

BBN Information Management

BBN Information
Management
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BBN Information Management Corporation (BBN IMC) is now offering a unique electronic mail software product, the InfoMail (TM) system, designed to run on and to link a variety of computers.

InfoMail will run on different computers and operating systems, and it will communicate between computers, using existing terminals and networks. This makes InfoMail the ideal answer if you want to get started today in electronic mail, and still keep your options open. You can start a pilot now, using your existing computer and terminals, often for less than you would spend for an outside service.

InfoMail combines advanced information management with its electronic mail capability; it is an electronic filing cabinet as well as an electronic message system. InfoMail is exceptionally easy to use, since it corrects typing mistakes, and offers both very simple commands and menu-driven function key operation. It also includes a very helpful display editor. You can create your own general-purpose forms, documents, and multilevel files of documents. You can easily search for the information you want, and can see it in the form you want. With InfoMail you can perform many of these functions by pressing a single key.

InfoMail is now available on IBM or plus-compatible computers under both the MVS operating system, and the VM/CMS operating system. InfoMail is also available on the Digital Equipment VAX family of computers under the VMS operating system, and on BBN Computer Corporation's C/70 minicomputer, under UNIX.

We welcome your inquiries about InfoMail.



**Get the information you need—
When you need it!**

Would you like your mail to be delivered instantly and filed automatically? You need **InfoMail** for Electronic Mail! Your computer mailbox will collect your incoming messages continuously and dispatch your outgoing messages electronically. You send your messages when you want to and respond when it is convenient for you. You can save an hour a day by using the **InfoMail** system, and increased productivity means increased profits.

■ **Electronic Mail: InfoMail is your electronic message system.** ■

**Keep the information you need—
The way you need it!**

Would you like to have the information you need at your fingertips when you need it? You need **InfoMail** for Information Management! You will store messages and other documents in computer files which you can name and organize as you like, and find on a moment's notice. Your documents can range from office forms to memos to formal reports. When you are not using **InfoMail** information, it will be safely stored away in your computer, instead of piling up on your desk.

■ **Information Management: InfoMail is your electronic filing cabinet.** ■

Put it all together!

Would you like to get information from your files instantly, and send it electronically, all with the same system? You need **InfoMail!** Communication and information management work together in your office, so we have put them together in the **InfoMail** system. **InfoMail** is your electronic message system for correspondence, *plus* your electronic filing cabinet for your business records. With a few simple **InfoMail** commands, you will have the information that you need, with fewer interruptions and less paper!

■ **InfoMail: Information Management plus Electronic Mail.** ■

■ **Electronic Mail: InfoMail is your electronic message system.** ■

The **InfoMail** system will help you record and exchange all of your important ideas, accomplishments, and plans—permanently and instantly. The savings in time and money are substantial, compared to telephoning, arranging meetings, writing memos, and discussing documents. And it is surprisingly easy to use. You get a quick summary of all your new messages, and you read and act on them one by one, in any order you choose. If you happen to forget how to do something, the **InfoMail** system will guide you along. If you mistype a command, the **InfoMail** system will even correct your mistake.

INTEROFFICE MEMOS Spread your latest idea to ten people in less than three minutes. Think of the time you will save!

PROJECT MANAGEMENT Manage your project teams more effectively—send out schedules and receive status reports at electronic speeds. The productivity improvement will surprise you!

SCHEDULING MEETINGS Call your next meeting by electronic mail and see how much quicker it is to find a time everyone can make it. Your secretary will like this!

REPORTING Report your results to an office across the country, before their working day begins. You will save money on your communications bill!

You will want a keyboard of your own to be in on the action—when and where it's happening—with the **InfoMail** system from BBN Information Management Corporation.

■ **Information Management: InfoMail is your electronic filing cabinet.** ■

The **InfoMail** system will help you organize your office, and your time. You can speed up many of your information searches—from looking up phone numbers to monitoring projects, sales performance, or inventories. Cross referencing is as automatic as you make it, so you can store the same document under many subjects and retrieve it many different ways—by date, subject, author, or content.

PERSONAL DIRECTORIES Use the computer for your personal name and address directories. Find your business associates by name, location, industry—however you want.

SALES MANAGEMENT Maintain lists of your customers and keep track of the sales cycle with an electronic filing cabinet that both the field and headquarters can access. Use **InfoMail** for reminder files, and even for mailing lists and personalized letters.

CUSTOMER ORDER MANAGEMENT Track your orders from the time they enter the system, as they pass through the approval process, to delivery of the goods. And the data is secure, stored reliably in your own computer.

RECORDS MANAGEMENT Maintain a computer index of your important business records—purchasing records, financial statements, technical data, personnel files, litigation support. Keep track of the contents and location of your documents, cross referenced in as many ways as you need.

You will get instant access to your information—when and how you need it—with the **InfoMail** system from BBN Information Management Corporation.

InfoMail

InfoMail

User Guide

(UNIX)

UPDATE NOTICE NO. 1

InfoMail User Guide

March 1982

Insert this Update Notice page in the manual as a means of maintaining an up-to-date record of changes.

This update reflects the programming changes in the new release of InfoMail, 2.0. The changes are:

1. New Menu screen format

THE MENU

The menus take up less space than before, since they are now single-spaced. On some terminals, the menu is set off with a line around it, on others the menu is bold or in reverse video.

The name of the Current menu is always displayed on the top right of your screen, even if the menu is invisible. This will allow you to select a command from the Current menu without restoring the menu to your screen.

STATUS MESSAGES

The Status messages now tell you which keys to press to move forward or back through the information displayed on your screen, and they are located on the top line, along with the name of the Current menu.

These changes are reflected in the examples of Menu mode on pages 2,4,5 and 6 in section three; pages 4 and 5 in section 4; pages 3, 5, 6, 7, and 8 in section five; pages 2 and 4 in section six; and pages 2, 3, 5, 6, and 7 in section seven.

2. Terminal command

TYPE OF TERMINAL

InfoMail is now able to read your terminal type from your operating system, and sets up your session for that type of terminal. There are two new terminal types recognized by InfoMail: Visual200 and BBN BitGraph.

SCREEN DIMENSIONS

InfoMail sets up your screen dimensions according to the type of terminal you are using.

MODE

There are now three modes instead of two: Menu mode, Scroll mode, and Paged mode. As before, you must use a terminal that supports menus to change to Menu mode. The Scroll setting is the default for hardcopy terminals, and like the HARDCOPY setting used to do, allows the terminal to print continuously. The Paged setting is the default for all video terminals, and prints as much information as the height setting for your terminal allows.

USING THE TERMINAL COMMAND

Now you can change mode, terminal type, and height or width of the display. Because InfoMail can determine the type of terminal you are using from your operating system, it's usually best to use the default setting. If you change the dimensions of your screen, especially in Menu mode, the display may not function properly (InfoMail's signals to your terminal may be misinterpreted by the wrong type of terminal).

These changes are reflected in the revised section two, pages 1 through 28; in section three, pages 2,4,5,6,7 and 10; in section five, page 11; and in section six, pages 19, 39, and 40.

3. Profiles

The documentation on profiles has been corrected in section two.

4. New scan format

The Scan no longer shows the master document number. This change is reflected on pages 12, 15, 22, 26 and 29 in section one; on page 6 in section five; on page 12 in section six; on pages 3, 5, 6, 7, 9, 11, 15 and 16 in section seven; on pages 6, 7, 16, and 23 in section 8.

5. Reply Command copies all addresses

The Reply command can fill in ALL names in the address fields (to and cc) from the original document, instead of just the name of the sender, if the form you use specifies a "filled" CC field. This change is reflected in pages 8-10 and 8-14.

6. Interrupted documents

When you interrupt the Compose, Create, Reply or Forward command, the partially created document is placed in Trash instead of on your Desk. This change is reflected in page 4-15.

7. Create form can be different from Compose form

It's now possible to use a different standard form for the Create command. This change is reflected in pages 19 and 21 in section eight.

8. InfoMail's enter key

The key that enters commands or lines of text varies with the type of terminal you are using. The new phrase for this key is "InfoMail's enter key".

9. Modifiers

The command modifiers Before and After can be used with the Move command as well as with Copy and File. An example of using these modifiers has been added to page 6-11. A third modifier to the filing commands, Uniquely, has been added to that page.

10. Selecting commands from the document menu

The instructions on pages 3-4 and 3-5 for discarding or replying to documents in a file have been corrected; the commands on the Document Menu act only on the Current documents.

Pages to Replace

REPLACE THESE PAGES:

Title, Edition and Update pages
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1-15/1-16
1-21/1-22
1-25/1-26
1-29
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8-5 through 8-10
8-13 through 8-16
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WITH THESE PAGES:

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1-25/1-26
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2-1 through 2-27
3-1 through 3-10
3-13/3-14
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InfoMail User Guide
for UNIX operating systems
March 1982

InfoMail Version: 2.0

To order additional copies of this document contact your Account Representative at:

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Making Your Electronic Office Suit Your Needs

No two InfoMail offices have to be alike. Although every user has seven permanent files (Inbox, Outbox, Desk, Files, Forms, Trash, and Profile), your electronic office will be unique to you. You can make your own files, design and use your own forms, and develop your own style for managing information.

Automatic Settings

If you don't make any choices at all, you will probably begin each InfoMail session in Scroll or Paged mode, depending on the type of terminal you are using; you won't have a password to your InfoMail account; and you will be using your company's version of the standard InfoMail forms. InfoMail finds your system line delete and character delete settings and adjusts to them; if for any reason InfoMail can't find these settings, the BACKSPACE key will be the character delete and the @ key will be the line delete.

Your InfoMail Profile

InfoMail reads the last document in your Profile as you begin an InfoMail session. Your password, if you want one, must be in this Profile document. To override your automatic terminal settings (mode, terminal type and screen dimensions), you must also specify terminal settings in the last Profile document.

You may, for instance, set your mode to Menu mode. With this setting you will begin InfoMail sessions in Menu mode when you use a VT100, VT52, Visual200, or BBN BitGraph terminal; InfoMail reminds you that your terminal does not support menus when you're on any other type of terminal. In Menu mode you can type commands or select them from a menu by pressing a Command Selection key; you can clear the menus from the screen or keep them visible; you can page forward or back; and InfoMail clears the screen between commands.

In most cases, the automatic setting of terminal type and display dimensions is suitable for every InfoMail session, no matter what type of terminal you are using. If you override these three settings in your Profile, InfoMail will be unable to take advantage of your terminal's characteristics.

GETTING STARTED

Your Own Forms

Personalize your use of InfoMail by creating your own forms for many of the basic InfoMail commands. Forms specify what information is to be stored in a document and how it is entered and displayed.

Examples Shown in the InfoMail User Guide

The examples in the InfoMail User Guide show InfoMail's responses on a VT100 terminal. The screen dimensions are slightly modified, to save space. The underlined information shows you what you would type, to help you distinguish it from InfoMail's prompts and responses. If your company has modified the standard InfoMail forms, some of the commands may not look the way they do in the examples.

System-Specific Function Keys

InfoMail adapts to the operating system and terminal you are using. This supplement to the InfoMail User Guide describes the function keys and special characteristics of InfoMail on a UNIX operating system using video and hardcopy terminals. Turn to the section that describes the type of terminal you are using for specific information.

VT100, VT52, BITGRAPH

InfoMail Function Keys on a
VT100, VT52 or BBN Bitgraph Terminal

InfoMail detects the type of terminal you are using and adjusts to it. Because InfoMail runs on many different operating systems and terminals, the InfoMail User Guide refers to function keys and actions by a functional name rather than the labels on your terminal's keys, especially when you're in Menu mode. The following charts show you the labels on those function keys on a VT100, VT52, or BBN BitGraph terminal.

How to Perform System-Specific InfoMail Activities

<u>Function</u>	<u>How to Accomplish it</u>
Edit a line of text or a command line before you press Return	Backspace with the BACKSPACE key (unless your system has specified some other character) or enter a CTRL/E (hold down the CTRL key and type an "e")
Edit a line of text just after pressing Return	Enter a CTRL/E
Interrupt an InfoMail activity	Press DELETE (unless your system has specified some other character)
Press InfoMail's enter key to enter information	Press the Return key
Edit a document with the external editor	Enter the command PEN

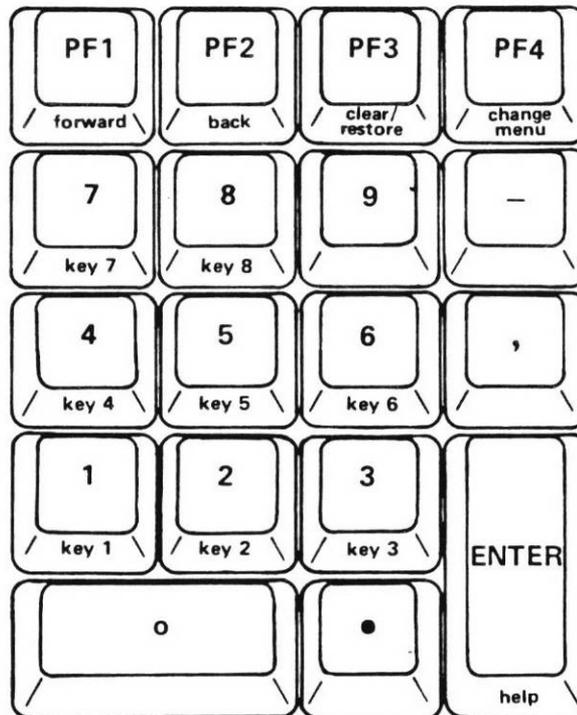
Special Menu Keys

<u>Function</u>	<u>Name of Key</u>	<u>Label on Key</u>
Clear menus from your screen, and use the full screen to display information	Clear Menu Key	PF3
Restore menus to your screen	Clear Menu Key	PF3
Change the menu; there are three command menus	Change Menu Key	PF4
Move the next page of information onto your screen	Move Forward Key	PF1
Move the preceding page of information onto your screen	Move Back Key	PF2
Get an on-line description of an InfoMail command	Help Key	ENTER
Select a command from the Current menu; Key 1 selects the first command on the menu; Key 2 selects the second command, etc.	Command Selection Key	1 through 8 (on the keypad)

KEYBOARDS

VT100 and BBN BitGraph terminals have a function keypad on the right side of the keyboard, just like the one below. Visual200 and VT52 keypads are similar, and, just like the VT100/BBN BitGraph keypad, the numbers on the face of the keys correspond with the numbers on the InfoMail menus.

In the drawing, the face of each key is marked with the InfoMail function that key performs:



VISUAL200

InfoMail Function Keys on a Visual200 Terminal

InfoMail detects the type of terminal you are using and adjusts to it. Because InfoMail runs on many different operating systems and terminals, the InfoMail User Guide refers to function keys and actions by a functional name rather than the labels on your terminal's keys, especially when you're in Menu mode. The following charts show you the labels on those function keys on a Visual200 terminal; you must have the standard keyboard with function keys to use menus.

How to Perform System-Specific InfoMail Activities

<u>Function</u>	<u>How to Accomplish it</u>
Edit a line of text or a command line before you press Return	Backspace with the BACKSPACE key and retype the line (unless your system has specified some other character) or enter a CTRL/E (hold down the CTRL key and type an "e")
Edit a line of text just after pressing Return	Enter a CTRL/E
Interrupt an InfoMail activity	Press DELETE (unless your system has specified some other character)
Press InfoMail's enter key to enter information	Press the Return key
Edit a document with the external editor	Enter the command PEN

Special Menu Keys

<u>Function</u>	<u>Name of Key</u>	<u>Label on Key</u>
Clear menus from your screen, and use the full screen to display information	Clear Menu Key	F2
Restore menus to your screen	Clear Menu Key	F2
Change the menu; there are three command menus	Change Menu Key	F3
Move the next page of information onto your screen	Move Forward Key	F0
Move the preceding page of information onto your screen	Move Back Key	F1
Get an on-line description of an InfoMail command	Help Key	ENTER
Select a command from the Current menu; Key 1 selects the first command on the menu; Key 2 selects the second command, etc.	Command Selection Key	1 through 8 (on the keypad)

TERMINAL SETTINGS

Checking your Terminal Setting

When you begin an InfoMail session, InfoMail identifies the type of terminal you are using. Based on that information and the information in your Profile, InfoMail sets up the dimensions of your display and the mode you will operate in. You can check your InfoMail settings with the Terminal command:

Terminal

If InfoMail has identified your terminal incorrectly, or if you would like to change the setting within acceptable limits, you can do so.

TO CHECK YOUR TERMINAL SETTINGS:

- 1) Type the word `TERMINAL`
- 2) Press InfoMail's enter key

The automatic settings will vary, but the standard settings for each type of terminal are as follows.

On this type of terminal: Your automatic setting should be:

VT52	paged	vt52	height 24	width 80
3270	paged	3270	height 24	width 80
VT100	paged	vt100	height 24	width 80
Visual200	paged	visual200	height 24	width 80
BBN BitGraph	paged	bitgraph	height 64	width 85
other ASCII CRT	paged	crt	height 24	width 80
any type hardcopy	scroll	hardcopy	height 24	width 80

The information will be presented to you in this format:

--> terminal

The characteristics of your terminal are:

```
terminal type: VT100
terminal mode: paged
terminal height: 24
terminal width: 80
```

Terminal Type Setting

The "terminal type" should match the type of terminal you are actually using. Mode depends partly on the terminal type and partly on the settings in your Profile. There are three modes, with these distinguishing features:

<u>Mode</u>	<u>Terminal Required</u>	<u>Description</u>
Paged	any video terminal	Displays the number of lines specified by the Height setting (usually 24), and waits for you to press InfoMail's enter key
Scroll	any terminal	Prints continuously, without breaking for pages
Menu	VT100, VT52, Visual200 or BBN BitGraph	Has all features of Paged mode, and also: clears screen before each command; lets you select commands from a menu with a selection key; lets you move back as well as forward

Height Setting

The height setting dictates the number of lines shown on the screen in Menu mode; in Paged mode a height smaller than the screen causes InfoMail to display only the specified number of lines, beginning with the top line, until you press InfoMail's enter key; then the rest of the available lines are displayed to fill the screen completely. In Scroll mode, the height setting has no effect.

Width Setting

The width setting should match the actual number of characters your terminal displays on a line. In Menu mode, only the Menu moves to the left when the width setting is narrower than the actual screen width.

TERMINAL SETTINGS

Should you change the terminal type setting?

Change this setting only if it doesn't identify the terminal you are using, or if you're not using a hardcopy terminal and you wish to use the InfoMail line editor. InfoMail adjusts to the special characteristics of each terminal.

Should you change the mode setting?

If you would like to enter Menu mode automatically whenever you're on a terminal that supports menus, you should enter this information in your Profile; you can enter Menu mode anytime during a session with the Terminal command. You may also wish to change the setting if you are in Menu mode and prefer Paged mode.

Should you change the display dimensions (height and width)?

The standard dimensions make the most of your video terminal's display area. Although you can change it within acceptable limits (a height of 12 to 99 lines or a width of 80 to 199 characters), changing the standard dimensions may distort menu displays or prevent you from seeing the entire length of a line.

You should change the height and width if they don't match your terminal's screen dimensions (e.g., your terminal is set to a width of 132 characters, or you are using a CRT with unusual screen dimensions). You may wish to change the dimensions on a HARDCOPY terminal to arrange the information on a page.

CHANGING TERMINAL SETTINGS

Changing Your Terminal Type or Mode During a Session

Use the Terminal command to change your mode and/or the terminal settings during the session. You can change from one to four settings at a time. Your options are:

```
Terminal [(terminal type) (mode)] [height (number) width (number)]
```

There are three elements to the terminal setting. They are: the type of terminal you are using; the dimensions of your terminal's screen; and the InfoMail mode you are in. You can change from one to all four of these settings at one time.

TO CHANGE YOUR TERMINAL SETTING,

- 1) Type the command TERMINAL
- 2) Press the spacebar
- 3) Type the terminal type, mode, height and/or width
- 4) Press InfoMail's enter key

As an example, to change your mode to Scroll and the width to 85, you would type:

```
--> term scroll width 85
```

What happens when you change the terminal type?

When you change terminal types, InfoMail overrides the setting determined from your operating system, and changes the screen dimensions to match the standard screen dimensions on that type of terminal. If you change the terminal type from one that supports menus to one that does not while you are in Menu mode, the mode will change, too.

The type of terminal you are using influences the other settings. Although it's 'safe' to set your terminal type or display dimensions incorrectly, you may sacrifice the clarity of the display by doing so. You can use the full options available on a VT100, VT52, Visual200 or BBN BitGraph terminal only if you are actually using such a terminal and InfoMail recognizes it as one.

CHANGING TERMINAL SETTINGS

What happens when you change other settings?

If you change height, width, or mode, only that setting is changed. Terminal type and/or mode must always precede height and/or width. If you change height or width, you must enter the word HEIGHT or WIDTH, a space, and then the number of lines or characters. These examples are correctly done:

```
terminal vt100 paged height 24 width 132
terminal scroll height 24
terminal width 80 height 24
terminal bitgraph
```

InfoMail returns an error message if the command is incorrect. These examples are incorrectly stated:

Incorrect Command:

Error made:

```
terminal scroll 80 height
terminal 3270 width 80 paged
terminal width 40
```

```
The word HEIGHT must precede the number
MODE must come before HEIGHT or WIDTH
WIDTH must be at least 80 characters
```

Setting your Mode, Password, and Terminal options Through your Profile

How InfoMail Reads your Profile

Through your Profile, you can instruct InfoMail to begin sessions in Scroll, Paged or Menu mode, with or without a password, and recognized as a VT52, VT100, 3270, BBN Bitgraph, Visual200, other CRT, or hardcopy terminal.

When you begin an InfoMail session, InfoMail reads the LAST DOCUMENT in your Profile for instructions. The settings in your Profile override InfoMail's determination of your terminal type. You can have more than one Profile document, but only the last one will set up your session. Therefore, all information must be in the same document.

Your company may create a Profile document for you, or you may be using the standard InfoMail settings. For most purposes, the Profile document should contain only a password and, if you wish to be in Menu mode whenever possible, the Menu mode setting.

Adding an InfoMail Password

Unless you have a password in your Profile, anyone will be able to enter your InfoMail account. Once you set up a password in your Profile file, InfoMail will always ask you for this password before allowing you to enter. You must type it exactly as it appears in your Profile, capitalizing the same letters and spelling it the same way.

If you forget your password, see your System Administrator. You can change your password by editing the document or by creating a new document and filing it at the end of your Profile.

How to Make a New Profile Document

Make a Profile document with the Create Form command (see section eight for more information on the Form option). All of your terminal settings must be in the same document, and that document must be filed at the end of your Profile.

PROFILE

To add a password, change your mode or change your terminal options:

- 1) Type the command CREATE
- 2) Type a space
- 3) Type the word FORM
- 4) Press InfoMail's enter key

InfoMail requests the name of a field.
If you want to have a password to your InfoMail account:

- 5a) Type the word PASSWORD and press InfoMail's enter key

InfoMail prompts you for a password

- 5b) Type your password; remember the exact spelling and punctuation, because you will have to duplicate this word to enter InfoMail the next time you begin a session.
- 5c) Press InfoMail's enter key, type a period and press InfoMail's enter key again.

InfoMail requests another field name.
If you want to enter Menu mode automatically:

- 6a) Type the word MODE and press InfoMail's enter key

InfoMail prompts you for the mode

- 6b) Type the word MENU
- 6c) Press InfoMail's enter key, type a period and press InfoMail's enter key again.

InfoMail requests another field name.
You may wish to enter fields called TERMINAL, HEIGHT and/or WIDTH; enter them just as you entered PASSWORD and MODE.

- 7) To end the document, press InfoMail's enter key instead of entering a field name

InfoMail assigns the new document a number and places it in Desk. To put it into effect, beginning with your NEXT (not your present) InfoMail session:

- 8) Enter FILE PROFILE

```
--> CREATE FORM
field name: Password
Password: batman
^
field name: Mode
Mode: menu
^
field name:

Document #14 added to DESK at position 3
--> file profile
DESK.3 moved to Profile.1
-->
```

The document in this Profile would look like this:

```
password: batman
mode: menu
```

The next time this user enters InfoMail he will have to enter the password "batman". If he's using a terminal that supports menus, he will be in Menu mode; if he's using some other video terminal he will be in Paged mode; and if he's on a hardcopy terminal he will be in Scroll mode.

EDITING

Editing InfoMail Documents

There are three ways to edit InfoMail documents: you can use Edit, the InfoMail editor; PEN, a text editor on UNIX or any word processor or text editor outside of InfoMail that runs on the same system.

Editing Documents as you Compose them

The Compose, Create, Reply and Forward commands aren't editing commands. When you use any of these commands, you can't correct errors only on the line you are entering or have just entered. You can interrupt a partially-completed document, then edit it with PEN; the first version will be in Trash and the edited version will be on your Desk. You can complete the document, then edit it the same way. Or, you can create the document outside of InfoMail using any word processor or text editor on your system, and then import it into InfoMail for distribution.

Using Edit

The Edit command puts you in InfoMail's screen editor if you're using a VT100, VT52, Visual200 or BBN Bitgraph terminal; on other terminals the Edit command puts you in InfoMail's line editor. See section six in the InfoMail User Guide for details on these editors.

Using PEN

Enter PEN within InfoMail for minor corrections. It's more efficient to use PEN directly from UNIX whenever you plan to do extensive editing. Because of the Export and Import commands, it's often just as fast (or faster) to use the full capabilities of PEN from system level and distribute the document through InfoMail as it is to edit it within InfoMail, and you will have full use of PEN's options.

Using Editors Outside of InfoMail

You can use any text editor or word processor on the network that InfoMail runs on to create or edit InfoMail documents. Make sure the documents are in InfoMail's interchange format if you plan to distribute them through InfoMail (see section seven in the InfoMail User Guide for information on interchange format).

Editing a Command Line

You can correct a command line by backspacing with your terminal's character delete key and retyping that portion of the line before you press InfoMail's enter key. You can edit a command line by entering a CTRL/E; see section six in the InfoMail User Guide for information on editing a line with CTRL/E.

Naming UNIX Files when you Export or Print InfoMail Documents

When you Export an InfoMail document to a UNIX system file, you must follow UNIX file-naming conventions. On UNIX, a file name must be fourteen characters or less, as in this example:

```
budgetinfomail
```

Exporting InfoMail Documents for Editing

When you plan to distribute documents through InfoMail after editing them outside of InfoMail, export them with the Export command. This puts the documents in "interchange format", and preserves the codes that help InfoMail read it correctly when you import it again.

As you edit, if you enter a space, tab, or control character between the period that marks the end of the field and the next field name, InfoMail won't know that the field has ended. As a result, the imported document will have only one field.

Importing UNIX files for Distribution

If you create documents outside of InfoMail, make sure you include field names and end each field with a period on the left margin. To mail them, you must also have a To and a From field, correctly filled in. Make sure there are no extra characters, including spaces, tabs or control characters, between the end-of-field marker (period on a line by itself) and the next field name. See section seven in the InfoMail User Guide for more information on importing and exporting InfoMail documents.

Introduction to InfoMail

What is Electronic Information Management?

The InfoMail(TM) system helps you perform your office communication tasks efficiently. In addition to the typewriters, filing cabinets, and interoffice mail systems you use today, you can use InfoMail to process information electronically. There are still files, documents, and forms; there isn't, however, as much paper!

MEMOS WITHOUT PAPER

Memos are a major part of inter-office communication. Someone creates a message and puts it in an outbox for delivery. Someone else finds the message in his inbox, reads it, then does at least one of four things: replies to it, forwards it or a copy to someone else, discards it, or files it. The same process takes place when you use InfoMail, with one important difference: communication is nearly instantaneous and does not require paper. The sender knows that his message will reach the receiver's inbox within a few minutes of being sent; the receiver can check his inbox whenever he chooses, read the messages, and reply, forward, discard or file the information without picking up a pen or moving from his desk.

PHONE CALLS REDUCED

Much communication that takes place by phone can be handled more efficiently by InfoMail. When you use InfoMail instead of the telephone, you can drastically reduce interruptions. Another benefit is the written record of the exchange, which can be erased or filed.

FORMS YOU DON'T HAVE TO REORDER

Most offices use many types of forms. Bills, reminders, requisitions, memos, inventory and more are usually handled on forms. InfoMail allows you to use Forms-without-paper. You can design and use your own forms for your documents. With forms, you can scan, read or print the portions of a document that are of value to you.

INTRODUCTION

LESS TIME SPENT EDITING

Reports almost always pass through many hands before they are distributed. With InfoMail, a report can be electronically distributed to all reviewers at once. Comments or corrections can be submitted back to the central coordinator by InfoMail without wasting time with interoffice mail. Once the central coordinator consolidates all comments, the typist can make the changes without retyping acceptable portions, or cutting and pasting to insert or rearrange paragraphs.

FILE WITHOUT FILE CABINETS

Files take on new meaning in an InfoMail office. Instead of stuffing paper into already-crowded drawers and shuffling through them later to find a document, you can locate an InfoMail document by typing its name or other descriptive information, such as a date, the author, or subject.

MANAGING INFORMATION

Many people are concerned with the costs, delays, and inefficiencies of office communications today. This problem may turn out to be only the tip of a much larger, less visible iceberg: information management is the fundamental activity in most offices, and the one which most urgently requires improvement. By using InfoMail instead of telephones, memos, and filing cabinets, you will have more control over your information flow. You can centralize information and at the same time make it accessible to more people.

What is InfoMail?

The InfoMail (TM) system is a computer-based electronic mail system that combines electronic mail capability, information management, and communications.

InfoMail provides an electronic "office" for each user, complete with an inbox, outbox, desktop, wastebasket, forms and files. Any terminal connected to the computer running InfoMail is the doorway to your electronic office. Since InfoMail delivers mail to a person, not a location, you can enter your InfoMail office from anywhere. Your outgoing mail will be delivered almost instantly, and the messages in your Inbox will be neatly summarized for you each time you begin an InfoMail session.

Using InfoMail, you can manage your messages and other documents to any degree of precision by creating and using forms and files. You can edit your documents with a full screen editor, query InfoMail for documents stored in your files, forward or reply to messages you have received. Working in an InfoMail office, you can process information quickly and easily.

Use InfoMail to avoid the telephone where possible; to give yourself more flexibility in handling your communications; to cut down on paper; and to reduce the number of routine tasks you must perform.

INTRODUCTION

Documents and Files in InfoMail

InfoMail's terminology reflects today's office. In both, you have an Inbox for new mail; an Outbox for mail to be delivered; a Desk, where you put documents for immediate action; and a filing system that will help you store and locate information quickly and easily.

A DOCUMENT in the InfoMail system can be a short message, a report, inventory records, or any other collection of words or data, just as in a traditional office. A document can be filed, edited, or sent to someone. It can be recorded on paper, but it doesn't have to be; it can be stored on a computer.

DATE: October 19, 1982
FROM: Brown
TO: All personnel
CC:
SUBJECT: Vacations
TEXT:

If you haven't told me when you plan to take your vacation this year, please let me know by Friday, October 23. Thanks for your help.

A document can be a letter or memo...

NAME: ROBERT STOKES
TITLE: President
COMPANY: General Can Corporation
ADDRESS: 18 Waverly Place

INDUSTRY: Packaging
REGION: Northeast

DATE OF LAST CONTACT: 14 August 1982
RESPONSIBLE SALES REP: Bell

A sales lead record...

Name: Thodens, Melinda
Title: Writer
Location: 4th floor
Dept: 95
Extension: 3163

or a telephone directory.

A document is information stored on a form.

INTRODUCTION

An InfoMail FILE functions much like a file in a traditional office; it stores documents where you can find them later. Electronic files are more convenient to use, because instead of going to a drawer or cabinet and shuffling through its contents to retrieve a file, you let InfoMail do the work for you.

In a traditional office you place documents in inboxes, outboxes, on your desk, in the trash, or file them under a heading. InfoMail has an electronic Inbox, Outbox, Desk and Trash file; a place to put files and a place to put forms. Each of these electronic containers functions like its physical counterpart: your Inbox holds incoming messages; your Outbox is the pickup point for outgoing mail; the Desk is an area for working on documents; and the trash is emptied periodically. In InfoMail, Inbox, Outbox, Desk, and Trash are special files. They perform the traditional tasks associated with their names, but you use them just as you use the files you make yourself. You can make subfiles for them, and move documents in and out of them easily.

Your electronic filing system is already equipped with these files:

- INBOX
- OUTBOX
- DESK
- FILES
- FORMS
- TRASH
- PROFILE

InfoMail's Trash file has unique properties. It is the only InfoMail file that will not accept subfiles; the only file to which you cannot move, copy or file documents; the only file you can't move documents from; the only file that the Keep command retrieves documents from; and the file where discarded documents end up.

You can make subfiles for most of them, but most of your files should be subfiles of FILES; this is your "filing cabinet". If you create your own forms, put them under FORMS. Your files will help you store your documents where you can find them again. You can make many levels of subfiles, and store as many documents as you like in each file. You can put each of your documents into several files without slowing the system down or using up any extra computer storage.

Once you make your own files, your filing system can look something like this:

```
INBOX
OUTBOX
DESK
FILES
  Contracts
  Orders
    Paid
    Unpaid
  Tickler
    Q1
      CurrentMonth
    Q2
    Q3
    Q4
FORMS
  PhoneMessage
  FYI
  Status
  Personnel
    Review
    Changes
TRASH
PROFILE
```

InfoMail acts like a file clerk who logs all new documents that you write or receive in a master document list. The "clerk" assigns each document a number for identification during the session: the master document number. This number remains unchanged throughout the InfoMail session, so you can use it to locate, move or change a specific document (or set of documents).

An InfoMail FORM is similar to a form on paper; it standardizes communication (e.g., phone messages, applications, orders) and record keeping (e.g., inventory, payroll). InfoMail provides a standard message form for each of these commands: Compose, Create, Reply, and Forward. You use a standard InfoMail form with the Scan, Read, Next and Print commands, too. A form helps you enter the information you want to share or record when you compose, forward or respond to a message. It helps you find and organize the information in documents when you scan, read or print them.

You can design and use your own forms for special messages or other documents. File them in your Forms file, where you can find them quickly when you want them.

GLOSSARY

Glossary of InfoMail Terms

Access: Entry to or use of information in a document or file

Argument: The variable information that a command requires, usually limited to a specific type of information (e.g., a document's position in a file, a file name, etc.)

Current: Current is a temporary storage space that holds the list of documents you last worked with. Each time you issue one of these commands - Compose, Create, Reply, Forward, Discard, Keep, Export, File, Read, Next, or Scan - the documents acted upon become the contents of Current. By omitting a list of documents in a command, you can use the documents in Current (those you have just worked with) as the default.

Cursor: An underscore or rectangle displayed on a video terminal screen that marks your current position on a line. The cursor indicates where the next character will be inserted.

Default: The assumed value for an argument if one is not supplied. In InfoMail, if the argument is to be a reference to documents, the default is the document or documents you last worked with, the contents of Current. If the argument is to refer to a file, the default is the open file.

Document: Anything relied upon to communicate, record or prove something; in InfoMail, a document is one or more fields of related information.

Document Reference: A document's position in a file (e.g., Desk.3), position in the Current list, or its master document number (e.g., #3).

Field: A unit of space within a document. InfoMail looks for specific fields to mail or scan documents (to, from, date, subject).

File Reference: A file name.

Page: In Menu mode, you can see one page of information at a time. This is the number of lines that fits on the terminal screen; enter the Terminal command to see the number of lines for one page on your terminal (the setting for height).

Password: a secret series of letters which permits a user to access a set of files and documents.

Previous: Previous is a temporary storage space that holds the list of documents that was in Current. Each time you issue one of these commands--Compose, Create, Reply, Forward, Discard, Keep, Export, File, Read, Next, or Scan--the documents acted upon are stored in Current, while the documents that were formerly in Current are stored in Previous. The contents of Previous change each time Current changes. Unlike Current, Previous is not a default. To use it, you must type the word "previous" where InfoMail expects a list of one or more documents. Using Current and Previous, you can work with two sets of documents without retyping document numbers or file positions.

Profile: An InfoMail file that you can place a document in to personalize your InfoMail account. You can use it to install a password or to identify the terminal and mode you most often use.

Scroll: To move the information displayed on the terminal screen up or down, one page (screen full) of information at a time.

Syntax: The way in which commands, arguments, and modifiers are put together to form a command.

COMMANDS

The InfoMail Commands are:

Compose	Compose a message and put it in your Outbox
Copy	Place a copy of documents in one or more files
Create	Create a document to edit or file
Describe	Use for on-line description of commands
Discard	Move a document to Trash
Display	Display files, subfiles and the number of documents in each
Edit	Edit InfoMail documents
Example	Use for on-line example of commands
Export	Transfer a copy of an InfoMail document to an operating system file
File	Place the documents just worked with into a file
Forward	Forward a message, prefaced by your comments
Get	Put documents into the Current list
Import	Transfer a copy of an operating system file into InfoMail
Keep	Keep documents that were discarded
Mail	Mail all documents from the Outbox
Make	Make a new InfoMail file
Move	Move documents from the files they are in to new files, discarding them from the first files
Next	Read through the documents in a file quickly
Open	Open a file; the open file is the default for several commands
Print	Transfer InfoMail documents to the operating system for printing
Quit	End the session
Read	Display one or more documents
Remove	Remove a file and its contents
Reply	Respond to a message sent to you
Restore	Restore a file that you have removed
Scan	See a summary of documents
Show	Find InfoMail user names
Terminal	Set terminal characteristics

Differences Between Menu mode and Paged or Scroll mode

Function	Menu mode:	Paged or Scroll mode:
Interrupt an InfoMail command	Pressing InfoMail's enter key or a Command Selection key interrupts commands.	Pressing InfoMail's enter key produces the next page of information in Scroll mode.
Enter commands	You can type a command and press InfoMail's enter key or press a Command Selection key.	Type the command and press InfoMail's enter key.
Select a file	If you type the command, type the command word, a space, and then the file names; if you select filing commands from the menu, you may type a file number and press a Command Selection key.	Type the command word, a space, and then the file name.
Select a document	If you type a command, the document numbers are the documents' positions in files; if you select a command from the Document Menu, the document numbers are their positions in Current.	Type the document's position in a file.
Displaying the next page of information	Press the Move Forward key.	Press InfoMail's enter key (Paged mode only).

SAMPLE SESSION

A Sample Session

To show you some ways to use InfoMail, we have created the fictional company called Sudzo, Inc. The staff of Sudzo uses InfoMail over a three-week period in the sessions shown in the following pages.

Tuesday, February 3

Mr. Jones begins his regular morning InfoMail session. He makes a habit of checking his InfoMail Inbox first thing each day, as almost everyone in Sudzo Inc. does. By setting aside a few moments for his InfoMail session, he can scan his new mail and file, respond to, or discard each document. In this way, Mr. Jones examines each item in his Inbox only once, then adds a note to his electronic tickler file where appropriate. When he has taken care of his mail, he scans his tickler file for the day's reminders, takes care of any messaging required, and ends the session. He feels that the few moments he spends with InfoMail saves him much wasted time throughout the day, and certainly reduces the amount of paper clutter in his office.

```
InfoMail -- Version 2.0 -- Used under license from BBN IMC
User name: Jones
Password:
INBOX now opened
```

INBOX.

- 1 FROM: King /SUBJECT: New Project Assignment/February
- 2 FROM: Brown /SUBJECT: Your Agenda? /February 2, 1982
- 3 FROM: Meyer /SUBJECT: Need Wesley Report /February 2

Today, the scan of documents in his Inbox reveals a new project assignment; information about the meeting later today; and a question from his secretary. He uses the Next command to move the first message to his Desk:

--> Next

Next document (#27) moved from INBOX.1 to DESK.1

TO: Jones
FROM: King
SUBJECT: New Project Assignment
DATE: February 2, 1982
CC: Mills, Duffield
TEXT:

Mills tells me his staff had a breakthrough in their fragrance research. Dravish has come up with a new scent for our luxury perfume line. Peterson and Weiss have spent the last month doing market research and analysis. As indicated in our business plans, a well executed Christmas advertising blitz will allow us to gain our targeted market share. The name of the new perfume will be EMBODY. Carlson already has the advertising, marketing, and distribution lined up. John, I want you to pick your team and get this product ready by March 29. Use InfoMail to keep everyone informed and send me a progress report weekly. With this schedule we cannot afford to lose any time. Good luck!

-----END OF DOCUMENT-----
-->

SAMPLE SESSION

It contains important information. He leaves it on his Desk while he decides who to put on the project team. Using the Next command again, he moves the next item in his Inbox to his Desk. It's a question from his secretary about next week's agenda. He replies to her:

--> REPLY
Replying to DESK.2 (#28)

TO: Brown
FROM: Jones
RE: Your agenda?
DATE: February 3, 1982
CC:
TEXT:
I plan to meet with Mr. Phifer at 2:00 on Wednesday.

Document #30 added to OUTBOX at position 1
-->

He discards the message from his secretary, now that he has responded to it:

--> discard desk.2
DESK.2 discarded
(TRASH.1)
-->

and moves the last new message to his desk. This message requests a write up on the Wesley Survey his department initiated. Ms. Williams conducted the study, so he forwards the message to her, asking her to have the report to him a week before Meyer needs it:

--> forward

Forwarding:

Desk.

3 FROM: Meyer /SUBJECT: Need Wesley Report

TO: Williams

FROM: Jones

SUBJECT: Wesley survey

DATE: February 3, 1982

COMMENT: Please have this report on my desk by Thursday, February 5.

±
FORWARDED MESSAGE(S):

DESK.3 (#29)

Document #31 added to OUTBOX at position 2

-->

and files his copy in his tickler file:

--> file tickler.february

1 document filed in FILES.Tickler.February.8

-->

SAMPLE SESSION

Mr. Jones uses the Show Entry command, to see an alphabetic list of users (and potential team members):

--> show entry

Accounting is the primary directory entry for that user

Adams is the primary directory entry for that user

Aldrich is the primary directory entry for that user

Allen is the primary directory entry for that user

Board Members -- an address list with elements:

Gillis

Harmon

Lee

McDonald

Schulz

Brown is the primary directory entry for that user

Bush is the primary directory entry for that user

As he reviews the directory of users, he jots down the user names of those he wants on the project. He composes a note to the Operator, requesting that a new distribution list be added to the system:

--> compose

TO: Operator
 FROM: Jones
 SUBJECT: new distribution list
 DATE: February 3, 1982
 CC:

TEXT:
I am heading up a new project team. Would you please set up a distribution list called ProjectE, with these members:

Dravish, Meyer, Sands, Jones, Williams, Tilden, and Peterson.

Thanks.

John P. Jones

Document #32 added to OUTBOX at position 3
 -->

That done, Mr. Jones mails the three messages he has in his Outbox:

--> mail
 Mailing 3 document(s) from OUTBOX
 -->

If Mr. Jones wanted confirmation that the recipients had received the messages, he could have mailed them this way:

--> mail registered
 Mailing 3 document(s) from OUTBOX

SAMPLE SESSION

Wednesday, February 4

Today Mr. Jones is setting up some files for his new project. He begins by displaying his existing files:

```
--> display all
INBOX (1) <-- open file
OUTBOX
DESK (4)
  Hold
FILES
  Sales Leads (6)
    Active (3)
    Pending (7)
    Dead (2)
  Projects (2)
    Budget (2)
    Inventory (4)
  Staff
    Vacation Plans (6)
    Addresses (1)
    Status-Reports (7)
  Tickler
    Jan (2)
    Feb (15)
    Mar (6)
    Apr (2)
  Reports (3)
FORMS
TRASH
PROFILE (1)
-->
```

He makes a new projects file, called EMBODY:

```
--> make projects.EMBODY  
FILES.Projects.EMBODY made  
-->
```

Since he plans to make several subfiles, he opens the EMBODY file. This will allow him to make new subfiles under EMBODY without having to type EMBODY.(subfile name) each time.

```
--> open embody  
INBOX closed  
FILES.Projects.EMBODY now opened  
-->
```

Now that the new EMBODY file is open, Mr. Jones adds the subfiles:

```
--> make marketing  
FILES.Projects.EMBODY.marketing made  
--> make packaging  
FILES.Projects.EMBODY.packaging made  
--> make production  
FILES.Projects.EMBODY.production made  
-->
```

SAMPLE SESSION

Noticing an outdated file, Mr. Jones removes it from his filing system:

```
--> remove staff  
File FILES.Staff removed  
File FILES.Staff.Vacation plans also removed  
File FILES.Staff.Addresses also removed  
File FILES.Staff.Status-Reports also removed  
-->
```

The Remove command removes subfiles. Because he still needs some of the documents in the subfiles, Mr. Jones restores the file in order to save the documents he needs. He makes a new file to hold those documents, and moves them:

```
--> restore staff  
File FILES.Staff restored  
File FILES.Staff.Vacation plans also restored  
File FILES.Staff.Addresses also restored  
File FILES.Staff.Status-Reports also restored  
--> make files.Staff-addresses  
FILES.Staff-addresses made  
--> copy addresses staff-addresses  
FILES.Staff.Addresses has 10 documents  
10 documents copied to FILES.Staff-addresses.1:10  
--> remove staff  
File FILES.Staff removed  
File FILES.Staff.Vacation plans also removed  
File FILES.Staff.Addresses also removed  
File FILES.Staff.Status-Reports also removed  
-->
```

Satisfied, Mr. Jones double checks the documents in his Trash and the files that he has removed. When he ends the session, InfoMail will empty the Trash.

Wednesday, February 11

InfoMail keeps everyone on the team well informed. Because they send copies of their exchanges to each other, they meet infrequently yet know exactly how each aspect of the project is coming along. Mr. Jones is in the middle of a session:

--> create

TO: ProjectE
FROM: Jones
SUBJECT: marketing survey
DATE: February 11, 1982
CC:
TEXT:

I'm sending you the results of Able's marketing survey. It may have some bearing on our discussion of packaging. Please read it over and share your opinions with the rest of us by next Wednesday.

⊕
Document #33 added to DESK at position 11

-->

He wrote the document while the topic was on his mind, knowing that he can attach the data easily as soon as it is available. He has a file where he keeps unfinished business such as this, and that's where he files this document:

--> file desk.hold

1 document filed in DESK.Hold.1

-->

SAMPLE SESSION

Monday, February 16

Mr. Jones wants to review the documents in his Shape file. He begins by scanning the entire file:

--> scan shape

FILES.Shape has 3 documents

FILES.SHAPE.

1 FROM:Sands/SUBJECT:Vote for Slimline Shape/Feb
2 FROM:Meyer/SUBJECT:Vote for Squat Shape/Februa
3 FROM:Tilden/SUBJECT:Vote for Figurine
-->

InfoMail summarizes the three documents in his Shape file. The Scan shows Mr. Jones who sent each one, when each was sent, and gives him some idea of the document's contents. (The third document was created with a form that didn't include a date field.)

To review all the comments made about the product's shape, Mr. Jones reads all three documents in his Shape file by specifying the file name:

--> READ Shape

FILES.Shape has 3 documents

FILES.Shape.1 (#6)

TO: Jones
FROM: Sands
SUBJECT: Vote For Slimline Shape
DATE: February 28, 1982
CC: Team

TEXT:
Of the three choices, I like Slimline Shape because it is the most elegant looking of the lot. With the price we are charging, the customer should be convinced it is a luxury product from the scent to the packaging.

-----END OF DOCUMENT-----

FILES.Shape.2 (#7)

TO: Jones
FROM: Meyer
SUBJECT: Vote for Squat Shape
DATE: February 28, 1982
CC: Team

TEXT:
I like the Squat Shape because it will be the easiest

Press return for more

SAMPLE SESSION

Only 24 lines fit on the screen at a time. After pressing return, Mr. Jones continues to read through the documents:

for me to produce, and it is also 50% less expensive than the Slimline or the Figurine. The Slimline or Figurine shapes will take two weeks more time for production setup than the Squat Shape.

-----END OF DOCUMENT-----

FILES.Shape.3 (#10)

TO: Jones
FROM: Tilden
SUBJECT: Vote for Figurine
CC: Team

TEXT:
I vote for the Figurine because it is far and away the most artistic shape of the three choices.
-->

Mr. Jones could have selected only one document to read by identifying a particular document, as he does here:

--> READ #6

#6

TO: Jones
FROM: Sands
SUBJECT: Vote for Slimline Shape
DATE: February 28, 1982
CC: Team

TEXT:
Of the three choices, I like Slimline Shape because it is the most elegant looking of the lot. With the price we are charging, the customer should be convinced it is a luxury product from the scent to the packaging.

-----END OF DOCUMENT-----

-->

Mr. Jones could have selected several documents, as shown, by identifying each document he wanted to see:

--> READ #6,Shape.3

#6

TO: Jones
FROM: Sands
SUBJECT: Vote for Slimline Shape
DATE: February 28, 1982
CC: Team
TEXT:

Of the three choices, I like Slimline Shape because it is the most elegant looking of the lot. With the price we are charging, the customer should be convinced it is a luxury product from the scent to the packaging.

-----END OF DOCUMENT-----

FILES.Shape.3 (#10)

TO: Jones
FROM: Tilden
SUBJECT: Vote for Figurine
DATE: February 28, 1982
CC: Team
TEXT:

I vote for the Figurine because it is far and away the most artistic shape of the three choices.

-----END OF DOCUMENT-----

-->

SAMPLE SESSION

Wednesday, February 18

Mr. Jones needs to find the latest inventory report, to have it updated. He remembers it was last updated in January, so he queries InfoMail for all documents in his inventory file that were dated January:

```
--> scan inventory where data contains january  
FILES.Projects.Inventory has 20 documents  
Examining 20 documents  
10 examined, 3 selected  
20 examined, 5 selected  
5 documents selected
```

```
FILES.Projects.Inventory.  
3 FROM: Brown/SUBJECT: Reordering Stationery /January 2  
7 FROM: Brown/SUBJECT: New policies for Inven/January 4,  
8 FROM: Reed/SUBJECT: We need more pens/January 4, 1982  
10 FROM: Rogers/SUBJECT: Inventory/January 10, 1982  
12 FROM: Brown/SUBJECT: Inventory Report/January 22, 19
```

The last one in the scan is the document he was looking for, so he exports that document to a system file:

```
--> export inventory.12 'update'  
Exporting FILES.Projects.Inventory.12 (#42)  
-->
```

Friday, February 20

Today he received a message from his secretary telling him that his inventory report has been updated, and is in a file called inv.upd. He imports the file:

```
--> import 'inv.upd'
Importing inv.upd
Document #62 added to DESK at position 9
```

and looks up all places where the now outdated inventory report is filed:

```
--> lookup inventory.12
The references for FILES.Projects.Inventory.12 are
FILES.Reports.7
-->
```

He discards the old version, and copies the new version:

```
--> discard
FILES.Projects.Inventory.12,FILES.Reports.7 discarded
(TRASH.1:2)
--> move desk.6 inventory.reports
DESK.6 moved to:
FILES.Projects.Inventory.26
FILES.Reports.10_
-->
```

SAMPLE SESSION

Finally, he prints the report to a system file so it will be properly formatted for printing on paper. This will be distributed to the few individuals who don't yet have access to InfoMail:

```
--> print inventory.26 INV
Document FILES.Projects.Inventory.26 (#62) placed in INV
You have new mail in INBOX.3
-->
```

Seeing the "new mail" message, Mr. Jones uses the Next command to read the next message in his Inbox (his Inbox is the open file):

```
--> n
(= next)
```

Next document (#63) moved from INBOX.1 to DESK.10

TO: Jones
FROM: King
SUBJECT: Job Well Done
DATE: February 19, 1982

TEXT:
John, I want to thank you and your team for the excellent job you did making "EMBODY" into a real product. We were all pressed for time on this project and you responded with a superb effort. You might be interested to know that the advanced marketing report is in and all indications are that we have a winner on our hands. Please extend my thanks to the rest of your team.

-----END OF DOCUMENT-----
-->

Pleased by Mr. King's compliments, Mr. Jones forwards the message to his team:

--> forward

Forwarding:

Desk.

10 FROM: King /SUBJECT: Job Well Done

TO: ProjectE

FROM: Jones

SUBJECT: Well Done!

DATE: February 20, 1982

CC:

COMMENT: Mr. King appreciates the way we handled this project. I'd like to add my thanks to you as well. Good work!

±
FORWARDED MESSAGE(S):

Desk.10 (#63)

Document #64 added to OUTBOX at position 2

-->

ON-LINE HELP

Getting Help From InfoMail

The InfoMail help commands are Describe and Example. Describe tells you what a command does and how to use it. Example shows you how a command will look on your terminal.

If you just need a list of available commands when you're at the system prompt (-->), enter a question mark. If you need help finishing a command that you have started, end the line with a question mark and press InfoMail's enter key. InfoMail prints a list of things you could type next. If "pressing return" is not on that list, enter one of the options and another question mark to find out how to complete the command.

Getting a Description of a Command

You can get a description of any command by typing the command word DESCRIBE and the command you need more information on:

Describe (this command word)

e.g. Describe read

The description begins with a brief explanation of what the command does, followed by instructions for using the command properly.

TO USE THE DESCRIBE COMMAND,

- 1) Type the command DESCRIBE
- 2) Press the spacebar
- 3) Type the command word you need described
- 4) Press InfoMail's enter key

The on-line description of REPLY, for example, looks like this:

--> describe reply

The Reply command helps you reply to a message that you have received. InfoMail addresses the reply, and allows you to add any other addresses you like and to enter the text of your reply. End the text by pressing return, typing a period, and pressing return. The finished reply is placed in your Outbox.

The format for the command is:

REPLY (to this document)

For example, to reply to the fifth document in the Letters file enter:

REPLY letters.5

EXAMPLE

Getting an Example of a Command

The Example command provides you with an example of an InfoMail command but does not tell you how to use it:

Example (of this command)

e.g. Example scan

To help you distinguish between what you would type and what InfoMail puts on the screen, the examples show what you would type in lower case letters, and what InfoMail generates in upper case letters.

TO USE THE EXAMPLE COMMAND,

- 1) Type the command EXAMPLE
- 2) Press the spacebar
- 3) Type the command you would like illustrated
- 4) Press InfoMail's enter key

The on-line example of SCAN looks like:

--> example scan

In the example, the documents in the Letters file are scanned. (Everything you would enter is shown in lower case letters, and everything generated by InfoMail is shown in upper case letters.)

```
*-----*
|-->sc letters
| (=SCAN LETTERS)
| FILES.LETTERS HAS 4 DOCUMENTS
| 1 FROM:BROWN/SUBJECT: NEW EMPLOYEE HIRED/MARCH 3, 1982
| 2 FROM:JONES/SUBJECT: TUESDAY'S MEETING/MARCH 4, 1982
| 3 FROM:BROWN/SUBJECT: EMPLOYEE BENEFITS/MARCH 4, 1982
| 4 FROM:MEYER/SUBJECT: F.O.I./MARCH 4, 1982
|-->
*-----*
```

When You Don't Know What to Type Next

InfoMail can help you complete a command if you enter a question mark.

```
--> ?
```

If you type a question mark at the beginning of a line, InfoMail lists all the InfoMail commands:

```
--> ?
Your options are one of the following words:
compose, copy, create, describe, discard, display
edit, example, export, file, forward, get, import,
keep, mail, make, move, next, open, print, quit,
read, remove, reply, restore, scan, show, terminal
-->
```

If you type the first part of a command immediately followed by a question mark (with no space in between), InfoMail lists all commands that could complete what you have started to type, then reprints the line and waits for you to complete the command:

```
--> f?
Your options are one of the following words:
file, forward
--> f
```

If you type a command immediately followed by a question mark (no space in between), InfoMail thinks you are unsure of how to complete the command word, and responds by showing you which command words match what you typed. Then, InfoMail retypes the line and waits for you to finish it:

```
--> file?
Your options are one of the following words:
file
--> file
```

QUESTION

If you type the command, followed by a space and a question mark, InfoMail tells you what you can use for arguments, and retypes the line for you to complete:

--> file ?

Your options are one of the following words:
desk, inbox, outbox, files, forms, profile

-OR-

a file name

--> file

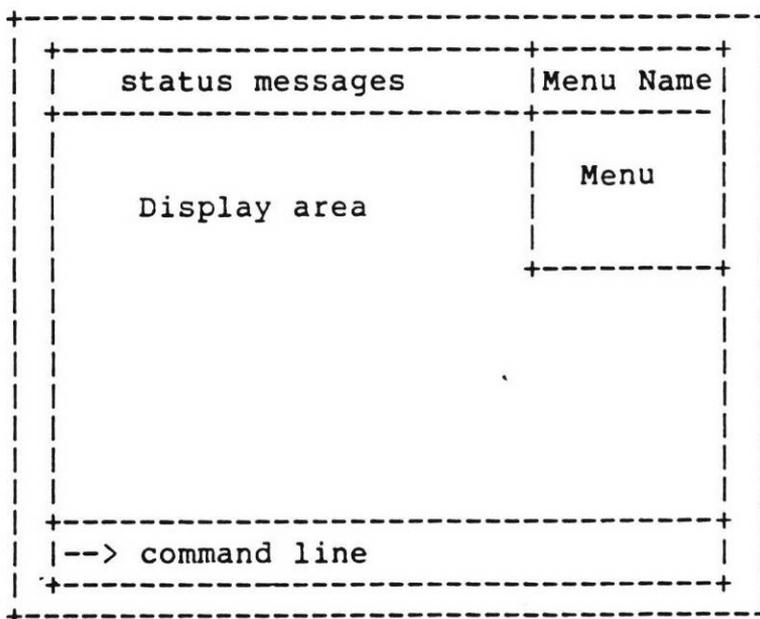
InfoMail's Menu Mode

What is Menu mode?

In InfoMail, a "menu" is a list of options. Menu mode, therefore, means you can select a command from a list of options instead of typing it. Menu mode also allows you to move back to the previous page of information, something you can't do in Scroll or Paged modes. Menu mode works on certain types of terminals; check the Supplement to this guide to see if you can use Menu mode on your terminal.

What Menu mode looks like

In Menu mode, your terminal's screen is divided into four sections. As the drawing illustrates, the menus are displayed on the upper right portion of the screen, status messages appear on the top line, and the command prompt (-->) is on the bottom line.



When you begin an InfoMail session in Menu mode, the Main Menu appears, followed by a scan of the messages in your Inbox. The Main Menu offers you a selection of commands. Each of these commands begins one of five basic information handling tasks: reading and handling incoming mail, composing and mailing messages, creating and working with documents, finding and using documents, or managing information through your files. Begin one of these functions by selecting one of the commands from the Main Menu.

MENUS

Starting a Session in Menu Mode

Here is how your screen looks when you begin a session in Menu mode:

If you're not on the first page, this message tells you how to move back

This message tells you how to move forward if there are more pages to see

The name of the Current menu of commands

```
+-----+-----+-----+
|Press PF2 to move back      Press PF1 for more |Document Menu
|You could send Ray a memo on this subject; I wou>|1 read
|for you if you like.       |2 file
|                           |3 discard
|-----End of Document----->|4 reply
|                               |5 forward
|INBOX.2 (#9)                 |6 lookup
|To: Department Heads        |7 edit
|From: Jones                  |8 print
|Subject: Ordering Office Supplies
|Date: April 26, 1982
|CC: Jones
|Text: We are converting to an electronic ordering system; instead
|of sending requests through inter-office mail, please use the new
|electronic forms. They are already addressed to purchasing, and
|will prompt you for all necessary information. Your cooperation
|will speed up processing of all requests.
|-->
```

Command prompt

Information from the Read command

Press the Clear/Restore key to see the rest of this line

What is on your screen?

The information in the display area is InfoMail's response to a command. The messages on the top line of the screen show you how to move forward or back through that information. A menu of commands is always Current, though not necessarily visible. The name of the Current menu (the list of commands that you can select by pressing a Command Selection key) is always visible in the top right corner. You can enter any command by typing it, or select a command from the Current menu.

How to Select a Command from the Current Menu

Select a command from the menu by pressing the Command Selection key (see the supplement to the User Guide to find these keys on your terminal) that corresponds to the number beside it in the menu. These commands are available through Command Selection keys:

COMMANDS	WHAT THEY DO	THE MENU
next	displays the first document in Inbox	Main Menu: enter no additional information to select a command
compose	helps you compose a message document	
mail	mails everything in your Outbox	
create	helps you create a document to keep	
display	displays the files under FILES	
scan	helps you select a file to scan	
quit	ends the InfoMail session	
read	displays the Current document(s)	Document Menu: Only Current documents affected; enter positions in Current before selecting a command
file	helps you select a file for filing	
discard	moves Current documents into Trash	
reply	helps you reply to the Current message	
forward	helps you forward copies of messages	
lookup	finds all locations of Current documents	
edit	helps you edit last Current document	
print	prints Current documents	
make	after you enter a name, makes a file	File Menu: Files, not documents, are affected
open	opens a file (to create a new default)	
remove	removes a file and its subfiles	
restore	restores a file and its subfiles	

How to list the Current Documents

Although the name of the Current menu is always displayed, the list of Current documents isn't necessarily on your screen. You can find out which documents are Current by typing SC (short for Scan) and pressing InfoMail's enter key.

USING MENUS

How to use Menu Function Keys

Because InfoMail runs on many different operating systems and terminals, this guide refers to function keys and actions by a functional name rather than the labels on your terminal's keys, especially when you're in Menu mode. See the Supplement to this guide for the list of terminals that work in Menu mode and for a chart of the Menu function keys on your terminal.

The eight Command Selection keys are called Key 1, Key 2...Key 8 in this guide. On most terminals this number is on the key's label. Again, see the Supplement to this guide for the Command Selection keys on your terminal.

There are six additional Menu function keys. They are:

<u>Function Key</u>	<u>What it does</u>
Move Forward Key	Displays the next page of information
Move Back Key	Displays the previous page of information
Change Menu Key	Changes the Current Menu of Commands
Clear/Restore Key	Clears or restores the Current menu
Help Key	Displays descriptions of InfoMail commands
InfoMail's enter key	Enters a command line or line of text

Ending an InfoMail session

In Menu Mode, you can select a command from the Main Menu to end the session; press Key 7:

Main Menu

- 1 next
- 2 compose
- 3 mail
- 4 create
- 5 display
- 6 scan
- 7 quit

-->

The Quit command empties your Trash and mails all the documents in your Outbox.

When the Main Menu is Current

The Main Menu, when visible, looks like the left column of this chart. The middle column of the chart describes the task that each command performs, and the column on the far right shows you which section of the manual has more information about that command:

Main Menu	Task it performs:	Section:
1 next	Handling New Mail	three
2 compose	Composing and Sending Mail	four
3 mail	Mailing Documents	four
4 create	Creating Documents	six
5 display	Managing Information with Files	five
6 scan	Finding and Using Documents	seven
7 quit	Ending a Session	two

Here's a summary of the seven commands on the Main Menu:

1. The Next Command

If you press Key 1 (Next) while the Main Menu is Current, InfoMail moves the first document from the open file to your Desk and displays it, and changes to the Document Menu. This is the best command to use for reading new mail. After you read a message, it becomes the Current document and InfoMail changes to the Document Menu. You can press a Command Selection key to discard, reply to, forward or file this document or you can leave the document on your Desk and enter some other command. Press InfoMail's enter key to return to the Main Menu without entering a command.

2. The Compose Command

If you press Key 2 (Compose), InfoMail walks you through the standard form for composing a message. End the message (text) portion of the document by typing a period on the left margin and pressing InfoMail's enter key. InfoMail assigns the new document a number, place it in your Outbox, then changes to the Main Menu so you can mail the message or move on to another activity.

MAIN MENU

3. The Mail Command

If you press Key 3 (Mail), InfoMail mails the documents in your Outbox. The Main Menu remains Current.

4. The Create Command

If you press Key 4 (Create), InfoMail walks you through the standard form for creating a document. When you have completed the document by entering a period on the left margin, InfoMail assigns the new document a number and places it on your Desk, then changes to the Document Menu (the same menu you use for handling new mail). Select a command from the Document Menu, change the menu with the Change Menu key, or enter any command by typing it.

5. The Display Command

If you press Key 5 (Display) at the Main Menu, InfoMail displays your filing system, numbering each file, and changes to the File Menu. The numbers in parentheses show the number of documents in each file.

6. The Scan Command

If you press Key 6 (Scan), InfoMail displays your filing system, numbering each file, and changes to the Scan Selection menu. This menu offers you a choice of some permanent files (Inbox, Outbox, Desk, or Trash) and the files you have made under FILES. Select a file to scan.

7. The Quit Command

If you press Key 7 (Quit) at the Main Menu, you end your InfoMail session. Your Trash file is emptied and the documents in your Outbox are mailed.

When the Document Menu is Current

The Document Menu becomes Current after you select the Next or Create command from the Main Menu, after you select a file from the Scan Selection Menu, or when you press the Change Menu key. The commands on the Document Menu help you take action on InfoMail documents with a minimum of key strokes. Because this menu is a secondary menu, one that appears in response to earlier actions, all commands on the menu affect only the CURRENT document(s).

The Document Menu looks like the list on the left side of this chart:

Document Menu	Covered in section:
1 read	seven
2 file	six
3 discard	three
4 reply	three
5 forward	three
6 lookup	seven
7 edit	supplement
8 print	supplement

What are CURRENT documents?

The Current documents are those you last did something to. InfoMail remembers your last command and which documents were affected by it. As an example, if you use the Next command to read a document, that document becomes CURRENT and the commands in the Document Menu affect that document. If you select a file from the Scan Selection Menu, all the documents in that file become CURRENT, and the commands in the Document Menu affect all of those documents.

DOCUMENT MENU

Other ways to make documents CURRENT

You don't have to use these commands to make documents CURRENT. Any time you take action on one or more documents, those documents become CURRENT. If, for instance, you instruct InfoMail to read the fourth and sixth documents in your Inbox (READ INBOX.4,6) those two documents become CURRENT. The Get command makes documents Current without doing anything with them. You could change to the Document Menu with the Change Menu key, and select a command from that menu to act on the two CURRENT documents.

Selecting documents from the CURRENT list

You can select documents from the CURRENT list before you select a command from the Document Menu. Do this by typing the documents' POSITIONS IN CURRENT, using the numbers on the main keyboard, then pressing a Command Selection key. In Menu mode, the CURRENT position is the first column of numbers in a scan.

When the File Menu is Current

The File Menu contains commands that affect InfoMail files rather than InfoMail documents. You can reach this menu with the Change Menu key or by selecting the Display command from the Main Menu. Each file is numbered, so you can select a file by its number or name:

Press Pfl for more	File Menu
1 FILES	1 make
2 Sales Leads (3)	2 open
3 Active (20)	3 remove
4 Pending (5)	4 restore
5 Dead (2)	
6 Projects (3)	
7 Budget (2)	
8 Inventory (1)	
9 Tickler	
10 Last Month (3)	
11 This Month (34)	
12 This Week (18)	
13 Next Month (5)	
-->	

The numbers in parentheses show the number of documents in each file. The permanent files (INBOX, OUTBOX, PROFILE, TRASH, DESK and FORMS) are not shown, but you can open or make subfiles for them by typing the commands.

Selecting a file to Open, Remove or Restore

To select a file to open, remove or restore type the file's name or type the number shown to the left of the file using the numbers on the main keyboard, then press a Command Selection key.

FILE MENU

Making a new file

To make a new file, decide whether it is a primary file or a subfile. If it's a primary file, type the word FILES and a period, then type the new file name (e.g., FILES.newfile); or type the number one followed by a space and the new file name (e.g., 1 newfile). If it's a subfile, type the name of the file it will subdivide followed by a period, then type the new file name (e.g., Projects.newfile); or type the file's number followed by a space and the new file name (e.g., 6 newfile).

After you have typed the new file name, press Key 1. The new file is added to your filing system as a primary file (if you typed FILES or 1) or as a subfile (if you typed a file's name or number) and InfoMail changes to the Main Menu.

When the Scan Selection Menu is Current

The Scan Selection menu becomes Current ONLY when the Scan command is selected from the Main Menu. It looks like:

Press PFl for more	Scan Selection
1 FILES	1 Inbox
2 Sales Leads (3)	2 Outbox
3 Active (20)	3 Desk
4 Pending (5)	4 file no.(s)
5 Dead (2)	5 file name(s)
6 Projects (3)	6 Trash
7 Budget (2)	
8 Inventory (1)	
9 Tickler	
10 Last Month (3)	
11 This Month (34)	
12 This Week (18)	
13 Next Month (5)	

-->

Selecting a File to Scan

To select a file, use the numbers on the main keyboard to type the number listed by the file's name. If you type more than one file number, separate the numbers with commas (e.g., 3,4,11). After you have typed all of the file numbers, press Key 4. InfoMail scans the documents in those files and changes to the Document Menu.

You can also select a file to scan by typing the file's name. Again, if you type more than one file name, separate the names with commas (e.g., Active,Pending,'This month'). After you have typed all of the file names, press Key 5 to scan the documents in those files.

FILE SELECTION

When the File Selection Menu is Current

The File Selection Menu becomes Current ONLY when the File command is selected from the Document Menu. It looks like:

	Press PF1 for more	File Selection
1	FILES	1 Inbox
2	Sales Leads (3)	2 Outbox
3	Active (20)	3 Desk
4	Pending (5)	4 file no.(s)
5	Dead (2)	5 file name(s)
6	Projects (3)	
7	Budget (2)	
8	Inventory (1)	
9	Tickler	
10	Last Month (3)	
11	This Month (34)	
12	This Week (18)	
13	Next Month (5)	
-->		

Select a file by typing its number and pressing Key 4 or typing its name and pressing Key 5. InfoMail will place the Current document(s) into the file you have selected.

Questions and Answers

Knowing and Controlling "where you are" in Menu mode

How do I know where I am?

You are always in an "electronic office" within finger's reach of any document or file. The display changes as you request new information by entering or selecting a command. You can "get to" any file by entering its name, or retrieve any document by entering its position in a file, its position in Current, or its master document number. You can "get to" any menu of commands by pressing the Change Menu key.

You can find out which documents are Current by typing SC (short for SCAN) and pressing InfoMail's enter key. The name of the Current menu is always visible. You can display your filing structure and the number of documents in each file by entering DISPLAY ALL, display any section of your filing structure by typing DISPLAY and a file name, or scan the contents of a file by typing SCAN and a file name.

How do I get back to the Inbox (or any other file)?

InfoMail isn't like a long hallway, where you must follow a path to get to your objective. Instead, it's like sitting within arm's reach of a stack of well organized files, each neatly labeled to identify the documents it contains. To get to any file, simply identify it by its label (file name). As an example, to scan the contents of Inbox, enter SCAN INBOX, or to display all the files you have made, enter DISPLAY FILES.

How do I get to a document?

Because InfoMail is an efficient file clerk, you can find and act on any document in three ways: 1) identify its position in a file as you type the command (e.g., enter READ INBOX.1 to read the first document in Inbox, whether or not it's displayed on the screen); 2) if you have just done something with it, it's a Current document; enter a command and InfoMail will carry it out on the Current document (enter READ to read the Current document(s)); 3) scan the Current documents (enter SCAN), then type the document's position in the Current list -- shown in the first column of numbers -- and select a command from the Document Menu.

WHERE YOU ARE

How do I know which documents InfoMail will act on when I type in a command?

InfoMail expects you to state which document(s) you are dealing with. If you don't, InfoMail will take action on the Current documents, the documents you last did something with.

If you enter position numbers, then select a command from the Current menu, InfoMail will act on the documents that occupy those positions in Current. If you enter a command and position numbers without a file name, InfoMail will act on the documents that occupy those positions in the Open file.

How do I know which documents InfoMail will read when I select a command from the Document Menu?

If you select a command from the Document Menu, InfoMail will take that action on all Current documents. If you prefer, you can select Current documents by typing their positions in Current before you press the Command Selection key.

How do I know which documents are Current?

Enter the SCAN command (SC for short).

How do I know which file is open?

Enter the OPEN command (O for short).

How to enter or retrieve information

How do I select a command from the menu?

You can select a command from the menu by pressing the Command Selection key that matches the command number shown on the menu.

As an example, press Key 1 to select the first command listed on a menu, or Key 5 to select the fifth command. InfoMail will carry out your command and change to the menu that is most likely to help you continue your work. The supplement to the User Guide illustrates which function keys on your terminal are InfoMail's Command Selection keys.

If you are in Menu mode, the name of the Current menu always appears in the top right corner of your screen. If you clear the menu, you can still select a command from it by pressing a Command Selection key.

How do I know when to type a space and when to type a period?

Periods separate document positions in a file from a file name and file names from subfile names; spaces separate commands from file names or from lists of documents.

How do I know when to enter a file name, and when to enter a document number?

Only five InfoMail commands take action on files rather than documents. They are: Display, Make, Remove, Restore and Open. All other commands act on documents. Therefore, SCAN INBOX means "scan all the documents in Inbox" and DISCARD LETTERS means "discard all the documents in Letters", but DISPLAY INBOX means "Display the file called Inbox and all of its subfiles" and REMOVE LETTERS means "remove the file called Letters".

When there's more than one page (full screen), how do I see the rest?

If a command generates more than one page, or screenful, of information, status messages on the top line of your screen tell you which Menu keys to press to display the next or previous page. If all information has been displayed, the message "Done" appears on the status message line. If you select a command from the menu before seeing all pages of information from the previous command, the message "Interrupted" appears on the status message line.

USING MENUS

Using or removing Menus

How many menus are there, and what are they for?

There are three command menus: Main Menu, Document Menu, and File Menu. In addition, the Scan and File commands change to a Selection menu to help you enter the name or number of a file quickly and easily. In Menu mode, one of these five menus is Current at all times, and you can select a command from the Current menu no matter what commands you have just entered, how you have entered them, or what is displayed on your screen.

InfoMail changes the menu as a result of some commands; you can always change it yourself with the Change Menu key (see the supplement to the User Guide to find this key on your terminal).

The name of the Current menu is always displayed on the upper right corner of your screen, even if you clear the menu. You can select a command from the Current menu whether or not it is visible.

How do I get to a command on some other menu?

Sometimes it's best to select a command from the Main Menu, which changes to the menu most likely to be helpful (when you enter the Next or Create commands, for example, InfoMail makes the Document Menu Current; when you enter Scan or Display InfoMail makes a Selection Menu Current); other times, it's faster to type the command instead of selecting it; still other times, press the Change Menu key to get to the menu you want.

When is it faster to type the command than to select it from a menu?

If you already know the exact position of a document or file and the menu you need isn't Current, it's sometimes faster to type the command.

How can I clear a menu from the screen?

When the Current menu is visible, it obscures the last part of lines over 65 characters long. The > sign at the end of a line means there is more information on that line. To clear the menu from the screen, press the Clear/Restore key. The menu's name remains on the status line, so you can select commands from it even when it's invisible.

How do I get it back?

If the Current menu is invisible, you can restore it to your screen by pressing the Clear/Restore key; the label for this key varies with the terminal and operating system you are on; see the Supplement to the User Guide for that information. The menu will cover the last part of the lines over 65 characters long, but doesn't "erase" them. Press the Clear/Restore key again to clear the menu from the screen.

How do I use the Menu Help Key?

To get a description of an InfoMail command using Command Selection keys, type the number corresponding to the command (from the main keyboard), then press the Help key. As an example, to get a description of the Next command, make sure the Main Menu is Current, type 1 on the main keyboard, then press the Help key.

CURRENT MENU

How Commands affect the Current Menu

Command:	Menu it's on:	Menu it changes to:
Compose	Main Menu	No Menu
Copy	NOT IN MENUS	Main Menu
Create	Main Menu	Document Menu
Describe	NOT IN MENUS	No Change
Discard	Document Menu	Main Menu
Display	Main Menu	File Menu
Edit (on VMS and UNIX)	Document Menu	No Menu
Edit (Xedit on CMS)	Document Menu	No Menu
Edt/Pen	NOT IN MENUS	No Menu
Example	NOT IN MENUS	No Change
Export	NOT IN MENUS	Main Menu
File	Document Menu	File Selection Main Menu, if typed
Forward	Document Menu	Main Menu
Get	NOT IN MENUS	Document Menu
Import	NOT IN MENUS	No Change
Keep	NOT IN MENUS	Document Menu
Lookup	Document Menu	Document Menu
Mail	Main Menu	Main Menu
Make	File Menu	Main Menu

CURRENT MENU

Command:	Menu it's on:	Menu it changes to:
Move	NOT IN MENUS	Main Menu
Next	Main Menu	Document Menu
Open	File Menu	Main Menu
Print	Document Menu	Main Menu
Quit	Main Menu	No Menu
Read	Document Menu	Document Menu
Reply	Document Menu	Main Menu
Remove	File Menu	Main Menu
Restore	File Menu	Main Menu
Scan	Main Menu	Scan Selection Document Menu if typed
Show commands	NOT IN MENUS	Main Menu
Terminal	NOT IN MENUS	Main Menu

Handling Incoming Mail

Handling Incoming Mail

The fastest, easiest way to go through your mail is with the Next command, the first selection on the Main Menu.

InfoMail delivers new messages to your Inbox, where they remain until you move them. Using the Next command, you can move a document from your Inbox to your Desk, skim it or read it carefully, and then select one of the commands from the Document Menu to forward, respond to, file or discard that document. If you'd prefer to leave it on your Desk temporarily, pressing the InfoMail enter key brings you back to the Main Menu.

You can read or move any item from your Inbox, of course, without reading each one in turn. If, however, you set aside a few minutes each day to handle new messages, you can process each document with two or three keystrokes.

You can use the Next command at any time during your session to move the next message from your Inbox to your Desk. The only exception is when you have opened some other file (opening files is covered in section five).

NEXT

When the Main Menu is Current (check the upper right corner of your screen to see which menu is Current), you can select the Next command, the first step in handling messages. Press Key 1:

```
Done                                     Main Menu
                                         1 next
                                         2 compose
                                         3 mail
                                         4 create
                                         5 display
                                         6 scan
                                         7 quit

-->
```

Next moves the next document from the open, active file to your Desk and displays that document on the screen:

```
Done                                     Document Menu
Next document (#3) moved 1 read
from INBOX.1 to DESK.1  2 file
                        3 discard
TO: Smith              4 reply
FROM: Jones            5 forward
SUBJECT: Tuesday Meetin>6 lookup
DATE: March 4, 1982   7 edit
CC:                   8 print
TEXT: The meeting has b>
to 10:30.

-->
```

If you have not opened a file this session (opening a file is covered in section five), Inbox is the open file. InfoMail changes to the menu of commands for acting on that document (the Document Menu), as shown above.

When you select the Next command, InfoMail changes to the Document Menu so that you can take action on the document you have just moved to your Desk with a minimum of keystrokes. You can:

- Discard
- Reply to, or
- Forward

the document, as shown in this section. You can also:

- File it (as shown in section six)
- Print it (as shown in section seven)
- Read it again (as shown in section seven)
- Edit it (as shown in section six), or
- Lookup all files that contain a copy of it (as shown in section seven)

or, you can:

- Press InfoMail's enter key to return to the Main Menu
- Enter any command by typing it from the main keyboard
- Change menus by pressing the Change Menu Key

The options described in this section are, therefore, only three of the actions open to you after you use the Next command to put a document on your Desk. By entering the Next command, you make a document Current. The commands on the Document Menu always affect the Current documents. If you need to see which document is Current, enter SCAN (SC for short).

To affect documents that aren't Current, enter a command by typing it or return to the Main Menu and select the Scan command to make the documents Current.

DISCARD

When the Document Menu is Current (check the upper right corner of your screen to see which menu is Current), you can select the Discard command. Press Key 3:

```
Done                                Document Menu
Next document (#3) moved 1 read
from INBOX.1 to DESK.1  2 file
                        3 discard
TO: Smith                 4 reply
FROM: Jones               5 forward
SUBJECT: Tuesday Meeting 6 lookup
DATE: March 4, 1982      7 edit
CC:                       8 print
TEXT: The meeting has b>
to 10:30.
```

-->

InfoMail will discard the document(s) you have just worked with, renumber the documents remaining in the file(s) and change to the Main Menu:

```
Done                                Main Menu
DESK.1 discarded          1 next
(TRASH.4)                 2 compose
                           3 mail
                           4 create
                           5 display
                           6 scan
                           7 quit
```

-->

Until InfoMail empties the Trash file at the end of the session, you can move documents in Trash to the Desk file with the Keep command.

When the Document Menu is Current (check the upper right corner of your screen to see which menu is Current), you can select the Reply command. Press Key 4:

Done	Document Menu
Next document (#3) moved	1 read
from INBOX.1 to DESK.1	2 file
	3 discard
TO: Smith	4 reply
FROM: Jones	5 forward
SUBJECT: Tuesday Meeting	6 lookup
DATE: March 4, 1982	7 edit
CC:	8 print
TEXT: The meeting has o>	
to 10:30.	

-->

InfoMail clears the screen, fills in the TO, FROM, RE and DATE field, possibly fills in the CC field (if directed to do so by the Reply form) and waits for additional user names. Then InfoMail prompts you for the TEXT:

Replying to DESK.1 (#3)

TO: Jones

FROM: Smith

RE: Tuesday Meeting

DATE: May 4, 1982

CC: Meyer, Smith

TEXT: I'll be there.

When you end the message InfoMail places your reply in Outbox and returns you to the Main Menu.

FORWARD

When the Document Menu is Current (check the upper right corner of your screen to see which menu is Current), you can select the Forward command. Press Key 5:

Done	Document Menu
Next document (#3) moved	1 read
from INBOX.1 to DESK.1	2 file
	3 discard
TO: Smith	4 reply
FROM: Jones	5 forward
SUBJECT: Tuesday Meeting	6 lookup
DATE: March 4, 1982	7 edit
CC:	8 print
TEXT: The meeting has b>	
to 10:30.	

-->

InfoMail clears your screen and prompts you for the addresses of InfoMail users:

Forwarding:
DESK.
1 FROM: Jones/SUBJECT: Tuesday

TO: Brown

When you have completed the document, InfoMail places the new document, which contains the documents you are forwarding, in your Outbox and returns you to the Main Menu.

Handling New Mail in Paged or Scroll Mode

In Paged or Scroll mode InfoMail makes full use of the terminal screen. Each time you enter a command, everything displayed on the screen moves up. In Paged mode, the display will move up only until the screen is filled. A "press return for more" message at the bottom of the screen lets you know that there is more to see. If you press return, the information will move up to display the next page of information.

When the command prompt (-->) is on the last line displayed, you can enter a command. Although you can enter commands in any order, you will probably find that discarding, filing, or responding to documents as you read them with the Next command is the most effective way to deal with new mail.

NEXT

Move a Message to your Desk and Read it

Because the Next command always moves the next document from the open file to your Desk, you simply enter the Next command:

Next

to read the top document in the open file. The open file is always your Inbox when you begin an InfoMail session, and remains Inbox unless you use the Open command (see section five) to change it. The first time you use the Next command in a session -- or the first time you use the Next command after opening a file -- you will move the first document in the open file to your Desk. Your "Desk" is a working file for documents that you will respond to, file, edit, or discard. Each successive time you use the Next command, the next document in the open file is moved to your Desk and displayed.

Although you can read, discard, move, or otherwise act on a document from any file without opening it, the Next command always works on the file that is open.

TO USE THE NEXT COMMAND,

- 1) Enter the command NEXT

-->Next

Next document (#2) moved from INBOX.1 to DESK.1

TO: Jones

FROM: King

SUBJECT: New Project Assignment

DATE: February 2, 1982

CC: Mills, Duffield

TEXT:

Mills tells me his staff had a breakthrough in their fragrance research. Dravish has come up with a new scent for our luxury perfume line. Peterson and Weiss have spent the last month doing market research and analysis. As indicated in our business plans, a well executed Christmas advertising blitz will allow us to gain our targeted market share. The name of the new perfume will be EMBODY. Carlson already has the advertising, marketing, and distribution lined up. John, I want you to pick your team and get this product ready by March 29. Use InfoMail to keep everyone informed and send me a progress report weekly. With this schedule we cannot afford to lose any time. Good luck!

-----END OF DOCUMENT-----

-->

Because Mr. Jones' Inbox is open, the Next commands moves the top document from his Inbox to his Desk and displays it. Jones is using the standard message form to read his documents, which means he sees the addresses, subject and date of the document before he sees the text or other fields of information. All documents sent to him by other InfoMail users have addresses, which are necessary for mailing; some won't have a subject or date field.

In section eight of this manual, Mr. Jones uses other forms to read his mail. Forms allow him to change the order in which he sees fields of information, or even select which fields he will see. You can use other forms, too; however, unless you have a special reason to change the form it's easier to use this standard form until you are an experienced InfoMail user.

IDENTIFYING DOCUMENTS

Document Numbers

In Scroll or Paged mode, there are two ways to identify a document:

By Master Document Number

Each document has a number that is shared by all copies of that document. You can identify a document by this number (called the master document number) with any document command except Discard, Keep, or Move. You can discard or move a copy of a document from a file, but not from the master document list. Precede the master document number with a number sign or percent sign unless you use a colon to specify a list of documents in sequence (e.g., #1:4 or %1:4 includes documents #1,#2,#3,and #4). Examples of referring to documents by master document number are:

Reply #4	Reply to document 4
Forward %10	Forward document 10
Read #1:5,#7	Read documents 1 through 5 and document 7

By its Position in a File

A document is also identified by its position in a file. If the file is Open (see section five for information on open files) you need only specify the document's position in that file, e.g., 1 for the first document, 2 for the second document, etc. Otherwise, you must include the file name the first time you specify a document from that file. Here are some examples:

Read Desk.2,5	Read the second and fifth documents on your Desk
Read 3	Read the third document in the open file
Read Desk	Read all documents on your Desk
Read Desk.2:5,News.6	Read the second through fifth documents on your Desk, and also the sixth document in the News file

IDENTIFYING DOCUMENTS

You can combine the two types of document references in one command:

Read Desk.2,#102

Read the second document on your Desk, and number 102

Read Desk.2,#4:12

Read the second document on your Desk and documents 4 through 12

Reply

Reply to the document last worked with

A shortcut for referring to the last document in a file is to refer to it as 'Last' instead of using a position number. Here are some examples:

Read Desk.5:last

Read the fifth through the last documents on your Desk

Read Profile.last

Read the last document in profile

By typing 'all' (e.g., Inbox.all) you will get all documents in the file and all documents in all subfiles of that file. Here is an example:

Read Regions.all

Read all documents in the Regions file, and all documents in the subfiles of Regions

Master document numbers (the numbers preceded by a '#') don't remain the same from day to day. The System Administrator runs utility routines to clean up old InfoMail databases; these routines change the master document numbers assigned to your documents. Therefore, although these numbers are useful references during a session, do not rely on them to identify the same document during different InfoMail sessions. The document's position in a file changes when you move or discard documents, so the master document number is often a more useful reference during a session.

DISCARD

Discard Documents from a File

The Discard command moves one or more documents from a file to Trash. Type the Discard command, followed by the document's position in a file:

Discard (from this file).(the document in this position)

e.g. Discard Desk.4

Discarding documents is actually a two-step process, although you only need to perform the first step yourself. First, you put the document in the Trash with the Discard command. InfoMail rennumbers the documents remaining in the file. As long as the Trash hasn't been emptied, the Keep command lets you keep documents after you discarded them. When you end the session, InfoMail empties the Trash; once the Trash is emptied, the discarded documents are destroyed.

Just as throwing away the copy of a document in one file does not remove it from other files in a file drawer, discarding an InfoMail document with the Discard command puts only the copy you specify into the Trash, leaving any copies that occupy other files untouched. If you want to discard all copies of a document, including the master document record of that document, you must specify each location of the document, or use the Lookup command (section seven) to put all of the copies in the current list before you discard them. You can discard a document only by its position in a file (e.g., discard desk.2) and cannot discard it by its master document number.

TO DISCARD A DOCUMENT,

- 1) Type the command DISCARD
- 2) Press the spacebar
- 3) Type the name of the file containing the document
- 4) Type a period
- 5) Type the document's position in the file
- 6) Press return

```
-->Discard desk.2,jan-memos  
DESK.2, Jan-memos.1:8 discarded  
(TRASH.1:9)  
-->
```

Jones and his team exchange a great many messages, since they use InfoMail to share information instead of phoning or continually meeting. Most of the messages don't need to be stored, and many files that serve a purpose for a short time become obsolete. The Discard and Remove commands help you keep your files current.

KEEP

Keep Documents you have Discarded

You can retrieve a document from Trash with the Keep command:

Keep trash.(position in the Trash file)

e.g. Keep trash.4:7

The Keep command works only on the Trash file, and unless the documents you wish to keep are the Current documents, you must type KEEP TRASH.(position numbers) to keep documents you have discarded. InfoMail will move the documents you want to keep to your Desk, and renumber the documents still in Trash. If you type just KEEP, InfoMail will move the documents in the Current list from Trash to your Desk.

You can file or copy documents in Trash to some other file (e.g. copy trash.4 letters) or use the Next command if Trash is the open file, but you can't move documents out of Trash with the Move command and you can't file, move, or copy documents INTO the Trash file.

TO KEEP A DISCARDED DOCUMENT,

- 1) Type the command KEEP
- 2) Press the spacebar
- 3) Type TRASH
- 4) Type a period
- 5) Type the document's position in Trash
- 6) Press InfoMail's enter key

Sometimes, Mr. Jones decides to keep a document he has discarded. As long as the discarded document is in Trash, he can move it to his Desk with the Keep command. Here, Mr. Jones decides to keep three documents that he discarded this session. InfoMail moves them to Mr. Jones' Desk:

```
--> keep Trash.4:7  
TRASH.4:7 moved to DESK.6:9  
-->
```

Reply to a Message in your Files

The Reply command helps you respond to a message. Type the Reply command, followed by the position in a file or master document number of the document you wish to reply to:

Reply (this document)

e.g. Reply #46

InfoMail will use the standard Reply form unless you specify a special form (see section eight for forms information). The Reply form will fill in the address, the current date, your user address, and the reference line from the message you are responding to.

TO REPLY TO A DOCUMENT,

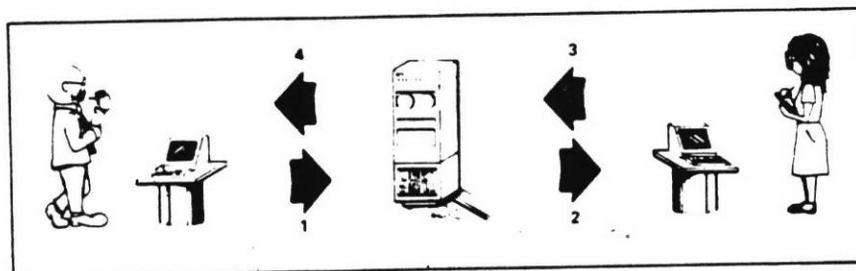
- 1) Type the command REPLY
- 2) Press the spacebar
- 3) Type the document number
- 4) Enter the addresses of those to receive copies, if any
- 5) At the text prompt, enter your message
- 6) End the message with a return, followed by a period and another return

REPLY

--> REPLY #6
Replying to (#6)
TO: Brown
FROM: Jones
RE: Your agenda?
DATE: March 2, 1981
CC:
TEXT:
I plan to meet with Mr. Phifer at 2:00 on
Wednesday.
Document #10 added to OUTBOX at position 1
-->

Jones responds to his secretary's question about his meeting schedule. InfoMail fills in the TO, FROM, DATE, and SUBJECT lines, using the information available in the original document. InfoMail's message indicates that the reply is logged as document #10, and is now the first document in Jones' Outbox. When he mails it, Ms. Brown will receive his reply within minutes, possibly seconds. If she is using InfoMail, she will be notified that there is new mail waiting in her Inbox.

REPLY



When you reply to a document, you send your response to the originator.

FORWARD

Forward a Message in your Files

With the Forward command you can forward a copy of documents you created or received. Enter the Forward command, followed by the position in a file or master document number of the documents that you wish to forward:

Forward (these documents)

e.g. Forward Desk.4:8, tickler.5

The form you fill in to forward documents allows you to preface the material with your own comments. (If you wish to use some other form to forward the documents, see section eight.) The Forward command does not remove documents from your files; instead, it creates a new document which contains a copy of each document you are forwarding.

TO FORWARD A DOCUMENT,

- 1) Type the command FORWARD
- 2) Press the spacebar
- 3) Type the document numbers
- 4) Press return
- 5) Enter the addresses of the recipient(s)
- 6) Enter a subject line
- 7) Enter the addresses of people to receive copies
- 8) Enter your comments
- 9) When you have completed the text, press return, type a period and another return

FORWARD

-->FORWARD #17

Forwarding:

#17 FROM: Meyer/SUBJECT: WESLEY SURVEY/March

TO: Williams

FROM: Jones

SUBJECT: Wesley Survey Report

DATE: March 3, 1981

CC:

COMMENT:

Please have this report on desk by Wednesday,
March 6.

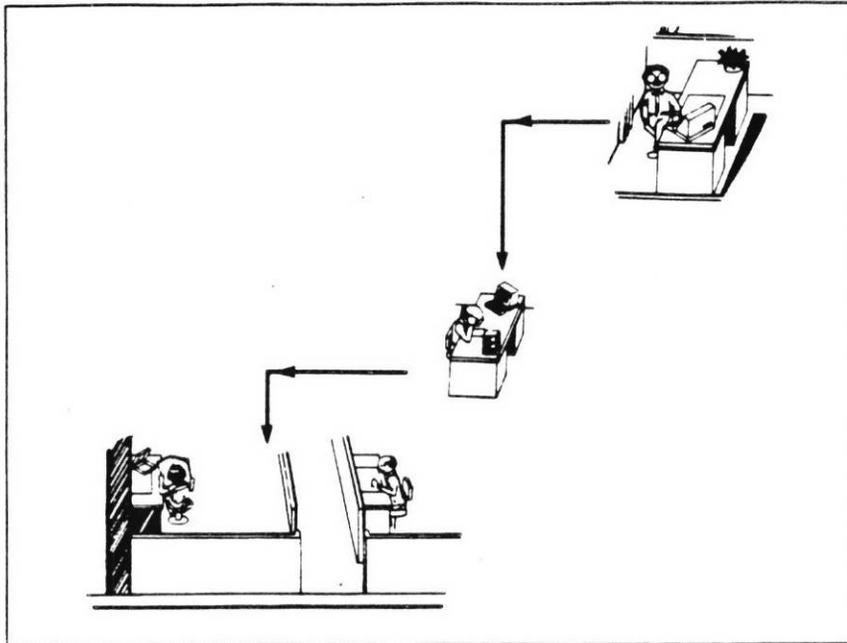
FORWARDED MESSAGE(S):

(#17)

Document #21 added to OUTBOX at position 2

-->

Mr. Jones forwards Meyer's note to Ms. Williams, using the comment field to explain his purpose in forwarding the message. Mr. Jones' copy of Meyer's message is still on Jones' Desk, where it will remain until he files or discards it.



When you forward a document, you are sending a copy of it to another person.

Composing and Mailing Messages

Composing and Mailing a Message

There are four InfoMail commands for writing messages. Reply and Forward, which are described in section three, help you reply to or send documents you have received or filed. Compose helps you write a message from scratch, and puts the finished message in your Outbox for mailing. Create, described in section five, helps you write a document without putting it in your Outbox.

When you plan to mail a message, you must enter at least one valid InfoMail name in a field called TO. A valid name is one that is listed in the InfoMail directory (the Show Entry command will show you all valid names). Unless you are using one of your own forms (see section eight on forms) InfoMail will put your user name in a field called FROM; your InfoMail name must be in the FROM field before you can mail the message.

ADDRESSING

Rules for Addressing InfoMail Messages

Each InfoMail user has at least one user name. You must address messages to a user's InfoMail name, as it is spelled in the directory of users. Each name can be assigned to only one user or list; if your name is already in use, you will have to change it slightly to use it as your InfoMail name (add a letter or change the spelling). InfoMail names must follow these rules:

- They must be 40 characters or less
- They must begin with a letter
- Numbers, letters, underscores, spaces and hyphens are permitted
- They must be unique; if someone else is already using your name, you must alter it in some way to use it as your InfoMail name

Keeping those rules in mind, an InfoMail name can be:

- The name of an individual
- The name of a distribution list
- Any code name, such as a phone extension
- A title
- The name of a group

Examples of user names are:

- Johnson (an individual user)
- Dave Johnson (another name, or alias, for that user)
- Design-group (name of a distribution list)
- x3421 (a code name)
- field-manager (another code name)

InfoMail checks names. If you misspell a name in the TO or CC fields, InfoMail will try to correct the spelling for you, and allow you to alter or accept the revised line. Here is an example (You would type the underlined portion):

```
TO: joht,pau  
joht has been corrected to John  
pau is not in the InfoMail directory  
TO: John
```

Once corrected, you will be left on the same line. On most ASCII terminals you can then back up and retype any part of the line (if, for example, John is not the name you intended to type). On all terminals you will be able to add more names to the line after typing a comma, separating all subsequent names with commas. If your terminal permits you to backspace and "John" is not the name you intended to type, back up to the first incorrect letter and retype the line from there.

COMPOSE

When the Main Menu is Current (check the upper right corner of your screen to see which menu is Current), you can compose a message using the standard message form. Press Key 2:

Done	Main Menu
	1 next
	2 compose
	3 mail
	4 create
	5 display
	6 scan
	7 quit

-->

InfoMail will clear the screen and prompt you for an InfoMail name. You will be prompted for each field of information, one field at a time:

TO: Meyer

FROM: Jones

SUBJECT: The Wesley Report

DATE: March 3, 1981

CC:

TEXT: Thanks for the copy. It will be useful.

^

Because you can type as many lines of text as you like, you need to signal that all lines have been entered by pressing InfoMail's enter key, typing a period and pressing InfoMail's enter key. InfoMail will assign the new document a number and put it in your Outbox. The Main Menu will still be the Current menu.

When the Main Menu is Current (check the upper right corner of your screen to see which menu is Current), you can mail all the documents in your Outbox. Press Key 3:

```
Done
Document #61 added to
Outbox at position 3
```

```
Main Menu
1 next
2 compose
3 mail
4 create
5 display
6 scan
7 quit
```

```
-->
```

InfoMail will mail all the documents in your Outbox and tell you the number of documents mailed. The Main Menu remains Current:

```
Done
2 Document(s) mailed from
Outbox
```

```
Main Menu
1 next
2 compose
3 mail
4 create
5 display
6 scan
7 quit
```

```
-->
```

DIRECTORY OF USERS

The On-Line User Directory

The on-line directory of InfoMail users is similar to a phone directory. Instead of a phone number and street address, however, each entry in the on-line InfoMail user directory is a user's InfoMail name or a user distribution list. You can look at all or some of these entries with InfoMail's show commands. There are four show commands:

- Show Entry (these names)
- Show Membership (these names)
- Show Alternate (these names)
- Show Active

A directory entry can be:

- a primary directory entry (one name for each user)
- an alias directory entry (all other user names)
- a distribution list

Examples of directory entries are:

- Johnson is the primary directory entry for that user
- Dave Johnson is an alias for Johnson
- Design-group - a distribution list with elements:
 - Johnson
 - Fraiser
 - Steiner

WHY YOU MIGHT WANT TO USE THE DIRECTORY

- The directory can give you a list of all InfoMail user names. You may want to use a hardcopy terminal to get a complete InfoMail user directory and keep it in this manual (Show Entry)
- You can find all the users on a distribution list (Show Entry) or all the lists a user is on (Show Membership)
- You can see who is logged into InfoMail (Show Active)
- You can find all the names for a user (Show Alternate)
- You can find the primary directory entry for a person; this is the user name that goes on distribution lists (Show Alternate or Show Entry)
- You can check the spelling of a name (Show Entry)

SHOW ENTRY

Showing All InfoMail Users and Lists

The Show Entry command shows you all the entries in the On-line User Directory:

Show Entry

Each entry is identified as a primary directory entry (one for each user) an alias directory entry (any other user name); or a distribution list. All entries of user names show you the primary directory entry for that person, and all entries of distribution lists show you the members of the list. The directory entries are shown in alphabetical order, just as in a phone directory.

In the following example, Mr. Jones looks through all directory entries, and interrupts the command when he finds the name he needs.

```
--> Show entry
      Allen is the primary directory entry for that user
      Charley is an alias for Stevens
      Development -- a distribution list with elements:
           Jones
           Smith
           Meyer
      Dyer is the primary directory entry for that user
-->
```

Showing Specific InfoMail Users and Lists

If you type in name after the Show Entry command, InfoMail will look in the directory for those names:

Show Entry (for these names)

e.g. Show entry smith,jones

If it can't find an entry that matches the names you typed, InfoMail will try to find similar names and show them as possibilities. Sometimes it can't find even a similar entry, and then informs you that the name does not exist in the directory. InfoMail does not always locate all possibilities for an name; see Appendix F for more information on how InfoMail finds similar names.

Mr. Jones looks for three entries:

```

--> show entry staff.stone.m
      staff--a distribution list with elements:
          Jones
          Wagner
          Meyer

      stone does not exist

      m is not in the InfoMail Directory
      Some possibilities are:
          Marianne is an alias for Johnson
          marketing -- a distribution list with elements:
              Hunt
              Jones
              Peterson
              Morgan
              Thornton
          Mary is an alias for Newman
          McC is an alias for McCandless
          McCandless is the primary directory entry for
          that user
  
```

SHOW ALTERNATE

Showing Alternate Names

The Show Alternate command shows you all the InfoMail names for one InfoMail user:

Show Alternate (these names)

e.g. Show alternate jones

You will see the primary directory entry as well as all other user names (aliases) for that person. If you request the alternate names for more than one user at a time, each user's names will be separated from others by a blank line.

In the example, InfoMail shows alternates for each of the three names Mr. Jones typed. One advantage of looking up alternate names may be finding shorter or easier-to-type names. Or, you might want to see which name is the primary directory entry.

```
--> show alter mccandless,fabrik,accountant
      (=show alternate mccandless,fabrikarakis,accountant)
      McC is an alias for McCandless
      McCandless is the primary directory entry for
      that user
      Robert is an alias for McCandless

      fabrik has been corrected to Fabrikarakis
      Fab is an alias for Fabrikarakis
      Fabrikarakis is the primary directory entry for
      that user
      Herbert is an alias for Fabrikarakis

      Accountant is an alias for Harris
      Harris is the primary directory entry for
      that user --
-->
```

Showing All Lists That Include A User

Just as the Show Entry command shows you all members of a distribution list, the Show Membership command shows you all the lists that a user is included on:

Show Membership (of these names)

e.g. Show membership smith

In the following example, 'Bob' is not this user's primary directory entry, so InfoMail looked for distribution lists that contain the alternate name, Marks.

```
--> show membership jones,smith,bob
Jones
  - found in list staff
  - found in list coffee-drinkers

Smith
  - found in list staff
  - found in list groupa
  - found in list personnel

Bob is an alias for Marks
Marks
  - found in list staff
-->
```

SHOW ACTIVE

Who's Logged Into InfoMail?

The Show Active command shows you the primary directory entry of each user who is using InfoMail at the moment you enter the command:

Show Active

You will always see at least one user name: your own! In the example, three people are logged into InfoMail:

```
--> Show active
      Thedens
      Jones
      Steiner
-->
```

Composing InfoMail Messages

The Compose command lets you fill in an InfoMail message form and puts the finished message in your Outbox for mailing:

Compose

TO COMPOSE A MESSAGE,

- 1) Enter the command COMPOSE
- 2) Enter the InfoMail names of primary recipients
- 3) Enter a subject line
- 4) Enter the InfoMail names of people to receive a copy
- 5) Enter the text of your message
- 6) End the text portion by typing a return, followed by a period and a second return

Sudzo's Marketing Vice President composes a memo to Mr. Jones:

--> COMPOSE

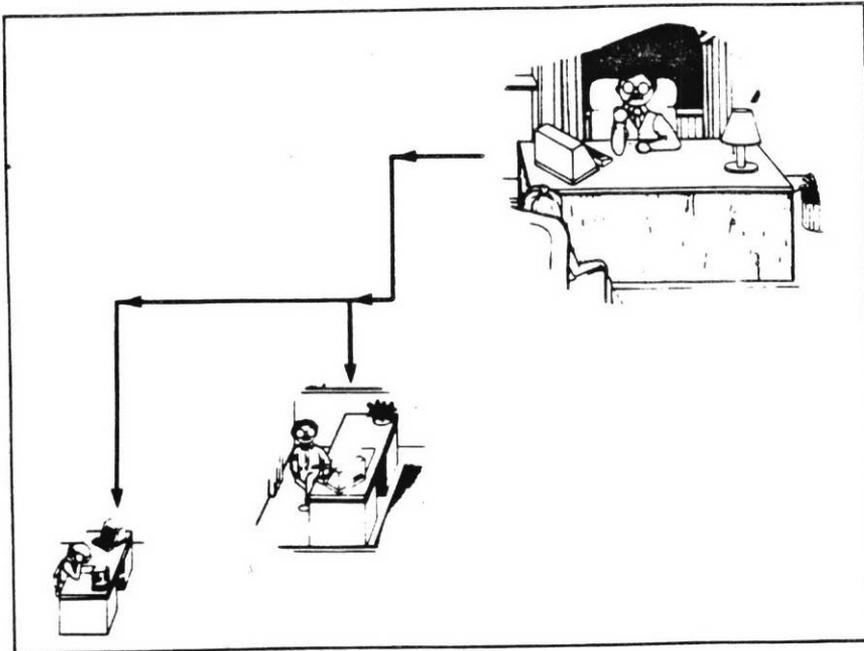
TO: Jones
 FROM: King
 SUBJECT: New Product Line
 DATE: February 2, 1981
 CC: Mills
 TEXT:

Mills tells me his staff had a breakthrough in their fragrance research. Dravish has come up with a new scent for our luxury perfume line. Peterson and Weiss have spent the last month doing market research and analysis. As indicated in our business plans, a well executed Christmas advertising blitz will allow us to gain our targeted market share. The name of the new perfume will be Embody. Carlson already has the advertising, marketing, and distribution lined up. John, I want you to pick your team and get this product ready by March 29. Use InfoMail to keep everyone informed and send me a progress report weekly. With this schedule we cannot afford to lose any time. Good luck!

Document #20 added to OUTBOX at position 2

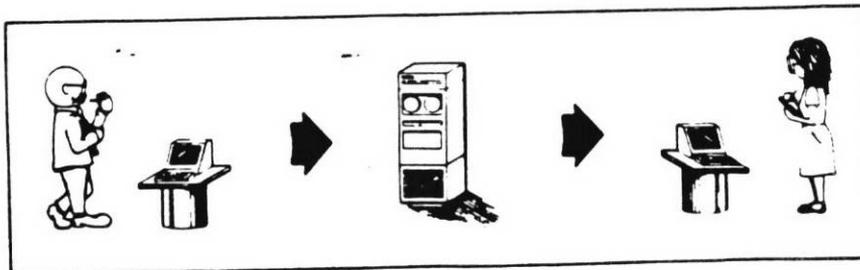
-->

COMPOSE



Mr. King sent his message to Jones and Mills. Both recipients can read the message from any terminal, since the message goes to a person rather than a place.

When you have ended the text portion by typing a return, a period and another return, the message you just composed moves to your Outbox automatically. It remains there until you use the Mail command or type Quit to end the session. Until you have mailed it, you can retrieve the message from your Outbox. Once you have mailed it, however, it moves to the Inbox(es) of those on the TO: and CC: lines, and is no longer in your Outbox.



The Compose command lets you fill in a form to compose a message. When the message is complete, InfoMail puts it into your Outbox.

Entering more than one line in a short field

You can enter more than one line of information in a short field (To, Subject, CC) if you type a comma just before you press InfoMail's enter key. Type the comma before reaching the right margin so you can see what you have entered.

Correcting a typing error

On most terminals, if you make an error while typing a line you can correct it by backing up to the error and retyping the line from there. If you're using an IBM 3270 terminal you can use its editing capabilities to correct a line before you have entered it. Once a line has been entered, the only way to correct an error is to interrupt or complete the document, then use an editor.

If you don't want to complete a document...

You can interrupt composing a message by pressing the key that serves as the attention or interrupt key on your terminal (see the User Guide supplement). InfoMail will place the partially-completed message in your Trash file.

MAIL

Pickup and Delivery: Mailing Messages

To mail all messages that are in your Outbox, use the Mail command. If you want to know when someone receives his/her copy of a message you sent, send it by registered mail. You will get a return receipt from InfoMail when the person has received the document:

Mail registered

InfoMail will send you a receipt that includes a copy of the message you sent and the InfoMail name of its recipient. You will receive a separate receipt for each person who receives a copy even if you mailed the message to a distribution list. The receipt is sent when the recipient is notified that the document is in his Inbox.

Just as everything in your Outbox is picked up when you give the Mail command, everything in Outbox is sent as registered when you use the Mail Registered command.

In the following example, Jones is sending an important message to key people on his staff, and wants verification that each person has received it. Because he sends the document by registered mail, Jones will get a receipt for each person who receives this message. One of those receipts is shown on the next page.

```
--> mail registered
Mailing 1 document(s) from OUTBOX
-->
You have new mail in INBOX.4
--> read inbox.4
INBOX.4 (#27)
TO: Jones
FROM: InfoMail-Mailer
SUBJECT: Return Receipt
DATE: March 9, 1982
TEXT: The following message has been delivered to:
      Meyer
```

DELIVERED MESSAGE:

```
-----
TO: DepartmentHeads
FROM: Jones
SUBJECT: The New Product
DATE: March 9, 1982
TEXT:
The Progress meeting has been rescheduled. We
will meet at 2:00 instead of 10:00.
```

```
-----END OF DELIVERED MESSAGE-----
-----END OF DOCUMENT-----
```

```
-->
```

You can review messages in your Outbox by scanning or reading them (e.g., READ OUTBOX).

If you change your mind about mailing a message that's in your Outbox, use the Discard command to discard it from Outbox. (You might want to move it to another file before discarding it.)

Managing Information Through your Files

Understanding Electronic Files

Setting up an Electronic Filing System

In the traditional office, you store documents in files. You use files to store and retrieve documents in InfoMail, too. Electronic documents and files resemble their paper predecessors in every way except one: InfoMail files are stored on a computer. You make them by typing in a file name and the name of the file it will subdivide. The file becomes a way to find and retrieve documents.

Set up a filing system that will help you locate the documents you need. As you do this, give your files names that suggest what they contain, and position them in a way that is logical for your applications.

Making Your Files

Keeping in mind that you already have seven important files (Inbox, Outbox, Desk, Files, Forms, Profile and Trash) you can create as many other files as you like, as long as their names:

- Are from 1 to 40 characters long
- Begin with a letter
- Contain only letters, numbers, underscores and hyphens; file names with spaces or special characters must be enclosed in single quotation marks every time you type the file name
- Are not called All, Desk, Inbox, Outbox, Files, Forms, Trash, Profile, Current, Previous, or Last

Opening a File

An open file in InfoMail is like a file folder lying open on your desk. You can put things in and take things out with less effort than you can with files that are not open. In InfoMail, less effort means you don't have to type the file's name to act on a document within that file, to put a document into it or to make a subfile for it. Whenever you omit a file name (e.g., typing 1:2 instead of typing INBOX.1:2 or typing MAKE REPORTS instead of typing MAKE FILES.REPORTS), InfoMail carries out your command on the open file. By opening a file, you can reduce the number of keystrokes needed to make a file or identify a document.

FILING SYSTEM

You should open a file when:

- you plan to create several subfiles under a file
- you plan to work on several documents within a file, and don't want to type the file name each time
- you want to go through a file with the Next command
- you want a particular file to be the default file name

In order to illustrate possible InfoMail filing systems, let's compare keeping a traditional file of product orders with its electronic equivalent. In a filing cabinet, you might designate one drawer for orders. Within the drawer, you could subdivide the orders into paid and unpaid. Further, you might subdivide paid orders by the month paid, and unpaid orders by the month due. Your file drawer could end up looking like this:

```
FILES
  Orders
    Paid
      January
      February
      March
    Unpaid
      January
      February
      March
```

The Display command is the first step in managing your files. When the Main Menu is Current (check the upper right corner of your screen to see which menu is Current), press Key 5 to display your files:

```

Done                                     Main Menu
                                         1 next
                                         2 compose
                                         3 mail
                                         4 create
                                         5 display
                                         6 scan
                                         7 quit

-->

```

InfoMail changes to the File Menu and displays the files in your filing system:

```

Press PF1 for more                       File Menu
1  FILES                                  1 make
2   Sales Leads (5)                       2 open
3     Active (5)                           3 remove
4     Pending (2)                           4 restore
5     Dead (5)
6   Projects (5)
7     Budget (2)
8     Inventory (3)
9   Tickler
10  Last Month (5)
11  This Month (2)
12  This Week (10)
13  Next Month (1)

-->

```

To select a file, type the file's number on the main keyboard or the file's name, then press a Command Selection key. For example, to remove file number 7, Budget, press the seven key on the main keyboard, then press Key 3. Budget will be removed and you will return to the Main Menu.

OPTIONS

The Display command changes to the File Menu so that you can work with your files. From the File Menu, you have several options. You can:

- Make a new file
- Open a file
- Remove a file, or
- Restore a file

as shown in this section or you can also:

- Enter any command by typing it from the main keyboard
- Press InfoMail's enter key to return to the Main Menu
- Press the Change Menu Key, or
- Press the Move Forward or Move Back keys to "scroll" (move back and forth) through the list of files

When the File Menu is Current, you can make new files by typing the name of of the file you want to subdivide (FILES if you are making a primary file), followed by a period and the new file name. Then press Key 1:

Interrupted	File Menu
1 FILES	1 make
2 Sales Leads (5)	2 open
3 Active (5)	3 remove
4 Pending (2)	4 restore
5 Dead (5)	
6 Projects (5)	
7 Budget (2)	
8 Inventory (3)	
9 Tickler	
10 Last Month (5)	
11 This Month (2)	
12 This Week (10)	
13 Next Month (1)	
--> <u>FILES.Development</u>	

InfoMail makes the new file, and changes to the Main Menu:

Done	Main Menu
FILES.Development made	1 next
	2 compose
	3 mail
	4 create
	5 display
	6 scan
	7 quit
-->	

You could make the same file by typing: 1 Development and pressing Key 1. You can place a new file between existing subfiles or primary files using the BEFORE or AFTER modifier. To put the new Development file before Projects, you would type: 1 DEVELOPMENT BEFORE PROJECTS or FILES.DEVELOPMENT BEFORE PROJECTS.

OPEN

When the File Menu is Current (check the upper right corner of your screen to see which menu is Current), you can open any of your files by typing the file's name or, at the main keyboard, the file's number, and pressing Key 2:

Interrupted	File Menu
1 FILES	1 make
2 Sales Leads (5)	2 open
3 Active (5)	3 remove
4 Pending (2)	4 restore
5 Dead (5)	
6 Projects (5)	
7 Budget (2)	
8 Inventory (3)	
9 Tickler	
10 Last Month (5)	
11 This Month (2)	
12 This Week (10)	
13 Next Month (1)	
--> 9	

InfoMail closes the file that was open, opens the file you selected and changes to the Main Menu:

Done	Main Menu
INBOX closed	1 next
FILES.Tickler now opened	2 compose
	3 mail
	4 create
	5 display
	6 scan
	7 quit
-->	

When the File Menu is Current (check the upper right corner of your screen to see which menu is Current), you can remove a file by typing the name or number of the file you want to remove, then pressing Key 3:

Interrupted	File Menu
1 FILES	1 make
2 Sales Leads (5)	2 open
3 Active (5)	3 remove
4 Pending (2)	4 restore
5 Dead (5)	
6 Projects (5)	
7 Budget (2)	
8 Inventory (3)	
9 Tickler	
10 Last Month (5)	
11 This Month (2)	
12 This Week (10)	
13 Next Month (1)	
--> <u>13</u>	

InfoMail removes that file, the documents within it, any subfiles that it may have, and the documents within those subfiles. The Main Menu becomes the Current menu:

Done	Main Menu
File FILES.TICKLER.Next Month	1 next
removed	2 compose
	3 mail
	4 create
	5 display
	6 scan
	7 quit
-->	

The next time you display your files during this session, you will see an asterisk beside the removed file. The asterisk means you have removed this file and can't store or retrieve documents or make subfiles for this file unless you restore it with the Restore command. All removed files are thrown away when Trash is emptied at the end of the session.

RESTORE

When the File Menu is current, (check the upper right corner of your screen to see which menu is Current), you can restore a removed file by typing the file name or number, then pressing Key 4:

Interrupted	File Menu
1 FILES	1 make
2 Sales Leads (5)	2 open
3 Active (5)	3 remove
4 Pending (2)	4 restore
5 Dead (5)	
6 Projects (5)	
7 Budget (2)	
8 Inventory (3)	
9 Tickler	
10 Last Month (5)	
11 This Month (2)	
12 This Week (10)	
13 Next Month (1) *	
--> 8	

The file, its subfiles, and all documents they contain will be restored. The Main Menu will become the Current menu:

Done	Main Menu
File FILES.Projects.	1 next
Inventory restored	2 compose
	3 mail
	4 create
	5 display
	6 scan
	7 quit

-->

Displaying your Files

To display your files, give the Display command followed by the name of a file, or the word all:

Display (file name)

e.g. Display all
Display Tickler

InfoMail will display that file and all of its subfiles. If the open file is among those displayed, it will be labeled as the open file. The display shows the number of documents in each file.

TO DISPLAY FILES,

- 1) Type the command DISPLAY
- 2) Press the spacebar
- 3) Type the name of a file or the word all
- 4) Press return

In the following example, Mr. Jones displays all of his files.

DISPLAY

--> display all

INBOX

OUTBOX (2)

DESK (4)

Hold (1)

FILES

Sales Leads

Active (10)

Pending (15)

Dead (3)

Projects

Budget (3)

Inventory (1)

Staff

Vacation Plans (12)

Addresses (1)

Status-Reports (24)

Tickler

Jan (17)

Feb (10)

Mar (12)

Apr (5)

FORMS

TRASH (6)

PROFILE (1)

Making Files

To make a file, type the command Make, followed by the name of the file to be subdivided (or the word FILES if it is to be a primary file), a period, and the new file's name:

Make (file to be subdivided).(new file name)

e.g. Make files.ProjectE
 Make project.Problems

When you make a file, the first thing you must do is decide on a name. The name will serve two purposes: first, it will help you find documents, and second, it will position the file in your filing hierarchy. A complete file name is made up of all files that contain it. As an example, if you create a subfile of Inbox called temp, its full file name is Inbox.temp. Later, when you refer to the file, you probably won't have to use its complete name. When you make a new file, type enough of the full file name to position it, e.g., MAKE INBOX.TEMP would place the new TEMP file under INBOX. The name determines where a new file is placed in the filing system.

TO MAKE A FILE,

- 1) Type the command MAKE
- 2) Press the spacebar
- 3) Type the name of the file to be subdivided
(usually FILES or a subfile of FILES)
- 4) Type a period
- 5) Type the new file name
- 6) Press InfoMail's enter key

In the following example, Mr. Jones makes two files. One file, called Reports, contains progress reports. The other file, called Results, is a subfile of the Reports file, and contains all reports that resolved a conflict or solved a problem in production.

MAKE

```
--> make files.Reports  
FILES.Reports made  
--> make Reports.Results  
FILES.Reports.Results made  
-->
```

After making these files, his file structure looks like:

FILES

```
Sales Leads  
    Active (10)  
    Pending (15)  
    Dead (3)  
Projects  
    Budget (3)  
    Inventory (1)  
Staff  
    Vacation Plans (12)  
    Addresses (1)  
    Status-Reports (24)  
Tickler  
    Jan (17)  
    Feb (10)  
    Mar (12)  
    Apr (5)  
Reports  
    Results
```

Positioning New Files

When you want to increase your control in positioning a new file, use the Before or After modifiers to put the new file between existing files:

Make (under this existing file).(this new file)Before(this file)
After

e.g.

Make files.Action before Tickler
Make Projects.reports after memos

In the following example, Mr. Jones makes a new file called Brown. To place it alphabetically under his Personnel file, he uses the After modifier as he makes the file:

```
--> Display Personnel
Personnel
  Bailey (4)
  Carson (3)
  Dodge (2)
--> Make Personnel.Brown after Bailey
Personnel.Brown created
--> Displ Personnel
(=Display Personnel)
Personnel
  Bailey (4)
  Brown
  Carson (3)
  Dodge (2)
-->
```

OPEN

See Which File is Open

To find which file is open, enter the Open command without a file name:

Open

TO SEE WHICH FILE IS OPEN,

- 1) Type the command OPEN
- 2) Press return

Mr. Jones finds that Inbox is the open file:

```
--> open  
INBOX now opened  
-->
```

Open a File

If you type a file name after the Open command, you will open that file:

Open (this file)

e.g. Open project

Opening one file automatically closes another. The open file is the default for arguments requiring a file name. You can, for instance, type position numbers without a file name if the documents are in the open file. Opening a file can save you time and keystrokes when you work on the contents of one file. In the following example, Mr. Jones is opening a file called Factfile. Inbox, which was the open file, is closed before Factfile is opened:

TO OPEN A FILE,

- 1) Type the command OPEN
- 2) Press the spacebar
- 3) Type the file name
- 4) Press return

```
--> open factfile  
INBOX closed  
Factfile now opened  
-->
```

OPEN

Making a New File Under the Open File

There are two ways to position a new file. You already know that by typing the name of an existing file followed by a period and a new file name you can place the new file under that existing file. You can also open a file to place new files under it. This is helpful when you plan to make several new subfiles for an existing file.

In the following example, Mr. Jones is making several subfiles for the file called Factfile. In order to save time and keystrokes, he opens Factfile before making the new files. Because Factfile is the open file, the Display command shows Factfile and its three subfiles when Mr. Jones does not type a file name:

```
--> open factfile
INBOX closed
Factfile now opened
--> make dolist
FILES.Factfile.dolist made
--> make calendar before dolist
FILES.Factfile.calendar made
--> make policies
FILES.Factfile.policies made
--> copy #5:7 policies
3 documents copied to FILES.Factfile.policies.1:3
--> display
Factfile          <-- open file
  Calendar
  Dolist
  Policies (3)

-->
```

Using Next on the Open File

The Next command works on the open file, which is always Inbox when you begin an InfoMail session. You may, however, find it useful to use Next on some other file during your session. It's a good way, for instance, to run through old documents in a file, getting rid of those you don't want and refiling the rest elsewhere or back in the same place.

The Next command moves the copy of a document from the open file to Desk, and displays it on your terminal. The only exception to this is when Desk is the open file; in that case, the document is displayed on your terminal but remains in Desk.

In this example, Mr. Jones checks which file is currently open. InfoMail indicates that Factfile is open. The Next command moves the first document in Factfile to his Desk:

```
-->open
Factfile now opened
-->next
Next document (#21) moved from FACTFILE.1 to DESK.3
SUBJECT: Thursday
THINGS TO DO: Finish Report
               Call Jones
               Turn in timesheet

-->file dolist
1 document filed in FILES.Factfile.dolist.1
-->
```

REMOVE

Removing a File

The Remove command removes a file, its subfiles, and the documents they contain from your filing system:

Remove (this file)

e.g. Remove solutions

When you remove a file with the Remove command, it shows up in a display with an asterisk after it. However, you cannot access its contents (either documents or subfiles) unless you restore it. You cannot remove or restore the open file or a file that contains the open file.

TO REMOVE A FILE,

- 1) Type the command REMOVE
- 2) Press the spacebar
- 3) Type the file name
- 4) Press return

Jones removes files that are no longer useful:

```
-->REMOVE SHAPE  
File Shape removed  
-->
```

Restoring Files

Until you end the session, you can restore files that have been removed:

Restore (this file)

e.g. Restore Problems

TO RESTORE A FILE,

- 1) Type the command RESTORE
- 2) Press the spacebar
- 3) Type the file name
- 4) Press return

Jones restores a file that shouldn't have been removed (maybe because it contains a document that he still needs) with the Restore command.

```
-->Restore shape  
File shape restored  
-->
```

Creating and Working with your Documents

Creating, Editing and Filing Documents

InfoMail documents don't have to be messages. When you create a document to file, export or edit you should use the Create command instead of Compose. The Create command moves the finished document to Desk instead of Outbox.

CREATE

When the Main Menu is Current (check the upper right corner of your screen to see which menu is Current), you can create a document which remains on your Desk for filing or editing by pressing Key 4:

Done	Main Menu
	1 next
	2 compose
	3 mail
	4 create
	5 display
	6 scan
	7 quit
-->	

InfoMail clears the screen and prompts you for information as directed by the Create form:

To:

End the text of your document by typing a period at the left margin and pressing InfoMail's enter key. InfoMail places the completed document on your Desk and changes to the menu of commands for acting on that document (the Document Menu).

When you select the Create command, InfoMail changes to the Document Menu so that you can take action on the document you have just created with a minimum of keystrokes. There are many ways to handle the document on your Desk. You can:

- File it, or
- Edit it

as shown in this section. You can also:

- Print it (as shown in section seven)
- Read it again (as shown in section seven)
- Discard it (as shown in section three), or
- Forward it (as shown in section three)

or, you can:

- Press InfoMail's enter key to return to the Main Menu
- Press the Change Menu key to change the Current menu
- Enter any command by typing it from the main keyboard

The options described in this chapter are, therefore, only some of the possible actions open to you after you use the Create command to create a new document. The document you create becomes the Current document, even if you interrupt it without completing it. The commands on the Document Menu always affect the Current documents. If you need to see which document is Current, enter SCAN (SC for short).

To affect documents that aren't Current, enter a command by typing it or return to the Main Menu and select the Scan command to make the documents Current.

FILE

When the Document Menu is Current (check the upper right corner of your screen to see which menu is Current), you can select the File command. To file the Current document(s), press Key 2:

```
Done                                     Document Menu
Document #39 added to                   1 read
DESK at position 5                       2 file
                                          3 discard
                                          4 reply
                                          5 forward
                                          6 lookup
                                          7 edit
                                          8 print

-->
```

InfoMail displays your files and changes to the File Selection menu. Select a file by name or number. The numbers in parentheses represent the number of documents in each file.

```
Interrupted                             File Selection
1 FILES                                  1 Inbox
2   Sales Leads (5)                     2 Outbox
3     Active (5)                         3 Desk
4     Pending (2)                        4 file no.(s)
5     Dead (5)                           5 file name(s)
6   Projects (5)
7     Budget (2)
8     Inventory (3)
9   Tickler
10  Last Month (5)
11  This Month (2)
12  This Week (10)
13  Next Month (1)
--> 'sales leads','this month'
```

Press one of the selection keys to put the document in Inbox, Outbox, or Desk. To select some other file, type its name and press Key 5, or type its number and press Key 4.

When the Document Menu is Current (check the upper right corner of your screen to see which menu is Current), you can edit a document with InfoMail's screen editor. Type the document's Current position number and press Key 7:

Done	Document Menu
Document #39 added to	1 read
DESK at position 5	2 file
	3 discard
	4 reply
	5 forward
	6 lookup
	7 edit
	8 print

-->

InfoMail will clear the screen and display the document:

TO:
Meyer

FROM:
Jones

SUBJECT:
Tuesday Meeting

DATE:
March 4, 1982

CC:

TEXT:

The instructions for using the InfoMail screen editor are in the Scroll/Paged mode portion of this section. When you have finished editing the document, exit by typing a CTRL/Z (hold down the CTRL key, press the 'Z' key, then release both keys). InfoMail discards the original version of the document, adds the edited version to your Desk and changes to the Document Menu.

CREATE

Creating Messages without Putting them in Outbox

To Create a document without putting it into your Outbox, use the Create command:

Create

You can use the Create command to create your own forms or special documents, too; see section eight on forms.

TO CREATE A DOCUMENT,

- 1) Enter the command CREATE
- 2) Enter the names of primary recipient(s)
- 3) Enter a subject line
- 4) Enter the names of people to receive a copy
- 5) Enter the text of your message
- 6) End the text portion by pressing InfoMail's enter key, typing a period and pressing InfoMail's enter key again.

Jones had an distribution list called Team added to the directory to save time in message sending. Here, he creates a memo to his team. He uses the Create command instead of Compose because he doesn't want the document to move to his Outbox immediately.

(Example follows on next page)

--> CREATE

TO: Team

FROM: Jones

SUBJECT: Cost Information

DATE: February 10, 1980

CC:

TEXT:

Brown needs more facts to prepare his cost estimate. We need to decide on color, size, and bottle design. Dravish, send him the list of ingredients. I think we should make it small but fancy; we're appealing to luxury here. Comments?

Document #14 added to DESK at position 3

-->

FILE

Filing the Documents Last Worked With

The File command places copies of the document(s) that you last worked with into one or more files:

File (the document last worked into these files)
e.g. File Projects.budget,tickler.'next week'

Unless those documents are in the Desk file, the File command has no effect on the original copies; if they are in Desk, the File command discards them from the Desk file.

TO FILE A DOCUMENT,

- 1) Type the command FILE
- 2) Press the spacebar
- 3) Type the name of the file(s)
- 4) Press return

Mr. Jones often keeps copies of his documents in several files, to be sure that he can find them later when he needs them for reference. When he does his filing right after taking action on a group of documents, he uses the File command. In the following example, he has instructed InfoMail to file the documents he last worked with in the Shape and Reports.Results files. InfoMail's message shows that the documents are now the fourth through fifth documents in the Shape file, and the third through fourth documents in the Results file.

```
--> File Shape.Results  
2 documents filed in Shape.4:5  
2 documents filed in Results.3:4  
-->
```

Moving Documents from One File to Another

Move documents from one file to another with the Move command:

Move (these documents) (into these files)

e.g. Move inbox.6 letters

To move documents from one file to another, type the documents' positions in one or more files, followed by the name(s) of the file(s) they are being transferred to.

TO MOVE A DOCUMENT,

- 1) Type the command MOVE
- 2) Press the spacebar
- 3) Type the documents' positions in a file
- 4) Press the spacebar
- 5) Type the name of the file(s) to receive the documents
- 6) Press InfoMail's enter key

Jones moves four documents from his Pending file to his Results file. InfoMail's message shows him that they are now the fifth through eighth documents in the Results file in the following example:

```
--> MOVE Pending.3:6 Reports.Results  
Pending.3:6 moved to Reports.Results.5:8  
-->
```

COPY

Putting Copies of Documents in Other Files

You can place a copy of documents into files without removing them from other files with the Copy command:

Copy (these documents) (into these files)

e.g. Copy inbox.4:6 letters

To copy documents into other files, type the documents' positions in one or more files, followed by the name(s) of the file(s) they are being copied into.

TO COPY A DOCUMENT,

- 1) Type the command COPY
- 2) Press the spacebar
- 3) Type the documents' positions in a file, or their master document numbers
- 4) Press the spacebar
- 5) Type the name(s) of the file(s) to receive the copies
- 6) Press InfoMail's enter key

Jones places a copy of documents into a file without removing them from the files that already contain them. He has instructed InfoMail to place a copy of documents four through seven and all documents in the Message file into the file called Reports.Results. InfoMail's message shows that now they are also the third through tenth documents in the Results file. Jones uses a colon to identify the first four documents because they are sequential. Notice that the number sign does not appear with the master document number after a colon.

```
--> COPY #4:7,messages Reports.Results
Messages has 4 documents
8 documents copied to Reports.Results.3:10
-->
```

Positioning Documents

You can copy, move or file documents before or after documents that are already in the file if you use the Before or After modifiers.

Copy (these documents) (into this file) Before (position number)
After

Move (these documents) (into this file) Before (position number)
After

File (into this file) Before (this position number)
After

To avoid filing duplicate documents in a file, use the Uniquely modifier. InfoMail will compare documents against those already in a file and won't move, file or copy documents that are already in the file.

Copy (these documents) (into this file) Uniquely

Move (these documents) (into this file) Uniquely

File (these documents) (into this file) Uniquely

Examples:

Copy letters.4:10 personnel before 5
File memos after 7
Move bulletins memos.january uniquely

InfoMail won't move a document to a new position in the same file, or position documents in more than one file at a time.

Mr. Jones scans a file called Tickler and finds that it contains three documents. He needs to add an item for January 27, and wants to place it between the documents dated the 15th and 30th. He can use either the Before or After modifier with the Copy, Move or File command to accomplish this; he uses the Copy command and the Before modifier. When Mr. Jones scans the file once more, he sees that the new document has been placed between the third and fourth documents, and that the documents have been renumbered accordingly.

COMMAND MODIFIERS

--> Scan Tickler
Tickler has 3 active documents
Tickler.
1 SUBJECT: January 12, 1982
2 SUBJECT: January 15, 1982
3 SUBJECT: January 30, 1982
--> Copy #67 tickler before 3
Document #67 filed in Tickler.3
--> Scan Tickler
Tickler has 4 active documents
Tickler.
1 SUBJECT: January 12, 1982
2 SUBJECT: January 15, 1982
3 SUBJECT: January 27, 1982
4 SUBJECT: January 30, 1982
-->

Editing a Line within a Document

If you make a mistake while entering a line of text, you can backspace to the error and retype the line from there, or type the line edit character (CTRL/E). To type a CTRL/E, hold down the CTRL key while typing the E, then release both keys. This puts you in editing mode.

The line edit character works on the line that you are entering when you are using the Compose, Create, Reply, or Forward command. If you are using the InfoMail line editor, the Line command works just like the line edit character. If you press return before you notice an error on the line you just typed, you can backspace to the left margin and type the line edit character. This will put you in editing mode, and let you edit the line you just typed. For more extensive editing, use the external editor or Edit command, or export the document to a system editor.

After you type the line edit character (CTRL/E), InfoMail redisplay the line you are working on and moves the cursor (shown here as an underscore character) under the first character of that line, as shown here:

```
The secret is to pln in advaace^E
edit: The secret is to pln in advaace
> _
```

If you press return without making any changes to the line, you will exit from the editor. The cursor will be at the left margin, and you can continue entering your text. You have four options in edit mode: 1) Move the cursor; 2) Delete a character; 3) Insert characters; or 4) Replace characters.

Move the Cursor

Move the cursor forward with the space bar, or backward with the delete key. Moving the cursor does not affect the characters in the line above.

```
edit: The secret is to pln in advaace
> _
```

Here, we moved the cursor forward until it was directly below the "a", the first character to be corrected.

CTRL/E

Delete a Character

Delete a character by typing the letter "D" (upper or lower case) directly under the character to be deleted. The D shows up under the letter, indicating that the letter will be removed. Press return to see how the edited version looks and continue editing.

```
edit: The secret is to pln in advaace
      >           d
edit: The secret is to pln in advaace
      >           -
```

Here, we deleted the "a". By pressing return, we could see the corrected version and continue editing.

Insert Characters

Insert characters by first moving the cursor to the right position with the space bar or delete key. Characters are inserted immediately before the character above the cursor. Type an I (upper or lower case), followed by the character(s) to be inserted. Press return to see how the revised version looks and continue editing.

```
edit: The secret is to pln in advaace
      >           Ia
edit: The secret is to plan in advaace
      >           -
```

Here, we inserted an "a" before the "n" and then we pressed return see how the line looks.

Replace Characters

Replace characters by moving the cursor under the first character to be replaced, and typing an "R" (upper or lower case) followed by the new character(s). If you type more than one new character, each successive character replaces the next character in the original string.

```
edit: The secret is to plan in advaace
      >           Rn
edit: The secret is to plan in advance
      >           -
```

Here, we replaced the "a" with an "n".

When You've Finished Editing

When you have made all the changes, press return without making any modifications to the line. This takes you out of editing mode, and puts the cursor at the left margin. You can enter the next line of text in your document.

edit: The secret is to plan in advance

> _
The secret is to plan in advance

-

CTRL/E

Editing a Command Line

When you notice a mistake on a command line, you can backspace to the error and retype the line from there, or you can type the line edit character (CTRL/E). To type a CTRL/E, hold down the CTRL key while typing the E, then release both keys. This puts you in editing mode.

Once you press return, InfoMail executes the command. You must correct your errors before you press return, or retype the command line after InfoMail gives you an error message in response to your error.

After you type the line edit character (CTRL/E), InfoMail redisplay the line you are working on and moves the cursor (shown here as an underscore character) under the first character of that line, as shown here:

```
--> Repyl Dsek. ^E
edit: Repyl Dsek.
> _
```

If you press return without making any changes to the line, you will exit from the editor. The command line will be transmitted to InfoMail for execution. You have four options in edit mode: 1) Move the cursor; 2) Delete a character; 3) Insert characters; or 4) Replace characters.

Move the Cursor

Move the cursor forward with the space bar, or backward with the delete key. Moving the cursor does not affect the characters in the line above.

```
edit: Repyl Dsek.
> _
```

Here, we moved the cursor forward until it was directly below the "y", the first character to be corrected.

Delete a Character

Delete a character by typing the letter "D" (upper or lower case) directly under the character to be deleted. The D shows up under the letter, indicating that the letter will be removed. Press return to see how the edited version looks and continue editing.

```
edit: Repl Dsek.
      >      d
edit: Repl Dsek.
      >      -
```

Here, we deleted the "y". By pressing return, we see the corrected version and continue editing.

Insert Characters

Insert characters by first moving the cursor to the right position with the space bar or delete key. Characters are inserted immediately before the character above the cursor. Type an I (upper or lower case), followed by the character(s) to be inserted. Press return to see how the revised version looks and continue editing.

```
edit: Repl Dsek.
      >      Iy
edit: Reply Dsek.
      >      -
```

Here, we inserted a "y" before the space and then we pressed return see how the line looks.

Replace Characters

Replace characters by moving the cursor under the first character to be replaced, and typing an "R" (upper or lower case) followed by the new character(s). If you type more than one new character, each successive character replaces the next character in the original string.

```
edit: Reply Dsek.
      >      Res
edit: Reply Desk.
      >      -
```

Here, we replaced the "s" and the "e" with an "e" and a "s".

CTRL/E

When You've Finished Editing

When you have made all the changes, press return without making any modifications to the line. You can complete the command line and press return to execute the command.

```
edit: Reply Desk.  
--> Reply Desk._
```

Editing a Document with the Line Editor

If your type of terminal does not support Menu mode (see the Supplement to the User Guide) you can edit a document with the InfoMail Line Editor using the Edit command. If you are using a terminal that does support menus, change your terminal type with the Terminal command to use the line editor.

Edit (this document)

e.g. Edit desk.4

KEY POINTS TO REMEMBER:

- Your terminal type must be set as one that doesn't support menus
- Type the complete command (no abbreviations)
- You can edit only one document at a time
- You can edit only one field (section) of that document at a time
- You can add a new field or delete an existing field
- You can add or delete a line within a field
- To change part of a line, remember to use the Line command
- To finish editing a document, you must first finish editing the field you are in
- When you finish editing a document, the first version is discarded; to keep both versions, use the Keep command

WHAT THE LINE EDITOR DOES

When you edit a document with the line editor, you are creating a new document. InfoMail assigns the edited version a new master document number, and places the document in Desk. The original version is discarded when you finish editing the document. You can keep the original version with the Keep command.

EDIT

HOW TO ENTER THE LINE EDITOR

To edit a document with InfoMail's line editor, give the Edit command, and the document's position in a file or its master document number, as in these examples:

```
--> edit #3  
--> edit letters.3  
--> edit outbox.1  
--> edit
```

You can edit only one document at a time. Each document has one or more sections, called fields, such as TO, SUBJECT and TEXT. Once you have selected the document to edit, InfoMail asks which field you would like to edit first. You can add new fields, delete fields, or change the contents of one field at a time.

Adding a New Field

You can add a new field to the document by typing a new field name in response to the "field name:" prompt.

TO ADD A NEW FIELD,

- 1) Type the command EDIT
- 2) Press return to edit the document you just worked with, or type a space
- 3) Type the document's position in a file or master document number

InfoMail will request a field name

- 4) Type the name of the new field
- 5) To put information in the new field, type the command INSERT and press return
- 6) Enter the new information
- 7) When you have entered all the new information, end the field by typing a period at the left margin and pressing return

InfoMail will wait for another command

- 8) You can enter another editing command to change information in the new field, or to review what you have entered; to leave the field, type the command DONE

InfoMail will request another field name

- 9) You can add another new field, change an existing field, or exit from the editor; to end the editing session, press return

EDIT

If you were adding a postscript to this document:

TO: Jones
FROM: Smith
SUBJECT: Tuesday Meetings
CC:
TEXT: You have two meetings on Tuesday. One is with
Mr. Kennedy at 10:00, and the other is with the Budget
Committee at 2:00.

You could do it this way:

```
--> edit #4
Editing (#4)
field name: PS
There is no such field. Create it? (y/n)> y
after field: TEXT
editor-> insert
new text:
Don't forget to bring the financial report
to the 2:00 meeting!

.
editor-> done
field name:

Document #22 added to DESK at position 7
-->
```

and it would look like:

TO: Jones
FROM: Smith
SUBJECT: Tuesday Meetings
CC:
TEXT: You have two meetings on Tuesday. One is with
Mr. Kennedy at 10:00, and the other is with the Budget
Committee at 2:00.
PS: Don't forget to bring the financial report
to the 2:00 meeting!

Deleting a Field

TO DELETE A FIELD,

- 1) Type the command EDIT
- 2) Press return to edit the document you just worked with, or type a space
- 3) Type the document's position in a file or master document number

InfoMail will request a field name

- 1) Enter the name of the field to be deleted
- 2) At the editor prompt, enter the command
DELETE FIELD

If you were deleting the CC field of this document:

TO: Jones
FROM: Smith
SUBJECT: Tuesday Meetings
CC:
TEXT: You have two meetings on Tuesday. One is with Mr. Kennedy at 10:00, and the other is with the Budget Committee at 2:00.
PS: Don't forget to bring the financial report to the 2:00 meeting!

You could do it this way:

```
--> edit memos.5  
field name: cc  
editor-> delete field  
field name:
```

Document #23 added to DESK at position 8

EDIT

and it would look like this:

TO: Jones
FROM: Smith
SUBJECT: Tuesday Meetings
TEXT: You have two meetings on Tuesday. One is with
Mr. Kennedy at 10:00, and the other is with the Budget
Committee at 2:00.
PS: Don't forget to bring the financial report
to the 2:00 meeting!

Changing a Field Name

To change a field's name, you must create a new field and copy the information from the original field to the new one.

TO CHANGE THE NAME OF A FIELD,

- 1) Type the command EDIT
- 2) Press InfoMail's enter key to edit the document you just worked with, or type a space
- 3) Type the document's position in a file or master document number

InfoMail requests a field name

- 4) Enter the field's current name
- 5) Enter the command MARK
- 6) Enter the command DONE

InfoMail requests another field name:

- 7) Enter the new name for the field

InfoMail asks if you want to create that field:

- 8) Enter Y (for "yes")

InfoMail asks which field the new field should follow:

- 9) Enter the old field name
- 10) Enter the COPY command

InfoMail asks for the number of lines to be copied:

- 11) Enter a number that's larger than the number of lines in the field
- 12) Enter the DONE command

InfoMail requests another field name:

- 13) Type the old name for the field
- 14) Enter the DELETE FIELD command

EDIT

```
--> edit desk.6  
field name: text  
editor-> mark  
editor-> done  
field name: News  
There is no such field. Create it? (y/n) > y  
after field: text  
editor-> copy  
number of lines: 20  
editor-> done  
field name: text  
editor-> delete field  
field name:
```

Document #23 added to DESK at position 8
-->

Changing the Information in a Field

Using the line editor, you can add, delete, or rearrange information in a field. All changes are made by line, rather than by character, unless you use the Line command.

TO CHANGE INFORMATION IN A FIELD,

- 1) Type the command EDIT
- 2) Press return to edit the document you just worked with, or type a space
- 3) Type the document's position in a file or master document number

InfoMail will request a field name

- 4) enter the field name
- 5) use one of the editing commands to change the information.

When you have finished making changes to that field:

- 6) type the command DONE

InfoMail will request another field name:

- 7) To edit another field, type that field name; press return to end the editing session.

```
--> edit  
editing DESK.4  
field name: text  
editor->
```

EDIT

Moving the Cursor

The cursor's position in the document indicates which lines will be copied or displayed, and where lines will be deleted or inserted.

TO MOVE THE CURSOR BEFORE THE FIRST LINE OF THE FIELD,

- 1) Enter the TOP command

TO MOVE THE CURSOR ONE LINE DOWN (FORWARD) IN THE FIELD,

- 1) Press return

TO MOVE THE CURSOR SEVERAL LINES DOWN (FORWARD) IN THE FIELD,

- 1) Enter the MOVE command

InfoMail will request the number of lines to move

- 2) Enter the number of lines between the cursor's present position, and where you'd like it to be

TO MOVE THE CURSOR ONE OR MORE LINES UP (BACK) IN THE FIELD,

- 1) Enter the MOVE command

InfoMail will request the number of lines to move

- 2) Type a minus sign (-)
- 3) Type the number of lines between the cursor's present position, and where you'd like it to be
- 4) Press return

TO MOVE THE CURSOR TO A PREVIOUSLY MARKED LINE,

- 1) Enter the JUMP TO MARK command

Printing Lines

You can see the entire field, the next line, or the line the cursor is on.

TO SEE THE NEXT LINE,

- 1) Press return

TO SEE THE LINE THE CURSOR IS ON,

- 1) Enter the PRINT command

InfoMail will request the number of lines to be printed

- 2) Enter the number 1

TO SEE SEVERAL LINES,

- 1) Move the cursor to the first line you wish to see 2)
Enter the PRINT command

Infomail will request the number of lines to be printed

- 3) Enter the number of lines you wish to see

*The Print command does not move the cursor. It remains on the first line that you have InfoMail print.

EDIT

Moving Information from one Place to another in that Field

The Copy command copies the selected lines without deleting them, and puts the lines in a second position in the field.

TO COPY LINES OF INFORMATION,

- 1) Move the cursor to the first line to be copied
- 2) Enter the MARK command
- 3) Move the cursor to the place where the lines should be inserted
- 4) Enter the COPY command

InfoMail will request the number of lines to be copied.

- 5) Enter the number of lines, counting the first and last lines

Adding New Lines

You can add a new line between existing lines with the Insert command; to add information in the middle of a line, use the Line command.

TO ADD A NEW LINE,

- 1) Move the cursor to the line that will precede the new line(s). (If the cursor is on line 3, the new line(s) will be inserted after line 3 and before line 4)
- 2) Enter the INSERT command
- 3) Enter the new lines
- 4) When you have typed all the new information, press return, type a period on the left margin, and press return again.

EDIT

Changing a Line

The only way to change a line without deleting and retyping it is to use the Line command. The Line command works the same way that CTRL/E works on a command line, or while you are creating a new document.

TO CHANGE A LINE,

- 1) Move the cursor to the line to be changed
- 2) Enter the LINE command

InfoMail will print the line, and allow you to insert, delete, or replace characters on that line.

- 3) When you have made all changes to the line, press return without making any more changes to the line.

Getting Out...

OF THE LINE COMMAND

Each time you make a change to the line and press return, the line will be changed and you can continue to work on the line. To return to the editor prompt, press return without making any changes on the line.

OF INSERT MODE

Insert mode is just like the text field of a document. When you have entered all of your information, press return, type a period, and press return again. This will return you to the editor prompt.

OF A FIELD

When you have made all the changes you wish to make to a field, use the Done command to exit from the field. InfoMail will request another field name.

OF THE DOCUMENT

When have made all the changes you wish to make to a document, exit from the field if you are still in one, and press return in response to the field name prompt.

```
editor-> line
edit:Editing a document is esy
      >                               ia
edit:Editing a document is easy
      >
editor-> insert
new text:
Even getting out of the editor is a simple
matter.
editor-> done
field name:
```

Document #24 added to DESK at position 9

EDIT

Command Summary

At the editing prompt (editor->) enter any of the eleven editing commands. These commands and their functions are listed here:

Editing commands:	Function of the commands:
	MOVING IN THE DOCUMENT
TOP	Moves the cursor to line zero (this puts the cursor above the first line in the field)
(RETURN)	The return key moves the cursor down one line, and prints the new current line
MOVE	Moves the cursor down n lines and prints the new current line
PRINT	Prints n lines of text, starting at the cursor; it does not change the cursor's position
MARK	Marks the current line for use with the copy or jump command
JUMP TO MARK	Brings the cursor to the marked location

 Editing commands:

 Function of the commands:

MAKING CHANGES TO THE TEXT

INSERT

Inserts a new line of text into a field after the line where the cursor is located; end the inserted text with a period on its own line

COPY

Copies n lines of text, line by line, beginning at the mark, and inserts those lines before the line where the cursor is

LINE

Allows you to edit a line

D

Deletes the character directly above the cursor

R

Replaces the character directly above the cursor with the character following; if more than one replacement character follows, more than one character is replaced

I

Inserts one or more characters before the character which is directly above the cursor

Space bar
Delete

The space bar moves the cursor forward; the delete key moves the cursor back

Return

Return corrects the line and redisplay it so you can continue to edit; if no corrections were made, you can enter another editing command.

DELETE LINE

Deletes n lines, starting with the line where the cursor is; after the lines have been deleted, the cursor moves to the line immediately above the cursor's first deleted line

DELETE FIELD

Deletes the entire field

EDIT

Editing commands:	Function of the commands:
Y (create field)	If your response to the field name prompt is a non-existent field, you will be asked if you want to create that field; enter 'Y' to create a new field; at the next prompt, enter the name of the field that will precede the new field; press return to put the new field at the top of the document
ENDING THE EDITING SESSION	
DONE	Brings you back to the field name prompt
(RETURN)	Press return at the field name prompt to end the editing session

A Sample Session

Here is a sample session with the editor; you would type the underlined portions:

The Edit command is used here to edit document #21. In this example we'll edit the text field.

```
--> edit #21
Editing (#21)
field name: text
```

Typing a return prints the first line of the text field.

```
editor->
bring your status
```

Top moves us to the top of field, which is above the first line.

```
editor-> top
[ top of field ]
```

Insert allows us to add one or more lines to the text field after the cursor, which is at the top of field in this example. End the new contents with a period on its own line.

```
editor-> insert
new text:
Don't forget to
.
```

The cursor is now at the first line, so the print command will begin there. The cursor remains at the first line.

```
editor-> print
how many lines?: 3
line #1/Don't forget to
bring your status
reports to the meeting.
```

We place a mark at the first line.

```
editor-> mark
```

We move forward (down) two lines. This puts the cursor after line 3, at the end of field.

```
editor-> move
how many lines?: 2
line #3/reports to the meeting.
```

The Copy command copies text from the mark (first line) until the specified number of lines has been copied.

```
editor-> copy
from field TEXT, line #1/
how many lines?: 3
```

We move the cursor to line zero.

```
editor-> top
[ top of field ]
```

EDIT

The Print command begins at the cursor (which is at line zero) and prints the specified number of lines. Because we copied the text, we now have extra lines.

We're done editing this field.

Pressing return at this prompt ends the editing session. The new (edited) document moves to Desk, while the original version remains where it was.

```
editor-> print
how many lines?: 7
[ top of field ]
Don't forget to
bring your status
reports to the meeting.
Don't forget to
bring your status
reports to the meeting.
```

```
editor-> done
```

field name:

```
Document #117 added to DESK at
position 3
-->
```

Using the Screen Editor

If your terminal is set as one of the terminals that supports menus you can edit a document with the InfoMail Screen Editor using the Edit command.

 Edit (this document)

e.g. Edit desk.4

When you edit a document with the screen editor, you are creating a new document. InfoMail assigns the edited version a new master document number, and places the document in Desk. The original version is discarded when you finish the editing the document. You can keep the original version with the Keep command.

KEY POINTS TO REMEMBER:

- Your terminal must be set as a terminal that supports menus
- Press keys rather than type in commands
- You can edit only one document at a time
- There is no prompt
- You cannot add a new field or discard an existing field
- You can add or discard a line within a field
- To end the editing session, type a CTRL/Z
- When you finish editing a document, the first version is discarded; to keep both versions, use the Keep command

To edit a document with InfoMail's screen editor, type the Edit command and the document's position in a file or its master document number, as in these examples:

--> edit #3

--> edit letters.3

--> edit outbox.1

EDIT

You can edit only one document at a time

You can edit only one document at a time. Each document has one or more sections, called fields, such as TO, SUBJECT and TEXT. Once you have selected the document to edit, InfoMail will display it in Interchange format. The periods separating each field in the document signal the end of each field; don't delete these field markers.

There will be no prompt

There will be no prompt, since the screen editor responds to function keys instead of command words.

You must use a terminal that supports Menu mode

You must be using a VT100, VT52, Visual200, or BBN BitGraph to use the screen editor.

Using the Screen Editor

With the screen editor, you can display a document on the screen, one portion at a time; move around in the document with a pointer (called the cursor); add new text; move existing text around; and delete or rewrite parts of the document. When you type a character (with the exception of a carriage return) it becomes part of the document, the same way that a character becomes part of a TEXT field in the Compose command. To move around in the document or to change parts of it, you use control keys, also called function keys.

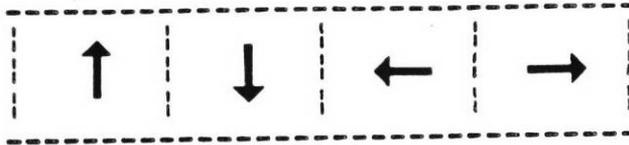
It's easy to add characters or whole paragraphs anywhere in the document. To do this you move the cursor to the place where you want to add text and begin typing. The cursor "holds your place" in the document, so the new characters are added to the place marked by the cursor.

Function keys let you add or delete characters, lines or entire segments; move around in the document; move information from one place to another in the document; and change the document's appearance.

Most of the screen editor's function keys are on the numeric keypad at the right side of your keyboard. The diagram on the

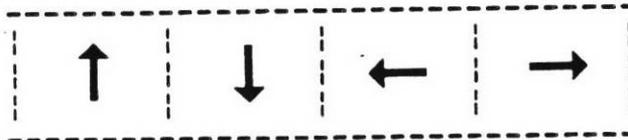
next page shows the function of those keys. The arrow keys, located on the top right of your VT100 keyboard; the return key; the linefeed key; the delete (for VMS) or backspace (for UNIX) key; and the CTRL key plus an alphabetic key are also screen editor function keys.

EDIT



PF1	PF2	PF3	PF4
7	8	9	-
4	5	6	,
1	2	3	ENTER
0	.		

Your VT100 function keypad



Page Forward	Page Back	1/2 Page Forward	1/4 Page Back
Split Line	Move to End of Line	Set Mark	Insert Line
Join Line	Home	Delete Text	Delete Line
Pick Up More	Pick Up Text	Pick Up Line	Delete Char.
Restore		Place Text	

The functions that InfoMail assigns to the keys

Starting and Ending an Editing Session

To edit a document with the screen editor, set your terminal to VT100 and type the Edit command:

```
--> terminal vt100  
--> edit #4
```

To end the editing session, type a CTRL/Z by holding down the CTRL key and pressing the 'z' key. InfoMail will discard the original version of the document, assign the edited version a master document number and place it in Desk. If you had copies of the original version in other files, those copies will remain there unchanged.

EDIT

Moving Around in the Document

The screen editor displays a part of your document on the terminal screen. You can change the display to show any part of the document by moving forward or backward through the text as if you were turning the pages of a printed document. You can also move the cursor to any place on the screen to add new text or change existing text.

The first table in this section describes the function keys for finding the portion of the document you want and displaying it on the terminal screen. You may move forward or backward by full pages or half pages (a page is the amount of information that fits on the screen).

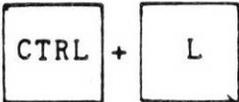
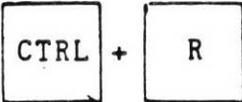
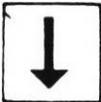
The second table describes the function keys for moving around in the text that is displayed on the screen. Position the cursor at the place in the text where you want to make a change or add something new.

CHANGING THE DISPLAY

Function	VT100 key	Instructions
MOVE TO NEXT PAGE	PF1	Press the Page Forward (PF1) key to move all of the displayed text off the top of the screen and move the next page of text onto it.
MOVE FORWARD A HALF PAGE	PF3	Press the Half-Page Forward (PF3) key to move the top half of the displayed text off the screen and fill it in with the new text.
MOVE TO PREVIOUS PAGE	PF2	Press the Page Back (PF2) key to move all of the displayed text off the bottom of the screen and move the preceding page of text onto it.
MOVE BACK A HALF PAGE	PF4	Press the Half-Page Back (PF4) key to move the bottom of the displayed text off the screen and fill it with the preceding text.
REPAINT SCREEN	CTRL + P	Hold down the CTRL key and press the "P" key.

EDIT

MOVING THE CURSOR

Function	VT100 key	Instructions
MOVE ONE CHARACTER TO THE LEFT		Press the ← arrow (on the top row of the keyboard) to move the cursor one character to the left.
		Hold down the CTRL key and type the "L" key to move the cursor one character to the left.
MOVE ONE CHARACTER TO THE RIGHT		Press the → arrow (on the top row of the keyboard) to move the cursor one character to the right.
		Hold down the CTRL key and type the "R" key to move the cursor one character to the right.
MOVE ONE LINE UP		Press the ↑ arrow (on the top row of the keyboard) to move the cursor one line up.
MOVE ONE LINE DOWN		Press the ↓ arrow (on the top row of the keyboard) to move the cursor one line down.
MOVE DOWN, AND TO LEFT MARGIN		Press the Return key to move the cursor one line down and at the left margin.
		Press the Linefeed key to move the cursor one line down and at the left margin.

Function	VT100 key	Instructions
MOVE TO END OF A LINE	CTRL + E	Hold down the CTRL key and type the "E" key to put the cursor after the last character on the line.
	8	Press the End-of-Line (8) key to move the cursor after the last character on the line.
MOVE TO START OF A LINE	CTRL + A	Hold down the CTRL key and type the "A" key to put the cursor at the left margin.
MOVE TO TOP LEFT CORNER OF SCREEN	5	Press the Home (5) key to move the cursor to the top left corner of the screen.

EDIT

Adding or Deleting Text and Spaces

When you want to add characters, spaces or many lines of text, you simply move the cursor to the place where you want to insert and start typing. Everything you type on the main keyboard, except a carriage return, will be placed before the position of the cursor. If you intend to add text to the middle of a line, you can open up some space for your new text with the Split Line function key (the key marked "7"); this has the effect of inserting a carriage return.

You can delete a character, a line, or many lines of text at a time. To delete many lines at once you must mark the beginning of the lines to be deleted and move the cursor to the end of that block of text before pressing the Delete Text function key. If you mistakenly delete a line or a block of text, you can restore it with the Restore key.

ADDING OR DELETING TEXT

Function	VT100 key	Instructions
ADD TEXT		Put the cursor where you wish to add text. (If you add text to the middle of a line, you may want to press the Split Line (7) key to avoid moving the text off the display, but you do not have to.) Type the new text.
ADD A CARRIAGE RETURN	7	Press the Split Line (7) key to put a carriage return at the end of a line or in the middle of a line, moving the remaining text to a new line.
ADD A HORIZONTAL SPACE	spacebar	Put the cursor where you wish to add a space. Press the space bar.
ADD A VERTICAL SPACE	-	Put the cursor on the line you want to have below the blank line you are inserting. Press the Insert Line (-) key.
DELETE A CHARACTER (under the cursor)	enter	Put the cursor on top of the character to be deleted. Press the Delete Character (enter) key.
DELETE A CHARACTER (before the cursor)	backspace	Put the cursor one space after the character to be deleted. Press the Backspace key.

EDIT

Function	VT100 key	Instructions
DELETE A LINE	'	Put the cursor anywhere on the line to be deleted. Press the Delete Line (') key.
RESTORE A LINE	0	Put the cursor on the line that used to be below the deleted line. Press the Restore (0) key.
DELETE A BLOCK OF TEXT	9	Move the cursor to the beginning of the block of text you wish to delete. Press the Set Mark (9) key. Move the cursor to the end of the text. Press the Delete Text (6) key.
RESTORE DELETED TEXT	0	Press the Restore (0) key.

Moving Text Around in a Document

You can rearrange a document by adding blank lines, joining lines together or splitting them apart, moving sections of the document from one place to another or copying sections into several places.

Inserting a blank line is as easy as pressing the Insert Line key. To remove a line, press the Delete Line key. One keystroke will split a line into two, or join two lines to make one: press the Split Line key to divide a line, or the Join Line key to append a line to the one above it.

You can copy a line of text from one place to another by first pressing the Pick Up Line key, and then moving the cursor to the new location and pressing the Place Text key. You can pick up one line, move the cursor to a new line and pick that line up, too, with the Pick Up More key. Then, put the two or more lines elsewhere in the text with the Place Text key. When you copy a line, you can put it in any number of places by putting the cursor at each place and pressing the Place Text key. The Place Text key will insert the same lines until you add to them with the Pick Up More key or replace them by picking up a new line with the Pick Up Line key.

You can also move text by pressing the Delete Line key, moving the cursor to the new location, and pressing the Restore key. Each time you press the Restore key, you can insert those same lines in a new place; they can be restored until you delete some other line.

When you want to copy, move, or delete a block of text (more than one line), mark the beginning of the text by pressing the Set Mark key, move the cursor to the end of the text and press the Pick Up Text key to copy or the Delete Text key to move or delete the block of text.

EDIT

REARRANGING TEXT

Function	vt100 key	Instructions
OPEN A SPACE BETWEEN LINES (cursor any position)	-	Put the cursor anywhere on the line you are moving down. Press the Open Line (-) (-) key.
<i>insert</i> OPEN A SPACE BETWEEN LINES (cursor at left margin)	7	If the cursor is at the left margin, the Split Line (7) key will move the text on the cursor's line down one space. The cursor remains on the (now blank) line.
<i>delete</i> CLOSE A SPACE BETWEEN LINES	'	Put the cursor on the line to be deleted. Press the Delete Line (') key. This deletes the line the cursor is on (whether or not it contains text) and moves all the following text up one line.
SPLIT A LINE	7	Put the cursor after the last character that will remain on the original line and press the Split Line (7) key. The rest of the text on that line will become a new line immediately below the original line.
COMBINE A LINE	4	Put the cursor on the first of the two lines, at the point where the text will be joined, and press the Join Line (4) key. If the cursor is not at the end of the first line, the characters after the cursor will be overwritten.

Function	VT100 key	Instructions
COPYING A LINE:		
SELECT A LINE TO COPY	3	Put the cursor on the line you want to copy. Then press the Pick Up Line (3) key.
ADD TO THE TEXT YOU ARE COPYING	1	Put the cursor on the line you want to copy, and press the Pick Up More (1) key. This key adds the line to the text already selected.
PUT THE COPIED LINE IN THE NEW LOCATION	.	Put the cursor on the line to be below the inserted text and press the Insert Text (.) key. You can insert the copied line in several places without repeating previous steps until you select another line.
INSERT THE COPIED LINE IN THE MIDDLE OF AN EXISTING LINE	7	Put the cursor on the line where you will insert the copied text, after the last character of text before the new text. Press the Split Line (7) key. Move the cursor down one line. Press the Place Text (.) key.
	.	
MOVING A LINE:		
SELECT A LINE TO MOVE	'	Put the cursor on the line to be moved. Press the Delete Line (') key.
PUT THE MOVED TEXT IN THE NEW LOCATION	0	Put the cursor on the line to be below the inserted text. Press the Restore (0) key. You can insert the moved line in several places by pressing the Restore key more than once; this will make additional copies of the same line.

EDIT

COPYING, MOVING AND DELETING BLOCKS OF TEXT

Function	VT100 key	Instructions
MARK THE BEGINNING	9	Whenever you copy, move, or delete more than one line of text, you need to mark the beginning of that block of text, and move the cursor to the end of the block. To mark the beginning, put the cursor on top of the first character in the block and press the Set Mark (9) key.
SELECT A BLOCK OF TEXT TO COPY	2	Move the cursor to the beginning of the text you wish to copy. Press the Set Mark (9) key. Move the cursor to the end of the text you wish to copy. Press the Pick Up Text (2) key.
PUT THE TEXT IN THE NEW LOCATION	.	Move the cursor to the new location, and press the Place Text (.) key. The new text will be placed before the line the cursor is on. You can copy in the text in several places by moving the cursor to each place and pressing the Place Text key.
PICK UP ADDITIONAL TEXT	1	Move the cursor to the beginning of the text you wish to copy. Press the Set Mark (9) key. Move the cursor to the end of the text you wish to copy. Press the Pick Up More (1) key.

Function	VT100 key	Instructions
SELECT A BLOCK OF TEXT TO MOVE	6	Move the cursor to the beginning of the text you wish to move. Press the Set Mark (9) key. Move the cursor to the end of the text you wish to move. Press the Delete Text (6) key.
PUT THE TEXT IN THE NEW LOCATION	.	Move the cursor to the new location and press the Restore (0) key. This will put the text before the line the cursor is on. You can put the text in several places in the document by moving the cursor to each place and pressing the Restore key.
DELETE A BLOCK OF TEXT	9	Move the cursor to the beginning of the block of text you wish to delete. Press the Set Mark (9) key. Move the cursor to the end of the text. Press the Delete Text (6) key.
RESTORE DELETED TEXT	0	Press the Restore (0) key.

EDIT

Editing InfoMail Documents with an External Editor

The External Edit command allows you to edit an InfoMail document using your system text editor (EDT/PEN/XEDIT).

(external edit command) (this document)

For VMS installations, the external edit command is EDT.
For UNIX installations, the external edit command is PEN.
For CMS installations, the external edit command is XEDIT.

It does not create a permanent copy of the document outside of InfoMail. When you are finished, the edited document is placed at the end of your Desk file.

While in your editor, InfoMail is not apparent; it will look as if you called the editor on your own outside of InfoMail. The document will be in InfoMail's interchange format, the format for importing system files. As you edit the document, leave field names and field terminators (a period on a line by itself) as they are.

TO USE THE EXTERNAL EDIT COMMAND,

- 1) Type the name of your editor
- 2) Press the spacebar
- 3) Type the document reference for the document you want to edit
- 4) Press return

End the editing session with the editor's exit command. The newly edited version of the document will be filed in Desk.last and you will be free to continue your InfoMail session. See your System Administrator for the instruction manual for your local editor.

Finding and Using Documents

The Scan command is the first step in finding a document stored in your files. When the Main Menu is Current (check the upper right corner of your screen to see which menu is Current), press Key 6:

```

Done                                     Main Menu
                                         1 next
                                         2 compose
                                         3 mail
                                         4 create
                                         5 display
                                         6 scan
                                         7 quit

-->

```

InfoMail will display your files and change to the Scan Selection menu. Each file is numbered, and the number of documents in each file is shown in parentheses to the right of the file name:

```

Press Pfl for more                     Scan Selection
1  FILES                               1  Inbox
2   Sales Leads (5)                   2  Outbox
3   Active (5)                         3  Desk
4   Pending (2)                       4  file no.(s)
5   Dead (5)                           5  file name(s)
6   Projects (5)                       6  Trash
7   Budget (2)
8   Inventory (3)
9   Tickler
10  Last Month (5)
11  This Month (2)
12  This Week (10)
13  Next Month (1)
--> 6

```

To scan Inbox, Outbox, Desk or Trash just press Key 1, 2, 3 or 6. To select a file, type the file name and press Key 5 or type the file number (from the main keyboard) and press Key 4. In this example, we typed the number 6 from the main keyboard then pressed Key 4 to scan the projects file.

SCAN

The numbers on the far left of the scan show each document's position in the Current list. If you select a command without typing any document numbers, the command will take effect on all the documents in the Current list.

```
Done                               Document Menu
FILES.Projects.                    1 read
1) 1 FROM: Brown/SUBJEC>2 file
2) 2 FROM: Meyer/SUBJEC>3 discard
3) 3 FROM: King/SUBJECT>4 reply
                                   5 forward
                                   6 lookup
                                   7 edit
                                   8 print

--> 3
```

To select documents from those you have just put into the Current list, type the Current position numbers (on the far left of the scan) before you press a Command Selection key, as shown above.

```
Press PF1 for more                Main Menu
FILES.Projects.3 discarded         1 next
(TRASH.2)                          2 compose
                                    3 mail
                                    4 create
                                    5 display
                                    6 scan
                                    7 quit

-->
```

InfoMail carries out the command on the documents you selected (all documents in the Current list if you didn't select documents) and changes to the Main Menu.

After you have selected a file from the Scan Selection menu, InfoMail changes to the Document Menu so that you can take action on the documents you have just scanned. You have several options:

- Lookup all files that contain a copy of it
- Print it, or
- Read it

as shown in this section. You can also:

- Discard it (as shown in section three)
- Reply to it (as shown in section three)
- Forward it (as shown in section three)
- File it, (as shown in section six), or
- Edit it (as shown in section six)

or, you can:

- Press InfoMail's enter key to return to the Main Menu
- Enter any command by typing it from the main keyboard

The options described in this section are, therefore, only three of the actions open to you after you use the Scan command.

LOOKUP

With the Lookup command, you can look up all the places a document is filed. At the Document Menu, type the position numbers of documents in the Current list, then press Key 6:

```
Done                               Document Menu
FILES.Projects has 3              1 read
documents                          2 file
                                   3 discard
FILES.Projects.                   4 reply
  1) 1 FROM: Brown/SUBJEC>5      5 forward
  2) 2 FROM: Meyer/SUBJEC>6      6 lookup
  3) 3 FROM: KING/SUBJECT>7      7 edit
                                   8 print

--> 2,3
```

If you don't specify documents from the Current list, as shown above, InfoMail will look up the references for all the documents in the Current list.

```
Done                               Document Menu
The references for Proje>1        1 read
  News.1                          2 file
  Doc.art.3                       3 discard
                                   4 reply
The references for Proje>5        5 forward
  Desk.7                          6 lookup
                                   7 edit
                                   8 print

-->
```

After you look up documents, you will remain at the Document Menu, and all copies of the documents will be Current.

You can send a copy of an InfoMail document to a system file in a format suitable for printing. At the Document Menu type the system file name, then press Key 8:

```

Done                               Document Menu
FILES.Projects has 3             1 read
documents                        2 file
                                  3 discard
FILES.Projects.                  4 reply
  1) 1 FROM: Brown/SUBJ>5       forward
  2) 2 FROM: Meyer/SUBJ>6       lookup
  3) 3 FROM: KING/SUBJE>7       edit
                                  8 print..

```

--> jobs

If you don't specify which documents in the Current list you want to print to a system file, all of the documents in the Current list will be printed, as in this example:

```

Done                               Main Menu
Document Projects.1 (#16) pl>1 next
Document Projects.2 (#18) pl>2 compose
Document Projects.3 (#19) pl>3 mail
                                  4 create
                                  5 display
                                  6 scan
                                  7 quit

```

-->

If the system file name includes special characters, such as a slash, a space or a period, enclose the file name in single quotation marks. To print selected documents from the Current list, type each document's Current position before you type the system file name, like this: --> 2,3 'jobs.one'

READ

You can read a document in the Current list when the Document Menu is displayed. Type its position in the Current list, then press Key 1:

```
Done                                Document Menu
FILES.Projects has 3                1 read
documents                            2 file
                                       3 discard
FILES.Projects.                     4 reply
1) 1 FROM: Brown/SUBJEC>5 forward
2) 2 FROM: Meyer/SUBJEC>6 lookup
3) 3 FROM: KING/SUBJECT>7 edit
                                       8 print
```

--> 3

The document is displayed on your screen, and you remain at the Document Menu, where you can take action on the document copies:

```
Press PF] for more                 Document Menu
FILES.Projects.3 (#29)              1 read
                                       2 file
TO: Jones                            3 discard
FROM: King                            4 reply
SUBJECT: New Product Line5 forward
DATE: February 2, 1981              6 lookup
CC: Mills, Duffield                  7 edit
TEXT:                                8 print
Mills tells me his staff had a break
through in their fragrance research.
Dravish has come up with a new scent
for our luxury perfume line. Peterson
and Weiss have spent the last month
-->
```

Scanning Documents in your Files

You can scan documents for the subject, date and sender with the Scan command. Enter the document numbers or the name of the file that contains them:

Scan (these documents)

e.g. Scan letters.4:6

You can use a form of your own (see section eight on forms) to scan for any fields of information you choose, but the scan fills only one line on your screen (up to 80 characters). If you enter the name of a file to scan, InfoMail will scan all of the documents in that file.

TO SCAN DOCUMENTS,

- 1) Type the command SCAN
- 2) Press the spacebar
- 3) Type document numbers, or type a file name to scan all documents in a file
- 4) Press InfoMail's enter key

In the following example, Mr. Jones scans all of the documents in his Shape file. Documents that don't have a DATE field, such as Shape.3 and 4 in the example, leave that field blank. Because Shape.4 is a document that Mr. Jones sent, the TO field appears instead of a FROM field. Mr. Jones received a copy of his message because he is included on the distribution list he used (ProjectE). Because that message is a reply, it shows a RE field instead of a SUBJECT field. Documents that don't have TO/FROM, RE/SUBJECT or DATE fields will show only the document numbers.

SCAN

--> scan_shape

FILES.Shape has 4 documents

FILES.SHAPE.

- 1 FROM:Sands/SUBJECT:Vote for Slimline Shape/February
- 2 FROM:Meyer/SUBJECT:Vote for Squat Shape/February 2,
- 3 FROM:Tilden/SUBJECT:Vote for Figurine
- 4 TO: ProjectE/RE: Inventory of Supplies

-->

Putting Documents into the Current List

To put documents into the Current list without taking any action on them, use the Get command:

Get (these documents)

e.g. Get personnel.records.1:10

The Get command helps you find documents without scanning, reading, printing, or sending them to someone. Used in key word searches, the Get command will report the number of documents found and put them in the Current list. For examples of the Get command, see "How to Search for Documents" in this section.

SEARCH

Searching for Documents

When you need a document that you have filed, there are several ways to find it. If you know which file you put it in, you can use the Scan command to scan the documents in one or more files. The scan will show you the document's position in a file; in Menu mode it will also show you its position in the Current list of documents. Use one of those numbers with an InfoMail command to work on the document.

You can be more specific in your search if you use the WHERE modifier. You can search through one or more files for a field name, an exact series of characters (letters, spaces, numbers) that are the complete contents of a field, a series of characters that are somewhere in a field, or you can look for documents alphabetically.

WHAT YOU CAN SEARCH FOR:

The existence of a field

You can, for instance, look through your Desk file for all documents that have a field called COMMENTS. Example: GET DESK WHERE COMMENTS EXISTS

Documents with a field containing exactly what you type, no more, no less

For example, you can find all the documents in your Tickler file that were sent on October 2, 1981 by searching for DATE fields that match that date exactly, or all documents that were sent to Jones and no one else by searching for TO fields addressed to Jones. The spelling, including spacing, must be an exact match, but capitalization does not have to be exactly the same. Example: SCAN TICKLER WHERE DATE IS 'OCTOBER 2, 1981'

Words, number, letters, or a combination of these within a field

You can look for a string of characters within a field. Only documents that contain that particular series of characters in the field you search will be considered a match. As an example, if you looked in your Documentation files (Documentation.ALL tells InfoMail to look through all of its subfiles, too) for a subject field that contains the word "deadline" only documents that have that word in a field called subject, unbroken by hyphens or spaces and spelled the same way, would be found. Example: PRINT DOCUMENTATION.ALL WHERE SUBJECT CONTAINS DEADLINE

Documents meeting alphabetic requirements

Within one field, you can look for words that come before or after a word or letter in the alphabet. If you were looking in your personnel file for documents that have a field called Names, for instance, you could look for all names that precede "McGill" in the alphabet. Example: FORWARD PERSONNEL WHERE NAME LESS THAN MCGILL

The Absence of a field or field contents

You can look for all documents that do not contain a certain string of characters or a field name. You could, for example, look for all the documents in Inbox that don't have a subject field. Example: SCAN INBOX WHERE SUBJECT DOES NOT EXIST

Combinations of requirements

You can look for documents that have more than one special characteristic. Example: GET DESK WHERE SUBJECT DOES NOT CONTAIN 'DEPARTMENT A' OR TO IS NOT JONES AND DATE CONTAINS SEPTEMBER

SEARCH/GET

How To Search For Documents

To search for documents, begin by typing an InfoMail command (Copy, Discard, Edit, Export, Forward, Get, Move, Print, Reply, or Scan) and one or more documents (type a file name to search all documents in a file). This tells InfoMail where to search and what to do with the documents once they are found. Then, type the word WHERE, followed by a field name. Type the criteria you are looking for. If you are looking for more than one thing at a time (e.g., matching date and/or matching name in the FROM field), type the word "and" (or the word "or"), another field name and the requirements.

(command) (documents) where (field name) (criteria)

Examples:

scan ProjectE where comments exists
read Desk where from is King and date contains "February 12"
get Desk, inbox where subject contains EMBODY or to is Joe

To find the documents that meet your requirements without scanning, reading, printing, etc., use the GET command. This merely puts the documents found into the Current list, so you can scan, read, etc. in a separate step.

Qualifiers to use in your Search and What they do

is	The field contains this string of characters, with no additional characters in the field
is not	The field has additional characters or is missing some, or has them in another order
contains	This string of characters is somewhere in the field
does not contain	This string of characters is not in the field
less than	In alphabetical order, the contents of the field would precede this string
greater than	In alphabetical order, this string would precede the contents of the field
exists	The field is somewhere in the document
does not exist	The field is not in the document

TO SEARCH FOR DOCUMENTS,

- 1) Type a command. If you want to put the documents in the Current list without doing anything further, use the GET command
- 2) Press the spacebar
- 3) Type one or more document numbers or file names
- 4) Press the spacebar
- 5) Type the word WHERE
- 6) Press the spacebar
- 7) Type the name of a field
- 8) Press the spacebar
- 9) Type a qualifier word (exists, does not exist, is, is not, contains, does not contain, less than, or greater than)
- 10) Press the spacebar
- 11) If you used any qualifiers other than EXISTS and DOES NOT EXIST, type the string of characters
- 12) If you have more than one requirement, type the word AND or the word OR
- 13) Press the spacebar
- 14) Type the name of a field
- 15) Type the next qualifier and string of characters
- 16) When your specifications are all there, press InfoMail's enter key

SEARCH/GET

Finding Documents that contain a Particular Field

To find documents that contain a field, such as the Comments field in a forwarded document or a Re field in a reply, type the word "exists" after the field name. To find documents that don't have a field, such as a document that was created with a special form and lacks a To field, type the words "does not exist" after the field name:

```
(command) (documents) where (field name) exists
                                         does not exist
```

Examples:

```
get desk.3:5 where comments exists
scan projects where to does not exist
```

In the following example, Mr. Jones instructs InfoMail to find the documents in his ProjectE file that have a field called Comments; he knows that the Comments field is part of the standard form for forwarding documents, and by searching for this field he will locate the documents that were forwarded to him. He uses the Scan command to get a summary of the documents that have a Comments field:

```
--> scan projecte where comments exists
```

```
FILES.ProjectE has 20 documents
Examining 20 documents
10 examined, 1 selected
20 examined, 2 selected
2 documents selected
```

```
FILES.ProjectE.
3 FROM: Brown/SUBJECT: Problem ordering supplies
8 FROM: Reed/SUBJECT: We need more temps/February 4
```

Finding an Exact Match for the Contents of a Field

To find documents that contain an exact series of words or characters in a field, such as an exact date or an address field that contains only a particular combination of InfoMail addresses, type the word "is" after the field name, followed by the entire contents of the field enclosed in quotation marks (' or ") :

(command) (documents) where (field name) is (string of characters)
is not

Examples:

Scan inbox where date is not 'February 2, 1981'
Get projectE where to is 'Jones,Meyer' or to is 'Meyer,Jones'

The spaces, word order, line breaks and spelling must be an exact match; capitalization can vary. InfoMail will report the number of documents that meet your requirements after every ten documents examined, up to 100 documents. If InfoMail examines more than 100, the next report will be every 100 documents, and if 1000 documents are examined, the next report will be every 1000.

In this example, Mr. Jones instructs InfoMail to scan all documents in Inbox dated February 2, 1981:

--> scan inbox where date is 'february 2, 1981'

Inbox has 5 documents
Examining 5 documents
1 document selected

INBOX.
3 FROM: Brown/RE: Changes/February 2, 1981
-->

SEARCH/GET

Searching for all Documents that Contain a String

To find documents that contain a series of characters somewhere in a field, type the word CONTAINS after the field name, followed by the exact series of characters, enclosed in quotation marks:

(command)(documents) where (field name) contains (string)

Examples:

```
scan corresp, letters where subject contains "BBN IMC"  
read # where date contains '15' and to contains 'Adams'  
scan personnel where subject does not contain 'Rodgers'
```

When you search for a string of words or characters, InfoMail looks for an exact match of spaces, line breaks, spelling and word order, but not capitalization. The word CONTAINS causes InfoMail to look through the entire field for the string, and find all documents that contain that string anywhere in the field.

PLEASE NOTE: BE CAREFUL NOT TO SPECIFY LONG SEARCHES THROUGH MANY LENGTHY TEXT FIELDS, SINCE INFOMAIL MAY CONSUME EXCESSIVE COMPUTER RESOURCES BEFORE IT FINISHES THE COMMAND.

In the following example, Mr. Jones looks for documents that contain the phrase "customer base" in a field called subject or in a field called re in his ProjectE or Desk files:

```
--> get projecte,desk where subject contains 'customer base'  
or re contains 'customer base'
```

```
ProjectE has 20 documents  
Desk has 10 documents  
Examining 30 documents  
10 examined, 1 selected  
20 examined, 2 selected  
30 examined, 2 selected  
2 documents selected  
2 documents in CURRENT
```

Searching Alphabetically

You can look for the contents of a field by alphabetical order if you type LESS THAN or GREATER THAN after the field name:

```
(command)(documents) where (field name) less than (string)
                                     greater than
```

Examples:

```
scan letters where subject greater than n
scan letters where name less than mcgill
```

In the following example, Mr. Jones looks for all names that come before Johnson in a field called name. He searches through all of his Staff files by typing ".all" after the file name; the .all option tells InfoMail to look in all subfiles of Staff:

```
--> get staff.all where name less than mcgill
```

```
Staff has 4 documents
Vacation Plans has 3 documents
Addresses has 1 document
Status-Reports has 10 documents
Examining 18 documents
10 examined, 1 selected
18 examined, 1 selected
1 document selected
1 document in CURRENT
-->
```

SEARCH/GET

Searching for Documents that meet Several Requirements

To look for documents that meet more than one requirement, separate the requirements with AND or OR:

```
(command)(documents) where (requirement) and (requirement)
                                     or
```

Examples:

```
get letters,desk where comments exist or to is jones
scan letters where text contains the and to is jones
```

If you use both AND and OR, InfoMail will look for documents that meet the AND requirements first, then reexamine those to see if they also meet the OR requirement. An example, if you typed this line: "get desk where to is 'jones,smith' or to is 'smith,jones' and from is 'stone'" InfoMail would read it as: [(to is jones,smith) or (to is smith,jones and from is stone)].

Jones looks for documents that were sent to him by Meyer on September 21, 1982 or on September 22, 1982:

```
--> get desk where date is 'September 21, 1982' or
date is 'september 22, 1982' and from is meyer
```

```
DESK has 40 documents
Examining 40 documents
10 examined, 0 selected
20 examined, 2 selected
30 examined, 3 selected
40 examined, 3 selected
3 documents selected
3 documents in CURRENT
-->
```

Comparing Lists of Documents

To find documents that are in two files or documents that are unique to a file, use IF NOT IN or IF ALSO IN:

```
(command)(documents) if also in (documents)
                        if not in
```

Examples:

```
get desk if also in inbox
scan letters if also in memos if not in deadfile
```

If you compare more than two sets of documents, InfoMail compares the first two sets and then compares the resulting documents against the next set of documents to produce a final set of documents. For instance, if you entered: GET DESK IF ALSO IN OCTOBER IF ALSO IN ACTIVE InfoMail compares the documents in Desk against the documents in October then compares those that are in both those files against the documents in Active. The documents that are in all three files--Desk, October and Active--become Current.

```
--> get dolist if also in letters
```

```
FILES.DoList has 15 documents
FILES.Letters has 3 documents
2 documents in CURRENT
```

LOOKUP

Looking up Document References

The Lookup command provides an index, or cross-reference, of documents in your files. It locates all copies of the documents you have specified:

Lookup (these documents)

e.g. Lookup #4:7

You can look up document references by master document number or a document's position in a file.

Although you can find document references by their master document numbers, the Lookup command does not list the master document numbers as references. Master document numbers do not identify a particular copy of a document, and therefore can't be stored in the Current document list. Master document numbers may change between sessions, while positions in a file change only when you alter the contents of a file by moving or discarding documents.

TO USE THE LOOKUP COMMAND,

- 1) Type the command LOOKUP
- 2) Press the spacebar
- 3) Type the document references
- 4) Press InfoMail's enter key

If you look up all the documents in a file by typing the file name, as Mr. Jones does in the following example, the Lookup command begins the cross-reference list by reporting the number of documents in that file (e.g., "Temp has 2 documents). Then InfoMail lists those documents that do not exist in any other file (like Inbox.4 in the example).

After handling these special cases, the Lookup command looks up the references for each document, whether they were listed individually or as part of a file's contents. Beginning with the first document that has other references, the Lookup command lists all references for each document. Notice that two of the documents in the example (temp.1 and #5) are the same. Instead of finding the same references twice, the Lookup command tells Mr. Jones that temp.1 "is the same as one previously requested." Finally, note that the Lookup command does not report the master document numbers as a reference.

--> lookup #5:7,temp,Inbox.4

Temp has 2 documents

No other references exist for INBOX.4

The references for #5 are

News.1

Temp.1

The references for #6 are

DESK.10

News.13

Doc.art.4

The references for #7 are

DESK.12

The references for Temp.2 are

RSVP.3

Temp.1 is the same as one previously requested.

-->

If you don't request a specific document, the Lookup command finds references for the documents in the Current document list (the documents you last worked with). Once you have used the Lookup command, all the documents looked up, as well as all cross-references of those documents, become part of the Current list. This allows you to discard all copies of a document at one time, as shown in the following example. Mr. Jones discards all copies of document #3:

LOOKUP

--> lookup #3

The references for #3 are

News.6

Personnel.4

Reminders.10

--> discard

News.6, Personnel.4, Reminders.10 discarded
(TRASH.1:3)

-->

Reading Documents Stored in your Files

The Read command lets you read documents in your files:

Read (these documents)

e.g. Read Reports.7

Reading a document does not move or discard it, and you don't have to open a file to read a document filed within it. If you read more than one document at a time, each one will begin with a heading that identifies its master document number and position in a file. You can read all the documents in a file by typing READ followed by the file name.

You can read as many documents as you like, as long as you separate each document number with a comma (e.g., read desk.3,5,letters.4 to read the third and fifth documents in the Desk file and the fourth document in the Letters file). To read several documents in sequence, separate them with a colon (e.g., read desk.4:6 to read the fourth, fifth, and sixth documents in Desk). If you refer to them by master document numbers, it would look like this: Read #3:5 (read documents three through five); if you refer to them by their positions in a file, it could look like this: Read Color.1:3 (read the first through third documents in the Color file).

TO READ DOCUMENTS,

- 1) Type the command READ
- 2) Press the spacebar
- 3) Type the document numbers
- 4) Press InfoMail's enter key

To review all the comments made about the product's shape, Mr. Jones reads all three documents in his Shape file by specifying the file name:

--> READ Shape

FILES.Shape has 3 documents

FILES.Shape.1 (#6)

TO: Jones
FROM: Sands
SUBJECT: Vote For Slimline Shape
DATE: February 28, 1982
CC: Team

TEXT:

Of the three choices, I like Slimline Shape because it is the most elegant looking of the lot. With the price we are charging, the customer should be convinced it is a luxury product from the scent to the packaging.

-----END OF DOCUMENT-----

FILES.Shape.2 (#7)

TO: Jones
FROM: Meyer

Press return for more

only 24 lines fit on the screen at a time. After pressing nfoMail's enter key Mr. Jones continues to read through the documents:

SUBJECT: Vote for Squat Shape
DATE: February 28, 1982
CC: Team

TEXT:

I like the Squat Shape because it will be the easiest for me to produce, and it is also 50% less expensive than the Slimline or the Figurine. The Slimline or Figurine shapes will take two weeks more time for production setup than the Squat Shape.

-----END OF DOCUMENT-----

FILES.Shape.3 (#10)

TO: Jones
FROM: Tilden
SUBJECT: Vote for Figurine
CC: Team

TEXT:

I vote for the Figurine because it is far and away the most artistic shape of the three choices.

-->

IMPORT/EXPORT

Importing, Exporting, and Printing InfoMail Documents

You may "import" a system file into InfoMail to transmit a document electronically or to file it in your InfoMail filing system. You may also "export" InfoMail documents to a system file, for processing by other software or just to store out of InfoMail.

There are two commands to "export" InfoMail documents: Export and Print. The Export command exports a copy of the document(s) in a format suitable for importing it back into InfoMail as a recognizable InfoMail document. The Print command exports a copy of the document(s) in a format more suitable for printing; it labels each document by its position in an InfoMail file, and by its InfoMail master document number. Both the Export and Print commands place a copy of the InfoMail document(s) in the host computer file you name.

There are also two ways to "import" a system file into InfoMail: you can use the Import command to copy the file's contents into InfoMail as one or more InfoMail documents or, when you are using the Compose, Create, Reply, Forward, or Edit command, import a system file into a field of the document. To import a system file into a document, type two periods at the left margin and press InfoMail's enter key.

Printing InfoMail Documents to System Files

The Print command transfers a copy of InfoMail documents into a system file in a format suitable for printing. You must enter the name of the system file:

Print (these documents) (to this system file)

e.g. Print inbox.4,8,10 invrep

If you already have a system file by that name, you will get a new file of the same name with a new version number, leaving the existing files in place if you are on a DEC VAX computer. If you are operating on an IBM computer, a new file by the same name will replace the old one. On all computers, if a file does not exist InfoMail will create the new file and move a copy of the InfoMail documents into it. The system file name must meet the requirements of your particular operating system. If the system file name includes nonalphanumeric characters, such as a slash or period, you must enclose the system file name in single quotation marks (').

Printing InfoMail documents to external system files does not affect the original copies in your InfoMail files. You can print a single document, referred to by its position in a file or by its master document number; you can print several documents by listing each one; or you can print the entire contents of an InfoMail file by specifying the InfoMail file name.

TO USE THE PRINT COMMAND,

- 1) Type the command PRINT
- 2) Press the spacebar
- 3) Type the InfoMail document references or file name(s)
- 4) Press the spacebar
- 5) Type the system file name
- 6) Press InfoMail's enter key

PRINT

```
--> print inbox,#5 Temp  
INBOX has 2 documents  
Document INBOX.1 (#38) placed in Temp  
Document INBOX.2 (#67) placed in Temp  
Document #5 placed in Temp  
--> Print #3 'guide/outline.txt'  
Document #3 placed in guide/outline.txt  
-->
```

In the example above, Mr. Jones printed three documents to a system file called Temp. (On IBM systems, this is an unacceptable system file name. Follow your system's conventions for naming files.) The three documents will remain in InfoMail, but a copy of each document is placed in Temp. Then, he prints a copy of document #3 to a system file called guide/outline.txt. Because the file name contains special characters, Mr. Jones put the name in single quotation marks.

MAKING A PAPER COPY

There are at least two ways to convert an InfoMail document to paper. From a video terminal, use the Print command to export a copy of the document to a system file, in a format suitable for printing. You may wish to design and use your own form to print it. Once the document is in a system file, you can use your computer system's commands to put the document on paper.

If you are using a hardcopy terminal, or can "slave" a hardcopy terminal to the terminal you are using, you can use the Read command to make a paper record of the document.

EXPORT

Exporting InfoMail Documents

The Export command copies InfoMail documents into a system file (i.e., outside of InfoMail, in your system directory):

Export (these documents) (to this system file)

e.g. Export inventory.4:6 statistics

If you already have a system file by that name on DEC VAX computers you will get a new file of the same name with a new version number and on IBM computers the new file will replace the old one. If it does not yet exist, InfoMail will create the new file and move a copy of the InfoMail document into it. Export does not remove the original documents from your InfoMail files; you will have a copy of the documents in InfoMail and in a system file.

You will notice that, once exported, the document contains a period on its own line at the end of each field. This means that the document is in "interchange format"; if you plan to import the document back into InfoMail, you must observe this format: new information within a field must be added before the period that ends the field, and if a new field is added, it must begin with a field name (a group of characters, including spaces, followed by a colon) and end with a period on a line by itself. You can remove an existing field or make changes within a field, as long as each field begins with a field name and ends with a period on a line by itself.

TO USE THE EXPORT COMMAND,

- 1) Type the command EXPORT
- 2) Press the spacebar
- 3) Type the InfoMail document number or position in a file
- 4) Press the spacebar
- 5) Type the system file name
- 6) Press InfoMail's enter key

In the following example, Mr. Jones exports Desk.3 to a system file called scratch.

```
--> Export desk.3 scratch  
Exporting DESK.3 (#41)  
-->
```

IMPORT

Importing System Files as InfoMail Documents

The Import command copies the contents of a system file into InfoMail as one or more documents, assigns each new document a master document number and places it in Desk.

Import (this system file)

e.g. Import scratch

The format of the incoming file dictates how InfoMail handles it. If the file contents are in InfoMail interchange format (properly named fields separated by periods) the file becomes one or more documents in Desk (a form feed character immediately following the period at the end of a field signals the start of a new document). If the file contents are not in interchange format, the entire system file is placed in Desk as a new document with one field called CONTENTS.

An exception to this is if the file is not in interchange format but has a colon in the first line. All characters preceding the colon will be assumed as the field name.

If an incoming file is partially in interchange format InfoMail handles it as if it were formatted correctly. For example, if unnamed blocks of text are delineated by periods, each such block of text is given the field name CONTENTS. The first unnamed field is called CONTENTS, the second is called CONTENTS-2, and so on. If some fields are named and others are not, the unnamed fields will be tagged CONTENTS, CONTENTS-2, etc.

TO USE THE IMPORT COMMAND,

- 1) Type the command IMPORT
- 2) Press the spacebar
- 3) Type a system file name
- 4) Press InfoMail's enter key

InfoMail treats invisible characters such as tabs, spaces or control characters just like any other character. If a document is in interchange format, but InfoMail ignores the field names, there are probably invisible characters between the periods and field names. Ask your System Administrator for help.

```
--> import '/usr/thedens/report'  
Importing /usr/thedens/report  
Document #88 added to DESK at position 9  
-->
```

In the example, Mr. Jones imports a copy of an external system file called /usr/thedens/report into InfoMail as one document. The new InfoMail document is the ninth document in Desk.

FORMAT

Format for Importing System Files

When you import a system file into InfoMail, you should follow InfoMail conventions:

- Each document must begin with a field name
- Each field must end with a period on a line by itself
- Each document in the system file must be separated from the others by a form feed

A Field Name is a series of forty or fewer characters, which can be letters, numbers, spaces, or any other characters on the keyboard, followed by a colon. The first colon on the first line in the file will signal the end of the first field name. After the first field name, InfoMail does not look for a field name until it finds a period on a line by itself. Once that end-of-field marker is found, InfoMail will look for a colon on the next line and take all characters preceding it as the field name. Colons in your text won't otherwise be confused with a field name marker.

Since a period on a line by itself signals the end of a field, each new field must have a field name; if InfoMail doesn't find a field name following an end-of-field period, then it identifies the following field as "CONTENTS". Similarly, each time a period occupies a line by itself without a field name following it, "CONTENTS" becomes the field name (CONTENTS, CONTENTS-2, etc.).

You can divide the file into several documents by putting a form feed after the last field of each document (following the last period).

Here is an example of a file in interchange format, the format for importing a system file into InfoMail. The ^L in the example represents the form feed character:

```
Test: I'm just adapting a system file to InfoMail
conventions. I know that it will look for a period on
a line by itself to signal the end of the field.
```

```
.
New field: Here's my second field.
```

```
.
^FF
```

```
New Doc:
```

```
Documents are separated by form feeds. Note that the
field name can be on a line by itself, or immediately
followed by text. Each field must end with a period on
a line by itself.
```

Importing a System File into a Document's Field

When you are composing, creating, or editing a document within InfoMail, or when you use the Reply or Forward command, you can import a system file into a field of that document. Type two periods at the left margin and press InfoMail's enter key. InfoMail will ask for the file name (from file:). Type the file name without enclosing it in quotation marks; unlike the Import command, the .. import option does not accept quotation marks. InfoMail prints "continue after line #nnn/(last line of text)", and you can continue to enter text, import another file, or end the field with a period on the left margin.

Mr. Jones imports a system file called 'doc' into the text of a document he is creating. InfoMail prompts him for the file name. When the whole file has been imported, InfoMail prints the last line in the field, and the line number. You can import another file, enter more text for that field, or end the field by typing a period on a line by itself as Mr. Jones does in this example.

```
--> com
(=compose)
TO: Mary
FROM: Meyer
SUBJECT: Document for your review
DATE: March 21, 1981
CC:
TEXT: Please read the document below, and make any
changes you feel necessary; mail your edited version
to me by Friday.
..
from file: doc
continue after
line #121/concludes this report.
Document #20 added to OUTBOX at position 2
-->
```

Customizing Documents with Forms

Customizing Documents with Forms

A form, according to Webster's dictionary, is a document with blanks to be filled in. That's a good description of InfoMail's electronic forms. When you use the Compose, Create, Reply or Forward commands, you fill in the blanks by typing information after a field name such as TO or TEXT. The forms helps you enter the information you want to share or record and address the messages you want to mail to other InfoMail users. When you use the Read, Next, Scan and Print commands, a form helps you extract information from documents. The form selects the fields of information in the document that will be displayed, and determines their order.

You can create and use your own forms to compose or read documents. For example, you may create a form for phone messages and another one for inventory records. You can create a form to scan phone messages so that only the date, time and name of the caller shows in the scan, or create a form to scan inventory records that shows only part numbers and stock levels.

Creating your own form is like outlining the contents of a document. Your forms will let you compose documents that suit your own needs, and retrieve information from documents selectively. Your forms can be reused any number of times, and you can always add new ones or discard or modify old ones.

FORMS

Summary

WHY WOULD YOU CREATE A FORM?

- To control the appearance of a document you are creating
- To let you see only the parts of a document you are interested in

WHAT IS A FORM?

- A guide to help you create documents
- A way to read or scan selected fields of information from documents
- An outline of what you will put in, or what you will read from, a document

HOW DO YOU DESIGN AND USE YOUR OWN FORM FOR CREATING DOCUMENTS?

- 1) Decide how you want the document to look
- 2) Create the form using the Create Form command
- 3) Make a file to store the form in, and name that file something that will identify the purpose of the form
- 4) Move the form into the file you have made
- 5) To use the form, give one of the four commands that creates a document (Compose, Create, Reply or Forward) followed by document references if you are replying or forwarding, and then the name of the file that contains the form, e.g., reply #2 salesresponse. In the example, 'salesresponse' is the name of a file that contains a form.

HOW DO YOU DESIGN AND USE A FORM TO READ OR SCAN DOCUMENTS?

- 1) Decide what information you want to read or scan
- 2) Create the form using the Create Form command
- 3) Make a file to hold the form, and name that file something that will identify the purpose of the form
- 4) Move the form into the file
- 5) To use the form, give the command (Read, Next, Scan, or Print), followed by the document reference and then the name of the file that contains the form, e.g., read letters.2 readletter. In the example, 'readletter' is the name of a file that contains a form.

FORMS FOR CREATING

Forms for Creating Documents

You have filled out InfoMail forms to compose a message, reply to a message, and forward documents. If you want to create a special document such as a phone message, or a report, or a tickler file, create and use your own InfoMail form.

A form shapes the appearance of a document by dividing information into sections. Each section has a heading, called a field name, and the information under a heading comprises one field.

For example, the form you have been using to compose a message with the Compose or Create command looks like this:

TO:
FROM:
SUBJECT:
DATE:
CC:
TEXT:

while the form you have been using with the Reply command looks like this:

TO:
FROM:
RE:
DATE:
CC:
TEXT:

FORMS FOR CREATING

You can design a different kind of form for sending a message, such as this form for telephone messages:

Date:
To:
From:
Caller:
Phone Number:
Time called:
Message or action:

Or, you can design a form that will prompt you for information that will not be mailed, such as this tickler form:

Date:
Followup Date:
Action:
Other Information:

If you create your own forms, you can compose a message using the standard form, as before; you can create a document without using a form at all; or you can use one of the forms you have designed and created.

Once you have created a form, file it. If you put only one form in each FORMS file, it will be easy to find and use your forms later. You can create new forms and discard outdated forms at any time. You can edit forms, file forms, export and import forms just like any other document. You can have as many forms as you like.

FORMS FOR READING

Forms for Scanning and Reading Documents

You can create a form that will let you extract fields from a document. For instance, you may find it useful sometimes to read only the information in the name and phone number fields of a phone message, as you could using this form:

Name:

Phone Number:

Comments:

or extract the executive summary and authors' name (providing these fields exist in the document) from a report, as you could using this form:

Author:

Summary:

The standard forms for reading documents determine the order in which fields are displayed. The standard form for the Scan command looks like this:

FROM:

SUBJECT:

RE:

DATE:

The scan shows as much of the information in each of these fields as fits on one line. If a document has only a few of these fields, those few are shown in the scan. Documents that don't have any of these fields are shown only by their positions in a file and, if in Menu mode, their positions in Current:

FORMS FOR READING

```
-->scan desk  
DESK has 3 documents
```

. DESK.

```
1 TO:Jones/SUBJECT:Meeting Tuesday/DATE:March 3, 1981  
2 RE:Timesheets  
3  
-->
```

In the example, the first document has three of the fields listed in the standard scan form. The second document has a RE field, but none of the other fields listed in the form. The third document has none of the fields specified by the form.

If you create your own forms, you can read or scan messages as before, letting InfoMail use the standard form, or you can read documents without using a form at all. You can use a form of your own when you want to be discriminating in what you read.

DESIGNING FORMS

Designing a Reusable Form

The first step in creating your own reusable form is to decide how it should look. Your form can have up to 40 different sections (fields), each with its own name. You don't have to use the field names that InfoMail uses in its standard forms, and you don't have to include address information in a form. This handy checklist will assist you in designing your form:

1. BASIC FACTS ABOUT THE FORM

Purpose of form: _____

Will it be mailed? To what user(s)? _____

Title of form (this will become the name of the file that stores the form):

2. WHAT INFORMATION MUST THE FORM HAVE?

List all information that must be communicated by the form. Each category of information needs a field name that takes up less than one line on your screen. The field name will always begin a section of the document, and will always appear on the left margin of the terminal, followed by a colon. As an example, if you were creating a purchase order form, you should include fields like:

SUPPLIER INFORMATION

Vendor part number
Vendor item description
Address it to Purchasing

ORDER INFORMATION

Your department's name
Ordering date
Date items are needed
Requisition number
Quantity wanted
The sender's user name

Your field names:

3. HOW SHOULD THE FORM BE ORGANIZED?

Work up a format that allows entry or extraction of all data you've listed, in a logical order. Will you need to include instructions? If the form will be used for creating documents, make sure the instruction field precedes the prompt for information. Will the user need more than one line to fill in the field? Make sure you select a code for a long field (coding is explained on the next page), and maybe precede that field with instructions, reminding the user to type a period on the left margin to end the field.

If documents created with this form will be sent as messages, make sure you include a field called TO (and code it as an address field) and a field called FROM (code it as a filled field). These two fields must be present for a document to be mailed. Can you save someone keystrokes by filling in some of the fields in advance? Pre-address a TO field? Insert a purchase order number?

4. INSTRUCTIONS TO FORM USERS:

Your form should contain sufficient instructions for all who use it. Notes such as "give full name" or "include area code" etc. should precede the fields where the user must type this information.

FORM CODES

Coding a Form for Composing a Document

Once you have decided on the field names and the type of information that will go in each field, select a code. There are six different codes; YOU MUST SELECT ONE, AND ONLY ONE, CODE FOR EACH FIELD. To make the right choice, ask yourself these questions for each field:

- if yes:
1. Do I want to enter the information on one line and be prompted for the next field as soon as I press return? If so, code this as a Short field. (All fields except those coded as Long fields are short fields; use the [s] code only if none of the other codes apply.) [s]
 2. Do I want to be allowed to enter several lines of information, and signal InfoMail when I'm done by typing a period on the left margin and pressing return? If so, code this as a Long field. [l]
 3. Do I want to display information that will not become part of the document created with this form (instructions, graphics, or other information that should not appear in the document)? If so, code this as a Display field. [d]
 4. Do I want to have my name filled in as the sender, or the current date filled in automatically? Do I want InfoMail to fill in the names on the courtesy copy (CC) field of the message I'm responding to? Do I want to forward messages, or have InfoMail fill in the name of someone who sent me a message and the reference line of that message? (The forwarded message field works only with the Forward command, and the filled sender, courtesy copies and reference line fields only work with the Reply command. If so, code this as a Filled field. [f]
 5. Do I want InfoMail to check the information in this category against the InfoMail Directory to be sure I got the user's name or the distribution list right? If so, code this as an Address field. [a]
 6. Do I want to insert information into the documents that are created with this form? If so, enter the information to be inserted instead of a code; this is called an Insert field. (When a document is created with this form, this field will be inserted into the document, without letting you add any additional information into this field.) enter text instead of a code

Your answers to these six questions determine how you will set up each category of information in your form. Select one code for each field name on your list (each field can have only one code) and write it down. You must enter the code exactly as it is shown, as a lower case letter between square brackets. Don't forget to include the brackets; the brackets are part of the code. You can substitute angle brackets (< and >) if your terminal doesn't have square brackets.

As an example, if you were creating the standard compose form, you would code each field as shown here:

TO	[a]
FROM	[f]
SUBJECT	[s]
DATE	[f]
CC	[a]
TEXT	[l]

Note that each field has one code: TO and CC are Address fields ([a]); FROM and DATE are Filled fields ([f]); SUBJECT is a Short field ([s]); and TEXT is a Long field ([l]).

CODING FORMS FOR READING

Coding a Form for Reading a Document

Each time you use the Read, Next, Scan or Print command without requesting a specific form, you see the fields in the order dictated by the standard form. In a reading form, an [o] code tells InfoMail to display all fields in the document that haven't already been shown; a [d] code inserts characters that are not part of the document, such as the line you see between documents when you use the standard form for Read or Next.

There are three codes for forms that help you read or scan selectively:

1. Most fields won't have a code at all. A field with no code tells InfoMail to show that field in the order it appears in the form. If the field does not exist in the document, the field will be ignored. no code
2. You can see all fields that you haven't already specified in the form, in the order that they appear in the document, if you use use Other Fields code. [o]
3. To see information that doesn't appear in the document (to remind yourself to do something with it) or to add graphics, such as lines or symbols, use the [d] code. Each time you use this form to read or scan a document, everything you have entered in this field will be displayed along with the parts of the document you have specified. [d]

Creating a Reusable Form

Once you have decided on the design of your form, you can create it. To create a new form, use the command Create Form:

Create Form

Whether you're creating a form for composing or reading documents, the process is the same. InfoMail will ask you for the first field name. If you're designing a form to create documents, the field name will become the prompt for inserting information. If you're designing a form for reading documents, the field name will become the criteria for selecting information from a document. You can use the same form for both purposes.

TO CREATE A FORM,

- 1) Type the command CREATE
- 2) Type a space
- 3) Type the word FORM
- 4) Press InfoMail's enter key

InfoMail will ask you for a field name

- 5) Enter the first field name

InfoMail will prompt you for the contents of that field

- 6) Enter the code for that field ([a],[s],[l],[f],[d] or enter text if you are inserting information into the documents created with this form. Remember to include the brackets and type the letters in lower case)
- 7) If you entered [d], press InfoMail's enter key and type in the instructions
- 8) Press InfoMail's enter key
- 9) Type a period
- 10) Press InfoMail's enter key

InfoMail will prompt you for another field name

- 11) Continue entering field names and their codes until all have been entered; when you have entered the last field, press InfoMail's enter key instead of typing a field name

CREATING FORMS

INSERTING INFORMATION INTO THE DOCUMENT

You can insert information into the documents that are created with the form. When you do this, the field name and the contents of that field will appear in the document exactly as they appear in the form. When you use this form to create a document, you will not be able to add any information to this field. To insert information into documents, enter a field name for this field; remember that the field name will become part of the document. Then, type in the information exactly as you want it to appear in the document. When you have entered all of the information, press InfoMail's enter key, type a period on the left margin, and press InfoMail's enter key.

DISPLAYING INFORMATION THAT IS NOT INSERTED INTO THE DOCUMENT

A form can include instructions or graphics that will not become part of the document. This information will be displayed on the terminal when you use the form to create the document, but will not become part of the document. To insert instructions, enter a field name for the instructions. Type the [d] code. Press InfoMail's enter key. Type the instructions exactly as you want them to appear on the form. You can type as many lines as you like. When you have typed the instructions, press InfoMail's enter key, type a period on the left margin, and press InfoMail's enter key again. This field will not let you put information into the document you are creating. Its only function is to provide information to you as you use this form to create or read a document.

USING FILLED FIELDS

In order for a filled field to work, it must have one of these field names: Date, From, Re, CC, To, or Forwarded Message(s), and in the case of the last four field names, must be used with the right command. These names can be all upper or lower case letters, but they must be spelled correctly.

Date and From fields will be filled automatically if they are spelled correctly, coded as [f] and used with any of the four commands for composing documents: Compose, Create, Reply, or Forward.

To, CC and Re fields will be filled automatically only if they are spelled correctly, are coded as [f], and the form is used with the Reply command.

Forwarded Message(s) field will be filled with the document(s) of your choice only if the field name is spelled exactly as shown, including parentheses, coded as [f], and the form is used with the Forward command. You can accomplish something similar with the Compose, Create, or Reply commands if you use the ".." option (see section seven).

In the following example, Mr. Jones creates a phone message form for his staff to use. To create it, he first decides what fields of information it should have, and how each field should be coded. Then he uses the Create Form command to create the new form:

```
-->create form

field name: Date
Date: [f]

+
field name: To
To: [a]

+
field name: From
From: [f]

+
field name: Note
Note: [d]
Please spell caller's name correctly.

+
field name: Caller
Caller: [s]

+
field name: Time called
Time called: [s]

+
field name: Phone Number
Phone Number: [s]

+
field name: Message or action
Message or action: [l]

+
field name:

Document #42 added to DESK at position 5
-->
```

His form includes a Display field called Note. The Note field will not become part of the documents created with this form.

CREATING FORMS

Sudzo, Inc. uses a form to create personnel records. Each document made with this form is the personnel record of one employee. The record is extensive, and usually only a few items are needed at a time. So, various people at Sudzo, Inc. have created forms that scan, read or print only certain fields of information. One such form scans the records for the division an employee works for and his date of hire. Another form scans the records for employee name only. Yet another form scans the records for job classification and salary. All of these forms are used with the Scan command. Here's how the form for scanning division and employee name was designed and created:

```
-->create form
```

```
field name: Name  
Name:
```

```
+  
field name: Division  
Division:
```

```
+  
field name:
```

```
Document #16 add to DESK at position 4  
-->
```

This form has two field names, Name and Division. It will show only the contents of fields called Name and Division. The scan will show only the position in a file of documents that have neither of these two fields.

Information can be read selectively, too. Sudzo, Inc. has a form for reading the information that relates to reviews. This form will show only review information when used with the Read command:

```
Name:  
Date of hire:  
Job classification:  
Salary:
```

and the form was created this way:

-->create form

field name: Name
Name:

field name: Date of hire
Date of hire:

field name: Job classification
Job classification:

field name: Salary
Salary:

field name:

Document #5 added to DESK at position 5
-->

This form, once filed, will allow people to read only the information in fields called Name, Date of hire, Job classification, and Salary. The field names must be spelled exactly this way, but can be in upper or lower case letters. The advantage is in being able to select the information that is useful at the moment instead of having to see everything that is in the document.

FILING FORMS

Filing Forms for Occasional Use

For most purposes, you will want to put each new form in a file by itself for easy reference later on. If you give the file a name that reflects the form's purpose, it will be easy to locate the right form when you need it. Your forms should be filed in subfiles of the FORMS file.

TO FILE A FORM,

First, make a file with a name that will identify the form's purpose, so that you can find it easily when you need it:

- 1) Select a name that will identify its purpose
- 2) Enter the command MAKE
- 3) Type a space
- 4) Type the file's position, FORMS
- 5) Type a period
- 6) Enter the file's name
- 7) Press return

InfoMail will tell you that you have made the file. Now that you have made the file, move the form into it:

- 8) Type the command MOVE
- 9) Type a space
- 10) Type the name of the file containing the form (usually DESK), a period, and the form's position in the file
- 11) Type a space
- 12) Type the name of the file you made in step 6
- 13) Press return

In the following example, Jones makes a file for his new Tickler form, and moves the form into it:

```
-->make forms.Tickler
FORMS.Tickler made
-->move desk.6 tickler
DESK.6 moved to FORMS.Tickler.1
-->
```

Filing Forms to Replace Standard InfoMail Forms

If you use one of your own forms more often than you use InfoMail's standard form, you may want InfoMail to select your own form automatically. This means that if you do not specify a form when you compose a document, InfoMail will use your form instead of the standard form.

InfoMail uses one standard form for each command. You can change the standard form for one or all commands. One word of caution: if you override the standard forms, you lose access to those forms until you move your own forms to a regular forms file.

To override the standard form, make a file under the permanent FORMS file. The file's name must match the command that will use this form: Compose, Create, Reply, Forward, Read, Next, Scan, or Print. InfoMail will select the last document from that file as the form for the command of the same name.

For example, if your form is to be used with the Compose command, file the form at the end of the FORMS.COMPOSE file. If your form is to be used with the Forward command, file it at the end of the FORMS.FORWARD file. Beginning with the next InfoMail session, InfoMail will use that form when you give the command that matches the file's name (unless you specify some other form).

The files for customized standard forms look like this:

```
FORMS
  Compose
  Create
  Reply
  Forward
  Read
  Scan
  Next
  Print
```

but you must make them yourself. You don't have to have all of them, and you can make them in any order that you wish. If you want to customize the standard form for the Forward command only, for instance, your FORMS files would look like this:

```
FORMS
  Forward
```

Once you make any of the files named above and put your own form in it, you will not have any way to use the standard form for

FILING FORMS

that command. That's because your form overrides the form InfoMail provides. You can, however, create forms just like InfoMail's standard forms and put them in a forms file of your own. Then you can select that form just like any other form.

You can discard a form from the forms.create, forms.compose, etc. files at any time, but remember that the last form in the file overrides InfoMail's standard form. If you want to use the standard form once again, you must discard or move all forms from the special file.

TO REPLACE A STANDARD INFOMAIL FORM WITH YOUR OWN,

If you haven't already made a file with a name that matches the command that will use this form, do so:

- 1) Decide which command will use this form
- 2) Type the command MAKE
- 3) Type a space
- 4) Type the file's position, FORMS
- 5) Type a period
- 6) Type the file's name (e.g., compose, forward, read, forward; the file name will be the same as the command word that will use this form)
- 7) Press InfoMail's enter key

InfoMail will tell you that you have made the file. Now that you have made the file, move the form into it:

- 8) Type the command MOVE
- 9) Type a space
- 10) Type the current file and position of the form (or its master document number)
- 11) Type a space
- 12) Type the name of the file it should go into
- 13) Press InfoMail's enter key

FILING FORMS

Mr. Jones decides that he would like to use one of his own forms as the standard Compose form. To do this, he makes a file called FORMS.COMPOSE and puts the form into that file:

```
-->make forms.compose  
FORMS.compose made  
-->move desk.5 compose  
DESK.5 moved to FORMS.compose.1  
-->
```

This form will become the standard Compose form for the next InfoMail session and all future sessions until Jones moves or discards the form from the FORMS.COMPOSE file.

USING FORMS

Using a Form to Create a Document

Using a form you have designed is as easy as typing a file name. Type the command and document references as you normally would, then the name of the file that contains the form you want to use:

(command) (documents) (forms file)

e.g. Read #4 ticklerform
Create phonemessage

TO USE A SPECIAL FORM,

- 1) Type the command as you normally would, including document references, but don't press InfoMail's enter key
- 2) Type a space
- 3) Type the name of the file that contains the form
- 4) Press InfoMail's enter key

Mr. Jones creates a document using the tickler form. He uses the Create command rather than Compose because Create puts the document in Desk instead of Outbox. To create this document, he types the command, followed by the name of the file that contains the tickler form. His tickler form is in a FORMS file called Tickler:

-->create tickler

Date: December 12, 1981

Followup Date: January 10, 1982

Action: Call Meyer for results.

+

Other Information:

Document #17 added to DESK at position 8

-->

Mr. Jones replies to a message he has received, using a form for handling employment inquiries:

-->reply desk.6 employment

To: Personnel
From: Jones
Re: Mr. Robert Smith's Application
Applicant Status:

I don't need to interview this applicant.

Document #18 added to OUTBOX at position 1
-->

Mr. Jones coded the To field as an insert field, so InfoMail inserts information into the document for him. The From and Re fields are filled fields. The only field that prompts Mr. Jones for information in this form is the Applicant Status field, which is coded as a short field.

Mr. Jones uses the Scan command to request a scan of the first three documents in his Personnel file, using the SCANemployee form:

-->scan personnel.1:3 scanemployee

PERSONNEL.
1 Employee: Simon, Denise/Division: 4
2 Employee: Hadden, Kevin/Division: 6
3 Employee: Ryan, George/Division: 2
-->

USING FORMS

Mr. Jones reads the third document in his personnel file using a form. This form is in a file called READreview:

-->read personnel.3 readreview

PERSONNEL.3 (#28)

Name: Ryan, George
Date of hire: October 1, 1965
Job Classification: Technician
Salary: \$16,000
-->

Although the third document in the Personnel file contains much more information than this, the form Mr. Jones used selected only four fields. If the document he is reading doesn't have one or more of the fields, those fields will simply be ignored, as in this example:

-->read letters.4 readreview

Letters.4 (#16)

Name: Mr. John S. Jones
-->

This document was not created with the personnel form, and doesn't contain any of the other fields specified in Mr. Jones' readreview form. It does, by chance, contain a field called Name, and the contents of that field are displayed.

Creating a Special Document

To format a document as you create it, use the Create Form command. Instead of typing in a code, enter the information for your document:

TO CREATE A DOCUMENT WITHOUT USING A FORM,

- 1) Type the command CREATE
- 2) Type a space
- 3) Type the word FORM

InfoMail will request the name of a field

- 4) Enter the field name (heading) for the first section of your document; you can name the field anything you like.

InfoMail will prompt you for the information that will go in that field

- 5) Enter the information for that field. When you have finished that section, press return, type a period and press return again

InfoMail will request another field name

- 6) Enter the heading for the next field. Continue entering headings (field names) and the information for each field. When you have completed the document, press return instead of entering another field name

In the following example, Mr. Jones creates a new document for his Profile. The Create Form command lets him name his fields. Using this command, he can create a document with fields called Password, Terminal, and Mode:

(Example follows on next page)

ONE-TIME FORM

-->CREATE FORM

field name: Password

Password: batman

.
field name: Terminal

Terminal: 3270

.
field name: Mode

Mode: menu

.
field name:

Document #14 added to DESK at position 3

-->

To create this special document, Mr. Jones entered a field name at the "field name:" prompt. InfoMail added a colon after the field name, and used it to prompt him for the information for that field. Mr. Jones ended each field with a period on the left margin, and entered the next field name. When he had added all the fields he wanted in this document, he simply pressed return instead of entering another field name. InfoMail placed the new document in his Desk file.

Reading Documents without a Form

If you want to read documents exactly as they were created, use the Verbatim option.

TO READ DOCUMENTS WITHOUT A FORM,

- 1) Type the command (Next, Read, or Print)
- 2) Type a space
- 3) Type the document references
- 4) Type a space
- 5) Type the word VERBATIM
- 6) Press return

Mr. Jones reads a document exactly as it was created:

```
-->read desk.4 verbatim
```

```
DESK.4 (#6)
```

```
To: Jones
Message: Your new terminal will be installed on Wednesday.
From: Ryan
-->
```

This document was created with the Create Form command, or with a special form. If Mr. Jones had read it using just the read command, it would have looked like this:

```
-->read desk.4
```

```
DESK.4 (#6)
```

```
To: Jones
From: Ryan
Message: Your new terminal will be installed on Wednesday.
-->
```

Notice that the From field has been moved before the Message field; the standard Read form displays the To, From, Subject, Date, CC and Text fields in that order before any other fields are displayed.

READING WITHOUT A FORM

Example of Designing, Creating, Filing and Using Forms

THE FIRST STEP

Lets assume that you want a form to help you create purchase order documents. Your first step is to decide what kind of information you want to include, and the order you want each field of information to appear in:

TC:
FROM:
DATE:
QUANTITY:
CATALOG #:
(instructions for describing item)
DESCRIPTION OF ITEM:
CC:

Next, you need to code each field with one of the six possible codes, like this:

TO: Purchasing
FROM: [f]
DATE: [f]
QUANTITY: [s]
CATALOG #: [s]
NOTE: [d]
Please include color and size in the description, if applicable
DESCRIPTION OF ITEM: [l]
CC: [a]

The first field, TO is an Insert field. This means that the information that will go into this field will be filled in automatically, exactly as it appears in the form. When you use this form to create a document, the document will have this field, already filled in, and you can't add other information to this field.

The second field, FROM, is a Filled field. InfoMail will put your name into that field.

The third field, DATE, is also a Filled field. InfoMail will put the date you create the document into this field.

The fourth field, QUANTITY, is a Short field. That means you can enter anything, but as soon as you press return you will be prompted for the contents of the next field.

The fifth field, CATALOG #, is also a Short field.

The sixth field, NOTE, is a Display field. The field name (NOTE) and the code ([d]) will not appear at all. The contents of that field, "Please include the color and size of the item, if applicable", will appear on the screen when you use this form to create a document, but will not become part of the document, and you cannot enter any information into this field.

The seventh (and last) field, DESCRIPTION OF ITEM, is a Long field. When you use this form to create a document, you must end this field by pressing InfoMail's enter key, typing a period on the left margin, and pressing InfoMail's enter key again.

THE SECOND STEP

Once you know exactly how the form should look, you can create it. Use the Create Form command, like this:

```
-->create form
field name: TO
TO: Purchasing
+
field name: FROM
FROM: [f]
+
field name: DATE
DATE: [f]
+
field name: QUANTITY
QUANTITY: [s]
+
field name: CATALOG #
CATALOG #: [s]
+
field name: NOTE
NOTE:[d]
Please include the color and size of the item, if applicable
+
field name: DESCRIPTION OF ITEM
DESCRIPTION OF ITEM: [l]
+
field name:
```

Document #18 added to DESK at position 5

EXAMPLE

Each time InfoMail requests a field name, enter the next one from the design plan. InfoMail will request the contents of that field, and you enter the code. For the Display field, also enter the information to be displayed; for the Insert field, enter the information to be inserted into the document instead of using a code.

When all the fields are entered, press InfoMail's enter key instead of entering a new field name, and InfoMail will place the newly created form in Desk.

THE THIRD STEP

Now that you have created a form, you need to make a file to put it in. This file must be under the FORMS heading and it should be named something that will remind you of the form's purpose.

Name the file that will contain this purchase order form PO. To make the file:

```
-->make FORMS.PO  
FORMS.PO made
```

and then, to put the form into this file, use the Move command (which is covered in section 6)

```
-->move desk.4 po  
DESK.4 moved to FORMS.PO.1
```

THE FOURTH STEP

The new form is in a forms file called PO, to remind you that this form creates purchase order documents. To use it, type one of the four commands to compose a document (Compose, Create, Reply or Forward) followed by the name of file that contains the form:

-->compose PO

TO: Purchasing
FROM: Thedens
DATE: November 22, 1982
QUANTITY: 2
CATALOG #: 23-4838

Include Color and size, if applicable

DESCRIPTION OF ITEM: One blue, with red trim and the other green with yellow trim.

CC: Smith
1 document filed in OUTBOX.1
-->

The command in the example can be read as "Compose a document using the form that is filed in FORMS.PO. Because you selected the form in the PO file, InfoMail used the form you put there. Because you used the Compose command, InfoMail put the finished document into your Outbox.

Appendices

Master Document Numbers

When you create or receive a document, InfoMail gives it the next available master document number at the end of your master document list. Your master document list makes it possible for you to see all of your documents no matter where they are filed (scan # or scan %). When you discard your last copy of a document, its master document number is unassigned after InfoMail empties the Trash, leaving an empty space in the master document list.

Routinely, InfoMail maintenance programs dump each of your files with its list of documents and clear your master document list. Then they reload your first file and assign those documents master document numbers 1 through n (with the exception of duplicate documents). The documents in your second file are numbered n+1 through m unless some of the documents were also in the first file. The numbering continues until all of your files are loaded. The reload, then, organizes documents so that documents within a file tend to be clustered in the master document list.

This is done to contain the size of the master document list which is affected every time a document is scanned or read, and thus minimizes the number of disk accesses.

APPENDIX B

Commands by Task

InfoMail recognizes and completes a command if you type the first few letters. In the summary below, the part of the command you must type is capitalized. You can type all or part of the command in either upper or lower case letters. InfoMail tries to correct your spelling and typing errors, too. Press the spacebar where spaces are shown in the examples, and substitute a file name or document numbers for information shown here in parentheses.

Creating Documents

- COMpose
- CRete
- CRete FORM
- REply (to this document)
- FORward (these document(s))

Reading Documents

- REAd (these document(s))
- SCan (these document(s))
- Next

Finding Information

- DEscribe (this command)
- DISPlay (the subfiles of this file)
- EXAmple (of this command)
- Get (these document(s))
- Lookup (these document(s))
- SHow ACTIVE
- SHow Entry (for these directory entries)
- SHow ALternate (for these directory entries)
- SHow Membership (on distribution lists for these users)

Searching for Documents by Field Names or Key Words

(command)(documents) WHERE (field name)(conditional)(string)
e.g. get files where date is 'September 1, 1982' and to is jones

Changing and Moving Documents

EDIt (this document)
 EDT (this document) [on VMS systems]
 EXPort (these document(s))(to this system file)
 Import (this system file)
 PEn (this document) [on UNIX systems]
 PRint (these document(s)) (to this system file)
 Xedit (this document) [on CMS systems]

Filing

COPY (these document(s))(into these file(s))
 MOVE (these document(s))(into these file(s))
 File (the documents just worked with into these file(s))

Positioning Documents in Files with Modifiers

COPY (these document(s))(into this file) Before
 (the document in this position)
 COPY (these document(s))(into this file) After
 (the document in this position)
 COPY (these document(s)) (into these file(s)) Uniquely

 MOVE (these document(s))(into this file) Before
 (the document in this position)
 MOVE (these document(s))(into this file) After
 (the document in this position)
 MOVE (these document(s)) (into these file(s)) Uniquely

 File (the documents just worked with into this file)
 Before (the document in this position)
 File (the documents just worked with into this file)
 After (the document in this position)
 File (the documents just worked with into these file(s))
 Uniquely

APPENDIX B

Positioning Files in the Filing System with Modifiers

```
MAKe (under this file).(this new file)
MAKe (under this file).(this new file) After
      (this existing file)
MAKe (under this file).(this new file) Before
      (this existing file)
```

Eliminating Documents and Files

```
DISCard (the documents in these file positions)
Keep TRASH.(these document(s))
REMove (these file(s))
REStore (these file(s))
```

Other Commands

```
MAIl
MAIl Registered
Open (this file)
Terminal (type) (mode) [HEIGHT (number)] [WIDTH (number)]
Quit
```

Effect of Commands

Can Move a Document From a File	Puts a Document in Outbox	Puts a document in the Desk file	Displays a Document
File (from Desk)	Forward	Edit	Read
Discard (to Trash)	Reply	EDT (VMS)	Next
Next (from open file)	Compose	PEN (UNIX)	Scan (headings)
Remove(file's contents)	File Outbox	Create	
Mail (from Outbox)	Copy - Outbox	Import	
Move	Move - Outbox	Next	
Pen (from Desk)		Move - Desk	
Edt (from Desk)		Copy - Desk	
Edit (from Desk)		File Desk	
Xedit (from Desk)		Keep	

Setting Terminal Characteristics

InfoMail reads the terminal setting from your operating system, and sets up your session accordingly. The type of terminal you are using affects the dimensions of your screen and how InfoMail responds to Menu mode. In Menu mode InfoMail depends on the capabilities of your terminal, and the wrong terminal type will prevent you from using menus.

The display dimensions always change to the standard setting for your terminal if you change terminal type. If you change from a terminal that supports menus to one that does not, InfoMail changes the terminal type and takes you out of Menu mode.

The restrictions on height are:

Minimum number of lines displayed, 80; Maximum number of lines displayed, 99

The restrictions on width are:

Minimum number of characters per line, 12; Maximum number of characters per line, 199

However, the standard dimensions for each terminal match the actual screen dimensions. If you can change the display dimensions on your terminal, you should change them in InfoMail, too, e.g., if your VT100 is set to a width of 132 characters, you should change your InfoMail width to 132. Discrepancies between actual dimensions and InfoMail dimensions may be ignored or distort the display (except on hardcopy terminals). The standard settings are:

VT100 TERMINAL

CAPABILITIES AND LIMITS

Terminal type: vt100	Supports menus on all systems except IBM
Terminal mode: paged	Height less than 24 in Paged mode doesn't
Terminal height: 24	change dimensions of display
Terminal width: 80	Width in Menu mode must match your
	terminal's width setting (80 or 132)

Special note: if your terminal is in VT52 (ansi) mode and you change your terminal type to VT100, InfoMail will change your TERMINAL's setting as well as your InfoMail setting to VT100.

VT52 TERMINAL

Terminal type: vt52
 Terminal mode: paged
 Terminal height: 24
 Terminal width: 80

CAPABILITIES AND LIMITS

Supports menus on all systems except IBM
 Height less than 24 in Paged mode doesn't
 change dimensions of display
 Width in Menu mode must match your
 terminal's width setting (80 or 132)

3270-TYPE TERMINAL

Terminal type: 3270
 Terminal mode: paged
 Terminal height: 24
 Terminal width: 80

CAPABILITIES AND LIMITS

Supports menus on IBM systems

VISUAL 200 TERMINAL

Terminal type: visual200
 Terminal mode: paged
 Terminal height: 24
 Terminal width: 80

CAPABILITIES AND LIMITS

Supports menus on all systems except IBM
 Height less than 24 in Paged mode doesn't
 change dimensions of display
 Width in Menu mode must match your
 terminal's width setting (80 or 132)

BBN BITGRAPH TERMINAL

Terminal type: bitgraph
 Terminal mode: paged
 Terminal height: 64
 Terminal width: 85

CAPABILITIES AND LIMITS

Supports menus on all systems except IBM
 Height less than 64 in Paged mode doesn't
 change dimensions of display; greater
 than 64 overwrites top lines of display

CRT TERMINAL

Terminal type: crt
 Terminal mode: paged
 Terminal height: 24
 Terminal width: 80

CAPABILITIES AND LIMITS

Any other video terminal; menus not
 supported

HARDCOPY TERMINAL

Terminal type: hardcopy
 Terminal mode: scroll
 Terminal height: 24
 Terminal width: 80

CAPABILITIES AND LIMITS

Menus not supported
 Prints continuously
 Height has no affect in Scroll mode

APPENDIX E

Command Summary

COMPOSE prompts you for mailing addresses and a message. When you end the message, InfoMail puts the completed document in your Outbox. You can recall it from the Outbox, if you wish, or mail it to its destination.

COPY puts a copy of one or more documents into the file or files you name.

CREATE prompts you for mailing addresses and text. When you end the document, InfoMail puts the completed document in Desk.

CREATE FORM allows you to design a document as you create it by typing in the field names, then the information for each field; it will let you create a reusable form if you type a code instead of text after each field name.

DESCRIBE gives you a brief on-line summary of a command.

DISCARD moves a copy of a document into Trash.

DISPLAY shows you the file you name and its subfiles, indicates the files that have been removed but not discarded, and points out the open file. It also tells you the number of documents in each file, and how many of them are deleted but not discarded.

EDIT, if you're using a terminal that supports menus (except on IBM systems), displays your document and puts you in editing mode. In Editing mode some of the keys on your terminal have special functions to help you edit the document.

EDIT, if you're not using a terminal that supports menus or you're on an IBM system, requests the name of a field for editing. Once you select a field, InfoMail puts you in editing mode. In editing mode the commands you type will change the document.

EDIT, on the Document Menu if you're on an IBM system, is the same as XEDIT.

EDT, if you're on a VMS system, lets you use the EDT text editor from within InfoMail.

EXAMPLE shows you an on-line example of a command.

EXPORT puts a copy of one or more documents in an external system file. The document will be in interchange format, which is what InfoMail expects when it imports a document.

FILE puts a copy of the document(s) you last worked with into the file(s) you name. If the documents were in Desk, the File command deletes them from Desk.

FORWARD prompts you for addresses and a message, then creates a document from the documents you requested and the new information. InfoMail puts the completed document in your Outbox. You can recall it from the Outbox, if you wish, or mail it to its destination.

GET puts documents into the Current list of documents.

IMPORT puts a copy of an external system file at the end of your Desk file.

KEEP moves a document you discarded from Trash to your Desk.

LOOKUP finds all files that contain a document, and lists all the document's references. You can lookup a document by its master document number or by its position in a file.

MAIL mails all the documents in your Outbox.

MAIL REGISTERED mails all documents in your Outbox, and sends you a return receipt as each recipient begins an InfoMail session or is informed that he has new mail in his Inbox.

MAKE creates a new file.

MOVE moves one or more documents from one file to another. You can move documents to several files at a time.

NEXT begins by transferring the first document in the open file to the last position in Desk and displaying it. Each successive time you use the Next command, InfoMail moves the next document in the open file to Desk, and displays it.

OPEN closes the open file and opens the file you name. If you don't name a new file, the Open command tells you which file is open.

PEN, if you're using a UNIX system, lets you use the PEN text editor from within InfoMail.

PRINT puts a copy of one or more documents in an external system file. The document will be in a format for reading, which includes its position in an InfoMail file and its InfoMail master document number.

APPENDIX E

QUIT ends an InfoMail session, mails all documents remaining in your Outbox and empties your Trash.

READ displays a document.

READ VERBATIM displays a document exactly as it was created, without using a form.

REPLY fills in the addresses from the document you are responding to. It prompts you for any additional addresses and for your message. When you end the message, InfoMail puts the completed document in your Outbox. You can recall it from the Outbox, if you wish, or mail it.

REMOVE deletes a file, all of its subfiles, and all documents within those files.

RESTORE restores a file that you removed.

SCAN displays the headings of each document you request. If you request a file, you will see a scan of all documents in the file. When you begin an InfoMail session, InfoMail scans all documents in your Inbox.

SHOW ACTIVE shows you who is using InfoMail at a given time.

SHOW ALTERNATE shows you the alternate names, if any, for a user.

SHOW ENTRY shows you all the user and list names in the InfoMail directory or if you specify a list name, shows you all members of a distribution list.

SHOW MEMBERSHIP shows you which lists each of the users you name is on.

TERMINAL lets you set terminal characteristics and mode (Scroll, Paged, or Menu).

XEDIT, if you're using a CMS system, lets you use the CMS text editor from within InfoMail.

Directory Assistance

When you ask a telephone operator to find a listing for you, he will not look up every possible combination of letters to find it. He will ask you how the name is spelled, and turn to the page where the listing should be. If the name isn't there, he may suggest a similar listing if there is an obvious alternative nearby on the same page.

When you request directory assistance from InfoMail, InfoMail is the "operator". InfoMail will look up names for you, but you must have some idea of how it is spelled if you want InfoMail to search for a specific directory entry.

InfoMail will look in the directory for the names you type. If InfoMail doesn't find an exact match for the name you type but does find one or more similar names in the vicinity, InfoMail will probably suggest these names as possibilities. As in a phone directory, where some names have so many similar names that they take up several pages, there will sometimes be many "pages" for InfoMail names. If there is more than one page for an InfoMail name, InfoMail may suggest only a few of the many possibilities. If you give a complete name incorrectly, InfoMail will try to correct it. But if it can't find anything close on the page where the name should be, InfoMail will report that the entry isn't in the directory.

APPENDIX G

Standard InfoMail Forms

COMPOSE

TO: [a]
FROM: [f]
SUBJECT: [s]
DATE: [f]
CC: [a]
TEXT: [1]

CREATE

TO: [a]
FROM: [f]
SUBJECT: [s]
DATE: [f]
CC: [a]
TEXT: [1]

REPLY

TO: [f]
FROM: [f]
RE: [f]
DATE: [f]
CC: [a]
TEXT: [1]

FORWARD

TO: [a]
FROM: [f]
SUBJECT: [s]
DATE: [f]
CC: [a]
COMMENT: [1]
FORWARDED MESSAGE(S): [f]

READ

TO:
FROM:
SUBJECT:
RE:
DATE:
CC:
TEXT:
COMMENT:
OTHERS: [o]
dl: [d]

-----END OF DOCUMENT-----

NEXT

dl: [d]
.....
TO:
FROM:
SUBJECT:
RE:
DATE:
CC:
TEXT:
COMMENT:
OTHERS: [o]

SCAN

FROM:
SUBJECT:
RE:
DATE:

PRINT

TO:
FROM:
SUBJECT:
RE:
DATE:
CC:
TEXT:
COMMENT:
OTHERS: [o]
dl: [d]

APPENDIX H

Syntax Summary

COMpose [form]
COpy (document list) [search] (file list) [modifier]
CReate [form]
CReate FORM
DEscribe (command)
DISCard (restricted document list) [search]
DISPlay (file or ALL)
EDIt (document) [search]
EDT (document)
EXAmple (command)
EXPort (document list) [search] (system file)
File (file list)
FORward (document list)
Get (document list) [search]
Keep TRASH.(position number) [search]
Lookup (document list) [search]
MAIl [registered]
MAKe (file).(new file) [modifier]
MOve (restricted document list) [search] (file list) [modifier]
Next [form]
Open (file)
Pen (document) [search]
PRint (document list) [search] (system file)
Quit
REAde (document list) [search] [form/verbatim]
REPlY (document) [search] [form]
REMOve (required file)
REStoRe (required file)
SCan (document list) [search] [form]
SHoW ACtive
SHoW ALternate (user names)
SHoW Entry (user names)
SHoW Membership (user names)
Terminal (type) (mode) (HEIGHT number) (WIDTH number)
Xedit (document)

document list	One or more documents identified by: position in a file; name of file(s) containing documents; master document number. DEFAULT: list of Current documents. MENU: the only arguments permitted are documents' positions in Current, which must be typed before selection key is pressed.
document	One document identified by position in a file or by master document number; if more than one document named, the last document in the list is used. DEFAULT: last document in Current.
file list	One or more files. DEFAULT: open file. MENU: arguments must be typed before selection key is pressed.
file	One file; if more than one file is identified, the command isn't carried out. DEFAULT: open file.
required file	One file. If file name isn't supplied, command isn't carried out; NO DEFAULT.
restricted document list	Document list where documents must be identified by position in a file; master document numbers are not acceptable. DEFAULT: Current documents
search syntax	WHERE(field name)(qualifier[string])[(connector) (field name) (qualifier [string])]
modifier syntax	BEFORE/AFTER (position) BEFORE/AFTER (file) UNIQUELY
current	A file of the documents last worked with

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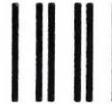
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