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At Ease 2.0: Basic Use Tips (8/95)

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Security: Everyone

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TOPIC -----

This article discusses the basic day-to-day use of At Ease 2.0, including switching between panels, paging through, opening programs and documents, saving, and changing your password.

DISCUSSION -----

After you have installed and configured At Ease 2.0 for users, you are ready to begin using it. When you start up in the At Ease environment, you will see the At Ease desktop, which looks like two manila folders (called panels), one on top of the other. One of the panels is titled At Ease Items, and the other is titled User Items (or the name of the user who had logged on).

Each of the panels has buttons on it representing applications or documents. The menu commands you can see will vary depending on what access privileges you were assigned by the administrator.

Switching Between Panels

To switch between the At Ease Items panel and your panel, just use the mouse to click the tab where the name of that panel appears.

Paging Through

If you can't see the item you want on the panel where you expect it to be, it is probably on a different page. At Ease supplies extra pages for buttons when you fill the first page and need more space.

The number of the page you are on, as well as how many total pages compose the panel you are looking at, appears at the bottom of the panel. You will also see upturned page corners on one or both of the bottom corners of the panel, indicating there are additional panels to be seen.

To move between pages:

- 1) Click the left corner to go to the previous page, or click the right corner to go to the next page.
- 2) To go to a specific page, hold down the Command (Apple) key and type the number of the page you want.

Opening Programs and Documents

To open either a program or a document, use the mouse to move the pointer to the button you want and click once. The desktop will disappear and you will see the window of the application or document you chose.

Saving Documents

When you save a new document, your choice of where to save it is determined by how the administrator set up your user registration. There are three possibilities, and you may need to check with your administrator to be certain which applies to you.

The three settings are:

- Anywhere -- Allows you to save documents anywhere on the hard disk or on a floppy. When you choose Save or Save As, you are presented with a dialog box that lets you select the location you wish.
- Only in user's folder -- Allows you to save documents only in your own folder. When you choose Save or Save As, the dialog box presented lets you save directly to your folder. You can also create new folders within your folder.
- Only on floppy disk -- Prevents you from saving documents to anything but a floppy disk. When you choose Save or Save As, you are prompted to insert a floppy disk unless one is already in the drive.

Changing Your Password

You may want to change the password the administrator gave you when you were registered. Here's how:

- 1) Start the Macintosh.
- 2) Click the Change button in the Password window that appears.
- 3) Type your old password in the upper box, then type your new password in the box below it. Type it again in the third box to confirm it. (Dots will appear in place of letters as you type, so people nearby can't see your password.)
- 4) Click OK.

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