



ENABLING CHOICE™

Speiros v1.0

User Guide

NOTE: FOR AN OVERVIEW OF THE SPEIROS VISION
AND CYRUS INTERSOFT, LOG ON TO THE WEB SITE AT
WWW.CYRUSINTERSOFT.COM

January, 2000

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PART 1. INTRODUCTION

Introducing Speiros

Speiros is a software technology that:

- δ provides on demand delivery of application, data and computing services throughout the Internet.
- δ can be used from any Java enabled computing device with an Internet connection.
- δ provides a single consistent technology that runs across all technologies, platforms and networks.
- δ is platform independent. Speiros is a preintegrated computing system that runs over the Internet.
- δ provides private, secure network computing over the Internet.
- δ transcends traditional computer, corporate and industry bonds.

(pic)

Pervasive Computing

Anytime,

Anywhere,

Any hardware,

Any operating system

(pic)

Java

Java is a machine independent programming language. Almost any device that has a computer can run Java. More and more, manufacturers are taking advantage of Java's universal programming power and producing their products to run Java. Speiros takes advantage of Java's platform independent features to create a single consistent technology that runs across all technologies, platforms and networks.

Speiros Advantages

Virtual Desktop

Through the Internet, Speiros allows you to access Java based applications. Spreadsheets, text editors, graphics tools no longer need to be loaded on your machine or your local network. You can access these applications through the Internet.

You can save files locally to your machine or via the Internet on any storage device your Presence is connected to.

Speiros makes the virtual desktop a reality. You can access applications and save and retrieve data from any Java enabled device with an Internet connection.

Mobility

Through any Speiros device hooked up to the Internet, you can access your Presence and have access to your data, applications and other resources. With Speiros, you can access the same data and applications through your office computer as you can through your home computer or your cel phone or cable box.

(pic)

Cross Platform/Cross Device Implementation

Speiros can operate on any device that runs Java. Cel phones, PCs, Macs, Unix machines, handheld computers, set top (cable) boxes, embedded devices in automobiles like GPS systems, radios, cameras – almost anything that has a computer. Because the Speiros technology takes up so little memory, it can be loaded on almost any device.

Centralized Resource Management

Since you can store files on your Speiros server, your Presence acts as a virtual hard drive. Wherever you have access to the Internet, , your applications and data are available. With your Presence centralized on your server, you can also easily exchange files within your office or anywhere in the world.

Customizable Internet Interface and Configuration

Speiros allows users and companies to define their own interface to the Internet. With Speiros, you can select Internet resources and configure them to meet your personal and professional needs. You can specify which Java based applications you need to launch and identify where you wish to store data.

(pic)

Increased Efficiency in Software Upgrade Distribution

Tired of going from one device to the next or one server to the next upgrading software. With Speiros, applications are available over the Internet. When the Java based application is upgraded by the application developer, you automatically get the updated version the next time you use it. No messing with hard drives, configuration files or chip sets. With Speiros, applications and data on traditional embedded devices such as cell phone can be updated without changing the chip set!

Shifts Software Development Cycle Paradigm

With Speiros, software developers can distribute their Java based applications over the Internet. Developers simply put a new version of the application on their server and they've released a new version that any Speiros device can access and use. The software development cycle will change since releases can be more frequent without the hassle of packaging and distribution.

Metering – Pay-Per-Use

Speiros provides a unique and powerful pay-per-use option. Users can pay for the time or frequency they use Java based applications. For users, the pay-per-use option allows them access to software without the cost of purchasing the software, the hassles of waiting for the software to arrive or travelling to the nearest software retailer and installing the application. Instead of paying a substantial price for an application the user may only need for a short time, the user can "rent" the application through the Internet. For developers, the pay-per-use option allows them to reach a wider audience, people who would not normally pay the full price to purchase the developer's software.

Flexibility - Works with Existing Equipment and Infrastructure

Speiros doesn't require you to buy new network computers. Since Speiros is Java based, it will work with your existing infrastructure and allow you to switch between Speiros and your Windows, Mac or UNIX environments.

Ability to Run Multiple Java Applications Simultaneously

Most computers only allow you to run one Java application at a time. With Speiros, you can run multiple Java applications simultaneously.

Access Web Resources without a Browser

Speiros can launch any Java based application and access Internet resources without a browser.

Client Server

With Speiros, you can create client server applications through the Internet.

Promotes Collaboration, Facilitates Communication

The origins of network computing was based upon the need to bring people together in a computing environment. Speiros allows users to share directories, files and applications over the Internet. Sally on her cel phone in Saskatchewan can make changes to a file and that exact file is then available to Murray on his laptop in Madagascar.

3 Levels of Security

Speiros provides 3 levels of security; network access authentication, permission settings and device security.

Speiros Virtual File System

Speiros' Virtual File System closely resembles other file systems. Through Speiros, you can view any files and resources on your local Java enabled device as well as files and resources located on your Speiros server.

You can create folders, copy files and folders, delete files and folders in a similar manner as other file systems. See the Managing Files section of this manual for more details.

Naming

Speiros closely follows Internet (URL) naming conventions for its file system.

Speiros provides globally unique path names by using the server's fully qualified domain name plus server's file system for directories.

Example

Server Domain Name	circus.net
Server's file system	/home/larry/
File Name	myfile.txt
Speiros Path Name	/circus.net/home/larry/myfile.txt
Resource Name	file:///circus.net/home/larry/myfile.txt

Resource Naming

Speiros uses universal resource language (url) naming conventions for resources.

Address	http://www.cyrusintersoft
Device	
File Name	file:///circus.net/home/larry/myfile.txt

The Additional Forward Slash Means Start at the Root Directory

When referring to resources on the Speiros server, an extra slash is needed to designate the root directory.

Example:

A UNIX system file normally has the // designation after the file resource designation.

```
file://home/larry/myfile.text
```

The Speiros file has an additional slash at the beginning, plus the name of the server.

```
file:/// circus.net/home/larry/myfile.text
```

File Naming Advantages:

Unique Pathnames

By including domain names and the server's file system, Speiros ensures no two pathnames will be the same.

```
/circus.net/home/larry/myfile.text
```

instead of

```
/circus.net/home/myfile.text
```

Troubleshooting

Administrative and troubleshooting personnel are given critical information system just from the unique path name. The server, file system and file names are all known.

Special Cases

If user has same server mounted twice under a different user, the pathname given will be preceded by an @ symbol, user and the number of times the user has mounted the server.

Example:

When the user first mounts the circus.net server, the pathname is:

```
/circus.net/home.larry/file.txt
```

When the user again mounts the circus.net server (without dismounting), the pathname is:

```
/user2@circus.net/home.larry/file.txt
```

Local File System

For local files, Speiros uses the local file system. This allows administrators and users to take advantage of the local file system's utilities.

(pic)

Home Directory on Speiros Server

When you connect to a Speiros Server, your account has a Home directory. The first time you log into Speiros, Speiros automatically creates your Desktop and Config directories.

Home/User/Desktop Directory on your Speiros Server

The Speiros Bar displays a button for each file listed in the Desktop directory. See the Adding Favorite Aliases to Your Speiros Bar section of this manual for more details.

Home/User/Catalog Directory on your Speiros Server

The first time you launch the Catalog Browser, Speiros automatically creates your Catalog directory. See Using the Catalog Browser section of the manual for more details.

Speiros Interprocess Communication

Speiros uses TCPIP/Port 3000.

PART 2. SPEIROS INSTALLATION

Downloading Speiros

1. Log on to Cyrus Intersoft at www.cyrusintersoft.com and click on the **Get Speiros Button**.

(pic)

The **Download Speiros** page appears.

(pic)

2. Select the correct platform for your machine from the **Drop-down List** in the **Step One Box**.
3. Enter your name and email address in the **Text Fields** of the **Step Two Box**.
4. Click the **Download Button** in the **Step Three Box**.

The **Download Acknowledgment** page appears.

(pic)

5. Save **spinstall.exe** in the location of your choice. This is the program that will install Speiros.

Installing Speiros

1. Go to the location where **spinstall.exe** was saved and double-click on the executable.

The **InstallAnywhere** utility appears.

(pic)

2. Click on the **Next Button** to proceed.

Note: Clicking on the **Exit Button** at any time will end the install process and close the utility.

The **License Agreement** window appears.

(pic)

3. After reading the terms, click on the **Yes Radio Button** to proceed.

Note: Clicking on the **Previous Button** will take you back to the previous screen.

The **Choose Install Folder** window appears.

(pic)

4. The utility automatically creates a Program File to install Speiros in. You can:

- δ Use this location and click on the **Next Button** to proceed
- δ Type in your own location in the **Text Field**.

- δ Click on the **Choose Button** to browse for another location

The **Browse for Folder** window opens.

(pic)

Note: Clicking on the **Restore Default Location Button** will restore the location originally created by the utility.

- 5. Once a location has been established, click on the **Next Button** to proceed.

The **Choose a Shortcut Location** window appears.

(pic)

- 6. You can:

- δ Use the default selection of the **In an existing program group Radio Button** and click on the **Next Button** to proceed
- δ Select another program group from the **Drop-down List**

(pic)

- δ Select the **In a new program group Radio Button** and type in the location in the **Text Field**.
- δ Select the **In the Start Menu** or **On the Desktop Radio Button**
- δ Select the **Other Radio Button** and click on the **Choose Button** to open the **Browse for Folder** window
- δ Select the **Don't create shortcut icons Radio Button**

- 7. Once a location has been established, click on the **Next Button** to proceed.

The **Choose Java Virtual Machine** window appears

(pic)

- 8. You can

- δ Use the default selection of the **Install Javasoft JRE Radio Button** and click on the **Next Button** to proceed
- δ Select the **Choose a virtual machine Radio Button** and click on the **Search Button** (the utility will search your hard drive for existing VM and list them in the window)
- δ Click on the **Choose Another Button** and to open the **Browse for Folder** window

- 9. Once a Java Virtual Machine has been established, click on the **Install Button** to proceed.

The **Install Status** window appears.

(pic)

When the installation is complete the **Install Complete** window appears.

(pic)

- 10. Click on the **Done Button** to close the install utility.

Logging on to Speiros

1. Locate **Speiros** in the shortcut location you established and double-click on it.

The **Speiros Login Dialog Box** appears.

(pic)

2. Enter the Speiros Center provided by your instructor in the **Speiros Center Text Field**.

Note: The next time you log in, the same Speiros Center will appear by default in the Text Field and a list of all the Speiros Centers you have logged into will be created in the Drop-down List.

3. Enter your username in the **Username Text Field**.

4. Enter your password in the **Password Text Field**.

Note: You can change your password later using the Change Password Tool in your Speiros Presence.

5. If applicable, select your Aspect from the **Aspect Drop-down List**.

6. Once all the fields are complete, click on the **Connect Button** to proceed. The **Status Bar** will show you the progress of the connection.

Note: Clicking on the **Cancel Button** at any time will close the Login without completing the operation.

When the connection is completed, the **Speiros Bar** will appear on your Desktop and you can begin using Speiros.

(pic)

PART 3. USING SPEIROS

Using the Speiros Bar

The Speiros Bar is an interface for using Speiros. It appears after you have successfully logged into Speiros. This is your starting point to launch applications, browsers, and any other resource.

Note: Tool Tips appear when you hover your pointer over any object in Speiros.

Installing/Updating Speiros Utilities

Cyrus Intersoft has a number of utilities that provide basic functionality. They are distributed to the you via the Speiros Updater.

Currently, these utilities are available for Speiros:

- δ **Task Monitor**- Displays all of the active tasks in operation and allows you to launch individual tasks as well as terminate them
- δ **Web Browser**- Browse the Web
- δ **File Browser**- Manage the contents of your local drive as well as file systems on remote servers
- δ **Catalog Browser**- Displays and edits the contents of a Catalog

To install or get the latest version of the utilities:

1. Click the **Speiros Start Button** and then select **Updater Sites** in the **Start Menu**.

The **Updater Dialog Box** appears with the list of available utilities.

| (pic)

2. Click on the **Check Box** for each utility you wish to update or install. A check mark appears in the box to enable the option.
3. Click on the **Update Button** and a **Progress Indicator** appears.

(pic)

Note: The **Update Button** is disabled by default until a utility has been selected.

4. The **Update Done Dialog Box** appears when the download is complete. Click on **OK** to close it.

(pic)

Caution: Clicking on the **Quit Button** closes the Updater without completing any operations.

Mount Another Server

The Mount Server option connects users to additional Speiros servers, making that server's resources available for use. If it successful, the server will be mounted into your Speiros File Browser, making files available to other programs. Any errors that occur during the process will be reported as well.

1. Click the **Speiros Start Button** and then select **Mount Server** in the **Start Menu**.

The **Speiros Login Dialog Box** appears.

(pic)

2. Log on to another server by entering it in the **Speiros Center Text Field** or select one from the **Drop-down List**. If any errors occur or the server is not available, the message will appear in the **Status Bar**.

(pic)

3. Open your **File Browser** and the new server will be listed as another **directory**.

(pic)

Customize the Appearance of the Speiros Bar

1. Click the **Speiros Start Button** and then select **Settings** in the **Start Menu**.

The **Settings Dialog Box** appears.

(pic)

Modify Your Speiros Bar Orientation

1. On the Settings Dialog Box, select the **Orientation Radio Button** you prefer in the **Speiros Bar Orientation Box** (the default is vertical).

Modify the Size of Your Speiros Bar

1. On the Settings Dialog Box, select the number of items you want to appear from the **Drop-down List** in the **List Size Box** (the default is 3).

Show or Hide File Names on Your Speiros Bar

1. On the Settings Dialog Box, click on the **Show File Names Check Box** if you want the file names to be shown. A check mark appears in the box to enable the option.
2. On the Settings Dialog Box, click on the **Check Box** again if you want the files names to be hidden. The check mark disappears and disables the option (the default setting).

Request Confirmation Before Exiting Speiros

1. On the Settings Dialog Box, click on the Confirm Before Exiting Speiros Check Box. A check mark appears in the box to enable the option.

Using the Task Monitor

The Task Monitor shows all of your active "tasks", which are the resources and applications you are currently running. From there, you can end individual tasks as well as launch them.

To access the Task Monitor:

1. Click the **Speiros Start Button**, select **Utilities**, and then **Task Monitor**.

The **Task Monitor** appears.

(pic)

Monitor or Check the Status of a Task

1. In the Task Monitor, locate the task under the **Task Name Column** and follow the bar across to the **Status Column** to see the status.

For example, in the picture below, the Task Monitor shows the **Task Tool** and the **File Browser** are running.

(pic)

Note: Currently, the only status reported by the Task Monitor is "running". If a task has been terminated, it disappears from the list.

Terminate a Task or Resource

1. In the **Task Monitor**, click on the **running task** you wish to terminate. The task will appear highlighted.

(pic)

Note: If you decide not to terminate the task, click on the task again to de-select it. The highlight will disappear.

2. Click on the **Kill Button** to terminate the task, or on the **File Menu**, select **Kill**.

(pic)

The task is removed from the **Task Monitor** and the utility that was running is terminated.

(pic)

Using the Speiros File Browser

The Speiros File Browser gives you the capability to manage your file systems on local and remote servers.

To access the Speiros File Browser:

1. Click the **Speiros Start Button**, select **Utilities**, and then **File Browser**.

The **Speiros File Browser** appears in the **Split View**.

(pic)

Note: The **Split View** shown above is the default. All the operations involved in working with the File Browser applies to both panes.

Managing Files and Folders

Display the Contents of the Home Directory

1. In the **Speiros File Browser**, locate and select the **Home Folder** under your **Speiros Server**.

(pic)

2. You can:

- Double-click on the **Folder**
or
- Click on the **Open Icon** on the **Toolbar**
or
- On the **File Menu**, select **Open**
or
- Right-click to open the Alt-Menu and select **Open**

Display the Contents of Any File or Folder

1. In the Speiros File Browser, select the file or folder you wish to open.

2. You can:

- Double-click on the **File or Folder**
or
- Click on the **Open Icon** on the **Toolbar**
or
- On the **File Menu**, select **Open**
or
- Right-click to open the Alt-Menu and select **Open**

Open a Document or Program File

1. In the Speiros File Browser, select the file or folder you wish to open.

2. You can:

- Double-click on the **File or Folder**
or
- Click on the **Open Icon** on the **Toolbar**
or
- On the **File Menu**, select **Open**
or
- Right-click to open the Alt-Menu and select **Open**

Copy Resources, Files, or Folders to Other Folders, Drives, or Servers

1. In the Speiros File Browser, select the file or folder you wish to copy.

2. You can:

- Click on the **Copy Icon** on the **Toolbar**
or
- On the **Edit Menu**, select **Copy**
or
- Right-click to open the Alt-Menu and select **Copy**

3. Select the destination folder, drive or server.

4. You can:

- Click on the **Paste Icon** on the **Toolbar**
or
- On the **Edit Menu**, select **Paste**
or
- Right-click to open the Alt-menu and select **Paste**

A **Confirmation Dialog Box** appears.

(pic)

5. Click on the **OK Button** to continue or the **Cancel Button** to end the operation.

Create a New Folder

1. In the Speiros File Browser, select the folder you wish the new folder to appear under.

2. You can:

- Click on the **New Folder Icon** on the **Toolbar**
or
- On the **File Menu**, select **New Folder**

Rename a File or Folder

1. In the Speiros File Browser, select the file or folder you wish to rename.

2. You can:

- Click on the **Rename Icon** on the **Toolbar**
or
- On the **File Menu**, select **Rename**
or
- Right-click to open the Alt-Menu and select **Rename**

Find a File or Folder

1. In the Speiros File Browser **File Menu**, select **Search**.

The **Search Dialog Box** appears.

(pic)

2. Type in the name of the file or folder you wish to find in the **File Name Text Field**.
3. Select the drive you wish to search in from the **Drop-Down List**.
4. Click on the **Search Button**. The results are displayed in the **Results Box**.

(pic)

Note: Clicking on the **Stop Button** will stop the search operation.

Delete a File or Folder

1. In the Speiros File Browser, select the file or folder you wish to delete.

2. You can:

- Click on the **Delete Icon** on the **Toolbar**
or
- On the **File Menu**, select **Delete**
or
- Right-click to open the Alt-Menu and select **Delete**

View File Properties

1. In the Speiros File Browser, select the file or folder you wish to view properties.

2. You can:

- On the **File Menu**, select **Properties**
or
- Right-click to open the Alt-Menu and select **Properties**

Open a Duplicate Window

1. In the Speiros File Browser, select the resource you wish to duplicate.

2. You can:

- Double-click on the **File or Resource**
or
- Click on the **Open Icon** on the **Toolbar**
or
- On the **File Menu**, select **Open**
or
- Right-click to open the Alt-Menu and select **Open**

Customize the File Browser Display

While its function is the same as most file browsers, the Speiros File Browser is unique in that it allows you to customize it to the environment you are most comfortable with. The Split View emulates a windows style browser, while Mac users are use to a Tree View. A very basic Content View is available for those that are new to the internet, or you can create your own Custom view by combining elements from all three views.

Selecting the File Browser View

1. In the Speiros File Browser **View Menu**, you can select from three different **Views** or you can create a **Custom View**.

(pic)

The Tree View

The **Tree View** has one pane, the **Directory Tree**.

(pic)

Resize the Columns in the Directory Tree

1. In the Speiros File Browser, click on the **Column Arrow** for the direction you wish to resize the columns.

The Split View

The **Split View** has two panes, the **Directory Tree** and the **Contents Tray**.

(pic)

Note: The **Split View** is the default until you select otherwise.

Resize the Panes in the Split View

1. In the Speiros File Browser, you can:
 - Drag the **Scrolling Divider** between the Panes
or
 - Click on the **Direction Arrows** located at the top of the Scrolling Divider

The Contents Tray View

The **Contents Tray View** has one pane, the **Contents Tray Pane**.

(pic)

Customize the Contents Tray Display

1. In the Speiros File Browser **View Menu**, you can select from three different **Content Tray Options**:

- δ Detail
- δ Column
- δ Icon

The Icon View displays the individual files and folders as icons.

(pic)

Note: The **Icon View** is the default until you select otherwise.

The Details View

The Details View displays all the details regarding a file or folder.

Details include:

- δ Size
- δ MIME type
- δ Modification date

(pic)

The Column View

The Column View organizes the files and folders into columns.

(pic)

Show or Hide the Toolbar

The File Browser also gives you the option to show or hide the toolbar.

1. In the Speiros File Browser **View Menu**, select **Hide Toolbar**.

(pic)

The **Toolbar** disappears from the **File Browser**.

(pic)

1. In the Speiros File Browser **View Menu**, select **Show Toolbar** to bring it back.

Category Button (pic)

Creating a Custom View

← Parent Category Navigator

1. In the Speiros File Browser **View Menu**, select **Custom View**.

The **View Option Dialog Box** appears.

Category Navigator (pic)

2. Select the **View Radio Button** you prefer in the **View Box** (the default is Show Both Panes).

I < Info Board

3. Click on the **Show Files** or **Folders Check Box** you prefer in the **Show Box** (more than one option can be checked).
4. Click on the **OK Button** to accept the changes or the **Cancel Button** to close the Dialog Box without making changes.

Using the Catalog Browser

You use the Catalog Browser to view and interact with the contents of a catalog, which is a hierarchical collection of resources or applications known as **aliases**. It is a link between the resource or application and its associated URL. An alias can link to a web page or any other destination on the Internet. Speiros utilizes aliases to access resources or run applications.

A Speiros Catalog is an organized collection of aliases. The aliases within the catalog are organized by **categories**. For example, in the picture below, **Examples**, **Epluribus** and **AMEX** are all categories under the **Catalog** Directory. The categories reflect the folder directory structure beneath the catalog's directory. There are a wide variety of catalogs, including server catalogs, a personal catalog you can create, and web site catalogs.

To access the Catalog Browser:

1. Click the **Speiros Start Button**, select **Utilities**, and then **Catalog Browser**.

The **Catalog Browser** appears.

(pic)

(pic)

Parts of the Catalog Browser include:

- δ **Category Button**- The Button is located in the upper left-hand corner of the Category Navigator and to the left of the Parent Category Navigator. It and displays the name of the last category opened.

- δ **Category Navigator**- The Navigator is located directly below the Category Button and to the left of the Info Board and Advertisement Panes. It shows the items contained in the category displayed on the Category Button as an Icon Buttons with Arrows for submenus.
- δ **Parent Category Navigator**- The Navigator is located directly above the Info Board. It shows the Parent Category path of the item open in the Info Board.
- δ **Info Board**- This pane displays attributes and information regarding the selected Category or Alias in the Category Navigator.

Selecting an Alias

1. On the Catalog Browser **Category Navigator**, click on a Category's **Arrow Button**.

A **Submenu** opens showing the next level of categories.

(pic)

2. Drag across the **Submenus of Categories** down to the **Alias** you want to select.

Information on the Alias appears in the **Info Board** along with an **Alias Icon**.

(pic)

Note: The **Category Button** has changed to reflect the last category opened and that the **Category Navigator** shows the list of **Aliases** under it that were originally in the submenu.

Information on the **Alias** includes:

- δ The name
- δ The author
- δ The version
- δ The date it was created
- δ The Alias's Home Page
- δ Actions the alias can perform

Note: If a home page exists for the alias, it is displayed in a scrollable text area below the other descriptive information.

Navigating Through the Categories

Navigate Up 1 Category

1. In the Catalog Browser, you can:
 - Click on the **Up 1 Category Icon** on the **Toolbar**
or
 - On the **Catalog Menu**, select **Up One Category**

(pic)

Go to the Top

1. In the Catalog Browser, you can:

- Click on the **Go to Top Category Icon** on the **Toolbar**
or
- On the **Catalog Menu**, select **Go to Top Category Icon**
or
- Click on the **Category Button** and select the **Category** from the **Submenu**.

(pic)

Use the Parent Category Navigator

1. On the **Catalog Browser Parent Category Navigator**, click on the **Category** you wish to go back to.

For example, in the picture below, you see **Examples> Games>** in the **Parent Category Navigator**. These are the **Parent Categories** for the **3dgold.alias** which is open in the **Info Board**.

(pic)

Clicking on **Games>** moved the **Category** up one level to **Examples>** which opens the **Examples Category** in the **Info Board**. Currently there is no **Category Description** provided for **Examples**.

(pic)

Display Alias or Category Information

1. In the **Catalog Browser**, you can:
 - Click on the **Show Info Icon** on the **Toolbar**
or
 - On the **Catalog Menu**, select **Show Info**

(pic)

Make the Current Catalog the Default

1. In the **Catalog Browser**, you can:
 - Click on the **Set as Default Icon** on the **Toolbar**
or
 - On the **Catalog Menu**, select **Set as Default**

Reload All of the Alias or Category Information

1. In the **Catalog Browser**, you can:
 - Click on the **Refresh Icon** on the **Toolbar**
or
 - On the **Catalog Menu**, select **Refresh**

Working With Your Personal Catalog

Open Your Personal Catalog

1. In the **Speiros Catalog Browser File Menu**, select **Open Personal Catalog**.

(pic)

Your **Personal Catalog** appears.

(pic)

Note: Several things change in your Personal Catalog that you would not see in any other Catalog. Your **user name** should appear in the **Title Bar**, the **Category Navigator** only contains the one Category, **Bookmarks** and the Add to my Personal Catalog Icon on the Toolbar has changed to the **Remove from My Personal Catalog Icon**.

Adding Aliases to Your Personal Catalog

When an **Alias** is open in any **Catalog**, you can add it to your Personal Catalog.

For example, in the picture below, the **3dgolf Alias** is open.

(pic)

To add an alias to your Personal Catalog:

1. In the Catalog Browser, you can:

- Click on the **Add to my Personal Catalog Icon** on the Toolbar
or
- On the **Catalog Menu**, select **Add to my Personal Catalog**

(pic)

The **Save Dialog Box** appears with the **3dgolf Alias** in the **File Name Field**.

Note: The Directory structure here is the same as you would find in your File Browser. You can also place aliases directly in the Catalog Directory.

(pic)

2. Click on the **Save Button** to save the **Alias** in the **Catalog Directory**.

Note: The **Dialog Box** closes automatically when the Alias has been saved.

The **3dgolf Alias** now appears directly on the **Category Navigator**.

(pic)

The next time you open the **Save Dialog Box**, the **Alias** also appears in the **Contents Tray**.

(pic)

Note: Clicking on the **Cancel Button** closes the Dialog Box without completing the operation.

3. If you want the Alias to appear as a subcategory under Bookmarks, double-click on the **Bookmarks Folder Icon** in the **Contents Tray**.

The **Bookmarks Folder** appears in the **Directory Drop-down List** of the **Save Dialog Box**.

(pic)

4. Click on the **Save Button** to save the **Alias** in the **Bookmark Directory**.

The **3dgolf Alias** now appears as a Subcategory of **Bookmarks**.

(pic)

Create a New Category

To create a new Category:

1. In the **Save Dialog Box**, click on the **Create New Folder Icon**.

The **Create Folder Dialog Box** appears.

(pic)

2. Enter the name of the new folder in the **Text Field** and then click on the **OK Button**. In the example above, **Special**, was entered.

The **Special Directory** now appears in the **Contents Tray** of the **Save Dialog Box**.

(pic)

The **Save Dialog Box** also includes the following icons:

- ⚡ **Up 1 Level**- Opens the Drop-down Directory List to navigate up the file structure
- ⚡ **Home**- Takes you to the top of the Directory List
- ⚡ **List**- Changes the Contents Tray display to List View
- ⚡ **Details**- Changes the Contents Tray display to Details View

And as a new **Category** on the **Category Navigator**.

(pic)

Note: A new **Category** can also be done by adding folders or directories under your **Catalog Directory** in the **File Browser**.

Removing an Alias From Your Personal Catalog

You can remove any aliases from your **Personal Catalog**.

1. Select the **Alias** you wish to remove.
2. In the **Personal Catalog Browser**, you can:
 - Click on the **Remove from my Personal Catalog Icon** on the **Toolbar**
or
 - On the **Catalog Menu**, select **Remove from my Personal Catalog**

(pic)

The **Delete Dialog Box** appears with the selected **Alias** in the **File Name Field**.

(pic)

Note: The **Delete Dialog Box** functions the same as the **Save Dialog Box**.

2. Click on the **Delete Button** to delete the **Alias** in the **Catalog Directory**.

The **Alias** no longer appears in your **Personal Catalog**.

(pic)

And does not appear in the **Contents Tray**.

(pic)

Changing Passwords

1. Click the **Speiros Start Button**, select **Utilities**, and then **Change Password**.

The **Change Password Dialog Box** appears.

(pic)

The default fields display the following information:

- δ **Host Text Field**- Displays the Host name of the server Speiros is currently running on (the Host the you were logged into previously is the default).
- δ **Port Text Field**- Displays the Port on which the server is running.
- δ **Logon Text Field**- Displays the logon id for the password being changed.

Note: The utilities in the text fields can be changed. You can change passwords on a different host or even as a different user and change other passwords.

1. Enter your current password in the **Current Password Text Field**.
2. Enter your new password in the **New Password Text Field**.
3. Re-enter your new password in the **Re-enter Password Text Field** for confirmation.

(pic)

4. Click on the **Update Button** to complete the operation.

The "**Password updated successfully**" message appears in the **Status Bar**. Any other error messages would be reported there as well.

(pic)

Note: Clicking on the **Close Button** closes the Tool without completing any operations. Clicking on the **Reset Button** clears all the current fields as well as any messages in the **Status Bar**.

Launching Aliases

You can launch an alias from several different applications in Speiros. The launched alias will open in a new window (see **Using the Catalog Browser** for a definition of an alias).

Using the Speiros Bar

1. Double-click on the **Buttons** on the **Speiros Bar** to launch that alias.

For example, in the picture below, clicking on the **Damango Button** will launch the Damango web site.

(pic)

Using the Task Monitor

1. Type in the URL of the alias you wish to launch in the **Input Task URL Text Field**. The URL must contain the **classpath** and the **alias** extension.

(pic)

Speiros utilizes the Java **classpath** instead of the common **http** protocol used by web browsers for launching URLs. For example, **http://app.cyrus.net** becomes **classpath:/app.cyrus.net**.

2. Click on the **Launch Button**.

The alias is opened in a new window and appears as a new task in the **Task Monitor**.

Using the File Browser

1. Select the **Alias** you wish to launch in either pane.

(pic)

2. Double-click on it to open the **Alias**.

Using the Catalog Browser

1. Select the **Alias** you wish to launch (see **Selecting an Alias in Using the Catalog Browser**).

(pic)

2. You can:

- Double-click on the **Alias Icon** on the **Info Board**.
or
- Click on the **Launch Icon** on the **Toolbar**.
or
- On the **Catalog Menu**, select **Launch App**

(pic)

Adding Favorite Aliases to Your Speiros Bar

Speiros allows you to save your favorite aliases as icons on your Speiros Bar for quick and easy access. This can be done from several different applications.

Using the Speiros Bar

1. Click the **Speiros Start Button** and then select **Settings** in the **Start Menu**.

The **Settings Dialog Box** appears.

(pic)

2. Click on the **Open Desktop Folder Button**.

The **File Browser** appears.

(pic)

3. Locate the **Desktop Folder** on your Speiros Server.
4. Select the favorites files you want in the File Browser by drag-and-dropping to the **Desktop Folder**.

Note: The **Desktop Folder** is where information for your Speiros Bar is kept.

Using the File Browser

1. Locate the **Desktop Folder** on your Speiros Server.

(pic)

2. Select the **favorites files** you want in the File Browser by moving or coping it to the **Desktop Folder**.

Using the Catalog Browser

1. Select the **Alias** you wish to save (see **Selecting an Alias** in **Using the Catalog Browser**).

(pic)

2. You can:
 - Click on the **Dock Icon** on the **Toolbar**
or
 - On the **Catalog Menu**, select **Dock Alias**