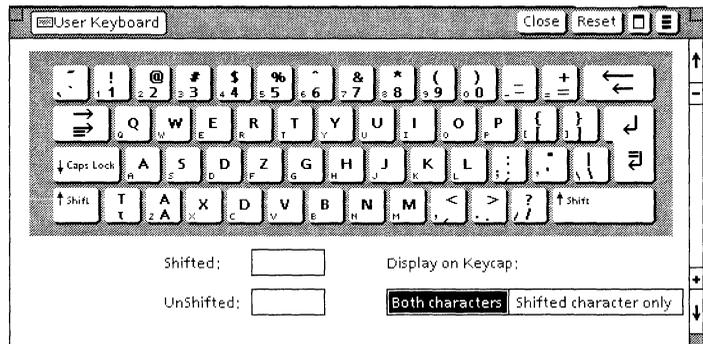
The window contains an editable keyboard and several options to help you edit the characters on the keys.

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

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

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

• **Both Characters**—The shifted and unshifted characters display on the key you select.

• **Shifted Character Only**—The shifted character displays on the key you select.

Editing characters on the user keyboard

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

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

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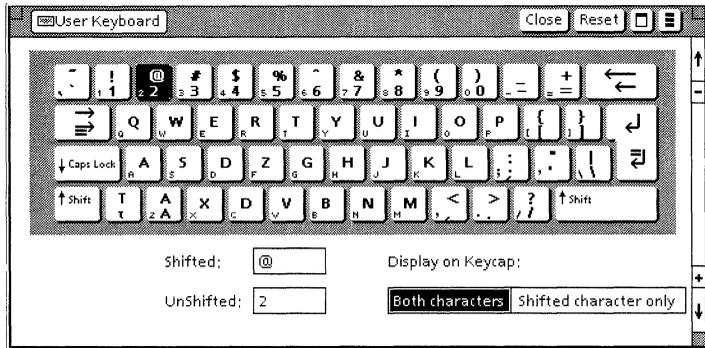
Shifted and unshifted characters in the User Keyboard window

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

Deleting characters

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

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

To delete a character:

1. Double click the Select mouse button on the User Keyboard icon to display the keyboard.

2. Select the character you want to delete.

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

3. Press DELETE.

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

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

Assigning characters

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

You can assign characters to the shifted and unshifted positions.

To assign a new character to the user keyboard:

1. Show and set the alternate keyboard that contains the source characters you want to use as follows:

   • Hold down the KEYBOARD (F11) key.

   • Select a keyboard, then select Show and Set.

2. Double click the Select mouse button on the User Keyboard icon to display the User Keyboard window.

3. Select Both Characters for the Display on Keycap option.

4. Click the Select mouse button in the Shifted box.

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

5. To insert a new character in the Shifted box, do one of the following:

   • Hold down SHIFT and type the character.

   • In the alternate keyboard window, select the shifted character you want to insert.

   The shifted character appears in the Shifted box.

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

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

7. To insert a new character in the UnShifted box, do one of the following:

   • Type the character.

   • In the alternate keyboard window, select the unshifted character you want to insert.

   The unshifted character appears in the UnShifted box.

8. When finished editing the keyboard, select Close. Before you use the keyboard for the first time, see "Registering a user keyboard."

9. If necessary, hold down the KEYBOARD (F11) key, select your standard keyboard, and select Set.

Moving and copying characters on the keyboard

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

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

To copy or move the characters on a keycap:

1. Double click the Select mouse button on the User Keyboard icon to display the User Keyboard window.

2. Select Both Characters for Display on Keycap.

3. In the User Keyboard window, select the key cap characters you want to move or copy.

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

4. To move (exchange) characters between two key caps:

   a. Press MOVE.

   b. In the User Keyboard window, select a destination key.

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

5. To copy characters to a key cap:

   a. Press COPY.

   b. In the User Keyboard window, select a destination keycap.

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

      Destination key is not empty, confirm copy.

      Press the Select mouse button to confirm the copy.

6. When finished editing the keyboard, select Close. Before you use the keyboard for the first time, see "Registering a user keyboard."

Registering a user keyboard

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

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

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

To register a user keyboard:

1. Open the Workspace divider in the Directory icon.

2. Select the icon of the user keyboard you want to register.

   Make sure you select the closed User Keyboard icon, not the open User Keyboard window.

3. Press MOVE or COPY.

4. Select the User Keyboards folder.

The User Keyboard icon is moved or copied to the User Keyboards folder.
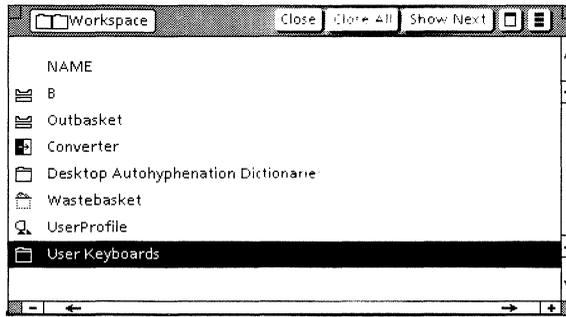
5. Select Close All.

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

Using a user keyboard

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

To use a user keyboard

1. In an open document, select where you want to enter text from a user keyboard.

2. Hold down the KEYBOARD (F11) key

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

Press Show to display the selected keyboard.

Press More to see more keyboard names.

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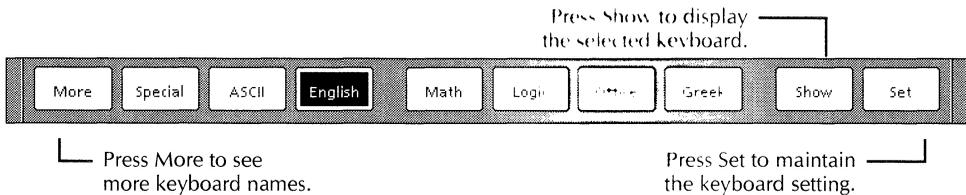
3. Press the function key corresponding to the keyboard, or select the keyboard soft key with the mouse.

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

4. Select Show.

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

5. To use the keyboard for a short time:

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

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

b. When finished, release the KEYBOARD key.

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

6. To use the keyboard for an extended time:

a. Select Set.

b. Release KEYBOARD.

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

c. Type the text you want in your document.

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

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

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

Unregistering a user keyboard

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

To unregister a user keyboard:

1. Open the User Keyboards folder in the Workspace divider of the Directory icon.

2. Select the user keyboard you want to unregister.

3. Do one of the following:

    *   Press MOVE and select an empty location in your workspace, or move the icon to a folder or a file drawer.

    *   Press DELETE.

4. Select Close All.

Using a second language keyboard

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

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

✦ **Notes:**

- To use a GLOBALVIEW international keyboard as a second language keyboard, you must run the GLOBALVIEW International Keyboards application. Refer to the *GLOBALVIEW International Keyboards User Guide*.

- You cannot use a Special keyboard (such as the Special keyboard for documents) as a second language keyboard.

- Second language keyboards are available in the workspace containing the User Profile setting. If your computer supports multiple workspaces, it might contain different second language keyboards.✦

Setting the second language keyboard features in the User Profile

**To set the second language keyboard features:**

1. Select Show User Profile in the Workspace menu.

2. Select Edit in the window header of the User Profile.

3. Locate the [System] section.

4. Do one of the following:

    - If the Second Language Keyboard entry does not appear, select the end of the last entry in the [System] section and press RETURN. The caret advances to the left margin on the next line.

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

- If the Second Language Keyboard entry already appears in the User Profile, delete any text that appears after the colon. Go to step 6.

5. Type **Second Language Keyboard:** (pay attention to punctuation and case).

6. After **Second Language Keyboard:**, type one space followed by the name of the second language keyboard.

   You can use an alternate keyboard, a GLOBALVIEW international keyboard, or user keyboard, as follows:

   - To use a standard keyboard, type the name as indicated in the second column of table 4-1, following capitalization and spelling exactly.

   - To use a GLOBALVIEW international keyboard, type the name as indicated in the second column of table 4-2, following capitalization and spelling exactly.

   - To use a user keyboard, type the name exactly as specified in the User Keyboard property sheet.

7. Press RETURN.

8. Type **Second Language Keyboard Feedback:** (pay attention to punctuation and case).

9. After **Second Language Keyboard Feedback:** type a space and one of the following words:

   - **Beep**—to have your computer sound a beep when you toggle between the second language keyboard and the system default keyboard.

   - **Silent**—if you do not want feedback when you toggle between keyboards.

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

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ▓ ▐Q.UserProfile▌▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▐Close▌ ▐Reset▌ ▐Save▌ ▐⬜▌▐☰▌ ⌐│
│                                                                          ↑│
│ [System]                                                                 ─│
│ Caret Position: Always After              -- Always After|Nearest Side     │
│ DefaultKeyboard: English                  -- XDE|Math|Logic|Greek|ASCII|English|French|German │
│                                           -- Italian|Spanish|Russian|US Rsn|Fr Can|Dvorak|Europe │
│ First Alternate Keyboard: English         -- Special|ASCII|Office|Math|Logic|Greek|ISO|English │
│                                           -- French|German|Italian|Spanish|Russian|US Rsn │
│                                           -- Fr Can|Dvorak|Europe           │
│ Second Language Keyboard: French                                          ┃│
│ Second Language Keyboard Feedback: Beep                                   ♦│
│                                                                          ↓│
│ ▓ ▐─▌ ▐←▌                                                     →  ♦ ▐ │
└──────────────────────────────────────────────────────────────────────────┘
```

10. Select Close in the window header of the User Profile.

11. To enable the setting, log off GLOBALVIEW, then log back onto GLOBALVIEW.

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

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

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

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

◆ **Note:** Because Xerox software is designed for multinational use, the name and entry spelling for the keyboards might differ in your version of the software. To use some keyboards listed in Table 4-2, you need to install the GV Arabic or GV Hebrew text packages.◆

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

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

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

Alternate keyboard	Entry spelling
Russian keyboard	Russian
Serbo-Croatian keyboard	Croatian
Slovak keyboard	Slovak
Slovene keyboard	Slovene
Swiss French keyboard	CH-D
Swiss German keyboard	CH-F
Turkish keyboard	Turkish
U.S. Turkish keyboard	US Trksh
Ukrainian keyboard	Ukrainian
Urdu keyboard	Urdu
Uzbek keyboard	Uzbek
Vietnamese keyboard	Vietname

Switching to a second language keyboard

To switch to a second language keyboard:

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

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

2. Enter your text.

Returning to the system default keyboard

To return to the system default keyboard:

▶   Tap KEYBOARD lightly.

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

Changing the keyboard soft key order

You can change the order in which alternate keyboards appear in the Keyboard soft key window by editing the User Profile.
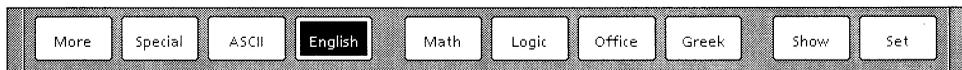
You can position the keyboards you use most frequently first and list the less frequently used keyboards at the end or remove them altogether.

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

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

Setting the keyboard order in the User Profile

To set the keyboard order feature:

1.   Select Show User Profile in the Workspace menu.

2.   Select Edit in the window header of the User Profile.

3.   Scroll through the User Profile until you locate the [Keyboards] section. If no [Keyboards] section exists in the User Profile, do the following:

a)   Locate the last entry in the User Profile.

b) Select after the last entry and press RETURN. The caret advances to the left margin on the next line.

c) Type the following entry:

[Keyboards]
Order:
EliminateAtReOrder:

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

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

5. After **EliminateAtReOrder:** type a space followed one of the following words:

- **True**—to display only keyboard names you entered and eliminate any keyboard names not specified in the Order entry.

- **False**—to display keyboard names in the Order entry first, followed by any keyboard names not specified in Order.

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


```
[Keyboards]
Order: Legal,Office,Europe
EliminateAtReOrder: False
```
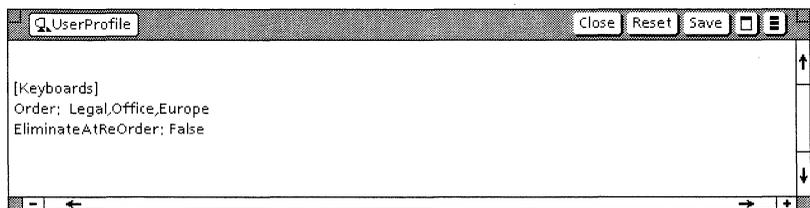
6. Select Close in the window header of the User Profile.

7. To activate the entries, do one of the following:

- Select Update Keyboard Order in the Workspace menu.

- Log off GLOBALVIEW then log back on.

5.

Setting up the workspace window

Your workspace window contains a Directory icon. The Directory icon gives you access to GLOBALVIEW icons that you use to create documents and graphics and access GLOBALVIEW tools and applications.

To set up the GLOBALVIEW workspace window, you open the Directory icon and copy the icons you want to your workspace. Use the procedure on page 5-4 to copy the icons introduced in this chapter.

Opening the Directory

To open the Directory:

▶ Do one of the following:

- Double-click the Select mouse button on the Directory icon.

- Point to the Directory icon, hold down the Menu mouse button, and slide the pointer to Open in the Directory menu.

The Directory window displays divider icons. Divider icons separate software resources into functional categories, just like dividers in physical file cabinets. Dividers hold icons as well as folders that contain other icons.

The Directory contains at least two top-level dividers, the Workstation divider and the Workspace divider.

Obtaining icons for your workspace

Some of the icons you might copy to your workspace are:

- Converter icon
- Printer icons
- Loader icon
- Basic icons, such as Blank Document and Blank Folder

To copy icons from a divider or folder:

1. Open the Directory icon and open a divider or folder. See the following sections for information about the icons in the Workspace and Workstation dividers.

2. Select an icon by clicking on it once with the Select mouse button. To select adjacent icons, click on them with the Adjust mouse button.

    The selected icons appear highlighted.

3. Press COPY.

    The pointer changes to the copy pointer.

4. Move the pointer to a location within the workspace window and click the Select mouse button.

    The system copies the selected icons to the workspace.

Icons in the Workspace divider

The Workspace divider contains icons that each workspace user can customize. These icons represent tools that restore deleted files, define the appearance and attributes of your workspace, and convert files.

The Wastebasket icon represents an area on your system's hard disk where GLOBALVIEW stores files you delete, if you have configured it to do so. You can later recover deleted files or permanently erase them, as you choose. See "Deleting icons" in chapter 6.

The User Profile is a configuration file in which you can specify many settings to customize GLOBALVIEW. See chapter 12, "Customizing your workspace with the User Profile." The User Profile icon opens to display the default User Profile.

Using the procedure shown on at the top of this page, copy the icons you want from the Workspace divider to your workspace.

Icons in the Workstation divider

The Workstation divider contains icons and folders related to the operation of GLOBALVIEW. The contents of this divider are the same for every user of your computer.

The Basic Icons folder contains icons for creating documents and graphics, and for storing other icons, as well as icons for specific applications, such as GV Calc.

The contents of the Basic Icons folder vary depending on the applications running on your system.

✦ **Note:** You cannot open icons within the Basic Icons folder. To open basic icons, you must copy them to the workspace.✦

Copying basic icons

Copy the basic icons you want to your workspace. For example, you will want a blank folder icon and a blank document icon if you plan to create documents.

✦ **Tip:** You will use some icons more often than others. It's convenient to keep a blank copy of the icons you use most often in your workspace. When you need a blank icon, you can make another copy of the blank icon in your workspace instead of retrieving it from the Directory.✦

Copying local devices icons

Local devices are peripheral devices, such as printers and floppy drives, that are physically connected to your computer. You need not be connected to a network to use local devices.

If local devices are connected to your computer, icons for them appear in the Local Devices folder.

Using the procedure on page 5-4, copy the local devices icons you want to your workspace. You access these local devices through the icons you copied to your workspace window.

Copying Office Accessories icons

The icons in the Office Accessories divider depend on the applications running in the Loader. This divider can contain icons representing file conversion software, such as the Image Converter icon for converting files from one format to another.

For example, if file conversion software is loaded on your computer, an icon representing it appears in the Office Accessories divider.

Using the procedure on page 5-4, copy the icons you want to your workspace.

Copying the Loader

The Loader icon lets you load and run software applications on your computer. Each item listed in the Loader is a separate software application. Some software applications depend on others in order to run.

Using the procedure on page 5-4, copy the Loader icon to your workspace.

Managing software applications with the Loader icon

The Loader icon allows you to see, run, and manage GLOBALVIEW software applications. Changes you make to the Loader icon's contents affect all GLOBALVIEW workspaces on your computer, including those of other users.

When you open the Loader icon, a window displays all GLOBALVIEW software applications loaded on your computer along with their status.

Indicates whether application is running.

Indicates whether application runs automatically when GLOBAL VIEW starts

	NAME	VERSION	DATE	STATUS	AUTO RUN	
010 101	VM Expansion Utility	3.1	12–Jul–91 18;52;51	RUNNING	Yes	
010 101	VP CG–CS Century Schoolbook Fonts Widths	3.2	21–Jan–92 9;04;27	RUNNING	Yes	
010 101	VP CG–CS Omega Fonts Widths	3.2	21–Jan–92 9;04;52	RUNNING	Yes	
010 101	VP CG–CS Palacio Fonts Widths	3.2	21–Jan–92 9;05;13	RUNNING	Yes	
010 101	VP CG–CS Times Fonts Widths	3.0	3–Oct–90 9;02;52	RUNNING	Yes	
010 101	VP Helvetica 300 Fonts Widths	2.0	29–Sep–87 17;02;03	RUNNING	Yes	
010 101	VP Optima 300 Fonts Widths	2.0	29–Sep–87 17;02;05	RUNNING	Yes	
010 101	VP Printwheel Fonts	2.0	3–Oct–85 18;07;07	RUNNING	Yes	
010 101	VP Times 300 Fonts Widths	2.0	24–Nov–87 21;33;20	RUNNING	Yes	
010 101	VP Univers 300 Fonts Widths	2.0	29–Sep–87 17;02;08	RUNNING	Yes	

In the open Loader, you can see which software applications are idle and which are running. You can also set applications to run automatically when GLOBALVIEW starts.

Loading software applications

Normally you use GV Setup to install software applications. Installed applications appear in the Loader. Refer to the *GLOBALVIEW for Microsoft Windows Installation Guide*.

Depending on the software installation methods at your site, you may be able to retrieve application icons from a network file drawer. To find out where application icons are located, ask your System Administrator.

To load and run a software application without GVSetup:

1. Select the application icon you want to load onto your system.

2. Press COPY.

3. Select the closed Loader icon.

   The system copies the application icon to the Loader icon.

✦ **Note:** An application copied to a closed Loader icon runs automatically only if the applications on which it depends are already loaded and running.✦

To load an application without running it:

1. Open the Loader icon window.

2. Select one or more application icons you want to load.

3. Press COPY or MOVE.

4. Move the pointer into the Loader icon window and click the Select or Adjust mouse button.

   The application is loaded in the Loader but does not run.

5. Close the Loader icon.

✦ **Note:** If the Loader contains another version of the application you are trying to load, the system does not allow you to load the application until you delete the existing version. See "Deleting software applications," later in this chapter.✦

Running software applications

To run an idle software application:

1. Open the Loader icon.

2. Select the application you want to run.

3. Select Run in the header of the Loader window.

   The application immediately begins to run.

To set an idle software application to run automatically:

1. Open the Loader icon.

2. Select the application you want to run whenever you start GLOBALVIEW.

3. Press PROPS.

4. Set Auto Run at System Startup to Yes by clicking the Select mouse button on Yes.

5. Select Done in the property sheet window header.

6. Close the Loader icon window.

7. When you restart GLOBALVIEW, the application runs automatically.

To idle a running software application:

1. Open the Loader icon.

2. Select the application you want to idle.

3. Press PROPS.

4. Set Auto Run at System Startup to No by clicking the Select mouse button on No.

5. Close the property sheet and the Loader.

6. When you restart GLOBALVIEW, the application is set to idle.

Deleting software applications

You delete an application from the Loader window the same way you delete any other file. However, you cannot delete an application while it is running.

✦ **CAUTION:** When you delete a software application from the Loader, you also delete it from the Loader of every other GLOBALVIEW user on your computer.✦

To delete a software application:

1. Use the preceding procedure to idle the application you want to delete, if it is not already idle.

2. Restart GLOBALVIEW and open the Loader icon.

3. Select the application you want to delete.

4. Press DELETE.

5. Select Yes in the message area to confirm that you want to delete the application. One of the following occurs:

   • If your Wastebasket is set to Purge Deleted Items Immediately, the system deletes the application.

   • If your Wastebasket is set to Purge Deleted Items Never, the system places the application in the Wastebasket, where it remains until you purge the Wastebasket.

6.   Working with icons

Several kinds of icons can appear in your GLOBALVIEW workspace window, including the following:

- Data object icons, such as documents and spreadsheets

- Container icons, such as folders and books

- Application icons, such as the PC File Access icon

- Icons that represent peripheral devices, such as printers and floppy disk drives

GLOBALVIEW's general procedures for working with icons are the same for all types of icons that appear in the workspace.

This chapter includes the following general procedures for working with GLOBALVIEW icons:

- Selecting icons
- Opening and closing icons
- Copying icons
- Moving icons
- Deleting icons
- Renaming icons
- Changing colors in icons

This chapter also explains how to perform activities in the background.

Selecting icons

You must select an icon before you can work with it. You can select one or more icons at the same time. Selected icons appear in the workspace window with their foreground and background colors reversed.

To select an icon in the workspace window:

1. Point to the icon you want to select.

Selected icon ————┐

2. Click the Select mouse button.

    The icon's foreground and background colors appear reversed, indicating that it is selected.
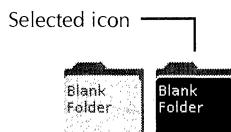
3. Click the Adjust mouse button on any other icons you want to select.

   The selected icons are ready to be used, as described in the following procedures.

To cancel an icon selection:

▶ Move the pointer to an empty part of the workspace window and click the Select mouse button.

   The icon is no longer selected.

To deselect one of a group of selected icons:

▶ Click the Adjust mouse button on the unwanted icon.

   The icon is deselected while the other icons remain selected.

Opening and closing icons

A GLOBALVIEW icon opens into a window where you can view the icon contents or perform a task. The icon remains visible in the workspace window, but its image appears ghosted. When you close a window, its icon image returns to its usual appearance within the GLOBALVIEW workspace window, indicating that GLOBALVIEW is no longer working with the contents of that window.

To open an icon:

▶ Do one of the following:

   • Point to the icon and double-click the Select mouse button.

   • Point to the icon and press and hold down the Menu mouse button, then select Open from the icon menu.

   The icon window opens.

To open a container icon and show all levels of its contents:

1. Select the container icon you want to open.

2. Point to the Folder menu, press and hold down the Select or Menu mouse button, and select Show All Levels in the icon menu.

3. The icon window opens and shows the container's contents in outline form. In the workspace window, the icon appears ghosted.

Project Folder
NAME
🗂 Data Analysis
🗋 Spreadsheet
🗋 Memo
🗂 Reports
🗋 Q1 Report
🗋 Q2 Report
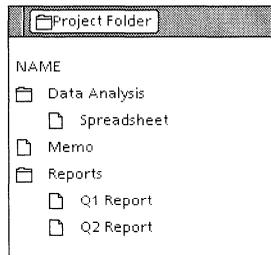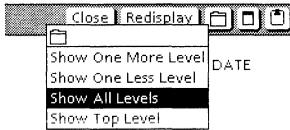
To change the number of levels displayed:

1. Point to the Folder menu in the window header and press and hold down the Select or Menu mouse button to display the Container menu.

2. Slide the pointer to the level you want and release the mouse button.

   The level you selected displays.
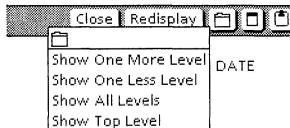
To close an icon window:

▸ Select Close in the icon window header.

   The icon window closes, and the icon resumes its normal appearance in the GLOBALVIEW workspace window.

To close a container window one level:

▸ Select Show One Less Level in the icon window header.

Moving icons

You can move icons to other locations in the workspace window. You can also move icons into or out of containers, such as folders, or to an icon that performs a function, such as a printer or floppy disk drive.

The system gives you the option of moving icons in the background while you perform other tasks. See "Copying and moving icons in the background," later in this chapter.

✦ **Note:** You can move a GLOBALVIEW icon out of the workspace window to the Windows environment. See chapter 10, "Exchanging files," for details.✦

To move an icon in the foreground:

1. Select an icon.

2. Do one of the following:

   • Press the MOVE key.

   • Point to the icon and press and hold down the Menu mouse button, then select Move from the icon menu.

   The pointer changes to a small ghosted image of the icon you selected.

3. Move the pointer where you want to move the icon and click the Select mouse button.

   The icon moves to the selected destination, and the pointer resumes its arrow shape.

To drag and drop an icon:

1. Point to the icon and press and hold down the Select mouse button.

2. Continue to hold down the mouse button and drag the icon where you want to place it.

3. Release the mouse button.

   The icon appears at the specified location.

Copying icons

You can copy icons that reside in the workspace window, in file folders, or in other containers. You can also copy a data object icon to an icon that represents a function or peripheral device. For example, you can copy a document icon to a printer icon so it will print.

The system gives you the option of copying icons in the background while you perform other tasks. See "Copying and moving icons in the background," later in this chapter.

✦ **Note:** You can copy a GLOBALVIEW icon out of the workspace window to the Windows environment. See chapter 10, "Exchanging files," for details.✦

To copy icons in the foreground:

1. Select an icon.

2. Do one of the following:

   • Press the COPY key.

   • Point to the icon and press and hold down the Menu mouse button, then select Copy from the icon menu.

3. Select a destination where you want the copy to appear.

4. Click the Select mouse button.

   The pointer changes to an hourglass, indicating that the icon is being copied. You cannot use your workspace until the system finishes copying the icon. The hourglass changes back to a pointer when the icon has been copied.

Deleting icons

You can delete icons from your workspace window or from any open window within the workspace window. The result of deleting an icon depends on settings you specify for the Wastebasket icon.

Wastebasket icon

The Wastebasket icon is a temporary repository for icons you delete from your workspace window. When you delete an icon, it goes into the wastebasket and remains there until you empty, or purge, the wastebasket using the Purge Wastebasket command in the Workspace menu.

When you open the Wastebasket icon, a window displays a list of the items you deleted since the last time you purged the wastebasket. The most recently deleted items are listed first.

NAME	SIZE	DATE
Document 1	13 Disk Pages	24-Aug-93
Document 2	13 Disk Pages	24-Aug-93
Document 3	13 Disk Pages	24-Aug-93

Wastebasket   Close   Redisplay
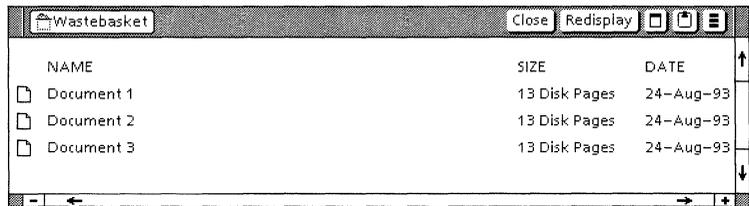
You can restore to your workspace window or permanently delete any item listed in the open wastebasket using the general copy, move, and delete procedures.

The wastebasket is in operation whether its icon appears in your workspace window or not.

For the following procedure, you can copy the Wastebasket icon to your workspace window from the Workspace divider, or you can open the Wastebasket icon's property sheet in the Workspace divider. (More information about property sheets appears in chapter 8, "Property and option sheets.")

To set Wastebasket icon properties:

1.   Press PROPS to open the Wastebasket icon property sheet.

```
┌─────────────────────────────────────────────────────────────┐
│ WASTEBASKET PROPERTIES              Done  Cancel  □ ┌┐ ≡     │
├─────────────────────────────────────────────────────────────┤
│ Purge deleted items  IMMEDIATELY  NEVER                    ↑ │
│                                                            ─ │
│ Number of contained items: 3            Total size:1 Disk Pages │
└─────────────────────────────────────────────────────────────┘
```
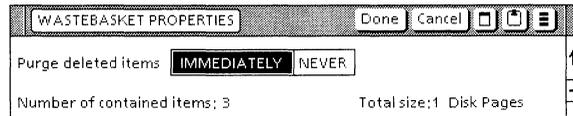
2. Do one of the following:

   • Set Purge Deleted Items to Immediately to prevent deleted icons from being stored in the wastebasket.

     The system prompts you to confirm each icon deletion.

   • Set Purge Deleted Items to Never to route deleted icons to the wastebasket.

     The deleted icons remain in the wastebasket until you purge the wastebasket.

Deleting an icon

To delete an icon:

1. Select the icon or icons you want to delete.

2. Do one of the following:

   • Press the DELETE key.

   • Point to the icon and press and hold down the Menu mouse button, then select Delete from the icon menu.

   If the wastebasket is set for immediate purging, the system prompts you to confirm the deletion.

3. When you confirm the deletion, the system permanently deletes the icon.

   If the wastebasket is set for delayed purging, the system stores the deleted icon in the wastebasket.

Purging the wastebasket

When the wastebasket is set to Purge Deleted Items Never, it stores deleted icons until you empty (purge) the wastebasket.

To purge the wastebasket:

1. Select Purge Wastebasket in the Workspace menu.

    The system asks you to confirm this action.

2. Select Yes to confirm purging the wastebasket.

    The system permanently deletes the icons in the wastebasket.

Renaming icons

Each icon has a name that readily identifies it in the workspace window. You can rename any icon. Use the following procedure to rename your icons.

To rename an icon:

1. Select the icon you want to rename.

2. Do one of the following:

    *   Press the PROPS key.

    *   Point to the icon and press and hold down the Menu mouse button, then select Props from the icon menu.

    A special window called a property sheet opens.

    The contents of the Name box are highlighted in the icon property sheet.

3. Press DELETE to delete the icon name.

4. Type a new name for the icon in the Name box.

Document Properties	Done	Cancel	□	▣	☰	
Name		Document 1				↑
Version of:		6–Aug–93 9:13:32				–
By:		CatalogImpl				
Size (document pages):		1				
Size (disk pages):		13				
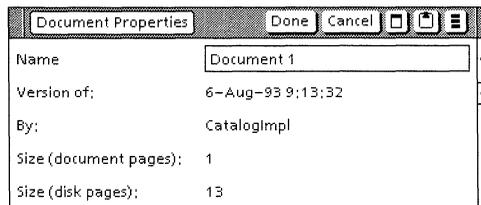
5. Select Done in the window header.

    The property sheet closes and the new name appears on the icon.

    ✦ **Note:** You cannot close an unnamed icon. The Name box must contain at least one character or the property sheet does not close.✦

Changing colors in icons

You can change the colors of GLOBALVIEW icons. If you are working with a color monitor, you can change the background, text, and accent colors of GLOBALVIEW icons. You can choose from 14 colors for the icon's name and accent color, and from a different set of 14 colors for the icon's background.

You can change the color of multiple icons, by selecting them all before you press the PROPS key. Selecting multiple icons allows you to apply color to some icons that do not have individual color properties.

✦ **Note:** If you are working with a black and white monitor, you cannot change the color of icons.✦

To change the background, text, or accent color of icons:

1. Select an icon by clicking on it once with the Select mouse button.

    The icon you selected appears highlighted.

2. If you want to change the color of several icons, select them with the Adjust button.

3. Press PROPS.

    If you selected one icon, the icon's property sheet appears similar to the following illustration.

    If you selected more than one icon, the Group Color Properties sheet appears.

```
┌─────────────────────────────────────┐
│▓ Folder Properties ▓ │ Done │ □ □ ▤  │
│                                      │
│ Name │ Project Folder           │ ↑ │
│                                  │ ─ │
│ │ UniquelyNamedContents │           │
│                                      │
│ │ Sorted │ Unsorted │               │
│                                      │
│ Number Of Contained Items: 3        │
│                                      │
│ Size in pages: 1                     │
│                                      │
│ BackgroundColor ■ ▤ light green    │
│                                  │ ● │
│ Name Color ■ ▤ red               │ ● │
│                                      │
│ Outline Color ■ ▤ purple         │ ↓ │
│▓ │ - │ ← │            │ → │ + │▓    │
└─────────────────────────────────────┘
```

Chip displays sample of selected color.

Hold down the Select mouse button on a menu symbol to view list of color choices.
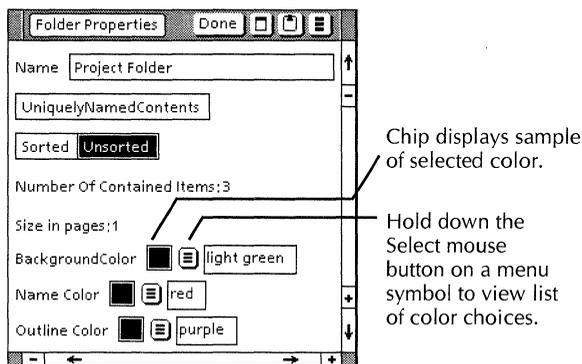
4. Do one of the following:

    •   Position the pointer on the menu symbol beside the color you want to change. Hold down the Select mouse button and select a new color from the list that appears.

    •   Position the pointer on the color chip box you want to change. Hold down the Select mouse button and select a color from the color samples that appear.

    The color you selected appears in the color chip box.

5. Repeat step 4 to change remaining color properties.

6. When you are finished, select Done.

    The property sheet closes, and the new colors take effect. If a group of icons was selected, all icons have the same color properties. If GLOBALVIEW is unable to change the colors of an icon in the group, a message displays.

Performing background activities

Background activities are processes you set in motion and let the system complete while you continue with other work.

When you perform an activity in the foreground, you cannot start another activity until the first one completes. When you perform an activity in the background, you can start another background or foreground activity immediately.

Background activities do not require your attention once they begin. Printing, paginating, some file conversions, and sending mail are types of activities that are always performed in the background.

Multiple background activities can process at the same time and can proceed at the same time as other workspace operations. For example, sending a document to a printer is a background activity. As soon as you copy a document to a printer, you can check its progress, start other activities in the foreground or background, or cancel background activities.
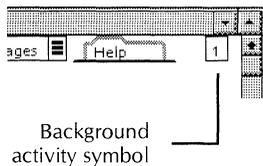
When you start a background activity, a small box with a number in it appears in the upper right corner of your workspace window. The system enters background activities in a queue. The background activity symbol indicates the number of activities waiting to be completed.

Background
activity symbol

Copying and moving icons in the background

When you copy or move large files that occupy many disk pages, it is wise to do so in the background. Doing so lets you perform other activities at the same time.

Most of the time you use the background copy procedure to put files into folders and file drawers or to make duplicates of files. If it is not necessary to retain a copy of the file in its current location, use the background move procedure instead.

✦ **Note:** When you copy a file from your workspace window, the system creates the copy on your hard disk before it transfers the file to its new location. Moving files from your workspace window instead of copying them is more expedient when your system is low on disk space.✦

To copy or move icons in the background:

1. Select an icon.

2. Press COPY or MOVE.

3. Select a destination where you want the copied or moved icon to appear.

4. Click the Adjust mouse button.

   The system copies or moves the icon to the destination you selected. You can use your workspace while the system copies or moves the icon.

Doc 2
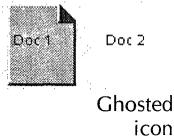
Ghosted
icon

When you involve an icon in a background activity, the busy icon appears ghosted, or transparent, in the workspace window.

Inside an open container, such as a folder, the Directory, and the Loader, the lines listing busy icons appear shaded in gray.

Reports		Close	Redisplay
NAME		VER	DATE
Q1 Report		1	24–Aug–9
Q2 Report		1	24–Aug–9
Q3 Report		1	24–Aug–9

Checking progress of background activities

While the background symbol is visible, you can open a menu associated with it. This menu lets you check the progress of background activities or cancel them.
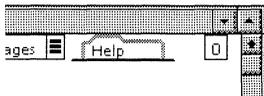
✦ **Note:** The background symbol is visible only while a background activity is taking place or immediately after a background activity fails. A zero in the background symbol indicates that the system terminated a background activity before it was completed. When the system completes all background operations, the background symbol disappears from the workspace window.✦

The Background Activities menu lists the activities waiting in the background queue. The menu displays the status of each activity and lets you cancel an activity still waiting in the queue.

To display the Background Activities menu:

1. Place the pointer on the background symbol.

    ✦ **Note:** The background symbol is visible only while a background activity is taking place.✦

2. Hold down the Select or Menu mouse button.

    The Background Activities menu appears in the workspace window.
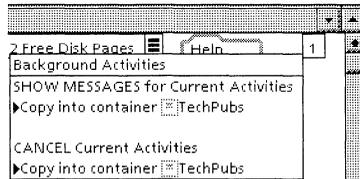
Background Activities messages

The following messages can appear in the Background Activities menu:

SHOW MESSAGES for Current Activities—Lists all ongoing activities. When you select an activity listed under this category, a status message about the activity displays in the message area.

The system assigns names to each background process identifying the process and the object in process.

For multiple background jobs, such as printing two documents, only the name of the document currently being printed appears in the Background Activities menu. After the first document prints, the second document and process name appear in the Background Activities menu.

CANCEL Current Activities—Lists all background activities and lets you select an activity to cancel. When you select an activity, you must confirm the cancellation in the message area before the system attempts to stop the background activity.

Canceling a background activity means releasing the resources (such as printers) that the system is using for the activity. The system might not recognize your request in time to cancel the activity and might complete it instead.

**Background Activities
problem messages**

The system reports most problems that arise in background activities in the message area. Some problem messages also appear in the Background Activities menu when you click on a listed activity.

7.   Windows and menus
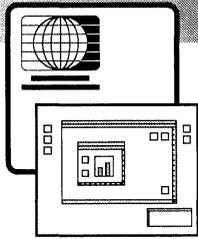
When you open a GLOBALVIEW icon, a window appears. An icon symbol and the icon's name appear in the window header. Most windows display the contents of icons, such as document text, or lists of files. Some windows, called property sheets and option sheets, let you set parameters for how the associated icon operates. Chapter 8, "Property and option sheets," explains these special windows.

Understanding window elements

All windows have a header (a title bar), that includes the window title, commands, and menu icons, scroll bars, and control points. The following illustration shows these features.
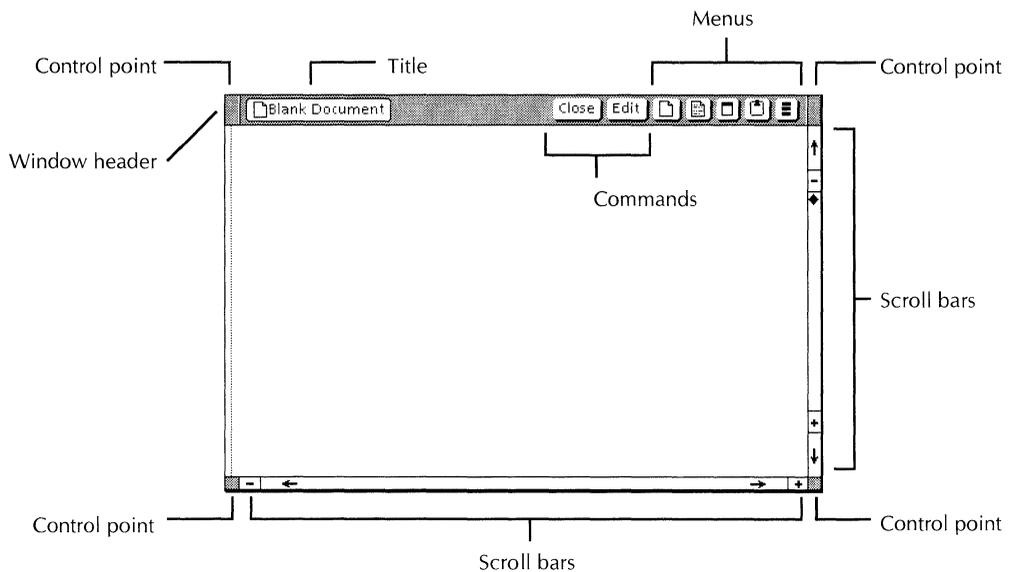
Moving, sizing, and stacking windows

You use the window header (title bar) and its four control points to move, resize, and stack GLOBALVIEW windows.

To move a window:

1. Position the pointer in an empty area of the window header.

2. Hold down the Select mouse button and move the pointer to the desired location.

3. Release the mouse button.

    The window moves to the new location.

To size a window:

1. Position the pointer over one of the control point boxes at the corners of the window.

2. Hold down the Select mouse button and move the pointer to the desired location.

3. Release the mouse button.

    The window readjusts its size.

To restack overlapping windows:

1. Position the pointer in the header of the window you want to restack.

2. Click the Select mouse button.

    If the window is on the top of the stack, it moves to the bottom. If the window is anywhere in the stack except on top, it shifts to the top.

Hiding and restoring windows

You can temporarily hide an open GLOBALVIEW window, and bring it back when you need it.

To hide a window:

1. Position the pointer in an empty area of the window header.

2. Hold down the Menu mouse button and select the hide symbol (a down arrow) that appears.

   The window disappears.
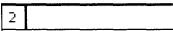
   A box with a number appears at the top left corner of the workspace window. The number in the box indicates how many windows are currently hidden.

To restore a hidden window:

1. Do one of the following:

   • Position the pointer over the small box containing a number at the top left of the workspace window.

   • Position the pointer over an empty area in the window header of any open window.

2. Hold down the Menu mouse button.

   A list appears showing the names of all hidden windows.

3. Select one of the names from the list.
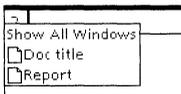
   The window whose name you selected appears.

Scrolling through windows

Every window has a vertical and a horizontal scroll bar that shifts the contents of a window.

The vertical scroll bar shifts the displayed window contents up and down.

Click on – to display
the previous window
or page.

Denotes the portion
of the file shown
(beginning or
middle, for example).

Click on + to display
the next window or
page.

Click here to scroll
contents line by line.
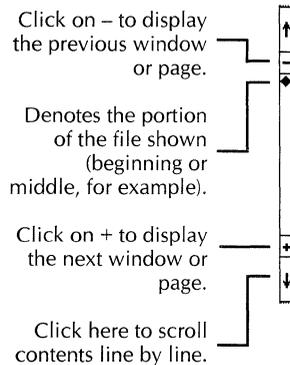
The horizontal scroll bar shifts the displayed window contents left and right.

Click on – to align
display to left edge.

Click on the arrow to scroll
the window contents in the
direction of the arrow.

Click on + to align
display to right edge.
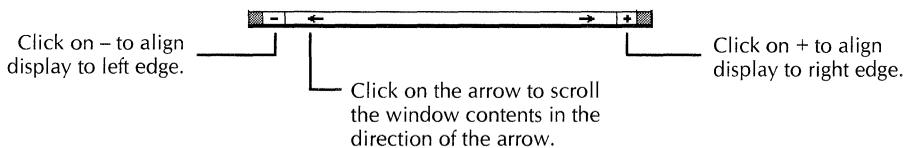
Arranging windows in the workspace

Workspace windows can appear overlapping or tiled. The default appearance, overlapping, lets you open as many windows as you want. Tiled lets you open a maximum of six windows.

You can change the overlapping window style to tiled using the Workspace Options command or by modifying the Arrangement parameter in the Windows section of your User

Profile. Chapter 12, "Customizing your workspace with the User Profile," explains how to modify User Profile settings.

To temporarily override the Arrangement setting in your User Profile, use the following procedure.

To change the arrangement of workspace windows:

1. Hold the Menu mouse button down in an empty area of the workspace to display the Workspace menu, then select Workspace Options.

    The Workspace option sheet appears.

2. Select Tiled or Overlapping for the Window Style option.

3. Select Done to make the change.

    The change stays in effect until you log off.

Customizing the window header
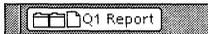
The window header displays the window's title and icon symbol, commands, and menu icons. If you reach the window through a divider or a container icon, the title includes symbols and names that illustrate the path to the window.

You can change the one-line window header to two lines using the Workspace Options command or by modifying the Header Style parameter in the Windows section of your User Profile. Chapter 12, "Customizing your workspace with the User Profile," explains how to modify User Profile settings.

To temporarily override the Header Style setting in your User Profile, use the following procedure.

To change the one-line window header to two lines:

1. Hold the Menu mouse button down in an empty area of the workspace to display the Workspace menu, then select Workspace Options.

    The Workspace option sheet appears.

2. Select Double Line for the Window Header option.

3. Select Done to make the change.

    The change stays in effect until you log off.

Selecting window commands

All windows display commands in the window header at the top of the window. Depending on the window's size and type, commands can appear either in the window header or in window header menus.

General procedures for selecting a command

All window commands take effect the same way.
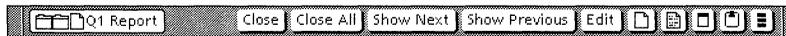
Window commands

To select a command in a window header:

▶   Point the mouse at the command and click the Select mouse button.

    The command takes effect.

To select a command in a window menu:

1. Position the pointer over the menu icon in the window header, and hold down the Select mouse button.

    The menu opens.

2. Continue holding down the Select mouse button, and drag the pointer to the command you want to select.

    The command appears highlighted.

3. Release the mouse button.

    The command takes effect.

Common window header commands

The most common window header commands are listed and defined in the following paragraphs.

Close—Closes a container object one level.

Close All—Closes a GLOBALVIEW window.

Edit—Lets you modify the contents of a file object. Appears in document and illustration windows.

Redisplay—Updates the contents of a window to reflect changes you made since you opened the window.

Reset—In document and illustration windows, restores text or graphics as they were when last saved.

Save—Saves the contents of a document or object; does not let you continue editing.

Save & Edit—Saves the contents of a document or object and lets you continue editing.

Show Next—Displays next object in a container.

Show Previous—Displays preceding object in a container.

Using menus in window headers

All windows have menus that appear as icons in the window header.
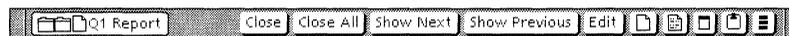
Menu icons

Some menus appear in all windows. Others appear only when you run specific applications.

The following sections describe the Floating Items menu, the Window menu, and the Clipboard menu. The Floating Items

and Window menus appear in all windows. The Clipboard menu appears in most window headers.

Floating Items menu

The Floating Items menu (box with three bars) appears in the right corner of the window header.
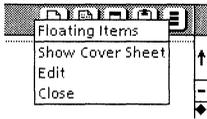
When a window is too narrow to display all commands in the window header, some commands move into the Floating Items menu, starting with the rightmost command.

The items that appear in the Floating Items menu vary depending on the size of the window.

◆ **Tip:** If you cannot locate a command in the window header, look for it in the Floating Items menu.◆

Window menu
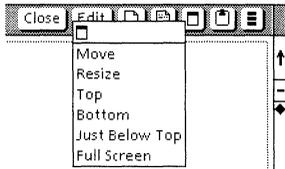
The Window menu (box with bar on top) appears to the left of the Floating Items menu. This menu contains commands for sizing, moving, stacking, and displaying GLOBALVIEW windows. You can use this menu instead of the window's control points to manipulate windows.

This menu includes the following commands for overlapping windows:

Move—Lets you move a window horizontally or vertically.

Resize—Lets you enlarge or reduce the window size both horizontally and vertically.

Top—Moves a window to the top of the stack.

Bottom—Moves a window to the bottom of the stack.

Just Below Top—Moves a window immediately below the top window in the stack.

Full Screen—Enlarges a window to cover the entire workspace below the message area.

Undo Full Screen—Reduces a window from full screen back to its original size.

When the workspace window arrangement is tiled, the following commands appear in the menu:

Move—Lets you move a window vertically.

Resize—Lets you enlarge or reduce the vertical size of the window, unless six windows are displayed.

Top—Moves a window to the top of the stack when a property sheet, option sheet, or keyboard window overlaps it.

Bottom—Moves a window to the bottom of the stack when it overlaps a property sheet, option sheet, or keyboard window.

Move Window Right—Moves a window horizontally from the left side of the workspace to the right side, when the window appears on the left side of the workspace.

Move Window Left—Moves a window horizontally from the right side of the workspace to the left side, when the window appears on the right side of the workspace.

Clipboard menu

The clipboard is a temporary storage location shared by Windows and GLOBALVIEW. It holds data you want to copy from GLOBALVIEW to an open Windows file, or vice versa.

Text copied to the clipboard cannot exceed 64 KBytes. GLOBALVIEW supports the Windows 3.1 ANSI character set.

✦ **Note:** Data you copy to the clipboard remains there until you copy another selection to the clipboard. To view the contents of the clipboard, use the Microsoft Windows Clipboard Viewer.✦
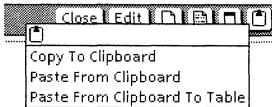
To reach the GLOBALVIEW clipboard menu, hold down the Select mouse button on the clipboard icon in the header of an open GLOBALVIEW window.

To copy text to and from the clipboard:

1. Copy text to the clipboard by doing one of the following:

    • Open a GLOBALVIEW document, select text, and select Copy To Clipboard in the Clipboard menu.

    • Open a file in a Windows application, select text, and put it in the clipboard. (This is usually done by selecting Copy or Cut in the Edit menu; see your Windows application manual for details.)

2. To copy text from the clipboard to a GLOBALVIEW document:

    a. Open the GLOBALVIEW document.

    b. Select Paste From Clipboard in the Clipboard menu.

    c. Point to a location in the document and click the Select mouse button.

        The text is copied into the GLOBALVIEW document at the selected location.

3. To copy text from the clipboard to a Windows file:

   a. Open a file in a Windows application.

   b. Use the application command to paste text from the clipboard (usually by selecting a location in the file and selecting Paste in the Edit menu).

   The text is copied into the file at the selected location.

To copy table data from Windows to GLOBALVIEW:

1. In your Windows application, select the table data you want to copy and put it in the clipboard. (This is usually done by selecting Copy or Cut in the Edit menu; see your Windows application manual for details.)

   The table cannot be wider then 24 columns or 26 inches, nor longer than 199 rows. The table can be in a spreadsheet application.

2. Open a GLOBALVIEW document.

3. Select Paste From Clipboard To Table in the Clipboard menu.

4. Do one of the following:

   • Click the Select mouse button at a location for the table in a GLOBALVIEW document.

   The table data is copied into the document.

   • Click the Select mouse button in an unoccupied area of the GLOBALVIEW workspace.

   GLOBALVIEW creates a document named New Table containing the table data.

✦ **Note:** In creating the table, GLOBALVIEW uses tabs to separate table cells and carriage returns or line feeds to separate rows.✦

Using the Workspace menu

Date and time
End Session
Turn Redlining On
Load Expansion Dictionary
Store Expansion Dictionary
Compress and Paginate
Paginate
Upgrade
Folder/File Drawer Display Options
Show User Profile
Purge wastebasket
Show Size

The Workspace menu appears when you hold down the Menu mouse button in an empty area of the GLOBALVIEW workspace window or in the message area.

The Workspace menu lists commands you use to perform a variety of workspace-level tasks. See chapter 3, "The GLOBALVIEW workspace," for more information about workspace-level tasks.

8.   Property and option sheets

Almost every GLOBALVIEW object, from a character to a file container, has a property sheet or an option sheet. Objects include everything in GLOBALVIEW that you can select with the mouse, such as icons, text, frames, graphic shapes, tables, and spreadsheets.

Property and option sheets are windows that display the default values for certain characteristics of objects. You can modify some of these characteristics, including the object's name, size, and appearance.

General procedure for displaying property sheets

To display a property sheet:

1. Select the object whose property sheet you want to display.

2. Do one of the following:

    • Press PROPS.
    • Select Props from the icon menu.

    The property sheet appears.

✦ **Note:** When you open a property sheet, the property sheet always appears on top of the object or at the same display level as the object. You can move the property sheet to the side or place the property sheet beneath the object in the window stack.✦

Displaying option sheets

Option sheets appear when you select an icon to perform a function, such as printing, or when you press certain function keys, such as FIND. When the system needs more information before it can perform the function you requested, it displays an option sheet in which you specify the necessary information.

Types of properties and options

Property and option sheets have the same kinds of settings. Some properties and options are modifiable. Others are not. The settings appear in a variety of ways.

Some properties and options appear within a box, which you select to turn the setting on or off. The selected setting appears highlighted. Some properties and options must be entered in a text box that appears next to the property or option name. Read-only properties and options appear unboxed.

Unselected property ——

Selected property appears in reverse type.

Read-only properties and options appear unboxed. ——
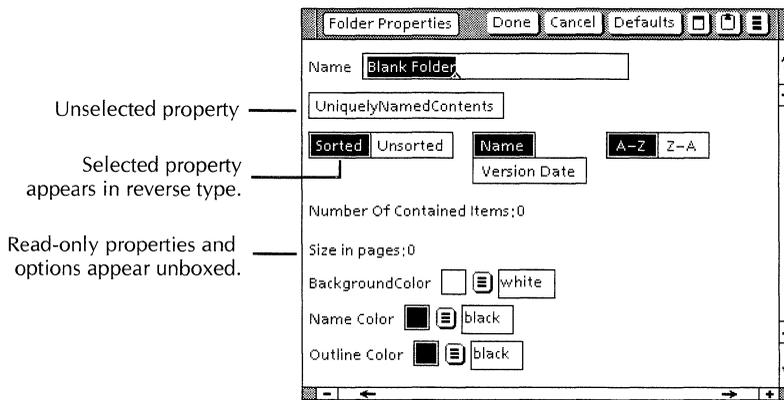
When properties or options are mutually exclusive, you can select only one setting. The system highlights the current selection and cancels the previous selection. The Line Height property in the Text property sheet, illustrated on the next page, is an example.

Enter or edit contents
of text entry box.

Select menu symbol
to display choices.
Slide pointer to units
you want to select.

Select only one
setting; the system
highlights current
selection and cancels
previous selection.

TEXT PROPERTY SHEET	Done Apply Cancel Defaults Reset □ ◘ ≡

Display CHARACTER **PARAGRAPH**

Style ≡ [ ] Properties Shown None **Hard** Style Default Appearance

Show **Paragraph Layout** Tab–Stop properties
Units ≡ Inches
Alignment **Flush Left** Centered Flush Right **Justified**
Hyphenation Use Hyphenation
Margins Left [0] Right [0]
Line Height Single **1 1/4** 1 1/2 Double Triple Other
Before Paragraph **Single** 1 1/2 Double Triple Other
After Paragraph Single 1 1/2 **Double** Triple Other
Keep on Same Page as Next Paragraph

For some properties and options, you can select more than
one setting at a time. The Alignment property in the Text
property sheet is an example.

Finally, some properties or options appear in menus next to
the property or option name. The Style and Units menus in
the Text property sheet are examples.

When the list of items in a menu exceeds the height of the
workspace window, you use the mouse to scroll the menu. A
gray area along the right side of the menu indicates the portion
of the menu you can see. The white area, either above or
below the gray area, indicates which direction you'll need to
scroll to see the rest of the menu.

To scroll the menu upwards:

1. Move the mouse pointer slightly above the top edge of the
    menu.

2. Press and hold the Select mouse button to scroll the
    menu. The cursor shape changes to a large solid arrow.

8p bold

To scroll the menu downwards:

1. Move the mouse pointer slightly below the bottom edge of the menu.

| Vntg 10 | |

2. Press and hold the Select mouse button to scroll the menu. The cursor shape changes to a large solid arrow.
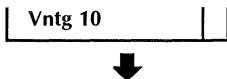
When you select some properties or options, other properties or options appear or disappear. For example, when you select Sorted in the Folder property sheet, the settings for sort orders appear.

When you select Sorted, additional properties appear.
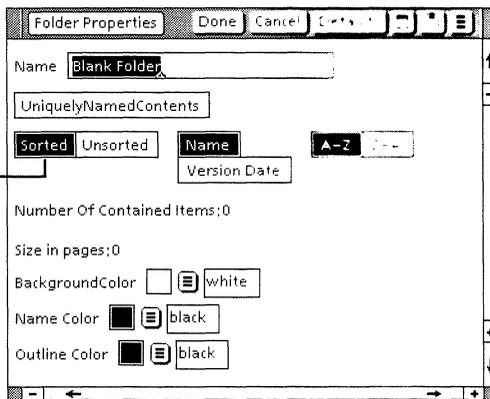
When you select Unsorted in the Folder property sheet, the property sheet no longer displays settings for sort orders.

When you select Unsorted, settings for sort orders do not appear.
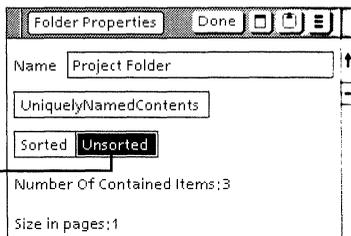
Property sheets for objects that have a great number of properties include a Display setting, which lets you select among related displays.

Character
selected
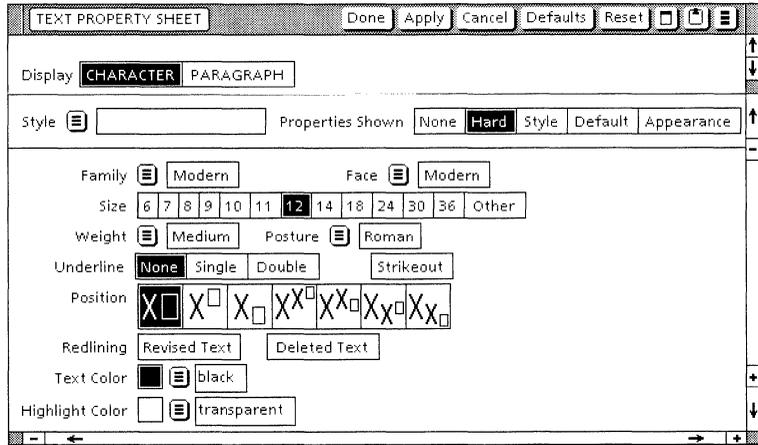
With Character selected, the Text property sheet displays only settings that affect text characters.

Paragraph
selected
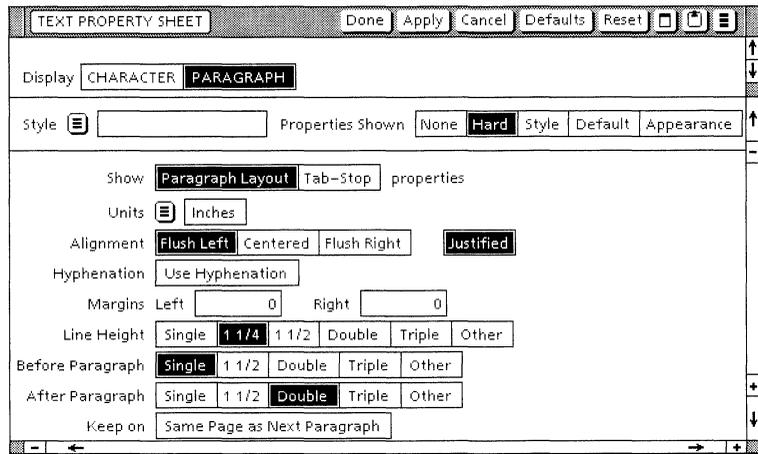
With Paragraph selected, the Text property sheet displays only settings that affect text paragraphs.

Common property sheet commands

Most property and option sheets display the following commands in the window header or Floating Items menu.

Apply—Causes the changes made in a property sheet to take effect and keeps the property sheet open for other changes.

Cancel—Cancels all changes made to the property or option sheet (except for changes you applied), and closes the property or option sheet.

Defaults—Restores all settings to default settings set by GLOBALVIEW. Defaults are standard settings that meet the needs of most users.

Done or Close—Applies the selected settings and closes the property sheet window.

Reset—Restores all settings to those in effect when you opened the sheet, and leaves the property sheet open.

Changing property defaults

Property sheets initially display default values set by GLOBALVIEW to meet the needs of most users.

For example, by default, the system measures the dimensions of tables in inches. A property sheet for a table contains a Units property with a default value of Inches. You can change this property setting by simply selecting another unit of measure in the property sheet. You can change the property permanently by changing the Document Table Defaults section of your User Profile. When you change the property in your User Profile, the setting you choose becomes the default setting.

Chapter 12, "Customizing the workspace with the User Profile," explains how to modify User Profile settings. See also the user guide for the appropriate application.

9. Managing GLOBALVIEW files

As you work with GLOBALVIEW applications, you will create different types of files, such as documents and canvases, and any number of each type of file. This chapter explains how to organize GLOBALVIEW files on your workspace.

GLOBALVIEW filing containers

GLOBALVIEW stores objects in filing containers. Filing containers are objects that hold other objects. A folder is an example of a GLOBALVIEW filing container. Other GLOBALVIEW containers, for example, books, have some of the same characteristics as filing containers.

You can store most objects in folders. You obtain folder icons by copying them to the workspace window from the Basic Icons folder. The Basic Icons folder is located in the Directory icon, inside the Workstation folder.

To obtain folder icons:

▶ Copy blank folder icons from the Basic Icons folder.

To specify a folder's contents and how contents display:

1. Select the folder icon and press PROPS.

```
Folder Properties       Done   Cancel   Defaults  □  □  ≡

Name  Blank Folder

UniquelyNamedContents

Sorted  Unsorted      Name          A-Z  Z-A
                      Version Date
```
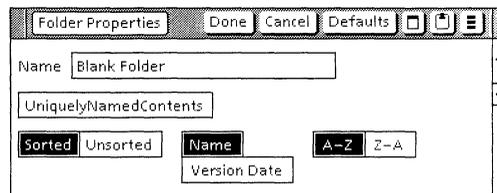
2. Set the following properties according to your preferences:

   Name—The name can contain from 1 to 100 characters. The folder name appears on the icon and in container windows.

   UniquelyNamedContents—When selected, requires that every object placed in the folder have a unique name.

You can select this value only for an empty folder or one that contains uniquely named objects.

Sorted/Unsorted—Lets you choose the order in which objects are stored. When you select Sorted, the following additional choices appear:

- **Name**—Sorts objects by icon name.

- **Version Date**—Sorts objects by date, then by name.

- **A-Z/Z-A**—Sorts objects by name in ascending or descending order.

When you select Unsorted, objects are stored in the order in which you file them. You can move objects around in the folder.

3. Select Done.

Filing objects in folders

You file objects by moving and copying them into folders using GLOBALVIEW's copy and move procedures. You can also place folders inside of other folders, creating multiple layers of nested files.

You can put any icon, except the Directory icon, into a folder, including the following:

- Document icons
- Graphics icons
- Software application icons
- Peripheral devices icons (such as printer icons)
- Other folder icons

Objects you place in folders are stored on your system in GLOBALVIEW. You retrieve objects by opening the folder in which they reside, then copying or moving the objects into your workspace window.

To file an icon in a closed folder:

1. Select the object you want to file.

2. Move or copy it to the closed folder.

The selected icon appears highlighted while it is being copied or moved. When the selected icon has been copied or moved, the destination folder appears highlighted.

To file an icon in a closed folder, in the background:

1. Select the object you want to file.

2. Press COPY or MOVE and click the Adjust mouse button on the closed folder.

    Both the source icon and the destination icon appear ghosted until the icon is copied or moved.

To file an icon in an open folder:

1. Open the folder.

2. Select the icon you want to file.

3. Press COPY or MOVE.

4. Move the pointer to the destination in the folder window, then press and hold down the Select mouse button.

5. Do one of the following:

    • If a question mark appears, move the pointer up or down until the pointer displays as a right-pointing arrow. Release the mouse button. The system copies or moves the selected icon.

Question mark shows that pointer is —— not positioned correctly.

Project Information

NAME

Project leaders--phone numbers and E-mail addresses
Style Guide
Organization charts
Process Guide
Templates
Quick Reference

Right-pointing arrow shows —— correct pointer position.

Project Information

NAME

Project leaders--phone numbers and E-mail addresses
Style Guide
Organization charts
Process Guide
Templates
Quick Reference

Result ——

Project Information

NAME

Project leaders--phone numbers and E-mail addresses
Style Guide
Organization charts
Process Guide
Templates
Sample chapter
Quick Reference

- • To store the object in a closed container within the open folder, move the pointer until the closed container highlights. Release the mouse button. The system copies or moves the selected object.

6. Close the folder.

If the folder is set to Unsorted, the system stores the object at the location you selected. If the folder is set to Sorted, the system places the object in the appropriate sort order.

Displaying the contents of folders

Folders open into windows that display their contents. When you open a folder icon, the Folder menu becomes visible in the folder window header. The Folder menu looks like a tiny folder icon.
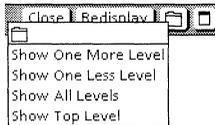
When you point to the Folder menu and press and hold down the Select or Menu mouse button, Folder menu choices appear. The Folder menu lets you find items filed in nested layers within containers.

You can view a folder's contents at any level by selecting one of the following menu commands:

Show One More Level—Opens the next level of filed icons.

Show One Less Level—Closes the lowest level of filed icons.

Show All Levels—Opens every level of filed icons and displays the contents in an outline.

NAME	VER	DATE
Project leaders––phone numbers and e–mail addresses	1	8–Sep–93 9:23:54
Style Guide	1	---
Document structure	1	8–Sep–93 9:23:54
Putting together a document	1	8–Sep–93 9:23:54
Terminology	1	8–Sep–93 9:23:54
Format conventions	1	8–Sep–93 9:23:54
Translation rules	1	8–Sep–93 9:23:54
Writing style	1	8–Sep–93 9:23:54
Organization charts	1	---
Engineering	1	8–Sep–93 9:23:54
Marketing	1	8–Sep–93 9:23:54
Product Delivery	1	8–Sep–93 9:23:54
Product Education	1	8–Sep–93 9:23:54

Show Top Level—Displays the highest level of icons stored in folders.

When you select Show Top Level, the folder window displays only the top level of the folder's file structure.

Specifying folder display options

You can define how the contents of all folders display by specifying options in the Folder/File Drawer Display option sheet.

✦ **Note:** Objects in the Shared Document Services networking environment appear in the GLOBALVIEW workspace as file drawers you access from a Network divider in the Directory icon. If you are not using Shared Document Services, the Network divider and file drawers do not appear in the Directory icon.✦

To display the Folder/File Drawer Display option sheet:

▶ Point to any blank area of the workspace, press and hold down the Menu mouse button, and select Folder/File Drawer Display options in the Workspace menu.

The Folder/File Drawer Display option sheet appears.
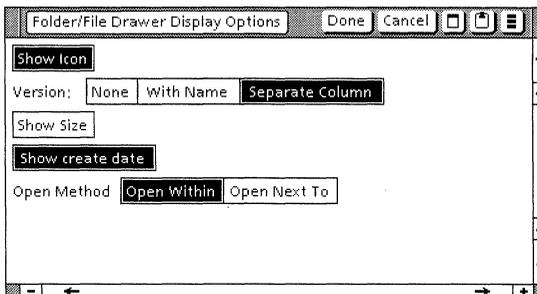
To specify folder display options:

▶ Set the value you want for each of the following properties.

Show Icon—Displays a tiny icon that represents the type of data each object in the folder contains.

Show Version—Lets you select one of three version display choices, as follows:

- None—No version number appears.

- With Name—Attaches a version number to the name.

- Separate Column—Displays the icon's version number in a separate column.

Show Size—Displays in a separate column the disk size of the icons. For a folder filed within another folder, also displays the number of icons.

Show Create Date—Displays the date the icon was most recently edited. Within open folder windows, folder icons do not display creation dates.

Open Method—Sets the way an icon in a container window opens.

- Open Within—Specifies that an icon opened within a container window creates a new window that covers the original container window.

- Open Next To—Specifies that an icon opened within a container window displays a window next to the original container window, so the contents of both windows can be viewed and accessed.

✦ **Note:** You can also set folder display options in your User Profile. GLOBALVIEW uses the User Profile setting you select each time you run GLOBALVIEW. Refer to "Folder options" in chapter 12, "Customizing your workspace with the User Profile." ✦

Opening icons in filing containers

You can open, read, and edit icons while they are stored in a folder on your workstation. You can open objects inside the container window or next to it.

When you open objects next to the container window, you can open other objects in the container by selecting Show Next or Show Previous in the window header.

```
┌─────────────────────────┐
│▓▓│ ⊟Project Information │▓▓│
├─────────────────────────┤
│ NAME                    │
│ ▯ Specifications        │
│ ▯ Status Reports        │
│        ┌──────────────┐ │
│        │Open Method   │ │
│        │Open Within   │ │
│        │Open Next To  │ │
│        │Props         │ │
│        │Move          │ │
│        │Copy          │ │
│        │Delete        │ │
│        └──────────────┘ │
└─────────────────────────┘
```
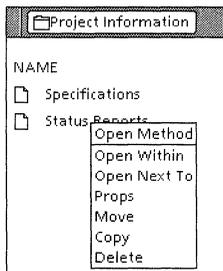
To open the icon from the icon menu:

1. Open the filing container.

2. Move the pointer to the object you want to open.

3. Press and hold down the Menu mouse button on the object.

4. Continue to hold down the Menu mouse button, and move the pointer to Open Within or Open Next To.

5. Release the mouse button.

   The icon opens.

   • If you selected Open Within, the icon window covers the container window.

   • If you selected Open Next To, the icon window appears next to the container window, so both remain visible.

Finding objects in containers

You can use the Find function to locate objects in containers. This is useful when you must search a large folder that contains more files than you can view in a window at once. You can search for a filename, date, or version number.

✦ **Tip:** Find starts searching with the first displayed file and searches down through the remaining contents of the container. To make sure Find searches every file, scroll the window to the top before starting the search.✦

To find an item in a container:

1. Open the container to the level you want to search.

   If a container has nested containers, the search extends only to the level of files displayed. To display all file levels, select Show All Levels in the Folder menu.

2. Move the pointer into the open container window and press FIND.

   The Container Find option sheet appears.

```
┌──────────────────────────────────────────────────────────┐
│▓▓│ Container Find ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ Close │ Find │ □ │ ≡ │▓▓│
│                                                          ↑ │
│ Search for │                                    │          │
│ Found      │                                    │        - │
│              │ Ignore Case │                               │
│                                                            │
│                                                          + │
│                                                          ↓ │
│▓│ - │  ←                                       →  │ + │▓▓▓│
└──────────────────────────────────────────────────────────┘
```
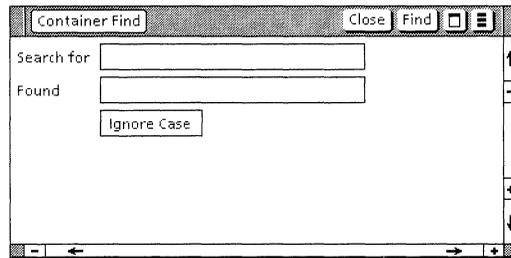
3. Specify the name of the file you want to find in the Search For box.

4. Select Ignore Case if you want Find to ignore the case of characters.

5. To start the search, do one of the following:

   • Select Find in the Container Find option sheet header.

   • Move the pointer into the open container window and press FIND.

   If Find locates the item you requested, it displays the complete filename in the Found box, displays and highlights the name of the file in the container window, and displays the following message in the message area:

   "Searching...Found"

   If the file is not found, the following message appears in the message area:

   "Searching...Not Found"

Copying, moving, and deleting objects in filing containers

You copy, move, and delete objects in filing containers the same way you copy, move, and delete any other icon in GLOBALVIEW. You must open the filing container before you can copy, move, or delete objects inside it.

10. Exchanging files

You can exchange files between GLOBALVIEW and the directories located both on your computer's drives as well as on network file servers. Using the GLOBALVIEW application PC File Access, you can perform the following filing tasks without leaving GLOBALVIEW:

- List files in a directory
- Store files in a directory
- Retrieve files from a directory to GLOBALVIEW
- Copy or move files from one directory to another
- Delete files from a directory

For information about filing on a Shared Document Services network, see the *GLOBALVIEW Network Access User Guide*.

Software required—To perform the tasks in this chapter, run:

- PC File Access

Run the following software applications to convert files you transfer to and from GLOBALVIEW:

- GV Write
- File Conversion of XIF Documents
- Illustrator Basics
- XIF Basics
- Link to Mastersoft Word for Word ™

Also run the following software applications to convert these additional types of files:

- File Conversion of 860 Documents
- File Conversion of CGM Documents
- File Conversion of Lotus 1-2-3 ™ Spreadsheets
- File Conversion of ODA Documents
- File Conversion of Raster Graphics
- Illustrator from HPGL Converter
- Pro Illustrator from IGES

Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide* for detailed information about GLOBALVIEW's extensive bidirectional file conversion capabilities.

Understanding GLOBALVIEW and Windows filename differences

GLOBALVIEW and Windows use different conventions for naming files. The following table shows some of these differences. Refer to your Windows documentation for more information about Windows file characteristics.

Table 10-1. **GLOBALVIEW and Windows filename characteristics**

Filename characteristic	GLOBALVIEW	Windows
Maximum number of characters	100 bytes or 100 Xerox or ASCII characters	Name, up to 8 characters Extension, up to 3 characters
Duplicate names allowed in same container	yes	no
Case-sensitive	no	no
Spaces allowed	yes	no
Reserved characters	none	backslash, brackets, colon, comma, equal sign, period, semicolon, slash, quotation mark, vertical bar

When exchanging files between GLOBALVIEW and Windows, use the following guidelines for naming GLOBALVIEW files:

- Limit the filename to no more than 11 ASCII characters, including the extension. Doing so avoids duplicate filename problems that can occur when Windows must truncate a name to 11 characters.

- Do not to use Windows reserved characters or spaces in the filename.

How GLOBALVIEW assigns file types and displays PC files

When you bring a file from Windows into GLOBALVIEW, the file becomes an icon in the GLOBALVIEW workspace. The icon type is based on the file's extension. For example, a file with the extension .PS appears in the GLOBALVIEW workspace as a PS (PostScript) icon.

GLOBALVIEW recognizes the file extensions listed in the [Convert from MSWindows] section of the User Profile. These extensions are shown in Table 10-2.

The User Profile Copy Source contains additional extensions that you can copy into your User Profile.

If your file's extension is not in the User Profile, GLOBALVIEW assigns File Type 0 to the file. You cannot use this type of file with Object Linker. To avoid this problem, add your file's extension to the User Profile before you bring the file into GLOBALVIEW. See "Understanding file types" in chapter 13.

Table 10-2. **File extensions GLOBALVIEW recognizes**

Windows file extension	GLOBALVIEW file type	Definition
.860	5120	Xerox 860 documents
.BMP	257160	Windows bitmap
.CGM	4502	Computer Graphics Metafile
.DB	257167	Paradox
.DCA	4453	IBM DCA
.DOC	257033	MS Word
.FFT	4454	IBM DCA/FFT
.GIF	257163	CompuServe GIF Format
.IAF	6581	Interleaf

Table 10-2. **File extensions GLOBALVIEW recognizes,
continued**

Windows file extension	GLOBALVIEW file type	Definition
.IGS	257032	IGES graphics
.IMG	5670	Illustration IMG Format
.JPG	257162	JPEG
.MAC	4503	MacPaint
.MDB	257159	MS Access
.MDI	5141	MDI
.MIF	257031	Maker Interchange Format (FrameMaker)
.MPP	257158	MS Project
.MSP	257161	MS Paint
.ODA or .ODF	4533	ODA documents
.PCX	4505	PC Paint
.PDF	257155	PDF
.PFB	257018	Type 1 font
.PPT	257156	MS PowerPoint
.PS	4508	PostScript
.PSD	257164	Kodak Photo CD
.RFT	4453	IBM DCA/RFT
.RS or .SR	6502	Sun Raster file
.RTF	6582	MS Word Rich Text Format (RTF)
.SAM	257154	AmiPro

Table 10-2.   **File extensions GLOBALVIEW recognizes, continued**

Windows file extension	GLOBALVIEW file type	Definition
.TGA	257166	TARGA
.TIF	6503	TIFF
.TXT	2	Text
.WB1 or .WB2	257157	Quattro Pro v. 5, v.6, and Windows version
.WK1	257035	Lotus 1-2-3, v. 1
.WK2	257035	Lotus 1-2-3, v. 2
.WK3	257035	Lotus 1-2-3, v. 3
.WP or .WPD	6584	WordPerfect
.XLS or .XLW	257034	Excel
.XIF	5141	Xerox Interchange Format

Simple Text File

When you bring non-GLOBALVIEW files into GLOBALVIEW you get an icons that indicate the file type and format. To edit and print the file using GLOBALVIEW, you must convert it to a GLOBALVIEW document. You can edit the resulting GLOBALVIEW document using GV Write.

✦ **Note:** You must have the appropriate conversion software loaded to convert files.✦

Blank Folder

When you transfer a PC directory to GLOBALVIEW, the directory becomes a folder. If it contains regular Windows files, they display as icons. Other types of Windows files in the directory do not transfer to GLOBALVIEW.

Before you transfer files from GLOBALVIEW to Windows, do the following:

- Copy a PC File Access icon to your workspace.

- Set the PC File Access properties to include:
  - the full pathname of the directory
  - the file format to use when storing files in the directory.

Obtaining a PC File Access icon

To obtain a PC File Access icon:

1. Open the Directory icon; then open Workstation and Basic Icons.

2. Copy a PC File Access icon to your workspace from the Basic Icons folder.

   You can copy as many PC File Access icons to your workspace as you like, and set each icon's properties for a different directory.

3. Select Close All.

Setting PC File Access properties

In the PC File Access property sheet, you specify the pathname of the directory you want to access and choose a file format to use for files transferred to the directory.

To set PC File Access icon properties:

1. Select the PC File Access icon and press PROPS.

   The PC File Access property sheet appears.

Change name appearing on PC File Access icon.

Enter full pathname to existing directory.

Set file format.
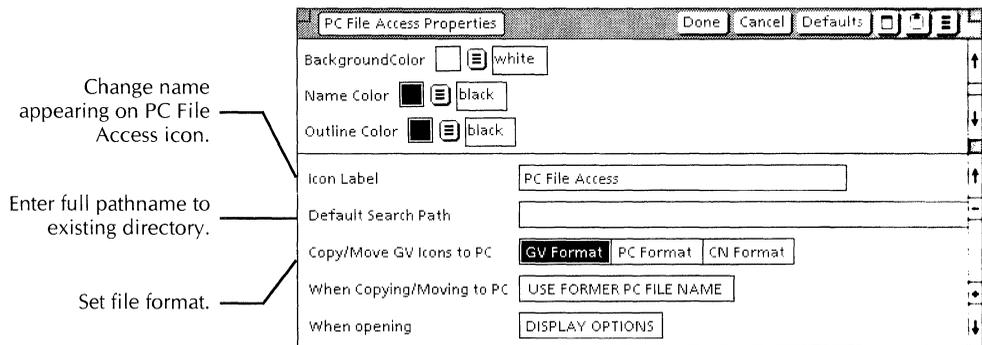
2. For the Default Search Path, type the full pathname of the directory you want to access. The directory must currently exist.

3. Select one of the following for Copy/Move GV Icons to PC:

   • **GV Format**—Use GV Format for GLOBALVIEW documents and files that you have not converted to another format. When you copy or move a file in GLOBALVIEW format, GLOBALVIEW saves it in a coded format that GLOBALVIEW recognizes. Do not attempt to use Windows applications to edit GLOBALVIEW format files.

     The GV format is useful for archiving GLOBALVIEW files or transferring them to another user.

   • **PC Format**—Use PC format for files that are not in GLOBALVIEW format, such as WordPerfect or ACSII files or GLOBALVIEW Simple Text documents. Do not use PC format for GLOBALVIEW documents that you have not converted to another format.

     You can open and edit PC Format files in the Windows environment.

   • **CN Format**—Use CN format to transfer files in the XSoft Connects file format.

4. Set the following properties according to your preferences:

- **When opening**—Select Display Options to see the PC File Access option sheet each time you open the PC File Access icon. This allows you to change the directory path and the format for transferring files.

- **Icon Label**—You can change the name that appears on the PC File Access icon.

5. Select Done.

Displaying a PC directory in GLOBALVIEW

The PC File Access icon is used to view directories on your PC or on a PC network attached to your PC. You set the path for the directory in the PC FIle Access icon properties.

To display the contents of a directory:

1. Set up a PC File Access icon, as explained in the previous section, "Setting up a PC File Access icon."

2. Open the PC File Access icon.

   The directory's contents appear in the open PC File Access window, similar to the following illustration. The file size and tiny icons shown in the illustration are optional.

3. To open subdirectories within the directory, double click on the subdirectory name.

Displays the GlobalView
name for GV format files

Displays the file
size in bytes

Displays the
date the file
was last
modified

| C:/WINDOWS | | | | | Close | Redisplay | □ | □ | ▤ |

	NAME	GV NAME	SIZE	DATE
🗁	TEMP		---	24-Jan-95 10:24:22
🗁	TEXT		---	10-Oct-95 15:32:34
🗄	10-8PCFA.BMP		79330 Bytes	12-Oct-95 13:35:34
🗄	123R4.INI		7269 Bytes	16-Aug-95 17:08:40
🗄	256COLOR.BMP		5078 Bytes	9-Jun-92 3:10:00
🗄	7-12CLIP.BMP		14374 Bytes	12-Oct-95 13:22:06
🗄	7-15STTS.GV	🗋 7-15 Status Report	8216 Bytes	29-Sep-95 15:41:34
🗄	7-5BAR.BMP		9006 Bytes	12-Oct-95 13:15:38
🗄	7-5HIDE.BMP		4078 Bytes	12-Oct-95 13:01:14

Tiny icons
identify
files and
directoriess

In addition to the PC and GLOBALVIEW file names, the
following other information displays if you selected the
appropriate options in Folder/File Drawer Display option
sheet. Refer to the section, "Specifying folder display
options," in chapter 9.

- **Show Icon**—Displays a tiny icon at the left of the file
  name, as follows:

    🗁   Directory

    🗄   File

- **Show Size**—Displays the size of the file, in bytes.

- **Show Create Date**—Displays the date the file was last
  modified.

You can open directories in the PC File Access window,
but you cannot open files.

Transferring files from GLOBALVIEW

You can use:

- Keyboard function keys or the drag and drop method to transfer files to the Windows Program Manager

- PC File Access icon to transfer files to or from a directory

If you plan to edit GLOBALVIEW documents using Windows applications, convert the documents to the application format before you transfer them out of GLOBALVIEW. Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide* for more information.

Transferring files to the Windows Program Manager

When copying or moving GLOBALVIEW files using function keys or drag and drop, you copy or move the files to the Windows Program Manager. The Program Manager creates a program information file (PIF), that includes a link to the GLOBALVIEW file's location. You access the file using the Windows File Manager.

The file's location within the File Manager is the directory you specified in the GLOBALVIEW Configurations dialog box during GLOBALVIEW software installation. You can use GV Setup to change the directory name. To override the specified directory name, name the file with the complete pathname of the directory. For example, name the file C:\gvfiles\filename to copy the file to a directory named gvfiles on the C: drive.

To transfer files from your workspace to the Windows Program Manager:

1. Hold down the Menu mouse button in the workspace and check the file transfer format.

   The Workspace menu displays one command at a time. When Set GV Format appears in the Workspace menu, PC format is currently set and any files you transfer will be in PC format. Conversely, when Set PC Format appears in the Workspace menu, GV format is set and any files you transfer will be in GV format.

✦ **CAUTION:** Do not use PC Format to transfer GLOBALVIEW documents and graphics that have not been converted to ASCII or a Windows application format.✦

2. Select the icons you want to copy or move.

3. Do one of the following:

   • Press COPY or MOVE and select a location in the Windows Program Manager.

   • Drag the file to a location within the Windows Program Manager and release the mouse button.

   The system copies or moves the icons to the specified location.

   If the icon name duplicates the name of an existing file, GLOBALVIEW displays a message. Select one of the following:

   • Yes, to overwrite the file
   • No, to not overwrite the file

Transferring files to a directory

Use PC File Access to move or copy files to a directory on your PC or on a PC network.

If you plan to edit GLOBALVIEW documents using Windows applications, convert the documents to the application format before you transfer them out of GLOBALVIEW. Refer to the *GLOBALVIEW Text and Graphics Conversion User Guide* for more information.

To copy or move files from your workspace to a directory:

1. Be sure the PC File Access icon properties have been set. Refer to "Setting up a PC File Access icon" earlier in this chapter.

   ✦ **CAUTION:** Do not use PC Format to transfer GLOBALVIEW documents and graphics that have not been converted to a Windows application format.✦

2. If desired, open the PC File Access icon so you can view the directory or access subdirectories.

3. Select the icons you want to transfer.

4. Do one of the following:

   • Press COPY or MOVE; then select the PC File Access icon or window.

   • Drag the icons to the PC File Access icon or window.

   The system copies or moves the icons to the directory.

   If the icon name duplicates the name of a file in the directory, GLOBALVIEW displays a message. Select one of the following:

   • Yes, to overwrite the file
   • No, to not overwrite the file

✦ **Note:** If you set the file format to PC Format and move the file, the GLOBALVIEW format file will not be removed. A copy of the file, with all its data segments intact, remains in your workspace.✦

✦ **CAUTION:** Do not edit GLOBALVIEW format files in the Windows environment, as this will cause data loss.✦

Transferring files or directories to GLOBALVIEW

You can copy or move files or directories to your GLOBALVIEW workspace. You can select files or directories that originated in GLOBALVIEW or in Windows.

The format of the source file or directory determines its format in GLOBALVIEW:

• When you copy or move a GLOBALVIEW file that was originally copied or moved in GV format, the file reverts to its original GLOBALVIEW filename and properties, regardless of the filename used in Windows.

• When you copy or move a non-GLOBALVIEW file, it appears as an icon in GLOBALVIEW. The icon type depends on the file extension. See "How GLOBALVIEW assigns file types and displays PC files" in this chapter.

• A directory becomes a GLOBALVIEW folder, and any subdirectories become folders inside the main folder.

Copying or moving files or directories to GLOBALVIEW

To copy or move files or directories to GLOBALVIEW:

1. Select one or more items inside a PC File Access window.

2. Press COPY or MOVE.

3. Select a location within the GLOBALVIEW workspace window or a filing container.

    An icon appears in the workspace for each item you selected.

✦ **Note:** If the files were not originally created in GLOBALVIEW, you must convert them if you want to edit or print them with GLOBALVIEW. See the *GLOBALVIEW Text and Graphics Conversion User Guide.* If you want to use the files with Object Linker, see chapter 13.✦

Dragging files from the Windows File Manager to GLOBALVIEW

You can drag and drop files from the Windows File Manager to your GLOBALVIEW workspace.

To drag files from the Windows File Manager to GLOBALVIEW:

1. Select one or more files in the Windows File Manager.

2. Do one of the following:

    *   Drag the mouse to a location in the GLOBALVIEW workspace window.

    *   Drag the mouse to the GLOBALVIEW icon on the Windows desktop.

    As you drag the mouse, the mouse pointer changes to a tiny document icon with a plus sign, indicating that you are copying files.

3. Release the mouse button.

    If you indicated a location in your workspace, the files appear at the specified location.

If you dropped the files on the GLOBALVIEW icon, the files appear in an empty location within the workspace when you open the window.

✦ **Note:** If the files were not originally created in GLOBALVIEW, you must convert them if you want to edit or print them with GLOBALVIEW. See the *GLOBALVIEW Text and Graphics Conversion User Guide.* If you want to use the files with Object Linker, see chapter 13.✦

Transferring files between directories

When you transfer files from one directory to another, destination files have the same file attributes as source files.

To transfer files from one directory to another:

1. Select one or more files inside a PC File Access window.

2. Press COPY or MOVE.

3. Select one of the following destinations:

   • A closed PC File Access icon
   • An open PC File Access window
   • A directory inside an open PC File Access window
   • The window that contains the source files

   The system copies or moves the files to the destination you selected.

Deleting files from directories

You can delete one or more files from an open PC File Access window.

To delete files:

1. Open a PC File Access icon.

2. Select the files you want to delete.

3. Press DELETE.

    A confirmation message appears.

4. Select Yes.

    GLOBALVIEW deletes the files.

Deleting a PC File Access icon

To delete a PC File Access icon:

1. Select a PC File Access icon.

2. Press DELETE.

3. If a message appears asking you to confirm the deletion, select Yes.

    The system deletes the PC File Access icon. The directory to which it pointed remains intact.

11. Using the floppy disk drive

You use your computer's floppy disk drive to store files on floppy disk and to retrieve files from disk. GLOBALVIEW provides two options for accessing files on floppy disks:

- PC File Access icon—Use PC File Access to copy files to and from floppy disks formatted in MS-DOS format. See chapter 10 for details.

- Floppy Drive icon—Use the Floppy Drive icon to copy files to and from floppy disks formatted in Xerox format. This chapter explains how to use the Floppy Drive icon.

Software required—Run the following application to perform the tasks in this chapter:

- Floppy Tool—MultiDrive

Setting up a Floppy Drive icon

You use a Floppy Drive icon to transfer GLOBALVIEW files between your hard disk and floppy disks formatted in Xerox format.

You can copy multiple Floppy Drive icons to your workspace, but you can access only one Floppy Drive icon at a time.

To copy a Floppy Drive icon to the workspace:

1. Open the Directory icon and the Workstation divider.

2. Open the Local Devices divider and copy the Floppy Drive icon to your workspace.

3. Select Close All.

You set Floppy Drive icon properties, such as icon name, in the Floppy Disk property sheet. This property sheet also includes additional commands in the window header for floppy disk operations.

To set Floppy Drive icon properties:

1. Select the Floppy Drive icon and press PROPS.

   The Floppy Disk property sheet appears.

Floppy Disk Properties	Done	Cancel	Defaults	Scavenge	□	≣

Icon Label   Floppy Drive

Drive   **A** B

Floppy Format   **Xerox**

Currently loaded disk:

                               ALLOW FORMAT CHANGES

Name

Max. No. of Files   63

Density   ≣ High   Sides ≣ two

Free Pages   0   Largest Free Block   0

Floppy Type   Standard / Read and Write

Display Contents Sorted **Unsorted**
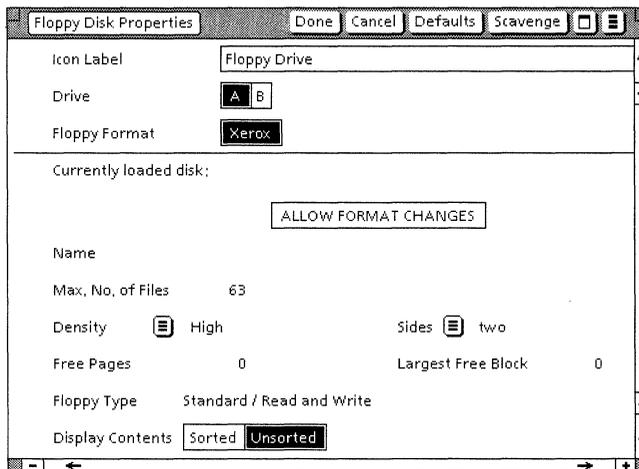
2. Set the following properties according to your preferences:

   Icon Label—You can change the name of the Floppy Drive icon. The icon label is the name that appears on the icon.

   Drive—Sets the drive used for floppy disk tasks. You can select A or B.

3. Select Done.

Formatting a floppy disk in Xerox format

Formatting prepares a floppy disk to accept data. New disks must be formatted before you use them for the first time.

The Floppy Drive icon formats disks in Xerox format only.

Xerox formatted disks hold approximately 1.44 or 2.88 megabytes of data. GLOBALVIEW measures disk storage space in disk pages. A disk page equals 512 bytes, or approximately 512 ASCII characters.

✦ **CAUTION:** Formatting a disk destroys all the information on the disk. If your disk has been used, be sure it does not contain files you want to retain.✦

To format a floppy disk in Xerox format:

1. Insert a disk into the drive.

2. Select the Floppy Drive icon and press PROPS.

    The Floppy Disk property sheet appears.

3. Select Allow Format Changes.
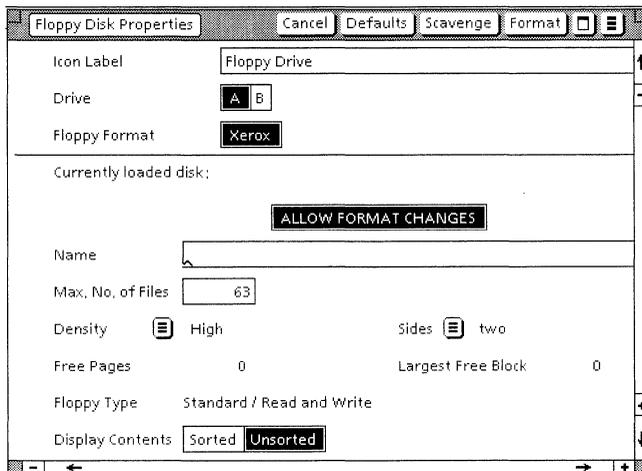
Set the following properties according to your preferences:

Name—The name of the floppy disk.

Max. No. of Files—The maximum number of files the disk can contain. The range is from 1 through 63.

Display Contents—Lets you assign one of two sorting orders when displaying the contents of the floppy disk:

- **Sorted**—Displays the floppy disk contents in alphabetical order.

- **Unsorted**—Displays the floppy disk contents in the order files were written to the disk.

Additional properties that appear are displayed for information only; you cannot change them.

4. Select Format in the window header.

   GLOBALVIEW displays a confirmation message.

5. Select Yes to continue or No to quit.

   If GLOBALVIEW locates more than five bad sectors on the floppy disk during formatting, it displays a warning message. Select Yes to continue or No to quit.

6. When formatting ends, you can format another disk or select Done.

Copying files to floppy disks

The Floppy Drive icon requires disks in Xerox format. To use MS-DOS format disks, use PC File Access (see chapter 10).

When you copy files to a disk, GLOBALVIEW estimates the number of formatted disks you need, allowing you to stop the copy operation and format the necessary disks. It's a good idea to have several formatted disks on hand before you begin.

✦ **Tip:** To make sure there is enough space on the disk, use the Show Size command in the Workspace menu to find out the file's size before copying it to disk.✦

✦ **Note:** To copy non-GLOBALVIEW files to your floppy disk, you must first retrieve these files to your GLOBALVIEW workspace. See chapter 10, "Exchanging files," in this guide for more information.✦

To copy files to Xerox format floppy disk:

1. Insert a Xerox formatted disk into the drive.

2. Select the files you want to copy.

3. Press COPY.

4. Move the pointer to an open or closed Floppy Drive icon.

5. Click the Select mouse button to copy the files as a foreground operation; click the Adjust mouse button to copy the files as a background operation.

   If there is not enough room on the disk for the files, GLOBALVIEW displays a message estimating the number of additional floppy disks you need to complete the operation. The message asks if you want to create a multi-floppy file.

6. To stop the operation so you can format additional disks, select Cancel. Format as many additional disks as you need; then repeat steps 1 through 5.

7. When GLOBALVIEW finishes each disk, it asks you if you want to continue with the next disk. Remove the current disk from the drive, insert the next disk, and select Continue.

Retrieving files from floppy disks

You retrieve files from a Xerox formatted floppy disk by opening the Floppy Drive icon.

To retrieve files from MS-DOS format disks, use PC File Access (see chapter 10).

To retrieve files from Xerox format floppy disks:

1. Insert the Xerox format disk into the drive.

2. Double-click the Floppy Drive icon.

   The Floppy Drive window opens, displaying the files on the disk.

Xerox Format Test Disk			Close	Redisplay			
NAME		SIZE	DATE				
How To Make A CD		13 Disk Pages	18-May-95 14:11				
Thought you might like this		8 Disk Pages	27-Apr-95 9:12				
The Race		5 Disk Pages	9-May-95 11:13				
Things to Keep In Mind		14 Disk Pages	17-May-95 10:39				
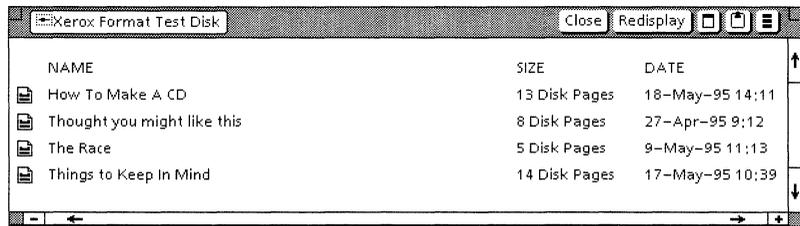
3. Select the files you want to retrieve from the disk.

4. Press COPY, position the pointer on your workspace or on a container icon, and click either the Select mouse button to copy the files in the foreground or the Adjust mouse button to copy the files in the background.

   GLOBALVIEW copies the files to the specified location. If you are retrieving files from only one disk, you are finished with this procedure.

   If the files are stored on more than one disk, go to the next step.

5. When prompted, remove the first disk, insert the second disk, and select Continue in the message area to resume.

   If the floppy disks are out of sequence, GLOBALVIEW stops the operation and repeats the prompt. Insert the correct disk and select Continue again.

6. Repeat step 5, as necessary.

You can cancel the retrieval at any time by pressing STOP or by selecting Cancel when GLOBALVIEW prompts you for the next disk in the sequence. If you stop the process, GLOBALVIEW removes any file information it has retrieved up to that point from your workspace.

Deleting floppy disk files

You can delete singles files or erase the entire contents of Xerox formatted disks.

To delete files from MS-DOS format floppy disks, use PC File Access as described in chapter 10 or your Windows File Manager.

Formatting the disk also erases all files.

Deleting files from Xerox format floppy disks

To delete files:

1. Insert the Xerox format disk into the disk drive.

2. Double-click the Floppy Drive icon.

    The Floppy Drive window opens displaying the contents of the disk.

3. Select one or more files to delete.

4. Press DELETE.

    GLOBALVIEW displays a message asking you to confirm that you want to delete the files.

5. To delete files, select Yes. To cancel the deletion, select No.

    After GLOBALVIEW deletes a file from the disk, it redisplays the contents of the disk in the Floppy Drive window.

Erasing Xerox formatted floppy disks

To erase a floppy disk:

1. Insert the Xerox format disk into the disk drive.

2. Select the Floppy Drive icon and press PROPS.

   The Floppy Disk property sheet appears.

3. Select Allow Format Changes.

   At this time, you can rename the disk and change the maximum number of files.

4. Select Erase. GLOBALVIEW displays a message in the message area, asking you to confirm.

5. To erase the floppy disk, select Yes. To cancel the operation, select No.

Scavenging damaged files on Xerox formatted disks

When GLOBALVIEW cannot read the information on a Xerox formatted disk, it displays a message indicating that the disk needs scavenging.

When GLOBALVIEW scavenges a floppy disk, it scans the disk for the problem and corrects it. The operation does not destroy the information stored on the disk.

To scavenge a disk:

1. Insert the Xerox formatted disk into the drive.

2. Select the Floppy Drive icon and press PROPS.

   The Floppy Disk property sheet appears.

3. Select Scavenge. GLOBALVIEW displays a message suggesting that another disk drive might be able to read the disk, and asks if you want to continue.

4. To scavenge the floppy disk, select Yes. To stop the operation, select No.

12. Customizing your workspace with the User Profile

Default settings control how your GLOBALVIEW workspace and installed applications look and perform. To change these default settings, you edit GLOBALVIEW's configuration file, the User Profile. Each GLOBALVIEW workspace has its own User Profile, so you can customize your workspace without affecting other users' workspaces.

Configuration settings for most GLOBALVIEW applications appear in the User Profile Copy Source, an online document that is optionally copied onto your system during GLOBALVIEW software installation.

This chapter explains how to access and modify your User Profile, as well as how to access the User Profile Copy Source and copy entries from it. This chapter also lists settings for workspace-level User Profile options. Options for specific applications are documented in the user guides that describe the applications.

Displaying the User Profile

When you log on to GLOBALVIEW, the system checks the current options in the User Profile in the Workspace divider. You can edit or add options, but the User Profile icon must remain in the Workspace divider so the system can recognize your changes.

To display the User Profile:

1. Move the pointer to a unoccupied area of the workspace and hold down the Menu button.

   The Workspace menu appears.

2. Select Show User Profile in the Workspace menu.

✦ **Note:** You can also display the User Profile by copying the User Profile from the Directory to your workspace and opening the icon, but you cannot edit this copy. Do not confuse the User Profile with the User Profile Copy Source icon. ✦

The User Profile appears as shown on the following page.

The following illustration shows the User Profile as it appears when you display it for the first time.

```
⌕ UserProfile                                              Close  Edit  ☐ ☐ ☰
-- File: DefaultUserProfile                                                    ↑
-- Copyright (C) 1985 - 1993 by Xerox Corporation, All rights reserved,
                                                                               –
-- Text following two consecutive dashes "--" is present for explanatory purposes only,
-- Such text is called a "comment",  Comments are ignored by the system,
-- Comments are used to show you the options associated with each user profile entry,
-- Each option is separated by a vertical bar"|",
-- For more information on the user profile, see the
-- GlobalView for Microsoft Windows Workspace User Guide,
-- Note that there are many more entries that may be added to your user profile,
-- Use your User Profile Copy Source to add additional user profile entries,


-- USER PROFILE ENTRIES                         ENTRY OPTIONS

[Conversion]
Document Pagination: Simple                  -- Simple|Compress|None

[Documents]
Edit/Save: True                              -- True|False
Initial Pages Formatting: 3            -- CARDINAL
Enable Fast Page Display: True               -- True|False
Enable Fast Table Display: True              -- True|False
Enable Fast Display Beyond Initial Pages: True    -- True|False
Background Backup Delete: True                -- True|False
ScrollAmount: 12                       -- CARDINAL
RepaintAtEveryScroll: False            -- True|False
Screen Font Substitution: Best Fit           -- Best Fit|Black Boxes
```

Understanding the User Profile format

User Profile entries must appear in the following format so the system can recognize them:

[Section]
Entry: Option   --Option1|Option2|Option3
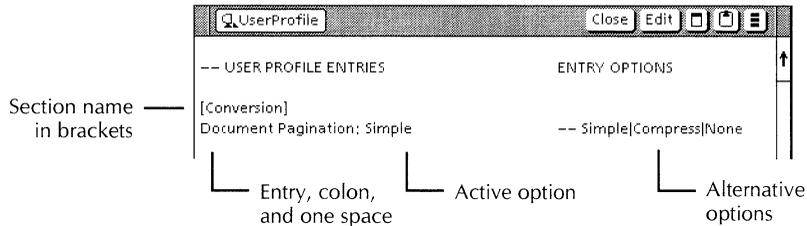
The rules for User Profile section names and entries are as follows:

- Enclose the section name in square brackets.

- Do not repeat a section; each section must appear only once in the User Profile.

- Place each entry under the appropriate section name.

- Place a colon after the entry name.

  Do not enter a space between the entry name and the colon.

- Place the active option after the entry.

  Leave one space between the colon and the current option.

- Precede additional options by dashes (--); separate the additional options with vertical bars (|).

- Enclose comments in braces.

✦ **CAUTION:** Do not leave blank lines within a section. A blank line within a section nullifies all entries following it in that section.✦

Adding and editing entries in the User Profile

You can type new section names and entries in your User Profile. To avoid typing errors, you can copy the section names and entries from the User Profile Copy Source.

The User Profile Copy Source icon is installed with GLOBALVIEW, and contains a list of possible entries for the User Profile.

When editing the User Profile, be sure you follow the format rules in the section, "Understanding the User Profile format."

✦ **Note:** GLOBALVIEW default settings are in effect whether they appear in your User Profile or not. You only need to add entries to the User Profile when you want to change a default setting.✦

To edit the User Profile:

1. If you want to use entries in the UserProfileCopySource icon as a guide, open the icon in your workspace.

    If the icon is not in your workspace, open the Workstation divider in the Directory icon. Then copy the UserProfile CopySource to your workspace from the folder named "Information for New and Upgrading Users."

2. Hold the Menu button down in your workspace and select Show User Profile in the Workspace menu.

    The User Profile appears.

3. Select Edit in the User Profile window header.
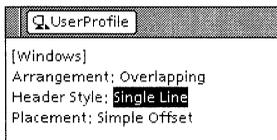
4. To edit a current entry:

    a. Select the current option next to the entry you want to change and press DELETE.

    b. Type the new option, or copy it from the choices that appear after the dashes.

    ✦ **Note:** Make sure you leave only one space between the colon and the new option.✦

[Windows]
Arrangement: Overlapping
Header Style: Single Line
Placement: Simple Offset

5. To add a new entry:

    a. Press RETURN to create a new line. If adding a new section, separate it from the previous section by two returns.

    b. Type your new entry or copy entries from the UserProfileCopySource to the appropriate section of your User Profile. (You can copy entire sections to your User Profile).

6. Save and close the User Profile when finished.

7. Log off GLOBALVIEW using the Return to Logon option, then log back on.

    The new options take effect when you log off, then log back on to GLOBALVIEW. The options affect your workspace, but not the workspaces of other GLOBALVIEW users on your PC.

Opening the User Profile Copy Source

To open the User Profile Copy Source:

1. Do one of the following:

    • Locate the UserProfileCopySource icon if one is available in your workspace.

    • Open the Information for New and Upgrading Users folder located inside the Workstation divider in the Directory icon. Copy the UserProfileCopySource to your workspace.

2. Open the UserProfileCopySource icon.

    The first page contains a table of contents to help you locate sections within the User Profile Copy Source.

Workspace-level User Profile settings

The default User Profile and the User Profile Copy Source list sections alphabetically. The following sections list the workspace-level sections of the User Profile. The list uses the following conventions:

- The option shown next to an entry name is the entry's default value.

- Alternate settings appear on lines following the entry's default setting.

✦ **Note:** GLOBALVIEW default settings are in effect whether they appear as entries in your User Profile or not. You need not add an entry to the User Profile unless you want to change its default setting.✦

Folder options

You can set defaults to show information about icons in a folder in addition to the icon names. For example, the following illustration shows a tiny icon, the file version, and the date it was created or last edited.
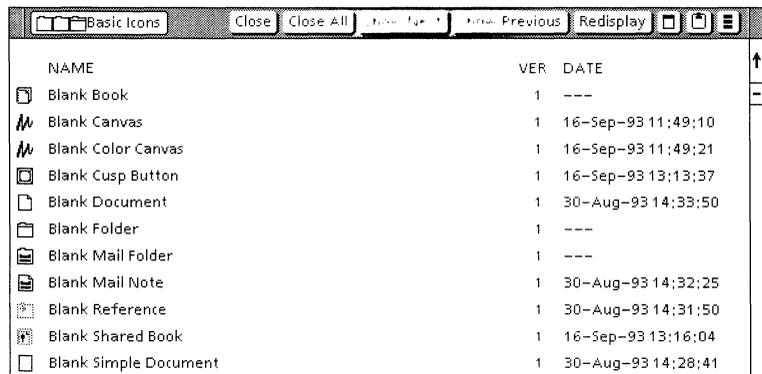
To set defaults for the amount and format of information that displays in a folder window, add or edit the following entries in the Folder section of your User Profile.

[Folder]

ShowIcon: True
--True|False

ShowSize: True
--True|False

ShowCreateDate: True
--True|False

Version: SeparateColumn
-- SeparateColumn|WithName|None

The Version entry allows you to specify whether a file's version number appears and, if it appears, its location in the folder window.

Separate Column—Shows version number of icons filed in the folder in a separate column.

WithName—Attaches a version number to the icon name. An exclamation point separates the version number from the name.

None—No version number displays in the folder window.

Open Method: Open Within
-- Open Within|Open Next To

The Open Method entry determines how icons open within a container.

Open Within—When you open an icon within a container window, the system creates a new window that covers the original container window.

Open Next To—When you open an icon within a container window, the system creates a new window next to the original container window. Both windows remain visible. When you open icons within nested levels of a container, the system creates a new window for each nested icon you open. All of the containers open windows are visible at once.

Logoff options

You can change the following default settings for the options in the Logoff option sheet:

[Logoff]

At Logoff:
--Exit|Return to Logon|Exit with Quick Restart

Workspace: Retain
--Retain|Delete|Move To File Service

Active Queues: Cancel Logoff
--Cancel Logoff|Finish Queues|Cancel Queues

See the "Logging off" section in chapter 2, "Running GLOBALVIEW," for an explanation of each logoff option.

Mouse buttons

You can reprogram the mouse button settings for a two-button or a three-button mouse.

[Mouse Customization]

--Two-button Mouse

ButtonLeft: Select
--Select|Adjust

ButtonRight: Adjust
--Adjust|Select

--Three-button Mouse

ButtonLeft: Select
--Select|Menu|Adjust

ButtonMiddle: Menu
--Menu|Adjust|Select

ButtonRight: Adjust
--Adjust|Select|Menu

✦ **Note:** If you use the Windows Control Panel to change the mouse button settings on a three-button mouse, you can only swap the left and right buttons. You cannot change the function of the middle mouse button.✦

System options

Changing the following entries in the System section of your User Profile changes the defaults for mouse multiclicking intervals, caret position, first alternate keyboard, and cursor keys.

[System]

Caret Position: Always After
--Always After|Nearest Side

The Caret Position entry lets you determine the placement of the caret when you select text.

Cursor Keys Enabled: False
--False|True

The Cursor Keys Enabled entry allows you to specify whether the numeric keypad on your keyboard can function as a set of cursor keys.

First Alternate Keyboard: English

Supply the name of the keyboard you want for the first alternate keyboard.

Text Multiclick Time: Infinite
--Infinite|Slow|Fast

The Text Multiclick Time entry lets you select the time interval between clicks when you click the mouse more than once, as follows:

- Fast (0.6 seconds)
- Slow (1.2 seconds)
- Infinite (any time interval between clicks)

Windows options

The Windows section of the User Profile allows you to specify the appearance and placement of windows in your workspace.

[Windows]

Header Style: Single Line
--Single Line|Double Line

The Header Style entry in the Windows section of your User Profile specifies how the GLOBALVIEW multinational name, commands, and menus display in the top portion of windows.

Single Line—The GLOBALVIEW multinational name, commands, and menus display on a single line.

Double Line—The GLOBALVIEW multinational name displays on a title line, and GLOBALVIEW commands and menus display on a separate line.

Placement: Simple Offset

--Simple Offset|Repeat Offset|Don't Offset

By default, windows in the GLOBALVIEW workspace overlap. Overlapping windows appear one on top of the other. You can open as many windows as you want.

The Placement entry specifies how windows in the workspace overlap.

Simple Offset—Each window you open overlaps the last. When space permits, the top of the top window aligns with the bottom of the previous window's window header.

Repeat Offset—Like Simple Offset, the top of the top window aligns with the bottom of the previous window's window header. However, the system places windows in the first available offset location. If you close or move a window in the middle of the stack, the system displays a window you subsequently open in the vacated location.

Don't Offset—The system opens windows in any convenient location in the workspace.

Arrangement: Overlapping
--Overlapping|Tiled

Overlapping—Windows overlap in the workspace window, allowing you to open as many windows as you'd like.

Tiled—Windows appear next to each other, allowing you to open a maximum of six windows.

Workspace window options

The Workspace section of your User Profile sets workspace window properties that affect the GLOBALVIEW workspace window.

[Workspace]

Icon Window Gravity: Lower Right
-- Lower Right|Lower Left|Upper Left|Upper Right

The Icon Window Gravity entry allows you to choose where new icons will appear in the workspace window.

Background: white
-- white|black

The Background entry lets you select either white or black as the background color on a monochrome display.

Background Color: violet
-- white|black|pink|red|light green|green
-- light blue|blue|yellow|gold|light orange
-- orange|violet|purple|tan|brown|light gray
-- medium gray|dark gray

The Background Color entry lets you choose a color from a variety of background colors for a color display.

13.　　　　　Using Object Linker

You can bring files created with Windows or DOS applications into GLOBALVIEW and place the files in folders or file drawers and mail the files.

When you bring a file into GLOBALVIEW, it becomes an icon (an object) in the workspace. The icon contains the file's data. When you open the icon, Object Linker can start the Windows application used to edit and print the file. For example, Object Linker can start Lotus 1-2-3 when you open a Lotus spreadsheet icon.

Object Linker runs the same Windows commands you run from the Program Manager's File/Run dialog box. It can launch Windows executables (.exe), PIF files for DOS executables (.pif), and DOS batch files (.bat). You cannot use CUSP programs with Object Linker.

Software required—Run the following software applications in the order listed:

- PC File Access
- Object Linker

If Object Linker is not in your Loader, use the Custom option in GV Setup to install it. See the *Installation Guide* for details.

Preparing to use Object Linker

This section provides guidelines for:

- Setting up your Windows environment so Object Linker can run your Windows applications.

- Adding a GVWin Object Linker section to your User Profile. To this section, you add application startup commands and associated file types for each application you want to start with Object Linker.

Prerequisites—You need a basic understanding of Windows and your Windows applications. See your application documentation for information on startup commands and the file extensions used by the applications.

Setting up Windows for Object Linker

To set up Windows for Object Linker:

1. Be sure your DOS path includes the directories containing the Windows applications you intend to use with Object Linker. (The SET PATH statement is in the AUTOEXEC.BAT file.)

2. Be sure the Windows File Manager associates applications with the filename extensions you wish to use with Object Linker. For example, the extension .DOC is associated with MSWord. (Select Associate from the File Manager's File menu or check the [Extension] section of your WIN.INI file.)

3. Choose or create a directory that Object Linker can use for temporary files. Object Linker uses this directory to create a temporary copy of the data in a GLOBALVIEW icon and then loads the temporary data file into a Windows application.

Setting up Object Linker in the User Profile

Object Linker is not active until you create a GVWin Object Linker section in the User Profile. This section must contain at least one file type number and the command to start the Windows application for this file type. See the section "Understanding file types" for information on file types.

To set up Object Linker:

1. Start GLOBALVIEW for Microsoft Windows.

2. Open the Loader and be sure PC File Assess and Object Linker are running. (If you need to run the applications, run PC File Access first.) Close the Loader.

    If Object Linker is not in your Loader, use the Custom installation option in GVSetup to install it.

3. Select Show User Profile in the Workspace menu. (To display the Workspace menu, move the pointer to a blank

area of the workspace and hold down the Menu mouse button or both mouse buttons on a two-button mouse.)

The User Profile appears.

4. Edit your User Profile as follows:

a. Select Edit in the window header.

b. Scroll to the end of the User Profile, press RETURN to add a blank line between the last User Profile entry and the entry you are about to make.

c. Type the section heading **[GVWin Object Linker]**

Type the entry exactly as shown above. Or, to avoid typing errors, copy the entry from the User Profile Copy Source document.

d. Press RETURN and type **Temporary Directory:** followed by one space and the complete DOS path to the directory. Example:

Temporary Directory: C:\TEMP

e. Press RETURN and type **Display Object Linker PSheet:** followed by one space and the word **True** Example:

Display Object Linker PSheet: True

f. Press RETURN and type **File Type:** followed by one space and a file type number. (See the following section, "Understanding file types," for details.) Example:

File Type: 2

g. Press RETURN and type **Command:** followed by one space and the full path and command to start the application associated with the file type on the line above. Normally, you also type a space and **<>** after the command. (See the following section, "Understanding command syntax," for details). Example:

Command: C:\WINDOWS\NOTEPAD.EXE <>

h. Repeat steps f and g for each file type you want to associate with an application in Object Linker.

i. End your User Profile entries with a RETURN.

  j. Check your User Profile for a [Reference Icon] section. If the section is there, be sure Access Level is set to ShowPath as follows:

    [Reference Icons]
    Access Level: ShowPath

    ✦ **CAUTION:** If the Access Level is not set to ShowPath when you open a reference icon with Object Linker, GLOBALVIEW could fail.✦

  k. Save and close the User Profile.

 5. To make the User Profile changes take effect, log off GLOBALVIEW using the Return to Logon option. When the Logon Option Sheet appears, log on again.

  The changes in the User Profile take effect. Object Linker is ready to use.

To start using Object Linker, see the sections:

• "Obtaining and naming files for use with Object Linker"

• "Using Object Linker"

Understanding file types

GLOBALVIEW uses file types to designate file formats. When you bring a file into GLOBALVIEW, the file extension determines the file type.

For example, MS Word documents have the extension .DOC. GLOBALVIEW assigns File Type 257033 to .DOC files, and their icon reflects the MS Word format.

When you convert a GLOBALVIEW document to another format, the converted file has the new format's file type.

Table 13-1 shows a partial list of file types and associated Windows file extensions. For a complete list of file types and extensions that GLOBALVIEW recognizes, see the [Convert From MSWindows] section of the User Profile or refer to table 10-2 in chapter 10.

If you bring a file with an unlisted extension into GLOBALVIEW, the file is assigned File Type 0. Object Linker cannot open File Type 0 icons. See the following section if you need to create new file types for extensions you use.

Creating new file types   You can create new file types for extension not currently included in the User Profile. The file type numbers you can use are in the range 257054 to 257153.

To create a new file type:

1. Select Show User Profile in the Workspace menu.

    The User Profile appears.

2. Select Edit in the window header.

3. Scroll the User Profile until you see the end of the [Convert From MSWindows] section.

4. Press RETURN to start a new line.

    The new line should start immediately after the last File Type entry; do not allow blank lines between the entries.

5. Type **File suffix:** and one space, followed by a period and the extension you want to use for this file type. Example:

    File Suffix: .XYZ

6. Type **File Type:** and one space, followed by an unused number in the range from 257054 to 257153. Example:

    File Suffix: .XYZ
    File Type: 257077

7. When finished, save and close the User Profile.

8. To make the User Profile changes take effect, log off GLOBALVIEW using the Return to Logon option. When the Logon Option Sheet appears, log on again.

GLOBALVIEW will recognize any file with an extension that matches the File Suffix you entered in the User Profile. The GLOBALVIEW icon for the file shows the file type number you assigned.

Table 13-1. **Partial list of file types and associated extensions**

File format	File Type	Filename extension
Computer Graphics Metafile	4502	.CGM
Excel	257034	.XLS or .XLW
IBM DCA	4453	.DCA or .RFT
IGES Graphic	257032	.IGS
Interleaf	6581	.IAF
FrameMaker	257031	.MIF
ODA documents	6533	.ODA or .ODF
Lotus 1-2-3	257035	.WK1 for version 1 .WK2 for version 2 .WK3 for version 3
MS Word	257033	.DOC
MS Word RTF	6582	.RTF
Simple text	2	.TXT
PC Paint	4505	.BMP or .PCX
TIFF	6503	.TIF
WordPerfect	6584	.WP or .WPD

Understanding command syntax

The Command entry uses Windows command syntax that is the same syntax used in the Windows Program Manager's File/Run dialog box. The Command entry cannot contain return characters.

Each Command entry is associated with the file type listed above it. The entry is the command sequence that starts a Windows application when an icon of the this file type is opened.

Using <> in the Command entry creates a placeholder for the file name. Most applications take the file name as the last

argument in their start up command. Refer to your application documentation.

For example, .TXT files are File Type 2. These files can be opened and edited with Window Notepad. The following command runs the Notepad application and loads a copy of the file into the application window.

> File Type: 2
> Command: C:\WINDOWS\NOTEPAD.EXE <>

If <> is **not** part of the command, the command is sent to Windows without data from the icon. Object Linker starts the application but does not load a data file into the application window.

A command that consists of <> alone uses the path name of the object as the command. If the object is a DOS batch file or a Windows executable, Windows will run it. Otherwise, Windows will run the application that the File Manager associates with the extension. For example, the .DOC extension runs MS Word.

You can associate only one command with each file type, and you can enter a file type only once in the GVWin Object Linker section of the User Profile. See the following information to use multiple applications with files of the same type.

Using one file type with multiple applications

You might want to use different Windows applications with GLOBALVIEW icons that have the same file type.

For example, you might have some Simple Text (ASCII) files that you want to use with the Notepad editor, and others that you want to use with an editor such as Brief. All these files are File Type 2.

To use multiple applications with a single file type:

1. Display the GLOBALVIEW User Profile and make the following changes:

    a. In the [GVWin Object Linker] section of the User Profile, enter <> as the Command for your file type. Example:

    > File Type: 2
    > Command: <>

Using <> alone as the command tells Windows to load the application that it associates with the filename extension of the icon you open.

b. In the [Convert from MSWindows] section of the User Profile, be sure the extensions you want to use are listed as a File Suffix. A file type can be associated with more than one extension. For example, the entries to associate the extensions .TXT and .C with File Type 2 are as follows:

> File Suffix: .TXT
> File Type: 2
> File Suffix: .C
> File Type: 2

c. Save and close the User Profile. Then log off GLOBALVIEW using the Return to Logon option and log on again.

2. In MS Windows, ensure that your extensions are associated with the correct Windows application.

a. In the Windows File Manager, select Associate in the File menu.

b. Enter a unique file extension for each application. For example, you might use the extension .TXT for files you want to edit with Notepad, and the extension .C for files you want to edit with Brief.

3. If you need to change the extension of a GLOBALVIEW icon, select the icon, press PROPS, and enter a filename with the extension for the application you want to use.

If the icon property sheet contains both an Icon label and a PC File Name, enter the extension in the PC File Name box. Object Linker uses the PC File Name when it copies the file to Windows.

✦ **CAUTION:** When naming Windows files that you bring into GLOBALVIEW, use the file extensions in the GLOBALVIEW User Profile. See table 10-2 for a listing. If you use a file extension that is not in the User Profile, GLOBALVIEW assigns File Type 0 to the file and Object Linker cannot open it. Once the file is in your GLOBALVIEW workspace, you can rename it using any extension but you cannot change file type.✦

Obtaining and naming files for use with Object Linker

To obtain files for use with Object Linker, you can:

* Bring files created by Windows or DOS applications into your GLOBALVIEW workspace by using PC File Access or by dragging the file from the Windows File Manager to your workspace.

  ✦ **Note:** The resulting GLOBALVIEW icon contains the file data. It is not just a reference to a file located in the Windows file system. ✦

* Convert GLOBALVIEW documents to the format of a Windows application using the GLOBALVIEW converter. See the *GLOBALVIEW Text and Graphics User Guide* for conversion details.

You can also use files received in the mail or stored in file drawers.

Bringing PC files into GLOBALVIEW

Use PC File Access to bring a file into GLOBALVIEW from a PC directory or MS-DOS format floppy disk.

For more information about PC File Access, see chapter 10.

To bring files into GLOBALVIEW:

1. Open the Directory icon, then Workstation and Basic Icons. Copy a PC File Access icon to your workspace.

2. Select the PC File Access icon, press PROPS and do the following:

   * Enter the path of the directory containing your files. For example, enter C:\windows or D:\winword

   * If desired, select Yes for the Use Former PC Name so the name you use on the GLOBALVIEW icon does not have to follow DOS naming conventions. The icon will retain its original PC format name, in addition to any GLOBALVIEW icon name you give it.

3. Close the PC File Access property sheet.

4. Double click the Select mouse button on the PC File Access icon.

    A window opens and shows the contents of the directory you specified.

5. Select a file, press COPY and select an unoccupied area in your GLOBALVIEW workspace.

    The file is copied to GLOBALVIEW and an icon containing the file's data appears in your workspace.

    If the file's extension matches one of the File Suffix entries in the User Profile, GLOBALVIEW assigns the file type associated with the extension. If the extension is not in the User Profile, GLOBALVIEW assigns File Type 0. You cannot use Object Linker with File Type 0 icons. See "Understanding file types" for more information.

6. Close the PC File Access window when finished.

✦ **CAUTION:** If you copy PC files from GLOBALVIEW back to a PC directory, make sure you set the PC File Access property to PC Format before making the copy.✦

Naming files in Windows

Windows uses file extensions to associate an application with your file. For example, the extensions .DOC and .RTF are associated with the MS Word application.

To name a file in Windows:

1. Select Save or Save As in your Windows application.

2. Enter a filename following these guidelines:

    •   Use DOS naming conventions for the name.

    •   Most Windows applications automatically assign a file extension. You can also assign your own extension.

    Before bringing the file into GLOBALVIEW, be sure the file extension is listed as a File Suffix in the [Convert From MSWindows] section of the GLOBALVIEW User Profile. See table 10-2 for a list of extensions. To add file extensions to the User Profile, see "Creating new file types."

✦ **CAUTION:** If your file's extension is not in the User Profile when you bring the file into GLOBALVIEW, GLOBALVIEW assigns File Type 0 to the file and Object Linker cannot open it. ✦

Naming files in GLOBALVIEW

Use the icon property sheet to enter a name.

If your User Profile has Display Object Linker PSheet: True, the following property sheet is displayed for file types listed in the GVWin Object Linker section of the User Profile. The property sheet retains the PC file name from Windows and allows you to give the GLOBALVIEW icon a different name (label).

Name that appears on GlobalView icon. ———

Name used for file in Windows. ———
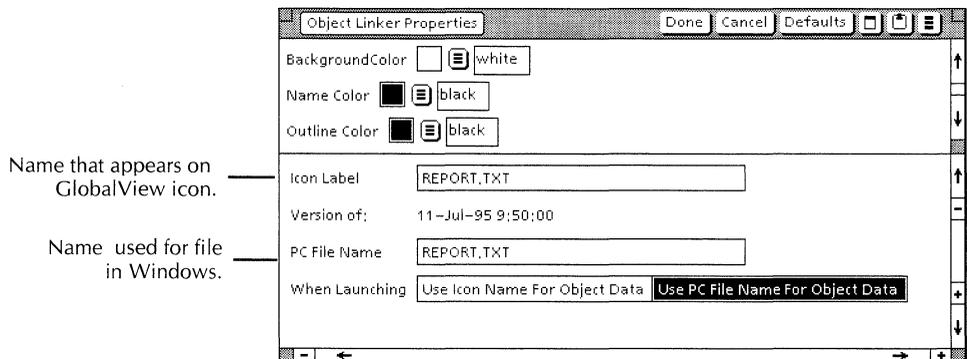
To name a GLOBALVIEW icon for use with Object Linker:

1. Select an icon you either imported from Windows or converted to a PC application format from a GLOBALVIEW document.

2. Press PROPS.

   The icon property sheet appears. If the file came from Windows and your User Profile contains Display Object Linker PSheet: True, the property sheet shows a PC File Name in addition to the Icon Label.

3. Select one of the following:

   - The Name box for an icon that originated in GLOBALVIEW.

   - The PC File Name box if one is displayed for a file that originated in Windows. Be sure the When Launching property is set to Use PC Filename for Object Data.

4. Enter a name, keeping the following guidelines in mind:

   - Use DOS naming conventions. Limit the name length to eight characters, plus three characters for the extension For example:

     REPORT-A.DOC

   - Use either the file extension associated with your Windows application or end the filename with a period (.) and no extension. When Object Linker passes a file to Windows, Windows uses the file extension to recognize the application associated with the file. For example, the extension .DOC is associated with the MS Word application.

   - If you plan to open several icons at one time with Object Linker, be sure each icon has a unique PC file name. GLOBALVIEW can handle files with the same name, but DOS and Windows cannot.

Using Object Linker

Object Linker is designed to handle files from Windows or DOS application such as Lotus spreadsheets, MS Word documents, CGM files, Simple Text and ASCII documents, and so on. You can use Object Linker with GLOBALVIEW documents that you converted to PC application formats.

You can also use Object Linker to launch DOS batch (.bat) or executable (.pif) files. See "Understanding command syntax" for information.

Object Linker works with icons in your workspace, in a folder, or in a file drawer, or a reference to a folder.

To use Object Linker:

1. Double click the Select mouse button on a GLOBALVIEW icon that contains PC format data.

    Object Linker runs the associated Windows or DOS application, copies the data in the icon to a file in the temporary Windows directory, and loads the file into the application window. (If the icon contains a batch file or the command does not contain <>, Object Linker runs the program without creating a data file and loading data.)

    Object Linker keeps track of Windows tasks it launches in the Background Job menu.

    ✦ **NOTE:** When you open more than one icon with Object Linker, be sure the PC File Name is unique for each icon. The exception to this rule is icons that do not load data into the application window, such as batch files.✦

2. View, edit, save, or print the file using the Windows application.

3. Exit the Windows application when finished.

    Object Linker updates the data in the GLOBALVIEW icon when you exit the Windows application. Using a Windows application Save command does **not** update the data in the GLOBALVIEW icon, although it saves changes in the temporary Windows file.

    ✦ **CAUTION:** Be sure you **exit** the Windows or DOS application containing data from a GLOBALVIEW icon before you exit GLOBALVIEW or cancel the Background Job or turn off your computer. If you do not exit the Windows application, the data in the GLOBALVIEW icon does not get updated. You might be able to recover the edited file from the temporary directory defined in the [GVWin Object Linker] section of your User Profile. Use the recovery procedure for "If GLOBALVIEW fails . . ." in the following section.✦

Troubleshooting and error recovery

This section contains hints to help you diagnose problems with Object Linker.

Applications If your Windows application has special environment requirements, set these up **before** you run GLOBALVIEW. Make sure the application runs correctly when started from the File Manager or Program Manager. When Object Linker has trouble running a Windows application, it puts a message in the Background Activity menu. See "Error messages" below.

Error messages Most Object Linker information and error messages are accessed through the Background Activity menu.

To view messages:
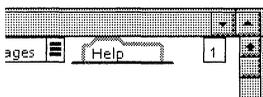
1. Hold the Select mouse button down on the GLOBALVIEW Background Activity symbol (box with number in it).

    A menu displays background activities currently running, with the option to show messages for each activity.

    ```
    Background Activities
    SHOW MESSAGES for Current Activities
    ▶Object Linker NOTEPAD.EXE on REPORT.TXT

    CANCEL Current Activities
    ▶Object Linker NOTEPAD.EXE on REPORT.TXT
    ```
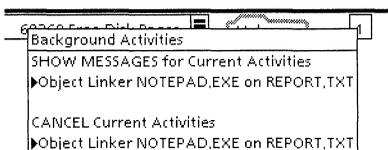
2. Select an Object Linker task from the SHOW MESSAGES portion of the menu.

    A message appears in the GLOBALVIEW window header.

File and icon names If the GLOBALVIEW icon Name or PC File Name is too long or contains spaces and invalid DOS name characters, Object Linker cannot copy the data in the icon to Windows or start a Windows application. Object Linker uses the icon Name or PC File Name property for the name of the temporary Windows file. See the section "Naming files in GLOBALVIEW."

File Type: 0   File Type 0 is not a valid file type for Object Linker and cannot be opened. Be sure the file's extension is listed as a File Suffix in the [Convert from MS Windows] section of your User Profile. See "Creating new file types" in this chapter to add an extension to the User Profile, then copy the file from Windows to GLOBALVIEW again.

Remote file access   Before you edit data from an icon stored remotely, be sure you have write access to the remote file and file drawer. If you do not have write access, Object Linker cannot update the remote icon's data with your changes. Should this problem occur, Object Linker creates an icon in your workspace and places the updated data in that icon.

Object Linker also creates a new file icon in your workspace if the remote file server or network is down when Object Linker needs to update the icon with your changes.

Reference icons   If the Access Level for reference icons is not set to ShowPath, GLOBALVIEW could fail when you open a reference icon. Be sure your User Profile contains the following entry:

[Reference Icons]
Access Level: ShowPath

Temporary directory   Make sure the temporary directory exists as specified in the GVWin Object Linker section of your User Profile. Ensure that the drive containing the temporary directory has enough space for the largest files you will edit while using Object Linker.

Recovering from errors and failures

Discarding changes
When using a Windows application to change the data from a GLOBALVIEW icon, you can discard the changes **before** you exit the Windows application. The Background Activity menu is used to cancel Object Linker tasks and discard changes.
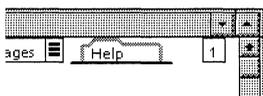
To discard file changes before exiting the application:

1. Hold the Select mouse button down on the GLOBALVIEW Background Activity symbol (box with number in it).

   A menu displays background activities currently running, with options to show messages or cancel activities.

   Background Activities
   SHOW MESSAGES for Current Activities
   ▶Object Linker NOTEPAD.EXE on REPORT.TXT

   CANCEL Current Activities
   ▶Object Linker NOTEPAD.EXE on REPORT.TXT
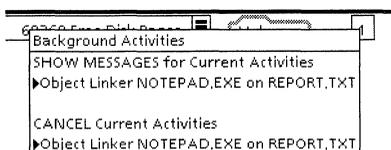
2. Select an Object Linker task from the CANCEL Current Activities portion of the menu.

   The link between GLOBALVIEW and the Windows application is canceled without updating data in the GLOBALVIEW icon.

3. Exit the Windows applications. (Using the application's Save command will not update the data in the GLOBALVIEW icon.)

Recovering original data
To discard changes after you exit your Windows application and Object Linker updates the GLOBALVIEW icon, you need to recover the unedited Windows backup file. Windows applications create backup files that remain in the temporary directory after Object Linker removes the edited file.

To discard changes after the GLOBALVIEW icon is updated:

1. Using PC File Access, display the Object Linker temporary directory. (The temporary directory path is defined in the GVWin Object Linker section of the User Profile.)

2. Copy the backup file created by your Windows application to your GLOBALVIEW workspace.

   A new icon appears.

3. Delete the old icon from your workspace.

If GLOBALVIEW fails . . .   If GLOBALVIEW fails while a Windows application is using data from GLOBALVIEW icons, the icons are not updated with changes from the Windows application. You can recover the changed data from the temporary directory.

Also use this procedure to recover changes if you accidentally cancel an Object Linker task in the Background Activity menu.

To recover changes:

1. Save and close the file in your Windows application.

2. Start GLOBALVIEW again.

   ✦ **CAUTION:** Do not reopen the GLOBALVIEW icons until you have retrieved the updated file from the temporary Windows directory. Opening an icon overwrites its data file in the temporary directory, thus deleting the most recent changes.✦

3. Use PC File Access to display the Object Linker temporary directory. (The temporary directory path is defined in the GVWin Object Linker section of the User Profile.)

4. Copy any files you edited with Windows applications to the GLOBALVIEW workspace.

   For each file you copy, a new icon appears containing the data edited by your Windows application.

5. Delete the old icons from your workspace.

If an application fails . . .   If a Windows application crashes while using data from a GLOBALVIEW icon, the icon is updated with any changes made prior to the crash. You cannot prevent this update. However, if you do not want the changes, you can use the procedure for

"Recovering original data" to retrieve the unedited Windows application backup file.
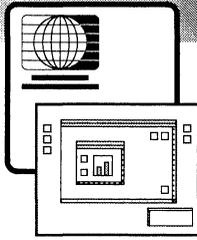
A.   Glossary

access list   A list of users and groups of users who have been granted specific rights to a computer, application, service, or other resource.

access privileges   Rights given to a user or group of users for a specific resource, such as a file directory or remote server. Also known as access rights. The rights are read, write, add, remove, and change access. An owner has all five rights.

access rights   See *access privileges.*

Active Queues   An option in the Logoff option sheet that specifies the disposition of objects in background operations (such as printing) at logoff.

address   A specific, unique location in memory or auxiliary storage.

Adjust button   The mouse button you specify for the Adjust function. You use this mouse button when you select multiple objects, manipulate windows, and perform other operations.

adjust-select   See *select-adjust method.*

alternate function keys   A set of soft keys that displays on the screen and assigns different uses to function keys on the physical keyboard.

alternate keyboards   Character groups that assign different meanings to the physical keyboard (for example, the Greek or French alternate keyboard). You display alternate keyboard options by pressing KEYBOARD.

application loader   The facility you use to load and run applications. The Loader icon is in the Workstation divider in the Directory icon.

ASCII   American Standard Code for Information Interchange. This code set represents each character of the standard typewriter keyboard as a 7-bit digital code. ASCII is used in information interchange among data processing systems, data communication systems, and associated equipment.

authentication   Verification of a user's access rights.

Background Activities menu   A list of background operations in progress; you can display status messages or cancel a listed activity. This menu appears when you select the background symbol (small box with number) in the upper right corner of the workspace window.

background processing   Executing an operation in a way that allows you to perform other operations at the same time.

background symbol   A small box that appears in the upper right corner of the workspace window during background activity. When you select the box, the Background Activities menu appears.

Basic Icons folder   A folder in the Directory icon that contains blank icons for the most common applications, as well as the Draw Transfer Document.

bitmap display   A display screen image generated by a pixel for each point on the screen. Resolution is high because you can address any point on the screen.

bitmap font   Fonts created from tiny dots, called pixels (picture elements) either on your screen or your printer. To use bitmap fonts, you install each font in every point size you plan to use.

boot   To restart the system software.

busy icon   An icon involved in a background activity.

caret The flashing inverted v that indicates where text will be entered.

character function keys The top-row function keys, such as BOLD or UNDERLINE, you can press to change character properties.

chord To press the Select and Adjust mouse buttons simultaneously.

container Any icon that can hold other icons. A folder is an example of a container.

control points Points on a graphics object that you use to select and manipulate the object. Also, window control points that you use to size and move windows in the workspace.

create date The date and time a GLOBALVIEW object was created or last modified.

cursor keys Keys on the keyboard's Ten-Key Pad that move the caret in a body of text.

default A value the system uses unless you specify otherwise, such as the default values for paragraph margins and line height.

Default Domain The Logon option that specifies the domain name GLOBALVIEW uses if you do not enter a domain name in the Name option.

Default Organization The Logon option that specifies the organization name GLOBALVIEW uses if you do not enter an organization name in the Name option.

default settings The property and option values that are set when you start GLOBALVIEW.

default User Profile A system-generated document that specifies the property and option values that are set when you log on to GLOBALVIEW. You can edit your User Profile so the values you want are set automatically when you log on again.

Directory icon   An icon that serves as an electronic supply cabinet. From it you can obtain resources such as blank icons and icons for printers, communication devices, and other system objects. You can copy these resources from the directory icon to your workspace as you need them. The available resources depend on the GLOBALVIEW applications loaded on your system.

disk drive   A peripheral device that allows you to store information on floppy disks.

disk page   A measurement that equals 512 bytes, or about 512 ASCII characters.

divider   A folder-like object in the directory icon. Dividers separate resources into functional categories. You can select and open each divider to display its contained objects. See also *Network divider; Workspace divider; Workstation divider.*

domain   The location of your account within the GLOBALVIEW Shared Document Services network community.

Domain divider   A divider that appears in the Directory of systems connected to Shared Document Services. It contains a list of dividers representing the network resources in the domain.

domain name   The second part of the three-part name you must supply to log on to GLOBALVIEW. If you are connected to Shared Document Services, your domain name is the fully qualified name of any user or any object registered in the Clearinghouse Service. The domain name distinguishes one Ethernet group from another. Typically, domain names are geographic divisions, such as Los Angeles or New York, or different working groups within the same location, such as Marketing or Development. See *fully qualified name.*

If you are not using Shared Document Services, your domain name can be anything you choose.

downgrading   The process by which files in current format versions are converted to files in earlier format versions.

duplex   In data communication, the ability to send and receive information simultaneously. In printing and copying, using both sides of the paper.

Dvorak   A keyboard arrangement based on frequency of letter occurrence in common English usage.

extended selection   A selection of multiple icons or files for group processing. For extended text selections, see *select-adjust method.*

folder   A container icon you can use to group document and other icons, including other folder icons.

foreground processing   Dedicating the system to a single task, making it unavailable for any other operation (as contrasted with background processing, which allows simultaneous operations).

fully qualified name   The name and address for a registered user connected to Shared Document Services. It is created by the System Administrator and consists of the following parts: user name, domain name, and organization name (for example, Joan R. Smith:Training:Xerox). Also known as the distinguished name.

function keys   Keys at the top, left, or right of the main typing array. The top-row function keys change the appearance of text. Other keys perform functions such as copying, deleting, or moving icons and text.

group   A collection of users who can be granted access rights to file drawers or added to distribution lists. A group can contain individual users and/or other groups.

icon   In GLOBALVIEW, a pictorial representation of a familiar office object (such as a document, folder, or printer) displayed on the PC screen.

Icon Window Gravity   The User Profile setting that specifies the location of new icons in the workspace window.

iconify To shrink an application window down to a small graphic representation of the application, so it is out of your way but visible on the screen. When you iconify the GLOBALVIEW workspace window, it appears as an icon on the Windows desktop.

idle application An application stored on the system but not in active memory (not running).

keyboard set A group of characters that can be assigned to the keyboard (for example, English, Greek, and Math keyboard sets).

Keyboard window The window that opens when you press KEYBOARD and press SHOW. It shows the current meaning for each key on the physical keyboard.

load The process of copying application software from the system disk into active memory, so it is available and functioning.

Loader icon The icon you use to load and run GLOBALVIEW applications. The Loader icon resides in the Workstation divider in the Directory icon.

Local Devices divider In the Directory icon, a divider inside the Workstation divider. This divider contains icons that represent devices connected to your workstation, such as a local printer.

log off The process of ending a GLOBALVIEW session.

log on The process of starting a GLOBALVIEW session.

main typing array Part of the keyboard. The main typing array consists of alphabetic and numeric keys, punctuation keys, keyboard control keys (such as LOCK and SHIFT), the space bar, and special symbol keys for performing basic editing and formatting functions.

megabyte About 1,000,000 bytes; this term is commonly used to describe computer memory or storage sizes.

memory   The internal storage of information on a computer.

message area   A rectangular region at the top of the GLOBALVIEW workspace window in which messages and prompts appear.

multinational keyboards   Software controlled keyboards that provide foreign language characters.

nested   Objects contained within other objects, such as a document in a folder that is inside another folder, are said to be nested.

network   Physical and logical connection of system elements. A network allows information to flow between computers and servers.

Network divider   A divider that appears in the Directory icon of systems connected to a Shared Document Services network. This divider contains icons that represent networks connected to your network.

numeric pad   A group of ten numeric keys, usually on the right side of the keyboard.

option   A choice in an option sheet.

option sheet   A window that contains the choices you can select for an operation. For example, the Workspace option sheet allows you to set the background color of the workspace window.

organization name   If you are using Shared Document Services, part of the fully qualified name of a user or object registered in the Clearinghouse Service—generally a company name. If you are not using Shared Document Services, you must still supply an organization name when you log on to GLOBALVIEW, but you can choose any organization name you want. See also *fully qualified name.*

password   A word you must enter when you log on to your GLOBALVIEW workspace or to a network device.

pointer   An arrow-like figure that moves on the screen as you move the mouse. The pointer indicates what would be selected if you pressed a mouse button.

print service   (PS) A service that enables users to print documents on a printer connected to the network.

Printing divider   A container of icons for the printers available to you. Each Domain divider contains a Printing divider. Appears on systems using Shared Document Services.

prompt   A message that appears in the message area requiring additional information or action.

property   An item in a property sheet. Properties can be information-only or modifiable.

property sheet   A window for setting the descriptors or attributes of an object, such as an icon, string of text, or graphics object. The property sheet controls the appearance of the object.

purge   Permanent deletion of an object. When you purge your wastebasket, you irrevocably delete all objects in it.

rasterized font   See *bitmap font.*

read-only information   Text displayed in a property or option sheet for information purposes only; you cannot edit it.

reboot   See *boot.*

resolution   Fidelity of reproduction, or the capability of an optical system to differentiate the parts of an object.

reverse video To change the way the system displays characters and objects on the screen. For example, on a screen with light characters against a dark background, reverse video shows dark characters against a light background.

rigid disk A hard disk medium that is the main storage device for software and data on computers and servers.

SA See *System Administrator.*

screen font A file that controls the appearance of text on the screen. Screen fonts are loaded on the system and consist of printer widths, screen character bitmaps, and screen character widths.

scroll bars The thin rectangular areas at the sides and bottom of a window. The bars contain arrows and plus and minus signs for scrolling the contents of the window.

scrolling The process of moving the contents of a document, folder, or other window, left, right, up, or down, in order to see portions not otherwise visible in the window.

select To place the pointer and press the Select mouse button to highlight text, icons, graphics objects, menu items, and properties. If an item is not highlighted, it is not selected.

select-adjust method For graphics objects, icons, or text, a method of selecting several objects at one time. You select the first object with the Select mouse button and add objects with the Adjust mouse button.

Simple Text GLOBALVIEW's basic text editor; it uses an expanded ASCII character set. Text that appears in the User Profile and the text-entry boxes in property and option sheets is simple text.

soft keyboard A virtual keyboard that appears on the screen and redefines the standard keyboard.

soft keys   A representation of the function keys at the top of the keyboard. Soft keys appear at the bottom of the screen and redefine the function keys.

Special keyboard   A keyboard with characters or symbols unique to the caret position, such as the Document Special keyboard for a caret in document text, the Graphics Special keyboard for a caret in a draw frame, or the Field Special keyboard for a caret in the Format property of a field or column property sheet.

standalone system   A system that is not connected to a network.

System Administrator   (SA) A user with specific network privileges who is responsible for setting up and maintaining network services.

Ten-Key Pad   A group of ten numeric keys on the right side of the keyboard.

time stamp   The date and time notation for a file when it appears in a container directory. A time stamp also appears in the property sheets of some GLOBALVIEW objects.

toggle   A pair of commands, properties, or options that you select alternately, such as Set GV Format and Set PC Format.

unload   The process of removing an application from active memory.

user password   See *password*.

User Profile   The configuration file that specifies default values for your workspace and its contents. You select Show User Profile in the Workspace menu to access your User Profile.

Wastebasket icon   The icon that holds other icons for deletion if you set its Purge property to Never. When you want to permanently delete an icon, you can select it inside the wastebasket and press DELETE, or you can delete all icons in the wastebasket by selecting Purge Wastebasket in the Workspace menu.

window   The area on the display screen in which the contents of an open object are displayed.

Windows   An operating system for personal computers developed by Microsoft Corporation. Its graphical interface provides a consistent model for working with Windows-based applications.

Workspace divider   A divider in the Directory icon that contains personal icons, such as your wastebasket.

Workspace menu   GLOBALVIEW's top-level menu. Commands appear for the applications that are running on your system.

Workstation divider   A container of icons in the Directory icon, related to the operation of your workstation. See also *divider.*

WYSIWYG   Acronym for what you see is what you get.

GLOSSARY
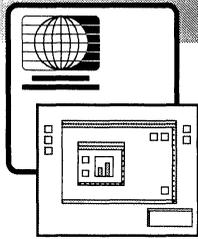
B.   Icons

This appendix lists the most commonly used GLOBALVIEW
icons alphabetically. See chapter 6, "Working with icons," for
general procedures that pertain to all icons. See the individual
user guides and the GLOBALVIEW Reference Manual for
information about application-specific icons.

Application icon

An application icon represents a software application. The
leftmost portion of the application name appears on the icon.

You can move, copy, and delete application icons, but you
cannot open them.

Basic Icons folder

The Basic Icons folder contains icons for creating documents
and graphics, as well as icons for other specific applications.
The Basic Icons folder is located in the Workstation divider of
the Directory.

Book icon

A book icon can contain document, folder, mailnote,
dictionary, canvas, and other book icons. The Blank Book
icon is in the Basic Icons folder in the Workstation divider.

You can edit files inside a book icon. When you paginate the
book, page numbers update across all documents if you have
specified that they do so. You can also generate a single table
of contents or index for the book.

Canvas icon

Use a canvas icon to create drawings using GV Paint. The Blank Canvas icon is in the Basic Icons folder in the Workstation divider.

Color Canvas icon

Use a color canvas to create color drawings using GV Paint. The Blank Color Canvas icon is in the Basic Icons folder in the Workstation divider.

Converter icon

The Converter icon appears in the Workspace divider of the Directory. You use the Converter icon to change file formats. For example, you can copy an ASCII document to the Converter icon to convert the document to GLOBALVIEW format.

Directory icon

The Directory icon contains the network and application icons you need to set up your workspace.

Divider icon

Divider icons separate software resources into functional categories in the Directory, just as dividers in physical file cabinets do. Dividers can contain icons and other icon containers.

Document icon

Use a document icon to create and edit documents using GV Write. The Blank Document icon is located in the Basic Icons folder in the Workstation divider.

Empty Dictionary icon

Floppy Drive icon

The Empty Dictionary icon is located in the Basic Icons folder. The icon is the container for custom dictionaries you create and use when you check spelling in your documents.

The Floppy Drive icon represents a floppy disk drive physically present at your computer. If your computer has a floppy drive, this icon appears in the Local Devices divider within the Workstation divider.

The folder icon is a container for other icons, such as documents, spreadsheets, and other folders. The Blank Folder icon is located in the Basic Icons folder in the Workstation divider of the Directory.

GLOBALVIEW icon

The GLOBALVIEW icon appears in the GLOBALVIEW group window. The icon also appears in your Windows environment when you iconify the GLOBALVIEW workspace window.

Use the Image Converter icon to convert GV Paint canvases to other formats. The icon is located in the Office Accessories folder in the Workstation divider of the Directory.

Loader icon

The Loader icon allows you to load, run, and manage software applications. Changes you make to the Loader icon's contents affect all GLOBALVIEW workspaces on your computer, including those of other users. The Loader icon is located in the Workstation divider in the Directory.

Mail Merge icon

The Mail Merge icon displays an option sheet for merging text from a table into a form document. You use Mail Merge to create form letters, labels, or a list. The Mail Merge icon is located in the Basic Icons folder.

PC File Access icon

The PC File Access icon lets you exchange files between GLOBALVIEW and Windows. This icon appears in the Basic Icons folder if the PC File Access application is running.

PS Printer icon

The PS Printer icon represents a local or network PostScript printer. You can print GLOBALVIEW documents, record files, spreadsheets, and canvases to the printer. The PS Printer icon is located in the Local Devices folder.

Record File icon

The Record File icon is the container for a GV List database. The database is personal in that the icon must be in your workspace when you edit, sort, or filter records or make documents from them. The Blank Record File icon is located in the Basic Icons folder.

Simple Text icon

Simple Text File

The Simple Text icon represents an ASCII text document that you can read, store, mail, and print.

Spreadsheet icon

Blank Spreadsheet

You must run GV Calc to open a spreadsheet icon and create or edit a spreadsheet. The Blank Spreadsheet icon is located in the Basic Icons folder.

Thesaurus icon

Thesaurus

The Thesaurus icon appears in the Office Accessories folder when you run the GV Thesaurus application. The Thesaurus icon lets you look up synonyms.

User Profile icon

UserProfile

The User Profile is a special GLOBALVIEW file that contains default settings that determine how your workspace and installed applications look and perform. The icon is located in the Workspace divider in your Directory.

Wastebasket icon

Wastebasket

The Wastebasket icon represents an area on your system's hard disk where GLOBALVIEW stores files you delete if you have configured the wastebasket to save deleted items. The icon is located in the Workspace divider in the Directory.

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