

The Virtual Desktop

User's Guide

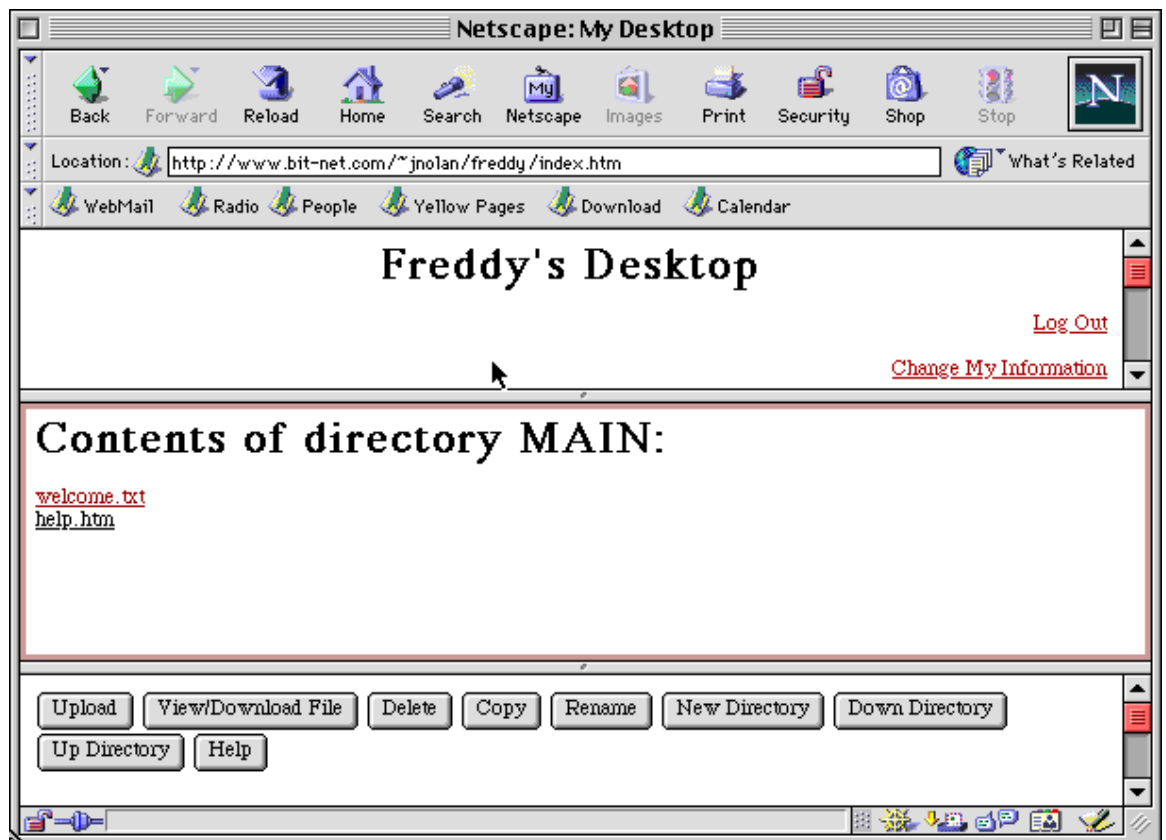


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1. Registration

If you are a new user, this is your first step. If you have already registered, please continue to Section 2: Logging In.

When you arrive at the Virtual Desktop system for the first time, you will be presented with the screen in Figure 1 (the main login screen). Select the “register here” link in order to move on to the registration screen (Figure 2).

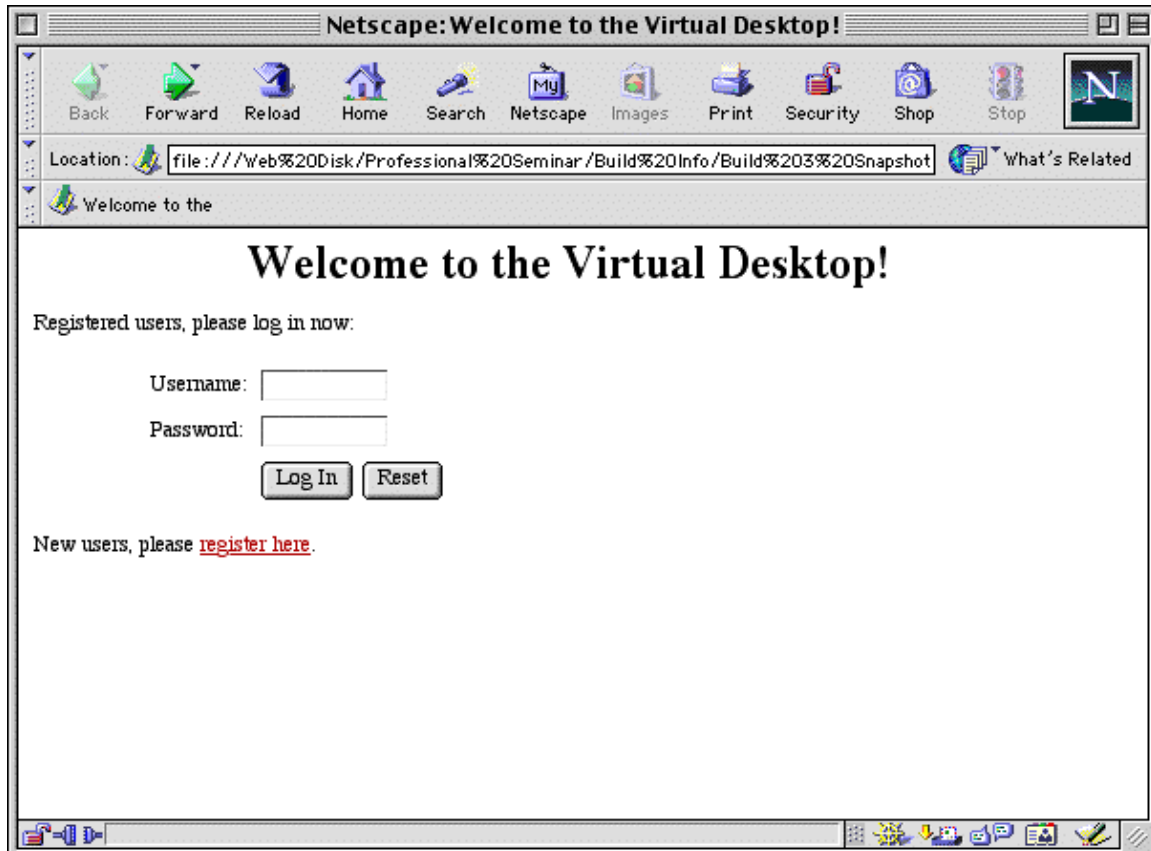


Figure 1: Login screen

Enter your personal information in the registration form, including your first and last name, your e-mail address (please ensure this is accurate – if you forget your password, this is where your reminder will be sent), and a username and password of your choosing. Enter the same password twice (under the “Password” and “Verify Password” fields) in order to verify the password. When finished, hit “Submit.” If, for any reasons, you wish to clear the form, hit “Reset.”

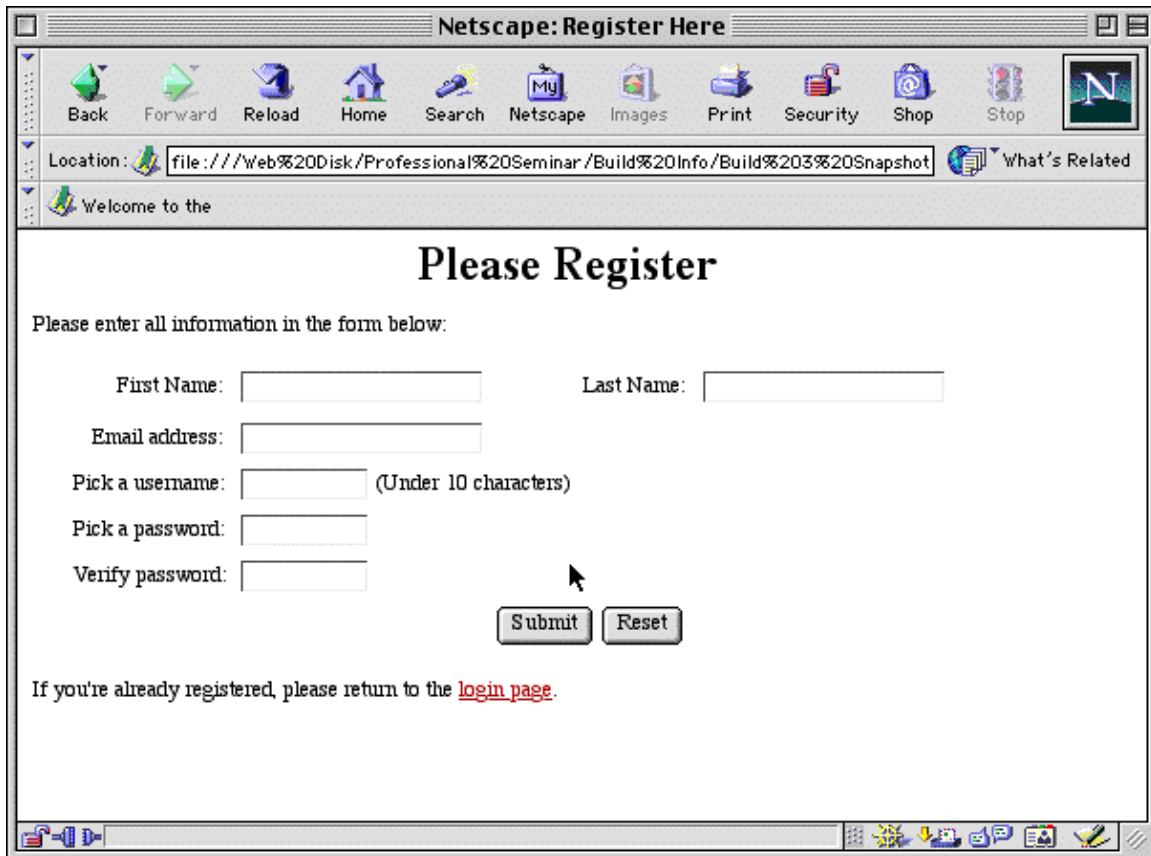


Figure 2: Registration Form

The Virtual Desktop system will only register a user once for any particular e-mail address. If you have previously registered under this e-mail address, you will be presented with an error message.

When finished, an active session will be created for you and you will be at your main desktop (outlined in Section 3).

2. Logging In

If you are already a registered user of the Virtual Desktop system, enter your username and password at the Login screen (Figure 1). If your password is incorrect, you will be presented with an error message (Figure 3). If you believe you have forgotten your password, select the “Send my Password!” button to e-mail your password to your registered e-mail address. Otherwise, return to the login page and try again.

When finished, an active session will be created for you and you will be at your main desktop (outlined in Section 3).

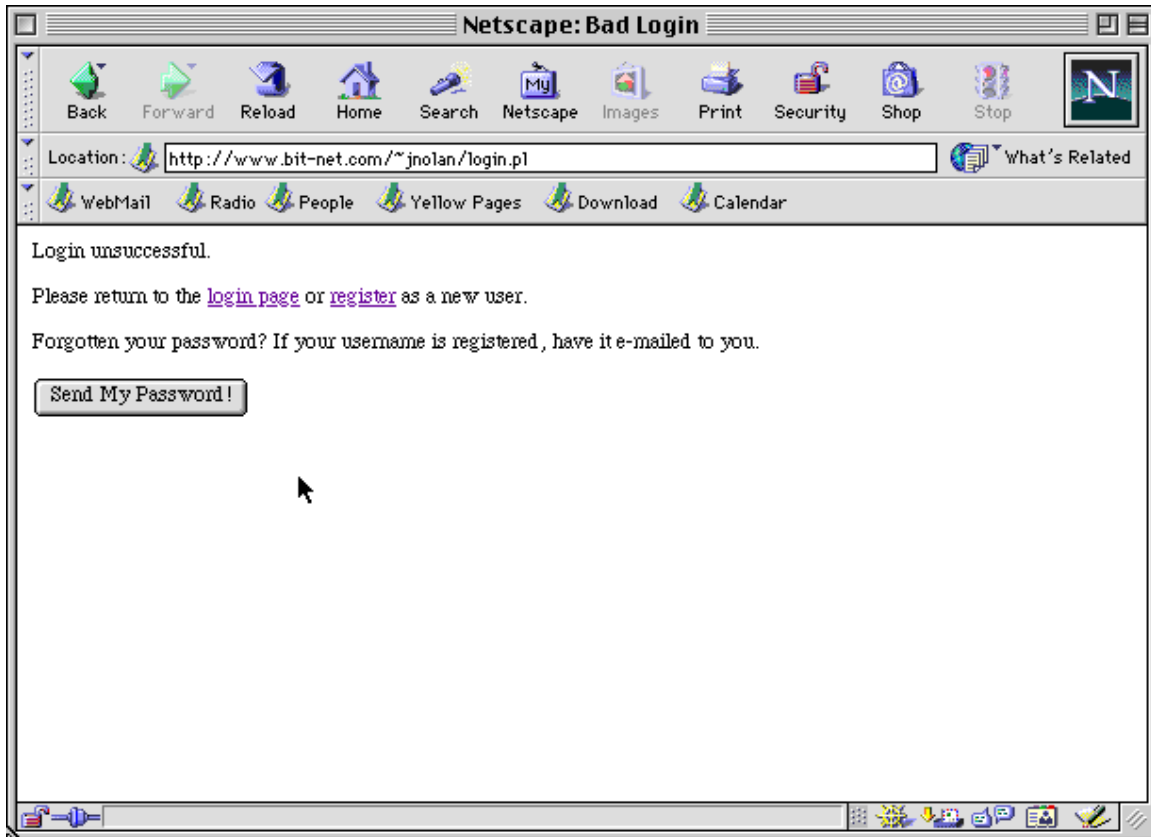


Figure 3: Incorrect Login

3. Main Desktop

Figure 4 illustrates the main desktop as it is after registration (you may have other files listed if you have used your desktop before). This section outlines the capabilities of the desktop: changing your user information; selecting, uploading, viewing/downloading, deleting, copying, and renaming files; creating and changing directories; and accessing the help function.

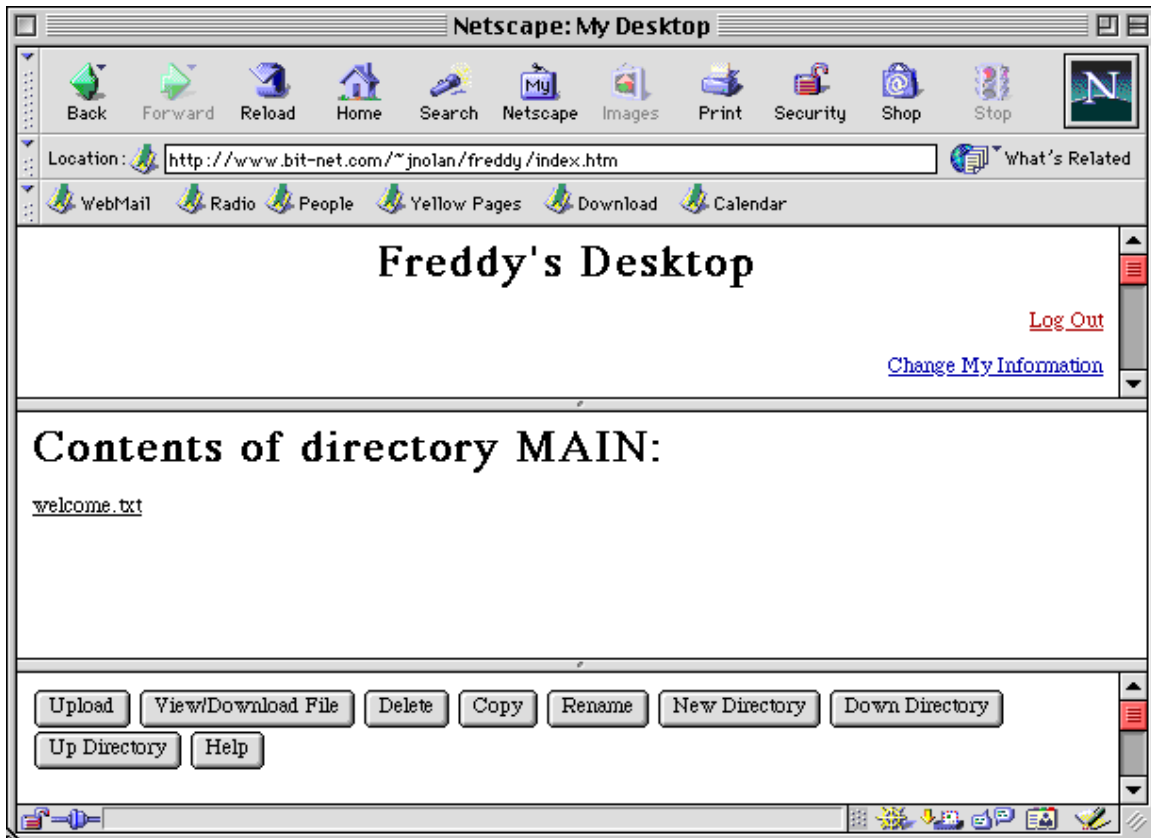
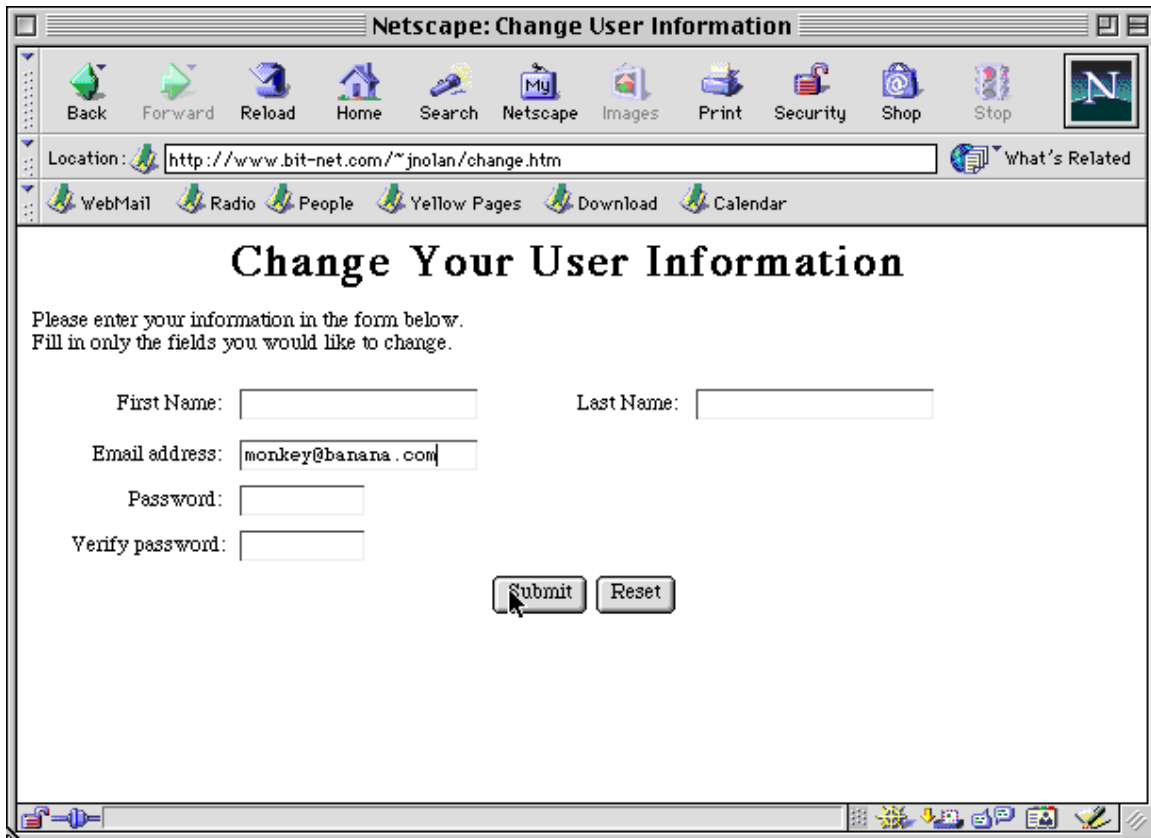


Figure 4: Main Desktop

3.1. Changing Information

To change your user information, select the “Change User Information” link at the top of the page. The desktop will be replaced with the Change User Information form (Figure 5). Enter any information you would like to change, leaving any other fields blank. For example, in Figure 5, the user is changing only the registered e-mail address. If you are changing your password, you must type the password again in the “Verify Password” field before you can submit the form.



The screenshot shows a Netscape browser window with the title "Netscape: Change User Information". The address bar contains the URL "http://www.bit-net.com/~jnolan/change.htm". The browser's toolbar includes buttons for Back, Forward, Reload, Home, Search, Netscape, Images, Print, Security, Shop, and Stop. Below the toolbar, there are several icons for services like WebMail, Radio, People, Yellow Pages, Download, and Calendar. The main content area of the browser displays a form titled "Change Your User Information". The form includes the following fields and instructions:

- Instructions: "Please enter your information in the form below. Fill in only the fields you would like to change."
- First Name:
- Last Name:
- Email address:
- Password:
- Verify password:
- Buttons: "Submit" and "Reset"

Figure 5: Changing User Information

Once you are finished, submit the form. A confirmation message will be displayed with your new user information, minus the password (Figure 6). If you would like to receive confirmation of your password, hit the “Send Password!” button. If you have just changed your e-mail address, the password will be sent to the new address.

Follow the link to return to the desktop.

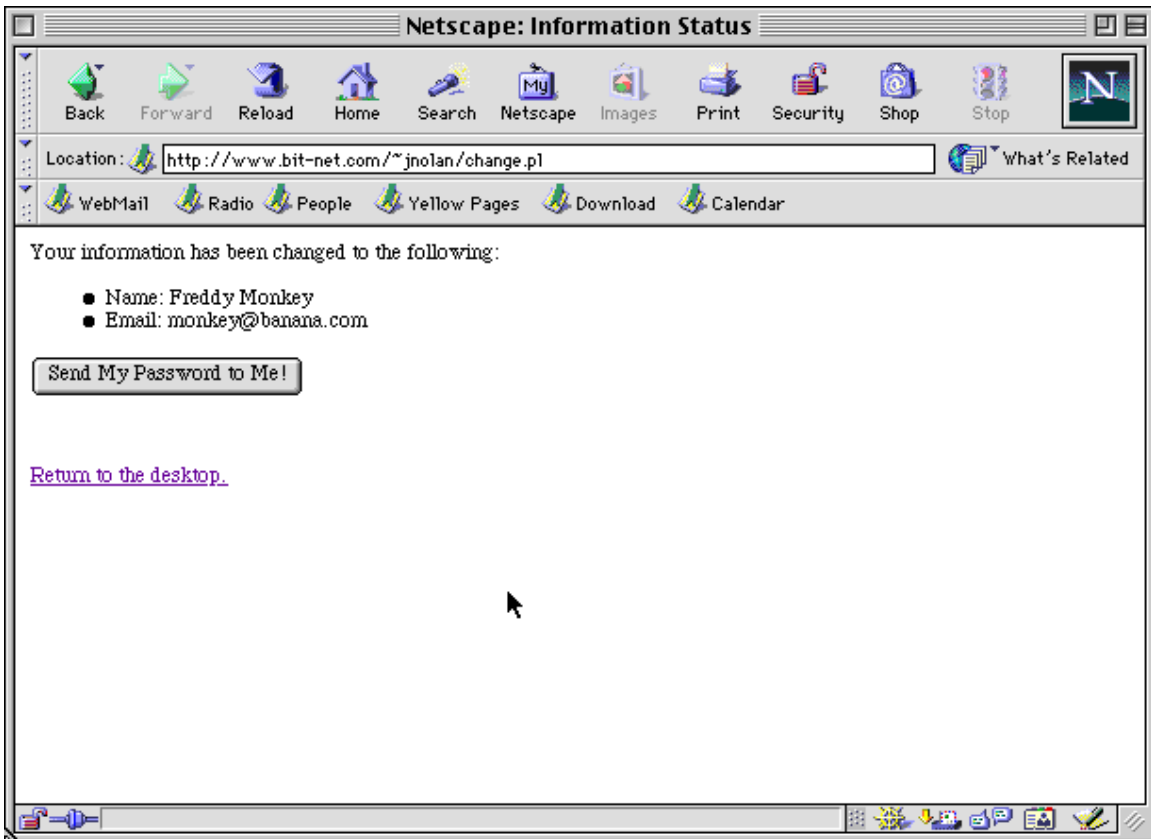


Figure 6: Update Confirmation

3.2. Selecting a File

To select a file for future operations, simply click on the name of the file. The desktop view will be refreshed and the file will be highlighted in red (Figure 7). Any operation that requires a selected file (View/Download, Delete, Copy, Rename, Down Directory) will then operate on that file.

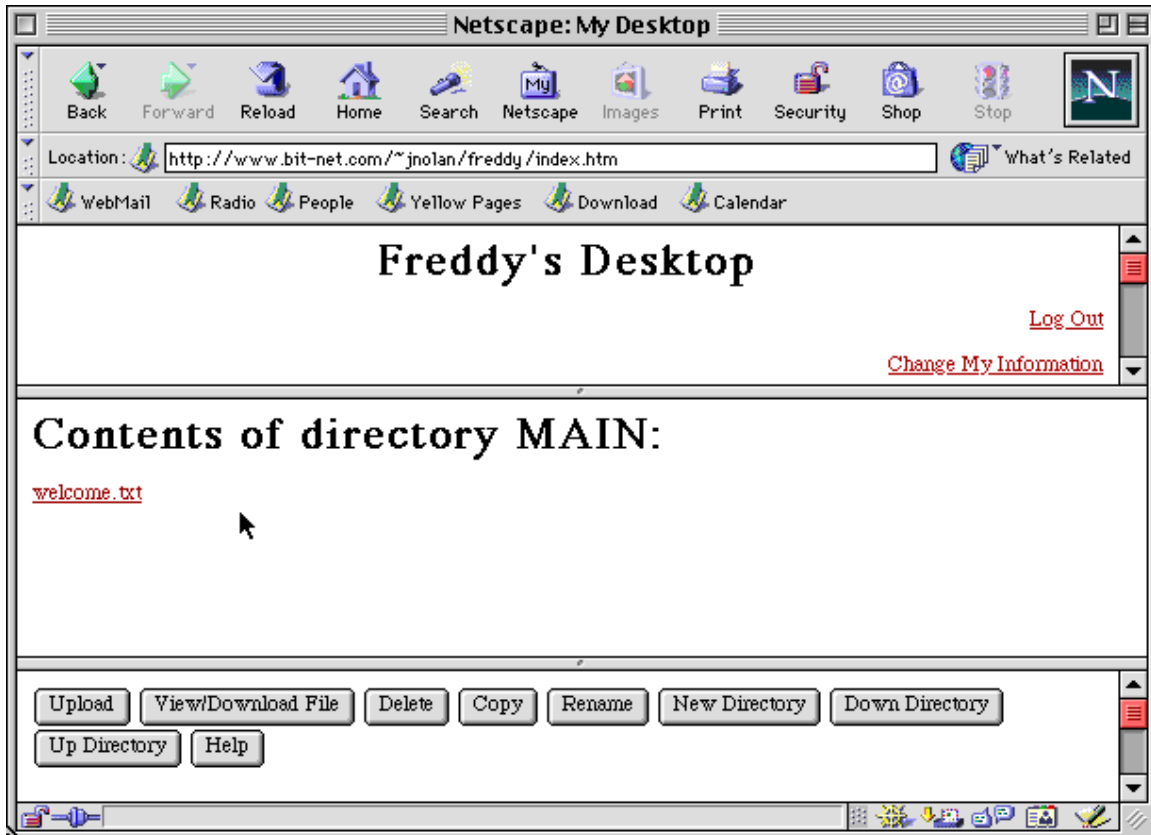


Figure 7: Selecting a File

3.3. Uploading a File

To upload a file into the current directory (shown in the desktop window), select the “Upload” button. A separate window will appear (Figure 8), prompting for the name of the file to upload. Select the “Browse” button to browse the local machine for a file. When the desired file has been located, select “Upload the File” to continue.

The file will be uploaded to the current directory and the desktop will be refreshed. The file should now appear in the directory listing.

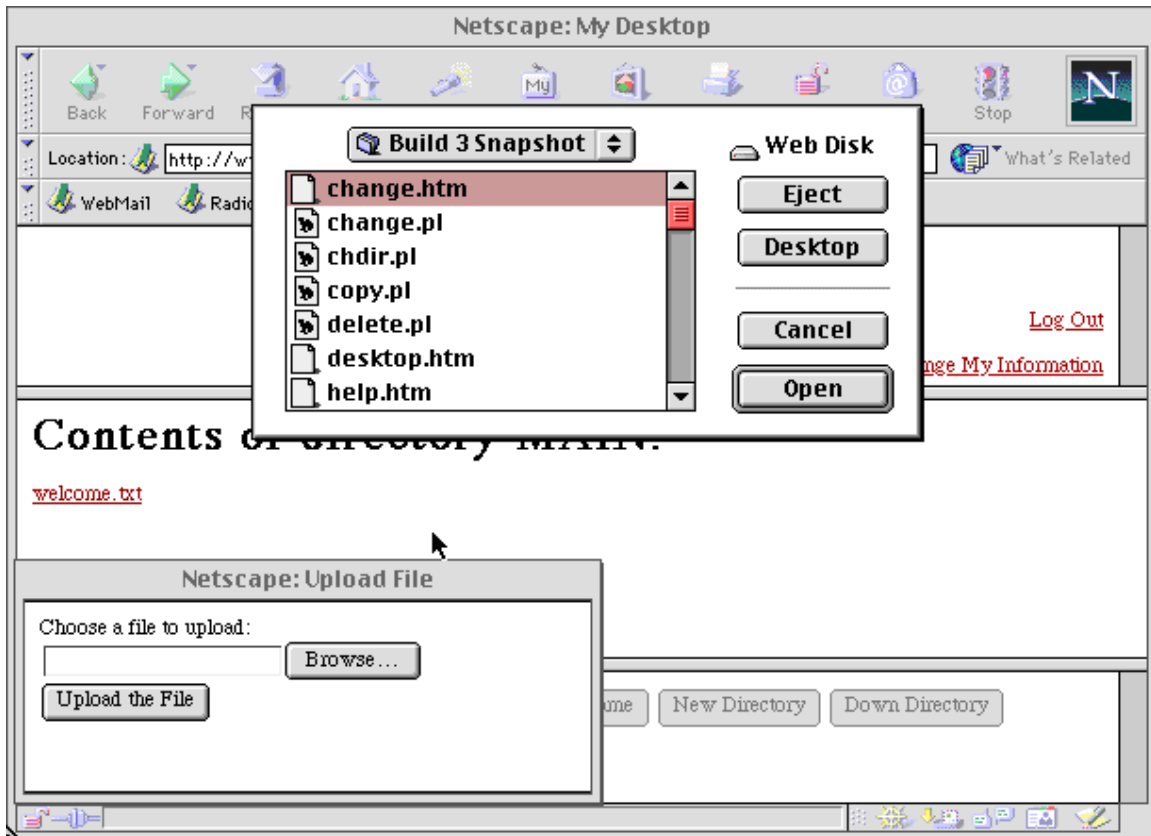


Figure 8: Uploading a File

3.4. Viewing/Downloading a File

First, select a file to be viewed/downloaded. Hitting the “View/Download” button will bring up a second window with an HTML link to the desired file (Figure 9).

To view the file, simply click on the link. The file will be displayed within the second window (Figure 10). When finished, simply close the window.

To download the file, Windows and Unix (Xwindows, Motif) users can right-click on the link and save the file to disk. Macintosh users should control-click or hold the mouse button down on the link in order to save the file to disk. When finished, simply close the window.

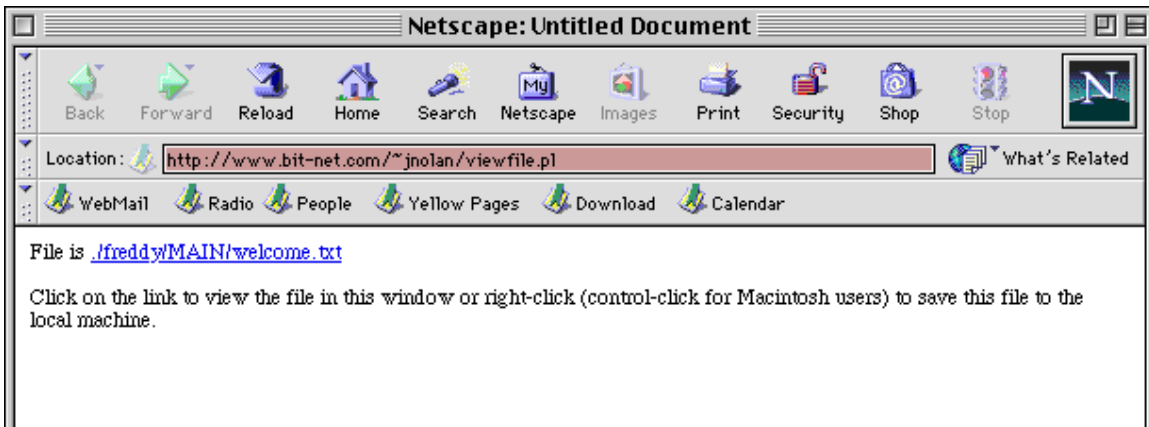


Figure 9: View/Download File

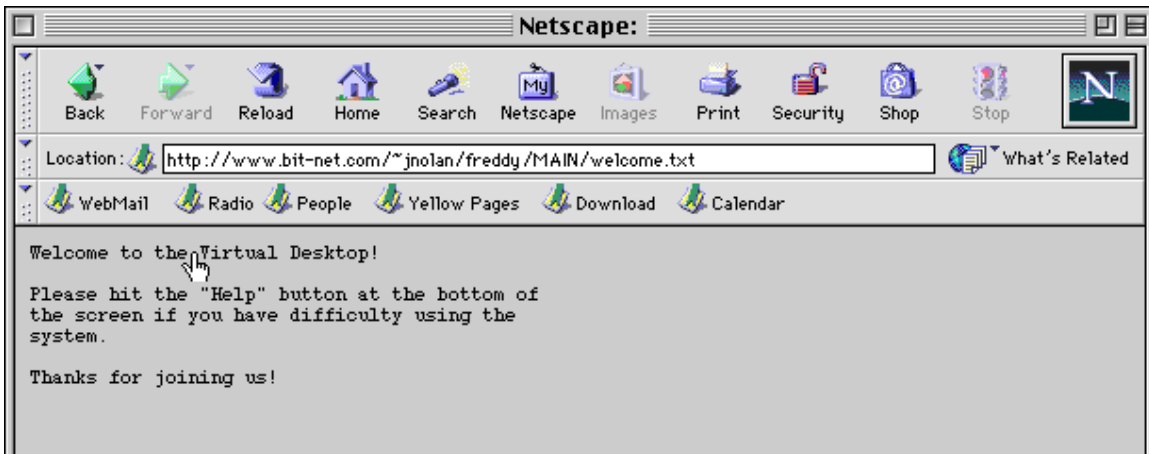


Figure 10: Viewing File in Same Window

3.5. Deleting a File

First, select a file to be deleted. Once the file has been selected (and is highlighted on the desktop), hit the “Delete” button. The file will be deleted from the current directory and the desktop will be refreshed. The file should no longer appear in the directory listing. No other file will be selected.

3.6. Copying a File

First, select the file that you would like to copy. Once the file has been selected (and is highlighted on the desktop), hit the “Copy” button to initiate the copy. A separate window will prompt you for the destination filename (Figure 11). Once you have submitted the destination filename, the selected file will be copied into a file with the new name. The desktop will be refreshed and the new file should be present on the desktop. The original file will still be selected for future operations.



Figure 11: Copy - Prompt for New Filename

3.7. Renaming a File

First, select the file that you would like to rename. Once the file has been selected (and is highlighted on the desktop), hit the “Rename” button. A separate window will prompt you for the destination filename (Figure 12). Once you have submitted the destination filename, the selected file will be copied into a file with the new name and the original file will be deleted. The desktop will be refreshed and the new file should be present on the desktop and selected for future operations.



Figure 12: Rename - Prompt for New Filename

3.8. Creating a New Directory

Select the “New Directory” button to create a new subdirectory within the current directory. A second window will pop up, prompting you for the name of the new directory (Figure 13). Enter the name for the new directory. The desktop will be refreshed and the new directory should appear on the desktop.



Figure 13: New Directory - Prompt for New Name

3.9. Changing Directories

To move down into a subdirectory, first select one of the subdirectories within the current directory. Then select the “Down Directory” button. The directory will be changed to the subdirectory and the desktop will be refreshed. The directory title in the window should reflect the directory change and the files in the subdirectory should now be listed. See Figure 14 for an example of moving down into the directory tree. Note the directory name in the desktop frame.

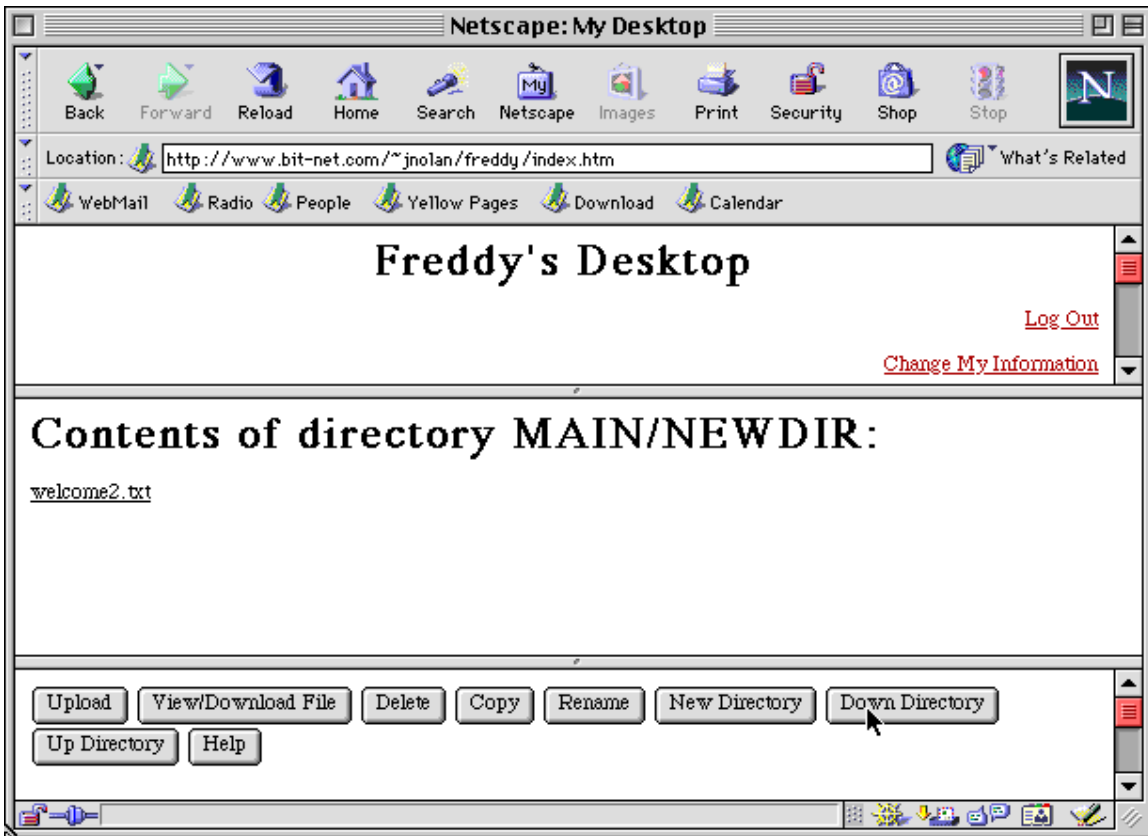


Figure 14: After Changing Directories

To move back up in the directory tree, simply select the “Up Directory” button. You will be moved up into the parent directory and the desktop will be refreshed. The directory title in the window should reflect the directory change and the files in the parent directory should now be visible.

Note that if you are already at the top of your directory tree (the MAIN directory), you will not be able to move up any further. You will remain in the MAIN directory, although the desktop will be refreshed.

3.10. Help

To access the help file, hit the “Help” button at the bottom of the screen. A separate window with the help text will be displayed (Figure 15). When finished, simply close the window.

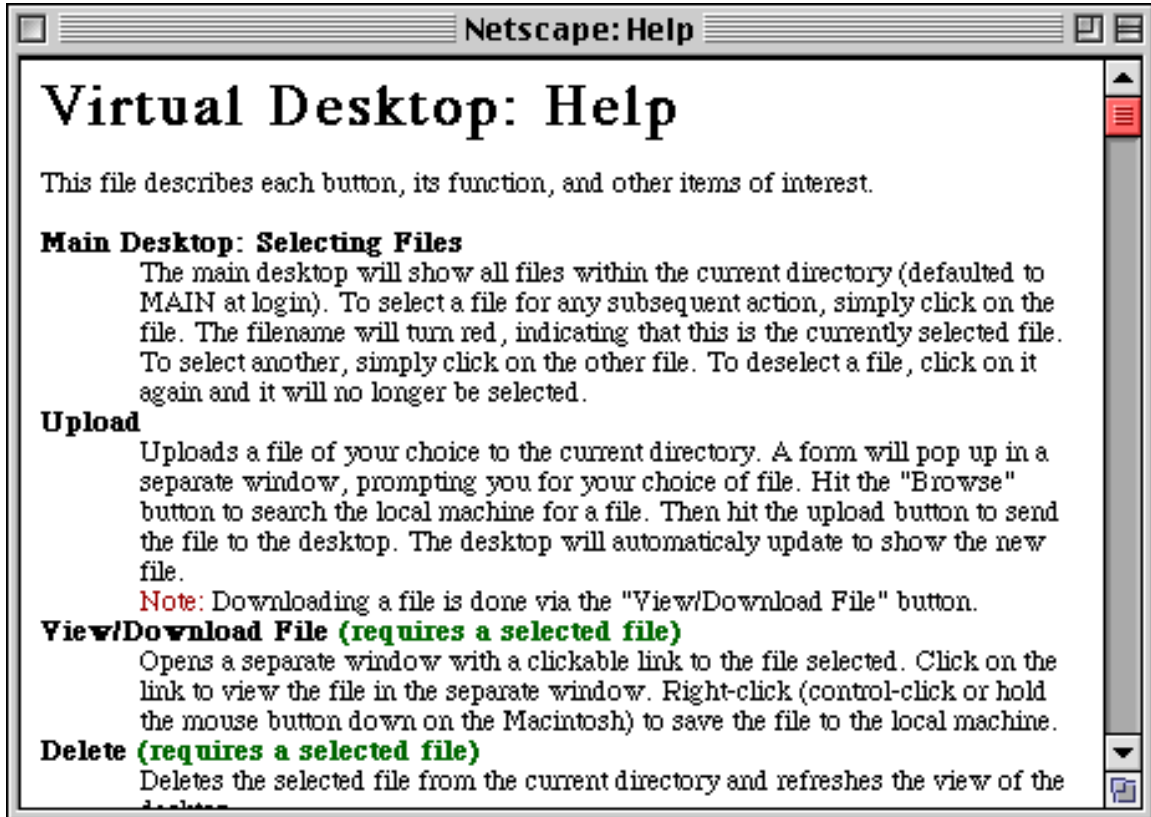


Figure 15: Help Window

4. Logging Out

To log out of the Virtual Desktop system, select the “Log Out” link at the top of the page. This will deactivate your current session and allow you to log back in, if desired (Figure 16). If you choose to return to your desktop, you must log in again. The desktop cannot be accessed without an active session.



Figure 16: After Logging Out