

# VMS

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## DECwindows Desktop Applications Guide

**October 1989**

This guide describes how to use DECwindows desktop applications under the VMS Version 5.3 operating system.

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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 CDA Viewer.
- Chapter 3 describes how to use the Calculator.
- Chapter 4 describes how to use the Calendar.
- Chapter 5 describes how to use the Cardfiler.
- Chapter 6 describes how to use the Clock.
- 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 keyboards that correspond to 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 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*
- CDA Viewer and Mail:
  - CDA Reference 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 x

In procedures, a sequence such as PF1 x 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.







# **Bookreader**



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# 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

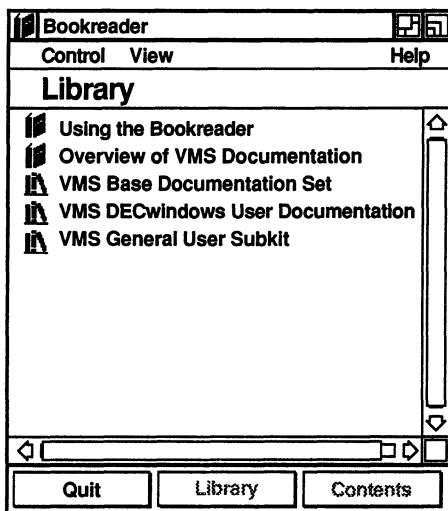
## Starting the Bookreader

To start the Bookreader, choose Bookreader 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. Each title has an icon to the left of it to indicate whether it is a book or a shelf.

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

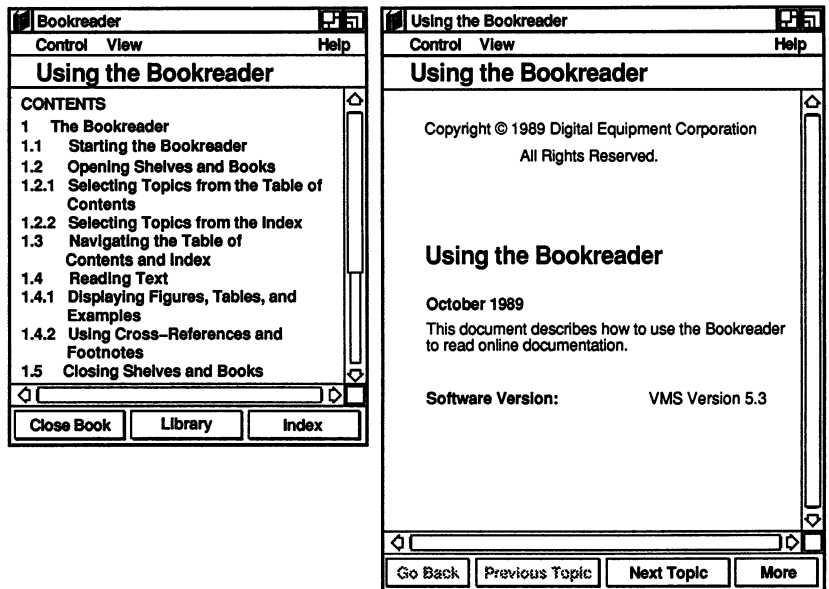


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## Opening Shelves and Books

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 Open Shelf or Open Book 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 Topic from the View menu. Or, you can point to the title you want and double click MB1. The text appears in the topic window.

You can also display lists of figures, tables and examples by choosing the appropriate menu item from the View menu. Pointing to a title and double clicking MB1 causes the desired figure, table or example to be displayed in the topic window.

## Selecting Topics from the Index

To view the index, choose Index 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 Table of Contents 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 Topic 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 list box containing all the sections in which the entry appears. Double 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.

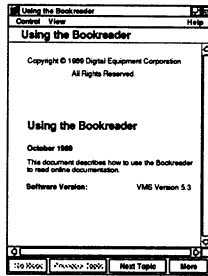
As you drag the slider, an index window displays the entries represented by that region of the scroll bar. Release MB1 to bring that region into the selection window.

- 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 Go Back button and the corresponding Go Back menu item on the View menu enable you to go back to the last section you selected. This is helpful if you opened entries from the Table of Contents or Index, or followed a hotspot reference.

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.

The More Button and the corresponding More menu item on the View menu scroll the current topic to the next windowful of text. If the end of the current topic is already visible, it causes the next topic to be opened.

### 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 in which figures, tables, and examples are displayed must be explicitly closed by clicking on the Close Topic button or by choosing Close Topic 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 “hotspots.” 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 hotspots.

## Customizing the Bookreader

You can cause hotspots, which are normally highlighted only when you point to them, to be continuously highlighted by choosing Hot Spot from the topic window's View menu. A shaded toggle button to the left of the Hot Spot menu item on the View menu indicates that continuous highlighting of hotspots is enabled.

By default, extensions to languages (such as nonstandard language constructs) are highlighted in the Bookreader. To disable this highlighting, choose Extensions from the View menu. When a shaded toggle button appears to the left of the Extensions menu item on the View menu, highlighting is enabled. When no toggle button appears to the left of Extensions on the View menu, language-extension highlighting is disabled.

## 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 Quit from the Control menu in the selection window.

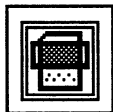


# CDA Viewer



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## Using the CDA Viewer



The CDA 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 CDA 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.

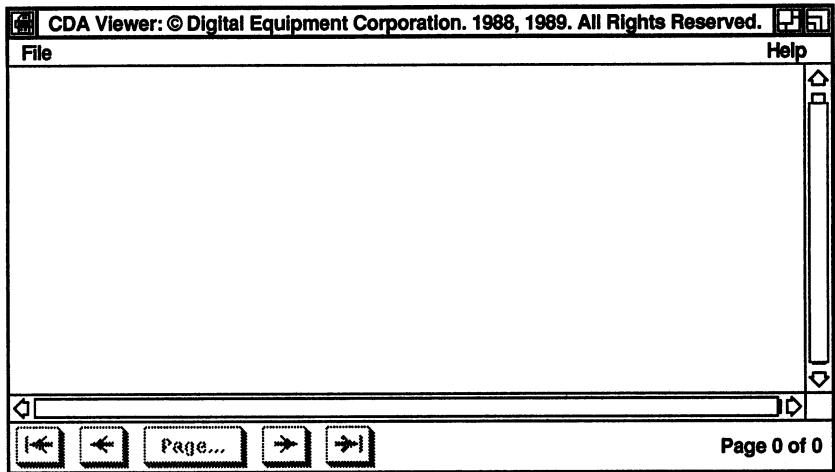
This chapter describes how to

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

### Starting the CDA Viewer

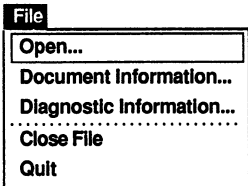
To start the CDA Viewer and view a file, choose CDA Viewer from FileView's Applications menu.

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



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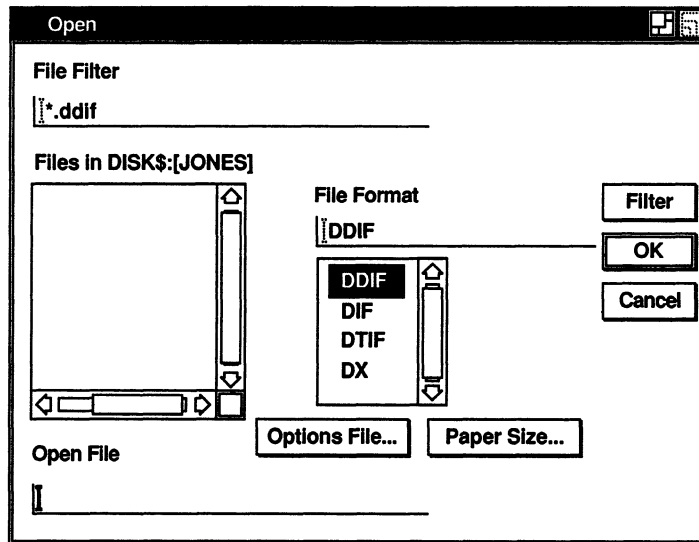
## Viewing DDIF Files



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

- 1 Choose Open... 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 Click on the format of the file you want to view.  
DDIF is the default choice. If you want to specify a format that is not listed but for which your system has a front-end converter, type in that format.
- 3 Optionally, click on the Options File... button to display the Options File dialog box. 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 *CDA Reference Manual* for more information about using an options file if you want more control over the format of the file displayed.
- 4 Optionally, click on the Paper Size... button to display the Paper Size dialog box, which allows you to specify a paper size to be used when formatting the document.  
You can select a paper size from the available list or supply your own values, and then click on the Characters<sup>1</sup>, Inches,

<sup>1</sup> The Characters unit corresponds to the size of a character in the 12-point Courier font, which is the CDA Viewer's default font and which is also very close to the standard font used by most printers. In 12-point Courier, and in the character unit as interpreted by the CDA Viewer, there are 10 columns per inch (0.1 inch per character horizontally) and 6 rows per inch (0.167 inch per character vertically).

or mm (millimeter) option to display your page size in the desired unit. When you click on a particular option, the values are converted to that unit.

The paper size you specify is used only when the document has no inherent format (page size), or if you choose to override the document's format. Click on the Override Document Format if you want to override the existing format with your own.

The processing options, paper size, and override format choice apply only to the next file you open. They do not immediately change the appearance of the document currently displayed.

- 5 Double click on the name of the file you want to view.  
The CDA Viewer displays the file you specified.

If you want to view a 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 from which you can then select. 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 CDA Viewer displays the contents of the file you specified. The title bar contains the name of the file currently being viewed. To move through the document you are viewing, you can click on the inner arrow buttons at the bottom of the window to move forward or backward one page, or on the outer arrow buttons to move to the beginning or end of the document. You can also specify a page number by clicking on the Page... button and entering the desired page number in the Page dialog box.

To display information about the file you are currently viewing, choose Document Information... from the File menu. The CDA Viewer displays the product name, title, author, version, and date the file was created.

To display diagnostic information about the file you are viewing, such as warnings and errors that occurred while you were formatting the file, choose Diagnostic Information... from the File menu.

## **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 CDA Viewer active for you to open another file. If you open another file without closing the current one, the CDA Viewer closes the current file before opening the next one.

## **Exiting from the CDA Viewer**

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





# Calculator



---

## Using the Calculator



The Calculator performs simple arithmetic functions—addition, subtraction, multiplication, division—and computes percentages and square roots. In addition, it also performs trigonometric and inverse trigonometric functions, generates random numbers, and performs other more advanced operations.

Unlike a handheld calculator, the Calculator 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.

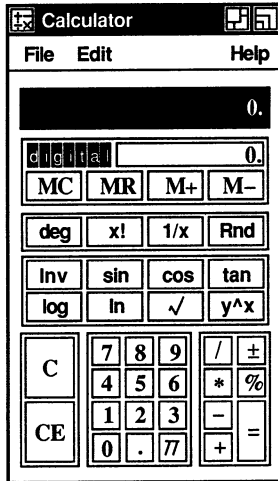
This chapter describes how to

- 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 Calculator from FileView's Applications menu.

The 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.

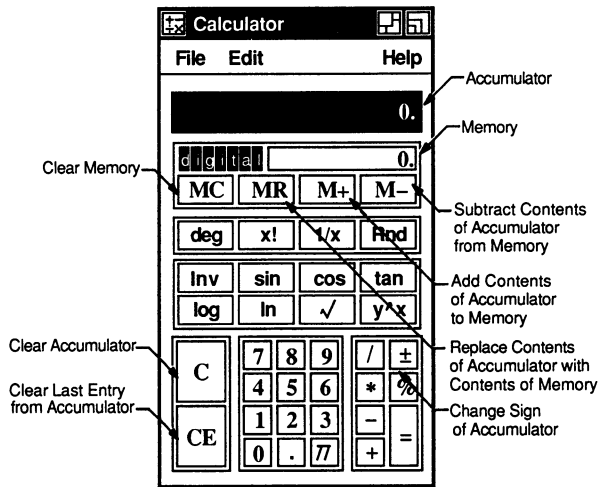
With the mouse, point to the appropriate button and click MB1.

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 keyboard and keypad respectively, pressing the following keys produces the corresponding functions:

Press from Keyboard	Press from Keypad	To Produce
*	PF1	*
/	PF2	/
+/-	PF3	+/-
%	PF4	%
,	,	+
Do	Enter	=
	F1	Clear
	F2	Clear Entry
I	F3	Inv

Press from Keyboard	Press from Keypad	To Produce
S	F4	sin
O	F5	cos (or arccosine if Inverse is on)
T	F6	tan (or arctangent if Inverse is on)
LO	F7	log (or 10 to x if Inverse is on)
LN	F8	ln (or e to x if Inverse is on)
Q	F9	square root
^	F10	$y^x$ (or y to the $1/x$ if Inverse is on)
D	F11	deg
!	F12	x!
~	F13	$1/x$
R	F14	Rnd
MC	F17	MC
MR	F18	MR
M+	F19	M+
M-	F20	M-
-	-	-
.	.	.
P		PI



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When you enter data into the accumulator, notice that Calculator uses a decimal point to distinguish between entered 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  $\langle X \rangle$  (Delete) key to erase the last digits entered in the accumulator.
- Click on the CE button to void the last operand entered.
- Choose Undo 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 999,999,999,999,999. 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.

## Performing Special Functions

Calculator performs trigonometric and inverse trigonometric functions, as well as other special functions.

The special-function keys are as follows:

Key	Description
deg	Degree key. Selects the units for angular measurement. By default, Calculator is in degree mode. Clicking on the deg key once places Calculator in the radian mode, which is indicated by the key label changing to "rad." Clicking on the key again places Calculator in gradian mode, which is indicated by the key label changing to "grad." The angular mode has no effect on Calculator unless the trigonometric functions are being used.
x!	Factorial key. Calculates the factorial $(x)(x-1)(x-2)\dots(2)(1)$ of the value $x$ in the display for integers $0 \leq x \leq 17.0! = 1$ by definition.
1/x	Reciprocal key. Divides the displayed value $x$ into 1, if $x$ is not 0.
Rnd	Random number generator key. Generates a random number between 1 and the integer of the display. It does not generate negative numbers or numbers less than 1.
Inv	Inversion key. By default, Calculator performs noninverted trigonometric functions. When you activate the inversion key by clicking on it (which is indicated by the key becoming darkened), Calculator performs inverted trigonometric, log, and exponent functions.
sin	Sine key. Instructs Calculator to find the sine (or arcsine if Inverse is on) of the displayed value.
cos	Cosine key. Instructs Calculator to find the cosine (or arccosine if Inverse is on) of the displayed value.
tan	Tangent key. Instructs Calculator to find the tangent (or arctangent if Inverse is on) of the displayed value.
log	Common logarithm key. Calculates the common logarithm (base 10) of the number $x$ in the display, if $x$ is greater than 0. If Inverse is on, calculates 10 to $x$ .
ln	Natural logarithm key. Calculates the natural logarithm (base $e$ ) of the number $x$ in the display, if $x$ is greater than 0. If Inverse is on, calculates $e$ to $x$ .
square root	Square root key. Calculates the square root of the number $x$ (or $y$ to the minus $x$ if Inverse is on) in the display. The $x$ value cannot be negative.
y^x	$y$ to the $x$ th power key. Raises the displayed value $y$ to the $x$ th power (or $y$ to the $1/x$ power if Inverse is on). Order of entry is $y^x x$ . The $y$ value cannot be negative, but both $x$ and $y$ can be fractionals.



# Copying Text with the Calculator

## Edit

Undo Alt/Z  
Copy Alt/C  
Paste Alt/V

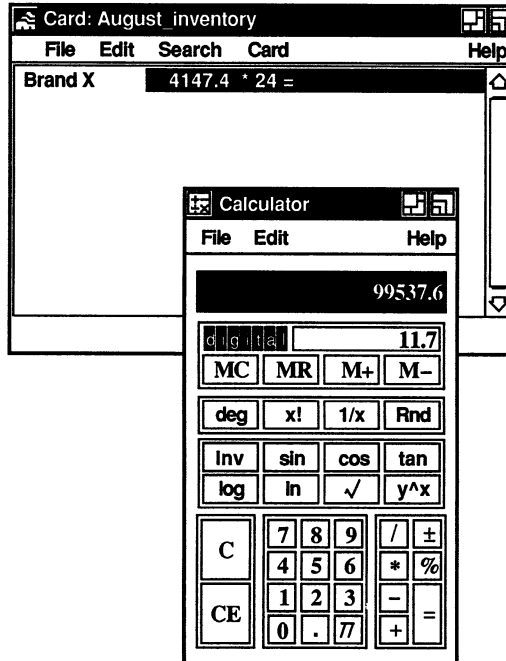
You can copy numbers from other applications into the Calculator's accumulator and from the Calculator accumulator or memory into another application.

Use Copy 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 Copy 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 Paste 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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## **Saving Customized Settings**

If you change the screen placement and size of the Calculator during your session and would like to save those settings, choose **Save Geometry** from the **Exit** menu. The next time you start Calculator, it will have the size and placement you specified.

To restore the default size and placement of the Calculator, choose **Restore Default** from the **File** menu.

## **Exiting from the Calculator**

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

# Calendar



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## 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

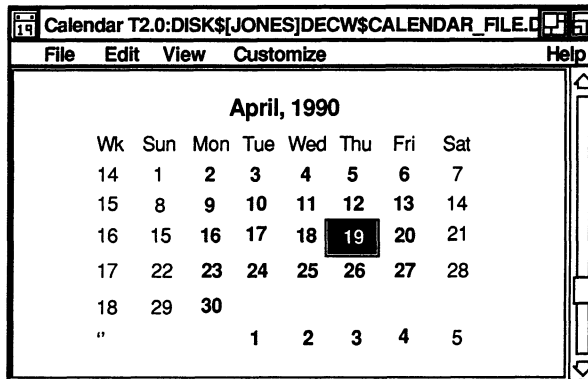
- Move around Calendar
- Create and delete entries
- Enter day notes
- Set alarms and repeat entries
- Move entries
- Use Calendar's clock
- Mark special days
- Print part of a calendar
- Work with multiple calendars
- Create multiple entries
- Create, rename, and delete a calendar
- Send and receive Calendar entries through Mail

- Customize a calendar
- Exit from Calendar

## Starting the Calendar

To start the Calendar, choose Calendar 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 Today displays the current day. To choose Selected, Day, Month, and Year, you must first select a day.

## Creating an Entry

By double clicking on a particular day, you can open a display that shows timeslots for that day. 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 entry 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 T2.0:WORK:[JONES]ANNA\_KLEIN\_CAL.DWC**

File Edit View Entry Customize 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		

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

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

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

To use Edit... you must first select the entry.

The entry editor is displayed.



Entry Editor File Edit Help

**Thursday the 19th of April, 1990**

**From: 8:30am** **To: 9:00am**

| Breakfast meeting with accountants

At Entry Time    
  8:25pm    
  8:30pm  
 Fri 19th Apr 8:30    
  Fri 19th Apr 8:30

5

Minutes

---

📅 🔊 📺 📞 🚗 ✈️ 📠 ✉️ ✍️ 📄 🔒 📡

---

Repeat

But.

Flag Day

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- 3 Enter the text and adjust the alarms and repeat intervals as required (see the section Setting Alarms).

The entry editor uses standard VMS DECwindows editing commands.

- 4 Click on any icon that you want to associate with your entry. These icons are symbols that act as a reminder for the contents of the entry. Calendar attaches no particular meaning to them.

The icons you select will appear in the **handle** of your entry. The handle is the area in an entry between the timeslot and the vertical resize bar.

- 5 Click on the OK button to confirm the entry and to dismiss the entry 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 or reduce a timeslot, press MB1 on the resize bar 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.

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 entry editor, alarms ring and a message is displayed 5 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
- 1 to 14 days in advance

To set one or more alarms:

- 1 Click on the desired timeslot in the day display.
- 2 Choose Edit... from the Entry menu. The entry editor is displayed.
- 3 Write the entry if you have not already done so.
- 4 Click on the bell of the alarm you wish to set.

This makes it possible for you to set the alarm by clicking on its corresponding toggle button. Clicking on a toggle button causes the Days scale to adjust to provide the correct intervals for the alarm being set.

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 entry editor.

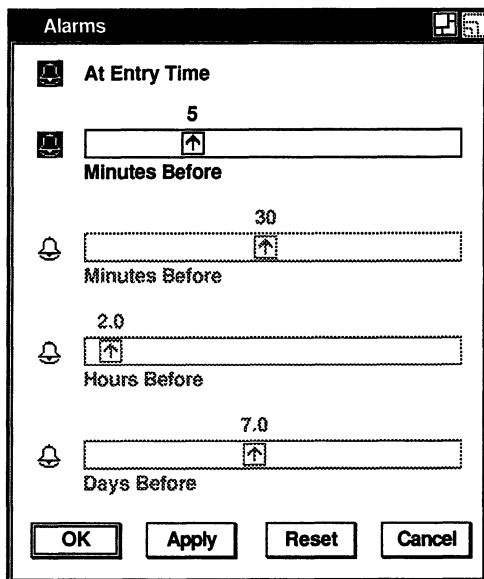
You can also set alarms to ring at any of the following times by displaying the Repeat option menu and choosing the desired option from the following list:

- Daily
- Weekly
- Every two weeks
- Every four weeks
- Monthly
- Every two months
- Every three months
- Every four months
- Every six months
- Annually

Once you choose an option, you can further customize when the alarm will ring. By enabling the But option and displaying the corresponding option menus, you can cause the alarms to skip or move forward or backward according to whether the day in question is a work day.

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.

You can also modify the default intervals for all alarms by choosing Alarms... from the Customize menu and making the desired changes in the Alarms dialog box.



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By clicking on the appropriate bell and moving the slide in the scale, you can set alarms up to 14 days in advance and adjust the number of minutes and hours alarms will ring before an entry. If you change the defaults, you can save them for future Calendar sessions by choosing Save Settings from the Customize menu. Choosing Restore Settings causes Calendar to revert to the previous settings; Use Defaults causes Calendar to revert to the system defaults.

## 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 Edit... from the Entry menu. The entry 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.

## Moving an Entry from One Timeslot to Another



<b>Edit</b>
Cut
Copy
Paste
Clear
.....
Select All
Mark E→

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 handle. By pressing and dragging MB1 in the handle, you can move an entry up and down through the day display to the desired timeslot.  
To copy just a piece of an entry, select it by pressing and dragging the pointer over the portion of the entry you want.
- 3 Choose Cut or Copy 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 Paste 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.

## Creating Overlapping Entries

You can create an entry in a timeslot partially or completely occupied by an existing entry by clicking or pressing MB1 and dragging on the timeslot. Calendar opens a new entry for you at the specified time. You can overlap as many entries as you like.

Normally, overlapping entries are stacked so that the left side of each entry is always visible.

To cause Calendar to stack overlapping entries so that the first line of each entry is visible, choose Day View... from the Customize menu to display the Day View dialog box. Then choose Show Text from the Stacking option menu. With Show Text enabled, even if you have two entries starting at the same time, Calendar leaves a gap to display at least some of the text associated with the hidden entry.

Clicking on the handle of an entry that is overlapped makes it pop to the front.

## Using the Clock in the Day Display

**2:21pm**

The clock provides a digital display of the current time. When you click MB1 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.

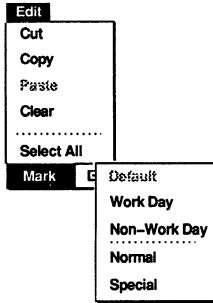
## Entering Day Notes

Information that is specific to a particular day, but not to a particular time, can be entered in a day note. Day notes are identical to ordinary Calendar entries, except that they are not associated with a particular time. They are useful for denoting occasions like birthdays.

To enter a brief day note, click on the entry box below the date in the day display. The day note becomes highlighted, indicating that you can enter text in the text area. To complete your entry, click on the day note. The highlighting disappears.

To enter a longer day note, double click on the day note to display the entry editor. You can then enter text, modify an existing entry, or adjust the alarm settings and repeat intervals.

## 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 Edit 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
Default	The font a day had before it was marked with the Work Day or Non-Work Day menu item.
Work Day	Bold font. Once you choose the Work Day menu item, the marked days continue to be displayed as Work even if you change the setting for that day of the week to Non-Work in the dialog box of the General... menu item on the Customize menu.
Non-Work Day	Standard Calendar font. Once you choose the Non-Work menu item, the marked days continue to be displayed as Non-Work even if you change the setting for that day of the week to Work in the dialog box of the General... menu item on the Customize menu.
Normal	The font a day had before you marked it with the Special menu item.
Special	Bold, larger font; on color workstations, displayed in red font.

The day is marked in the specified manner.

The style already in use for the selected day is dimmed in the submenu.

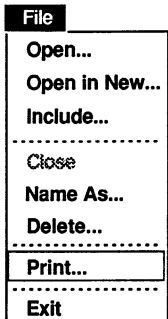
## Sending and Receiving Calendar Entries Through Mail

You can send and receive calendar entries through electronic mail. To do so, you must display both the Calendar entry (or just the correct day view if you are receiving the entry) and a Create-Send window in DECwindows Mail.

To send an entry through electronic mail, open a Create-Send window in Mail. Use MB1 to select the entry from the Calendar, and then use MB3 to paste the entry into the Mail window.

To receive an entry through electronic mail, open the day view and then use MB1 to select the text from an existing mail message. The entry is automatically pasted into the Calendar at the correct time.

## Printing a Part of a Calendar



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

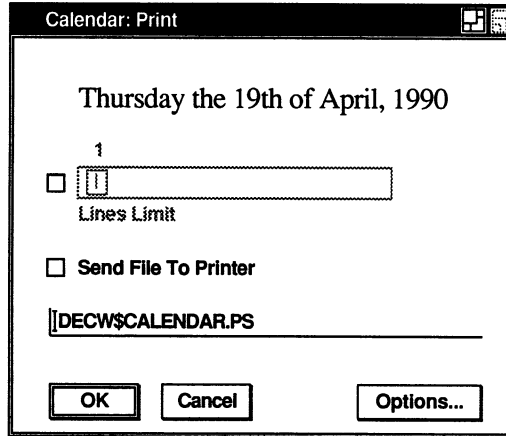
To print a part of a Calendar display:

- 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 Print... from the File menu. Calendar displays a dialog box.





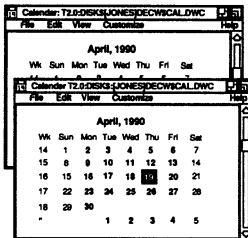
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The dialog box shows the time period you have selected and provides a default name for the file you want to print. It also enables you to limit the number of lines you want printed per entry by clicking on the Limit Lines per Entry option and moving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

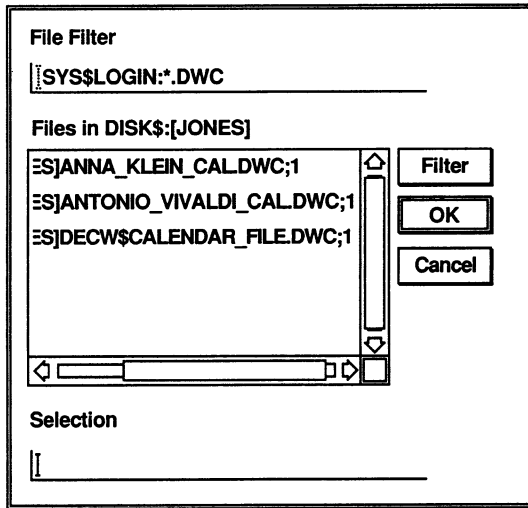


You can create, open, save, print, and delete calendars. You can create different calendars to use for specific purposes. For example, you could designate one calendar for business appointments, and another for social engagements.

### Creating a New Calendar

To create a new calendar:

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

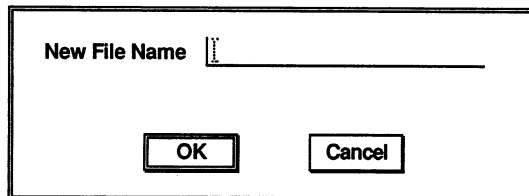
Calendar displays a dialog box that prompts you for the name of the calendar you want to open. The file list box lists the names of any calendar files in the current directory; that is, files that have the type DWC.

- 2 Select the name of the file you want to view and click on OK.  
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 Name As... from the File menu.

A dialog box is displayed.



The image shows a dialog box with a rectangular border. At the top left, the text "New File Name" is followed by a small vertical cursor icon and a horizontal line representing a text input field. Below the input field, there are two buttons: "OK" on the left and "Cancel" on the right, both with rectangular borders.

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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 Close from the File menu to close the current calendar.

### Deleting a Calendar

Choose Delete... 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

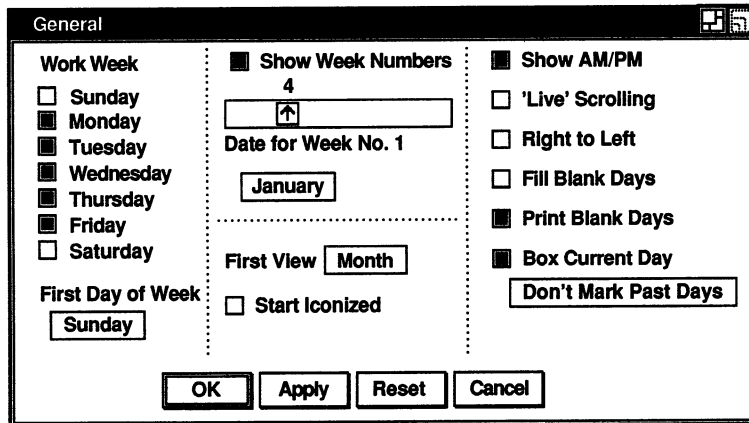
- Customize
- General...
- Day View...
- Icon Box...
- Alarms...
- 
- Save Settings
- Restore Settings
- Use Defaults

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 Customize menu.

## Customizing General Features

To customize general features of the Calendar, choose General... from the Customize menu.

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. To choose an option from an option menu, press and hold MB1 on the current option and drag the pointer. Release MB1 over the desired option.

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:

### ***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.

### ***First Day of Week***

The first day of the week is Sunday, which is displayed as the current option on the First Day of Week option menu. You can designate another day as the first day of the week by displaying the option menu and choosing the desired option.

### ***Show Week Numbers***

Normally, 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.

### ***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.

### ***First View***

When you start Calendar, the month display appears on your screen by default, as indicated by the First View option menu, which shows Month as the current option. You can designate Year Display or Day Display as the first display you see when you start Calendar by displaying the option menu and choosing the desired option.

### ***Start Iconized***

Normally, when you start Calendar you see a display of the current month. By clicking on the Start Iconized option, which causes the toggle button to become shaded, you can cause Calendar to start as an icon.

### ***Show AM/PM***

Normally, Calendar has a 12-hour time system that uses AM and PM in its day display to differentiate timeslots, as indicated by the shaded toggle button. 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.

### ***'Live' Scrolling***

Normally, when you move the slider on the scroll bars in the day, month, and year displays, the displays do not move until after you have moved the slider. When you enable this option by clicking on it, the displays change dynamically when you move the slider.

### ***Right to Left***

Normally, the timeslots appear on the left side of the day view and the vertical scroll bar appears on the right side.

You can reverse the position of these elements, including the timebars, by enabling the Right to Left option.

### ***Fill Blank Days***

Normally, 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.

### ***Print Blank Days***

Normally, when you print out a week from your calendar, all days are printed out whether or not you have entries in them.

You can disable the Print Blank Days option by clicking on it, which causes only those days that have entries in them to be printed out.

### ***Box Current Day***

Normally, Calendar puts a box around the current day in the day display, as indicated by the shaded toggle button. You can disable this feature by clicking on it.

## Mark Past Days

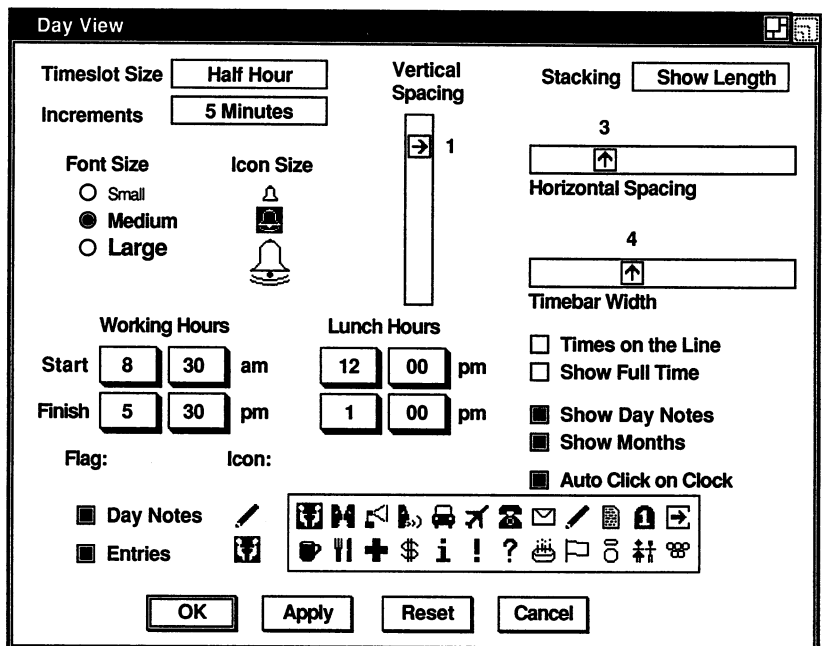
Normally, Calendar does not distinguish past days from future days, as indicated by the Mark Past Days option menu, which has Don't Mark Past Days as the default option.

You can direct Calendar to cross out or strike out past days by choosing the appropriate option from the Mark Past Days option menu.

## Customizing the Day Display

You can customize the day display by choosing Day View... from the Customize menu.

Calendar displays a dialog box.



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

### Timeslot Size

Normally, the day display has timeslots broken up into 30-minute intervals. You can change the interval by choosing the desired option from the Timeslot Size option menu.

### ***Increment***

The resize bar lets you create a Calendar entry that is larger or smaller than the timeslot size. Normally, the resize bar expands or contracts a timeslot in 5-minute increments.

You can change this increment by choosing a different option from the Increment option menu.

The Resize bar time increment is always smaller than the timeslot size. For example, if your timeslot size is 30 minutes, the Hour option on the Increment option menu is dimmed because you can only resize the entry in increments smaller than or equal to the timeslot itself.

### ***Font Size***

Normally, Calendar uses a medium font size for timeslots and entries. You can choose a large or small font size by clicking on the button that corresponds to the desired option.

### ***Icon size***

Normally, Calendar displays medium-sized icons in the handles of Calendar entries. You can choose a large or small icon size by clicking on the button that corresponds to the desired option.

### ***Working Hours***

Normally, Calendar uses 8:30 a.m. to 5:30 p.m. for working hours. You can change these values by clicking on the appropriate box to set the time you want.

### ***Lunch Hours***

Normally, Calendar uses 12:00 p.m. to 1:00 p.m. for lunch hours. You can change these values by clicking on the appropriate box to set the time you want.

### ***Flag***

Normally, when you create a day note or entry, the corresponding day is **flagged**. This means that the font of the specified day is changed in the month view to make it stand out.

You can disable flagging for day notes or entries by clicking on the corresponding button.

### ***Icon***

Normally, the meeting icon appears in the handle of a Calendar entry. The pencil icon is normally associated with the day note.



You can choose a different default icon to be associated with either the Entry option or the Day Notes option by clicking on the corresponding icon to the right of each option, and then choosing the desired icon from the box.

You can also associate multiple icons with a particular entry by using the entry editor. For more information, see the section *Creating an Entry*.

### ***Vertical Spacing***

This option allows you to set the height of a timeslot entry. Larger values tend to be more readable, smaller values allow more timeslots to be displayed in the same space.

To modify the timeslot height, press and drag MB1 to move the arrow in the scale to the desired value.

### ***Horizontal Spacing***

This option allows you to adjust the width of the timeslots.

To modify the timeslot width, press and drag MB1 to move the arrow in the scale to the desired value.

### ***Timebar Width***

This option controls the thickness of the two timebars. A greater value will produce a thicker timebar. A value of 0 will remove them completely.

To modify the timebar width, press and drag MB1 to move the arrow in the scale to the desired value.

### ***Stacking***

Normally, overlapping entries are stacked so that the left side of each entry is always visible. This is the effect of the Show Length option on the Stacking option menu.

To cause Calendar to stack overlapping entries so that the first line of each entry is visible, choose Show Text from the Stacking option menu. With Show Text enabled, even if you have two entries starting at the same time, Calendar leaves a gap to display at least some of the text associated with the hidden entry.

Calendar does not save any changes you make to the stacking order for a given set of entries.

### ***Times on the Line***

Normally, the starting time of a timeslot is centered between the top and bottom lines of the timeslot.

You can cause the starting time of a timeslot to be centered in the top line of the timeslot by enabling the Times on the Line option.

### ***Show Full Times***

Normally, timeslots that are not on the full hour are displayed as the number of minutes after the full hour. For example, the timeslot for 2:00 would be displayed as 2:00, but the timeslot for 2:30 would be displayed as 30.

To cause Calendar to display the hour as well as the minutes for a timeslot that does not occur at the full hour, enable the Show Full Times option. This would cause 2:30 to be displayed as 2:30.

### ***Show Day Notes***

Normally, the day note entry box appears below the date in the day display.

To remove the day note entry box, disable the Show Day Notes option by clicking on it. Old day notes are not deleted if you disable day notes; they are just not visible.

### ***Show Months***

Normally, Calendar displays the current and next month at the top of a day display. You can disable this option by clicking on the Show Months option.

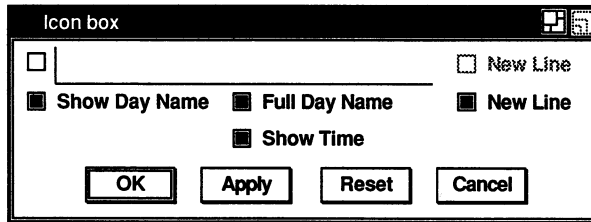
### ***Autoclick on Clock***

Normally, Calendar requires you to start autoscrolling by clicking on the clock when you display the day view. By enabling the autoclick option, autoscrolling will happen automatically when you first open the day view.

## **Customizing Calendar Icons**

You can customize the Calendar icon that appears in the DECwindows icon box by choosing Icon Box... from the Customize menu.

Calendar displays a dialog box.



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

### ***text entry field***

The text entry field in the upper left corner of the dialog box allows you to enter text that will appear on the top line of the icon box.

If you enable the top New Line option, the text you enter will appear above the day of the week in the icon box.

If you do not enable the top New Line option, the text you enter will appear to the left of the day of the week in the icon box.

### ***New Line***

The two New Line buttons in the Calendar icon dialog box allow you to customize the layout of the Calendar icon.

The top New Line toggle button can be enabled only after you click on the toggle button corresponding to the text entry field. Enabling the top New Line button causes the text you type into the text entry field to appear on the top line in the icon box.

The second New Line item causes the time of day to appear on a line below the day of the week. It is enabled by default as indicated by the shaded toggle button, but you can disable it by clicking on it.

### ***Show Day Name***

Normally, the day of the week appears in the icon, as indicated by the shaded toggle button. You can disable this option by clicking on it.

### ***Full Day Name***

Normally, the day of the week that appears in the icon is in an unabbreviated form. You can cause day names to become abbreviated by disabling this option.

### **Show Time**

Normally, the time appears in the icon. You can disable this option by clicking on it.

### **Saving Customized Features**

To save your customized features, choose **Save Settings** from the **Customize** menu. 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, choose **Restore Settings** from the **Customize** menu.

To restore your settings to the system defaults, choose **Use Defaults** from the **Customize** menu.

### **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, choose **Save Settings** from the **Customize** menu.

## **Exiting from the Calendar**

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

**Cardfiler**



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## 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.

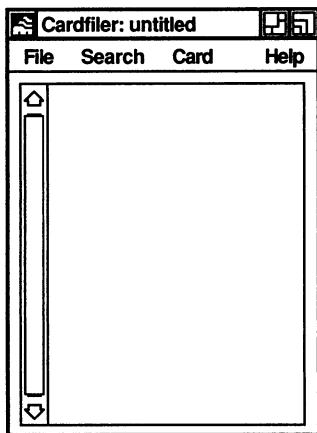
This chapter describes how to

- 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 images
- 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 Cardfiler 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

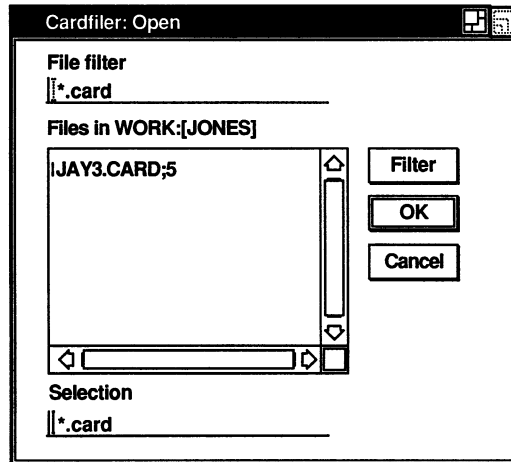
A card file is an electronic file box that contains cards.

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 Open... 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.

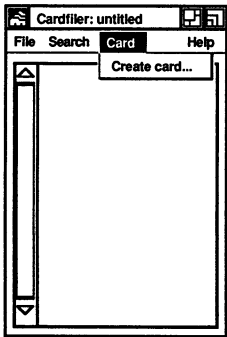
Click on OK. Cardfiler displays a message telling you the file was not found and that a new file is being opened. Click on Acknowledged.

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



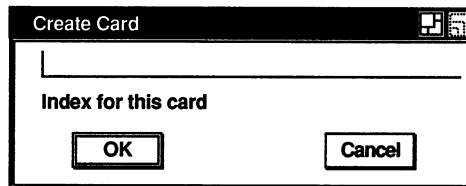
Cards contain units of information, such as a person's name and telephone number, and are organized into sets called card files. For example, you could have a card file called Accounts in which you have cards containing information about each of your business accounts.

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 Create Card... 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 images.
- 5 When you are finished with the index card, choose Close 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 Create Card... 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:

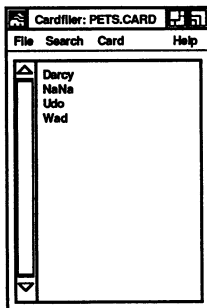
- 1 From the empty, untitled card file you see when you start the Cardfiler, create your cards.
- 2 Choose either Save or Save As... from the File menu. Cardfiler displays a dialog box.
- 3 In the Selection text field, enter the name of the card file you want to put your cards in.

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

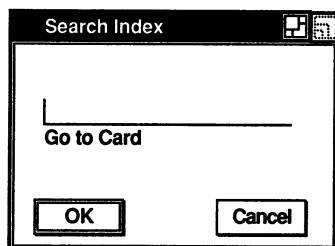
You can search a card file for any text string. The text can be a word, a number, or any other characters that you can type on your keyboard. Because the Cardfiler treats spaces as text, you can search for two or more words.

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 Search Index... 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.

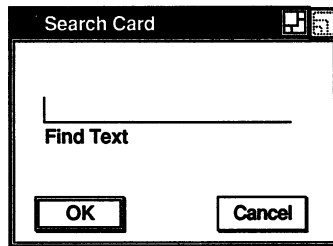
The Cardfiler searches the topics of all index cards in the file and displays the first card in your file containing the text string.

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 Search Card... 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 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

Edit	
Undo	Alt/Z
-----	
Copy	Alt/C
Cut	Alt/X
Paste	Alt/V
-----	
Clear	

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 Rename... 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 Close from the card's File menu.

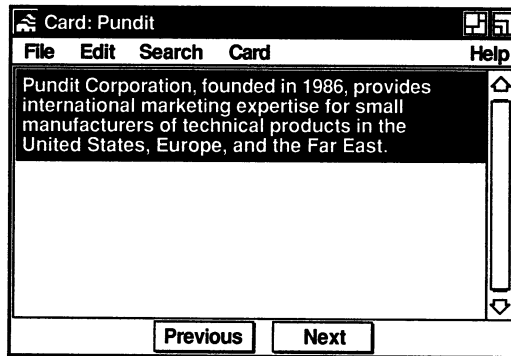
## Moving the Text Cursor

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 Cut 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 Paste 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 Cut 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 Paste 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 Copy 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 Paste from the Edit menu.  
The text is copied to the new location.

## Incorporating Images

You can add images, such as those you create with Paint, PrintScreen, and VAXimage Services to index cards. The Cardfiler places an image at the top of a card, keeping the picture's original size, and relocates text to the remaining space.

To incorporate an image that has been saved as a file into a card:

- 1 Open a card.
- 2 Choose Include Image... from the Card window's File menu.  
Cardfiler displays a dialog box that lists all files in the current directory that have the type IMG.
- 3 Select one of the listed files, display a different set of files using the File filter, or type the name of the file you want in the Selection text entry field.

The image is displayed on your card. If it is larger than the current size of your index card, you can display the entire image by enlarging the card with the resize button.

To copy part or all of an image directly from the Paint application:

- 1 Display the image you want to use in the Paint window.
- 2 Select the portion of the image you want to copy to your open card.



**3** Choose Cut or Copy from Paint's Edit menu. Cut causes the image to disappear from the Paint window, whereas Copy simply makes a copy of it.

**4** Give your open index card input focus by clicking on it, and choose Paste from the Edit menu.

The image is displayed on your card. If it is larger than the current size of your index card, you can display the entire image by enlarging the card with the resize button.

You can also copy images from a card to Paint and between cards by selecting the image, copying it to the clipboard, and pasting it in the new location.

To erase an image from your card:

**1** Select the image by clicking on it.

You can cancel the selection of an image by clicking in the text portion of the card.

**2** Choose Clear from the Edit menu.

Cardfiler erases the image. You can restore it by choosing Undo from the Edit menu.

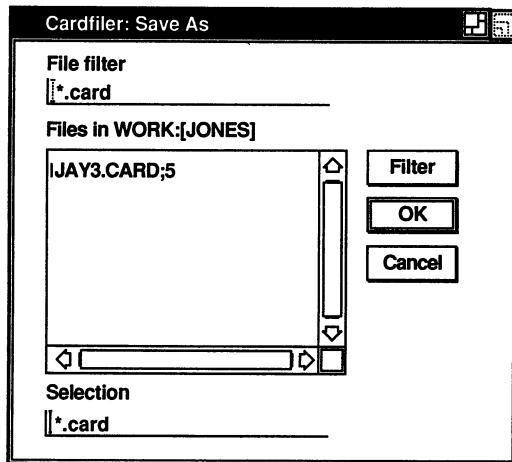
## **Saving a Card File**

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 Save As... 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 phone 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 Save from the File menu in the card file window.

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

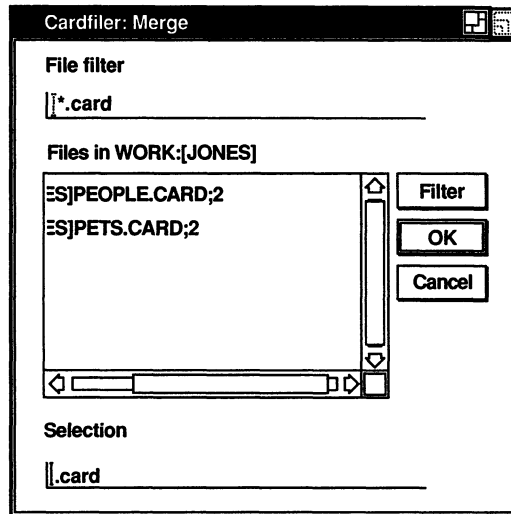
- 1 Choose Save As... from the File menu in the card file window.
- 2 Using the **<X>** and arrow keys, delete any text in the text field and enter the file's new name.
- 3 Press **Return** or click on the OK button.

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 Merge... 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 **[Return]** or click on the OK button.

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

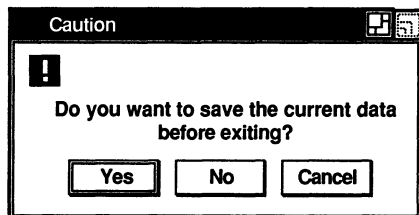
## Saving Customized Settings

If you change the size or screen position of Cardfiler and would like to save these settings, choose Save Geometry from the File menu. This causes the new settings to be used in future sessions. To restore the system defaults, choose Use System Defaults from the File menu.

## Exiting from the Cardfiler

To exit from the Cardfiler, choose **Quit** 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.



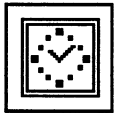
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Click on the **Yes** button to save your changes and exit from the Cardfiler or the **No** button to exit from the Cardfiler without saving your changes. To return to the Cardfiler window, click on the **Cancel** button.

**Clock**



## 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.

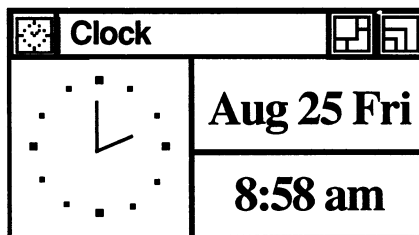
This chapter describes how to

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

### Starting the Clock

To start the Clock, choose Clock 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.



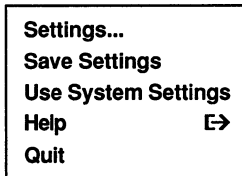
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## Changing the Clock Display

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

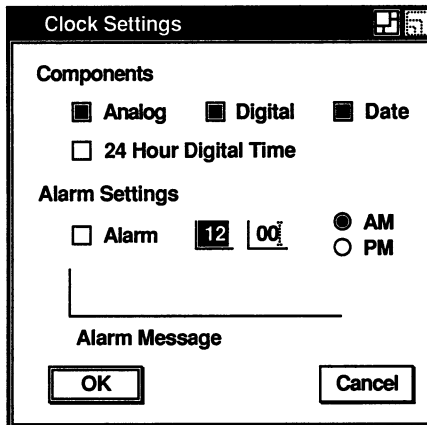
To change the Clock display:

- 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. If you want the Clock to display 24-hour digital time, for example 15:32, you can enable that setting by clicking on it.



Click on the OK button to use 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 Clock Settings... dialog box directly without first displaying the pop-up menu by double clicking MB1 anywhere on the Clock display.

To save your customized settings and the size and placement of the Clock on the screen if you have made changes:

- 1 Make any desired changes to the size, position, and settings of the Clock.
- 2 Press and hold MB2 to display the pop-up menu.
- 3 Choose Save Settings.  
To restore the system defaults, choose Use System Settings from the pop-up menu.

## Setting the Alarm

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

To set the alarm from the Clock 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 <X> (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 Quit from the Clock's pop-up menu.



**DECterm**



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## Using DECterm



DECterm is a VT300-series terminal emulator.

This chapter describes how to:

- Create a DECterm window
- Customize DECterm operating features
- Copy information
- Clear and resize DECterm windows
- Compose special characters
- Exit from DECterm

In addition to using 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 DECterm Window

#### Applications

DECterm  
FileView

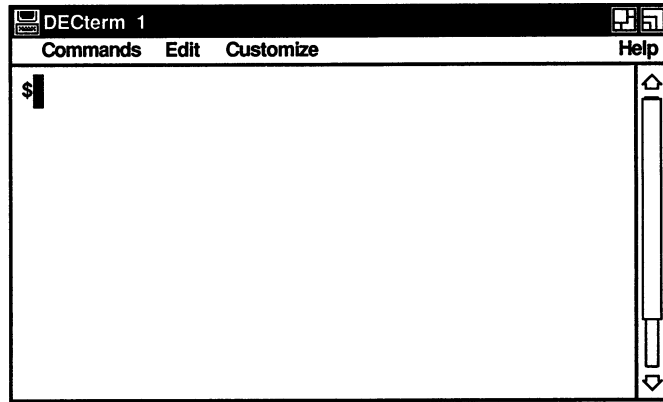
To create a DECterm window, do one of the following:

- Choose DECterm from the Session Manager's Application menu.
- From the DCL command line, enter:

```
$ CREATE/TERMINAL
```

For a complete description of the CREATE/TERMINAL command, see the *VMS Version 5.3 New Features Manual*.

A DECTerm window is displayed.

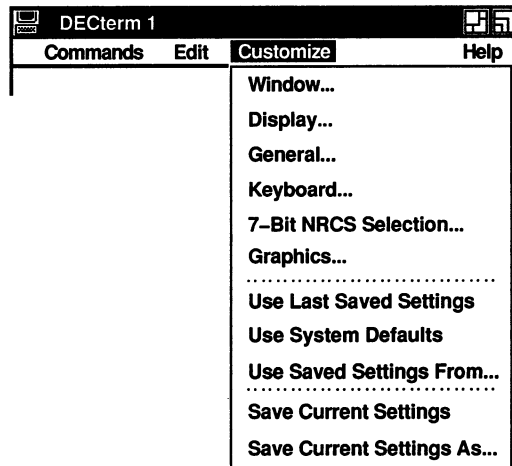


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Give DECTerm input focus by pointing to it and clicking MB1.

## Customizing DECTerm

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



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## Customizing a DECTerm Window

Choose Window... from the Customize menu to change DECTerm window features. DECTerm displays a dialog box.

DECTerm: Window

Auto Resize Terminal  
 Auto Resize Window  
 Terminal Driver Resize

Terminal Size  
24 Rows 80 Columns

Big Font  
 Little Font  
 Normal Font (80 Columns)  
 Condensed Font (132 Columns)  
 Normal/80, Condensed/132

DECTerm 1  
Window Title

DECTerm 1  
Icon Name

OK Apply Cancel

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On DECTerm, shaded buttons indicate the current settings.

To change these settings:

- 1 Click MB1 on a button or its label to change the setting.
- 2 Click on the Apply button to view your changes without closing the dialog box.
- 3 Click on the OK button to apply your changes and close the dialog box.
- 4 Click on the Cancel button to cancel your changes.

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

### ***Auto Resize Terminal***

Normally, changing the window size does not change the size of DECTerm. Clicking on Auto Resize Terminal causes the size of DECTerm to match the window size, if you resize the window.

### ***Auto Resize Window***

Normally, changing the size of DECTerm (the number of rows and columns) automatically changes the window size. Clicking on Auto Resize Window lets you change the size of DECTerm without changing the window size. If DECTerm is larger than the

window, information may be outside the window boundary; this information is not displayed.

### ***Terminal Driver Resize***

Normally, when you modify the terminal driver, the terminal size also changes. Clicking on Terminal Driver Resize disables this option.

### ***Big Font***

Normally, DECterm displays a 14-point font (10-point font on 100 dots-per-inch systems). Clicking on the Big Font option causes DECterm to display an 18-point font.

### ***Little Font***

Normally, DECterm displays a 14-point font. Clicking on the Big Font option causes DECterm to display a larger font.

### ***Normal Font (80 Columns)***

Clicking on the Normal Font (80 Columns) option causes the 80-column font to be used, regardless of the number of columns. The default option is Normal/80, Condensed/132.

### ***Condensed Font (132 Columns)***

Clicking on the Condensed Font (132 Columns) option causes a condensed font to be used, regardless of the number of columns. The default option is Normal/80, Condensed/132.

### ***Normal/80, Condensed/132***

The default font size is Normal/80, Condensed/132. This option causes the font size to adjust to match the terminal width. The Normal Font is used when there are 80 columns or less and the Condensed Font is used when there are more than 80 columns.

### ***Window Title***

Normally, a title appears in the title bar. Entering a title of your choice changes the name in the title bar.

### ***Icon Name***

Normally, a name appears in the icon. Entering a name of your choice changes the name in the icon.

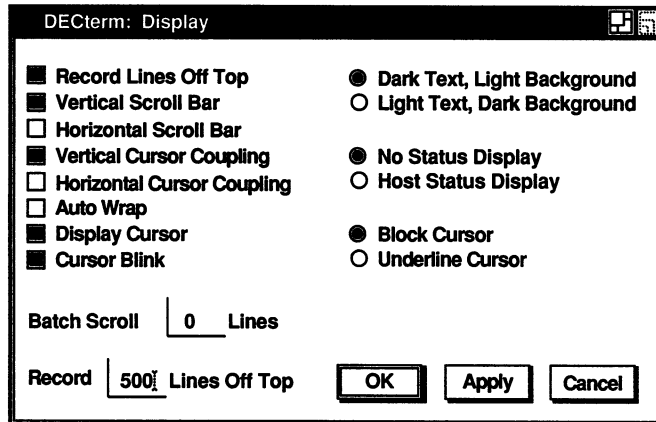
### ***Terminal Size***

The default terminal size is 24 rows and 80 columns. You can change the terminal size by entering a number in the row or column field. 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 Display

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



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From the Display dialog box, you can customize the following features:

### ***Record Lines Off Top***

Normally, lines that are scrolled off the top of the DECterm display are saved. To view these lines, use the vertical scroll bar. If you do not want to save lines that are scrolled from the display, click on Record Lines Off Top.

### ***Vertical Scroll Bar***

Normally, DECterm displays vertical scroll bars. If you do not want vertical scroll bars, click on the Vertical Scroll Bar option.

### ***Horizontal Scroll Bar***

Normally, DECterm does 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***

Normally, when you vertically change the window or terminal size, 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***

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

### ***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***

Normally, DECterm displays a cursor. Clicking on Display Cursor causes the cursor to be invisible.

### ***Cursor Blink***

Normally, the DECterm cursor is a blinking cursor. Clicking on Cursor Blink causes a steady cursor to be displayed.

### ***Batch Scroll 0 Lines***

Normally, you cannot scroll lines. Entering a number in place of zero (0) increases the number of lines you can scroll to match the terminal size.

### ***Record 500 Lines Off Top***

Normally, you can save 500 lines in the transcript. Entering a number from 1 to 9999 increases or decreases the number of lines saved in the transcript.

### ***Dark Text, Light Background***

Normally, DECterm displays dark text and a light screen background.

### ***Light Text, Dark Background***

Clicking on the Light Text, Dark Background option causes DECterm to display dark text and a light screen background.

### ***No Status Display***

Normally, you do not receive host status messages. Host status messages, when activated, appear on the bottom line of your terminal window display. See the *DECterm Text Programming Manual* for further information about status display.

### **Host Status Display**

To receive host status messages, click 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.

### **Block Cursor**

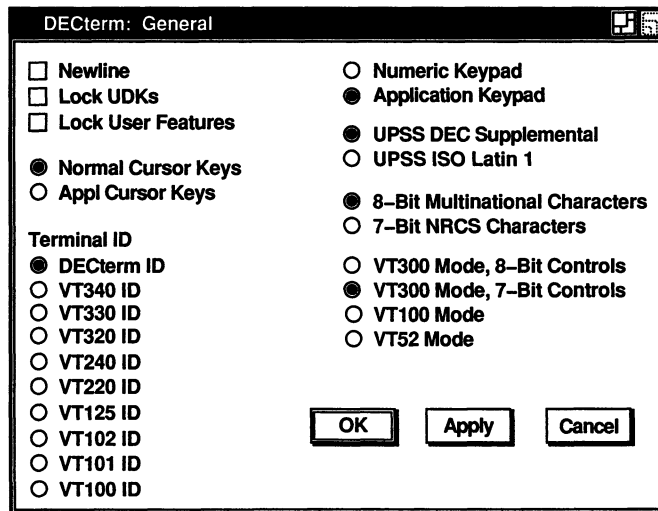
Normally, the cursor displayed in your DECterm window is shaped like a block.

### **Underline Cursor**

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

## **Customizing General Features**

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



DECterm: General

<input type="checkbox"/> Newline	<input type="radio"/> Numeric Keypad
<input type="checkbox"/> Lock UDks	<input checked="" type="radio"/> Application Keypad
<input type="checkbox"/> Lock User Features	<input checked="" type="radio"/> UPSS DEC Supplemental
<input checked="" type="radio"/> Normal Cursor Keys	<input type="radio"/> UPSS ISO Latin 1
<input type="radio"/> Appl Cursor Keys	<input checked="" type="radio"/> 8-Bit Multinational Characters
	<input type="radio"/> 7-Bit NRCS Characters
<b>Terminal ID</b>	<input type="radio"/> VT300 Mode, 8-Bit Controls
<input checked="" type="radio"/> DECterm ID	<input checked="" type="radio"/> VT300 Mode, 7-Bit Controls
<input type="radio"/> VT340 ID	<input type="radio"/> VT100 Mode
<input type="radio"/> VT330 ID	<input type="radio"/> VT52 Mode
<input type="radio"/> VT320 ID	
<input type="radio"/> VT240 ID	
<input type="radio"/> VT220 ID	
<input type="radio"/> VT125 ID	
<input type="radio"/> VT102 ID	
<input type="radio"/> VT101 ID	
<input type="radio"/> VT100 ID	

OK Apply Cancel

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

### **Newline**

Normally, when DECterm receives a line feed (LF), form feed (FF), or vertical tab (VT) character, the cursor moves to the first column of the next line. When you press Return, DECterm sends both a carriage return (CR) and line feed.

If you select the No Newline option and DECterm receives a LF, FF, or VT character, the cursor moves to the current column of the next line. When you press Return, DECterm sends only a carriage return.

### **Lock UDKs**

Your keyboard contains keys you can define for your own use. Normally, 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.

For detailed information about defining keys, see the *DECterm Text Programming Manual*.

### **Lock User Features**

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

### **Normal Cursor Keys**

By default, 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 terminal operating attributes by clicking on the Terminal ID option. The default is DECterm ID.

You can choose the following terminal IDs:

DECterm ID	VT340 ID	VT330 ID	VT320 ID	VT240 ID
VT220 ID	VT125 ID	VT102 ID	VT101 ID	VT100 ID

### **Numeric Keypad**

Normally, 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 user-defined characters to be displayed.

### ***UPSS DEC Supplemental***

Normally, 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 column 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 second 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 A has 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

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

Key: C0 Codes (rows 0-15), CL Codes (ASCII Graphic) (rows 0-15)

Character ESC 33 Octal, 27 Decimal, 1B Hex

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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

8		9		10		11		12		13		14		15		Column	Row						
1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	b7	b6	b5	b4	b3	b2	b1	
	200 128 80	<b>DCS</b>	220 144 90		240 160 100	•	260 176 100	<b>À</b>	300 192 100	320 208 100	<b>à</b>	340 224 100		360 240 100	<b>F0</b>	0	0	0	0	0	0	0	0
	201 129 81	<b>PU1</b>	221 145 91	<b>ı</b>	241 161 101	<b>±</b>	261 177 101	<b>Á</b>	301 193 101	321 209 101	<b>á</b>	341 225 101	<b>ñ</b>	361 241 101	<b>F1</b>	0	0	0	0	0	1	1	1
	202 130 82	<b>PU2</b>	222 146 92	<b>ç</b>	242 162 102	<b>²</b>	262 178 102	<b>Â</b>	302 194 102	322 210 102	<b>â</b>	342 226 102	<b>ò</b>	362 242 102	<b>F2</b>	0	0	0	1	0	2	2	2
	203 131 83	<b>STS</b>	223 147 93	<b>£</b>	243 163 103	<b>³</b>	263 179 103	<b>Ã</b>	303 195 103	323 211 103	<b>ã</b>	343 227 103	<b>ó</b>	363 242 103	<b>F3</b>	0	0	1	1	1	3	3	3
<b>IND</b>	204 132 84	<b>CCH</b>	224 148 94		244 164 104		264 180 104	<b>Ä</b>	304 196 104	324 212 104	<b>ä</b>	344 228 104	<b>ô</b>	364 244 104	<b>F4</b>	0	1	0	0	4	4	4	4
<b>NEL</b>	205 133 85	<b>MW</b>	225 149 95	<b>¥</b>	245 165 105	<b>µ</b>	265 181 105	<b>Å</b>	305 197 105	325 213 105	<b>å</b>	345 229 105	<b>õ</b>	365 245 105	<b>F5</b>	0	1	0	1	5	5	5	5
<b>SSA</b>	206 134 86	<b>SPA</b>	226 150 96		246 166 106	<b>¶</b>	266 182 106	<b>Æ</b>	306 198 106	326 214 106	<b>æ</b>	346 230 106	<b>ö</b>	366 246 106	<b>F6</b>	0	1	1	0	6	6	6	6
<b>ESA</b>	207 135 87	<b>EPA</b>	227 151 97	<b>§</b>	247 167 107	<b>·</b>	267 183 107	<b>Ç</b>	307 199 107	327 215 107	<b>ç</b>	347 231 107	<b>ø</b>	367 247 107	<b>F7</b>	0	1	1	1	7	7	7	7
<b>HTS</b>	210 136 88		230 152 98	<b>¨</b>	250 168 108		270 184 108	<b>È</b>	310 200 108	330 216 108	<b>è</b>	350 232 108	<b>ß</b>	370 248 108	<b>F8</b>	1	0	0	0	8	8	8	8
<b>HTS</b>	211 137 89		231 153 99	<b>©</b>	251 169 109	<b>¹</b>	271 185 109	<b>É</b>	311 201 109	331 217 109	<b>é</b>	351 233 109	<b>ù</b>	371 249 109	<b>F9</b>	1	0	0	1	9	9	9	9
<b>VTS</b>	212 138 9A		232 154 9A	<b>ª</b>	252 170 10A	<b>º</b>	272 186 10A	<b>Ê</b>	312 202 10A	332 218 10A	<b>ê</b>	352 234 10A	<b>ú</b>	372 250 10A	<b>FA</b>	1	0	1	0	10	10	10	10
<b>PLD</b>	213 139 8B	<b>CSI</b>	233 155 9B	<b>«</b>	253 171 10B	<b>»</b>	273 187 10B	<b>Ë</b>	313 203 10B	333 219 10B	<b>ë</b>	353 235 10B	<b>û</b>	373 251 10B	<b>FB</b>	1	0	1	1	11	11	11	11
<b>PLU</b>	214 140 8C	<b>ST</b>	234 156 9C		254 172 10C	<b>¼</b>	274 188 10C	<b>Ì</b>	314 204 10C	334 220 10C	<b>ì</b>	354 236 10C	<b>ü</b>	374 252 10C	<b>FC</b>	1	1	0	0	12	12	12	12
<b>RI</b>	215 141 8D	<b>OSC</b>	235 157 9D		255 173 10D	<b>½</b>	275 189 10D	<b>Í</b>	315 205 10D	335 221 10D	<b>í</b>	355 237 10D	<b>ý</b>	375 253 10D	<b>FD</b>	1	1	0	1	13	13	13	13
<b>SS2</b>	216 142 8E	<b>PM</b>	236 158 9E		256 174 10E		276 190 10E	<b>Î</b>	316 206 10E	336 222 10E	<b>î</b>	356 238 10E		376 254 10E	<b>FE</b>	1	1	1	0	14	14	14	14
<b>SS3</b>	217 143 8F	<b>APC</b>	237 159 9F		257 175 10F	<b>¾</b>	277 191 10F	<b>Ï</b>	317 207 10F	337 223 10F	<b>ï</b>	357 239 10F		377 255 10F	<b>FF</b>	1	1	1	1	15	15	15	15

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

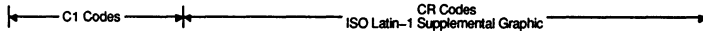
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**UPSS ISO Latin 1**

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

Figure 7-3 ISO Latin 1 Supplemental 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	1	1	b8 b7 b6 b5 b4 b3 b2 b1	
200 128 80		DCS	220 144 90	NBSP	240 160 A0	°	280 176 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	±	281 177 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	282 178 B2	Â	302 194 C2	Ó	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	283 179 B3	Ã	303 195 C3	Ô	323 211 D3	ã	343 227 E3	ó	363 243 F3	0 0 1 1	3
210 132 84	IND	CCH	224 148 94	¤	244 164 A4	´	284 180 B4	Ä	304 196 C4	Ö	324 212 D4	ä	344 228 E4	õ	364 244 F4	0 1 0 0	4
205 133 85	NEL	MW	225 149 95	¥	245 165 A5	µ	285 181 B5	Å	305 197 C5	Ø	325 213 D5	å	345 229 E5	ö	365 245 F5	0 1 0 1	5
206 134 86	SSA	SPA	226 150 96	ı	246 166 A6	¶	286 182 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	·	287 183 B7	Ç	307 199 C7	×	327 215 D7	ç	347 231 E7	+	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 90	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 91	DLP	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 92	PLU	ST	234 156 9C	¬	254 172 AC	¼	274 188 BC	İ	314 204 CC	Ü	334 220 DC	ı	354 236 EC	ü	374 252 FC	1 1 0 0	12
215 141 93	RI	OSC	235 157 9D	­	255 173 AD	½	275 189 BD	Í	315 205 CD	Ý	335 221 DD	ı	355 237 ED	ý	375 253 FD	1 1 0 1	13
216 142 94	SS2	PM	236 158 9E	®	256 174 AE	¾	276 190 BE	Î	316 206 CE	Þ	336 222 DE	ı	356 238 EE	þ	376 254 FE	1 1 1 0	14
217 143 95	SS3	APC	237 159 9F		257 175 AF	¿	277 191 BF	Ï	317 207 CF	ß	337 223 DF	ı	357 239 EF	ÿ	377 255 FF	1 1 1 1	15



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**Note** To use these character sets you must set the Character Set mode option to 8-Bit Characters.

**8-Bit Multinational Characters**

Normally, the character mode is set to 8 bits for use with the DEC Supplemental or ISO Latin 1 Supplemental Character Set.

**7-Bit NRCS Characters**

To use National Replacement Character Sets, click on the 7-Bit NRCS Characters mode option. This option lets DECterm operate in 7-bit mode, using the national character set selected in the 7-Bit NRCS dialog box. The default is the 8-bit Multinational Character Set. Figure 7-4 shows the characters in each NRC set that differ from the ASCII set.



**Figure 7-4 National Replacement Character Sets**

National Replacement Character Sets												
Character Set	2/3	4/0	5/11	5/12	5/13	5/14	5/15	6/0	7/11	7/12	7/13	7/14
ASCII	#	@	[ \ ]	^	-	\	{   }	-	-	-	-	-
United Kingdom	£	@	[ \ ]	^	-	\	{   }	-	-	-	-	-
Dutch	£	¼	ÿ	½		^	-	\	..	f	¼	/
Finnish	#	@	Ä Ö	Å	Ü	-	é	ä	ö	á	ü	-
French	£	à	°	ç	§	^	-	\	é	ù	è	..
French Canadian	#	à	á	ç	ê	î	-	ó	é	ù	è	ú
German	#	§	Ä Ö	Ü	^	-	\	ä	ö	ü	ß	-
Italian	£	§	°	ç	é	^	-	ù	à	ò	è	ì
Norwegian/Danish	#	@	Æ Ø	Å	^	-	\	æ	ø	á	-	-
Portuguese	#	@	Ä Ç	Ö	^	-	\	ä	ç	ö	-	-
Spanish	£	§	í	Ñ	¿	^	-	\	°	ñ	ç	-
Swedish	#	É	Ä Ö	Å	Ü	-	é	ä	ö	á	ü	-
Swiss	ù	à	é	ç	ê	î	è	ó	ä	ö	ü	ú

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**VT300 Mode, 8-Bit Controls**

Normally, DECterm emulates a VT300-series terminal, using 7-bit control characters (codes 0 to 31). You can change this to VT300 Mode with 8-bit control characters by clicking on the VT300 Mode, 8-Bit Controls option. This causes DECterm to translate 8-bit control characters (codes 128 to 159) for function keys, for example, CSIA for the up arrow key. Not all applications understand 8-bit control characters.

**VT300 Mode, 7-Bit Controls**

Normally, DECterm operates in VT300 mode with 7-bit control characters. This means that function keys are transmitted in 7-bit form, for example, ESC OA for the up arrow key.

**VT100 Mode**

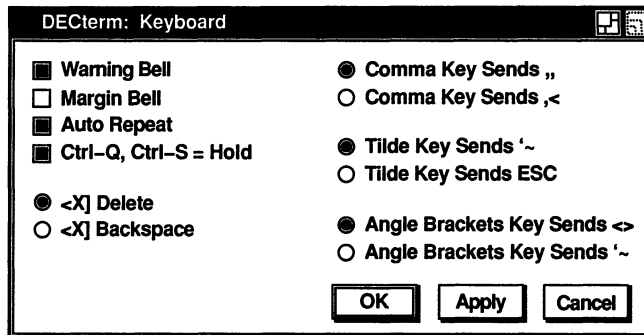
You can override the VT300 Mode 8-Bit Controls option by clicking on the VT100 Mode option. This causes DECterm to emulate a VT100 terminal.

## VT52 Mode

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

## Customizing a Keyboard

Choose Keyboard... 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**

Normally, the keyboard warning bell rings when errors occur. Clicking on the Warning Bell option turns off the warning bell.

### **Margin Bell**

Normally, 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**

Normally, continuing to press a key causes the character to be displayed repeatedly. Clicking on the Auto Repeat option causes only one character to be displayed.

### **Ctrl-Q, Ctrl-S = Hold**

Normally, pressing Ctrl/S causes the display to stop scrolling, and pressing Ctrl/Q causes the display to resume scrolling.

### **<X> Delete**

Normally, the <X> key functions as a delete key.

### **<X Backspace**

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

### **Comma Key Sends ,,**

On the North American and Dutch keyboards, the Comma Key Sends ,, option is set. This causes a comma (,) to be displayed when you press the comma key, whether or not the key is shifted.

### **Comma Key Sends ,<**

On the North American and Dutch keyboards, 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.

### **Tilde Key Sends '~**

On the North American and Dutch keyboards, 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.

### **Tilde Key Sends ESC**

On the North American and Dutch keyboards, 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.

### **Angle Brackets Key Sends <>**

On the North American and Dutch keyboards, the Angle Brackets 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.

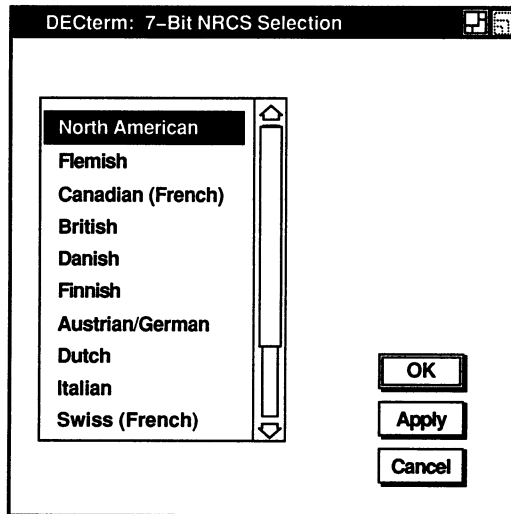
### **Angle Brackets Key Sends '~**

On the North American and Dutch keyboards, you can override the Angle Bracket Key Sends <> default by clicking on the Angle Brackets Key Sends '~ option. This causes the <> key to display a left single quotation mark (') when unshifted and a tilde (~) when shifted.

## Choosing a National Replacement Character Set

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

The NRCS selection is used only with the 7-Bit NRCS Character option in the General dialog box. Normally, to use a 7-bit national character set you need to choose the corresponding keyboard in the Session Manager and also select the 7-bit NRCS in DECterm.



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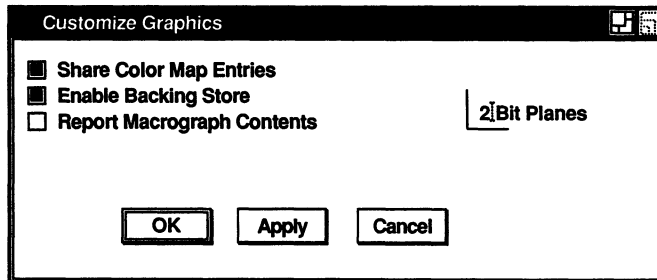
You can select the following character sets and corresponding keyboards (see Appendix B for the keyboard illustrations):

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

<sup>1</sup>Selecting the Dutch NRCS is the same as selecting the North American NRCS. The Dutch NRCS is not supported.

## Customizing Graphics

Choose Graphics... from the Customize menu to modify DECterm graphics features such as color map entries. DECterm displays a dialog box.



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From the Graphics dialog box, you can customize the following graphics features:

### ***Share Color Map Entries***

Normally, this option is enabled on single-plane and true color systems and disabled on GPX systems. Clicking on this option prevents DECterm from allocating color map entries for its exclusive use. Instead, DECterm allocates shared, read-only colors out of the default color map. This means that DECterm does not need to create a private color map (which would prevent the windows from displaying in their true colors), but it also means that DECterm colors may not match the colors used on a real terminal.

### ***Enable Backing Store***

Normally, the Enable Backing Store option is on, causing DECterm to redraw graphics after the window has changed. Disabling this option improves performance.

### ***Report Macrograph Contents***

Normally, DECterm does not respond to a request by an application to report macrograph contents. Clicking on this option enables ReGIS commands to report macrograph contents. This feature may risk security in some environments. When reporting is complete, disable this feature. See the *DECterm Graphics Programming Manual* for detailed information about macrographs.

### **2-Bit Planes**

You can choose the number of colors available in ReGIS and sixel graphics by entering the number of planes supported by your system. With 2-bit planes DECterm can display four different colors at the same time; with 4-bit planes DECterm can display 16 colors.

Normally, DECterm uses 2-bit planes on 4-plane systems and 4-bit planes on all other systems. This reduces the probability that DECterm must create a private color map.

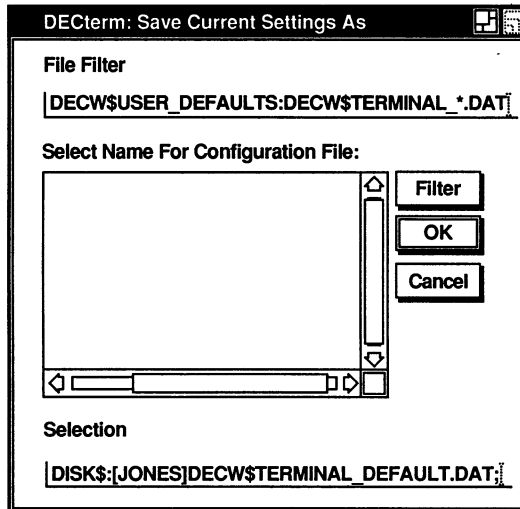
Applications written for the VT240 terminal require only 2-bit planes, while applications written for the VT340 terminal may require up to 4-bit planes.

### **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 Save Current Settings from the Customize menu for routine saving of customized features.
- Choose Save Current Settings As... 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.



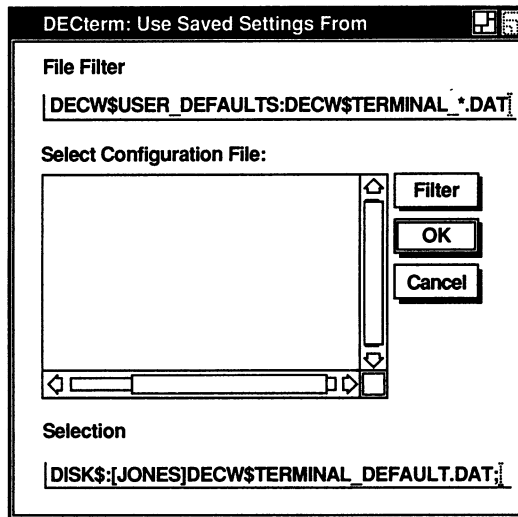
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The dialog box prompts you for the name of the file you want to use to save your customized features. The file list box displays the names of any files in the current directory that contain customized features. By default, these files have the type 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 Use Last Saved Settings from the Customize menu to restore an existing file.
- Choose Use System Defaults from the Customize menu to restore the system defaults.
- Choose Use Saved Settings From... from the Customize menu to restore previously saved settings. DECterm displays a dialog box.



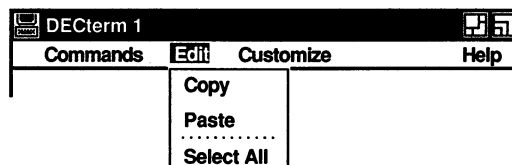
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The dialog box prompts you for the name of the file you want to use to save your customized features. The file list box displays the names of any files in the current directory that contain customized features. By default, these files have the type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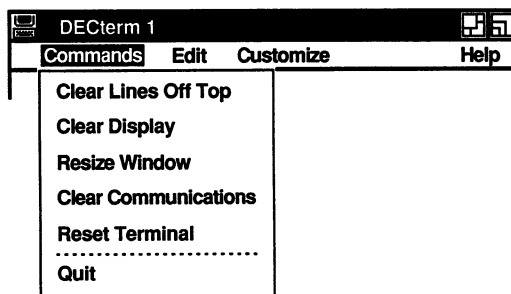
To copy information:

- 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 where 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 saved lines of your screen display (use the Display dialog box to change the size of the transcript). You can read it 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. Normally, Record Lines Off Top is on.

### ***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 resize the window to match the size (number of rows and columns) of DECterm.

### ***Clear Communications***

Choose the Clear Communications menu item to reset the communications buffers. This causes DECterm to read data to the host system even when DECterm has received an XOFF signal.

### ***Reset Terminal***

Enabling Reset Terminal causes a Soft Terminal Reset (STR). For detailed information about Soft Terminal Reset, see the *DECterm Text Programming Manual*.

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.

Normally, DECterm emulates only 2 planes of graphics on a 4-plane system; therefore, DECterm usually does not create a color map.

## **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 about choosing a character set, see the section Customizing DECterm.)

For more information about composing characters, see Appendix A.

**Note** *You must simultaneously press the Compose key and space bar to begin a compose sequence.*

## Exiting from DECterm

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



**EVE**



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## Using EVE

The Extensible VAX Editor (EVE) is a powerful, general-purpose editor created with 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.

There are three ways to execute EVE commands—menus, typed commands, and defined keys, including either the EDT keypad or WPS keypad. This chapter focuses on executing commands from menus. For more information about defining keys and using typed commands, see online help in EVE, the *VMS EVE Reference 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. 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 and save attributes to customize EVE

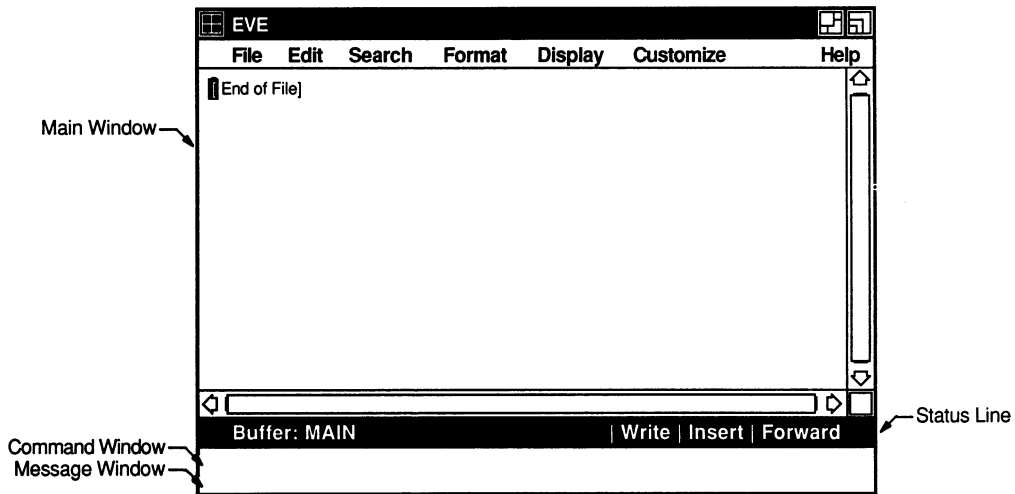
## Beginning Your Editing Session

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 Edit 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: prompt 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.

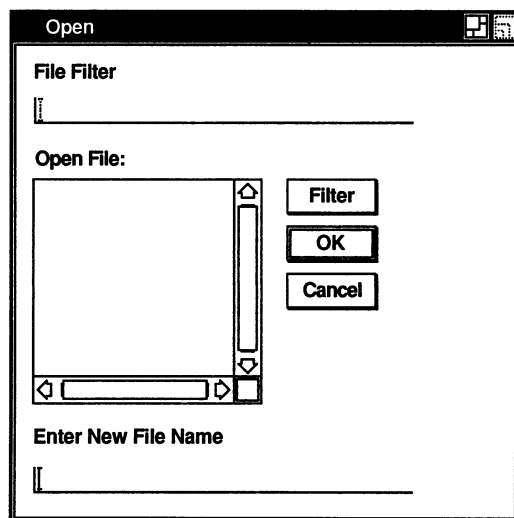
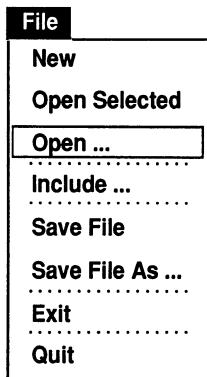
## Opening a File

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 Edit 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 Open... 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.

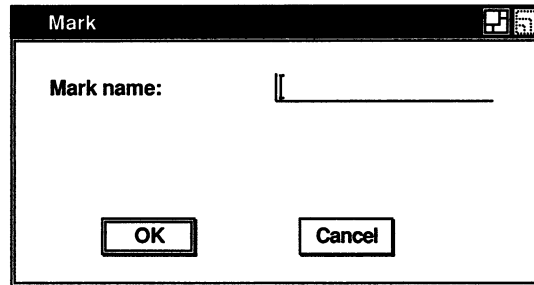
For information about setting the type of cursor motion, see the section Setting Global Attributes.

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 Mark... from the pop-up menu.

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

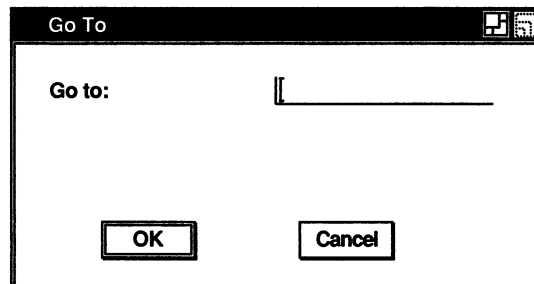


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- 2 Type the name of the marker—for example, CHAP ONE, and press **Return** or click on OK.

Later, to return to this location:

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



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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 *VMS EVE Reference 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 sequences are shown in reverse video.
- Keys  
Lists all the current key definitions, including control keys and Gold key sequences. 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

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

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 Reset 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
- Fill Paragraph or Fill Range
- Find Selected
- Lowercase Word
- Open Selected
- Reset
- Uppercase Word

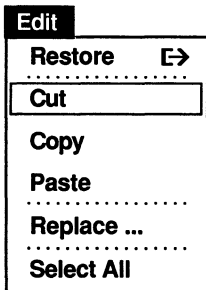
You can also use some EDT and WPS keypad functions with selected text, such as the EDT Append key, and you can use pending delete. See the section Setting Global Attributes for more information about pending delete. See online help and the *VMS EVE Reference Manual* for more information about selecting text.

## 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 Cut from the Edit menu.
- 3 Put the cursor where you want to reinsert the text and choose Paste 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 Copy from the Edit menu, place the cursor where you want to insert the text, and choose Paste from the Edit menu.



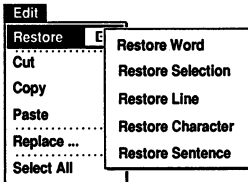
Text you cut or copy is stored in the Insert Here buffer. If you want to transfer text between EVE and other VMS DECwindows applications, you must first enable the clipboard. See the section Customizing EVE for more information about enabling the clipboard.

## 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 ( $\langle X \rangle$ )
- Erase Character
- Erase Line
- Erase Start Of Line (Ctrl/U)
- Erase Previous Word
- Erase Word (Ctrl/J or F13)

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 or see the *VMS EVE Reference Manual*.



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

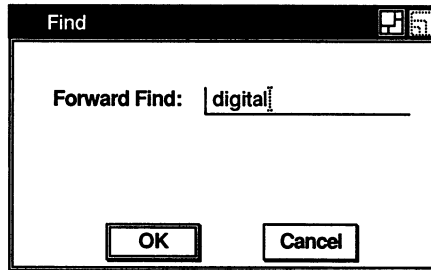
## Searching for and Replacing Text



To find a string of text in your document:

- 1 Choose Find... 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
- Find Next
- Open Selected (if the found range does not cross lines)

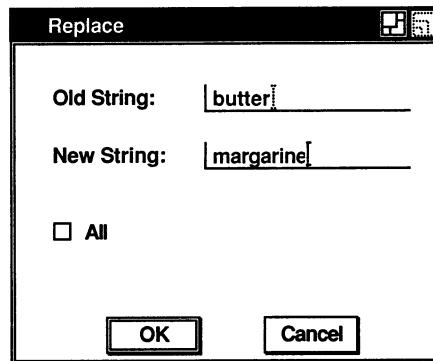
For example, using Cut removes the found text and stores it in the Insert Here buffer or the clipboard, depending on your setting. To cancel the highlighting, move the cursor off the found text or choose Reset from the pop-up menu.

To find another occurrence of the same string, choose Find Next from the Search menu or press the Find key twice.

## Replacing Strings of Text

To search for and replace text:

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



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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.

<b>Response</b>	<b>Effects</b>
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).

### **Performing Case-Exact Searches**

If you want to find or replace only lowercase occurrences, choose **Global Attributes...** from the **Customize** menu and click on **Set Find Case Exact**. Then, if you enter a search string in all lowercase, EVE searches only for lowercase occurrences, skipping occurrences that contain uppercase letters. The setting applies to **Find**, **Replace**, and **Wildcard Find**. You can save the setting in your section file or command file for future editing sessions.

### **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.

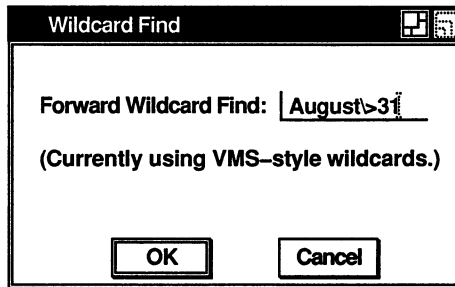
To cause a search operation to treat both spaces and tabs as “whitespace,” pull down the **Search** menu and display the **Set Whitespace** submenu. Choose the **Set Find Whitespace** menu item. The default is **Set Find Nowhitespace**.

## 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 Wildcard Find... 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 Show Wildcards from the Search menu.

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

Pattern	Matches
<code>b%t</code>	<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> .
<code>b*t</code>	<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.

Pattern	Matches
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.

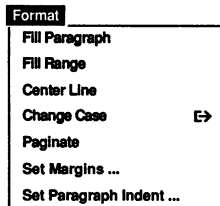
To find another occurrence of the pattern, choose Find Next from the Search menu.

To set the type of wildcards:

- 1 Choose Set Wildcards 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 Attributes 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:

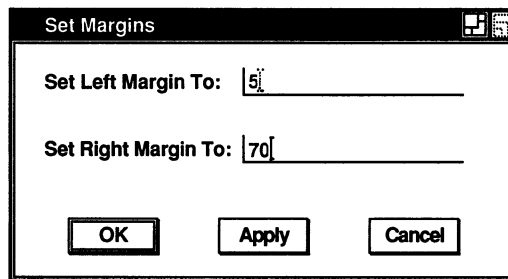
- 1 On the current select range
- 2 On the current found range
- 3 On the current word

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 Uppercase, 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 Set Margins... 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 Fill Range from the Format menu.

To fill the current paragraph:

- 1 Put the cursor anywhere on the paragraph you want to fill.
- 2 Choose Fill Paragraph from the Format menu.

“Paragraphs” in EVE are bounded by any of the following:

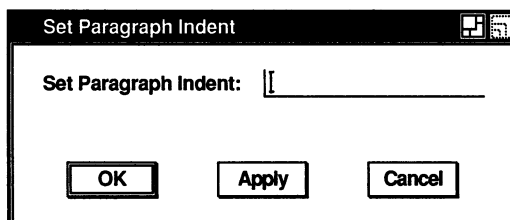
- Blank line
- Top or bottom of the buffer
- Page break (form feed at the start of a line)
- DIGITAL Standard Runoff (DSR) command (such as .LE; or .HL1) at the start of a line
- VAX DOCUMENT tag (such as <LE> or <EMPHASIS>) at the start of a line

## 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 Set Paragraph Indent... 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 **Buffer Attributes...** 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 **Global Attributes...** 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 If you want visible tabs, click on Set Tabs Visible.

By default, the Set Tabs Visible option is disabled, which causes tabs to be invisible.

Visible tabs appear as a small  $H_T$ . Setting tabs visible affects only tabs entered 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  $F_P$  and small  $N_L$ .

To insert soft page breaks:

- 1 Choose Paginate from the Format menu.

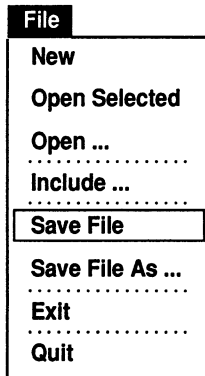
This causes EVE to move back from the current cursor position to the previous page break (if any) and check ahead for page breaks within the next 54 lines. If soft breaks are found within the 54 lines, EVE erases them, then moves down 54 lines (if there are that many), inserts a soft break, and puts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

- 2 Choose Paginate 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.

With the WPS keypad, you can insert a soft break at your current position by pressing Gold-P.

## Saving Your Edits

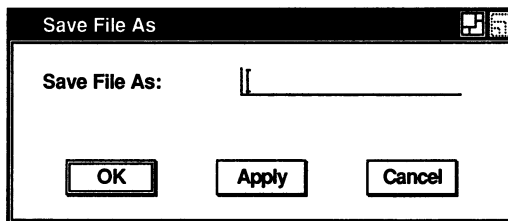


You can save your edits either when you exit from EVE or by choosing Save File from the File menu. The new file has the same name as the file you are editing, with a version number one higher or with a version number of 1 if you are creating a new file.

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 Save File As... 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 Exit from the File menu.  
This saves your edits, creating a new file or new version of an existing file.
- Choose Quit 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.

## Buffer Change Journaling

Buffer change journaling creates a journal file for each text buffer. As you edit a buffer, the journal file records the changes you make, such as erasing, inserting, or reformatting text. When you exit from EVE or when you delete the buffer, the journal files are deleted. If a system failure interrupts your editing session, the journal files are saved. Your last few keystrokes before the system failure might be lost.

To recover buffers after a system failure, invoke EVE and use the RECOVER BUFFER commands for each buffer you want to recover.

The following table summarizes the EVE commands for buffer change journaling and recovery.

**Table 8-1 EVE Commands for Buffer Change Journaling and Recovery**

Command	Effect
RECOVER BUFFER	Recovers a specified buffer by using the journal file for the buffer. You can specify the name of the buffer or file you want to recover, or the name of the journal file for the buffer.
RECOVER BUFFER ALL	Recovers all your text buffers—one at a time—by using the journal files for the buffers, if there are any.
SET JOURNALING	Enables buffer change journaling for a buffer that you specify.
SET JOURNALING ALL	This is the default setting. Enables buffer change journaling for all your buffers.
SET NOJOURNALING	Disables buffer change journaling for a buffer you specify.
SET NOJOURNALING ALL	Disables buffer change journaling for all your buffers.

The name of the buffer change journal file derives from the name of the file or buffer being edited, and has the file type TPU\$JOURNAL. For example, the text buffer JABBER.TXT would have the buffer change journal file name JABBER\_TXT.TPU\$JOURNAL. To find the name of the journal file for the current buffer, use the SHOW command.

There are two ways to recover your edits with buffer change journal files: using the /RECOVER qualifier on the command line when you invoke EVE, or using RECOVER BUFFER commands within EVE. For example, to recover the text of JABBER.TXT after a system failure, you could invoke EVE with the command:

```
$ EDIT/TPU jabber.txt/RECOVER
```

Alternatively, you can invoke EVE and use the following command to recover your text:

```
Command:RECOVER BUFFER jabber.txt
```

If the buffer change journal file is available (in this case, a file named JABBER.TXT.TPU\$JOURNAL), EVE shows the following information and asks if you want to recover that buffer:

- Name of the buffer
- Original input file for the buffer, if any
- Output file for the buffer, if any
- Source file for recovery, if any
- Starting date and time of the editing session
- Journal file creation date and time

If you want to recover the buffer, press Return. Otherwise, type NO and press Return.

If the buffer you want to recover exists—typically, the MAIN buffer—EVE first deletes that buffer and then does the recovery. If the buffer you want to recover has been modified, EVE prompts you whether to delete the buffer before recovering.

If you are unsure of the buffer names or journal file names, specify the asterisk wildcard, as follows:

```
Command: RECOVER BUFFER *
```

EVE then displays a list of all your available journal files so you can choose the one you want. The list appears in an EVE system buffer named \$CHOICES\$ in a second window.

For more information about buffer change journaling, see the EVE online help topic called Journal Files.

## 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 Open... 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 Open Selected 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 New 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 Save File As... 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 go to any of your buffers:

- 1 Choose Show Buffers 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 Select from the pop-up menu or simply press the `Return` key. The buffer is displayed.

## Deleting a Buffer

To delete a buffer:

- 1 Choose Show Buffers from the Display menu.
- 2 Put the cursor on the name of the buffer you want to delete.
- 3 Press **[Remove]** or choose Cut 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:

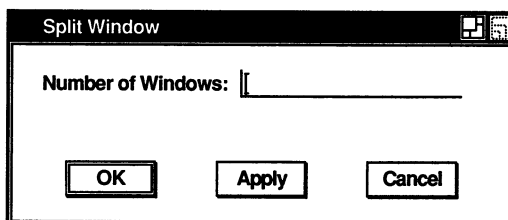
Response	Effects
Delete_only	Deletes the specified buffer.
Write_first	Saves (writes out) that buffer, then deletes it.
Quit	Cancels the operation—buffer is <i>not</i> deleted. (Default choice; you can simply press the Return key.)

## 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 Two Windows from the Display menu. To split the window into three or more windows:

- 1 Choose Split Window... 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 or Previous Buffer
- Open or Get File
- Open Selected
- Show Buffers or Show System Buffers

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 Delete Window from the Display menu.  
EVE then deletes the current window and resizes the remaining window or windows accordingly.
- Choose One Window 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. For information about using the SET FUNCTION KEYS DECWINDOWS command to enable DECwindows-style key definitions, see online help for Set Function Key DECwindows.

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 sequence 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 sequences. For example, EDT defines the PF4 key to delete a line and defines the Gold-PF4 sequence 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 sequence, using a function key, control key, or typing key. For example, the following command defines the sequence 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 sequences that are automatically enabled when you set the Gold key or the EDT or WPS keypad, see online help on 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 Learn 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 sequence, 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:

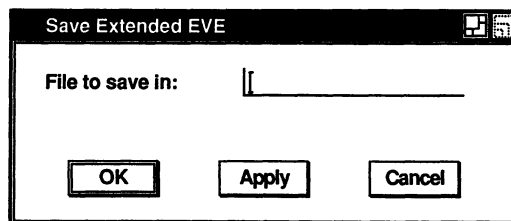
- EDT Differences
- EDT Conversion
- WPS Differences

## 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.

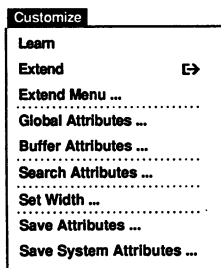
To use a section file when you invoke EVE, use the /SECTION qualifier or define the logical name TPU\$SECTION. You must specify the disk and directory as well as the name of the section file; otherwise, VAXTPU assumes the section file is in SYS\$SHARE. For example, the following commands invoke VAXTPU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

```
$ DEFINE TPU$SECTION sys$login:myeve
$ 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 attributes for different kinds of editing or by extending the editor with VAXTPU procedures. During an editing session, you can set attributes 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 Set Margins... from the Format menu and you can set search preferences (such as the type of wildcards) by using the Search menu.

## Customizing Menu

You can add or remove menu items by choosing Extend Menu from the Customize menu. Extend Menu displays a dialog box containing three list boxes, similar to the Verbs and Menus list boxes in FileView, and has buttons for adding or removing a menu item. Lists show the available commands, the names of EVE menus, and the items in a particular menu. The dialog box also has entry lines so you can type the name of the command you want to add to a menu and the label you want to appear in the menu. You can save your menu definitions in a section file or command file for future editing sessions.

To add a menu item using EVE commands, do the following steps:

- 1 Enter the DEFINE MENU ENTRY command.
- 2 Enter the name of the menu to which you want to add an item. The menu can be any of the following:

- File Pulldown
- Edit Pulldown
- Search Pulldown
- Display Pulldown
- Format Pulldown
- Customize Pulldown
- Help Pulldown
- Select Popup
- Noselect Popup

Enclose the menu name in quotation marks or let EVE prompt you for the menu name. You need only use the first term of the menu name, but you cannot abbreviate this term.

- 3 Enter the name of the EVE command you want the menu item to execute. Enclose the command name in quotation marks or let EVE prompt you for the command name.
- 4 Enter the label or name that you want to appear on the menu. Put the label in quotes or let EVE prompt you for it. If you simply press Return at the prompt, without typing anything, the label is the same as the command name.
- 5 Enter YES or NO to specify whether you want a separator line to appear above the label as a visual aid or for aesthetics. Put the response in quotes or let EVE prompt you for it.

For example, the following command adds Show Buffers to the File menu, labeling the item Buffer List, and adds a line separator above the item:

```
Command: DEFINE MENU "File" "Show Buffers" "Buffer List" "Yes"
```

The following command removes Center Line from the pop-up menu that is displayed with MB2 when there is no selection:

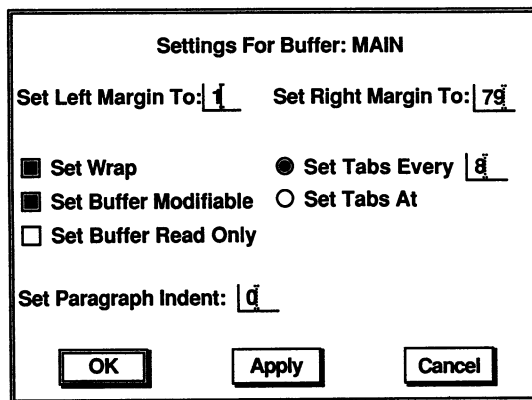
```
Command: UNDEFINE MENU "Noselect" "Center Line"
```

To save your menu definitions in a section file, use the SAVE EXTENDED EVE command or, if section file prompting is enabled, use the SAVE ATTRIBUTES command. To save your menu definitions in a command file, use SAVE ATTRIBUTES.

## Setting Buffer Attributes

From the buffer in which you are currently working, you can set buffer attributes, 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 attributes, choose Buffer Attributes... 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:
- Buttons: OK, Apply, Cancel

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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 Attributes 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 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 Copy or Cut 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  $\langle \square \rangle$  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 Set Width... 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 Edit 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 about 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 Attributes 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.

#### **Example 8-1 Sample EVE Initialization File**

```
! EVE Initialization file
!
! Settings
!
SET FIND WHITESPACE
SET LEFT MARGIN 5
SET PARAGRAPH INDENT 4
SET RIGHT MARGIN 70
SET TABS EVERY 5
SET SCROLL MARGINS 9% 9%
!
! 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
```

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

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

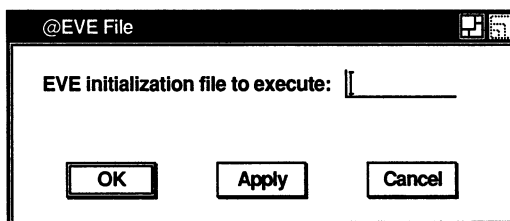
If there is an initialization file you want for all or most sessions, you may want to define the logical name EVE\$INIT, particularly if you keep the initialization file in a directory different from the files you edit. If you put the definition in your LOGIN.COM file, EVE will use that initialization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

### 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;
```

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.

- 3 Choose **Extend This** 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 **Extend All**.

You can also choose **Extend EVE** 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.

### Saving Attributes

**Attributes** are global settings, some of which can be saved in a section file or **TPU** command file for future editing sessions. You can save the default settings listed in Table 8-2 by choosing **Save Attributes...** from the **Customize** menu.

**Table 8-2** EVE Commands for Saving Attributes

Command	Default Setting
SET CLIPBOARD	SET NOCLIPBOARD
SET CURSOR BOUND	SET CURSOR FREE
SET DEFAULT COMMAND FILE	SET NODEFAULT COMMAND FILE
SET DEFAULT SECTION FILE	SET NODEFAULT SECTION FILE
SET FIND CASE EXACT	SET FIND CASE NOEXACT
SET NOEXIT ATTRIBUTE CHECK	SET EXIT ATTRIBUTE CHECK
SET NOSECTION FILE PROMPTING	SET SECTION FILE PROMPTING
SET PENDING DELETE	SET NOPENDING DELETE
SET TABS MOVEMENT or SET TABS SPACES	SET TABS INSERT
SET TABS VISIBLE	SET TABS INVISIBLE

If you have an **EVE** initialization file containing commands for these settings, you can delete those command lines after you save the settings in your section file or command file.

Other global settings (such as scroll margins or the type of wildcards) and any buffer settings (such as margins or tab stops) are not saved. Typically, you use an initialization file for those settings. For a list of the EVE default settings, see the EVE online help topic called Defaults.

The following tables summarizes the commands for saving attributes.

**Table 8-3 EVE Commands for Saving Attributes**

Command	Usage or Effects
SAVE ATTRIBUTES	Saves attributes in a section file or command file, depending on your responses to EVE prompts or settings done with other EVE commands. If you save attributes in a section file, the effect is the same as entering the SAVE EXTENDED EVE command. If you save attributes in a command file, EVE generates a specially marked block of VAXTPU statements for attribute settings and menu definitions, and either creates a command file or updates an existing command file with this block of statements.
SAVE SYSTEM ATTRIBUTES	Saves EVE default attributes in a section file or command file. This is useful if you want to restore your section file or command file to the standard EVE settings and menu definitions.
SAVE EXTENDED EVE	Creates a section file, saving attributes, key definitions, menu definitions, compiled procedures, and other extensions, such as global variables set with a VAXTPU statement. If you do not specify a section file on the command line, EVE prompts you for one or uses your default section file (if you set a default).
SET DEFAULT COMMAND FILE	Determines the command file for saving attributes. Does not determine the command file to be executed at startup, if any.
SET DEFAULT SECTION FILE	Determines the section file for saving attributes. Does not determine the section file to be executed at startup.
SET EXIT ATTRIBUTE CHECK	Default setting. If you changed attributes, then EVE asks if you want to save your changes when you exit or quit.

(continued on next page)



**Table 8-3 (Cont.) EVE Commands for Saving Attributes**

<b>Command</b>	<b>Usage or Effects</b>
SET NODEFAULT COMMAND FILE	Default setting. When you save attributes, the default command file is TPU\$COMMAND.TPU in your current directory, or the command file that was executed at startup.
SET NODEFAULT SECTION FILE	Default setting. When you save attributes, EVE asks for the name of the section file you want to create (unless you disabled section file prompting).
SET NOEXIT ATTRIBUTE CHECK	Disables attribute checking, typically to speed up or simplify exiting or quitting. Does not apply to the editing session in which you enter the command, but only to the editing sessions in which you use the section file or command file in which you saved the setting.
SET NOSECTION FILE PROMPTING	Disables prompting for a section file when you save attributes, typically to speed up or simplify saving attributes in a default section file or in a command file.
SET SECTION FILE PROMPTING	Default setting. When you save attributes, EVE prompts you for the name of a section file.

You can save attributes during your editing session by using the **SAVE ATTRIBUTES** or **SAVE EXTENDED EVE** command, or as part of exiting or quitting. By default, if you have changed attributes and not saved them, then on exiting, EVE prompts you as follows:

```
Command: SET CURSOR BOUND
Command: SET FIND CASE EXACT
Command: SET TABS VISIBLE
      .
      .
Command: EXIT
Attributes were changed. Save them? [YES]
```

If you want to save the changes, simply press Return. Effectively, EVE then executes the **SAVE ATTRIBUTES** command before exiting. If you do not want to save the changes, type **NO** and press Return. EVE continues exiting.

To disable this prompting to make exiting faster or simpler, use the SET NOEXIT ATTRIBUTE CHECK command. However, the command does not apply to the current editing session because exit checking is itself a global setting and can be saved in a section file or command file. After you save it, the setting applies to future editing sessions in which you use the relevant section file or command file.

**Mail**



---

## Using Mail



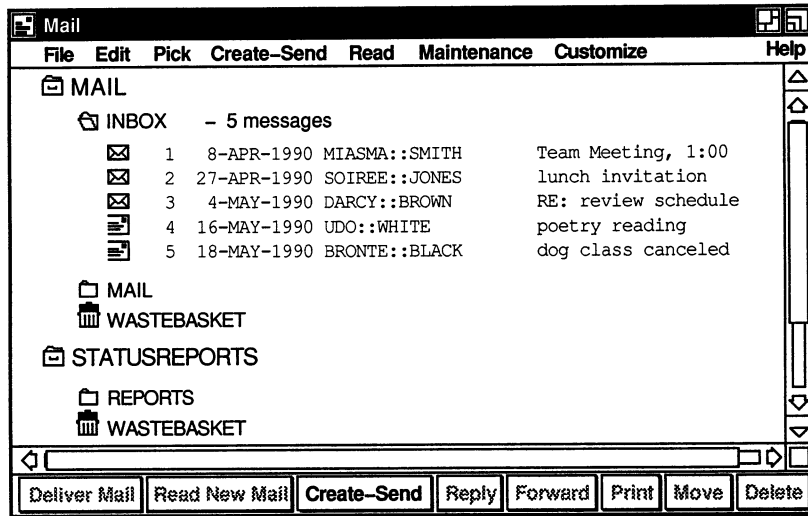
Mail allows you to exchange messages with other computer users. You can use Mail to send messages, read messages sent to you, and print, file, delete, reply to, and forward messages.

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 Mail from FileView's Applications Menu. Mail displays the main window. You can also start Mail from the Session Manager if you customize your menu list to include Mail. (See the *VMS DECwindows User's Guide* for more information.)



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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 objects 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 contains messages that you have deleted. The icon representing this object is a trash can.

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.

You can use certain key combinations, called accelerators, to quickly perform common Mail operations. Accelerators act on objects in the window with input focus. For example, one way to delete the message you are reading is to pull down the Read window's Edit menu and choose Delete. An alternate way to delete the message you are reading is to use the accelerator for this function by pressing the Compose Character key and the D key simultaneously. See Table 9-1 for a list of the functions that have corresponding accelerators. Functions that have accelerators also list the accelerators next to them on the menu.

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.

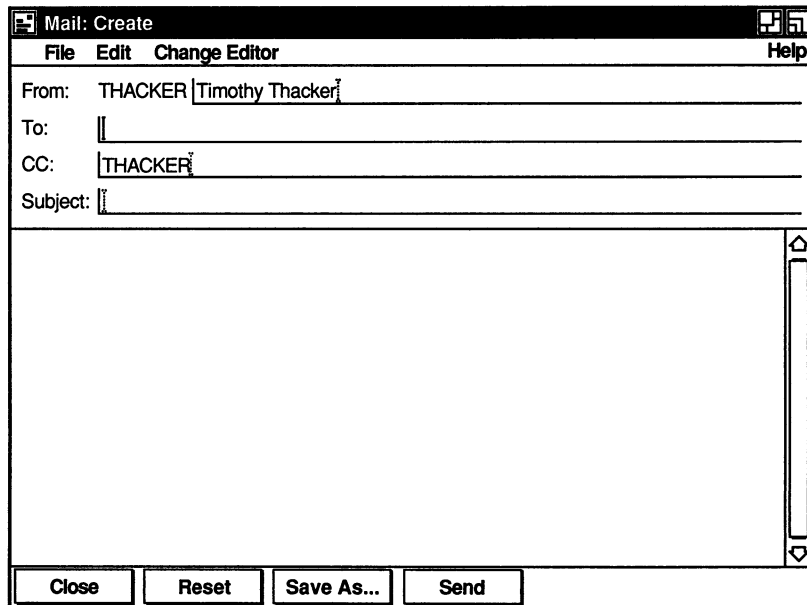
## Sending Messages

### 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: "Close", "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:	<p>Your user name.</p> <p>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.</p>
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 Sending a Message to a Distribution List.</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 Sending a Message to a Distribution List.</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 MB1. Use the Tab key to advance to the next field and use Shift/Tab to move to the previous field. Use the DECwindows Text Editor 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 DECwindows Text Editor 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. The Send button in the Create-Send window dims after the message has successfully been sent to all addressees. It remains dimmed until you change something in the window; for example, if you enter text in one of the fields.

Once a message has been sent you may edit it, resend it to other users, or select an option from the File pull-down menu. To continue to use this message, click on Acknowledged in the Send In Progress box. The dialog box disappears and the message remains in the window.

To create another message, click on the Reset button. This clears the message and envelope regions in the window and allows you to enter information for a new message.

To close the window, click on the Close button. This removes the Send In Progress box, deletes all text in the window, and closes it.

If you change the header or text of a message in a Create-Send window and then close the window without sending the message, a caution dialog box is displayed. The message "Changes have been made to the Create-Send window. Do you really want to close it?" appears. To close the window, click on Yes. To leave the window open, click on No.

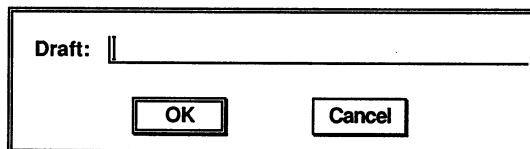
You can prevent this dialog box and message from appearing by changing your default Send attributes. See the section Modifying Your Send Attributes.

## Saving a Draft of a Message

**Save As...**

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.

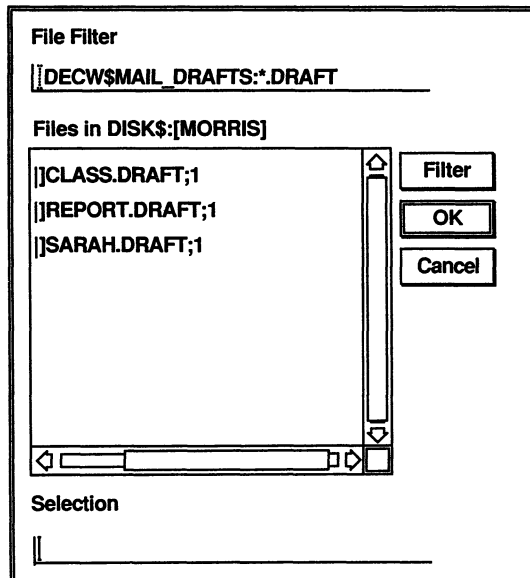
Saved draft messages are VMS files and cannot be deleted through Mail. You can delete draft messages by choosing Delete from FileView's Files menu.

### 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 Include Draft File... 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.

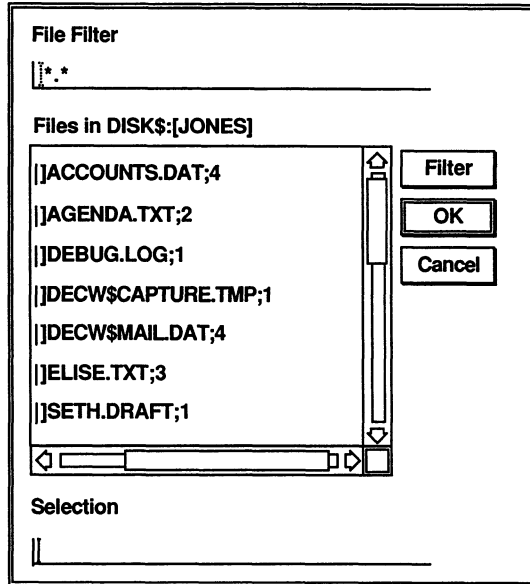
If you want to work on a draft file that is not listed, enter the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with 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. If it is a text file you can edit it. If the file does not contain text, such as a DDIF file, you cannot edit the file in Mail. See the section Using an Existing File in a Message for information about sending a nontext file.

To include a file in a message:

- 1 Choose Include File... 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.

## Using an Existing File in a Message

You can send a file without using an editor. This function is useful for sending files that cannot be edited in Mail.

To use an existing file in a message:

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

The dialog box prompts you for the name of the file you want to use. 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 use.

A message appears in the Create-Send window informing you of the file specification of the file being sent.

You can also use the File Filter text entry field to list a subset of files that you can then select from. See the section Including a File in a Message for more information.

## 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, to create your distribution lists. When creating distribution lists, enter one user name per line. Exclamation points (!) delimit comments; Mail will ignore everything to the right of the exclamation point. 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           ! Craig, project leader
YONKIN
TUTTLE                 ! Mona, product manager
DARCY: :MORRIS
@PROJECT
```

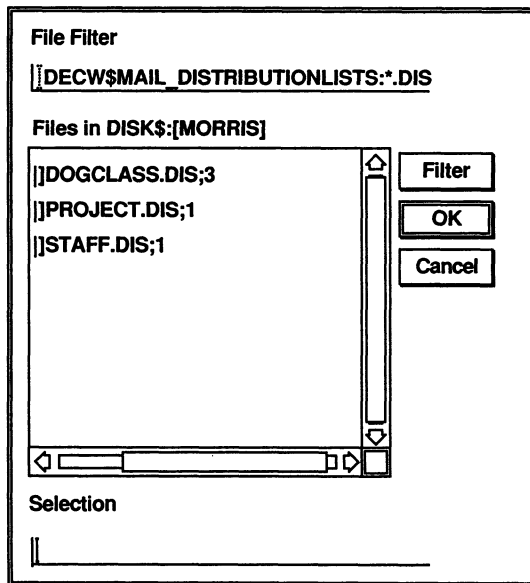
When naming distribution list files, use a DIS file type because that is what Mail looks for by default.

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 Distribution List... 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 DECwindows Text 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 default editor to create a message. To change your default editor, see the section *Modifying Your Send Attributes*.

You can also change the editor for a specific message by doing the following:

- 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 DECwindows Text Editor is once again the default, and all Create-Send options become available.

## 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, point 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 **Select All** 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

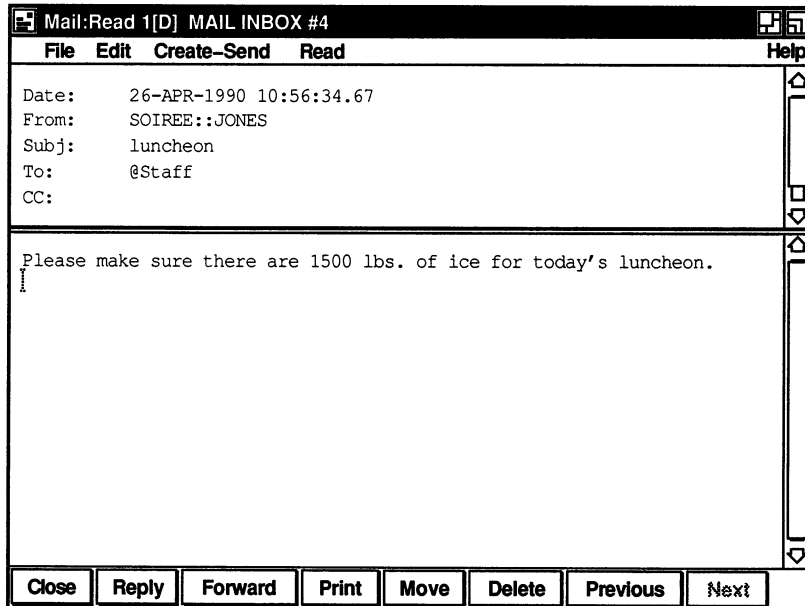
-  1
-  2
-  3
-  4
-  5

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. The number of new messages is displayed in the **Mail** icon.

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.

You can adjust the relative size of the panes by using MB1 to drag the border between the panes. Press MB1 on the pane dividing line, drag the line to the desired location, and release MB1. Making one pane smaller makes the other pane larger. This allows you to view more text in either pane without resizing the window.

If you receive a message whose contents are not text or in the DDIF or DTIF format, 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 Read New Mail on the pop-up menu in the Read window's message pane. This displays the first unread message in the INBOX folder.

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.

Read In Default  
Read in new window  
Reply using this message  
Forward with Header  
Print  
Move...  
Delete  
Undo Move/Delete  
Full Information...  
Extract...

## Reading an Old Message

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 Point to one of the selected messages, press MB2, and choose Read In Default or Read In New from the pop-up menu.
- 3 In the Read window, choose Next Selected or Previous Selected 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, display the main window's Read menu and choose New Mail in New Window from the In Window submenu. A new Read window is opened and the first message received since the INBOX folder was last opened is displayed. This is possible 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, display the main window's Read menu, and choose In New Window from the In Window submenu.

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 Make Default Window 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 Choose Create New Reply, Using a File..., Using a File (no editor), or Using This Message.

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 (unless you selected Using a File (no editor)).

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 Close button.

## Forwarding Messages

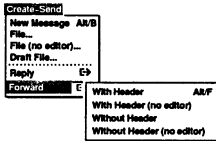
### Forward

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 (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 Choose either Without Header or Without Header (no editor).

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 unless you chose (no editor).

If you choose (no editor), Mail displays a message in the message region informing you of the name of the file it is sending.

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 Include Original from the Create-Send window's File menu.

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

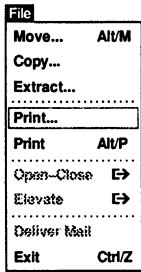
## Printing Messages

### Print

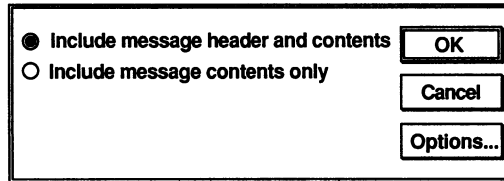
You can print selected messages or the message currently displayed in a Read window. Messages can be printed using your default print settings or you can modify the print settings for the messages being printed.

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 Print... on the File menu in the main or Read window. Mail displays a dialog box.



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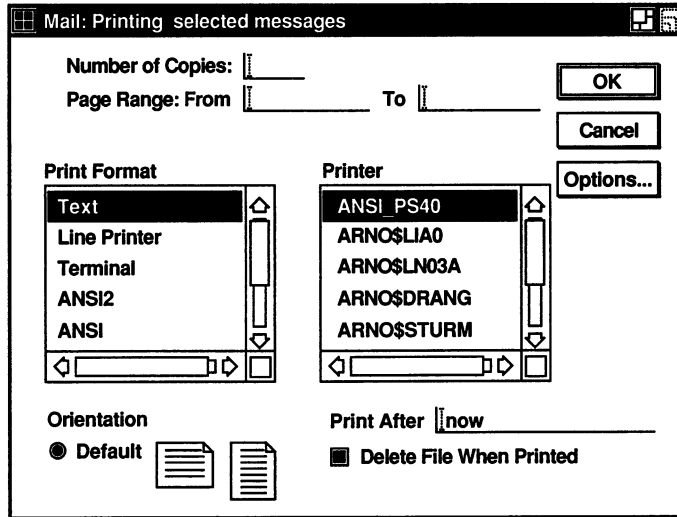
The Include Message Header and Contents button is set to indicate that the header (sender's name, date, subject, and so on) and the contents of the message are to be printed. To exclude the header information, click on the Include Message Contents Only button.

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.

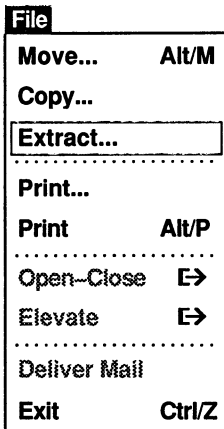


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See the *VMS DECwindows User's Guide* for more information about the Print Defaults dialog box.

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

## Creating a File from a Mail Message



You can create a VMS file from a mail message. You can select an existing message 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 Extract... from the File menu in the main, Create-Send, or Read window. Mail displays a dialog box.



Include Header Information  
 Append to Existing File  
 File: \_\_\_\_\_  
 Input Format: \_\_\_\_\_  
 Output Format: \_\_\_\_\_  
 Conversion Options File: \_\_\_\_\_  
 OK Cancel

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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 if it is an ASCII file. 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 types are:

TXT for text and untagged files

DDIF for DDIF files

DTIF for DTIF files

DDIF or DTIF for DOTS files, depending on whether the primary file's type is DDIF or DTIF

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.

If you select a different format for the file to be created, data converters are invoked. You may prefer to select a different output format only in cases where you understand the actual data format of the message you want to extract and the format in which you want the extracted file. The header information of the message is not converted to the new data format, only the body of the message. You may want to toggle off the

Include Header Information and Append to Existing File options.

- 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 *CDA Reference Manual* if you require more information about conversion options files.
- 5 Click on the OK button to create the file.

If more than one message is selected and the 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 in the drawer from which the message was deleted.

Deleted messages collect in the WASTEBASKET until you empty it. To empty the WASTEBASKET, select the WASTEBASKET or the drawer in which the WASTEBASKET resides and choose Empty Wastebasket 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.

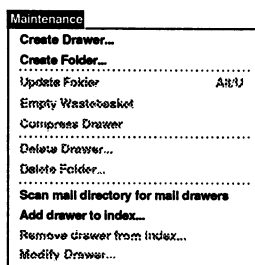
To reverse the delete operation in the main window, before the folder is closed select the messages to be retrieved, pull down the Edit menu, and choose Undo Move/Delete.

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

To update the index of messages to reflect that the messages have been moved to the WASTEBASKET, either select Update Folder 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, 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, modify a drawer's file name and display name, add and remove drawers in your index, move and copy messages between folders, and reclaim unused space in drawers.

### Creating New Drawers

To create a new drawer:

- 1 Choose Create Drawer... from the main window's Maintenance menu.

Mail displays a dialog box.

- 2 Type the drawer file name for the new drawer to be created in the appropriate text entry field.

A drawer file name is a VMS file specification and has the same limitations. The prefix MAIL\$ is reserved by Mail and should not be used as a prefix for drawer file names. All drawer file names must be unique.

- 3 Type the drawer display name for the new drawer to be created in the appropriate text entry field.

The drawer display name is listed in your main window index, and can be different from the drawer name. A display name is limited to 39 characters. It must begin with a letter or number, and can contain letters, numbers, underscores, hyphens, and dollar signs.

Display names are case sensitive. That is, the display names IMPORTANT and Important are not the same.

- 4 Click on the OK button to create the drawer.

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

## Creating New Folders

To create a new folder:

- 1 Choose Create Folder... from the main window's Maintenance menu.  
Mail displays a dialog box.
- 2 Type the name of the new folder to be created in the appropriate text entry field.  
A folder name is limited to 39 characters. It must begin with a letter or number, and can contain letters, numbers, underscores, hyphens, and dollar signs. In addition, a folder name can contain spaces and periods.  
Folder names are case sensitive. That is, the folder names INBOX and Inbox are not the same.
- 3 Click on the OK button to create the folder.

Empty folders are automatically deleted by Mail when the drawer is closed.

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.

## Modifying Drawer Names

You can enter a new file name or display name, or both, for a mail drawer. You can change the display name for the default MAIL drawer but not the file name.

To modify the file name and display name of a drawer:

- 1 Choose Modify Drawer... from the main window's Maintenance menu.  
Mail displays a dialog box.
- 2 To change the drawer's file name, type the new file name for the drawer in the appropriate text entry field.  
A drawer file name is a VMS file specification and has the same limitations. The prefix MAIL\$ is reserved by Mail and should not be used as a prefix for drawer file names. All drawer file names must be unique.
- 3 To change the drawer's display name, type the new display name for the drawer in the appropriate text entry field.

The drawer display name is listed in your main window index, and can be different from the drawer name. A display name is limited to 39 characters. It must begin with a letter or number, and can contain letters, numbers, underscores, hyphens, and dollar signs.

Display names are case sensitive. That is, the display names **IMPORTANT** and **Important** are not the same.

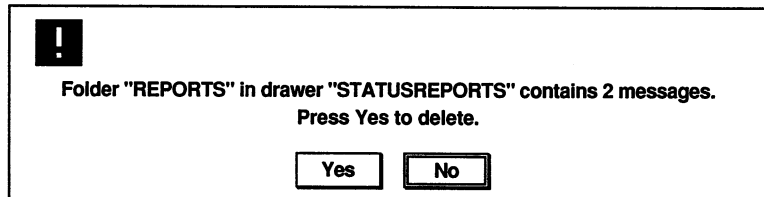
- 4 Click on the OK button to make the change.

## Deleting Drawers and Folders

To delete drawers or folders:

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

Mail displays a dialog box.



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- 3 Click on the **Yes** button to delete the drawer or folder, or click on the **No** 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 messages and 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** and can be retrieved until the **WASTEBASKET** is emptied. If you attempt to delete **INBOX** or **WASTEBASKET**, all messages in them are deleted but **INBOX** and **WASTEBASKET** are not deleted.

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

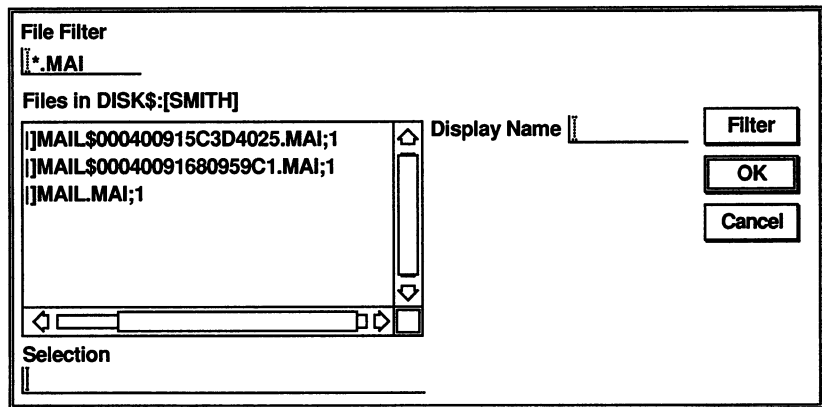
## Adding and Removing Drawers in the Index

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 Scan Mail Directory for Mail Drawers 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 Add Drawer to Index... 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 text entry 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 Remove Drawer from Index from the main window's Maintenance menu.

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

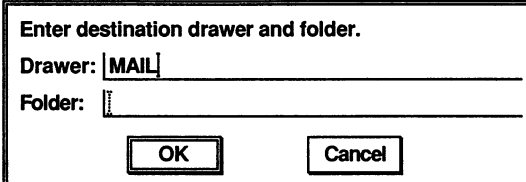
## Moving and Copying Messages to Another Folder

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

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

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

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



Enter destination drawer and folder.

Drawer: MAIL

Folder:

OK Cancel

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Move

Initially, MAIL is inserted in the drawer name field. If a folder is selected, the name of the drawer that contains the folder will be displayed in the drawer name field. If no folder is currently selected, the drawer and folder fields contain whatever was last entered in those fields.

- 2 Type the name of the drawer and folder to receive the message in the appropriate text entry fields.

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.

If you are using the Outline style main window, you can also move messages by dragging. You may drag messages only within a single window.

- 1 Press MB1 on the selected message, wait one full second, and drag MB1 to the folder you want to move the message to.
- 2 Release MB1.

You can also move multiple messages at one time. Select the messages by holding the Shift key down while clicking MB1 on the messages you choose, and drag MB1 to the folder you want to move the messages to. Release MB1.

To reverse the move operation in the main window, select the messages to be retrieved and choose Undo Move/Delete from the main window's Edit menu. You may also reverse the move operation by dragging messages back to their original folders.

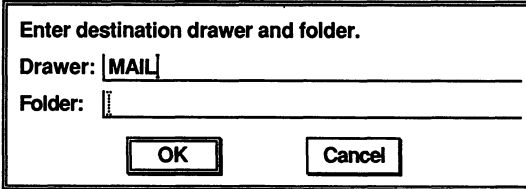
To reverse the move operation in a Read window, in the message pane of the moved message press MB2 and choose Undo Move/Delete from the pop-up menu.

To copy a selected message or the message currently displayed in the Read window:

- 1 Choose Copy 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 those fields.

- 2 Type the name of the drawer and folder to receive a copy of the message in the appropriate text entry fields.  
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, point 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, point to the folder name, press MB2, and choose Update Folder from the pop-up menu.

To update several folders at once, select the folders and choose Update Folder 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

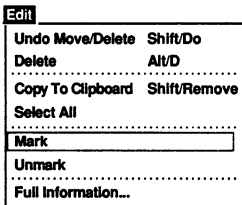
When you delete messages and folders, empty space is left in the drawer from which the messages or folders were deleted. To make this space available for reuse, select the drawer to be compressed and choose Compress Drawer from the main window's Maintenance menu.

If multiple drawers are selected, the first selected drawer will be compressed.

You cannot compress an open drawer. Close the drawer before choosing Compress Drawer.

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



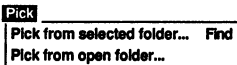
Marking messages allows you to identify messages of particular importance to you. For example, you might mark the messages you want to print at the end of the day, or the messages you want to reread or reply to at another time.

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 Mark from the main or Read window's Edit menu.

To unmark the currently displayed or selected messages, choose Unmark 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 Pick from Open Folder... or Pick from Selected Folder... from the main window's Pick menu.  
Mail displays a dialog box.

Mail: Pick from open folder

From: [ ]

To: [ ]

CC: [ ]

Subject: [ ]

In Text: [ ]

On: [ ]  Replied To  Marked  Opened  Selected

Before: [ ]  Yes  No  Yes  No  Yes  No  Yes  No

After: [ ]

OK Cancel

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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.

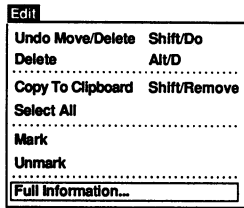
<b>Field</b>	<b>Description</b>
Subject:	Text included in the subject field of messages you want to pick.
In text:	Any text string included in the body of messages you want to pick.
On:	The date on which messages you want to pick were received. Click MB1 to display the Date dialog box. To specify the 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

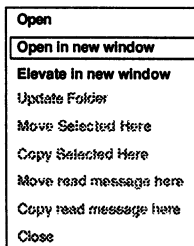


The main window's message index lists one line of information about each message. This line contains the message number, the date it was received, the name of the sender, and the subject of the message.

To display additional information about messages, select the messages and choose Full Information... 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 To if you replied to the message, Marked if you marked the message, New if you have not read the message, and the message type of non-ASCII messages, such as DDIF.

## 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 Open in New Window 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, point to the folder or drawer to be elevated, press MB2, and choose Elevate in New Window from the pop-up menu.

## **Sending and Receiving CDA Documents**

You can send CDA documents as messages. The format of these compound documents is usually DDIF or DTIF. DDIF and DTIF documents cannot be edited with the DECwindows Text Editor used by Mail.

To send a CDA document to another user:

- 1 Choose File... from the Create-Send menu.  
Mail displays a dialog box that prompts you for the name of the file you want to use.
- 2 Double click on the name of the file you want to use.  
The CDA document is displayed in the Create-Send window, but you cannot edit it. Enter the address information in the envelope region.
- 3 Click on the Send button to send the message.

If the recipient of a message containing a CDA document is using a configuration (such as a character cell terminal) that does not support VMS DECwindows, 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 CDA document to a user whose mail system does not support CDA, the message will not be sent. You will be notified that the transmission cannot be completed. You can create a copy of the message in another format and send that file.

To create a copy of a message in another format:

- 1 Choose **Extract...** from the Create-Send window's File menu.
- 2 Enter appropriate information in all text entry fields, as described in the section **Creating a File from a Mail Message**.
- 3 In the **Output Format** field, press MB1, point 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 **Include File...** 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

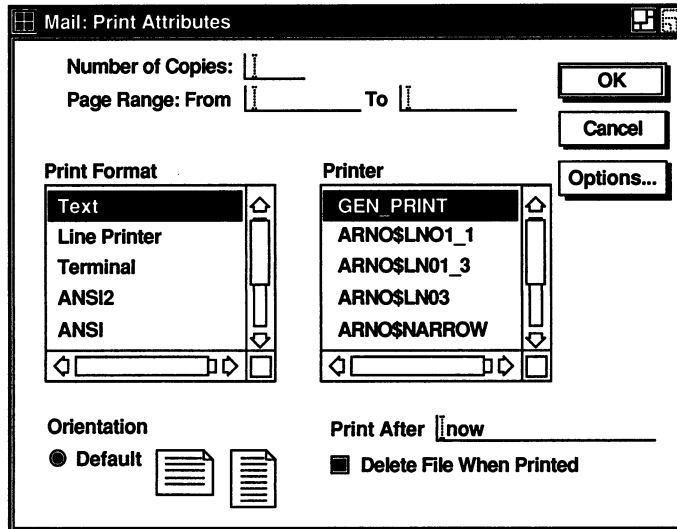
### Customize

User Attributes...  
Send Attributes...  
Deliver Attributes...  
Print Attributes...  
Window Attributes.....  
Save Attributes  
Restore Attributes  
Restore System Attributes

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 **Print Attributes...** from the main window's **Customize** menu. Mail displays a dialog box.



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. You may change the default settings for your user attributes, send attributes, deliver attributes, and window attributes in corresponding dialog boxes. In each of the dialog boxes, an option is enabled when its button is shaded. To enable or disable an option, click on the corresponding 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.*



**Modifying Your User Attributes** To change the default settings for your Mail user attributes, choose User Attributes... from the main window's Customize menu. Mail displays a dialog box.

Mail: User Attributes

Number of undelivered messages: 0

User Name: BEUTLER

Personal Name: System Manager

Forwarding Address: [ ]

Mail Directory: NABOB\$DUA0:[BEUTLER]

Name of folder for deleted mail: WASTEBASKET [ ]

Empty wastebasket upon closing drawer

OK Cancel

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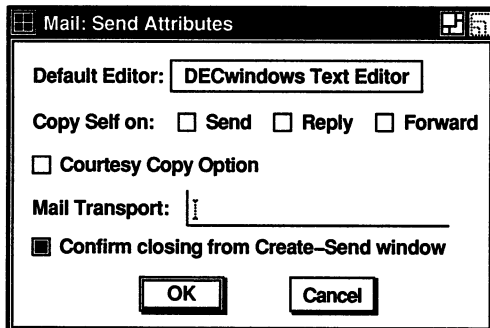
The first line in the dialog box displays the current number of undelivered messages. The following table describes the remaining fields in the User Attributes dialog box.

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. It cannot contain double spaces.
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.

Option	Description
Name of folder for deleted mail:	The name of the folder to which deleted messages are moved in new drawers you create. By default, the WASTEBASKET is specified. Existing drawers are unaffected by changing this setting.
Empty wastebasket upon closing drawer	This option, which is set by default, causes the WASTEBASKET to be emptied when you close the drawer.

Click on the OK button to save the profile settings for the current session only. To save the settings permanently, choose Save Attributes from the main window's Customize menu. Click on the Cancel button to reinstate the original profile settings.

**Modifying Your Send Attributes** To change the default settings for mail messages that you send, choose Send Attributes... from the main window's Customize menu. Mail displays a dialog box.



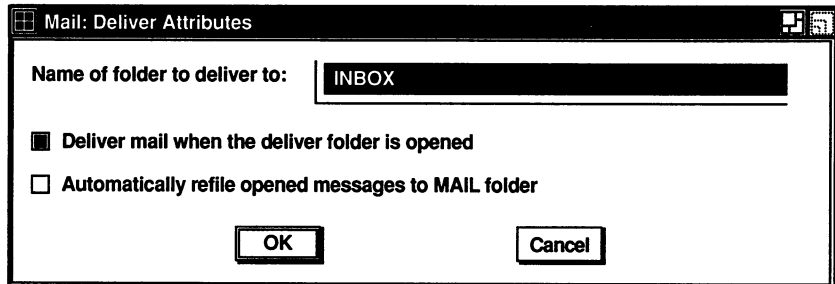
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The following table describes the fields in the Send Attributes... dialog box.

Option	Description
Default Editor:	The DECwindows Text Editor, described in the <i>VMS DECwindows User's Guide</i> , 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.

Option	Description
Copy options	You can turn on the following Copy Self on: and Courtesy Copy options, which are disabled unless you specify otherwise:
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.
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.
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.
Courtesy Copy Option	Prompts you with a courtesy copy prompt when using VMS Mail. This option does not affect VMS DECwindows Mail.
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.
Confirm closing from Create-Send window	If you change the header or text of a message in a Create-Send window and then close the window without sending the message, a caution dialog box is displayed. The message "Changes have been made to the Create-Send window. Do you really want to close it?" appears. The Confirm Closing from Create-Send Window option allows you to suppress this confirmation message.

**Modifying Your Deliver Attributes** To change the default settings for mail messages that are delivered to you, choose Deliver Attributes... from the main window's Customize menu. Mail displays a dialog box.



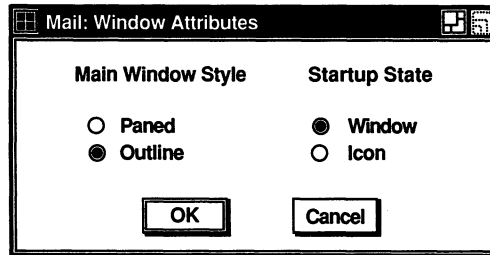
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The following table describes the fields in the Deliver Attributes dialog box.

Option	Description
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.
Automatically refile opened messages to MAIL folder	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.  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.

Changes made to the Name of folder to deliver to: field will not take effect until you choose Save Attributes from the Customize Menu, and then exit from and reenter Mail.

**Modifying Your Window Attributes** To change the default settings for your DECwindows environment, choose Windows Attributes... from the main window's Customize menu. Mail displays a dialog box.



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The following table describes the fields in the Window Attributes dialog box.

Option	Description
Main Window Style	The window style, either Paned or Outline, 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.
Startup State	This option allows you to choose whether to have DECwindows Mail start as a window or as an icon.

Changes made to the Main Window Style field will not take effect until you choose Save Attributes from the Customize Menu, and then exit from and reenter Mail.

**Saving and Restoring Attributes** If you have changed the size or position of the windows, or any other user attributes except Print attributes, you can save these changes permanently. After you have made the desired changes, choose Save Attributes from the main window's Customize menu. Print attributes are not saved.

To restore attributes that you have changed from their current state to your last saved attributes, choose Restore Attributes from the main window's Customize menu.

To restore your attributes to the system default settings, choose Restore System Attributes from the main window's Customize menu.

## 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.

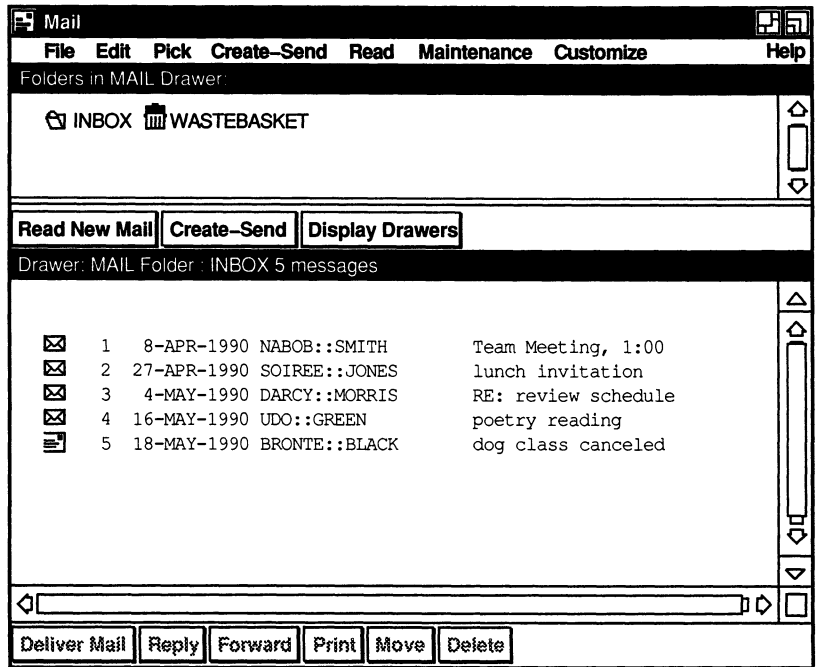
Once these options have been set, you will find using VMS DECwindows Mail very similar to using VMS Mail. Mail provides most VMS Mail functions with the exception of SPAWN, ATTACH, EDIT, and DEFINE/KEY. These functions are unnecessary in the VMS DECwindows environment.

## 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 Window Attributes... from the Customize menu and click on the Paned option in the Window Attributes dialog box. Choose Save Attributes from the Customize menu. The Paned style main window takes effect when you exit from 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 Open Folder in New Window and Open Drawer in New Window on the File menu.
- You cannot select a range of drawers or folders by clicking, dragging, and releasing MB1 over the range of objects in a Paned style window. However, you can select a range of messages. To select multiple messages, press and hold the Shift key while clicking MB1 on each desired message.

## 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 about 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 to include the following command:

```
$DEFINE DECW$MAIL_DRAFTS directoryspec
```

where *directoryspec* is the name of the directory in which drafts are to be stored. For example, [SMITH.DRAFTS] is a valid directory name.



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 to include the following command:

```
$DEFINE DECW$MAIL_DISTRIBUTIONLISTS directoryspec
```

where *directoryspec* is the name of the directory in which distribution lists are stored. For example, [JONES.DISTLISTS] is a valid directory name.

## Exiting from Mail

To exit from the Mail application, choose Exit 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. Your wastebasket is emptied, unless you have disabled that option in your user profile. If a Create-Send window is open, you are asked if you really want to exit.

If multiple main windows are open, the File menu contains Close 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.

## Using Accelerators

You can use certain key combinations, called accelerators, to quickly perform common Mail operations. The following table shows the functions and their corresponding accelerators.

**Table 9-1 Using Accelerators**

<b>Press</b>	<b>To Produce</b>
Alt†/M	Move...
Alt/P	Print
Alt/O	Open
Alt/N	Open in New Window
Shift/Do	Undo Move/Delete

†Compose Character Key

(continued on next page)

**Table 9-1 (Cont.) Using Accelerators**

<b>Press</b>	<b>To Produce</b>
Alt/D	Delete
Shift/Remove	Copy to Clipboard
Find	Pick from Selected Folder...
Alt/B	Create a New Message
Alt/A	Create a New Reply
Alt/F	Forward with Header
Alt/R	Read New Mail in Default Window
Alt/U	Update Folder
KP3	Read Next Message
KP1	Read Previous Message
Remove	Cut
Insert Here	Paste
Ctrl/Z	Send
Help	Help
Alt/Q	Close
Ctrl/Z	Exit

**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.

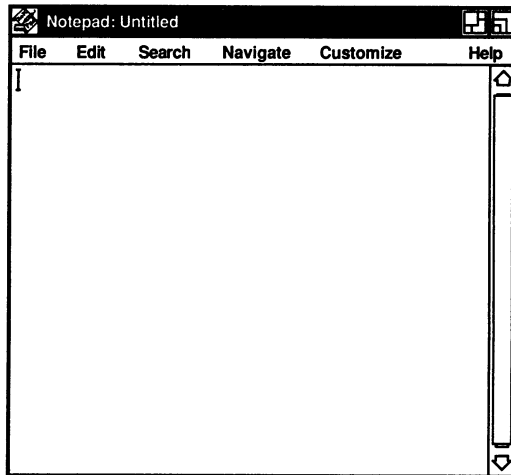
This chapter describes how to

- 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 Notepad 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. By default, 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. To disable word wrapping, choose Word Wrap from the Customize menu. When word wrapping is in effect, a shaded toggle button appears to the left of the Word Wrap menu item. When you disable word wrapping, the toggle button disappears.

## 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...
-----
Split View
Delete View

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 Go to Top to move to the top of the buffer. Choose Go to Bottom to move to the bottom of the buffer.

To reposition to a specific line in the buffer:

- 1 Choose Go to Line... from the Navigate menu.  
Notepad displays a dialog box.
- 2 Enter the line number.
- 3 Press  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 Go to Selected Line Number 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 Go to Selected Line Number 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. Choosing Select All from the Edit menu also selects all text in a buffer.

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.

To delete all of the text in a buffer, choose Select All and then Clear from the Edit menu. You can replace the deleted text by choosing Undo from the Edit menu.

## Canceling an Edit



To cancel your most recent edit, choose Undo... from 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 Undo... 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 Revert 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 Cut from the Edit menu.

Edit	
Undo	Alt/Z
Redo	Alt/Shift/Z
Undo...	
.....	
Cut	Alt/X
Copy	Alt/C
Paste	Alt/V
Clear	
.....	
Select All	Alt/A

- 3 Move the cursor to where you want the deleted text inserted by positioning the pointer and clicking MB1.
- 4 Choose Paste 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:

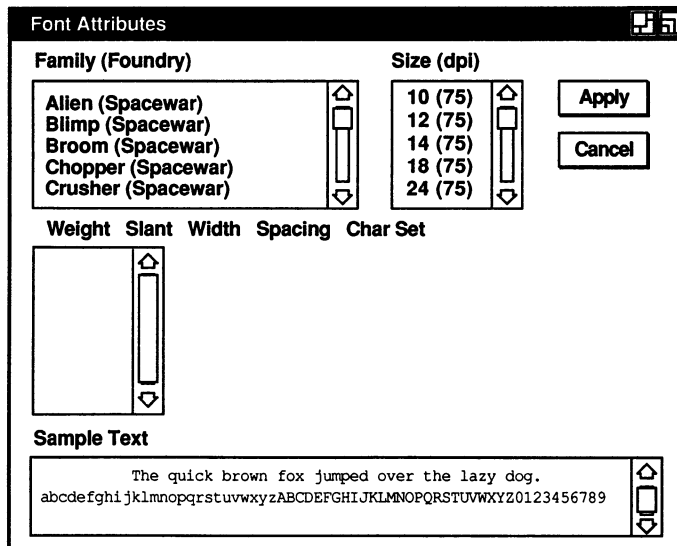
- 1 Select the text you want copied to another location.
- 2 Choose Copy from the Edit menu to store the copied text.
- 3 Move the cursor to where you want the selected text copied by positioning the pointer and clicking MB1.
- 4 Choose Paste from the Edit menu.

The selected text is copied to the new location.

## Changing Your Font

You can change the font Notepad uses by choosing the Font... menu item from the Customize menu.

Notepad displays a dialog box.



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The Font dialog box lists the fonts available on your system. To change your font:

- 1 Click on the desired font in the Family list box.
- 2 Click on the desired size in the Size list box.
- 3 Click on the set of characteristics (weight, slant, width, spacing, and the character set) you want your font to have.

Once you have chosen your desired settings in the three list boxes, an example of what your new font looks like appears in the Sample Text box. To apply the new font, click on Apply and then Cancel to exit the dialog box. To cancel your new settings without applying them, click on Cancel.

### **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 Include... 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.

### **Splitting the Screen**

You can split your Notepad screen into a number of edit windows. This enables you to work on different portions of the same file simultaneously, and to perform editing functions between windows, such as cutting and pasting. This is particularly helpful with a long file.

To split the window in which the cursor is currently placed, choose Split View from the Navigate menu.

To get rid of the window in which the cursor is currently placed, choose Delete View from the Navigate menu.

## Saving Text in a File

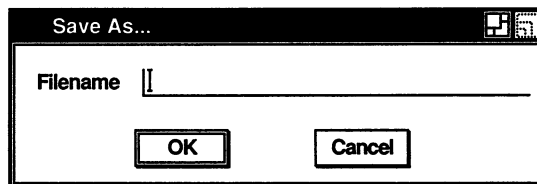
File	
New	Alt/N
Open...	Alt/O
Open Selected	
Include...	Alt/I
.....	
Save	Alt/S
Save As...	Alt/Shift/S
.....	
Revert	
.....	
Quit	Alt/Q
Exit	Ctrl/Z

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 Save As... 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  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 New 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.

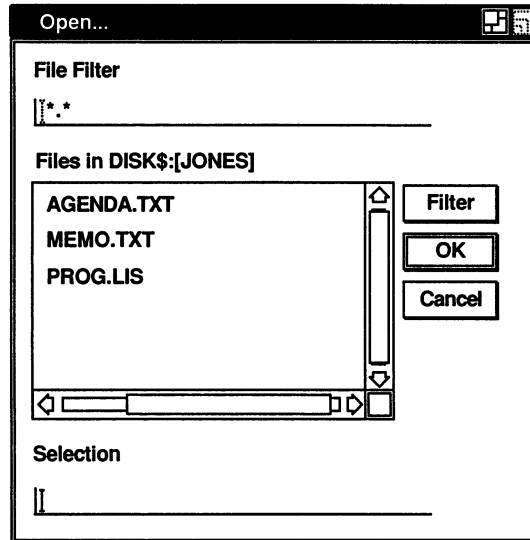
## Opening an Existing File

File	
New	Alt/N
Open...	Alt/O
Open Selected	
Include...	Alt/I
-----	
Save	Alt/S
Save As...	Alt/Shift/S
Revert	
-----	
Quit	Alt/Q
Exit	Ctrl/Z

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 Open... 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

Edit	
Undo	Alt/Z
Redo	Alt/Shift/Z
Undo...	
Cut	Alt/X
Copy	Alt/C
Paste	Alt/V
Clear	
Select All	Alt/A

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 Copy 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 Paste from the Edit menu.

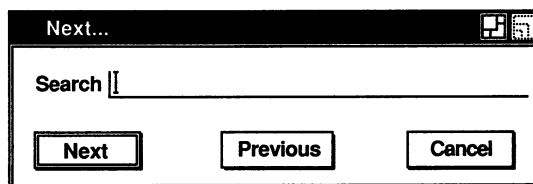
Notepad inserts the copied text at the desired location, leaving the text in the other window intact.

## Searching for Text

Search	
Next Selected	Shift/F
Previous Selected	Ctrl/Shift/F
Next...	F
Previous...	Ctrl/F
Next Incremental...	
Previous Incremental...	
Replace Once...	
Replace Within Selected Area...	
Replace All...	

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 Next... 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.

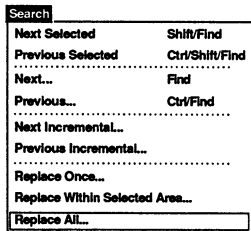
You can continue to search for the text string by clicking on the Next screen button in the dialog box.

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 Next Selected or Previous Selected from the Search menu.

By default, Notepad performs a case-sensitive search. Choose Case Sensitive Searches from the Customize menu to make searches insensitive to case. A shaded toggle button to the left of the Case Sensitive Searches menu item indicates that case-sensitive searches are 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.

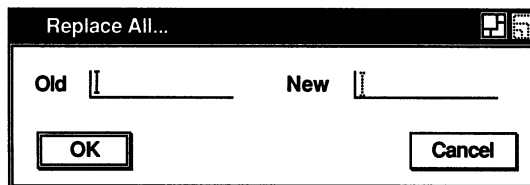
## Replacing Text



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 Replace All... 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 Replace Once... 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 Replace Within Selected Area... from the Search menu.

## Exiting from an Editing Session

To end an editing session, choose Exit 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.

If you modified word wrapping or case-sensitive searches during your editing session and you would like to save those settings for future editing sessions, choose Save Current Settings from the Customize menu. To restore your previous settings, choose Use Last Saved Settings from the Customize menu.

To discard the edits from a session and close the editing window, choose Quit from the File menu.

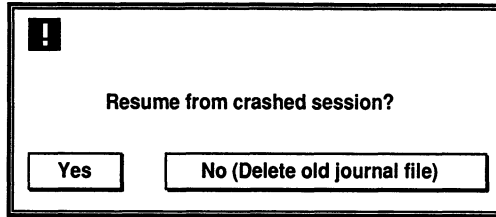
## Using Journal Files

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 `Open...` 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.



**Paint**



---

## 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 CDA Viewer (see Chapter 2).

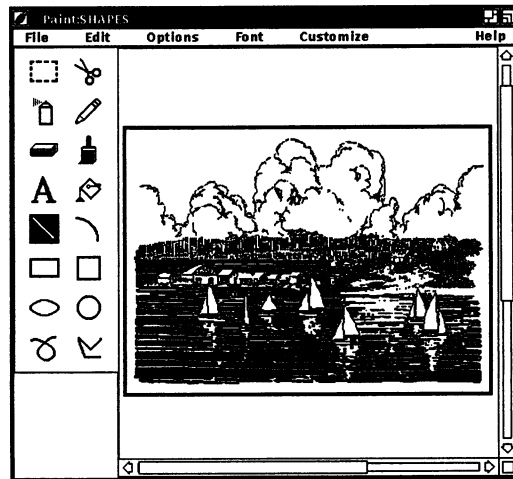
This chapter describes how to

- 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 Paint from FileView's Applications menu.

The Paint program displays a drawing window with a tool palette on the left side.



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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.

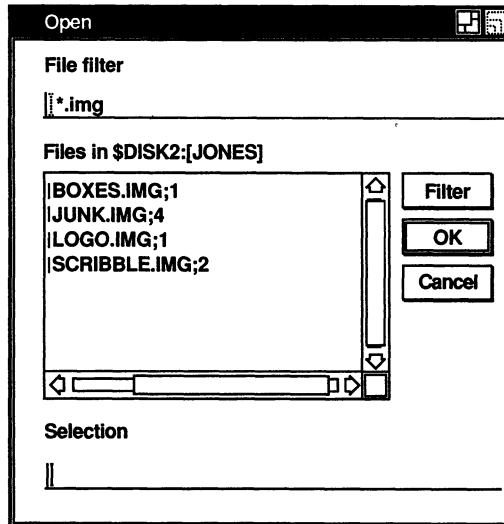
## Learning the Basics

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 Choose Open... from the File menu.

The Open Picture dialog box displays the names of any graphics files in the current directory.

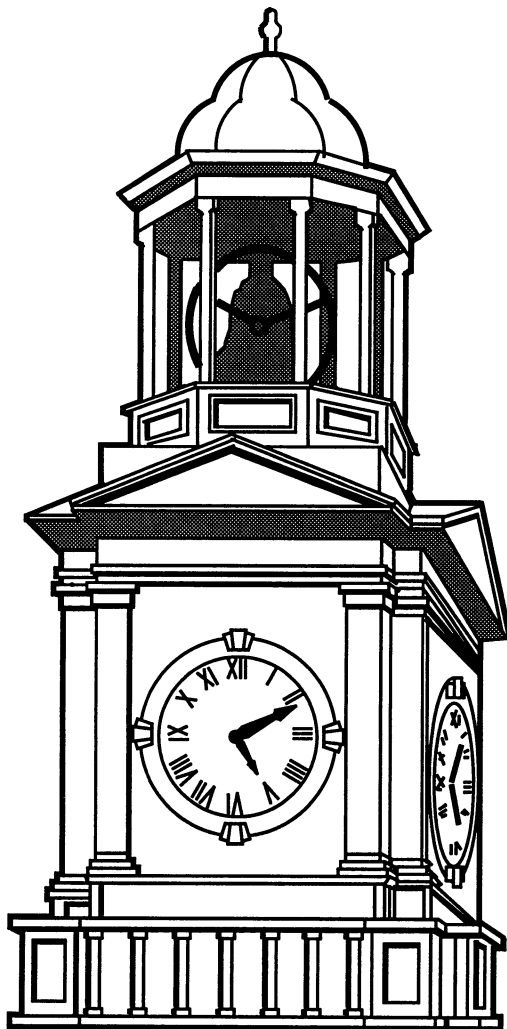


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- 2 Enter the picture file name, DECW\$EXAMPLES:CLOCK.IMG  
IMG is the standard format of a Paint file.
- 3 Click on the OK button or press `Return`.

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.

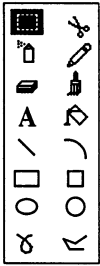
Now, draw in the current time, using the straight line tool:

- 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 Undo from the Edit menu.

## Inverting Images

You can use the Invert menu item on the Edit menu to create 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.





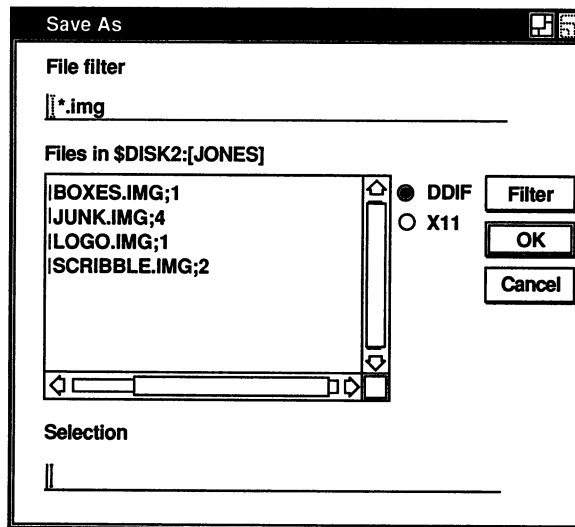
- 1 Click on the selection box tool.
- 2 Move the pointer into the drawing window and select the Clock Tower by positioning the pointer in one corner of the area to be selected and dragging the pointer over the desired area.
- 3 Choose Invert from the Edit menu.

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 Save As... 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.IMG` 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 first time you choose one of the Print menu items, Paint displays the Print dialog box so that you can see the defaults and change them if desired. Thereafter, the Print menu item sends the painting to the default printer, whereas Print... always 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 an area using the selection box tool or the scissors tool. Or, select the visible portion of the canvas using Select All from the Edit menu. Then choose Clear from the Edit menu.
- Choose Undo from the Edit menu to erase the last Paint operation.

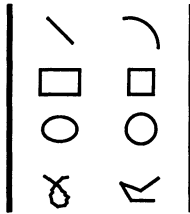
## Drawing Lines and Shapes

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.

With the polyline tool, click MB1 to end one line and start another. Double click to terminate the tool, or, if you are back at the starting point of a figure, click MB1 once to close the figure.

To use the free-hand stroke tool, you press and drag MB1, and then release it when you are finished drawing a particular line. Figure 11-2 illustrates the tools for creating lines and shapes.

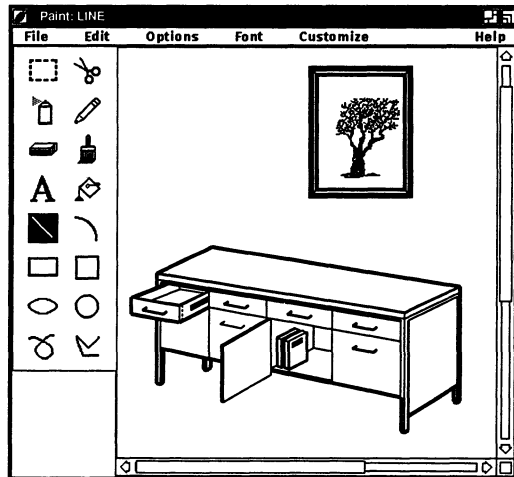
**Figure 11-2 Tools for Lines and Shapes**



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For example, to draw a rectangle:

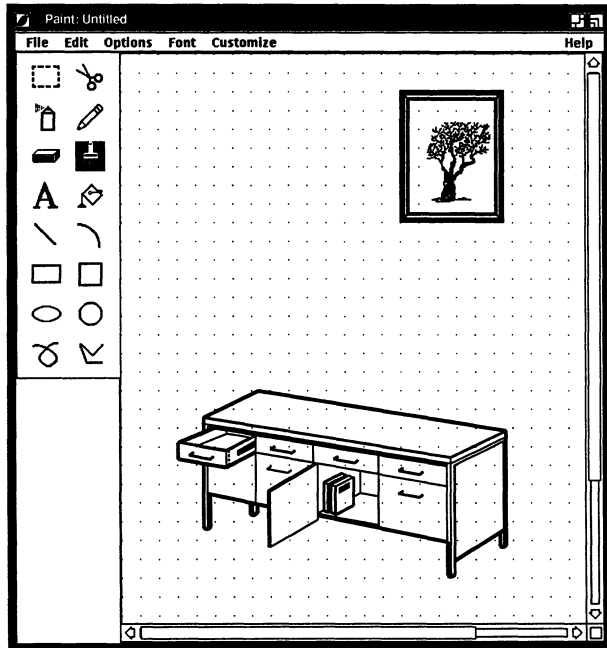
- 1 Click on the rectangle tool.
- 2 Position the pointer in the drawing window where you want one corner of the rectangle to be. Press MB1 and drag the pointer diagonally across the drawing surface until the rectangle has the desired width and height. (Notice how you can stretch and shrink the rectangle, even flip it over.)
- 3 Release MB1 to anchor the shape.



If you want to line up a series of shapes or draw them equidistant to each other, choose Grid On 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

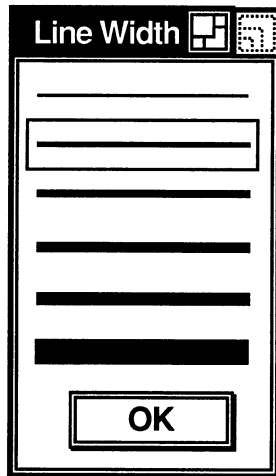


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## Varying Line Width

Lines drawn with the shape tools can be thick or thin. To change the current line width:

- 1 Choose Line Width... from the Options menu.  
Paint displays a dialog box.



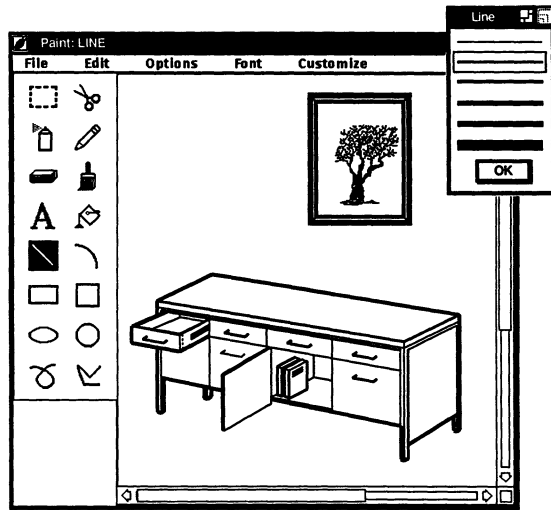
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- 2 Click on the line thickness you want.

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 and pressing MB1, drag the pointer to create one side of the polygon. Drag and click to create additional sides, and click on the starting point to complete the figure. Double clicking MB1 ends the polyline without closing off the polygon.

Most of the time, geometric shapes or figures are opaque, so you cannot see what lies behind them. Opaque figures are the default, as indicated by the shaded option button next to the Opaque menu item on the Options menu. Choosing Transparent from the Options menu causes background images to show through foreground images. The Transparent and Opaque settings affect not only figures but selected images being moved, the spray can tool, the paintbrush tool, and text.



## Using Patterns

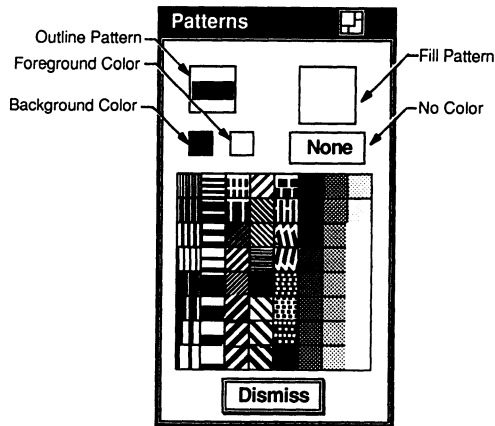
Lines and shapes do not need to be a solid color. They can be striped, speckled, woven, dotted, and so on.

The line and shape tools, the spray can tool, and the paintbrush tool can paint patterned lines and borders. The default border is a solid foreground color. To use patterned lines:

- 1 Choose Patterns... 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 Patterns Palette**



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- 2 Click on the border pattern button.
- 3 Click on any pattern.  
Notice that the pattern you click on is displayed in the border 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 Patterns... 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.



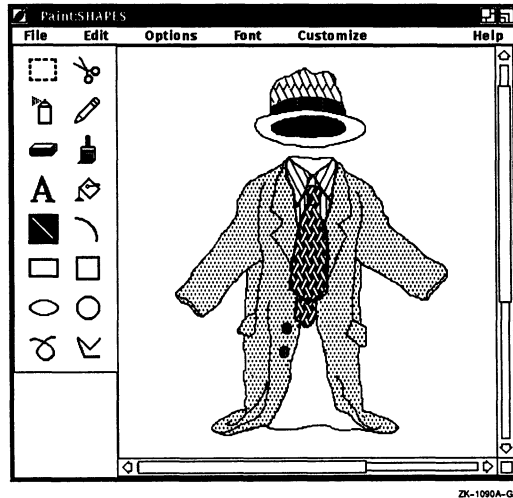
You can fill existing shapes with the paint bucket tool by clicking MB1 inside the shape you want to fill. The shape must be enclosed; any opening in the border causes the paint to spill out onto the canvas. You can reverse filling a shape by choosing Undo Flood from the Edit menu.

Clicking on a black pixel causes all adjoining black space to be filled with the pattern. Clicking on a white pixel causes all adjoining white space to be filled with the pattern.

Filling works only on the visible part of the canvas. For example, if you attempt to flood the entire canvas, only the visible portion is affected.

Figure 11-5 shows examples of patterns.

**Figure 11-5 Examples of Patterns**



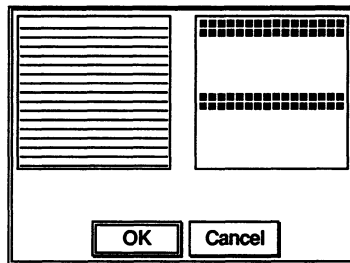
## Creating Your Own Patterns

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 a border or a fill pattern, then click on the appropriate button on the Patterns 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 Edit Pattern... 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. When the pencil is clicked on a pixel, that pixel inverts its color. The new color of the pixel becomes the pencil color, and until MB1 is released, all pixels the pencil passes over take on the color of the pencil. For example, if you are working with a black and white canvas and you start the pencil in a white area, the pencil will draw black until you release MB1, even if it passes through a black area. Conversely, if you start the pencil in a black area, it will draw white until you release MB1, even if you pass it through a white area.  
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 Patterns palette for the rest of the session, replacing the original pattern. You cannot recover the original pattern for that session.

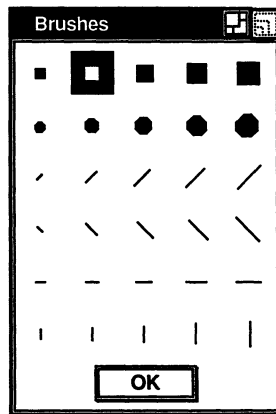
## Using the Paintbrush



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 border pattern on the Patterns palette, as described in the section Using Patterns.

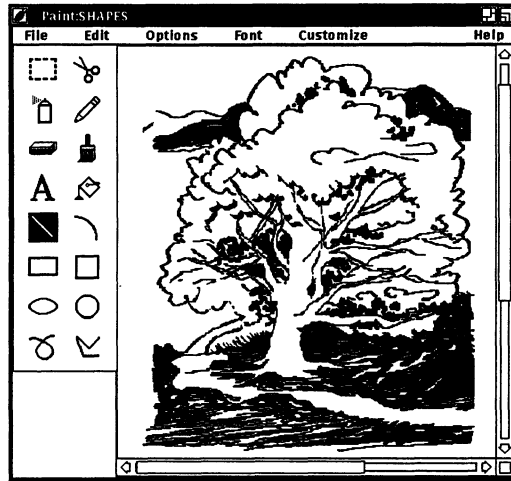
To shape the tip of the paintbrush:

- 1 Click on the paintbrush tool.
- 2 Choose Brushes... 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.



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## Editing Paintings

### Edit

Undo	Alt/Z
Cut	Alt/X
Copy	Alt/C
Paste	Alt/V
Clear	
Invert	
Crop	
Scale...	
Select All	
Select Picture...	

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 visible portion of the canvas with Select All 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.

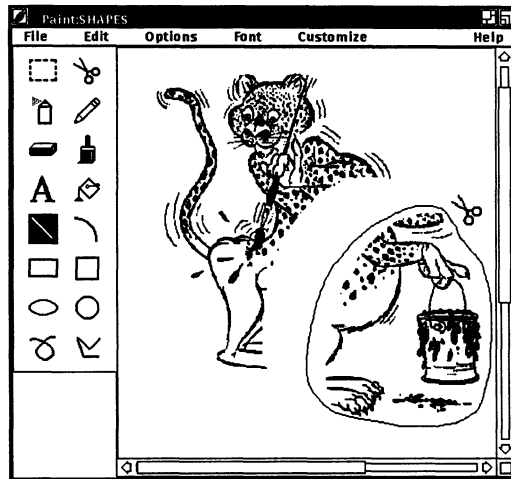
You can cancel a selection by clicking in another part of the window or by selecting another tool.

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.



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You can cancel the selection by clicking in another part of the window or by selecting another tool.

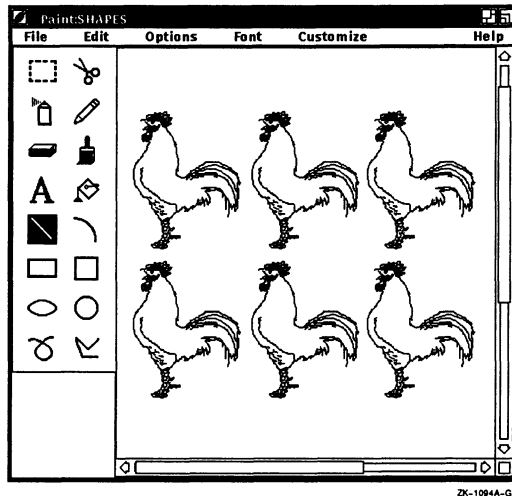
## Copying Images

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 Copy from the Edit menu.  
Paint copies the image to the clipboard.
- 3 Choose Paste from the Edit menu.  
Paint puts a copy of the image on the canvas, leaving it selected.

- 4 Position the pointer in the selected image and drag it to the desired location on the screen.



You can cancel the selection by clicking on another tool or by selecting another image.

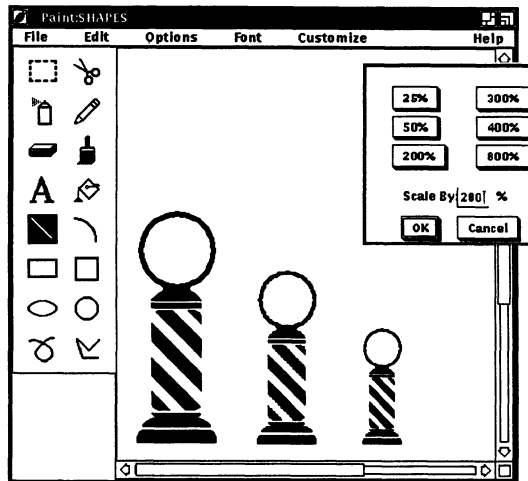
You can also use the Cut menu item to copy a selection to the clipboard without leaving a copy of it in the original location.

### Resizing Images

You can also modify the proportions of selected images. Choose Scale... from the Edit menu to enlarge or shrink a selected image. To scale an image:

- 1 Select the image.
- 2 Choose Scale... 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 25% reduces the selected area to one-fourth 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 Undo Scale from the Edit menu.

Choosing Scale Picture... from the Edit menu allows you to scale the entire canvas. This operation cannot be undone.

## 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 Crop to extract a portion of the picture. To crop a picture:

- 1 Select the section of the picture you want to keep.
- 2 Choose Crop 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.

## Working with Full Views

By using the Full View menu item on the Options menu, you can display entire figures even if they are too large to fit in the Paint window. The Full View dialog box enables you to display only a portion of your picture or to permanently crop it.

To display an entire picture, choose Full View... from the Options menu. Paint displays the Full View dialog box.

To change modes in the Full View... dialog box, display the Mode option menu and choose the desired option. The default mode is Position.

To designate the area of your picture that you want to display:

- 1 Enable Position mode by choosing Position from the Mode option menu in the Full View dialog box. (Position mode is the default.)
- 2 Place the pointer inside the Position window and drag it over the area of the canvas you want to display.
- 3 Release MB1.
- 4 Click on OK to display the desired portion of the canvas.

To crop your picture:

- 1 Enable Crop mode by choosing Crop from the Mode option menu in the Full View dialog box.
- 2 Position the pointer in one corner of the area to be cropped and drag the pointer until the Crop window frames the area of the canvas you want to crop and save.

Once you click on the Do Crop button, the rest of the figure will be discarded.

- 3 Click on the Do Crop button.

To reverse cropping, click on the Undo Crop button.

- 4 Click on OK.

Paint displays a dialog box, telling you that the crop operation is irreversible and asking if you want to save the picture before continuing. To retain only the portion of the picture you selected and discard the rest, click on No. To save the picture before it is cropped, click on Yes.

Clicking on Cancel puts you back in the Full View dialog box, from which you can undo the crop by clicking on the Undo Crop button.

## Editing in Detail

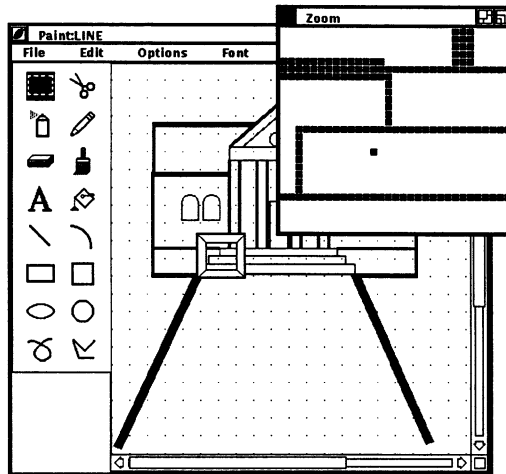
Not only does Paint magnify patterns in the Edit Patterns dialog box so you can see them better, it also magnifies portions of the canvas with the Zoom On menu item. The Zoom magnifying frame acts like a magnifying glass in the drawing window, enlarging an image to eight times its original size.



To magnify a portion of a painting:

- 1 Choose Zoom On 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.

To close the Zoom window, display the Options menu and click on Zoom Off.

## Inserting Text

### A

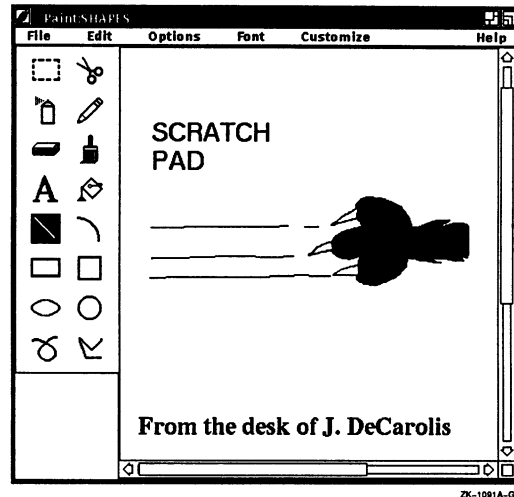
You can insert text anywhere in the Paint window. The text can be different fonts, sizes, and styles. You can change the appearance of text in the drawing window up until the moment you click to complete the text entry. After that, Paint incorporates the text into the graphic image.

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.  
You can also choose an italic style of font from the Style submenu.
- 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**



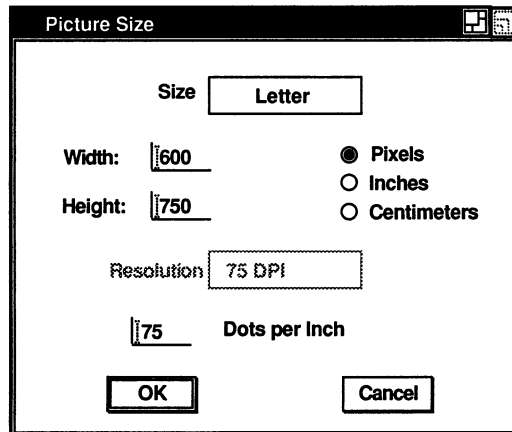
## Sizing the Canvas

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.

To frame a larger or smaller portion of the canvas, use the resize button.

You can also tailor the size of a Paint canvas. To alter the canvas:

- 1 Choose **Picture Size...** 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. If you have chosen Non-Standard from the Size Option menu in the dialog box, you can also type in the height and width you desire.

You can designate the size you want by pressing MB1 to display the Size menu and choosing Non-Standard, Letter (8 by 10) or Screen (size of the screen in pixels). Non-Standard enables you to supply your own value. The maximum size is 2550 by 3300, and the minimum size is 10 by 10. Letter is the default.

Additionally, you can modify the number of dots per inch (DPI). This allows you to manipulate high-resolution images.

To modify the DPI, enable the Inches or Centimeters option, and press MB1 to display the Resolution menu. Choose 75, 100, or 300 DPI, or the Non-Standard menu item. Non-Standard allows you to supply your own resolution. The change will be evident when you print the picture out, rather than in the Paint display.

- 3 Click on the OK button.

## Using Accelerators

You can use certain key combinations, called accelerators, to quickly perform common Paint operations. The following table shows each key combination and its corresponding function.

Press	To Produce
Alt+Z	Undo
Alt/Q	Quit
Alt/X	Cut
Alt/C	Copy
Alt/O	Open
Alt/V	Paste
Alt/P	Print
Alt/S	Save
Alt/W	Refresh screen

†Compose Character Key

In addition to using accelerators to perform common DECwindows commands, you can also use key combinations to manipulate Paint tools. You can press and hold the Shift key while you drag MB1 to produce the following results:

Tool	Effect
Rectangle	Causes it to be a square
Line	Causes it to be at an angle that is a multiple of 45 degrees
Paintbrush	Causes it to be horizontal or vertical
Pencil	Causes it to be horizontal or vertical
Ellipse	Causes it to be a circle
Polyline	Causes angles to be multiples of 45 degrees
Eraser	Causes it to erase vertically and horizontally only
Arc	Causes arc to be 1/4 circle (instead of 1/4 ellipse)

## Exiting from Paint

To exit from Paint, choose Quit 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 border pattern. (The slower you drag the tool, the darker the coat.)



### **Pencil**

Draws a thin line. Shift click to make the Pencil draw at a 90-degree angle.



### **Eraser**

Deletes the image in the path of the pointer. Shift click to make the Eraser erase at a 90-degree angle.



### **Paintbrush**

Paints a free stroke. Shift click to make the Paintbrush paint at a 90-degree angle.



### **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. Shift click to make a 1/4 circle.





**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 click at the starting point to complete a shape. Double clicking anywhere other than the starting point terminates the polyline. You can shift click for 45-degree or 90-degree angles.

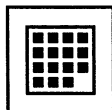






**Puzzle**





The Puzzle is a video version of a number puzzle with slidable squares.

## Starting the Puzzle

### Customize

Layout...

Menu Bar...

Privileges...

Window...

Exclude Files...

Filter by Size...

Filter by Date...

Filter by Owner...

Save Startup View

Save View...

Unsave View...

Verbs and Menus...

File Types...

To start the Puzzle:

- 1 Choose Menu Bar... from FileView's Customize 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 Puzzle from the Games menu you added to FileView's menu bar.

The Puzzle is displayed.



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## Playing Around with the Puzzle

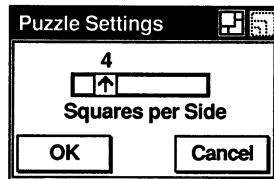
Customize

Settings...

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 Settings... 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.

If you changed the size, settings, or screen position of the Puzzle and would like to save your changes, choose Save Settings from the Customize menu before exiting. To restore the system defaults, choose Use System Defaults from the Customize menu.

## Starting a New Game

You do not have to win one game to start another. To start a new game and scramble the squares, choose New Game from the File menu.

## Exiting from the Puzzle

To exit from the Puzzle, choose Quit 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 about choosing a character set, see Chapter 7.)

Depending on the keyboard type, you compose characters in either of the following ways:

- Use three-stroke sequences on a VT320 keyboard, including the North American/United Kingdom, Dutch, and Norwegian/Danish keyboards.
- Use two-stroke sequences on other keyboards.

To compose a character:

- 1 Find the character you want to create in column 1 of the following tables.
- 2 To compose a three-stroke sequence, simultaneously press and then release Compose and the space bar, and type the two characters in column 2.

**Note** *You must simultaneously press the Compose key and the space bar to begin a compose sequence.*

- 3 To compose a two-stroke sequence, type the two characters in column 3. The desired character is displayed.

- 4 Press the Compose key and space bar,  $\langle \rangle$  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 uses an equivalent character.*

**Table A-1 Composing Characters in Multinational Character Mode**

Character	Three-Stroke Sequence	Two-Stroke Sequence
" quotation mark	" space bar	" space bar
# number sign	++	
' apostrophe	' space bar	' space bar
@ commercial at	A A	
[ opening bracket	((	
\ backslash	// or / <	
] closing bracket	) )	
^ circumflex accent	^ space bar	^ space bar
` grave accent	` space bar	` space bar
{ opening brace	( -	
vertical line	/ ^	
} closing brace	) -	
~ tilde	~ space bar	~ 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 ^	

(continued on next page)

Table A-1 (Cont.)

Composing Characters in Multinational  
Character Mode

Character		Three-Stroke Sequence	Two-Stroke Sequence
±	plus or minus sign	+ -	
²	superscript 2	2 ^	
³	superscript 3	3 ^	
µ	micro sign	/ U	
¶	paragraph sign	P!	
.	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

(continued on next page)

**Table A-1 (Cont.) Composing Characters in Multinational Character Mode**

<b>Character</b>	<b>Three-Stroke Sequence</b>	<b>Two-Stroke Sequence</b>
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
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°	°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

(continued on next page)



Table A-1 (Cont.)

## Composing Characters in Multinational Character Mode

Character	Three-Stroke Sequence	Two-Stroke Sequence	
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
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 Characters<sup>1</sup>

	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

<sup>1</sup>In 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
-: division sign	- :	
xx multiplication sign	x x	
´ acute accent	´ ´	
, cedilla	, ,	
¨ 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
<b>British</b>		
£ pound sign	L- or L=	
´ grave accent	´ space bar	
<b>Danish</b>		
# 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
<b>Dutch</b>		
£ 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	" ^	
<b>Finnish</b>		
# number sign	++	
' apostrophe	' space bar	
<b>Flemish and French/Belgian</b>		
£ pound sign	L- or L=	
' apostrophe	' space bar	
` grave accent	` space bar	
<b>French Canadian</b>		
' apostrophe	' space bar	
à a grave	` a	` a
â a circumflex	^ a	^ a
è e grave	` e	` e
ê e circumflex	^ e	^ e
î i circumflex	^ i	^ i
ô o circumflex	^ o	^ 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
ù u grave	`u	`u
û u circumflex	^ u	^ u
<b>German/Austrian</b>		
' apostrophe	' space bar	
` grave accent	` space bar	
<b>Italian</b>		
' apostrophe	' space bar	
<b>Norwegian</b>		
' apostrophe	' space bar	
` grave accent	` space bar	
<b>Portuguese</b>		
' apostrophe	' space bar	
` grave accent	` space bar	
Ã A tilde	~ A	
Õ O tilde	~ O	
ã a tilde	~ a	
õ o tilde	~ o	
<b>Spanish</b>		
£ pound sign	L- or L=	
' apostrophe	' space bar	
§ section sign	!S or OS or 0S	
` grave accent	` space bar	
~ tilde	~ 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
<b>Swedish</b>		
# number sign	++	
' apostrophe	' space bar	
É E acute	' E	
é e acute	' e	
<b>Swiss (French) and Swiss (German)</b>		
' 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	^ /

(continued on next page)

Table A-3 (Cont.)

Composing Characters in National Replacement Mode Using Data Processing Keys

Character	Three-Stroke Sequence
} closing brace	) -
~ tilde character	~ space bar

---

## Keyboards

In DECterm, you can choose a National Replacement Character Set (NRCS) that corresponds to the keyboard by choosing the 7-Bit NRCS Selection... menu item from the 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 <sup>1</sup>	Portuguese

---

<sup>1</sup>Use of the Dutch Keyboard is discouraged, and it may not be supported in future versions of DECterm.

The following figures illustrate the corresponding keyboards:

Figure B-1 illustrates the North American Keyboard.

Figure B-2 illustrates the Flemish Keyboard.

Figure B-3 illustrates the Canadian (French) Keyboard.

Figure B-4 illustrates the British Keyboard.

Figure B-5 illustrates the Danish Keyboard.

Figure B-6 illustrates the Finnish Keyboard.

Figure B-7 illustrates the Austrian/German Keyboard.

Figure B-8 illustrates the Dutch Keyboard.

Figure B-9 illustrates the Italian Keyboard.

Figure B-10 illustrates the Swiss (French) Keyboard.

Figure B-11 illustrates the Swiss (German) Keyboard.

Figure B-12 illustrates the Swedish Keyboard.

Figure B-13 illustrates the Norwegian Keyboard.

Figure B-14 illustrates the Belgian/French Keyboard.

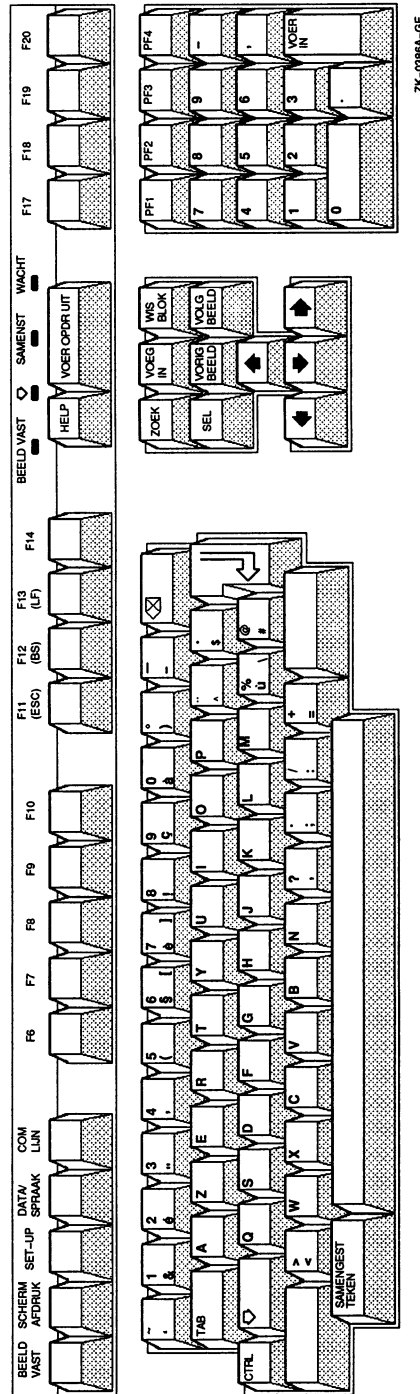
Figure B-15 illustrates the Spanish Keyboard.

Figure B-16 illustrates the Portuguese Keyboard.





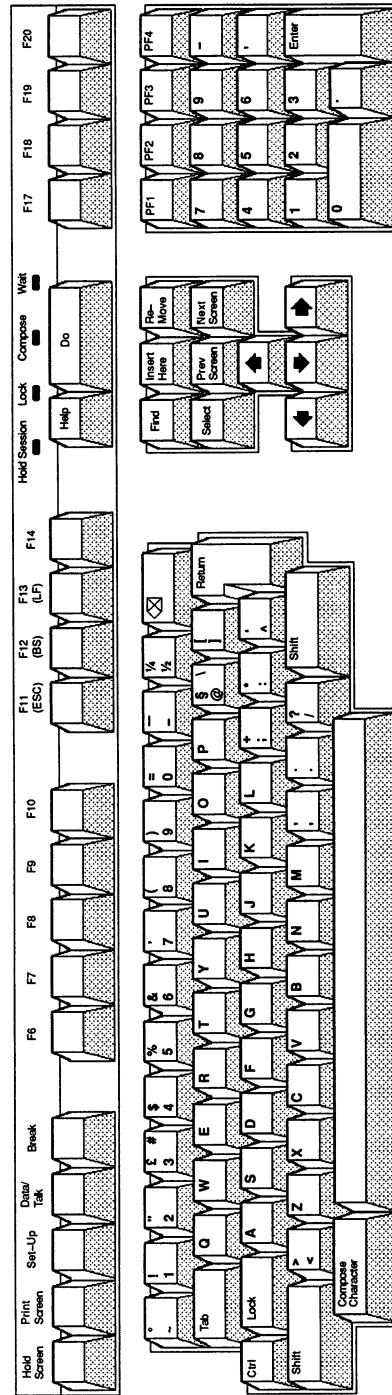
Figure B-2 The Flemish Keyboard



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Figure B-4 The British Keyboard



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Figure B-8 The Dutch Keyboard

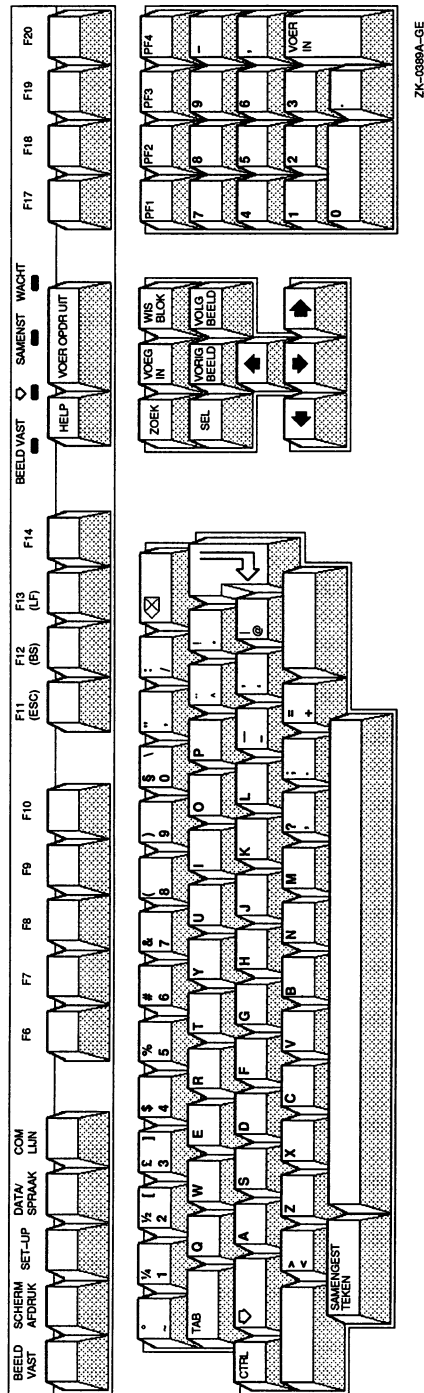




Figure B-9 The Italian Keyboard

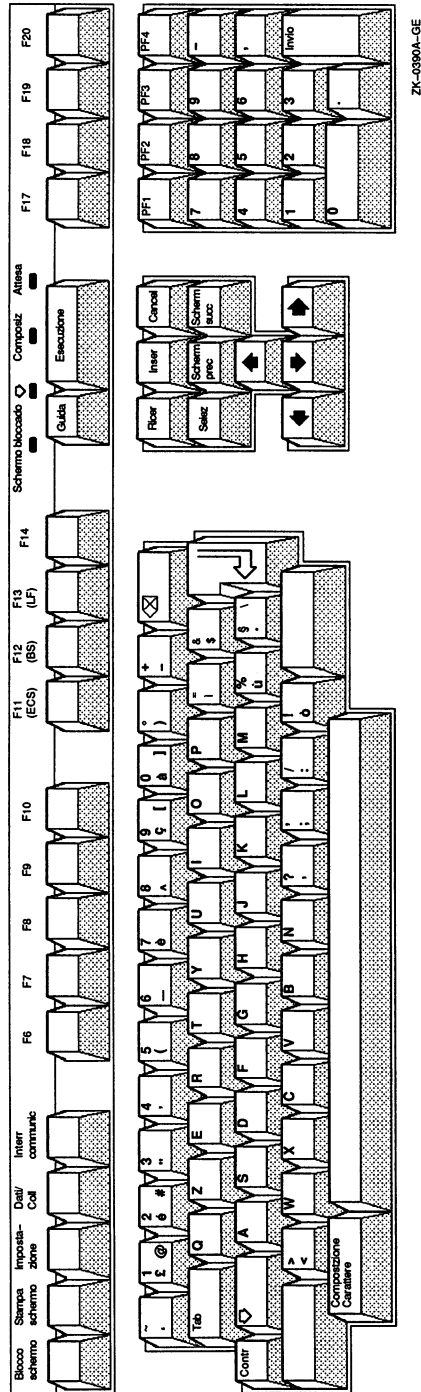


Figure B-10 The Swiss (French) Keyboard

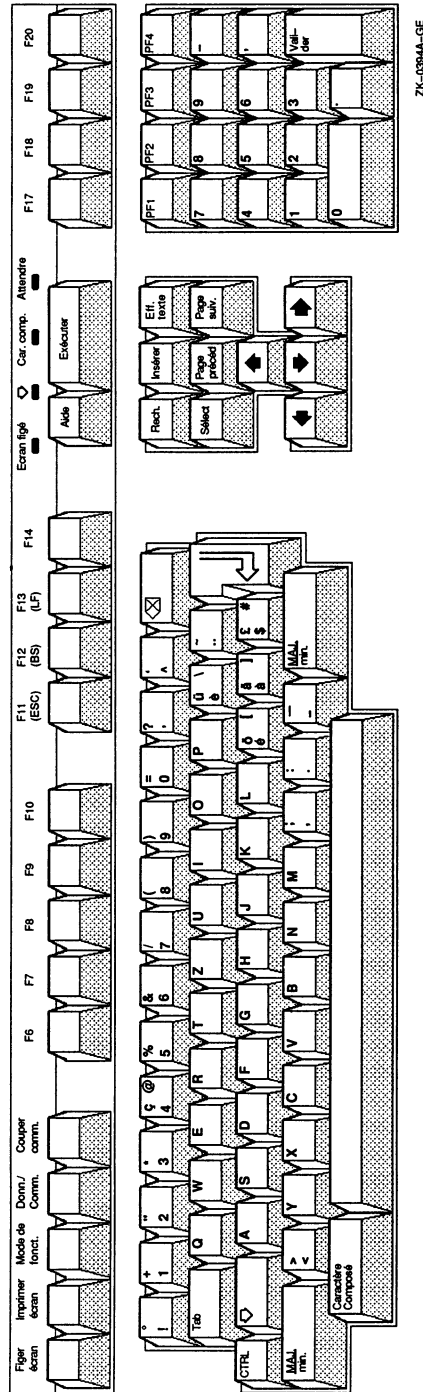






Figure B-13 The Norwegian Keyboard

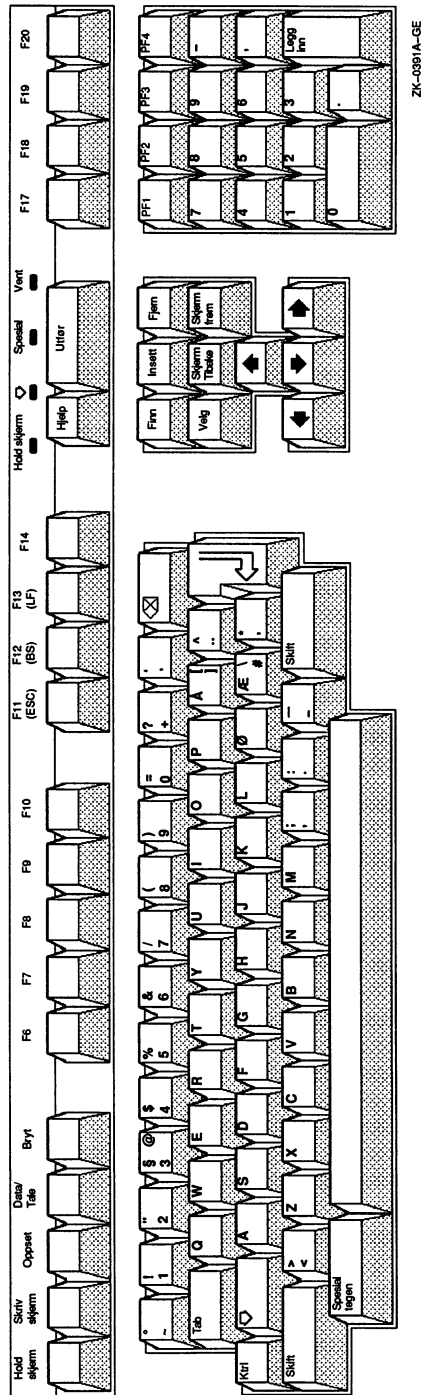
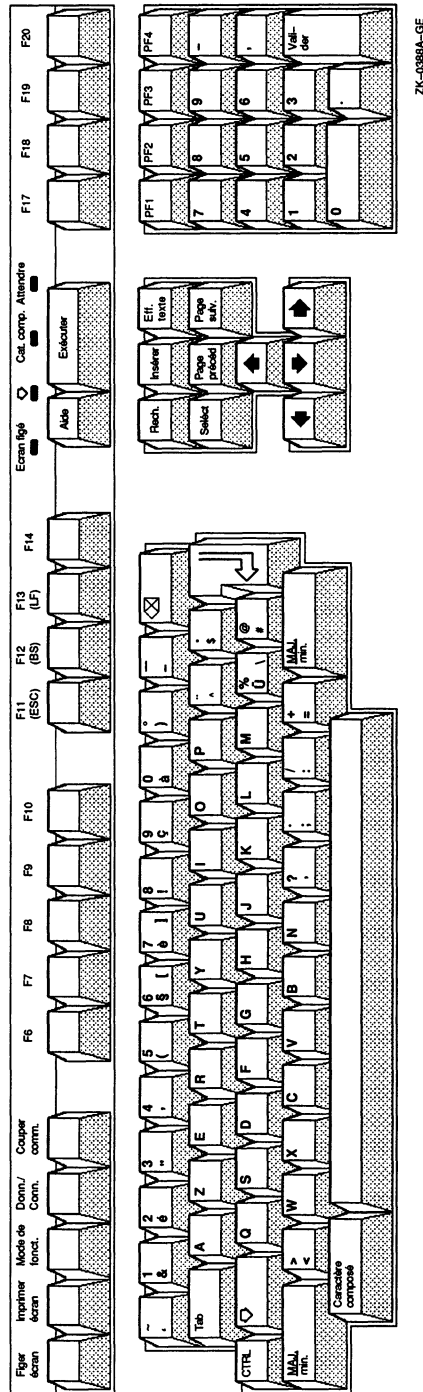


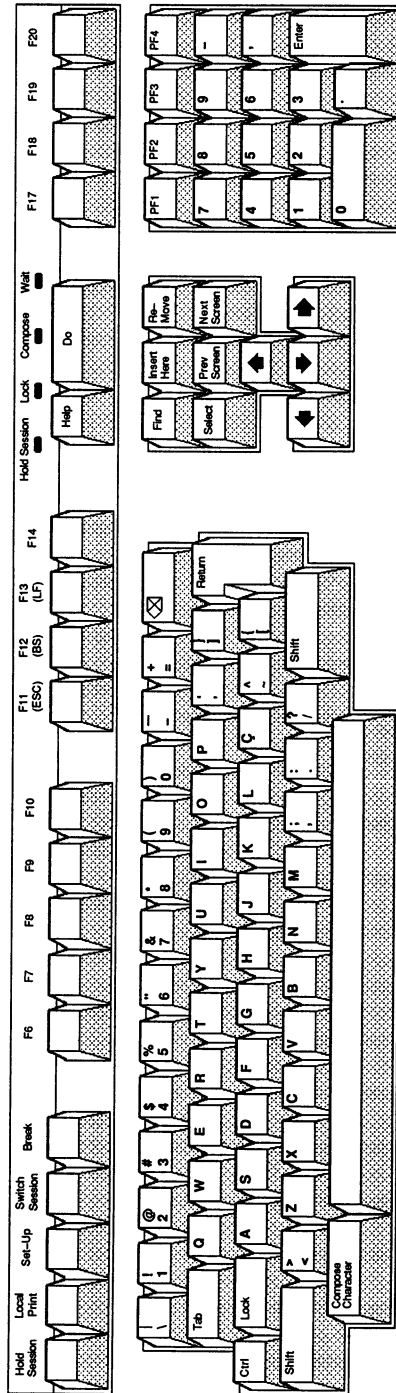
Figure B-14 The Belgian/French Keyboard



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Figure B-16 The Portuguese Keyboard



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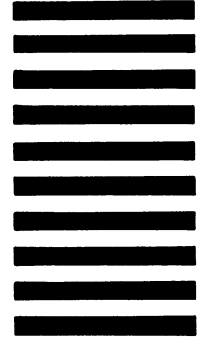
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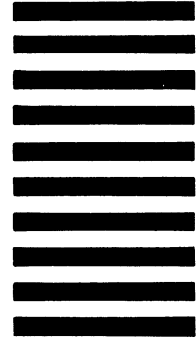
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