

Summary

This note gives a short introduction to Windows NT as it is used at the Department of Biophysics.

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1. Some aspects of Windows NT

Graphical user interface

Windows NT offers a graphical user interface that is reasonably easy to use. Many functions can be performed by manipulating icons and making choices from menus. Actions are often visualized with animated icons.

Document oriented

The user interface is more oriented to documents than with previous versions of Windows. You can concentrate yourself on a document, instead of on the program or the document's location.

Long filenames

You can use long filenames now. Note however that these are only case-aware and not case-sensitive as you are used to with Unix. This means that the case of a name is retained, but has no significance, e.g.: `Intro.DOC` refers to the same file as `intro.doc`. Sometimes this may lead to surprises with files on the Unix workstation, so be warned.

2. Overview

2.1 Logon procedure

To be able to use the Windows NT computer, you have to complete a logon procedure.

When you start the PC, you see a dialog box inviting you to press the Ctrl+Alt+Del keys simultaneously. Pressing these keys starts the logon sequence and a logon banner appears

informing you only authorized people may use the computer. After you press Ok, the Logon Information box appears and you can supply your account name and password.

When you are logged on, your home directory on the indy Unix workstation is available as drive H: and – apart from applications – the user environment has been restored to the state you left it the last time you were logged on to one of the Windows NT computers.

2.2 Logging on for the first time

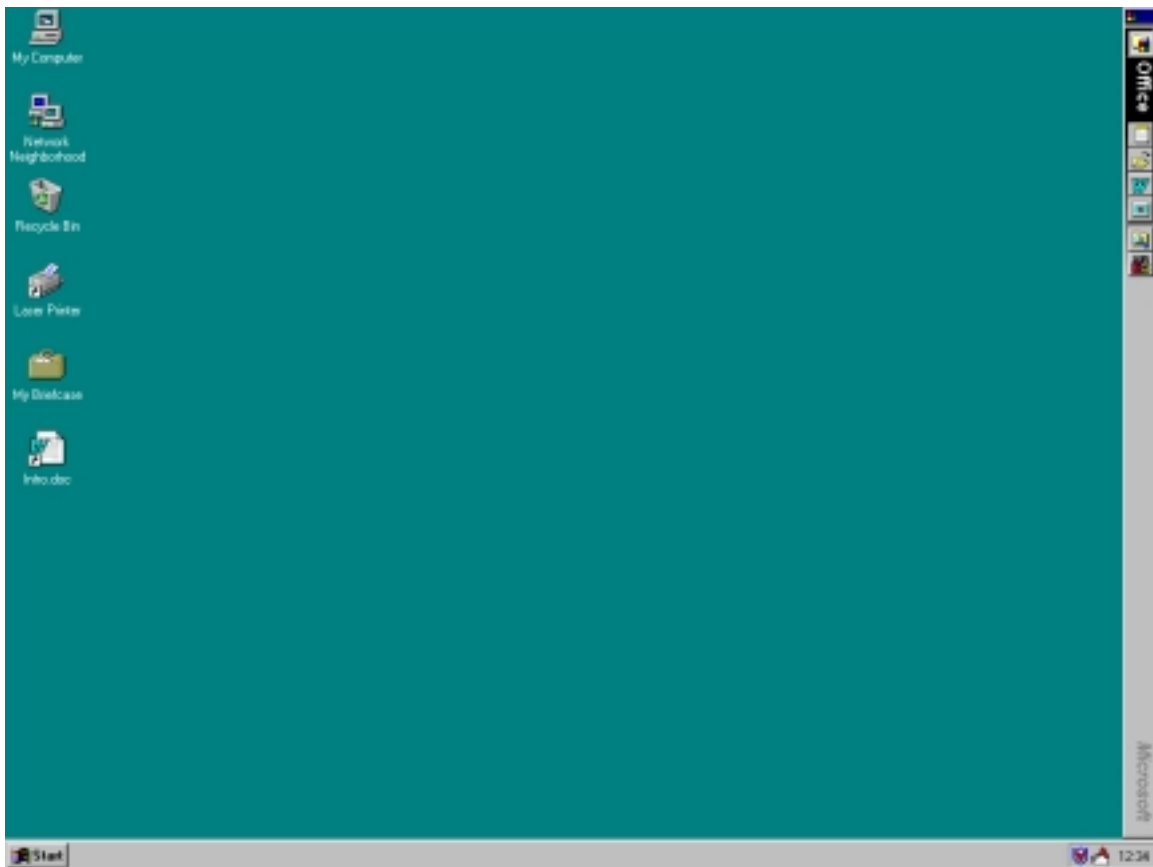
To logon to one of the Windows NT computers for the first time, an initial password is needed. If I didn't provide you with one, you are kindly requested to contact me for this.

When you log on to one of the Windows NT computers for the first time, you will be asked to change your (initial) password. Then, change the password to the password you are using for the indy Unix workstation. In doing so, you only have to specify a password once to logon to the Windows NT computer and acquire access to your files on the indy Unix workstation at the same time.

2.3 Desktop

The metaphor used for the user interface is the one of a desktop. On your desktop you find some things represented by small pictures, icons, and two bars: the Windows NT Taskbar and the Microsoft Office Bar.

Initially your desktop is relatively clean. You can put things on your desktop yourself, e.g. a shortcut to a program you use very often, or a document you are currently working on.



When the Desktop is created for you when you logon for the first time, the following icons are placed on it.



My Computer

Via My Computer, you can explore the computer.



Network Neighborhood

Via the Network Neighborhood you can browse through and use the computers and printers on the network.



Recycle Bin

The Recycle Bin is used to throw away things. Drag the object to the Recycle Bin and drop it there. Until you really empty the bin, files and folders can be restored.

To empty the Recycle Bin, select Empty Recycle Bin from the pop-up menu (click the right mouse button on the Recycle Bin icon), or open the Recycle Bin by double clicking on the icon and select Empty Recycle Bin from the File menu. See also 5. Managing Files.

Warning: files deleted from DOS or Windows 3.1x applications do not appear in the Recycle Bin. Also files deleted from network drives, like drive H: (home directory) and drive N: do not appear in the Recycle Bin. Thus these files cannot be restored from the Recycle Bin.



Laser Printer

The Laser Printer icon can be used to print documents of various type quickly: just drop the document on the Laser Printer icon.

Double-clicking the Laser Printer icon enables you to see and manage the print queue for the Laser Printer. See also 4. Printing.



My Briefcase

My Briefcase is intended to exchange files and folders between different computers.

From the Windows Help:

To keep files synchronized by using a floppy disk


1. Insert a floppy disk into a disk drive on your main computer.
2. Copy files to My Briefcase. (You can drag the files or folders to the My Briefcase icon on your desktop.)
3. Drag the My Briefcase icon to the floppy disk to copy the files to the disk.
4. Insert the floppy disk into a disk drive on your portable or laptop computer, and then edit the files in My Briefcase.
5. When you are ready to synchronize the files, reinsert the floppy disk containing the My Briefcase icon into a disk drive on your main computer, and then double-click the My Briefcase icon.
6. On the Briefcase menu, click Update All.
Or, click the files you want to update, and then click Update Selection.


There are many ways to customize the desktop to your liking. You can think of placing icons on your desktop representing shortcuts to programs, folders or documents, or activating a password protected screensaver.


You may want to take a look at the properties screens for e.g. Desktop, Taskbar and My Computer. In all cases point the mouse at the object of interest, click the right mouse button and select properties from the pop-up menu.


2.4 Icons

The appearance of an icon tells you something about the nature of the object it refers to, e.g. program, document or folder.

Folder icon: 

Program icon: 

Document icon: 

Shortcut arrow: 

Icons that represent a document of some type often look like the icon of its associated program and contain a sheet of paper in the background.

An icon that represents a shortcut to an object has a small arrow in the lower left corner of the icon as shown above.

2.5 Taskbar

At the bottom of the screen you find the Windows NT Taskbar. On its left side you find the Start Menu and on its right side a region with icons.

You'll use the Start Menu mostly to start programs, either via the Programs submenu or the Handy submenu. The latter gives a slightly shorter route to the most used programs than via the Programs submenu.

The icons on the Taskbar are from the VirusScan program, the Netscape Mail Notification program and from a clock.

Note: You can move the bar around and place it at the left, right, top or bottom of the screen.

2.6 Office Bar

At the right of the screen is the Office Bar. It is almost entirely hidden, but shows itself when you approach it with the mouse pointer.

The Office Bar offers a fast way to work with Office 97 Documents. It also offers a quick way to start a Windows NT Explorer or an MS-DOS Command Prompt.

Note 1: the auto-hide behaviour of the Office Bar can be turned off via the pop-up menu (click right mouse button on office bar).

Note 2: you can move the Office Bar around and place it at another position on the screen.

2.7 Logoff

When you no longer want to use the computer, you have to logoff. You can do this via the Shut Down... entry from the Start menu, or via the Windows NT Security box.

Logoff via Start menu

- From the Start menu select the entry Shut Down...
- In the Shut Down Windows box, select:
close all programs and log on as a different user?
and press [Yes].

Logoff via Windows NT Security box

- To get the Windows NT Security box, press the Ctrl+Alt+Del keys simultaneously
- Press the [Logoff...] button in the Windows NT Security box

In the Windows NT Security box you can also lock the workstation, change your password and shutdown the computer.

Note: for security reason, the preferred way to logoff, change your password and shutdown Windows, is via the Windows NT Security box (Trusted Path).

2.8 Shutdown

If you want to put off the computer, you must shutdown Windows NT first. You can do this via the Shut Down... entry from the Start menu, or via the [Shut Down...] button on the Windows NT Security box. If you are not logged on, you can shut down Windows with the [Shut Down...] button on the Logon Information box (except for the Server PDC).

Shutdown via Start menu

- From the Start menu select the entry Shut Down...
- In the Shut Down Windows box, select: Shutdown the computer? and press [Yes].

Shutdown via Windows NT Security box

- To get the Windows NT Security box, press the Ctrl+Alt+Del keys simultaneously
- Press the [Shut Down...] button in the Windows NT Security box

Shutdown via Logon Information box (when not logged on)

- To get the Windows NT Logon Information box, press the Ctrl+Alt+Del keys simultaneously
- Press the [Shut Down...] button in the Windows NT Security box

When Windows NT has been shut down, the screen shows the following icon and message:



It is now safe to turn off your computer.

3. Applications

Programs started at logon

Some programs are started automatically when you log on. These are:

- Microsoft office Bar (plus some tools)
- Netscape Messenger
- Netscape Mail Notification

Before you can use Netscape, it has to be configured. See the separate document Configuring Netscape 4.5 at Biophysics. A paper copy is available in the library.

If you don't want the Netscape Messenger started automatically, you can easily remove it from your Startup folder.

To remove the Netscape Messenger and the Netscape Mail Notification from your Startup folder do the following.

- select Properties from the Taskbar pop-up menu (press the right mouse button on the Taskbar)
- select the Start Menu Programs tab
- press the [Remove...] button

- open the Startup folder by pressing on the + next to Startup
- select 2.1 Netscape Messenger and press [Remove]
- select 2.2 Netscape Mail Notification and press [Remove]
- press [Close] and then [Ok]

Note 1: running the Netscape Mail Notification program without also running Netscape Messenger must be avoided. The Netscape Mail Notification service would show the mailbox state for the last person that used Netscape.

Note 2: when you logoff without first exiting Netscape, its settings, like bookmarks, preferences and window geometry, will not be saved. If you do want Netscape's settings saved, then you have to exit Netscape in a normal way: either via the File Menu (File | Exit), or by pressing the close button [X] on the window.

X-Window Applications on indy

It is possible to use X-Window applications on the indy Unix workstation from the Windows NT computers. Depending on your preferences, you can use an X-terminal or Xdm to logon to the Unix workstation.

See Start | Handy | Xdm on indy or Start | Handy | X-terminal on indy.

Intranet and Internet

Netscape is available for e-mail and newsgroups and for web browsing. As mentioned above, Programs started at logon, Netscape Messenger (e-mail) is started by default for you, along with the Netscape Mail Notification service.

Before you can use Netscape, it has to be configured. See the separate document Configuring Netscape 4.5 at Biophysics. A paper copy is available in the library.

Tip: when you want to e-mail a file to someone, point to the file in the Window NT Explorer and select Send To | Mail via Netscape from the pop-up menu (click right mouse button). This opens a message composition window with the file already attached to the message.

4. Printing

Laser Printer

To print a document on the Laser Printer, just drag the document's icon to the Laser Printer icon and drop it there. Alternatively print a document from its associated program using the File | Print... menu entry and select the pcnfsd://indy/laser as printer.

Color Printer

An icon for the Color Printer is intentionally not placed on the desktop as to minimize the chance that a document intended for the Laser Printer inadvertently ends up on the Color Printer.

When you want to print a document to the Color Printer, select the EPSON Stylus COLOR 740 [on PDC] as printer, usually via the applications File | Print... menu.

Still, whenever you want to print a PostScript document on the Color Printer, you can also drop it on the Laser Printer icon. Then GhostView that is used to print the file pops-up and you are given the opportunity to select the Color Printer. See next paragraph.

PostScript Files

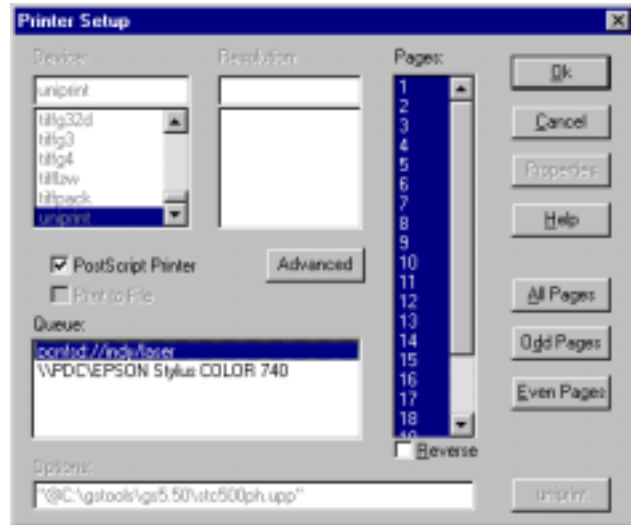
PostScript files are printed using GhostView. To print a PostScript file, you can drop it on the Laser Printer icon, even if it must be printed on the Color Printer. See below.

Laser Printer

Printing a PostScript file on Laser Printer

GhostView Printer Setup panel:

- Check PostScript Printer
- For Queue, select pcnfsd://indy/laser
- Press Ok to start printing

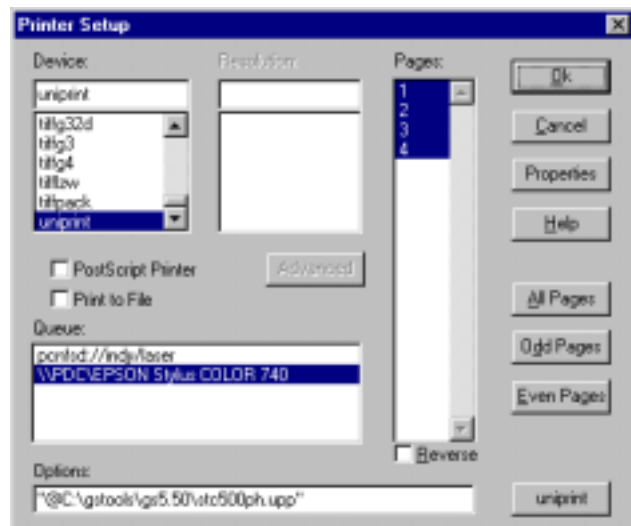


Color Printer

Printing a PostScript file on Color Printer

GhostView Printer Setup panel:

- Uncheck PostScript Printer
- Uncheck Print to File
- For Queue, select \\PDC\EPSON Stylus COLOR 740
- If not already set, use the unprint button to select the Epson Stylus Color 500, 720x720Dpi not Weaved, Plain Paper
- Press Ok to start printing



Print Queues

To see the print queue for the Laser Printer, Double click on the Laser Printer icon, or select Handy | Printers | HP LaserJet 5M from the Start menu.

To see the print queue for the Color Printer select Handy | Printers | EPSON Stylus COLOR 740 on PDC from the Start menu.

These windows also let you manage your own print jobs.

5. Managing Files

Local and Network Drives

The following table shows the function of the drives on a Windows NT computer.

Drive	Where	Description
A:	Local	Floppy drive
C:	Local	Hard disk with Windows NT operating system and applications
D:	Local	Local user disk; D:\people\account, no backups made
E:	Local	CD-ROM
H:	Indy	Your home directory on Unix workstation
I:	Indy	All home directories on Unix workstation
N:	Pdc	Network user disk on Windows NT workstation; N:\account, no backups made
P:	Indy	Programs on Unix workstation
R:	Indy	Reference Manager databases on Unix workstation

Home directory

Your home directory on the indy Unix workstation is available as drive H: on the Windows NT computers.

Besides drive H: there is a drive N: you may use. It is located on the Windows NT Server computer (PDC) and available only to all Windows NT computers. The N: is for 'NT'. This provides us with some 4 GByte additional disk space. Use it in the following way:

- start the Windows NT Explorer,
- select drive N:, folder people,
- in folder people, create a folder for yourself, named after your account name,
- place your files and folders in this subdirectory.

Warning: currently no backups are made of drive N:.

Like network drive N: there may also be a local drive D: that you may use (D:\people\account). Note however that it can be used on that specific computer only.

Recycle Bin

Files deleted using the Windows NT Explorer or via a Windows NT application are placed in the Recycle Bin. They remain there until you explicitly empty the Recycle Bin, or when disk space requires so. Deleting a file with Ctrl+Delete immediately removes that file without placing it in the Recycle Bin.

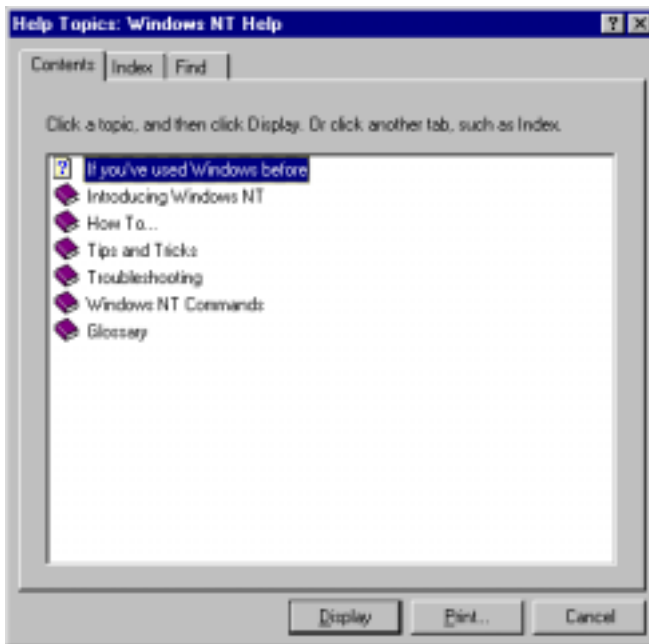
Deleted files may be restored via the Windows NT Explorer's Edit | Undo Delete menu entry or via its file pane pop-up menu. Another way to restore files is by opening the Recycle Bin. Select the wanted file(s) and use the File | Restore menu entry to restore the file to its original location. Although not shown, deleted folders are also restored if necessary to restore a file.

With Empty Recycle Bin from the Recycle Bin's File menu, or its pop-up menu the files are really removed. Use Delete to remove one or more selected files.

Warning: files deleted from DOS or Windows 3.1x applications and files deleted from network drives, like drive H: (home directory) and drive N: do not appear in the Recycle Bin. Thus they cannot be restored from the Recycle Bin.

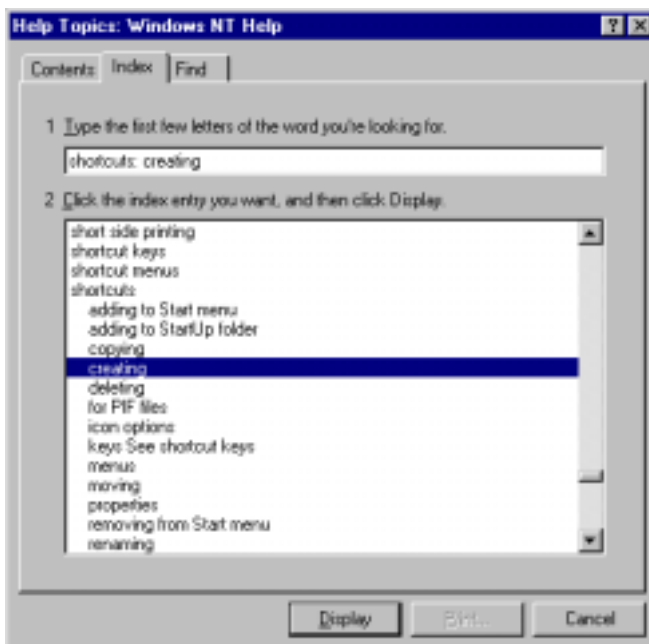
6. Help

If you want to know how you can accomplish something with respect to Windows NT itself, have a look at the online help. It is started via Start | Help. If you want help for an application, use the applications Help menu.



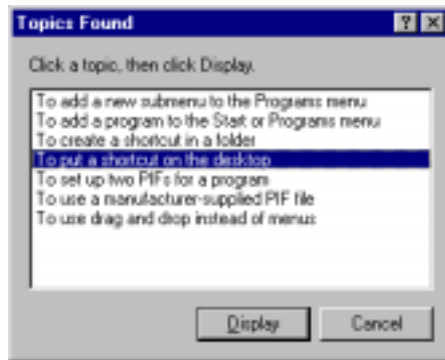
Displays Help topics organized by category. Double-click a book icon to see what topics are in that category. To see a topic, double-click it. You can close a book by double-clicking it.

In the following example we take a look at the help item for creating a shortcut on the desktop. Here we use the Help Index to select the wanted item.

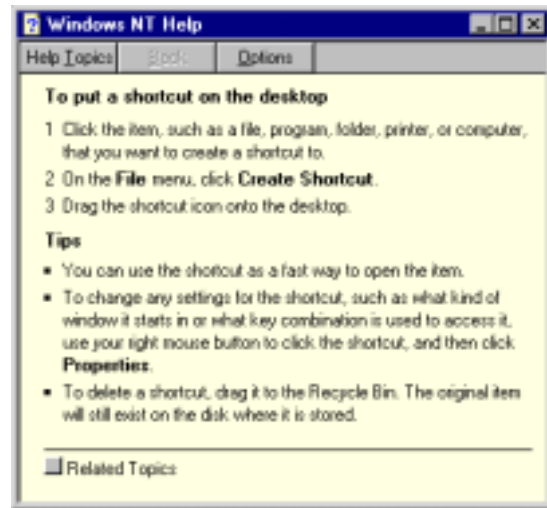


Displays the Help Index. Type a topic you want to find, or scroll through the list of index entries. Click the index entry you want, and then click **Display**.

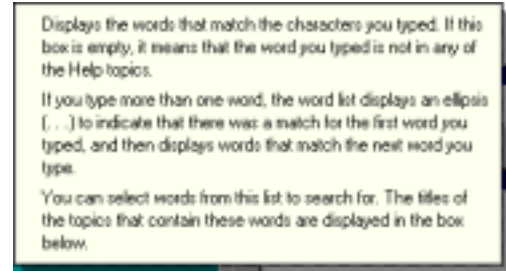
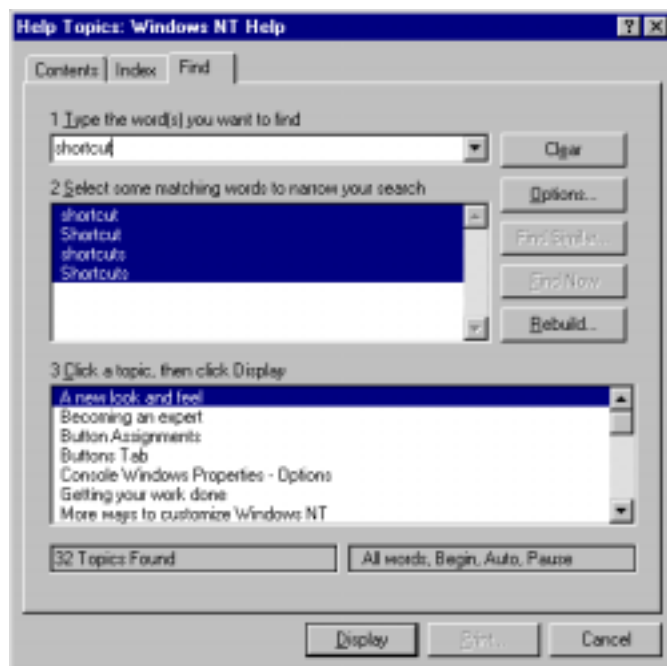
Press Display to get the next screen



...and press Display again to get the following screen.










Another way to look for help on a certain item is via the Help Find Tab.



A. Using the Mouse

The location of the mouse pointer on the desktop indicates where you will give some command. The form of the mouse pointer indicates what a program is doing or what it expects you to do.

See the table below.

Mouse Pointer	Action
	Standard pointer
	Request info about an item on the screen or dialog box
	Program busy; you can continue with other commands
	Program busy; wait
	Select a part of the screen by dragging
	Mouse pointer in text input area
	Mouse pointer on edge of window; resize window

Here are the effects of the various actions you can perform with the mouse buttons.

Mouse Button Action		Result
Single click	Left button	Select icon Open menu Select menu entry Execute action of button
	Right button	Pop-up objects shortcut menu
Double click	Left button	Open document or folder Start a program

Note: the middle button of the mouse is, or can be, configured to act as double-click.

Drag & Drop is keeping a mouse button pressed and moving the mouse pointer. Depending on the button pressed the object selected and the start- and endpoint of the move, some action is performed. See the following table.

Drag & Drop	Result
Left mouse button	Move the selected object Copy the selected object Create a shortcut to the selected object
Right mouse button	Pop-up the shortcut menu for the selected object Create a shortcut to the selected object

B. Editing

At many places in Windows NT and its applications the same keystrokes can be used for cursor movement and editing.

The text cursor can be moved with the mouse and with several key combinations. The mouse is mainly useful for moving over a small distance. The following table shows the key combinations to move the text cursor.

Move cursor	Key(s)
Character / line	← ↑ → ↓
Word	Ctrl ←, Ctrl →
Paragraph	Ctrl ↑, Ctrl ↓
Begin/end line	Home, End
Begin/end document	Ctrl+Home, Ctrl+End
Screen up/down	PgUp, PgDn
Begin/end current screen	Ctrl+PgUp, Ctrl+PgDn

If you want to perform some action on a word, sentence or paragraph, you first have to select that part. A part that is selected clearly contrasts with the non-selected part.




Select		
Key strokes	Character	Shift ←, Shift →
	Word	Ctrl+Shift ←, Ctrl+Shift →
	Whole document	Ctrl+A
Mouse clicks	Word	Double click in word
	Line	Click in margin, left of line
	Paragraph	Triple click in paragraph
		Double click in margin, left of paragraph
	Whole document	Triple click in margin
From here to ...	Drag over part to select Or Click at end of part to select, while holding down the Shift key	

Editing is adding or inserting new information and removing or deleting existing information. It is often possible to undo the last action – may be a mistake – you performed.

Insert, Delete and Restore		
Insert	Insert on	Insert characters at cursor to right
	Insert off	Overwrite characters at cursor to right
Delete	Delete	Delete Characters at cursor to right
	Backspace	Delete Character at cursor to left
	Ctrl+Delete	Delete Word from cursor to right
	Ctrl+Backspace	Delete Word from cursor to left
Restore	Ctrl+Z	Undo last action (Edit Undo)

If some part is selected, it is replaced by what you type. Delete, Ctrl+Delete and Backspace also delete a selected part.

Editing is also duplicating and moving information. This can be done with copy, cut and paste. Copy and paste also lets you copy information from one application to another.

Copy, Cut and Paste	Menu	Keys	Icon	Mouse
Copy	Edit Copy	Ctrl+C		Ctrl+drag
Cut	Edit Cut	Ctrl+X		Drag
Paste	Edit Paste	Ctrl+V		Drop
Paste link	Edit Paste as link Edit Paste Special...			