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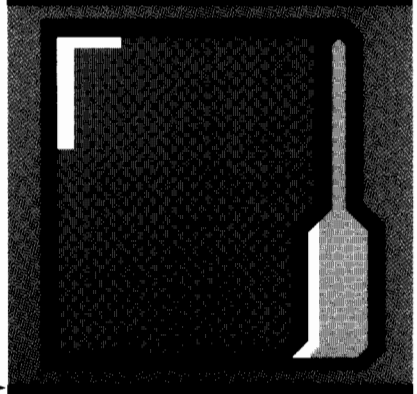
USER'S GUIDE

WINDOWS



NewWave

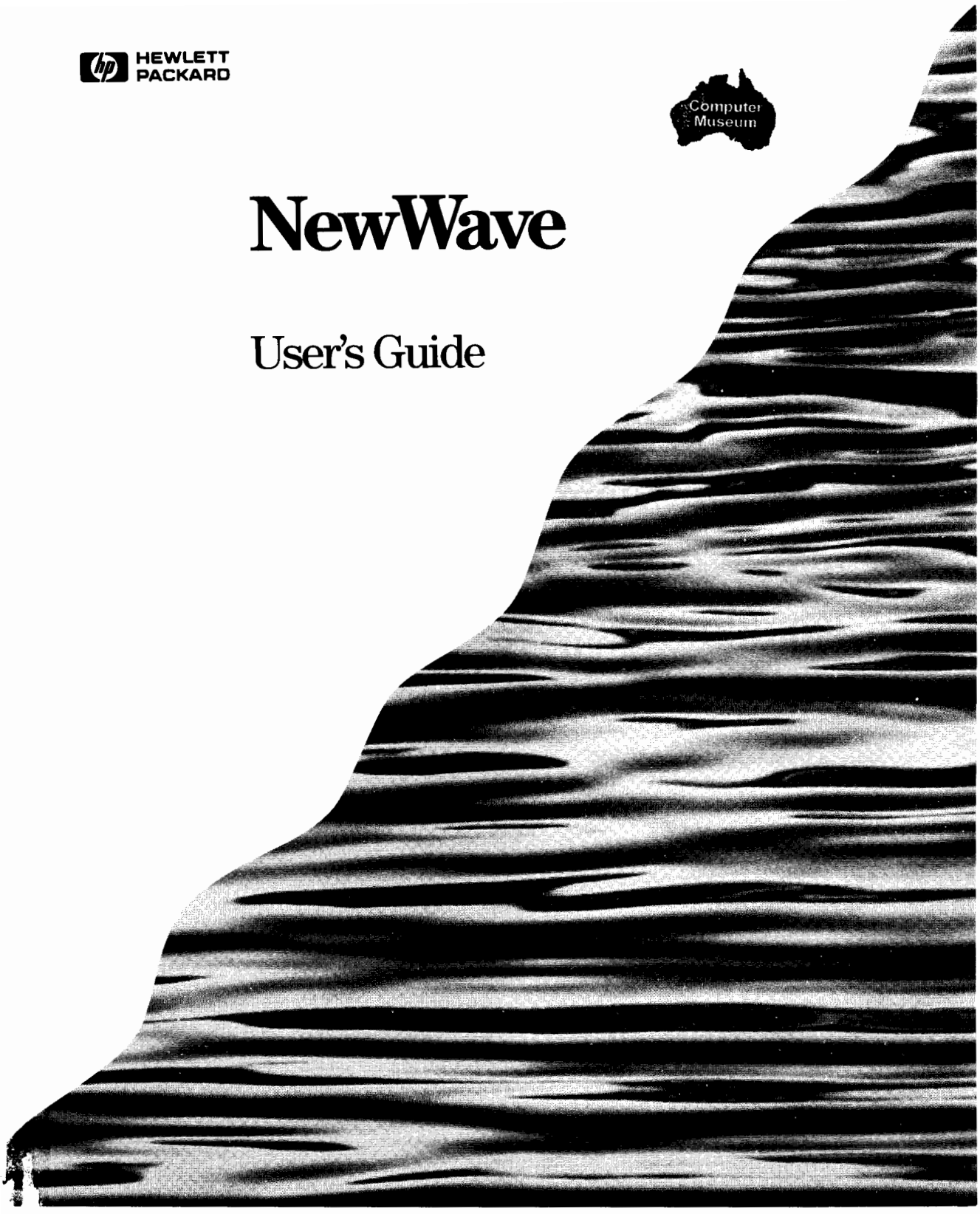
The Easy Desktop Manager For Windows

HEWLETT PACKARD

HEWLETT PACKARD

NewWave

User's Guide



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CONTENTS

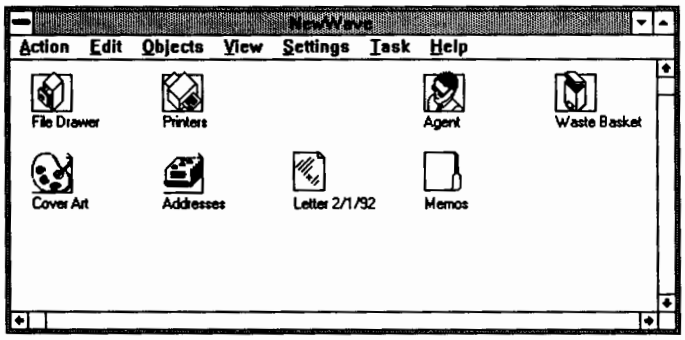
INTRODUCTION

Welcome to NewWave

Welcome to HP NewWave, the premier desktop manager for Windows. NewWave takes you into the future of personal computing, yet lets you work with applications and techniques that are familiar to you.

A desktop for your work

When you start NewWave, the NewWave Desktop appears on your screen:



The files and applications you work with appear as icons.

The Desktop shows you all of your projects, information sources, and applications laid out exactly the way you want them to be. You don't have to worry about finding files or launching applications like you would with DOS or Windows. Everything you need to do your work is just a mouse click away.

Where to go from here

If you haven't installed your NewWave software yet, go to Chapter 1 of this manual. It explains how to start the installation program. Once you start the program, all you have to do is follow the instructions that appear on your screen.

After you install NewWave, read the introduction to Chapter 2. This chapter explains how to connect the other applications you use to NewWave, and how to bring in the data files that you created with those applications. Doing these two things gives you the ability to work with your files directly from NewWave.

Chapters 3 through 9 explain how to use the features of NewWave. These are listed in the table that appears on the next page.

Online help provides a complete reference to NewWave

Once you know the basics of using NewWave, your best source of information is online help – information that you can display directly on your screen. Online *help is available on nearly any topic in NewWave.*

NewWave online help works the same way as Windows help works. If you have used Windows help before, you do not have to learn anything new to use NewWave help. If you need information on how to use NewWave help, see Chapter 3, Basic Operations.

Feature	What it Provides	See . . .
Desktop	A place for organizing all of your work. On the Desktop, you can file your work in folders and then keep your folders in the File Drawer. The Desktop also provides other useful tools, including the Waste Basket, Printers tool, and NewWave Agent.	Chapter 3
Online Help	Online information about how to use NewWave. If you don't know how to do something, you can look it up in NewWave help.	Chapter 3
Text Notes	An easy way to jot down short notes and memos with a minimum of text formatting.	Chapter 4
Work Group Library	Access to information that has been stored on other disks or a network server. Through the Work Group Library, you can make information available to other NewWave users on your network.	Chapter 5
Shared Views	Automatic sharing of information between objects. When you modify shared information in one object, the information automatically changes in every other object where it appears.	Chapter 6
NewWave Agent	Automatic performance of a sequence of actions. You can have the NewWave Agent record the actions you take to complete a task. Once your task has been recorded, you can have the Agent perform it for you.	Chapters 7 - 9

Part I

GETTING STARTED

1

INSTALLING NEWWAVE

How to install your NewWave software

The NewWave installation program makes installing NewWave simple and straightforward. Once you start the program, all you have to do is follow the instructions that appear on your screen.

You can install NewWave either from the disks that came with your NewWave kit, or from a network server. In the latter case, your network administrator must have already placed NewWave on the server.

In this chapter

This chapter covers:

- What you need to use NewWave
- How to install NewWave

This chapter also has a special section for network administrators. It covers how to place NewWave on a server drive, how to set up custom directories for your NewWave users, and how to move NewWave to another location on the server.

What NewWave requires

Before you can install NewWave, your computer must meet certain requirements. The table below shows what you need.

Item	Minimum Requirement
PC type	80286, 80386, or 80486 based PC (HP, IBM, Compaq, or 100% IBM compatible)
Base Memory Extended Memory	640 K 2 MB
Hard Disk	40 MB minimum recommended. Must have at least 10 MB of free space.
Flexible Disk Drive	At least one of the following: 1.20 MB 5 1/4 inch flexible disk drive 1.44 MB 3 1/2 inch flexible disk drive
Display	EGA, VGA, or higher
Pointing Device	Mouse or other device supported by MS-Windows
Operating System	One of the following: MS-DOS 3.2 or a later version DR-DOS 5.0 or a later version PC-DOS 3.2 or a later version
Windowing System	Windows 3.0 or a later version. Windows must be configured for standard or 386 enhanced mode. NewWave will not run in real mode.

Network support

NewWave supports Novell NetWare 2.15 and later versions; Microsoft LAN Manager 2.1 and later versions; and HP LAN Manager and LM/X 1.1 and later versions. Although support for other networks is not guaranteed, NewWave is designed to work with all networks that view the server as an MS-DOS disk drive, use the MS-NET standard, and offer Windows support.

Installing NewWave

You can install NewWave from two different sources: the software disks that come with the NewWave kit, or a network server. This procedure covers *both* types of installation.

1. **Load your network (if needed), then start Windows.**
2. **Do one of the following:**
   a. **Insert NewWave Disk 1 in drive A or drive B.**
   b. **Connect to the server drive where your network administrator placed NewWave.**
3. **Choose Run from the File menu of the Windows Program Manager.**
4. **Type INSTALL preceded by the letter of the drive from which you are installing NewWave. Then press Enter.**

   For example, if you inserted Disk 1 into drive A, you would type `A:INSTALL`. If you are installing from a server and the server drive is drive N, you would type `N:INSTALL`.
5. **Follow the instructions that appear on your screen.**

   At this point you choose between *quick* and a *custom* installation. In a quick installation, NewWave is installed under default directories on the drive you select. If a earlier version of NewWave resides on this drive, it is automatically updated.

   In a custom installation, you can edit the directory paths for NewWave's three main directories. If an earlier version of NewWave resides under the directories you specify, it is automatically updated. You can also search for an earlier version if you don't remember where it resides.

6. **(Optional) Install the applications you use into NewWave.**

   When your NewWave software has been installed, a message asks if you want the DOS and Windows applications that you use to be installed into NewWave. *Installing* an application creates a connection that allows you to use the application from NewWave.

   If you decide to install your applications now, further instructions appear on-screen to guide you through the process of choosing which applications to install. The applications you choose are ones that already reside on your computer. Click Help if you don't understand any of the instructions that appear.

   If you prefer, you can skip this step and install your applications at a later time. For details, see Chapter 2.

7. **Bring your data files to NewWave as objects. (Optional, applies only if you completed step 6.)**

   If you installed any applications in step 6, another message asks you if you want NewWave to attach your data files to NewWave objects. This gives you the ability to work with those files from within NewWave.

   For example, if one of the applications you installed in step 6 was Microsoft Word, completing this step would give you direct access to all of your Word documents from NewWave. Each document would have its own icon in NewWave.

   If you decide to attach your files to NewWave objects, further instructions appear to guide you through the process of choosing the files. Click Help if you don't understand any of the instructions.

   If you prefer, you can skip this step and bring in your data files at a later time. For details, see Chapter 2

Troubleshooting

If something prevents you from installing NewWave, or starting NewWave after you have installed it, NewWave displays an error message on your screen. This section lists the messages that can appear and tells you how to fix the problem.

Messages that begin with a DT prefix indicate that an internal problem is preventing you from installing NewWave. Messages that begin with a CF prefix indicate that you cannot start NewWave because you have changed your computer's configuration in a way that affects NewWave. Usually, this is the result of installing a newer version of Windows or DOS.

If you receive a message, look up its error code in one of the tables on the next two pages. If you can't fix the problem, copy down the message number, note the sequence of events leading up to the message, and contact an authorized HP NewWave support person.

If you need more help

Free help for your questions is available from our Hotline. Our Hotline number is (208) 323-2551.

If you have an HP service contract, you can get authorized HP NewWave support from your HP support representative.

Error Code	What You Need To Do
CF001	Your Windows executable files reside on a network server. A new version of Windows has been installed on the server, destroying the drivers that NewWave needs to operate correctly. Notify your network administrator. If you are a network administrator, you need to update the new copy of Windows with the correct drivers for NewWave. See "Updating shared copies of Windows" at the end of this chapter.
CF002	Your NewWave executable files reside on a network server. A new version of NewWave was installed on the server, but your personal NewWave files have not been updated. To correct this problem, follow the steps you took when you installed NewWave from the server, but use the /N parameter when you start the installation program. For example, if the server drive is drive N, you would type N:INSTALL /N to start the installation program.
CF003	The drivers that NewWave installed in your Windows directory have been overwritten by the installation of a Windows update and cannot be restored. For assistance, contact HP NewWave support. NewWave cannot function unless this problem is fixed.

Error Code	What You Need To Do
DT336-0c7 **DT336-0cb** **DT336-167** **DT336-168** **DT336-16b** **DT336-183** **DT336-194** **DT336-210** **DT336-3cb** **DT336-3cc** **DT336-3d1**	**Out of Disk Space Errors** Delete any unnecessary files from the drive where you are installing NewWave. If all NewWave directories are on the same drive, consider moving at least one to another drive. For information about moving a NewWave directory, see Appendix A.
DT336-053 **DT336-060** **DT336-068** **DT336-162** **DT336-184** **DT336-18c** **DT336-20b** **DT336-213** **DT336-362** **DT336-363** **DT336-3a7** **DT336-3c6** **DT336-3cd**	**Insufficient Memory** 1. If you do not need the network to run NewWave, exit NewWave and unload the network. 2. Unload unnecessary programs running in addition to Windows and NewWave, then restart your computer and install NewWave again. 3. Delete references to any unnecessary device drivers in your CONFIG.SYS file, then restart your computer and install NewWave again.
DT336-166 **DT336-223** **DT336-225**	**Media Problem** Contact the NewWave Hotline or your HP support representative for a new set of disks.
DT336-3c7 **DT336-3c9** **DT336-3d2**	**Icon File Problem** Problem with reading or updating the icon file. Contact the NewWave Hotline or your HP support representative.
DT336-1fd	**Pre-existing Object Class** This application has already been installed in NewWave as an object type or tool. You must deinstall the object type or tool before you can continue. For details, see Chapter 11.

Instructions for network administrators

This procedure should be performed only by a network administrator or LAN supervisor.

This procedure describes how to place NewWave on a network server for later installation by users who have access to the network. Performing this procedure places copies of the NewWave installation disks into a directory of your choice on the server.

1. **On a user PC, load your network software and connect to the server drive where you want to place NewWave.**

   The server drive you select must have at least 10 MB of free disk space. You should have full access rights to the drive. Users who install NewWave from this drive should only have read and execute access to the drive.

   Here are some example connections. The server, share, and directory names are chosen for illustration purposes:

   NetWare: `SERVER\USER:\NEWWAVE` pointing to `\NW`
   LAN Manager: `\\SERVER\NEWWAVE` pointing to `D:\NW`

2. **If your users share a network copy of Windows, also connect to the server drive where Windows resides.**

   You should have full access rights to this drive. If more than one network copy of Windows is in use, make sure that you have a network connection to *each* copy.

3. **Start Windows.**

4. **Insert NewWave Disk 1 in a flexible disk drive.**

5. **Choose Run from the File menu of the Windows Program Manager.**

6. **Type**

   ```
   <drive>:INSTALL /A
   ```

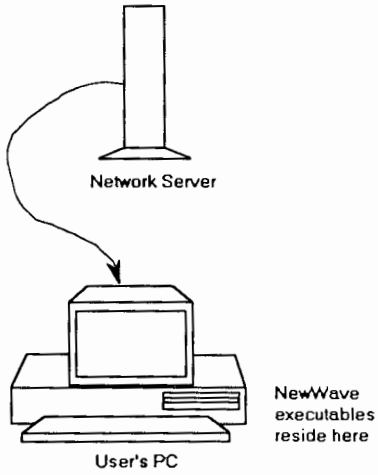
   where < drive > is the letter of the drive from which you are installing NewWave.

7. **Click OK.**

8. **Follow the instructions that appear on your screen.**

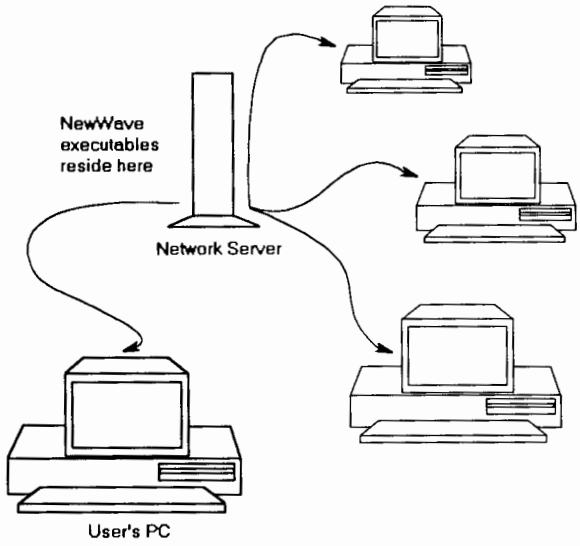
   During this stage, you will be asked to select an installation default for users who install NewWave from the server. The defaults you can choose from are *stand-alone* and *shared.*

   Choosing *stand-alone* means that NewWave will be copied in its entirety to the hard disk or private volume of each user who installs NewWave from the server.



8. **(Continued from previous page)**

   Choosing *shared* reduces the disk space requirement for each individual user. NewWave executable files remain on the server where they are shared by all users. To run NewWave, each user must have a network link to the directory where the NewWave executables reside.



9. **If your users share a network copy of Windows, click Running Shared Windows and then click Continue.**

   In the dialog box that appears, enter the network location of each copy of Windows in use. When you are through, click Update. If you need further instructions on how to use the dialog box, click Help.

Installing NewWave from the server

After you complete the installation, other users can install NewWave from the server. The type of installation they receive (stand-alone or shared) depends on the default you chose. Be sure to tell your users the network path where NewWave resides. They will need to connect to that directory to install NewWave themselves.

Users can override the default installation by using one of these flags with the INSTALL command:

Flag	Type of Installation
INSTALL /S	Stand-alone
INSTALL /N	Shared
INSTALL /H	Batch (no user prompts)

The `/H` flag installs Newwave without prompting for user input. Users are not given an opportunity to connect other applications to NewWave (through they can do this at a later time). The `/H` flag installs NewWave per your default (shared or stand-alone) unless a user overrides the default by using a second flag with `/H`:

```
INSTALL /H /S
```

Setting up custom NewWave directories for your users

By editing NWINSTAL.INI, you can ensure that all users install NewWave under the same directories. This is helpful if you use an automated system to back up each user's installation.

NWINSTAL.INI resides in the network directory where you installed NewWave on the server. When you edit NWINSTAL.INI, look for this section:

```
[preferred_dirs]
HPNWDATADIR=
HPNWPROGDIR=
HPNWDOSDIR=
```

These entries specify the pathnames for the three main NewWave directories. If you leave each entry blank after the equals sign, the installation program installs NewWave under

the following paths by default:

```
C:\HPNWDATA
C:\HPNWPROG
C:\HPNWDOS
```

If you want the installation program to default to paths of your choice, enter the fully qualified path of each directory immediately after the equals sign. You may specify a different drive for each directory, rename the main directories, and place the main directories under a directory other than root. Here's an example that does all of these things:

```
[preferred_dirs]
HPNWDATADIR=C:\NW\DATA
HPNWPROGDIR=C:\NW\PROGRAMS
HPNWDOSDIR=D:\DOSFILES
```

When your users install NewWave, they only need to click Continue when each installation screen appears. This results in a *quick* installation to the drives and directories you specified in NWINSTAL.INI.

Moving NewWave to another directory on the server

If you need to, you can copy NewWave to another directory on the server. When you copy the NewWave files, be sure to copy the underlying directory structure for each of the main NewWave directories (`\HPNWDATA`, `\HPNWDOS`, and `\HPNWPROG`). Also copy any directories that are empty.

The original NewWave files will have their read-only attribute set. If you want to delete the original files after copying them, you must first clear the read-only attribute of the files. You can do this by using either the ATTRIB command provided by DOS, or a file utility program like those provided by Norton Utilities or PC Tools. Be sure to verify that the new copy of NewWave works correctly before you delete the original files.

After you move NewWave, each user will have to update their NewWave initialization file, \HPNWDATA\HPOMF.INI. Each user must edit this file and change the `NETDIR=` setting so that it specifies the new location of NewWave on the server.

Each user must also change the path in the Program Item Properties for the NewWave icon in the Windows Program Manager. The command line and working directory entries must identify the new location of NewWave.

Updating shared copies of Windows

If your users share a network copy of Windows from the server, follow this procedure each time you install a new version of Windows on the server.

To work correctly, NewWave needs special versions of certain Windows drivers. When you install NewWave on the server, these drivers are copied to the Windows directory on the server. The drivers are overwritten if you install another version of Windows at a later time.

Follow these steps to restore the correct version of the drivers:

1. **If necessary, load the network and start Windows.**

   Note: If you have Novell NetWare 3.x, the installation program may not locate Windows when it searches the network directories. To correct this, perform the following command from the NetWare console:

   ```
   SET MAXIMUM OUTSTANDING NCP SEARCHES=1000
   ```

2. **Make sure that you have network connections to NewWave and to each shared copy of Windows that needs to be updated. You should have full access rights for each Windows connection.**

3. **Choose Run from the File menu of the Windows Program Manager.**

4. **Type**

   ```
   <drive>:INSTALL /W
   ```

   where < drive > is the letter of the server drive where NewWave resides.

5. **Click OK.**

6. **In the dialog box that appears, enter the network location of each copy of Windows in use. Then click Update.**

2

SETTING UP YOUR NEWWAVE DESKTOP

How to connect other applications and bring your data files to NewWave

After you install NewWave, you are ready to set up your NewWave Desktop. If you use other applications with your computer, you can *install* them so that they have a direct connection to NewWave. This gives you the ability to use the applications from NewWave.

You may also have data files that you created with your applications before you purchased NewWave. If this is the case, you can bring those files into NewWave. This gives you the ability to work with and modify your files without leaving NewWave.

The best time to do these things is immediately after you install NewWave. This brings your applications and data files together in one place where you have convenient access to them.

In this chapter

This chapter covers:

- Starting NewWave
- Installing other applications into NewWave
- Bringing your data files into NewWave
- Adding programs to the DOS Programs window

Where do I go from here?

These are the steps you need to complete to set up your NewWave Desktop:

First, if you are new to NewWave, read the next five pages. They explain how applications work as object types and tools in NewWave.

Second, decide which applications you want to install.

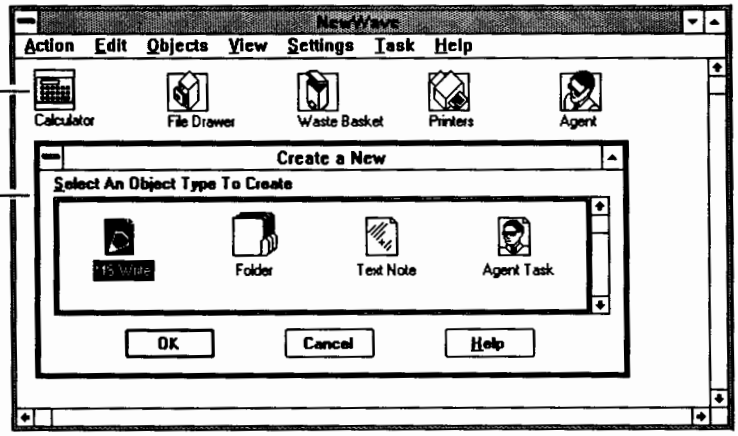
Third, choose an installation method. The table on page 32 shows the different ways you can install applications into NewWave. It explains the advantages of each method.

Fourth, install the applications. Instructions begin on page 33. If you get unexpected results, see "Troubleshooting" on page 40.

Fifth, bring in any data files that you created with the applications. Instructions begin on page 41.

A word about icons, objects, and tools

In NewWave, each installed application has its own icon on your screen:



When you install an application, it becomes either an *object type* in the dialog box displayed by the Create A New command, or a *tool* on the Desktop. Before you install applications into NewWave, it is important to understand what objects and tools are.

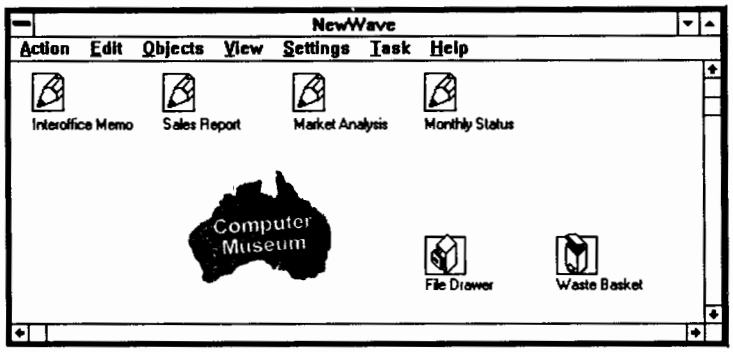
Objects represent your data

An *object* allows you to start an application and have your work appear in a window, ready to change. To illustrate how objects work, let's assume that you have written several documents. In Windows or DOS, each document would be a file that has a DOS filename. To edit one of the documents, you would start your word processor and then load the file.

In NewWave, each document would appear on your screen as an object:

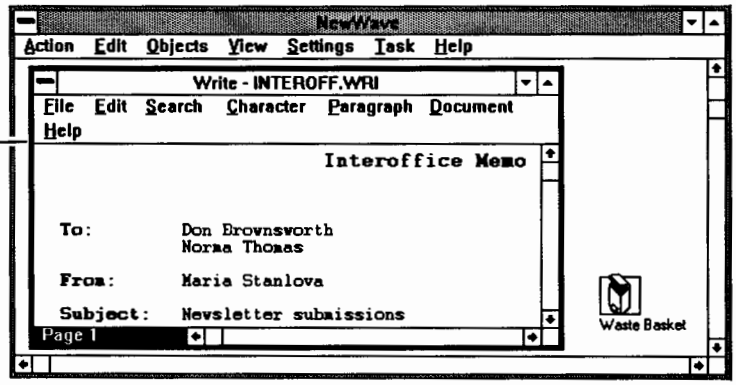
Each object has the icon of the application you used to create the file.

The titles are descriptive titles of your own choice. They are not DOS filenames.



To edit one of the documents, all you have to do is double-click its icon with your mouse. NewWave starts your word processor and loads the correct file:

When you open an object, you can begin editing its content immediately.



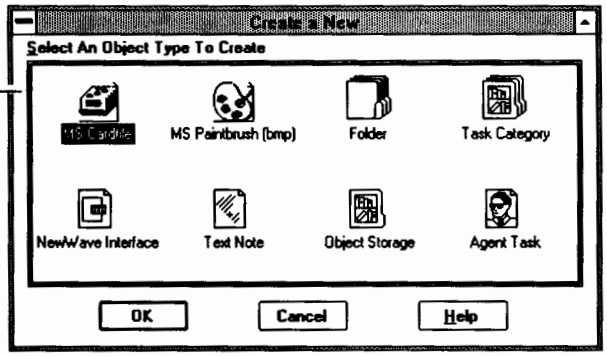
Applications that work best as objects in NewWave include word processors, spreadsheets, and business graphics programs. Once you install an application as an object type in NewWave, any file that you created with that application can appear in NewWave as an object. This gives you the ability to work with the file without searching for it the DOS directory structure, or loading it into the application.

To begin something new, you create a new object

Likewise, if you want to begin a new document (or a new spreadsheet, a new chart, a new drawing), you don't have to find the correct application and start it like you would from DOS or Windows. Instead, you create a new object of the particular type you need:

When you create a new object, you select the type of object you need from the Create A New dialog box.

This dialog box is displayed by the Create A New command.



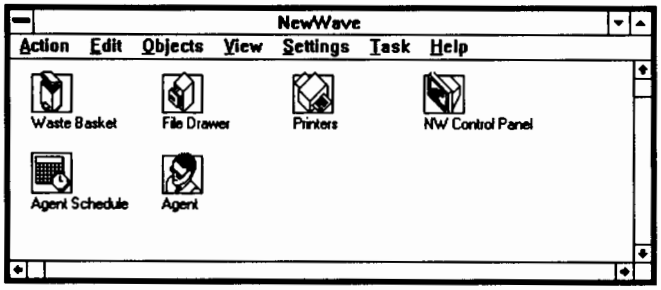
Once you have created a new object, double-clicking it starts the application you need. You are ready to work.

Tools serve a special purpose

Tools work a bit differently than objects. Applications installed as tools are usually applications that perform a specialized task. Examples of applications that work well as tools include spell checkers, utility programs, and desktop accessories like the Calculator and Clock Programs that come with Windows.

Unlike an object type, from which you can create many individual objects, a tool can appear only once in NewWave. Normally, a tool represents only an application, not an application and a file like objects do. When you install an application as a tool, its icon appears on the Desktop.

NewWave itself provides several tools to make working in NewWave easier. These include the File Drawer (for filing objects), the Waste Basket (for throwing objects away), the Printers tool (for printing objects), and the Agent (for task automation).



These tools are provided with NewWave.

The differences between objects and tools

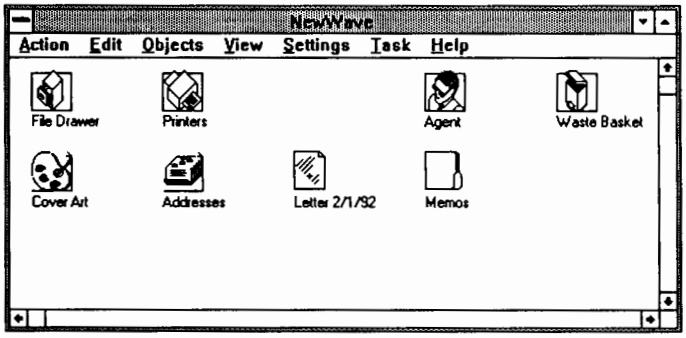
The following table summarizes the differences between objects and tools:

Objects	Tools
Ideal for applications that edit and maintain data files. Many applications work best as objects in NewWave.	Ideal for utility programs designed to perform specialized tasks.
You can create many objects of the same type. For example, each document you create with your word processor appears as a separate object.	You can have only one tool of each type. For example, you have one File Drawer in NewWave, not two or three.
Always load a data file when you start the application.	Usually do not load a data file when you start the application.
Can be placed on the Desktop, in folders or the File Drawer (for filing), or in Object Storage (for work group access).	Can appear only on the NewWave Desktop.
Can be copied or shared.	Cannot be copied or shared.
Can be thrown away.	Cannot be thrown away.
Can be mailed to other NewWave users.	Cannot be mailed to other NewWave users.

Starting NewWave

1. **Start Windows.**
2. **Open the NewWave group in the Windows Program Manager.**
3. **Double-click the NewWave icon.**

When you start NewWave, the NewWave Desktop appears on your screen. The Desktop is the starting place for everything that you do in NewWave.



An example command line for a NewWave Program Item icon when NewWave is installed on the C drive is shown below.

```
C:\HPNWPROG\HPOMF.EXE -cC:\HPNWDATA\HPOMF.INI
```

If you need security for your NewWave Desktop, you can create a password for NewWave. Once you create a password, you are asked to enter it each time you start NewWave. For details, see "Creating a password" in Chapter 12.

Starting NewWave from DOS

To start NewWave from DOS, type NEWWAVE and press Enter. This executes a DOS batch file located in the Windows directory. For details, see "Setting up NewWave to start from DOS" in Chapter 11.

Choosing an installation method

The first step in setting up your Desktop is to connect the DOS and Windows applications that you use to NewWave. This gives you the ability to use the applications from NewWave.

You can install nearly any DOS or Windows application into NewWave. You can also install *NewWave applications* that have been designed to take full advantage of NewWave's features.

Before you begin

DOS and Windows applications must already be installed on your computer or a network drive that you have access to. For a NewWave application, you must have the installation disks provided by the application.

There are three basic ways to install applications into NewWave. Which method is best depends on whether you are installing one application or many, whether the applications are registered in NewWave's application database, and what version of Windows you have. The table below will help you decide which method to use.

Method	Advantages/Limitations
Dragging the application executable files from the Windows File Manager. See the next page.	Fastest, most direct way to install applications. Available only if you have Windows 3.1, or a later version. Applications not registered in the NewWave database are installed as tools (you can change them to object types later).
Find Applications To Install (from the Settings menu). See page 34.	Finds applications (you don't have to know where they reside). Can install large groups of applications at once. Allows you to install unregistered applications as either object types or tools.
Install Application (from the Settings menu). See page 38.	Installs only one application at a time. You must use this method to install NewWave applications that do not have an installation program of their own.

Installing applications from the Windows File Manager

Use this procedure when you have Windows 3.1 (or a later version) and you can find your applications quickly. This approach works best when most or all of your applications are registered in the NewWave database. If you use this method to install applications that are not in the database, they are automatically installed as tools.

1. **From the Windows File Manager, select the executable files for the applications you want to install.**

   The *executable file* is the file that starts the application. Executable files can have a .EXE, .COM, or .BAT extension.

2. **Drag the files you have selected to the NewWave Desktop.**

Verifying the Installations

Applications are installed as either object types or tools, depending upon how they have been registered in NewWave's application database. If an application is not in the database, it is installed as a tool.

The icons for applications installed as tools appear directly on the Desktop. The icons for applications installed as object types appear in the Create A New dialog box. To display this dialog box, choose Create A New from the Objects menu.

If after installing an application you need to change it from a tool to an object type, or from an object type to a tool, use the Application Attributes command from the Settings menu. For details, see "Troubleshooting" in this chapter.

Installing a group of applications

Use this procedure to install more than one application at a time. This procedure searches your computer for DOS and Windows applications. When the search is complete, you choose which applications you want to be installed.

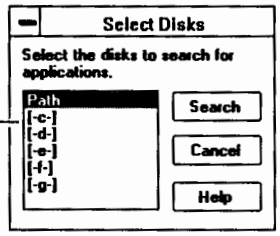
1. **Choose Find Applications To Install from the Settings menu.**
2. **In the dialog box that appears, choose where you want NewWave to search for applications. Then click OK.**

Click one of these options.

The first option limits the search to applications in the Windows Program Manager. The second option searches the Windows Program Manager and then looks for other applications on the drives that you specify. If you choose the second option, another dialog box asks you to select the drives to be searched:

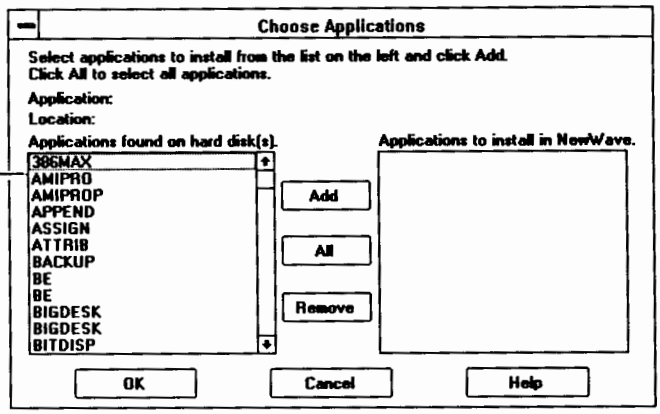
To select a drive, click its letter.

To select additional drives, press the Shift key as you click.



3. **From the list that appears, select the applications that you want to install.**

   The Choose Applications dialog box displays the applications found by the search:



To select an application, click its name.

To select additional applications, press the Shift key as you click.

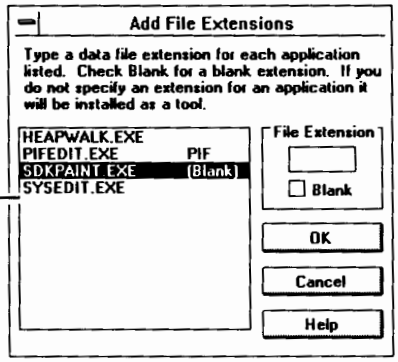
   To install some of the applications shown, select their names and then click Add. This adds the applications to the second list under "Applications to install."

   To install all the applications shown, click All. Use this button carefully – in many cases you may not want to install everything. You can remove an application from the second list by selecting the application's name and clicking Remove.

4. **When the list under "Applications to install" is complete, click OK.**

   If all the applications you are installing are in NewWave's database, you are done. If one or more applications are not in the database, another dialog box appears. See step 5 on the next page.

5. Specify the data file extension for each unregistered application that you want to install as an object type.



The applications listed here are not in NewWave's application database.

The *data file extension* is the three letter filename extension that identifies the files you can edit with the application. For example, Microsoft Word documents normally have the extension .DOC at the end of their filenames. NewWave uses data file extensions to match a particular type of file to the application that created it.

To add the data file extensions:

a. Select an application in the list.

b. Type the extension in the File Extension box.

c. Repeat the first two steps for all the other applications that you want to install as object types.

d. For applications that you want to install as tools, leave the data file extension blank.

e. When all of the extensions have been entered, click OK.

Verifying the Installations

Applications are installed as either object types or tools, depending upon how they have been registered in NewWave's application database. If an application is not in the database, it is installed as an object type if you specify a data file extension for the application. Otherwise, it is installed as a tool.

The icons for applications installed as tools appear directly on the Desktop. The icons for applications installed as object types appear in the Create A New dialog box. To display this dialog box, choose Create A New from the Objects menu.

If after installing an application you need to change it from a tool to an object type, or from an object type to a tool, use the Application Attributes command from the Settings menu. For details, see "Troubleshooting" in this chapter.

Installing a single application

Use this procedure to install a single application or to install a NewWave application. This procedure can install only one application at a time.

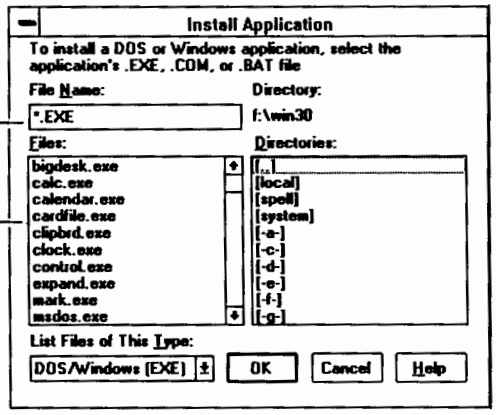
1. **Choose Install Application from the Settings menu.**
2. **For a DOS or Windows application, enter the name of the application's executable file. For a NewWave application, enter the name of the application's installation file. Then click OK.**

   The *executable file* is the file that starts the application. Executable files for DOS and Windows applications have either a .EXE, .COM, or .BAT extension. Installation files for NewWave applications have an .IN$ extension.

   The Install Application dialog box provides two ways to enter the filename:

You can type the path and name of the file here.

Or, you can select one of the files shown in this list.



2. **(continued from previous page)**

   If you know the directory path and name of the file, you can type them directly into the File Name box.

   If you don't know the name of the file or where it is located, use the list under Directories and the list under Files to find the file. When you double-click a directory in the Directories list, the Files list changes to show the files in that directory. When you select one of the files listed, NewWave enters its name into the File Name box.

   By default, the files shown in the Files list are .EXE files. You can change the list so that it shows .COM, .BAT, or .IN$ files by choosing one of the other options under List Files of This Type.

Verifying the Installations

DOS and Windows applications are installed as either object types or tools, depending upon how they have been registered in NewWave's application database. If an application is not in the database, it is installed as a tool.

The icons for applications installed as tools appear directly on the Desktop. The icons for applications installed as object types appear in the Create A New dialog box. To display this dialog box, choose Create A New from the Objects menu.

If after installing an application you need to change it from a tool to an object type, or from an object type to a tool, use the Application Attributes command from the Settings menu. For details, see "Troubleshooting" in this chapter.

Troubleshooting

If you have problems using an application from NewWave after you have installed it, refer to the table below. Most problems arise because an application was not in NewWave's application database. When this is the case, NewWave relies on default assumptions on how the application should be installed.

Problem	Solution
The application was installed as a tool. You would like to use the application as an object type instead.	To change the application to an object type: 1. Click the new tool icon. 2. Choose Application Attributes from the Settings menu. 3. In the dialog box that appears, click Object. 4. Click OK. To verify that the application is now installed as an object type, Choose Create A New from the Objects menu. The icon for the application should appear in the Create A New dialog box.
The Printers tool will not print an object when you drag the object to the Printers tool.	*Applies only to applications installed as objects.* DOS and Windows applications that are installed as object types need a special sequence of keystrokes called a *print macro* to print their objects through the Printers tool. NewWave automatically provides a print macro for most of the applications defined as object types in its database. A few applications that are defined as objects in the database do not have print macros. This is because the application provides more than one way to print a file. If your application is one of these, or if your application is not in the database, you may need to define the print macro yourself. You do this by using the Keystroke Macros button in the dialog box displayed by the Application Attributes command. For further details, see "Creating keystroke macros for an application" in Chapter 11.

Choosing how to bring your data files into NewWave

After you have installed your applications as you want them to be in NewWave, your next step is to bring in any data files you have previously created with the applications. Each file becomes a NewWave object, with an icon and title on your screen.

Before you begin

The applications you used to create the files must already be installed in NewWave *as object types*. If an application is a tool, or not installed in NewWave, you will not be able to bring in its files.

There are three basic ways to bring your files into NewWave. Which method is best depends on whether you have a few files to bring in or many, whether you want NewWave to put the new objects on the Desktop or in folders, and what version of Windows you have. The table below will help you decide which method to use.

Method	Advantages/Limitations
Dragging the data files from the Windows File Manager. See the next page.	Fastest, most direct way to bring in files. New objects appear where you place the files. Available only if you have Windows 3.1, or a later version.
Find DOS Files To Attach (a command on the Settings menu). See page 43.	Searches for files (you don't have to know where they reside). Best method to bring in a large number of files from different drives and directories. Places the new objects in folders that match the directory structure where the files reside.
Attach DOS File To Object (a command on the Objects menu). See page 46.	Best suited to bring in one file or a group of files from one directory. Gives you the option of moving the files to NewWave's default data directory for the application. Places the new objects on the Desktop, not in folders.

Dragging files from the Windows File Manager

Use this procedure when your version of Windows is 3.1 or later and you want to place the new objects on the Desktop, in the File Drawer, or in a folder you have previously created.

1. **Check whether the applications you used to create the files have been installed into NewWave.**

   Each application should already be installed in NewWave as an object type. To verify this, choose Create A New from the Objects menu. The dialog box that appears should have an icon for each application.

2. **From the Windows File Manager, drag the files to the location in NewWave where you want them to appear as objects.**

You can drag the files to the NewWave Desktop, the File Drawer, or NewWave folders. Files you drag to the Desktop appear as new objects on the Desktop. Files you drag to the File Drawer or a folder appear as objects *inside* the File Drawer or folder. To see the new objects, you must first open the File Drawer or folder.

The title given to each new object is based on the name of the file associated with the object. If you would like the object title to be longer and more descriptive than the filename, click the title. In the box that appears, type in your new title and press Enter. This changes the title of the object, *not* the original filename.

NOTE • The files themselves remain intact in their original directories. You can perform operations from DOS or Windows on the files, but if you rename, move, or delete a file, you will break the connection between the file and its NewWave object. If you do this accidentally, delete the object and bring the file into NewWave again. •

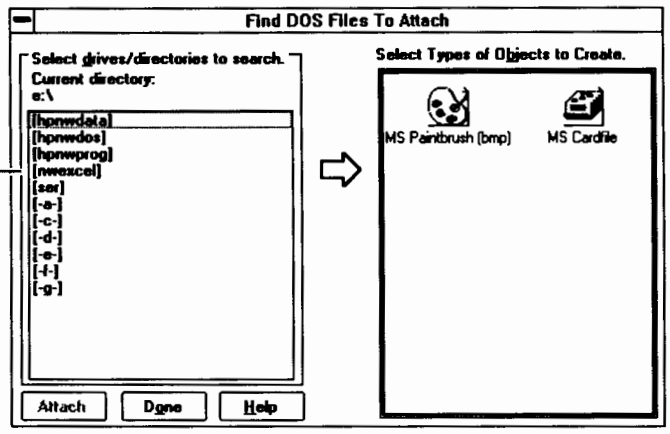
Bringing in a large group of files

Use this procedure to create new objects for large groups of files. NewWave places the new objects in folders that match the directory structure where the files reside.

1. **Choose Find DOS Files To Attach from the Settings menu.**
2. **Select the drives or directories where you would like NewWave to search for files.**

To select a drive or directory, click its name in the list.

You can select as many drives or directories as you like.



3. **Select the icons that represent the applications you used to create the files.**

   How many applications you select depends on what you want the resulting folders to contain. For example, if you have Microsoft Word documents and WordPerfect documents on drive D, selecting both applications results in a single set of folders. The set will contain both Microsoft Word objects *and* WordPerfect objects.

3. **(continued from previous page)**

   On the other hand, if you select only the Microsoft Word icon, the result will be a set of folders that contains only Microsoft Word objects. After these folders are created, you could then select the WordPerfect icon and get a second set of folders that contains only WordPerfect objects.

4. **Click Attach.**

   At this point, NewWave finds the files on the drives you specified and creates a new object for each file. As the objects are created, they are placed in folders that correspond to the directories where the files reside.

5. **Repeat steps 3, 4, and 5 if you have more files to bring in.**

6. **When you are through, click Done.**

The folders created contain the new objects. To see the objects, double-click the folders to open them.

While the folders reflect the directory structure, they are *not* directories. Their purpose is to organize the new objects in the same way you had organized the original files. If you want to organize the objects differently, you can file the objects in different folders, or move them to the File Drawer or the Desktop. Moving an object out of its folder does not change the DOS location of the object's file.

The title given to each new object is based on the name of the file that the object represents. If you would like the object title to be longer and more descriptive than the filename, click the title. In the box that appears, type in your new title and press Enter. This changes the title of the object, *not* the original filename.

The titles given to the folders are based on the DOS directory paths that the folders represent. For example, an object whose file is in the root directory on drive D will be in a folder titled "D:\." You can change the title in the same way that you would change the title of any of the objects that the folder contains. Changing the title of a folder *does not* change the name of the directory that the folder represents.

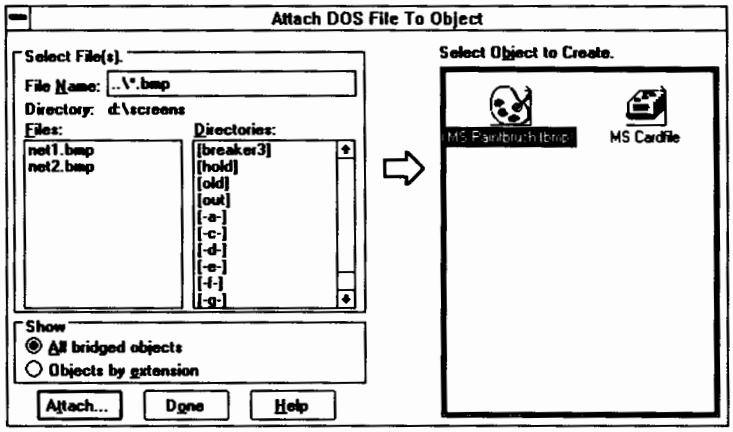
NOTE • The files themselves remain intact in their original directories. You can perform operations from DOS or Windows on the files, but if you rename, move, or delete a file, you will break the connection between the file and its NewWave object. If you do this accidentally, delete the object and bring the file into NewWave again. •

Bringing in one file or a small group of files

Use this procedure when you need to bring in one file or a few files from one directory. NewWave places the new objects on the Desktop. If you wish, you can also move the files from their original directory to a special directory that NewWave maintains for the application you used to create the files.

1. **Choose Attach DOS File To Object from the Objects menu.**

   This dialog box appears:



2. **Select the icon that represents the application you used to create the files.**

   The right side of the dialog box shows the icons for all the applications that have been installed into NewWave as object types. If there is no icon for the application you used to create the files, you must install the application into NewWave before you can proceed further.

3. **In the Directories box, double-click the directory where your files reside.**

   If the directory you want is not shown in the list, you can change the list so that it displays other directories. To display the subdirectories under a particular directory, double-click the directory name. To display the directories immediately above a directory, double-click `[..]`. To display directories on another drive, scroll the list to the end and double-click the letter of the drive.

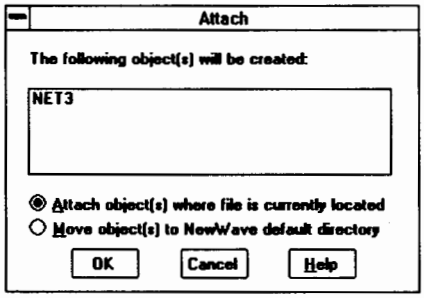
4. **In the Files box, select the files you want to bring in.**

   To select a file, click its name in the list. You can select as many files from the list as you wish.

5. **Click Attach.**

6. **Choose where you want the original files to reside.**

   The default option is to keep the files in their original directory:



6. **(continued from previous page)**

   If you wish, you can have NewWave move the files to the *default data directory*. This is a directory that NewWave maintains under its \HPNWDOS directory. Each application that you install into NewWave as an object type has its own default data directory under \HPNWDOS.

   When a file is in the default data directory, NewWave automatically destroys the file when you destroy the object that represents the file. This is useful if you work only within NewWave and do not need access to the file from DOS or Windows. *If you think you may need the file even after you destroy its object, do not move the file.*

7. **Click OK.**

8. **Click Done.**

The title given to each new object is based on the name of the file that the object represents. If you would like the object title to be longer and more descriptive than the filename, double-click the title. In the box that appears, type in your new title and press Enter. This changes the title of the object, *not* the original file name.

CAUTION

The files themselves remain intact. You can perform operations from DOS or Windows on the files, but if you rename, move, or delete a file, you will break the connection between the file and its NewWave object. Under no circumstances should you delete files or directories under \HPNWDOS. If you lose the connection to a file, delete the object and bring the file into NewWave again.

Adding a program to the DOS Programs window

The DOS Programs window gives you an easy way to connect DOS and Windows applications to NewWave without installing them. This is useful when you don't need to use an application as an object or tool in NewWave, or when an application requires so much memory that installing it is impractical.

Applications that you start from the DOS Programs window are *not* objects or tools. What the window provides is a convenient way to start other applications without leaving NewWave.

1. **Choose DOS Programs from the Action menu of the NewWave Desktop.**
2. **Choose Add Program To List from the Settings menu in the DOS Programs window.**
3. **From the list that appears, select the program you want to add.**

   To simplify the process of adding an application to the list, HP has *preregistered* certain popular applications for you. To add one of these applications, all you have to do is enter its drive and directory location. If the application requires a PIF file to run under Windows, NewWave automatically provides the PIF details.
4. **Click Add Pre-registered. Then click OK.**
5. **Choose Change Program Information from the Settings menu.**
6. **Click PIF Editor.**
7. **If the drive and directory path shown for the program are incorrect, change them so that they are correct for your computer.**
8. **Close the PIF Editor window. Then click OK.**

Once a program is listed in the DOS Programs window, you can start it by double-clicking its name. If the program you want to add is not on the list of preregistered programs, you can still add it to the DOS Programs window. For details, see the online help for the DOS Programs window.

Part II

USING NEWWAVE

3

BASIC OPERATIONS

How to use your Desktop

There are a few things you do all the time in NewWave. When you want to create something new (a report for example), you begin by *creating* the type of object you need for your work. The object appears, ready for use.

When you *open* an object, it displays its content in a window. *Closing* an object closes its window and redisplays its icon.

When an object is closed, you can *select* it. Selecting an object tells NewWave that you want the next command you choose to take effect on the object.

You can also make copies of objects, print them, and move them to other locations (such as a folder). All of these operations are simple to do and easily learned.

In this chapter

This chapter covers:

- How to use NewWave's online help
- Creating new objects
- Selecting an object or tool
- Opening an object or tool so that you can work in it
- Moving and copying objects to other locations
- Printing objects
- Using masters to make creating new objects easier

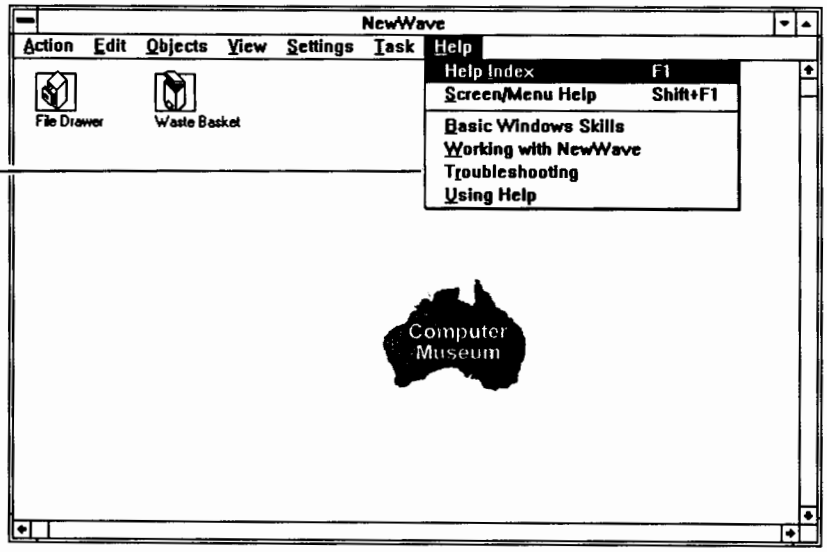
Getting Help

1. **Display the Help menu.**
2. **Choose one of the Help menu commands.**

   For an explanation of the type of help available with each command, see the table on the next page.

3. **Click on the topic you want information about or scroll to see more topics.**

If you don't know how to do something in NewWave, you can get help on how to do it. Help is available from every NewWave window.



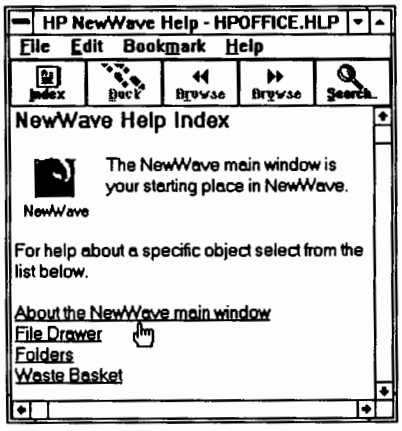
Every NewWave object and tool contains this Help menu.

Help menu commands

The commands on the Help menu provide the following types of information:

Command	Type of help
Help Index	Specific information about the object or tool you are using.
Screen/Menu Help	Lets you use the cursor to get information about menu commands. See "Getting information about a command" in this chapter.
Basic Windows Skills	Information about sizing, moving, and working with windows.
Working with NewWave	General information about NewWave, including overview topics and topics that apply to more than one object or tool.
Troubleshooting	Information about how to solve problems. Additional information about error messages.
Using Help	Information about using the Help System.

With the exception of Screen/Menu Help, each command displays a list of help topics.



The list of underlined words or phrases are topics that you can click to get more information.

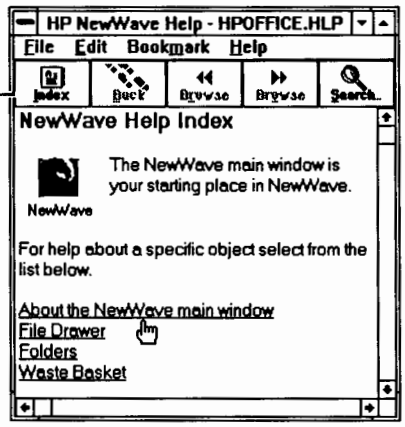
Displaying topics

Topics which you can display are underlined (on a color monitor, they also appear in green). To display a topic, all you have to do is move the pointer to the topic and click. If the list of topics is too long for the Help window, you can display the next portion of the list by clicking the right scroll bar.

Some topics end in a list of related topics under the heading "See also." By displaying these topics, you can move quickly through a series of topics until you have read all the information you want about a specific feature.

Navigational aids

The help window contains several navigational aids to help you find topics or move through a series of topics quickly. These appear as buttons near the top of the Help window.



You can use these buttons to move to other topics.

The table on the next page explains what each button does.

Button	Action
Index	Takes you to the main list of help topics.
Back	Displays the last topic you viewed.
>> Browse	Moves you forward through other topics related to the one you are viewing. In some cases, this button is grayed and unavailable.
<< Browse	Moves you backward through other topics related to the one you are viewing. In some cases, this button is grayed and unavailable.
Search	Lets you enter words and phrases to search for help topics. See "Searching for a Help topic" in this chapter.

Searching for Information

One way to find information in Help is to choose one of the underlined topics from the main list of topics. When you choose a topic from a list, you see either specific Help information or another list of topics.

As an alternative to looking through lists of topics, you can use the Search button to look for topics that contain a key word or phrase. For details, see "Searching for a Help topic" in this chapter.

Getting information about a command

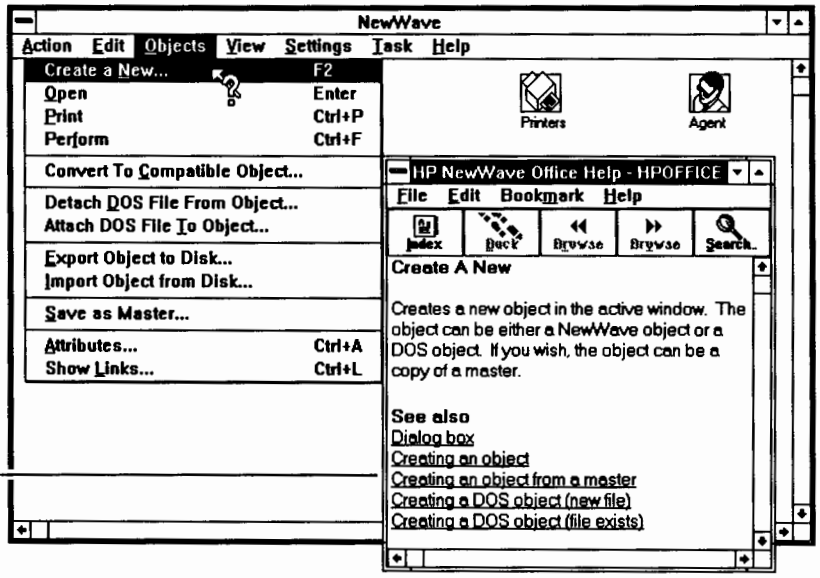
1. **Choose Screen/Menu Help from the Help menu.**
2. **Use the ? pointer to pull down a menu and choose a command.**

You can get information about any NewWave command. When you choose Screen/Menu Help, the pointer turns into a question mark. You can use this new pointer to display a description of any command in the active window.

Place the tip of the ? pointer on the command.

When you click, the Help window displays a short description of the command.

Click on an underlined topic to display more information on the command.



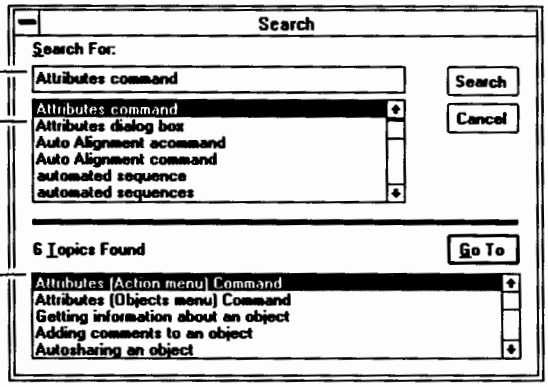
From the Help window, you can go to other topics that provide further details about using the command. For details, see "Getting Help" in this chapter.

Searching for a Help topic

1. **Choose Help Index from the Help menu.**
2. **Click the Search button in the Help window.**
3. **In the Search For box, type a word or short phrase that describes the information you want.**
4. **Click Search in the Search dialog box.**
5. **In the Topics Found list, double-click the topic you want.**

The Search button helps you find a topic when you know a word or phrase that describes the information you want to look up.

When you click Search, this dialog box appears:



Type a word or phrase here.

You can also select phrases from this list.

A list of topics that contains the word or phrase appears here.

As you type, the list below the Search For box scrolls to the first phrase that matches what you are typing. When a topic appears in the Topics Found list, you can display it – either by double-clicking the topic name, or by selecting the name and clicking Go To.

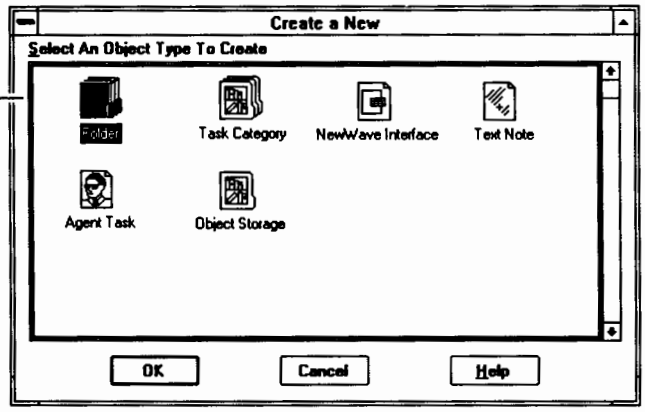
Creating an object

1. **Choose Create A New from the Objects menu.**
2. **Select the icon for the type of object you want to create.**
3. **Click OK.**
4. **Type a title for the object in the Title for New Object box.**
5. **Click OK.**

You create new objects as you need them. When you create an object, NewWave adds it to the window you are in.

When you choose Create A New, this dialog box appears:

Select the object's icon here.



The title helps you identify the object. You can use up to 32 characters (including blank spaces) when you create the title.

Sample data files

Sometimes when you create an object, a dialog box asks you to create a *sample data file* for the object's application. This occurs when the application is *not* in NewWave's application database *and* you are creating an object of that type for the first time.

NewWave uses the sample data file as a template for creating new objects of a specific type. Each time you create a new object, NewWave makes a copy of the file and attaches it to the object. This file is automatically loaded into the application when you open the object, giving you a file that is ready for editing.

If you are asked to create a sample data file, follow these steps:

1. **Click Start Application.**

   This starts the application for the type of object you are creating. For example, if the object is a Microsoft Word document, Microsoft Word would start.

2. **Use the application to save a file to a name of your choice.**

   Save the file as a blank file. Keep in mind that NewWave will use the file as a template for creating new objects of this type.

3. **Close the application and click Done.**

4. **Click OK to confirm the name and extension of the sample data file.**

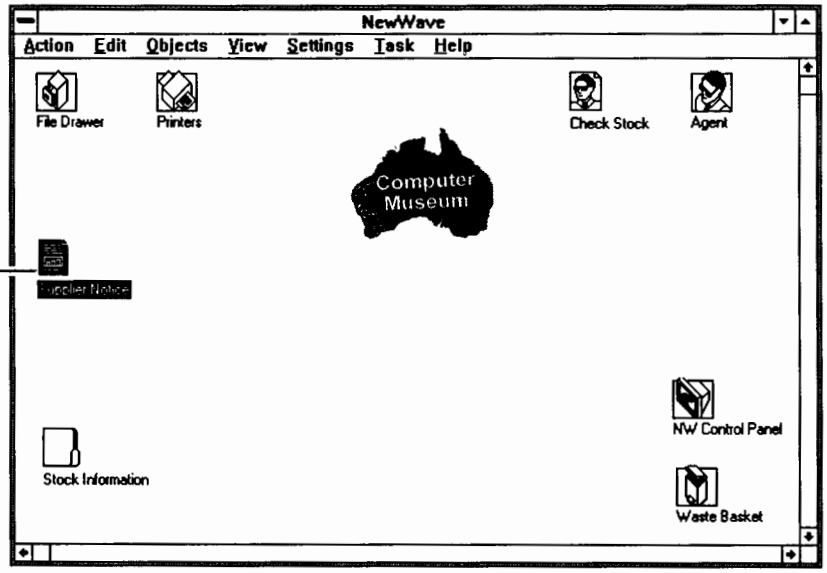
   If more than one filename is displayed, select the name of the file that you want to use. For some applications, a "file" is actually several files, each of which has the same base filename but with a different filename extension. If this is the case for your application, you can select all the files that have base filename of the sample data file you created.

Selecting objects

- **To select a single object, point to the object and click.**
- **To select more than one object, point to each additional object and click while holding down the Shift key.**
- **To select all the objects in a window, choose Select All Objects from the Edit menu.**

When you work with an object, the first thing you do is select it. The next command you choose then takes effect on the object.

When you select an object, NewWave *highlights* the object to show that you have selected it:



This object has been selected.

Deselecting an object

- **To deselect all the selected objects in a window, click in** an empty area of the window.
- **To deselect one object from a group of selected objects, point to the object and click while holding down the Shift key.**

If you select an object you did not intend to select, you can *deselect* it. Deselecting an object reverses its selection.

Changing the title of an object

1. **Click the object's title.**
2. **Type the new title in the title window.**
3. **Press the Enter key.**

If you need to rename an object, you can change its title. Click the title to select it.

After you select the title, you can edit it. You can use the arrow keys to move the insertion point left or right in the title window. You can also use the Backspace and Del keys to edit the title.

Opening an object or tool

- **Select the icon of the object or tool you want to open** and choose Open from the Objects menu.
- **Point to the object or tool icon and double-click.**
- **Select the object or tool icon and press the Enter key.**

Open an object or tool when you want to view or work with its contents. Objects and tools remain open until you close them.

Opening an object displays the content of the object in a window. You can then change the content of the object.

Opening a tool gives you access to the menus and commands that you use to work with the tool. For example, the Printers tool has commands for canceling, pausing, and resuming a printing job.

Closing an object or tool

- **Point to the Control-menu box in the upper left corner** of the object or tool window and double-click.
- **Choose Close from the Action menu of the object or tool.**
- **Choose Close from the Control-menu box of the object or tool.**

Close an object or tool when you are through working with it. Closing an object or tool closes its window on the screen.

When you close the NewWave Desktop, you leave NewWave altogether. For details, see "Leaving NewWave" in this chapter.

Moving objects

- **To move objects by using the mouse, select either an object or group of objects and then drag the object or group to its new location.**
- **To move objects by using the clipboard, select either an object or group of objects, choose Cut from the Edit menu, open the window where you want the object or group to appear, and choose Paste from the Edit menu.**

You can move objects – either one at time or in groups. You can move an object to another part of the window it is in; to a folder for filing; or to a tool such as the File Drawer, Waste Basket, or Printers tool.

The most direct way to move objects is by using the mouse. For example, to transfer an object from a folder to the NewWave Desktop, all you have to do is open the folder and drag the object to the Desktop.

You can also use the clipboard to move objects. The clipboard is useful when you need to move an object to a window you haven't opened. The Cut command removes an object from the window it is in and places it on the clipboard. You can then go to a different location and paste a copy of the object there.

CAUTION

When you put an object on the clipboard, it replaces the object previously on the clipboard. As a precaution, each time you use the Cut command to put an object on the clipboard, a copy of the object goes to the Waste Basket. This gives you a backup copy of the object should you accidentally destroy the original on the clipboard.

Copying objects

- **To copy objects by using the mouse, select either an object or group of objects and, while pressing the Ctrl key, drag the object's outline to the location where you want the copy or copies to appear.**
- **To copy objects by using the clipboard, select either an object or group of objects, choose Copy from the Edit menu, open the window where you want the copy or copies to appear, and choose Paste from the Edit menu.**

You can copy objects – either one at time or in groups. You can copy an object to another part of the window it is in; to a folder for filing; or to a tool such as the File Drawer.

The most direct way to copy objects is by using the mouse. For example, to copy an object from a folder to the NewWave Desktop, all you have to do is open the folder and while pressing the Ctrl key drag the copy to the Desktop.

You can also use the clipboard to copy objects. The clipboard is useful when you need to copy an object to a window you haven't opened. The Copy command places a copy of an object on the clipboard. You can then go to a different location and paste the copy there.

When you copy an object, it is a good idea to change its title. This will help you remember which object is the original and which is the copy. See "Changing the title of an object" in this chapter.

Printing an object

- Drag the object to the Printers tool.
- Select the object and choose Print from the Objects menu.

You can print an object from the NewWave Desktop, the File Drawer, a folder, or the Waste Basket either by dragging the object to the Printers tool or by selecting the object and choosing the Print command. If you have several objects to print, you can select them as a group and print them in one operation. You can print up to 32 objects at one time.

Once a print job has started, you can check its progress, temporarily pause the job, or cancel it altogether. For details, see the online help provided with the Printers tool.

If the object won't print

Some types of objects need to have a print macro defined for them before you can print them by dragging the objects to the Printers tool. When this is the case, an error message appears.

If an object won't print when you drag it to the Printers tool, you can still print the object by opening it and using the application's own commands for printing. You can also create a print macro for that type of object so that it will work with the Printers tool. For details, see "Creating keystroke macros for an application" in Chapter 11.

Rearranging the objects in a window

- **To move each icon to the closest grid point, choose Straighten Up from the View menu.**
- **To arrange the icons into rows and columns, choose** Align By Rows from the View menu.

When the objects in a window overlap or look too cluttered, you can rearrange them to give the window a neater appearance. This applies to all windows where objects appear as icons: the NewWave Desktop, folders, the File Drawer, and the Waste Basket.

The Straighten Up command aligns objects along points on a hidden grid. Each object moves to the nearest unoccupied point on the grid. After the objects move, some points along the grid may remain unoccupied.

The Align by Rows command also aligns objects along the grid. But instead of moving to the nearest grid point, the objects form rows that start at the top of the window. Starting at the upper left corner, the objects fill as much of the grid as possible.

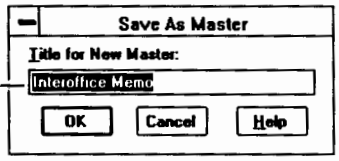
If you would like the objects in a window to remain aligned with the grid at all times, choose Auto Alignment from the View menu. Once you choose automatic alignment, it remains in effect for that window until you choose the Auto Alignment command again. You can tell whether automatic alignment is in effect by displaying the View menu. If a check appears next to the Auto Alignment command, automatic alignment is on.

Setting up a master

1. **Select the object you want to be the master.**
2. **Choose Save As Master from the Objects menu.**
3. **Type a name for the master in the Title box.**
4. **Click OK.**

A master serves as a template for creating new objects. A master can contain any kind of information that you use frequently, such as a company letterhead or the text of a form letter. Once you have set up a master, you can create new objects that automatically have the content of the master.

You can save any object as a master for creating other objects of its type. The command you use, Save As Master, displays this dialog box:



Type a name for the master here.

Once you have set up a master, you can create new objects that are exact copies of the master. For details, see "Creating an object from a master" in this chapter.

Creating an object from a master

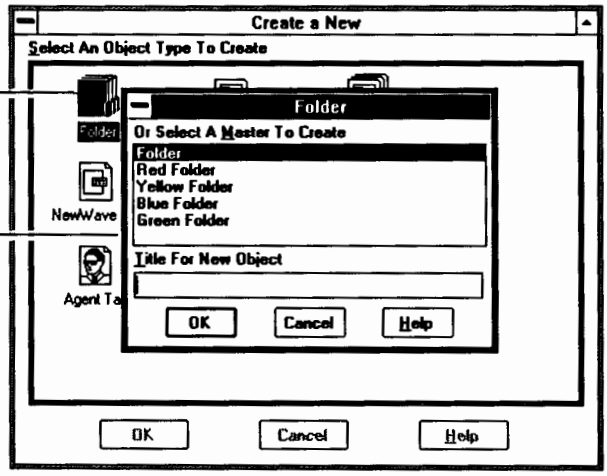
1. **Choose Create A New from the Objects menu.**
2. **Select the icon for the type of object you want to create.**
3. **Click OK.**
4. **From the list of masters, select the name of the master you want to use.**
5. **Type a title for the object in the Title for New Object box.**
6. **Click OK.**

You can create new objects from any master you have set up. Instead of being blank, the new object will be a copy of the master. Masters are useful when you need to use the same material in many different objects.

When you create the object, you choose the master from a list.

Stacked icons show that the object has masters available.

The names of the available masters appear in this list.



Deleting a master

1. **Choose Manage Masters from the Settings menu.**
2. **Double-click the icon for the type of master you want to delete.**
3. **Click the name of the master you want to delete.**
4. **Click OK to confirm the deletion.**

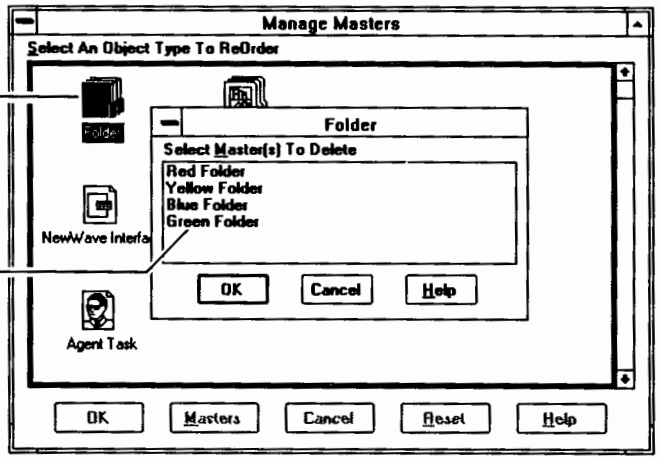
If you have masters you no longer use, you can delete them. Deleting a master frees up additional space on your hard disk.

When you choose Manage Masters, this dialog box appears:

Select the master's icon here.

Stacked icons show that the object has masters available.

Select the master you want to delete from this list.



When you double-click the object icon, a list appears that shows all the masters you can delete. You can also display the list by selecting the icon and clicking Masters.

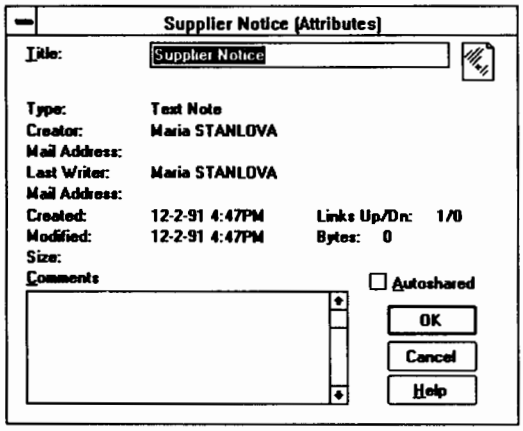
If you select the wrong name from the list of masters, click Reset instead of OK. This reverses your selection and keeps the dialog box on the screen so you can select a different name.

Once you delete a master, you can no longer create new objects from it. You will not see the name of the master when you use the Create A New or the Manage Masters commands.

Getting information about an object

- **To get information about an object that is closed, select the object and choose Attributes from the Objects menu.**
- **To get information about an object you have opened, choose Attributes from the Action menu of that object.**

NewWave keeps track of information about each object. You can view this information by displaying the dialog box of the Attributes command:



Title

This is the current title of the object. You can change the object's title by highlighting the current title and typing a new title in its place.

Creator, Last Writer

The *creator* is the user name of the person who created the object. The *last writer* is the user name of the last person who opened the object and worked with it.

Created, Modified

Created shows the time and date when the object was created. *Modified* shows the time and date when the object was last changed.

Links Up/Dn

The first number shown is the number of times the object or one of its shared views appears in another object (for information about shared views, see Chapter 6). The second number is the number of objects that the object contains.

Autoshared

If this box is checked, the object is set to be *autoshared.* When you autoshare an object, NewWave automatically creates shared views of all the objects it contains when you make copies of the object. For information about autosharing, see Chapter 6.

Comments

This box is reserved for your own comments. To add comments, click in the box and begin typing. As you type, the text cursor automatically moves to the next line when you reach the right edge of the box. Do not press the Enter key until you have finished typing. Pressing Enter ends the comment, saves what you have typed, and removes the dialog box from the screen.

Filename

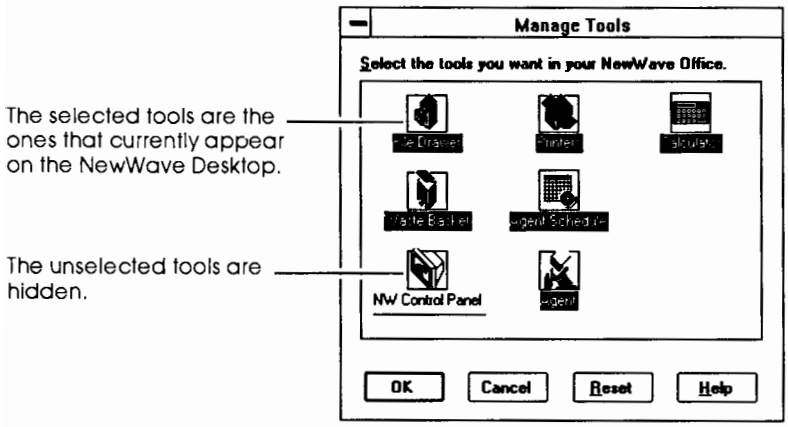
If the object belongs to an application that you installed into NewWave, this shows the full directory path of the data file attached to the object. For more information about bringing your data files into NewWave and attaching them to objects, see Chapter 2.

Hiding and displaying tools

- **To hide tools that are currently displayed, choose Manage Tools from the Settings menu of the NewWave Desktop, deselect each tool that you want to hide, and click OK.**
- **To display tools that are currently hidden, choose Manage Tools from the Settings menu, select each tool that you want to add, and click OK.**

If you do not use a particular tool often, you can hide it so that it does not appear on the NewWave Desktop. Hiding a tool temporarily removes it from the NewWave Desktop. If you need to use a tool that you have hidden, you can easily display it again by using the Manage Tools command.

The Manage Tools command displays a dialog box that shows which tools appear on the NewWave Desktop and which tools are hidden.



Leaving NewWave

1. **Choose Close NewWave Office from the Action menu of the NewWave Desktop, or double-click the Control menu box in the upper left corner of the Desktop.**
2. **Click OK to confirm that you want to leave NewWave.**

Leave NewWave when you are through working in the NewWave environment, or when you are ready to turn off your computer.

When you leave NewWave, the NewWave Desktop closes. A dialog box reminds you that if you made any changes to an object that is still open, NewWave will save the changes.

4

USING TEXT NOTES

How to create short notes and memos

When you want to jot down a few words or write a short note, you can create a *Text Note*. Text Notes are NewWave objects that display text you have written.

You create Text Notes the same way you would create any other NewWave object – by using the Create A New command. When you open a Text Note object, its window displays the text (if any) in the note and starts the Text Note editor. You use this editor to change the content of a Text Note.

In this chapter

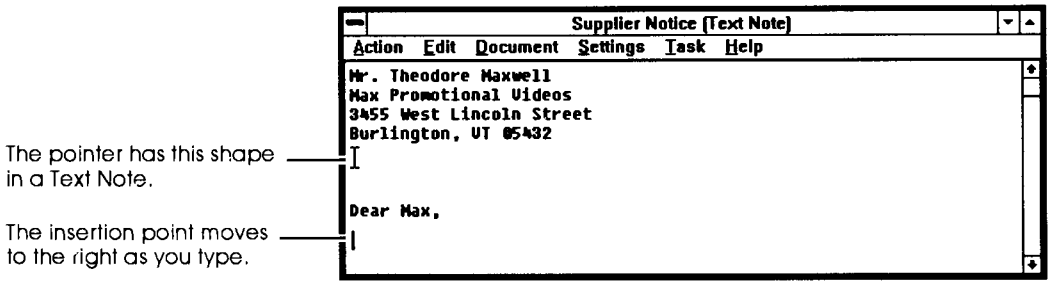
This chapter covers:

- Entering, selecting, and deleting text
- Undoing changes you have made
- Copying and moving text to different locations
- Finding a word, phrase, or sentence
- Saving what you have written

Entering text

1. **Open the Text Note.**
2. **Type your text.**

Once you have opened a Text Note, you can enter text into it. New characters that you type appear at the insertion point:



To insert text somewhere else, click at the spot where you want to start typing. This moves the insertion point.

When the text reaches the right edge of the Text Note window, it automatically wraps to the next line. If you change the window size, the line lengths adjust to fit the window. To start a new paragraph, press the Enter key.

If you want to control where each line ends, you can turn off the word wrap feature by choosing Word Wrap from the Settings menu. When word wrap is turned off, a new line starts only when you press Enter. Text does not reformat when you change the size of the window.

Selecting text

- To select a single word, double-click any part of the word.
- To select a block of text, click where you want the selection to begin, press and hold down the mouse button, drag to where you want the selection to end, and release.
- To select the entire contents of a Text Note, choose Select All from the Edit menu.
- To deselect text you have selected, click somewhere else in the Text Note window.

When you want to change text, you start by selecting it. Then you can delete, copy, or move what you have selected.

You can select words, phrases, whole paragraphs – or the entire Text Note. When you select text, it becomes highlighted.

Editing text

- To insert a space, press the space bar.
- To delete the character to the left of the insertion point, press the Backspace key.
- To delete the character to the right of the insertion point, press the Delete key.
- To start a new paragraph, press the Enter key.
- To insert a tab, press the Tab key.

You use editing keys like Backspace and Delete to make most basic changes to text.

Typing over selected text

You can shorten the editing process by having NewWave replace a selected phrase or any block of selected text as soon as you begin typing. To do this, choose For All Text Notes from the Settings menu. Click in the box labeled "Typing replaces current selection" and then click OK.

Deleting text

1. **Select the text you want to delete.**
2. **Choose Delete from the Edit menu.**

When you want to remove text, you can delete it.

If you delete text by mistake, you can undo the deletion by choosing Undo from the Edit menu.

Undoing changes

- To undo a change you just made, choose Undo from the Edit menu.
- To reinstate a change that you have undone, choose Redo from the Edit menu.

When you change your mind or make a mistake, you can return a Text Note to its previous state. For example, if you delete text and then change your mind, you can restore the previous text. Undo works only on the last change you made.

After you choose the Undo command, it changes to Redo on the Edit menu. If you Undo something and then change your mind, just choose Redo before making any other changes.

Copying text

1. **Select the text you want to copy.**
2. **Choose Copy from the Edit menu.**
3. **Click where you want a copy of the text to appear.**
4. **Choose Paste from the Edit menu of the Text Note where you want the copied text to appear.**

You can copy text from one place to another within a Text Note. You can also copy text from one Text Note to another.

Text that you copy goes on the clipboard. From the clipboard, you can paste the text – either at another location in the Text Note, or in a different Text Note. The text remains on the clipboard until you cut or copy something else.

Moving text

1. **Select the text you want to move.**
2. **Choose Cut from the Edit menu.**
3. **Click where you want the text to appear.**
4. **Choose Paste from the Edit menu of the Text Note where you want the text to appear.**

You can move text from one place to another within a Text Note. You can also move text from one Text Note to another.

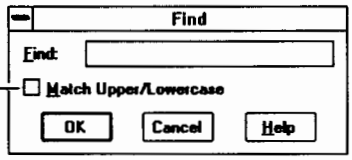
Text that you cut goes on the clipboard. From the clipboard, you can paste the text – either at another location in the Text Note, or in a different Text Note. The text remains on the clipboard until you cut or copy something else.

Finding text

1. **Choose Find from the Edit menu.**
2. **Type the text that you want to find.**
3. **Click Find.**

When you work in a Text Note, you can always find a specific word or phrase and bring it into view.

When you choose Find, the Find dialog box appears:



Click here to find text that matches the case of your word or phrase.

Saving a Text Note

- Choose Save from the Action menu.

Save your Text Note when you want any changes you've made to become permanent.

Saving a copy of a Text Note

1. **Choose Save As from the Action menu.**
2. **Type a name for the new Text Note.**
3. **Click OK.**

When you want to create a copy of a Text Note, you can save it as another Text Note.

The copy created when you choose Save As is a separate Text Note object on the NewWave Desktop. Any changes you make to the original after choosing Save As are not reflected in the copy.

You can also share the content of a Text Note with other Text Notes. When you do this, all Text Notes that share the text are automatically updated when you change any one of them. For details, see Chapter 6, Sharing and Linking Information.

5

FILING AND ORGANIZING YOUR WORK

How to use folders, the File Drawer, and the Workgroup Library to keep your work organized

NewWave provides you with folders and the File Drawer to help you keep your work organized. When you have finished working with an object, you can file it in a folder. Using folders helps you keep groups of related objects together in one place.

If you have many folders, you can store them in the File Drawer. This puts your folders in one place and gives you more room to work in. You can also use the Work Group Library to make your objects available to other NewWave users on your network.

The Waste Basket also helps you keep NewWave free of clutter. When you no longer need an object, you can throw it away in the Waste Basket.

In this chapter

This chapter covers:

- Filing objects in folders and the File Drawer
- Finding objects that you have filed
- Using the Waste Basket
- Using the Work Group Library

A word about the Work Group Library

When you want to make an object available to other NewWave users on your network, you can use the Work Group library to move the object itself to a network disk or server. From there, any user in the group can check the object out for use on their NewWave Desktop.

When you want to place objects on a network disk or server, you first create a *storage object* and assign it to the network location. Then, you drag the objects you want to store to the storage object. The storage object provides you, and other users, with a view of what you have placed on the network.

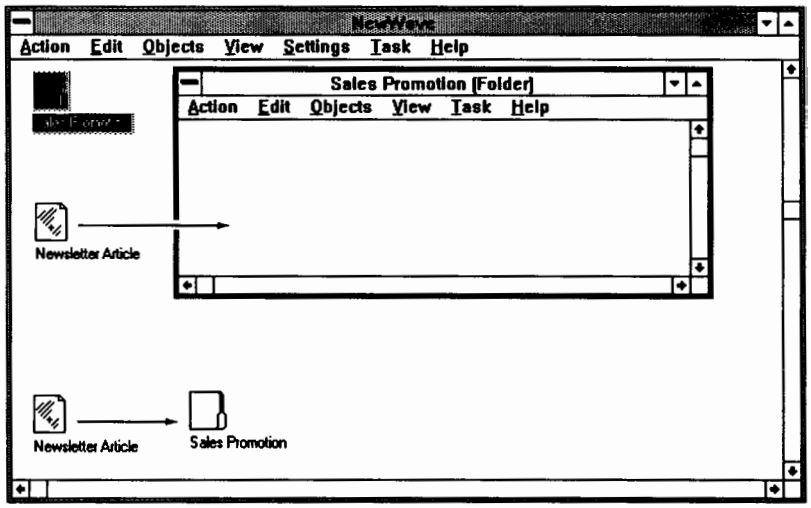
Once an object is in storage on the network, any user who has access to the network location where the object is stored can check out the object and make changes to it. During the time that an object is checked out, nobody else can change its content.

You can also store objects on another drive on your own computer, or even on a flexible disk.

Filing objects in a folder

1. **Select the objects you want to file.**
2. **Drag the objects to the folder.**

When you are through working with an object, you can file it in a folder.



If the folder is open, drag the object into the folder's window.

If the folder is closed, drag the object to the folder's icon.

When you need a folder, you create it just as you would create any other object. Each folder you create can hold up to 200 objects at one time. For details, see "Creating an object" in Chapter 3.

Because folders themselves are objects, you can file them in other folders. Filing folders in folders helps you structure your filing system. For example, if you had a separate folder for each month's sales reports, you could file all of the folders for the year in another folder titled "Sales Reports – by Month."

Filing folders in the File Drawer

1. **Close the folder if it is open.**
2. **Drag the folder to the File Drawer.**

If you have many folders, you can file them in the File Drawer. This gives you more room to work on the NewWave Desktop.

When the File Drawer is open, drag the folder into the File Drawer window. If the File Drawer is closed, you can drag the folder to the File Drawer icon.

You can file any kind of object you have created – not just folders – in the File Drawer. But if you want to keep the File Drawer free from clutter, it's best to file your objects in folders first and then file the folders in the File Drawer. Like folders, the File Drawer can hold up to 200 objects at one time.

Throwing an object away

- **Select an object or group of objects and choose** Throw Away from the Edit menu.
- **Drag an object or group of objects to the Waste Basket.**

When you no longer need an object, you can throw it away in the Waste Basket. If you change your mind after you have thrown an object away, you can open the Waste Basket and retrieve the object.

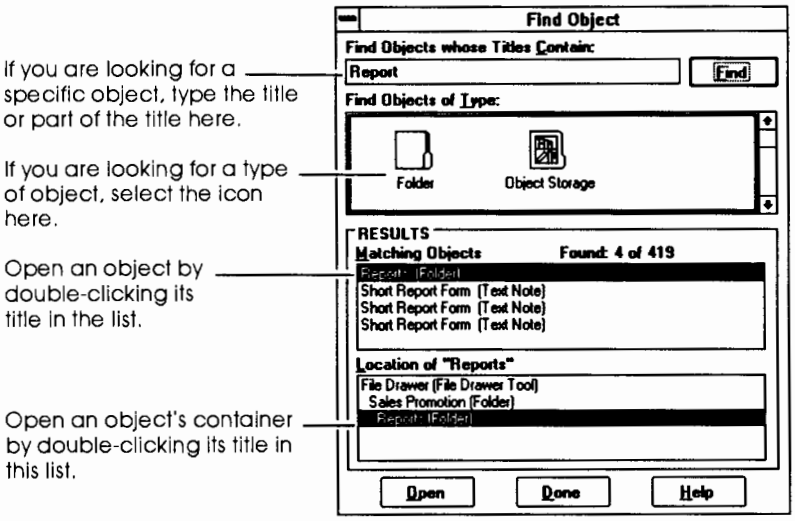
Objects remain in the Waste Basket until you empty it, or until the number of objects in the Waste Basket exceeds a preset limit. For details, see "Emptying the Waste Basket" and "Setting the size of the Waste Basket" in this chapter.

Finding an object

1. **Choose Find Object from the Edit menu of the Desktop.**
2. **Specify information about the object you wish to find.**
3. **Click Find.**
4. **To open an object, double-click its title in the "Matching Objects" list.**

If you can't remember where you filed or placed an object, you have NewWave find it for you.

The Find Object command displays this dialog box:



Using the Find Object dialog box

If you do not select an object type or enter a title before you click Find, NewWave lists all of your objects. If you select an object type but do not enter an object title, NewWave lists all the objects of that type.

After you click Find, objects that match the information you provided are listed under "Matching Objects." For example, if you enter "Report" in the box for object titles, every object whose title contains the word "Report" is listed.

When an object is listed under "Matching Objects," you can open it directly by double-clicking its title in the list. You can also open the object by selecting its title and clicking Open.

The second list in the dialog box ("Location Of") shows the objects that contain a particular object. When you select an object listed under "Matching Objects," any objects that contain the object you selected are listed under "Location Of." You can open an object listed under "Location Of" by double-clicking its title.

When an object is shared, you may see more than one location for the same object. Each shared view is listed on a separate line. For more information about shared views, see Chapter 6.

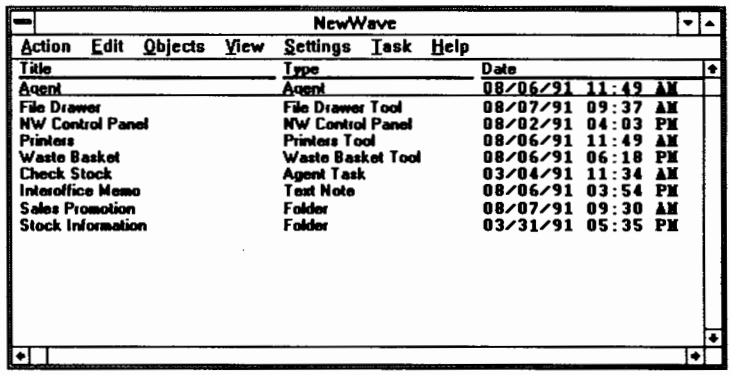
Listing the objects in a window

- **To list the objects in a window alphabetically by title, choose List By Title from the View menu.**
- **To list the objects in a window alphabetically by object type, choose List By Type from the View menu.**
- **To list the objects in a window chronologically by date of modification, choose List By Date from the View menu.**

The Desktop, File Drawer, Waste Basket and all folders display other objects as icons when they are open. If you are in one of these windows, you can list the objects it contains. For example, when you list objects by title, a listing like this appears:

For the NewWave Desktop, tools are always listed first.

Both tools and objects are listed alphabetically by their titles.



When objects and tools are listed in this way, you can still work with them. You can select, open, copy, and move the objects. You can select and open the tools.

If you would like a printed list of a window's contents, use the Print List Of Objects command in the Action menu. To remove the listing and restore the icons, use the Iconic command in the View menu.

Emptying the Waste Basket

1. **Choose Empty Waste Basket from the Action menu of the Desktop.**
2. **Click OK to empty the Waste Basket.**

If you no long need the objects in the Waste Basket, you can empty it. When you empty the Waste Basket, all objects inside it are destroyed.

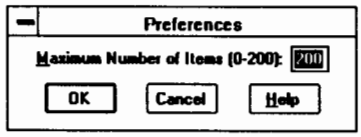
If the Waste Basket contains objects that you may need at a later time, move them to folders or the Desktop before you empty the Waste Basket.

Setting a limit for the Waste Basket

1. **Open the Waste Basket.**
2. **Choose Preferences from the Action menu.**
3. **Type the maximum number of items for the Waste Basket.**
4. **Click OK.**

The Waste Basket has a limit to how many objects it can hold at one time. If you need to, you can change this limit.

The Preferences command displays this dialog box:



Type the number of objects you want the Waste Basket to hold.

You can set the limit to any number from zero to 200. Each time you open the Waste Basket, NewWave checks the number of objects in the Waste Basket against the number you've chosen. If there is a surplus of objects in the Waste Basket, NewWave destroys as many objects as necessary to bring the number down to your limit. The oldest objects in the Waste Basket are destroyed first.

NOTE • Setting the limit to zero causes the Waste Basket to empty itself automatically every time you open it. You cannot retrieve objects you throw away when the limit is zero. •

Storing objects on a network location

Use this procedure when you want to make objects available to other NewWave users on your network.

1. **Create a storage object.**

   The storage object holds the objects you want to store. To create the storage object:

   a. Choose Create A New from the Objects menu.

   b. Double-click the Object Storage icon.

   c. Type a title for the storage object and click OK.

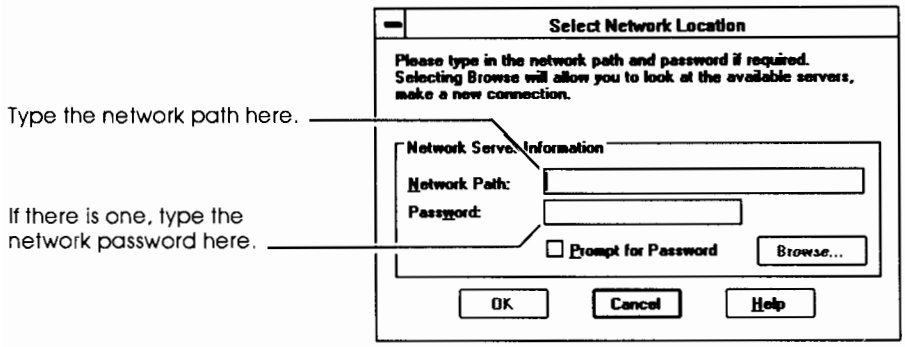
2. **Open the storage object.**

   A message at the top of the Object Storage window informs you that no storage location for the object has been selected yet.

3. **Choose Select Network Location from the Settings menu.**

4. **Fill in the details about the network location.**

   Select Network Location displays this dialog box:



   Enter a password only if your network administrator has created one for the network location to which you are assigning the object. If there is a password, entering it in the dialog box saves you from having to reenter it each time you open the storage object.

5. **Click OK.**

6. **Drag the objects you want to store into the storage object.**

The storage object places the objects at the network location you specified. Through the storage object, you still have access to the objects from NewWave.

When the storage object is open, you can either check out or copy objects to your NewWave Desktop. Checking an object out gives you direct access to the object so that you can make changes to it.

Other users who have access to the network location can create storage objects assigned to that location. They can also view, check out, or make copies of the objects you have stored.

Retrieving objects from a network location

Use this procedure when you want to retrieve objects that someone else stored at a network location by using the Work Group Library.

1. **Create a storage object for the network location.**

   The storage object gives you access to objects that have been stored at a specific location. To create a storage object:

   a. Choose Create A New from the Objects menu.

   b. Double-click the Object Storage icon.

   c. Type a title for the storage object and click OK.

2. **Open the new storage object.**

3. **Assign the storage object to the network location.**

   Choose Select Network Location from the Settings menu, type the path of the network location, enter the network password (if one exists), and click OK.

4. **Retrieve the objects you need.**

   To retrieve an object from Object Storage, drag it to the NewWave Desktop, the File Drawer, or a folder.

   To check out an object so that you can make changes to it, select the object and choose Check Out from the Objects menu.

   To make a copy of an object that is unavailable because someone has checked it out, select the object, hold down the Ctrl key, and drag the object's outline to the window where you want to place the copy.

Checking out objects

When you check out an object, other users cannot alter the original object or check it out themselves. If another network user has checked out the object, you can make a copy of the original, but you can't change the original itself. *Changes you make to the copy will not be reflected in the original.*

When you make changes to an object you have checked out, the original does not change until you return the checked-out object to object storage.

Updating a storage object

When a storage object is assigned to a network location, its content can change at any time. Other users can add new objects to the storage object, modify objects that have been stored there, or remove objects from storage.

To see whether the content of a storage object has changed since you opened it, choose Update from the Action menu of the storage object.

Storing objects to a disk location

Use this procedure when you want to store objects you don't use often at another location on your hard disk, or on a flexible disk.

1. **Create a storage object.**

   The storage object holds the objects you want to store. To create the storage object:

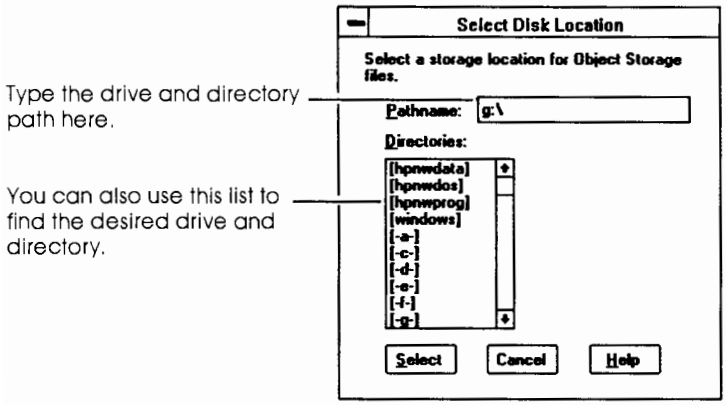
   a. **Choose Create A New from the Objects menu.**

   b. **Double-click the Object Storage icon.**

   c. **Type a title for the storage object and click OK.**

2. **Open the storage object.**
3. **Choose Select Disk Location from the Settings menu.**
4. **Enter the disk drive and directory path where you would like the objects to be stored.**

   When you choose Select Disk Location, this dialog box appears:



5. **Click Select.**
6. **Drag the objects you want to store into the storage object.**

The storage object places the objects at the disk location you specified. Through the storage object, you still have access to the objects from NewWave.

When the storage object is open, you can check out, move, or copy objects to your NewWave Desktop. Checking an object out gives you direct access to the object so that you can make changes to it. Moving an object removes it from Object Storage.

Exporting an object to disk

You can also create a disk copy of an object by using the Export Object To Disk command. This is particularly useful if you want to give a copy of an object to NewWave User who is not on your network. For details, see "Exporting an object to disk" in Chapter 10.

Retrieving objects from a disk location

Use this procedure when you want to retrieve objects that someone else has stored on a disk by using the Work Group Library.

1. **Create a storage object for the disk location.**

   The storage object gives you access to objects that have been on the disk. To create a storage object:

   a. Choose Create A New from the Objects menu.

   b. Double-click the Object Storage icon.

   c. Type a title for the storage object and click OK.

2. **Open the new storage object.**

3. **Assign the storage object to the disk location.**

   Choose Select Disk Location from the Settings menu, enter the drive and directory path where the object resides, and click Select.

4. **Retrieve the objects you need.**

   To remove an object from Object Storage, drag it to the NewWave Desktop, the File Drawer, or a folder.

   To check out an object so that you can make changes to it, select the object and choose Check Out from the Objects menu.

   To make a copy of an object that is unavailable because someone has checked it out, select the object, hold down the Ctrl key, and drag the object's outline to the window where you want to place the copy.

6

SHARING AND LINKING INFORMATION

How to share information between your objects and applications

Sometimes it is useful to work with an object's contents from several locations. When this is the case, you can create *shared views* of the object. Each shared view of an object has the same content as other shared views of it. This gives you the ability to work with the same information from more than one object.

Because each shared view "shares" the same content, updating the shared views of an object is easy. For example, if you have several folders that display a shared view of the same Text Note, you don't have to update each folder when you revise the Text Note. All you have to do is open one shared view and change it – NewWave automatically updates the Text Note as it appears in each folder.

In this chapter

This chapter covers:

- Making shared views of objects
- Locating shared views that you have created
- Sharing data between other Windows applications and NewWave

A word about other Windows applications

If you use other Windows applications, you can share data between those applications and NewWave. Some applications – Lotus Ami Professional is an example – can be installed as NewWave applications. For example, if you have Ami Professional you can create Ami Professional objects and share data between those objects and other NewWave objects.

When an application cannot be installed as a NewWave application, you still may be able to share data between that application and NewWave. The application must (1) be able to act as a source of DDE data, and (2) be installed into NewWave.

DDE stands for Dynamic Data Exchange. The manuals for the application should state whether the application supports DDE.

Making a shared view of an object

1. **Select the object.**
2. **Choose Share from the Edit menu.**
3. **Open the object where you want the shared view to appear.**
4. **Choose Paste from the Edit menu of the object you have opened.**

Shared views provide you with an easy way to update the content of an object when the content appears in more than one location. When you change one of the shared views of the object, all of its other shared views also change.

You use the clipboard to create a shared view. Once a shared view is on the clipboard, you can paste it into as many other locations as you wish. These include: the NewWave Desktop, folders, and the File Drawer.

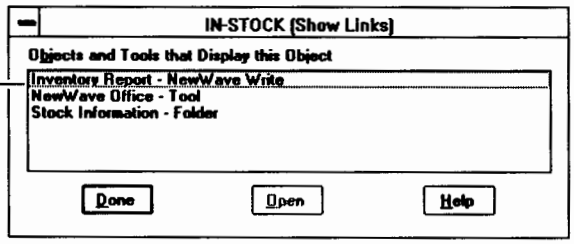
Locating shared views of an object

1. **Select the object.**
2. **Choose Show Links from the Objects menu.**

When an object has shared views in several different locations, you may forget where some of them are. If you need to locate the shared views of an object, you can display a list that shows where each shared view is displayed.

The Show Links command displays this dialog box:

Each object listed displays a shared view of the object.



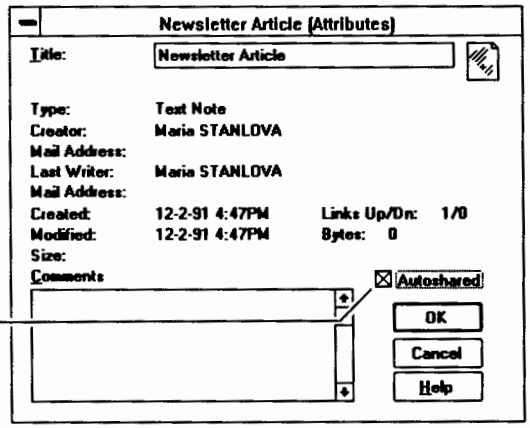
You can open any of the objects listed without leaving the dialog box. Simply click the title of the object and then click Open. This saves you the steps of closing the dialog box and looking for the object you want to open. If the object is already open, the Open button is dimmed.

Autosharing an object

1. **Select the object.**
2. **Choose Attributes from the Objects menu.**
3. **Click the Autoshared box.**
4. **Click Done.**

Sometimes when you copy an object that contains other objects, it is useful to have NewWave create shared views of the objects inside. You can make this happen by *autosharing* each object before you copy the object that contains them.

The Attributes command displays this dialog box:



Click here to autoshare the object.

Linking a Windows application to a NewWave object

This procedure applies to Windows applications that have been installed into NewWave as objects.

1. **Open the object that contains the data you want to share.**
2. **Select the data.**
3. **Choose Share from the Edit menu of the application.**
4. **Open the NewWave object where you want the shared data to appear.**
5. **Choose Paste from the Edit menu of the NewWave object.**

You can share data you have created in a Windows application with a NewWave object if the application supports DDE as a source of data. This places a shared view of the data in the NewWave object.

Completing the link

Be sure to keep the Windows application open until the data appears in the NewWave object. Otherwise, NewWave will not be able to create the shared view.

Updating shared views

When you create shared views of data in a Windows application, all views of the data are updated to reflect changes to the data. The updating occurs when you save the changes you have made.

Part III

AUTOMATING YOUR WORK

7

CREATING, RECORDING, AND PERFORMING TASKS

How to use the NewWave Agent to automate your work

You can automate a task in NewWave by recording the actions necessary to complete the task. Once you have this record of your actions, you can have the NewWave Agent perform them automatically.

In NewWave, you can create and use two types of tasks. *Agent tasks* are best suited for automating complex, system-wide operations. You perform an Agent task by dragging it directly to the Agent on the Desktop. You can also schedule an Agent task to perform at a later time while you are away from your computer.

You can also create tasks that operate within NewWave objects. These tasks, called *menu tasks*, are useful for customizing and adding features to NewWave applications. You perform a menu task by choosing a command from the Task menu of an object.

In this chapter

This chapter covers:

- Creating, recording, and performing Agent and menu tasks.
- Managing menu tasks in objects.

Once you are comfortable with recording and using tasks, your best source of information is NewWave

online help. Topics in online help are indexed so that you can find them quickly.

A word about recording and tasks

The process of recording your actions into a task has several stages. It's important to be aware of these before you begin recording.

You begin by deciding which kind of task you want. If being able to schedule the task is important, the task should be an Agent task (you cannot schedule menu tasks). If the task is to have a broad scope, using many different objects and tools, an Agent task is probably the better choice, though menu tasks can also work this way. If you want to add the task as a menu command to a particular object, it should be a menu task.

Next, you create a *task object*. This will hold, in the form of instructions to the Agent, all the actions you record. Agent tasks are created by using Create A New, the same command you use to create other types of objects in NewWave. Menu tasks are created within the object where you want them to work.

Next, you *record* the sequence of actions you want to automate. If the sequence is a long one, it's a good idea to rehearse it in advance.

Finally, you *compile* the task. Compiling translates what you recorded into instructions that the Agent can perform.

Creating an Agent task

1. **Choose Create A New from the Objects menu.**
2. **Follow the steps you would use to create any other NewWave object.**

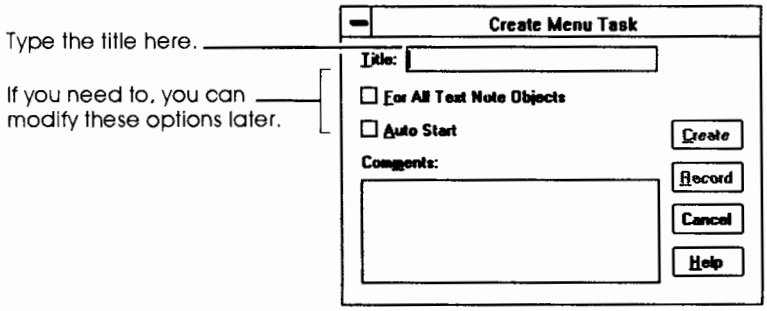
Create an Agent task when you want to automate a sequence of actions that you can schedule. Agent tasks are also well-suited for automating system-wide operations. You can create Agent tasks on the NewWave Desktop, in the File Drawer, or in a folder.

Once you have created an Agent task, you can record actions in it. See "Recording your actions in an Agent task" in this chapter.

Creating and recording a menu task

1. **Open the object where you want the task to appear as a menu command.**
2. **Choose Create Or Record A New Task from the Task menu.**

   When you choose Create Or Record A New Task, this dialog box appears:



3. **Type the task's title in the Title box.**
4. **If you want the task to work in all objects of this type, click For All ... Objects.**

   This establishes the task as a *class task*, one that will work with all objects of this type. If you leave this box unchecked, the task will work only with the object you have opened.

5. **Click Auto Start if you want the task to start automatically each time the object is opened.**
6. **If you want a reminder of what the task does, click in the Comments box and type your comments.**
7. **Click Create or Record.**

   If you click Create, none of your actions are recorded. Instead, the task is stored in the object's *task folder*. You can open this folder at a later time and record actions in the task.

   If you want the task to record your actions now, click Record. The task then opens into a window and records your actions until you choose Stop Recording from the Action menu of the task window.

   For details on how recording works see "Recording your actions in an Agent task" in this chapter.

When to use a menu task

A menu task is a task that you manage and perform from the Task menu of an object. To use a menu task, you must first open the object that contains it.

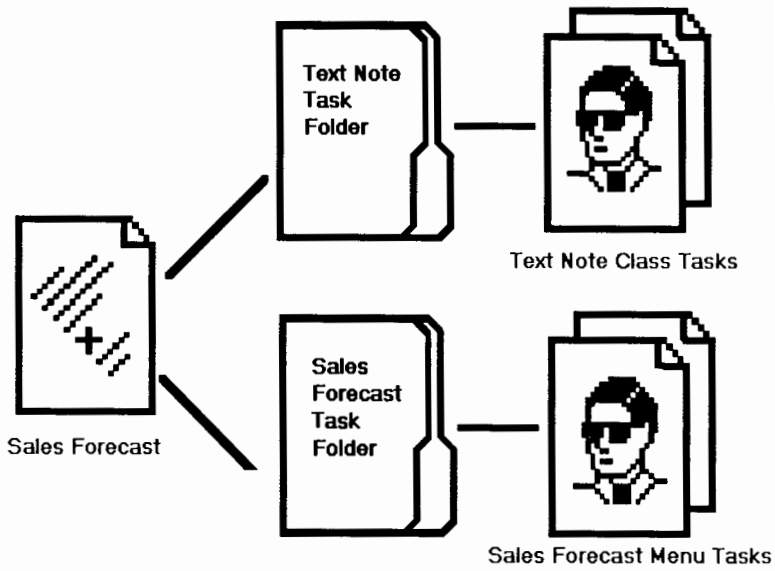
Menu tasks are ideal for automating a short sequence of actions such as changing a paragraph style or changing the alignment of text. Instead of performing each action yourself, you can choose a command and have the Agent perform the actions for you.

Menu tasks work only in the object that you create them in. If you want the task to work with other objects of the same type, you can turn the task into a special type of menu task, called a class task.

Task folders

Once a menu task has been created, it is stored as an object in a task folder. The following illustration shows how task folders are available to Text Notes (the relationships shown also apply to other types of NewWave objects).

Class tasks are in a special folder available to *all* Text Notes.



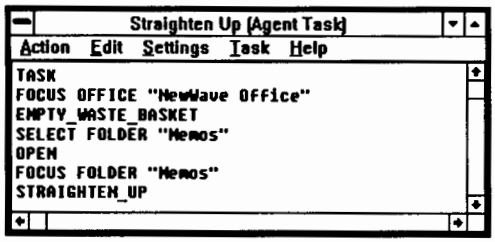
Each Text Note also has its own task folder to hold its menu tasks.

Just as each object has its own task folder, each type of object has its own class task folder. There is a class task folder for all folders, a class task folder for all storage objects, and so on. When a task is in a class task folder, it is available to all objects of that type. For example, a task in the class folder for Text Notes will appear in the Task menu of *all* Text Notes – both existing ones and any new Text Notes that you create.

Opening a task

- To open an Agent task, select the task and choose Open from the Objects menu, or double-click the task object.
- To open a menu task from an object, choose Tasks For This Object from the Task menu of the object that owns the task. Then select the task and choose Open from the Objects menu, or double-click the task.
- To open a menu task from a tool, choose Tasks For ... from the Task menu of the tool that owns the task. Then select the task and choose Open from the Objects menu, or double-click the task.
- To open a class task (a menu task that works in all objects of the same type), choose Tasks For All ... Objects from the Task menu of any object of that type. Then select the task and choose open from the Objects menu, or double-click the task object.

You open a task when you want to record actions in the task or edit what you previously recorded. When you open a task, its contents appear in a window:

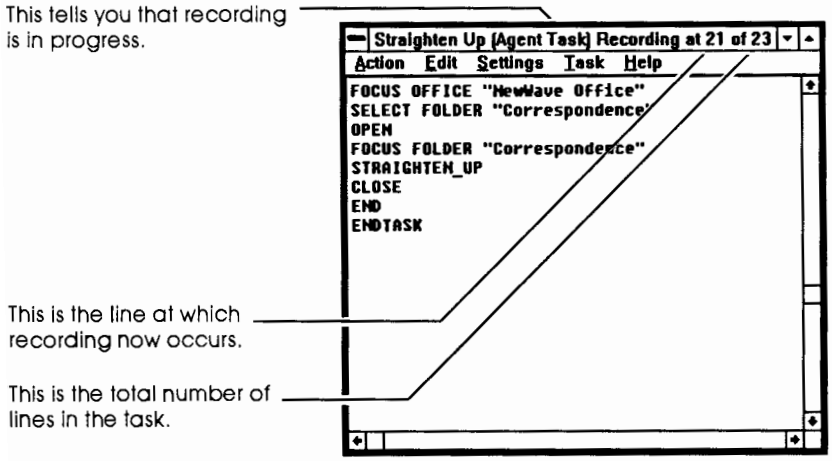


Recording your actions in an Agent task

1. **Double-click the task object to open it.**
2. **Choose Start Recording from the Action menu.**
3. **Perform the actions you want to automate.**
4. **Choose Stop Recording from the Action menu.**

After you have created a task, you can record actions in it. You begin by opening the task's window.

Recording begins when you choose Start Recording from the Action menu. The task window looks like this:



As you perform actions, additional lines appear in the task window. Each line is a *statement* – an instruction that tells the Agent how to reproduce the action you just performed.

What is recorded

Not all actions you perform are recorded. Just the *significant actions* – the ones that produce tangible results – are recorded. For example, opening an object and copying data are significant actions. Some actions that are not significant – and therefore not recorded – are the following:

Moving the pointer.
Displaying a menu.
Moving an object to another part of a window.
Actions you take in the window of a task you are recording.
Canceling a dialog box that has been displayed.
Selections from the Task menu and Help menu.

Some types of objects are more limited as to what they can and cannot record. These are noted in the following table:

Type of Object	Actions Recorded
Text Note Agent Task Editor	All actions except cursor placement and text block selection with the mouse
Windows applications NewWave Control Panel Bridge Builder objects Attach DOS File To Object Detach DOS File From Object	Keystrokes and menu commands selected with the mouse
Character-based DOS applications	Keystrokes only

Sometimes when you perform a significant action, the statement corresponding to it isn't added until you perform another significant action. For example, if you choose a command that displays a dialog box, nothing is recorded until you click OK in the dialog box.

Recording actions in DOS and Windows applications

You can continue to record your actions after you've opened an object for a DOS or Windows application. If the application is a Windows application, actions you take with the mouse to choose menu commands are recorded. For all other actions, such as filling in a dialog box or selecting text in a document, you must use the keyboard.

If the application is a non-Windows application (one you would normally start from the DOS prompt), all keystrokes are significant and are the *only* actions recorded. Actions you perform with the mouse are not recorded.

The recommended procedure for recording selection of menu commands in Windows applications is to use the mouse. If you do use the keyboard, be sure to release the Alt key after typing the letter of the pull-down menu.

How to stop recording temporarily

You can temporarily stop recording by choosing Stop Recording from the Action menu of the task window. This allows you to perform actions that you don't want recorded in your task. When you are ready to continue, choose Start Recording from the Action menu.

Compiling a task

- To compile and close the task, choose Close from the Action menu, click Yes to save the task, and then click Yes again to compile the task.
- To compile the task without closing it, choose Compile from the Action menu.

After you have finished recording actions in a task, you must compile it before you can perform it. Compiling translates the statements in the task into instructions that the Agent can perform.

You may want to compile the task without closing it. That way, you can test the task by choosing Perform from the Action menu in the Task window. If the task doesn't perform the way you expect it to, you can change it without having to reopen its window. The next chapter provides details on editing a task.

When you compile a task without closing it, the contents of the task are automatically saved.

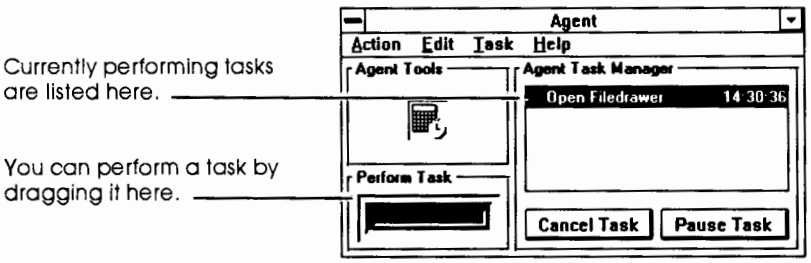
Performing an Agent task

- **Drag the Agent task object to the Agent.**
- **Drag the Agent task object to the Perform Task area of** the open Agent window.
- **Select the Agent task object and choose Perform from the Objects menu in the window containing the task.**
- **Choose Perform from the Action menu in the Agent task window.**

After you have recorded and compiled an Agent task, you can have the Agent perform the task for you. The Agent performs each action in the task – exactly as you recorded it.

Dragging the task object to the Agent is convenient when both the Agent and the task object are visible on the screen. If you can see only the task object, it's easier to use the Perform command from the Objects menu. To use either method, the task object must be closed.

The Agent window, which you display by opening the Agent, lists all tasks that are currently performing:



Pausing or canceling a task

Once a task has started, you can temporarily pause the task, or cancel it altogether. To do this, double-click the Agent to open the Agent window. Then select the task and click either Pause Task or Cancel Task. To continue a task that you have paused, click Resume Task.

If the task stops

Sometimes a task stops before all the actions have been performed because it can't complete an action. For example, the task may try to open an object that was already opened before you started the task.

When a task cannot complete an action, it stops and displays an error message that describes the problem. If the code number of the error begins with "AG504," follow the instructions in the box to get more information.

If you need to edit the task to correct the problem, you can go directly to the text of the task by clicking the View Error button. This starts the Agent Task Editor and highlights the line where the error occurred.

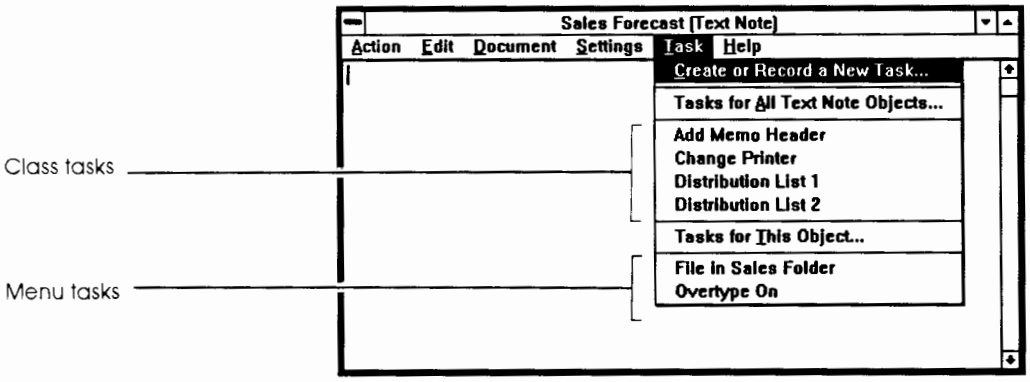
Once you've fixed the problem, be sure to return all objects that the task uses to the state they were in when the task started. For example, if the task opened an object, you must close it before you start the task again.

Performing a menu task

1. **Open the object that contains the task.**
2. **Choose the task from the Task menu.**

   If the task doesn't appear in the Task menu, choose More Tasks to display additional tasks.

You perform menu tasks by choosing them from the Task menu. Class tasks, which are listed first, are menu tasks that are available in all objects of the type you have opened. The object's menu tasks, which are listed after the class tasks, are available *only* in the object you have opened.



Pausing or canceling a task

Once a task has started, you can temporarily pause the task, or cancel it altogether. To do this, double-click the Agent to open the Agent window. Then select the task and click either Pause Task or Cancel Task. To continue a task that you have paused, click Resume Task.

Pausing or canceling a task

1. **Open the Agent.**
2. **Select a task in the Agent Task Manager list.**
   - Click Pause Task to interrupt the task.
   - Click Cancel Task to stop the task.

When you click Pause Task, the button's label changes to Resume Task. When you are ready to resume the task where it left off, click Resume Task. Otherwise, you can click Cancel Task.

Working with menu tasks

Once you have recorded a menu task, it is available as a task object if you need to work with it again. For example, you may want to move the task to another task folder. Or you may want to set the task so that it starts automatically each time you open the object where the task resides.

Opening a task folder

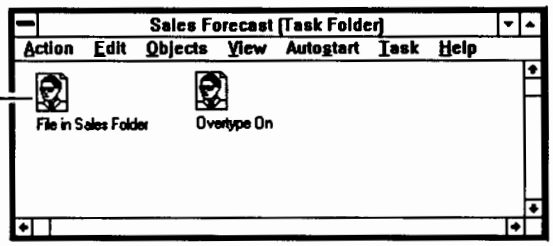
To work with a menu task, you must first open the task folder where the task is stored.

1. **Open the object that owns the task.**

   If the task is a class task, you can open any object of the type for which the task was created. For example, if the task appears in Text Notes, you can open any Text Note object.

2. **From the Task menu, choose either Tasks For This Object (if the task is a menu task), or Tasks For All ... Objects (if the task is a class task).**

When the task folder is open, it shows all the tasks that belong to the object. The tasks appear as task objects:



These are the tasks that appear in the object's Task menu.

Once you have opened the task folder, you can work with the task. As a general rule, it is a good idea to keep the task in the task folder unless you want to put the task in a different task folder or throw it away.

Setting a task to start automatically

Once a task folder is open, you can set any task in the folder to start automatically each time you open the object that owns the task. You can also remove this capability from a task you previously set to start automatically.

The commands you use are Set Autostart and Clear Autostart (from the Autostart menu). For each object, only one menu task can be set to start automatically. Each type of object can also have one class task that starts automatically. If an object has both types of autostart tasks, the menu task performs before the class task.

Moving a task to a different folder

You can move a task from one task folder to another task folder that belongs to an object of the same type. The easiest way to do this is to open both folders first, then drag the task into the new folder.

Moving a menu task to the task folder for a different object removes the task from the Task menu of the first object and adds the task to the Task menu of the second object. If you move a task into a class task folder, the task automatically becomes a class task and appears in all objects of that type.

8

EDITING TASKS

How to edit Agent tasks and menu tasks

Once you've created and recorded an Agent or menu task, you can edit it. Editing enables you to change how a task works.

For example, you can alter a task by changing the actions it performs, the objects it performs them on, and the order in which it performs them. You can also delete actions that you recorded by mistake. Or you can add actions to a task that can't be recorded, such as pausing a task so a user can enter information in a dialog box. You can even convert a menu task into an Agent task or vice versa by editing the task.

In this chapter

This chapter covers:

- Editing a task
- Adding statements to a task by recording
- Providing defaults for a dialog box
- Checking the syntax of a command
- Converting an Agent task to a menu task – and vice versa
- Editing the actions performed in a DOS or Windows application

A word about what's in a task

After you record it, a task consists of a set of instructions to the Agent. These tell the Agent what to do. As an example, here is a task that straightens up the File Drawer:

All tasks begin with this statement.

All tasks end with these two statements.

```
TASK
FOCUS OFFICE "NewWave Office"
SELECT FILE_DRAWER "File Drawer"
OPEN
FOCUS FILE_DRAWER "File Drawer"
SELECT FOLDER "Recent Correspondence"
OPEN
FOCUS FOLDER "Recent Correspondence"
ALIGN_BY_ROWS
CLOSE
FOCUS FILE_DRAWER "File Drawer"
CLOSE
END
ENDTASK
```

Each line of text in the task is called a *statement.* Statements usually begin with a *task language command*, which represents the type of action to be performed. Some of these commands are identical to the menu commands you use in NewWave. Other commands do things that can't be done by choosing a command from a menu – for example, selecting a single object.

Some commands are followed by *parameters* that further define the action to be performed. For example, when a command needs an object to act on, the type and title of the object are parameters to the command.

Editing a task

When you need to change what a task does, you can open the task and edit the task language statements it contains.

1. **Open the task you want to edit.**

   If the task is an Agent Task, double-click the task.

   If the task is a menu task, open the task folder where the task resides. Then double-click the task.

2. **Edit the task as needed.**

   You can add new statements to the task, delete existing statements, and replace existing text with new text.

   - To add a statement, put the insertion point at the place where you want the statement to appear, type the statement, and press Enter.
   - To delete a statement, select the line that contains the statement, and choose Delete from the Edit menu.
   - To replace text in a statement, select the text you want to replace, and then type the new text.
   - To undo the last change, choose Undo from the Edit menu.

   As you edit, keep track of which object the task is performing in. This object is always identified by a FOCUS statement (for example, FOCUS TEXTNOTE "Memo"). Statements that follow a FOCUS statement must use the correct task language for the type of object identified by the FOCUS statement.

3. **Compile the task.**

The next three pages contain tips for editing a task.

Tip 1: Check the FOCUS statements

Each task uses a basic sequence of statements when it performs an action in an object (or tool). First, an OPEN statement opens the object. Then, a FOCUS statement places the *focus* on that particular object. Commands that follow the FOCUS statement go to the object that has the focus.

The focus remains on an object until another FOCUS statement places it on a different object or a tool. When you edit a task, it's important to keep track of which object or tool currently has the focus in the task. Otherwise, the actions may not be carried out where you want them to be.

Each FOCUS statement is followed (1) by a keyword which identifies the tool or type of object that has the focus, and (2) by the title of the tool or object in quotation marks. The table below shows the keywords for each tool and type of object supplied by NewWave.

Tool/Type of Object	Keyword
Agent	AGENT
Agent Schedule	AGENT_SCHEDULE
Agent Task, Menu Task	AGENT_TASK
Bridge Builder	HPENCAP_INSTALLER
Create A New command	CREATOR
DOS Programs	DOS_PROGRAMS
File Drawer	FILE_DRAWER
Folder	FOLDER
Interface Object	NEWWAVE_INTERFACE
NewWave Control Panel	NW_CONTROL_PANEL
NewWave Desktop	OFFICE
Object Storage	OBJECT_STORAGE
Printers	PRINTERS
Task Category	TASK_CATEGORY
Text Note	TEXTNOTE
Waste Basket	WASTE_BASKET

For example, the statement FOCUS FOLDER "Reports" changes the focus to a folder titled "Reports."

All menu tasks contain a FOCUS OWNER statement. This is a special FOCUS statement that gives the focus to the task that owns the object. It occurs near the beginning of the task, immediately after the OWNER statement (which identifies the tool or type of object that owns the task).

The OWNER and FOCUS OWNER statements allow easy transfer of a menu task to a different object of the same type. To transfer the task, all you have to do is move it to the task folder of the new object. You do not have to edit any of the statements in the task itself.

Applications you installed into NewWave are a special case. The keyword is HPEN_ followed by the name of the object.

Tip 2: Split all long statements in a task

If a task contains long statements, you can split them over two or more lines so that they are easier to read. You can split a statement either between two parameters, or within a string parameter:

- To split a statement between two parameters, insert an ampersand (&) where you want the split to occur, then press Enter and type the rest of the statement on the next line.
- To split a statement within a string parameter, insert quotation marks, a plus sign, and an ampersand (" +&) where you want the split to occur. Then press Enter, type quotation marks again, and type the rest of the statement.

In the following example, a long statement is split twice. The first split occurs between the parameters ON and COMMENTS; the second split occurs within the string that begins "I last checked."

```
OBJECT ATTRIBUTES? AUTOSHARED ON &
   COMMENTS "I last checked this folder on <DATE>" +&
   "at <TIME> for the following reason:"
```

Tip 3: Add comments to document a task

You can add comments to a task when you want to provide additional information about what a task does.

a. Place the insertion point at the position where you want the comment to appear.

You can put comments anywhere in a task except before the TASK statement. The best position to put a comment is either at the end of a statement or on a line of its own.

b. Type some spaces if desired.

c. Type an apostrophe (') and then type the comment.

d. Repeat the last step for each new line of text.

An apostrophe (') indicates the rest of a line is a comment except when the apostrophe appears in a string parameter. Then the Agent interprets the apostrophe as an apostrophe.

In the following example, a comment is placed after the TASK statement to describe what the task does:

```
TASK
'
'This menu task belongs to the NewWave Desktop.  The task
'performs automatically when NewWave is started, prompting
'the user to select the tools to be displayed on the
'Desktop.  The defaults used are the File Drawer, Waste
'Basket, and Agent.
'
```

Tip 4: Object titles

The titles of objects appear frequently as parameters to task language commands. If you are adding or changing an object title, always type it exactly as it appears with the object. Include blank spaces and capitalize letters when they are capitalized in the title. For tools like the File Drawer and Waste Basket, you can omit the title.

Tip 5: Use recording

You can also add new statements by recording them instead of typing them. This method is useful because the Agent automatically uses the proper task language for each object. For details, see "Adding statements to a task by recording" in this chapter.

Tip 6: Use online help

Each object type and tool has its own set of commands – its *task language* – that it understands. The commands represent all the actions that an object or tool can perform in a task.

If you are unsure whether you are using the correct command, you can look it up in online help. For details, see "Looking up a task language command" in this chapter.

Adding statements to a task by recording

You can add statements to a task by recording their corresponding actions. This is useful when you don't know the command or syntax for the statements you want to add.

1. **Open the task.**
2. **Place the insertion point at the beginning of the first line below the location where you want the new statements to appear.**
3. **Change any objects or tools used by the task to match the state they would be in if you had performed the task up to the point where the new statements will be added.**

   For example, if an object would be open at the point where the new statements begin, you should open that object before you record.
4. **Choose Start Recording from the Action menu.**
5. **Perform the actions you want to record.**
6. **Choose Stop Recording from the Action menu.**
7. **Check whether you need to add a FOCUS statement at the point where recording stopped.**

   You may need to add a FOCUS statement if the actions you recorded are in a different object or tool than the one which previously had the focus. For example, if the new statements change the focus from the NewWave Desktop to a folder, you would need to add a FOCUS OFFICE statement immediately below the last of the new statements. This would return the focus to the Desktop, which had the focus at the point where you added the new statements.
8. **Compile the task.**

Providing defaults for a dialog box

You can set up a task to pause when it performs a command that displays a dialog box. This gives users of the task an opportunity to enter information into the dialog box. You can also specify the default values that appear in the dialog box.

- To pause a task so that a user can enter information into a dialog box, add a question mark to the command in the statement that displays the dialog box.
- To define default values for a dialog box, edit the statement that displays the dialog box. Add the default values as parameters to the statement.

In the following example, the question mark after the MANAGE_TOOLS command causes the task to display the Manage Tools dialog box:

```
OWNER OFFICE
FOCUS OWNER
MANAGE_TOOLS? PUT_IN_OFFICE FILE_DRAWER, WASTE_BASKET, AGENT
```

When the dialog box appears, the task pauses and waits for the user to click OK, Cancel, or any other button that performs an action. (If the user clicks Cancel, the task does not perform the command whose dialog box was displayed.)

The keywords that follow the MANAGE TOOLS? command specify the default selections for the dialog box (it will show the File Drawer, the Waste Basket, and the Agent as selected for display on the Desktop). This gives users of the task the option of accepting the default selections.

To specify default selections for a dialog box, you need to know which keywords to use. You can get this information online, by using Help to look up the syntax for the task language command that displays the dialog box. See "Looking up a task language command" in this chapter.

Looking up a task language command

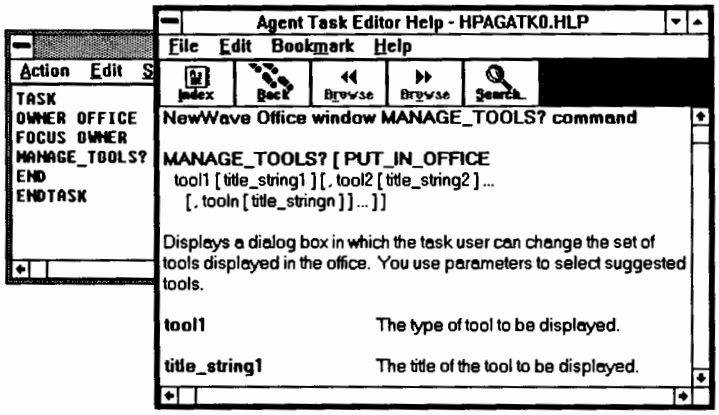
When you are editing a task, you can use online help to look up the syntax of any task language command.

1. **Choose Help Index from the Help menu of the task window.**
2. **Click Task Language Statements in the list of topics.**
3. **In the list that appears, click the type of object or tool that has the focus where the command is used.**

   Look for the first FOCUS statement *above* the point where the command appears in the task. This indicates which type of object or tool has the focus. For example, if the FOCUS statement is FOCUS TEXTNOTE, you would click Text Note in the list of objects and tools.

4. **In the list of commands, click the command you want to look up.**

   This displays a description of the command in the Help window:



You can scroll this topic display more information.

Converting a menu task into an Agent task

You can convert any menu task into an Agent task. This is useful when you want to use the task as an object on the Desktop or in a folder, or schedule the task to be performed at a specific date and time. *If the Desktop is the owner of the task, you do not need to do this conversion.*

The following procedure creates a copy of the task and converts it into a new Agent task. The original task is left intact.

1. **Create and open a new Agent task.**
2. **Open the menu task you want to convert.**
3. **In the menu task window, choose Select All and then choose Copy from the Edit menu.**
4. **In the Agent task window, choose Paste from the Edit menu.**
5. **Replace the OWNER statement near the beginning of the Agent task with statements that select and open the object that owns the menu task.**
6. **Replace every FOCUS OWNER statement in the Agent task with a FOCUS statement that gives the focus to the object that owns the menu task.**
7. **Compile the Agent task.**

After you compile the Agent task, the task is ready for use. You can perform the task by dragging it to the Agent or by selecting the task and choosing Perform from the Objects menu. You can also use the Agent to schedule the task to be performed on a specific date and time. For details, see Chapter 9, Scheduling Tasks.

The next page shows a before and after example of menu task to Agent task conversion.

An example

The following menu task was written to work from the Task menu of the File Drawer. It opens a folder titled "Recent Correspondence" and straightens up what has been filed inside. For illustration purposes, line numbers are shown with the text of the task.

These are the statements you would change.

```
 1  TASK
 2  OWNER FILE_DRAWER
 3  FOCUS OWNER
 4  SELECT FOLDER "Recent Correspondence"
 5  OPEN
 6  FOCUS FOLDER "Recent Correspondence"
 7  ALIGN_BY_ROWS
 8  CLOSE
 9  FOCUS OWNER
10  CLOSE
11  END
12  ENDTASK
```

To convert this task to an Agent task, line 2 must be replaced by new statements that select and open the File Drawer. Also the FOCUS OWNER statements in lines 3 and 9 must be replaced by statements that give the focus to the File Drawer. These changes result in an Agent task that looks like this:

These statements replace the OWNER statement that was in the menu task. They open the File Drawer from the Desktop.

These statements replace the FOCUS OWNER statements that were in the menu task.

```
 1  TASK
2a  FOCUS OFFICE "NewWave Office"
2b  SELECT FILE_DRAWER "File Drawer"
2c  OPEN
 3  FOCUS FILE_DRAWER "File Drawer"
 4  SELECT FOLDER "Recent Correspondence"
 5  OPEN
 6  FOCUS FOLDER "Recent Correspondence"
 7  ALIGN_BY_ROWS
 8  CLOSE
 9  FOCUS FILE_DRAWER "File Drawer"
10  CLOSE
11  END
12  ENDTASK
```

Converting an Agent task into a menu task

You can convert any Agent task into a menu task. This is useful when you want to use the task from a menu or want the task to start automatically when you open an object.

1. **Open the object where you would like the new menu task to appear. Then create a new menu task.**
2. **Open the object's task folder by choosing Tasks For This Object from the Task menu. Then open the menu task you just created.**

   If you designated the menu task as a class task, open the class task folder by choosing Tasks For All ... Objects from the Task menu.

3. **Open the Agent task you want to convert.**
4. **In the Agent task window, Choose Select All and then choose Copy from the Edit menu.**
5. **Choose Paste from the Edit menu in the menu task window.**
6. **Add an OWNER statement immediately below the TASK statement in the text you added to the menu task.**

   The OWNER statement should specify the type of object or tool that owns the new menu task. For example, if the owner is the File Drawer, you would add OWNER FILE_DRAWER.

7. **In the menu task, replace every statement that gives the focus to the owning object with a FOCUS OWNER statement.**

   For example, if the object that owns the new menu task is a folder, each FOCUS statement that refers to that folder should be replaced with a FOCUS OWNER statement.

8. **If there are statements in the menu task that select and open the owning object, delete the first occurrence of these statements.**
9. **Compile the menu task.**

After you compile the menu task, you can perform it. The task will be listed in the Task menu of the object or tool you named as the task's owner.

An example

The following Agent task opens the File Drawer and straightens up what has been filed inside. For illustration purposes, line numbers are shown with the text of the task.

```
1  TASK
2  FOCUS OFFICE "NewWave Office"
3  SELECT FILE_DRAWER "File Drawer"
4  OPEN
5  FOCUS FILE_DRAWER "File Drawer"
6  ALIGN_BY_ROWS
7  CLOSE
8  END
9  ENDTASK
```

To convert this task to a menu task, an OWNER statement has to be added after line 1. In this case, the File Drawer is to be the owner of the task. Also, the FOCUS statement in line 2 must change to a FOCUS OWNER statement, and lines 3 through 5 (which select, open, and give the focus to the File Drawer) are no longer needed. With these changes, the task looks like this:

This statement was added to define the File Drawer as the owner of the task.

This statement replaces the FOCUS OFFICE statement that was in the Agent task.

```
1  TASK
2  OWNER FILE_DRAWER
3  FOCUS OWNER
4  ALIGN_BY_ROWS
5  CLOSE
6  END
7  ENDTASK
```

Editing keystrokes that have been recorded

If while recording a task you use an application you installed into NewWave, or certain NewWave objects, all keystrokes that you make are recorded in the task as a *keystroke macro*. If necessary, you can edit these keystrokes at a later time.

1. **Open the task object that contains the keystroke macro.**
2. **Locate the DO_KEYSTROKES statement that specifies the actions you want to edit.**

   The DO_KEYSTROKES command begins a keystroke macro. The keystrokes that make up the macro are enclosed by quotation marks immediately after the DO_KEYSTROKES command.

3. **Edit the keystrokes as needed.**

   To delete keystrokes, select them and press the Del key. After you compile the task, it will no longer perform the actions that were represented by those keystrokes.

   To insert a sequence of new keystrokes, place the insertion point at the exact position where you want the sequence to occur. Then type the sequence exactly as you would if you were using the application.

4. **When you are through, compile the task.**

After you compile the task, you can perform it. It is a good idea to perform the task right after you compile it to make sure that the task contains the correct sequence of keystrokes.

The next page shows an example of a task that contains a keystroke macro.

An example

The following task opens a Microsoft Word for Windows document. In this case, Word for Windows is an object type in NewWave; the document is an object on the Desktop. After the document is open, the task uses two keystroke macros to add text to the document and then save it. For illustration purposes, line numbers are shown with the task. Lines that were modified through editing are indicated with an asterisk (*).

The keystroke macros appear here.

```
 1  TASK
 2  FOCUS OFFICE "NewWave Office"
 3  SELECT HPEN_WINWORD "Report"
 4  OPEN
 5  FOCUS HPEN_WINWORD "Report"
 6* DO_KEYSTROKES "Subject: Sales Report{ENTER}{ENTER}"+&
 7*                "Date:    March 30, 1992{ENTER}{ENTER}"+&
 8*                "From     Robert Smith{ENTER}{ENTER}"+&
 9*                "To:      Sales Team"
10  DO_KEYSTROKES "~F{DOWN}{DOWN}{DOWN}{ENTER}~ C"
```

The first keystroke macro (lines 6 through 9) adds text to the document. Note that the keystrokes themselves must appear between quotes. Changes you make to this text will change what is added to the document. For example, to change the date (March 30, 1992), you would select the text of the date, delete it, and type a different date in its place.

In lines 6 through 10, `{ENTER}` represents the action of pressing the Enter key, and in line 10, `{DOWN}` represents the action of pressing the Down Arrow key. All keys that perform an action (other than displaying a character) are represented by the name of the key (uppercase) within braces. For a list of these keys and how to represent them in a keystroke macro, see "Keys that perform actions" in this section.

The second macro (line 10) saves the document and exits Word for Windows. The tilde (~) represents the Alt key. The sequence `~F{DOWN}{DOWN}{DOWN}` displays the File menu and selects Save (the third command on the menu). The sequence `~ c` (note the use of the space character) displays the Control menu and selects Close.

Note: If the keystrokes do not execute when you perform a task, it could be because of a timing problem in the execution of the task. You can correct this by editing the task and adding a PAUSE statement immediately before the DO_KEYSTROKES statement.

A caveat for DOS applications

If the task is to continue in a NewWave object or tool after it performs a keystroke macro recorded in a DOS application, the macro must return control of the task to NewWave. The easiest way to do this is to end the macro by closing the application.

If you want the DOS application to continue running when the task returns to NewWave, the last keystroke macro for the application should end with Alt + Tab. This leaves the application running but minimized. In the task, Alt + Tab is represented as follows:

```
DO_KEYSTROKES "~{TAB}"
```

A caveat for Windows applications

If the application is a Windows application, the best way to record selection of menu commands is to use the mouse. If you do use the keyboard, be sure to release the Alt key after typing the letter of the pull-down menu.

For example, to record the Paste command in the Edit menu, you should press the Alt key, which displays a ~, type e, release the Alt key, and type p. In the task, this appears as follows:

```
DO_KEYSTROKES "~ep"
```

If you do not release the Alt key in time, it is recorded twice:

```
DO_KEYSTROKES "~e~p"
```

Characters allowed in a keystroke macro

All keys representing characters in the extended ANSI character set can appear in a keystroke macro. These characters are as follows:

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
00	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮
10	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮
20		!	"	#	$	%	&	'	(	)	*	+	,	-	.	/
30	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
40	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
50	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
60	‘	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
70	p	q	r	s	t	u	v	w	x	y	z	{	|	}	~	▩
80	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮
90	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮	▮
A0		¡	¢	£	¤	¥	|	§	¨	©	ª	«	¬		®	¯
B0	°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿
C0	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
D0	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	▮	ß	Ù	Ú	Û	Ü	Ý	Þ	Ø
E0	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
F0	ð	ñ	ò	ó	ô	õ	ö	▮	ø	ù	ú	û	ü	ý	þ	ÿ

Keys that perform actions

When a key performs an action instead of displaying a character – for example, the Enter key or a cursor key – you need to represent the key by typing its name as shown in the table below. Be sure to type the name of the key in *uppercase* letters and include braces around the name of the key.

For this key . . .	Type:
Alt (Alternate)	{ALT}
Backspace	{BKSPACE}
Caps Lock	{CAPS}
Clear	{CLEAR}
Delete	{DELETE}
Down Arrow	{DOWN}
End	{END}
Enter	{ENTER}
Esc (Escape)	{ESC}
Function keys F1 through F12	{F1}...{F12}
Home	{HOME}
Insert	{INSERT}
Left Arrow	{LEFT}
Number pad keys 0 through 9	{N0}...{N9}
Number pad symbol keys	{N*} {N+} {N-} {N} {N/}
Num Lock	{NUM}
Page Down	{PGDN}
Page Up	{PGUP}
Right Arrow	{RIGHT}
Scroll Lock	{SCROLL}
Tab	{TAB}
Up Arrow	{UP}

Note: The Clear, F11, and F12 keys are used only by Windows applications.

Special characters

There are also several printable characters that have special uses in a keystroke macro. These are listed in the table below. Note that in each case, typing the character twice in succession cancels its special meaning. For example, the caret (^) represents the Ctrl key. The sequence ^c is interpreted as Ctrl C. The sequence ^^ is interpreted as a single caret.

Character	Name	Use
~	Tilde	Represents the Alt key applied to the next character
{}	Braces	Identifies non-printing keys
[]	Brackets	Identifies keywords
^	Caret	Represents the Ctrl key applied to the next character
+	Plus	Represents the Shift key applied to the next character

9

SCHEDULING TASKS

How to schedule tasks to be performed when you want them to

Once you have recorded a task, NewWave allows you to schedule it to start automatically at dates and times you've selected.

You can use the Agent Schedule to schedule an Agent task. You can have the task perform either once or regularly at intervals you specify.

In this chapter

This chapter covers:

- Scheduling an Agent task to perform once
- Scheduling an Agent task to perform repetitively
- Reviewing and managing tasks in the Agent Schedule

Once you are comfortable with recording and using tasks, your best source of information is NewWave online help. Topics in online help are indexed so that you can find them quickly.

Scheduling an Agent task to perform once

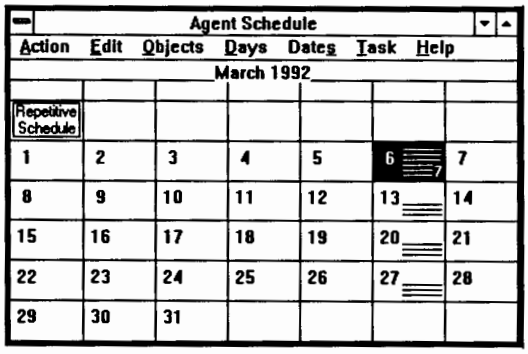
1. **Hold down the shift key and double-click the Agent to open the Agent Schedule.**
2. **Display the month for which you want to schedule the task.**

   If necessary, use the Page Down key to go to the next month.
3. **Select the task you want to schedule and drag it to the day when you want the task to be performed.**

   To copy the task, preserving a version of it in the window that contains the task, hold down the Ctrl key while you drag the task to the desired date. To move the task, leaving no version of it in the window, simply drag the task to the desired date. You cannot put a shared view of a task on the schedule.
4. **Type the time and date you want the task to be performed.**
5. **Click OK.**

You can schedule an Agent task to be performed at a specific date and time. To do this, you use the Agent Schedule.

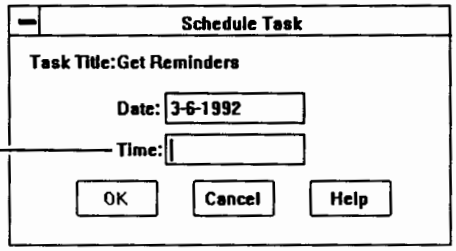
When you open the Agent while you hold down the Shift key, the Agent Schedule appears. It displays the current month:



The current date is highlighted.

The marks show how many tasks are scheduled for each day.

When you drag a task to a date in the schedule, this dialog box appears:



You can change the date if you need to.

Type the time that you want the task to be performed.

Time formats

When you type the time, you can use the 24-hour format, or you can add "AM" or "PM" (in upper or lower case) after the hour and minute. For example, 16:00, 4 pm, and 4:00 PM are all valid times. You can specify a time to the nearest minute.

When you specify only the last two digits of the year, the numbers between 00 and 69 refer to the years 2000 through 2069. For example the date 2-1-00 is February 1, 2000.

Removing scheduled tasks

A scheduled task remains on the schedule until you remove it. To maintain an uncluttered schedule, you should remove tasks from it after they have been performed. For details, see "Removing a task from the schedule" in this chapter.

Repetitive schedules

You can set up several schedules for the same task, each one for a different day and time. Or, if the task is to be performed on a regular basis, you can set up a repetitive schedule. For details, see "Scheduling an Agent task repetitively" in this chapter.

Scheduling an Agent task repetitively

1. **Hold down the shift key and double-click the Agent to open the Agent Schedule.**
2. **Display the month for which you want to schedule the task.**

   If necessary, use the Page Down key to go to the next month.
3. **Select the task you want to schedule and drag it to the Repetitive Schedule box in the Agent Schedule window.**

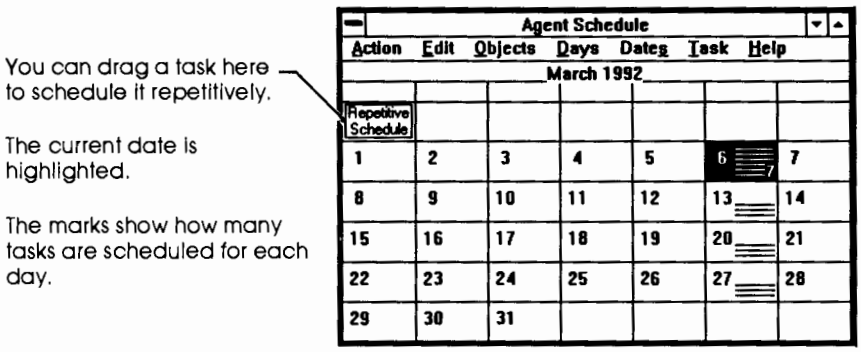
   To copy the task, preserving a version of it in the window that contains the task, hold down the Ctrl key while you drag the task to the desired date. To move the task, leaving no version of it in the window, simply drag the task to the desired date.

   You cannot put a shared view of a task on the schedule.
4. **Type the dates you want the schedule to begin and end if the dates shown are not what you want.**
5. **Click the Time box and type the time you want the task to be performed.**
6. **Select the options you need to set up the schedule from the Weekly, Monthly, and Periodically boxes.**
7. **Click OK.**

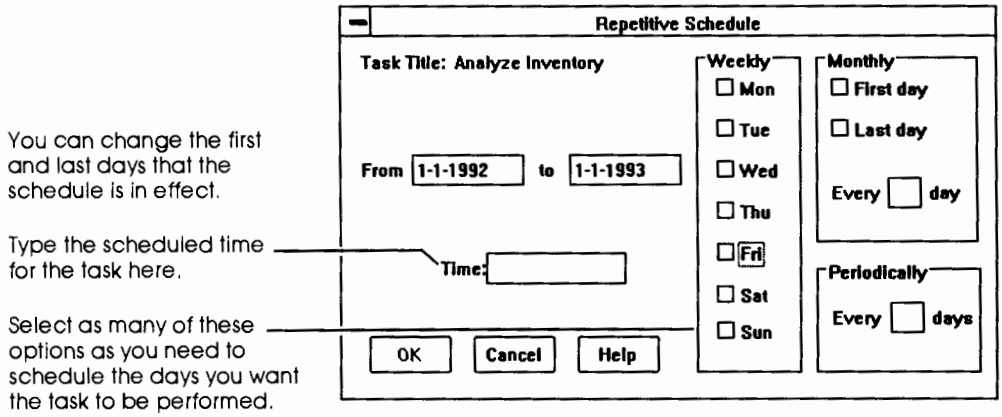
You can set up a repetitive schedule for tasks that you want performed on a regular basis.

When you set up a repetitive schedule, you select how often you want the task to be performed, such as each Tuesday or the 25th of each month, instead of selecting one specific date. You also specify the period of time over which you want the schedule to be in effect.

When you open the Agent while you hold down the Shift key, the Agent Schedule appears. It displays the current month:



When you drag a task to the Repetitive Schedule box, this dialog box appears:



By default, the schedule is in effect for one year from the current date. You can change the length of time the schedule is in effect by entering different dates in the From and To boxes.

Time formats

When you type the time, you can use the 24-hour format, or you can add "AM" or "PM" (in upper or lower case) after the hour and minute. For example, 16:00, 4 pm, and 4:00 PM are all valid times. You can specify a time to the nearest minute.

When you specify only the last two digits of the year, the numbers between 00 and 69 refer to the years 2000 through 2069. For example the date 2-1-00 is February 1, 2000.

Selecting a time interval

Select one of the Weekly options when you want the task to be performed on a particular day of the week, such as Monday or Tuesday. You can select more than one day of the week.

Select one of the Monthly options when you want the task to be performed on the first or last day of every month. You can also enter a day of the month by number. For example, if you enter 25, the task will be performed on the 25th of every month.

Use the Periodically option when you want the task to be performed after a specific number of days have elapsed. For example if you enter 14, the task will be performed on the first day that the schedule is in effect, then 14 days after the first performance, then 14 days after the second performance, and so on for the length of time the schedule is in effect.

Performing a task more than once a day

If you want to perform the same task more than once on the same day, you can make several copies of the task and set up a repetitive schedule for each copy. For example, if you want a task to be performed daily at 6:00 and 11:00, you can set up two repetitive schedules, one for 6:00 and the other for 11:00.

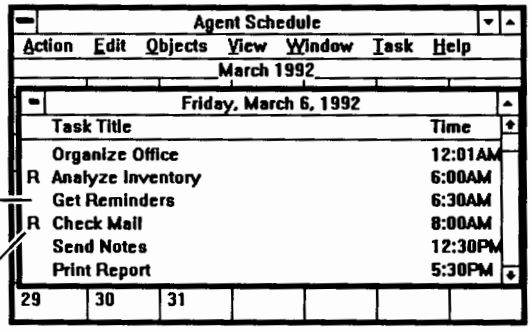
Removing scheduled tasks

A scheduled task remains on the schedule until you remove it. If you remove a repetitively scheduled task before the last day that the schedule is in effect, you cancel all remaining performances. For more information, see "Removing a task from the schedule" in this chapter.

Opening or closing a day in the schedule

- To open a day window, double-click the date you want to open in the Agent Schedule.
- To close a day window, double-click its Control-menu box.

Open a day to see which tasks are scheduled on that date. When you open a day, its window appears inside the Agent Schedule window:



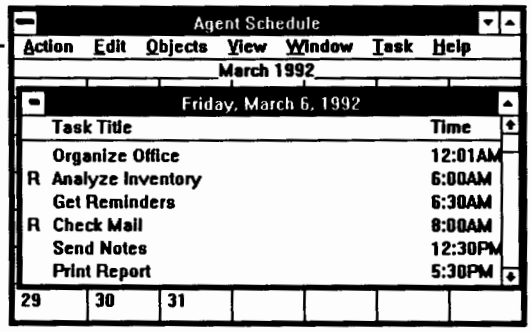
Tasks listed in a day window are objects even though you don't see their icons. You can select, open, cut, copy, move, and throw away tasks in a day window as you would any other object.

You can have up to 31 day windows open at the same time.

When a day window is active, menus for the day window appear in the menu bar of the Agent Schedule window:

Choose commands for the day window here.

The title bars of both windows are highlighted when the day window is active.



When you choose a command from one of these menus, it affects the day window. You can move a day window, but only within the Agent Schedule window.

Once a day window is open, you can reschedule any of its tasks. You can also remove tasks from the schedule. For details, see "Rescheduling a task" and "Removing a task from the schedule" in this chapter.

Displaying a different month or year in the schedule

- **To display a different month, choose Prev Month or** Next Month from the Dates menu in the Agent Schedule window.
- **To display a different year, choose Prev Year or Next Year from the Dates menu in the Agent Schedule window.**

Display a different month or year in the Agent Schedule window when you want to view a date not in the current month or year.

If the Dates menu does not appear in the menu bar, click the Agent Schedule window (but not in a day window) to make the Dates menu appear.

Rescheduling a task

1. **From the Agent Schedule window, open the day for which the task is scheduled.**
2. **Select the task you want to reschedule.**
3. **Choose Change Schedule from the Edit menu.**
4. **Change the date, time, and scheduling options as needed.**
5. **Click OK.**

Reschedule an Agent task when you need to change the dates or time for which it is scheduled. You can change any of the scheduling options that you selected when you originally scheduled the task.

If the task is scheduled repetitively, open any day for which it is scheduled. Changing the schedule in one day window automatically changes it in all the others.

Removing a task from the schedule

- **To remove a task and save it for future use, open the day for which the task is scheduled and drag the task to a window other than the Agent Schedule window.**
- **To throw away a task, open the day for which the task is scheduled, select the task, and choose Throw Away from the Edit menu.**

Remove a task from the schedule when you want to cancel the task's performance. To maintain an uncluttered schedule, you can also remove tasks that have already been performed. But if you remove a repetitively scheduled task before the last day that the schedule is in effect, you cancel all remaining performances.

You can remove a task and save it in another window for future use. For example, if you keep your unscheduled tasks in a folder, you can drag a task from the schedule and drop it into the folder.

You can remove a task by throwing it away if you are not concerned about reusing it. For example, if you scheduled a task by putting a copy of it on the schedule, you may want to throw away the copy if you still have the original. Tasks you throw away go to the Waste Basket.

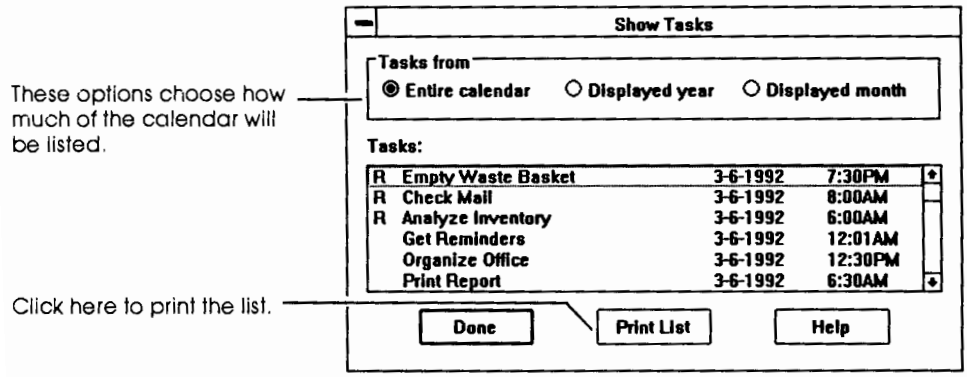
Displaying a list of scheduled tasks

1. **Choose Show Tasks from the Objects menu in the Agent Schedule window.**
2. **Select the group of tasks (Entire Calendar, Displayed Year, or Displayed Month) that you want to list.**
3. **Click Print List if you also want a printed copy of the list.**
4. **Click Done.**

You can display a list of the tasks you have scheduled in the Agent Schedule. This is useful when you need to find a task but can't remember the date it is scheduled.

If the Show Tasks command does not appear in the Objects menu, click the Agent Schedule window (but not in a day window), then try choosing the command.

When you choose Show Tasks, this dialog box appears:



By default, all scheduled tasks are listed. You can shorten the list by showing only the tasks scheduled for the year or month displayed by the Agent Schedule window.

If you want to see the tasks scheduled for a month or year other than the one currently displayed, first change the month or year, then show the list of tasks.

Creating a log for Agent tasks

If you would like to keep track of the Agent tasks that have been performed, you can have NewWave log each task in a text file. To do this, you add several lines to WIN.INI, your Windows initialization file. WIN.INI resides in the directory where you installed Windows.

1. **From Windows, open the file WIN.INI.**
2. **Add an Agent task section to WIN.INI.**

   Add these lines to WIN.INI:

   ```
   [HPAGENTO]
   Logfile=<filename>
   ```

   Here, *<filename>* is the drive, directory path, and filename of the file that will log your Agent tasks. For example:

   ```
   Logfile=D:\HPNWDATA\AGENT.LOG
   ```

3. **Save your changes to WIN.INI.**
4. **Restart Windows.**
5. **Restart NewWave.**

After you restart NewWave, each performance of an Agent task is logged in the file. For each task, the file shows the following information:

```
Agent task title
Starting date and time
Ending date and time
Completion status
```

Part IV

MAINTAINING NEWWAVE

10

WORKING WITH DATA

Other ways to transfer data to and from NewWave

When you work with data in NewWave, most of the time you are working objects. These can be objects that you created by using the Create A New command, or objects that you created by bringing data files into NewWave.

Sometimes its useful to work with data in other ways. For example, you may want to detach a copy of the data within an object so that you can edit it as a file from a DOS or Windows application. Or you may want to transfer text you created in a word processor directly to a Text Note.

NewWave provides a number of ways to transfer data between objects, other applications, the Windows clipboard, and the DOS filing system. The table on the next page summarizes these methods.

In this chapter

This chapter covers:

- Generating a data file from an object
- Converting an object from one type to another
- Exporting and importing objects
- Converting text to files and vice versa
- Using the Windows clipboard to transfer data

Ways to Transfer Data to and from NewWave

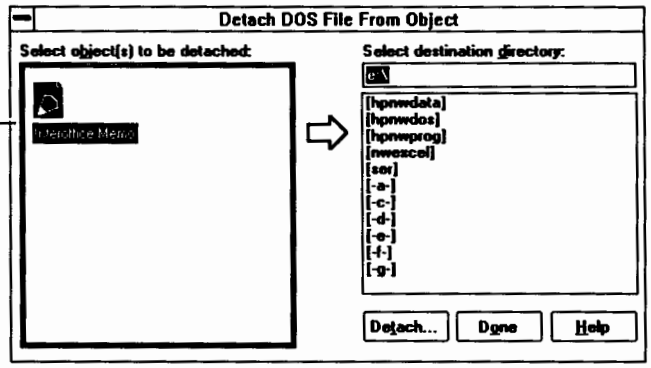
Data Source	Form of Data After Transfer	Command to Use
NewWave object	Data file you can edit with a non-NewWave application	Detach DOS File From Object
Object for which you do not have an application	Another type of object, compatible with the first object	Convert To Compatible Object
NewWave object	File that contains all the information NewWave needs to recreate the object	Export Object To Disk
A file generated by the Export Object To Disk command	NewWave object	Import Object From Disk
Text in a Text Note	A file in ASCII format	Convert (in the Edit menu of the Text Note)
A file in ASCII or EMM (WordStar) format	Text in a Text Note	Convert (in the Edit menu of the Text Note)
Data you have copied or cut to the Microsoft Windows clipboard	NewWave object	Paste (in the window where you want the new object to appear)

Detaching a data file from an object

If you need to, you can generate a DOS file that contains a copy of an object's data. This is useful when you need to share data with another user who does not have NewWave.

1. **Select the objects that contain the data you want to detach.**
2. **Choose Detach DOS File From Object from the Objects menu.**

   This dialog box appears:



The objects you selected appear here.

In the dialog box, you can deselect an object by clicking its icon while you press the Shift key. This is helpful when you have selected more than one object and you want the files that will be created to be in different directories. After the files from one group of objects have been added to a directory, you can select a different group of objects from the dialog box and then select a different destination directory.

3. **Enter the directory path of the location where you would like NewWave to place the files.**

   You can type the path in the box labelled "Select destination directory." You can also enter a directory by clicking its name in the list of directories.

   If the directory you want is not shown in the list, you can change the list so that it displays other directories. To display the subdirectories under a particular directory, double-click the directory name. To display the directories immediately above a directory, double-click `[..]`. To display directories on another drive, scroll the list to the end and double-click the letter of the drive.

4. **Click Detach.**

5. **Check the default filenames and change them if necessary.**

   NewWave creates a default filename for each file by using the first eight characters of the object's title. If a filename doesn't make sense, you can change it.

   To change a filename:

   a. **Click the filename in the list.**

   b. **Type the new filename in the box above the list.**

   c. **Press enter.**

6. **Click Detach.**

7. **Click Done.**

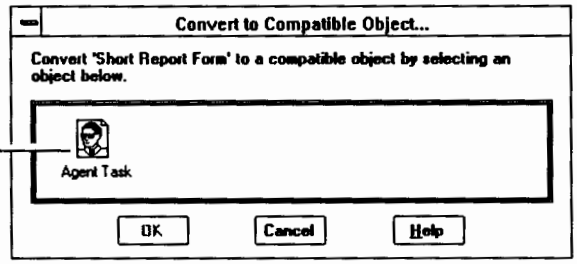
NewWave always creates a file that is compatible with the application you used when you created the data. For example, data from a Microsoft Word object becomes a Word document file that has a .DOC extension.

Converting an object to another type of object

Under some circumstances, you can convert an object to another type of object – called a *compatible object.* Objects are compatible when they can accept each other's data files.

1. **Select the object you want to convert.**
2. **Choose Convert To Compatible Object from the Objects menu.**

   This dialog box appears:



If there are any objects compatible with the object you selected, they are shown here.

3. **Click the icon one of the objects shown.**
4. **Click OK.**

This creates a new object that has the same content as the original object. The original object is not changed in any way.

Exporting an object to disk

You can *export* an object to a DOS file that contains the information NewWave would need to recreate the object. This is useful when you want to give a copy of an object to a NewWave user who is not on your network.

1. **Select the object you want to export.**

   You can export only one object a time. to export a group of objects, put the objects in a folder and then export the folder.

2. **If you are exporting the object to a flexible disk, insert the disk into a disk drive.**

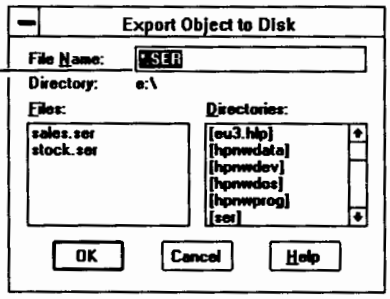
3. **Choose Export Object To Disk from the Objects menu.**

4. **Type a filename in the box provided.**

   NewWave adds a .SER extension.

Type the filename here.

Include the drive and directory path of the file if they are different from the drive and directory path shown here.



5. **Click OK.**

This creates a file from which you or another user can restore a copy of the object. For details, see "Importing an object from disk" in this chapter.

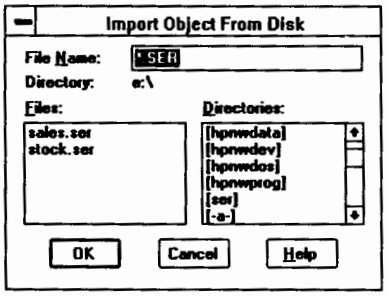
Importing an object from disk

You can *import* an object from a disk file created by the Export To Disk File command. The file may be one that you created, one given to you on a flexible disk by another NewWave user, or one on a network disk to which you have access. Importing an object creates a copy of it in NewWave.

1. **Choose Import Object From Disk from the Objects menu.**
2. **If the file is on a flexible disk, insert the disk into a disk drive.**
3. **Type the name of the disk file in the box provided.**

   Include the full directory path of the file. If you cannot remember the name of the file or its path, use the Directories list and the Files list to locate the file:

Double click a directory name to display the files in that directory.



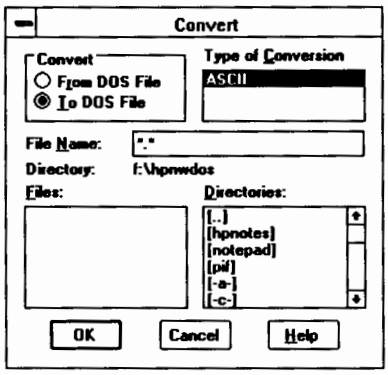
4. **Click OK.**

Converting a Text Note to a file

You can convert a Text Note to a file for use with an editor or word processor. The procedure is as follows:

1. **Open the Text Note that you want to convert.**
2. **Choose Convert from the Action menu.**

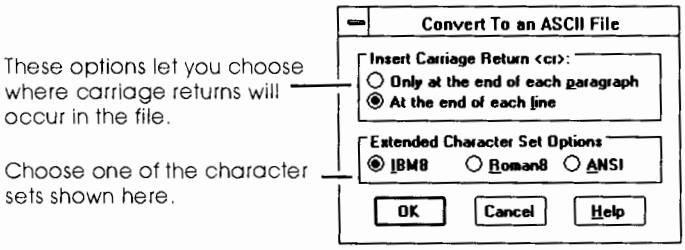
   This dialog box appears:



3. **Click To DOS File.**
4. **Type the directory path and name of the file in the Filename box.**
5. **Click OK.**

6. **Click the options you want to use for ASCII format and then click OK.**

This second dialog box appears when you complete step 5:



Because applications represent the contents of documents in different ways, the result of the conversion may not look exactly like the original NewWave Text Note. Changes in font, spacing, and the positioning of text may occur.

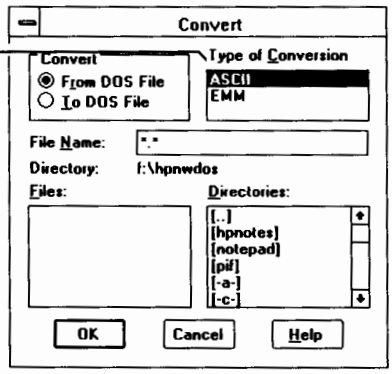
Converting a file to a Text Note

If you have created a file with a word processor outside of NewWave, you can add the text in the file to either a NewWave Text Note. You can create a new object for this, or add the text to an existing object. The procedure is as follows:

1. **Open the Text Note that is to receive the text.**
2. **Choose Convert from the Action menu.**

   This dialog box appears:

This list shows the types of files you can convert from.



3. **Click From DOS File.**

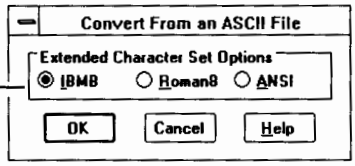
4. **Select the type of file you are converting from.**

   The following table shows the types of files you can convert. If you're not sure which type to choose, refer to the manuals that came with the application that produced the file.

File Type	Description
ASCII	A standard text file with no formatting other than line breaks. Most word processors can produce ASCII files.
EMM	HP Executive MemoMaker. Produced by HP Executive MemoMaker, WordStar, and other WordStar-compatible word processors.

5. **Type the directory path and name of the file you want to convert in the Filename box.**
6. **Click OK.**
7. **If you are converting an ASCII file, click the options you want to use for ASCII format and then click OK.**

For ASCII files, a second dialog box appears:



These options let you choose where carriage returns will occur in the text.

Choose one of the character sets shown here.

Because applications represent the contents of documents in different ways, the result of the conversion may not look exactly like the original file. Changes in font, spacing, and the positioning of text may occur.

Creating new objects with the clipboard

Within NewWave, you can use the clipboard to create new objects from data in another object. This avoids the extra step of using the Create A New command to create the object.

To create an object with the clipboard:

1. **Open the object that contains the data from which you want to create a new object.**
2. **Select the data.**
3. **Choose either Copy or Cut from the Edit menu.**
4. **Go to the Desktop or open a folder.**
5. **Choose Paste from the Edit menu of Desktop or folder.**

The Cut command deletes the data from the original object. The Copy command creates a copy of the data, leaving the original object intact.

When you choose Paste, NewWave creates a new object that is compatible with the data you selected. For example, if you copy a paragraph from a Text Note object, NewWave creates a new Text Note that contains the paragraph.

Using the Windows clipboard to transfer data

If you are editing a file in a Windows application outside of NewWave, you can use the Windows clipboard to transfer data from the file to NewWave.

To transfer data with the Windows clipboard:

1. **Select the data you want to transfer.**
2. **Choose either Copy or Cut from the Edit menu.**

   The Copy command creates a copy of the data on the clipboard, leaving the original data intact in the file. The Cut command deletes the original data from the file and transfers it to the clipboard.
3. **Switch to NewWave.**
4. **In NewWave, open the tool or object where you want the data to appear.**

   This can be a tool or object that displays other objects (like the File Drawer or a folder window), or an object that displays the content of other objects (like an Ami Pro document).
5. **Choose Paste from the Edit menu of the tool or object you have opened.**

When you choose Paste, NewWave displays the data in a format appropriate to the type of object or tool you have opened.

11

CUSTOMIZING NEWWAVE

How to tailor NewWave to suit your needs

Once you have installed NewWave, you can customize it in various ways. For example, you may want the Desktop to appear in different colors on your screen. Or you may want to remove tools and object types that you no longer use.

In this chapter

This chapter covers:

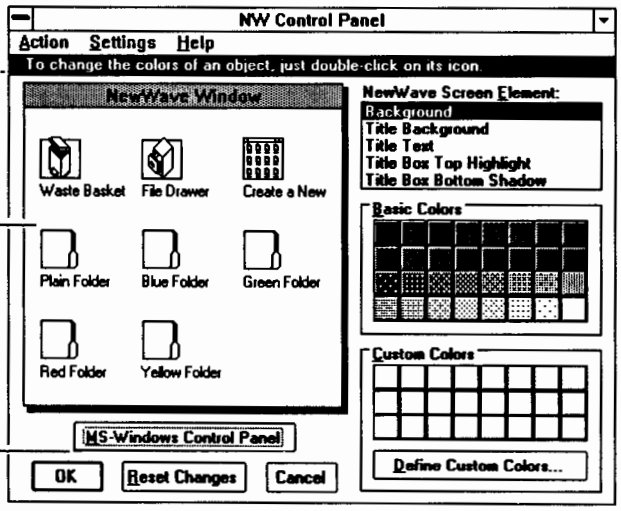
- Changing the appearance of NewWave
- Changing the user name and time zone settings
- Changing an application's connection to NewWave
- Creating keystroke macros for applications
- How to use Bridge Builder objects to add advanced features to applications you have installed
- Deinstalling tools and object types
- Setting up NewWave to start from DOS

Changing the appearance of NewWave

1. **Choose Control Panel from the Settings menu of the Desktop.**
2. **Open the object whose settings you want to change.**
3. **Select the screen element whose color you want to change.**
4. **Select the color you want from either the Basic Colors or Custom Colors area.**
5. **Select another screen element or setting from the Settings menu until you are finished making changes.**
6. **Click OK.**

You can use the NewWave Control Panel to change the appearance and performance of NewWave in various ways to meet your needs and preferences.

When you choose Control Panel, the NewWave Control Panel window appears:



The message line provides brief instructions on using the NewWave Control Panel.

Double-click an object to open it so you can change its colors.

Click MS-Windows Control Panel to open the Windows control panel.

Customizing colors

You can change the color of certain screen elements for the NewWave Desktop, File Drawer, Waste Basket, Create A New dialog box, and all folders. For example, you can change the background color displayed in the File Drawer window.

If you are changing colors for the NewWave Desktop, all you have to do is select the screen element you want to change and then select the new color from one of those shown. If you are changing colors for the File Drawer, Waste Basket, Create A New dialog box, or one of the folder types, you must double-click its icon before you make any selections.

Changing NewWave settings

In addition, you can customize NewWave in other ways by choosing NewWave Settings from the Settings menu of the Control Panel window. The settings you can change are as follows:

Setting	What It Does
Object Placement	Chooses whether newly-created objects appear in the first available space in a window, or after the last icon in the window.
Windows File Manager	Chooses either the MS-DOS Executive or Windows File Manager program to be the "Windows file manager" when you return to Windows.
Number of Icons	Sets the number of icons that the NewWave Desktop can display in a single row or column.
Create A New settings	These determine how the Create A New dialog box behaves. For example, you can specify that the dialog box remain on screen after you create a new object.

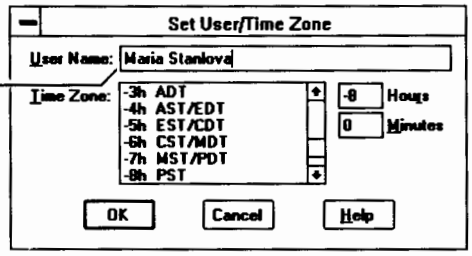
To see the effect of some of the changes you make, you may have to return to DOS and then restart NewWave.

Changing your user name

1. **Choose Set User/Time Zone from the Settings menu.**
2. **Type your name in the User Name box.**
3. **Click OK.**

An item you may need to change occasionally is your NewWave user name. Your user name identifies you as the user of your NewWave software. If it is inaccurate for any reason, you can change it. For example, if you inherit NewWave from another user, you can change their user name to your own.

The Set User/Time Zone command displays this dialog box:



Type your name here.

The time zone setting

You can also use this dialog box to change the time zone setting (used by the Agent Schedule). Normally, you only need to change this setting when your local time changes from standard time to daylight savings time, and vice versa. For further details about this setting, see online help for the NewWave Desktop.

Changing an application's connection to NewWave

After you install an application into NewWave, you may need to change some aspect of its connection to NewWave. What you can change includes an application's title, path and filename, type in NewWave (tool or object), icon, and command line. You can also add startup or print macros, and create a Bridge Builder object if you need certain advanced features.

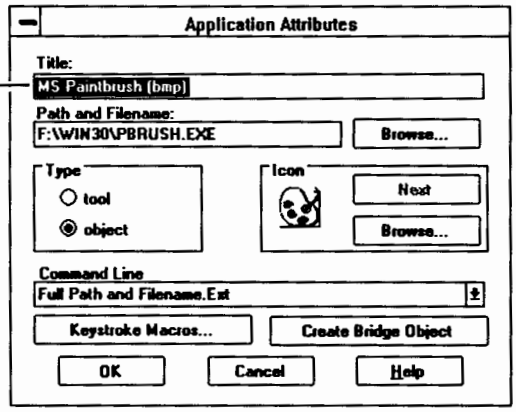
Changing the title of an application

Use this procedure when you want to change an application's title in NewWave. For tools, the title appears below the tool icon on the Desktop. For object types, the title appears below the application's icon in the Create A New dialog box.

1. **If the application is an object type, select any object of that type. If the application is a tool, select the tool icon.**
2. **Choose Application Attributes from the Settings menu.**
3. **Type the new title in the Title box, then click OK.**

The Application Attributes command displays this dialog box:

Type the new title here.



Changing an application's path and filename

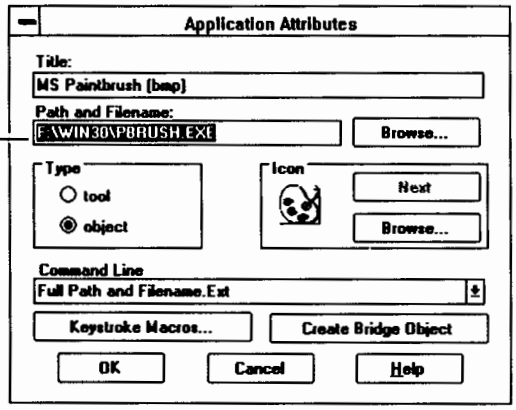
Use this procedure if you move an application to another drive or directory after you install it into NewWave.

1. **If the application is an object type, select any object of that type. If the application is a tool, select the tool icon.**
2. **Choose Application Attributes from the Settings menu.**
3. **Type the new path and filename in the Path and Filename box, then click OK.**

The Application Attributes command displays this dialog box:

Type the new path and filename here.

If you don't know the path and filename, click Browse.



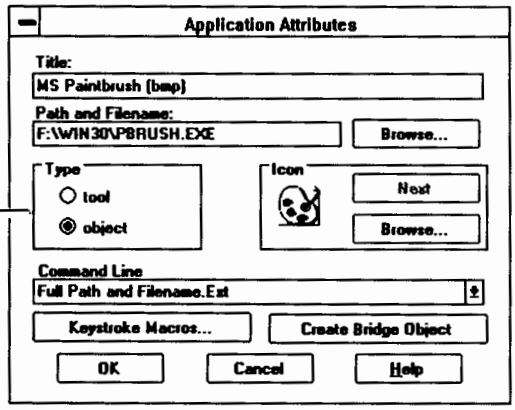
The Browse button displays a dialog box that you can use to search for a particular application. This is useful if you don't know the name of an application's executable file, or where the application resides. For details on how to use this dialog box, click Help after you click Browse.

Changing an application to an object type or tool

Use this procedure if you want to change an application from a tool to an object type, or vice versa.

1. **If the application is an object type, select any object of that type. If the application is a tool, select the tool icon.**
2. **Choose Application Attributes from the Settings menu.**
3. **Click either Tool or Object, then click OK.**

The Application Attributes command displays this dialog box:



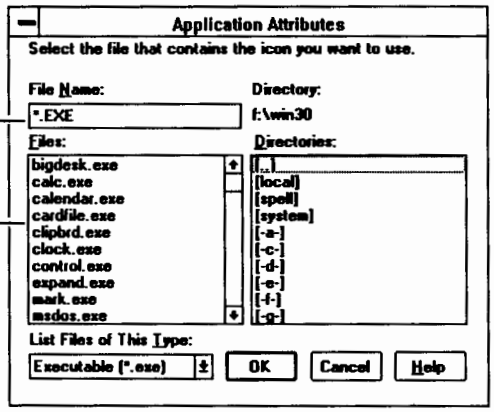
Click one of these options.

NOTE • When you change an object type to a tool, NewWave removes the application's icon from the Create A New dialog box and adds it to the Desktop. At the same time, you lose the ability to open any objects you created in NewWave for that application. All objects that you previously created will have an "X" across their icons, indicating that the application no longer functions as an object type in NewWave. If you still need access to the contents of the objects, you can detach a DOS data file from each object. This gives you files that you can load into the application when you use it as a tool. For details on how to detach a file from an object, see Chapter 10. •

Changing the icon for an application

Use this procedure when you want to use a different icon to represent an application in NewWave.

1. **If the application is an object type, select any object of that type. If the application is a tool, select the tool icon.**
2. **Choose Application Attributes from the Settings menu.**
3. **In the Icon box, click Browse.**
4. **Enter the filename of the icon you want to use.**



You can type the path and name of the file here.

Or, you can select one of the files shown in this list.

If you don't know the name of the file or where it is located, use the list under Directories and the list under Files to find the file. When you double-click a directory in the Directories list, the Files list changes to show the files in that directory. When you select one of the files listed, NewWave enters its name into the File Name box.

By default, the files shown in the Files list are .ICO files. You can change the list so that it shows .EXE files by choosing the other option under List Files of This Type.

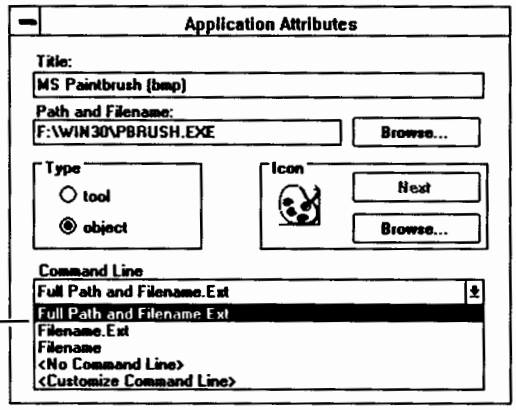
5. **Click OK twice.**

Changing an application's command line

Use this procedure when you want to change the command line that NewWave uses to start the application. For example, you may want to add a parameter that puts the application into a particular mode.

1. **If the application is an object type, select any object of that type. If the application is a tool, select the tool icon.**
2. **Choose Application Attributes from the Settings menu.**
3. **Click the down arrow in the Command Line box.**

   This displays the following choices:



The choices available appear in this list.

4. **Select one of the choices in the list.**

5. **If you chose Customize Command Line, type your changes into the Command Line box.**

   When you choose Customize Command Line, you can edit the command line directly. Here is one example of how the command line might appear:

   ```
   [FILEDIR][FILENAME].[PROP PROP_KEYEXT]
   ```

   These are variables that NewWave uses to represent the command line internally. For the meaning of these variables, see the table below.

   You can add parameters to the command line when it is displayed in its variable form. For example, for Microsoft Word you could add the `/g` parameter so that Word would always start in graphics mode:

   ```
   [FILEDIR][FILENAME].[PROP PROP_KEYEXT] /g
   ```

6. **When the command line appears as you want it to, click OK.**

The following table shows the meaning of the variables that can appear when you choose Customize Command Line:

Variable	Meaning
FILEDIR	The directory path to the sample data file
FILENAME	The name of the sample data file
PROP_KEYEXT	The file extension of the sample data file

Creating keystroke macros for an application

A *keystroke macro* executes a sequence of keystrokes when you use an application from NewWave. After you install an application, you can specify two types of keystroke macros for the application. These are:

- Startup macros
- Print macros

A *startup macro* executes a sequence of keystrokes each time you start the application from NewWave. For most applications, a startup macro is optional. It is required only when an application cannot load data files when you start it from DOS or Windows. In this case, the startup macro contains the keystrokes needed to load a file. NewWave uses the startup macro to load an application's sample data file when you open the object for the first time.

A *print macro* is required if you want to be able to print objects by dragging them to the Printers tool. A print macro is the sequence of keystrokes you would enter to print a file from within the application. If you do not create a print macro, you can still print an object by opening it and then using the application's command for printing.

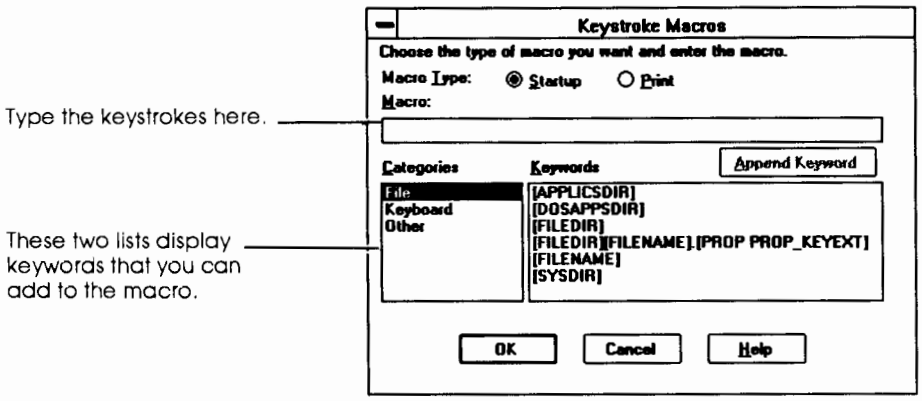
To create a keystroke macro:

1. **Select any object that represents the application.**
2. **Choose Application Attributes from the Settings menu.**
3. **Click Keystroke Macros.**
4. **Choose the type of macro you want to create.**

   To create a startup macro, click Startup. To create a print macro, click Print.

5. **Type the keystrokes you want the macro to perform.**

   Make sure the cursor is in the Macro box, then begin typing:



When you type in the keystrokes you want the macro to execute, you can also add keywords to the macro. These can represent an action (such as pausing execution of the macro) or keys that do not print a character (such as the Enter key).

The keywords available are shown in the Keywords list. To add a keyword to the macro, double-click one of the categories shown in the Categories list, select the keyword you want from the Keywords list, and then click Append Keyword. This adds the keyword to the cursor location in the macro.

6. **When the macro appears as you want it to, click OK.**

An example of a startup macro

The macro shown below is a startup macro for Lotus 1-2-3 Release 3.1. This macro is needed because Lotus 1-2-3 does not have the ability to load a file when you start it from DOS or Windows. The macro contains some keywords as well as the keystrokes you would use to load a file after Lotus 1-2-3 has started.

```
{GNULL 0}{WAIT 5}{ESC}/F{WAIT .1}D{FILEDIR}{ENTER}
/F{WAIT .1}R{FILENAME}.{PROP PROP_KEYEXT}{ENTER}
```

The keywords and keystrokes in this macro do the following:

Keyword/Keystroke	Effect
{GNULL 0}{WAIT 5}	Empties the keyboard buffer, then pauses 5 seconds before executing the next command.
{ESC}	Resets Lotus so that you can activate the Main menu.
/F{WAIT .1}D	Selects the File command, pauses for .1 second, and then selects the Directory command.
{FILEDIR}{ENTER}	Specifies the directory path for the default data directory. Passes the Enter key to execute the File Directory command.
/F{WAIT .1}R	Selects the File command, pauses for .1 second, and then selects the Retrieve command.
{FILENAME}.{PROP PROP_KEYEXT} {ENTER}	Specifies the filename and extension of the sample data file. Passes the Enter key to execute the File Retrieve command.

Keywords and keystrokes for keystroke macros

When you create a startup or print macro for an application, you can add certain keywords to the macro. Some of these act as commands that perform specific actions; others represent non-printing keys such as Alt and Enter.

This section defines the keywords that you can add to a startup or print macro. For information on how to create a keystroke macro, see "Creating keystroke macros for an application" in this chapter.

Keywords that act like commands

The table on the next three pages describes the keywords that perform specific actions. You use these keywords to specify directory paths and filenames; manipulate the application's window; perform clipboard operations such as copy and paste; and control the timing of the macro as it executes keystrokes.

In general, you can place these keywords anywhere within a macro except between a modifier and the key it modifies. For example, in the sequence ^c (which represents Ctrl C), you could not place a keyword between the ^ character and the c character.

The brackets shown are part of the keyword. You must include them when you enter the keyword into the macro. Some keywords also accept parameters. These are represented in angle brackets: < >. *Do not* include the angle brackets when you add a parameter to a keyword.

Keywords that Act as Commands

Keyword	Action Performed
[APPLICSDIR]	Specifies the drive and directory path of the bridged application.
[COPY]	Copies the selected text to the clipboard. This keyword works in sequence with [MARK]. Not supported on 80286 computers.
[DOSAPPSDIR]	Specifies the drive and directory path of the default data directory for the bridged application.
[FILEDIR]	Specifies the drive and directory path of the sample data file.
[FILENAME]	Specifies the filename of the sample data file.
[GNULL <n>]	Sets the number of times an application will try, unsuccessfully, to destroy characters in the keyboard buffer. <n> can be any number between 0 and 255. [GNULL] remains in effect until another [GNULL] keyword resets the amount of time, [GNULL 0], is executed, or the macro ends.
[GWAIT <s>]	Sets the amount of time in tenths of a second that the macro will pause before it executes each keystroke remaining in the macro. <s> can be any decimal number in tenths from 0.0 to 3600.0. [GWAIT] remains in effect until another [GWAIT] keyword resets the amount of time, [GWAIT 0] is executed, or the macro ends.
[MARK C1 R1 C2 R2]	Selects a rectangular area of text, defined by the column/row positions of the starting and ending characters. Used in sequence with [COPY]. Not supported on 80286 computers.

Keywords that Act as Commands

Keyword	Action Performed
[MAXIMIZE]	Enlarges the application window to its maximum size. Works only with applications that run in a window. Not supported on 80286 computers.
[MINIMIZE]	Reduces the application window to an icon. Typically, [MINIMIZE] should be put at the end of the macro. Not supported on 80286 computers.
[NULL <n>]	Sets the number of times an application will try, unsuccessfully, to destroy characters in the keyboard buffer before the next keystroke is passed to the application. <n> can be any number between 1 and 255.
[PASTE]	Pastes the content of the clipboard into the application window. Not supported on 80286 computers.
[PROP <name>]	Specifies the value of any of the class properties for the bridged application. <name> is the name of the property.
[RESTORE]	Restores the application window to its original size. Not supported on 80286 computers.
[SCANCODE <n>]	Inserts a number as a scancode into the keyboard buffer. <n> is the decimal value of the scancode word you want to insert.
[SWITCH]	Switches from the application to NewWave. Typically, [SWITCH] should be put at the end of the macro.
[SYSDIR]	Specifies the drive and directory path of the data directory configured for NewWave in OMF.INI. Typically, this is \HPNWDATA on the drive where you installed NewWave.
[WAIT <s>]	Sets the amount of time, in seconds that the macro will pause before it executes the next keystroke in the macro. <s> can be any decimal number in tenths from 0.0 to 3600.0.

Keywords that Act as Commands

Keyword	Action Performed
[WAITFORPOPUP <n>]	Pauses a print macro so that dialog boxes displayed by an application's Print command can clear before the macro performs the next keystroke. <n> specifies the number of dialog boxes.

Keywords for non-printing keys

The table below shows the keywords you can use to represent keys that do not print a character on screen. When you enter one of these keywords, you must include the braces that surround it. These keywords are *case-sensitive*: you must type them in uppercase letters.

Keywords for Non-Printing Keys

Keyword	Key(s)
{ALT}	Alt (Alternate)
{BKSPACE}	Backspace
{CAPS}	Caps Lock
{CLEAR}	Clear
{DELETE}	Delete
{DOWN}	Down Arrow
{END}	End
{ENTER}	Enter
{ESC}	Esc (Escape)
{F1}...{F12}	Function keys F1 through F12
{HOME}	Home
{INSERT}	Insert
{LEFT}	Left Arrow
{N0}...{N9}	Number pad keys 0 through 9
{N*} {N+} {N-} {N} {N/}	Number pad symbol keys
{NUM}	Num Lock
{PGDN}	Page Down
{PGUP}	Page Up
{RIGHT}	Right Arrow
{SCROLL}	Scroll Lock
{TAB}	Tab
{UP}	Up Arrow

Note: The Clear, F11, and F12 keys are used only by Windows applications.

Special characters

There are also several printable characters that have special uses in a keystroke macro. These are listed in the table below. Note that in each case, typing the character twice in succession cancels its special meaning. For example, the caret (^) represents the Ctrl key. The sequence ^c is interpreted as Ctrl C. The sequence ^^ is interpreted as a single caret.

Special Characters in Keystroke Macros

Character	Name	Use
~	Tilde	Represents the Alt key applied to the next character
{}	Braces	Identifies non-printing keys
[]	Brackets	Identifies keywords
^	Caret	Represents the Ctrl key applied to the next character
+	Plus	Represents the Shift key applied to the next character

Creating a Bridge Builder object

A *Bridge Builder object* is a special type of object that represents an application's connection to NewWave. You use a Bridge Builder object to add advanced features that change how an application behaves in NewWave.

You can also give a Bridge Builder Object to other NewWave users. They can then use the Bridge Builder object to install the application along with any advanced features that you have added.

1. **If the application is an object type, select any object of that type. If the application is a tool, select the tool icon.**
2. **Choose Application Attributes from the Settings menu.**
3. **Click Create Bridge Object.**
4. **Click OK to close the Applications Attributes dialog box.**

   If you want to change any aspect of the application's connection to NewWave, also complete steps 5 and 6.

5. **Open the new Bridge Builder object. Enter your changes in the window that appears.**

   The Bridge Builder object appears on the Desktop. For details on how to use the Bridge Builder window and its menus, see the online help provided with the Bridge Builder window.

6. **Choose Install Application from the Settings menu.**

Adding advanced features

To add advanced features, open the Bridge Builder object and use the commands on the Options menu. These commands are:

Command	Effect
Optional Advanced Functions	Displays a dialog box that you use to add various advanced features.
Windows Application Integration	Displays a dialog box that you use to identify the application as a DDE data source.
Specify Applications Data File Format	Displays a dialog box that lists all the file formats supported by the application. You can use this dialog box to specify a custom file format for the application. You can also use it to remove one of the supported formats from the list.

For information about how to use these commands, see the online help provided by the Bridge Builder object.

Installing an application from a Bridge Builder object

If you receive a Bridge Builder object created by another user, you can use it to install the application that the Bridge Builder object represents.

1. **Verify that the application resides on your computer.**
2. **Open the Bridge Builder object and change any options that are incorrect for your copy of the application.**

   For example, you may need to change the application path if the application resides under a different directory on your computer.
3. **Choose Install Application from the Installation menu.**
4. **Click Yes, Install.**

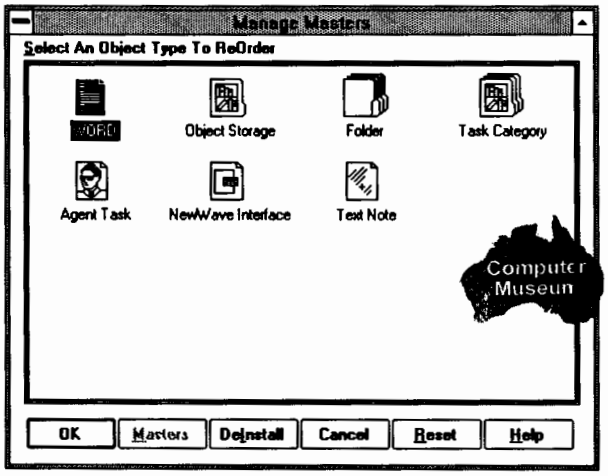
If the application path specified in the Bridge Builder object is incorrect for your computer, NewWave will ask you to enter the correct path the first time you open an object of that type. This happens only when you do not change the Bridge Builder object so that it contains the correct path.

Deinstalling an object type from NewWave

If you no longer need to use a particular object type, you can deinstall it from NewWave. This reverses the original installation, breaking the connection between NewWave and the object type's DOS or Windows application. The application remains on your computer, but you can no longer use it from NewWave.

1. **Choose Manage Masters from the Settings menu of the NewWave Desktop.**
2. **While holding down the Ctrl key, press Alt and X.**

   This displays a Deinstall button in the Manage Masters dialog box:



The dialog box shows the icon of every type of object you can create.

3. **Click the icon of the type of object you want to deinstall.**
4. **Click Deinstall.**

   The word "Deinstalled" appears across the face of the icon to indicate which type of object will be removed:

   At this point, the object type has not been deinstalled. If you have selected the wrong icon, you can stop the process by clicking Cancel.

5. **Click OK.**
6. **Click OK again to confirm removal of the object type.**

When you deinstall an object type, its icon no longer appears in the Create A New dialog box. If you have previously-created objects of that type in NewWave, they appear as blank icons marked with a large "X." This indicates that you can no longer edit those objects from NewWave.

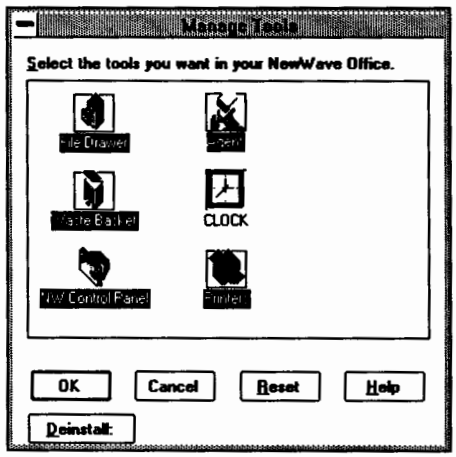
If you need an object type after you have deinstalled it, all you have to do is reinstall the application for that object type. For details, see "Installing a single application" in Chapter 2.

Deinstalling a tool from NewWave

If you no longer need to use a tool, you can deinstall it from NewWave. This reverses the original installation, breaking the connection between NewWave and the tool's DOS or Windows application. The application remains on your computer, but you can no longer use it from NewWave.

1. **Choose Manage Tools from the Settings menu of the NewWave Desktop.**
2. **While holding down the Ctrl key, press Alt and X.**

   This displays a Deinstall button in the Manage Tools dialog box:



The dialog box shows the icon of all the tools on the NewWave Desktop.

3. **Click the icon of the tool you want to deinstall.**
4. **Click Deinstall.**

   The word "Deinstalled" appears across the face of the icon to indicate which tool will be removed:

   At this point, the tool has not been deinstalled. If you chose the wrong tool, you can stop the process by clicking Cancel.

5. **Click OK.**
6. **Click OK again to confirm removal of the tool.**

When you deinstall a tool, its icon no longer appears on the Desktop and you can no longer use the tool from NewWave. The result is different than using the Manage Masters command to hide a tool. When you hide a tool, its removal from the Desktop is temporary – you can redisplay the tool at any time.

If you need a tool after you have deinstalled it, all you have to do is reinstall the application for that tool. For details, see "Installing a single application" in Chapter 2.

Setting up NewWave to start from DOS

NewWave includes a batch file in the Windows directory that starts NewWave from the DOS prompt. Use the following procedure if you need to re-create the batch file to start NewWave.

1. **Create an ASCII text file.**

   You can use any ASCII text editor to create the file. Examples of text editors you could use include Windows Notepad, DOS EDIT, and EDLIN. If you prefer to use a word processor, make sure that the word processor will allow you to save the file in ASCII format.

2. **Add a command line to load Windows and start NewWave.**

   Use the following example as a model for the command line. The example assumes that you use Windows in 386 enhanced mode, and that you have installed NewWave on drive C under NewWave's default directories:

   ```
   WIN /3 C:\HPNWPROG\HPOMF.EXE -cC:\HPNWDATA\HPOMF.INI -x
   ```

   If you use Windows in standard mode, use the `/2` parameter instead of `/3`:

   `WIN /2 . . .` etc.

   If you have installed NewWave on a different drive or under different directories, change the directory paths so that they are correct for your installation. For example, if you installed NewWave on drive E, each path would begin with `E:`, not `C:`.

   The `-c` parameter specifies the location of NewWave's configuration file, HPOMF.INI. The `-x` parameter returns you to DOS when you exit NewWave. If you would rather return to Windows, omit the `-x` parameter.

Both -c and -x must be lowercase. There should be no spaces between -c and the directory path to HPOMF.INI.

3. **Save the file under the name NEWWAVE.BAT.**
4. **Place the file in one of the directories listed by the PATH statement in your CONFIG.SYS file.**

   This gives you the ability to start NewWave from any drive or directory on your computer. All you have to do is type NEWWAVE at the DOS prompt.

12

KEEPING NEWWAVE SECURE

How to protect your objects and data

You can protect your NewWave Desktop from unauthorized users by creating a password. Once you create a password for NewWave, your NewWave Desktop will not appear until your password has been entered. You can also use your password to temporarily "lock" NewWave during times you are away from your desk.

In this chapter

This chapter covers:

- Creating a new password
- Entering your password
- Changing your password
- Locking NewWave when you are away from your desk

Creating a password

1. **Choose Set Password from the Settings menu.**
2. **Type the password you want in the New Password box.**
3. **Type the password a second time in the New Password Again box.**
4. **Click OK.**

Create a password when you would like to restrict access to your work. A password prevents others from starting NewWave at your computer.

The Set Password command displays this dialog box:

Click here to see the new password as you type it.

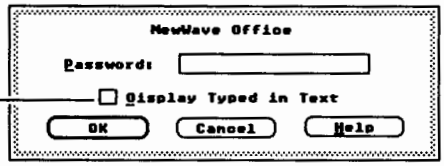
Entering your password

1. **Type your password in the Password box.**
2. **Click OK.**

Your password prevents unauthorized use of your NewWave software. If you have a password, this dialog box appears each time you start NewWave.

Type your password here.

If you want to see the actual characters in your password, click here.



When you type your password, type each character exactly as you typed it when you created it. If you created the password with uppercase characters, you must type in uppercase. NewWave does not accept a password typed in the wrong case.

If you enter your password incorrectly, a warning message appears when you click OK. You can then retype the password. You have three chances to type the password correctly. If the password is incorrect on the third try, you are denied access to the NewWave Desktop.

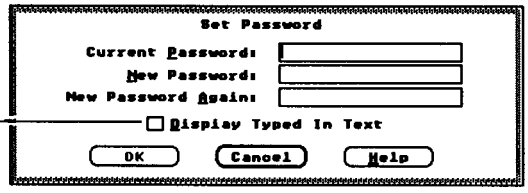
If you do not have a password, you can create one. If you already have a password but would like to change it, you can create a different one. For details, see "Creating a password" and "Changing your password" in this chapter.

Changing your password

1. **Choose Set Password from the Settings menu.**
2. **Type your current password in the Current Password box.**
3. **Type the new password in the New Password box.**
4. **Type the new password a second time in the New Password Again box.**
5. **Click OK.**

Change your password when you want to replace your current password with a different one. You can change your password any time you need to.

The Set Password command displays this dialog box:



Click here to see the new password as you type it.

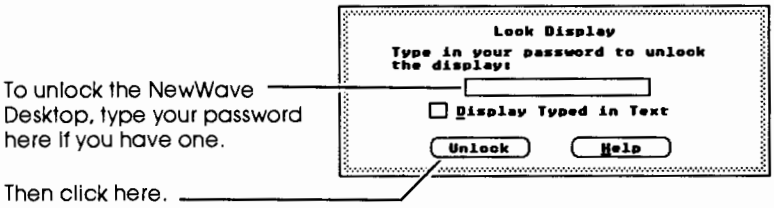
When you type in your current password, be sure to type each letter in the case that you used (uppercase or lowercase) when you created the password. NewWave will not recognize the password if you use the wrong case.

Locking the NewWave Desktop

1. **Go to the NewWave Desktop.**
2. **Choose Lock Display from the Action menu.**

Lock the NewWave Desktop when you are going to be away from your desk and do not want others to see what is on your screen. Locking the NewWave Desktop blanks out the screen so that your NewWave Desktop cannot be seen.

When you lock the NewWave Desktop, this dialog box appears:



Locking the NewWave Desktop stops all activities. For example, if you lock the NewWave Desktop while NewWave is printing an object, printing stops and resumes only when you unlock the window.

APPENDICES

A

NEWWAVE SOFTWARE STRUCTURE

The NewWave software makes your computer truly simple to use. With NewWave installed, you can do a variety of things: produce elaborate documents, edit graphics, and move quickly from one task to another without having to know complex DOS commands and without having to know much about the computer that the NewWave software is running on.

Because of its high-powered capabilities, NewWave requires special configurations of the Microsoft Windows environment, and DOS. So to support the NewWave environment, you have to know something about each of them.

The DOS directory structure

Despite the absence of files and directories in the NewWave interface, the NewWave environment is supported by an underlying file and directory structure.

The files necessary to run the NewWave environment are contained in five directories on your hard disk: the root directory, \WINDOWS, \HPNWDATA, \HPNWDOS, and \HPNWPROG. If you have any DOS or Windows applications installed in the NewWave environment, you also need the files to run those applications (usually contained in their own directory).

Some of the DOS system files in the root directory must be, created edited, or installed by you before you install the Windows software. *Device drivers*, software to run peripheral boards and hardware, must be installed and listed in the CONFIG.SYS file. The CONFIG.SYS and AUTOEXEC.BAT files must be created or edited to contain certain device driver listings and other settings. Further changes to these files are made automatically during Windows or NewWave installation.

Most of the files and directories to run the NewWave environment are automatically created and configured during the installation of the Windows and NewWave software.

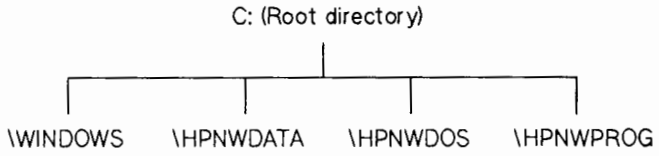
HIMEM.SYS and SMARTDRV.SYS, two files for accessing extended memory and disc caching, are installed and listed in the CONFIG.SYS file when the Windows Setup program is run.

HPOMF.INI is created when you install NewWave. If you later decide to change the location of your NewWave directories, you must edit this file to support those changes.

NEWWAVE.BAT is a batch program that starts NewWave from the DOS prompt. This is a file that you create if you need to start NewWave from DOS. Instuctions on how to create the file are in Chapter 11.

The basic file and directory structure

In a typical directory structure for a computer running NewWave, the Windows and NewWave directories are installed off the root directory.



The directory structure of a computer running NewWave may differ according to how you install Windows and NewWave: Windows and NewWave may be on different drives; the three NewWave directories may be split up on different drives; or the three NewWave directories may be grouped under one parent directory.

Directories for different DOS applications may be on the computer, and they may be on another drive.

No matter how you arrange the directories, the functions of the directories remain the same.

The \WINDOWS directory

The \WINDOWS directory stores the Microsoft Windows executable files and configuration files.

The Windows environment is required for the NewWave environment to run. The NewWave environment runs as a Windows "application" and uses the Windows pointers, menu bars, and scroll bars. The Windows Program Manager is available at all times from NewWave.

The Windows Control Panel is available from the NewWave Desktop to add or delete printers and fonts and to control other elements of NewWave.

The \HPNWDATA directory

The \HPNWDATA directory is the NewWave directory that contains the NewWave object data. This directory also holds the files (HPOMF*.*) that run the NewWave *Object Management Facility*. With the exception of HPOMF.INI, you must not alter the HPOMF*.* files in any way.

HPOMF.INI is a text file that directs the OMF to the correct directories when NewWave is started.

The HPOMF.INI file is generated automatically when you install NewWave. If you change the location of any of the NewWave directories, you must edit HPOMF.INI.

The required lines in HPOMF.INI include the following (other lines may also appear, depending on your configuration):

```
SYSDIR=<pathname>\HPNWDATA
APPLICSDIR=<pathname>\HPNWPROG
DOSAPPSDIR=<pathname>\HPNWDOS
NETDIR=<server pathname>\HPNWPROG
;WINDOWSDIR=<currdrive>\WINDOWS
```

<*pathname*> includes the drive where the NewWave directory (\HPNWDATA, \HPNWPROG, or \HPNWDOS) is located. It can also include a parent directory name, if you intend to install the NewWave directory under a parent directory.

<*currdrive*> is the drive containing the Microsoft Windows \WINDOWS directory.

Examples of entries in HPOMF.INI

if the \HPNWPROG and \WINDOWS directories are installed on drive C, and the \HPNWDATA and \HPNWDOS directories are on drive D, HPOMF.INI would include the following lines:

```
SYSDIR=D:\HPNWDATA
APPLICSDIR=C:\HPNWPROG
DOSAPPSDIR=D:\HPNWDOS
;WINDOWSDIR=C:\WINDOWS
```

If the three NewWave directories are installed under the \NW parent directory, and the \NW and \WINDOWS directories are both located on drive C, HPOMF.INI would include the following lines:


```
SYSDIR=C:\NW\HPNWDATA
APPLICSDIR=C:\NW\HPNWPROG
DOSAPPSDIR=C:\NW\HPNWDOS
;WINDOWSDIR=C:\WINDOWS
```

Directories under HPNWDATA

The \HPNWDATA\HPOMF*nnn* directories (HPOMF001...002...003...) contain the files for all the NewWave user-created objects. When you create or add to a folder or an object, the NewWave environment automatically stores that folder's or object's data to files in these directories.

CAUTION

The creation of \HPNWDATA\HPOMF*nnn* directories and files is managed entirely by NewWave. You must *never* directly add, alter or delete any file in an \HPNWDATA\HPOMF*nnn* directory. Altering these files in any way corrupts the entire NewWave environment.

You may occasionally need to copy files from these directories to send to your authorized HP NewWave support person for diagnostic purposes.

Other \HPNWDATA subdirectories hold files with user-specific data to run mail in NewWave, to support user-created vocabularies, or to support other uses.

The \HPNWDOS directory

The \HPNWDOS directory is the NewWave directory set up to support DOS and Windows applications that have been installed into NewWave as object types or tools.

The \HPNWDOS\PIF and \HPNWDOS\MNU directories are the fixed directories to store the program information (PIF) files and the menu (MNU) files for DOS applications installed into NewWave. When you install a DOS application into NewWave, NewWave automatically stores the associated PIF and MNU files in these directories.

The \HPNWDOS\<*app name*> directories, such as \HPNWDOS\ADVLINK, are default data directories for objects associated with DOS and Windows applications.

When an application is installed as an object type, NewWave creates a default subdirectory under \HPNWDOS to hold the data files attached to objects of that type. When you delete an object, the associated file in the object's default data directory is also deleted. If you choose to store the data file in another directory, this does not happen.

The \HPNWPROG directory

The \HPNWPROG directory is the NewWave directory containing the executable files that run the NewWave tools and object types (*.NWE) and the files that provide online help (*.HLP) for those tools and object types.

The \HPNWPROG directory and subdirectories also contain additional files necessary to support specific tools and types of objects.

The \HPNWPROG\HPDOSPRG directory contains the file that pre-registers Windows or DOS applications that are accessed through the DOS Programs command. These Windows or DOS applications are *not* installed in NewWave as object types or tools, but can still be started from NewWave through the DOS Programs command.

The \HPNWPROG\<*object type*> directories, hold additional files necessary to support the associated tools or object types.

Other important files

Other files important to NewWave include, device drivers, CONFIG.SYS, AUTOEXEC.BAT, and NEWWAVE.BAT.

Device drivers

These enable DOS to use peripheral hardware or software devices such as expanded memory boards, monitors, disk-cache programs, or a mouse. Examples include EGA.SYS and MOUSE.SYS. Device driver files must be listed in CONFIG.SYS.

CONFIG.SYS

This is a text file that tells DOS how to allocate its memory resources. Device driver files must be listed in this file. If the device driver files are in another directory, the full pathname must be specified in the listing. Usually, lines listing these files are automatically added when a device is installed. For optimal NewWave performance, you may have to edit some of these lines. You will also have to add lines to specify files and buffer settings optimal to the NewWave environment.

It is a good idea to keep a copy of your CONFIG.SYS file ready for reference.

AUTOEXEC.BAT

This is a text file that lists DOS commands to be performed automatically when the computer is started. For the NewWave environment to run, you need to be sure that the DOS PATH command includes the \WINDOWS directory.

NEWWAVE.BAT

This is an optional batch program that starts NewWave from the DOS prompt. You can create this file by following the instructions in "Setting up NewWave to start from DOS" in Chapter 11.

Moving a stand-alone copy of NewWave to another location

1. **Make a backup copy of all NewWave files and directories.**
2. **Copy the NewWave directories in their entirety to the new location.**
3. **In your new copy of NewWave, change the directory settings in the file \HPNWDATA\HPOMF.INI so that they show the new location of the NewWave directories.**
4. **Start your new copy of NewWave.**
5. **When you are sure your new copy of NewWave works correctly, remove the original copy from your hard disk.**

After you have installed NewWave on one hard drive, you can move one or more of the NewWave directories to another hard drive. The new location can be either a different drive on your hard disk, or a different directory on the drive where NewWave is currently installed.

Backing up NewWave

It's best to begin by making a backup copy of the NewWave directories and their contents. The directories are \HPNWDATA, \HPNWDOS, and \HPNWPROG (but note that if you have a special configuration of NewWave, the names of these directories may be different). Use a utility that can back up the entire NewWave directory structure, including empty files and subdirectories.

Making the move

Start by copying the NewWave directories and their contents to the new location. Be sure to preserve the structure of subdirectories under each directory, and to copy all files and subdirectories – even if they are empty.

Changes to HPOMF.INI

After you copy the NewWave directories, you must also edit HPOMF.INI. This file is in the \HPNWDATA directory that you created for NewWave at its new location. Change any directory paths that are incorrect as a result of the move. For example, if you are moving NewWave from drive C to drive D, you would make these changes:

Old settings	New settings
SYSDIR=C:\HPNWDATA	SYSDIR=D:\HPNWDATA
APPLICSDIR=C:\HPNWPROG	APPLICSDIR=D:\HPNWPROG
DOSAPPSDIR=C:\HPNWDOS	DOSAPPSDIR=D:\HPNWDOS

Moving only one NewWave directory

Follow the same procedures described above for moving an entire copy of NewWave. The only exception is that where the above procedures references all of the NewWave directories, substitute the specific directory that you are moving.

B

GLOSSARY

Agent • A tool on the NewWave Desktop. You use the Agent to perform, schedule, and manage tasks you have recorded. See also *Agent Schedule* and *Agent Task Manager*.

Agent Schedule • A calendar that appears when you double-click the Agent while holding down the Shift key. You can use the Agent Schedule to schedule tasks to be performed automatically at a later time.

Agent task • A NewWave object that allows you to record a sequence of actions. Once you have recorded an Agent task, you can have the Agent perform it on demand. If you need to change what the task does at a later time, you can open it and edit the commands you recorded. You can also use the Agent Schedule to set the dates and times you want the task to be performed.

Agent Task Manager • An area in the Agent window that appears when you open the Agent. You can use the Agent Task Manager to pause or cancel any task that is currently performing.

alternate class name • A name that associates a second application with a Bridge Builder object. This allows you to use two applications from the same object type.

application path • The location of a non-NewWave application on your hard disk or a network server. An application path consists of an application's drive location, directory path, and executable filename. For example, the application path `C:\WORD\WORD.COM` specifies that the executable file `WORD.COM` resides under the directory path `\WORD` on drive `C:`.

attach • To bring a data file into NewWave as an object. Attachment creates a connection between the file and object, giving you immediate access to the contents of the file when you open the object. For attachment to work, you must already have installed into NewWave the application you used to create the file. See also *detach*.

autoshare • To set up an object so that whenever you make a copy of a document or folder that contains the object, NewWave automatically creates a shared view of the object. See also *shared view*.

autostart class task • A menu task that starts automatically whenever you open an object of a given type. Each type of object can have one autostart class task associated with it. See also *class task*.

autostart menu task • A task that starts automatically each time you open a certain object. Each object can have one autostart menu task associated with it. See also *menu task*.

Bridge Builder object • A NewWave object that you use to add advanced features to an application's connection to NewWave. To create a Bridge Builder object, you use the dialog box displayed by the Application Attributes command.

check out • To temporarily remove an object from Object Storage so that you can work with it. When an object is checked out, it is unavailable to other users who have network access to the object's storage location.

choose • To perform a command by clicking its name in a menu.

class name • The name that NewWave uses to identify an application that you have installed into NewWave.

class property • A special variable that you can add to the Bridge Builder object for an application. Class properties affect how the application behaves in NewWave.

class task • A menu task that works with all objects of a given type. For example, the class tasks for Text Notes appear in the Task menu of each Text Note that you create. See also *menu task*.

click • To quickly press and release a mouse button.

client • An application that displays a view of data created in another application. See also *server*.

clipboard • A temporary storage area for holding objects, text, or data that you are copying, cutting, or sharing. Once you put something on the clipboard, it stays there until you copy, cut, or share something else.

close • To return an open object or tool to its icon state. You can close an object or tool by choosing the Close command, or by double-clicking the Control-menu box.

command • A word or phrase, found in a menu, that you choose to perform an action. See also *task language command.*

command line • The command sequence that starts a non-NewWave application.

compatible object • An object that can accept and display data from a different type of object. A compatible object is created when you use the Convert To Compatible Object command to convert an object from one type to another. This is useful when you receive an object from another NewWave user but can't open it because you do not have the object's application. Conversion creates a new object, leaving the original unchanged.

compile • To translate the statements in an Agent task or menu task into instructions that are executable by the Agent.

Control-menu box • The small box located at the left of a window's title bar. Double-clicking this box closes the window.

Control Panel • A Microsoft Windows program that lets you change how your computer is configured. For example, through the Control Panel you can install and configure printers. See also *NewWave Control Panel.*

create • To make new objects in NewWave. Creating an object gives it an icon and a title.

day window • A window that appears when you open a day in the Agent Schedule. The day window shows the tasks that have been scheduled for that date.

default data directory • A directory, under \HPNWDOS, where NewWave stores the data files attached to all objects of a given type. Each application that you install into NewWave has its own directory under \HPNWDOS.

default printer • The printer automatically selected by NewWave. This is the printer set up with the Configure Device command or by the Microsoft Windows Control Panel. You can override this default by selecting a printer in the Printers window, or by selecting a printer from the list of available printers displayed in the Print command dialog box.

deselect • To reverse a selection. For example, if you click an object that is already selected, it will not be selected anymore.

Desktop • See *NewWave Desktop*.

detach • To create a data file from an object by using the Detach DOS File From Object command. Detaching places a copy of the data in the file, leaving the original object intact.

dialog box • A box that appears on-screen for entering information and choosing options. On a menu, commands that end with three periods (...) display a dialog box.

DOS Programs window • A window, displayed by the DOS Programs command, that lists other applications that you can start from NewWave. Applications listed in the DOS Programs window *do not* display their data files as objects.

DOS prompt • In DOS, the command prompt at appears on the left side of your computer screen.

double-click • To rapidly press and release a mouse button twice without moving the mouse. This action performs a command or opens or closes a window.

drag • To press and hold down the mouse button while moving the mouse. For example, by dragging you can move a window to another location on the screen or move an object to a tool.

executable file • The program file for an application, identified by either a .EXE or .COM extension. When you start an application from DOS or Windows, you typically enter the name of the application's executable file.

export • To create a disk file that contains the information necessary to reconstruct an object and its data. This disk file can be used to bring the object back into NewWave by using the Import Object From Disk command. Exporting an object is useful when you need to create a backup copy of an object on disk, or when you want to give a copy of an object to a NewWave user who is not on your network. To export an object, you use the Export Object To Disk command. See also *import*.

File Drawer • A tool on the NewWave Desktop. You use the File Drawer to file folders and other objects. This helps you keep your screen free from clutter.

focus • The object or tool where activity occurs in an Agent or menu task. The focus is directed to an object or tool by a FOCUS statement. All actions that follow a FOCUS statement occur within the object or tool until another FOCUS statement shifts the focus elsewhere.

folder • A NewWave object that helps organize your objects. You can store objects in folders and then place those folders in the File Drawer. You can also file folders inside other folders. Each folder can contain up to 200 objects.

global reference number • A hexadecimal number that NewWave uses to track applications installed into NewWave as tools. NewWave automatically assigns this number when you install the application.

icon • A small symbol that represents, graphically, an object or tool in NewWave. Double-clicking an icon opens it into a window. Each tool or type of object has its own characteristic icon, which helps you identify at a glance what the object or tool does.

import • To restore an object from a file that was created by the Export Object To Disk command. See also *export*.

insertion point • The place where text will be inserted when you type. The insertion point appears as a flashing vertical bar in a Text Note or dialog box. The text you type appears to the left of the insertion point, which is pushed to the right as you type.

Interface object • A NewWave object that acts an interface for an Agent task. With an interface object, you can add dialog boxes to a task. This gives the task the ability to communicate with people who use it.

keystroke macro • (1) The statement added to an Agent task when you record keystrokes within a DOS or Windows application. (2) A sequence of keystrokes associated with an application's connection to NewWave. See also *print macro* and *startup macro*.

link • The relationship between a tool or object and the tool or object it appears in. Links go down or up. Links down from objects or tools go to the objects that appear in them. Links up from tools go to the NewWave Desktop; links up from objects go to the objects or tools where they appear – or where their shared views appear.

lock • To prevent unauthorized entry to NewWave. By choosing the Lock Display command from the Action menu, you can prevent someone from using NewWave unless they know your password.

master • An object that becomes a template for creating other objects of the same type. Each new object you create from a master has the same content as the master. The dialog box displayed by the Create A New command lists the masters available for each type of object.

menu • A list of commands that perform similar functions. For example, the Edit menu includes the Cut, Copy, and Paste commands. Menu names appear in the menu bar near the top of a window. To use a menu, click the menu name, then choose the command you want.

menu bar • The horizontal bar that lists menu names near the top of a window. Clicking a menu name displays the list of commands on that menu.

menu command • See *command.*

menu task • An automated task created for use within a specific object or tool. Menu tasks are listed in the Task menu of the object or tool that owns the task. You can also designate a menu task to work with all objects of a given type. See also *class task.*

mouse • The device you use to position the pointer on the screen. When you move the mouse, the pointer moves in the same direction.

NewWave Control Panel • A NewWave tool. You use the NewWave Control Panel to change items such as the background color of the Desktop, File Drawer, and Waste Basket; the color of titles; and the spacing between icons on your screen. The NewWave Control Panel is available through the Control Panel command on the Settings menu.

NewWave Desktop • The window that appears when you start NewWave. The NewWave Desktop is your starting place for filing and organizing your work. Tools such as the File Drawer, Waste Basket, and Agent are available on the Desktop for your use. From the Desktop you can create new objects to hold your work and bring files from other applications into NewWave as objects. When you leave NewWave, you close the Desktop.

object • An icon that represents something you are working on, such as a report, a spreadsheet, or a drawing. When you open an object, its content appears in a window. At the same time, NewWave starts the application you used to create the object's content. Each type of object in NewWave has its own characteristic icon. These appear in the dialog box displayed by the Create A New command.

Object Storage • A NewWave feature that allows you to store an object on a flexible disk, another drive on your hard disk, or a network server. See also *storage object.*

OLE • (Object Linking and Embedding) A specification for linking and sharing data between Windows applications. When two applications support OLE, you can use them to create a compound document, where data from one application is displayed in a document created with the other application. See also *client, server, shared view.*

open • To display the window for a tool or object and make its contents available to work in. When either an object or tool is open, its icon appears dim. When you open an object, you start the application that the object represents.

parameter • (1) Additional information added to a command line that determines how an application will run. For example, when you add the parameter `/g` to the command line for Microsoft Word for DOS, Word starts in graphics mode. See also *command line.* (2) Additional information added to a command in an Agent or menu task that changes how the command behaves.

password • A word or phrase that allows access to NewWave when the Desktop has been locked.

PIF file • (Program Information File) A file that provides Microsoft Windows with the information needed to run a non-Windows application.

point • To move the mouse until the pointer rests on the item you want to select or choose.

pointer • A small symbol that indicates which area of the screen will be affected when you click the mouse button. The pointer is usually shaped like an arrow but can take the shape of a question mark or hourglass.

print macro • A sequence of keystrokes that NewWave performs when you drag an object to the Printers tool. Print macros are used by applications you install into NewWave as object types.

print queue • A line of objects waiting to be printed. You can see which objects are in the print queue by opening the Printers window.

Printers tool • A tool on the NewWave Desktop. You use the Printers tool both to print copies of objects and to control the printing process.

record • To preserve a record of actions you perform while using NewWave. Once you have recorded your actions, you can have the Agent perform them for you whenever you want.

repetitive schedule • To set up the Agent to automatically run a task on specific days of the week, specific days in a month, or at specific intervals.

root directory • The highest directory of a disk. All other directories on a disk are under the root directory.

sample data file • A template file, usually blank, that NewWave uses to create new objects for DOS and Windows applications.

save • To store the contents of a new object on your computer or store any changes made since the last time you saved an object.

schedule • To set a date and time for the Agent to automatically perform a task. See also *repetitive schedule.*

scroll • To move the contents of a window up, down, left, or right to see parts that do not initially appear in the window.

scroll bar • A bar that appears at the right or bottom of some windows and in some dialog boxes. Clicking the scroll bar scrolls the contents of a window.

select • To highlight an object by clicking it. After you select an object, you choose the command that you want to affect the object. See also *choose.*

server • (1) A disk drive that is available for public access through a network. In NewWave, you can make objects available to other NewWave users on your network by storing the objects on a server. See also *Object Storage.* (2) An OLE application where you create data that is displayed by another OLE application. See also *client* and *OLE.*

shared view • Another object that shares the contents of an object. Opening any shared view of an object gives you access to the content. Changes you make to a shared view are automatically reflected in all other shared views of the object.

significant action • An action that produces tangible results when recording an Agent or menu task. Actions that are not significant are not recorded. When recording in DOS and Windows applications and some NewWave objects, keystrokes are the only significant actions.

startup directory • The directory that becomes the current directory when a DOS or Windows application starts.

startup macro • A sequence of keystrokes that NewWave executes each time you start a DOS or Windows application by opening one of its objects.

state • In an Agent or menu task, the current condition of an object or tool – for example, what window it's in, what its title is, whether it's open or closed.

statement • A line of text in a task object. Statements may be commands to an object, such as to select a certain folder, or instructions to the Agent, such as to direct commands to a certain object. You can edit the statements in a task.

storage object • A NewWave object that places an object into Object Storage. When an object is stored on a network server, any NewWave user who has access to the server can check out the object for use on their NewWave Desktop. See also *Object Storage.*

task • A sequence of recorded actions (in the form of task language commands) that can be performed automatically by the Agent on demand, or at a date and time you specify. See also *Agent task* and *menu task.*

task category • A NewWave object that you use to group the menu tasks of an object into sub-menus that can be displayed from the object's Task menu. Task category objects go into an object's task folder. See also *task folder.*

task folder • A storage area that holds the menu tasks that belong to a particular object. To open the task folder for an object, you use the Tasks For This Object command from the object's Task menu. See also *menu task.*

task language • The commands and keywords that automate the actions recorded in an object or tool. Each object and tool in NewWave has its own task language.

task language command • A command that automates a specific action in an Agent or menu task. Task language commands appear in the statements that make up the text of a task.

task object • A NewWave object that contains instructions to the Agent for performing a task. Task objects can be either Agent tasks or menu tasks. See also *Agent task* and *menu task.*

Text Note • A NewWave object that is a small, simplified document for short memos or notes. They are useful for jotting words down quickly.

title bar • The horizontal bar across the top of each window that contains the name of the object or tool displayed in that window. To move a window, you drag its title bar. A title bar is highlighted when its window is active.

tool • Icons on the NewWave Desktop that you use to perform specific actions in NewWave. See also *File Drawer, Waste Basket, Printers tool, Agent, and NewWave Control Panel.*

Waste Basket • A tool on the NewWave Desktop. The Waste Basket is where you throw away objects that you no longer need. If you throw something away by mistake, you can retrieve it from the Waste Basket.

wildcard • A character that can be included in a filename to indicate any character or group of characters that might match that position in other filenames. For example, *.EXE represents all files in the directory that end with the .EXE extension.

window • A rectangular area on your screen in which you view the contents of a tool or object.

word wrap • In a Text Note, a feature that automatically moves the text you are typing to the next line when you reach the right edge of the window.

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