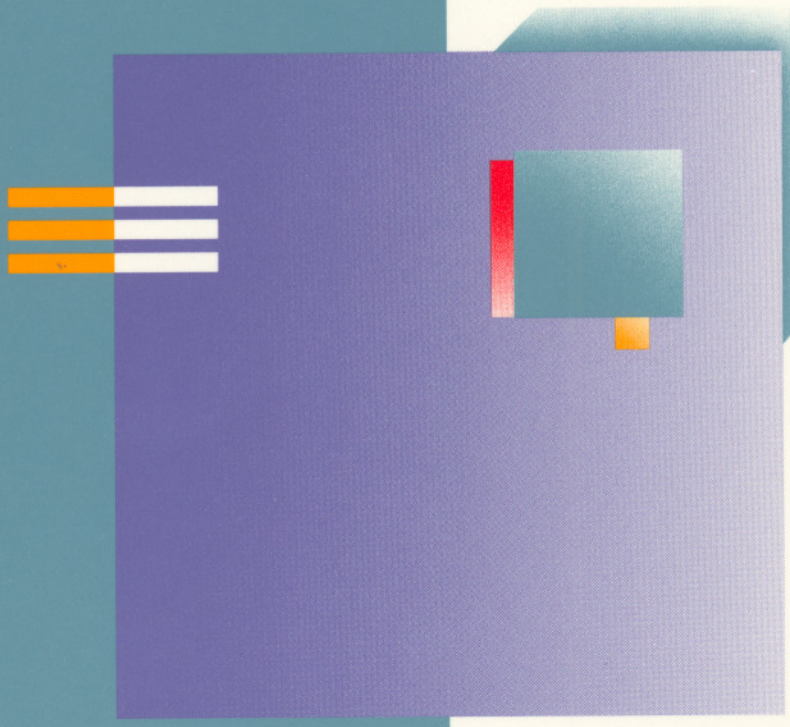
Desktop SPARC

Sun System User's Guide



SPARC

sun

Contents

About This Book vii
Who Should Read This Book vii
How to Use This Book vii
Before Reading This Book viii
Typographical Conventions viii
Related Books x

Chapter 1. Learning to Use the Sun System 1
Before Getting Started 2
Your Sun System 2
Lesson 1: First Things First 4
Lesson 2: Looking at SunView 12
Lesson 3: Using the Mouse 16
Lesson 4: Managing Windows 27
Lesson 5: Creating Files 47
Lesson 6: Working in Directories 55
Lesson 7: Doing More with SunOS Commands 65
Lesson 8: Copying Text Between Windows 73
What's Next? 79

Chapter 2. Beginning and Ending a Session 81
Logging In and Out 82
Locking and Unlocking the Screen 84

Changing Your Password 86
Turning Off the System 87

Chapter 3. Working on the SunView Desktop 89
Starting and Exiting SunView 90
Using the Mouse 93
Using Menus 96
Handling Windows 99

Chapter 4. Introduction to SunOS Commands 115
The Command Tool 116
Understanding Command Grammar 122
Learning More About Commands 128

Chapter 5. Managing Files 131
The Sun File System 132
File Management Activities 140

Chapter 6. Using the Text Editor 163
The Text Editor Window 164
Working with Text Files 167
Basic Editing Skills 176
Text Editing Activities 183
Formatting Documents 195
Quick Printing 197

Chapter 7. Using the Mail Tool 199
The Mail Tool Window 200
Handling Daily Mail 207
Saving Mail 213
Sending Mail 220
Advanced Mail Tool Features 231

Chapter 8. Printing Files 233
Before Printing 233
About Printing 234
Printing from an Application 235
Printing from the SunView Menu 235
SunOS Commands for Printing 237

Appendix A. About the Keyboard 241
The Center Keypad 242
The Left Keypad 243
The Right Keypad 244

Appendix B. About Diskettes 247
Handling Diskettes 248
Listing the Contents of a bar Format Diskette 250
Copying Files and Directories to and from a Diskette Using bar ... 251
Formatting New Diskettes 254
Write-Protecting Diskettes 254

Appendix C. About Sound 257
Soundtool and Gaintool 258
Recording and Playing Back Audio Files 263
Saving Your Audio File 263

Glossary 267

Index 279

2

Beginning and Ending a Session

This chapter shows you how to begin and end a work session on the Sun system. It describes how to log in, log out, and change your password, as well as how to lock the screen so that others can't use your account while you're away.

Before you start, the Sun system must be ready to use. Your system is ready to use if it is fully assembled, the power is turned on, and the login prompt is on the screen. See your system administrator if your system is not ready to use.

Additional reading: To learn more about customizing your login procedure, read the *Sun System & Network Manager's Guide* or the *SunOS User's Guide: Doing More* and *SunOS User's Guide: Customizing Your Environment*. To learn more about powering down your system, read the *Sun System & Network Manager's Guide* or the installation guide accompanying your Sun system.

Logging In and Out

When you begin working on your Sun system, you will need to *log in*. Logging in tells the system who you are and what you have permission to do. Likewise, when you finish, you will log out so that no one else can access your files without permission.

Logging In

Since more than one person can have an account on a Sun system, each user must log in using his or her own unique user name and password. Logging in indicates who is using the system, and only files that this user has permission to work on are made accessible.

Logging in also sets up your personal work environment as established in your `.login` file. The `.login` file is a special type of file called a *hidden* file. (Hidden files do not normally appear when you look at a directory's contents.) Every time you log in, the system first looks at your `.login` file to see how you want to customize your session. For more information about this and other hidden files, see the *Sun System & Network Manager's Guide* or the *SunOS User's Guide: Customizing Your Environment*.

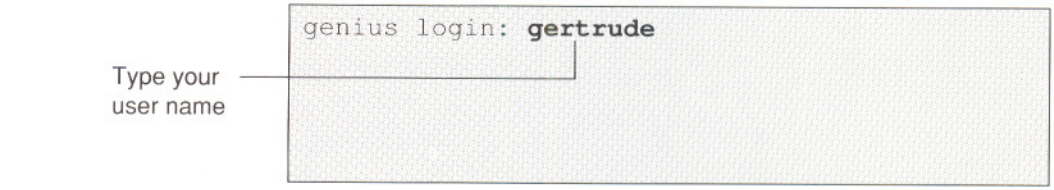
To log in:

1. Type your user name at the login prompt, and press Return.

   The user name tells the system who you are. You receive your user name from your system administrator.

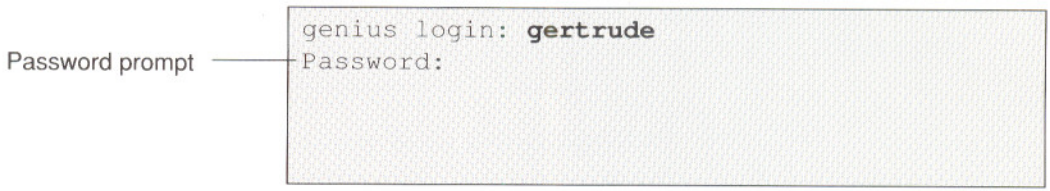
   The SunOS operating system recognizes the difference between uppercase and lowercase, so make sure you type the user name in the correct case.

The login prompt usually consists of your system's name followed by the word `login:`.



2. Type your password at the password prompt, and press Return.

   You won't see the characters on the screen as you type your password.



If you mistype the user name or password but have not yet pressed Return:

1. Use the Delete key to erase characters to the left of the insert point.
2. Type the correct characters.

If you mistype the user name or password and have pressed Return, the system will ask you to start over with your user name.

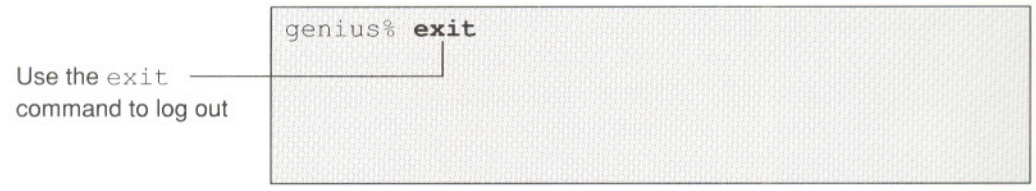
```
genius login: gertrude
Password:
Login incorrect.
login:
```

Logging Out

When you're done working on the system, you'll need to *log out*. If you're sharing a system, this allows other people to log in under their own accounts.

If you have the SunView desktop open, make sure you exit SunView first. Use the Exit SunView command on the SunView menu (see "Starting and Exiting SunView" in Chapter 3).

To log out, type `exit` (sometimes `logout`) at the command prompt, and press Return.



The login prompt appears. Now another user can log in under their own account and use the system.

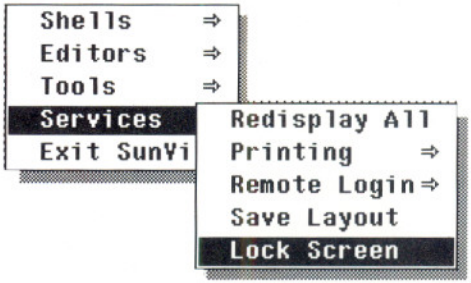
Locking and Unlocking the Screen

For those times when you want to leave your system but don't want to log out, you can *lock* the screen. Locking causes the screen to be "blanked over" by a pattern, preventing the images on the screen from burning in when you leave the system for an extended period.

Unlocking the screen displays the desktop in exactly the state you left it.

Screen locking is available only from the SunView desktop. (See Chapter 3 for an overview of SunView.)

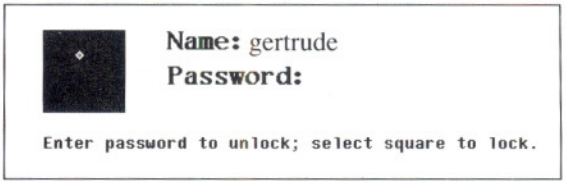
To lock the screen, choose Services⇒Lock Screen from the SunView menu.



To unlock the screen:

1. Click any mouse button or press any alphanumeric key.

   The following image appears on the screen:



2. Type your password at the password prompt, and press Return.

   If you change your mind and want to relock the screen, move the pointer to the black square, and click the left mouse button.

Changing Your Password

For security, you may want to change your password now and then.

To change passwords, use the `passwd` command at a command prompt (at the SunOS level or in a SunView Command Tool window).

To change your password:

1. From your home directory, type the command `passwd` at the command prompt, and press Return.

Use the `passwd` command to change your password

```
genius% passwd
Changing password for gertrude on genius
```

2. When prompted, type your current password, and press Return.

3. When prompted, type the new password, making sure it has more than six characters, and press Return.

4. When prompted, retype the new password, and press Return.

```
genius% passwd
Changing password for gertrude on genius
Old password:
New password:
Retype new password:
genius%
```

If you make a mistake typing your old password:

The system responds with `Sorry`

5. Try starting over with the `passwd` command.

Turning Off the System

Under normal circumstances, you should leave the Sun system running all the time. Turning the power on and off can cause excessive wear on the system's electrical components. If you're connected to a network, turning your system off can also prevent others on the network from communicating with your system. Turn the power off only if you have to do one of the following:

- Remove or install a part inside the system unit or an external drive unit
- Unplug the system unit power cord—for example, to move the system to a new location
- Recover from a system that doesn't respond to the keyboard or mouse

For instructions on shutting down your system, see the *Sun System & Network Manager's Guide.*