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NWTools Help Index

This index lists all Help topics available for NWTOOLS. Use the scroll bar to see more entries.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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NWTools Main Menu

The NWTools Main Menu displays an icon for each tool.

MapUse Map to map network drives, modify existing drives, delete drives, and map a drive to a root.

PrintersUse Printers to capture a local printing port to an existing queue, end a capture, set options, and attach to or detach from other file servers.

AttachmentsUse Attachments to attach to or detach from a file server.

UserListUse UserList to display users and to send a message to a single user.

VolinfoUse Volinfo to display a server's volume information.

SetPassUse SetPass to set the password for your account on one or more servers and to synchronize your password on multiple servers.

Send Use Send to send a message to one or more users.

MessagesUse Messages to allow your workstation to receive messages or to prevent your workstation from receiving messages.

ScriptsUse Scripts to create custom combinations of server attachments, drive mappings, and printer settings.

About NWTools   Use About NWTools to display version information.

Install NWTools

Use the Install NWTools dialog (by choosing Setup in the system menu) to choose whether to bring up NWTools as an icon at the bottom of your screen or to bring up NWtools as a Program Manager group. The default is for the NWTools icon to appear at the bottom of the screen.

To remove the NWTools icon

1. Deselect Load Automatically.
2. Choose Install.

To create a Program Manager group

1. Select Create Program Manager Groups.
2. Choose Install.

Send Messages Dialog

Use the Send Messages dialog to send a message to a single user.

To send a message

1. Select a user from the user list.
2. Choose Send Message.
3. Enter a message in the Message field.
4. Choose Send.

Related Topics

Send

Attachments

Use the Attachments tool to attach to or detach from a <u>file server</u>.

The Unattached Servers drop-down list box shows the active file servers on the <u>internetwork</u>. The Attached Servers drop-down list box shows the active servers you are attached to.

To attach to a server

1. Select the server you want to attach to from the Unattached Servers list.

2. Enter your name and password.

3. Choose Attach.

To detach from a server

1. From the Attached Servers list, select the server you want to detach from.

2. Choose Detach.

Related Topics

<u>Logging In to a File Server</u>

<u>Scripts</u>

Network Drive Connections (Map)

Use the Map tool to map network drives. You can also specify the drive root.

The dialog displays the drive letters A through Z and the directories that they are mapped to, and specifies if these are search drives. Existing search drives are shown in the bottom list box.

Make changes in the Data Drives box. You cannot make any changes to the Search Drives box; it is provided for information only.

All changes are made to the mappings immediately. Use the Close button to exit this tool; do not use it to confirm changes.

To map a drive letter to a directory

1. Select the drive letter in the Data Drives box to specify which network drive you are mapping. The directory path assigned to the drive letter appears in the Path box.

2. Type the new directory path you want assigned to the network drive. Be sure to use the correct drive path syntax.

3. Choose Map.

You can also choose Browse to browse through the directories and then select a directory and choose Map to assign a mapping. Square brackets in the directory path signify that that portion of the path has been mapped as the root of the drive.

To delete a drive mapping

1. Select the drive letter in the Data Drives box to specify which network drive you want to delete. The directory path assigned to the drive letter appears in the Path box.

2. Choose Map Delete. The drive mapping is deleted. You can now assign a new mapping for the drive.

NOTE: You cannot delete a search drive.

To set a drive root

1. Select the drive letter in the Data Drives box to specify which network drive you want to set the root for. The current directory path assigned to the drive letter appears.

2. In the Path box place the cursor at the position you want to be the root (for example, at the end of a directory name).

3. Choose Set Root. The root of the drive is set at the cursor location and the root is marked by square brackets.

4. Choose Map.

Related Topics

Scripts

Printers - Network Connections

Use the Printers tool to specify a <u>printer capture</u>. Data sent to a <u>local</u> printer port can be diverted to a network print queue instead. The Printer Connections box lists the local printer ports attached to your computer and any queues assigned to them. The Available Queues box lists the print queues on your server.

All changes are made to the printers immediately when you press the Connect or Disconnect buttons. Use the Close button to exit this dialog, not to confirm changes.

To change a local printer connection

1. Select the port in the Printer Connections box.

2. In the Available Queues box, select the print queue that you want to assign to the printer. To see additional print queues, choose Other Servers to attach to additional servers; the print queues on those servers then become available to you.

3. Choose Connect to begin printing to the selected queue when the selected local printer port is used.

To set options

1. From the Printer Connections list, select a printer port which has been assigned to a network queue.

2. Choose Options.

3. Set options in the <u>Printer Options</u> dialog that appears.

Related Topics

<u>Printer Options</u>

<u>Scripts</u>

Printer Options

Use the Printer Options dialog to set the <u>options</u> used with a printer port <u>capture</u>. The options set on this dialog are equivalent to the options set on a DOS CAPTURE command line.

All the changes you make in this dialog affect the port that was selected in the Printers Tool; the port is listed at the top of this dialog.   One exception to this is the Banner Name option.   Any changes to the Banner Name option will affect all ports (LPT1, LPT2, and LPT3).   When Enable Banner is selected, a message appears which warns that Banner Name changes will affect all ports.

To set options for a printer

1.   Select the port in the Printers Tool, then choose Options.

2.   Select options and enter information. Choose OK.

The following options are set with this dialog:

Notify   If the Notify option is checked, you receive a broadcast message when the print server finishes the print job.

Form Feed   If the Form Feed option is checked, the print server issues a form feed signal to the printer at the end of the print job.

Copies   You can specify the number of copies to be printed.

Enable

Tabs   If the Enable Tabs option is checked, you can specify the number of spaces that a tab character should be converted to.

Enable

Timeout   If the Enable Timeout option is checked, you can specify a number of seconds for timeout (the amount of time after the job is started before it is considered to be completed and sent to the printer). If the box is not checked, the print server waits for an end-of-job signal before sending the print job to the printer.

Enable

Banner   If the Enable Banner option is checked, a banner will be printed before every print job. If you check this box, specify the name that should appear on the first line of the banner (such as username) and the banner name that appears on the second line.

Form   Select the name of the form you want to use for printing from this list box.

When you choose OK, the options are applied to the specified capture.

Related Topics

<u>Printers</u>

UserList

The User List tool lists the users attached to a selected file server. The information on this screen cannot be changed.

You can also send a message to a selected user by double-clicking on the username, or by selecting the user and then clicking on the Send Message button.

To list users

1.   Select the server in the pull-down list box (only attached servers are presented in this list).

2.   Sort the usernames in order of connection number or in order of name by clicking on the appropriate radio button.   You can also list the user's full name by selecting the Use Full Names checkbox.

The users currently attached to the server are listed. Each user's connection number, username, network number, node number, login date, and login time are listed.

To send a message

1.   Select a user from the user list and choose Send Message. The <u>Send Message</u> Dialog box appears.

2.   Enter the message you want to send.

3.   Choose Send.

You can also send a message using the <u>Send Tool</u>.

Related Topics

<u>Send</u>

Send

Use the Send tool to send messages to other users on the network. You can specify users or groups on a server to receive the message.

When you select a server, the appropriate information for that server is placed in the Groups and Users list.   The Groups list contains all the user groups defined on the server.   The Users list contains either all the users (if the "Show All" radio button is selected) or those users who are currently logged in (if the "Logged in Only" radio button is selected).

When you select a group from the Groups list, the action taken depends on whether the "Select" or "Deselect" radio button is chosen.   If the "Select" radio button is on, then selecting a group name in the Groups list causes all members of that group to be selected in the Users list.   If the "Deselect" button is on, then all members of the chosen group are deselected in the Users list.

To send a message to a *single* user

1.   Select the server that the user is attached to from the drop-down list box. The Groups list box lists all the groups on that server, and the Users list box lists the users on the server.

2.   Select the user from the Users list box.

3.   Enter a message in the Message box. You are not allowed to enter more characters than can be sent.

4.   Choose Send.

(You can also send a message to a single user using the User List tool.)

To send a message to *multiple* users

1.   Select a server. The Groups list box lists all the groups on that server, and the Users list box lists the users on the server.

2.   Select one or more groups. All the users in those groups are selected in the Users list box (if the "Select" radio button is chosen).

     --or--

     Select multiple users in the Users list box by clicking on each one.

3.   Enter a message in the Message box. You are not allowed to enter more characters than can be sent.

4.   Choose Send.

Related Topics

UserList

Messages

Volume Information

Use the Volume Information tool to list the volumes mounted on the file server. The information on this screen cannot be changed.

To get volume information

1.   Select the server in the pull-down list box.

The volumes mounted on that server are listed. The name, number of directories, number of free directories, total space, and total free space are listed for each volume.   Also, a pie chart shows the percentage of used directories and the percentage of used space.

When disk space values or directory entry values change, an arrow will appear next to the number to specify if the value went up or down during the last update period.

You can show the space and free space in either megabytes or kilobytes by clicking on the appropriate radio button. You can specify how often, in seconds, the information is updated by entering a value in the Update Interval box.

SetPass

Use the SetPass tool to set the <u>password</u> for your account on one or more <u>file servers</u>.   To attach to additional servers, choose Other Servers.

To set a password for a single server

1. Select the server from the list box.
2. Enter the old password, which must match the existing password on the server.
3. Enter a new password, then enter it again in the Retype Password box.
4. Choose Set Password.

To set a password for multiple servers

1. To <u>synchronize</u> your passwords, select more than one server in the list box.
2. Enter the old password, which must match the existing password on **all** the servers.
3. Enter a new password, then enter it again in the Retype Password box.
4. Choose Set Password.

If passwords on the servers you selected are not already synchronized, a warning will tell you that the old password does not match the current password on one or more servers. The password is not changed, but the servers that do match will remain highlighted. Choose OK if you want to change these.

Messages

Use the Messages tool to allow your workstation to receive messages or to prevent your workstation from receiving messages.

To receive messages

1. Choose Enable Incoming Messages.

2. Choose OK.

To prevent message reception

1. Choose Disable Incoming Messages.

2. Choose OK.

NOTE: If you disable incoming messages, all messages sent to you are lost.

Related Topics

Send

Scripts

Use the Scripts tool to create custom combinations of server attachments, drive mappings, and printer settings.

To create a script that will duplicate the current settings

1. Choose Take Snapshot.

2. At the dialog which follows, enter a name for the script.

3. Choose OK.

To create a new script

1. Choose New.

2. Enter a script name in the Script Name field.

3. In the Script Command field, enter the attachments, mappings, and printer settings you want, using the following syntax models (for an example script, see the *Novell NetWare Workstation for Windows* manual):

Command	Syntax
Attach	ATTACH=*fileserver*/*username*;*password*
Detach	DETACH=*fileserver*
Map	*Data drive letter*:=*path*
Map delete	*Date drive letter*:=
Connect Printer	*Port*:=*fileserver/queue*
Disconnect Printer	*Port*:=

4. Choose OK.

To apply a script

1. From the list of scripts, select the script you want to apply.

2. Choose Apply.

Note: If the script specifies any drive mappings to servers you are not currently attached to, applying the script brings up the <u>Attachments</u> tool.

If you try to connect to a printer on a server you are not currently attached to, Scripts tries to attach to that server as user "GUEST" with no password.   If that fails, Scripts brings up Attachments to prompt you for a username.   To prevent Scripts from trying to attach as user GUEST, precede the printer connection with an ATTACH= command.

To edit a script

1. Highlight the script name in the Script list box.

2. Choose Edit.

3. In the Script Command field, make changes to mappings, attachments, and captures.

4. Choose OK.

To delete a script

1. Highlight the script name in the Script list box.
2. Choose Delete.
3. Choose OK.

Related Topics

Attachments

Map

Printers

NWTools Procedures

You can perform the following procedures using NWTools with Windows.

Procedures

[Logging In to a File Server](#)

[Mapping drives](#)

[Using Printers](#)

[Logging Out of a File Server](#)

[Listing Users](#)

[Sending a Message to a User](#)

[Getting Volume Information](#)

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Logging In to a File Server

Attachments lets you <u>attach</u> (connect) to or detach from a <u>file server</u>.

To attach to a file server

1. Select the server you want to attach to from the Unattached Servers list.

2. Enter your username and password.

3. Choose Attach.

Related Topics

<u>Network Drive Connections (Map)</u>

<u>Attachments</u>

<u>Logging Out from a File Server</u>

Logging Out of a File Server

The <u>Attachments</u> tool lets you <u>detach</u>, or log out, from a <u>file server</u> that you are connected to.

CAUTION: Read the warning message that appears when you attempt to detach. Do NOT detach from the file server that is running Windows. Also, do not detach from the file server from which you are printing or from which you are accessing any open application.

To log out of a file server

1. Select the file server name from the Attached Servers list box.

2. Choose Detach.

Related Topics

<u>Network Drive Connections (Map)</u>

<u>Attachments</u>

<u>Logging In to a File Server</u>

<u>Scripts</u>

application

A program or utility that runs under the operating system.

attach

To connect to a file server, or to connect to additional servers after having logged in to one server.

capture

Intercepting data sent to a local printer port and diverting it to a network printer. Used for screen dumps and for printing with applications that do not support network printing. A separate network print queue can be assigned to each local printer port. Printer Options can be used to configure the way capture works.

capture options

Options used to configure the way that printer capture works, such as the amount of time for timeout, number of copies made, and whether a banner is printed.

default file server

The file server that the disk drive you are currently using is mapped to.

detach

To disconnect or log out from a file server.

device driver

A software program that enables other programs to use a device. A device driver also provides an interface between the device and a program using the device.

drive path syntax

The correct syntax used when specifying a drive is SERVER\VOLUME:DIRECTORY\SUBDIRECTORY. Back slashes (\) or forward slashes (/) can be used interchangeably. Note that a colon (:) follows the volume name; all other separators are slashes. As with DOS paths, current servers, volumes, or directories are assumed unless otherwise specified. Square brackets around a portion of the path can be used to designate the drive root.

executable

A program that runs when its filename is entered at the command line. Executable programs have an .EXE or .COM extension. Batch files have a .BAT extension. Windows can also run .PIF files.

file server

A computer that controls network activity, such as system security and shared-device access, and that monitors station-to-station communications.

internetwork

Two or more networks connected by an internal or external bridge. Users on an internetwork can use the resources (files, printers, drives) of all connected networks by attaching to various servers on the internetwork.

local

A computer device that is attached to a workstation and is not accessible by the network. For example, local drives and local printers are attached to the workstation and can be used there, but cannot be used by the network.

map

To assign a drive letter to a chosen directory path. For example, if you map drive F to the directory SYS:ACCOUNT/RECEIVE, you will have access to that directory every time you type F: at the DOS prompt.

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NETWARE.INI

A text file containing settings and configurations for NetWare. These are read and executed by Windows when it starts. Settings include a list of utilities to appear in the Network Utilities dialog, and warning levels.

network drive

A disk drive or portion of a disk drive that can be accessed by the network. A drive mapping assigns a (logical) network drive letter to a directory on a specified (physical) hard drive.

network operating system

The operating system software used in a network and loaded into the file server when the server is booted. Network operating systems, such as Novell NetWare, control system resources and manage the way information is processed on the entire network or between networks.

network printer

A printer that can be accessed by the network server or print server. A queue name is usually assigned the printer so that users can print to the printer by specifying the queue.

password

A word or text string used to ensure security of a user's account on the network. The user may be required to enter a username and password to log in to the network.

print queue

A data handling structure that stores print jobs in a queue while they wait to be printed. Print jobs are processed and sent to the printer in the order they are received (first-in, first-out service) unless they are assigned a higher priority or the order is changed by an operator.

root

The main parent directory on a volume. All other directories are subdirectories of the root directory. NetWare users with sufficient rights can create subdirectories beneath a root directory.

A drive mapping can be defined as a root so that a user cannot change to directories above the root.

scripts

A custom combination of server attachments, drive mappings, and printer connections.

search drive

A network drive that lists drives and directories that the operating system searches for executable files when a command is entered.

shell

The NetWare program that is loaded into the memory of each workstation before connecting to the network. It is called a shell because it builds itself around MS-DOS and intercepts the workstation's network requests, rerouting them to a NetWare file server.

synchronize password

The process of making passwords for multiple accounts for a single user the same. This way the user needs to memorize only one password instead of one for each account. If passwords are synchronized, users attaching to multiple servers at the same time need only enter the password once.

username

The user's name on the network, used as the name of the user's account. The user must enter the username and password to log in to the network.

utility

A computer program that performs one or more basic operating system tasks, such as copying files.

volume

A predetermined amount of storage space; a logical disk entity. The network installer divides the hard disks into one or more volumes, which can then be divided into directories by network users who have the necessary rights.

WIN.INI

The Windows initialization file that contains information about your Windows environment. You can put references in this file to programs that should be run automatically when Windows starts.