

# **Overview**



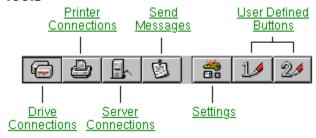
Overview of NetWare User Tools

### **How-to Index**



Network Tasks

### Tools



### **Keyboard Shortcuts**



**Quick Keystroke Access to Tools** 

# "NetWare Broadcast Message" Box

When you send a message to a group or user, the message is received in the "NetWare Broadcast Message" box. The box contains the message and shows the username and connection identification number of the sender.



# **Drive Info**

Drive Info...

This button displays effective rights for the path of the selected drive mapping, including specific information about the server, path, and username that the rights apply to. The NetWare version and number of licensed users for the server is also displayed.

#### See also

Viewing Effective Rights

#### **Permanent**

Permanent

This button allows you to write drive mappings or a print capture to the MS Windows setup file (WIN.INI). Each time you enter MS Windows, permanent mappings are created and any permanent capture is established.

This button is also used to remove permanent mappings or a permanent capture. The mapping or capture is removed from the MS Windows setup file.

### See also

Permanently Add/Remove a Drive Mapping in MS Windows Setup
Permanently Add/Remove Print Queue Capture in MS Windows Setup

# **Map Delete**

Map De<u>l</u>ete

This button is used to delete a selected drive mapping.

### See also

Delete a Drive Mapping

# Map

<u>Ма</u>р

This button is used to map a volume, directory, or directory map object to a drive letter.

# See also

Create a Drive Mapping

# **Resources (Drives)**

#### Resources:



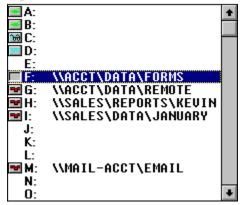
Shows servers or NetWare Directory Services objects that are available for drive mappings. The type of resources displayed is determined by <u>"Resource Display Options"</u> in the <u>"NetWare Settings"</u> tool. Each type of resource is represented by an <u>icon</u>. You can expand a resource, such as a directory tree, by choosing that resource. You can contract the resource by choosing it again. Only directory trees and container objects can be expanded. Servers or leaf objects cannot be expanded.

#### See also

**Explanation of Resource Icons** 

# **Drives**





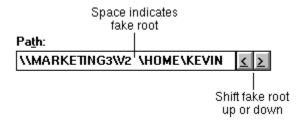
Shows the drives you have mapped. Each mapped drive corresponds to a letter. The <u>icon</u> to the left of the drive letter indicates the type of drive. The path for the mapping is shown to the right of the driver letter. In the path, a double slash (\\) indicates the server name. A space and slash (\) indicates a fake root directory.

#### See also

**Explanation of Drive Icons** 

#### **Path**

Shows the volume and directory path of the selected drive. Any fake root for the directory mapping is indicated by a space. If there is not a fake root for the mapping, the path appears without a space between directory levels. You can move an existing fake root up or down the directory structure by using the arrows at the right of the path box. You can also create a fake root mapping by using the left-arrow key to move the fake root up the directory structure.



#### See also

Change a Fake Root Directory Mapping

# **Help Box**

Drive Connections (Alt+D)

As the pointer is moved over the toolbar, lists the function of each button in the toolbar and the keyboard shortcut for the button.

# See also

Quick Keys



# **NetWare Drive Connections**

#### **Overview**

Overview of Drive Connections Tool

#### How-to...

Change a Fake Root Directory Mapping

Create a Drive Mapping

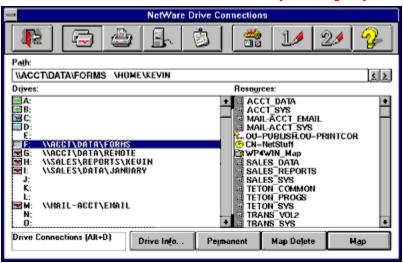
Delete a Drive Mapping

Permanently Add/Remove Drive Mapping in MS Windows Setup

View Effective Rights for Mapped Directory

#### "NetWare Drive Connections" Screen

Learn more about an area of the screen by clicking anywhere the  $\begin{cases} \begin{cases} \begin$ 



## Keyboard

**Quick Keys** 



# Change a Fake Root Directory Mapping

A <u>fake root</u> allows a subdirectory to function as a root directory. Use a fake root when you want to install an application in a subdirectory but the application must execute in a root directory.

# To change a fake root directory mapping

**Rights needed:** The Modify right for the directory in which you set the fake root.



- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Drives" list, select the drive mapping you want to change. This highlights the drive mapping and displays it in the Path field.

#### Path:



3. Click an arrow button at the right of "Path" to move the fake root in the direction of the arrow.

A fake root is indicated in the Path field by a space between the fake root and the remaining directories of the drive mapping.

**Note:** Changing the fake root does not change the drive mapping; however, you cannot move up the directory structure beyond the fake root.

#### See also

Create a Drive Mapping
Delete a Drive Mapping
Path
Drives

# **Fake Root**

A fake root is the highest level in the directory structure of a mapped drive. When the fake root is set, all directories below the fake root become subdirectories of the root. You cannot access directories higher in the directory structure than the fake root when you are connected to that drive, even though you may have rights to higher directories.



# View Effective Rights (Drive Info)

You can see the effective rights of the path of a mapped drive using the Drive Info button. The screen shows the server, path, and username that the rights apply to. The NetWare version and the number of licensed users allowed on the server is also shown.

### To view your effective rights



- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Drives" list, select the drive mapping about which you want information.
- 3. Choose "Drive Info."
- 4. To close the "Drive Info" window, choose "OK."

### **Mapped Directory Information**



Server--Displays the server name, NetWare version, and number of users supported.

Path--Displays the current drive path.

Username--Displays your username on this server.

Effective rights--Lists the rights you have in this directory.

#### See Also

**Changing Attributes** 

# **Effective Rights**

Rights supported on your network are

- S Supervisor
- R Read
- W Write
- C Create
- E Erase
- M Modify
- F Scan
- A Access Control



# Create a Drive Mapping

You can create a drive mapping using the drag-and-drop method or using the "Map" button. You can also map drives with the NetWare DOS utility MAP. Mappings made in NetWare User Tools also can be created each time you enter MS Windows by <u>permanently adding them to your MS Windows setup</u>. These mappings also can be <u>global so they appear in a DOS-box sessions</u> started from MS Windows.

### To create a drive mapping using drag and drop





- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Resources" list, select the resource (volume, directory, or directory map object) to which you want to map a drive.
  - If the resource you want is not available, make sure you are connected to the NDS resource, bindery server, or workgroup containing the resource.
  - You can browse down a level by choosing the resource name.
- 3. Drag the resource from the "Resources" list to the desired drive and drop it. You can drag it to an unmapped drive or replace an existing drive mapping.
  - The mapped resource appears by the drive letter.
- 4. (Optional) To permanently add the mapping to your MS Windows setup, choose "Permanent."

### To create a drive mapping using the "Map" Button





- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the Resources list, select the resource (volume, directory, or directory map object) to which you want to map a drive.
  - If the resource you want is not available, make sure you are connected to the NDS resource, bindery server, or workgroup containing the resource.
  - You can browse down a level by choosing the resource name.
- 3. Select the drive to which you want to map the resource. You can choose an unmapped drive or replace an existing drive mapping.
- 4. Choose "Map."
  - The mapped resource appears by the drive letter.
- 5. (Optional) To permanently add the mapping to your MS Windows setup, choose "Permanent."

#### See also

Permanently Add/Remove Drive Mapping in MS Windows Setup
Delete a Drive Mapping
Turn on/Turn off Global Drive Mapping In DOS Boxes
Drives
Resources (Drives)
Map Button



# Delete a Drive Mapping

You can delete a drive mapping using the drag-and-drop method or the "Map Delete" button. If you delete a permanent mapping, it is removed from your MS Windows setup file. A deleted mapping can also affect global mappings in DOS-box sessions started from MS Windows.

### To delete a drive mapping using drag and drop





- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Drives" list, select the mapping you want to delete.
- 3. Drag the drive mapping to the "Resources" field and drop it.

### To delete a drive mapping using the "Map Delete" button





- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Drives" list, select the mapping you want to delete.
- 3. Choose "Map Delete."

#### See also

Create a Drive Mapping
Permanently Add/Remove Drive Mapping in MS Windows Setup
Turn on/Turn off Global Drive Mapping In DOS Boxes
Drives
Resources (Drives)
Map Button



# Permanently Add/Remove Drive Mapping in MS Windows Setup

You can add a drive mapping to your MS Windows setup file (WIN.INI) so that the drives are mapped each time you enter MS Windows. You can also remove a drive mapping from your MS Windows setup.

#### To add a drive mapping to MS Windows Setup



- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Drives" list, select the mapping you want to make permanent.
- 3. Choose "Permanent."



A permanent drive icon appears to the left of the drive letter. The mapping is added to the WIN.INI file. **Note:** You must turn on the <u>Restore During Startup setting</u> to have the permanent mapping take effect. This setting is accessed from the <u>NetWare Settings tool</u> on the main toolbar.

### To remove a drive mapping from MS Windows Setup



- 1. Choose the "NetWare Drive Connections" tool.
- 2. From the "Drives" list, select the permanent mapping you want to remove from MS Windows setup.
- 3. Choose "Permanent."



A network drive icon appears appears to the left of the drive letter. The mapping is removed from the WIN.INI file.

#### See Also

Control Permanent Connections
NetWare Settings
Create a Drive Mapping
Delete a Drive Mapping
Permanent Button



# **NetWare Printer Connections**

#### **Overview**

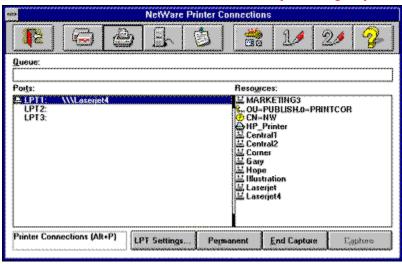
Overview of Printer Connections Tool

#### How to...

Capture a Print Queue
Change Printer Settings
End Capture of a Print Queue
Permanently Add/Remove a Print Queue Capture in MS Windows Setup
Set up Workstation Printing

### **Parts of the NetWare Printer Connections Screen**

Learn more about an area of the screen by clicking anywhere the Mappears.



### Keyboard

Quick keys



# **Change Printer Settings**

You can change the settings for each printer you have captured (connected to). These settings apply only to this MS Windows session, unless you have <u>permanently written the capture to MS Windows setup</u>. If the capture is permanent, the changes are saved from session to session.

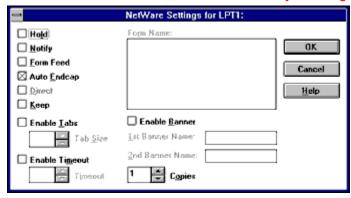
# To change printer settings



- 1. Choose the "NetWare Printer Connections" tool.
- 2. Capture a port to a print queue.
- 3. Choose "LPT Settings."
- 4. Make changes to any of these settings: <u>Hold, Notify, Form Feed, Auto Endcap, Direct, Keep, Enable Tabs, Enable Banner, Enable Timeout, Copies, and Form Name</u>.
- 5. Choose "OK."

# "NetWare Settings for ..." screen

Learn more about an area of the screen by clicking anywhere the Mappears.



#### See also

Capture a Print Queue

Permanently Add/Remove a Print Queue Capture in MS Windows Setup

# Keep

Select this option to keep print jobs in the print queue after they are printed. Then you can print the jobs again and again without sending them to the print queue. To have the queue delete jobs after they are printed, unselect this option.

# Hold

Holds print files in the print queue until you choose to resume printing. To resume printing, select the print job on hold in Print Manager and choose "Resume."

# **Notify**

Sends confirmation when your job is printed. It does not notify you if the printer has a problem or cannot print the job.

# **Formfeed**

Sets the printer to place a page break between print jobs. You often get a blank page after print jobs when this option is set. Turn this option off to stop the printer from ejecting a blank page after a print job.

# **Auto Endcap**

Sends print jobs to a network printer or file when you exit or enter an application. It is useful if you want to hold the printing of several files until you exit the application.

# **Direct**

(Personal NetWare only) If there are no print jobs waiting, your print job bypasses the print queue.

# **Copies**

Indicates how many copies to print.

Default: 1 Maximum: 255 Minimum: 1

# **Enable Tabs**

Specifies the number of characters in one tab stop. Choose this box if your application does not have a print formatter (most applications have a formatter).

Default: 8 Maximum: 18 Minimum: 1

# **Enable Timeout**

Maintains an open spooling file in the queue for the amount of time you set. This allows for print jobs with multiple entries or files to be printed on the same page or same output. When the first bit of data is sent to the queue, a spooling file is opened and remains open as long as data is received within the amount of time you set. After the last bit of data is received, the spooling file remains open for the amount of time you have set before closing. After closing, the spooling file is sent to the printer.

Default: Disabled (0) Maximum: 1000 (seconds) Minimum: 0 (seconds)

# **Enable Banner**

Sets whether a banner page prints with your print job and allows you to specify the text on the banner page. Turn this option off if you do not want the extra banner page to appear at the beginning of each print job.

Default First Banner name: (Username) Default Second Banner name: (LST:)

# **Form Name**

Specifies the form on which to print your print job. Use the "Printer Form" page in NetWare Administrator to define forms for user objects and container objects in NetWare. Use Personal NetWare Administrator to define forms for workgroups and users in Personal NetWare.



# Permanently Add/Remove a Print Queue Capture in MS Windows Setup

You can add a print queue capture to your MS Windows setup file (WIN.INI) so that the capture is established each time you enter MS Windows.

### To add a print queue capture to MS Windows Setup

**Note:** You must turn on the <u>Restore During Startup</u> setting to have the permanent capture take effect. This setting is accessed from the <u>NetWare Settings tool</u> on the <u>tool bar</u>.



- 1. Choose the "NetWare Printer Connections" tool.
- 2. From the <u>"Ports"</u> list, select the port that you want to make permanent. If a print queue is not captured to a port, <u>capture a print queue</u> first before you proceed.
- 3. Choose "Permanent."



A permanent capture icon appears by the port name. The capture is added to the WIN.INI file.

#### To remove a print queue capture from MS Windows Setup



- 1. Choose the "NetWare Printer Connections" tool.
- 2. From the "Ports" list, select the permanent capture you want to remove from MS Windows setup.
- 3. Choose "Permanent."



A <u>non-permanent capture icon</u> appears by the port name. The capture is removed from the WIN.INI file.

#### See also

Capture a Print Queue
End Capture of a Print Queue
Permanent Button
Ports Icons



# Capture a Print Queue

You can capture (or connect) a print queue so everything printed from your workstation is sent to that print queue. You can use either drag and drop or the "Capture" button to capture a print queue.

### To capture a print queue using drag and drop





- 1. Choose the "NetWare Printer Connections" tool.
- 2. Select the print queue you want captured from the <u>"Resources"</u> list.

  If the print queue you want connected is not available, make sure you are connected to the NDS resource, server, or workgroup containing the resource. Use the NetWare Connections tool to establish any necessary connections.
- 3. Drag the print queue to the desired port in the "Ports" list and drop it.



A <u>capture icon</u> appears by the port name. You can make it permanent by choosing the <u>"Permanent"</u> button.

### To capture a print queue using the "Capture" button





- 1. Choose the "NetWare Printer Connections" tool.
- Select the print queue you want captured from the <u>"Resources"</u> list.
   If the print queue you want connected is not available, make sure you are connected to the NDS resource, server, or workgroup containing the resource. Use the NetWare Connections tool to establish any necessary connections.
- 3. Choose the port name (LPT:) to use for the connection from the "Ports" list.
- 4. Choose "Capture."



A capture icon appears by the port name. You can make it permanent by choosing the "Permanent" button.

## See also

End Capture of a Print Queue

Permanently Add/Remove a Print Queue Capture in MS Windows Setup

Capture Button

End Capture Button

Permanent Button

Resources (Printers)

**Ports** 

Ports Icons



# End Capture of a Print Queue

You can end (disconnect) the capture of a print queue so that print jobs from the workstation are no longer sent to that print queue. You can use either drag and drop or the "End Capture" button to disconnect.

Note: If you delete a permanent capture, the capture is removed from your MS Windows setup file.

### To end the capture of a queue using drag and drop





- 1. Choose the "NetWare Printer Connections" tool.
- 2. From the "Ports" list, select the port the print queue is captured to.
- 3. Drag the print queue to the <u>"Resources"</u> list and drop it.

  The <u>capture icon</u> by the port name is removed. You can now capture another print queue to the port.

### To end capture of a queue using the "End Capture" button





- 1. Choose the "NetWare Printer Connections" tool.
- 2. From the "Ports" list, select the port the print queue is captured to.
- 3. Choose "End Capture."

  The <u>capture icon</u> by the port name is removed. You can now capture another print queue to the port.

#### See also

Capture a Print Queue
Permanently Add/Remove a Print Queue Capture in MS Windows Setup
End Capture Button
Ports Icons



# Setting Up Workstation Printing

To set up a printer on the network, you must use the print controls in MS Windows. The "NetWare Printer Connections" tool is used as part of this process. The procedure below guides you through all of the steps needed to setup a network printer. The process begins in the "Control Panel" in MS Windows.

### To set up workstation printing

- 1. Activate the "Print Manager."
- 2. Install a printer driver.
- 3. Assign printing ports to network print queues.
- 4. Capture print queues to a port.
- 5. Enable print jobs to be sent directly to a network queue.

### **Advanced Setup**

<u>Configuring a Network Printer on a MS Windows Workstation</u> <u>Set number of printer ports available</u>

# **Configuring a Network Printer on a MS Windows Workstation**

For network access to a parallel or serial printer cabled to a workstation running MS Windows 3.0 or 3.1, do only one of the following:

Configure the printers to use polled mode instead of a specific interrupt number, or

Insert the following lines in the SYSTEM.INI file under the heading "[386Enh]" LPT1AutoAssign=0

LPT1irq=-1

Replace LPT1 with the port that the printer is cabled to (LPT2, COM1, COM2, etc.). This sets the workstation to use a specific interrupt.

### **Set Number of Printer Ports Available**

The default number of print ports available in MS Windows is 3. You can increase the number of available ports up to 9 by following these steps.

1. In the NET.CFG file, set the "NetWare Printer" setting to the number of printer ports you want made available.

This setting is made under the "NetWare DOS Requester" option in your workstation NET.CFG file. You can set up to nine ports. For example:

NetWare DOS Requester

Network Printers = 9

2. Edit the [ports] option in your WIN.INI file for the number of printer ports you want displayed. For example:

LPT1:=

LPT2:=

LPT3:=

LPT4:=

NET1:=

RECORD.PRN=

**Note**: Add a filename to a line under the [ports] option to have print files print directly to this file. The file name should have a .PRN file extension followed by an equal sign. This causes the [filename] to appear in the Control Panel's "Printer Configuration" dialog box. A printer connected to [filename] directs its output to this file.

## To activate the "Print Manager"

These steps are done in "Printers" in the MS Windows "Control Panel."

- 1. In the MS Windows "Control Panel" utility, choose the "Printer" icon. The "Printers" dialog appears.
- 2. Select the "Use Print Manager" box.

The Print Manager is activated.

### To install a printer driver

These steps are done in "Printers" in the MS Windows "Control Panel."

- 1. From the "Installed Printers" list, select a printer driver .

  If the printer driver already exists, you can continue by <u>assigning printing ports to network print queues</u>.
- 2. To display the list of available printer drivers, choose "Add."
- 3. From the "List of Printers," select a printer driver for your network printer.
- 4. Choose "Install."

MS Windows prompts you to insert an MS Windows diskette and then copies the selected printer driver from the diskette to the MS Windows directory.

### To assign a printing port to network print queues

These steps are done in "Printers" in the MS Windows "Control Panel."

1. Choose "Connect."

The 'Connect" dialog appears.

2. From the "Ports" list, select a port.

If you have a local printer, it is recommended that you leave it assigned to the port to which it is already connected.

3. Choose "Network."

The window of the "NetWare Printer Connections" tool appears.

### To capture print queues to a port

Steps 1-4 are done in the "NetWare Printer Connections" tool. The remaining steps are done in "Printers" in the MS Windows "Control Panel."

- 1. From the "Ports" list, select the same port you selected when you <u>assigned a printing port to network print queues</u>.
- 2. From the "Resources" list, select a print queue name.

  If the print queue you want connected is not available, make sure you are connected to the NDS resource, bindery server, or workgroup containing the print queues.
- 3. Choose "Capture."
- 4. Exit the "NetWare Printer Connections" tool.
  Your screen returns to the "Connect" dialog in the MS Windows "Print Manager."
- 5. Choose "OK."

  Your screen returns to the "Printers" dialog.
- 6. To exit the "Printers" dialog, choose "Close."
- 7. Exit the "Control Panel."

### To enable print jobs to be sent directly to a network print queue.

These steps are done in the MS Windows "Print Manager."

- 1. Choose the "Print Manager" icon. The "Print Manager" window appears.
- 2. Choose "Options."
- The "Options" menu appears.

  3. Choose "Network Settings."
  - The "Network Options" dialog appears.
- 4. Select "Print Net Jobs Direct.".

With this option marked, MS Windows bypasses the "Print Manager" and prints directly to the network print queue, giving you optimal printing performance.



# **NetWare Connections**

### **Overview**

Overview of Connections Tool

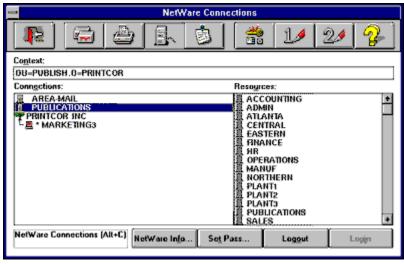
#### How to...

Access All Network Resources
Change Password
Log In to NetWare Directory Services Resources

<u>Log In to NetWare Directory Services Resources, Bindery Servers, or Workgroups</u>
<u>Log Out of NetWare Directory Services Resources, Bindery Servers, or Workgroups View NetWare Information</u>

### "NetWare Connections" Screen

Learn more about an area of the screen by clicking anywhere the Mappears.



### **Keyboard**

Quick keys



### Access All Network Resources

With NetWare Directory Services, you have access to a wide variety of network resources. However, the resources that appear in the <u>"Resources"</u> list depend on your current server. The asterisk (\*) to the left of a connected server indicates the current server.

To create the "Resources" list, the network retrieves the resources specific to the current server's setup. This list is changed each time you change the current server. If the current server is restricted and cannot display the resources you want to access, change your current server to a server that has access to these additional resources.

### To change your current server connection



- 1. Choose the "NetWare Connections" tool.
- 2. While pressing the <Ctrl> key, choose the server you want as your current server.
  - \* An asterisk appears by the current server. The "Resources" list changes to show the resources the current server can access.

#### See also

"Connections"



# Log In to NetWare Directory Services Resources, Bindery Servers, or Workgroups

When you log in to a resource, the connection remains during your entire network session, in either DOS or MS Windows, until you log out. You can log in using drag and drop or the "Login" button.

### To login using drag and drop





- 1. Choose the "NetWare Connections" tool.
- From the <u>"Resources"</u> list, select the resource you want to connect to . If you do not see a resource you want, you can change your current server. (See <u>Access All Network Resources</u>.)
   Note: If you are using NetWare Directory Services, change to your name context. If your context is not shown, mark <u>"DS Containers"</u> in <u>"NetWare Settings"</u> to display container objects. Use the parent container arrow or choose the Container Object to browse the tree.
- 3. Drag the resource icon from "Resources" and drop it in "Connections."
- 4. Type your username and password, if prompted.
- 5. Choose "OK."

An icon for that connection appears in "Connections" when you successfully log in.

### To login using the "Login" button





- 1. Choose the "NetWare Connections" tool.
- From the "Resources" list, select the resource you want to connect to . If you do not see a resource you want, you can change your current server. (See <u>Access All Network Resources</u>.)
   Note: If you are using NetWare Directory Services, change to your name context. If your context is not shown,
  - **Note:** If you are using NetWare Directory Services, change to your name context. If your context is not shown, mark <u>"DS Containers"</u> in <u>"NetWare Settings"</u> to display container objects. Use the parent container arrow or choose the Container Object to browse the tree.
- 3. Choose "Login."
- 4. Type your username and password, if prompted.
- 5. Choose "OK."

An icon for that connection appears in "Connections" when you successfully log in.

#### See also

<u>Access All Network Resources</u>
<u>Log Out of NetWare Directory Services Resources, Bindery Servers, or Workgroups Login button</u>

### **Drive Connections Overview**

"NetWare Drive Connections" allows you to control drive mappings. Use this tool to <u>create</u> or <u>delete</u> drive mappings, <u>change a fake root directory mapping</u>, <u>permanently add/remove</u> <u>drive mappings in MS Windows setup</u>, or <u>view effective rights for a mapped directory</u>. These tasks can also be done using the NetWare DOS utilities MAP, MAP ROOT, and RIGHTS.



# Log Out of NetWare Directory Services Resources, Bindery Servers, or Workgroups

You can terminate a connection with a network resource by logging out. You can log out using drag and drop or the "Logout" button.

### To log out using drag and drop





- 1. Choose the "NetWare Connections" tool.
- 2. From the "Connections" list, select the resource from which you want to log out.
- 3. Drag the resource icon from "Connections" and drop it in "Resources."

You are detached from the resource.

**Note:** All of the group and user resources for the detached resource are no longer available. Drive mappings or print queue connections associated with this resource are disconnected.

### To log out using the "Logout" button





- 1. Choose the "NetWare Connections" tool.
- 2. From the "Connections" list, select the resource from which you want to log out.
- 3. Choose "Logout."

You are detached from the resource.

**Note:** All of the group and user resources for the detached resource are no longer available. Drive mappings or print queue connections associated with this resource are disconnected.

#### See also

Log in to NetWare Directory Services Resources, Bindery Servers, or Workgroups



### Change password

You can change the password for any connection on the network.

**Note:** If want to have the password synchronized for all your connections, you must change the password for each connection individually.

### To change your password



- 1. Choose the "NetWare Connections" tool.
- 2. From the "Connections" list, select the resource for which you want to change the password. If you are not connected to the resource, choose a resource from the "Resources" list and log in.
- 3. Choose "Set Pass."
- 4. Type your current password in "Old Password."
- 5. Type your new password in "New Password."
- 6. To verify your new password, retype your new password in "Retype New Password."
- 7. Choose "OK."

#### See also

Log In to NetWare Directory Services Resources, Bindery Servers, or Workgroups
Set Pass button
Connections
Resources



### View NetWare Information

You can see the NetWare version of the server, your login name and connection number, whether the connection is bindery, NetWare Directory Services, or Personal NetWare, whether the connection is authenticated or unauthenticated, if it is your primary connection, if it is your preferred connection, and if it is your current connection.

#### To view NetWare information



- 1. Choose the "NetWare Connections" tool.
- 2. From the "Connections" list, select the server about which you want information . If you are not connected to the server, establish the connection and then select the server.
- 3. Choose "NetWare Info."

  The NetWare Info window for a connection appears.
- 4. To close the window, choose "OK."

### **NetWare Info Window**



This example shows a NetWare Directory Services connection. The "Connection Type" indicates the type of connection (NDS, bindery, or Personal NetWare), whether is authenticated or non-authenticated, if the connection is primary, if it is current, and if it is preferred.



# **NetWare Send Messages**

### **Overview**

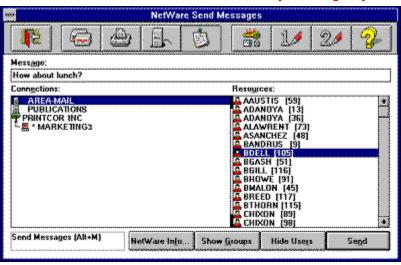
Overview of Send Messages Tool

#### How to...

Send a Message to a Group or User

### "NetWare Send Messages" Screen

Learn more about an area of the screen by clicking anywhere the Mappears.



### Keyboard

Quick keys

## "Send Message Info" Box

After is message is successfully sent to another user, a "Send Message Info" box appears.



### **Show/Hide Group Resources**



Use this button to turn on or turn off the display of groups in <u>"Resources"</u> to whom you can send a message. This is a toggle button so the label on the button changes to reflect the action you can take.

### **Show/Hide User Resources**



Use this button to turn on or turn off the display of users in <u>"Resources"</u> to whom you can send a message. This is a toggle button so the label on the button changes to reflect the action you can take.



### Send a Message to a Group or User

You can send a message to a user or a group of up to 256 characters. The message appears on the screen in a "NetWare Broadcast Message" box. You can send the same message to different users or groups. The message is saved in the "Message" box until you replace it or exit the "Send Messages" tool.

Note: If the user has broadcast messages turned off, the user doesn't receive the message.

### To send a message to a group or user



- 1. Choose the "NetWare Send Messages" tool.
- 2. From "Connections," select the resource to which the user or group you want to send a message is logged in to.
  - **Note:** The user or group may have both a bindery and an NDS connection. The type of connection you choose determines the length of the message a user can receive.
- 3. From "Resources," select the user or group you want to send a message to. You can select only one user or one group.
  - **Note**: Make sure you are attached to the server to which the user or group is attached. If no users or groups appear in "Resources," choose the <u>"Show Users"</u> or <u>"Show Groups"</u> button.
- 4. Type your message in "Message."
- 5. Choose "Send."
  - After the message is received, the "Send Message Info" box appears.
- 6. To send the same message to another user or group, from "Resources" select another user or group.
- 7. Choose "Send."

#### Number of Characters allowed

Although you can type a message of up to 256 characters, the entire message may not be sent. The allowable length of the message depends on the type of connection the receiver of the message has. The message length includes the characters required to display your username and connection identification number. The maximum length of a message, based on the connection the receiver has, is shown below:

Personal NetWare/Bindery: **58** characters including your username and connection ID. NetWare Directory Services: **256** characters including your username and connection ID.

#### See also

Show/Hide Users Resources
Show/Hide Groups Resources
Turn on/Turn off Display of Broadcast Messages



### **Overview**

Overview of NetWare Settings Tool

#### How to...

**Control Permanent Connections** 

Set Hotkey

Set Print Manager Display Options

Set Resource Display Options

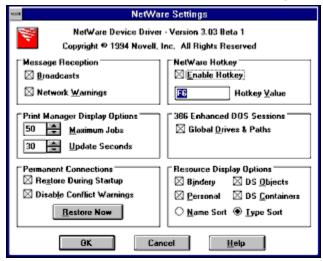
Turn on/Turn off Display of Broadcast Messages

Turn on/Turn off Display of Network Warning Messages

Turn on/Turn off Global Drive Mapping In DOS Boxes

### **Part of the NetWare Connections Screen**

Learn more about an area of the screen by clicking anywhere the Mappears.



### **Keyboard**

Quick keys



### Turn on/Turn off Display of Broadcast Messages

Broadcast messages include all messages sent on the network, such as messages sent by another user or those generated by a server. If a message is received at your workstation, you must clear it before doing anything else. Turning off the display of these messages allows you to work without disruption.

Note: Any incoming messages are lost when the display is turned off. You cannot access them later.

### To turn on the display of broadcast messages



1. Choose the "NetWare Settings" tool.



2. Select "Broadcasts" by clicking in the box or on the word "Broadcasts."

### To turn off the display of broadcast messages



1. Choose the "NetWare Settings" tool.



2. Unselect "Broadcasts" by clicking in the box or on the word "Broadcasts."

### See also

Turn on/Turn off Display of Network Warning Messages



### Turn on/Turn off Display of Network Warnings

NetWork warnings can be generated during the loading of the client software. If any warnings appear, you must clear the warnings before the loading process can continue. You can turn on or turn off the display of these warning messages.

### To turn on the display of network warnings



1. Choose the "NetWare Settings" tool.



2. Select "Network Warnings" by clicking in the box or on the words "Network Warnings."

### To turn off the display of network warnings



1. Choose the "NetWare Settings" tool.



2. Unselect "Network Warnings" by clicking in the box or on the words "Network Warnings."

#### See also

Turn on/Turn off Display of Broadcast Messages



### Set Print Manager Display Options

You can control how many jobs are displayed in the MS Windows "Print Manager" and how often the list of print jobs is updated.

### To set maximum number of jobs displayed in Print Manager



1. Choose the "NetWare Settings" tool.



2. Choose the scroll arrow in "Maximum Jobs" option to increase or decrease the number of jobs displayed in "Print Manager." The maximum number of jobs is 250, the minimum is 1. The default number displayed is 50.

**Note:** This setting controls only the number of print jobs displayed. It has not effect on the number of print jobs allowed in the print queue.

### To set how often the Print Manager display list is updated



1. Choose the "NetWare Settings" tool.



2. Choose the scroll arrow in the "Update Seconds" option to increase or decrease the number of seconds before the "Print Manager" display list is updated. The maximum is 65 seconds, the minimum is 1. The default is 30 seconds.



Use the "NetWare Settings" tool to change these options.

Resource Display Options			
⊠ Bindery	DS Objects		
🛚 <u>P</u> ersonal	$oxed{oxed}$ DS $\underline{\mathbf{C}}$ ontainers		
O <u>N</u> ame Sort	<u>T</u> ype Sort		

Use these options to control which resources are displayed in each user tool. You can alone or in combination select bindery resources, NetWare Directory Services objects, NetWare Directory Services containers, and Personal NetWare resources. You can also specify whether the resources are displayed in name- or type-sort order.

### **Options**

**Bindery** Select "Bindery" to display bindery resources.

**Personal** Select "Personal" to display Personal NetWare resources.

**DS Objects** Select "DS Objects" to display NetWare Directory Services Objects resources.

**DS Containers** Select "DS Containers" to display NetWare Directory Services Containers.

Mark this option in order to change your context. This displays container objects within the directory tree. You can then move up or down the tree by choosing container objects.

Name Sort Select "Name Sort" to display resources alphabetically.

Type Sort Select "Type Sort" to display resources by type.

### See Also

Resources (Drives)
Resources (Printers)
Resources (Connections)
Resources (Messages)

### **Bindery Resources**

A bindery resource is any entity maintained in a NetWare 2 or 3 bindery. It can also be a Bindery object within a NetWare 4 network.

The NetWare bindery differs from the NetWare 4 database in that bindery supports the operation of a single NetWare server or a flat-file database. NDS supports an entire network of servers. So, instead of storing all information on a single server, information is distributed over a global database, where it can be accessed by all servers.

Objects in a bindery exist in a flat database instead of a hierarchical database like a Directory tree. Through bindery emulation, NetWare 4 provides compatibility with bindery-based versions of NetWare that may co-exist on your network.

Bindery emulation means that NDS imitates a flat structure for the objects. All objects within a specific container object can then be accessed both by NDS and bindery-based clients and servers. The container object where bindery emulation is set is called the bindery context.

### **Personal Resources**

A Personal Resource is any entity such as servers, printers, drives, users or groups maintained in a Personal Distributed Object Database. This is the database structure used by Personal NetWare. NetWare User Tools supports NetWare 4, 3, 2 and Personal NetWare. Personal NetWare is a peer-to-peer network developed by Novell, Inc.

**Note:** If you do not have Personal NetWare running on your workstation, the "Personal" option is not available for selection.

### **DS Objects**

NetWare Directory Services (NDS) objects are network resources such as users, servers, groups, printers, and volumes that reside in the Directory tree.

Each object consists of values stored in properties. Some objects represent physical entities. For example, a user object represents a network user, and a printer object represents a printer. Some objects represent logical entities, such as groups, and print queues. An object represents the entity; it is not the entity itself.

### **DS Containers**

An NDS container object contains other objects. The most common container objects are:

Country (C=)

Organization (O=)

Organizational Units (OU=)

Choose the container object you want to browse in order to display the resources residing in that container.



### **Control Permanent Connections**

Solition i Cililationi Solili
Permanent Connections
Restore During Startup
Disable Conflict Warnings
Restore Now

These settings allow you to control mappings and printer connections you permanently write to your MS Windows setup file with the drive connections and printer connections tools. Use these settings to enable permanent connections, to turn off conflict warnings for permanent mappings, and to restore permanent connections.

#### To enable the use of permanent connections

You must select "Restore During Startup" to use permanent drive or printer connections. If this option is not selected, permanent mappings and and printer connections are not written to your MS Windows setup. After selecting this option, you must exit MS Windows and enter it again to have this change take effect. To enable the use of permanent connections, perform the following steps.



- 1. Choose the "NetWare Settings" tool.
- 2. Select "Restore During Startup" by clicking in the box or on the words "Restore During Startup."
- 3. To exit "NetWare Settings," choose "OK."
- 4. Exit "NetWare User Tools."
- 5. Exit MS Windows.
- 6. Enter MS Windows.

  Any permanent mappings or printer connections are now written to your MS Windows setup.

### To turn off conflict warnings for permanent mappings

When you enter MS Windows, permanent mappings could conflict with existing mappings. When a conflict occurs, a conflict warning is displayed to ask you if you want the permanent mapping to overwrite the existing mapping. You can turn off these conflict warnings so permanent mappings automatically overwrite existing mappings. To disable conflict warnings, perform the following steps.

- 1. Select "Disable Conflict Warnings" by clicking in the box or on the words "Disable Conflict Warnings."
- 2 To exit "NetWare Settings," choose "OK."

#### To restore permanent connections

You can restore any lost connections that have been permanently written to your MS Windows setup. To restore permanent connections, perform the following steps.

- Choose "Restore Now."
  - A "NetWare Restore Connections" box appears.
- 2. Enter your password for each connection.

  Connections are restored for all permanent connections that are available on the network.

#### See also

<u>Permanently Add/Remove Drive Mapping in MS Windows Setup</u> Permanently Add/Remove a Print Queue Capture in MS Windows Setup



### Turn on/Turn off Global Drive Mapping In DOS Sessions

Drive mappings can be global (shared) between MS Windows and DOS sessions. For example, if you create a mapping in DOS or in a DOS box, that mapping exists in both DOS and MS Windows until you log out of the network. Likewise, any mapping made in MS Windows (using NetWare User Tools) exists in both MS Windows and DOS sessions.

You can also have non-global (unique) drive mappings for each session. In this case, a mapping created in DOS or in a DOS box is unique for that session; it is not created in MS Windows or any other open DOS box. Any mapping made in NetWare User Tools is not made in DOS sessions.

When you first open a DOS box, it inherits the mappings currently set in MS Windows. Any subsequent changes are reflected if "Global Drives & Paths" is turned on. The changes are not reflected if "Global Drives & Paths" is turned off.

**Note:** Your workstation must be running in 386 enhanced mode to use global drive mappings. The option is greyed if your workstation is not running in this mode.

#### To turn on global drive mappings



1. Choose the "NetWare Settings" tool.

386 Enhanced DOS Sessions	<del>-</del>	_
☐ Global <u>Drives &amp; Paths</u>		
<del></del>		

2. Select "Global Drives & Paths" by clicking in the box or on the words "Global Drives & Paths."

**Note:** You must exit MS Windows and reboot your workstation for this change to take effect.

#### To turn off global drive mappings....



1. Choose the "NetWare Settings" tool.

386 Enhanced DOS Sessions	
Global Drives & Paths	
<del></del>	

2. Unselect "Global Drives & Paths" by clicking in the box or on the words "Global Drives & Paths."

Note: You must exit MS Windows and reboot your workstation for this change to take effect.

#### Seel also

Create a Drive Mapping



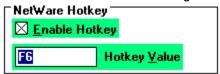
### Set NetWare Tools Hotkey

Use the hotkey to access "NetWare User Tools" from MS Windows or an MS Windows application with a single keystroke.

### To enable the hotkey or change the hotkey



1. Choose the "NetWare Settings" tool.



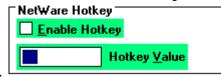
- 2. Select "Enable Hotkey" by clicking in the box or on the words "Enable Hotkey." The most recent hotkey value appears in the Hotkey Value box.
- 3. To change the hotkey, select the value in "Hotkey Value" and press the key you want to be your new hotkey.
  - The value of the new key appears in the Hotkey Value box.
- 4. Choose "OK."

**Important:** The default setting for the hotkey is <F6>. The NetWare User Tools hotkey value takes first priority over other application hotkey assignments. Using the same key value in other Window's programs as the hotkey value loads NetWare User Tools. You should change the hotkey value if there is a conflict.

### To disable the hotkey



1. Choose the "NetWare Settings" tool.



Unselect the Enable Hotkey box by clicking in the box or on the words "Enable Hotkey."

The hotkey value is cleared from the Hotkey Value box.

### **Changing Attributes**

You can change the properties and attributes for a file or directory through the "File Manager" in MS Windows.

### To access properties and change attributes

- 1. Access "File Manager."
- 2. Select the files or directory for which you want to set attributes.

  This function applies only for files and directories on network drives.
- 3. From the "File" menu, choose "Properties."
- 4. In the "Properties" window, choose "NetWare."
- 5. Select or unselect an option to enable or disable an attribute.

**Note**: If you don't have rights to change properties, all of the options will be greyed out. If only some of the options are greyed, the greyed options are not supported by your version or type of NetWare.

#### **Options**

Sharable Allows users simultaneous access to files or directories.

<u>Transactional</u> Indicates that files and directories are protected by TTS.

Purge Notifies NetWare to purge files or directories when it is deleted.

Rename Inhibit Prevents users from renaming files or directories.

<u>Delete Inhibit</u> prevents users from deleting files or directories.

<u>Copy Inhibit</u> prevents users from copying files or directories (Macintosh workstations only).

### **Shareable (S)**

Allows this file or directory to be accessed by more than one user at a time. It is usually used with the Read Only attribute.

# Transactional (T)

Indicates that this file or directory is protected by the Transactional Tracking System (TTS). TTS prevents data corruption by ensuring that either all changes are made or no changes are made when files and directories are being modified.

# Purge (P)

Sets NetWare to automatically purge files and directories when they are deleted. Purged files and directories cannot be salvaged.

### Rename Inhibit (R)

Prevents a user from renaming this file or directory.

### **Delete Inhibit (D)**

Prevents any user from deleting this files or directory.

# Copy Inhibit (C)

(Valid only on Macintosh workstations.) Prevents users from copying this files or directory.



### **Overview**

Overview of User Defined Buttons

#### How to...

<u>Assigning Applications to User Defined Buttons</u>
<u>Changing Assigned Applications of User Defined Buttons</u>

### Keyboard

Quick Keys Tool Bar

## **Quick Key Menu**

Exit <Alt><X>
Drive Connections <Alt><D>
Printer Connections <Alt><P>

NetWare Connections <Alt><C>

Send Messages <Alt><M>
NetWare Settings <Alt><S>
Help <Alt><H>

User Defined Button 1 <Alt><1>
User Defined Button 2 <Alt><2>

**Note:** Each time you select a menu option, the corresponding button depresses or a dialog box appears. If an option is grayed, that option is not active or available.

All connections can be made by choosing the corresponding button or by using drag-and-drop.

### **Restoring Permanent Connections**

The "Restoring Connections" window allows you to manage conflicts between existing network resource connections made in DOS and connections set as permanent in MS Windows.

Note: You must mark the "Permanent Connections" box in "NetWare Settings" to enable permanent settings made within the "Connections" windows to be restored next time you load MS Windows.

#### Screen regions and buttons

- "Permanent Connections" Lists the network resource connections that were marked as permanent in the previous MS Windows session.
- "Status" Displays the results of your network connections after restoration and management for each connection is completed.
- "Disable Conflict Warnings" Disables prompt for restoring network resource connections that conflict with existing connections.
- "Continue" Allows you to continue the restore process after a conflict warning is displayed.
- "Retry" Allows you to retry a failed attempt to restore a permanent connection.
- "Skip" Allows you to skip the restoration of a permanent connection after a conflict warning is displayed.

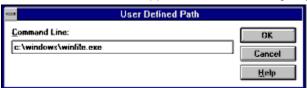


### Changing Assigned Applications of User Defined Buttons

Once an application is assigned to a "User Defined" button, you must use the keyboard to access the dialog to change the application assigned to the button.

#### To change a "User Defined" button

- 1. Press <Alt><1> to change button 1, or <Alt><2> to change button two. The "User Defined Path" dialog appears.
- 2. Type the path and program filename in "Command Line." Delete the path in "Command Line" if you want to remove the application without assigning another. For example, type



This assigns the MS Windows File Manager to the specified "User Defined" button..

- 3. Choose "OK."
  - The application is executed.
- 4. To return to NetWare User Tools, exit the application.

If an icon is assigned to that application, the icon appears on the <u>tool bar</u> on the "User Defined" button when you return to NetWare User Tools. In the example below, WordPerfect is assigned to "User Defined Button 1" and the File Manager is assigned to "User Defined Button 2."

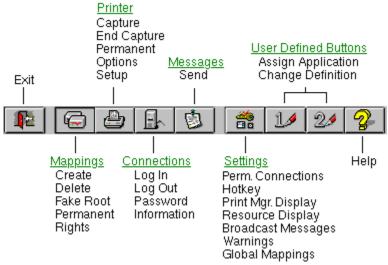


#### See also

<u>Assigning Applications to User Defined Buttons</u> Tool Bar

### **Tool Bar**

Each tool in NetWare User Tools allows you to do different types of tasks, as show below.



Click on a button to move directly to Help for that tool.

### **Ports**

#### Ports:



Shows the ports you have defined for your workstation and the queues assigned to each port. You can <u>increase the number of available ports</u>.

### See also

Ports Icons

### **Resources (Printers)**

#### Resources:



Shows print queus or printer objects that are available for capturing. The type of resources displayed is determined by the <u>Resource Display Options</u> in the <u>NetWare Settings</u> tool. Each type of resource is represented by an <u>icon</u>. You can expand a resource, such as a directory tree, by choosing that resource. You can contract the resource by choosing it again. Only directory trees and container objects can be expanded. Queues or printer objects cannot be expanded in this manner.

#### See also

Resources (Printers) Icons

## **LPT Settings**

LPT Settings...

This button is used to change the settings for a specified printer port. The port must be captured to a print queue so the settings can be changed.

### See also

<u>Change Printer Settings</u> <u>Capture a Print Queue</u>

# **End Capture**

End Capture

This button is used to end (disconnect) the capture of a print queue to a port on the workstation.

### See also

End Capture of a Print Queue Capture a Print Queue

# Capture

C<u>a</u>pture

This button is used to a capture (connect) a print queue to a port on the workstation.

### See also

<u>Capture a Print Queue</u> <u>End Capture of a Print Queue</u>

### **Context**

Displays your current context. You can change the context by editing the "Context" field or by choosing a different context from the <u>"Resources"</u> list.

Context:

OU=PUBLISH.O=PRINTCOR

### **Connections**

#### Connections:



Shows servers or NetWare Directory Services objects you are connected to. An <u>icon</u> indicates the type of object. An asterisk indicates your current server.

#### See also

**Connections Icons** 

## **Resources (Connections)**



Shows the resources you can log in to. Each type of resource is identified by an <u>icon</u>. When you log in (connect) to a resource, the resource is moved from "Resources" to <u>"Connections."</u>

#### See also

Explanation of Resources Icons Connections

## **NetWare Info**

NetWare Info...

This button displays information about the selected server or NetWare Directory Services object in the <u>"Connections"</u> list.

### **Set Pass**

Set Pass...

This button allows you to change the password of the selected server or NetWare Directory Services object.

# Logout

Lo<u>go</u>ut

This button logs you out (disconnects) from the selected server or NetWare Directory Services object.

# Login

Lo<u>gi</u>n

This button allows you to log in (attach) to a server or NetWare Directory Services object.

## Message

Use this field to type the message you want to send to the specified user or group. You can type a message of up to 256 characters, but a truncated version of the message (58 characters) is sent if the user or group is attached to bindery connection.

	_	_	_	_	_	_	
М	e	8	8	a	u	e	

How about lunch?

# **Resources (Messages)**



Shows the users and groups to whom you can send a message. The display of users and groups is controlled by buttons at the bottom of the screen. Each user or group is indicated by an icon, as explained below.

### "Resources" Icons



**≌** Group

### Send

Se<u>n</u>d

This button sends a message after you have typed it and chosen the user or group to whom you want to send the message.



#### Capture, Print Queue

Directory Mapping, Change Fake Root

Directory Mapping, View Effective Rights of

**Drive Mapping, Create** 

Drive Mapping, Delete

Drive Mapping, Turn on/Turn off Global in DOS Boxes

Drive Mapping, Permanently Add/Remove in MS Windows Setup

End Capture, Print Queue

Fake Root, Change Directory Mapping

Global Drive Mapping, Turn on/Turn off in DOS Boxes

Hotkey, Set

<u>Log In, to NDS Resources, Bindery Servers, or Workgroups</u> <u>Log Out, of NDS Resources, Bindery Servers, or Workgroups</u>

Mapping (see Drive Mapping)

Message, Send to User or Group

Magazine Transport Transport

Messages, Turn on/Turn off Broadcast

Messages, Turn on/Turn off Network Warning

MS Windows Setup, Permanently Add/Remove Drive Mapping in

MS Windows, Permanently Add/Remove Print Queue Capture in

NetWare Information, View

Network Resources, Access All

Password, Change

Permanent Connections, Control

Permanent Drive Mapping, Add/Remove in MS Windows Setup

Permanent Print Queue Capture, Add/Remove in MS Windows Setup

Print Manager, Set Display Options

Print Queue, Capture

Print Queue, End Capture

Print Queue, Permanently Add/Remove Capture in MS Windows Setup

Printer, Change Settings

Printing, Set Up Workstation

Resource Display, Set Options

Resources, Access All Network

Rights, View Effective of Mapped Directory

Root (see Fake Root)

User Defined Buttons, Assign Applications to

User Defined Buttons, Change Assigned Applications

Warning Messages, Turn on/Turn off Network

Windows (see MS Windows)

## Queue

Queue:		
\\\Laserjet4		

Shows the print queue that is assigned to the selected port. You can choose another queue from the "Resources" list or you can edit the queue by selecting the "Queue" field.



## **NetWare User Tools Overview**

Use Netware User Tools to perform common networking tasks within MS Windows. You can use the tools to control <u>drive mappings</u>, <u>printer connections</u>, and <u>server connections</u>, to <u>send system messages</u>, to <u>change workstation settings</u>, and to <u>define tool-bar buttons</u>.

**Note:** Changes made with NetWare Tools are reflected in your NETWARE.INI, WIN.INI, and SYSTEM.INI files. Each tool is accessed by clicking on a button on the <u>tool bar</u>. Most of the tools use a common interface screen. As you change from tool to tool, the screen appears the same. However, the fields and buttons on the screen change to reflect the functionality of the tool. A few tools bring up a dialog box to help you complete the task. When you are finished with the dialog, the display returns to the main screen.

### **Printer Connections Overview**

The NetWare Printer Connections tool is used to manage network printing. You can use the tool to <u>capture</u> and <u>end the capture</u> of a print queue, to <u>set printer options</u>, and to <u>permanently add/remove a print queue capture in your MS Windows setup</u>. The tool is also used in the process of <u>setting up a network printer</u>.

The setup process for a network printer is started through the "Control Panel" in MS Windows. When you choose a "Network" printer, the "Control Panel" uses the "NetWare Printer Connections" tool to help you complete the setup process. You can also use any of the other "NetWare User Tools" during the printer setup process. For example, you could use the "NetWare Connections" tool to log in to another server to access a printer on that server. When you exit "NetWork User Tools," you complete the remainder of the printer setup in the "Control Panel."

## **Ports Icons**



Print queue is captured to this port



Print queue is captured to this port and the capture is permanently added to MS Windows setup

### **Explanation of Drive Icons**

These icons appear next to mapped drives on the NetWare Drive Connections screen. The icon indicates the type of drives.



Floppy drive in the workstation



Drive in the search path (can apply to hard drives or network drives)



Hard drive in the workstation



CD-Rom drive



RAM drive

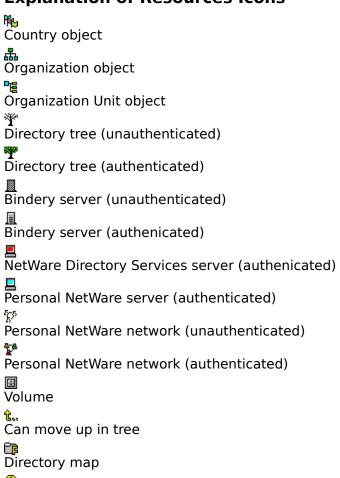


Network drive



Network drive that is permanent, i.e., permanently added to your MS Windows setup file

## **Explanation of Resources Icons**



Object unknown to NetWare Directory Services

### **Connections Overview**

The NetWare Connections tool lets you control network connections with Directory Services resources, bindery servers, and workgroups. You can <u>log in</u> (attach) to a server, <u>log out</u> (detach) from a server, <u>change login passwords</u>, and <u>view information about individual servers</u>. You also can do these tasks with the NetWare DOS utilities LOGIN, LOGOUT, ATTACH, and PASSWORD.

# **Explanation of Connections Icons**



Country



Organization



Organization Unit



Tree (authenticated)



Authenicated server (bindery)



Authenticated server (directory services)



Personal NetWare server (authenticated)



Personal NetWare Network (authenticated)



<u>¢..</u> Can move up in tree



Type of object is unknown to Directory Services

# **Explanation of Resources Icons**

Country object

Organization object

Organization Unit object

Directory tree (unauthenticated)

Bindery server (unauthenticated)

Personal NetWare network (unauthenticated)

Can move up in tree



Type of object unknown to NetWare Directory Services

# Overview of Send Messages

Use "NetWare Send Messages" to <u>send a simple message</u> to groups and users on the network. The message is limited by the type of network connection each recipient has. A user with a bindery services connection can receive a message of up to 58 characters. A user with a NetWare Directory Services connection can receive a message of up to 256 characters. You can only send the message to one user or one group at a time. However, you can send the same message to different users or groups without typing the message again..

# Overview of NetWare Settings

"NetWare Settings" allows you to control the way the NetWare operating system works with your workstation and to adjust how Netware information is displayed at your workstation. You can <u>control permanent network connections</u>, <u>define a hotkey</u> to allow one-key access to NetWare User Tools, <u>control the display of the print manager</u>, <u>control the type of resources displayed in user tools</u>, <u>turn on or turn off the display of network messages</u>, <u>turn on or turn off the display or warning messages</u>, and <u>turn on or turn off common drive mappings</u> between MS Windows and DOS-box sessions.



### Assigning Applications to User Defined Buttons

You can assign applications to the two user-defined buttons on the "NetWare User Tools" <u>tool</u> <u>bar</u> so these applications can be accessed from the tools.

#### To define a button

1. Choose the "User Defined" button you want to assign to an application.



or



The "User Defined Path" dialog appears.

2. Type the path and program filename in "Command Line." For example, type



This assigns the MS Windows File Manager to the specified "User Defined" button.

3. Choose "OK."

The application is executed.

4. To return to NetWare User Tools, exit the application.

If an icon is assigned to that application, the icon appears on the  $\underline{\text{tool bar}}$  on the "User Defined" button when you return to NetWare User Tools. In the example below, WordPerfect is assigned to "User Defined Button 1" and the File Manager is assigned to "User Defined Button 2."



#### See Also

<u>Changing Assigned Applications of User Defined Buttons</u>
<u>Tool Bar</u>

#### Overview of User Defined Buttons

The two user-defined buttons allow you to load additional programs from NetWare User Tools. The buttons appear on the <u>tool bar</u> so you can access a user-defined program by choosing the button. You can use these buttons to customize NetWare User Tools to add other tools or programs that you often use in performing network tasks. For example, you could <u>define the buttons</u> to access MS Windows applets, such as the File Manager or Print Manager, or applications such as a word processor or Email.

When you define a button, the icon for that application replaces the user-defined button icon. If the application does not have an assigned icon, the user-defined icon remains but you can still access that application with the button. To assign an icon to a file, use the File| Properties menu in the MS Windows Program Manager.

You can redefine the application assigned to a button or remove the definition at any time.

# **Resources (Printers) Icons**



Print queue



Printer object



Can move up the directory tree



Object is unknown to Directory Services