

Introduction for New Users

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Teaching Workstations

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http://www-h.eng.cam.ac.uk/help/tpl/new_user/desktop

This document describes how to log on to the teaching system and perform simple file manipulation. Common tasks like printing, editing, getting help, accessing the World Wide Web and using e-mail are also addressed.

1 Getting Started

To start with, the computer will present you with a login window. If the screen is completely black then move the mouse slightly; this will turn off the screen saver.

- Type your user identifier (your *CRS ID* - something like xy123) and press the **Return** key. If you don't know your user identifier it can be found on the notice boards near the door to the main computer room. If in doubt ask a demonstrator or one of the operators in the machine room at the west end of the DPO.
- Type in your CUED password (*not* your hermes password). First year students should have chosen a password during registration at the start of term. Other students should use their old password. When you type your password it will not be echoed to the screen. If you cannot remember your password, or it does not work, ask one of the operators. **Unix** is *case sensitive*, so make sure that "Caps Lock" is not set.
- If there are new system announcements a window will appear. Read the messages and close the window if you wish.

Once you have logged in successfully, a desktop will appear with a taskbar along the bottom. On the left of the bar are some icons that give you access to commonly used features.



2 Icons and files

- **Your Home Folder** - Click on the Home icon on the desktop. The icons you initially see in this window represent files or collections of files in the part of the file system that belongs to you. Let's create something.
- **Creating a New File** - To create a new file, choose the **Create Document** option from the **File** menu, then select **Empty file**. Call the file **sports**.

When you come to name files yourself try to use only letters and digits - no spaces or punctuation characters (except for full stops). Note that **Unix** distinguishes the case of characters in file names. The file **Sports** is not the same file as **sports**.

- **Copying Files** - To copy the `sports` file, select it, use **Copy** from the **File** menu, then use **Paste** from the same menu. The copy will be called `sports (copy)`. Change the name by holding the right mouse-button down on it and choosing the **rename** option.
- **Deleting Files** - Make another copy of `sports` called `doomed`. Drag the file onto the Wastebasket (i.e. hold the left mouse-button down on and move the mouse until the icon is over the Wastebasket icon). Files stay there until the Wastebasket is emptied. You can empty it by holding the right mouse-button down on it and choosing the final option. Do that now.
- **Multiple File Selection** - To select several files at once (so you can throw them away all together, for example) you can drag a rectangle over them with the left mouse-button. Alternatively you can click on them one at a time with the CTRL key held down.

3 Folders

- **Creating a New Folder** - Imagine that the `sports` file contains a list of the sports you like playing and the `activities` file contains a list of all the other leisure activities you enjoy. It might be nice if you could create a separate place to put `sports` and `activities`. This is what a folder is for. Folders (e.g. your home folder) can contain files **and other sub-folders**.

Choose the **New Folder** option from the **File** menu. Call the folder `clump`. Note how the icon of this folder looks different to ordinary file icons.

Double click on this new icon to open it out. You will see a folder just like your home folder, but empty. The underlying structure is that all the folders are arranged in a tree. If you click on the **Up** arrow of the window it will take you back to your Home folder because that is the parent folder of `clump`.

- **Moving and Copying Between Folders** - Now we'll try moving the `sports` files into the `clump` directory. If you drag the `sports` icon onto the `clump` icon, your file will have moved into the folder. If you want to *copy* the file, leaving the original intact, then drag while pressing down the **Ctrl** key.

4 Window management

When you have lots of windows you need to be able to manage them.

- *Move* - you can drag a window around using its title bar.
- *Resize* - you can drag a window's corner to resize it.
- *Iconify* - if you click on the `_` near the top right hand corner of the folder window, it will tumble down into the task-bar at the bottom of the screen. The window can be restored by clicking on its name in the task-bar
- *Full Screen* - to fill the screen with the window, click on the box near the top right hand corner of the window.
- *Kill* - clicking on the `x` box kills the window. Using this risks losing your unsaved work. Try to use the program's **Exit** option instead.

Note that you might have to click on a window before the text that you type goes into it.

5 Clicking on icons

Clicking on a folder opens it. Clicking on a program runs it. Clicking on a file usually runs the default program for files of that type. But sometimes you won't want the default. For example, we have a few text editors online. **Emacs** is the default, but if you hold the right-button down on a text file, you'll be offered some common alternatives. Further choices become available when you click on the **Open With Other Applications** option.

6 Using the Emacs editor

Create a file called `pomodoro` in your home directory.

Now let's put something in the file. Load it into `emacs` as described above. In Emacs you will see the majority of the screen is used to display the file you are editing. Below this is a bar with something like

```
--:--  pomodoro      (Fundamental)--L1--ALL-----
```

Beneath this there is a single line (the mini-buffer) for messages and editor commands. Along the top of the window is a menu-bar and icons.

Type in several lines of text (pressing the `Return` key at the end of each line). The arrow keys, and Delete key will work though the NumPad keys won't work until you press the Num Lock key.

There is an online tutorial for advanced emacs users which is started from emacs' `Help` menu. It is **not** recommended that you do this now. Further details can be found in the *Unix from the Command Line* handout.

6.1 Emacs menus and shortcuts

Across the top of the emacs window is a series of menus. The `File` menu contains items that let you load and save files. Select the `Open File...` option. A prompt will appear at the bottom of the window. If you were to type the name of a file here you would be able to edit that file. We won't do this just now so go to the `Minibuf` menu and select `Quit` to cancel the operation.

Go back to the `File` menu and select the `Save Buffer` item. This saves the file you are editing to disk. You must save files to disk before you try to perform any operations on them outside the editor.

We'll try searching the text now. Place the text cursor at the top of the text in `pomodoro` and pull down the `Edit` menu so that you can select the `Search` item in the `Search` sub-menu. A prompt will appear. Type in a string you can see at some point in the file and press the `Return` key. The editor will find the string and place the text cursor at the end of it. A quicker, incremental search is available if you hold the `Ctrl` button down and type `S`.

Make sure `pomodoro` is at least five lines long and pull down the `Edit` menu. From the `Go To` sub-menu pick the `Goto Line` item. When the prompt appears specify `5` and press the `Return` key. The cursor should move to the fifth line of the file. Note that the line number is shown in the status line near the bottom of the window – `L5`.

To copy some text, drag the mouse cursor over it using the left mouse button. Then click with the middle mouse button where you want the text to be copied. This facility also works between most kinds of text windows.

To delete a block of text, click once with the left mouse button at one end, and twice with the right mouse button at the other (or choose the `Cut` item in the `Edit` menu). If you want to move the text elsewhere, just click on the location with the middle mouse button.

If you want to move quickly around a document that is too big to fit on one page, you can use the scrollbar on the right of the window or the `Page Up` and `Page Down` on the keyboard by the arrow keys.

If you made an editing mistake you can use the `Undo` option in the `Edit` menu repeatedly until you get back to the way you were.

The `Exit Emacs` item in the `Files` menu makes the editor offer to save any files you have changed during the current editing session, and then kills the editor program. A backup copy of each file you change is kept by the editor. These are the files with names ending in `~`. Don't worry if you cannot always see them in your directory window; you will only need to use them if things go badly wrong.

Many of these actions can be performed using the icons under the menu-bar. Experiment to find out what they do.



7 Applications



If you click on the  button at the bottom-left of the screen you'll get a panel from which you can explore the teaching and system programs we have.

In particular there's **Firefox** - a web browser. You can use it for webmail too. *You will need to become familiar with using the WWW.* There's also **OpenOffice** for document preparation, **Matlab** (a programmable graphical calculator) and the Control Centre (in the System section of the applications menu) where you can configure your set-up. Other programs include



CUED Help

A short-cut to CUED's help-on-the-web and list of Frequently Asked Questions. *We expect you to become familiar with using the help system.* It's also on the desktop.



Fast Feedback

Your chance to offer instant, anonymous feedback on teaching, computing, etc.



CUED Survey

Our under-graduate user survey.

8 Terminal Window

Traditionally, Unix was run by typing commands into a terminal window. You'll need to work this way sometimes. To get a Terminal Window click on the little terminal icon at the bottom of the screen. If you want to know more about this way of working, read the Unix from the command line document.

If you are doing a practical that asks you to type a **start** command ('**start camclay**', for example) you can



use the  icon or type the command into a Terminal Window.

9 Printing

Printing is a 2 stage process. First you use the **Print** menu option of the program in the usual way, then you



Release Print Jobs

confirm by clicking on the

 button on the desktop.

10 Logging off

To **Log Out**, use the  button on the bottom-left of the screen.

11 To know more

To find out about other programs, customising, and the Terminal window look at http://www-h.eng.cam.ac.uk/help/tpl/new_user/desktop/extras.html.