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## Overview of NetTools

Welcome to the **NetTools**, a collection of software utilities that greatly enhances the networking capabilities of Microsoft Windows by providing centralized menu management, workstation security, scripting capability, and printer administration.

**NetTools** includes Applications Manger, Secure Station Tools, Desktop Control Language, and Print Manager.

### Purpose of This Guide

This guide is a step-by-step overview of the major features of **NetTools** and how to use them effectively. By following the procedures outlined, the package can be installed and configured in a short time.

This is not an in-depth guide to **NetTools**, but it provides a useful foundation that will help you understand and evaluate this product. Please refer to the on-line Help available in each module for detailed information on the many **NetTools** features.

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## System Requirements

The following list contains the minimum system requirements to run this version of NetTools.

- An 80386/SX or higher based computer.
- 4 megabytes of memory.
- One 1.44 MB (3-1/2") floppy disk drive (for installation).
- MS-DOS Version 5.0 or later.
- Microsoft Windows Version 3.1 or later, or Windows for Workgroups Version 3.1 or later.
- A monitor and VGA graphics card or other high-resolution graphics card compatible with Windows Version 3.1 or later.
  - A Microsoft Windows-compatible mouse, recommended but not required.

If you are running a local area network, you should use Novell NetWare 3.11, 3.12, or NetWare 4.0 in bindery emulation mode. You must be running a network while using Print Manager.

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## Installation and Setup

Installation of Applications Manager, Desktop Control Language, and Print Manager is a simple process. You can follow the procedure below or refer to your *Installation* guide for a complete explanation of the installation process.

**Note:** You should not be running or have resident in memory any NetTools products while installing a NetTools application.

1. Insert **NetTools Disk 1** into drive A: or B:.
2. Choose File/Run from the Windows Program Manager menu.
3. Type A:SETUPM.EXE (or B:SETUPM.EXE) and choose OK.
4. Accept the suggested destination for the NetTools files or type another location. The Setup program prompts for additional disks as needed.  
  
The Setup program prompts you for the options you want to install. The Setup program then installs the files to the location you specified.
5. Exit Windows when the installation process is complete.
6. To change your Windows shell to Applications Manager, change the SHELL line in the [Boot] section of the SYSTEM.INI file (located in the Windows directory) to SHELL=APPMAN.EXE.
7. Using Novell's SYSCON utility, change the rights of the NETTOOLS directory and subdirectories to [RWFCEM].  
  
For additional information on setting up the applications for users, refer to the Fine Tuning sections in the *Installation* guide.
8. Restart Windows.

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## Using the Release Notes

The Release Notes for each module exist in Windows Write format:

Format	How to view
Windows Write	Run the Windows Write program (WRITE.EXE).  Choose Open from the File menu.  Select the appropriate .WRI on NetTools Disk 1 and choose OK.

The file names for each module are listed in the following table:

Module	File Name
Applications Manager	READAM.WRI
Print Manager	READPM.WRI
Desktop Control Language	READDCL.WRI

These files are copied to the NETTOOLS directory during installation. The .WRI file is located on the module diskette in an uncompressed format so you can print it before you install the module.

## Applications Manager

As Windows loads, the NetTools logo appears followed by the Applications Manager window. Applications Manager is the NetTools replacement for Program Manager. Besides offering all the features of Program Manager, it gives you substantial control over the desktops of your LAN users.

### Two Modes: Administration and User

Applications Manager has two modes of operation. **User mode** is the normal operating mode, used by all network users. **Administration mode** is a special configuration mode, used by the network administrator only, for setting up options affecting all network users of Applications Manager. In administration mode, you create **network groups** available to all of your network users - or just the ones you designate. In user mode, users create their own **personal groups** which, like Program Manager groups, are available only to themselves.

Administration mode is identified by Applications Manager - Administration Mode in the title bar. The menus in Administration mode are slightly different.

**Note:** Applications Manager does not save your changes unless you select Save Workspace. You have the choice of keeping your changes or discarding them.

### Personal groups

Personal groups are very similar to Program Manager's program groups. You can create a new personal group and then add applications to it, or you can import an existing Program Manager group directly into Applications Manager. (This does not overwrite the Program Manager group file, but creates a new file with extension .APP).



## To import existing Program Manager groups

For more information, refer to “Importing Existing Groups into Applications Manager” on page 20 of the *Using Applications Manager* guide.

1. Choose File/New/Personal Group.



2. In the New Personal Group dialog box, choose Browse.
3. Using the Drives and Directories boxes, select the Windows directory.
4. Select ACCESSOR.GRP and choose OK.
5. Choose OK in the New Personal Group dialog box.

The Accessories group appears, containing all the application icons available in the Program Manager group. You may repeat this procedure for any other .GRP files you wish to import.

6. Choose File/Save Workspace to save the group in Applications Manager format. (This does not overwrite the original .GRP file.)



## To create new personal groups

1. Choose File/New/Personal Group.
2. Type My Group in the Description field and choose OK.

An empty My Group window displays.

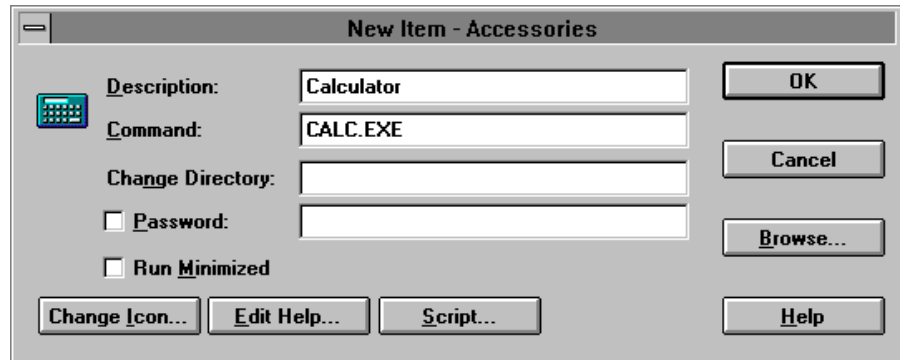


## To add applications to the personal group

Applications can be added to a Group manually or automatically. In this example you will add the Calculator program manually and the Notepad program automatically, using the drag-and-drop feature.

For more information, refer to “Adding Program Items to Groups and Subgroups” on page 22 of the *Using Applications Manager* guide.

1. Choose File/New/Item.



2. Type Calculator in the Description field.
3. Type CALC.EXE in the Command field and choose OK.
4. Select the Notepad icon in the Accessories group, drag it to the My Group window and release the mouse.

My Group now contains two icons: Calculator, added manually, and Notepad, moved from the Accessories group.

5. Choose File/Save Workspace to save the workspace.

**Hint:** Icons can be copied rather than moved by pressing CTRL and then dragging a copy of the selected icon to the desired location.



## To create a subgroup within a group

For more information, refer to “Adding Subgroups” on page 21 of the *Using Applications Manager* guide.

1. Select the My Group window, then choose File/New Subgroup.



2. Type Level 2 in the Description field and choose OK.  
An icon for the Level 2 Subgroup appears in the My Group window.
3. Choose File/Save Workspace to save the workspace.

Items or additional subgroups can also be added to a subgroup following the same procedure.

## Network Groups

The personal groups you just created are available only to your workstation. Now you will create a *network group*, available to other users on the network. You will add an item that only you can see and another item that you cannot see. Now you will begin to see how Applications Manager helps you manage your network - you determine the applications to which your users have access.

To create or edit a network group, you must enter Administration mode.



### To access Administration mode

For more information, refer to “Running Applications Manager in Administration Mode” on page 58 of the *Using Applications Manager* guide.

1. Press CTRL+ALT+A simultaneously.
2. If you have made any change to your workspace, a message box displays. Choose Yes to save your workspace.



The title bar now reads Applications Manager - Administration Mode.

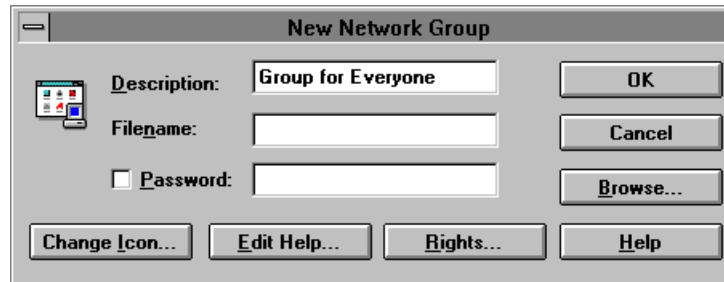


### To create network groups and assign user rights

You should be in Administration mode before starting this procedure.

For more information, refer to “To add a new Network Group” on page 64 of the *Using Applications Manager* guide.

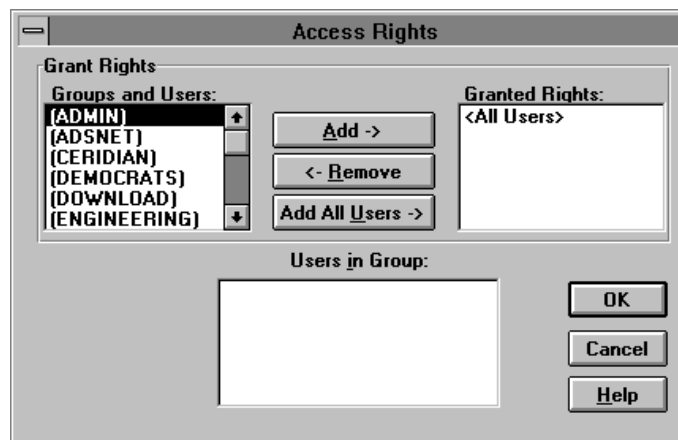
1. Choose File/New/Network Group to add a new network group.



2. Type Group for Everyone in the Description field.
3. Choose OK to close the New Network Group dialog box.
4. Choose File/New/Item to add an item to the group.



5. Type Windows Write in the Description field.
6. Type WRITE.EXE in the Command field.
7. Choose Rights to assign access rights.



8. Initially, all users have rights to the item. Highlight your name in the Groups and Users list box and choose Add.
9. Choose OK in both the Access Rights and the New Item - Group for Everyone dialog boxes.
10. In the same manner (steps 4 through 9), add Windows Paintbrush (PBRUSH.EXE) as another item. This time, select another user - not yourself - in the Access Rights dialog box.
11. Choose File/Save Workspace to save the workspace.

You have created the network group, Group for Everyone, and made it available to all users. As a user, you will see only Windows Write in the group. The user you selected for Windows Paintbrush will not be able to see Windows Write. We will add one more group, then you will see the results.

**Note:** You do not need to assign any special NetWare rights. It's all done from the Access Rights dialog box.



## To create a network startup group

Applications Manager will automatically launch a startup group each time Windows starts. The startup group (STARTUP.APP) automatically loads applications on each user's desktop.

1. Choose File/New/Network Group.
2. Type Startup in the Description field.
3. Choose OK.
4. Insert any items that you want users to start each time they run Applications Manager.

You can insert Secure Station Tools (WWEXT.EXE) into the Startup group so the screen saver and password protection are available.

5. Choose File/Save Workspace to save the workspace.

The Startup Group window displays only in Administration mode, so users never see it.



## To return to User mode

1. Select Exit Administration Mode from the Administration menu.

### **Keyboard Shortcut:**

Press CTRL+ALT+A.



2. If you have made any change to your workspace, a message box displays. Choose Yes to save your workspace.



Applications Manager changes to user mode. Your personal groups display again, and you now see the group Group for Everyone with only one item, Windows Write.

**Hint:** Applications Manager offers additional control over your users' desktops, such as the ability to remove commands from menus, and a password to protect Administration mode. These features are described in the next section.

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## NetTools Security Features

NetTools provides enhanced security for and access to network features. It offers password protection for menus and applications through Applications Manager and workstation security through Secure Station.

### Setting Passwords

Almost everything in Applications Manager can be protected with a password. In Administration mode, you can password-protect network groups or individual items in the groups. Every user who opens the group or item will be prompted for the password you have specified. Similarly, users can password protect their personal groups and items.



#### To set a password on a personal group

1. Select the My Group window.
2. Choose Properties from the File menu.

**Mouse Shortcut:**

Click the right mouse button on the title bar of the My Group window.



3. Check the Password check box.
4. Type PASSWORD in the Password text box and choose OK.
5. Retype PASSWORD in the confirmation dialog box and choose OK.
6. To check your password, select the group, type in your password, and choose OK.

## Password Protecting Workstations

Secure Station is both a screen saver and security mechanism. Like any screen saver, Secure Station automatically blanks the screen after a period of inactivity. To display the workspace, press any key or move the mouse, then type your network password. You can start the screen saver manually if you have to leave your workstation briefly.



### To manually secure the workstation

1. Choose File/Run from the Applications Manager menu, type WWEXT.EXE, and choose OK.
2. Click once on the Secure Station icon, then select Secure Now to activate the screen saver.



The Secure Station screen saver appears and remains until you move the mouse or hit a key. The password box displays.



3. Type an invalid password and choose OK.

4. Now type your network password and choose OK.

The screen saver disappears, and the workspace display is restored. Secure Station tells you the number of times that someone tried to access your workstation while it was secured.

Users can be required to run Secure Station at all times by setting the Require option in the Desktop Administration program.

Secure Station Tools also includes two additional user modules:

### **Intercom**

Intercom permits users to send messages across the network using administrator-defined users and groups.

### **Clock**

Clock displays the current time and date. It also has a scheduling feature, allowing messages to be displayed or applications launched at a user-defined time.

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## **Desktop Administration**

The Desktop Administration program controls the appearance and features for Applications Manager and Secure Station Tools.

For more information, refer to “Understanding Desktop Administration” on page 70 of the *Using Applications Manager* guide.

### **Applications Manager Restrictions**

We will create settings so users will always have a Status Bar, by setting its default to On and removing Status Bar from the Options menu.



### **To start Desktop Administration**

1. In Applications Manager, press CTRL+ALT+A simultaneously to enter Administration mode.
2. Choose Menu Restrictions from the Administration menu.

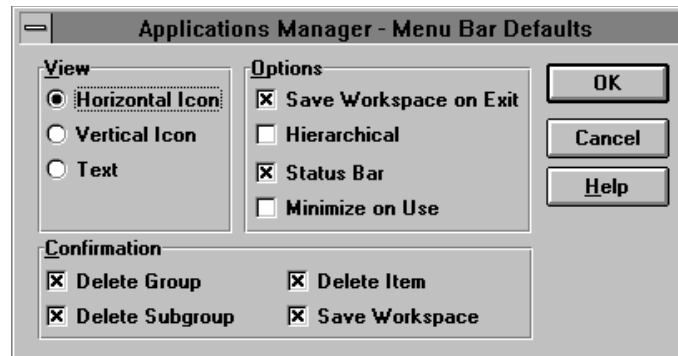
The Desktop Administration program starts with APPMAN.WWR in the title bar.



## To edit Applications Manager menu defaults

For more information, refer to “Setting Applications Manager Menu Restrictions” on page 75 of the *Using Applications Manager* guide.

1. Choose Menu Bar Defaults from the Options menu.



Check boxes in this box control the default settings for certain menu items, and the confirmation options. The View setting determines the default view for any personal groups the user creates.

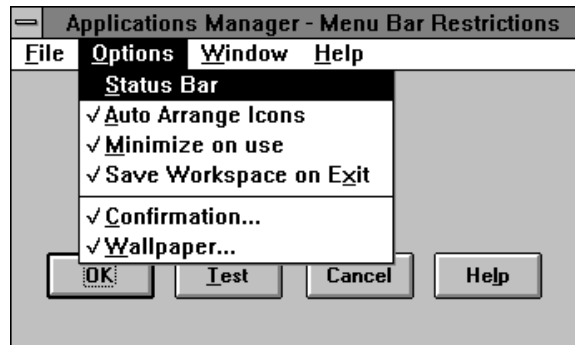
2. Make sure that Status Bar is checked on (for use in a future procedure) and choose OK to close the dialog.



## To edit Applications Manager menu restrictions

1. Choose Options/Menu Bar Restrictions from the Desktop Administration menu bar.  
Across the top of this dialog box is a replica of the Applications Manager menu bar.
2. Select Status Bar from the Options menu of the replica menu bar.

Now look at the Options menu again. Status Bar is not checked, indicating that it has been removed from the menu. Users will see only the checked items.



## To test menu bar changes

1. Choose Test. You can now preview the menus as they will appear to a user. Status Bar is not on the Options menu.
2. Choose OK to close the Menu Bar Restrictions dialog box.
3. Choose File/Save to save your changes.

Your changes take effect the next time a user clicks on any item in Applications Manager.



## To password protect a .WWR file

We recommend password protecting the .WWR files to ensure system-wide security.

1. Choose Options/Change Password from the Desktop Administration menu bar.
2. Type a password in the Change Password dialog box and choose OK.
3. Type the password again in the Password Confirmation dialog box and choose OK.

The next time anyone opens the Applications Manager Restrictions file, the password will be required.

## Secure Station Tools Restrictions

Now we will set up Secure Station Tools restrictions that require users to run Secure Station with a timeout maximum of 60 minutes.

For more information, refer to “Setting Secure Station Tools Restrictions” on page 82 of the *Using Applications Manager* guide.



## To configure Secure Station Tools

1. Choose File/Open and choose the WWEXT.WWR file in the NETTOOLS directory.
2. Choose OK.
3. Choose Restrictions from the Options menu.



The controls in this dialog box allow you to customize the three Secure Station Tools modules—Clock, Intercom, and Secure Station—for your users.

4. In the Secure Station section, check the Require checkbox on.
5. Type in a timeout range of 1 to 60 minutes.
6. Choose OK from the Network Security - Restrictions dialog box.
7. Choose File/Save from the Administration menu bar.
8. Choose File/Exit from the Administration menu bar.

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## System Configuration

The Applications Manager Help menu contains three sections to assist configuring or troubleshooting during both workstation installations and daily operation. This extensive information on the workstation's network, Windows, and DOS configuration may be viewed or printed.



## To access technical information

### ***For Network Info:***

1. Choose Help/Network Info from the Applications Manager menu for details on drive mappings, print captures, group memberships, login script, versions of DLL files, and other network connection details.
2. Choose OK.

### ***For Windows Info:***

1. Choose Help/Windows Info from the Applications Manager menu for details on the Windows environment settings, driver versions, and contents of the WIN.INI and SYSTEM.INI files.
2. Choose OK.

### ***For DOS Info:***

1. Choose Help/DOS Info from the Applications Manager menu for details on version number, DOS environment settings, system memory map, and contents of the CONFIG.SYS and AUTOEXEC.BAT files.
2. Choose OK.

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## Desktop Control Language

The NetTools includes a powerful scripting language called Desktop Control Language (DCL). DCL includes hundreds of commands to assist in launching applications, manipulating operating environments, controlling the Windows desktop, managing .INI files, and more. DCL's online Help contains detailed information on all commands, plus examples.

It is not necessary to understand hundreds of commands to use DCL. The DCL Editor includes an intelligent recorder that captures mouse and keyboard actions, translating them into high-level commands in your scripts. Also, DCL includes example scripts to help familiarize you with its features. You can copy and paste these examples from the DCL online Help into the DCL Editor.

### ***DCL Command Categories***

Arrays	Icons
Clipboard Manipulation	Keyboard Manipulation

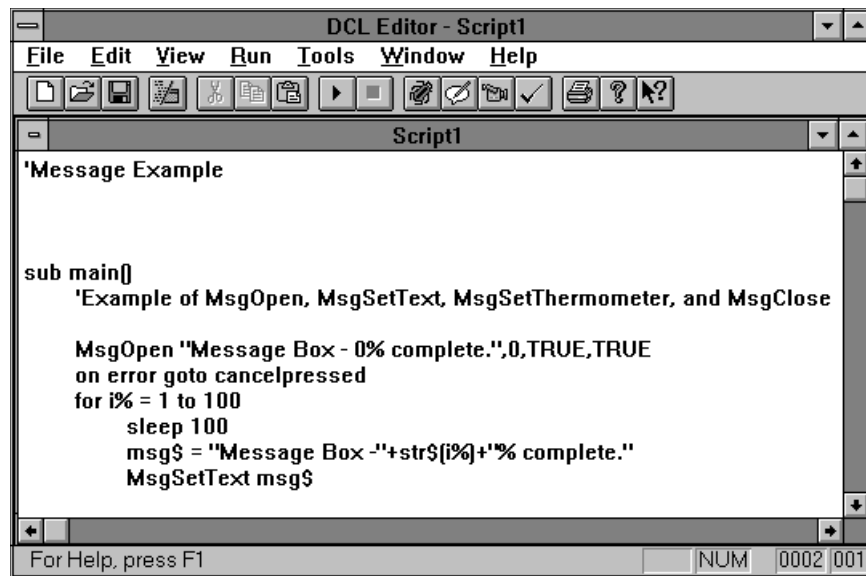
Conversions	Math Statements and Functions
Date and Time Functions	Menu Manipulation
Desktop Modifications	Miscellaneous Statements and Functions
Dialog Creation	Mouse Events
Dialog Display	Network Functions
Dialog Manipulation	Operators
Dynamic Data Exchange (DDE)	Printer Manipulation
DCL Environment Information	Procedure Statements
Environment Statements and Functions	Strings
Error Trapping	Variables and Constants
File Input and Output	Viewport Window Manipulation
Flow Control	Window Manipulation

***DCL Editor***

The DCL Editor (DCLEEDIT.EXE) allows you to create and edit DCL scripts. Scripts can be as simple as one line or as complex as branching programs with thousands of lines. In either case, DCL's simple BASIC-like structure makes it easy to solve application management problems.

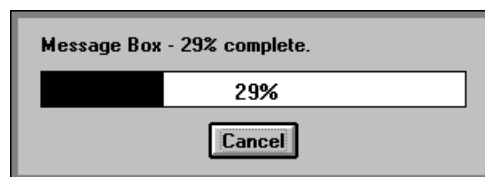
One of the sample scripts provided in the DCL online Help demonstrates a message box with a percent-completed bar. Follow the steps below to run the Editor, open the help topic, copy the script to the editor, and run the script.





## To run a DCL sample script

1. Choose File/Run from the Applications Manager menu.
2. Type DCLEDIT.EXE and choose OK.
3. In the DCL Editor, Choose Help/Search for Help on.
4. Type MsgOpen, choose Show Topics, and then choose Go To.
5. Scroll to Example 1 and choose Message Example.
6. Choose Copy Script and then choose Close Window.
7. Choose File/Exit on the DCL Help window.
8. Choose Edit/Paste on the DCL editor window.
9. Choose Start Script from the Run menu.



A message box displays and the percent-completed bar fills.

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## Print Manager

Print Manager lets you maintain a central database of network printers by assigning icons and descriptive names to NetWare print queues. The information saved in this database is accessible to all your network users. You can control which users or network groups have access to each printer.

Print Manager consists of two modules:

- Print Manager Editor, for network administrator use only, creates the database of network printers.
- Print Manager allows users to access the printers in the database and to view NetWare print queues.

**Note:** The NetWare print queues must exist before you can configure any network printer with Print Manager. Use Novell's PCONSOLE utility to create print queues.

### Print Manager Editor

Print Manager Editor creates the database of network printers for all users to access.

In this exercise, we will install a printer using the Hewlett-Packard LaserJet 2 printer driver. You will need the original Windows disks, a Windows network installation directory, or updated printer driver files.

**Note:** You may choose another driver for this exercise if you wish. Select one that matches the printer on the print queue you are going to use.

#### *Process of creating a printer database*

1. Enter printer locations.
2. Install printer drivers.
3. Add network printers.

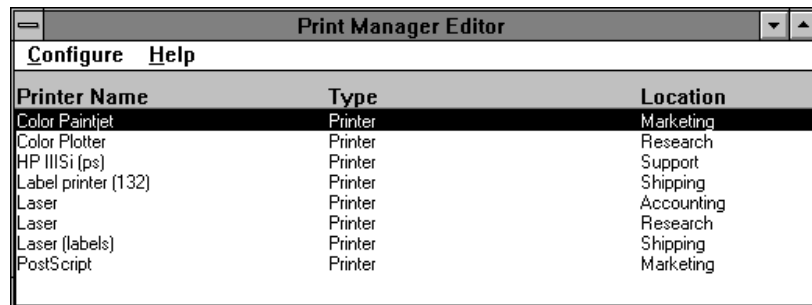


### To enter printer locations

First we will add the locations Marketing and Sales. We will use them, when we want to specify locations for network printers.

1. Choose File/Run from the Applications Manager menu.

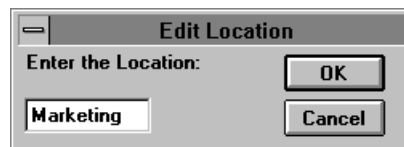
2. Type WWPEDIT.EXE and choose OK.



3. Choose Locations from the Configure menu.



4. Choose Add.

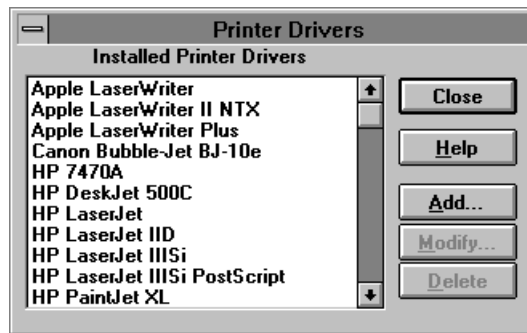


5. Type Marketing and choose OK in the Edit Location dialog box.
6. In the same manner, add the location Sales.
7. Choose OK in the Locations dialog box.



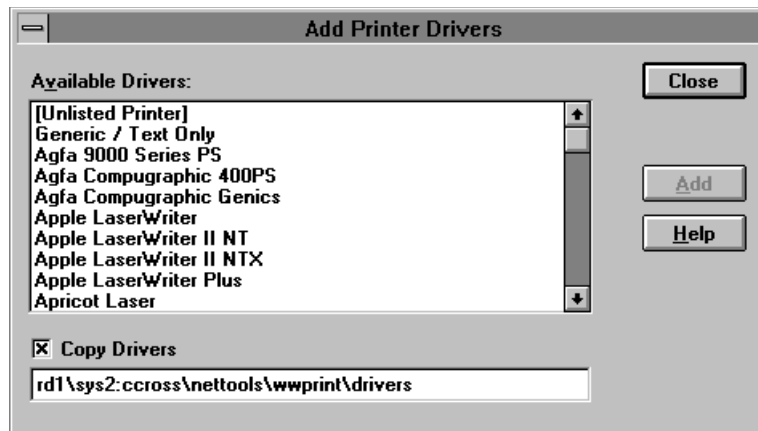
## To install a printer driver

1. Choose Configure/Drivers from the Print Manager Editor menu bar.



2. Choose Add.

A list of printer drivers supplied by Windows appears.



3. Choose the HP LaserJet II.
4. Check on the Copy Drivers check box and type the location of the Windows system directory (or shared Windows directory) in the field below the check box. The location must be a directory on the path of the intended users. This is important, because for each user, Windows must be able to find the driver to print a job.
5. Choose Add. A dialog box prompting for the location of the driver files displays. (If drivers for the HP LaserJet II is already installed, a dialog box asks if you want to update. Choose Yes to return to the location dialog box.)
6. Insert the requested disk or type the location of the updated drivers and choose OK.
7. Choose OK in the Add Printer Drivers dialog box.

8. Choose OK again in the Printer Drivers dialog box.



## To configure a network printer

1. Choose Configure/Add Network Printer from the Print Manager Editor menu bar.

2. Choose the arrow box to the right of the Server box.
3. Choose the server that contains the print queue for the HP LaserJet II.
4. Choose the arrow box to the right of the Queue box.
5. Choose the queue associated with the HP LaserJet II.
6. Choose the arrow box to the right of the Driver box.
7. Choose the HP LaserJet II.
8. Type Main Laser Printer in the Description box.
9. Choose the arrow box to the right of the Location box, choose one of your locations and choose OK.

### Optional Selections

- The Network button allows access to a variety of network printing features. The Permit Change check boxes allow the administrator to restrict user access to certain options, such as number of copies.
- The Setup button displays the Windows printer device driver configuration window. Printer setups defined here are stored and re-enabled whenever a user connects to this type of printer.



## To assign an icon to a network printer

The Icons option allows you to assign representative icons to your network printers. Print Manager provides an assortment of icons to represent different types of printers.

1. Choose the Icons button in the Add Network Printers dialog box.
2. Select an appropriate laser icon by scrolling the list of available icons and choose OK.
3. Choose OK again in the Add Network Printers dialog box to save the settings for this printer. The printer now appears in the Print Manager Editor list.
4. Choose File/Exit to close Print Manager Editor.

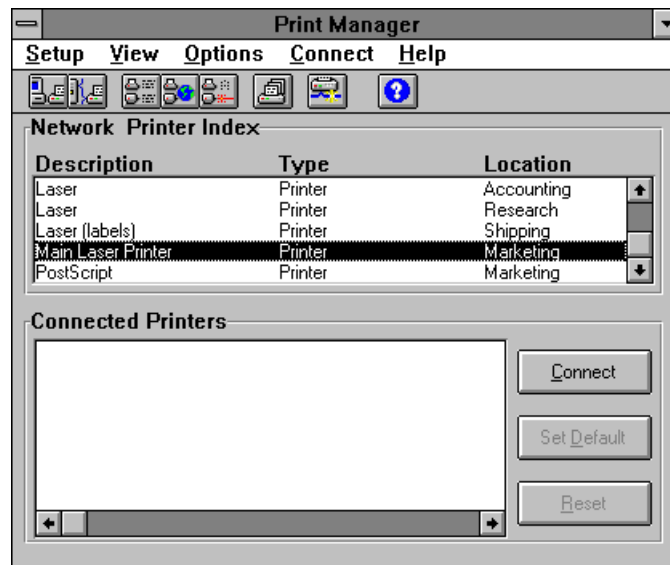
## Print Manager

Now that you have configured a printer in Print Manager Editor, you can run Print Manager to connect available printers. Print Manager provides an intuitive graphical interface that allows users to connect to network or personal printers, change certain printing options and access Qview to view NetWare print queues.



## To run print manager

1. Choose File/Run from the Applications Manager menu.
2. Type WWPRINT.EXE and choose OK.



The top portion of the Print Manager screen displays the Network Printer Index of available printers; if you have followed the tutorial, you have the Main Laser Printer here. The bottom portion displays currently connected printers as icons.

3. Select the Main Laser Printer in the Network Printer Index.
4. Choose Connect/Automatic from the Print Manager menu bar. The icon for the printer displays in the Connected Printers box.

The first available logical port is assigned automatically to the printer. A user may connect any number of printers to which rights have been granted and for which there is a logical port.

You can manually connect a printer to a specific port using Connect/Manual.

**Note:** Windows only supports 3 LPT ports at a time.

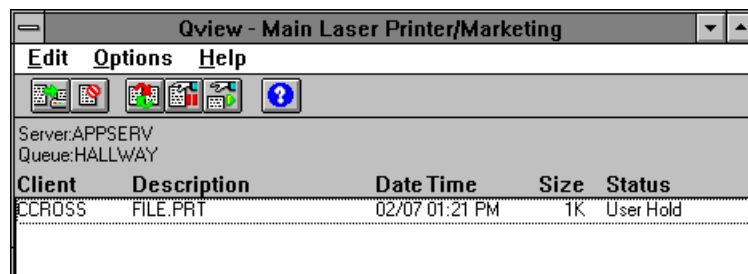
## Using Qview

Qview, which is a Print Manager option, enables users to order, add, delete, hold and release their *own* print jobs. Essentially, it brings the queue viewing and monitoring features of Novell's PCONSOLE command into Windows. Only designated queue operators may administer *other* users' jobs. To use any of the Qview Edit menu options, first select your print job entry in the list.



### To view a print queue

1. Double-click on the Main Laser Printer/Hallway Queue icon at the bottom of the desktop. All network print jobs sent to this printer queue display in the list.



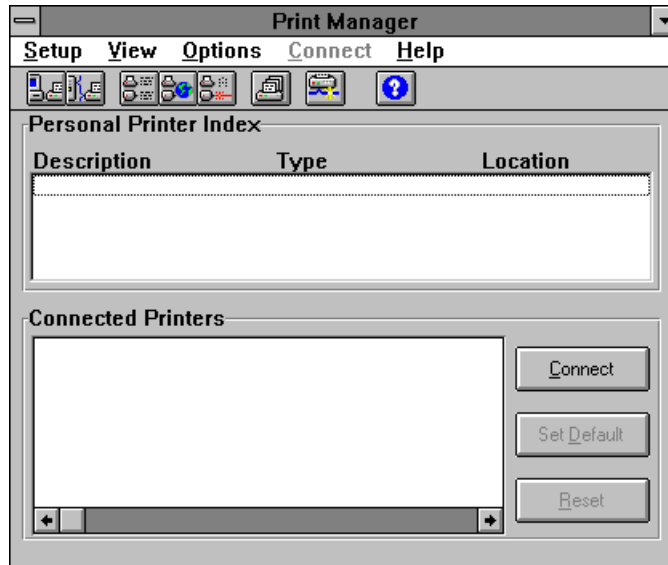
2. Minimize the Qview window.



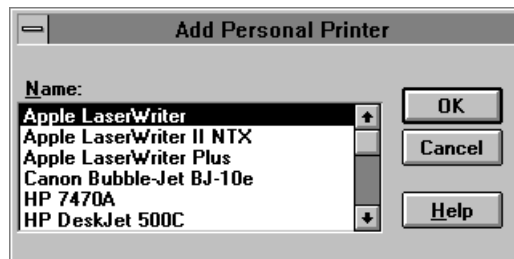
### To connect to a personal printer

Print Manager is also used to set up a personal printer attached locally to a user's workstation. As with a network printer, the printer driver must first be installed using Print Manager Editor.

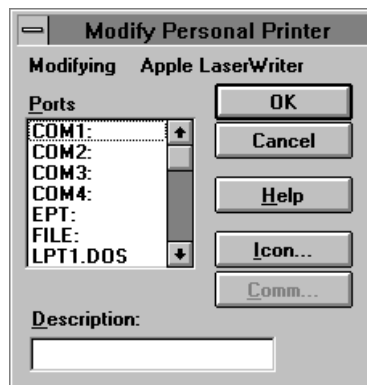
1. Choose View/Personal Printers from the Print Manager menu bar.



2. Choose Setup/Add Personal Printer. The list of printer drivers installed in Print Manager Editor displays.



3. Select the HP LaserJet II driver and choose OK.













4. Select LPT2: from the Ports box.
5. In the Description field, type MYPRINTER.
6. Choose the Icon button and select an icon to represent the personal printer and choose OK.



7. Choose OK again to add the printer.
- Personal printers can be connected and disconnected in the same manner as printers.







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## Print Manager Toolbar

Button	Description
	View personal printers
	View network printers
	View by description
	View by location
	View by type
	Display statistics (QuickStat)
	Connect automatically
	Help Contents

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## Qview Toolbar

Button	Description
	Add a job
	Delete a job
	Reorder a job in the queue
	Hold a job
	Release a job
	Help Contents