

VMS

DECwindows Desktop Applications Guide

December 1988

This guide describes how to use DECwindows desktop applications under the VMS Version 5.1 operating system.

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December 1988

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About This Guide

Purpose of This Guide

This guide describes how to use the VMS DECwindows desktop applications.

Who Should Use This Guide

This manual is intended for all VMS DECwindows users.

Structure of This Guide

This guide covers the following topics:

- Chapter 1 describes how to use the Bookreader.
- Chapter 2 describes how to use the Calculator.
- Chapter 3 describes how to use the Calendar.
- Chapter 4 describes how to use the Cardfiler.
- Chapter 5 describes how to use the Clock.
- Chapter 6 describes how to use the DDIF Viewer.
- Chapter 7 describes how to use DECterm.
- Chapter 8 describes how to use the Extensible VAX Editor (EVE).
- Chapter 9 describes how to use Mail.
- Chapter 10 describes how to use the Notepad editor.
- Chapter 11 describes how to use Paint.
- Chapter 12 describes how to use the Puzzle.

- Appendix A describes how to compose characters.
- Appendix B illustrates the National Replacement Character Sets.

For More Information

Although VMS DECwindows users need not be familiar with the VMS operating system or DCL, they can increase their understanding of DECwindows by becoming familiar with some of the topics addressed in the *VMS General User's Manual*. For more information about using DECwindows, users should see the *VMS DECwindows User's Guide*, which explains basic DECwindows tools and covers such topics as FileView, the Session Manager, how to print files, and running remote applications.

Other associated documents for specific applications are as follows:

- DECterm:

DECterm Text Programming Manual
DECterm Graphics Programming Manual

- DDIF Viewer and Mail:

VMS Compound Document Architecture Manual

- EVE:

VAX Text Processing Utility Manual
Guide to VMS Text Processing

- Mail:

VMS Mail Utility Manual

Conventions

mouse

Refers to any pointing device, such as a mouse, a puck, or a stylus.

MB1, MB2, and MB3

MB1 indicates the left mouse button. MB2 indicates the middle mouse button. MB3 indicates the right mouse button. (The buttons can be redefined by the user.)

Ctrl/x

In procedures, a sequence such as Ctrl/x indicates that you must hold down the key labeled Ctrl while you press another key or a pointing device button.

PF1 ⌘

In procedures, a sequence such as PF1 ⌘ indicates that you must first press and release the key labeled PF1, then press and release another key or a pointing device button.

Return

blue-green ink

boldface text

In procedures, a key name is shown enclosed to indicate that you press a key on the keyboard.

Blue-green ink indicates information that you must enter from the keyboard or a screen object that you must choose or click on. For online versions, user input is shown in **bold**.

Boldface text represents the introduction of a new term.

Bookends



Using the Bookreader



The Bookreader lets you read online documentation on your workstation screen.

This chapter describes how to

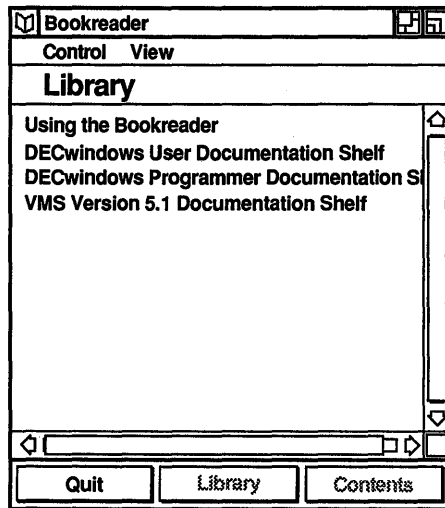
- Start the Bookreader
- Open shelves and books
- Navigate the table of contents and index
- Read text and display figures, tables, and examples
- Exit from the Bookreader

Starting the Bookreader

To start the Bookreader, choose the Bookreader menu item from FileView's Applications menu.

The selection window opens, listing the library of shelves and books available from the Bookreader, as illustrated in Figure 1-1. Shelves contain groups of related books to make the process of locating the book you want simpler. To view a book that is on a shelf, you must first open that shelf.

Figure 1-1 Bookreader Library

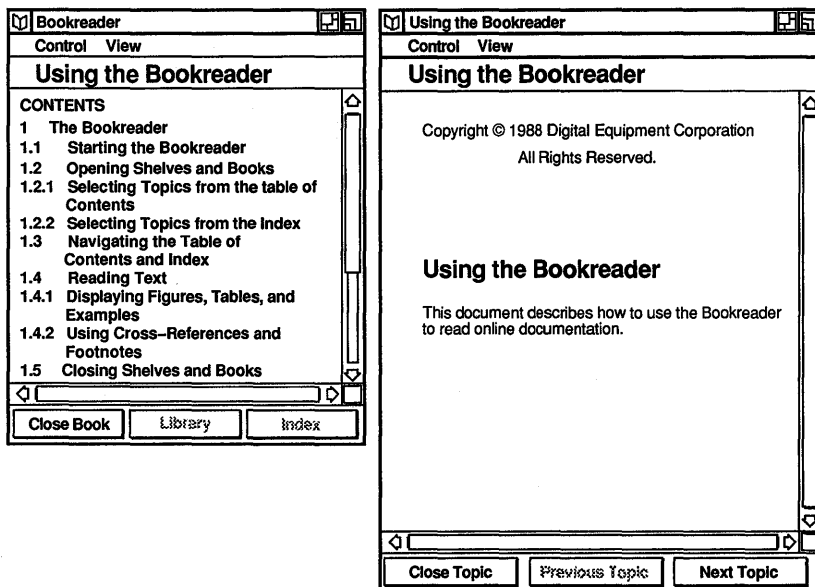


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Opening Shelves and Books

To select a title, position the pointer on the desired title and click mouse button 1 (MB1). To open a shelf or book, select the title you want and choose the Open Shelf or Open Book menu item from the Control menu. Alternatively, you can double click MB1 on a title to select and open that book or shelf. If you open a shelf, a list of the books on that shelf appears in the selection window. If you open a book, the table of contents for that book appears in the selection window. The title page for the book appears in a second window, called the topic window. The two windows, selection window and topic window, are illustrated in Figure 1-2.

Figure 1-2 Bookreader Selection and Topic Windows



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Selecting Topics from the Table of Contents

You can display a chapter or section from the table of contents by selecting the title and choosing the Topic menu item from the View menu. Or, you can point to the title you want and double click MB1. The text appears in the topic window.

Selecting Topics from the Index

To view the index, choose the Index menu item from the View menu or click on the Index button at the bottom of the selection window. The index replaces the table of contents in the selection window. (To return to the table of contents, choose the Table of Contents menu item from the View menu or click on the Contents button at the bottom of the selection window.)

To view the section that corresponds to an index entry, select the entry from the index and choose the Topic menu item from the View menu. Alternatively, you can double click on the desired entry. The text appears in the topic window.

If an entry applies to more than one section, the Bookreader displays a pop-up menu listing all the sections in which the entry appears. Click on the section you want to view.

Navigating the Table of Contents and Index



For easy navigation of the table of contents and index, use the vertical scroll bar on the selection window. The vertical scroll bar represents the entire table of contents or index. The slider represents:

- The position in the table of contents or index relative to the entire table of contents or index
- The relative portion of the table of contents or index that appears in the selection window

There are several ways to use the scroll bar to navigate:

- You can drag the scroll bar with MB1 to navigate quickly up or down the table of contents or index. For example, if you drag the slider to the bottom of the scroll bar and release MB1, the end of the table of contents or index appears in the selection window.

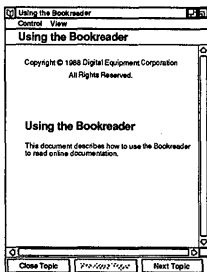
As you drag the slider, an index window displays the entries represented by that region of the scroll bar. Release MB1 to bring that region into the selection window.

- You can click MB1 on the area above or below the slider to bring the previous or next window of entries into the selection window.

For example, if you are looking at the table of contents entries for Chapter 2 and click MB1 in the area above the scroll bar, the immediately preceding window of entries for Chapter 1 will scroll into the window.

- You can click on the stepping arrows to move one entry at a time up or down through the table of contents or index.

Reading Text



When you select a text topic from the table of contents or index, it is displayed in the topic window. You can read forward and backward from that topic by clicking on the Next Topic and Previous Topic buttons at the bottom of the topic window, or by choosing the corresponding menu items from the View menu.

The length of some topics is greater than the length of the window. Use the scroll bar, as in the selection window, to navigate up and down the topic. For example, click MB2 on the scroll bar to bring the line of text directly across from the pointer to the top of the topic window.

Displaying Figures, Tables, and Examples

When you select a topic that is a figure, table, or example from the table of contents, it is displayed in a separate window. The window is sized according to the dimensions of that topic. If the topic is large—for example, if its dimensions exceed the dimensions of the screen—the window will have scroll bars to navigate the topic.

The windows that figures, tables, and examples are displayed in must be explicitly closed by clicking on the Close Topic button or by choosing the Close Topic menu item from the Control menu. These windows can also be made into icons, allowing you to save a topic for as long as you need to refer to it.

Using Cross-References and Footnotes

Cross-references in text to figures, tables, and examples are “hot spots.” That is, if you point at the reference and click MB1, the figure, table, or example is displayed in a separate window. For example, clicking on Figure 1–1 on the screen produces a display of that figure.

Cross-references to other sections of text are similarly hot, except that the cross-referenced topic replaces the current topic in the topic window. For example, clicking on Chapter 1 on the screen causes that chapter to appear in the topic window. Footnotes are also hot spots.

Closing Shelves and Books

To close a book or shelf, click on the Close Book, Close Shelf, or Library button at the bottom of the selection window. Clicking on the Close Book button takes you back to the shelf from which that book was selected. Similarly, clicking on the Close Shelf button takes you back to the window from which that shelf was selected. When you are viewing a shelf, clicking on the Library button takes you back to the “top shelf,” or in other words, the top level of the Bookreader library.

Exiting from the Bookreader

To exit from the Bookreader, click on the Quit button while viewing the library, or select the Quit menu item from the Control menu in the selection window.

Calculator



Using the Calculator



The Calculator performs simple arithmetic functions—addition, subtraction, multiplication, division—and computes percentages and square roots. Unlike a handheld calculator, it has two displays. The top display is the accumulator, which shows the number being entered or the current result, and the bottom display is the memory.

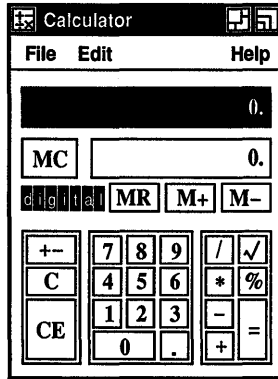
This chapter describes how to

- Start the Calculator
- Enter data
- Perform arithmetic functions
- Use the memory
- Transfer data to or from other applications
- Exit from the Calculator

Starting the Calculator

To start the Calculator, choose the Calculator menu item from FileView's Applications menu.

A small calculator is displayed on your screen. You can move and change the size of the Calculator window as you wish.



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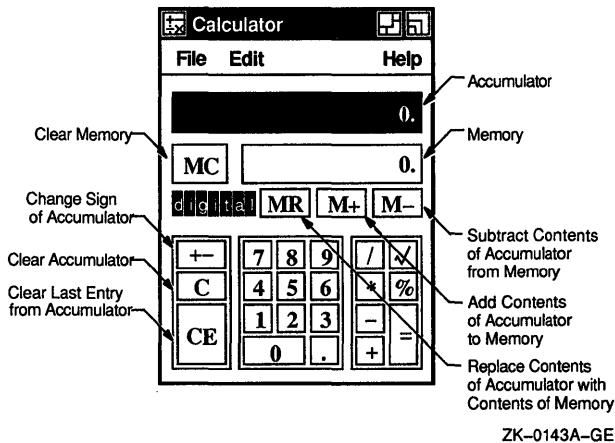
Operating the Calculator

You can use Calculator with either the mouse or the keyboard.

With the mouse, point to the appropriate button and click MB1.

From the keyboard, enter the numbers 0 to 9 from the main keyboard or the keypad. Press the Shift key to enter the arithmetic functions (+, -, *, /, %, =) from the main keyboard. From the keypad, pressing the following keys produces the corresponding functions:

Press	To Produce
PF1	/
PF2	square root
PF3	*
PF4	%
comma key	+
Enter or Do	=
F17	MC
F18	MR
F19	M+
F20	M-



When you enter data into the accumulator, notice that Calculator uses a decimal point to distinguish between random digits and an operand. See what happens as you enter the following data:

- 1 Enter 1134 and notice that no decimal point appears in the accumulator.
- 2 Enter a plus sign (+). Calculator inserts a decimal point after the digits 1134 to signify the completion of an operand.

Depending on the contents of the accumulator, you can use one of the following methods to correct mistakes in computation:

- Press the $\langle \text{X} \rangle$ (Delete) key to erase the last digits entered in the accumulator.
- Click on the CE button to void the last operand entered.
- Choose the Undo menu item from the Edit menu to reverse the last operation, for example, to restore the last operand or to remove the previous paste operation.

Performing Arithmetic Functions

Calculator displays numbers in the range of plus or minus 999,999,999. It performs all calculations in left to right order and treats operators with equal importance.

For example, to evaluate the equation $6 + 5 * 3$:

- 1 Find the sum of $6 + 5$.
Calculator displays an 11.

- 2 Figure the product of $11 * 3$.
The result is 33.

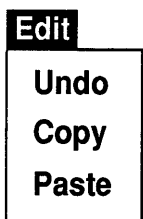
Also note the way Calculator computes percentages. For example, to determine 6 percent of 195:

- 1 Enter 195.
Calculator displays the digits in the accumulator.
- 2 Enter * and Calculator inserts a decimal point.
- 3 Enter 6.
The number 6 is displayed in the accumulator.
- 4 Enter %.
The result, 11.7, is displayed in the accumulator.

Storing Values in Memory

Use the memory display to store results and values for later computation. The figure in memory starts out as zero. You can add the contents of the accumulator to memory or subtract the contents of the accumulator from memory, using the M+ and M- buttons, respectively. To enter the contents of memory into the accumulator, click on the MR button. Clear the contents of memory with the MC button.

Copying Text with the Calculator



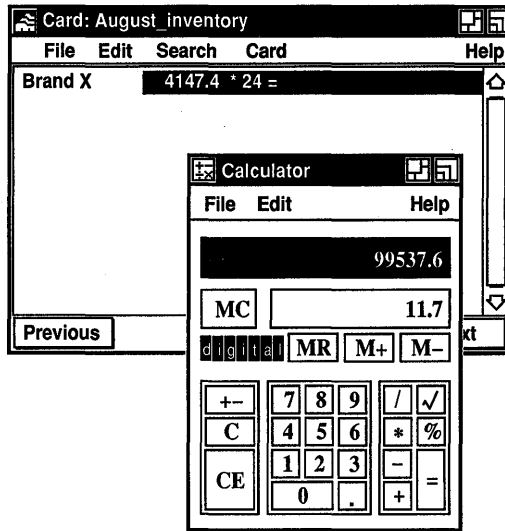
You can copy numbers from other applications into the Calculator's accumulator and from the Calculator accumulator or memory into another application.

Use the Copy menu item from the Edit menu to transfer data from the active display in the Calculator window to another application window. For example:

- 1 Click on the accumulator display.
- 2 Enter a number into the accumulator.
- 3 Choose the Copy menu item from the Edit menu. Or, for greater speed, press and hold MB2 to display a pop-up menu and choose the Copy menu item.

Now you can paste the data to another application window.

Use the Paste menu item from the Edit menu to copy data from another application. This data can be copied directly from another window, or it can be the result of an equation copied from another window. Calculator treats the contents of a paste operation just as if you typed in the data from the keyboard yourself.



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Exiting from the Calculator

To exit from the Calculator, choose the Quit menu item from the File menu.

Calendar





Using the Calendar



The Calendar combines the functions of a desktop calendar and an appointment book to help you keep track of your meetings and plan your time. The Calendar enables you to look at a year or month display, or to review your scheduled appointments a day at a time.

You can also create several different calendars to use for specific purposes. For example, you could create one calendar to keep track of your personal engagements, and another calendar to schedule conference room reservations.

This chapter describes how to

- Move around Calendar
- Create and delete entries
- Set alarms and repeat entries
- Move entries
- Use Calendar's clock
- Mark special days
- Print part of a calendar
- Work with multiple calendars
- Create, rename, and delete a calendar
- Customize a calendar
- Exit from Calendar

Starting the Calendar

To start the Calendar, choose the Calendar menu item from FileView's Applications menu.

The month display appears on your screen.



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The month display shows the current month and year, with the days in the month arranged in weekly rows. The current day has a box around it.

Moving Around Calendar



Calendar has three main displays: the month display, the day display, and the year display. The year display looks like 12 small month displays set out in a 4 by 3 matrix.

Scroll bars allow you to move backwards and forwards within a display, for example, to look at a future or a previous month when you are in a month display.

To move from one type of display to another, double click on the appropriate item in the current display. For example, double clicking on one of the days visible in the month display opens the day display. Alternatively, double clicking on a month name in the year display opens the display for that month.

From the View menu, you can choose the Selected, Today, Day, Month, and Year menu items. Choosing the Today menu item displays the current day. To choose the Selected, Day, Month, and Year menu items, you must first select a day.

Creating an Entry

By double clicking on a particular day, you can open a display that shows timeslots from 8:00 a.m. to 5:30 p.m. Use the scroll bars to display timeslots earlier or later than the times shown. You can type entries, such as appointments, directly into the timeslots. Or, by using the timeslot editor, you can type longer entries, set alarms to remind yourself of appointments, and broadcast appointment reminders to yourself at designated intervals.

To record a short entry directly into a day display:

- 1 Display the day in which you want to make the entry.

CALENDAR:WORK:[JONES]ANNA_KLEIN_CALDWC [Icons]

File Edit View Timeslot Options Help

April, 1990							May, 1990								
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	1	2	3	4	5	6	7	18		1	2	3	4	5	
15	8	9	10	11	12	13	14	19	6	7	8	9	10	11	12
16	15	16	17	18	19	20	21	20	13	14	15	16	17	18	19
17	22	23	24	25	26	27	28	21	20	21	22	23	24	25	26
18	29	30						22	27	28	29	30	31		

◀ [Scroll Bar] ▶

Thursday the 19th of April, 1990

8:00 am	
-30-	Breakfast meeting with accountants
9:00	
-30-	
10:00	
-30-	
11:00	Leave for Heathrow - 12:05 flight
-30-	
12:00 pm	
-30-	
1:00	
-30-	
2:00	
-30-	
3:00	Meet with Mireille, Rue Ste. Germaine; bring receipts.
4:30	
5:00	
-30-	

Previous Day **2:21pm** Next Day

ZK-0098A-GE

- 2 Click (and drag to resize, if necessary) on the desired time in the day display.
- 3 Enter the text in the timeslot.
- 4 Click on the time again.

When a day has at least one entry in it, its day number changes from a normal font (nn) to an italic font (*nn*) wherever it is displayed. You can then distinguish between days containing appointments and free days in the month and year displays.

To create a longer entry using the timeslot editor:

- 1 Click on the desired timeslot in the day display.
- 2 Choose the Edit... menu item from the Timeslot menu or double click on the desired timeslot.

The timeslot editor is displayed.

The screenshot shows a dialog box titled "Thursday the 19th of April, 1990". The time range is "From: 8:30am To: 9:00am". The entry text is "Breakfast meeting with accountants". Under "Alarms At:", the "Entry Time" checkbox is checked. There are three input fields for "Minutes Before": "5" (checked), "30" (unchecked), and "2" (unchecked). Under "Repeat Interval", the "None" radio button is selected. At the bottom, there are four buttons: "OK", "Delete Entry", "Reset", and "Cancel".

ZK-0215A-GE

- 3 Enter the text and adjust the alarms and repeat intervals as required (see the sections **Setting Alarms** and **Making Repeat Entries**).

The timeslot editor uses standard VMS DECwindows editing commands.

- 4 Click on the OK button to confirm the entry and to dismiss the timeslot editor.

If you exit from the editor without having entered any text or if you delete all the text describing a previous entry, the timeslot remains unscheduled.

Changing the Size of a Timeslot

To enlarge a timeslot, press MB1 on the time you want to use as a starting point and drag the top edge of the timeslot up, or the bottom edge of the timeslot down. The timeslot is redrawn to the new size.

You can also use this method to reduce an entry that occupies multiple timeslots. To reduce an entry that occupies multiple timeslots, you must first drag the pointer outside the border of the timeslot and then drag it back in. If you reduce the size of a timeslot, some text may no longer fit in the display, but it is not lost. The text reappears if you expand the timeslot again.

Setting Alarms

By default, when you type an appointment entry in the timeslot editor, alarms ring and a message is displayed five minutes before the appointment and at the time of the appointment. You can disable these options by clicking on them.

You can set alarms to ring at any combination of the following times:

- At the time of the scheduled appointment (this is on by default)
- 1 to 15 minutes before the time you specified for the entry (this is on by default, with 5 minutes as the preset option)
- 1 to 60 minutes before the time you specified for the entry
- 1 to 24 hours before the time you specified for the entry

To set one or more alarms:

- 1 Click on the desired timeslot in the day display.
- 2 Choose the Edit... menu item from the Timeslot menu. The timeslot editor is displayed.
- 3 Write the entry if you have not already done so.
- 4 Click on the desired toggle button to set an alarm.
Unless you specify otherwise, alarms ring 5 minutes before the entry time and at the entry time.
- 5 Move the arrow in the scale to adjust to the time you want.
- 6 Click on the OK button to save the settings and to dismiss the timeslot editor.

Deleting an Entry

To remove or clear the contents of a timeslot:

- 1 Click on the timeslot in the day display that contains the entry you want to delete.
- 2 Choose the Edit... menu item from the Timeslot menu. The timeslot editor is displayed.
- 3 Click on the Delete Entry button.
A dialog box is displayed, asking you to confirm that you want to delete the entry.
- 4 Click on Yes to confirm that you want to delete the entry.

Making Repeat Entries

Often, entries in a calendar are regular events. Calendar makes it easy to schedule these events by allowing you to specify the time interval at which the entry should be repeated.

You can repeat an entry at the following intervals:

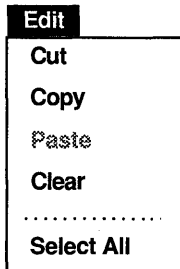
- None
- Daily
- Weekly
- Every fortnight (two weeks)
- Every four weeks

These settings are made from the timeslot editor. To set a repeat interval for an entry:

- 1 Click on the timeslot in the day display that has the first occurrence of the entry.
- 2 Choose the Edit... menu item from the Timeslot menu. The timeslot editor is displayed.
- 3 Write the entry if you have not already done so.
- 4 Choose the repeat interval you want by clicking on the appropriate option button.
You can choose only one repeat interval at a time. The preset option is None.
- 5 Click on the OK button to save the settings and to dismiss the timeslot editor.

If you change or delete an entry that is repeated, a dialog box is displayed, asking if you want to make the change or deletion in just this instance, from this point on, or every time, including past instances.

Moving an Entry from One Timeslot to Another



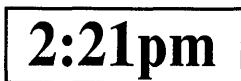
You can copy or move the entire contents of an entry, or just a piece of text, to another timeslot. If you select the time, then any alarms or repeat intervals associated with the entry are transferred, along with the text, to the new timeslot. Selecting just the text from the timeslot transfers just the text.

To move an entry from one timeslot to another:

- 1 Display the day that has the timeslot you want to move.
- 2 To select the entire entry from a timeslot, click on the time. To copy just a piece of text, select it by clicking and dragging the pointer over the portion of text you want.
- 3 Choose the Cut or Copy menu item from the Edit menu. If you want the entry to remain in the original timeslot, choose the Copy menu item. If you want to delete the entry from the original timeslot, use the Cut menu item.
- 4 If you are moving the entry to a different day, display the new day.
- 5 Click on the time to which you want to move or copy the entry or text.
- 6 Choose the Paste menu item from the Edit menu to insert the entry or text in the new location.

If you are moving the whole entry (time and text) and you want to move it to the same time on a different day, you do not have to display the new day. After selecting the desired day in the month or year display, choose the Paste menu item from the Edit menu. This causes the entry to be inserted on that day, at the same time.

Using the Clock in the Day Display



The clock provides a digital display of the current time. When you click on the clock, the day display returns to the current day if you have been displaying a different day. Clicking on the clock also causes the timeslots visible in the day display to adjust so that the first timeslot contains the time in the current increment that directly precedes the actual time. For example, if the timeslots in the day display are set to be in half-hour intervals and you click

on the clock at 10:57, the day display will adjust so that the first timeslot contains the time 10:30.

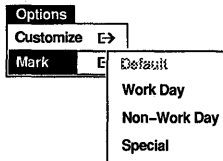
This adjustment is continuous; as a timeslot passes, it is scrolled off the top of the display. Thus the display is kept as current as possible. This is convenient if you significantly reduce the size of the day display, because it keeps the most immediate timeslots in view.

To stop this automatic scrolling, move the timeslot by any other method, such as adjusting the scroll bar.

If you are making an entry in a timeslot when it is due to be scrolled, it does not disappear. The scroll mechanism waits until the next interval is over and then catches up.

The Show AM/PM customizing option allows you to choose between a 12-hour and 24-hour clock. Whichever clock you choose is reflected by all times and clocks displayed by Calendar.

Marking Special Days



You can mark days of particular importance, such as major project milestones, holidays, or birthdays. Marking particular days alters the display font so that those days can be distinguished from other days in the various Calendar displays.

To mark a day:

- 1 Select the desired day from any of the Calendar displays.
- 2 Pull down the Options menu and display the Mark submenu. Whichever menu item is currently in use for the selected day is dimmed in the submenu.
- 3 Choose the desired menu item from the Mark submenu:

Choose	To Produce
Work Day	Bold font.
Non-Work Day	Standard Calendar font.
Special	Bold, larger font; on color workstations, displayed in red font.
Default	The standard Calendar font the day had before it was previously marked with the Work Day, Non-Work Day, or Special menu item.

The day is marked in the specified manner.

Printing a Part of a Calendar

File
Open...
Close

Name As...
Delete...

Print...
Include...

Exit

You can copy a timeslot entry or all of the entries in a day or a week to a printable file.

To print a part of a Calendar display:

- 1 Display the day that relates to the entry or entries you want printed.

For example, if you are printing a timeslot, display the day that contains the timeslot. If you are printing the entries in a day, display the day itself; to print the entries in a week, display a day that falls in that week. You can also select the day or week number that you want to print from any display in which it appears.

- 2 Click on the time, day number, or week number, as appropriate.
- 3 Choose the Print... menu item from the File menu.
Calendar displays a dialog box.

Thursday the 19th of April, 1990

From: 12:00pm To: 12:30pm

Output File Name | DECW\$CALENDAR.LIS

Create New File
 Append to File

Limit Lines per Entry
Lines per Entry

OK Cancel

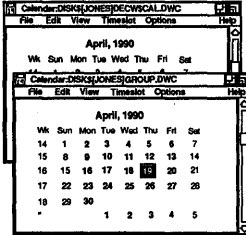
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The dialog box shows the time period you have selected and provides a default name for the file you want to print. It also enables you to limit the number of lines you want printed per entry by clicking on the Limit Lines per Entry option and moving the arrow in the scale to set the desired limit.

- 4 Change the default name provided by the dialog box if you want, and then confirm your request by clicking on the OK button.

The requested section (timeslot, day, or week) is copied to the named file. You can then send the file to a printer.

Working with Multiple Calendars

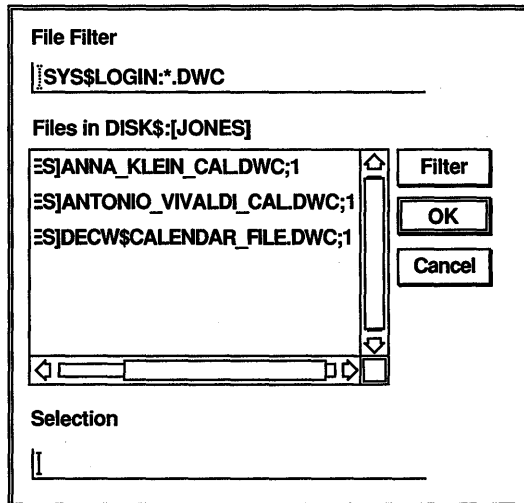


You can create, open, save, print, and delete calendars. You can create different calendars to use for specific purposes. For example, you could designate one calendar for business appointments, and another for social engagements.

Creating a New Calendar

To create a new calendar:

- 1 Choose the Open... menu item from the File menu. Calendar displays a dialog box.



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- 2 Enter a unique file name (the default file type is DWC) for the new calendar in the Selection text entry field, and click on the OK button.

A dialog box is displayed asking if the calendar currently being displayed should be replaced by the new calendar or if you want to keep both calendars on the screen at the same time. Click on Replace to display the new calendar in place of the old calendar, or on New to display both calendars at the same time.

- 3 Calendar asks if you want to create a new file. Click on Yes to create a new calendar.

By default, the new calendar is presented in a month display containing the current day.

The calendar file name can be changed later (see the section *Renaming an Existing Calendar*).

Opening an Existing Calendar

To open an existing calendar:

- 1 Choose the Open... menu item from the File menu.

Calendar displays a dialog box that prompts you for the name of the calendar you want to open. The file list box lists the names of any calendar files in the current directory; that is, files that have the type DWC.

- 2 Select the name of the file you want to view and click on OK.

If you want to open a calendar file that is not listed, enter the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type DWC, enter the complete directory specification—`[JONES.STAFF]*.DWC`—in the File Filter text entry field and click on the Filter button. Then double click on the file name of the calendar you want to open.

A dialog box is displayed asking if the calendar currently being displayed should be replaced by the new calendar or if you want to keep both calendars on the screen at the same time. Click on Replace to display the new calendar in place of the old calendar, or on New to display both calendars at the same time.

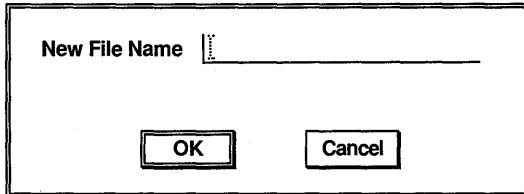
If you specify the name of a calendar that you are not allowed to read, the Open operation fails and a message box is displayed explaining the cause of the failure.

- 3 The calendar is opened.

Renaming an Existing Calendar

To rename the current calendar, choose the Name As... menu item from the File menu.

A dialog box is displayed.



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Enter the new calendar name and click on OK. Calendar supplies the file type DWC by default. You can rename only those calendars in which you are allowed to write.

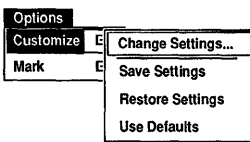
Closing a Calendar

Choose the Close menu item from the File menu to close the current calendar.

Deleting a Calendar

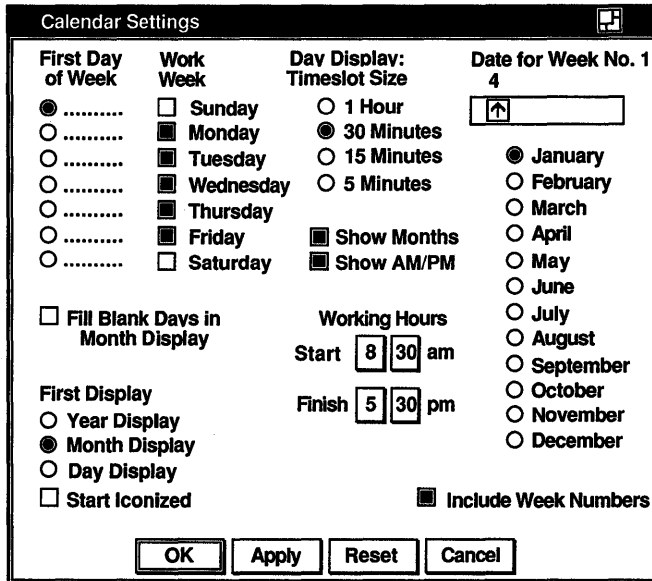
Choose the Delete... menu item from the File menu to delete a calendar. Calendar displays a dialog box asking whether you really want to delete the calendar. If you do not have sufficient privileges to delete the specified calendar, an error message is displayed.

Customizing a Calendar



Many different features can be changed to customize the appearance and behavior of the various displays presented by the Calendar. All of these changes are made from the Options menu by displaying the Customize submenu and choosing the Change Settings... menu item.

Calendar displays a dialog box.



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Shaded buttons indicate the current settings. Click MB1 on a button or its label to change the setting. Click on the Apply button to apply your changes without closing the dialog box. Click on the Reset button to restore the dialog box defaults. Click on the OK button to apply your changes and close the dialog box.

From this dialog box, you can modify any of the following calendar features:

First Day of Week

Unless you specify otherwise, the first day of the week is Sunday, as indicated by a shaded option button. You can designate another day as the first day of the week by clicking on it.

Work Week

Normally, Calendar designates Monday through Friday as the work week, as indicated by the shaded toggle buttons immediately to the left of the days. You can change the settings by clicking on the days you want to use for your work week.

Fill Blank Days in Month Display

Unless you specify otherwise, Calendar leaves the days not filled by the current month blank. When you turn on the Fill Blank Days in Month Display option, Calendar fills the blank days at

the beginning and end of the current month with the dates of the preceding and following months.

First Display

When you start Calendar, the month display appears on your screen by default. You can click on Year Display or Day Display to choose either of those options to be the first display you see when you start Calendar.

Start Iconized

Normally, when you start Calendar you see a display of the current month. By turning on the Start Iconized option, you can cause Calendar to start as an icon.

Day Display: Timeslot Size

By default, the day display has timeslots broken up into 30-minute intervals. You can choose 1-hour, 15-minute, or 5-minute intervals instead.

Show Months

Unless you specify otherwise, Calendar displays the current and next month at the top of a day display. You can disable this option by turning off the Show Months option.

Show AM/PM

By default, Calendar has a 12-hour time system that uses AM and PM in its day display to differentiate timeslots. If you disable the Show AM/PM option, Calendar uses a 24-hour time system in its day display, for example, 1 p.m. becomes 13:00, and so on.

Working Hours

Calendar uses the preset options 8:30 a.m. to 5:30 p.m. for working hours. A vertical line to the left of the day display indicates your current working hours. You can change these values by clicking on the appropriate box to set the time you want.

Date for Week No. 1

In every month display, the leftmost column lists the number of each week. This is in effect as long as the Include Week Numbers option is turned on. By default, weeks are numbered starting with the first week of January as week number 1. The following weeks are numbered accordingly, ending with the last week in December.

The Date for Week No. 1 option enables you to set the week you want to designate as the first week of the year by choosing the desired month and moving the arrow in the scale to the desired date. For example, if your fiscal year starts the first week of July and you want to designate that week as the first week of the year, choose July from the list of months and choose a date number that falls in the first week of July. To ensure that the date you choose falls in the first full week of the month, you may want to choose a date such as July 6.

The date January 4 is the preset option, which ensures that the first full week in January is used as the first week of the year.

Include Week Numbers

Unless you specify otherwise, the leftmost column in every month display lists the number of each week, starting with the first week of January as week number 1. You can disable this feature by turning off the Include Week Numbers option.

Saving Customized Features

To save your customized features, pull down the Options menu, display the Customize submenu, and choose the Save Settings menu item. This causes your new settings to be used whenever you start a Calendar session. The size and placement of all displays are also saved.

To restore your settings to the currently saved defaults, pull down the Options menu, display the Customize submenu, and choose the Restore Settings menu item.

To restore your settings to the system defaults, pull down the Options menu, display the Customize submenu, and choose the Use Defaults menu item.

Changing the Shape of a Display

You can change the size of any Calendar display by using the window's size button. If you resize the display to be smaller than the elements inside it, Calendar will try to rearrange the elements to fit the new size, but some of the elements may not be visible. For example, if you resize the year display so that it is only big enough to display eight months, Calendar will display only the next eight months.

To save the size settings from one session to the next, use the Save Settings menu item on the Customize submenu from the Options menu.

Exiting from the Calendar

To exit from Calendar and close all open calendars, choose the Exit menu item from the File menu.

Cardfiel



Using the Cardfiler



The Cardfiler lets you create an electronic box of index cards. This electronic file box is called a **card file**. Card files contain **cards**, which can hold any kind of information you like, such as names, addresses, and telephone numbers. For example, you could have a card file called Food filled with cards that contain recipes and names of restaurants.

By organizing your index cards into sets (card files), you can keep one group of cards separate from another group, for example, your business cards and your personal cards.

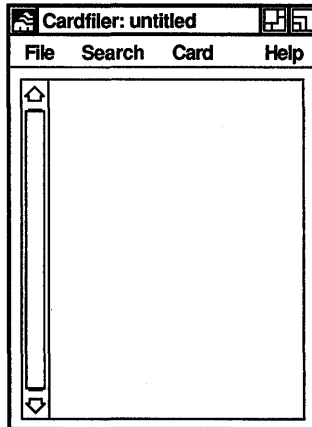
This chapter describes how to

- Start the Cardfiler
- Create and add cards to a card file
- View topics in a card file
- Search a card file for text
- Edit a card
- Incorporate graphics
- Open an existing card file
- Save a card file
- Merge two card files
- Exit from the Cardfiler

Starting the Cardfiler

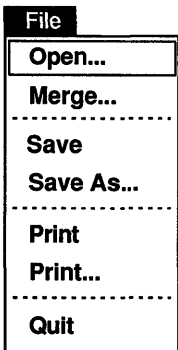
To start the Cardfiler, choose the Cardfiler menu item from FileView's Applications menu.

The Cardfiler displays an empty card file in the Cardfiler window. Initially, the card file is empty, but it fills up with index topics as you add cards.



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Opening a Card File

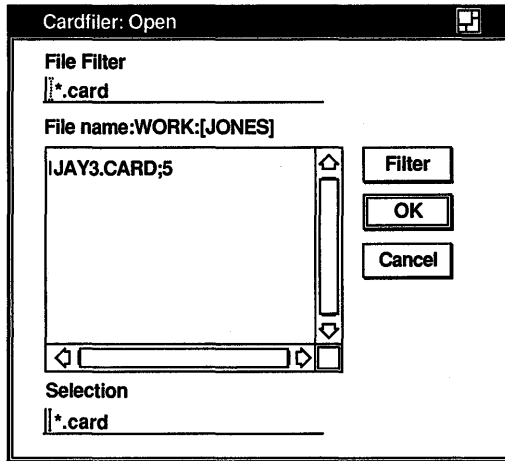


A card file is an electronic file box that contains cards.

You can either create a card file first and then add cards to it, or you can create cards and then save them into a card file. For example, you could create a card file called Clients, and then fill it with cards that contain the names and telephone numbers of your clients.

To create a new card file or open an existing card file:

- 1 Choose the Open... menu item from the File menu. Cardfiler displays a dialog box.



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- 2 To create a new card file, click on the Selection text field and enter the name of the card file you want to create, for example, Clients. By default, card files have the file type CARD.

Click on OK. Cardfiler displays a message telling you the file was not found and that a new file is being opened. Click on Acknowledged.

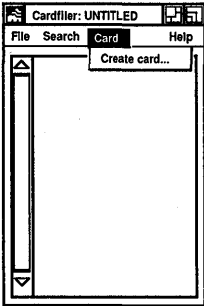
To open an existing card file, select the name of the file you want to open.

Use the scroll bars to view a complete list of your card files. The card file name you select is displayed in the text field.

The new card file is displayed.

If you try to open another card file without first saving any changes you made to the current file, a dialog box is displayed, asking whether you want to save your changes. Click on the Yes button to save your changes. Click on the No button to discard your changes.

Creating Cards



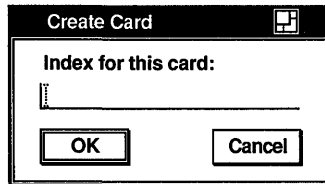
Cards contain units of information, such as a person's name and telephone number, and are organized into sets called card files. For example, you could have a card file called Accounts in which you have cards containing information about each of your business accounts.

You can create a series of cards and save them into a card file, or you can open a card file and then add cards to it. As you add cards, they are sorted alphabetically according to the topic you enter in the card's index field. Very likely, this topic will be the name of something, such as a person or business. By displaying the topic of each index card, the card file window lists the contents of the card file.

To create a card:

- 1 Choose the Create Card... menu item from the Card menu.

The Cardfiler displays a blank index card in the Card window. The dialog box prompts you to enter the topic of the new index card.



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- 2 Enter the topic that belongs in the index field.

- 3 Press **Return** or click on the OK button.

The text you just entered is added to the title bar at the top of the Card window and to the contents of the Cardfiler window. You can add information to the new card.

- 4 Enter any information belonging on the index card, for example, an address.

Enter the text as you want it to appear, using the Return key, space bar, and Tab key to format it. Cards can contain up to 4000 characters, and up to 64K bytes of graphics.

- 5 When you are finished with the index card, choose the Close menu item from the Edit menu.

The Card window is closed and the contents of the index card are added to your card file.

You can open another index card in the card file without closing the current card. When you choose the Create Card... menu item from the Card menu in the Cardfiler window, the Cardfiler automatically saves any changes you made to the current index card and returns it to the card file before it opens a new card in the file.

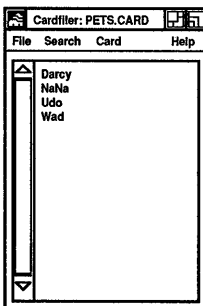
If you create a series of cards before you have created the card file in which you want to place them, you can save them into a new card file.

To save cards into a new card file:

- 1 From the empty, untitled card file you see when you start the Cardfiler, create your cards.
- 2 Choose either Save or Save As... from the File menu. Cardfiler displays a dialog box.
- 3 In the Selection text field, enter the name of the card file you want to put your cards in.
For example, if you created a series of cards about famous baseball players, you could create a card file called Baseball.
- 4 Click on OK.

The new card file name is displayed at the top of the Cardfiler window with a list all of the index cards in that card file.

Viewing the Contents of a Card File



Although you can look at only one index card at a time, you can easily switch from one card to another by selecting a card from the card file window. When your card file contains too many cards to list in a window at a time, you can use the scroll bar to move through the file. You can also search the contents of a card file for a given text string.

Opening an Existing Card

To display the contents of a card you have already created, select the card from the card file window by pointing to its index line and clicking MB1.

The card's index topic becomes shaded and the contents of the card are displayed in the Card window.

Scrolling Through a Card File

As you accumulate cards, they cannot be listed all at once in the card file window. To scroll through the list of index cards in your file, press and hold MB1 on the stepping arrow.

Finding Text

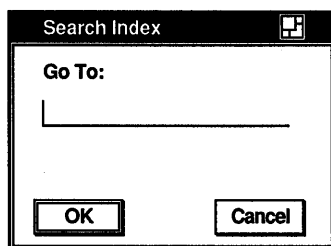
You can search a card file for any text string. The text can be a word, a number, or any other characters that you can type on your keyboard. Because the Cardfiler treats spaces as text, you can search for two or more words.

The Cardfiler searches either the index topics or the contents of the index cards.

To search the index topics in a card file for specific text:

- 1 Choose the Search Index... menu item from the Search menu in the card file window.

Cardfiler displays a dialog box.



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- 2 Enter the text string you want located.
- 3 Press **Return** or click on the OK button.

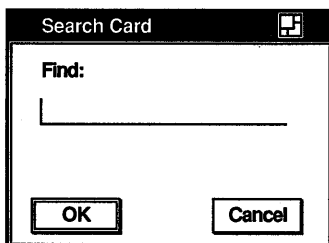
The Cardfiler searches the topics of all index cards in the file and displays the first card in your file containing the text string.

You can continue to search for a text string by choosing the Find Next menu item from the Search menu in the card file window. The Cardfiler continues to search the card file for the text and displays each card that contains the text in its index field.

To search the contents of each card in the file for specific text:

- 1 Choose the Search Card... menu item from the Search menu in the card file window.

Cardfiler displays a dialog box.



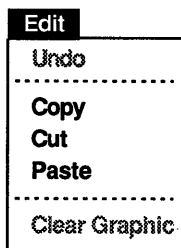
ZK-0362A-GE

- 2 Enter the text string you want located.
- 3 Press **Return** or click on the OK button.

The Cardfiler searches all index cards in the file and displays the first card in your file containing the text string.

You can continue to search for a text string by choosing the Find Next menu item from the Search menu in the card file window. The Cardfiler continues to search the card file for the text and displays each card that contains the text.

Editing a Card



The Cardfiler editing commands let you copy, delete, and rearrange text on an index card. If you decide you do not want to save your edits, Cardfiler can restore the card to its original state.

Renaming a Card

To change the topic of an index card, you modify the index line:

- 1 Select the card you want to rename from the card file window by pointing to it and clicking MB1.
- 2 Choose the Rename... menu item from the Card menu on the Card window.
- 3 Use the arrow keys to move the text cursor and the **<X>** (Delete) key to erase unwanted text.
- 4 Enter the new topic under which you want the card filed.
- 5 Click on the OK button.

The card is renamed and remains open. If you want to close the card, choose the Close menu item from the card's File menu.

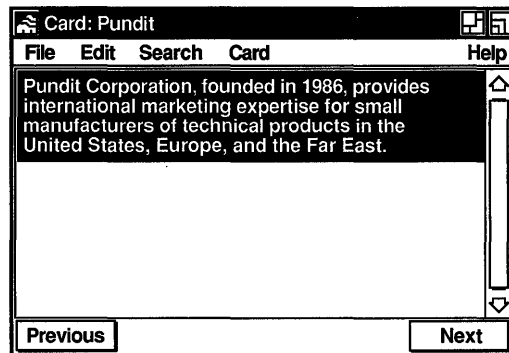
Moving the Text Cursor

When you create a new card, the text cursor appears in the upper left corner of the card window. When you open an existing card, the text cursor remains where it was when you last edited the card.

If you are creating a new card and want to move the text cursor, use the Return key or place the pointer where you want the text cursor and click MB1. You can use this method to move the text cursor on an existing card, or you can use the arrow keys to move the text cursor anywhere in the existing text (except to the index line).

Selecting Text

In order to delete, move, or copy text, you must first select that text. Select the text by pressing and holding MB1, dragging the pointer over the text, and releasing MB1. This highlights the selected text. The Cardfiler stores this text until you tell it what to do.



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Deleting Text

To delete small amounts of text on your card, use the $\langle X \rangle$ key. If you selected text for deletion, press any key to delete the highlighted text.

Moving Text

Because the Cardfiler saves the last text you selected and deleted, you can move text from one location on a card to another or between cards.

To move text on a card:

- 1 Select the text you want moved to another location on the card.
- 2 Choose the Cut menu item from the Edit menu.
- 3 Move the text cursor to where you want the deleted text inserted by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 4 Choose the Paste menu item from the Edit menu.
The deleted text appears in the new location.

To move text from one card to another:

- 1 Select the text you want to move to another card.
- 2 Choose the Cut menu item from the Edit menu.
- 3 From the card file window, click on the card to which you want to move the text.
The new card is opened.
- 4 Move the text cursor to where you want the deleted text inserted by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 5 Choose the Paste menu item from the Edit menu.
The selected text is inserted in the new location.

Copying Text

Because the Cardfiler keeps track of your selected text, you can copy text from one location on a card to another and between cards.

To copy text on a card:

- 1 Select the text you want copied to another location on the card.
- 2 Move the text cursor to where you want the selected text copied by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 3 Click MB3.

The selected text is copied to the new location.

To copy text from one card to another:

- 1 Select the text you want copied to another card.
- 2 Choose the Copy menu item from the Edit menu to store the copied text.
- 3 From the card file window, click on the card to which you want to move the text.

The new card is opened.

- 4 Move the text cursor to where you want the selected text copied by using the Return and arrow keys or by positioning the pointer and clicking MB1.

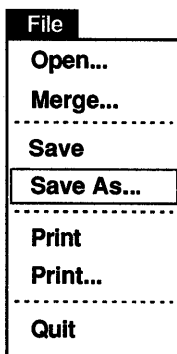
- 5 Choose the Paste menu item from the Edit menu.

The text is copied to the new location.

Incorporating Graphics

You can add graphics, such as those you create with the Paint program, to index cards. The Cardfiler places a graphic at the top of a card, keeping the picture's original size, and relocates text to the remaining space. Choose the Read Graphic... menu item from the Card window's File menu to incorporate a graphic. Choose the Clear Graphic menu item from the Card window's Edit menu to erase it.

Saving a Card File

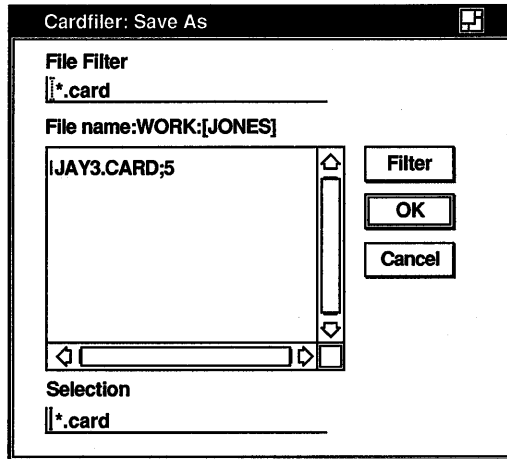


Whether you create a new card file or make changes to an existing card file, such as adding or deleting a card or changing any information on a card, you need to save that card file when you are done working with it.

To save a new card file or change the name of an existing one:

- 1 Choose the Save As... menu item from the File menu in the card file window.

Cardfiler displays a dialog box, prompting you for the name of the file.



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- 2 Using the **<X>** and arrow keys, delete any text in the Selection text field and enter the name of file. The default file type for card file names is CARD.

Give the file a name that you can easily recognize. For example, if the card file contains the numbers of your business associates in Rome, you can name the file ROME.CARD.

- 3 Press Return or click on the OK button.

You are returned to the card file window. If you saved a new card file, notice that the name of the card file in the title bar has changed from Untitled to ROME.CARD. If you saved an existing card file, the card file name is replaced by ROME.CARD.

To save the current card file, choose the Save menu item from the File menu in the card file window.

To save the current card file under a new file name:

- 1 Choose the Save As... menu item from the File menu in the card file window.
- 2 Using the **<X>** and arrow keys, delete any text in the text field and enter the file's new name.
- 3 Press **[Return]** or click on the OK button.

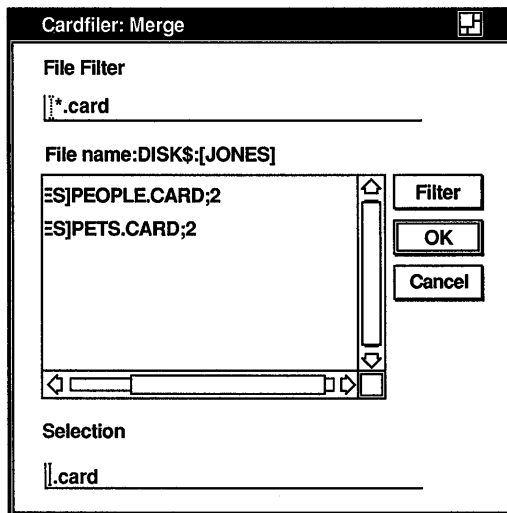
You are returned to the card file window. Notice that the title bar contains the new card file name.

Merging Card Files

You can merge the contents of the current file with another file, resulting in a card file that combines and sorts the contents of both files. The card file whose contents were merged with the current card file remains unchanged.

- 1 Choose the Merge... menu item from the File menu on the card file window.

Cardfiler displays a dialog box.



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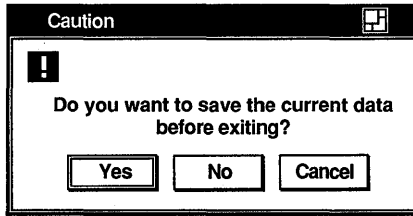
- 2 Select the name of the file you want to merge with the current file. Use the scroll bars to view a complete list of your files. The file name you selected is displayed in the text field.
- 3 Press or click on the OK button.

The contents of the two card files are merged and sorted alphabetically.

Exiting from the Cardfiler

To exit from the Cardfiler, choose the Quit menu item from the File menu in the card file window.

If you have not saved any changes or additions to the current file, Cardfiler displays a dialog box, asking whether you want to save your changes.



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Click on the Yes button to save your changes and exit from the Cardfiler or the No button to exit from the Cardfiler without saving your changes. To return to the Cardfiler window, click on the Cancel button.





Using the Clock



The Clock displays the time (in both analog and digital format) and the date. You can change this display to suit your needs. You can also set the Clock's alarm to remind you of appointments.

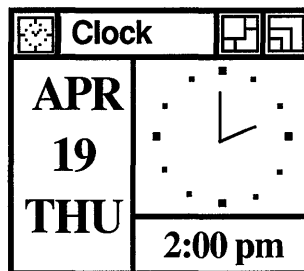
This chapter describes how to

- Start the Clock
- Customize the Clock display
- Set the alarm
- Exit from the Clock

Starting the Clock

To start the Clock, choose the Clock menu item from FileView's Applications menu.

The Clock is displayed on your screen. You can move and change the size of the Clock as you wish.



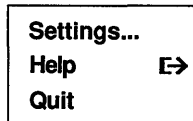
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Changing the Clock Display

You can customize the Clock display to include any combination of the date and time regions.

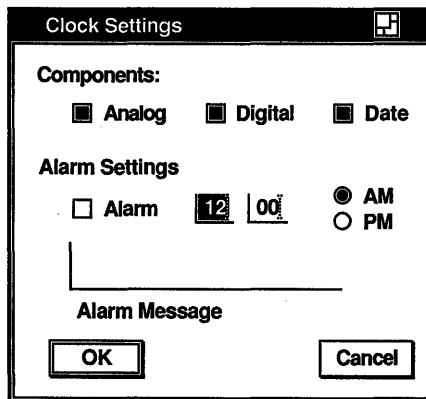
To change the Clock display:

- 1 Place the pointer anywhere in the Clock display.
- 2 Press and hold MB2.
Clock displays a pop-up menu.



- 3 Choose the Settings... menu item.

Clock displays a dialog box.



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Shaded toggle buttons indicate the current settings. Click MB1 on a toggle button or its label to change the setting. For example, if you want only the analog clock displayed and the Analog, Digital, and Date toggle buttons are shaded, click on the Digital and Date toggle buttons to disable those settings.

Click on the OK button to save any changed settings. Click on the Cancel button to return to the date and time display without changing any settings.

You can also display the Settings... dialog box directly without first displaying the pop-up menu by double clicking MB1 anywhere on the Clock display.

Setting the Alarm

You can set the alarm to remind you of an appointment—or lunch.

To set the alarm from the Settings dialog box:

- 1 Click MB1 on the alarm toggle button to switch the alarm on.
- 2 Move to the hours field and type the hour at which you want the alarm to go off.

You can either use a 12-hour clock, in which case you need to specify AM or PM, or you can use a 24-hour clock (military time).

Use the $\langle X \rangle$ (Delete) key to erase any number already entered or to correct typing mistakes.

- 3 Move to the minutes field and finish entering the time you want the alarm to go off.
- 4 If you are using a 12-hour clock or if the time you specify is less than 13:00, click on either the AM or PM option button.
- 5 To display a message on your screen when the alarm goes off, move to the alarm message field and type your message. Alarm messages may contain up to 200 characters.
- 6 Click on the OK button to save the settings. Click on the Cancel button to return to the date and time display without changing any settings.

When the alarm goes off, click on the Acknowledged button to clear the alarm message from your screen.

Exiting from the Clock

To exit from the Clock, choose the Quit menu item from the Clock's pop-up menu.





Using the DDIF Viewer



The DDIF Viewer lets you view DDIF (Digital Document Interchange Format) files. DDIF is a standard format for the storage and interchange of compound documents. Compound documents contain multiple elements, for example, text and graphics. DDIF files cannot be viewed as ordinary text files.

The DDIF Viewer displays only DDIF files. If you specify a file that is not a DDIF file, such as a text (ASCII) file, the file is converted to DDIF before it is displayed.

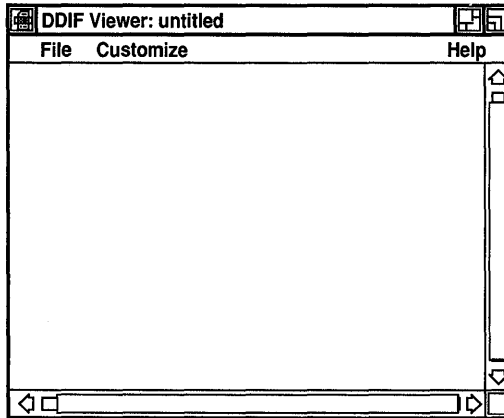
This chapter describes how to

- Start the DDIF Viewer
- Display DDIF files
- Change processing options
- Exit from the DDIF Viewer

Starting the DDIF Viewer

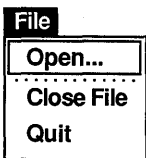
To start the DDIF Viewer and view a file, choose the DDIF Viewer menu item from FileView's Applications menu.

The DDIF Viewer displays its main window, which is where you view DDIF files.



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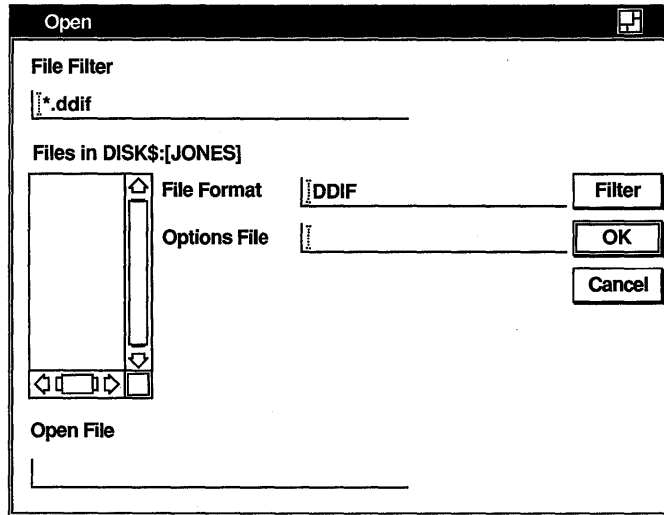
Viewing DDIF Files



To view a DDIF file in the DDIF Viewer window, you must open it. To open a DDIF file:

- 1 Choose the Open... menu item from the File menu.

The Viewer displays a dialog box that prompts you for the name of the file you want to view. The file list box lists the names of any files that have the file type DDIF in the current directory.



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- 2 Type in the format of the file you want to view.
Type TEXT if you want to view a TEXT file. Type DDIF if you want to view a DDIF file. DDIF is the default choice.
- 3 Optionally, enter the name of a file containing the processing options to be applied as your file is loaded for viewing.
If you do not specify an options file, default processing options are used. See the *VMS Compound Document Architecture Manual* for more information about using an options file if you want more control over the format of the file displayed.
- 4 Double click on the name of the file you want to view.
The DDIF Viewer displays the file you specified.

If you want to view a DDIF or TEXT file that is not listed, type the name of that file in the Open File text field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type DDIF, type the complete directory specification—[JONES.PROJECT]*.DDIF—in the File Filter text entry field and click on the Filter button. Then double click on the name of the file you want to view.

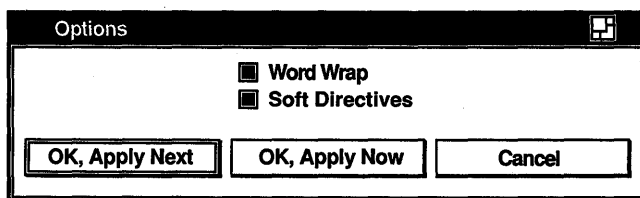
The DDIF Viewer displays the contents of the file you specified. The title bar contains the name of the file currently being viewed.

Changing Processing Options

You can change the processing options that the DDIF Viewer uses to display your file. By default, the DDIF Viewer uses automatic word wrapping and soft directives. Soft directives consist of formatting information inserted into the file by a text editor or converter. (Form feeds and carriage returns are two kinds of soft directives.) If the file you are viewing was created with a tool or converter that does not write soft directives, the default processing options may produce an unclear display. By turning soft directives on or off, you may make an unclear display more readable.

To change the processing options:

- 1 Choose the Options... menu item from the Customize menu. The Viewer displays a dialog box.



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- 2 Click on the toggle buttons to change either processing option.
- 3 Click on OK, Apply Next or OK, Apply Now.

Clicking on OK, Apply Next causes the DDIF Viewer to save the options and apply them to future files, but not the current file. Clicking on OK, Apply Now causes the current file to be closed and reopened with the new processing options, with the display starting at the beginning of the file.

Closing a File

When you have finished viewing a file, close it by choosing the Close File menu item from the File menu. This keeps the DDIF Viewer active for you to open another file. If you open another file without closing the current one, the DDIF Viewer closes the current file before opening the next one.

Exiting from the DDIF Viewer

To exit from the DDIF Viewer, choose the Quit menu item from the File menu. If you did not close the last file you viewed, the DDIF Viewer closes it before exiting.

DECterm



Using DECterm



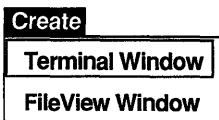
DECterm creates a window that emulates a VT320 terminal.

This chapter describes how to

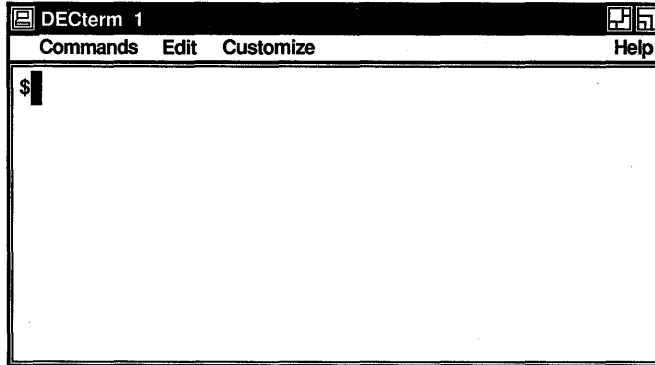
- Create a terminal window
- Customize terminal window operating features
- Copy information within or between terminal windows
- Clear and resize terminal windows
- Compose special characters
- Exit from a terminal window

In addition to these features, you can program DECterm text features and ReGIS and Sixel Graphics. See the *DECterm Text Programming Manual* and the *DECterm Graphics Programming Manual* for detailed information about using these features.

Creating a Terminal Window



Choose the Terminal Window menu item from the Session Manager's Create menu to create a terminal window.

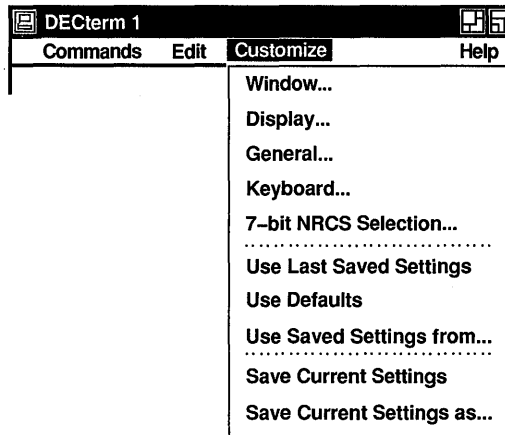


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Give the DECterm window input focus by pointing to it and clicking MB1.

Customizing DECterm

Once you have created a DECterm window, you can choose the operating features you want the terminal to have and then save these features by using the DECterm Customize menu.



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Customizing a Terminal Window

Choose the Window... menu item from the Customize menu to change terminal window features. DECterm displays a dialog box.

The dialog box is titled "Window" and contains the following options:

- Record lines off top
- Vertical scroll bar
- Horizontal scroll bar
- Vertical cursor coupling
- Horizontal cursor coupling
- Auto resize terminal
- Auto resize window
- Big font
- Little font
- Normal font (80 columns)
- Condensed font (132 columns)
- Normal/80, Condensed/132

The "Terminal size" section includes:

- 24 Rows
- 80 Columns
- 24
- 80
- 48
- 132
- 72

Buttons at the bottom: OK, Apply, Dismiss.

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Shaded buttons indicate the current settings. Click MB1 on a button or its label to change the setting. Click on the Apply button to view your changes without closing the dialog box. Click on the OK button to apply your changes and close the dialog box.

From the Terminal Window dialog box, you can customize any of the following features:

Record Lines Off Top

Normally, lines that are scrolled off the top of the DECterm display are saved. To disable this option, click on Record Lines Off Top.

To view the lines that are scrolled off the top of the display, use the vertical scroll bar.

Vertical Scroll Bar

By default, DECterm windows display vertical scroll bars. If you do not want vertical scroll bars, click on Vertical Scroll Bar to disable this option.

Horizontal Scroll Bar

Normally, DECterm windows do not display horizontal scroll bars. Click on Horizontal Scroll Bar to display a horizontal scroll bar at the bottom of your DECterm window.

Vertical Cursor Coupling

By default, when you change the size of your window or terminal vertically, the cursor remains visible. For example, if the display contains 24 rows and you shrink it to 5 rows, the cursor remains visible and allows you to enter text. You can disable this option by clicking on it.

Horizontal Cursor Coupling

By default, when you change the size of your window or terminal horizontally (for example, from 132 columns to 80 columns), the cursor does not remain visible. You can change this default by turning on the Horizontal Cursor Coupling option.

Auto Resize Terminal

By default, when you modify the terminal size, the window size also changes. Clicking on Auto Resize Terminal causes the terminal size to change to conform to the window size whenever you change the window size.

Auto Resize Window

By default, when you modify the terminal size, the window size also changes. Disabling Auto Resize Window causes more characters to be displayed than your current window size can accommodate; these characters do not appear in the window.

Big Font

Unless you specify otherwise, the Little Font (14 points) option is enabled. Clicking on the Big Font option displays an 18-point font.

Little Font

Unless you specify otherwise, the Little Font option is enabled. This causes DECterm to display a 14-point font.

Normal Font (80 Columns)

Clicking on the Normal Font option causes the normal 80 column font to be used. The preset option for font size is Normal Font/80, Condensed/132.

Condensed Font (132 Columns)

Clicking on the Condensed Font option causes the Condensed Font (132 columns) to be used. The default font size is Normal Font/80, Condensed/132.

Normal Font/80, Condensed/132

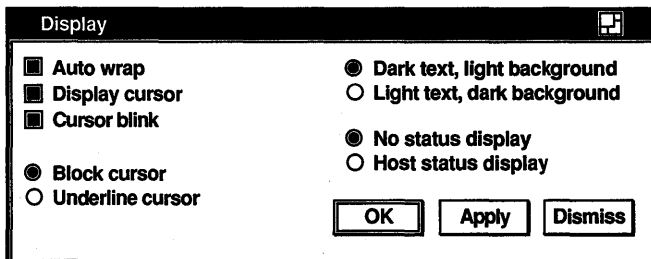
The default font size is Normal Font/80, Condensed/132. This causes the font size to adjust to match the terminal width.

Terminal Size

Normally, the terminal size is set to 24 rows and 80 columns. By clicking on the size you want, you can change the row setting to 48 or 72 and the column setting to 132. You can also set the column and row to be any number from 1 to 132 by clicking on the text entry field, deleting any existing numbers, and entering the new settings.

Customizing a Terminal Display

Choose the Display... menu item from the Customize menu to modify DECterm display features such as the type of cursor. DECterm displays a dialog box.



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From the Terminal Display dialog box, you can customize any of the following display features:

Auto Wrap

Normally, when the cursor reaches the right margin it stops. This causes each new character to delete the existing character. Clicking on Auto Wrap causes the cursor to move, start a new line, and display new characters.

Display Cursor

Unless you specify otherwise, a cursor is displayed in your terminal window. Disabling Display Cursor causes the cursor to become invisible.

Cursor Blink

Unless you specify otherwise, the cursor blinks. Disabling Cursor Blink causes a steady cursor to be displayed.

Block Cursor

Unless you specify otherwise, the cursor displayed in your DECterm window is block shaped.

Underline Cursor

The default cursor for DECterm is block shaped. Click on the Underline Cursor option to get an underline cursor.

Dark Text, Light Background

Unless you specify otherwise, DECterm displays dark text and a light screen background.

Light Text, Dark Background

Change the default of dark text with a light background by clicking on the Light Text, Dark Background option.

No Status Display

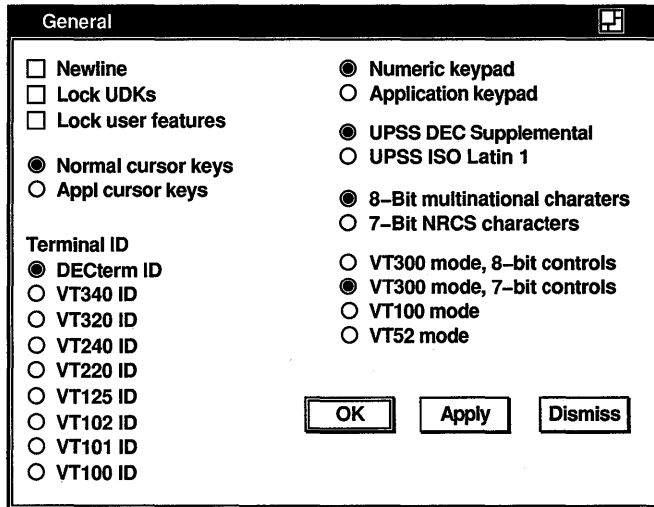
Unless you specify otherwise, you do not receive host status messages. Host status messages, when activated, appear on the bottom line of your terminal window display.

Host Status Display

To receive host status messages, turn on the Host Status Display option. This causes the messages to appear on the bottom line of your terminal window. You can set Host Status Display only on VT300-series terminals.

Customizing General Terminal Features

Choose the General... menu item from the Customize menu to change general terminal features such as the terminal type. DECterm displays a dialog box.



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From the General dialog box, you can set any of the following terminal features:

Newline

Normally, pressing the Return key does not start a new line. Clicking on Newline causes the cursor to start a new line when you press the Return key.

Lock UDKs

Your keyboard contains keys you can define for your own use. Unless you specify otherwise, the host system can change the function of the key you have defined back to the default. Clicking on Lock UDKs sets the user-defined keys so that the host system cannot change your definitions.

Lock User Features

DECterm lets you change the Auto Repeat option and the Foreground and Background Display option. The host system can change these options to the default unless you click on the Lock User Features option.

Normal Cursor Keys

Unless you specify otherwise, the Normal Cursor Keys option is on. This causes the arrow keys to move the cursor up, down, left, and right.

Appl Cursor Keys

By clicking on the Application Cursor Keys option, you can override the Normal Cursor Keys default and set the arrow keys to application-specific functions.

Terminal ID

You can let the host system know specific operating attributes of the terminal by clicking on the Terminal ID option. The default is DECterm ID.

You can choose the following terminal IDs:

DECterm ID	VT240 ID	VT102 ID
VT340 ID	VT220 ID	VT101 ID
VT320 ID	VT125	VT100 ID

Numeric Keypad

Unless you specify otherwise, the Numeric Keypad option is set. This means that pressing a numeric key displays the characters that appear on that key.

Application Keypad

Choose the application keypad by clicking on the Application Keypad option. This causes the keypad to display the user-defined key characters.

UPSS DEC Supplemental

Unless you specify otherwise, the UPSS DEC Supplemental option is on, causing the DEC Multinational Character Set to be used.

The ASCII character set comprises the first half of the DEC Multinational Character Set. Figure 7-1 illustrates the ASCII character set (characters with decimal values 0 through 127). The first half of each of the numbered columns identifies the character as you would enter it on a VT300-, VT200-, or VT100-series terminal or as you would see it on a printer (except for the nonprintable characters). The remaining half of each column identifies the character by the binary value of the byte; the value is stated in three radices—octal, decimal, and hexadecimal. For example, the letter uppercase A has, under ASCII conventions, a storage value of hexadecimal 41 (a bit configuration of 01000001), equivalent to 101 in octal notation and 65 in decimal notation.

Figure 7-1 DEC Multinational Character Set, Part I

8		9		10		11		12		13		14		15		Column	Row
1 0 0		1 0 0 1		1 0 1 0		1 0 1 1		1 1 0 0		1 1 0 1		1 1 1 0		1 1 1 1		b8 b7 b6 b5 b4 b3 b2 b1	
200 128 80		DCS	220 144 90		240 160 A0	°	260 176 B0	À	300 192 C0		320 208 D0	à	340 224 E0		360 240 F0	0 0 0 0	0
201 129 81		PU1	221 145 91	ı	241 161 A1	±	261 177 B1	Á	301 193 C1	Ñ	321 209 D1	á	341 225 E1	ñ	361 241 F1	0 0 0 1	1
202 130 82		PU2	222 146 92	ϕ	242 162 A2	²	262 178 B2	Â	302 194 C2	Ò	322 210 D2	â	342 226 E2	ò	362 242 F2	0 0 1 0	2
203 131 83		STS	223 147 93	£	243 163 A3	³	263 179 B3	Ã	303 195 C3	Ó	323 211 D3	ã	343 227 E3	ó	363 242 F3	0 0 1 1	3
204 132 84	IND	CCH	224 148 94		244 164 A4		264 180 B4	Ä	304 196 C4	Ô	324 212 D4	ä	344 228 E4	ö	364 244 F4	0 1 0 0	4
205 133 85	NEL	MW	225 149 95	¥	245 165 A5	μ	265 181 B5	Å	305 197 C5	Õ	325 213 D5	å	345 229 E5	ø	365 245 F5	0 1 0 1	5
206 134 86	SSA	SPA	226 150 96		246 166 A6	¶	266 182 B6	Æ	306 198 C6	Ö	326 214 D6	æ	346 230 E6	ö	366 246 F6	0 1 1 0	6
207 135 87	ESA	EPA	227 151 97	§	247 167 A7	·	267 183 B7	Ç	307 199 C7	œ	327 215 D7	ç	347 231 E7	ø	367 247 F7	0 1 1 1	7
210 136 88	HTS		230 152 98	¨	250 168 A8		270 184 B8	È	310 200 C8	Ø	330 216 D8	è	350 232 E8	ø	370 248 F8	1 0 0 0	8
211 137 89	HTS		231 153 99	©	251 169 A9	¹	271 185 B9	É	311 201 C9	Ù	331 217 D9	é	351 233 E9	ù	371 249 F9	1 0 0 1	9
212 138 8A	VTS		232 154 9A	ª	252 170 AA	º	272 186 BA	Ê	312 202 CA	Ú	332 218 DA	ê	352 234 EA	ú	372 250 FA	1 0 1 0	10
213 139 8B	PLD	CSI	233 155 9B	«	253 171 AB	»	273 187 BB	Ë	313 203 CB	Û	333 219 DB	ë	353 235 EB	û	373 251 FB	1 0 1 1	11
214 140 8C	PLU	ST	234 156 9C		254 172 AC	¼	274 188 BC	Ì	314 204 CC	Ü	334 220 DC	ì	354 236 EC	ü	374 252 FC	1 1 0 0	12
215 141 8D	RI	OSC	235 157 9D		255 173 AD	½	275 189 BD	Í	315 205 CD	Ý	335 221 DD	í	355 237 ED	ÿ	375 253 FD	1 1 0 1	13
216 142 8E	SS2	PM	236 158 9E		256 174 AE		276 190 BE	Î	316 206 CE		336 222 DE	î	356 238 EE		376 254 FE	1 1 1 0	14
217 143 8F	SS3	APC	237 159 9F		257 175 AF	¾	277 191 BF	Ï	317 207 CF	ß	337 223 DF	ï	357 239 EF		377 255 FF	1 1 1 1	15

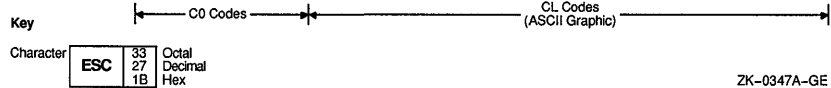
← C1 Codes → CR Codes (DEC Supplemental Graphic) →

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Figure 7-2 illustrates the second half of the DEC Multinational Character Set (characters with decimal values 128 through 255). The first half of each of the numbered columns identifies the character as you would see it on a VT300- or VT200-series terminal or printer (these characters cannot be output on a VT100-series terminal).

Figure 7-2 DEC Multinational Character Set, Part II

Column		0		1		2		3		4		5		6		7	
Bits		0 0 0		0 0 1		0 1 0		0 0 1 1		0 1 0 0		0 1 0 1		0 1 1 0		0 1 1 1	
Row	b8 b7 b6 b5 b4 b3 b2 b1																
0	0 0 0 0	NUL	0 0 0 0	DLE	20 16 10	SP	40 32 20	0	60 48 30	@	100 64 40	P	120 80 50	'	140 96 60	p	160 112 70
1	0 0 0 1	SOH	1 1 1 1	DC1	21 17 11	!	41 33 21	1	61 49 33	A	101 65 41	Q	121 81 51	a	141 97 61	q	161 113 71
2	0 0 1 0	STX	2 2 2 2	DC2	22 18 12	"	42 34 22	2	62 50 32	B	102 66 42	R	122 82 52	b	142 98 62	r	162 114 72
3	0 0 1 1	ETX	3 3 3 3	DC3	23 19 13	#	43 36 23	3	63 51 33	C	103 67 43	S	123 83 53	c	143 99 63	s	163 115 73
4	0 1 0 0	EOT	4 4 4 4	DC4	24 20 14	\$	44 36 24	4	64 52 34	D	104 68 44	T	124 84 54	d	144 100 64	t	164 116 74
5	0 1 0 1	ENQ	5 5 5 5	NAK	25 21 15	%	45 37 25	5	65 53 35	E	105 69 45	U	125 85 55	e	145 101 65	u	165 117 75
6	0 1 1 0	ACK	6 6 6 6	SYN	26 22 16	&	46 38 26	6	66 54 36	F	106 70 46	V	126 86 56	f	146 102 66	v	166 118 76
7	0 1 1 1	BEL	7 7 7 7	ETB	27 23 17	'	47 39 27	7	67 55 37	G	107 71 47	W	127 87 57	g	147 103 67	w	167 119 77
8	1 0 0 0	BS	8 8 8 8	CAN	30 24 18	(50 40 28	8	70 56 38	H	110 72 48	X	130 90 58	h	150 104 68	x	170 120 78
9	1 0 0 1	HT	9 9 9 9	EM	31 25 19)	51 41 29	9	71 57 39	I	111 73 49	Y	131 91 59	i	151 105 69	y	171 121 79
10	1 0 1 0	LF	10 10 10 10	SUB	32 26 20	*	52 42 30	10	72 58 40	J	112 74 4A	Z	132 92 5A	j	152 106 6A	z	172 122 7A
11	1 0 1 1	VT	11 11 11 11	ESC	33 27 21	+	53 43 31	11	73 59 41	K	113 75 4B	[133 93 5B	k	153 107 6B	{	173 123 7B
12	1 1 0 0	FF	12 12 12 12	FS	34 28 22	,	54 44 32	12	74 60 42	L	114 76 4C	\	134 94 5C	l	154 108 6C		174 124 7C
13	1 1 0 1	CR	13 13 13 13	GS	35 29 23	-	55 45 33	13	75 61 43	M	115 77 4D]	135 95 5D	m	155 109 6D	}	175 125 7D
14	1 1 1 0	SO	14 14 14 14	RS	36 30 24	.	56 46 34	14	76 62 44	N	116 78 4E	^	136 96 5E	n	156 110 6E	~	176 126 7E
15	1 1 1 1	SI	15 15 15 15	US	37 31 25	/	57 47 35	15	77 63 45	O	117 79 4F	_	137 97 5F	o	157 111 6F	DEL	177 127 7F



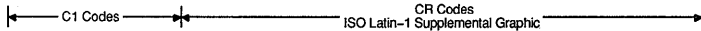
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UPSS ISO Latin 1

You can override the DEC Multinational Character Set by clicking on the UPSS ISO Latin 1 option. This causes the International Standards (ISO) Latin 1 Character Set to be used. Figure 7-3 illustrates the ISO Character Set.

Figure 7-3 International Standards (ISO) Character Set

8		9		10		11		12		13		14		15		Column	Row
1	0	1	0	1	0	1	0	1	0	1	0	1	1	0	1	1	
	200 128 80	DCS	220 144 90	NBSP	240 160 A0	°	260 176 B0	À	300 192 C0	Ð	320 208 D0	à	340 224 E0	ò	360 240 F0	0 0 0 0	0
	201 129 81	PU1	221 145 91	ı	241 161 A1	±	261 177 B1	Á	301 193 C1	Ñ	321 209 D1	á	341 225 E1	ó	361 241 F1	0 0 0 1	1
	202 130 82	PU2	222 146 92	¢	242 162 A2	²	262 178 B2	Â	302 194 C2	Ò	322 210 D2	â	342 226 E2	ô	362 242 F2	0 0 1 0	2
	203 131 83	STS	223 147 93	£	243 163 A3	³	263 179 B3	Ã	303 195 C3	Ó	323 211 D3	ã	343 227 E3	ó	363 243 F3	0 0 1 1	3
IND	210 132 84	CCH	224 148 94	¤	244 164 A4	´	264 180 B4	Ä	304 196 C4	Ô	324 212 D4	ä	344 228 E4	õ	364 244 F4	0 1 0 0	4
NEL	205 133 85	MW	225 149 95	¥	245 165 A5	µ	265 181 B5	Å	305 197 C5	Õ	325 213 D5	å	345 229 E5	ö	365 245 F5	0 1 0 1	5
SSA	206 134 86	SPA	226 150 96	ı	246 166 A6	ı	266 182 B6	Æ	306 198 C6	Ö	326 214 D6	æ	346 230 E6	ö	366 246 F6	0 1 1 0	6
ESA	207 135 87	EPA	227 151 97	§	247 167 A7	·	267 183 B7	Ç	307 199 C7	×	327 199 D7	ç	347 231 E7	+	367 247 F7	0 1 1 1	7
HTS	210 136 88		230 152 98	"	250 168 A8	,	270 184 B8	È	310 200 C8	Ø	330 216 D8	è	350 232 E8	ø	370 248 F8	1 0 0 0	8
HTS	211 137 89		231 153 99	©	251 169 A9	¹	271 185 B9	É	311 201 C9	Ù	331 217 D9	é	351 233 E9	ù	371 249 F9	1 0 0 1	9
VTS	212 138 BA		232 154 9A	#	252 170 AA	ª	272 186 BA	Ê	312 202 CA	Ú	332 218 DA	ê	352 234 EA	ú	372 250 FA	1 0 1 0	10
DLP	213 139 8B	CSI	233 155 9B	«	253 171 AB	»	273 187 BB	Ë	313 203 CB	Û	333 219 DB	ë	353 235 EB	û	373 251 FB	1 0 1 1	11
PLU	214 140 8C	ST	234 156 9C	¬	254 172 AC	¼	274 188 BC	Ì	314 204 CC	Û	334 220 DC	ì	354 236 EC	ü	374 252 FC	1 1 0 0	12
RI	215 141 8D	OSC	235 157 9D	-	255 173 AD	½	275 189 BD	Í	315 205 CD	Ý	335 221 DD	í	355 237 ED	ý	375 253 FD	1 1 0 1	13
SS2	216 142 8E	PM	236 158 9E	®	256 174 AE	¾	276 190 BE	Î	316 206 CE	Þ	336 222 DE	î	356 238 EE	þ	376 254 FE	1 1 1 0	14
SS3	217 143 8F	APC	237 159 9F	-	257 175 AF	¿	277 191 BF	Ï	317 207 CF	ß	337 223 DF	ï	357 239 EF	ÿ	377 255 FF	1 1 1 1	15



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Note To use these character sets, the Character Set mode menu item must be set to 8-bit Characters.

8-Bit Multinational Characters

Unless you specify otherwise, the character mode is set to 8 bits for use with the DEC Supplemental Character Set.

7-bit NRCS Characters

To use the National Replacement Character Sets, click on the 7-Bit Character Mode option. The default is the 8-bit Multinational Character set.

VT300 Mode, 8-bit Controls

Unless you specify otherwise, the terminal option is VT300 Terminal Mode, 8-bit Controls. This causes DECterm to emulate a VT300 with 8-bit control characters.

Note *With each new DECterm window, you can choose to emulate the same terminal or different terminals.*

VT300 Mode, 7-bit Controls

You can change the VT300 Terminal Mode, 8-bit Controls default option by clicking on the VT300 Terminal Mode, 7-bit Controls option. This causes DECterm to emulate a VT300 with 7-bit control characters.

VT100 Mode

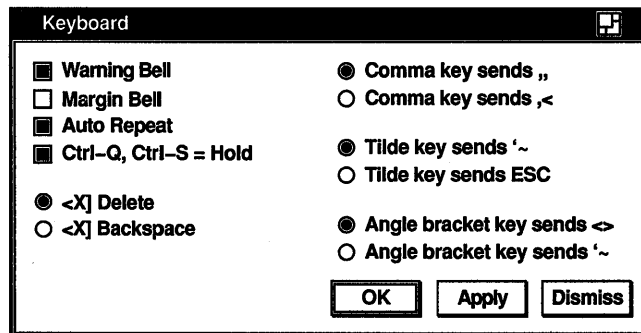
You can change the VT300 Terminal Mode, 8-bit Controls default option by clicking on the VT100 Mode option. This causes DECterm to emulate a VT100 terminal.

VT52 Mode

You can override the VT300 Terminal Mode, 8-bit Controls default option by clicking on the VT52 Terminal Mode option. This causes DECterm to emulate a VT52 terminal.

Customizing a Keyboard

Choose the Keyboard... menu item from the Customize menu to set keyboard features. DECterm displays a dialog box.



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From the Keyboard dialog box, you can set the following keyboard features:

Warning Bell

Unless you specify otherwise, the keyboard warning bell is set to ring when errors occur. You can disable this function by clicking on the Warning Bell option.

Margin Bell

By default, the margin bell does not ring when the cursor reaches the right margin. You can cause it to ring by clicking on Margin Bell.

Auto Repeat

By default, continuing to press a key causes the character to repeatedly be displayed. You can disable this function by turning off the Auto Repeat option.

Note *The host system can change the Auto Repeat setting. Click on the Lock User Feature option to permanently set this option.*

Ctrl-Q, Ctrl-S = Hold

Unless you specify otherwise, pressing Ctrl/S causes your screen display to stop scrolling, and pressing Ctrl/Q causes it to resume scrolling.

<X> Delete

By default, the Delete option is set, which causes the <X> key to function as a delete key.

<X> Backspace

You can override the <X> Delete default by clicking on the Backspace option. This causes the <X> key to function as a backspace key.

Comma Key Sends ,,

By default the Comma Key Sends ,, option is set. This causes a comma (,) to be displayed when you press the comma key. (This applies to a North American or Dutch keyboard dialect.)

Comma Key Sends ,<

You can override the Comma Key Sends ,, default by clicking on the Comma Key Sends ,< option. This causes a comma (,) to be displayed when you press the comma key shifted, and a left angle bracket (<) to be displayed when you press the comma key unshifted. (This applies to a North American or Dutch keyboard dialect.)

Tilde Key Sends '~

Unless you specify otherwise, the Tilde Key Sends '~ option is set. This causes the '~ key to display a left single quotation mark (') when unshifted and a tilde (~) when shifted. (This applies to a North American or Dutch keyboard dialect.)

Tilde Key Sends ESC

You can override the Tilde Key Sends '~ default by clicking on the Tilde Key Sends ESC option. This causes the '~ key to function as an escape (ESC) key. (This applies to a North American or Dutch keyboard dialect.)

Angle Brackets Key Sends <>

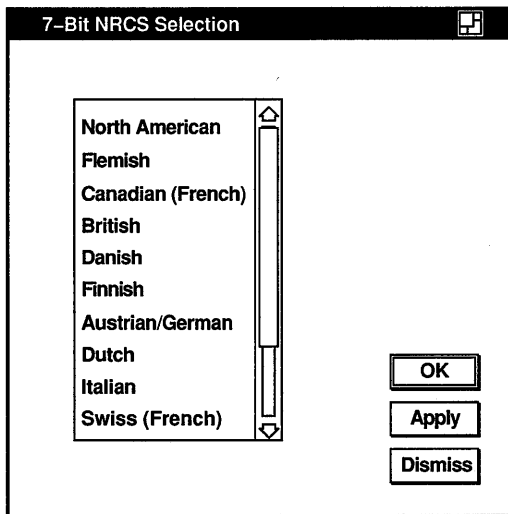
Normally, the Angle Bracket Key Sends <> option is set. This causes the angle bracket key to display a left angle bracket (<) when unshifted and a right angle bracket (>) when shifted. (This applies to a North American or Dutch keyboard dialect.)

Angle Brackets Key Sends '~

You can override the Angle Bracket Key Sends <> default by clicking on the Angle Brackets Key Sends '~. This causes the <> key to function as an escape (ESC) key. (This applies to a North American or Dutch keyboard dialect.)

Choosing a National Replacement Character Set

Choose the 7-Bit NRCS Selection... menu item from the Customize menu to pick a National Replacement Character Set (NRCS) that corresponds to the specified keyboard dialect. DECterm displays a dialog box.



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You can select the following character sets:

North American	Italian
Flemish	Swiss (French)
Canadian (French)	Swiss (German)
British	Swedish
Danish	Norwegian
Finnish	Belgian/French
Austrian/German	Spanish
Dutch ¹	Portuguese

¹Use of the Dutch national character set is discouraged, and it may not be supported in future versions of DECterm. Dutch users should use the ISO Latin 1 character set instead.

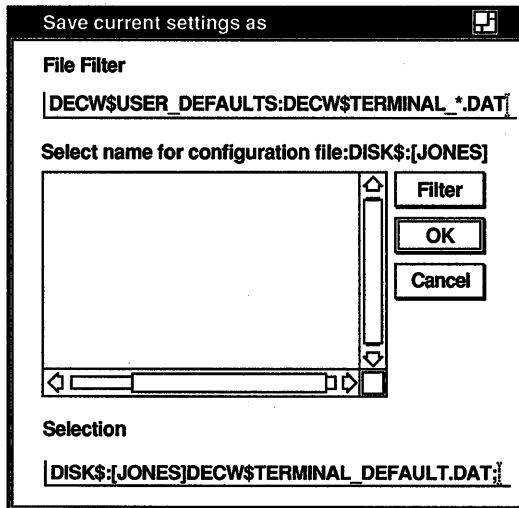
See Appendix B for the keyboard illustrations.

Saving and Restoring Customized Features

Once you modify DECterm settings, you can save your changes. When you save your changes, DECterm uses these settings each time you create a DECterm window. If you change your mind and want to use the settings that came with your system, you can restore the defaults.

To save customized settings:

- Choose the Save Current Settings menu item from the Customize menu for routine saving of customized features.
- Choose the Save Current Settings As... menu item from the Customize menu when you want to save the current customized features with a new or different file name. DECterm displays a dialog box.



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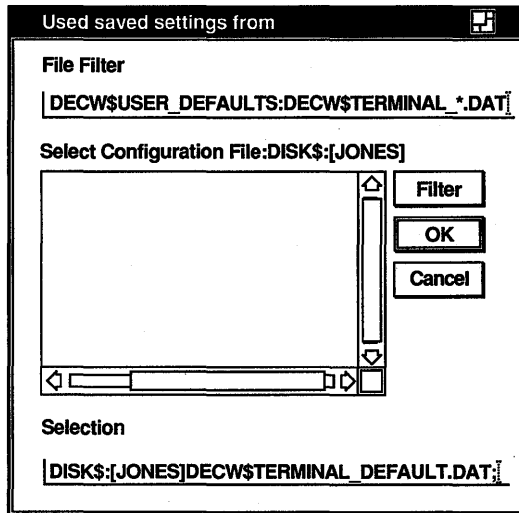
The dialog box prompts you for the name of the file you want to use to save your customized features. The file list box displays the names of any files in the current directory that contain customized features. By default, these files have the type DAT.

To use a file name that is not listed, enter the name of that file in the Selection text field and click on the OK button.

To restore customized settings:

- Choose the Use Last Saved Settings menu item from the Customize menu to restore an existing file.
- Choose the Use Defaults menu item from the Customize menu to restore the system defaults.

- Choose the Use Saved Settings From... menu item from the Customize menu to restore previously saved settings. DECterm displays a dialog box.



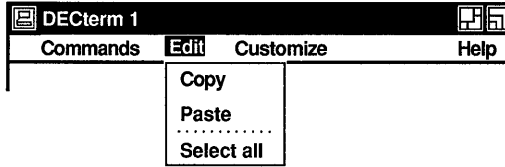
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The dialog box prompts you for the name of the file you want to use to save your customized features. The file list box displays the names of any files in the current directory that contain customized features. By default, these files have the type DAT. Double click on the file name of the file you want to use.

Or, use the File Filter text field to list a subset of files you can then select from. For example, to display all files in another directory with the file type DAT, type the complete directory specification—[JONES.CUSTOMIZE]*.DAT—in the File Filter text field and click on the Filter button. Then double click on the name of the file you want to use.

Copying Information

Choose the Edit Menu to copy information within or between terminal windows.



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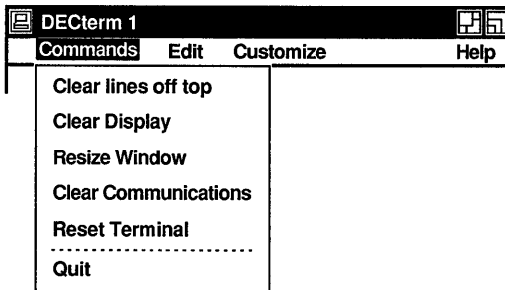
To copy information:

- 1 Select the information you want to copy by pressing and holding MB1, dragging the pointer over the information, and releasing MB1. Or, choose the Select All menu item from the Edit menu to copy the entire display.
The selected area is highlighted.
- 2 Choose the Copy menu item from the Edit menu to store the copied information.
- 3 Click on the area you want to place the information.
- 4 Choose the Paste menu item from the Edit menu.

The selected information is copied to the new location.

Clearing and Resizing Terminal Windows

From the Commands menu, you can clear or resize the terminal window.



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Clear Lines Off Top

You can erase information stored in the transcript by choosing the Clear Lines Off Top menu item. The transcript is an area of memory that contains the last 100 lines of your screen display, and it can be read by using the scroll bars. The transcript exists as long as the Record Lines Off Top option in the Window dialog box is in effect. Record Lines Off Top is turned on by default.

Clear Display

You can clear all information displayed in a terminal window by choosing the Clear Display menu item.

Resize Window

Choose the Resize Window menu item to change the size of the terminal window.

Clear Communications

Choose the Clear Communications menu item to reset the communication buffers.

Reset Terminal

Choose the Reset Terminal menu item to restore the currently saved defaults.

Choosing Reset Terminal also restores the default color map. On a 4-plane system such as the VS2000/GPX, displaying ReGIS or sixel graphics causes DECterm to create and load its own hardware color map, so that other windows do not display in their true colors when the DECterm window has input focus. To restore the default hardware color map, first erase the graphics from the window by choosing the Clear Display menu item from the Commands menu, and then reset the terminal with the Reset Terminal menu item.

Composing Characters

Use **compose sequences** to create special characters. A compose sequence is a series of keystrokes that creates characters that do not exist as standard keys on your keyboard. You can create any character from the character set DECterm is currently using. (For more information on choosing a character set, see the section Customizing DECterm.)

For more information about composing characters, see Appendix A.

Exiting from DECterm

Choose the Quit menu item or enter the LOGOUT command to exit from DECterm and close the DECterm window.

EVE



Using EVE

The Extensible VAX Editor (EVE) is a powerful, general-purpose editor based on the VAX Text Processing Utility (VAXTPU). Using EVE, you can create and edit text files such as business letters, technical documents, and program source files. EVE is also compatible with the EDT and WPS keypads.

There are three ways to execute EVE commands—menus, typed commands, and defined keys. This chapter focuses on executing commands from menus. For more information about defining keys and using typed commands, see online help in EVE, the *VAX Text Processing Utility Manual*, or the *Guide to VMS Text Processing*.

If you are already familiar with EVE on character cell terminals, you can use the same editing methods with EVE on VMS DECwindows. For example, you can type commands and use defined keys, as well as using the mouse and menus. The only EVE commands that do not work on DECwindows are ATTACH, SPAWN, and SPELL. Also, on DECwindows, VAXTPU does not provide journal files; therefore, you should save your edits frequently so that in case of a system failure you will not lose your work. For more information, see EVE help on New Features.

This chapter describes how to

- Begin an editing session
- Enter text, execute EVE commands, and get online help
- Move the cursor
- Edit text
- Search for and replace text
- Format text

- Save your edits
- View and edit two or more files in the same session
- Define keys, including setting the EDT or WPS keypad, and save definitions in a section file
- Set editing preferences and customize EVE

Beginning Your Editing Session

To begin an EVE editing session:

- 1 Select the file in FileView you want to edit.
If you do not select a file before starting EVE, EVE creates an empty buffer called MAIN.
- 2 Choose the Edit menu item from FileView's Files menu.
FileView displays a dialog box.
- 3 Click on OK to specify EVE as your editor, because EVE is the default choice.

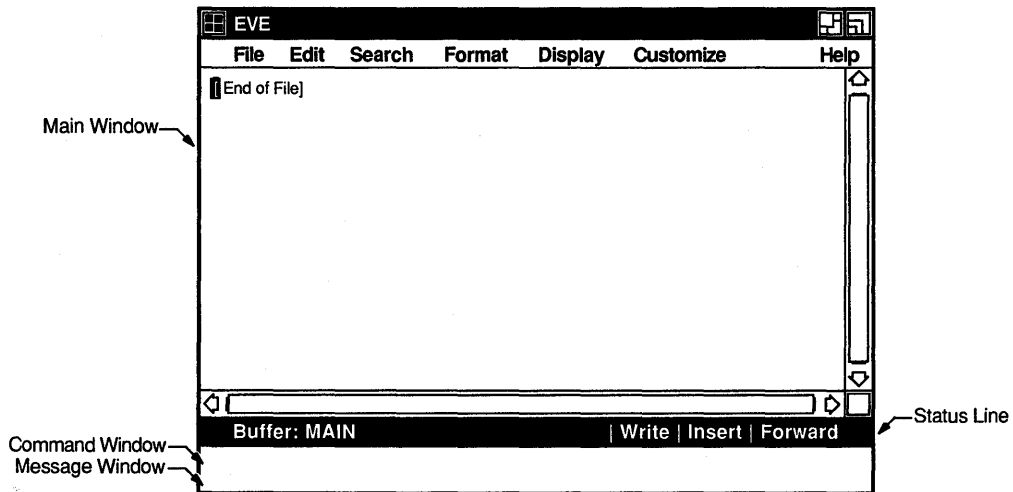
If you have not selected a file in FileView, you can enter the name of the file you want to edit in the Files text entry field. Click on Hide This Dialog if you do not want the dialog box to appear when you start EVE from FileView.

After you click on OK, FileView displays the VAXTPU dialog box.

- 4 Modify the settings if you like, and click on OK.
This dialog box contains options that are primarily of interest to users writing VAXTPU procedures. You do not need to modify these options to use EVE. For more information about the VAXTPU dialog box, see the section Setting VAXTPU Preferences.

Click on Hide Dialog if you do not want this dialog box to appear when you start EVE from FileView.

The EVE screen layout is displayed on your screen in its own window.



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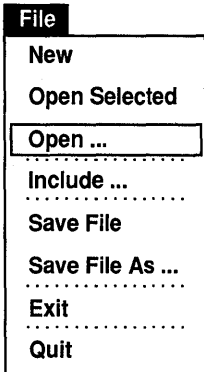
The **main window** shows the buffer you are editing. A **buffer** is an area of computer memory for storing or manipulating data—in other words, a buffer comprises your workspace. If you are creating a new file or if you did not specify a file when you invoked EVE, the buffer is empty and you see the [End of File] marker in the upper left corner. You can split the main window into two or more smaller windows to view or edit different files or different parts of the same file.

The **status line** shows information about the buffer you are viewing or editing—the name of the buffer, its status (Read-only or Write), the mode for entering text (Insert or Overstrike), and the direction for searches and other operations (Forward or Reverse). Each field in the status line can be changed by clicking on it with MB1. For example, clicking MB1 on the buffer name returns to your next buffer. Clicking on the mode or direction toggles that setting.

The **command window** is a single line where you type EVE commands. Pressing the Do key moves the cursor to the command window, and EVE then prompts you to type a command. The command window appears just below the status line when you press the Do key.

The **message window** is a single line where some EVE messages appear, such as a confirmation message when you set the margins. It is the bottom line in the EVE screen.

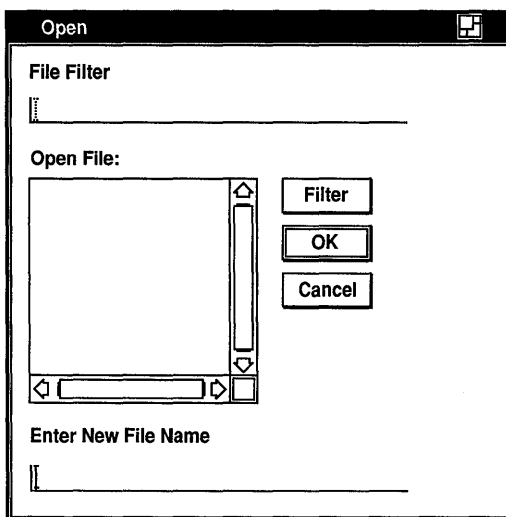
Opening a File



When you begin an editing session, you can select the name of the file you want to edit in FileView or type the file name in the dialog box you get when you choose the Edit menu item from FileView's Files menu. If you do not supply a file name, EVE creates an empty buffer named MAIN. You can then begin typing and specify the file name on writing the buffer or on exiting.

If you did not specify a file when you invoked EVE, or if you want to edit a different file in the same session, do the following steps:

- 1 Choose the Open... menu item from the File menu.
EVE displays a dialog box, asking you for the name of the file you want to edit or create.



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- 2 Type the name of the file—for example, TESTFILE.TXT and press **[Return]** or click on OK.

EVE copies the specified file into a buffer and displays it in the main window. The buffer has the same name as the file, unless a buffer already exists that has the same name, in which case EVE prompts you to enter a new name.

For more information about specifying files for editing, see the section Viewing and Editing More Than One File.

Entering Text

To enter text, type characters from the keyboard. The cursor marks the current insertion point—the location at which the next character will appear or where an editing operation will occur. If you make a typing mistake, press the <X> (Delete) key to erase the previous character.

With EVE, you can use two different modes for entering text—**insert mode** and **overstrike mode**.

With insert mode, as you type, new characters push existing text to the right. This is the default setting.

With overstrike mode, each character you type replaces the character at the current position; using the <X> key replaces the previous character with a space. Overstrike mode is useful for correcting spelling errors or for editing column-aligned text.

The current mode of the buffer is always shown in the status line. To change the mode of the buffer, click MB1 on Insert or Overstrike in the status line (you can also press F14 or Ctrl/A).

Moving the Cursor and Scrolling

You can move the cursor by pointing with the mouse and clicking MB1 or by using the scroll bars. You can also move the cursor by pressing the arrow keys. Holding down an arrow key moves the cursor continuously in the direction of the arrow.

There are two types of cursor motion you can use—**free cursor** and **bound cursor**. A free cursor enables you to move anywhere in the buffer and insert text regardless of whether characters are already there. This is the default setting.

By contrast, a bound cursor follows the shape or flow of your text, as in the EDT and WPS editors. For example, if you are at the end of a line and press the right arrow key, the cursor moves to the start of the next line.

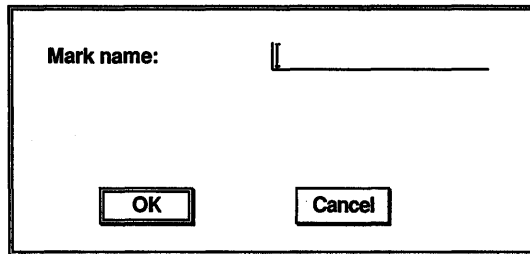
For information about setting the type of cursor motion, see the section Setting Global Preferences.

You can use invisible markers to mark your current position in a buffer so you can return to that location later on. This is particularly useful when you are making revisions to a lengthy document.

To mark your current position:

- 1 Pressing MB2 anywhere in the main window, choose the Mark... menu item from the pop-up menu.

Note that you cannot do this while you have a selection active.
EVE displays a dialog box.



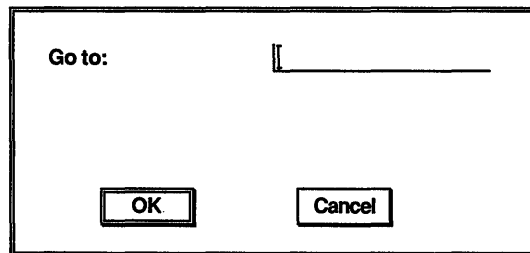
A dialog box with a rectangular border. On the left side, the text "Mark name:" is followed by a horizontal text input field. Below the input field, there are two buttons: "OK" on the left and "Cancel" on the right.

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- 2 Type the name of the marker—for example, CHAP ONE, and press **Return** or click on OK.

Later, to return to this location:

- 1 Using MB2, choose the Go To... menu item from the pop-up menu.
EVE displays a dialog box.



A dialog box with a rectangular border. On the left side, the text "Go to:" is followed by a horizontal text input field. Below the input field, there are two buttons: "OK" on the left and "Cancel" on the right.

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- 2 In the dialog box, type the marker name.

Entering EVE Commands

There are three ways to execute EVE commands—menus, typed commands, and defined keys. For more information about typed commands, see online help in EVE, the *VAX Text Processing Utility Manual*, or the *Guide to VMS Text Processing*.

To type a command:

- 1 Press **Do**.

The cursor moves to the command window and EVE prompts you to type a command.

- 2 Type a command, such as Set Keypad EDT or Erase Line. You can abbreviate the command by using, in most cases, the first letter of the command. EVE is not case sensitive in interpreting commands. You can use any combination of uppercase and lowercase characters in the command line.
- 3 Press `Do` or `Return` to complete the command. EVE executes the command or prompts you for further action.

Getting Help

EVE provides extensive online help for all menu items, commands, and keypad functions.

To get help, choose one of the following items from the Help menu:

- List of Topics
Displays the list of all EVE commands and other topics. You can then type the name of a topic you want help on.
- Keypad
Draws a keypad diagram. You can then press a key you want help on. Gold key combinations are shown in reverse video.
- Keys
Lists all the current key definitions, including control keys and Gold key combinations. You can then press a key you want help on.

You can also get help by typing the HELP command and specifying a topic. For example, the following command gets help on the Find command:

```
Command: HELP FIND
```

Most help topics have a list of the related commands or other topics and a list of any key bindings, including any EDT or WPS keypad bindings. If you are viewing help on one topic and want to get help on another topic, simply type the name of that topic and press Return. If you want to view the list of topics, type a question mark (?) and press Return.

To scroll through a lengthy help topic, press the Next Screen and Prev Screen keys. To exit from help and resume editing, press the Return key.

Editing Text

Reset
Change Case E→
Find Next
Fill Range
Cut
Copy
Open Selected
Find Selected

EVE lets you enter, modify, copy, delete and restore text. In addition to the Edit menu, you can use pop-up menus to display menu items that let you perform different editing operations.

Pressing MB2 anywhere in the main window displays a pop-up menu appropriate to your particular context. For example, if you have selected text, the pop-up menu contains the following menu items for operations that involve a select range:

- Reset
- Change Case
- Find Next
- Fill Range
- Cut
- Copy
- Open Selected
- Find Selected

Select
Select All
Restore E→
Find Next
Fill Paragraph
Center Line
Paste
Replace ...
Mark ...
Go To ...
Include ...

If there is no text selected, the pop-up menu contains these menu items, which do not require a select range:

- Select
- Select All
- Restore
- Find Next
- Fill Paragraph
- Center Line
- Paste
- Replace
- Mark
- Go To
- Include

Selecting Text

Selecting text in the buffer lets you perform an editing operation on or with that text alone, such as changing the case of letters, reformatting a block of text according to new margins, or copying a block of text so you can insert it elsewhere.

To select text, you can choose the Select and Select All menu items from the pop-up menu, or you can use mouse clicks as follows:

- Press MB1 and drag the mouse to select a block of text.
- Click MB1 to select an amount of text, as follows:

2 clicks selects the current word

- 3 clicks selects the current line
- 4 clicks selects the current paragraph
- 5 clicks selects all of the current buffer

To cancel a selection done with mouse clicks, simply move the cursor out of the select range. To cancel any selection, choose the Reset menu item from the pop-up menu or press the Select key.

After you select text, use MB2 to display a pop-up menu that contains the menu items you can use on or with the select range. Some of these menu items also appear in the Edit menu, Format menu, and other menus. The following is a list of the commands and menu items you can use with a select range. For more information about these commands, see online help.

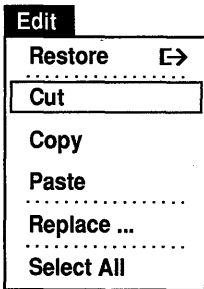
- Capitalize Word
- Copy or Store Text
- Cut or Remove Text
- Fill Paragraph or Fill Range
- Find Selected
- Lowercase Word
- Open Selected
- Reset
- Uppercase Word

You can also use some EDT and WPS keypad functions with selected text, such as the EDT Append key, and you can use pending delete. See the section Setting Global Preferences for more information about pending delete.

Moving Text to Another Location

You can move a select range by cutting it or copying it and then pasting the text elsewhere. To cut and paste text:

- 1 Select the text you want to cut by choosing the Select or Select All menu item from the pop-up menu or by using mouse clicks.
- 2 Choose the Cut menu item from the Edit menu.
- 3 Put the cursor where you want to reinsert the text and choose the Paste menu item from the Edit menu.



Copying text works the same way as cutting, except the selected text is not removed from its original location. To copy text, select the text you want to copy, choose the Copy menu item from the Edit menu, place the cursor where you want to insert the text, and choose Paste from the Edit menu.

Text you cut or copy is stored in the Insert Here buffer. If you want to transfer text between EVE and other VMS DECwindows applications, you must first enable the clipboard. See the section Customizing EVE for more information about enabling the clipboard.

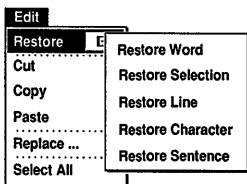
Erasing and Restoring Text

To erase text, you can use the $\langle X \rangle$ key or select and cut a block of text. There are also several typed EVE commands that delete text:

- Delete
- Erase Character
- Erase Line
- Erase Start Of Line (Ctrl/U)
- Erase Previous Word
- Erase Word

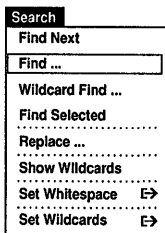
To erase the current word, press the F13 key or Ctrl/J, each of which is defined as Erase Word. For more information about Erase commands, use online help.

To put back what you erased, pull down the Edit menu, display the Restore submenu, and choose the desired menu item on the submenu. You can choose one of the following menu items:



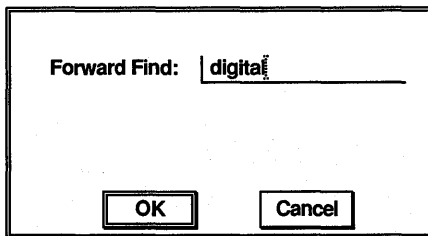
- Restore Word
- Restore Selection
- Restore Line
- Restore Character
- Restore Sentence

Searching for and Replacing Text



To find a string of text in your document:

- 1 Choose the Find... menu item from the Search menu. EVE displays a dialog box.



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2 In the dialog box, type the text string you want to find.

Use all lowercase to find any occurrence of the string. Use mixed case or uppercase to find an exact match. For example:

You Type	EVE Finds
digital	digital Digital DIGITAL
Digital	Digital
DIGITAL	DIGITAL

EVE begins the search in the current direction of the buffer (forward or reverse), shown in the status line. You can change the direction of the buffer by clicking MB1 on Forward or Reverse in the status line. If the text is found only in the other direction, EVE asks if you want to change direction and go there.

If the text is found, EVE puts the cursor at the beginning of the string and highlights the found text. You can then use most of the same commands, menu items, and keypad functions on the found text that you use on a select range:

- Case changes, such as Capitalize Word, Lowercase Word, and Uppercase Word
- Copy or Store Text
- Cut or Remove
- Fill or Fill Range
- Open Selected

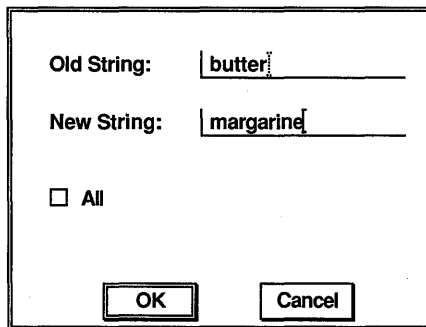
For example, using Cut removes the found text and stores it in the Insert Here buffer or the clipboard, depending on your setting. To cancel the highlighting, move the cursor off the found text or choose the Reset menu item from the pop-up menu.

To find another occurrence of the same string, choose the Find Next menu item from the Search menu.

Replacing Strings of Text

To search for and replace text:

- 1 Choose the Replace menu item from the Search menu.
EVE displays a dialog box.



The dialog box has a title bar at the top. Below it, there are two text input fields. The first is labeled 'Old String:' and contains the text 'butter'. The second is labeled 'New String:' and contains the text 'margarine'. Below these fields is a checkbox labeled 'All', which is currently unchecked. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

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- 2 Type the old string (the text you want to find and replace), press the Tab key to move to the New String field, and then enter the new string (the text you want to insert in place of the old string).

EVE searches for the old string, starting first in the current direction of the buffer. If it is found, EVE highlights the string and asks you whether you want to replace it. You respond with one of the following by clicking on the appropriate button in the dialog box:

Response	Effects
Yes	Replace this one and search for the next one. (Default choice; you need only press the Return key.)
No	Skip this one and search for the next one.

Response	Effects
All	Replace all the occurrences. No further prompting unless the search finds the old string in the opposite direction.
Last	Replace this one and stop here.
Quit	Cancel (skip this one and stop here).

The case of the old and new strings determines not only what EVE searches for (as with the Find command), but also what replacement text is used. If both strings are in all lowercase, EVE finds any occurrence of the old string, regardless of case, and replaces it with the new string, matching the case appropriately. For example, if EVE finds a capitalized version of the old string, it is replaced by a capitalized version of the new string. If the old string contains any uppercase letters, the search and replacement are exact (case sensitive).

Handling Whitespace Characters

You can modify EVE so that Find commands treat spaces and tabs the same (that is, as “whitespace”), and span a line break for strings of two or more words. For example, searching for the string “Mark Twain” causes EVE to find all occurrences of the string if there is one or more spaces or tabs between the words, or if “Mark” is at the end of a line and “Twain” is at the start of the next line.

To cause a search operation to treat both spaces and tabs as “whitespace,” pull down the Search menu and display the Set Whitespace submenu. Choose the Set Find Whitespace menu item. The default is Set Find Nowhitespace.

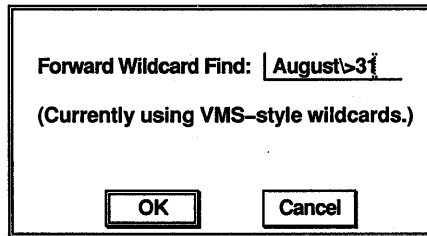
Searching with Wildcards

Wildcard searches let you find a pattern of text. For example, you may want to find a string only when it appears at the start of a line or find a combination of letters only when they are followed by a vowel. You can use either VMS or ULTRIX wildcards, depending on your setting. The default setting is VMS. You can modify the setting from the Set Wildcards submenu on the Search menu.

To do a wildcard search:

- 1 Choose the Wildcard Find... menu item from the Search menu.

EVE displays a dialog box.



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- 2 Type the pattern of text you want to find, using both wildcards and literal text.

To get a list of the available wildcard patterns, choose the Show Wildcards menu item from the Search menu.

The following examples show different search patterns, mostly using VMS wildcards:

Pattern	Matches
b?t	<i>B</i> or <i>b</i> followed by any single character and a <i>T</i> or <i>t</i> , as in: “batch,” “between,” or “rabbit.” A percent sign (%) matches any single character on a line. The ULTRIX equivalent is the period, for example, <i>b.t</i> .
b*t	<i>B</i> or <i>b</i> followed by any characters and a <i>T</i> or <i>t</i> on the same line, as in: “blast,” “butler,” “be still,” or the strings found by <i>b?t</i> . An asterisk (*) matches any number of characters on the same line.
August**31	<i>August 31</i> separated by any amount of text—tabs, spaces, line breaks, or other text characters.
August\>31	<i>August 31</i> split by a line break—that is, “August” at the end of one line and “31” at the start of the next line. A backslash and right angle bracket (\>) match end-of-line; backslash and left angle bracket (\<) match start-of-line. The ULTRIX equivalent uses the caret and dollar sign, for example, <i>August\$31</i> .

If a matching pattern is found, EVE highlights the found text. You can then use commands such as Copy, Fill, Open Selected, Remove, and Uppercase Word, just as you would with a found range.

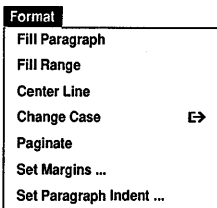
To find another occurrence of the pattern, choose the Find Next menu item from the Search menu.

To set the type of wildcards:

- 1 Choose the Set Wildcards menu item from the Search menu.
- 2 Choose either Set Wildcards VMS or Set Wildcards ULTRIX.

You can also choose the type of wildcards and choose Set Whitespace or Set Nowhitespace from the Search Preferences submenu, which is accessible from the Customize menu.

Formatting Text



To format text, you can set the left and right margins, paragraph indent, and tab stops. You can also fill text and insert page breaks. Margins, paragraph indent, and tab stops are buffer-specific settings. In other words, you can specify different settings for each of your buffers or files.

From the Format menu, you can perform simple formatting operations such as centering the line the cursor is on by choosing the Center Line menu item. You can also change the case of text by displaying the Change Case submenu and choosing the Capitalize Word, Uppercase, or Lowercase menu item. Change-case operations work as follows:

- 1 On the current select range
- 2 On the current found range
- 3 On the current word

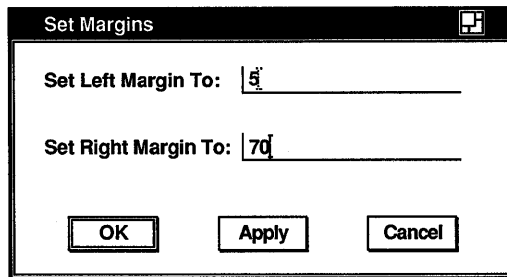
According to this hierarchy, a select range has precedence over a found range, which in turn has precedence over the current word. For example, if you have an active select range consisting of five words and you choose the Uppercase menu item, every word in the select range becomes uppercase—not just the word the cursor is currently on.

Setting Margins

To set the margins of the buffer:

- 1 Choose the Set Margins... menu item from the Format Menu.

EVE displays a dialog box.



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- 2 Click MB1 on Set Left Margin or Set Right Margin.
- 3 Type the margin setting you want.

For example, you can set the left margin at column 5 and the right margin at column 70. Then, as you type, EVE wraps text at the right margin of the buffer and starts new lines at the left margin. Existing text is not affected. The default left margin is 1, and the default right margin is 79.

Filling Text

Filling text causes the maximum number of words to fit on a line, based on the current margins of the buffer. This is particularly useful to rewrap text after you have erased words or pasted text, or if you change the margins. You can fill text that you have selected or found or fill the current paragraph.

To fill a select range or found text:

- 1 Select or find the text you want to fill.
- 2 Choose the Fill Range menu item from the Format menu.

To fill the current paragraph:

- 1 Put the cursor anywhere on the paragraph you want to fill. “Paragraphs” in EVE are bounded by blank lines, the top or bottom of the buffer, page breaks, or DSR or DSRPLUS commands (such as .Blank).
- 2 Choose the Fill Paragraph menu item from the Format menu.

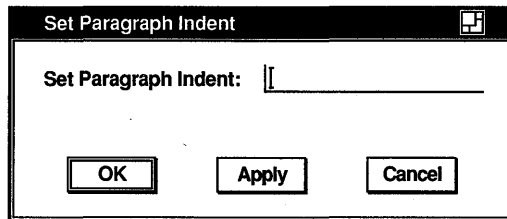
Setting the Paragraph Indent

Paragraph indent is the number of spaces you want added to or subtracted from the first line of each paragraph you create or reformat. For example, in writing a letter, you may want to have each paragraph indented five spaces or you may want to use a negative indent to create lists.

To set the paragraph indent:

- 1 Choose the Set Paragraph Indent... menu item from the Format menu.

EVE displays a dialog box.



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- 2 Type the number of spaces you want to indent new paragraphs.

The paragraph indent is relative to the left margin. For example, if you set the left margin to 5 and the paragraph indent to 4, then the first line of each paragraph will start at column 9 and the remaining lines at column 5. The default is 0, or no indent.

If you want a “hanging” paragraph, such as for making bulleted lists, use a negative number. For example, to format lists so that the counter or bullet is to the left of the text, you can set the left margin to 4 and the paragraph indent to -3. Make each list item a separate paragraph (by using blank lines between each item). The counter or bullet at the start of each list item will be 3 spaces to the left of the left margin; the other lines of a list item will begin in column 4.

If you want no paragraph indent—that is, if you want paragraphs to start at the left margin—set the paragraph indent to zero (0), which is the default setting.

Setting Tabs

To set tab stops:

- 1 Choose the Buffer Preferences... menu item from the Customize menu.
EVE displays a dialog box.
- 2 Type the tab stops you want.
- 3 Click MB1 on Set Tabs At or Set Tabs Every.

With Set Tabs At, you can specify the tabs you want at different intervals, for example, 5, 9, 16, 24, 31. With Set Tabs Every, you specify a single interval for every tab stop. The default tab stops are every 8 columns. Setting tab stops changes existing tabs in the buffer you are editing.

You can also set the way tabs appear in the buffer and the tab mode, which determines the effects of pressing the Tab key. These are global settings, which apply to all buffers. By default, the Tab function inserts a tab character, which appears simply as blank space, and moves the cursor and any existing text to the right until the next tab stop. Setting the tab mode lets you make tab characters visible or makes the Tab function insert spaces instead of a tab character or move the cursor without inserting anything.

To set the tab modes:

- 1 Choose the Global Preferences... menu item from the Customize menu.
EVE displays a dialog box.
- 2 Click MB1 on the tab mode you want—Insert, Movement, or Spaces.
Tab mode does not affect tabs you have already entered. For example, setting the tab mode to Spaces does not convert existing tab characters to spaces.
- 3 Choose either Invisible or Visible tabs.
By default, the Tabs Visible option is turned off, which causes tabs to be invisible. Click on it to make your tabs visible.
Visible tabs appear as a small H_T . Setting tabs visible affects only tabs entered in with the tab mode set to Insert—that is, actual tab characters.

Setting the tab mode to Movement makes Tab a cursor-moving function only, so that pressing the Tab key puts the cursor at the next tab stop, without moving your text. Setting the tab mode to Spaces makes the Tab function insert the appropriate number of spaces rather than a tab character. This is useful if you are going to print or display the text on devices that have different tab stops, because on most devices the space character is a uniform size. If you set the tab mode to Insert, which is the default setting, the Tab function inserts a tab character.

Setting Soft Page Breaks

You can insert a “soft” page break every 54 lines of a file to produce 54-line pages. A soft page break is a form feed followed by the null character. It appears as a small F and small N .

To insert soft page breaks:

- 1 Choose the Paginate menu item from the Format menu.

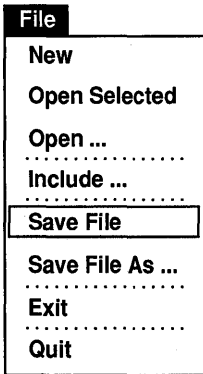
This causes EVE to move back from the current cursor position to the previous page break (if any) and check ahead for page breaks within the next 54 lines. If soft breaks are found within the 54 lines, EVE erases them, then moves down 54 lines (if there are that many), inserts a soft break, and puts the cursor on the next line.

Note *You can manually insert soft page breaks from the WPS keypad by pressing Gold/P.*

- 2 Choose the Paginate menu item again to continue paginating the buffer.

If a “hard” page break is found, EVE stops on the line after that page break, in case you want to erase it. A hard page break is a form feed only, and it can be inserted with the Insert Page Break command or Ctrl/L.

Saving Your Edits

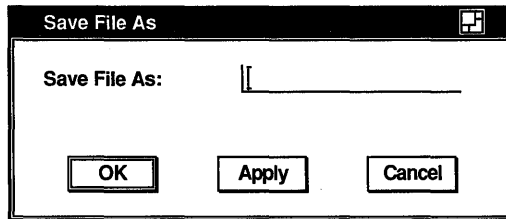


You can save your edits either when you exit from EVE or by choosing the Save File menu item from the File menu. The new file has the same name as the file you are editing, with a version number one higher or with a version number of 1 if you are creating a new file.

If you are editing a buffer that does not have a file in it, for example, if you invoked EVE without specifying an input file, EVE prompts you for the name of the output file.

To save your edits under a different file name:

- 1 Choose the Save File As... menu item from the Edit menu. EVE displays a dialog box.



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- 2 In the dialog box, type the name of the file.

For example, if you are editing a file called ROUGH.DAT, you may want to save it as FINAL.TXT.

To end the editing session, do either of the following steps:

- Choose the Exit menu item from the File menu.
This saves your edits, creating a new file or new version of an existing file.
- Choose the Quit menu item from the File menu.
This discards your edits. If you made any changes to the buffer, EVE asks you to confirm that you want to quit so that you will not accidentally discard your work.

If you have made no changes to the buffer or no changes since you last saved the file, then exiting and quitting are the same. No duplicate files are created.

Viewing and Editing More Than One File

During your editing session, you can create or edit more than one file, and you can view two or more files at the same time or different parts of the same file. This is useful if you want to compare different versions of a draft, cut and paste between files, or refer to a section of a long document while editing another section.

Editing Another File

To edit or create another file during your editing session:

- 1 Choose the Open... menu item from the File menu. EVE displays a dialog box.

- 2 Type the name of the file you want to open.

You can also open a file selected in EVE or in another VMS DECwindows application you are running concurrently. To open a selected file, choose the Open Selected menu item from the File menu.

Once you open a file, EVE creates a buffer with the same name as the file you specified. If the file exists, EVE copies it into the new buffer where you can edit the text. If no file of the specified name exists, that is, if you are creating a new file, the buffer is empty.

You can also create another buffer, without opening a file. For example, you may want to create additional buffers as “scratchpads” or temporary storage areas. To create a new buffer, choose the New menu item from the File Menu. EVE then creates a buffer named MAIN. If there is already a buffer named MAIN, EVE prompts you to type a different name for the new buffer. EVE puts the new buffer in the current window.

If you want to save the edits you make in this buffer, choose the Save File As... menu item from the File menu and specify the output file you want to create, or specify the output file when you exit from EVE.

Moving Between Buffers

You can move between buffers, for example, to cut text from one buffer and paste it in another or to search for the same string in another buffer.

To move between buffers, click MB1 on the buffer name in the status line. EVE then puts your next buffer in the current window and moves the cursor to your last position in that buffer.

To move to a nonconsecutive buffer:

- 1 Choose the Show Buffers menu item from the Display menu. EVE shows a list of all the buffers you have created and puts the cursor in this list.
- 2 Move the cursor to the name of the buffer you want to view and choose the Select menu item from the pop-up menu. The buffer is displayed.

Deleting a Buffer

To delete a buffer:

- 1 Choose the Show Buffers menu item from the Display menu.
- 2 Put the cursor on the name of the buffer you want to delete.
- 3 Press the Remove key or choose the Cut menu item from the Edit menu.

If the buffer has been modified, EVE displays a dialog box prompting you to click on the button to indicate your choice:

Response	Effects
Delete_only	Deletes the specified buffer.
Write_first	Saves (writes out) that buffer, then deletes it.
Quit	Cancels the operation—buffer is <i>not</i> deleted. (Default choice; you can simply press the Return key.)

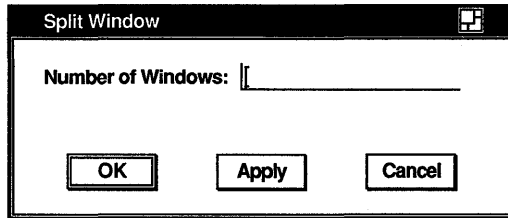
Viewing Multiple Files

If you are editing two or more files in the same session, you can split the EVE main window into smaller windows so you can view the different files at the same time. You can also use split windows to view different parts of the same file, such as when editing a very long document, or to view the message buffer, which is useful when you are compiling VAXTPU procedures.

To split the main window into two windows, choose the Two Windows menu item from the Display menu. To split the window into three or more windows:

- 1 Choose the Split Window... menu item from the Display menu.

EVE displays a dialog box.



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2 Type the number of windows you want.

EVE then divides the main window into smaller, equal-sized windows, each with its own status line. The cursor appears in the lower or bottommost window. Each window shows the same buffer.

To put a different file or buffer in the current window, use any of the following commands:

- Buffer
- New
- Next Buffer
- Open or Get File
- Open Selected

To move between windows, click MB1 where you want to put the cursor in another window.

Note that your position in each window can be different even if the same buffer or file appears in different windows. This is useful if you want to view different parts of the same buffer or file, such as in editing a long document.

To delete a window, do either of the following:

- Choose the Delete Window menu item from the Display menu. EVE then deletes the current window and resizes the remaining window or windows accordingly.
- Choose the One Window menu item from the Display menu. EVE then deletes all the windows except the current window.

Deleting windows does not delete the buffers that were in the windows.

Defining Keys

EVE lets you define keys using the Define Key command. You can define keys to execute commands you use frequently or define keys that you are accustomed to using in another editor or application.

For example, the following command defines the F20 key as Center Line:

```
Command: DEFINE KEY=F20 CENTER LINE
```

Some keys cannot be defined, such as the Return key. For more information about defining keys, see online help for Define Key and Names For Keys.

To show the definition of a key, use the Show Key command. You can specify the key by name on the command line, or you can let EVE prompt you to press the key you want to show. To undefine a key you have defined, use the Undefine Key command.

Setting the Gold Key

The **Gold key** is a key you specify for use with other keys so that you double the number of possible key definitions. For example, you can define F20 to execute one command and define the combination of Gold and F20 to execute a different command. The Gold key is like a shift key in that it enables a key to perform a secondary function in addition to its primary function. Unlike a shift key, however, which you use by holding down, you press and release the Gold key before pressing the key whose secondary function you want to use.

Both the EDT and WPS keypads use several Gold key combinations. For example, EDT defines the PF4 key to delete a line and defines the Gold-PF4 combination to restore (or undelete) the line.

To set the Gold key, use the SET GOLD KEY command. You can type the key name on the command line or let EVE prompt you to press the key you want to set. For example, the following command sets PF1 as the Gold key:

```
Command: SET GOLD KEY PF1
```

You can then define a Gold key combination, using a function key, control key, or typing key. For example, the following command defines the combination of Gold and the letter *F* as the Fill command:

```
Command: DEFINE KEY=GOLD-F FILL
```

For more information about setting the Gold key, see online help for Set Gold Key. For a list of Gold key combinations that are automatically enabled when you set the Gold key or the EDT or WPS keypad, see online help for Gold keys.

Creating a Learn Sequence

A **learn sequence** is a series of keystrokes or commands or both that you assign to a single key. This is useful for performing a series of editing operations or for entering frequently used text.

To create a learn sequence:

- 1 Choose the Learn menu item from the Customize menu.

- 2 Make the edits you want EVE to learn.

You can type commands, text, or both, including pressing keys already defined. For example, you may want to find a string of text or move a certain number of lines and then perform some editing operation, such as pasting text or reformatting the paragraph. Note that mouse operations, such as using menus, are *not* learned.

- 3 To end or “remember” the learn sequence, press Ctrl/R.

EVE then prompts you to press the key you want to use for the learn sequence. You can press a function key, control key, or Gold key combination, so long as that key has not been used in the learn sequence you are creating. If you do not want to remember the learn sequence, press the Return key, which cannot be redefined.

Thereafter, to replay the learn sequence, you need only press that one key. EVE then replays the series of keystrokes in a kind of “player piano” fashion.

Before replaying a learn sequence, you may want to check the definitions of any keys used within the sequence or any settings that apply to them. Learn sequences record keystrokes, rather than the key definitions at the time the sequence was created. Therefore, if any key definitions or settings used by the learn sequence are different from when the sequence was created, the sequence will fail or not work as expected.

Setting the Keypad

If you are accustomed to the EDT or WPS editor, or if you are accustomed to using EVE on VT100-series terminals, you can set the keypad accordingly.

For example, to set the EDT keypad, use the Set Keypad EDT command. This defines the numeric keypad and some other keys to emulate EDT. For example, PF1 is set as the Gold key, PF4 is defined to delete a line, and Gold-PF4 is defined as Restore Line.

To set the WPS keypad, use the Set Keypad WPS command. This defines the numeric keypad and some other keys to emulate WPS. For example, PF1 is set as the Gold key and Gold-R is defined as the WPS Ruler key. Also, setting the WPS keypad automatically sets the cursor as bound. The WPS keypad functions do *not* use the clipboard.

If you define keys that otherwise are defined by EDT or WPS, your definitions override the EDT or WPS definitions. If you subsequently undefine your keys, the EDT or WPS definitions are reactivated. Setting the EDT or WPS keypad does not fully implement all the EDT or WPS commands or features. For example, you cannot type EDT line-mode commands. For more information, see the following help topics:

- EDT Differences
- EDT Conversion
- WPS Differences

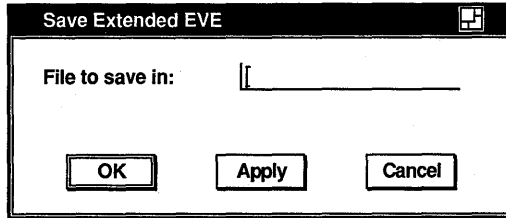
Saving Key Definitions in a Section File

To save your key definitions for future editing sessions, you can put the Define Key commands in an initialization file (as explained in the section Using Initialization Files) or you can create a section file. A **section file** is a binary file that stores key definitions and other extensions (such as any VAXTPU procedures you have compiled). Effectively, the section file you create is your own customized version of EVE.

To create a section file:

- 1 Pull down the Customize menu, display the Extend submenu, and choose the Save Extended EVE... menu item.

EVE displays a dialog box.



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- 2 Type the name of the section file you want to create.

The default file type for section files is TPU\$SECTION. For example, if you type MYEVE, you create a section file called MYEVE.TPU\$SECTION in your current (default) directory.

A section file is cumulative, saving your latest key definitions and compiled procedures and any that were saved in the section file you are currently using. You use one section file at a time.

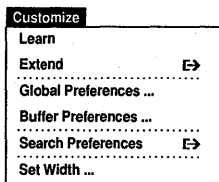
To use a section file when you invoke EVE, use the /SECTION qualifier or define the logical name TPU\$SECTION. You must specify the disk and directory as well as the name of the section file; otherwise, VAXTPU assumes the section file is in SYS\$SHARE. For example, the following commands invoke VAXTPU using a section file called MYEVE.TPU\$SECTION in your top-level (or login) directory:

```
$ DEFINE TPU$SECTION sys$login:myeve
$ SPAWN/NOWAIT/INPUT=NL: EDIT/TPU/DISPLAY=DECWINDOWS
```

You may want to put the definition in your LOGIN.COM file.

A section file saves key definitions (such as if you set the EDT keypad or created a learn sequence) and any VAXTPU procedures you compile. However, a section file does not save settings such as margins, tabs, and other editing values. Typically, you use an initialization file for these settings. See the section Using Initialization Files.

Customizing EVE



You can customize EVE by setting preferences for different kinds of editing or by extending the editor with VAXTPU procedures. During an editing session, you can set preferences by using the Customize menu and other menus or by executing an initialization file. You can also set private defaults by using an initialization file when you invoke EVE.

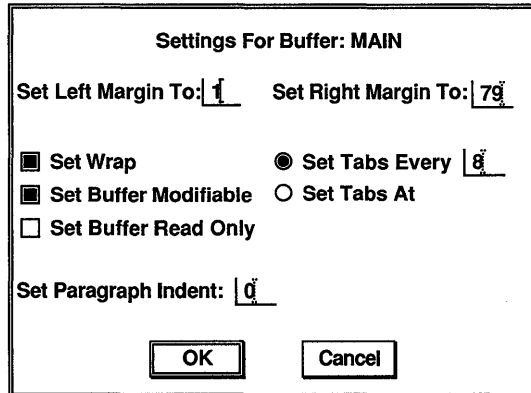
Some editing values are global settings, applying to the editor or to all buffers; others are buffer-specific settings, applying to particular buffers. For example, tab modes and wildcard patterns are global settings; margins and tab stops are buffer-specific settings. For more information, see online help for Defaults.

Some other menus besides Customize also let you set preferences. For example, you can set the margins of the buffer by choosing the Set Margins... menu item from the Format menu and you can set search preferences (such as the type of wildcards) by using the Search menu.

Setting Buffer Preferences

From the buffer in which you are currently working, you can set buffer preferences, such as tab settings or paragraph indent, that apply only to that buffer. You can specify different buffer settings for each individual buffer during an EVE session. Note that EVE does not save these settings from one session to another unless you put the corresponding commands in an initialization file.

To set buffer preferences, choose the Buffer Preferences... menu item from the Customize menu. EVE displays a dialog box.



The dialog box titled "Settings For Buffer: MAIN" contains the following controls:

- Set Left Margin To: Set Right Margin To:
- Set Wrap Set Tabs Every
- Set Buffer Modifiable Set Tabs At
- Set Buffer Read Only
- Set Paragraph Indent:
- OK button (shaded) and Cancel button

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Shaded buttons indicate the current settings. Click MB1 on a button or its label to change the setting. Click on the OK button to apply your changes and close the dialog box.

From the Buffer Preferences dialog box, you can customize any of the following features:

Set Left Margin To

Unless you specify otherwise, the left margin (leftmost column) is set to 1. To change the setting, click on the text entry field next to Set Left Margin To and type the left margin you want.

Set Right Margin To

By default, the right margin is one column less than the width of the EVE screen display. For example, if the screen display is 80 columns, the default right margin is 79. To change the setting, click on the text entry field next to Set Right Margin To and type the right margin you want.

Set Wrap

Normally, word wrap is set, which means that as your text reaches the right margin of the buffer, EVE automatically wraps the text, starting a new line, without your having to press the Return key. To disable Set Wrap, click on it.

Set Buffer Modifiable

Unless you specify otherwise, you can modify your buffers during an EVE session. If you are working with a buffer that contains text you do not want to change inadvertently, you can disable the Set Buffer Modifiable option. This overrides the mode of the buffer (insert or overstrike) and makes it impossible for you to modify the buffer. Turning Set Buffer Modifiable on again restores the previous mode of the buffer.

Set Buffer Read Only

Normally, when you make changes to a buffer during an EVE session and then exit, the buffer is saved (written out). If you turn on the Set Buffer Read Only option, the buffer will not be saved when you exit, even if you have modified it. This is useful if you just want to use the buffer as a scratchpad. Turning on Set Buffer Read Only also sets the buffer as unmodifiable, but you can then turn on Set Buffer Modifiable to produce a buffer that is both read only and modifiable.

Set Paragraph Indent

By default, the paragraph indent is set to 0. To change the setting, click on the text entry field next to Set Paragraph Indent and type the value you want. For more information about setting the paragraph indent, see the section Setting the Paragraph Indent, which describes how to set the paragraph indent from the Format menu.

Set Tabs Every

By default, the tab stops are set to be at every 8 columns. You can change the interval for tab stops by typing the interval you want and clicking on the text entry field next to Set Tabs Every. For more information about setting tabs, see the section Setting Tabs.

Set Tabs At

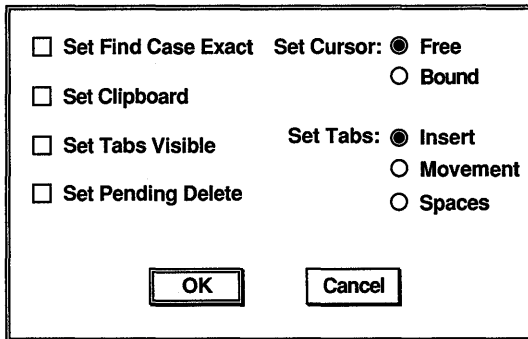
You can override the default of tab stops being set at regular intervals by typing the intervals at which you want tab stops to be used in your buffer (for example, 3, 5, 11, 35, 49), and then clicking on Set Tabs At. For more information about setting tabs, see the section Setting Tabs.

The preferences you choose apply only to the current editing session. If there are settings you want all the time, for example, if you always want to have a bound cursor or particular tab settings, use an initialization file, as explained in the section Using Initialization Files.

Setting Global Preferences

You can make global changes to EVE, such as setting the cursor as free or bound, that will apply to all of your EVE buffers. Note that EVE does not save these settings from one session to another unless you put the corresponding commands in an initialization file.

To set global preferences, choose the Global Preferences... menu item from the Customize menu. EVE displays a dialog box.



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From the Global Preferences dialog box, you can customize any of the following features:

Set Find Case Exact

Normally, when you specify a text string that is all lowercase in a search operation, EVE finds every occurrence of the string, including those that are uppercase or have mixed case. When you turn on Set Find Case Exact, however, even when you specify a lowercase text string EVE finds only those strings that match it exactly.

Set Clipboard

By default, the clipboard is not enabled. Turning it on allows you to transfer text between EVE and another VMS DECwindows application. Alternatively, you can use the Insert Here buffer, which is where EVE stores text when you use the Copy or Cut menu item from the Edit menu, unless the clipboard is enabled (in which case EVE stores the text in the clipboard). Using the Insert Here buffer can be faster, depending on the amount of text involved and the number of other applications you are running concurrently. WPS keypad functions do *not* use the clipboard.

Set Pending Delete

Pending delete, which is disabled by default, means that if you select text and then press the $\langle X \rangle$ key or type new text, the select range is deleted. This can be useful for quickly erasing or replacing a block of text.

Set Tabs Visible

Unless you specify otherwise, the tab characters inserted in your buffer are invisible. Turning on Set Tabs Visible causes tabs to appear as a small H_T . See the section Setting Tabs for more information about setting tabs.

Set Tabs

Normally, the tab mode is set to Insert. This causes the Tab function to insert a tab character, which appears as a blank space, and move the cursor and any existing text to the right until the next tab stop. You can also set the tab mode to Movement, which makes the Tab a cursor-moving function only, or Spaces, which makes the Tab function insert the appropriate number of spaces rather than a tab character. See the section Setting Tabs for more information.

Set Cursor

Unless you specify otherwise, EVE uses a free cursor. A free cursor lets you move anywhere in the buffer and insert text regardless of whether characters are already there. Pressing the up and down arrow keys moves the cursor in the same column on the screen, regardless of whether there is text in those columns.

By contrast, a bound cursor follows the shape or flow of your text, as in the EDT and WPS editors. For example, if you are at the end of a line and press the right arrow key, the cursor moves to the start of the next line.

Setting Width

You can modify the width of your EVE screen layout. This does not affect how many characters you can put on a line (which is determined by the right margin), but only how many characters are visible. For example, if you have a file that is 132 columns wide, setting the screen layout width to 132 lets you view the file without shifting the window horizontally.

To modify the width of your screen layout:

- 1 Choose the Set Width... menu item from the Customize menu. EVE displays a dialog box.
- 2 In the text entry field, type the width you want.
- 3 Click on Apply or OK.

Setting VAXTPU Preferences

From the VAX Text Processing Utility (VAXTPU) dialog box you see when you start EVE from FileView, you can set VAXTPU preferences. Many of these options are primarily of interest to users writing VAXTPU procedures, and you do not need to modify them to use EVE. If you do not want to see this dialog box when you start EVE from FileView, click on the Hide Dialog option. Once you hide the dialog box, you can cause it to appear again by pressing and holding the Shift key while you choose the Edit menu item from FileView's Files menu.

VAXTPU is a programmable text processing utility that includes a high-level procedural language, a compiler, an interpreter, and an editing interface. EVE is an editing interface written in VAXTPU that is layered on VAXTPU. By setting VAXTPU preferences, you can modify the behavior of EVE.

These modifications to EVE are called **extensions**, which can be implemented with a VAXTPU command file (VAXTPU source code), a VAXTPU section file (compiled VAXTPU code in a binary form), or with an initialization file (an ASCII file containing commands that are processed by EVE when you start an editing session). See the sections Saving Key Definitions in a Section File and Using Initialization Files for more information on section and initialization files. For more information about VAXTPU, see the section Using VAXTPU Procedures to Extend EVE and the *VAX Text Processing Utility Manual*.

When you start EVE from FileView, the second dialog box you see is the VAXTPU dialog box.

From the VAXTPU dialog box, you can customize any of the following features:

FILE:

Allows you to specify the input file in the text entry field you want to use in your editing session.

Create

By default, if EVE does not find the input file you specified, EVE creates a file. You can disable this option by clicking on Create, which causes EVE to abort the editing session if you specify a file that does not exist.

Display

Unless you specify otherwise, EVE uses terminal functions such as the screen display and the keyboard. You can disable this option by clicking on it. This would be useful, for example, if you were running VAXTPU procedures in a batch job or using VAXTPU on an unsupported terminal.

Modify

By default, EVE makes the first user buffer in an editing session modifiable, which means that you can make changes to it. You can disable this option by clicking on it. Note that any buffers you create in the editing session after the first user buffer will be modifiable. You can set subsequent buffers as unmodifiable from the Buffer Preferences dialog box which is accessible from the Customize menu.

Write

Unless you specify otherwise (or quit rather than exit the editing session), EVE creates an output file from the current buffer if the contents are modified. You can disable this option by clicking on it.

Start Position

Normally, when you start EVE the cursor is positioned in the first row and the first column. You can specify where you want the cursor to be when you start an editing session by entering the appropriate numbers.

Command

By default, EVE looks for a command file (VAXTPU source code) with the logical name TPU\$COMMAND. You can disable this option by clicking on Command, or you can enter the name of your own command file.

Debug

Unless you specify otherwise, when you start EVE you enter an editing session. If you would like to start out in the debugger, however, (for example, if you are debugging a VAXTPU procedure), you can turn on Debug by clicking on it. Once you turn on Debug, EVE looks for a debugger with the logical name TPU\$DEBUG, but you can specify your own debugger in the text entry field.

Initialization

By default, EVE looks for an initialization file (an ASCII file containing commands that are processed by EVE when you start an editing session) when you begin an editing session. You can

disable this option by clicking on it. In the text entry field next to Initialization, you can enter the name of the initialization file you want EVE to execute for your editing session. See the section Using Initialization Files for more information.

Section

By default, EVE looks for a section file (compiled VAXTPU code in a binary form) with the logical name TPU\$SECTION. You can disable this option by clicking on Section, or you can enter the name of your own section file.

Output

Unless you specify otherwise, EVE uses the same name for the output file that you specified for the input file. When you modify a buffer and then exit from EVE, EVE writes the buffer to a file with the same name as the input file and assigns the new file a version number that is one higher than the highest existing version of the input file. You can either specify a different output file name in the text entry field next to Output, or you can disable the Output option by clicking on it, which means that no output file will be created.

Hide Dialog

If you do not want to see this dialog box when you start EVE from FileView, you can suppress it by clicking on the Hide Dialog option. To cause it to appear again, press and hold the Shift key while you choose the Edit menu item from FileView's Files menu.

Using Initialization Files

An **initialization file** contains EVE commands, typically to set margins, tab stops, and other preferences without having to type every command again for each editing session. You can use an initialization file when you invoke EVE or you can execute initialization files during your editing session.

Example 8-1 is a sample initialization file, containing commands for setting editing values and key definitions.

When you start an editing session, EVE first searches your current (default) directory and then SYS\$LOGIN for a file called EVE\$INIT.EVE. EVE uses the first initialization file it finds, if any. If you want to use a different initialization file, you can define the logical name EVE\$INIT or use the /INITIALIZATION qualifier. For example, the following command invokes EVE using

Example 8-1 Sample EVE Initialization File

```
! EVE Initialization file
!
! Settings
!
SET CLIPBOARD
SET CURSOR BOUND
SET FIND WHITESPACE
SET LEFT MARGIN 5
SET PARAGRAPH INDENT 4
SET RIGHT MARGIN 70
SET TABS EVERY 5
SET TABS VISIBLE
!
! Key definitions
!
SET KEYPAD EDT
DEFINE KEY= F20 SHOW BUFFERS
DEFINE KEY= GOLD-F20 DELETE BUFFER
DEFINE KEY= GOLD-E2 CENTER LINE
DEFINE KEY= GOLD-C CAPITALIZE WORD
DEFINE KEY= CTRL/N NEXT BUFFER
DEFINE KEY= GOLD-CTRL/L PAGINATE
!
! Define a key to use the WPS Ruler
!
DEFINE KEY= GOLD-KP7 WPS GOLD-R
```

an initialization file called **MYEVE.EVE** in your current (default) directory:

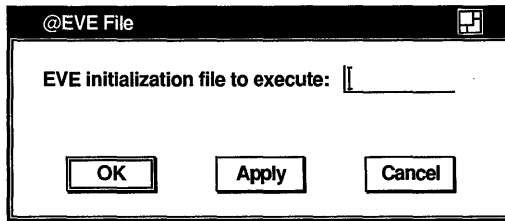
```
$ EDIT/TPU/DISPLAY=DECWINDOWS/INITIALIZATION=myeve
```

If there is an initialization file you want for all or most sessions, you may want to define the logical name **EVE\$INIT**, particularly if you keep the initialization file in a directory different from the files you edit. If you put the definition in your **LOGIN.COM** file, **EVE** will use that initialization file for all editing sessions.

If you are defining only a few keys—such as if you simply want the **EDT** keypad—you can put **Define Key** commands in an initialization file. If you are defining several keys, you should save the key definitions in a section file. A section file is in binary form and therefore is faster than an initialization file. See the section **Saving Key Definitions in a Section File** for more information about section files.

To execute an initialization file during an editing session:

- 1 Pull down the **Customize** menu, display the **Extend** submenu, and choose the **@EVE file...** menu item.
EVE displays a dialog box.



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- 2 Type the name of the initialization file you want to execute, for example, MYEVE.EVE.

When you execute an initialization file during a session, commands for buffer settings apply to the current buffer. This is effectively the same as typing the commands that the file contains. For example, you may want to create initialization files to reset the left and right margins for editing letters or other kinds of documents.

Using VAXTPU Procedures to Extend EVE

You can extend or modify EVE by writing code in the VAXTPU language. The VAXTPU programming language is a structured language designed for creating text-processing applications, such as the EVE editor. You can write procedures to add new commands to EVE, to customize the editor, or to create your own application.

Example 8-2 is a sample VAXTPU procedure to insert the current date.

For more information about VAXTPU programming, see the *VAX Text Processing Utility Manual*.

To compile a VAXTPU procedure during your editing session:

- 1 Put the cursor anywhere on the procedure you want to compile.
- 2 Pull down the Customize menu and display the Extend submenu.

Example 8-2 Sample VAXTPU Procedure

PROCEDURE date_only

! Inserts the current date only (no time) and reformats
! the text; restores overstrike mode if necessary.

```
LOCAL save_mode,  
      come_back;
```

```
save_mode := GET_INFO (CURRENT_BUFFER, "mode");
```

```
IF save_mode = OVERSTRIKE
```

```
THEN
```

```
SET (INSERT, CURRENT_BUFFER); ! Make sure of insert mode
```

```
ENDIF;
```

```
COPY_TEXT (FAO ('!11%D', 0)); ! Insert the date only.
```

```
come_back := MARK (NONE);
```

```
MOVE_HORIZONTAL (-5); ! Move cursor back and
```

```
EVE_ERASE_CHARACTER; ! erase dash between month
```

```
COPY_TEXT (" "); ! and year and between day
```

```
MOVE_HORIZONTAL (-5); ! and month, replacing it each
```

```
EVE_ERASE_CHARACTER; ! time with space. Make sure
```

```
COPY_TEXT (" "); ! cursor is on month and then
```

```
MOVE_HORIZONTAL (+1); ! capitalize it (first character
```

```
EVE_CAPITALIZE_WORD; ! uppercase, others lowercase).
```

```
POSITION (come_back);
```

```
SET (save_mode, CURRENT_BUFFER); ! Restore previous mode
```

```
ENDPROCEDURE;
```

- 3 Choose the Extend This menu item from the Extend submenu or, if you have more than one VAXTPU procedure in the current buffer and you want to compile every one, choose the Extend All menu item.

You can also choose the Extend EVE menu item to compile a VAXTPU procedure in the current buffer.

To execute a VAXTPU procedure you have compiled, or to execute a built-in procedure, use the TPU command. For example, the following command executes a compiled procedure called DATE_ONLY:

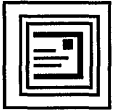
Command: TPU date_only

To save your compiled procedures for future editing sessions, use Save Extended EVE to create a section file.

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Using Mail



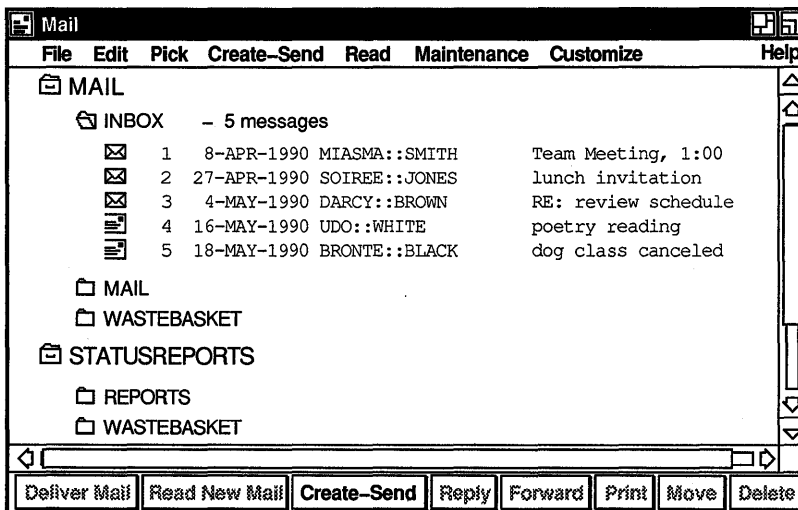
Mail allows you to exchange messages with other computer users. You can use Mail to send messages, read messages sent to you, and print, file, delete, reply to, and forward messages.

This chapter describes how to

- Send messages
- Read messages
- Reply to messages
- Forward messages
- Print messages
- Create files from messages
- Work with drawers and folders
- Customize your Mail environment
- Exit from Mail

Starting Mail

To start Mail, choose the Mail menu item from FileView's Applications Menu. Mail displays the main window.



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Note You can choose an alternate display style for the main window. See the section *Using a Paned Style Main Window* for more information.

The main window lists your Mail drawers, folders, and messages. Drawers and folders help you organize your mail messages. You use Mail drawers and folders as you would use drawers and folders in your office filing cabinet. You might file all messages on a related topic in one folder, and group related folders in one drawer. You can create as many drawers and folders as you need.

Drawers and folders can be opened to reveal their contents, and closed to conceal their contents. To open a drawer or folder, double click MB1 on the drawer or folder name. To close a drawer or folder, double click MB1 on the name of an open drawer or folder.

When you enter Mail for the first time, a drawer named MAIL is automatically created and opened. The two folders in the MAIL drawer, INBOX and WASTEBASKET, are listed below and indented to the right of the drawer name. The INBOX folder contains messages that have been sent to you. The WASTEBASKET folder contains messages that you have deleted.

The INBOX folder is also automatically opened when you enter Mail, as indicated by the open folder icon in front of INBOX. If there are any messages in the INBOX folder, they are listed. Messages are chronologically arranged by date received.

Drawers, folders, and messages are identified by unique icons. These icons also indicate whether the object is open or closed.

Note *If you have used the VMS Mail Utility, Mail will automatically change the names of your Mail folders to correspond to VMS Mail folders. See the section Making Mail Perform Like the VMS Mail Utility for more information.*

Near the bottom of the window is a row of push buttons. These buttons allow you to execute the tasks you most commonly perform with messages. Many of the push buttons are disabled when you first start Mail and remain so until you select a specific message.

Pressing MB2 on an object in a Mail window displays a pop-up menu. Pop-up menus contain many commonly performed tasks. The items on a pop-up menu vary according to the type of object (drawer, folder, or message) on which you are positioned, and act on the object on which you are positioned.

Pop-up menu items and push buttons duplicate pull-down menu items. Where you can choose among a push button, pop-up menu, or pull-down menu to execute a task, instructions in this chapter list one way to accomplish the task. Depending on your working style, you may prefer to use one of the other methods once you are familiar with Mail.

The vertical scroll bar in Mail's main window contains top and bottom stepping buttons and a navigation window, which are not present in standard VMS DECwindows scroll bars. The top and bottom stepping buttons, located at the top and bottom of the scroll bar, scroll the window to the next drawer or folder in the direction indicated. The navigation window is displayed in the upper right corner of the main window when you drag the vertical slider through the scroll region of the scroll bar. This window shows the drawer or folder that would appear at the top of the index if you released the slider.

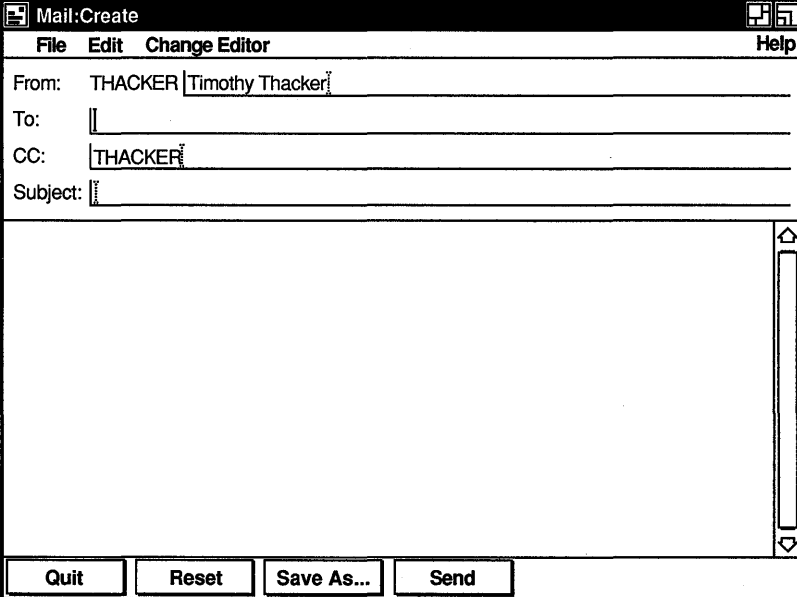
Sending Messages

Create-Send

You can create and send a mail message or an existing file to one user or many users with Mail.

Sending a Message

To send a mail message to any user on your system or another system, click on the Create-Send button in the main window. A Create-Send window opens. You can have multiple Create-Send windows open at one time.



The screenshot shows a window titled "Mail:Create" with a menu bar containing "File", "Edit", "Change Editor", and "Help". Below the menu bar are four text input fields: "From:" with the text "THACKER | Timothy Thacker", "To:" which is empty, "CC:" with the text "THACKER", and "Subject:" which is empty. Below these fields is a large empty text area for the message body. At the bottom of the window are four buttons: "Quit", "Reset", "Save As...", and "Send".

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The Create-Send window is divided into an envelope area and a message area. The envelope area contains the following items:

Field	Description
From:	Your user name. If you specified a personal name in your mail profile, it will be displayed to the right of your user name. Your mail profile, available from the main window's Customize menu, allows you to customize specific features in Mail. See the section Customizing Your Mail Environment for more information about specifying a personal name. You can alter your personal name for the current message by entering a change in this field.

Field	Description
To:	<p>The name of the user or users receiving the message. If you are sending mail to people on your node, specify only their user names. If you are sending mail to people on another node, you must enter their node names and user names using the following format: nodename::username. If you are using a message router, enter the address in the appropriate format for your router.</p> <p>You can send the same message to several users by separating their user names with commas. Press the Return key if you need more space.</p> <p>For information about sending a message to a distribution list, see the section <i>Sending a Message to a Distribution List</i>.</p>
CC:	<p>The name of the user or users you want to receive a copy of the message (optional). If you have set the Copy Self on Send option in your mail profile, your user name is displayed.</p> <p>For information about sending a copy to a distribution list, see the section <i>Sending a Message to a Distribution List</i>.</p>
Subject:	<p>The subject of the message (optional). Press the Return key if you need more space.</p>

To enter text in a field, point to the field and click MBl. Use the Tab key to advance to the next field and use Shift/Tab to move to the previous field. Use the built-in editing commands, described in the *VMS DECwindows User's Guide*, to correct mistakes. When the envelope is complete, press the Tab key to move to the message area.

In the message area, enter the text of your message.

By default, you can use the built-in editing commands described in the *VMS DECwindows User's Guide* to edit your message. If there is more than one editor available on your system, you can use a different editor. See the section *Changing Editors* for information about changing editors.

To send the message, click on the Send button. Mail displays a message box informing you of the progress of the send operation.

To close the window, click on the Quit button. This deletes all text in the window and closes the window.

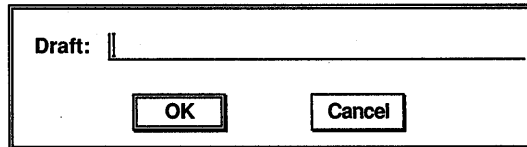
To clear the window without closing it, click on the Reset button. The text in the Create-Send window is erased and the window can be used to send another message.

Save As...

Saving a Draft of a Message

Saving a draft of a message allows you to begin composing a message now, and continue working on it later. If you are creating a long mail message, it is advisable to save the message occasionally. To save a draft of a message:

- 1 Click on the Save As... button.
Mail displays a dialog box.



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- 2 Enter the draft message name, which can be no longer than 39 characters.

By default, the type DRAFT is appended to the file name and the file is stored in your default draft directory. If you specify a different file type or directory, Mail will not list this file when you request a list of your draft files.

- 3 Click on the OK button to save the draft message.

The message can still be sent or canceled after it has been saved.

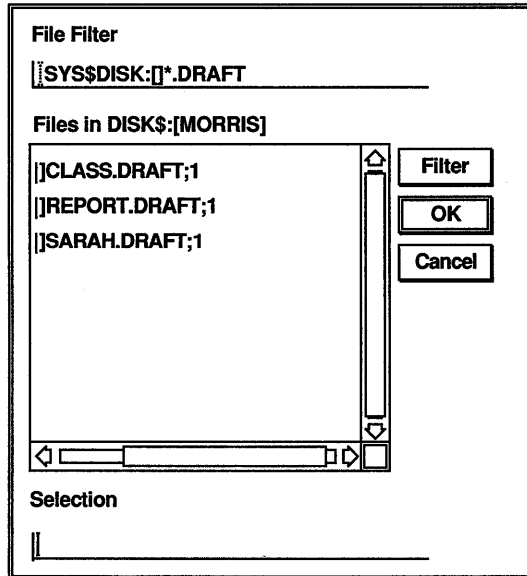
Saved draft messages are VMS files and cannot be deleted through Mail. You can delete draft messages by choosing the Delete menu item from FileView's Files menu.

Resuming Work on a Draft Message

You can continue working on a draft of a message that you previously saved.

To resume work on a draft message:

- 1 Choose the Include Draft File... menu item from the Create-Send window's File menu. Mail displays a dialog box.



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The dialog box prompts you for the name of the draft file you want to continue working on. The file list box lists the names of any draft files in your default draft directory.

2 Double click on the name of the draft file you want.

The draft message is displayed in the Create-Send window, where you can continue working on it.

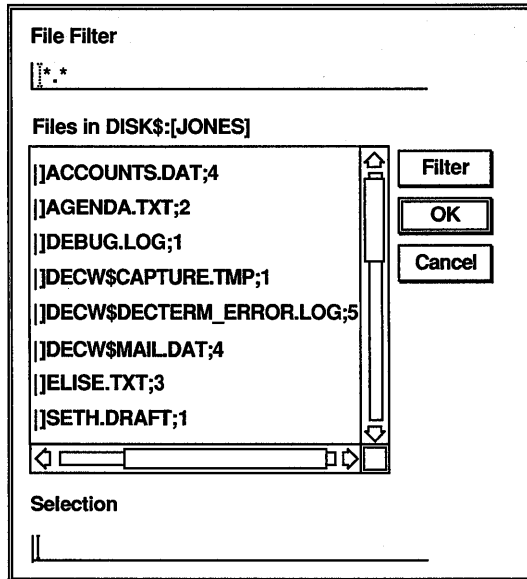
If you want to work on a draft file that is not listed, enter the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type DRAFT, enter the complete directory specification—[JONES.LETTERS]*.DRAFT—in the File Filter text entry field and click on the Filter button. Then double click on the name of the file you want to continue working on.

Including a File in a Message

You can insert an existing file into a mail message.

To include a file in a message:

- 1 Choose the Include File... menu item from the Create-Send window's File menu. Mail displays a dialog box.



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The dialog box prompts you for the name of the file you want to include. The file list box lists the names of all files in the current directory.

- 2 Double click on the name of the file you want to include.

The contents of the file are displayed in the Create-Send window. You can edit the file if desired.

You can also use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type TXT, enter the complete directory specification—`[JONES.MESSAGES]*.TXT`—in the File Filter text entry field and click on the Filter button. Then double click on the name of the file you want to include.

- 3 Click on the Send button to send the message.

Sending a Message to a Distribution List

If you need to send one message to many users, you can create a file, called a distribution list, that contains a list of users. You then specify an at sign (@) and the file name in the To: field when you send the message (for example, @PROJECT).

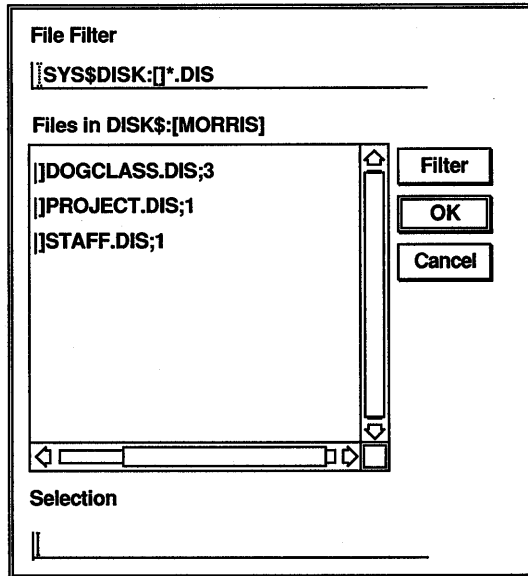
Distribution lists are not created within Mail. Use an editor, such as Notepad (see Chapter 10), to create your distribution lists. When creating distribution lists, enter one user name per line. You can also include the names of other distribution lists by specifying an at sign (@) followed by the name of the distribution list. For example, a distribution list file could contain the following:

```
MIASMA::FORD  
YONKIN  
TUTTLE  
DARCY::MORRIS  
@PROJECT
```

When naming distribution list files, use a DIS file type because that is what Mail looks for by default.

To send mail to the users in a distribution list:

- 1** Move to either the To: or CC: field in the envelope area of the Create-Send window and press MB2.
A pop-up menu is displayed.
- 2** Choose the Distribution List... menu item from the pop-up menu.
Mail displays a dialog box.



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The dialog box prompts you for the name of the distribution list file you want to use. The file list box lists the names of any distribution list files (files that have the type DIS) in your default directory.

- 3 Double click on the file name of the distribution list you want to use.

The distribution list file name is displayed in the To: or CC: field in the Create-Send window's envelope area.

If you want to use a distribution list file that is not listed, enter the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type DIS, enter the complete directory specification-[JONES.STAFF]*.DIS-in the File Filter text entry field and click on the Filter button. Then double click on the name of the file you want to use.

Change Editor

DECwindows EVE

DECterm EVE

Changing Editors

The built-in editor described in the *VMS DECwindows User's Guide* is the default editor used to create messages. If more than one editor is available on your system, you can choose a different editor to create a message.

To change editors:

- 1 Choose the desired editor from the Create-Send window's Change Editor menu.

A new window opens, containing any text you may have already entered in the message.

- 2 Click on the new window to make it the active window.

- 3 Enter the text of the message, using editing commands appropriate for your chosen editor.

- 4 Exit from the editor.

You cannot edit the message after exiting from the editor. You cannot extract the message to a file or create a draft of the message. You can edit the message envelope by clicking on a field in the Create-Send window.

- 5 To send the message, click on the Send button in the Create-Send window.

To send another message, click on the Reset button. The built-in editor is once again the default, and all Create-Send options become available.

To change editors before displaying a Create-Send window, select an editor from the submenu of the main or Read window's Create-Send menu. A Create-Send window and an editor window are opened. Enter address information in the Create-Send window and enter the text of the message in the editor window.

When you include an existing file in a mail message, you can choose the No Editor menu item from the submenu of the main or Read window's Create-Send menu. This menu item allows you to send a nontext message, or a file that has been formatted by an editor that does not exist on your system. If No Editor is chosen, the message will not be displayed in a window and cannot be edited.

Selecting Messages

Before you work with a message, drawer, or folder, you have to select the desired object.

To select a message, folder, or drawer, move to the object in the main window and click MB1.

To select multiple objects, press and hold the Shift key while clicking MB1 on each desired object.






To select a range of drawers, folders, or messages, press MB1 in the blank space to the left of the icon on the first object to be selected, drag the mouse over the icon of the last object to be selected, and release MB1.

To select all messages in the open folder, choose the Select All menu item from the main window's Edit menu.

To cancel the selection of one object, select another object by clicking MB1, or point to the selected object and press and hold the Shift key and click MB1.

Reading Messages

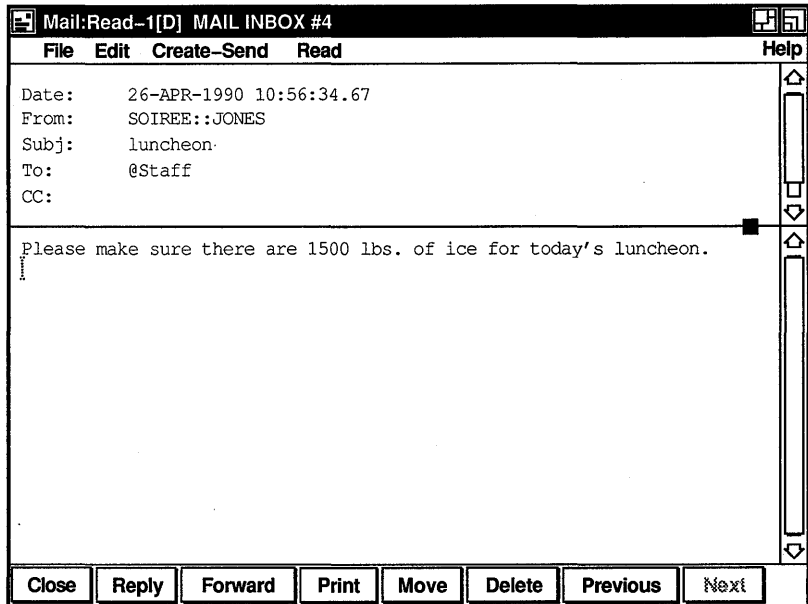
 INBOX

-  1
-  2
-  3
-  4
-  5

You can use Mail to read an old or new mail message. New messages are added to the INBOX folder; old messages (messages that have been read) are held in the INBOX folder until you move them elsewhere. (This default can be changed in your mail profile. See the section Customizing Your Mail Environment for more information about your mail profile.)

Reading a New Message

When you receive new mail, a message is displayed in your Session Manager window. To read a new message, start the Mail application if it is not already running. The messages in the INBOX folder are listed; unread messages are identified by an icon resembling an addressed envelope. Double click MB1 on the message to be read. Mail displays the message in a Read window.



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If Mail is running on your system when you receive new mail, the Mail icon in your icon box darkens and the Read New Mail and Deliver Mail buttons in the main window become active. To read a new message, click on the Read New Mail button. This adds new messages to the INBOX folder, opens the INBOX folder, and displays the first message received since the INBOX folder was last opened.

You cannot use the Read New Mail button if a message in the INBOX folder is being read in a Read window other than the default Read window or if you are replying to a message in the INBOX folder. (For a description of default Read windows, see the section Multiple Read Windows.)

A Read window is divided into an envelope pane and a message pane.

The envelope pane displays the name of the person who sent the message and other address information. Use the scroll bar to display additional information about the message, such as text indicating that the message is marked or has been replied to, the message size, message ID, and whether the message is in a foreign format.

The message pane displays the mail message. Use the scroll bar to display any text that does not fit in this pane.

The small black square on the pane dividing line is called a pane adjustment knob. Using this knob you can adjust the relative size of the panes. Making one pane smaller makes the other pane larger. This allows you to view more text in either pane without resizing the window. To use the pane adjustment knob, move to the knob, press MB1, drag the pane dividing line to the desired location, and release MB1.

If you receive a message whose contents are not text (such as a file containing spreadsheet data), the file cannot be viewed in Mail. Mail displays a message informing you of the problem. You can print, forward, extract, or reply to the message. See the appropriate sections of this chapter for information about printing, forwarding, extracting, and replying to messages.

A message that you have read remains in the INBOX folder until you move it to another folder or delete it. You can specify that messages be automatically placed in another folder once they are read. See the section Customizing Your Mail Environment for more information.

To continue to read new messages, click on the Next or Previous button to read the next or previous message in the folder.

If you receive new mail while reading messages in the INBOX folder, choose the Read New Mail menu item on the pop-up menu in the Read window's message pane. This displays the first message received since the INBOX folder was last opened.

To close a Read window, click on the Close button.

Displaying a List of New Messages

Deliver Mail

You can add new messages to your INBOX folder and update the list of new messages without reading a message. To update the INBOX folder, click on the Deliver Mail button in the main window.

If you click on the Deliver Mail button while reading a message in the INBOX folder, Mail will close the Read window before delivering your mail. If you are reading a message in the INBOX folder in a Read window other than the default Read window, Mail will not be able to deliver your messages, and will display a message. (See the section Multiple Read Windows for a description of default Read windows.)

Mail cannot be delivered if you are replying to a message in the INBOX folder.

Reading an Old Message

Read In Default
Read In New
Reply Using This Message
Forward with Header
Print
Move...
Delete
Undo Move/Delete
Full Information...
Extract...

To read an old message (one that has already been read), open the drawer and folder containing the message and double click on the appropriate message. The message is displayed in a Read window.

From the Read window, you can click on the Previous and Next buttons to read the messages before and after the current message.

To read a series of old messages that are in different folders or are not consecutive:

- 1 Select the messages to be read.
- 2 Move to one of the selected messages, press MB2, and choose the Read In Default or Read In New menu item from the pop-up menu.
- 3 In the Read window, choose the Next Selected or Previous Selected menu item from the pop-up menu in the message pane to display the next or previous selected message.

Multiple Read Windows

You can open more than one Read window at one time. This allows you to read multiple messages at once, or to read new mail without disrupting the message you are currently reading.

The first Read window you open is your default Read window. It is identified by the symbol [D] in the window's title bar. Additional Read windows are identified by the number in their title bar, for example, Read-2, Read-3, and so on.

The default Read window is used to display messages unless you specify another window. For example, clicking on the Read New Mail button or double clicking on a message in the main window will display the message in your default Read window.

To read new mail in another Read window, choose the New Mail In New menu item from the main window's Read menu. A new Read window is opened and the first message received since the INBOX folder was last opened is displayed. This option is available only if the default Read window is displaying a message from a folder other than the INBOX folder.

To read an old message in another Read window, select the message and choose the In New menu item from the main window's Read menu.

If you have already opened multiple Read windows, you can specify the window in which to read the selected message by pulling down the main window's Read menu, displaying the In Window submenu, and choosing one of the listed Read windows.

To use a different window as the default Read window, choose the Make Default Window menu item from the Read window's File menu. The [D] default symbol will be displayed in the window's title bar, and will be removed from the previous default window's title bar.

Replying to Messages

Reply

You can reply to a selected message or to the message currently displayed in a Read window.

To reply to the first selected or currently displayed message, click on the Reply button in the main or Read window.

To reply to the selected or currently displayed message using a file or the text of the message:

- 1 Pull down the Create-Send menu in the main or Read window and display the Reply submenu.
- 2 Display the Using a File... or Using Selected Message submenu.
- 3 Choose the editor you want to use to create this reply.

Replying to a message opens a Create-Send window. In the To: field, Mail inserts the name of the sender of the original message. In the Subject: field, Mail inserts the subject of the original message preceded by RE:.

Enter text and make any desired edits.

To include the original message in your reply, choose the Include Original menu item from the Create-Send window's File menu.

To send the reply, click on the Send button. To close the Create-Send window, click on the Quit button.

Forwarding Messages

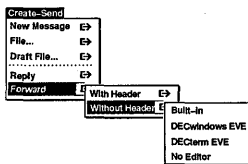
Forward

You can forward the selected message or the message currently displayed in a Read window to another user.

To forward the selected or currently displayed message, click on the Forward button in the main or Read window.

The header (the address information) is included in the forwarded message in most cases. Headers are not included in messages created with editors that do not produce ASCII files, such as files created with the Paint application.

To forward the selected or currently displayed message without including the header in the body of the message:



- 1 Pull down the Create-Send menu in the main or Read window and display the Forward submenu.
- 2 Display the Without Header submenu.
- 3 Choose the editor you want to use to send the forwarded message.

Forwarding a message opens a Create-Send window. In the Subject: field, Mail inserts the subject of the forwarded message preceded by FWD:. In the message area, Mail inserts the forwarded message.

Enter the address information, and make any desired changes to the text. If you change the original message and want to include the unedited version in your forwarded message, choose the Include Original menu item from the Create-Send window's File menu.

Click on the Send button to send the message. Click on the Quit button to close the window.

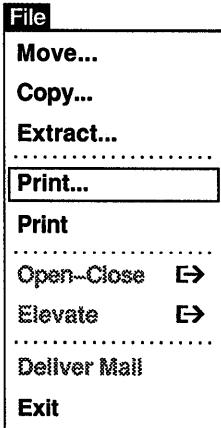
Printing Messages

Print

You can print selected messages or the message currently displayed in a Read window. Messages can be printed using your default print settings or you can modify the print settings for the messages being printed.

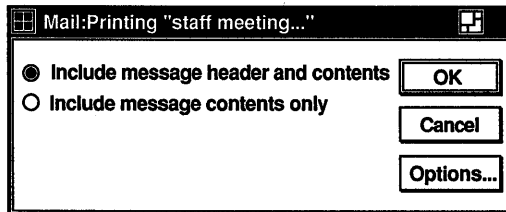
To print the selected or currently displayed message using your default print settings, click on the Print button in the main or Read window.

To print the selected or currently displayed message using altered print settings:



- 1 Choose the Print... menu item on the File menu in the main or Read window.

Mail displays a dialog box.



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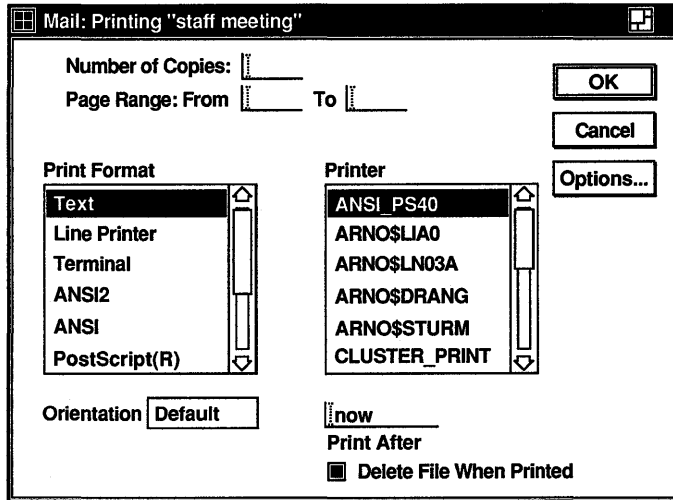
The Include Message Header and Contents button is set to indicate that the header (the sender's name, date, subject, and so on) and the contents of the message are to be printed. To exclude the header information, click on the Include Message Contents Only button.

If you are printing a nontext message, such as a message created with the Paint application or a message containing special formatting commands (such as a PostScript file), you must click on the Include Message Contents Only button.

- 2 To change additional print settings, click on the Options... button.

You must also click on the Options... button to specify an appropriate print format and printer if you are printing a nontext message or a message containing special formatting commands, such as a PostScript file.

Mail displays a dialog box.

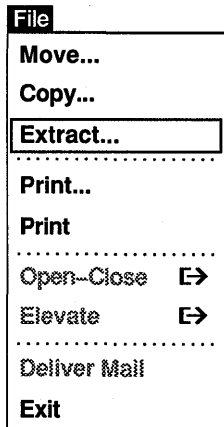


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See the *VMS DECwindows User's Guide* for more information about the Print Defaults dialog box.

- 3 Click on the OK button to print the messages.

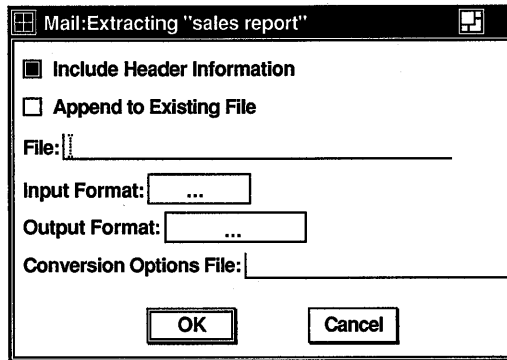
Creating a File from a Mail Message



You can create files from mail messages. You can select existing messages to be copied to a file, or you can create a file from a message you are reading or creating.

To create a file from the selected or currently displayed message:

- 1 Choose the Extract... menu item from the File menu in the main, Create-Send, or Read window. Mail displays a dialog box.



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The Include Header Information button is set to indicate that the message's header will be included in the file you are creating. You can disable this feature by clicking on it.

If you want to append the extracted message to an existing file, turn on the Append to Existing File option by clicking on it. By default, this option is turned off.

- 2 Enter the name of the file to be created. If you want to append the message to an existing file, enter the name of that file.
The default file type for text files is TXT and for DDIF files is DDIF. You may enter a different file type.
- 3 To select a different format for the file being created, move to the Output Format field, press MBI, and choose one of the listed file formats. The input format is determined by the editor used to create the message. The output format is the same as the input format by default.
- 4 To use a conversion options file, enter the name of the file. Conversion options files contain special processing commands. They are not created within Mail. Refer to the *VMS Compound Document Architecture Manual* if you require more information about conversion options files.
- 5 Click on the OK button to create the file.

If the selected messages have different data types, non-ASCII messages will be converted to ASCII if possible. If they cannot be converted to ASCII, the messages will not be extracted.

Deleting and Retrieving Messages

Delete

You can delete mail messages, and retrieve deleted messages.

To delete selected messages or the message currently displayed in the Read window, click on the Delete button in the main or Read window.

The index is updated to show which messages have been marked for deletion. Messages are not actually deleted until the folder is closed. You can still perform many Mail functions on messages that are marked for deletion, such as moving, copying, and printing. When the folder is closed, the messages are deleted and reference to them is removed.

Once the folder is closed, deleted messages are moved to the WASTEBASKET folder in the drawer from which the message was deleted.

Deleted messages collect in the WASTEBASKET folder until you empty it. To empty the WASTEBASKET, select the drawer in which the WASTEBASKET resides and choose the Empty WASTEBASKET menu item from the main window's Maintenance menu. (An option in your mail profile allows you to specify that the WASTEBASKET be emptied whenever the drawer is closed.) Once the WASTEBASKET is emptied, the deleted messages are irretrievable.

You can also delete entire folders and drawers of messages. See the section Deleting Drawers and Folders for more information.

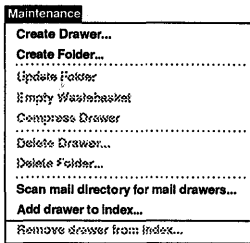
To reverse the delete operation in the main window, before the folder is closed select the messages to be retrieved, pull down the Edit menu, and choose the Undo Move/Delete menu item.

To reverse the delete operation in a Read window, press MB2 in the message pane of the deleted message and choose the Undo Move/Delete menu item from the pop-up menu.

To update the index of messages to reflect that the messages have been moved to the WASTEBASKET folder, either select the Update Folder menu item from the Maintenance menu in the main window or reopen the folder that contains the deleted message.

Once a message has been moved to the WASTEBASKET folder, you can retrieve the message by moving it to another folder. See the section Moving and Copying Messages to Another Folder for more information about moving messages between folders.

Working with Drawers and Folders



You can create and delete drawers and folders, add and remove drawers in your index, move and copy messages between folders, and reclaim unused space in drawers.

Creating New Drawers and Folders

To create a new drawer or folder:

- 1 Choose the **Create Drawer...** or **Create Folder...** menu item from the main window's Maintenance menu.
Mail displays a dialog box.
- 2 In the dialog box, enter the name of the new drawer or folder to be created.

Drawer and folder names are limited to 39 characters. They must begin with a letter or number, and can contain letters, numbers, underscores, hyphens, and dollar signs. In addition, folder names can contain spaces and periods.

Drawer and folder names are case sensitive. That is, the folder names **INBOX** and **Inbox** are not the same.

The prefix **MAIL\$** is reserved by Mail and should not be used as a prefix for drawer names.

All drawer names must be unique, but folders in different drawers may share the same name.

- 3 Click on the **OK** button to create the drawer or folder.

You can also create a new drawer or folder when you move or copy a message. If you specify a destination drawer or folder that does not exist, the drawer or folder will be created.

When you create new drawers, a **WASTEBASKET** folder is automatically included in each new drawer.

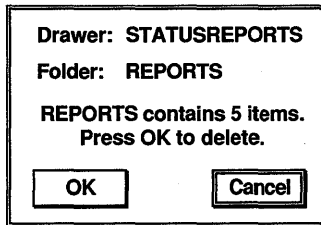
Empty folders are automatically deleted by Mail.

Deleting Drawers and Folders

To delete drawers or folders:

- 1 Select the drawers or folders to be deleted.
- 2 Choose the **Delete Drawer...** or **Delete Folder...** menu item on the main window's Maintenance menu.

Mail displays a dialog box.



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- 3 Click on the OK button to delete the drawer or folder, or click on the Cancel button to cancel the delete request.

If multiple drawers or folders are selected, you must confirm or cancel the delete request for each drawer and folder separately.

You cannot delete an open folder or drawer.

When you delete a drawer, any folders that existed in the drawer are deleted and the messages in them cannot be retrieved. If you attempt to delete the MAIL drawer, all folders except INBOX and WASTEBASKET are deleted, but the drawer itself is not deleted.

When you delete a folder, any messages that existed in the folder are placed in the WASTEBASKET folder and can be retrieved until the WASTEBASKET is emptied. If you attempt to delete the INBOX or WASTEBASKET folder, all messages in those folders are deleted but the folders are not deleted.

If you delete all messages in a folder, the folder is automatically deleted when you close the drawer.

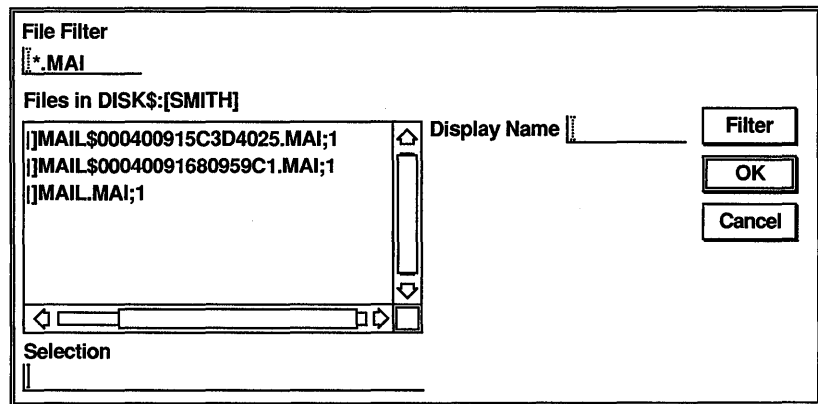
Adding and Removing Drawers in the Index

When you create a drawer in VMS DECwindows Mail, the drawer is automatically created in your default mail directory and is listed in your main window. If you create drawers with the VMS Mail Utility or if you create drawers in a different directory, they are not automatically added to the list in your main window. To access these drawers you must specifically add them to the main window.

To add drawers created with the VMS Mail Utility in your default mail directory, choose the Scan Mail Directory for Mail Drawers menu item from the main window's Maintenance menu. All drawers in your default Mail directory will be added to the main window.

To add drawers created in a different directory:

- 1 Choose the Add Drawer to Index... menu item from the main window's Maintenance menu.



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A file selection dialog box displays all files in your default directory that have a type of MAI. Ignore the files beginning with the prefix MAIL\$. These are messages. Drawer names do not have this prefix.

- 2 Double click on the file name of the drawer you want to add. If you want to add a drawer whose file name is not listed, enter the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type MAI, enter the complete directory specification—[JONES.JUNKMAIL]*.MAI—in the File Filter text entry field and click on the Filter button. Then double click on the name of the drawer you want to add.
- 3 In the Display Name field, enter the name to be displayed in the main window. If you do not enter a name, the name of the drawer is used by default.

To remove a drawer from the main window, select the drawer and choose the Remove Drawer from Index menu item from the main window's Maintenance menu.

Removing a drawer from the index does not delete the drawer. You can retrieve it by choosing the Scan Mail Directory for Mail Drawers... menu item or the Add Drawer to Index... menu item from the Maintenance menu.

Move

Moving and Copying Messages to Another Folder

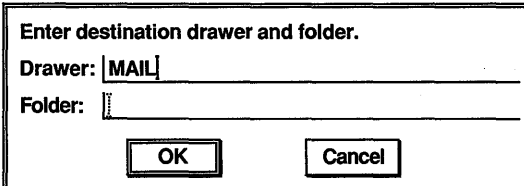
You may move or copy a message or group of messages from one folder to a different folder. Moving messages to another folder removes them from the original folder. Copying messages to another folder does not remove them from the original folder.

You can move and copy messages from either the main or Read windows.

To move selected messages or the message currently displayed in the Read window:

- 1 Click on the Move button.

If a folder is selected, the messages are moved to the selected folder. If no folder is selected, Mail displays a dialog box.



Enter destination drawer and folder.

Drawer: MAIL

Folder:

OK Cancel

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Initially, MAIL is inserted in the drawer name field. If you subsequently enter text, however, the drawer and folder fields contain whatever was last entered in these fields.

- 2 Enter the name of the drawer and folder to receive the message.

If you specify a drawer or folder that does not exist, it will be created.

- 3 Click on the OK button.

A message is displayed in the message pane of a Read window, or in the index entry in a main window, to show which messages have been marked for moving. Messages are not actually moved until the folder is closed. You can still perform many Mail functions on messages that are marked for moving, such as deleting, copying, and printing. When the folder is closed, the messages are moved.

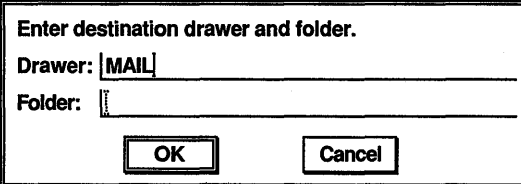
To reverse the move operation in the main window, select the messages to be retrieved and choose the Undo Move/Delete menu item from the main window's Edit menu.

To reverse the move operation in a Read window, in the message pane of the moved message press MB2 and choose Undo Move/Delete from the pop-up menu.

To copy the selected messages or the message currently displayed in the Read window:

- 1 Choose the Copy menu item from the File menu in the main or Read window.

Mail displays a dialog box.



Enter destination drawer and folder.

Drawer: MAIL

Folder:

OK Cancel

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Initially, MAIL is inserted in the drawer name field. If you subsequently enter text, however, the drawer and folder fields contain whatever was last entered in these fields.

- 2 Enter the name of the drawer and folder to receive a copy of the message.

If you specify a drawer or folder that does not exist, it will be created.

- 3 Click on the OK button.

The message is displayed in the destination folder when the destination folder is next opened.

An alternate method for moving or copying messages is to select the messages, move to the destination folder, press MB2, and choose Move Selected Here, Copy Selected Here, Move Read Message Here, or Copy Read Message Here from the pop-up menu. The read message is the message currently displayed in your default Read window.

Updating Folders

Messages are deleted and moved when a folder is closed. If you have deleted or moved several messages from a folder and would like to have your changes take effect without leaving the folder, Mail can automatically close and reopen the folder for you.

To close and reopen a folder, completing all pending delete and move operations, move to the folder name, press MB2, and choose the Update Folder menu item from the pop-up menu.

To update several folders at once, select the folders and choose the Update Folder menu item from the main window's Maintenance menu.

If a folder is updated while a message in that folder is being read in your default Read window, the window will be closed when the folder is closed. The window will not be reopened. (For a description of default Read windows, see the section Multiple Read Windows.)

Compressing Drawers

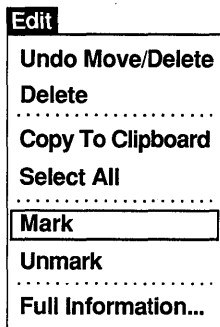
When you delete messages and folders, empty space is left in the drawer from which the messages or folders were deleted. To make this space available for reuse, select the drawer to be compressed and choose the Compress Drawer menu item from the main window's Maintenance menu.

If multiple drawers are selected, the first selected drawer will be compressed.

You cannot compress an open drawer. Close the drawer before choosing the Compress Drawers menu item.

When a drawer is compressed, the original (uncompressed) drawer is saved in a file. A message is displayed indicating that this file has been created and showing the name of the file. Once you have used the compressed drawer, the uncompressed file should be deleted. The file cannot be deleted within Mail; delete it from FileView.

Marking and Unmarking Messages



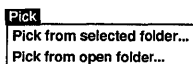
Marking messages allows you to identify messages of particular importance to you. For example, you might mark the messages you want to print at the end of the day, or the messages you want to reread or reply to at another time.

When a message is marked, an asterisk is displayed in the index entry for this message. The message itself is unaffected.

To mark selected messages or the currently displayed message, choose the Mark menu item from the main or Read window's Edit menu.

To unmark the currently displayed or selected messages, choose the Unmark menu item from the main or Read window's Edit menu.

Picking Messages



Mail can search the open or selected folder for messages that have something in common. For example, you could pick messages that were sent by a specific user on a specific day, or messages containing a specific word in the subject field.

Once it finds messages that meet your criteria, Mail displays a list of these messages. You can then perform functions such as copying, moving, extracting, or reading on this set of picked messages.

To pick messages:

- 1 Open or select the folder containing the messages. If multiple folders are selected, the first folder is used for the pick.
- 2 Choose the Pick from Open Folder... or Pick from Selected Folder... menu item from the main window's Pick menu.

Mail displays a dialog box.

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The dialog box allows you to specify the criteria for picking messages. Each field in the Pick dialog box is described in the table below.

- 3 Click on the field to be used and enter the pick criteria.
- 4 Click on the OK button to pick the designated messages, or the Cancel button to cancel the pick.

The following table describes the fields in the Pick dialog box.

Field	Description
From:	The user name of the sender whose messages you want to pick.
To:	The user name of the addressee or the name of a distribution list whose messages you want to pick.
CC:	The user name of the addressee (or the name of a distribution list) who received courtesy copies of messages you want to pick.
Subject:	Text included in the subject field of messages you want to pick.

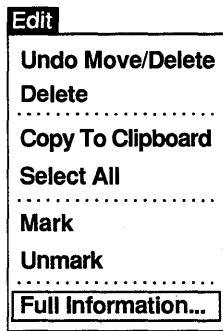
Field	Description
In text:	Any text string included in the body of messages you want to pick.
On:	The date on which messages you want to pick were received. Click MB1 to display the Date dialog box. To specify the day, month, or year, click MB1 on the appropriate box, then click on the up arrow or down arrow to specify the date. Click on the OK button to enter this date in the field or click on the Clear button to clear the date in the Pick dialog box. The time is ignored for this field.
Before:	The date and, if desired, the time before which messages you want to pick were received. Click MB1 to display the date dialog box. See the description of the On: field for information about the Date dialog box. The time can be used as a criterion in this field.
After:	The date and, if desired, the time, after which messages you want to pick were received. Click MB1 to display the Date dialog box. See the description of the On: field for information about the Date dialog box. The time can be used as a criterion in this field.
Replied to	Messages to which you have or have not replied. You activate this option by clicking on Replied to and choosing Yes or No.
Marked	Messages that you have or have not marked. You activate this option by clicking on Marked and choosing Yes or No.
Opened	Messages that you have or have not read. You activate this option by clicking on Opened and choosing Yes or No.
Selected	Messages that you have or have not selected. You activate this option by clicking on Selected and choosing Yes or No.

Text fields (the first five fields in the dialog box) search for matching text anywhere in the field and are not case sensitive. For example, entering the text John in the From: field might pick messages from Jane Johnson, John Doe, Olav Bejohnesson, and JOHN::Smith.

Once a set of messages has been picked, the message index is updated to list only the picked messages. When the folder is closed, the picking criteria are lost and all messages are again available.

A pick operation cannot be performed if a folder is open in multiple windows and contains messages to be moved or deleted. Close the folder in all additional windows to complete the move or delete operation before performing a pick operation.

Displaying Additional Index Information

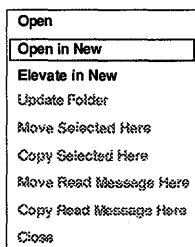


The main window's message index lists one line of information about each message. This line contains the message number, the date it was received, the name of the sender, and the subject of the message.

To display additional information about messages, select the messages and choose the Full Information... menu item from the main window's Edit menu. The following is displayed:

- The message number.
- The envelope of the message.
- The relative size of the message. For ASCII messages, the size is shown in records. For non-ASCII messages, such as those in DDIF format, the size is shown in blocks.
- The external message ID if one exists. External message IDs are assigned to non-ASCII files and to messages too large to be stored within the Mail file.
- The attributes of the message, which would be Replied if you replied to the message, Marked if you marked the message, New if you have not read the message, and the message type (DDIF) for DDIF messages.

Opening a New Main Window



Opening folders containing numerous messages often fills the window, leaving no room to display other folders and messages. You can display additional messages by creating multiple main windows. You can create a new main window in which all of your drawers and folders are present, or by **elevating** a particular drawer or folder to a new window, you can restrict the contents of that window to only the drawer or folder you elevated.

To create a new main window, point to the folder or drawer to be opened in the new window, press MB2, and choose the Open in New menu item from the pop-up menu. A new main window is displayed, and the current folder or drawer is opened.

You can perform all Mail functions on the drawer, folders, and messages displayed in this window.

You can also create a new main window by elevating a folder or drawer to a new window. Elevating a folder or drawer allows you to work with that folder or drawer in the new window, but all other folders and drawers are unavailable in the new window. To elevate a folder or drawer, move to the folder or drawer to be elevated, press MB2, and choose the Elevate in New menu item from the pop-up menu.

Sending and Receiving DDIF Formatted Messages

Some applications, such as Paint, create files in DDIF data format. Mail allows you to send and receive DDIF formatted messages.

If the recipient of a DDIF message is using a configuration that does not support VMS DECwindows (such as a character cell terminal), the recipient will receive a message indicating that the mail message is in a foreign format. The recipient can view the mail envelope (address, sender, subject), or forward, file, reply to, extract, or delete the message, but may not be able to view the message.

If you attempt to mail a DDIF message to a user whose mail system does not support DDIF format, the message will not be sent. You will be notified that the transmission cannot be completed. You can create a copy of the DDIF message in another format and send that file.

You can create and send a non-DDIF version of a DDIF message. To create a non-DDIF version of a DDIF message:

- 1 Choose the Extract... menu item from the Create-Send window's File menu.
- 2 Enter appropriate information in all fields, as described in the section Creating a File from a Mail Message.
- 3 In the Output Format field, press MB1, move to an output format that would be supported by the receiving system, such as Text, and release MB1.
- 4 Click on the OK button to extract the message to a file.

To send the file in the new format:

- 1 Choose the Include File... menu item from the Create-Send window's File menu.
- 2 Choose the file to be sent, as described in the section Including a File in a Message.

- 3 Click on the OK button to include the file.
- 4 Click on the Send button to send the message.

Customizing Your Mail Environment

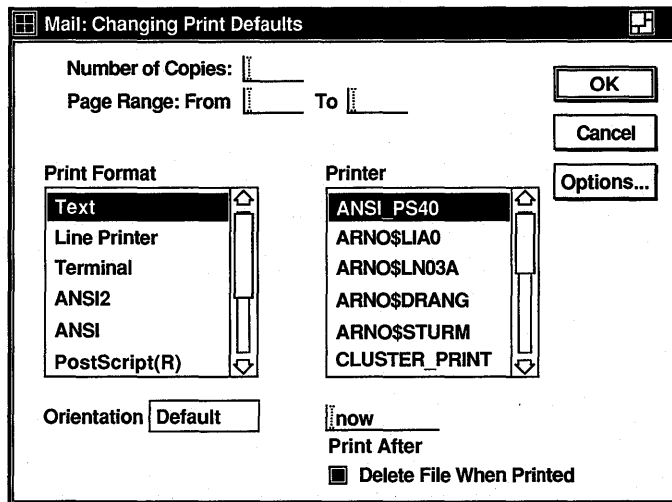
Customize

- Modify Mail Profile...
- Modify Print Defaults...

You can customize certain Mail features to suit your working environment. Modifying your default print settings allows you to alter the way your messages are printed. Modifying your mail profile allows you to alter the way your messages are sent, stored, and displayed.

Modifying Your Default Print Settings

To modify your default print settings, choose the Modify Print Defaults... menu item from the main window's Customize menu. Mail displays a dialog box.



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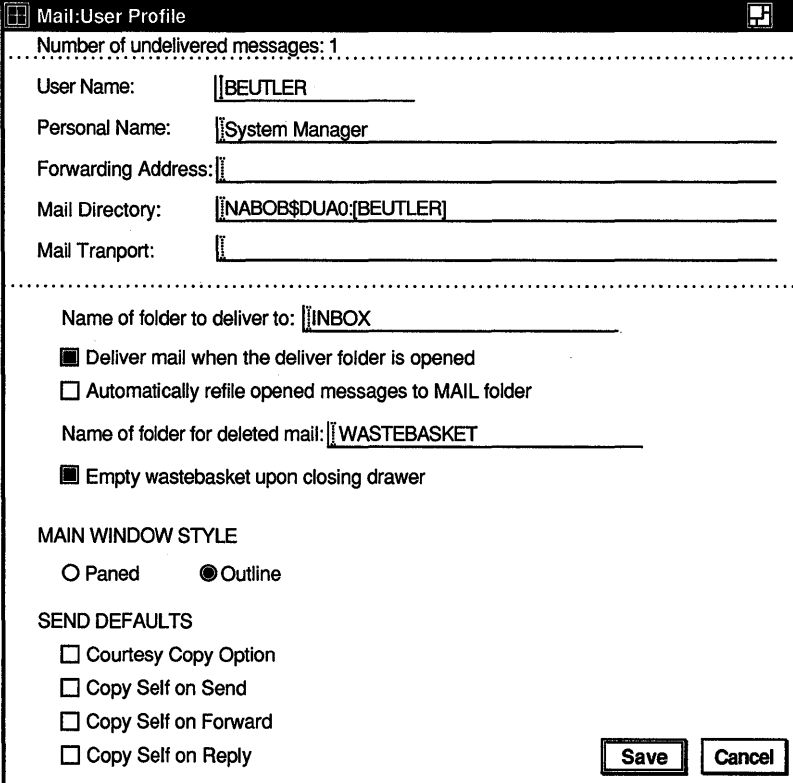
Refer to the *VMS DECwindows User's Guide* for a description of the fields in this dialog box.

Changing your print defaults affects the way messages are printed during the current Mail session only. When you exit from Mail the print defaults revert to their original settings.

Customizing Your Mail Profile

Your mail profile allows you to specify how messages are to be sent, stored, and displayed.

To change the default settings for your mail profile, choose the **Modify Mail Profile...** menu item from the main window's **Customize** menu. Mail displays a dialog box.



The dialog box titled "Mail:User Profile" contains the following fields and options:

- Number of undelivered messages: 1
- User Name:
- Personal Name:
- Forwarding Address:
- Mail Directory:
- Mail Transport:
- Name of folder to deliver to:
- Deliver mail when the deliver folder is opened
- Automatically refile opened messages to MAIL folder
- Name of folder for deleted mail:
- Empty wastebasket upon closing drawer
- MAIN WINDOW STYLE
 - Paned
 - Outline
- SEND DEFAULTS
 - Courtesy Copy Option
 - Copy Self on Send
 - Copy Self on Forward
 - Copy Self on Reply

Buttons: **Save** **Cancel**

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An option is on when the corresponding square or button is shaded. To turn an option on or off, click on the appropriate square or button, or its label.

Note *If you have used the VMS Mail Utility on your system, some of your VMS Mail defaults are displayed. See the section **Making Mail Perform Like the VMS Mail Utility** for more information.*

The first line in the mail profile displays the current number of undelivered messages. The following table describes the remaining fields in the mail profile dialog box.

Option	Description
User Name:	Your VMS user name, which cannot be modified.
Personal name:	A field of optionally specified text that is appended to the From: field of messages you send. Your personal name can be your full name or any other information, and must start with a letter.
Forwarding address:	The node and user name to which your messages are sent. This option is frequently used when you want to read your mail in a different account.
Mail directory:	The directory where your mail is being stored. It cannot be modified in Mail. Refer to Changing Your Mail Directory for more information.
Mail transport:	The transport mechanism you want to use, if any. A transport mechanism is a product that affects when and how your messages are sent. Mail does not use a transport mechanism by default. Messages are sent immediately. Products such as Message Router or VAX PSI are optional. The default is none.
Name of folder to deliver to:	The name of the folder to which new messages should be delivered. (If the folder does not exist, it will be created.) By default, the INBOX folder is specified.
Deliver mail when the deliver folder is opened	This option, which is set by default, causes new mail to be delivered whenever the delivery folder (INBOX by default) is opened. If you disable this option, mail is delivered only when you click on the Deliver Mail or Read New Mail buttons.

Option	Description
Automatically refile opened messages to MAIL folder	<p>This option, which is normally disabled, causes a message to be moved to the MAIL folder once it is read. If the MAIL folder does not exist, it will be created.</p> <p>This option causes messages to be moved immediately. If you delete or move the message, the delete or move operation will not be completed until the deliver folder is closed. The message will be held in the MAIL folder until the deliver folder is closed and the MAIL folder is reopened.</p>
Name of folder for deleted mail:	<p>The name of the folder to which deleted messages are moved in new drawers you create. By default, the WASTEBASKET folder is specified. Existing drawers are unaffected by changing this setting.</p>
Empty WASTEBASKET upon closing drawer	<p>This option, which is set by default, causes the WASTEBASKET folder to be emptied when you close the drawer.</p>
MAIN WINDOW STYLE	<p>The window style, either Outline or Paned, used to display the index of messages in the main window. The default index style is Outline. Refer to the section Using a Paned Style Main Window for information about the Paned option.</p>

Option	Description
SEND DEFAULTS	<p>You can turn on the following Send Defaults options, which are disabled unless you specify otherwise:</p> <ul style="list-style-type: none"> <li data-bbox="787 302 1220 406">■ Courtesy copy option. Prompts you with a courtesy copy prompt when using VMS Mail. This option does not affect VMS DECwindows Mail. <li data-bbox="787 430 1224 586">■ Copy Self on Send. Includes your name as an addressee in Create-Send windows when sending a new message. You can edit out your name in the Create-Send window if you desire. <li data-bbox="787 611 1240 767">■ Copy Self on Forward. Includes your name as an addressee in the Create-Send window when you forward a message. You can edit out your name in the Create-Send window if you desire. <li data-bbox="787 791 1233 947">■ Copy Self on Reply. Includes your name as an addressee in the Create-Send window when you reply to a message. You can edit out your name in the Create-Send window if you desire.

Click on the Save button to save the profile settings. Click on the Cancel button to reinstate the original profile settings.

Changes made to the Name of Folder to Deliver to and MAIN WINDOW STYLE fields will not take effect until you exit from and reenter Mail.

Making Mail Perform Like the VMS Mail Utility

This section is intended for users who use both the VMS Mail Utility and VMS DECwindows Mail.

If you use VMS Mail and VMS DECwindows Mail to access the same mail messages, Mail will automatically set certain options in your mail profile to make Mail perform like VMS Mail.

VMS DECwindows Mail will automatically set the following options in your mail profile:

- Name of folder to deliver to
Mail specifies NEWMAIL in this field.
- Automatically refile opened messages
Mail turns on this option.

Set the remaining options to match your VMS Mail settings.

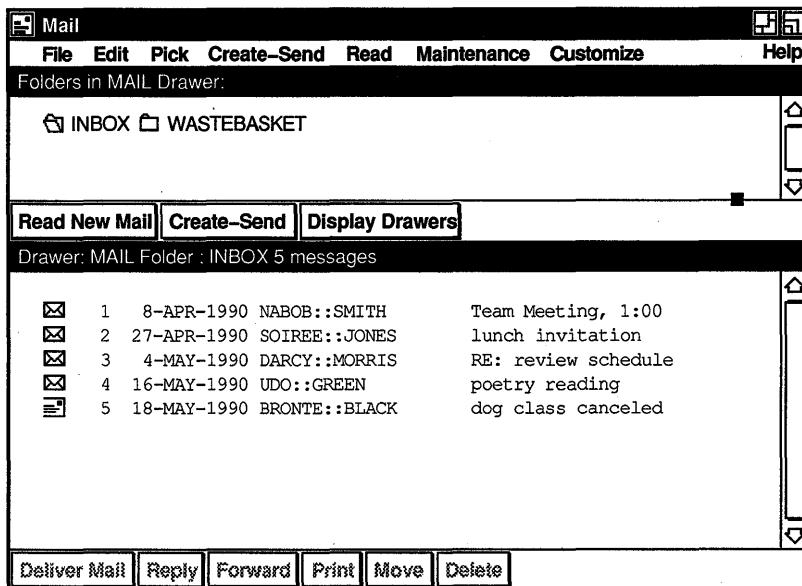
Once these options have been set, you will find using Mail very similar to using VMS Mail. Mail provides most VMS Mail functions with the exception of SPAWN, ATTACH, EDIT, and DEFINE/KEY. These functions are unnecessary in the VMS DECwindows environment.

Using a Paned Style Main Window

Mail's default main window displays your drawers, folders, and messages in Outline style. When an object is opened, its contents are revealed directly beneath it, similar to the format of a table of contents.

You can choose an alternate style, called Paned style, for displaying the objects in your main window. A Paned style main window uses two panes to display your drawers, folders, and messages. The top pane lists your folders or drawers. The bottom pane lists the messages in the open folder.

To use the Paned style, choose the Modify Mail Profile... menu item from the Customize menu and click on the Paned option in the User Profile dialog box. The Paned style main window will take effect when you exit and reenter Mail.



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In a Paned style main window, the names of your folders are always displayed, regardless of the number of messages in the open folder. (In Outline style, opening a folder frequently fills the window with the contents of that folder, pushing all other drawer and folder names out of the display.) Having folder names readily available is useful for certain Mail functions, such as moving and copying messages.

The Paned style main window differs from the Outline style window in the following ways:

- The main window is divided into two panes. The top pane contains the Drawer/Folder index. The folders in the open drawer are listed in this pane. To display a list of drawers, click on the Display Drawers button near the bottom of the Drawer/Folder index. Double clicking MB1 on a drawer name opens the drawer and displays its folders.
The bottom pane of the main window contains the Message index, which is a list of messages in the currently open folder.
- Only one folder may be opened at one time when using Paned style. To view messages in multiple folders simultaneously, open multiple main windows.

- You cannot elevate a single drawer or folder to a new main window when using a Paned style window. Multiple main windows can be opened with the Open Folder in New and Open Drawer in New menu items on the File menu.
- You cannot select a range of drawers, folders, or messages by clicking, dragging, and releasing MB1 over the range of objects in a Paned style window.
- The vertical scroll bar in a Paned style main window is a standard VMS DECwindows scroll bar. It does not contain the top and bottom stepping arrows and navigation window.

Changing Your Mail Directory

Mail stores your mail messages in the same directory used by the VMS Mail Utility. If you have not specified a directory to be used by the VMS Mail Utility, your default directory is used. Depending on the number of mail messages you receive and keep, this directory may become cluttered with mail messages.

Using the VMS Mail Utility, you can specify a different directory as your Mail directory. Refer to the *VMS Mail Utility Manual* for information on the SET/SHOW MAIL_DIRECTORY command.

Changing Directories for Drafts and Distribution Lists

When you save a draft of a message, Mail stores the draft in your default directory. To specify a different directory for storage of draft files:

Note *The following procedures assume familiarity with your LOGIN.COM file. If you are unfamiliar with this file, ask your system manager for more information before following these procedures.*

- 1 From the Session Manager window, create a DECterm window.
- 2 Edit your LOGIN.COM file and enter the following command:

```
$DEFINE DECW$MAIL_DRAFTS directoryspec
```

where *directoryspec* is the name of the directory in which drafts are to be stored.

You can also change the default directory for distribution lists. When you display a list of your distribution lists, Mail lists all files in your default directory with a DIS file type. To specify a different directory to be searched for DIS files:

- 1 From the Session Manager window, create a DECterm window.

2 Edit your LOGIN.COM file and enter the following command:

```
$DEFINE DECW$MAIL_DISTRIBUTIONLISTS directoryspec
```

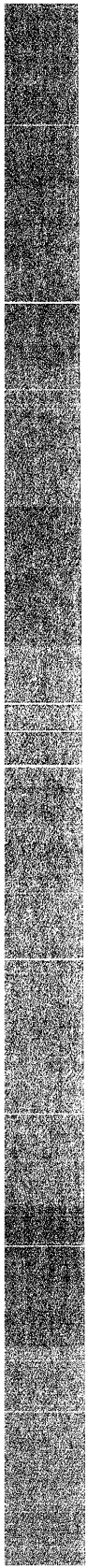
where *directoryspec* is the name of the directory in which distribution lists are stored.

Exiting from Mail

To exit from the Mail application, choose the Exit menu item from the main window's File menu. The main window and any open Read or Create-Send windows are closed. Open folders and drawers are closed. Wastebaskets may be emptied, if specified in your mail profile.

If multiple main windows are open, the File menu contains the Close menu item rather than Exit. Choosing Close closes only the main window from which Close is chosen. When there is only one remaining main window, its File menu contains the Exit menu item.

Notepad



Using the Notepad Editor



The Notepad is an editor that lets you do everyday tasks such as recording messages, writing letters, and building data files.

The Notepad editor saves your notes in files, which you can store for later revision or incorporation into other files.

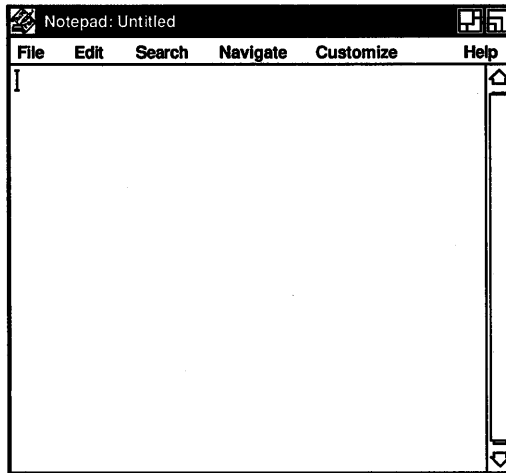
This chapter describes how to

- Start the editor
- Enter and format text
- Edit a file
- Name a file
- Open a second notepad
- Open an existing file
- Merge files
- Find and replace text
- Exit from an editing session

Starting the Notepad Editor

To start the Notepad editor, choose the Notepad menu item from FileView's Applications menu.

Notepad displays an empty editing window in which you can type text from the keyboard or copy in an existing file for editing. Notepad is interactive, so you see the changes to a file as you make them.



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Typing Text

To enter text in the Notepad window, give the window input focus and begin typing text from the keyboard. Notepad enters the text at the position marked by the cursor. Initially, the cursor is displayed in the upper left corner, but it moves right as you type.

The Notepad inserts text into a temporary holding area called a **buffer**. The contents of the buffer appear in the Notepad window. At the beginning of an editing session, the buffer may contain very little text, but the buffer grows longer as you add information.

A buffer exists only during the editing session. When you end an editing session, you direct the Notepad editor to save or discard the contents of the buffer.

Formatting Text

Use the Tab key, the space bar, and the Return key to arrange text in the Notepad window as you want it to appear.

You can also size the Notepad window so it has the line width you want. Notepad wraps text lines at the right margin automatically so you do not have to press the Return key at the end of every line.

Scrolling the Buffer

As your text buffer grows, it extends beyond the frame of the Notepad window. To view text at the beginning or end of the buffer, use the vertical scroll bar along the right side of the window. The position of the slider indicates your position in the buffer. When the slider is at the top of the scroll bar, you are at the beginning of the buffer. When the slider is at the bottom of the scroll bar, you are at the end of the buffer.

Editing a File

Navigate

Go to Top
Go to Bottom
Go to Selected Line Number
Go to Line...

The Notepad navigation and editing commands let you move within a text buffer quickly and easily, adding or modifying information.

Moving the Cursor

When you insert text in the buffer, Notepad adds the text at the current cursor position, pushing existing text to the right. Therefore, the cursor is normally positioned at the spot where you last entered text.

To move the cursor, position the pointer anywhere in the Notepad window or on your workstation screen where there is text or spaces and click MB1.

Pressing the Shift key and the right arrow key at the same time moves the cursor one word to the right. Pressing the Shift key and the left arrow key at the same time moves the cursor one word to the left.

With a long buffer, reposition the cursor using menu items from the Navigate menu. Choose the Go to Top menu item to move to the top of the buffer. Choose the Go to Bottom menu item to move to the bottom of the buffer.

To reposition to a specific line in the buffer:

- 1 Choose the Go to Line... menu item from the Navigate menu. Notepad displays a dialog box.
- 2 Enter the line number.
- 3 Press **Return** or click on OK.

Notepad repositions the cursor to the specified line.

Another method of placing the cursor on a certain line is to select a line number in text anywhere on your workstation and choose the Go to Selected Line Number menu item from the Navigate menu. For example, if you are reading an error listing file in a DECterm window that contains the line number 1019 and you want to look at line number 1019 in a program source file you are editing in Notepad, select 1019 in DECterm and choose the Go to Selected Line Number menu item from Notepad's Navigate menu. The cursor is placed on line 1019 in your Notepad file.

Note *If you are correcting a program source file, you may want to start from the bottom and work your way up so that your edits do not affect how the line numbers in your source file correspond to the line numbers in your error listing file.*

Selecting Text

In order to delete, move, or copy text in a buffer, you must first select it. Select text by pressing and holding MB1, dragging the pointer over the text, and releasing MB1. This highlights the selected text. Notepad stores this text until you tell it what to do.

You can select text by using mouse clicks. Double clicking MB1 selects the current word. Clicking MB1 three times selects the current line; four clicks selects the entire document.

You can also perform an **extended selection**, which lets you select blocks of text that extend beyond the screen. To perform an extended selection, place the cursor at one end of the range you want to select. Scroll the file to the other end of the range you want to select, hold down the Shift key, and click MB1. The range of text is selected from the original cursor position to the specified insertion point, and the cursor is placed at the new insertion point.

If you already have an active select range, Notepad starts at the insertion point (the place where you click MB1 as you hold down the Shift key) and selects text from the insertion point up to the existing active select range. Notepad places the cursor at the insertion point.

Deleting Text

Use the <X> (Delete) key to erase a few characters. To delete a line or a section of text, select the text and press the <X> key or begin inserting new text. Inserting new text causes the selected text to be deleted and the new text to take its place.



Canceling an Edit

To cancel your most recent edit, choose the Undo... menu item on the Edit menu. For example, if you remove text with the Cut menu item, you can restore the text to its former location with the Undo menu item.

Notepad keeps a detailed record of all your edits so you can undo a series of edits. To cancel a series of edits:

- 1 Choose the Undo... menu item from the Edit menu.
Notepad displays the Undo dialog box.
- 2 Click on the Undo screen button to cancel the last editing operation.
Each time you click on the Undo button, Notepad cancels another editing operation.
- 3 If you undo an editing operation by mistake, reinstate the edits by clicking on the Redo screen button.
- 4 To complete the operation, click on the Cancel screen button.

You can cancel all the edits of an editing session in one step by choosing the Revert menu item from the File menu. Notepad restores the buffer to the state it was in when you first opened the file.

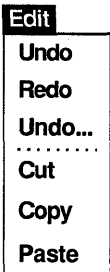
Moving Text

Because Notepad saves the last text you selected and deleted, you can move text from one location in the text buffer to another location.

To move text in a buffer:

- 1 Select the text you want moved to another location.
- 2 Choose the Cut menu item from the Edit menu.
- 3 Move the cursor to where you want the deleted text inserted by positioning the pointer and clicking MBl.
- 4 Choose the Paste menu item from the Edit menu.

The deleted text is moved to the new location.



Copying Text

Because Notepad keeps track of your selected text, you can copy text from one location in a text buffer to another location. To copy text in the text buffer:

- 1 Select the text you want copied to another location.
- 2 Choose the Copy menu item from the Edit menu to store the copied text.
- 3 Move the cursor to where you want the selected text copied by positioning the pointer and clicking MBL.
- 4 Choose the Paste menu item from the Edit menu.

The selected text is copied to the new location.

Including an Existing File

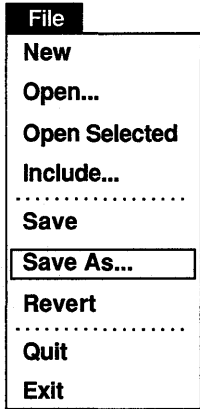
You can include an existing file in the text buffer that you are currently editing.

To include an existing file:

- 1 Move the cursor to where you want the included file inserted.
- 2 Choose the Include... menu item from the File menu.
Notepad displays a dialog box.
- 3 Either select the file from the files listed in the dialog box or type the name of the file you want to include.
- 4 Click on the OK button.

The contents of the included file are inserted in the editing window at the current cursor position.

Saving Text in a File

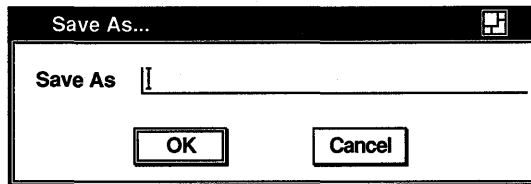


When you add text to Notepad, the editor records the information in the buffer. Because a text buffer exists only for the editing session, if you want to save the contents of the buffer you must direct Notepad to write your text to a file.

To save the text in your buffer as a file:

- 1 Choose the Save As... menu item from the File menu.

Notepad displays a dialog box that prompts you for the name of the file.



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- 2 Enter the name of the file, assigning a name that corresponds to the contents of the file so that you can easily recognize it. Use the <X> and arrow keys to make any necessary corrections.
- 3 Press or click on the OK button.

Notepad writes the contents of the buffer to the new file and posts the file name in the title bar of the editing window.

When you make changes to an existing file, it is also necessary to save the changes. Once a file has a name, use the Save menu item to update the file.

Opening a Second Notepad

You can open a second Notepad window without closing the first window. To create a second Notepad window, choose the New menu item from the File menu. A second Notepad window opens.

The editing you do in the second Notepad window can be completely independent of the first Notepad window, or you can copy and paste text from one Notepad window to the other.

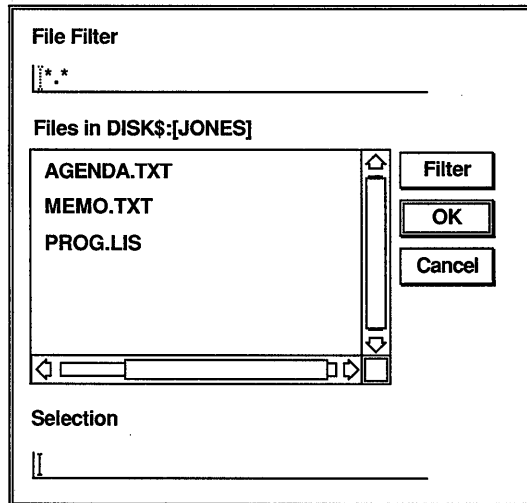
Opening an Existing File



When you want to edit an existing file, you direct Notepad to open the file and read its contents into the Notepad buffer.

To open an existing file:

- 1 Choose the Open... menu item from the File menu.
Notepad displays the Open File dialog box.



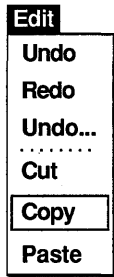
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- 2 Either select the file from the files listed in the dialog box or enter the file name.
You can select a file by double clicking on it or by clicking on it once and then clicking on OK.
- 3 Press **Return** or click on the OK button.

The contents of the file appear in the editing window and Notepad displays the file name in the title bar.

You can also open an existing file by selecting a file name in any other window (for example, DECTerm or FileView) and then choosing the Open Selected menu item from the File menu.

Merging Files



Whether you are writing a letter or a computer program, you can often save time by combining pieces of information from other letters or programs that you have written.

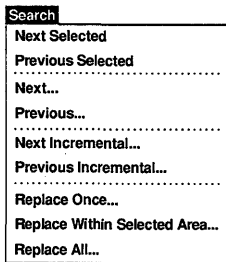
Copying Text from One Notepad Window to Another

To copy text from one Notepad window to another:

- 1 Select the text that you want to copy.
- 2 Choose the Copy menu item from the Edit menu.
- 3 Position the pointer in the other Notepad window at the point you want to insert the copied text.
- 4 Choose the Paste menu item from the Edit menu.

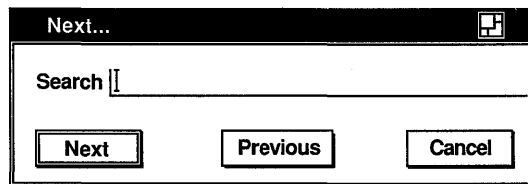
Notepad inserts the copied text at the desired location, leaving the text in the other window intact.

Searching for Text



You can search a text buffer for any text, such as a word, a number, or any other character that you can type on your keyboard. Because Notepad treats spaces as text, you can search for two or more words. Notepad searches the buffer from the current cursor position and highlights the first occurrence of the text string.

- 1 Choose the Next... menu item from the Search menu.
Notepad displays a dialog box.



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- 2 Enter the text string you want to locate.
- 3 Click on the Next screen button to initiate a search from the current position to the end of the file.

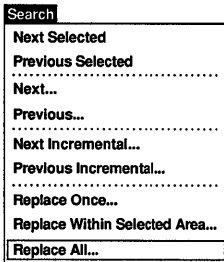
You can continue to search for the text string by clicking on the Next screen button in the dialog box.

If the string you want to search for is visible anywhere on your workstation screen, you can also perform a search by selecting that word and then choosing the Next Selected or Previous Selected menu item from the Search menu.

By default, Notepad performs a case-sensitive search. Choose the Set Search Options... menu item from the Options menu to make searches insensitive to case. A highlighted case-sensitive button indicates that a case-sensitive search is in effect.

Notepad can also search a text buffer for a character pattern. You can add characters or delete characters from the search string during the search operation, and Notepad returns to the initial search position in the buffer and looks again for the modified pattern. Choose the Next Incremental... menu item to search for patterns.

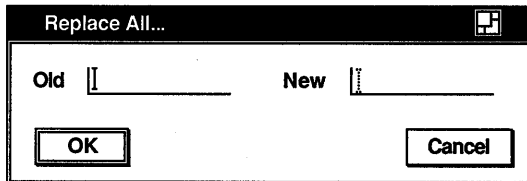
Replacing Text



The Notepad editor can replace one text string with another text string. This is especially useful if you have spelled a word incorrectly throughout a long file and you want to fix every occurrence of the misspelled word.

To replace a text string:

- 1 Choose the Replace All... menu item from the Search menu. Notepad displays a dialog box.



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- 2 Enter the old text that you want Notepad to replace and press the Tab key to move the cursor to the next text entry field.
- 3 Enter the new text that you want substituted.
- 4 Click on the OK button or press **Return** to initiate the replacement.

To perform individual replacements, choose the Replace Once... menu item from the Search menu. Notepad searches the buffer from the current cursor position and highlights the first occurrence of the text. Click on the Yes button to replace the old string with the new string. To avoid a replacement, click on the No button. To replace text in a selected range, select the text you want to perform a replace operation on and choose the Replace Within Selected Area... menu item from the Search menu.

Exiting from an Editing Session

To end an editing session, choose the Exit menu item from the File menu. If you have modified text in the current buffer, Notepad produces a new version of the edited file and closes the Notepad window. The new version of the file has the same file name and file type as the original version, with the version number incremented by one. For example, if you use the EXIT command after modifying a file named STRATEGIES.DAT;1, the output file is named STRATEGIES.TXT;2.

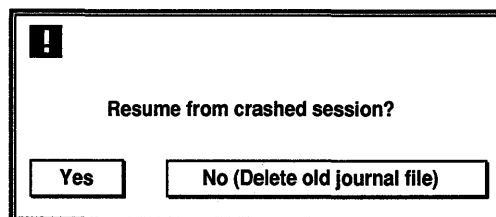
To discard the edits from a session and close the editing window, choose the Quit menu item from the File menu.

Using Journal Files

The Notepad editor keeps a record of changes made to a file so it can reconstruct any editing session that is interrupted because of a system failure. (Failures occur, for example, when a thunderstorm interrupts the electrical power.)

The record, called a journal file, usually exists only while an editing session is active. However, the file remains if the session ends abnormally.

When you attempt to edit a file that has a journal file associated with it, Notepad displays the Recover dialog box and asks you whether you want the previous edits restored.



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If a session is interrupted before you create a file, Notepad still saves your keystrokes in a journal file and assigns the untitled buffer a file name. The file name has the format nnnnnnnn.JNL, where nnnnnnnn is a process number that uniquely identifies the file.

To recover the editing session:

- 1 Choose the Open... menu item from the File menu.
- 2 Look at the list of files in your current directory. Find a file with the nnnnnnnn.JNL format created on the appropriate day, and enter the process number (nnnnnnnn) in the Selection text entry field. Do not include the JNL file type in the file name.

Notepad displays a Recover dialog box asking you to confirm that you want to perform the recovery.

- 3 Click on the Yes button.



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Using Paint



Paint is a graphics program that lets you create any kind of simple picture, such as a sketch, an illustration, or a map. From an assortment of art tools, you can choose those that enhance your picture, adding any details and accents it requires.

The Paint program can save your pictures for later use, print them on different kinds of printers, or copy them to other applications. You can also display these pictures on your terminal screen with the DDIF Viewer (see Chapter 6).

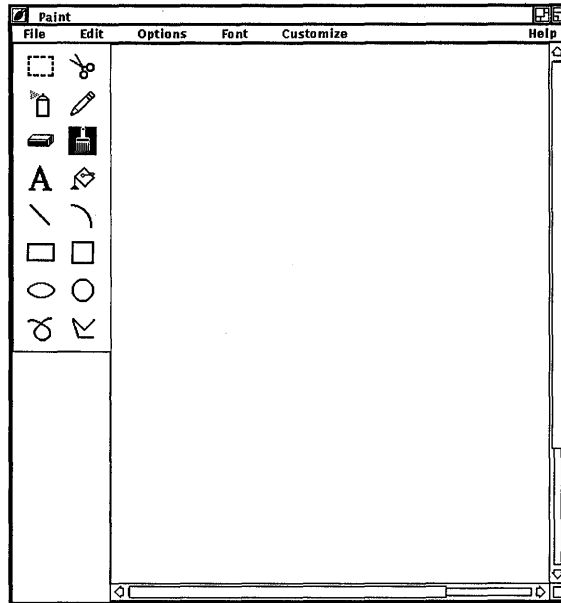
This chapter describes how to

- Start Paint
- Select tools and menu items
- Erase
- Draw lines and shapes
- Introduce patterns into paintings
- Use the paintbrush
- Edit paintings
- Insert text
- Size and scroll the canvas
- Print paintings
- Exit from Paint

Starting Paint

To start Paint, choose the Paint menu item from FileView's Applications menu.

The Paint program displays a drawing window with a tool palette on the left side.



The Paint window frames a portion of the canvas. Horizontal and vertical scroll bars indicate the percentage of the canvas displayed in the Paint window.

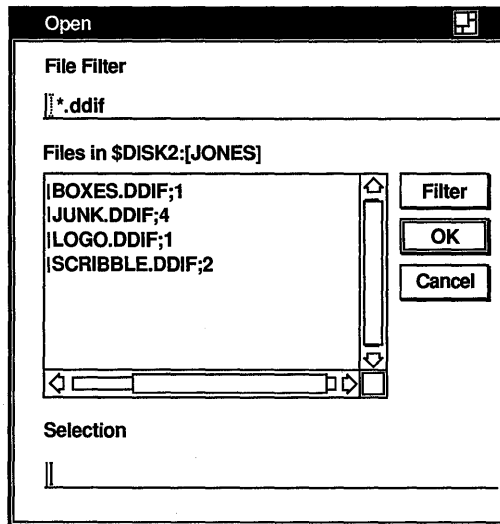
Learning the Basics

Paint is a bitmap graphics program, which means that it treats pictures as a collection of dots called pixels. Different drawing tools, such as the pencil, the paintbrush, and the text tool, edit the color of the pixels to either the foreground color or the background color to create a pattern. Because the Paint canvas has so many pixels in every square inch, you do not actually see patterns of dots. Instead you see a collection of lines, shapes, and text.

You can begin to understand Paint by modifying a sample picture called the Clock Tower. To display the Clock Tower:

- 1 In the Paint window, choose the Open... menu item from the File menu.

The Open Picture dialog box displays the names of any graphics files in the current directory.

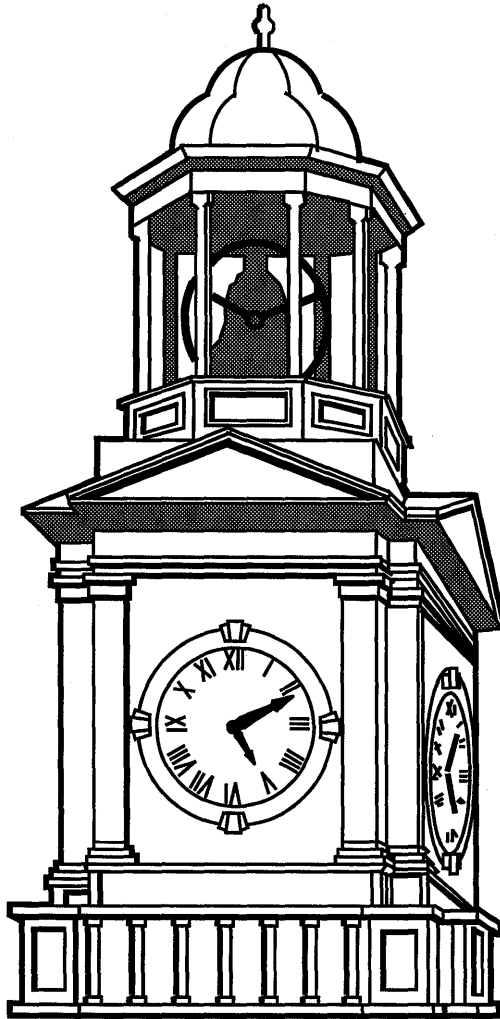


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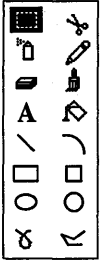
- 2 Enter the picture file name, DECW\$EXAMPLES:CLOCK.DDIF. DDIF is the standard format of a Paint file.
- 3 Click on the OK button or press `[Return]`.

Paint displays the Clock Tower picture. You can use the Clock Tower picture to practice selecting tools and to experiment with some of the Paint menu items. Figure 11-1 illustrates the Clock Tower.

Figure 11-1 The Clock Tower



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Picking Out Tools

The tool palette offers a variety of art tools and basic shapes. You can work with a pencil, a paintbrush, a can of spray paint, or a paint bucket. The shapes on the tool palette let you compose pictures quickly and easily.

Notice that when you first start Paint, the paintbrush tool is highlighted, indicating it is the current default. Only one tool on the tool palette is active at a time and that tool remains active until you make another selection.

Try changing the time on the Clock Tower. First, select the eraser to delete the current time. To use the eraser:



- 1 Place the pointer in the tool palette, position it on the eraser tool, and click MB1.
- 2 Move the pointer into the drawing window, position it in the center of the clock face, and press and hold MB1.
The eraser is now active in the window.
- 3 Gently drag the eraser along each hand of the clock, eliminating the current time.

Now, draw in the current time, using the straight line tool: .



- 1 Point to the straight line tool on the tool palette and click MB1.
- 2 Position the pointer in the center of the clock face and press MB1.
The straight line tool is now active, and one end of the line is anchored at the center of the clock. You can stretch and swing the line from the center point by moving the mouse. Try it.
- 3 Drag the pointer from the center of the clock to the current hour position. Once the line points to the correct time, release MB1.
- 4 Add a second line in the same manner for the minute hand.

If you make a mistake, choose the Undo menu item from the Edit menu.

Using Menu Items

You can use different menu items to create special effects in a painting.

For example, the Invert menu item on the Edit menu creates a negative image of a painting. The Paint program can reverse the tones of the Clock Tower, switching the foreground color and the background color.



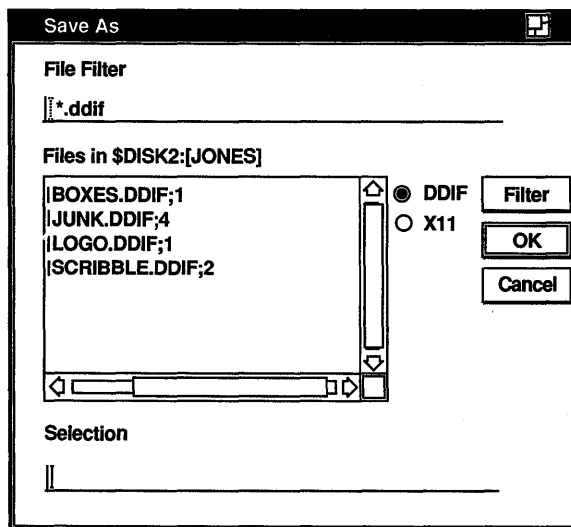
- 1 Click on the selection box tool.
- 2 Move the pointer into the drawing window and select the Clock Tower by positioning the pointer in one corner of the area to be selected and dragging the pointer over the desired area.
- 3 Choose the Invert menu item from the Edit menu.

Paint repaints the Clock Tower, making a negative of the original image.

Saving a Painting

To save your version of the Clock Tower:

- 1 Choose the Save As... menu item from the File menu.
Paint displays a dialog box and prompts you for a file name.



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- 2 Type a file name using the form `SYS$LOGIN:filename.DDIF` so that Paint saves the picture in your login directory.
- 3 Click on the OK button or press `Return`.

Printing a Painting

To print the Clock Tower, choose one of the Print menu items from the File menu. The Print menu item sends the painting to the default printer, whereas the Print... menu item displays the print dialog box. Complete the dialog box as described in the *VMS DECwindows User's Guide*.

Paint supports output to both PostScript printers and sixel printers such as the LA50 and LA100. When printing on an LA50 printer, set an aspect ratio of 2:1. All other printers have a 1:1 ratio.

Erasing



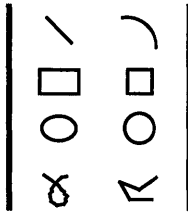
There are several ways to erase in Paint:

- Use the eraser tool.
- Select the area using the selection box tool or the scissors tool. Or, select the entire canvas using the Select All menu item from the Edit menu. Then choose the Clear menu item from the Edit menu.
- Choose the Undo menu item from the Edit menu to erase the last Paint operation.

Drawing Lines and Shapes

The bottom half of the tool palette, shown in Figure 11-2, contains a collection of line and shape tools that you use in a similar way. Whenever you draw a straight line or a shape, the point where you press MB1 becomes its reference point. That is, you can stretch and swing the line or shape from this reference point by dragging the pointer. When the shape is correct, anchor it in place by releasing MB1. Figure 11-2 illustrates the tools for creating lines and shapes.

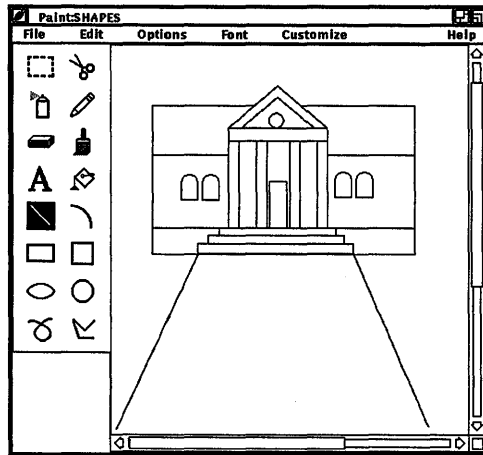
Figure 11-2 Tools for Lines and Shapes



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For example, to draw a rectangle:

- 1 Click on the rectangle tool.
- 2 Position the pointer in the drawing window where you want one corner of the rectangle to be. Press MB1 and drag the pointer diagonally across the drawing surface until the rectangle has the desired width and height. (Notice how you can stretch and shrink the rectangle, even flip it over.)
- 3 Release MB1 to anchor the shape.

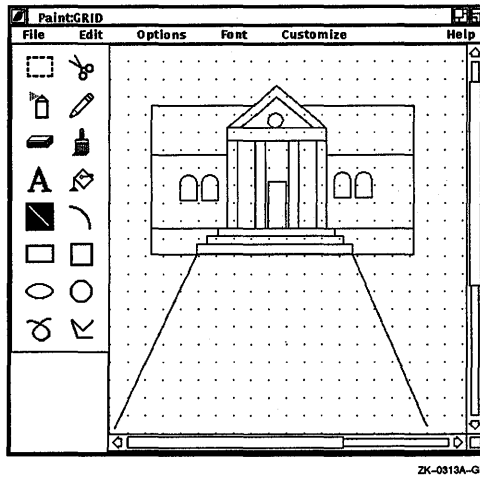


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If you want to line up a series of shapes or draw them equidistant to each other, choose the Grid On menu item from the Options menu. It superimposes a horizontal and vertical pattern of dots on the drawing window, as shown in Figure 11-3, that serves as a guide, yet does not become part of your picture. One advantage of

using a grid is that it causes lines to “snap in place” on the dots, which makes drawing geometric figures easier.

Figure 11-3 Using a Grid

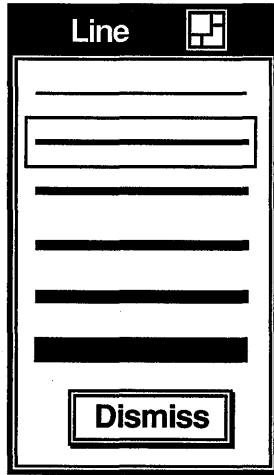


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Varying Line Width

Lines drawn with the shape tools can be thick or thin. To change the current line width:

- 1 Choose the Line Width... menu item from the Options menu. Paint displays a dialog box.



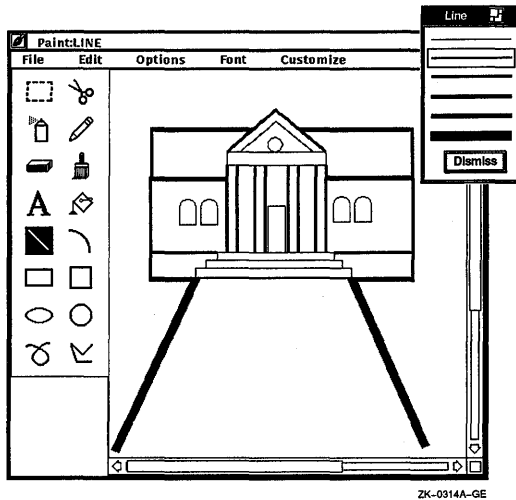
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- 2 Click on the line thickness you want.

For example, to draw polygons with different kinds of borders, choose the line width you want and then do the following:

- 1 Click on the polyline tool to make it active.
- 2 After positioning the pointer in the drawing window, drag the pointer to create one side of the polygon. Drag and click to create additional sides, and double click on the final corner.

Most of the time, geometric shapes or figures are opaque, so you cannot see what lies behind them. Using the Transparent menu item from the Options menu, you can let background images show through foreground images.



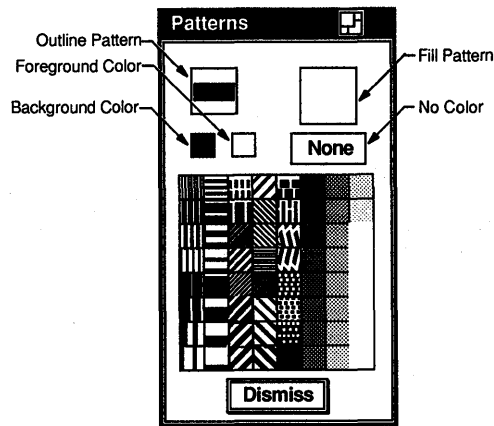
Using Patterns

Lines and shapes do not need to be a solid color. They can be striped, speckled, woven, dotted, and so on.

The line and shape tools, the spray can tool, and the paintbrush tool can paint patterned lines and borders. The default outline is solid. To use patterned lines:

- 1 Choose the Patterns... menu item from the Options menu. Paint displays the Patterns palette, which provides a selection of designs. Figure 11-4 illustrates the Patterns palette.

Figure 11-4 The Patterns Palette



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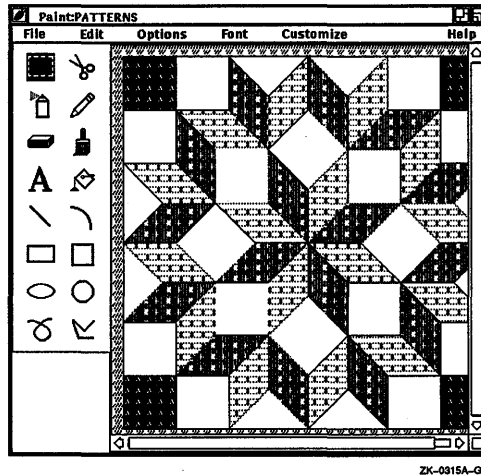
- 2 Click on the outline pattern button.
- 3 Click on any pattern.
Notice that the pattern you click on is displayed in the outline pattern button, indicating it is the active pattern.
- 4 Click on the shape tool you want to use.
- 5 After positioning the pointer in the drawing window, drag the pointer to create a patterned line or border.

To create shapes with patterned centers:

- 1 Choose the Patterns... menu item from the Options menu.
Paint displays the Patterns palette (illustrated in Figure 11-4).
- 2 Click on the fill pattern button.
- 3 Click on any pattern on the palette.
Notice that the pattern you click on is displayed in the fill pattern button, indicating it is the current default pattern.
- 4 Click on any tool you want to use. The geometric shape tools and the paint bucket tool use the current fill pattern.
- 5 After positioning the pointer in the drawing window, drag the pointer to create a shape with a patterned center.

You can fill existing shapes with the paint bucket tool by clicking MB1 inside the shape you want to fill. The shape must be enclosed; any opening in the border causes the paint to spill out onto the canvas. You can reverse filling a shape by choosing the Undo Flood menu item from the Edit menu. Figure 11-5 shows examples of patterns.

Figure 11-5 Examples of Patterns



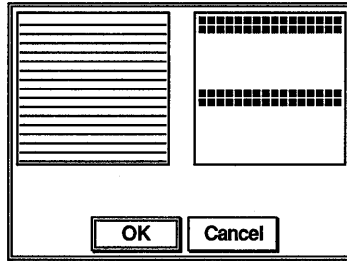
Creating Your Own Patterns

With Paint, you can create your own patterns and store them on the pattern palette during a Paint session. You create your own pattern from any of the patterns on the palette except the solid foreground, solid background, and None patterns (see Figure 11-4).

To create your own pattern:

- 1 Decide whether you want an outline or a fill pattern, then click on the appropriate button on the Pattern palette.
- 2 Choose a pattern from the palette that is closest to what you want and click on it. Paint also provides a few blank patterns at the end of the palette so that you can create your own patterns from scratch.
- 3 Choose the Edit Pattern... menu item from the Options menu.

Paint displays a dialog box.



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Notice that this dialog box contains two boxes. In the left-hand box you see the pattern you chose from the palette. In the right-hand box you see the same pattern magnified.

While you are editing a pattern, the Edit Pattern dialog box has input focus, and the pointer assumes the shape of a pencil.

- 4 In the Edit Pattern dialog box, edit the magnified version of the pattern to create the effect you want.

Use the pencil to draw over pixels or click on individual pixels. The pencil tool turns a background pixel to the foreground color and a foreground pixel to the background color.

Refer to the pattern shown in the left-hand box to see how the magnified pattern looks under normal conditions.

- 5 Click on the OK button to complete the pattern and return to the drawing window.

The edited pattern is available on the Pattern palette for the rest of the session, replacing the original pattern.

Using the Paintbrush

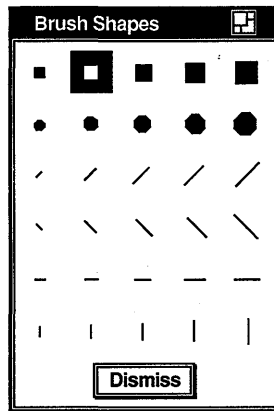


For an elegant stroke, one that creates a calligraphic effect, use the paintbrush. The paintbrush tool applies paint along the path of the pointer. Initially, the paintbrush has a solid stroke, but you can choose a patterned stroke by changing the outline pattern on the Patterns palette, as described in the section Using Patterns.

To shape the tip of the paintbrush:

- 1 Click on the paintbrush tool.
- 2 Choose the Brush Shape... menu item from the Options menu.

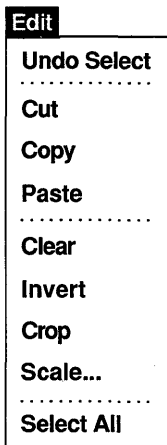
Paint displays a dialog box.



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- 3 Click on the brush shape you want.
- 4 Move the pointer into the drawing window and try out the new brush stroke.

Editing Paintings



With Paint's electronic canvas, you can easily rearrange images in the drawing window. You can delete images entirely, move them to another part of the window, or copy them. Paint can size selected images, shrinking them or enlarging them as you wish. It can also crop a painting, retaining one section of the canvas while discarding the rest. For further effect, Paint can invert the foreground and background colors in a selected area.

Selecting Images

Two selection tools, the box and the scissors, mark a portion of the drawing window for a graphics operation. The selection box tool marks a rectangular area, while the selection scissors tool marks an area with an arbitrary shape. You can select the entire canvas with the Select All menu item on the Edit menu.

To use the selection box tool, position the pointer in one corner of the area to be selected and drag the pointer over the desired image.

To use the selection scissors tool, drag the pointer around the boundary of the desired object until you reach the starting point.

You can cancel a selection by clicking in another part of the window or by selecting another tool.

Paint stores the selected image until you tell it what to do.

Moving Images

You can move an image from one location in the Paint window to another. To move an image:

- 1 Select the image.
- 2 Position the pointer inside the selected area and drag the image to the desired location.

You can cancel the selection by clicking in another part of the window or by selecting another tool.

Copying Images

Once you select an image on the canvas, you can copy the image, leaving the original image intact. Then paste the image onto the canvas. Paint can paste graphic images, but it cannot paste text.

To copy an image:

- 1 Select the image.
- 2 Choose the Copy menu item from the Edit menu.
Paint copies the image.
- 3 Choose the Paste menu item from the Edit menu.
Paint puts the image on the canvas, leaving it selected.
- 4 Position the pointer in the selected image and drag it to the proper location on the screen.

You can cancel the selection by clicking on another tool or by selecting another image.

Resizing Images

You can also modify the proportions of selected images. Use the Scale... menu item from the Edit menu to enlarge or shrink a selected image. To scale an image:

- 1 Select the image.
- 2 Choose the Scale... menu item from the Edit menu.
Paint displays a dialog box.

- 3 Click on one of the percent buttons to change the scale. If you want to specify your own percentage, enter a number less than 100 to shrink the figure by the desired percentage or a number greater than 100 to expand the figure.

For example, clicking on 10% reduces the selected area to 10% of the original size, while clicking on 200% makes it twice as large as the original.



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- 4 Click on the OK button to complete the operation.
To reverse the process and return to your original picture, choose the Undo Scale menu item from the Edit menu.

Cropping a Picture

Many times, one section of a painting develops so well that you decide to keep it but discard the rest of the canvas. Use the Crop menu item to extract a portion of the picture. To crop a picture:

- 1 Select the section of the picture you want to keep.
- 2 Choose the Crop menu item from the Edit menu.
Paint repositions the cropped picture in the upper left corner of the window and discards the rest of the painting. You can restore the original picture with the Undo Crop menu item.

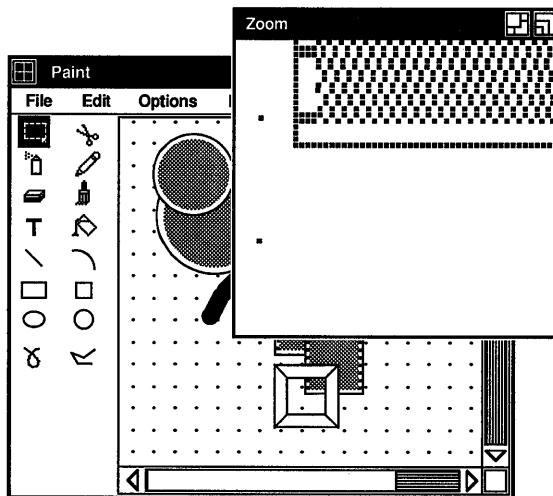
Editing in Detail

Not only does Paint magnify patterns in the Edit Patterns dialog box so you can see them better, it also magnifies portions of the canvas with the Zoom On menu item. The Zoom magnifying frame acts like a magnifying glass in the drawing window, enlarging an image to eight times its original size.

To magnify a portion of a painting:

- 1 Choose the Zoom On menu item from the Options menu.

The Zoom window opens beside the Paint window and a magnifying frame is displayed in the Paint window itself. The magnifying frame in the Paint window demonstrates the size of the image that Paint magnifies in the Zoom window. You can resize the Zoom window to edit a larger area of the canvas.



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- 2 Place the pointer inside the magnifying frame and drag the frame over the image that you want to edit.
Notice that the Zoom window contains an enlarged version of the image that is defined by the magnifying frame in the Paint window.
- 3 Select the pencil tool from the tool palette.
- 4 Bring the pointer into the Zoom window and use the pencil to add fine details to the image. Either click on individual pixels or draw over them.

Notice that the image in the drawing window changes as you edit in the Zoom window, so you can see how the modified figure looks in normal proportions. Continue editing pixels until you are satisfied with the overall effect.

- 5 To edit other areas of the drawing window, drag the magnifying frame to the next location.

Edit the pixels in the Zoom window as before. Note that to edit sections of the drawing window that are under the Zoom window, you have to move the Zoom window out of the area even though the magnifying frame may be positioned correctly.

To close the Zoom window, display the Options menu and click on the Zoom Off menu item.

Inserting Text

A

You can insert text anywhere in the Paint window. The text can be different fonts, sizes, and styles. You can change the appearance of text in the drawing window up until the moment you click to complete the text entry. After that, Paint incorporates the text into the graphic image.

To insert text:

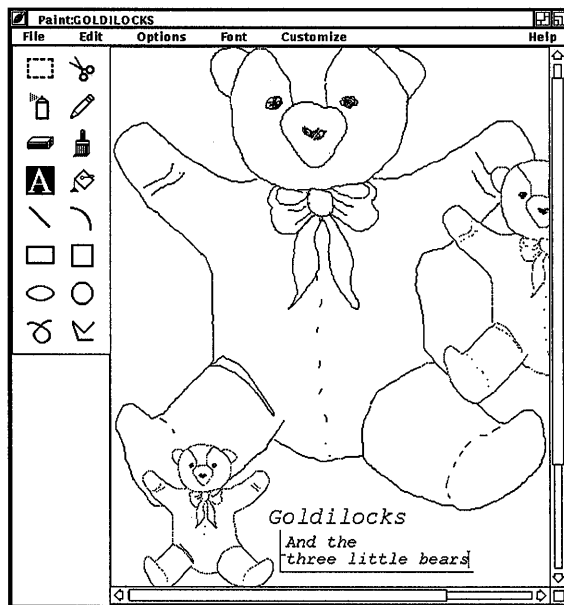
- 1 Select the text tool.
- 2 Position the pointer in the Paint window where you want to insert text and click MB1.
Paint inserts a left corner bracket to mark the left margin of the text entry and displays the text insertion cursor next to it.
- 3 Type in text from the keyboard, formatting it with the Tab and Return keys.
- 4 To modify the text font, pull down the Font menu and drag the pointer to the submenu icon next to the Family menu item to view the submenu. Release MB1 over the type of font that you want.
- 5 To change the text from normal to bold face, pull down the Font menu and drag the pointer to the submenu icon next to the Style menu item to view the submenu. Release MB1 over the Bold menu item.
- 6 To adjust the size of the text, pull down the Font menu and drag the pointer to the submenu icon next to the Size menu item to view the submenu. Release MB1 over the pica size that you want.

Paint applies the selections you make to the text you have already entered.

- 7 To complete the entry with its current characteristics, either move the pointer to another part of the window and click MB1 or select another tool.

The inserted text becomes part of the picture. You can no longer erase text with the <X> (Delete) key or change its characteristics with items from the Font menu. Figure 11-6 illustrates how you can add text to a picture.

Figure 11-6 Adding Text



Sizing the Canvas

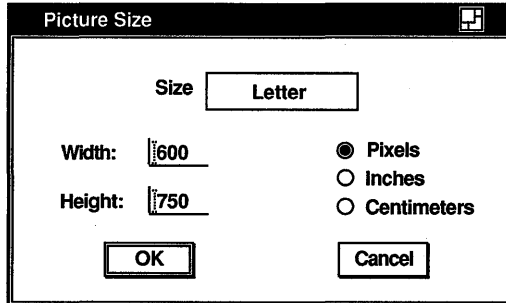
The default Paint window shows only a portion of the canvas. The scroll bars along the right side and the bottom of the window let you view the entire canvas. The position of the slider indicates your position in the canvas. When the slider is at the top of the scroll bar, you are at the beginning of the canvas. When the slider is at the bottom of the scroll bar, you are at the end of the canvas.

You can resize the Paint window to frame the entire canvas by clicking on the resize button.

You can also tailor the size of a Paint canvas. To alter the canvas:

- 1 Choose the Picture Size... menu item from the Customize menu.

Paint displays a dialog box.



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The Picture Size dialog box shows the current canvas size with its dimensions converted to pixels, inches, or centimeters.

- 2 In the dialog box, you can set the dimensions to be in pixels, inches, or centimeters by clicking MB1 on the appropriate option button. You can also type in the height and width you desire.
- 3 Click on the OK button.

Exiting from Paint

To exit from Paint, choose the Quit menu item from the File menu. If you try to exit without saving your picture, Paint asks if you want to save the picture before exiting. Click on Yes, No, or Cancel to state your choice.

Tool Summary

The following list summarizes the tools available on the Paint palette.



Box

Selects a rectangular area for editing.



Scissors

Selects a shape for editing.



Spray can

Applies paint in the current outline pattern. (The slower you drag the tool, the darker the coat.)



Pencil

Draws a thin line.



Eraser

Deletes the image in the path of the pointer.



Paintbrush

Paints a free stroke.



Text

Prints what is typed at the keyboard.



Paint bucket

Fills a closed shape with the current fill pattern.



Line

Draws a straight line. You can shift click for a 45-degree or a 90-degree line.



Arc

Sketches a horizontal or vertical arc, depending on the initial movement after the click.



Rectangle

Draws a rectangle. You can shift click for a square.



Square

Draws a square.



Ellipse

Draws an oval shape. You can shift click for a circle.



Circle

Draws a circle.



Free-hand stroke

Draws a free-hand line in the selected line width and pattern.



Polyline

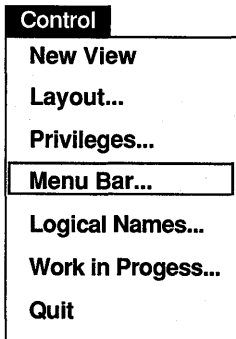
Draws a multisided figure. You specify a corner by clicking, and you double click to complete a shape. You can shift click for 45-degree or 90-degree angles.





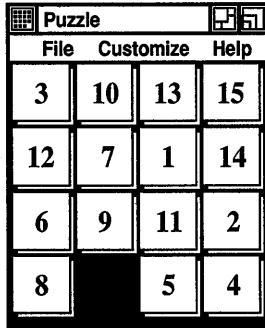
The Puzzle is a video version of a number puzzle with slidable squares.

Starting the Puzzle



To start the Puzzle:

- 1 Choose the Menu Bar... menu item from FileView's Control menu. FileView displays a dialog box.
- 2 Click on Games.
- 3 Click on OK or Apply to add Games to FileView's menu bar.
- 4 Choose the Puzzle menu item from the Games menu you added to FileView's menu bar.
The Puzzle is displayed.



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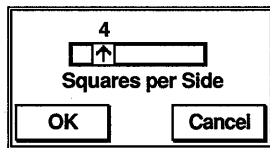
Playing Around with the Puzzle



The puzzle squares are scrambled. The trick is to arrange them in ascending order in the fewest possible moves. The Puzzle keeps track of the number of moves you make.

Click on the square you want to move. Although you can move only those squares that are adjacent to the blank square, you can slide an entire row at a time.

To make the Puzzle easier or more challenging, choose the Settings... menu item from the Customize menu and change the settings.



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Try increasing the number of squares displayed per side. To change the number of squares on each side, place the pointer on the number in the slider and drag to the left or right. Click on the OK button to change the settings, or on the Cancel button to return to the Puzzle without changing any settings.

Starting a New Game

You do not have to win one game to start another. To start a new game and rescrumble the squares, choose the New Game menu item from the File menu.

Exiting from the Puzzle

To exit from the Puzzle, choose the Quit menu item from the File menu.

Composing Characters

In a DECterm window, you can use **compose sequences** to create special characters. A compose sequence is a series of keystrokes that creates characters that do not exist as standard keys on your keyboard. You can create any character from the character set DECterm is currently using. (For more information on choosing a character set, see Chapter 7.)

Depending on the keyboard type, you compose characters in either of the following ways:

- Using three-stroke sequences on a VT320 keyboard including the North American/United Kingdom, Dutch, and Norwegian/Danish keyboards.
- Using two-stroke sequences on other keyboards.

To compose a character:

- 1 Find the character you want to create in column 1.
- 2 To compose a three-stroke sequence, press `[Compose]` and the space bar, and then type the two characters in column 2.
To compose a two-stroke sequence, type the two characters in column 3. The desired character is displayed.

Press the Compose key and space bar, `<X>` key, Tab key, Return key, or Enter key to cancel a compose sequence.

Note *The North American, United Kingdom, and Dutch keyboards do not have diacritical marks. If you use a diacritical mark, DECterm will use an equivalent character.*

Table A-1 Composing Characters in Multinational Character Mode

Character	Three-Stroke Sequence	Two-Stroke Sequence
"	quotation mark	ˆ space bar
#	number sign	++
'	apostrophe	˘ space bar
@	commercial at	A A
[opening bracket	((
\	backslash	// or / <
]	closing bracket))
^	circumflex accent	^ space bar
`	grave accent	` space bar
{	opening brace	(-
	vertical line	/ ^
}	closing brace) -
~	tilde	~ space bar
¡	inverted !	!!
¢	cent sign	C / or C
£	pound sign	L- or L=
¥	yen sign	Y- or Y=
§	section sign	SO or S! or S0
¤	currency sign	XO or X0
©	copyright sign	CO or C0
ª	feminine ordinal	A_
«	open angle brackets	< <
°	degree sign	0 ^
±	plus or minus sign	+ -
²	superscript 2	2 ^
³	superscript 3	3 ^
µ	micro sign	/ U
¶	paragraph sign	P!

(continued on next page)

Table A-1 (Cont.) Composing Characters in Multinational Character Mode

Character	Three-Stroke Sequence	Two-Stroke Sequence
· middle dot	. ^	
¹ superscript 1	1 ^	
º masculine ordinal	O _	
» closed angle brackets	>>	
¼ fraction one-quarter	1 4	
½ fraction one-half	1 2	
¿ inverted ?	??	
À A grave	A `	`A
Á A acute	A ´	´A
Â A circumflex	A ^	^A
Ã A tilde	A ~	~A
Ä A umlaut	A" or "A	"A
Å A ring	A* or A	A
	(degree sign)	
Æ A E diphthong	AE	
Ç C cedilla	C,	
È E grave	E `	`E
É E acute	E ´	´E
Ê E circumflex	E ^	^E
Ë E umlaut	E" or "E	"E
Ì I grave	I `	`I
Í I acute	I ´	´I
Î I circumflex	I ^	^I
Ï I umlaut	I" or "I	"I
Ñ N tilde	N ~	~N
Ò O grave	O `	`O
Ó O acute	O ´	´O

(continued on next page)

Table A-1 (Cont.) Composing Characters in Multinational Character Mode

Character	Three-Stroke Sequence	Two-Stroke Sequence
Ô O circumflex	O^	^O
Õ O tilde	O~	~O
Ö O umlaut	O" or "O	"O
Œ O E diphthong	O E	
Ø O slash	o/	
Ù U grave	U`	`U
Ú U acute	U'	'U
Û U circumflex	U^	^U
Ü U umlaut	U" or "U	"U
ÿ Y umlaut	Y" or "Y	"Y
ß German small sharp s	ss	
à a grave	a`	`a
á a acute	a'	'a
â a circumflex	a^	^a
ã a tilde	a~	~a
ä a umlaut	a" or "a	"a
å a ring	a* or a ^o	^o a
	(degree sign)	
æ a e diphthong	a e	
ç c cedilla	c , (comma)	
è e grave	e`	`e
é e acute	e'	'e
ê e circumflex	e^	^e
ë e umlaut	e" or "e	"e
ì i grave	i`	`i
í i acute	i'	'i
î i circumflex	i^	^i
ï i umlaut	i" or "i	"i

(continued on next page)

Table A-1 (Cont.) Composing Characters in Multinational Character Mode

Character	Three-Stroke Sequence	Two-Stroke Sequence
ñ , n tilde	n~	~n
ò o grave	o`	`o
ó o acute	o'	'o
ô o circumflex	o^	^o
õ o tilde	o~	~o
ö o umlaut	o" or "o	"o
œ o e diphthong	o e	
ø o slash	o/	
ù u grave	u`	`u
ú u acute	u'	'u
û u circumflex	u^	^u
ü u umlaut	u" or "u	"u
ÿ y umlaut	y" or "y	"y

ISO Latin 1 Characters¹

	no break space	sp sp
	broken vertical bar	or ! ^
-,	logical not	-, *
SHY	soft (syllable) hyphen	--
RO	registered trademark	R O
--	macron	- ^
3/4	three quarters	3 4 *
:-	division sign	- :
xx	multiplication sign	x x
'	acute accent	' '
,	cedilla	, ,

¹In the ISO Latin 1 mode, the characters œ, Œ, and Ÿ are not available.

(continued on next page)

Table A-1 (Cont.) Composing Characters in Multinational Character Mode

Character	Three-Stroke Sequence	Two-Stroke Sequence
¨ diereses	" "	¨ space bar
Y' Y acute	Y'	' Y
y' y acute	y'	' y
TH capital Icelandic thorn	T H	
th small Icelandic thorn	t h	
-D capital Icelandic Eth	- D	
-d small Icelandic Eth	- d	

Table A-2 Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-Stroke Sequence	Two-Stroke Sequence
-----------	-----------------------	---------------------

British

£ pound sign	L- or L=
` grave accent	` space bar

Danish

# number sign	++
' apostrophe	' space bar
@ commercial at	AA
` grave accent	` space bar

(continued on next page)

Table A-2 (Cont.)

Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-Stroke Sequence	Two-Stroke Sequence
Dutch		
£ pound sign	L- or L=	
' apostrophe	' space bar	
¼ one quarter	1 4	
½ one half	1 2	
¾ three quarters	3 4	
ij i j sign	i j	
fl Florin	f -	
` grave accent	` space bar	
' acute accent	' '	
¨ diereses	" ^	
Finnish		
# number sign	++	
' apostrophe	' space bar	
Flemish and French/Belgian		
£ pound sign	L- or L=	
' apostrophe	' space bar	
` grave accent	` space bar	
French Canadian		
' apostrophe	' space bar	
à a grave	` a	` a
â a circumflex	^ a	^ a

(continued on next page)

Table A-2 (Cont.)

Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-Stroke Sequence	Two-Stroke Sequence
è e grave	`e	`e
ê e circumflex	^ e	^ e
î i circumflex	^ i	^ i
ô o circumflex	^ o	^ o
ù u grave	`u	`u
û u circumflex	^ u	^ u

German/Austrian

' apostrophe	' space bar
` grave accent	` space bar

Italian

' apostrophe	' space bar
--------------	-------------

Norwegian

' apostrophe	' space bar
` grave accent	` space bar

Portuguese

' apostrophe	' space bar
` grave accent	` space bar
Ã A tilde	~ A
Õ O tilde	~ O
ã a tilde	~ a
õ o tilde	~ o

(continued on next page)

Table A-2 (Cont.)

Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-Stroke Sequence	Two-Stroke Sequence
Spanish		
£ pound sign	L- or L=	
' apostrophe	' space bar	
§ section sign	!S or OS or 0S	
` grave accent	` space bar	
~ tilde	~ space bar	
Swedish		
# number sign	++	
' apostrophe	' space bar	
É E acute	' E	
é e acute	' e	
Swiss (French) and Swiss (German)		
' apostrophe	' space bar	
ê e circumflex	^ e	^ e
î i circumflex	^ i	^ i
ô o circumflex	^ o	^ o
ù u grave	` u	` u
û u circumflex	^ u	^ u

Table A-3 Composing Characters in National Replacement Mode Using Data Processing Keys

Character	Three-Stroke Sequence
" quotation mark	" space bar
# number sign	+ +
' apostrophe	' space bar
@ commercial at	aa or AA or aA
[opening bracket	((
\ backslash	/ <
] closing bracket	^ space bar
' apostrophe	' space bar
{ opening brace	(-
vertical bar	^/
} closing brace)-
~ tilde character	~ space bar

B

National Replacement Character Sets

In DECterm, you can pick a National Replacement Character Set (NRCS) that corresponds to the chosen keyboard dialect by choosing the 7-bit NRCS Selection... menu item from DECterm's Customize menu.

The following National Replacement Character Sets are available:

North American	Italian
Flemish	Swiss (French)
Canadian (French)	Swiss (German)
British	Swedish
Danish	Norwegian
Finnish	Belgian/French
Austrian/German	Spanish
Dutch ¹	Portuguese

¹Use of the Dutch national character set is discouraged, and it may not be supported in future versions of DECterm. Dutch users should use the ISO Latin 1 character set instead.

The following figures illustrate these character sets.

Figure B-1 illustrates the North American Character Set.

Figure B-2 illustrates the Flemish Character Set.

Figure B-3 illustrates the Canadian (French) Character Set.

Figure B-4 illustrates the British Character Set.

Figure B-5 illustrates the Danish Character Set.

Figure B-6 illustrates the Finnish Character Set.

Figure B-7 illustrates the Austrian/German Character Set.

Figure B-8 illustrates the Dutch Character Set.

Figure B-9 illustrates the Italian Character Set.

Figure B-10 illustrates the Swiss (French) Character Set.

Figure B-11 illustrates the Swiss (German) Character Set.

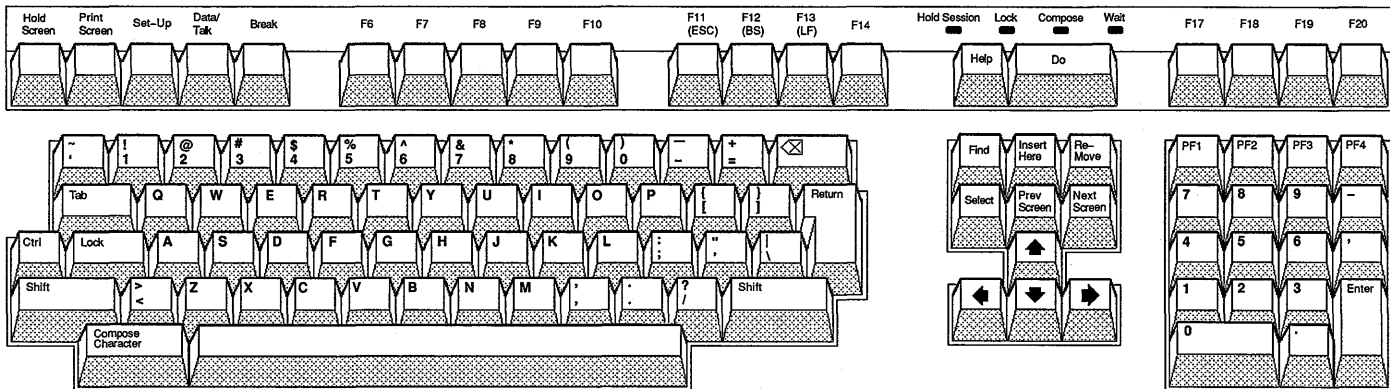
Figure B-12 illustrates the Swedish Character Set.

Figure B-13 illustrates the Norwegian Character Set.

Figure B-14 illustrates the Belgian/French Character Set.

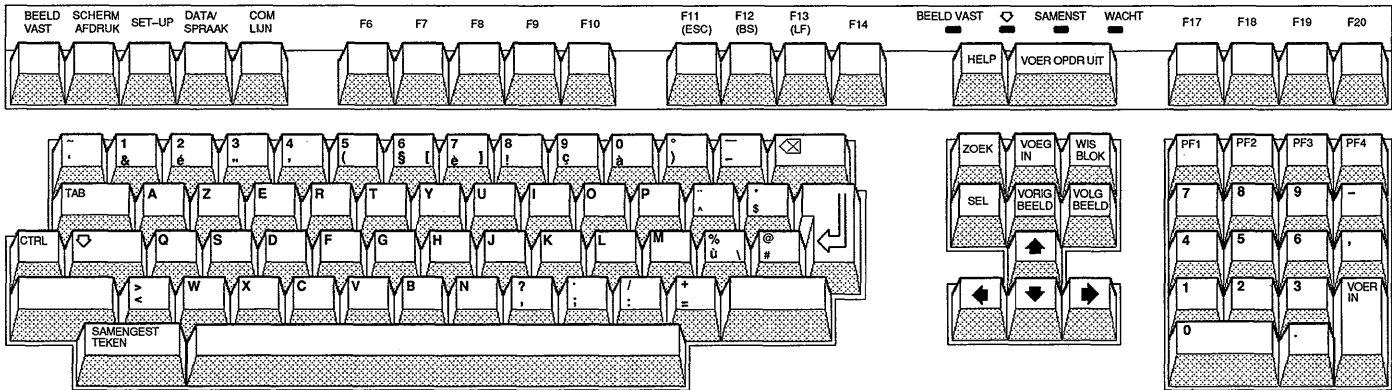
Figure B-15 illustrates the Spanish Character Set.

Figure B-16 illustrates the Portuguese Character Set.



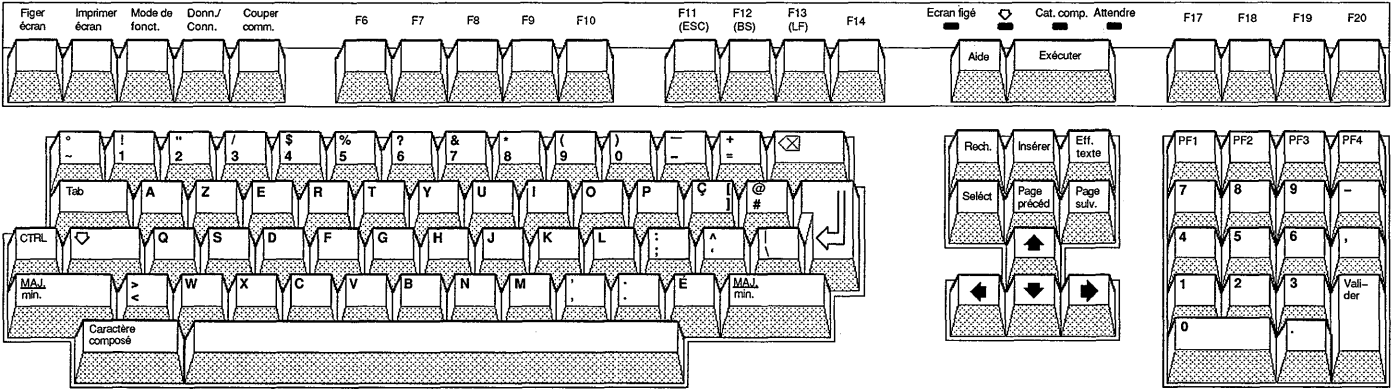
ZK-5337-GE

Figure B-1 The North American Character Set



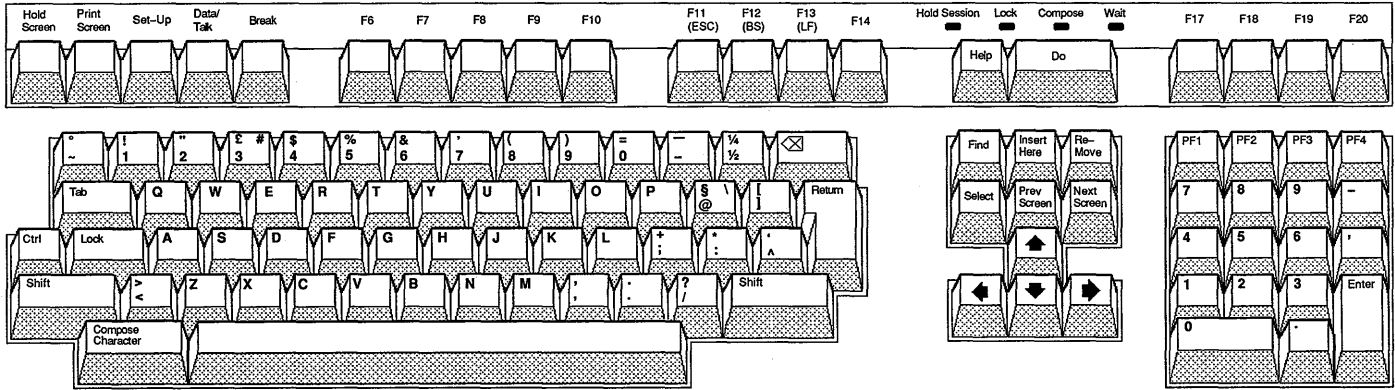
ZK-0386A-GE

Figure B-2 The Flemish Character Set



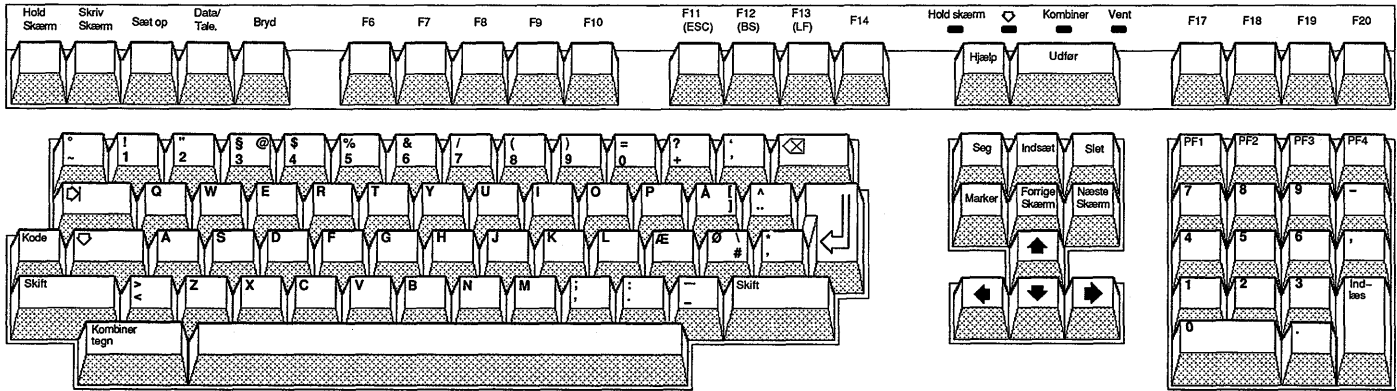
ZK-5334-GE

Figure B-3 The Canadian (French) Character Set



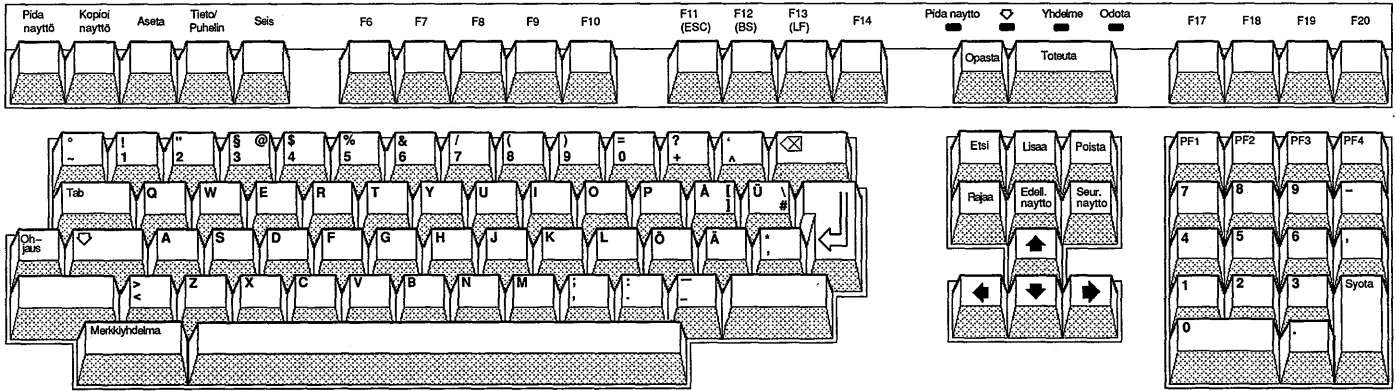
ZK-5336-GE

Figure B-4 The British Character Set



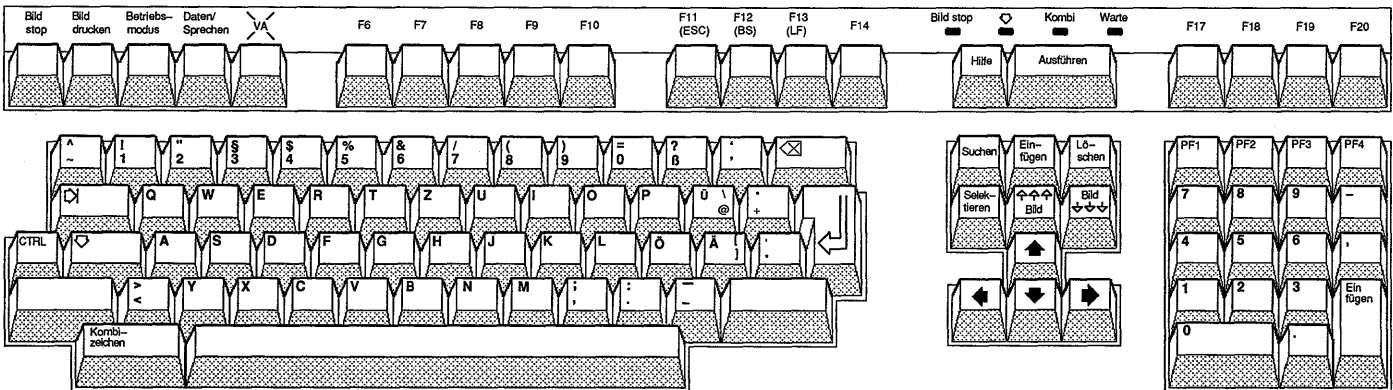
ZK-5324-GE

Figure B-5 The Danish Character Set



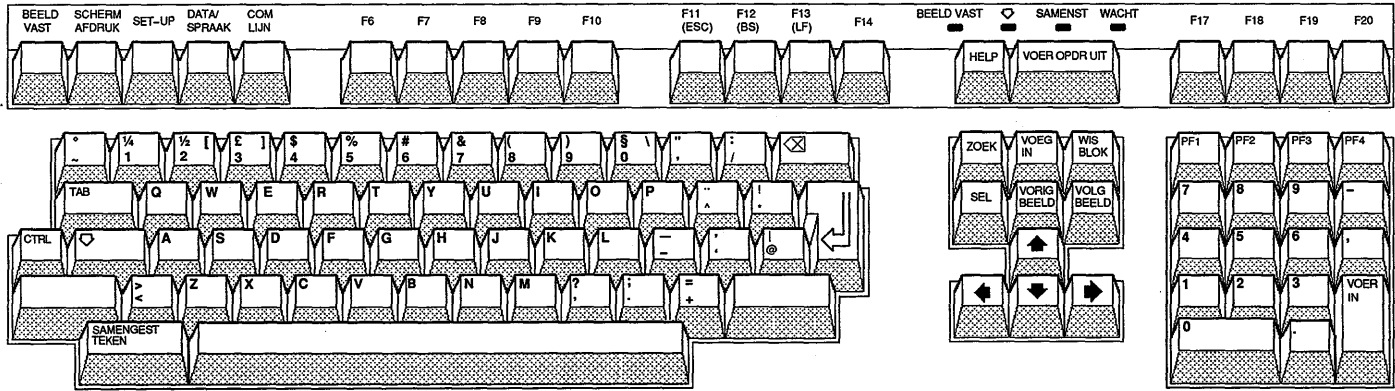
ZK-5333-GE

Figure B-6 The Finnish Character Set



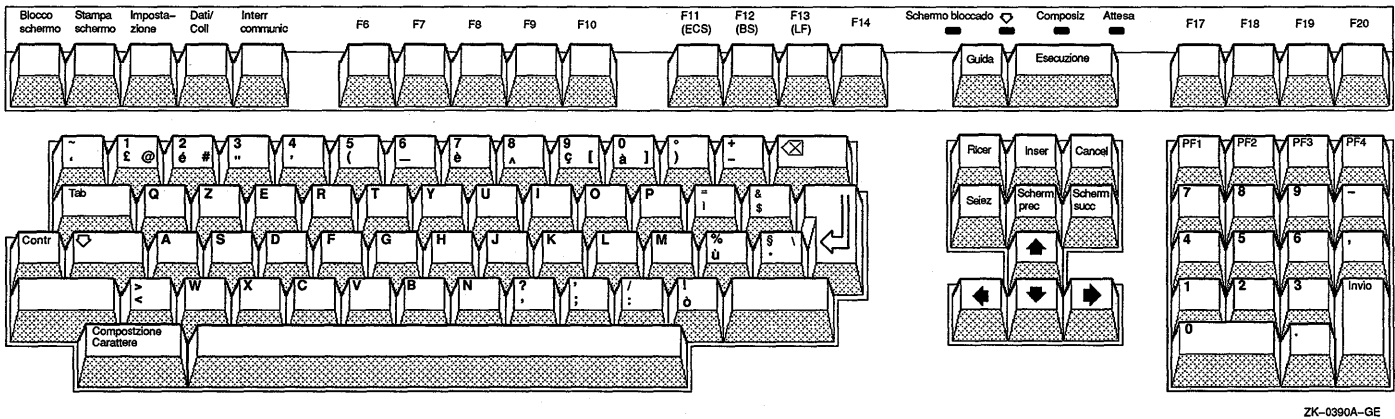
ZK-0387A-GE

Figure B-7 The Austrian/German Character Set



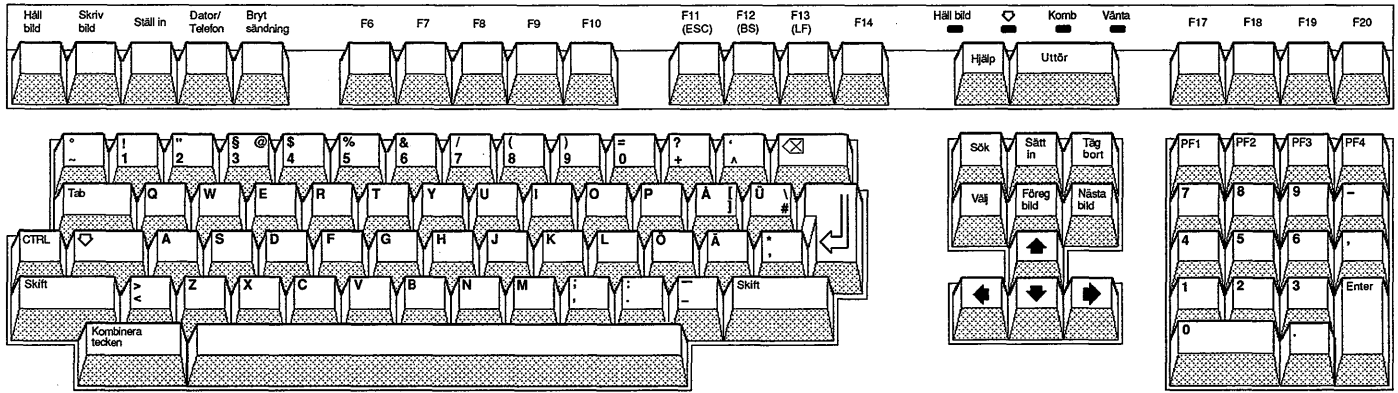
ZK-0389A-GE

Figure B-8 The Dutch Character Set



ZK-0390A-GE

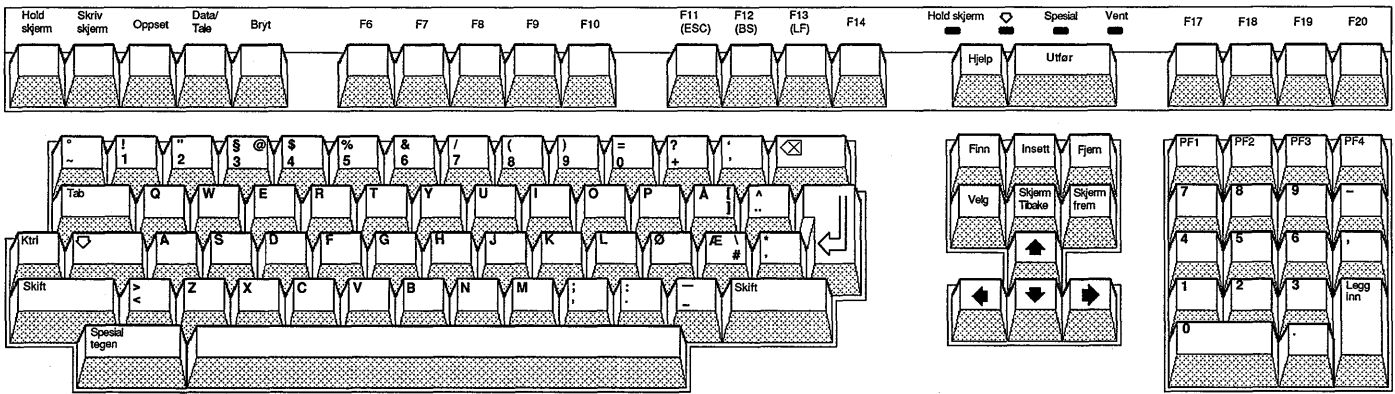
Figure B-9 The Italian Character Set



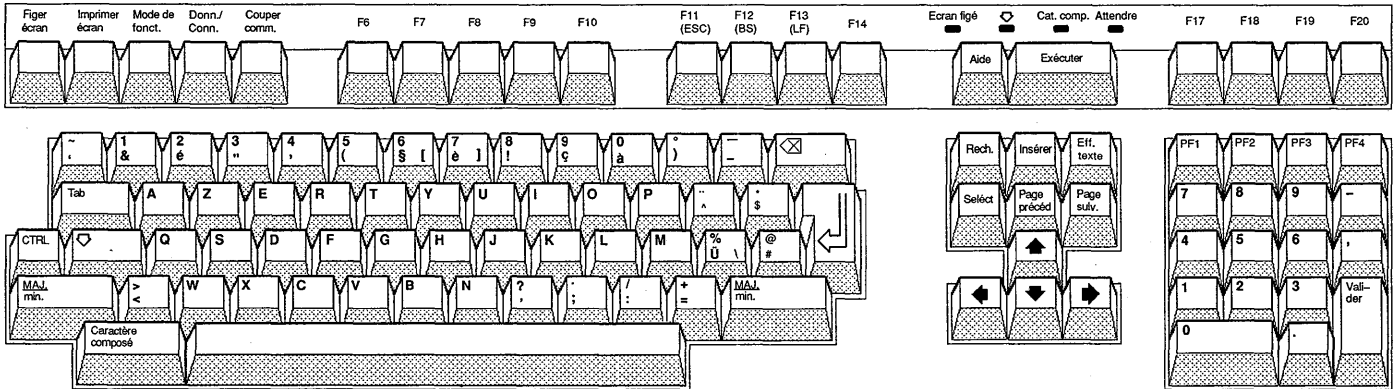
ZK-0393A-GE

Figure B-12 The Swedish Character Set

Figure B-13 The Norwegian Character Set

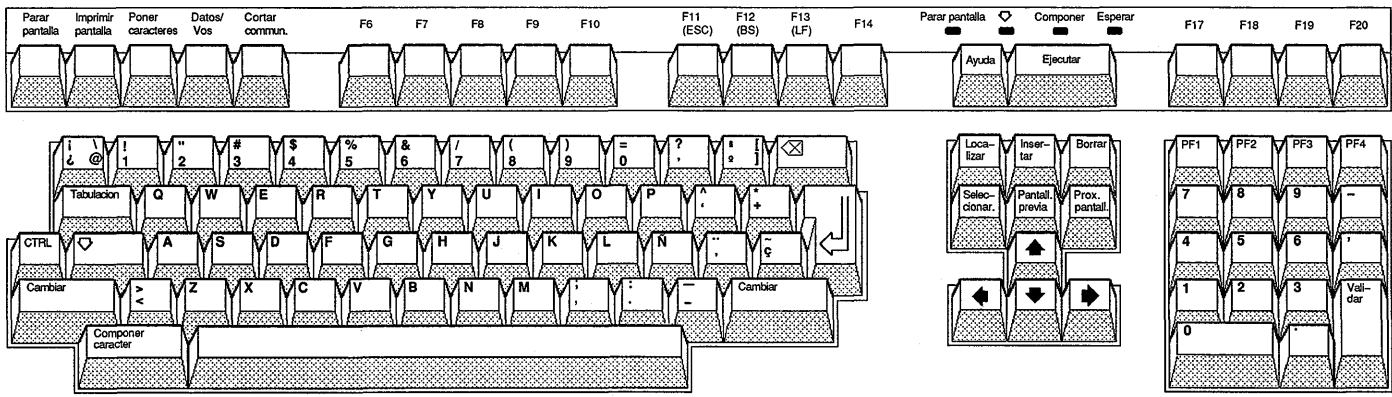


ZK-0391A-GE



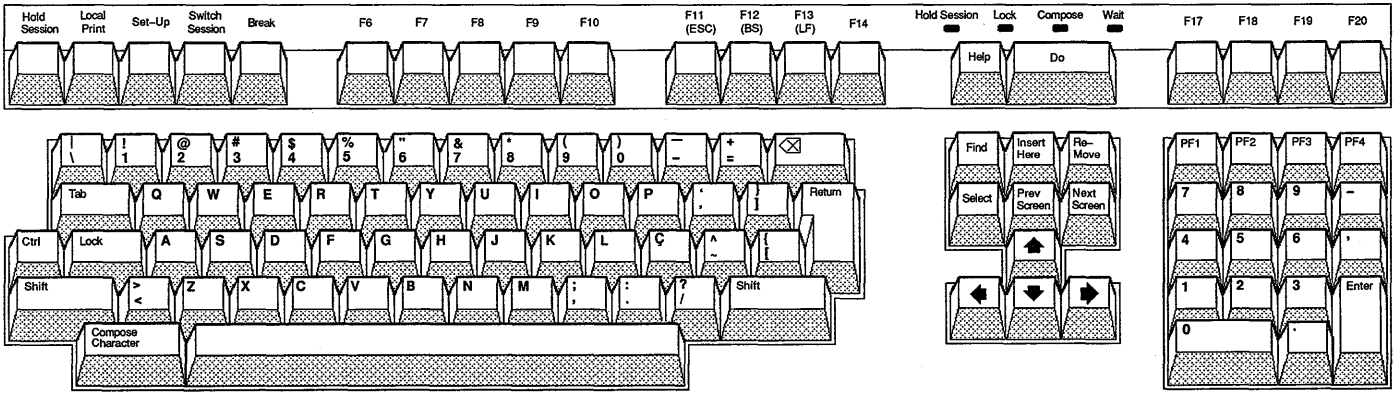
ZK-0388A-GE

Figure B-14 The Belgian/French Character Set



ZK-0392A-GE

Figure B-15 The Spanish Character Set



ZK-0396A-GE

Figure B-16 The Portuguese Character Set

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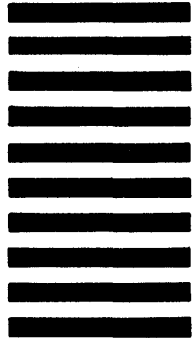
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