

# Introduction

Welcome to NetTools™, a collection of software utilities that greatly enhances the networking capabilities of Windows by providing convenient centralized menu management, workstation security, message delivery across the network, scripting capability, and printer administration. NetTools consists of Applications Manager™, Print Manager™, Secure Station Tools™, MultiSet™, and the Desktop Control Language™ (DCL).

This chapter provides overviews of Applications Manager and Print Manager and instructions on how to use this guide and online Help.

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## An Overview of Applications Manager

Applications Manager is an extension to the Windows environment that provides the essential management tools needed to integrate Windows applications on your local area network.

### Applications Management Tools

Applications management tools are defined as the components of a network that offer users an easy-to-use interface to the resources of the network. The central hub for managing applications over a network is a menu system. Applications Manager provides a true, multi-user graphical menu system designed specifically for the network user. It is through Applications Manager that application and file resources of the network may be presented to users in a logical, intuitive fashion.

The script languages, Desktop Control Language (DCL) and MultiSet, are powerful batch languages that work along with Applications Manager to carry out application management commands. In addition, they can also be used with other Windows menu systems, such as Program Manager, to provide them with network awareness.

DCL, with over 200 functions and statements, allows you greater control of the Windows desktop. If you are creating new scripts, you should begin using DCL. If you are modifying existing scripts, you can continue to use MultiSet, but you should convert your MultiSet scripts to DCL scripts for compatibility in future releases of NetTools.

For information about DCL and converting MultiSet scripts to DCL scripts, refer to your *Desktop Control Language* guide.

Secure Station Tools, featuring Secure Station, provides security at the workstation level above and beyond standard network security provisions. Secure Station offers network password protection to unattended workstations. Its screen saver patterns provide privacy for important or sensitive documents during periods of user inactivity. Other components of Secure Station include Intercom, which allows important messages from the network administrator or other users to be delivered across the network, and Clock, which allows the user to set alarm messages and schedule programs to execute at predefined times.

In these ways, Applications Manager breaks new ground by providing a common network user interface to network operating systems. This means that the same commands and actions are used to interact with different network operating system platforms.

Moreover, Applications Manager seamlessly delivers the best features of your network to all Windows applications. It is designed to serve both the end-user and the network administrator alike. For the end-user, the complexities of the network and its resources are completely masked from view. For the network administrator, tight control over network features through a flexible network front-end eliminates potential administrative headaches.

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## An Overview of Print Manager

The Print Manager software consists of the following components:

- Print Manager
- Print Manager Editor
  - Qview

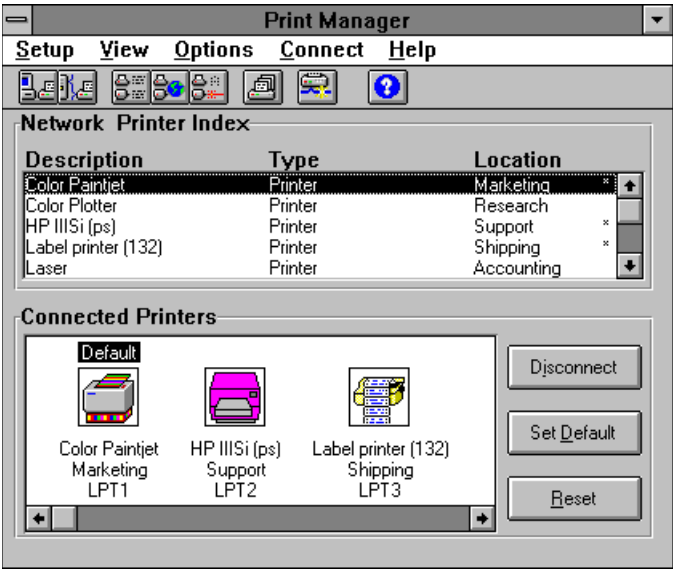
### Print Manager

Print Manager (WWPRINT.EXE) provides a simple, intuitive, graphical interface that allows users to

- Connect to network printers.
- Change network printing options (such as the text in a banner).

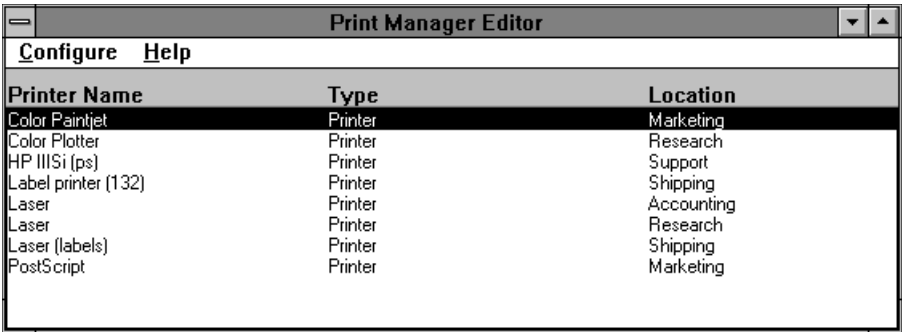
- Attach to other file servers and use their printer resources.

Print Manager carefully and automatically handles all the details of connecting to the selected device without the users requiring assistance from the network administrator. Users can also maintain personal (locally attached) printers.



### Print Manager Editor

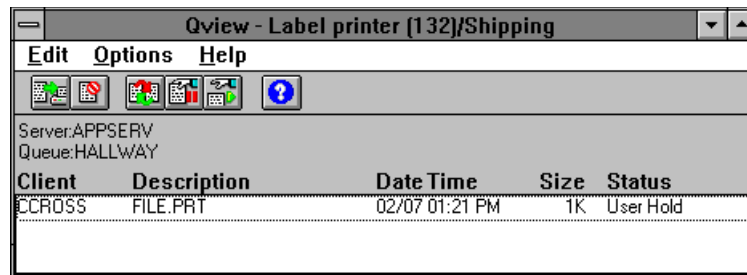
Print Manager Editor (WWPEDIT.EXE) allows the network administrator to define the network printers that Print Manager users connect to. The network administrator adds printer drivers to the printer database and optionally modifies the drivers and defines network printers, their locations, and rights. The administrator can also create Help text for printers.



## Qview

Qview is the component of Print Manager that displays the print queue for a network printer and allows users to manage their own jobs in the print queue. You can add, reorder, hold, and delete print jobs in Qview.

You can display the Qview window by choosing the printer in the Print Manager window. Qview displays the specific icon for your printer when minimized.



## Network Printing Terminology

Print Manager is used with local area networks. The following table contains a list of terms related to network printing.

Term	Definition
Network Printer	An output device (laser printer, dot-matrix printer, pen plotter, fax, etc.) available to users over a network. Users share network printers through print queues. Using Print Manager, it is easy to select the right network or personal printer without being familiar with network commands, batch files, or print queues.
Print Queue	A queue that holds unprocessed print jobs. The network eventually routes print jobs to a waiting network printer. Print Manager allows you to cancel or defer the printing of your job and gives you intuitive control over the operation of your available print queues.
Printer Database	The database that contains information for each printer accessible by Print Manager. This information includes the server, queue, location, type, icon, associated help file, and description.
Queue Operator	An individual assigned special permission to use and manage network printers and their associated print queues. A Queue Operator can delete or modify any job from any source that is already in the print queue and can move some jobs ahead of others (reprioritize) in a queue. The network administrator can assign a Queue Operator through the network administration software.

*Continued...*

Term	Definition
Queue User	An individual or member of a group who has permission to use a particular network print queue. A Queue User can delete or defer the printing of personal jobs, but cannot alter the jobs of other users. If you do not have permission to use a particular queue, you may not use that queue. Print Manager informs you of your ability to use a print queue.

## Using the Release Notes

The release notes for each module exist in Windows Write format. These files are copied to the NETTOOLS directory during installation. The .WRI file is located on NetTools Disk 1 in an uncompressed format so you can print it before you install NetTools.

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



### To view the release notes

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

## Learning about NetTools

You can learn to use NetTools in a variety of ways to suit your needs and experience. The following table suggests some approaches to learning NetTools.

To learn...	Do this...
About NetTools and online help	Read this chapter.
How to install NetTools	Read Chapter 2, "Installation."
How to use Applications Manager	Read Chapter 3, "Applications Manager."
How to use Print Manager	Read Chapter 4, "Print Manager."
How to use Secure Station Tools	Read Chapter 5, "Secure Station Tools."
How to modify existing MultiSet scripts (one of the NetTools scripting languages)	Read Chapter 6, "MultiSet."
How to use the administration functions in Applications Manager and Secure Station Tools	Read Chapter 7, "Administration."
How to create and maintain the printer database for Print Manager	Read Chapter 8, "Print Manager Editor."
How to create scripts in the Desktop Control Language (DCL)	Read the <i>Desktop Control Language</i> guide.
About Desktop Control Language commands	Read the <i>Desktop Control Language</i> guide.

## Getting Online Help

The online Help feature in NetTools contains information about using the product, using Help, and using the keyboard shortcuts for menu commands.

**Important:** Online Help may be the only documentation available to a user. Online help for the NetTools modules should be accessible by all users.

For ease of learning, the online Help uses the standard Windows Help (WINHELP.EXE) provided by Microsoft.

The following table describes each command on the Help menu in Windows Help.

<b>Command</b>	<b>Function</b>
Contents	Opens Help with an index of Help topics.
Search for Help on	Displays the Search dialog box. Type a search word or select a word from the list. Choose Show Topics. Select a topic and choose Go To.
How to Use Help	Opens the Help file supplied by Microsoft for using Windows Help.
About	Lists the version number and copyright date of the product.

## Applications Manager Help

Applications Manager Help contains general help about the program and how to operate its features. Applications Manager Help is available by choosing the Help option on the menu bar. Most dialog boxes also have a Help button that display information pertaining to that particular dialog box. Press SHIFT+F1 and point to an item on a drop down menu to display the context-sensitive help for that item.

## Application Help

Application Help contains help that a user or network administrator creates for a particular group or application icon. The user or network administrator can create customized Help for groups, subgroups, and program items in Applications Manager. Users can access customized Help by pressing SHIFT+F1 and then choosing a selected group, subgroup, or item for which help text exists.

For more information about creating Application Help, see “Creating Applications Manager Context-Sensitive Help” in Chapter 3.

## Print Manager Help

Print Manager Help contains general help about the program and how to operate its features. Print Manager Help is available in both the Print Manager and Print Manager Editor modules by choosing the Help option on the menu bar. Most dialog boxes also have a Help button that display information pertaining to that particular dialog box. Press SHIFT+F1 and point to an item on a drop down menu to display the context-sensitive help for that item.

## Printer Help

Printer Help contains help that the network administrator creates for the user for a printer driver. The network administrator can create customized Help for network and personal printers using a text editor and then can select the help file using the Print Manager Editor. Users can access customized Help by pressing SHIFT+F1 and then choosing a printer icon or entry in the Printer Index list.

For more information about creating Printer Help, see “Creating Print Manager Context-Sensitive Help” in Chapter 4.