# Workplace Shell

**Purpose:**    This lecture is intended to introduce the student to the proper use of the workplace shell.

**Objectives:**    After completing this lecture, the student will be able to:

- Identify desktop object types

- Identify components of a window

- Use the window list to manage the desktop

- Manipulate windows

**Time to Complete:**    1 hr. including lab

## Page 2: Desktop

The Desktop fills the entire screen and represents your work area. It is a folder that contains objects that will assist you in your work. You can control and manage the objects on the Desktop using a pop-up menu or settings notebook.

## Page 3: Object Types

The operating system contains objects, some of which are located in folder objects. The following are descriptions of some of the objects:

- Folder - A container that is used to organize objects. A folder can contain objects or more folders.

- Program object - An object that starts a program.

- Data-file object - An object whose primary purpose is to convey information, such as text, graphics, audio, or video.

- Printer object - An object that provides a means of communication between a computer and a print-output device, such as a printer or plotter.

The Launch Pad is a window on your Desktop that gives you easy access to the objects and commands it contains. By default, the Launch Pad contains the following objects:

- The Drive A object
- The Shredder
- The OS/2 Tutorial
- An OS/2 Window
- Your default printer

If you did not install a printer when you installed your system, the printer object will not
appear in the Launch Pad. See Printing in OS/2 in the Information folder on your desktop for information about installing a printer.

If you select the small push-button above the Drive A object in the Launch Pad, you open an extension of the Launch Pad called a drawer. By default, the drawer associated with Drive A contains the Drive C object.

If you select the small push-button above the OS/2 Window object, you open a drawer that contains the DOS Window.

You can add other objects that you use frequently to the Launch Pad, or delete any of the default objects from the Launch Pad.

In addition, the Launch Pad contains the following push buttons. They allow you to lock your system, shut it down, find objects on your desktop, or use the desktop Window List to list and select the open windows on your desktop:

- Lockup
- Shut down
- Find
- Window List

To change the way the Launch Pad displays, use the Launch Pad Settings. To find the Launch Pad Settings when Hide frame controls is selected and the title bar is not displayed, click on the "white space" on the Launch Pad. The white space is the narrow area around and between the Launch Pad objects and push-button.

To find the Launch Pad Settings when the title bar is displayed:

1. Click on the icon in the upper left-hand corner of the Launch Pad.

2. Select Settings.

The Launch Pad Settings window provides options to change how the Launch Pad looks and acts. The options you select take effect immediately.

Depending on the installation choices that were selected and whether or not an operating system was installed before, the system might contain folder objects such as:

- Desktop
- Information
- DOS Programs
- OS/2 System
- Command Prompts
- Templates
- Drives.

The system might also contain other objects such as:

- Master Help Index
- Command Reference
- Shredder
- Font Palette
- Color Palette
- Mouse
- Keyboard.

## Page 4: Using the Mouse

The proper use of the mouse should be explained and demonstrated. New users will have some difficulty with holding the mouse steady while clicking the mouse buttons. It is important they understand that the mouse pointer tip must be on the object to be selected.

Open up the system setting and the mouse settings and explain that the mouse can be changed to be left handed, also the speed can be changed and the pointers can be of different size in the Warp product. These changes should be shown but now suggest they do not make changes unless they check with their support/install person.

You should explain which buttons you are using during a quick demonstration of opening up and moving a folder.

## Page 5-7: Selecting Objects, Opening Objects, Drag and Drop

To select (highlight) an object that you want to work with:

1. Point to the object.

2. Click mouse button 1.

When you click on an object it is selected, and all other objects are deselected. Selecting more than one object enables you to copy or move a group of objects at the same time.

1. Point to an object.

2. Click and hold mouse button 1; then move the pointer over the objects

you want to select.

3. Release mouse button 1 to highlight the selected objects.

Or:

1. Point to an object you want to select.

2. Press and hold the Ctrl key.

3. Click mouse button 1 on each of the objects you want to select.

You can also select multiple objects by placing the mouse pointer on the upper left corner of the object, press and hold mouse button one and make a box around the objects to be selected.

It should be noted that it is not a good idea for new users to work with multiple objects at one time, as they tend to lose them by dropping them on other objects.

## Page 8: Copy and Shadow

Explain the difference between making a copy and making a shadow. Most new users will probably only be making shadows for their own use on the desktop.They should be able to use the mouse and keyboard as well as pop-up menus to make their copies or shadows.

To create a duplicate of an object and its contents:

1. Point to the object you want to copy.

2. Click mouse button 2.

3. Select Copy.

When the notebook is displayed, you can copy several ways. For additional help, select the Help push button after the window is displayed. Another way to Copy is using the Ctrl + mouse button two.

Instructor information only:

Before copying or moving a file or data-file object, you must be aware of the following considerations:

For DOS or previous versions of OS/2.

- If you use DOS or a previous version of the OS/2 operating system to copy a file, the extended attributes will be lost.

For the High Performance File System.

- If you copy or move a file from a disk formatted with the HPFS to a disk or diskette formatted with the FAT file system, the system will specify a shorter name for the file. If the shorter name already exists on the disk, the system will specify a different name. In the meantime, the original, long file name is saved as an extended attribute of the file. If you later decide to copy or move the file back to a disk formatted with the HPFS, the system will either accept the original name or use the shorter one. (Diskettes are always formatted with the FAT file system.)

Take Note:

You can only copy or move a file from a disk formatted with the HPFS to a disk or diskette formatted with the FAT file system by using the desktop direct-manipulation method (dragging and dropping) or the pop-up menu method.

The Create shadow choice is used to create a new object that represents the original of an object and its contents. This choice differs from Copy because the original and the copy do not automatically exchange data, but a shadow does. In effect, a shadow works with its original, while a copy works independently. An action done to a shadow (for example, a name change) occurs in the original as well. The exceptions are move and delete.

To create a shadow copy of an object and its contents:

1. Select the object you want to shadow.

2. Press and hold Ctrl+Shift.

3.  Press and hold mouse button 2.

4.  Drag the object to any folder.

5.  Release mouse button 2.

Or, you can use a menu method:

1.  Display the pop-up menu for the object.

2.  Select Create shadow. When the notebook is displayed, you can copy several ways. For additional help, select the Help push button after the window is displayed.

The Create shadow choice is useful because you can access data-file objects or program objects that are on other physical devices; for example, a second hard disk, without physically moving the data-file or program object to your primary hard disk (where your desktop is located).

It is very important that the user be able to determine if the object is a shadow or the original. The only sure way is to obtain the pop-up menu for the object and look for the word ORIGINAL and the arrow pointing to the original objects. If the original is deleted you will lose all the shadows.

## Page 9: Pop-up Menus

Demonstrate pop-up menus and explain some of the entries on the various menus. All objects will have their own pop-up menu. It is important that the user be able to determine which object a pop-up menu is for. Show that the object has a dashed box around it.

## Page 10: Window

Demonstrate how to manipulate a window, using the OS/2 system editor. Explain that the minimize button can be changed to minimize the open object to the desktop to allow you to see the objects that are open or running. The students will be doing this as part of the class.

## Page 11-13:

Open the OS/2 system folder and give a brief explanation of each object found inside. Take the students through opening up the OS/2 System settings and show them how to change the minimize button to minimize to the desktop. They will be doing this as part of the exercise for this unit. They need to be aware that changes in the system setting could affect their entire system and how it operates. It is not recommended that the end user be changing these, but instead they should contact their support person.

## Page 14: Information Folder

Open the information folder and explain the various types of information that are available for the students. A complete list can be found in the OS/2 WARP README. Show the students how to use a couple of the books.

## Page 15: Templates Folder

Open the templates folder and explain its use.

A template is an object that you can use as a model to create additional objects. When you drag a template, you create another copy of the original object, as though you were peeling one of the objects off a stack. The new object has the same settings and contents as the original template in the stack.

Explain that you can create a template of an object when you have an existing object (such as a form letter) and you need another one. The new object will have the same settings (such as an association) and contents as the original.

1.  Point to the object or folder.

2.  Click mouse button 2.

3.  Select Settings.

4.  Select the General tab.

5.  Select the Template check box.

6.  Close the Settings notebook. The object is now displayed as a template.

## Page 16: Window List

The Window List shows the titles of the objects you are using and programs that are running. This list also can include objects or programs that are hidden or minimized.

The Window List can be used to switch to an active program, to tile or cascade open program windows, to show hidden windows, or to close a program.

1. Point to an empty area on the Desktop.

2. Click and hold mouse buttons 1 and 2 at the same time.

While the above procedure will work at the desktop, it is better for new users to learn to use the Ctrl+Esc keys because this will always work even if inside applications. The end user should become very familiar with using the window list to show, tile and close objects.

## Page 17: Review Questions

1. Is the desktop a presentation manager application?

2. Can a shutdown only be performed from the desktop pop-up menu?

3. Name the four basic OS/2 object types.

4. Can the assignment of mouse button one and mouse button two be changed?

5. Can you select more than one object at a time while on the desktop?

6. What is the correct way to determine if an object is a shadow?

7. Can the window list can be used to close objects that are open?

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## Page 17: Answers

1. No, the desktop is not a presentation manager application, it is a folder.

2. A shutdown can be performed from the Launch Pad as well as from the desktop pop-up menu.

3. The four basic OS/2 object types are program reference, device, folder and data file.

4. The assignment of mouse button one and two can be changed in the system setup folder.

5. Yes, you can select more than one object at a time while on the desktop.

6. The correct way to determine if an object is a shadow is to use the pop-up menu. It will have the word ORIGINAL at the bottom of the list if the object is a shadow.

7. Yes, the window list can be used to close objects that are open.

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