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# DECwindows Motif for OpenVMS Applications Guide

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This guide describes how to use the applications you receive with DECwindows Motif for OpenVMS software.

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# Preface

## Purpose of This Guide

This guide describes how to use the applications you receive with DECwindows Motif for OpenVMS software.

## Who Should Use This Guide

This guide is intended to serve as a companion manual to the *Using DECwindows Motif for OpenVMS* manual for all DECwindows Motif for OpenVMS users.

## Structure of This Guide

This guide covers the following DECwindows Motif for OpenVMS applications:

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Use This Application	To
Bookreader	Display online documentation on your workstation screen
Calculator	Perform mathematical operations
Calendar	Keep track of your scheduled appointments and plan your time
Cardfiler	Organize your information with index cards and card files
CDA Viewer	Display the contents of many different types of files on your workstation screen
Clock	Display the time of day (in both analog and digital format) and the date on your workstation screen
DECsound	Record, play, and mail audio messages

<b>Use This Application</b>	<b>To</b>
DECTerm	Create a window that emulates a VT300 series terminal
LinkWorks Manager	Control your hyperinformation environment
Mail	Exchange messages with other computer users
Paint	Create a simple picture, an illustration, or a map
Print Screen	Take a snapshot of your entire screen or just a portion of it and print the file containing the snapshot
Puzzle	Display a video version of a number puzzle that contains squares you arrange in ascending order

Appendix A describes how to compose characters from your keyboard.

## For More Information

For complete information about using each application, pull down the Help menu on any window and choose the menu item for the area in which you need help:

<b>Menu Item</b>	<b>Function</b>
On Context	Describes each object in the window, such as a menu or push button, and how to use that object to perform tasks
On Window	Outlines the function of the window and the tasks you can perform using the window
On Help	Activates the Help system and tells you how to find the information you need
On Version	Provides information about the specific version of the application

For general information about using DECwindows, see *Using DECwindows Motif for OpenVMS*, which explains how to get started with DECwindows Motif, how to customize your DECwindows environment, and how to use advanced techniques.

For information about additional documentation available for DECwindows Motif for OpenVMS, see the *Overview of DECwindows Motif for OpenVMS Documentation*.

## Conventions

In this manual, every use of DECwindows and DECwindows Motif refers to DECwindows Motif for OpenVMS software.

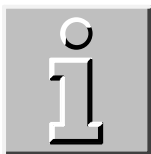
The following conventions are used in this manual:

mouse	The term <i>mouse</i> is used to refer to any pointing device, such as a mouse, a puck, or a stylus.
MB1 (Select) MB2 (Drag) MB3 (Menu)	MB1 indicates the left mouse button, MB2 indicates the middle mouse button, and MB3 indicates the right mouse button. (The buttons can be redefined by the user.)
Ctrl+ <i>x</i>	A sequence such as Ctrl+ <i>x</i> (or Ctrl/ <i>x</i> ) indicates that you must hold down the key labeled Ctrl while you press another key or a pointing device button.
PF1 <i>x</i>	A sequence such as PF1 <i>x</i> indicates that you must first press and release the key labeled PF1, then press and release another key or a pointing device button.
<span style="border: 1px solid black; padding: 2px;">Return</span>	In examples, a key name is shown enclosed in a box to indicate that you press a key on the keyboard.
<b>boldface text</b>	Boldface text represents the introduction of a new term. Boldface text is also used to show user input in online versions of the book.



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# Using Bookreader



With Bookreader, you can read online documentation on your screen.

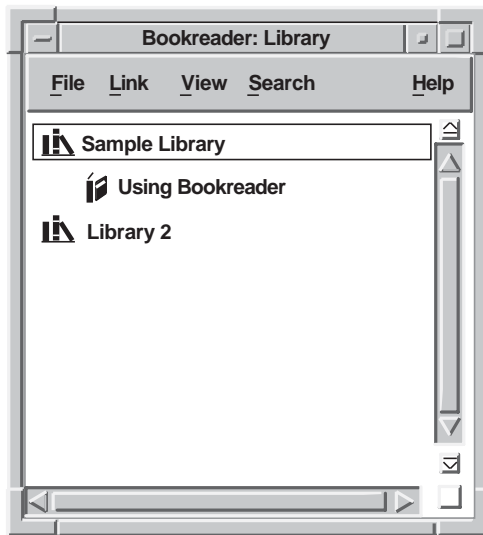
This chapter provides a quick summary of how to

- Start Bookreader
- Open libraries, bookshelves, books, and sections
- Read text and navigate sections
- Close sections and books and exit Bookreader
- Copy text from the Bookreader Topic window
- Print books and topics
- Search for information
- Use LinkWorks features
- Exit Bookreader

For detailed information, refer to the Bookreader online help. To access Help, start Bookreader (see Starting Bookreader), pull down the Help menu, and choose Overview.

## Starting Bookreader

To start Bookreader, choose Bookreader from the Session Manager's Applications menu. Libraries of books available from Bookreader appear in the library window.



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Libraries contain groups of related book titles. Each library and title has an icon to the left of it to indicate whether it is a library or a book.

The following table shows the tasks you can perform from the library window.

To	Do This
See the list of books in a library or bookshelf	Double click on the library or bookshelf name. Or, click on the name, and then choose Expand from the View menu.
Open a book	Double click on the title. Or, click on the title, and then choose Open Book from the File menu. Or, click on the title, and then press MB3 and choose Open Book from the pop-up menu.



To	Do This
Open a book in a second Topic window	Click on the title; then choose Open Book in New Window from the File menu. Or, click on the title, and then press MB3 and choose Open Book in New Window from the pop-up menu.
Open a book not shown in the Library window	Choose Open Book... from the File menu.
Search through one or more books for a word or phrase	Select the book(s), then choose Search Book(s)... from the Search menu.
Search for a word or phrase in the titles listed in the Library window	Select the library, bookshelf, or book titles, then choose Search Book Titles... from the Search menu.
Close an expanded library or bookshelf	Double click on the library or bookshelf name. Or, click on the name, and then choose Collapse from the View menu.
Close all expanded libraries and bookshelves	Choose Collapse All from the View menu.
Switch to a different library	Choose Switch Library... from the File menu.
Switch back to the default library	Choose Switch to Default Library from the File menu.

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**Note**

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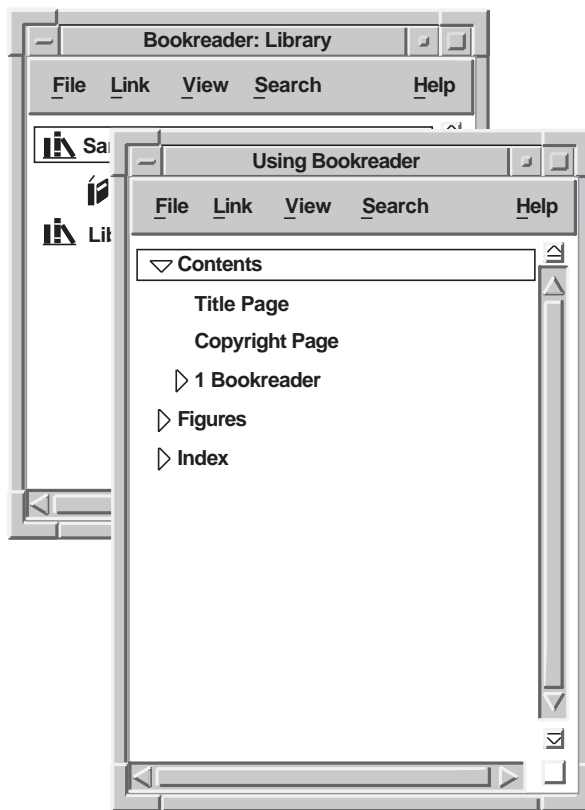
The procedures in this chapter use the quick method of double clicking MB1 to select and open shelves, books, and topics.

For descriptions of other methods, such as using pull-down and pop-up menus and entering commands from the keyboard, refer to Bookreader's online help.

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## Opening a Book

To open a book that is listed in the library window, double click on the book's title. The library window remains on the screen and the navigation window appears. The navigation window contains the table of contents for the book you opened.



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## Creating and Displaying Your Own Books

You might want to read a book that is not included in the default libraries. Using the VAX DOCUMENT or DECwrite products, you can create Bookreader formatted book files that have the .DECW\$BOOK extension. You can store these books in your directory and then use Bookreader to display these files on your screen.

To open a book from your directory:

1. Choose Open Book... from the File menu.  
The Open Book dialog box appears.
2. In the Directories list box, double click on the directory where the book resides.
3. In the Files list box, double click on the book's DECW\$BOOK file name. The file name appears in the Selection entry box.
4. Click on OK. The book's navigation window appears.

## Locating Topics in the Navigation Window

The navigation window contains the main sections of the book, which are typically:

Contents  
Figures  
Tables  
Examples  
Index

To display the topics for a section, double click on the section. You see the topics listed under the section.

Some topics are preceded by arrows:

- An arrow that points to the topic indicates that the topic contains subtopics that do not appear on the screen at the moment.
- An arrow that points downward indicates that the subtopics appear on the screen.

To display subtopics, double click on the topic's arrow. You see the subtopics. Alternatively, you can choose Expand or Fully Expand from the View menu.

### Opening a Topic

To open a topic that is listed in the navigation window, double click on the topic. The navigation window remains and the topic appears in a new window (the topic window).

## Reading Text and Navigating a Book

When you open a text topic from the table of contents or index, the text appears in the topic window. You can use the buttons and arrows at the bottom of the window to move through the text:

A rectangular button with the word "Close" centered inside.A rectangular button with the words "Go Back" centered inside.A button with the word "Topic" in the center, flanked by left and right arrow icons.A button with the word "Screen" in the center, flanked by left and right arrow icons.

- To close the topic that is displayed on the screen, click on the Close button.
- To go back to one or more of the topics you viewed previously, click on the Go Back button until you reach the topic you want.
- To move to the next topic or the previous topic, click on the arrow to the right or the left of the word Topic.
- To move to the next screen or the previous screen, click on the arrow to the right or the left of the word Screen. If the end of the current topic appears, moving to the next screen opens the next topic.

### Using the Scroll Bars

The width or length of the text might be greater than the window can display. To read text that is hidden by the window boundaries, use the horizontal or vertical scroll bar. For information about using the scroll bars, see *Using DECwindows Motif for OpenVMS*.

### Displaying Figures, Tables, and Examples

When you open a topic that is a figure, table, or example, that topic is displayed in a separate window. The window is sized according to the dimensions of the topic. If the topic is large—for example, if its dimensions exceed those of the window—you can either use the scroll bars to navigate the topic or drag the window's border to resize the window.

When you are ready to close the window in which a figure, table, or example is displayed, click on the Close button at the bottom of the topic window.

## Using Hotspots

Most books contain cross-references to figures, tables, examples, other chapters, and other sections. If you move the pointer over a reference, a box appears around it indicating that the reference is a hotspot. Hotspots enable you to go directly to the referenced area.

- For references to figures, tables, examples, and footnotes, double click on the reference. The reference appears in a separate window.
- For references to text topics, double click on the reference. The cross-referenced text replaces the current text in the topic window. For example, double clicking on “Chapter 1” in the text causes that chapter to appear in the topic window.

To open the referenced section in a new window, move the pointer over the hotspot, press MB3, and choose Open Topic in New Window from the pop-up menu.

By default, hotspots are highlighted only when you point to them. To highlight all hotspots without having to point to each one, choose Hotspots from the Topic window’s View menu. A shaded check button to the left of the Hotspot menu item indicates that highlighting of all hotspots is enabled.

## Closing a Section

To close a section, click on the Close button at the bottom of the Topic window.

The Topic window disappears, but the Navigation and Library windows remain.

## Closing a Book

To close a book, choose Close Book from the Navigation window’s File menu, or double click on the book title in the Library window.

The Navigation and Topic windows disappear, but the Library window remains.

## Copying, Extracting, and Printing Text

You can copy information, extract one or more topics (or an entire book), and print text from Bookreader. The sections that follow describe how to perform these tasks.

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### Note

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Because of copyright protections or other similar reasons, the author of a document can choose to suppress the ability to copy, extract, or print information from it. If you attempt to copy, extract, or print text from one of these books, you will see a message stating that the author has disallowed that operation.

---

### Copying Information

You can copy information from the Bookreader Topic window and paste it into another window, such as a DECterm window. You cannot paste information into a Bookreader Topic window. You can only copy from it.

There are two methods you can use to copy text:

- **Copy and Paste**—To move data from the Topic window to another window that supports clipboard operations, such as a DECterm window. When you use Copy and Paste, data is transferred through the clipboard.
- **Copy Selection**—To move text directly from the Topic window to another window that also supports Copy Selection, such as a DECterm window. When you use Copy Selection, data does not go to the clipboard but goes directly to the destination you specify.

### Extracting Text to a File

You can save one or more topics or an entire book to a text file for printing later.

When you extract a topic to a text file, Bookreader converts the text to ASCII format. Graphics are not included. Tables are formatted as closely as possible to the original.

The Print dialog box also contains other fields that you might want to use. For more information about those fields, click on the Help button in the Print dialog box.

### **Printing Topics or Books**

You can print the topic you are reading, one or more topics from the book that is open, or an entire book.

Two types of formatting are available:

- **POSTSCRIPT**—Bookreader generates a POSTSCRIPT file that closely resembles the information you see online. Graphics, tables, and other elements are printed as well.
- **ASCII text**—Bookreader generates a text file in ASCII format. The text is converted to a monospaced font, graphics are not included, and tables are formatted as closely as possible to the online version.

You can also extract the topic or book to a file (see Extracting Text to a File) for printing later by using the same menu option on the File menu.

The Print dialog box also contains other fields that you might want to use. For more information about those fields, click on the Help button in the Print dialog box.

Bookreader places a copyright statement at the beginning of all printed information. If the book contains a copyright section, Bookreader uses that information in its copyright statement. Otherwise, it uses a Digital copyright statement.

## **Searching for Information**

You can search through Bookreader libraries, bookshelves, books, and topics to locate a specific word or phrase. Each window has a Search menu. Table 1-1 describes the various ways you can search for information in the Bookreader windows.

**Table 1–1 Ways to Search for Information**

To Search Through	Do This
One or more libraries, bookshelves, or books listed in the Library window	In the Library window, select the titles, then choose Search Book(s)... from the Search menu.
The list of book titles displayed in the Library window. (Bookshelf and library titles are not searched.)	In the Library window, select the library, bookshelf, or book titles, then choose Search Book Titles... from the Search menu.
The book you have open	In the Navigation window or the Topic window, choose Search Book... from the Search menu.
One or more sections listed in the Navigation window	In the Navigation window, select the sections, then choose Search Topic(s)... from the Search menu.
The list of entries displayed in the Navigation window	In the Navigation window, choose Search Entry Titles... from the Search menu.

If Bookreader does not find any matches, it displays a message to that effect.

If Bookreader locates any matches, it displays the Search Results dialog box and lists the section names in the Subject list box. To read a section, follow one of these procedures:

- Double click on a section name in the Subject list box to display the section in the Topic window but leave the Search Results dialog box displayed.
- Click on a section name in the Subject list box, then click on the OK button to display the section in the Topic window and dismiss the dialog box.

When you begin a search, the Search button changes to Stop Search. You can stop a search at any time by clicking on the Stop Search button. The Search Results dialog box remains displayed and any sections located up to that point are still available for use.



## Search Error Messages

Sometimes a Bookreader search generates error messages. When Bookreader encounters errors during a search, it displays all the error messages in the Search Messages Box at the conclusion of the search.

## Using LinkWorks Features

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### Note

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This feature is not available on all operating systems. If your version of Bookreader has an active Link menu in each window, then you can use the features described in this section.

---

Bookreader supports LinkWorks features. Through the Link menu, you can make and follow links between pieces of information (linkable objects). The linked information can be another Bookreader object or an object accessed by any other application that supports LinkWorks.

Bookreader's linkable objects are:

- Any book or library
- Any title in the Navigation window
- Any section in the Topic window

For example, you can link the title of a book to a section of the same book or another book. You can link a section of a book to a Cardfiler card or a Calendar timeslot. However, you cannot link a sentence or word within a paragraph to anything.

For information about linking Bookreader objects, choose Help Mode from the Help menu. When the pointer changes to a question mark, click on the Link menu.

## Exiting Bookreader

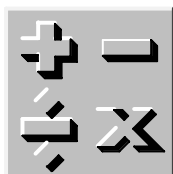
To exit Bookreader, choose Exit from the Library window's File menu.



# 2

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## Using Calculator



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

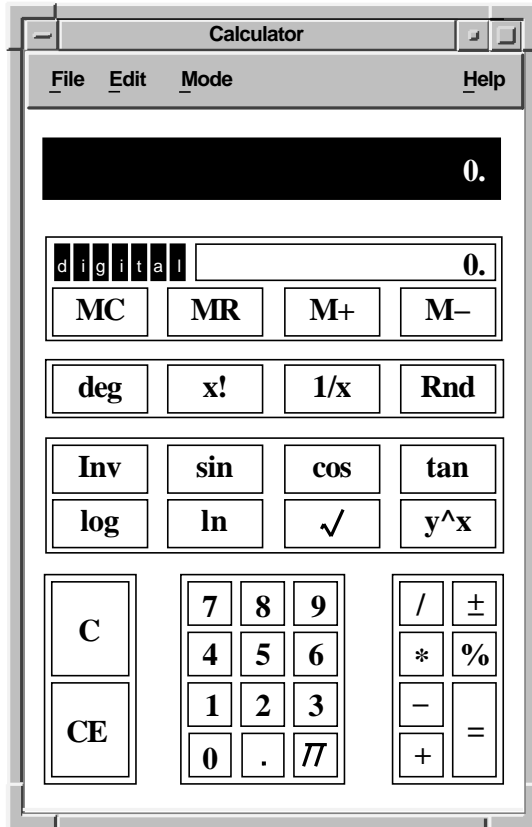
Unlike a handheld calculator, DECwindows Motif Calculator has two displays. The top display is the accumulator, which shows the number being entered or the current result, and the bottom display is the memory.

This chapter describes how to

- Start Calculator
- Change from decimal mode to hexadecimal or octal mode
- Enter data
- Perform arithmetic functions
- Use the memory
- Perform special functions
- Transfer data to or from other applications
- Save customized settings
- Exit Calculator

## Starting Calculator

To start Calculator, choose Calculator from the Session Manager's Applications menu. Calculator, in decimal mode, appears on your screen. You can move and change the size of the calculator window.

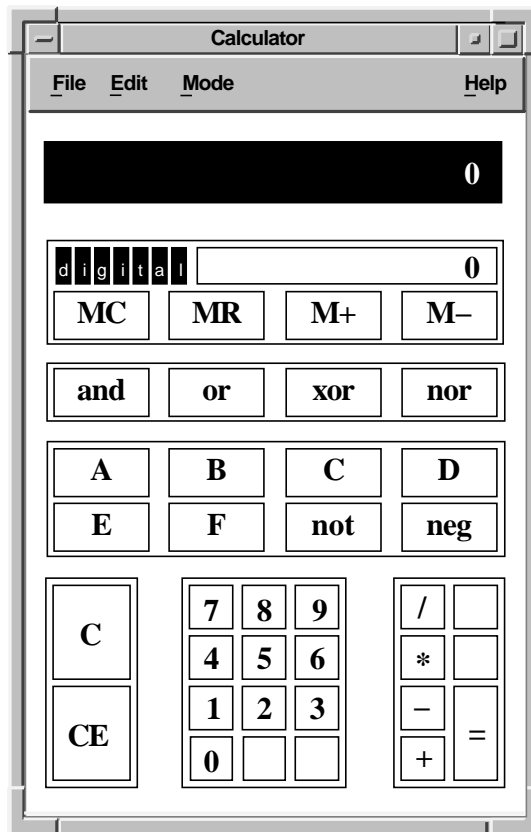


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## Changing the Mode

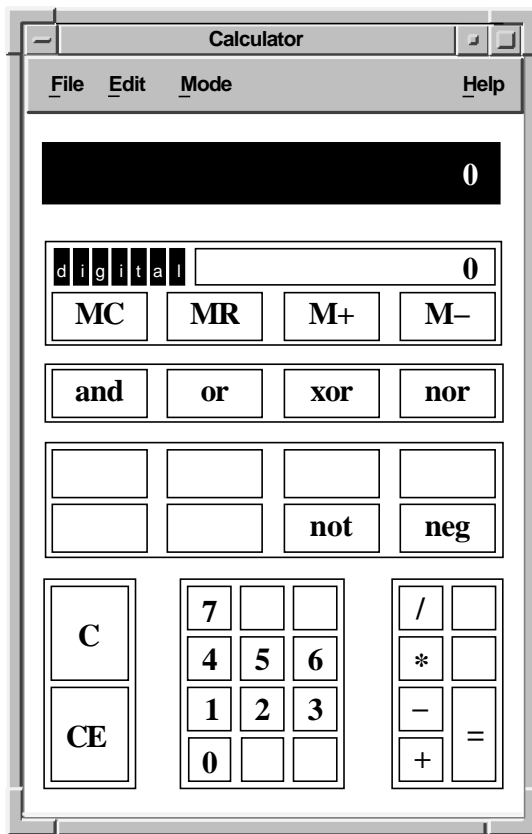
Mode	
Decimal	Ctrl+D
Hexadecimal	Ctrl+H
Octal	Ctrl+O

To change Calculator to hexadecimal mode, choose Hexadecimal from the Mode menu. Calculator, in hexadecimal mode, appears on your screen.



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To change Calculator to octal mode, choose Octal from the Mode menu. Calculator, in octal mode, appears on your screen.



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## Entering Data

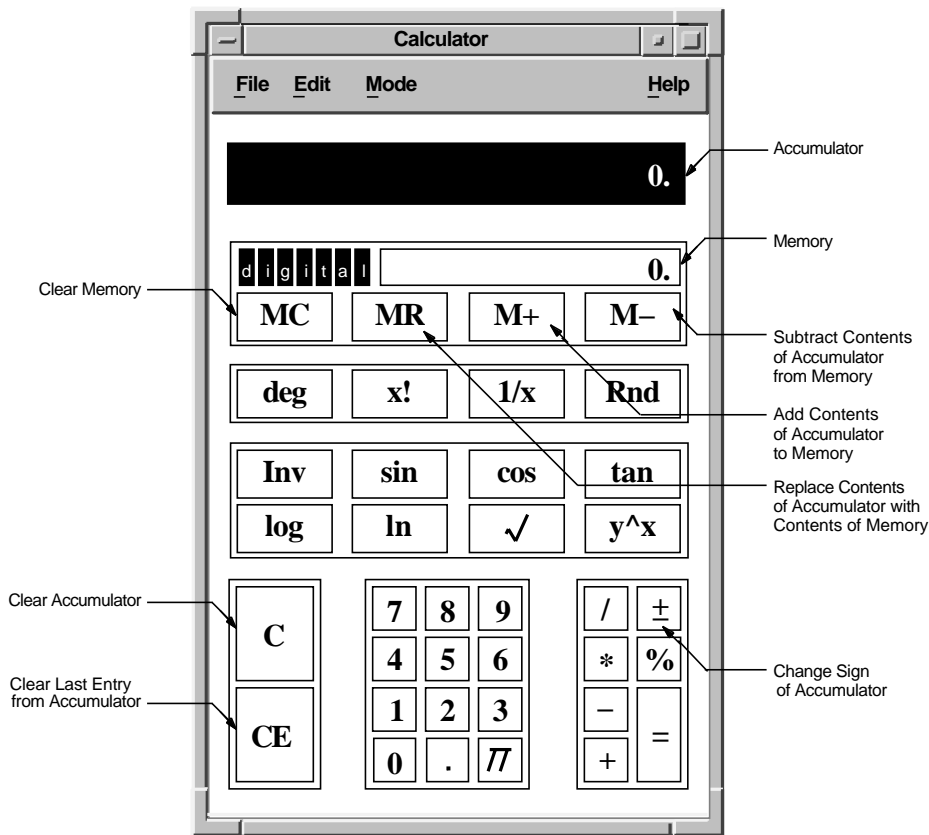
You can use Calculator with either the mouse or the keyboard.

- With the mouse, point to the appropriate button and click MB1.
- From the keyboard, press the keys listed in the following table.

Keyboard Key	Keypad or Special-Function Key	Produces
<b>All Modes</b>		
0–9	0–9	Numbers 0–9 (0–7 in octal mode)
/	PF2	/
*	PF1	*
–	–	–
+	,	+
=	Enter	=
MC	Ctrl+F4	MC
MR	Ctrl+F5	MR
M+	Ctrl+F6	M+
M–	Ctrl+F7	M–
<b>Decimal Mode</b>		
.	.	.
P		$\pi$
N	PF3	+/-
%	PF4	%
C	Shift+F1	Clear
E	Shift+F2	Clear Entry
D	Ctrl+F8	deg (switches the trigonometric argument type: deg, rad, or grad)
!	Ctrl+F9	x! (x factorial)
~	Ctrl+F10	1/x
R	Ctrl+F11	Rnd
I	Shift+F3	Inv (switches sin, cos, and tan to the inverse)
S	Shift+F4	sin (sine)
O	Shift+F5	cos (cosine, or arccosine if Inv is on)

<b>Keyboard Key</b>	<b>Keypad or Special-Function Key</b>	<b>Produces</b>
<b>Decimal Mode</b>		
T	Shift+F6	tan (tangent, or arctangent if Inv is on)
LO	Shift+F7	log (or 10 to x if Inv is on)
LN	Shift+F8	ln (or e to x if Inv is on)
Q	Shift+F9	$\sqrt{\quad}$
^	Shift+F10	$y^x$ (or y to the 1/x if Inv is on)
<b>Hexadecimal and Octal Modes</b>		
&	Ctrl+F8	and
	Ctrl+F9	or
^	Ctrl+F10	xor
	Ctrl+F11	nor
~	Shift+F9	not
!	Shift+F10	neg
C	Shift+F1	Clear. Octal key.
E	Shift+F2	Clear Entry. Octal key.
<b>Hexadecimal Mode</b>		
A	Shift+F3	A
B	Shift+F4	B
C	Shift+F5	C
D	Shift+F6	D
E	Shift+F7	E
F	Shift+F8	F
Ctrl+C	Shift+F1	Clear
Ctrl+E	Shift+F2	Clear Entry





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When you enter data into the accumulator, notice that Calculator uses a radix separator ( . or , ) to distinguish between entered digits and an operand. See what happens as you enter the following data:

1. Enter **1134** and notice that a radix separator does not appear in the accumulator.
2. Enter a plus sign (+). Calculator inserts a decimal point after the number 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:

- To erase the last digits you entered into the accumulator, press the Delete key ( $\langle X \rangle$ ).

- To void the last operand entered, click on the CE button.
- To reverse the last operation, choose Undo from the Edit menu. For example, choose Undo 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 99,999,999,999,999. Calculator 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 number in the accumulator.
2. Enter **\*** and Calculator inserts a decimal point.
3. Enter **6**.  
The number 6 appears in the accumulator.
4. Enter **%**.  
The result, 11.7, appears in the accumulator.

## Storing Values in Memory

Use the memory display to store results and values for later computation. The figure in memory starts 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 in decimal mode 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 places Calculator in the radian mode, which is indicated by the key label changing to “rad.” Clicking on the key again places Calculator in gradient 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 displayed integer $x$ , $0 \leq x \leq 16$ . $0! = 1$ 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 key. Calculates the square root of the number $x$ in the display. The $x$ value cannot be negative.

Key	Description
$y^x$	$y$ 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.

The special-function keys in hexadecimal and octal modes are as follows:

Key	Description
<b>Hexadecimal Mode</b>	
A	Enter hexadecimal number A (decimal 10).
B	Enter hexadecimal number B (decimal 11).
C	Enter hexadecimal number C (decimal 12).
D	Enter hexadecimal number D (decimal 13).
E	Enter hexadecimal number E (decimal 14).
F	Enter hexadecimal number F (decimal 15).

#### Hexadecimal and Octal Modes

and	In Boolean algebra, calculates logic AND (both propositions are true).
or	In Boolean algebra, calculates logic OR (either proposition is true or both propositions are true).
xor	In Boolean algebra, calculates logic XOR (either of the propositions is true).
nor	In Boolean algebra, calculates logic NOR (both propositions are false).
not	In Boolean algebra, calculates logic NOT (negation).
neg	In Boolean algebra, calculates NEG (the complement of $x$ ).

## Copying Text

<u>E</u> dit	
<u>U</u> ndo	Alt+Delete
<u>C</u> opy	Ctrl+Insert
<u>P</u> aste	Shift+Insert

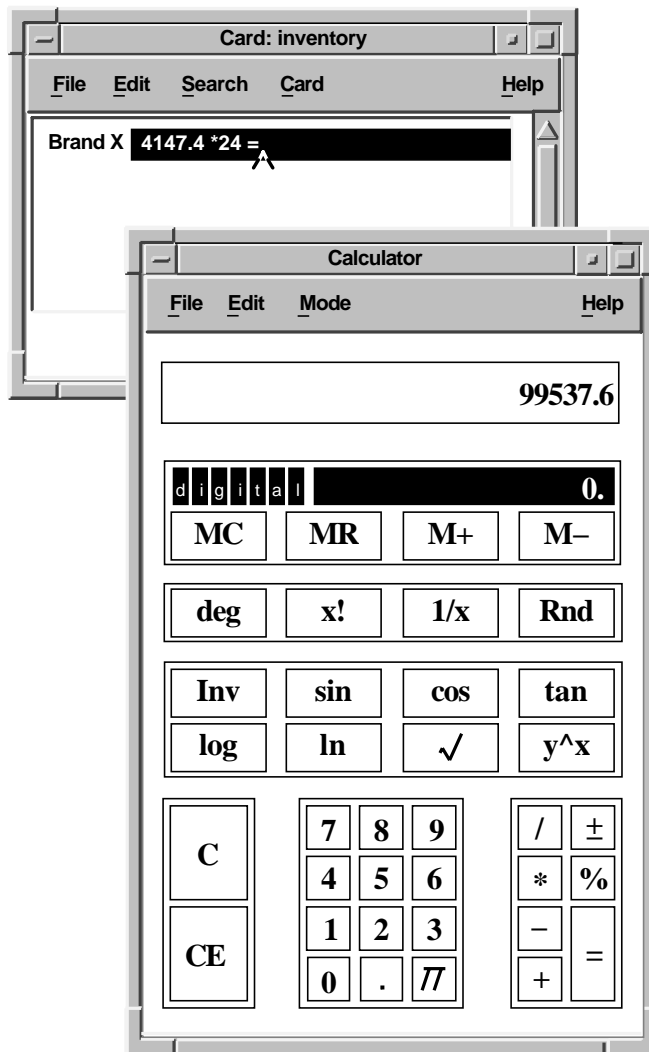
You can copy numbers from other applications into Calculator's accumulator and from Calculator's accumulator or memory into another application.

To transfer data from the active display in the calculator window to another application window, choose Copy from the Edit menu. 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 MB3 to display a pop-up menu and choose the Copy menu item.

Now you can paste the data to another application's window.

To copy data from another application, choose Paste from the Edit menu. The 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.



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## **Saving Customized Settings**

If you change the screen placement and size of Calculator during a session and want to save those settings, choose **Save Geometry** from the **File** menu. The next time you start Calculator, the display reflects the new settings.

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

## **Exiting Calculator**

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

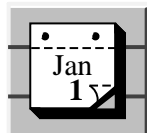




# 3

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## Using Calendar



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

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

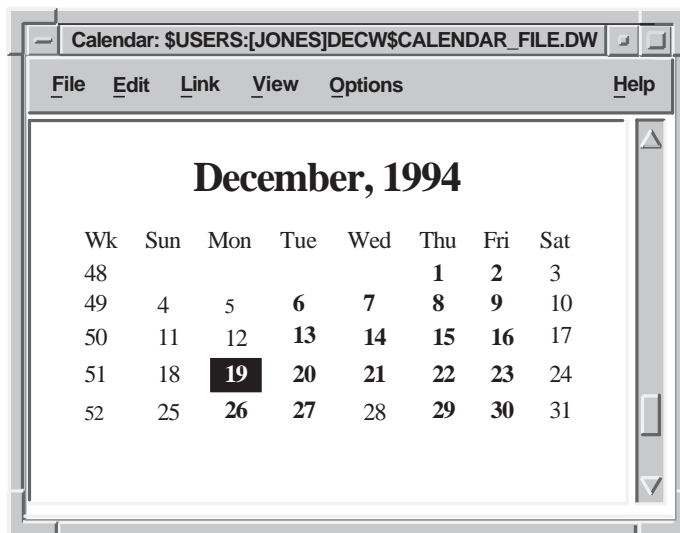
This chapter describes how to

- Start Calendar
- Move around within Calendar displays
- Create, modify, and delete timeslot entries
- Use the clock
- Enter day notes
- Mark special days
- Work with multiple calendars
- Customize your calendar
- Integrate your Calendar use with other applications
- Exit Calendar

## Starting Calendar

To start Calendar, choose Calendar from the Session Manager's Applications menu.

By default, the month display appears on your screen.



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

## Moving Around in Calendar Displays



Calendar has three main displays: month, day, and year. You can use the following techniques to move among and within displays:

- Double click on a day or year number or a month name to move from one display to another. For example, double click on a day number in a month display to change the calendar window to a display of the selected day; or double click on the year number in a day display to change the window into a calendar of the current year.
- Use vertical or horizontal scroll bars to move backward and forward within a display. For example, in the day display you can use the bar under the months or the bar to the right of the timeslots.

- Use the View menu to display a selected item, the day display for today, or the specified type of display (month, day, year).

## Creating a Timeslot Entry

The day display shows the timeslots for that day. You can type entries, such as appointments, directly into the timeslots; or you can use the entry editor to type longer entries and specify other options, such as alarms to remind yourself of appointments.

To record a short entry directly into a timeslot:

1. Display the day in which you want to make the entry.
2. Click (and drag to expand, if necessary) on the desired timeslot.
3. Enter the text in the timeslot.
4. Click in the highlighted area at the left of the timeslot (where the times are displayed). This action completes the timeslot entry.

Calendar: \$USERS:[JONES]DECW\$CALENDAR\_FILE.DWC;1

File Edit Link View Entry Options Help

November, 1994							December, 1994								
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44			1	2	3	4	5	48					1	2	3
45	6	7	8	9	10	11	12	49	4	5	6	7	8	9	10
46	13	14	15	16	17	18	19	50	11	12	13	14	15	16	17
47	20	21	22	23	24	25	26	51	18	19	20	21	22	23	24
48	27	28	29	30				52	25	26	27	28	29	30	31

Monday the 19th of December, 1994

30

5:00

30

6:00

30

7:00

30

9:39am

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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. On a color workstation, the day number for days with entries appears in blue. You can then distinguish between days containing appointments and free days in the month and year displays.

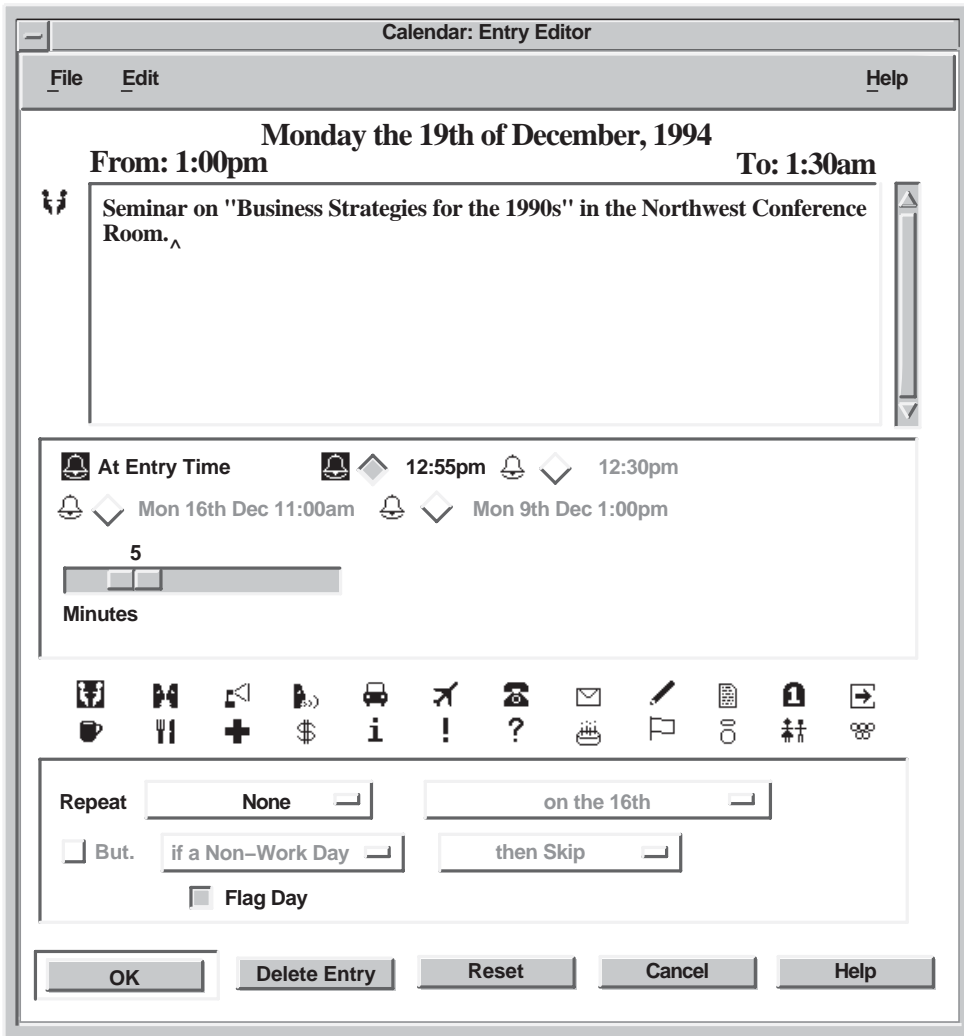
To create a long entry or to specify options for the entry, use the timeslot entry editor:

1. Double click on the desired timeslot in the day display.  
The Entry Editor dialog box is displayed.
2. Enter the text. You can use the Tab key, the space bar, the Return key, and the arrow keys to format the text.
3. Adjust the alarms and repeat intervals as required (see Setting Alarms).
4. If you wish, click on icons to add or remove them from the entry display.

These icons are symbols that act as reminders for the contents of the entry. Calendar attaches no particular meaning to them.

The icons you select appear in the **handle** of your entry. The handle is the area between the timeslot time and the two resize knobs (small squares connected by a thin vertical line).

5. Click on OK to confirm the entry and to dismiss the Entry Editor.



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If you exit the editor without entering 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:

1. Select the timeslot.
2. Press and hold MB2 on the top or bottom resize knob (located between the handle and the entry text).
3. Drag MB2 down or up, depending on whether you want to extend the appointment later or earlier. 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 when you expand the timeslot again.

### **Setting Alarms**

By default, when you type an appointment entry in the Entry Editor, alarms sound 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 sound at any combination of the following times:

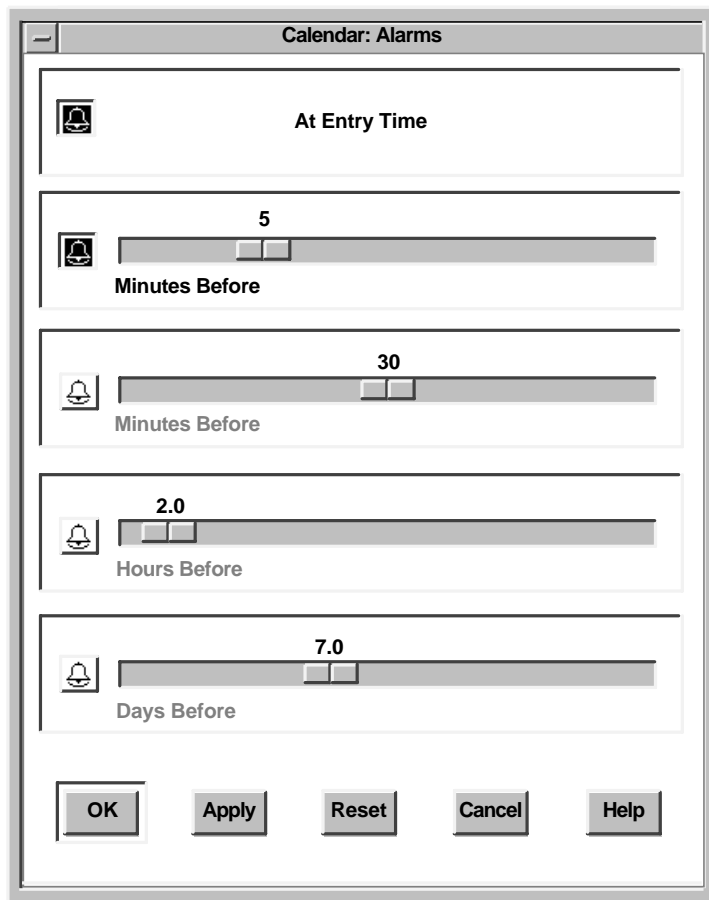
- At the time of the scheduled appointment (this is on by default)
- 1 to 15 minutes in advance (this is on by default, with 5 minutes as the preset option)
- 1 to 60 minutes in advance
- 1 to 24 hours in advance
- 1 to 14 days in advance

To set one or more alarms:

1. Double click on the desired timeslot in the day display.  
The Entry Editor is displayed.
2. Enter the text the entry if you have not already done so.
3. Click on the bell of the alarm you want to set.  
The scale adjusts to provide the correct intervals for the alarm.
4. Move the arrow in the scale to adjust to the time you want.
5. Click on OK to save the settings and to dismiss the Entry Editor dialog box.

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





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

## Setting Repeating Alarms

You can also set alarms to ring at any of the following times by displaying the Repeat Options menu in the Entry Editor dialog box 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 specify when you want the alarm to sound:

- For the intervals Monthly through Annually, you can specify the alarm frequency by using the Options menu to the right. For example, if you specify Monthly and today is Thursday, February 21, you can use the Options menu to specify whether you want the alarm to repeat on the 21st; 7 days before the month end; on the third Thursday of the month; or on the first Thursday before, on, or after a specified date.
- For all intervals except None, if you click on the But button, you can specify that if the day is a work day or nonwork day, you want the alarm to be skipped, moved forward, or moved backward. (You can specify work days and nonwork days by choosing General... from the Options menu.)

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

## Deleting an Entry

To delete an entry from the calendar:

1. Click on the handle or text area of the entry you want to delete.
2. Choose Delete... from the Entry menu.

For a nonrepeating entry, a warning box is displayed asking whether you really want to delete this entry.

For a repeating entry, a dialog box is displayed asking whether you want to delete just this instance, this and all future instances, or all instances.

3. For a nonrepeating entry, click on Yes to delete it.

For a repeating entry, click on the desired deletion option, then click on OK.

Edit	
C <u>u</u> t	Shift+Del
C <u>o</u> py	Ctrl+Ins
P <u>a</u> ste	Shift+Ins
C <u>l</u> ear	
S <u>e</u> lect All	
M <u>a</u> rk	▶

## Moving an Entry from One Timeslot to Another

You can copy or move the entire contents of an entry, or just a piece of text, to another timeslot. If you select the handle, any alarms or repeat intervals associated with the entry move along with the text to the new timeslot. If you select the text, only the text moves; neither the default alarms nor any repetition intervals transfer.

To move or copy an entry:

1. Select the handle (for the entire entry) or the text (for the text only) of the entry to be copied or moved.
2. Choose Cut or Copy from the Edit menu. Choosing Cut places the text in the clipboard and removes the original, whereas choosing Copy makes a copy of the original and places it in the clipboard.
3. Select the timeslot into which you want the entry to be copied or moved. (If this timeslot is in a different day, select that day display first.) Resize the timeslot if necessary.

If you want to copy or move the entire entry to the same timeslot on a different day, you do not need to display the new day. After you select the day in the month or year display, choose Paste from the Edit menu. The entry is inserted into that day, at the same time.

4. Choose Paste from the Edit menu. The text appears in the new location.

To move an entry to a different timeslot on the same day, a quick method is to press MB2 on the entry's handle or text and drag until you reach the desired new timeslot.

### Creating Overlapping Entries

To create an entry in a timeslot that is partially or completely occupied by an existing entry, click MB1 or press and drag MB1 to the start time. Calendar opens a new entry for you at the specified time. You can overlap as many entries as you like.

By default, overlapping entries are stacked so that the left side of each entry is always visible. To change the stacking so that you see the first line of each entry, choose Day View... from the Options menu. When the Day View dialog box appears, choose Show Text from the Stacking menu. To view a hidden or overlapped entry, click on its icon; the entry moves to the top of the stack.

## Using the Clock in the Day Display

**1:23pm**

The clock at the bottom of the day display 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 that are 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 you set the timeslots in the day display at half-hour intervals and you click on the clock at 10:57, the day display adjusts so that the first timeslot contains the time 10:30.

This adjustment is continuous; as a timeslot passes, it scrolls off the top of the display. This scrolling is convenient if you reduce the size of the day display significantly; only the most immediate timeslots remain in view.

To stop the 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 about to scroll, the entry does not disappear. The scroll mechanism waits until the next interval is over, then the mechanism catches up.

The Show AM/PM customizing option (choose General... from the Options menu) allows you to choose between a 12-hour and a 24-hour time display.

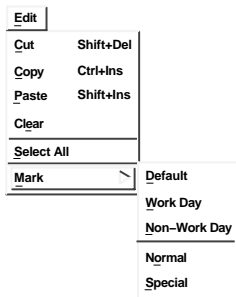
## Entering Day Notes

You can enter information in a day note that is specific to a particular day but is not tied to a particular time. For example, you can use day notes to identify birthdays and other days of personal interest.

To enter a brief day note, click on the day note indicator (on the left side of the box below the date in the day display). Enter the text for your day note. To complete the entry, click again on the day note indicator.

To enter a longer day note, double click on the day note indicator 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 a day alters the display font of its number in the month and year displays so that you can distinguish the day from other days in the various Calendar displays.

To mark a day:

1. Select the desired day from any of the displays.
2. Pull down the Edit menu and display the Mark submenu.  
Any items that already apply to the selected day are dimmed.
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.

Choose	To Produce
Work Day	<p>Bold font.</p> <p>Once you choose the Work Day menu item, the marked days continue to display 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 Options menu.</p>
Non-Work Day	<p>Standard Calendar font.</p> <p>Once you choose the Non-Work Day menu item, the marked days continue to display 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 Options menu.</p>
Normal	The font in which a day appeared before you marked it with the Special menu item.
Special	Bold, larger font; on color workstations, displayed in red.

## 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.

You can use the Open... menu item to open a calendar even if you do not have privileges to modify it. This feature lets you use a calendar to share information.

For example, a group secretary can create a calendar for events of groupwide interest, so that everyone on a team can see when group activities occur. Only one person at a time can write in this calendar, and you cannot read the calendar while it is being modified. If no one is modifying the file, an unlimited number of people can read it simultaneously. For more information about making a calendar accessible to a group of people, see your system manager.

## Creating a New Calendar

To create a new calendar:

1. Choose **Open...** or **Open in New...** from the File menu. **Open...** opens the calendar in the current Calendar window, whereas **Open in New...** opens the calendar in a separate window. Either menu item displays a File Selection dialog box.
2. Enter a unique file name for the new calendar in the Selection entry box, and click on **OK**. (On OpenVMS systems, Calendar uses **DWC** as the default file type.)

A warning box states that the specified Calendar file does not exist and asks whether you want to create a new file.

3. Click on **Yes** to create a new calendar.

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

You can change the calendar file name later if necessary (see **Renaming a Calendar**).

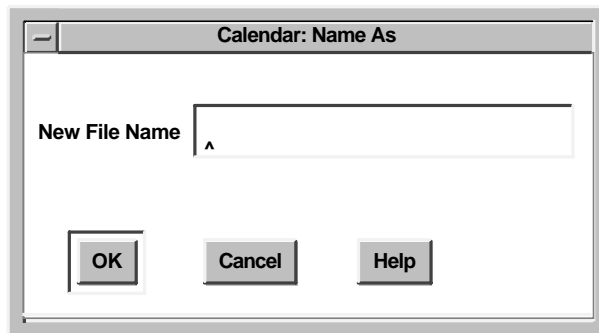
## Opening an Existing Calendar

To open an existing calendar, follow the steps in the preceding section (**Creating a New Calendar**), but specify the name of an existing Calendar file in the file selection dialog box.

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.

## Renaming a Calendar

To rename the current calendar, choose **Name As...** from the File menu. A dialog box is displayed.



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In the text entry box, enter the new calendar name and click on OK. (On OpenVMS systems, Calendar uses DWC as the default file type.) You can rename only those calendars in which you are allowed to write.

### **Closing a Calendar**

If you have opened a calendar in a new window (Open in New... from the File menu), you can close it without exiting Calendar by choosing Close from the File menu.

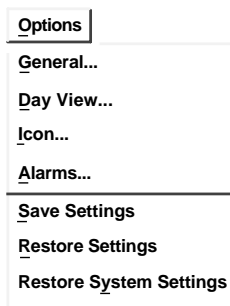
If you have not opened the current calendar in a new window, the Close menu item is dimmed.

### **Deleting a Calendar**

To delete a calendar, choose Delete... from the File menu. Calendar displays a warning box that asks 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



You can specify many options to customize the appearance and behavior of Calendar displays. These options fall into four categories:

- General options define the work week, the start of the year, and the behavior of various displays.
- Day View options control the size and content of components of the day display, as well as other aspects of this display.
- Icon Box options control the content of the icon used when you minimize the Calendar application. (This control does not pertain to icons in the day display and Entry Editor; Day View options control those icons.)
- Alarms options specify the default alarms for timeslot entries.

You can change these options by choosing menu items from the Options menu. The following sections describe the options. For information about the alarm option, see Setting Alarms.

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### Note

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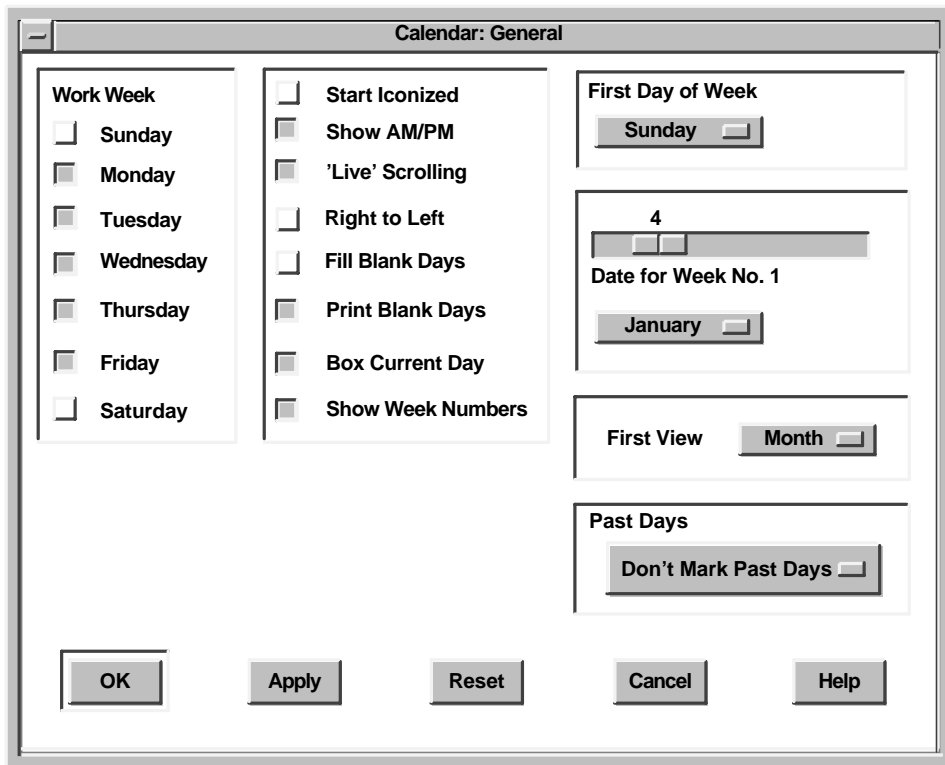
The defaults for many options vary depending on the country for which Calendar is designed. For example, in the American version the default time display is 12-hour (AM and PM) and the default first day of the week is Sunday. However, in some other versions the defaults include 24-hour time display and Monday as the first day of the week.

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## Customizing General Features

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

A dialog box is displayed.



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From this dialog box, you can modify any of the following Calendar options.

#### **Work Week**

Use the Work Week settings to identify the standard work days in your work week.

The check buttons identify work days and nonwork days. The settings affect the behavior of certain alarm repetition options (for example, repeat monthly, but if a nonwork day, move the alarm forward to the next work day).

#### **Start Iconized**

If you want Calendar to appear as an icon when it starts, click on the Start Iconized check button.

**Show AM/PM**

In its day display, Calendar has either a 12-hour time system, using AM and PM to differentiate morning and afternoon/evening timeslots, or a 24-hour time system, in which 1:00 PM becomes 13:00, 2:00 PM becomes 14:00, and so on.

For a 12-hour display, enable the Show AM/PM check button; for a 24-hour display, disable the button.

**'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 the 'Live' Scrolling check button, the displays change dynamically when you move the slider.

**Right to Left**

If you enable the Right to Left check button, the time and day note indicators and the entry handles appear on the right side of the day view, and the vertical scroll bar appears on the left side of all displays.

**Fill Blank Days**

If you enable the Fill Blank Days check button, any days at the top and bottom of the month display that are not in the current month appear in the display. If you disable the check button, these days do not appear.

For example, assume that March 1 is a Friday and March 31 is a Sunday. If you enable Fill Blank Days, February 24–28 and April 1–6 also appear (that is, if Sunday is the first day of the week). If you disable Fill Blank Days, the days from February and April are blank in the March display.

**Print Blank Days**

If you enable the Show Week Numbers setting, you can select a week number and then choose Print... from the File menu to print Calendar entries for that week.

If you enable Print Blank Days, all days in the selected week print, whether or not you have entries in them.

If you disable Print Blank Days, days with no entries do not print.

**Box Current Day**

If you enable the Box Current Day setting, Calendar puts a box around the current day number.

**Show Week Numbers**

If you enable the Show Week Numbers setting, the leftmost column in every month display lists the number of each week in the year.

The date for week 1 is controlled by a separate option in this dialog box.

**First Day of Week**

To designate the first day of the week in month displays, display the Options menu and choose the correct day.

**Date for Week No. 1**

This option lets you specify the first week of the year. Its effect is visible if you enable the showing of week numbers,

Use the Date for Week No. 1 option menu to choose the desired month and use the slider to choose the desired day in that month. 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 day number from the first week. Note, however, that if you want to increase the probability that the date always falls in the first full week of the month, you should choose day 6.

**First View**

Use the First View Options menu to specify whether the day, month, or year display appears when you start Calendar.

**Past Days**

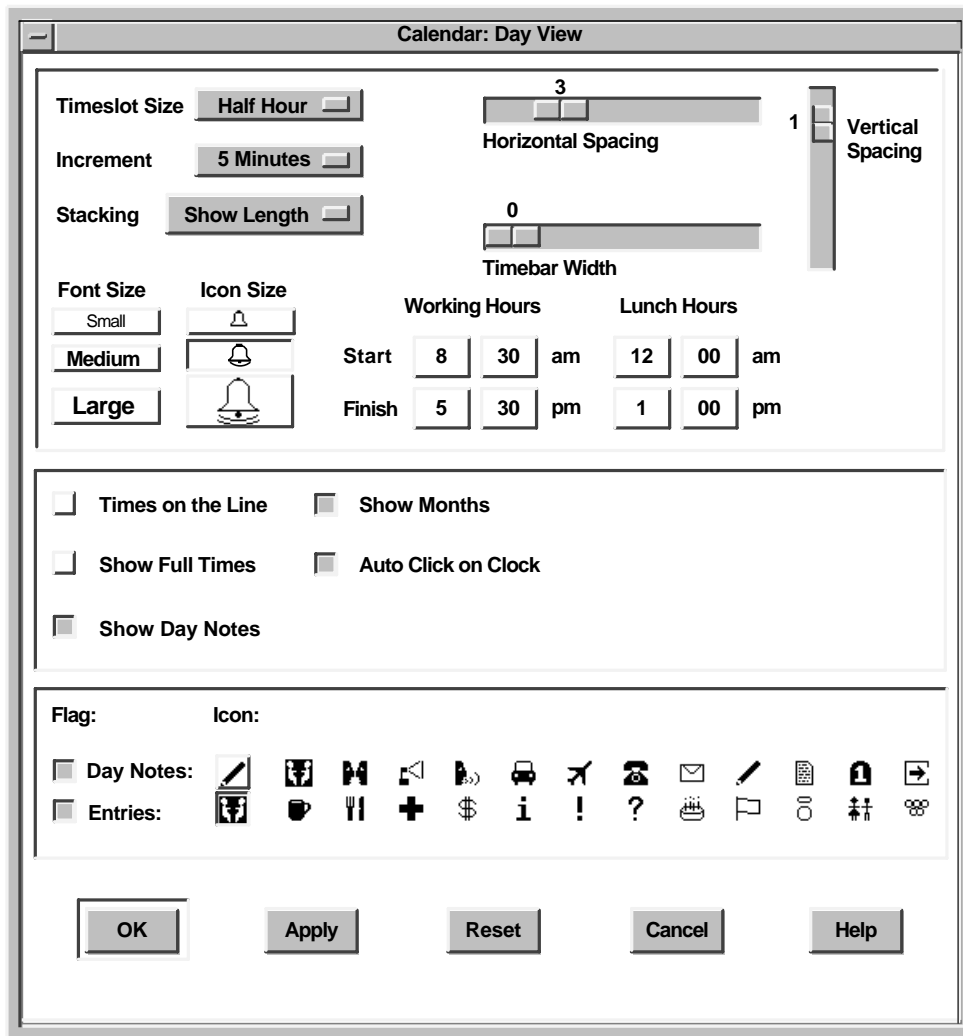
Use the Past Days Options menu to determine whether or not past days are marked and, if so, how:

- Don't Mark Past Days — no marking
- Strike Out Past Days — marked with a slash
- Cross Out Past Days — marked with X

## Customizing the Day Display

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

The Day View dialog box is displayed.



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

**Timeslot Size**

Use the Timeslot Size Options menu to specify the interval for each timeslot.

**Increment**

In each timeslot, the resize knob lets you create a Calendar entry that is larger or smaller than the timeslot size.

Use the Increment Options menu to specify the time that each incremental resizing movement adds to or subtracts from the time for the entry.

The Increment value is always less than the timeslot size. For example, if your timeslot size is 30 minutes, the Hour option on the Increment Options menu is dimmed because you can only resize the entry in increments less than or equal to the timeslot itself. The Increment value also always divides evenly into the Timeslot Size value.

**Stacking**

Use the Stacking Options menu to control the display of overlapping timeslot entries:

- Show Length — the left side of each entry is always visible.
- Show Text — the first line of each entry is visible.

By default, overlapping entries are stacked so that you always see the left side of each entry. This is the effect of the Show Length option on the Stacking Options menu.

To view a hidden or overlapped entry, click on its icon; the entry moves to the top of the stack.

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

**Horizontal Spacing**

The Horizontal Spacing option lets you adjust the width of the timeslots.

To modify the timeslot width, press and drag MB1 on the slider; the greater the number, the greater the width.

**Vertical Spacing**

The Vertical Spacing option lets you set the height of a timeslot entry. The larger the number, the more readable the text. If you select a smaller number, more timeslots are displayed in the same space.

To modify the timeslot height, press and drag MB1 to select the desired value. The available values are simply relative values.

**Timebar Width**

The Timebar Width option controls the thickness of the two timebars. Timebars are vertical columns on the sides of the timeslot area. One timebar represents just the times visible in the window; the other timebar represents a 24-hour period. Working hours, nonworking hours, and times with entries are distinguished visually.

The greater the number, the thicker the timebar. If you select zero (0), the timebars do not appear.

To modify the timebar width, press MB1 on the slider and drag to the number you want.

**Font Size**

You can select small, medium, or large font for Calendar timeslot entries. Your choice affects the size of the time values, text, and timeslot boxes, as well as the number of timeslots what will fit within the timeslot area of the day view.

**Icon Size**

You can select small, medium, or large for the size of icons that appear in the handles of Calendar entries.

**Working Hours**

You can click on the hour and minute buttons as often as needed to specify standard working hours.

In the timebars (vertical columns on the sides of the timeslot area), working and nonworking hours are represented in visually distinct ways.

Note that you can make any entries in any timeslot, whether or not it is during standard working hours.

**Lunch Hours**

You can click on the hour and minute buttons as often as needed to specify a standard lunch period.

In the timebars (vertical columns on the sides of the timeslot area), the lunch period is represented in the same way as nonworking hours.

Note that you can make any entries in any timeslot, whether or not it is during the standard lunch period.

**Times on the Line**

If you disable the Times on the Line setting, the starting time of a timeslot is centered between the top and bottom lines of the timeslot. If you enable the setting, the starting time of a timeslot is centered in the top line of the timeslot.

**Show Full Times**

By default, timeslots that are not on the full hour display as the number of minutes after the full hour. For example, the timeslot for 2:00 is displayed as 2:00, but the timeslot for 2:30 is 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 setting. This action causes 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 setting. If you disable day notes, existing day notes are not deleted; they just do not appear.

**Show Months**

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

**Auto Click on Clock**

You control autoscrolling (automatic scrolling of timeslots as the day progresses) by clicking on the clock when you display the day view. Enabling the autoclick option causes autoscrolling to start when you open the day display (as if you had clicked on the clock to start autoscrolling).



If you disable Auto Click on Clock, autoscrolling is not in effect when you first bring up the day display, and you must click on the clock manually to start autoscrolling.

### **Flag**

When you enable the Flag option, days that contain day notes or timeslot entries are “flagged.” Flagging means that the font of the specified day number changes in the month view to highlight that day. On color workstations, the color of the flagged day number also changes.

When you disable Flag, day numbers appear in the same font, regardless of whether they contain day notes or entries.

### **Icon (day note and timeslot entry)**

Directly under the word Icon are two buttons: the top button is the default icon for day notes; the bottom button is the default icon for timeslot entries.

To change the default icon for these types of entries, follow these steps for each one:

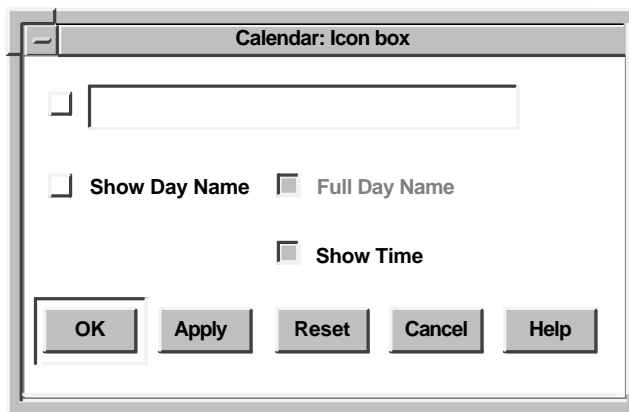
1. Click on the appropriate button under the word Icon.
2. Click on the icon that you want to be the default for that type of entry. The icon can be any of those displayed, regardless of where it appears.

You can also associate multiple icons with a particular entry by using the Entry Editor. For more information, see [Creating a Timeslot Entry](#).

## Customizing the Calendar Icon

You can customize the Calendar icon by choosing Icon Box... from the Options menu.

The Icon dialog box is displayed.



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

### Text entry box

The text entry box lets you specify text to appear along with the day name in the icon.

The check button to the left of the text entry box enables or disables the display of the text.

### Show Day Name

Use the Show Day Name option to enable or disable the display of the name of the day of the week in the icon.

### Full Day Name

Use the Full Day Name option to control whether the name of the day is in abbreviated or full form.

### Show Time

Use the Show Time option to control whether or not the time appears in the icon.

## Saving Options and Restoring Defaults

To save your customized settings, choose Save Settings from the Options menu. Your new settings are used whenever you start a Calendar session. The sizes and placements of all your displays are also saved.

To restore your settings to the currently saved defaults, choose Restore Settings from the Options menu.

To restore your settings to the system defaults, choose Restore System Settings from the Options menu.

## Integrating Calendar Use with Other Applications

This section contains information and suggestions to help you integrate your use of Calendar with other applications and commands.

### Using Hyperapplication Features

Calendar is a hyperapplication. Through the Link menu, you can make and follow links between pieces of information (linkable objects). The information at the other end of any link can be another Calendar object or an object accessed by any other hyperapplication. For detailed information about hyperapplications and the Link menu, see the chapter on hyperapplication features in *Using DECwindows Motif for OpenVMS*.

Calendar's linkable objects are:

- Timeslot entry
- Day
- Month
- Year

For example, you can link a timeslot entry to another timeslot entry, or to a Bookreader topic, or to a Cardfiler card. However, you cannot link a portion of text within an entry to something else.

Timeslot entries that are linked can be highlighted. If highlighting is enabled, Calendar highlights linked entries by including a light bulb icon in the entry handle. If highlighting is not enabled and you want to see which entries have links, choose

Link	
Go To	Shift+Find
Visit	Alt+Find
Step Forward	Alt+Next
Show Links...	
Show History...	
Go Back	
Start Link	Alt+up
Complete Link	Alt+down
Complete Link...	
Turn Highlight Off	Alt+Select
Highlight...	

Turn Highlight On from the Link menu. (To prepare for the reverse action, the menu item changes to Turn Highlight Off.)

## 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. Select the entry from Calendar, then use MB2 to perform a quick-copy operation on the entry into the Mail window.

To receive an entry through electronic mail:

1. Open the day view and use MB1 to select the text from an existing mail message.
2. Use MB1 to give Calendar input focus.
3. Use MB2 to quick copy the mail message into Calendar.

You can also use the Copy and Paste items on the Edit menu to copy information from calendar entries to mail messages and vice versa.

## Saving and 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:

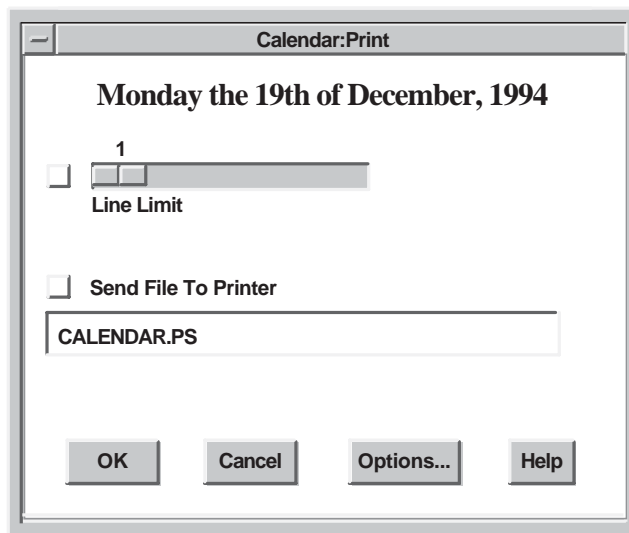
1. Display the day that relates to the entry or entries you want to print.

For example, if you want to print a timeslot, display the day that contains the timeslot. If you want to print 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.



The Print dialog box is displayed.



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The Print dialog box shows the time period you selected and provides a default name for the file you want to print. The dialog box also lets you limit the number of lines you want to print per entry by clicking on the Limit Lines per Entry setting and moving the scale to set the desired limit.

4. If you want, you can change the default name provided by the dialog box. Confirm your request by clicking on OK.

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

## Exiting Calendar

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



# 4

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## Using Cardfiler



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 that is filled with cards containing recipes and names of restaurants.

By organizing your cards into card files, you can keep one group of cards separate from another group; for example, you can separate your business cards from your personal cards.

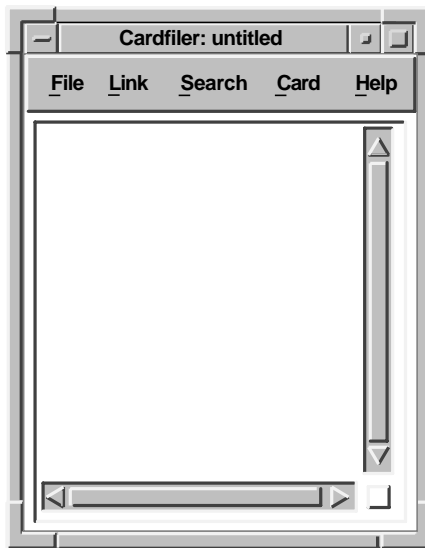
This chapter describes how to

- Start 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 Cardfiler

## Starting Cardfiler

To start Cardfiler, choose Cardfiler from the Session Manager's Applications menu.

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



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## Creating or Opening a Card File

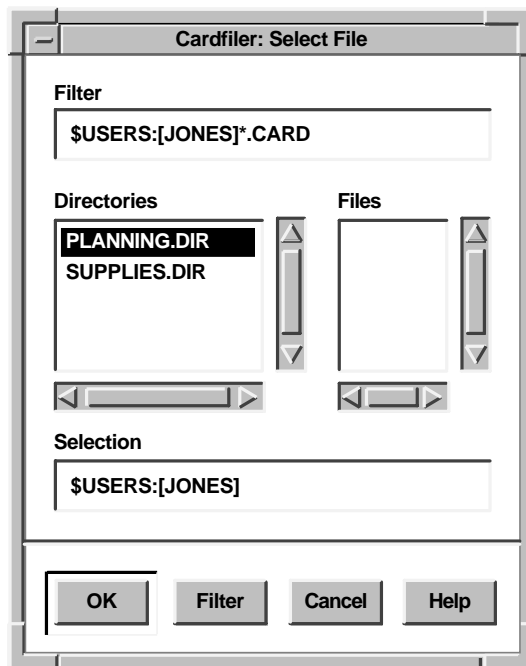
<b>File</b>
Open...
Merge...
Save...
Save As
Print
Print...
Save Geometry
Restore System Settings
Exit

You can 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. The Select File dialog box appears.





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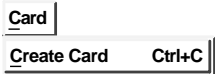
2. To create a new card file, click on the Selection entry box and enter the name of the card file you want to create. By default, card files have the file type CARD.

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.

3. To open an existing card file, double click on the name of the file in the Files list box. The new card file appears.

If you try to open a new card file without first saving changes you made to the current file, a dialog box appears and asks whether you want to save your changes. To save your changes, click on Yes. To discard your changes, click on No.

## Creating Cards



Cards contain units of information, such as a person's name and telephone number, and are organized in card files.

You can create a series of cards and save them in 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 choose. Most likely, this topic will be the name of something, such as a person or business. By displaying the topic of each card, the card file window lists the contents of the card file.

To create a card:

1. Choose Create Card... from the Card menu.  
A dialog box prompts you to enter the topic of the new card.
2. Enter the topic in the index entry box.
3. Click on OK.  
Cardfiler displays a blank card in the card window. The text you entered is added to the title bar at the top of the card window and to the contents of the Cardfiler window.
4. Enter any information you want on the card.  
Using the Return key, space bar, and Tab key, enter the text as you want it to appear. Cards can contain up to 4000 characters and up to 64K bytes of images (see Adding Images for more information).
5. When you are finished with the card, choose Close from the File menu. The card window closes and the card is added to your card file.

You can open another card in the card file without closing the current card. When you choose Create Card... from the Card menu in the Cardfiler window, Cardfiler automatically saves any changes you made to the current 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 create a card file, you can save them in a new card file.

To save existing cards in a new card file:

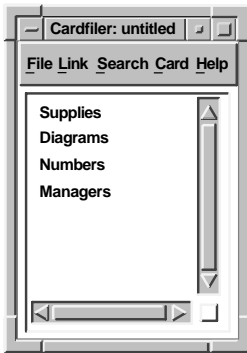
1. Create your cards from the empty, untitled card file you see when you start Cardfiler.

2. Choose Save from the File menu to save cards under the index topic you chose previously.
3. Choose Save As... from the File menu to save under a new file name. The Select File dialog box appears.

In the Selection entry box, enter the name of the card file into which you want to put your cards. For example, if you created a series of cards that contain information about office supplies your department purchased, you might name the card file Supplies.

Click on OK. The new card file name appears at the top of the Cardfiler window with a list of all the cards in that card file.

## Viewing the Contents of a Card File



Although you can look at only one card at a time, you can switch easily 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, 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 an existing card, double click on the card's index topic.

The card's topic becomes shaded and the contents of the card appear in the card window.

### Scrolling Through a Card File

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

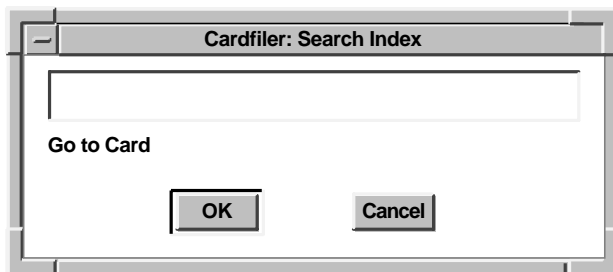
### Locating Text

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 Cardfiler treats spaces as text, you can search for two or more words.

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. A dialog box appears.



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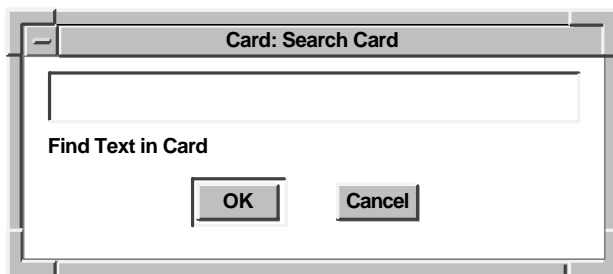
2. In the text entry box, type the text string you want to locate.
3. Click on OK.

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

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

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

1. Choose Search Card... from the Search menu in the card file window. A dialog box appears.



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2. In the text entry box, type the text string you want to locate.
3. Click on OK.

Cardfiler searches all cards in the file and displays the first card that contains the text string.

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

## Editing a Card

<u>E</u> dit	
Undo	Alt+Delete
Copy	Ctrl+Insert
Cut	Shift+Remove
Paste	Shift+Insert
Select Graphic	
Deselect Graphic	

Cardfiler editing commands let you copy, delete, and rearrange text on a card. If you decide you do not want to save your edits, Cardfiler restores the card to its original state.

## Renaming a Card

You can change the topic of a card by modifying its index topic.

To modify a card's index topic:

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

The card is renamed and remains displayed. 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's work area. When you open an existing card, the text cursor remains where it was when you last edited the card.

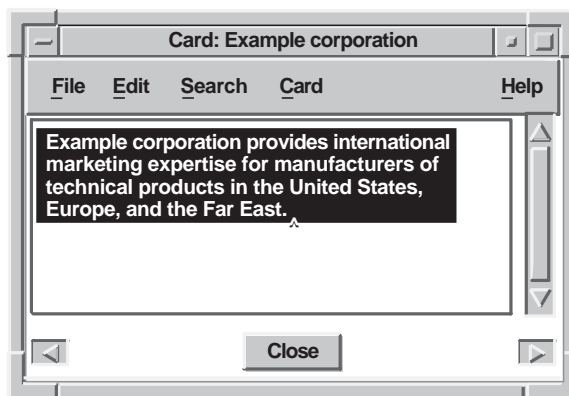
If you are creating a new card and want to move the text cursor, use the Return key, or place the pointer where you want the text cursor and click MB1. You can use this method to move the text cursor on an existing card, or you can use the arrow keys to move the text cursor anywhere in the existing text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

## Selecting Text

To delete, move, or copy text, you must first select that text.

To select text in a card:

1. Place the pointer at the start of the text. Press and hold MB1.
2. Drag the pointer over the text, then release MB1. This action highlights the selected text. Cardfiler stores this text until you are ready to use it.



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## Deleting Text

To delete small amounts of text on your card, use the Delete key (<X>). If you selected text for deletion, press any key to delete the highlighted text.

## Moving and Copying Text

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

To move or copy text within a card:

1. Select the text you want to move to another location on the card.
2. Choose Cut or Copy from the Edit menu. Choosing Cut places the text in the clipboard and removes the original, whereas choosing Copy makes a copy of the original and places it in the clipboard.

3. Move the text cursor to where you want to insert the deleted text by using the Return and arrow keys or by positioning the pointer and clicking MB1.
4. Choose Paste from the Edit menu. The text appears in the new location.

To move or copy text from one card to another:

1. Select the text you want to move or copy to another card.
2. Choose Cut or Copy from the Edit menu. Choosing Cut places the text in the clipboard and removes the original, whereas choosing Copy makes a copy of the original and places it in the clipboard.
3. In the Cardfiler window, click on the topic of the card to which you want to move the text. The new card appears.
4. Move the text cursor to where you want to insert the deleted text by using the Return and arrow keys or by positioning the pointer and clicking MB1.
5. Choose Paste from the Edit menu. The text appears in the new location.

## **Adding Images**

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

To add an image that has been saved as a file:

1. Open a card.
2. Choose Include Image... from the card window's File menu.  
A dialog box appears that lists all files in the current directory that have the file 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 entry box.

Click on OK. The image appears on the card. If the image is larger than the current size of the card, you can enlarge the window by dragging the window's border.

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. Choosing Cut causes the image to disappear from the Paint window, whereas choosing Copy simply makes a copy of it.
4. Give the opened card input focus by clicking on it, and choose Paste from the Edit menu.

The image appears on the card. If the image is larger than the current size of the card, you can display enlarge the window by dragging the window's border.

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 delete an image from the card:

1. Select the image by clicking on it. Alternatively, you can choose Select Graphic from the Edit menu.
2. Choose Cut from the Edit menu. Cardfiler deletes the image. To restore the image, choose Undo from the Edit menu.

## Using Hyperapplication Features

Link	
Go To	Shift+Find
Visit	Alt+Find
Step Forward	Alt+Next
Show Links...	
Show History...	
Go Back	
Start Link	Alt+up
Complete Link	Alt+down
Complete Link...	
Turn Highlight Off	Alt+Select
Highlight...	

Cardfiler is a hyperapplication. Through the Link menu, you can make and follow links between pieces of information (linkable objects). The information at the other end of any link can be another Cardfiler object or an object accessed by any other hyperapplication. For detailed information about hyperapplications and the Link menu, see the chapter on hyperapplication features in *Using DECwindows Motif for OpenVMS*.

Cardfiler's linkable object is any card. For example, you can link one card to another. You can also link a card to a Mail message. However, you cannot link a sentence within a card to anything.



If highlighting is enabled, Cardfiler highlights linked objects by using the light bulb icon. If highlighting is not enabled and you want to see which objects have links, choose Turn Highlight On from the Link menu. (To prepare for the reverse action, the menu item changes to Turn Highlight Off.)

## **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 finished 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 Cardfiler window.  
The Select File dialog box appears, prompting you for the name of the file.
2. Using the Delete key (<X>) and the arrow keys, delete any text in the Selection entry box and type in the name of the file.  
The default file type for card file names is CARD.
3. Click on OK.

If you saved a new card file, notice that the name of the card file in the title bar has changed from “untitled” to the new file name. If you changed the name of an existing card file, the new file name replaces the previous one.

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

## **Merging Card Files**

You can merge the contents of the current card file with another card file to create 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.

To merge the contents of the current card file with another card file:

1. Choose Merge... from the File menu on the Cardfiler window.  
A dialog box appears.

2. In the Files list box, double click on the name of the file you want to merge with the current file. The contents of the two card files are merged and sorted alphabetically.

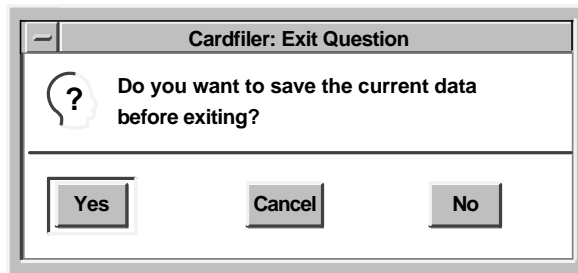
## Saving Customized Settings

If you change the size or screen position of Cardfiler and would like to save the new settings, choose Save Geometry from the File menu. The new settings are used in future sessions. To restore the system defaults, choose Restore System Settings from the File menu.

## Exiting Cardfiler

To exit Cardfiler, choose Exit from the File menu in the Cardfiler window.

If you have not saved any changes or additions to the current file, Cardfiler displays a dialog box:



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

# 5

---

## Using CDA Viewer



CDA Viewer displays the contents of compound documents and graphics, image, and text files on your screen. CDA Viewer works with the CDA converters. Therefore, the converters that are installed on your system determine the specific file types that you can view.

This chapter describes how to

- Start CDA Viewer
- View files
- Specify POSTSCRIPT paper size options
- Control the Files list box
- Specify supported file formats
- Create an options file
- Specify supported processing options
- Exit CDA Viewer

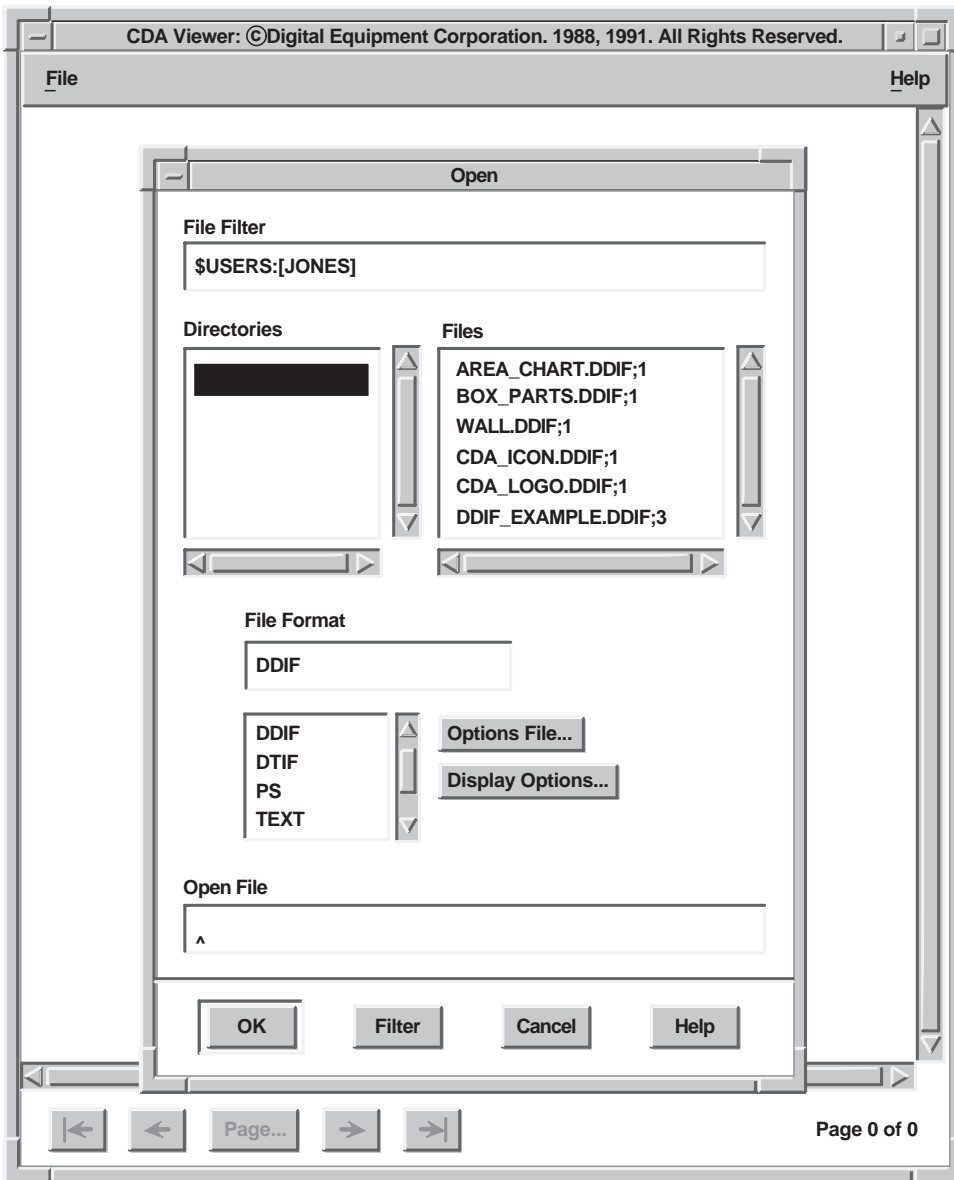
### Starting CDA Viewer

Start CDA Viewer by either of the following methods:

- Choose CDA Viewer from the Session Manager Applications menu.
- At the VMS prompt, enter the following DCL command:

```
$ VIEW/INTERFACE=DECWINDOWS
```

The CDA Viewer window appears. A dialog box (Open) also appears, which lets you select the file to be displayed. The Open dialog box includes buttons for Options File and Paper Size, each of which activates a separate dialog box in which you can specify optional instructions about how the file should look.

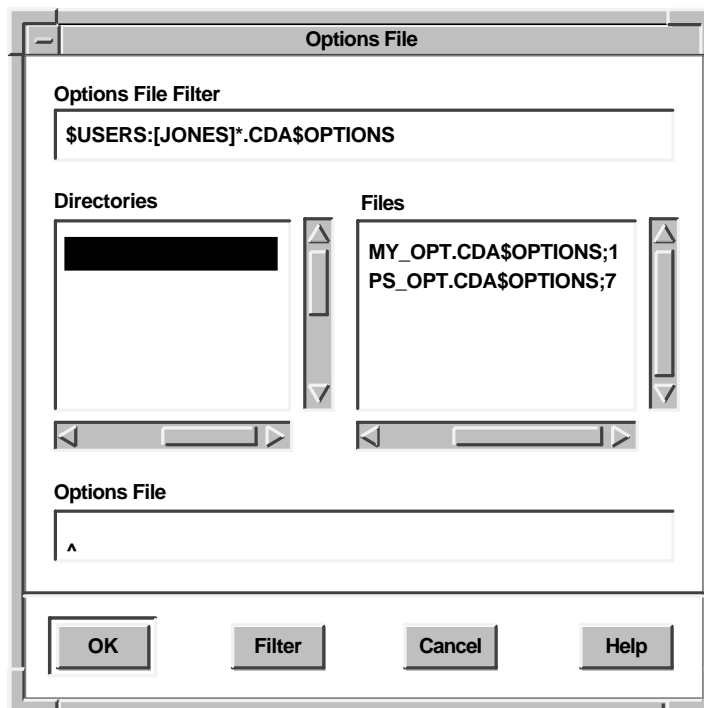


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## Viewing Files

The following steps form the basic procedure for viewing a file:

1. In the Directories list box, click on the name of the directory that contains the file you want to view.
2. In the File Format list box, click on the format name (also called the **keyword**) that applies to the file. If you do not know the format, refer to Specifying Supported File Formats in this chapter for more information.
3. *(Optional)* Click on Options File... to open a dialog box that lets you select an existing options file to control the display. (Refer to Creating an Options File and Specifying Supported Processing Options in this chapter for information describing how to create an options file and supported processing options.) In the Directories list box, click on the name of the directory that contains the options file. Then select the file from the Files list box.



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**Note**

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By convention, options file names include the extension CDA\$OPTIONS. If your file name does not follow this convention, the file will not be listed unless you modify the Options File Filter entry box to match the actual file name and then click on the Filter button.

---

4. *(Optional)* Click on Display Options... to open a dialog box in which you can set the size of the display. The paper size you specify is used only if the document has no inherent format (page size) or if you override the document's format.

You can select a paper size from the available list, or you can supply your own values in characters,<sup>1</sup> inches, or millimeters. To supply your own values, first click on the desired unit of measurement; then enter the desired values in the Width and Height entry boxes.

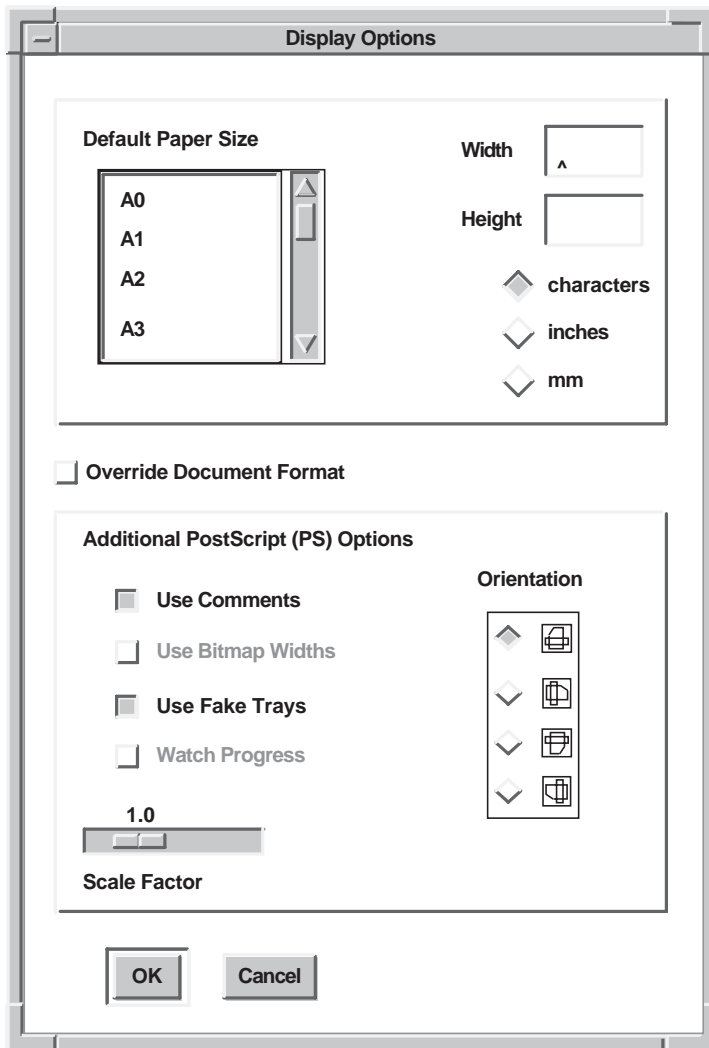
Click on the Override Document Format if you want to override the existing format with your own.

The Display Options dialog box includes several options that apply only to POSTSCRIPT files. If you specify any format other than POSTSCRIPT, the check buttons for these options are dimmed. Refer to Specifying PostScript Display Options in this chapter for an explanation of these options.

Click on the OK button to return to the Open dialog box.

---

<sup>1</sup> The characters unit corresponds to the size of a character in the 12-point Courier font, which is CDA Viewer's default font and which is also similar to the standard font used by most printers. In 12-point Courier, and in the character unit as interpreted by 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).



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**Note**

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Processing options, paper size values, and the Override Document Format option apply only to the next file you open. The appearance of the currently displayed document does not change.

---

5. In the Files list box, double click on the name of the file that you want to view, or click on the file name and then click on OK.

---

**Note**

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If the Files list does not include the file that you want to view, refer to Controlling the Files List Box in this chapter.

---

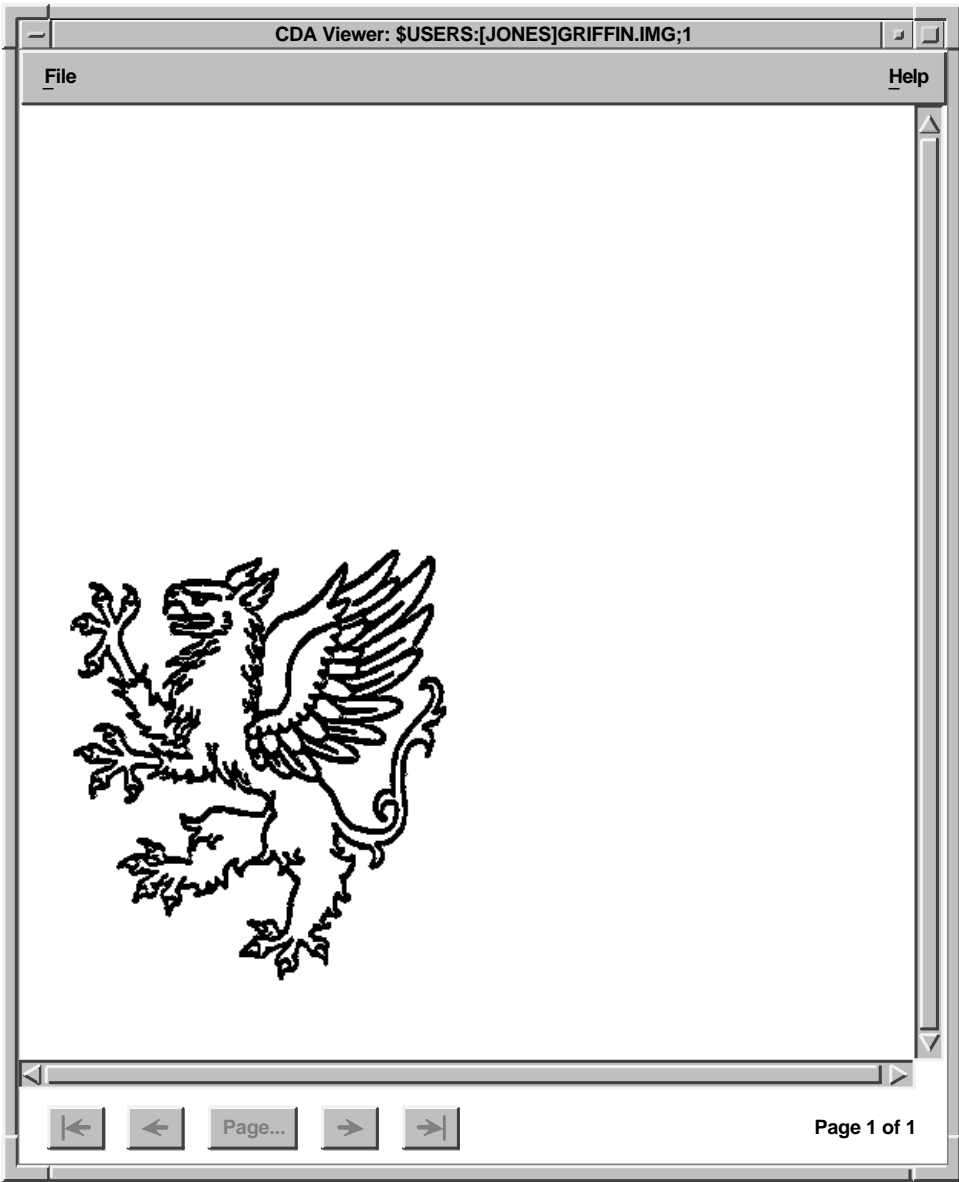
The Open dialog box closes, and the selected file is displayed in the CDA Viewer window. The title bar shows the name of the file, as does the CDA Viewer icon. The number of the currently displayed page and the total number of pages appear in the lower right corner of the window.

You can do the following things:

- **Move through the file.** 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.
- **Halt POSTSCRIPT processing.** If you are viewing a POSTSCRIPT file, a Cancel button is displayed at the bottom of the window. While CDA Viewer is formatting a page, you can click on Cancel to stop processing. Clicking on this button does not close the file; it merely halts processing of the current page.
- **Display information about the file you are viewing.** Choose Document Information... from the File menu. If the file contains the information, CDA Viewer displays the product name (the name of the application that produced the file), title, author, version, and creation date.



- **Display diagnostic information.** Choose Diagnostic Information... from the File menu to display information such as warnings and errors that occurred while you were formatting the file. (This menu selection is dimmed if no diagnostic information is available.)
- **Close the file.** Choose Close File from the File menu to clear the display.
- **Open a new file.** Choose Open File... from the File menu and repeat from step 1.
- **Exit CDA Viewer.** Choose Quit from the File menu.



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## Viewing Files With Audio Content

If you open a DDIF document with audio content, CDA Viewer displays an audio button next to the arrow buttons at the bottom of the window.

The audio button looks like one of the following:



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The solid audio button indicates that there is audio content on the page being displayed. When you click on this button, CDA Viewer displays one or more audio buttons on the page. These audio buttons indicate the location of the audio content on the page; click on these buttons to play back the audio content.

When you click on the solid audio button in the bottom of the window, the button changes to the button with the X through it. Click on this button to disable the display of the audio buttons on the page.

The outline audio button indicates that there is audio content in the document, but there is none on the page being displayed.

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### Note

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Special hardware is required to enable the playback of audio content. If your computer does not have this hardware, you will not hear any sound when you click on the audio buttons in the document.

---

## Specifying PostScript Display Options

The following options appear in the Display Options dialog box and are valid for POSTSCRIPT files only:

- Orientation radio box

The Orientation radio box lets you specify the orientation for displaying POSTSCRIPT files. By default, CDA Viewer displays files in the same mode (portrait or landscape) in which they were created. You can use the Orientation radio box to select different orientations to view files in reverse landscape mode or upside down.

- Scale Factor slider

The Scale Factor option lets you scale the page display size of your POSTSCRIPT file. The number you select tells CDA Viewer to shrink or enlarge the page display. If the scale factor is less than 1.0, the page display shrinks. If the number is greater than 1.0, the page display expands.

You can specify a scale factor in the range of 0.1 to 4.0 times the size of the original page display. By default, a typical page display has a scale factor of 1.0. Using a scale factor greater than 1.0 can result in slower processing.

- Use Comments check button

The Use Comments option tells CDA Viewer to interpret File structure comments that often appear in POSTSCRIPT files. This enables CDA Viewer to detect the location of page breaks in a POSTSCRIPT file, for example.

The Use Comments option is enabled by default. This is indicated by the highlighted Use Comments check button.

You can disable the Use Comments option by clicking on it before opening your POSTSCRIPT file. This is recommended in instances where the POSTSCRIPT file contains comments that are not correct, causing the CDA Viewer either to display the POSTSCRIPT file incorrectly or to generate an error message. In most cases, disabling the Use Comments option and reopening the file corrects the problem.

- Use Bitmap Widths check button

The Use Bitmap Widths option adjusts the display of your POSTSCRIPT file for improved viewing on the screen. By default, a printed POSTSCRIPT file has a finer resolution, or more dots per inch, than a POSTSCRIPT file displayed on a screen. If you try to view the printed format of a POSTSCRIPT file on line, the page layout is the same, but the text might be dense and difficult to read.

To clarify your POSTSCRIPT file for online viewing, you can specify the Use Bitmap Widths option so that CDA Viewer uses spacing formulas designed for bitmaps (screen images) instead of those designed for print.

The Use Bitmap Widths option is disabled by default. If you choose the Use Bitmap Widths option, the next time you open a POSTSCRIPT file, CDA Viewer uses bitmap widths to display your file. Text characters appear well spaced and easy to read. However, the file might look slightly different on screen than it would when printed. Columns might not be aligned precisely, or a paragraph formatted for right justification might appear with a ragged right margin instead.

- Use Fake Trays check button

The Use Fake Trays option lets you view a POSTSCRIPT file that contains tray-size directives. Tray-size directives are instructions that tell the printer what paper tray size to use. These directives, however, are specific to certain printers (such as the LPS40) and are not part of the Display POSTSCRIPT language.

By default, CDA Viewer ignores tray size directives if you try to display a POSTSCRIPT file that contains them. To override that default behavior and view tray size directives in a POSTSCRIPT file (to identify occurrences of nonstandard POSTSCRIPT for example), click on the Use Fake Trays option and reopen the file.

- Watch Progress check button

The Watch Progress option lets you view a POSTSCRIPT file while it is being processed for display in the CDA Viewer window. You can view a page as it is being processed, rather than waiting to view the entire page after it has been processed.

## Controlling the Files List Box

Choosing from the Files list box is often the simplest way to specify the file that you want to view, and the file selection window is designed to make it as easy as possible to do so. However, in some cases you might need to do one of two things:

- Enter the file specification directly in the Selection entry box. (You always have this option as an alternative to choosing a file name from the list.)
- Modify the entry in the Options File entry box, called the **filter mask**, in order to display a list that includes the desired file.

To choose the file from a list (rather than enter the specification directly), you must modify the filter mask if either of the following conditions is true:

- The file is located on a node other than the node where you are logged on. In this case, modify the *beginning* of the filter mask to include the correct node.

---

**Note**

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If you change the node specification, be sure to check the directory specification. The filter mask must not refer to a directory that is not valid on the specified node.

---

- The file name does not include the default extension for the specified format. (The default extension appears in the filter mask when you click on the format name.) In this case, modify the *end* of the filter mask to include the extension actually used in the file name.

After modifying the filter mask, click on Filter (or press Return). If you changed the node specification, double click on the correct directory name. Then select the desired file.

## Specifying Supported File Formats

The file format you specify depends on the application (or the conversion) that produced the file you want to view.

The following table summarizes the file formats supported by CDA converters on all systems running DECwindows Motif software. Your system might also support converters for additional formats. All formats that are supported on your system are listed in the Open dialog box.

Keyword	Description	Default File Extension
DDIF	DIGITAL Document Interchange Format files created by and for applications such as DECwrite and DECchart	DDIF
DTIF	DIGITAL Table Interchange Format files created by and for applications such as DECdecision	DTIF
PS	POSTSCRIPT files to be printed on supported output devices	PS
TEXT	Text files that can be edited with a text editor	TXT

---

**Note**

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You can view POSTSCRIPT files only if the Display POSTSCRIPT Extension is installed on your server. If the server does not have this software, the PS (POSTSCRIPT) choice does not appear in the Open dialog box.

---

Most formats have an associated default file extension. The preceding table includes the default file extension for each supported format. The default extension for the format that you select automatically appears in the filter mask, which determines which files are listed. For example, if you specify the TEXT format, the filter mask ends in TXT, and the Files list box shows files with that extension.

Not all file names have the default extension for their format. You must specify the actual format of the input file, regardless of its extension.

## Creating an Options File

You can create an options file prior to starting the CDA Viewer application. An options file is a text file with a default file extension of CDA\$OPTIONS.

The options file contains all the processing options for your input file format. Processing options help ensure minimal format and content changes while CDA Viewer processes your input file for display.

An options file is not required. Default processing options are applied automatically when you open a file for display. However, you might require an options file if you need to use a setting other than the default.

Use the following guidelines to create an options file:

- Begin each line of the options file with the keyword for the input format, followed by one or more spaces or tabs or by a slash (/).
- Specify only one processing option on each line.
- Use uppercase and lowercase alphabetic characters, numerals (0–9), dollar signs (\$), and underscores (\_) to specify the processing options.
- Use one or more spaces or tabs to precede values specified for a processing option.

## Specifying Supported Processing Options

You can create an options file containing processing options that apply to any CDA supported tabular file format for which there is an input converter. Data tables and spreadsheets are examples of tabular file formats.

Precede each of these processing options with the DTIF\_TO\_DDIF format name. DTIF (Digital Table Interchange Format) is a standard format for the storage and interchange of data table and spreadsheet files.

The following list describes the DTIF\_TO\_DDIF processing options.

### **COLUMN\_TITLE**

Displays the column titles as contained in the column attributes that are centered at the top of the column.

### **CURRENT\_DATE**

Displays the current date and time in the bottom left corner of the page. The value is formatted according to the document's specification for a default date and time.



**DOCUMENT\_DATE**

Displays the document date and time as contained in the document header in the top left corner of the page. The value is formatted according to the document's specification for a default date and time.

**DOCUMENT\_TITLE**

Displays the document title or titles as contained in the document header that is centered at the top of the page, one string per line.

**PAGE\_NUMBER**

Displays the current page number in the top right corner of the page.

**PAPER\_SIZE**

Sets the paper size. Valid values are as follows:

Value	Size
A0	841 x 1189 mm (33.13 x 46.85 in)
A1	594 x 841 mm (23.40 x 33.13 in)
A2	420 x 594 mm (16.55 x 23.40 in)
A3	297 x 420 mm (11.70 x 16.55 in)
A4	210 x 297 mm (8.27 x 11.70 in)
A5	148 x 210 mm (5.83 x 8.27 in)
B4	250 x 353 mm (9.84 x 13.90 in)
B5	176 x 250 mm (6.93 x 9.84 in)
C4	229 x 324 mm (9.01 x 12.76 in)
C5	162 x 229 mm (6.38 x 9.02 in)
DL	110 x 220 mm (4.33 x 8.66 in)
10x13_ENVELOPE	13 x 254 mm (15.600 x 10 in)
9x12_ENVELOPE	12 x 229 mm (14.400 x 9 in)
BUSINESS_ENVELOPE	9.5 x 105 mm (11.400 x 4.13 in)
EXECUTIVE	10 x 191 mm (12.000 x 7.5 in)
A	8.5 x 11 in
B	11 x 17 in
C	17 x 22 in

<b>Value</b>	<b>Size</b>
D	22 x 34 in
E	34 x 44 in
LEDGER	11 x 17 in
LEGAL	8.5 x 14 in
LETTER	8.5 x 11 in
LP	13.7 x 11 in
VT	8 x 5 in

The A paper size (8.5 x 11 inches) is the default.

**PAPER\_HEIGHT**

Selects a paper height, in combination with the DTIF\_TO\_DDIF PAPER\_WIDTH processing option, other than one of the predefined values provided. The default paper height is 11 inches.

**PAPER\_WIDTH**

Selects a paper width, in combination with the DTIF\_TO\_DDIF PAPER\_HEIGHT processing option, other than one of the predefined sizes provided. The default paper width is 8.5 inches.

**PAPER\_TOP\_MARGIN**

Selects the width of the margin provided at the top of the page. The default value is 0.25 inches.

**PAPER\_BOTTOM\_MARGIN**

Selects the width of the margin provided at the bottom of the page. The default value is 0.25 inches.

**PAPER\_LEFT\_MARGIN**

Selects the width of the margin provided on the left side of the page. The default value is 0.25 inches.

**PAPER\_RIGHT\_MARGIN**

Selects the width of the margin provided on the right side of the page. The default value is 0.25 inches.

### **PAPER\_ORIENTATION**

Selects the paper orientation to be used in the output file. The valid values for the **orientation** argument are as follows:

<b>Keyword</b>	<b>Meaning</b>
PORTRAIT	The page is oriented so that the larger dimension is the vertical axis.
LANDSCAPE	The page is oriented so that the larger dimension is the horizontal axis.

The default is PORTRAIT.

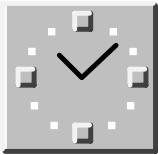
## **Exiting CDA Viewer**

To exit CDA Viewer, choose Quit from the File menu.



# 6

## Using Clock



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

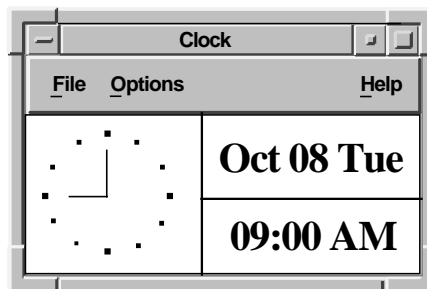
This chapter describes how to

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

### Starting Clock

To start Clock, choose Clock from Session Manager's Applications menu.

The Clock display appears on your screen. You can move and change the size of the display.



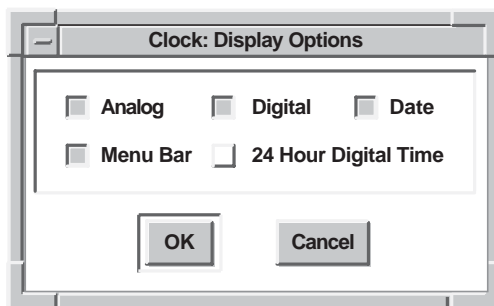
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## Customizing the Clock Display

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

To change the Clock display, choose Display... from the Options menu.

Clock displays the Display Options dialog box.



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

To use the current settings, click on OK. To return to the date and time display without changing any settings, click on Cancel.

If you disable the menu bar, you can use a pop-up menu to customize the Clock display:

1. Place the pointer anywhere in the Clock display.
2. Press and hold MB3. A pop-up menu appears.
3. Drag to the Display... menu item.
4. Release MB3. The Display Options dialog box appears.

To save the new settings and the size and placement of the Clock display on the screen:

1. Make any desired changes to the size, position, and settings of the Clock display.

2. Choose Save Settings from the Options menu or the pop-up menu.

To restore the system defaults, choose Restore System Settings from the Options menu or the pop-up menu.

## Setting the Alarm

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

To set the alarm

1. Choose Alarm... from the Options menu.  
The Alarm Options dialog box appears.

The screenshot shows a dialog box titled "Clock: Alarm Options". It is organized into three main sections. The top section, "Alarm Settings", contains two checkboxes: "Alarm" and "Repeat Daily". To the right of these are two numeric input boxes, one containing "12" and the other "00". Further right are two radio buttons, "AM" (which is selected) and "PM". The middle section, "Sound Settings", includes checkboxes for "Keyboard Bell" and "Sound File". To the right of "Sound File" is an "Output" dropdown menu currently set to "Headphones". Below this is a volume slider with the number "0" above it. At the bottom of this section are three buttons: "Sound File...", "Play", and "Stop". The bottom section, "Alarm Message", features a large, empty text input box. At the very bottom of the dialog are two buttons: "OK" and "Cancel".

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2. In the entry box for the hour of the day, type the hour you want the alarm to sound.

You can 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).

To erase a number that you previously entered or to correct typing mistakes, use the Delete key (<X>).

3. In the entry box for the minutes of the hour, finish entering the time you want the alarm to sound.
4. If you are using a 12-hour clock or if the time you specify is earlier than 13:00, click on either the AM or PM radio button.
5. To display a message on your screen when the alarm sounds, type your message in the Alarm Message entry box. Alarm messages can contain up to 200 characters.
6. To use the current settings, click on OK. To return to the date and time display without changing the previous settings, click on Cancel.

When the alarm sounds, click on OK in the dialog box to clear the alarm message from your screen.

## Exiting Clock

To exit Clock, choose Exit from the File menu or the pop-up menu.



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## Using DECsound



DECsound is a software application that you can use to play and record audio messages, which you can mail to other users or include in documents.

This chapter describes how to

- Start DECsound
- Use the DECsound control panel
- Make an audio recording
- Play an audio recording
- Edit an audio recording
- Use LiveLink connections
- Mail audio recordings
- Exit DECsound

### Starting DECsound

You can start a DECsound session in any of the following ways:

- Using Session Manager or FileView  
To start DECsound from Session Manager or FileView, choose DECsound from the Applications menu. If the Applications menu does not contain a DECsound menu item, contact your system manager.
- Using LiveLink connections  
You can make LiveLink connections from DECwrite (see Using LiveLink Connections).
- Using the command line

To start DECsound from the operating system command line on an OpenVMS system, enter one of the following commands:

```
$ RUN SYS$SYSTEM:DECSOUND
```

You can also define a symbol on the command line or in your LOGIN.COM file, as follows:

```
$ DECSOUND := $DECSOUND
```

If you define a symbol, you can specify the qualifiers that control how the DECsound session executes (see Table 7–1).

**Table 7–1 Starting DECsound Sessions from the Command Line Using Qualifiers**

Qualifier	Description
-file <i>file-spec</i>	Starts a DECsound session. If the file exists, the DECsound window displays the recording. If the file does not exist, DECsound creates a new recording. If you do not specify a file type, DECsound adds the default .AUD file type.
-headphone	Plays the DECsound recording to the headphone jack on your workstation. DECsound ignores the -headphone qualifier if you do not also specify the -play qualifier.
-icon	Creates a DECsound file that includes an icon. This qualifier is useful when you make recordings that you want to include in DECwrite documents, because the resulting data block in the document displays an icon that indicates the presence of a DECsound recording. This option is available for DECwrite Version 2.1 only.  If you do not insert the icon, the DECsound data block can be difficult to locate in a document. However, if you do insert the icon, the icon is also displayed when you print the document.
-play <i>file-spec</i>	Plays the specified file without displaying the DECsound window.
-speaker	Plays the DECsound recording on your workstation's built-in speaker. DECsound ignores the -speaker qualifier if you do not also specify the -play qualifier.

(continued on next page)

**Table 7–1 (Cont.) Starting DECsound Sessions from the Command Line Using Qualifiers**

Qualifier	Description
-volume <i>n</i>	Specifies the playback volume, where <i>n</i> is an integer between 0 and 100. DECsound ignores the -volume qualifier if you do not also specify the -play qualifier.

---

**Note**

---

You can specify either the -speaker qualifier or the -headphone qualifier, but you must not specify both. If you specify both of these qualifiers, DECsound uses the one that is last in the command line.

---

The following example shows how to invoke DECsound to play the BIRDS.AUD file at a playback volume of 50 without displaying the DECsound window:

```
$ DEC SOUND -play BIRDS.AUD -volume 50
```

## DECsound Files

DECsound files have a file type of .AUD by default. When you specify a file name for a DECsound file, you do not need to enter the default .AUD file type. DECsound adds the default file type automatically.

DECsound can also read audio files created on Sun™ workstations. These files have a file type of .AU, so when you open these files, you must specify the .AU file type.

DECsound creates files in the DDIF format. DDIF (Digital Document Interchange Format) is the standard document format used by CDA, a component of Digital's NAS architecture that defines standards for compound documents and enables file interchange among all compliant applications.

DECsound is supplied with a number of sample files of file types .AUD and .AU. These files are located in the DE CW\$EXAMPLES directory.

## Clipboard

Like many other windows-based applications, DECSound includes a clipboard, which is a temporary (invisible) storage area. When you cut or copy part of a DECSound recording, DECSound stores the selected part of the recording in the clipboard. When you use the Paste menu item, DECSound pastes the contents of the clipboard into the recording.

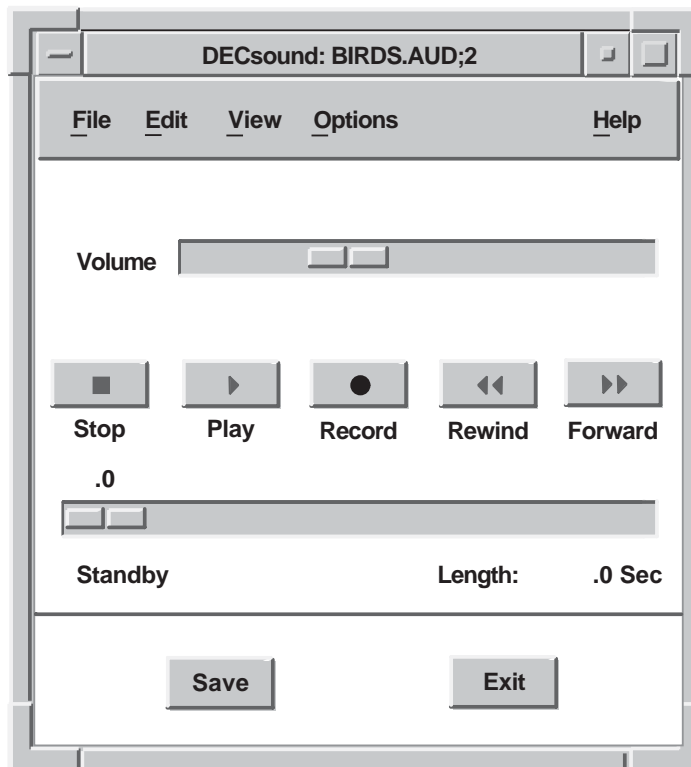
The clipboard stores only the most recently cut or copied part of a recording. When you cut or copy part of a recording to the clipboard, the recording overwrites the current contents of the clipboard.

Each DECSound session uses a separate clipboard; you cannot use the Edit menu to cut and paste between two DECSound sessions. If you need to cut and paste between two DECSound sessions, you can do so using the mouse, as follows:

1. Choose Display Energy or Display Samples from the View menu in both DECSound sessions to display the waveforms.
2. Drag MB1 across the waveform to select the part of the recording you want to cut from the first DECSound session.
3. Position the pointer at the spot in the second waveform where you want to insert the part of the recording.
4. Click MB2 to paste this recording to the second DECSound session.

## Using the DECsound Control Panel

When you start a DECsound session, DECsound displays a control panel, as follows:



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The main functions of the control panel are similar to those of a tape recorder.



- Stop  
Click on the Stop button to stop a play or record operation.

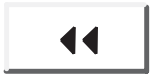


- Play  
Click on the Play button to play a recording. While playing the recording, DECsound displays Playing... in the bottom left corner of the DECsound window.



- Record

To start recording, click on the Record button and speak into the microphone. While recording is in progress, DECSound displays Recording... in the bottom left corner of the DECSound window.



- Rewind

To rewind a recording, click on the Rewind button. Each time you click on the Rewind button, DECSound rewinds the recording by 1 second. To rewind continuously, press and hold MB1. DECSound displays the length of the recording, in seconds, in the bottom right corner of the DECSound window.



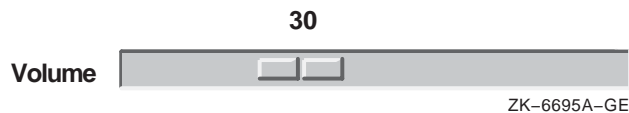
- Forward

To advance through a recording, click on the Forward button. Each time you click on the Forward button, DECSound advances the recording by 1 second. To advance continuously, press and hold MB1. DECSound displays the length of the recording, in seconds, in the bottom right corner of the DECSound window.

The control panel also contains a Save button, an Exit button, and sliders for the following:

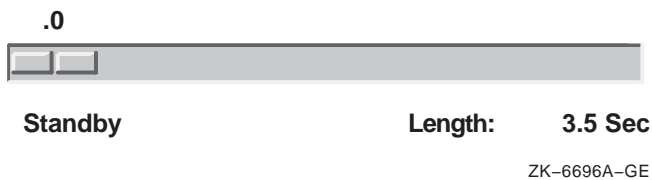
- Volume control

The Volume slider allows you to control the volume when you play DECSound recordings.



Move the slider to the right to increase the volume. Move it to the left to decrease the volume. The Volume slider also indicates the volume level as a percentage of the full volume.

- Current position in a recording  
The Position slider indicates the current position in the recording. In the following figure, the current position is the start of the recording.



## Making an Audio Recording

This section describes how to make an audio recording in DECSound.

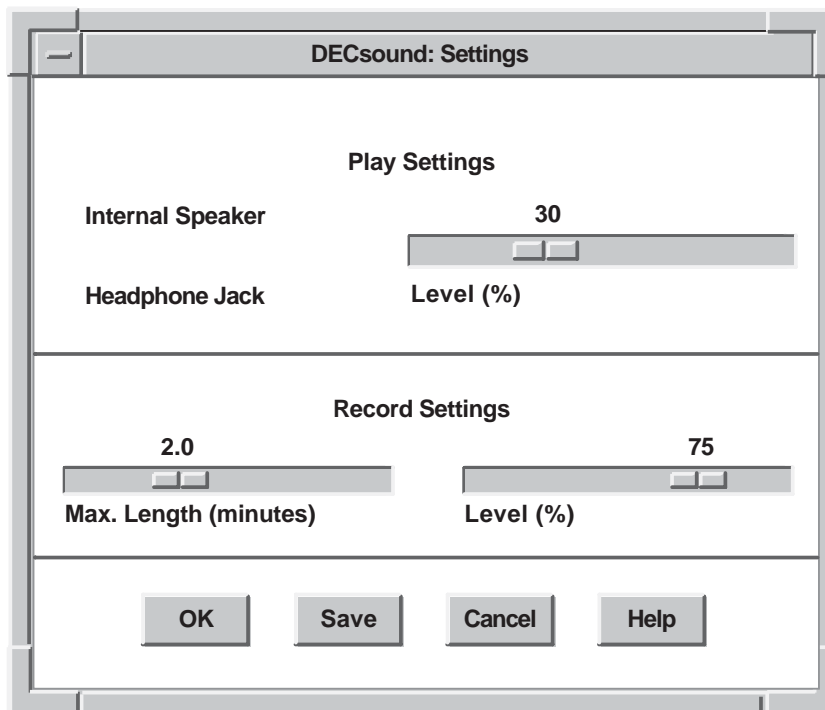
To make a DECSound recording, follow these steps:

1. Choose New from the File menu to start a new recording.
2. Click on the Record button and speak into the microphone or headset.
3. Click on the Stop button to stop recording.

The Position slider shows the length of the recording.

### Making Long Recordings

DECSound allows you to specify the maximum length of a recording using the Max. Length slider in the Settings dialog box, as shown in the following figure:

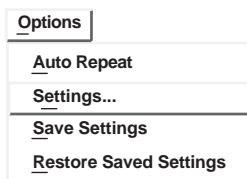


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The size of a recording is limited by the amount of free memory available on the system. In some cases, while you are making a long recording, DECSound displays a message informing you that there is insufficient memory before your recording reaches the maximum recording length. If this happens, take one of the following actions:

- Save the recording and restart DECSound in one of the following ways:
  - Click on the Save button.
  - Choose Save or Save As... from the DECSound File menu.
- Decrease the maximum recording length.





Choose Settings... from the Options menu to display the Settings dialog box. In the dialog box, use the Max. Length slider to decrease the maximum recording length.

- Ask your system manager to increase the memory quotas for your account.

When you open a DECsound recording that is longer than the maximum recording length, you cannot record new material onto the end of that recording. However, you can bypass this problem by following these steps:

1. Choose Display Energy or Display Samples from the View menu.  
DECsound displays the waveform for the recording.
2. Choose Select All and then Cut from the DECsound Edit menu to transfer the record clipboard.
3. Click on the Record button to record the message that you want to add to the existing recording.
4. Click on the Stop button when you finish recording.
5. Position the pointer at the start of the recording, and choose Paste from the Edit menu to insert the original recording.

### Inserting New Material in a Recording

If the DECsound window already contains a recording when you click on the Record button, DECsound adds the new recording to the end of the current recording. To insert new material in a recording, follow these steps:

1. Position the pointer where you want to insert the new material and click MB1.
2. Drag MB1 to the end of the recording, and choose Cut from the Edit menu to remove the selected part of the recording.
3. Click on the Record button and record the new material.
4. Position the pointer at the end of the recording, and choose Paste from the Edit menu to complete the new recording.

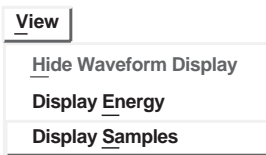
## Playing an Audio Recording



DECsound allows you to play all or part of a recording. To play all of a recording, click on the Play button.

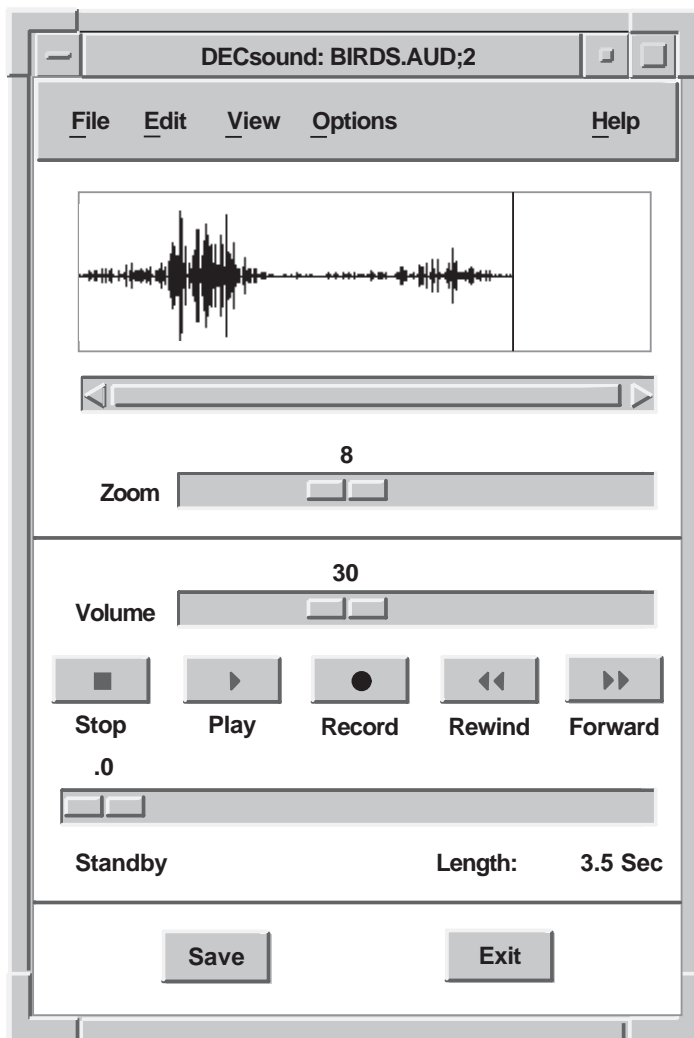
The Position slider adjusts to indicate the current position in the recording.

Play part of a recording as follows:



1. Choose Display Energy or Display Samples from the View menu.

DECsound displays the waveform for the recording. The following figure shows the Display Samples waveform, which displays the amplitude of the audio waveform:



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Note that the Zoom slider is also displayed. The Zoom slider allows you to view the DECsound waveform in greater or lesser detail. Move the slider to the left to view the waveform in greater detail. Move the slider to the right to view the waveform in lesser detail.

2. Select part of the recording by dragging MB1 across the waveform.  
DECsound highlights the selected part of the recording.
3. Click on the Play button.  
DECsound plays only the part of the recording that you have selected.

## Editing an Audio Recording

DECsound allows you to perform editing operations on your recordings. This section describes how to

- Select a recording
- Cut a recording
- Copy a recording
- Delete a recording

### Selecting a Recording

DECsound allows you to select all or part of a recording for editing, as follows:

- Selecting an entire recording

To select an entire recording, choose Select All from the Edit menu.

When you choose an edit operation after selecting the entire recording, the edit operation applies to the entire recording.

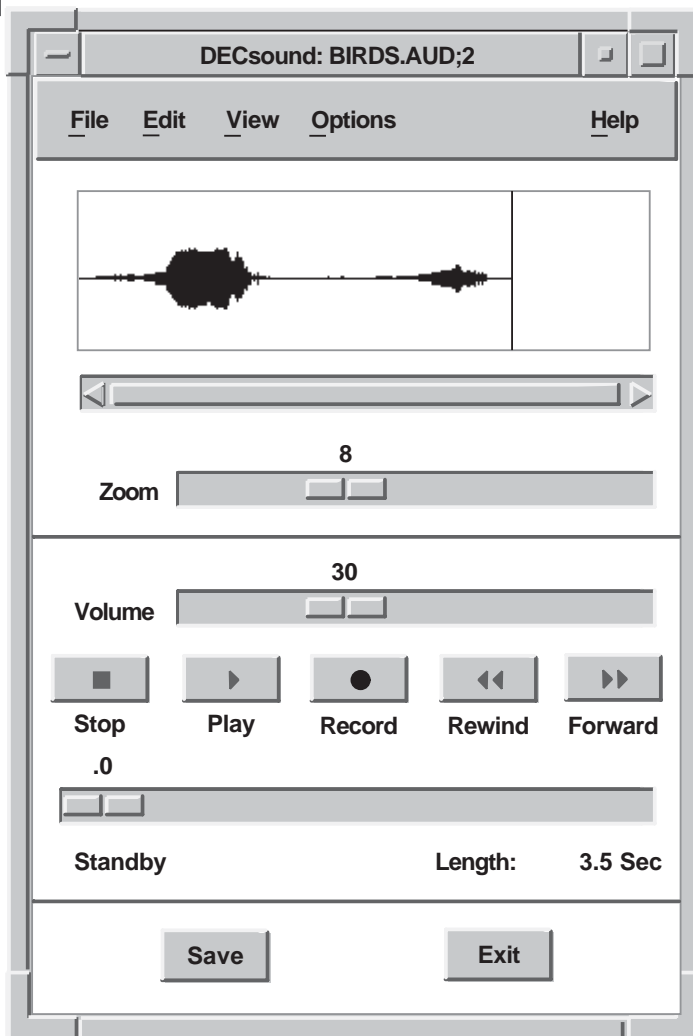
- Selecting part of a recording

Before you can edit a recording, you must select the part of the recording that you want to modify. Select part of a recording, as follows:

1. Choose Display Energy or Display Samples from the View menu.

- View**
- Hide Waveform Display
- Display Energy**
- Display Samples

DECsound displays the waveform for the recording. The following figure shows the Display Energy waveform, which displays the variations in audio energy levels in the waveform:



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2. Drag MB1 across the waveform.  
DECsound highlights the selected part of the recording.

When you select part of a recording, you can extend the selection by pressing the Shift key while dragging MB1.

When you choose an edit operation after selecting part of a recording, the edit operation applies to only that part of the recording.

### **Cutting a Recording**

DECsound allows you to cut all or part of a recording, as follows:

- **Cutting an entire recording**  
Choose Cut from the Edit menu to transfer the entire recording to the clipboard. DECsound deletes the recording from the display area.
- **Cutting part of a recording**  
Choose Cut from the Edit menu to transfer the selected part of a recording to the clipboard. DECsound deletes the selected part of the recording from the display area.

### **Copying a Recording**

DECsound allows you to copy all or part of a recording, as follows:

- **Copying an entire recording**  
Choose Copy from the Edit menu to copy the entire recording to the clipboard. The original waveform is still visible in the display area.
- **Copying part of a recording**  
Choose Copy from the Edit menu to copy the selected part of a recording to the clipboard. The original waveform is still visible in the display area.
- **Using the QuickCopy function**  
DECsound provides a QuickCopy function, which copies the selected part of a recording to the current position in the waveform. To use the QuickCopy function, follow these steps:
  1. In the current waveform, position the pointer where you want the recording to be copied to by pointing and clicking MB1.
  2. In the other waveform, point to the part of the waveform you want to copy.
  3. Press and hold MB2.

4. Drag across the part of the waveform you want to copy.  
The waveform is highlighted as you drag across it.
5. Release MB2.  
The waveform is copied to the new location in the current waveform.

---

**Note**

---

When you use the QuickCopy function, DECSound does not copy the selected part of the recording to the clipboard.

---

## Deleting a Recording

DECSound allows you to delete all or part of a recording as follows:

- **Deleting an entire recording**  
To delete an entire recording, choose Clear from the Edit menu without selecting part of the recording.
- **Deleting part of a recording**  
To delete part of a recording, choose Clear from the Edit menu to delete the selected part of the recording. DECSound deletes the selected part of the recording from the display area, but the Clear operation does not affect the contents of the clipboard.

## Using LiveLink Connections

You can include DECSound recordings in DECwrite documents using LiveLink connections. A LiveLink connection puts a DECSound recording into a document. The following are examples of when you might find this feature to be useful:

- Your document includes a complex graphic showing a machine part or a circuit diagram.  
Rather than type the description, you can create a LiveLink connection to a DECSound recording.
- You want to comment on a draft document prepared by a colleague.

Rather than insert handwritten comments in the document, you can use DECsound to insert your comments at appropriate places in the document.

When you create a LiveLink connection to a DECsound recording, the recording is maintained in a DECsound file. If you update the recording, the document is updated automatically to include the new recording.

When you insert a LiveLink connection into a DECsound file in a DECwrite Version 2.1 document, you can insert an icon that indicates the presence of a DECsound recording in the document.

If you do not insert the icon, the DECsound data block may be difficult to find in a document. However, if you do insert the icon, the icon is also displayed when you print the document.

### **Making LiveLink Connections from DECwrite**

To create a LiveLink connection between a DECwrite document and a DECsound recording, follow these steps:

1. Choose Links from the File menu.

---

**Note**

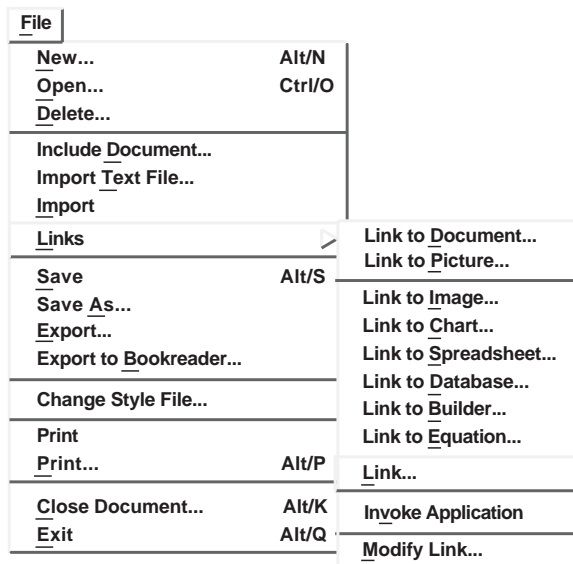
---

You must have the Full Menus option turned on to display the Links menu. To turn on this option, choose Full Menus from the DECwrite Options menu.

---



DECwrite displays the Links submenu, as follows:



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2. Choose Link... from the Links submenu.  
DECwrite displays the Link dialog box. For information about the Link dialog box, click on the Help button in the dialog box.
3. Click on a file name in the list box. If you want to create a new DECsound recording, enter the name of the file in the Selection entry box.
4. Click on the Options... button in the dialog box.  
DECwrite displays the Link Options subdialog box. For information about the Link Options subdialog box, click on the Help button in the subdialog box.  
In the Link Options subdialog box, enter the LiveLink connection information, as follows:
  - a. Specify the file location type for the file that contains the recording to which you want to link.  
The location also affects the way that the audio file is treated if you mail the DECwrite document.

- b. Specify DECSound in the Application Name entry box, as follows:

`SYS$SYSTEM:DECSOUND`

- c. If you want the DECwrite document to display an icon to indicate the presence of the DECSound recording in the document, specify the `-icon` qualifier in the Parameters entry box, as follows:

`-icon`

---

**Note**

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This option is available for DECwrite Version 2.1 only.

---

- d. Click on OK to dismiss the Link Options subdialog box.
5. Set the Invoke Application toggle button to the On state if you want to invoke DECSound.
6. Set the Keep Natural Size toggle button to the Off state if you want to specify the size of the DECSound icon that is displayed in the DECwrite document.
7. Click on OK in the Link dialog box.
8. Position the pointer at the spot in the document window where you want the DECSound data block to be displayed, drag MB1 to size the data block, then release MB1.

## Mailing Audio Recordings

You can mail DECSound recordings to other users using DECwindows Mail.

To mail a DECSound recording with DECwindows Mail, use DECSound to create the recording, then send the recording the same way that you send any mail message.

### **Creating and Sending DECsound Recordings with DECwindows Mail**

To mail a DECsound recording using DECwindows Mail, follow these steps:

1. Click on the Create-Send button in the main DECwindows Mail window.  
DECwindows Mail opens a Create-Send window and, if you have specified DECsound as the default editor, invokes DECsound.
2. Enter the address and subject information in the text entry boxes in the Create-Send window.

---

#### **Note**

---

If you have not specified DECsound as the default mail editor, choose DECsound from the Change Editor menu in the Create-Send window.

---

3. Click on the DECsound window and create the recording.  
When you have finished, save the recording and exit from DECsound.
4. Click on Send in the Create-Send window.  
DECwindows Mail sends a mail message that contains the DECsound recording.

### **Specifying DECsound as the Default Editor**

You can specify DECsound as the default mail editor to use when you create mail messages. This means that when you create a mail message, DECwindows Mail invokes DECsound automatically.

To specify DECsound as the default mail editor, follow these steps:

1. Choose Send... from the DECwindows Mail Options menu.  
DECwindows Mail displays the Send dialog box.
2. Press MB1 on the editor shown in the Default Editor box of the Send dialog box to see a list of the editors available on the system.  
Choose DECsound from the list.

3. Click on OK in the Send Options dialog box.
4. Choose Save Settings from the DECwindows Mail Options menu to ensure that the default editor setting is saved.

If the list of available editors does not include DECsound, ask your system manager to modify the list to include DECsound.

## Exiting DECsound

Choose Exit from the File menu to exit from DECsound. DECsound saves the current recording, using the current file name. If there is no current file name, DECsound displays the Confirmation dialog box.

DECsound displays the Confirmation dialog box when you try to exit from DECsound and one of the following conditions applies:

Condition	What to do
You edited a recording or made a new recording, but you did not save the recording in a file.	Click on OK to exit from DECsound without saving the recording, or click on Cancel to cancel the Exit command and continue using DECsound.
You made changes in the Settings dialog box, but you did not click on Save in the dialog box.	Click on OK to exit from DECsound without saving the changes to the dialog box settings, or click on Cancel to cancel the Exit command and continue using DECsound.

---

## Using DECterm



DECterm is video terminal emulator.

This chapter describes how to

- Create a DECterm window
- Choose options
- Copy information
- Clear and resize windows
- Print information
- Compose special characters
- Exit DECterm

### Creating a DECterm Window

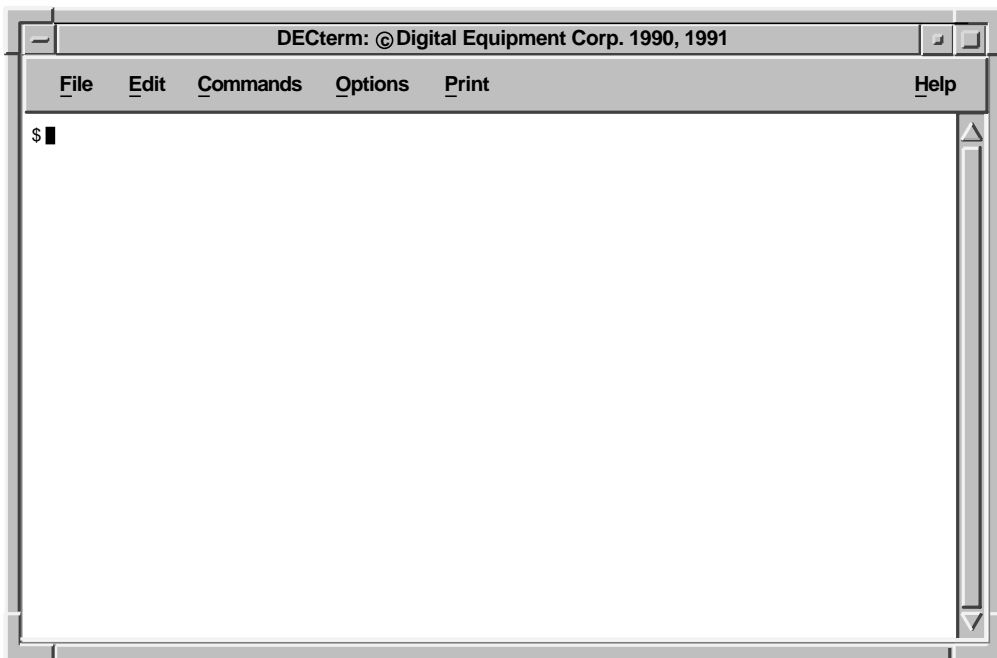
To create a DECterm window, do one of the following:

- 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 *HP OpenVMS DCL Dictionary: A-M*.

A DECterm window is displayed.

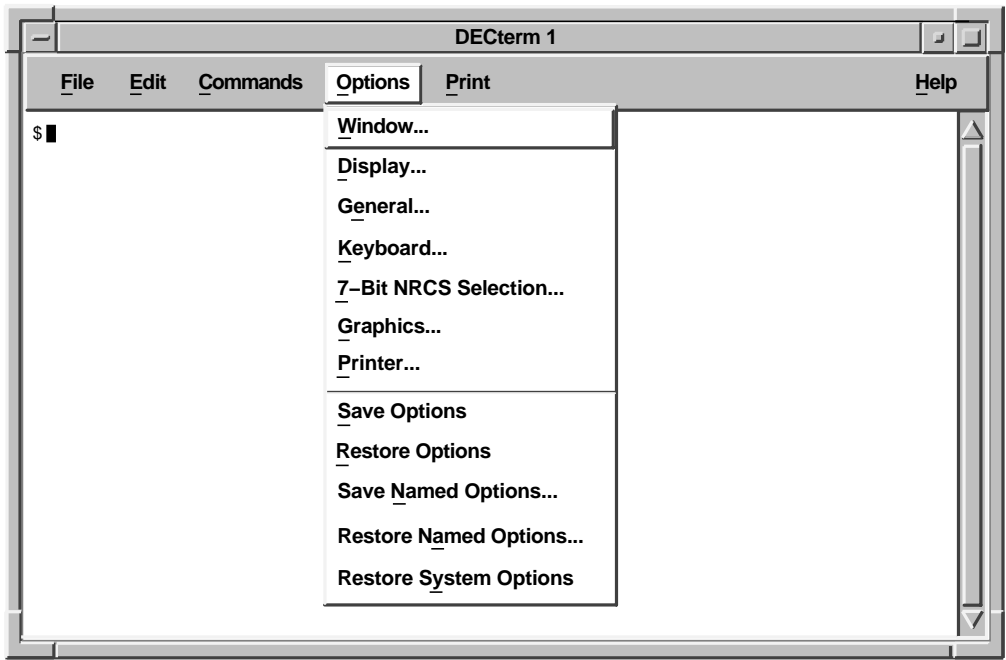


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Give the DECterm window input focus by moving the cursor to the window and clicking MB1.

## Choosing Options

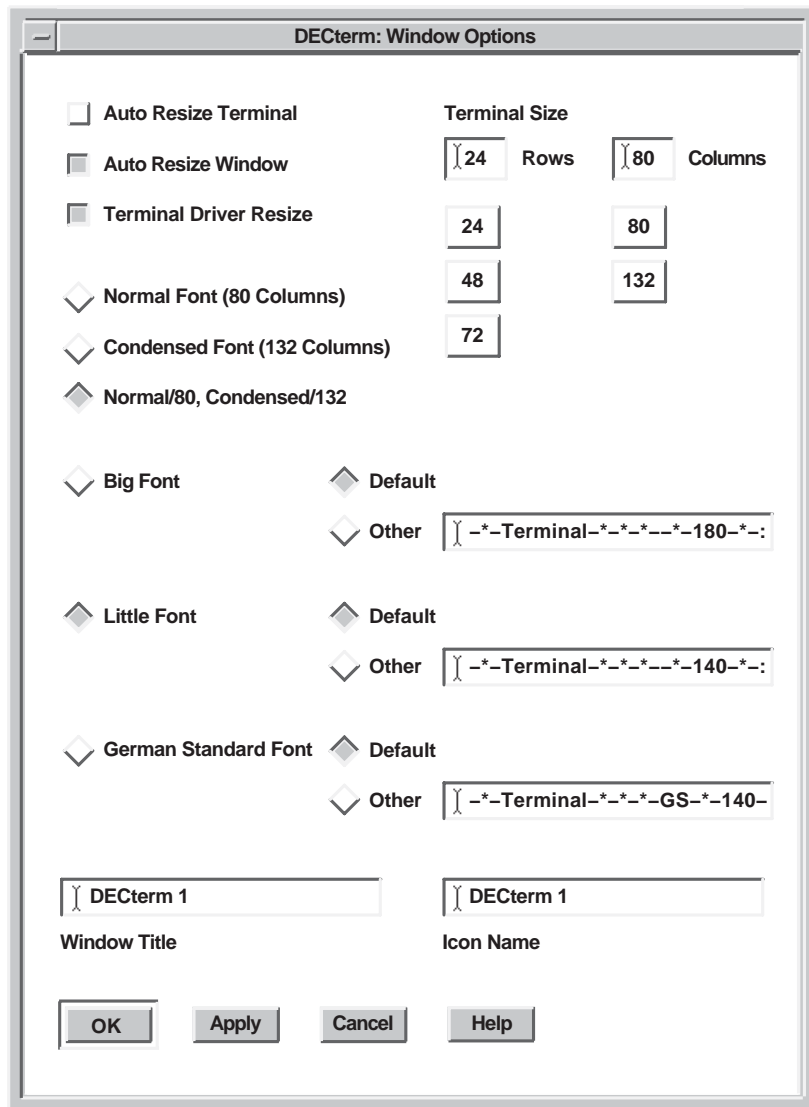
Once you have created a DECterm window, you can choose operating features and then save these features by using the Options menu.



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### Choosing Window Options

Choose Window... from the Options menu to change DECterm window features. DECterm displays a dialog box.



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In DECterm dialog boxes, shaded check buttons indicate the current settings.

To change these settings:

- Click MB1 on a check button or its label to change the setting.



- Click on the Apply button to view your changes without closing the dialog box.
- Click on the OK button to apply your changes and close the dialog box.
- Click on the Cancel button to cancel your changes.
- Click on the Help button to get help about the displayed window.

From the Window Options dialog box, you can choose the following features:

#### **Auto Resize Terminal**

Changing the window size does not usually change the size of the DECterm display area. Clicking on Auto Resize Terminal causes the display area to match the window size.

#### **Auto Resize Window**

Changing the size of the DECterm display area (the number of rows and columns) usually changes the window size automatically. Clicking on Auto Resize Window lets you change the size of the DECterm display without changing the window size. If the display area is larger than the window, information is not visible. Use scroll bars to access areas outside the window boundary.

#### **Terminal Driver Resize**

When you modify the terminal driver, the terminal size usually changes. Clicking on Terminal Driver Resize disables this option.

#### **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 changes the font size to match the terminal width. The normal

font is used for 80 columns or less; the condensed font is used for more than 80 columns.

### **Big Font**

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

You can replace the default Big Font with any font that is available on your system by clicking on Other and typing the name of the font in the text entry box. For information about the fonts available on your system and about font naming conventions, consult your system manager.

### **Little Font**

DECterm displays a 14-point font (10-point font on 100 dots-per-inch systems) by default.

You can replace the default Little Font with any font that is available on your system by clicking on Other and typing the name of the font in the text entry box. For information about the fonts available on your system and about font naming conventions, consult your system manager.

### **German Standard Font**

Clicking on the German Standard Font option causes DECterm to use a font that meets the German Technical Supervision Association (TÜV) requirements. By default, DECterm displays a 14-point font. This font cannot be condensed.

You can replace the default German Standard Font with any font that is available on your system by clicking on Other and typing the name of the font in the text entry box. For information about the fonts available on your system and about font naming conventions, consult your system manager.

### **Window Title**

The title DECterm usually appears in the window title bar. Entering a title of your choice in the text entry box changes the name in the title bar.

### **Icon Name**

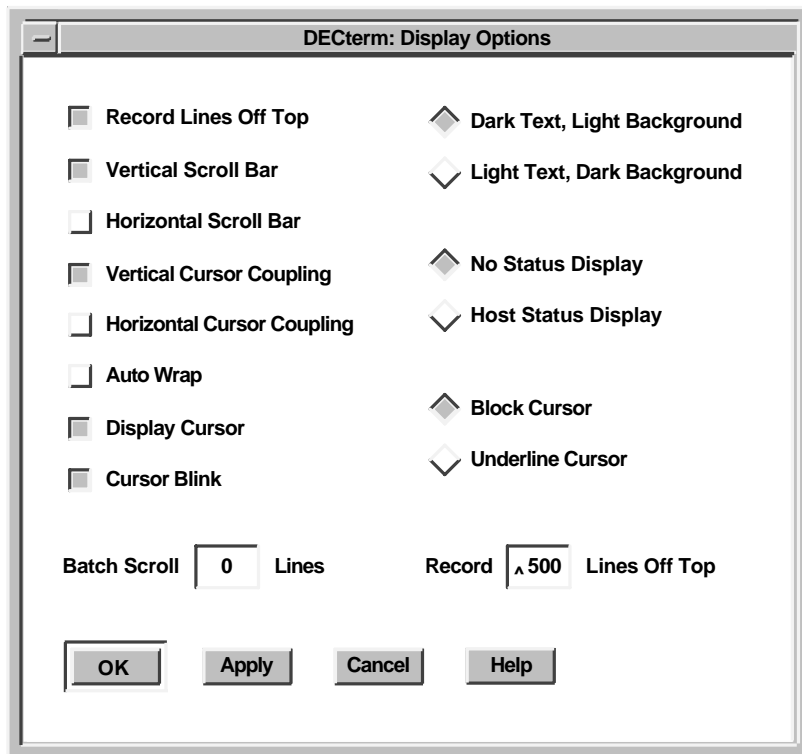
The title DECterm usually appears in the icon. Entering a name of your choice in the text entry box changes the name in the icon.

### Terminal Size

The default terminal size is 24 rows and 80 columns. You can change the terminal size by clicking on one of the displayed default sizes. You can also customize the column and row to be any number from 1 to 132 by clicking on the text entry box, deleting any existing numbers and entering the new settings.

### Choosing Display Options

Choose Display... from the Options menu to modify display features, such as the cursor style. DECterm displays a dialog box.



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From the Display Options dialog box, you can choose the following features:

**Record Lines Off Top**

Lines that are scrolled off the top of the DECterm display are saved by default. 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 the Record Lines Off Top option.

**Vertical Scroll Bar**

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

**Horizontal Scroll Bar**

DECterm does not display a horizontal scroll bar by default. To display a horizontal scroll bar at the bottom of your DECterm window, click on Horizontal Scroll Bar.

**Vertical Cursor Coupling**

When you change the window or terminal size vertically, the cursor remains visible by default. 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. Click on Vertical Cursor Coupling to disable this option.

**Horizontal Cursor Coupling**

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

**Auto Wrap**

When the cursor reaches the right margin it does not move to the next line by default. Each character typed deletes the last character. Click on Auto Wrap to allow the cursor to automatically start a new line.

**Display Cursor**

DECterm displays a cursor by default. Click on Display Cursor for the cursor to become invisible.

**Cursor Blink**

The DECterm cursor blinks by default. Click on Cursor Blink to display a nonblinking cursor.

**Batch Scroll 0 Lines**

DECterm updates the display on a character or line basis by default. Batch scrolling allows updates on a specified number of lines. To update the display on a specified number of lines, enter a number in the text entry box.

**Dark Text, Light Background**

DECterm displays dark text on a light screen background by default. You can change the display by clicking on Light Text, Dark Background.

**Light Text, Dark Background**

DECterm displays dark text on a light screen background by default. Click on Light Text, Dark Background to reverse the display to light text and a dark screen background.

**No Status Display**

By default, host status messages are not displayed. Click on Host Status Display to display status messages.

**Host Status Display**

To receive host status messages, click on the Host Status Display option. This causes status messages to appear on the bottom line of the DECterm window. You can set Host Status Display only if you choose the VT300-Series Terminal ID option.

**Block Cursor**

By default, the cursor for DECterm is a block. You can change the shape of the cursor by clicking on Underline Cursor.

**Underline Cursor**

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

**Record 500 Lines Off Top**

DECterm saves 500 lines in the transcript by default. You can enter a number from 1 to 9999 to increase or decrease the number of lines saved in the transcript.

---

**Note**

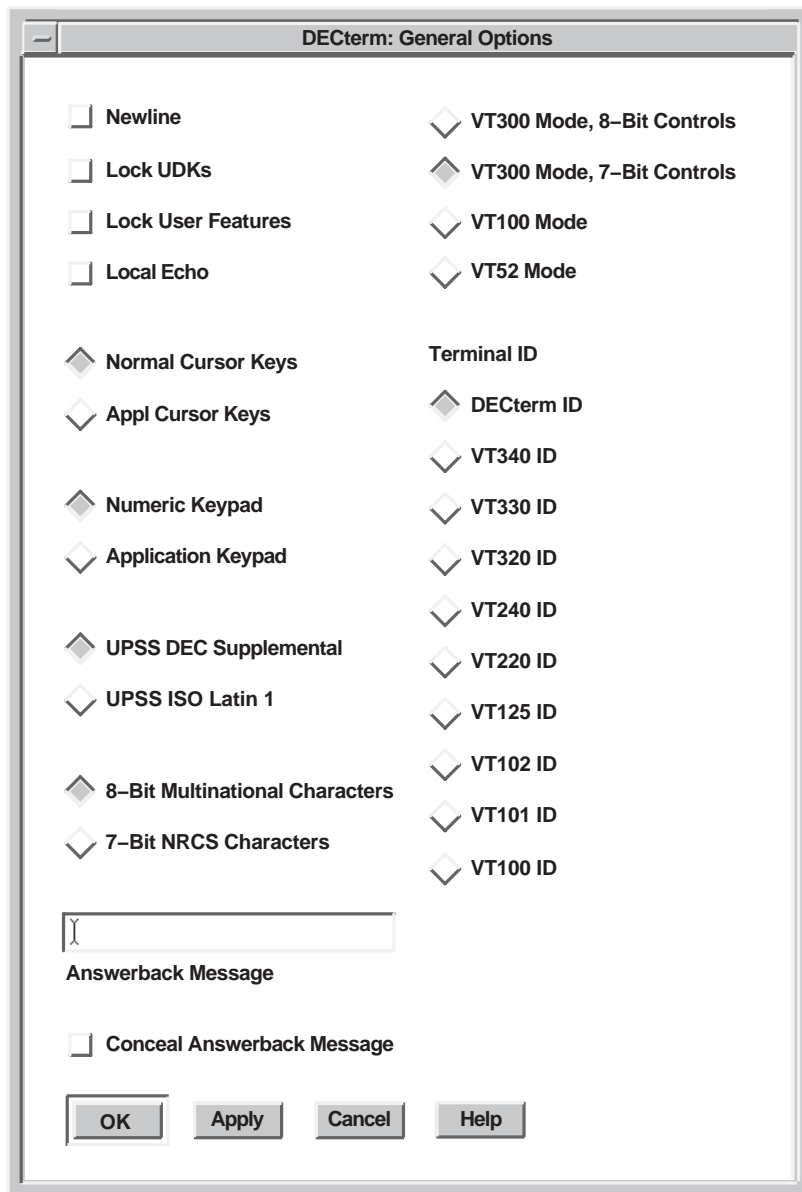
---

Recording a large number of lines requires an appropriate amount of virtual memory. Modification of quotas or SYSGEN parameters may be required for high values.

---

**Choosing General Options**

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



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

**Newline**

By default, 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 a line feed.

If you choose the Newline option and DECterm receives an LF, FF, or VT character, the cursor moves to the next line, same column. When you press Return, DECterm sends only a CR.

**Lock UDKs**

The keyboard contains keys you can define for your own use. The system can change the function of the key you have defined back to the default. Clicking on Lock UDKs ensures your definitions are not changed.

**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.

**Local Echo**

The Local Echo option is useful when you are connected to a host that does not echo typed characters. When you choose local echo mode, all characters you type locally are passed to your remote host as well as echoed on your display.

**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 Appl Cursor Keys option, you can override the Normal Cursor Keys default and set the arrow keys to application-specific functions.

**Numeric Keypad**

The default Numeric Keypad displays the character that appears on the numeric key that you press.

**Application Keypad**

Clicking on the Application Keypad option allows user-defined characters to be displayed.



### **UPSS DEC Supplemental**

The UPSS DEC Supplemental option is the default that causes the DEC Multinational Character Set to be used.

### **UPSS ISO Latin 1**

You can override the default 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.

---

#### **Note**

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

---

### **8-Bit Multinational Characters**

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

### **7-Bit NRCS Characters**

To use the National Replacement Character Set, click on the 7-Bit NRCS Characters 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.

### **Answerback Message**

The Answerback Message option lets you enter a string of text that DECterm will display whenever you press Ctrl/F5. You can use this as a shortcut for entering text strings you use often.

To enter an answerback message, click on the Answerback Message box. You can enter a message having up to 30 characters.

### **Conceal Answerback Message**

You can conceal your answerback message by clicking on the Conceal Answerback Message button. The text *<concealed>* replaces your answerback message in the Answerback Message box.

If you conceal the message, you can never redisplay it. If you click on the Answerback Message box, your concealed message is erased; you can then enter a new message. You can conceal your new message by clicking on Conceal Answerback Message.

### **VT300 Mode, 8-Bit Controls**

By default, DECterm emulates a VT300-series terminal using 7-bit control characters. You can change the mode to VT300 with 8-bit control characters by clicking on the VT300 Mode, 8-Bit Controls option. This causes DECterm to transmit 8-bit control characters for function keys, for example, CSIA for the up arrow key. Not all applications can use 8-bit control characters.

### **VT300 Mode, 7-Bit Controls**

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

### **VT100 Mode**

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

### **Terminal ID**

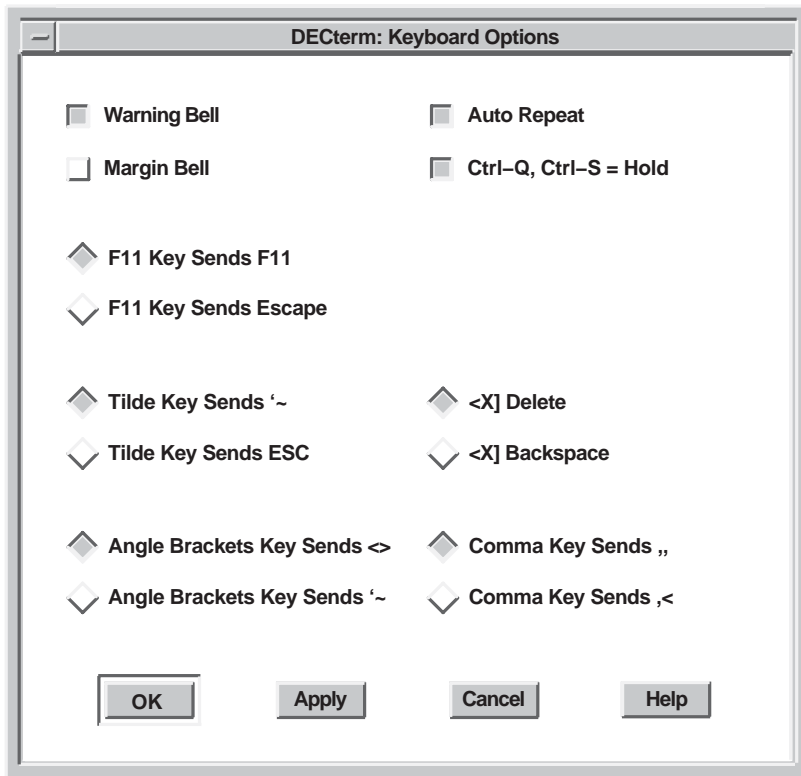
You can let the host system know specific terminal operating attributes by clicking on the Terminal ID option. The default is DECterm ID.

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

## **Choosing Keyboard Options**

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



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

**Warning Bell**

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

**Margin Bell**

By default, the margin bell does not ring when the cursor reaches the right margin. Click on the Margin Bell option to cause the bell to ring.

**F11 Key Sends F11**

By default, the F11 Key Sends F11 is set. This causes the F11 key to send an F11 to the host.

**F11 Key Sends Escape**

You can override the F11 Key Sends F11 default by clicking on the F11 Key Sends Escape option. This causes the F11 key to function as an escape (ESC) key.

**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.

#### **Auto Repeat**

By default, if you press and hold a key, that character is displayed repeatedly. Clicking on the Auto Repeat option causes only one character to be displayed.

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

By default, pressing Ctrl+S causes the display to stop scrolling, and pressing Ctrl+Q causes the display to resume scrolling.

#### **<X> Delete**

By default, the <X> key functions as a delete key.

#### **<X> Backspace**

You can change 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 the default. This causes a comma (,) to be displayed when you press the comma key, whether or not the key is shifted.

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

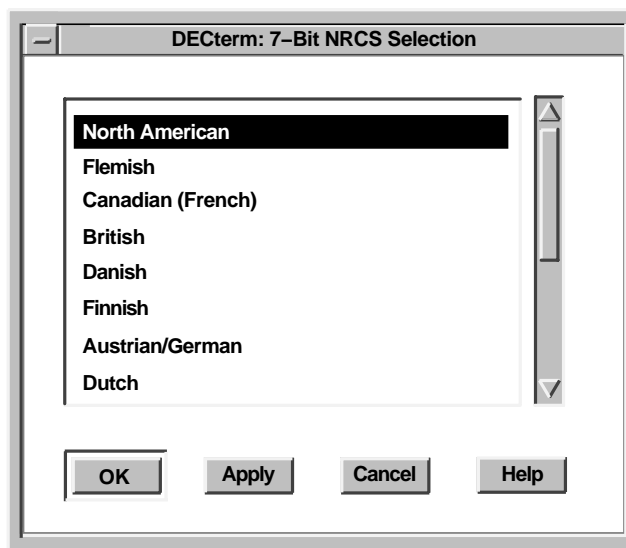
On the North American and Dutch keyboards, you can override the Comma Key Sends ,, default by clicking on the Comma Key Sends ,< option. This causes a comma (,) to be displayed when you press the Shift key and the Comma key, and a left angle bracket (<) to be displayed when you press the comma key unshifted.

### **Choosing a National Replacement Character Set**

Choose 7-Bit NRCS Selection... from the Options menu to set the 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 Characters option. To use a 7-bit national character set, choose the corresponding keyboard in the Session Manager and also select the 7-bit NRCS option in DECterm. The Dutch NRCS

is equivalent to the North American NRCS. The Dutch NRCS is not supported.



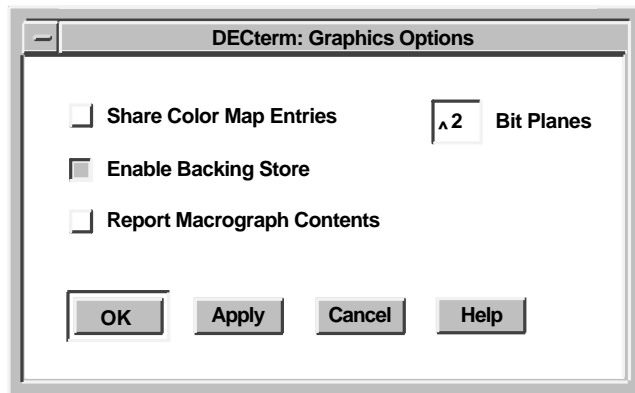
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You can select the following character sets:

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

### Choosing Graphic Options

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



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

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

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

#### **Enable Backing Store**

By default, the Enable Backing Store option causes DECterm to redraw graphics after the window has changed. Disabling this option improves performance.

#### **Report Macrograph Contents**

By default, 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 option may risk security in some environments. When reporting is complete, disable this option.

**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. For example, on a system with 2-bit planes, four colors are displayed simultaneously; on a system with 4-bit planes, sixteen colors are displayed simultaneously.

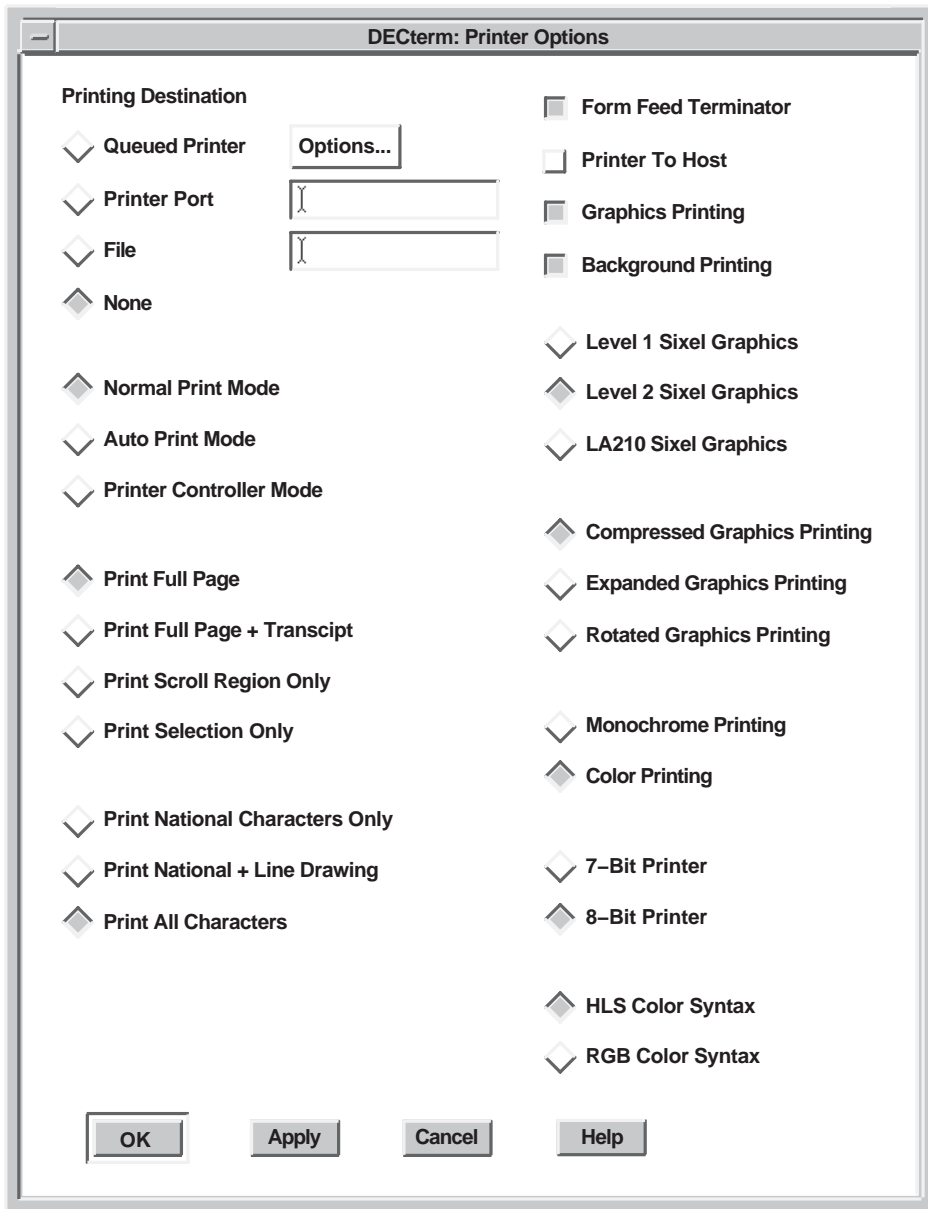
By default, DECterm uses 2-bit planes on 4-plane systems and 4-bit planes on all other systems. This reduces the probability that DECterm must create a private color map.

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

**Choosing Printer Options**

Choose Printer... from the Options menu to change printer features such as the printing destination. DECterm displays a dialog box.





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From the Printer Options dialog box, you can choose the following printing features:

### **Queued Printer**

From the Queued Printer Options... menu, you can select the following printer options.

- The Number of Copies option prints one copy of a job. For additional copies, type the number of copies to be printed.
- The Page Range From\_\_ To\_\_ option prints the complete job. To print part of a job or a specific page, type the page number.
- By default, the Print Format option prints a job in text format. Choosing Line Printer or Terminal changes the print format for the specified printer.
- The Printer option lists the available print queues.
- By default, the Orientation option prints characters parallel to the short edge of the paper (portrait). Choosing the Landscape option prints characters parallel to the long edge of the paper.
- By default, the Print After option submits a print queue at a specified time.
- The Delete File When Printed option deletes files after the job is printed.

For detailed information on these options and on advanced print settings, refer to *Using DECwindows Motif for OpenVMS*.

### **Printer Port**

By default, the Printer Port option specifies the local printer port. To choose another port, enter the device name in the text entry box.

### **File**

By default, information printed on the screen does not create a file. Choosing the File option saves the printed output to a file.

### **None**

By default, the None option discards the queued job.

### **Normal Print Mode**

By default, received characters are not printed. To print characters use the Print Screen key or use escape sequences.

### **Auto Print Mode**

By default, a line of information is printed if the cursor leaves that line because of a line feed, vertical tab, form feed, or autowrap.

**Printer Controller Mode**

By default, each character is printed as it is received. If you do not choose this option, the character is displayed.

**Print Full Page**

The information on the display is printed. The information saved in the transcript or status line is not printed.

**Print Full Page + Transcript**

The information in the transcript, followed by the information on the display, is printed.

**Print Scroll Region Only**

The information stored in the scrolling region of the display is printed.

**Print Selection Only**

The information in the selected region of the display and transcript is printed.

**Print National Characters Only**

Only national characters are printed (for example, ASCII characters). Other characters are either converted to the corresponding national characters, or the characters are not printed.

**Print National + Line Drawing**

National characters and line drawing characters are printed (for example, special graphic characters).

**Print All Characters**

All characters are printed, including multinational and technical characters.

**Form Feed Terminator**

By default, a form feed is added at the end of each page. Optionally, an escape sequence can be used.

**Printer To Host**

By default, any character that is read on the printer port is sent back to the host application. This option is available only when the print destination is a printer port device rather than a print queue or a file.

**Graphics Printing**

By default, graphics (bitmap) and text are printed.

**Background Printing**

By default, the graphics background color is printed. Omitting the background color saves ink and toner and increases printing speed.

**Level 1 Sixel Graphics**

By default, a sixel introducer that omits the macro parameter is used. This option does not use the Sixel Set Attributes command to set the aspect ratio and the horizontal grid size. As a result, the sixel aspect ratio is 2 to 1 and the horizontal grid size is approximately 188 x 0.025 mm (7.5 x 0.001 inches).

**Level 2 Sixel Graphics**

By default, a sixel aspect ratio of 1 to 1 with a variable grid size is printed using the Sixel Set Attributes command (available with Level 2 printers).

**LA210 Sixel Graphics**

By default, a sixel introducer with a 9-macro parameter is used. The result is a sixel aspect ratio of 1.02 to 1.

**Compressed Graphics Printing**

By default, a compressed graphics image is printed. In Portrait mode, the output fits on a 5- x 8-inch page.

**Expanded Graphics Printing**

By default, an expanded image is printed. In Portrait mode, the image fits on a 13-inch page.

**Rotated Graphics Printing**

By default, an expanded image, rotated 90 degrees, is printed. The output fits on a 8- x 5-inch page.

**Monochrome Printing**

By default, the Monochrome Printing option prints in black.

**Color Printing**

By default, the Color Printing option prints color output. DECterm includes a color map in virtual memory to allow color printing from a monochrome system.

### **7-Bit Printer**

By default, DECterm allows the use of 8-bit characters for printing. Some printers, particularly older ones, cannot interpret 8-bit characters.

If your printer does not support 8-bit characters, click on 7-Bit Character. DECterm will now modify the text to be compatible with your printer.

### **8-Bit Printer**

By default, DECterm uses 8-bit characters for printing. If your printer cannot interpret 8-bit characters, choose the 7-Bit Printer option.

### **HLS Color Syntax**

By default, the HLS Color Syntax option specifies hue, lightness, and saturation.

### **RGB Color Syntax**

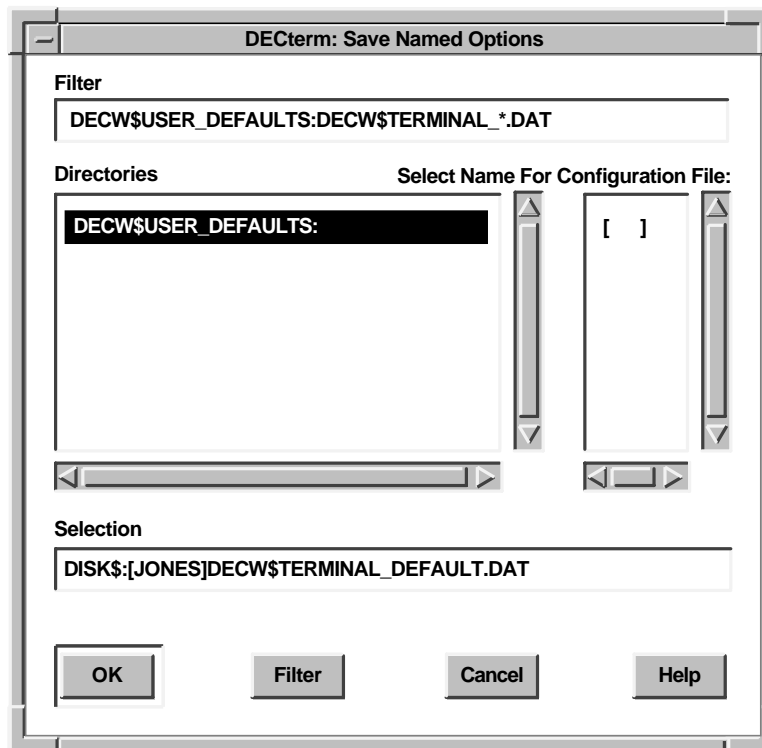
By default, the RGB Color Syntax option uses a red, green, and blue format when printed.

## **Saving and Restoring Options**

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 system defaults.

To save the options:

- Choose Save Options to save current options.
- Choose Save Named Options... when you want to save the current options with a new or different file name. DECterm displays a dialog box.



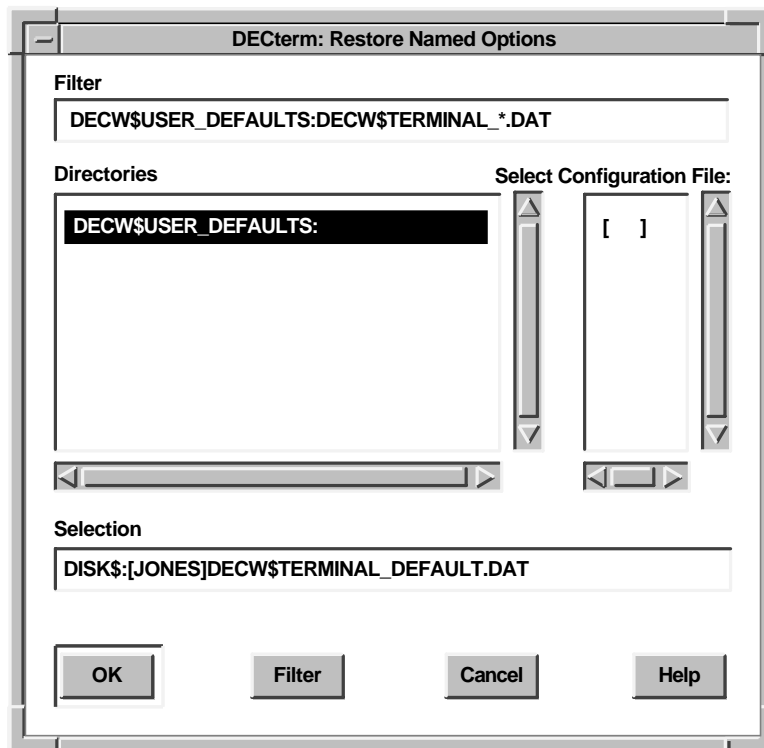
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The dialog box prompts you for the name of the file you want to use to save your features. The file list box displays the names of any files in the current directory that contain features. By default, these files have a file type of DAT.

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

To restore options:

- Choose Restore Options to restore an existing file.
- Choose Restore System Options to restore the system defaults.
- Choose Restore Named Options... to restore previously saved settings. DECterm displays a dialog box.



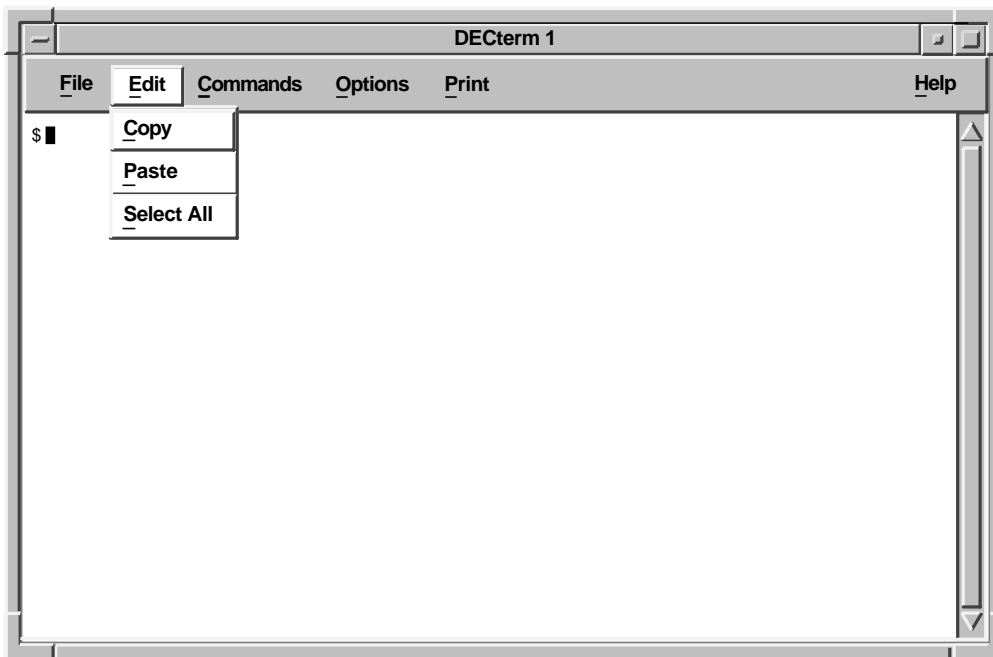
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The dialog box prompts you for the name of the file in which you want to save your features. The file list box displays the names of any files in the current directory that contain features. By default, these files have the type DAT. Double click on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

Alternatively, use the File Filter entry box to list a subset of files from which you can then choose. To display all files in another directory with the file type DAT, type the complete directory specification, for example, [JONES.OPTIONS]\*.DAT, in the File Filter entry box 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 from within or between DECterm 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.

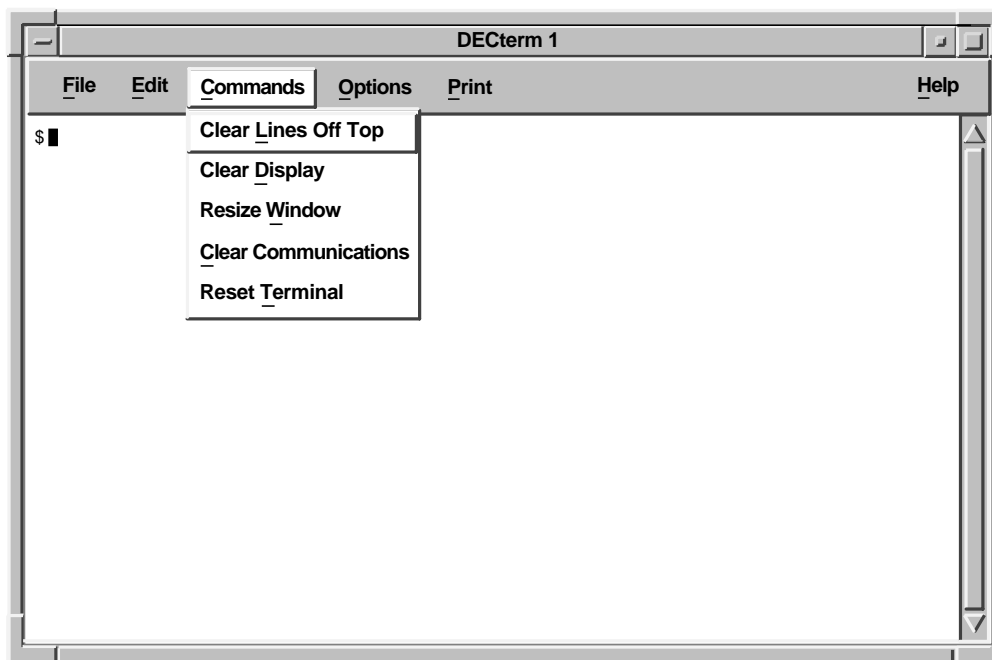
2. Choose the Copy menu item from the Edit menu to store the copied information.



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 Windows

You can clear and resize the DECterm window from the Commands menu.



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### Clear Lines Off Top

You can erase information stored in the transcript by choosing the Clear Lines Off Top option. 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 the information stored in the transcript 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. By default, Record Lines Off Top is enabled.

**Clear Display**

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

**Resize Window**

Choose the Resize Window option to resize the window to match the size (number of rows and columns) of the DECterm display area.

**Clear Communications**

Choose the Clear Communications option 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**

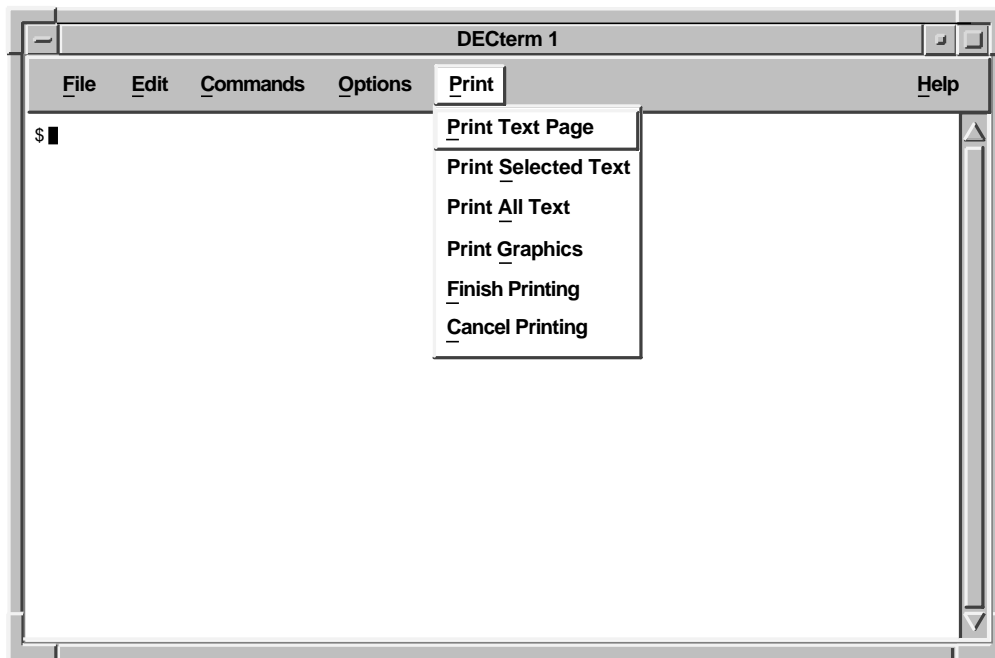
Clicking on Reset Terminal causes a Soft Terminal Reset (STR). Reset Terminal also restores the default color map. On a 4-plane system, such as the VS2000/GPX, displaying ReGIS or sixel graphics causes DECterm to create and load its own hardware color map, so that other windows do not display in their 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 option from the Control menu, and then reset the terminal with the Reset Terminal menu item.

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

## Printing Information

Choose the Print menu to print information.



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From the Printer menu, you can choose the following printing options:

**Print Text Page**

The Print Text Page option prints terminal lines 1 through 24 as text.

**Print Selected Text**

The Print Selected Text option prints the selected information.

**Print All Text**

The Print All Text option prints the information in the display and transcript as text.

**Print Graphics**

The Print Graphics option prints the contents of the display in sixel format.

**Finish Printing**

The Finish Printing option completes a print job depending on the print destination. If queued to a printer, the job is submitted. If submitted to a dedicated printer port, the job is canceled. If written to a file, the file is closed. This option is used with Auto Print mode or Printer Controller mode.

**Cancel Printing**

The Cancel Printing option stops the print request.

## 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 *Choosing Options*.)

For more information about composing characters, see Appendix A.

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**Note**

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

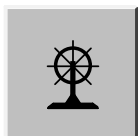
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## Exiting DECterm

To exit DECterm and close the DECterm window, choose Exit from the File menu or enter the DCL command LOGOUT.

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## Using LinkWorks Manager



LinkWorks Manager allows you to control your hyperinformation environment. With LinkWorks Manager, you can set defaults for certain hyperapplication features; create linknet lists, linknets, path lists, and paths in one or more hyperinformation linkbases; and copy objects from linkbases into your hyperinformation environment.

LinkWorks Manager, represented by the ship's wheel icon, helps you to navigate your hyperinformation environment.

This chapter assumes that you are familiar with the concepts and techniques described in the Using Hyperapplications chapter of *Using DECwindows Motif for OpenVMS*.

This chapter describes how to

- Start LinkWorks Manager
- Use the Environment window to control your hyperinformation environment and to open Linkbase windows
- Use the Linkbase window to create and modify objects in a linkbase
- Copy objects from a linkbase into your hyperinformation environment
- Record steps in a path and follow a path
- Exit LinkWorks Manager

## Starting LinkWorks Manager

To start LinkWorks Manager, choose LinkWorks Manager from the Session Manager's Applications menu. If you want to have LinkWorks Manager start automatically when you begin a DECwindows session, choose the Automatic Startup... item on the Session Manager's Options menu and add LinkWorks Manager to the automatic startup list.

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### Note

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If you start LinkWorks Manager automatically, you do not need to start the LinkWorks Setup application automatically also. LinkWorks Setup initializes the LinkWorks environment (thus enabling the features of the Link menu in hyperapplications), and by default it is included in the list of applications that start automatically when you begin a session. LinkWorks Manager also initializes the environment, if this has not already been done.

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## Using the Environment Window

The Environment window is the main LinkWorks Manager window. It does the following:

- Displays information about objects in your hyperinformation environment
- Lets you add objects to and remove them from your hyperinformation environment

These objects exist in one or more linkbases. You can copy objects into the Environment window to include them in your hyperinformation environment, and you can delete them from the Environment window to remove them from your hyperinformation environment.

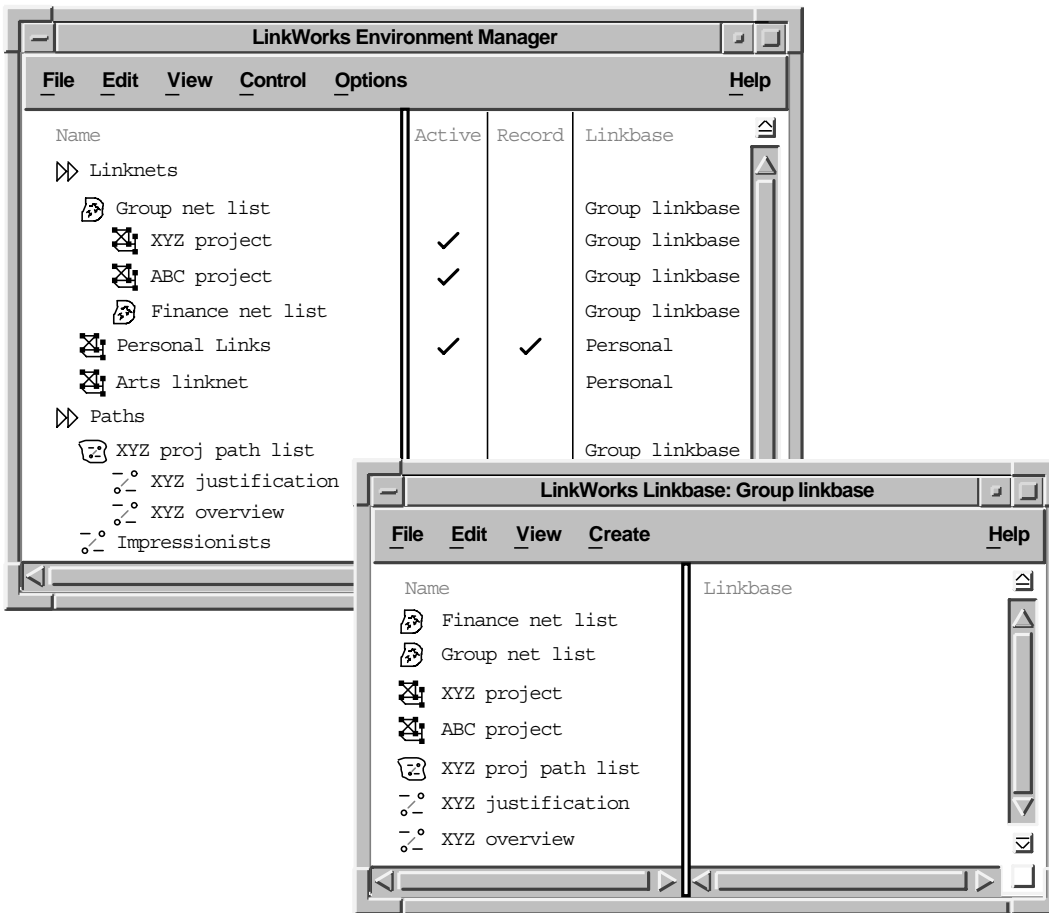
- Lets you set defaults for hyperapplication features for all hyperapplications
- Lets you open one or more Linkbase windows

Before you use the Environment window, you should understand the relationship between it and the Linkbase window.

## **Relationship Between Environment and Linkbase Windows**

The Environment window shows the linknets and paths in your hyperinformation environment, and it groups them under the appropriate linknet lists and path lists (if you have created any such lists and included them in the environment). The Linkbase window, which you can open from the Environment window, shows the linknets, paths, linknet lists, and path lists in a specific linkbase. If you have access to multiple linkbases, you can open multiple Linkbase windows; however, you can have only one Environment window.

The following figure shows an Environment window and a Linkbase window. The windows are shown as they might appear after many objects have been created and copied, not as they appear the first time you use LinkWorks Manager. These windows are discussed in detail in later sections.



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The first time the LinkWorks Setup application (separate from LinkWorks Manager) starts up, it creates your default linkbase and a default linknet called Personal Links in that linkbase, and adds the Personal Links linknet to your LinkWorks environment. You must use the LinkWorks Manager Linkbase window to create additional linknets, linknet lists, paths, or path lists, or to perform any editing operations on these objects. After you have created or modified an object in a linkbase, you must copy it into the Environment window in order to make it available in your hyperinformation environment (see Copying Objects into Your Hyperinformation Environment later in this chapter).



## Environment Window Layout

The left side of the Environment window lists the linknet lists, linknets, path lists, and paths in your hyperinformation environment.

The right side of this window has columns marked Active, Record, and Linkbase. You can double click to enable (represented by a check mark) or disable the Active and Record status for each object. (Double clicking is a shortcut for selecting the object and using the Control menu's Activate/Deactivate and Start/Stop Recording items.)

- An active linknet is one whose links are enabled; that is, you can see its links if highlighting is enabled, and you can follow its links. If a linknet is not active, you cannot see or follow its links.

You can have multiple active linknets. The sequence of the linknets in the window is not significant.

- The recording linknet (check mark in Record column) is the one in which any links you make are stored.

You can have no more than one recording linknet. You cannot store links in two or more linknets simultaneously. If you have no recording linknet, you cannot make any links.

- An active path is one whose steps are followed when you use the Step Forward item on the Link menu.

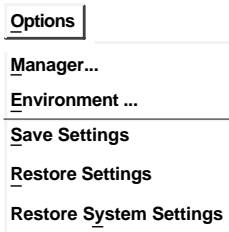
You can have multiple active paths. The sequence of active paths is significant because the Step Forward menu item uses this sequence; if you are at the last link in a path, Step Forward takes you to the first link in the next active path. If you have no active path, the Step Forward item is disabled.

- The recording path (check mark in Record column) is the one in which your Visit and Go To operations are stored (one step for each operation). After you have created the path by storing navigation operations in it, you and other users can follow the path by making it active and stepping forward through it.

You can have no more than one recording path. You cannot store steps in two or more paths simultaneously. If you have no recording path, your navigation operations are not stored in any path.

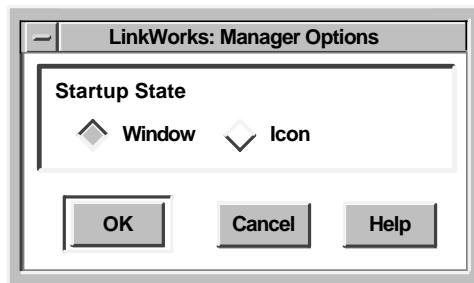
The Linkbase column identifies the linkbase that contains each item. You can double click on the linkbase name to display the Linkbase window, which you can use to view and edit the contents of that linkbase. (Double clicking is a shortcut for selecting the Linkbase name and then choosing the File menu's Open... item.)

## Customizing LinkWorks Manager and Your Hyperinformation Environment



The Options menu allows you to customize LinkWorks Manager, that is, to set defaults for the LinkWorks Manager startup state and for your hyperinformation environment.

The Manager... menu item displays a dialog box in which you can specify whether LinkWorks Manager should start up as a window or as an icon.



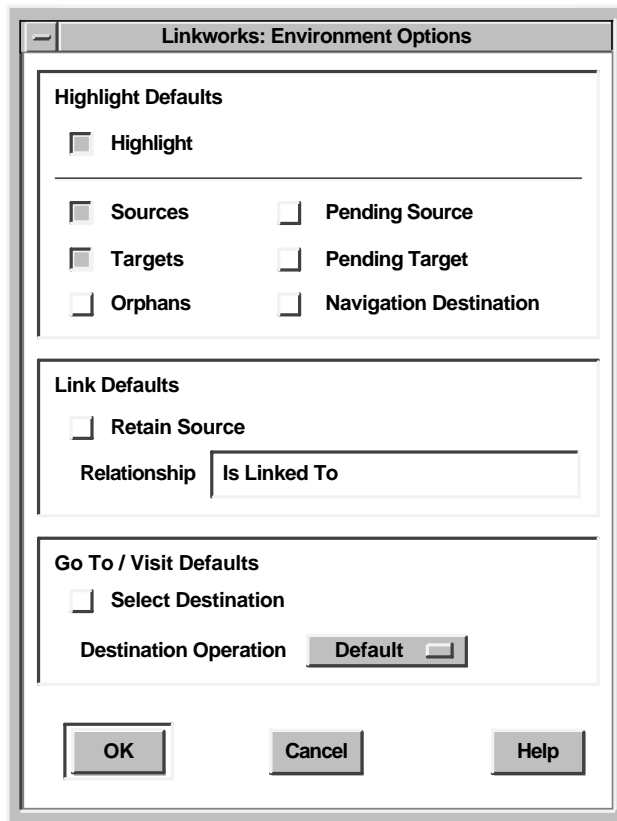
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The Environment... menu item displays a dialog box in which you can display and modify the following hyperinformation environment attributes:

- Highlight Defaults
- Link Defaults
- Go To/Visit Defaults

These defaults apply to all hyperapplications, but you can override the defaults for any specific hyperapplication by making appropriate Link menu choices and dialog box entries in that hyperapplication.

The following figure shows the Environment Options dialog box.



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The Highlight Defaults buttons affect:

- Whether or not highlighting is enabled (Highlight button). If highlighting is enabled, linked objects are highlighted by their hyperapplications.
- Which types of objects are to be highlighted (object type buttons).

You can override these values for any hyperapplication by using the Turn Highlight On/Off and Highlight... menu items in the application's Link menu.

The Link Defaults entries establish defaults for each link that you make.

- The Retain Source check button determines whether or not the source remains pending (selected as the source for the next link) after a link is created.
- The Relationship entry box describes the relationship between the source and target objects. The default is “Is Linked To,” and you should keep that unless you have text that is more suitable for most of the links that you plan to create.

For each link that you create, you can edit the Relationship text for each link by using the Show More... dialog box when you create the link. For example, you can document links that you expect other users to follow.

The Go To/Visit Defaults entries determine the defaults for Go To and Visit operations.

- Select Destination determines whether or not the destination object is already selected when it is displayed.
- Destination Operation is a pop-up menu that lets you set a default operation to be performed on the destination object. The available choices are Default (performs the default operation as defined by the object’s hyperapplication), View, Edit, and Activate.

The Save Settings item on the Options menu saves:

- Any changes you have made to the LinkWorks Manager or Environment options
- The current position and size of any active LinkWorks Manager windows

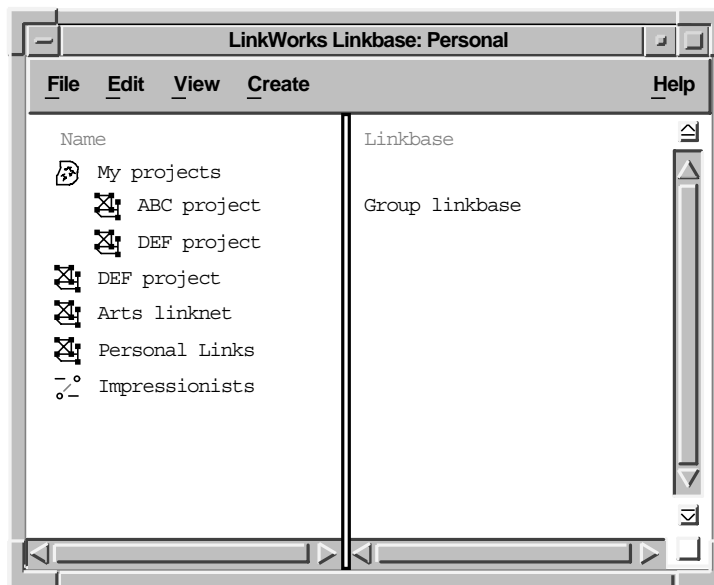
The Restore Settings menu item restores the options and the window positions and sizes to what they were at the last save operation. The Restore System Settings item restores the default values for all options and the window positions and sizes.

## Using the Linkbase Window

The Linkbase window displays the contents of a specific linkbase. To display this window, use the Environment window and do one of the following:

- Double click on the linkbase name.
- Choose Open Linkbase... from the File menu and specify the linkbase in the dialog box that appears.

The following figure shows the Linkbase window.



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## Creating a New Linkbase

To create a new linkbase, choose one of the following menu items:

- Open Linkbase... on the File menu in the Environment window
- Open... on the File menu in the Linkbase window
- Open in New... on the File menu in the Linkbase window

The Open Linkbase... and Open in New... items open the linkbase in a new Linkbase window. The Open... item opens the linkbase in the current Linkbase window.

In the Selection entry box of the dialog box, enter a file name that does not match an existing linkbase file name. LinkWorks Manager creates the linkbase and opens it in a Linkbase window. You can then create objects in the new linkbase.

### Linkbase Window Layout

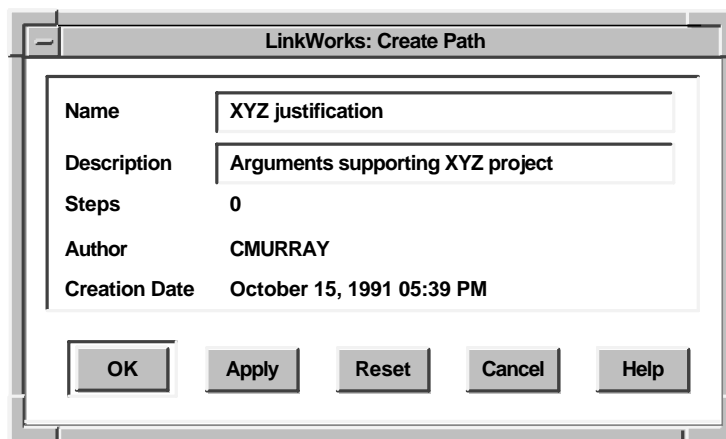
The left side of the Linkbase window lists any linknet lists, linknets, path lists, and paths in the linkbase.

The right side of the window lists the name of the linkbase in which the specific linknet list or linknet is stored. If the linknet list or linknet is stored in the linkbase you are viewing, no linkbase name appears beside it. However, if the item is merely a pointer to a linknet list or linknet in another linkbase, the name of the other linkbase is listed.

### Creating Linkbase Objects

To create a linknet, linknet list, path, or path list, use the Create menu. The Create menu has an item for each object type.

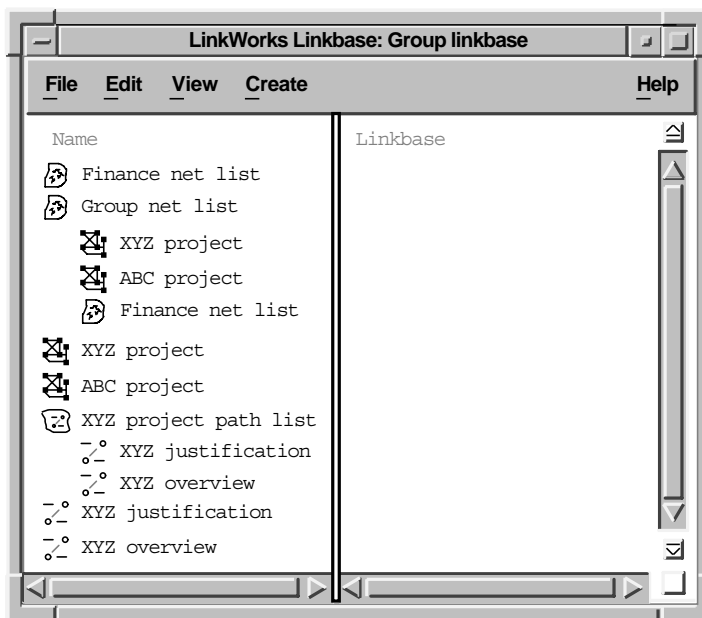
Choose the appropriate item from the menu. In the dialog box that is displayed, enter the name and (optionally) a description of the object to be created. The following figure shows entries that create a path named “XYZ justification.”



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You can use lists to group objects and other lists. A linknet list can include linknets and linknet lists. A path list can include paths and path lists. The following figure shows a linkbase

display in which two lists (Group net list and XYZ project path list) are expanded to show the objects included in them.



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In the Linkbase window, the items listed in the first (nonindented) column are objects, and any items in indented columns are pointers to objects. For example, in the preceding figure, the XYZ project linknet appears indented under the Group net list linknet list; it also appears on a separate line and not indented. A nonindented line represents the object; you select this line to perform operations on it (for example, to copy the linknet into another linknet list).

To put an object in a linknet list or path list, use either the quick-copy method (MB1 to select, MB2 to copy) or the following method:

---

**Note**

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With either method, the position of the pointer before you click MB2 or the position of the object you selected in step 3 below determines where the copied object is placed. If you select a linknet list or path list, the copied object is inserted at the end of the list. If you select a linknet

or path in a list, the copied object is placed before the selected object.

---

<u>E</u> dit	
C <u>u</u> t	Shift+Remove
<u>C</u> opy	Ctrl+Insert
<u>P</u> aste	Shift+Insert
<u>D</u> elete	

1. Select the object to be put in the list (for example, a linknet).
2. Choose the Copy (not Cut) item from the Edit menu.
3. Select the object into which the object is to be put (for example, a linknet list).
4. Choose the Paste item from the Edit menu.

Repeat these steps for each object you want to include in a list.

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#### Note

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Changes you make in the Linkbase window are not stored in the linkbase until you save them, close the linkbase, or exit the Linkbase window. If you create an object and plan to include it immediately in your hyperinformation environment, use the File menu's Save item before you copy the object into the Environment window (described in the next section, Copying Objects into Your Hyperinformation Environment).

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## Copying Objects into Your Hyperinformation Environment

To include any linkbase objects in your hyperinformation environment, you must copy them from the Linkbase window to the Environment window. The quick-copy method is the most convenient. Follow these steps:

1. Move the pointer to the object in the Linkbase window.
2. Click MB1 to select the object.
3. Move the pointer to the position in the Environment window where the object should appear.

If the pointer is over an object of the same type as the object to be copied (for example, over a linknet when you have selected a linknet for copying), the copied object is inserted before the object under the pointer.



If the pointer is over any other type of object or over a segment header (Linknets or Paths), the copied object is inserted at the end of the appropriate segment.

4. Click MB2 to copy the object into the Environment window.

You can also use the Copy and Paste items on the Edit menu to perform the copy operation.

## Using Paths

A path is a stored sequence of navigation steps (Visit and Go To operations). You can create a path and record steps in it, and afterward you can follow the path as often as you want. You can follow paths created by other users, and others can follow your paths. You must have access to another user's linkbase file to use paths or other objects in that person's linkbase.

### Recording Steps in a Path

To create a path that contains meaningful steps, you must do substantial preliminary work before you actually record the steps. You should devote the same planning and preparation to a path as you would to a paper explaining a difficult subject or an instructional manual. For a path to be useful to you and others, it must contain precisely the right steps in the right sequence, so that the "flow" is helpful to the user who follows the path.

To record steps in a path:

1. Identify the objects to be linked.  
For example, you might identify several Bookreader topics and Cardfiler cards that explain and illustrate a particular topic.
2. Identify the sequence in which the objects should appear.
3. Create the links. Make the first object the source of a link and the second object the target. Make the second object the source of another link and the third object the target. Make the third object the source of another link and the fourth object the target, and so on, until you have linked to the final object.
4. If you have not already done so, create the path (as explained in Creating Linkbase Objects), and copy the path into your hyperinformation environment (as explained in Copying Objects into Your Hyperinformation Environment).

5. Double click in the Record column in the Environment window to enable recording in the path.
6. Use the appropriate hyperapplication to select and view the first object. For example, invoke Bookreader, open the appropriate book, and read the topic that introduces the subject of your path.
7. Choose the Go To or Visit item from the hyperapplication's Link menu to display to the second object.  
If your path includes objects from two or more hyperapplications, you might find Go To useful in reducing screen clutter.
8. Select the object that was just displayed.
9. Choose the Go To or Visit item from the hyperapplication's Link menu to display to the next object.
10. Repeat steps 8 and 9 as often as needed until you display the final object in the path.
11. Double click on the Record column to disable recording of steps into the path.

### **Following a Path**

To follow a path:

1. If you have not already done so, include the path in your hyperinformation environment, as described in Copying Objects into Your Hyperinformation Environment.
2. Double click on the Active column of the Environment window to make that path active. If other paths are active, double click on them to make them inactive.
3. Choose the Step Forward item in the Link menu of any active hyperapplication to go from one step to the next.  
You must follow the steps in sequence. You cannot skip steps or selectively repeat steps.

If you want to start over on the path at any time, double click on the Active column to make the path inactive and then double click again to make the path active again. If you now step forward, you are at the first step in the path.

When you are finished following a path, you can double click in the Active column of the Environment window to make the path inactive.

## **Exiting LinkWorks Manager**

To exit LinkWorks Manager, choose the Exit item on the Environment window File menu.

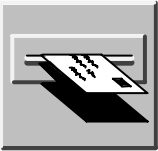
If there are unsaved changes in any open Linkbase windows, you are asked whether you want to save the changes before exiting. Click on the appropriate button.



# 10

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## Using Mail



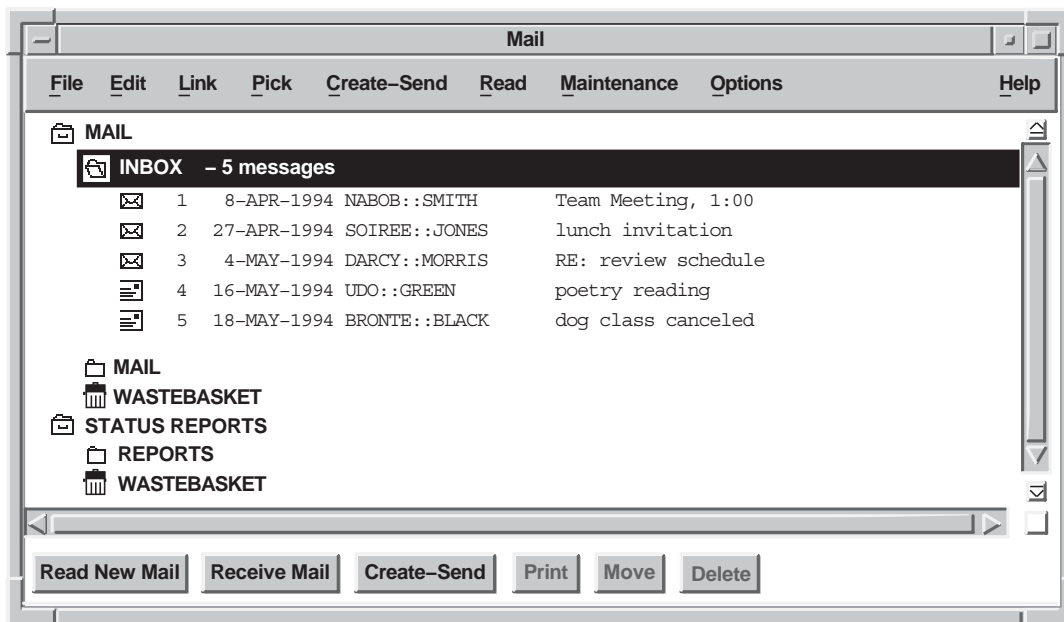
Mail allows you to exchange messages with other computer users. You can use Mail to send messages; read messages sent to you; and print, file, delete, reply to, and forward messages.

This chapter describes how to

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

### Starting Mail

To start Mail, choose Mail from the Session Manager's Applications Menu. Mail displays the main window. You can also start Mail automatically by using the Applications Definitions, Applications Menu, and AutoStart entries from the Session Manager's Customize menu. (See *Using DECwindows Motif for OpenVMS* for more information.)



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### Note

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You can choose an alternate display style for the main window. See [Using Alternative Main Window Styles](#) for more information.

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## The Main Window

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

You can open drawers and folders to reveal their contents and close them 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, appear indented below 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 the WASTEBASKET is a trash container.

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.

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### Note

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If you have used the OpenVMS Mail utility, Mail automatically changes the names of your Mail folders to correspond to OpenVMS Mail folders. See Making Mail Perform Like the OpenVMS Mail Utility for more information.

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## Push Buttons

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

## Pop-up Menus

Pressing MB3 on an object in a Mail window displays a pop-up menu. Pop-up menus list 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 they act on the object on which you are positioned.

Pop-up menu items and push buttons duplicate pull-down menu items. In cases where you can choose a push button, pop-up menu, or pull-down menu to perform a task, instructions in this chapter list one way to accomplish the task. You might prefer to use one of the other methods once you are familiar with Mail.

## Accelerators

You can use certain key combinations, called accelerators, to perform common Mail tasks quickly. 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. Another way to delete the message you are reading is to use the accelerator for this function by pressing the Ctrl key and the D key simultaneously. Functions that have accelerators also list the accelerators next to them on the menu. See the table at the end of this chapter for a list of functions that have corresponding accelerators.

## Scroll Bars and Stepper Arrows

The vertical scroll bar in Mail's main window contains top and bottom stepper arrows and a navigation window, which are not present in standard DECwindows Motif scroll bars. The top and bottom stepper arrows, 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.

## Creating and Sending Messages

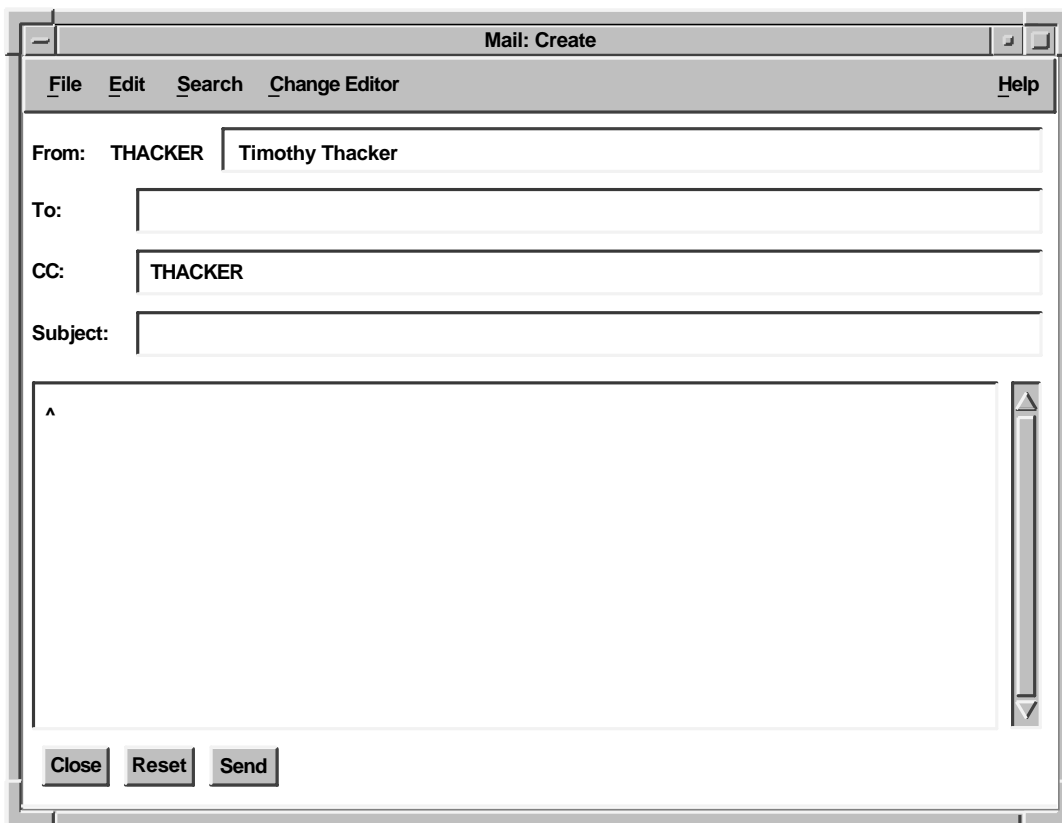
### Create-Send

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



## Creating 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.



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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 is displayed to the right of your user name. Your mail profile, available from the main window's Options menu, allows you to customize specific features in Mail. See <i>Customizing Your Mail Environment</i> for more information about specifying a personal name. You can alter your personal name for the current message by entering a change in this text entry box.</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: <i>node-name::user-name</i>. 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 <i>Sending a Message to a Distribution List</i>.</p>
CC	<p><i>(Optional)</i> The name of the user or users you want to receive a copy of the message. 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 <i>Sending a Message to a Distribution List</i>.</p>
Subject	<p><i>(Optional)</i> The subject of the message. Press the Return key if you need more space.</p>

To enter text in a text entry box, point to the text entry box and click MB1. Use the Tab key to advance to the next text entry box, and use Shift+Tab to move to the previous text entry box. Use the DECwindows editing commands, described in *Using DECwindows Motif for OpenVMS*, 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 editing commands described in *Using DECwindows Motif for OpenVMS* to edit your message. If more than one editor is available on your system,

you can use a different editor. See [Changing Editors](#) for more information.

### **Sending a Message**

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 been sent successfully 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 can edit it, resend it to other users, or choose 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 areas 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. You can also have Mail automatically close your Create–Send window after a successful send operation. This option is disabled by default in your Send options. See [Modifying Your Send Options](#) for more information about changing your default Send options.

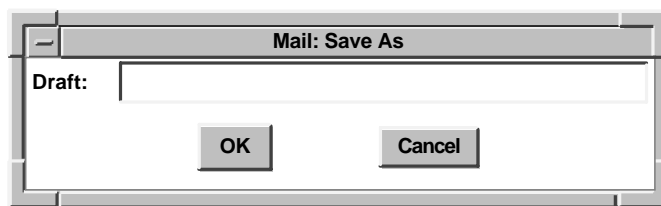
If you change the header or text of a message in a Create–Send window and then close the window without sending the message, a caution dialog box is displayed. The message “Changes have been made to the Create–Send window. Do you really want to close it?” appears. To close the window, click on Yes. To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

You can prevent this dialog box and message from appearing by changing your default Send options. See [Modifying Your Send Options](#).

## Saving a Draft of a Message

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

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



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2. Enter the name of the draft message.  
The name can be no longer than 39 characters. It must begin with a letter or number, and it can contain letters, numbers, underscores (\_), hyphens (-), and dollar signs (\$). By default, the file extension DRAFT is appended to the file name, and the file is stored in your default draft directory. If you specify a different file extension or directory, Mail does 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 complete text of the message is saved, but the envelope information is not preserved.

You can still send or cancel the message after you have saved it.

Saved draft messages are OpenVMS files and cannot be deleted through Mail. You can delete draft messages by choosing Delete from FileView's Files menu or in a DECterm window.

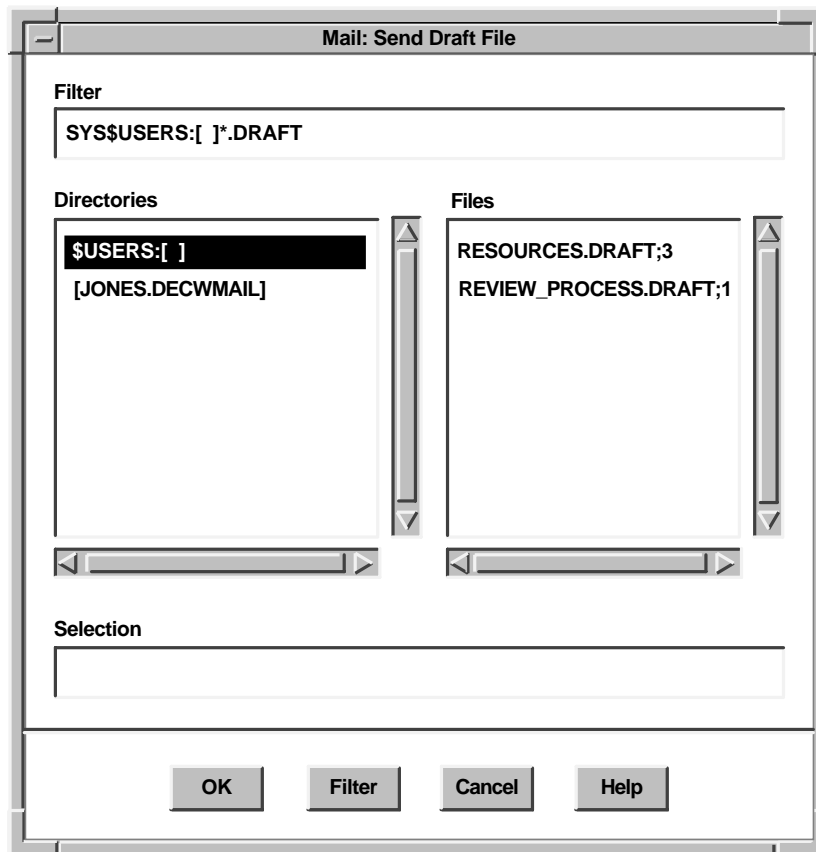
## Resuming Work on a Draft Message

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 file selection dialog box.



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The dialog box prompts you for the name of the draft file on which you want to continue working. 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 entry box and click on the OK button. Alternatively, use the File Filter entry box to list a subset of files from which you can select. For example, to list all files in another directory with the file extension DRAFT, enter the

complete directory specification—[JONES.LETTERS]\*.DRAFT—in the File Filter entry box and click on the Filter button. Then double click on the name of the file on which you want to continue working.

### **Including a File in a Message**

You can insert an existing file into a mail message. If the file is a text file, you can edit it. If it is a nontext file, such as a DDIF file, you cannot edit the file in Mail or add any other text to the message.

To include a file in a message:

1. Choose Include File... or Include File (no editor) from the Create–Send window’s File menu.

Mail displays a file selection dialog box.

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 default directory.

2. Type the name of the file you want to include and click on OK.

If you chose Include File..., the contents of the file are displayed in the Create–Send window. You can edit the file.

If you chose Include File (no editor)..., a message indicating the file specification of the file you are sending appears in the Create–Send window.

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

### **Including the Last Sent Message in a New Message**

You can send a message using the last message you sent.

To include the last sent message in a new message:

1. Click on the Create–Send button in the main window.

Mail opens a Create–Send window.

2. Choose Include Last Sent or Include Last Sent (no editor) from the Create–Send window’s File menu.

Mail displays the last message you sent, including the header information, in the message area of the window.

3. You can now enter addressing information if you have not already done so. Unless you chose Include Last Sent (no editor), you can edit the message and add any new text.
4. To send the message, click on the Send button.

### **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 entry box when you send the message (for example, @PROJECT).

Distribution lists are not created within Mail. Use an editor, such as EVE, to create your distribution lists. When creating distribution lists, enter one user name per line. Exclamation points (!) delimit comments; Mail ignores 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 extension because that is what Mail looks for by default.

To send mail to the users on a distribution list:

1. Move to either the To or CC entry box in the envelope area of the Create-Send window and press MB3.  
A pop-up menu is displayed.
2. Choose Distribution List... from the pop-up menu.  
Mail displays a file selection dialog box.  
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 extension 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 entry box 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 entry box and click on the OK button.

## Searching for Text in Messages

You can search an ASCII text message that you are creating or reading for the text you specify.

To start the search from the beginning of the message area, click MB1 on the beginning of the message.

To search for text:

1. Choose Find... from the Create–Send or Read window’s Search menu.

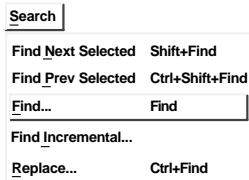
Mail displays a dialog box.



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2. In the Search entry box, type the word or text for which you want to search.
3. If you want to search for only exact matches of text, including uppercase and lowercase letters, click on Case Sensitive Searches. For example, if you enter “gOod” and choose Case Sensitive Searches, Mail finds occurrences only of “gOod” and disregards “good”, “GOOD”, or any other combination that does not match exactly.

You can customize your User options to enable or disable Case Sensitive Searches as the default. For more information on customizing your User options, see Modifying Your User Options.





4. Click on Next to search forward through the message from the current cursor position. Click on Previous to search backward from the current cursor position.

When Mail finds the first occurrence of specified text, it highlights the text.

5. To continue searching, click on Next or Previous.

If Mail finds no more occurrences of the specified text in the direction you are searching, it issues an audible beep.

6. To end the search and dismiss the dialog box, click on Cancel.

You can also use Find Next Selected and Find Previous Selected on the Search menu to find the next or previous occurrence of the specified text. You can customize your User options to enable or disable Case Sensitive Searches as the default. For more information on customizing your User options, see *Modifying Your User Options*.

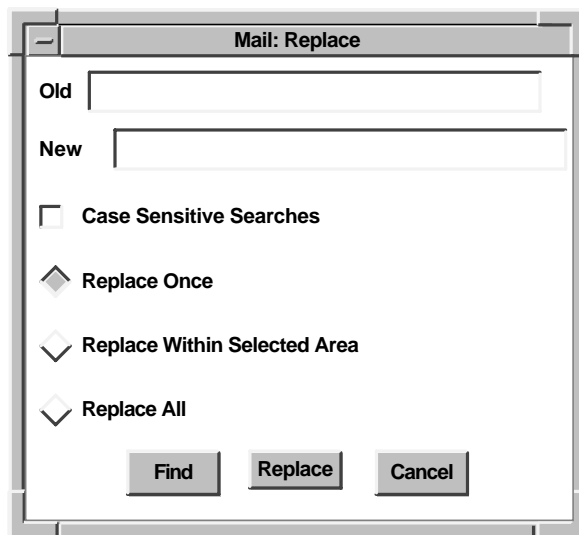
Searching for text with the Search menu's Find Incremental menu item is similar to using Find. With Find Incremental, the search is performed as each character is typed in. This method is useful if you need to find a name that can be spelled several ways (for example, Sloan, Sloane, or Slone).

## **Replacing Text in Messages**

You can replace text in a message that you are creating with different text.

To replace text:

1. Choose Replace from the Create–Send window's Search menu. Mail displays a dialog box.



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2. In the Old entry box, type the existing word or text you want to search for; this is the text that will be replaced.
3. In the New entry box, type the new word or text that should replace the existing text.
4. If you want to find only exact matches of text, including uppercase and lowercase letters, click on Case Sensitive Searches.

You can customize your User options to enable or disable Case Sensitive Searches as the default. For more information on customizing your User options, see [Modifying Your User Options](#).

5. Choose Replace Once, Replace Within Selected Area, or Replace All by clicking on the appropriate button.

Replace Once replaces one occurrence of the old text at a time.

If you choose Replace Once and click on Find, Mail searches forward in the message from where the cursor is currently positioned to find the first occurrence of old text. To move to the next occurrence of old text without making any changes, click on Find again. To replace the old text with the new text, click on Replace; the cursor automatically moves to the next

occurrence of the old text. If there is no match, Mail issues an audible beep.

**Replace Within Selected Area** replaces all occurrences of the old text in a selected area of text. When all substitutions have been made, the Replace dialog box is automatically dismissed.

**Replace All** replaces all occurrences of the old text in the entire message. When all substitutions have been made, the Replace dialog box is automatically dismissed.

6. Click on **Replace** to replace the old text.

If you chose **Replace Once**, you can first click on **Find** to verify that the text found is the text you want to replace.

The **Find** function is not available with **Replace Within Selected Area** or **Replace All**.

**Change Editor**

**DECwindows EVE**

**DECterm EVE**

## Changing Editors

Mail uses the DECwindows editing commands, described in *Using DECwindows Motif for OpenVMS*, as the default editor you can use 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 *Modifying Your Send Options*.

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 already entered in the message.
2. Click on the new window to give it input focus.
3. Enter the text of the message using editing commands that are appropriate for your chosen editor.
4. Exit the editor.  
You cannot edit the message after you exit 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.

## Sending PostScript Files

When you send POSTSCRIPT files, do not use an editor. Instead, choose File (no editor)... from the Main window’s Create–Send menu. Using the File (no editor)... option ensures that the files contain only POSTSCRIPT language and are formatted correctly.

## Selecting Messages

Before you work with an object (message, drawer, or folder), you first have to select that 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 Ctrl key while clicking MB1 on each desired object.

To select a range of drawers, folders, or messages, click MB1 on the first object to be selected, then press the Shift key while clicking MB1 on the last object to be selected.

To select all messages in an open folder, choose Select All from the main window's Edit menu. If more than one folder is open, all messages in those folders are selected.

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

## Reading Messages

 INBOX

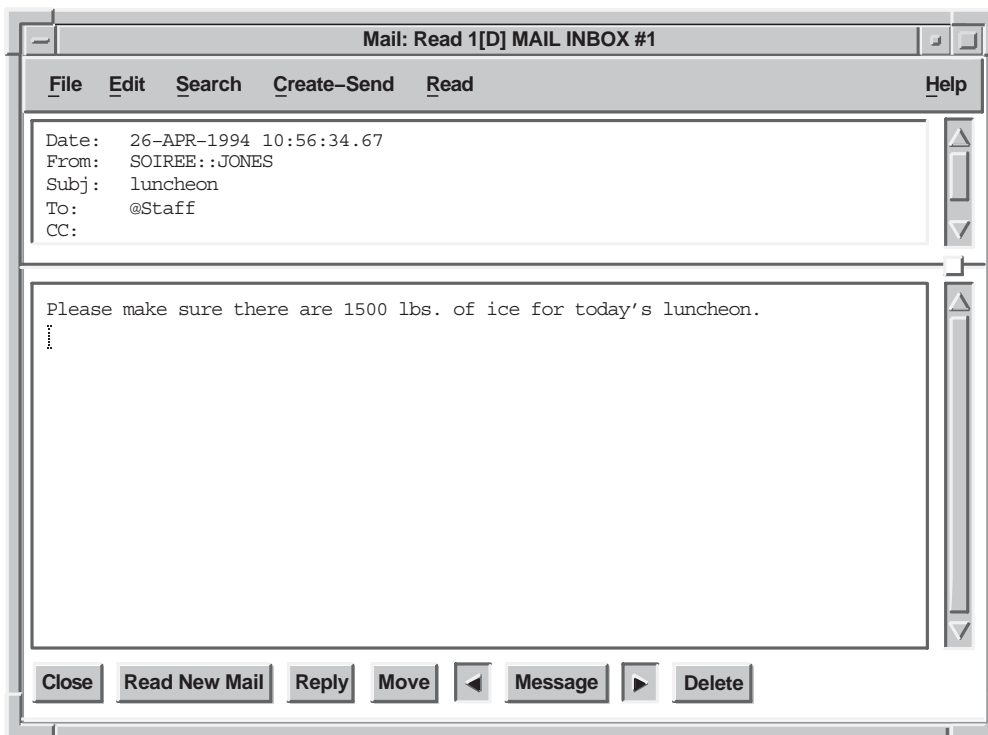
-  1
-  2
-  3
-  4
-  5

You can use Mail to read an old or a 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 *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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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 placed automatically in another folder once they are read. See *Customizing Your Mail Environment* for more information.

#### **Read New Mail Button**

If Mail is running on your system when you receive new mail, the Mail icon in your icon box changes and the Read New Mail and Receive 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 unread message in the INBOX folder.

You cannot use the Read New Mail button if you are reading a message from the INBOX folder 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 Multiple Read Windows.)

### **The Read Window**

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 the pane.

### **Adjusting Pane Size**

You can adjust the relative size of the panes by using MB1 to drag the border between the panes. Press MB1 on the pane knob (box) on the far right of the 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.

### **The Message Button**

You can click on the Message button at the bottom of the Read window to display the next page of a message, or the next message if you are at the end of the current message. If there are no more messages, Mail issues an audible beep.

Clicking on the left arrow of the Message button displays the beginning of the previous message in the current folder. Clicking on the right arrow of the Message button displays the beginning of the next message in the current folder.

### Reading Nontext Messages

If you receive a message whose contents are not text or are not in POSTSCRIPT, DDIF, or DTIF format, you cannot view the file 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.

### Close Button

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

### Displaying a List of New Messages

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 Receive Mail button in the main window.

### Receive Mail

If you click on the Receive Mail button while you are reading a message in the INBOX folder, Mail closes 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, you cannot receive your messages, and Mail displays a message informing you of the problem. See *Multiple Read Windows* for a description of default Read windows.

You cannot receive new mail if you are replying to a message in the INBOX folder.

### Reading an Old Message

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

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 MB3, and choose Read or Read in New Window from the pop-up menu.
3. In the Read window, click on the right or left arrow of the Message button to display the next or previous selected message.

Delete  
Read  
Move...  
Extract...  
Undo Move/Delete  
Read in new window  
Reply  
Forward



## 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.

Mail displays your mail messages in the default Read window unless you specify another window. For example, clicking on the Read New Mail button or double clicking on a message in the main window displays 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. 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.

## Replying to Messages

### Reply

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

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

To reply to the first selected message, choose Reply from the main window's Create-Send menu. If you want to use the text of the message in your reply, choose Reply Using Selected Message instead.

To include a file or the text of another message in your reply, pull down the File menu in the Create-Send window. Choose the appropriate menu item from the list displayed:

- Include File... or Include File (no editor)...  
Include File... and Include File (no editor)... allow you to send an OpenVMS file that resides in your account. For more information, see Including a File in a Message.

- **Include Draft File...**  
Include Draft File... allows you to send a draft file that you have created. For more information, see *Saving a Draft of a Message*.
- **Include Original**  
Include Original allows you to reply using a copy of the original message.
- **Include Last Sent or Include Last Sent (no editor)**  
Include Last Sent and Include Last Sent (no editor) allow you to include in your reply a copy of the last message you sent during this Mail session.

Replying to a message opens a Create–Send window. In the To entry box, Mail inserts the name of the sender of the original message. In the Subject entry box, Mail inserts RE: followed by the subject of the original message. If you chose to reply using a message or file, the text of the message or file appears in the message area.

Unless you chose Include File (no editor)... or Include Last Sent (no editor), enter text and make any desired edits.

To send the reply, click on the Send button. To close the Create–Send window, click on the Close button.

## Forwarding Messages

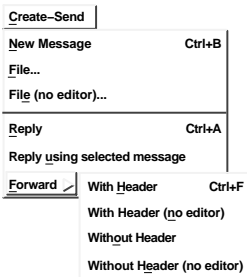
### Forward

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

To forward the selected or currently displayed message:

1. Pull down the Create–Send menu in the main or Read window and display the Forward submenu.
2. Choose With Header, With Header (no editor), Without Header, or Without Header (no editor).

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



Forwarding a message opens a Create–Send window. In the Subject entry box, Mail inserts FWD: followed by the subject of the forwarded message. In the message area, Mail inserts the forwarded message with its header unless you chose Without Header. If you chose With Header (no editor) or Without Header (no editor), Mail displays a message in the message area showing 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

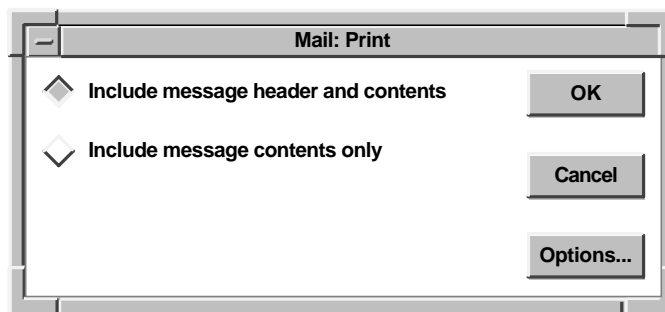
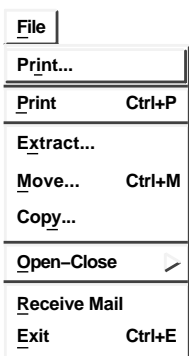


You can print either selected messages or the message currently displayed in a Read window. You can print messages using your default print settings, or you can modify the print settings for the messages being printed.

To print the selected or currently displayed message using your default print settings, click on the Print button in the main window, or choose Print from the Read window’s File menu.

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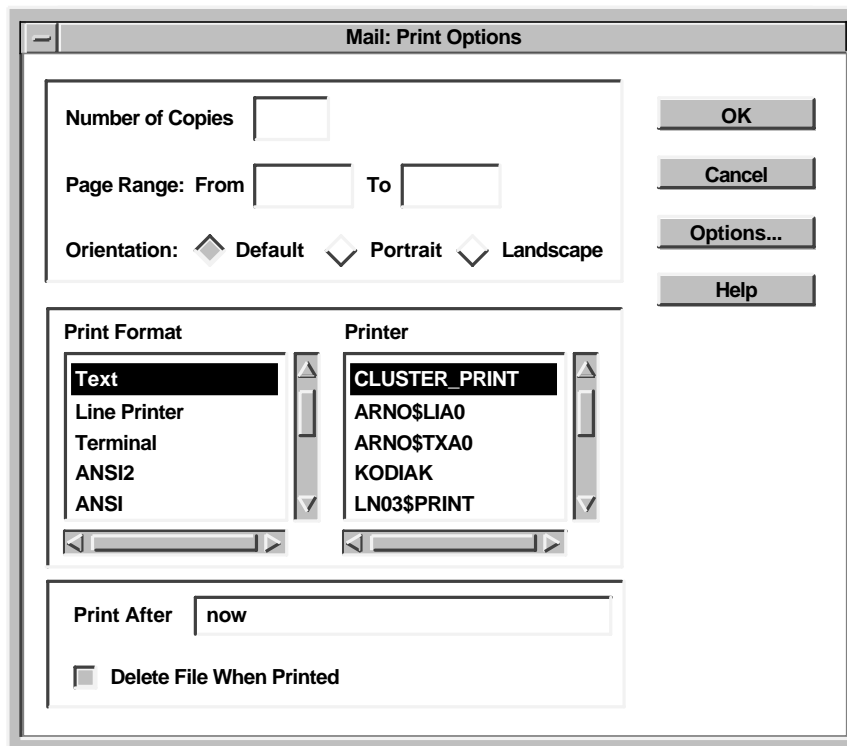
The Include Message Header and Contents radio button is set to indicate that the header (sender's name, date, subject, and so on) and the contents of the message are to be printed. To exclude the header information, click on the Include Message Contents Only radio button.

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 radio 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 *Using DECwindows Motif for OpenVMS* for more information about the Print Options dialog box.

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

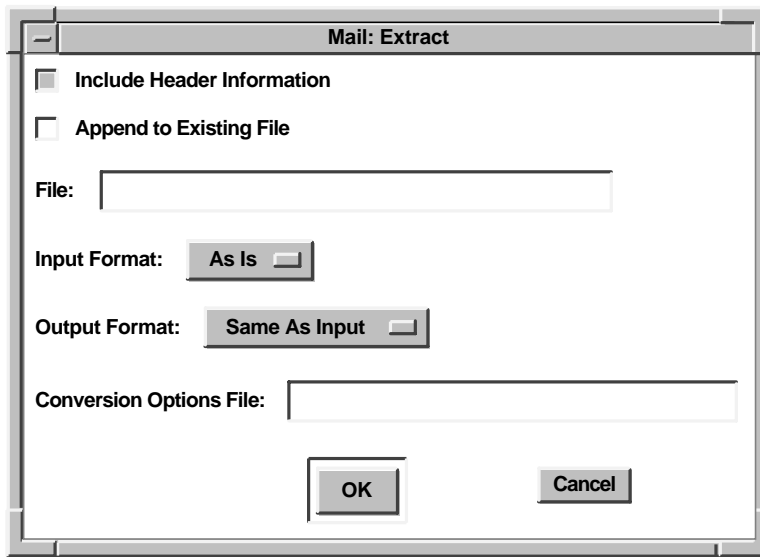
## Extracting a Mail Message to a File

<b>File</b>	
Print...	
Print	Ctrl+P
Extract...	
Move...	Ctrl+M
Copy...	
Open-Close	➤
Receive Mail	
Exit	Ctrl+E

You can create an OpenVMS 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.



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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 the check button.

If you want to append the extracted message to an existing file, enable the Append to Existing File option by clicking on the check button. By default, this option is disabled.

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 extensions 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 extension is DDIF or DTIF

You can enter a different file extension.

3. To select a different format for the file being created, move to the Output Format entry box, press MB1, and choose one of the listed file formats.

The input format is determined by the editor used to create the message. By default, the output format is the same as the input format.

If you choose a different format for the file to be created, data converters are invoked. You should 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 is converted. You might want to disable 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. These files are not created within Mail. Refer to Chapter 5 for 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 are converted to ASCII if possible. If they cannot be converted to ASCII, the messages are not 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 deleted until the folder is closed. You can still perform many Mail tasks 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 folder 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 Removing Drawers from the Index and Deleting 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 MB3 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 you have moved a message to the WASTEBASKET, you can retrieve the message by moving it to another folder. See Moving and Copying Messages to Another Folder for more information about moving messages between folders.

## Working with Drawers and Folders

<b>Maintenance</b>	
Update Folder	Ctrl+U
Delete Folder...	
Create Folder...	
Empty Wastebasket	
Remove Drawer...	
Add drawer to index...	
Modify Drawer...	
Compress Drawer	
Scan mail directory for mail drawers	

You can add and remove drawers in your index, modify a drawer's file name and display name, create and delete folders, move and copy messages between folders, and reclaim unused space in drawers.

### Adding New Drawers to the Index

There are two ways to add new drawers to your index. You can add (create) a drawer that does not currently exist, or you can add an existing drawer to the index.

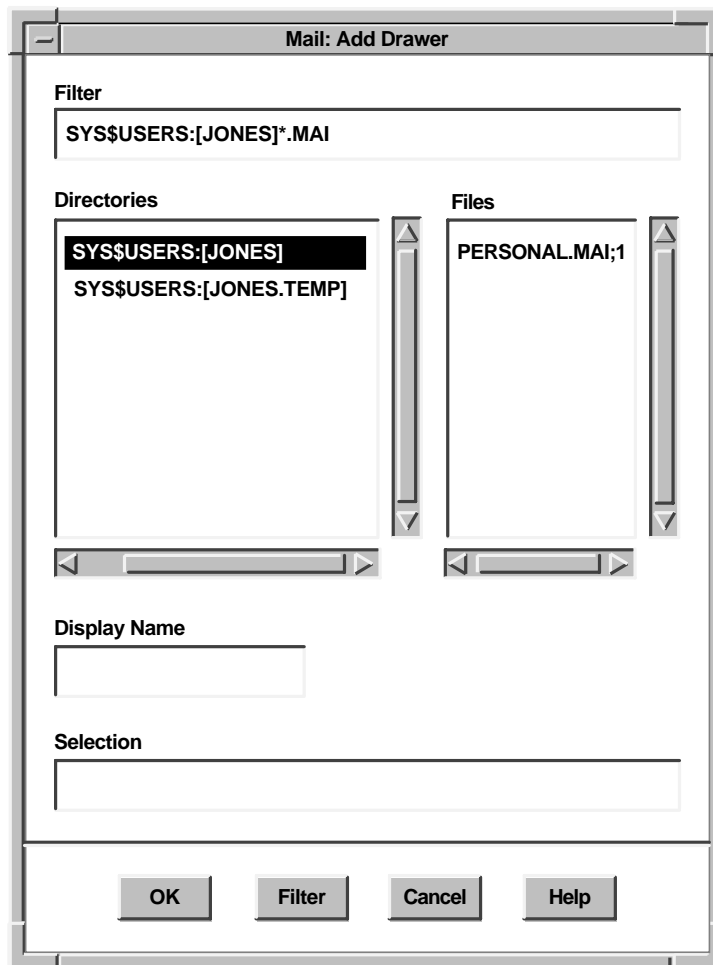


When you create a drawer in DECwindows Mail, the drawer is automatically created in your default mail directory and is listed in your main window. If you create drawers with the OpenVMS Mail utility or if you create drawers in a different directory, they are not automatically added to the list in your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

To add drawers created with the OpenVMS 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 are added to the main window.

To create a new drawer or add a drawer 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 login directory that have a extension 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 (create) a drawer whose file name is not listed, enter the name of that file in the Selection entry box and click on the OK button.

3. In the Display Name entry box, enter the name to be displayed in the main window. If you do not enter a name, the drawer's file name is used by default.

When you add new drawers, a WASTEBASKET is automatically included in each new drawer. You can choose a different name for your folder for deleted mail when you create new drawers by changing your User options. See *Modifying Your User Options* for more information.

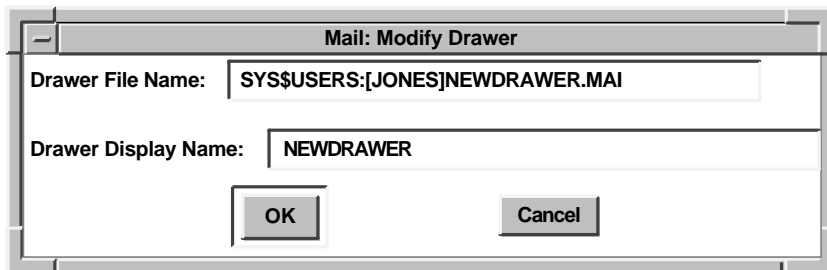
## Modifying Drawer Names

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 you cannot change 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.



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2. To change the drawer's file name, type the new file name for the drawer in the Drawer File Name entry box.

A drawer file name is an OpenVMS file specification and has the same limitations. The prefix `MAILS` 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 Drawer Display Name entry box.

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 it 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.

### **Removing Drawers from the Index**

When you no longer need to have a drawer listed in your index, you can eliminate it in one of two ways: you can remove the drawer from the index or you can delete it.

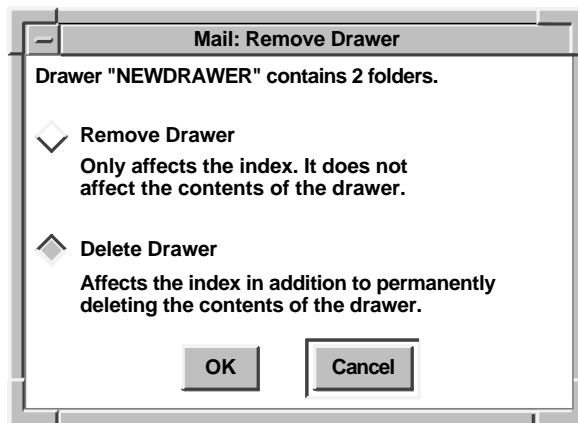
Removing a drawer removes only the drawer's name from the index; the drawer's contents are not affected and the drawer is not deleted. You can retrieve it by choosing Scan Mail Directory for Mail Drawers... or Add Drawer to Index... from the Maintenance menu.

Deleting a drawer removes the drawer's name from the index and deletes the drawer and its contents.

To remove or delete a drawer:

1. Select the drawers to be removed.
2. Choose Remove Drawer... from the main window's Maintenance menu.

Mail displays a dialog box.



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3. Click on the Remove Drawer radio button to remove the drawer's name from the index, or click on the Delete Drawer radio button to remove the drawer's name from the index and delete the drawer and its contents.
4. Click on the OK button to remove or delete the drawer, or click on the Cancel button to cancel the request.  
If you selected multiple drawers, you must confirm or cancel the delete request for each drawer separately.

You cannot delete or remove an open drawer or the MAIL 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.

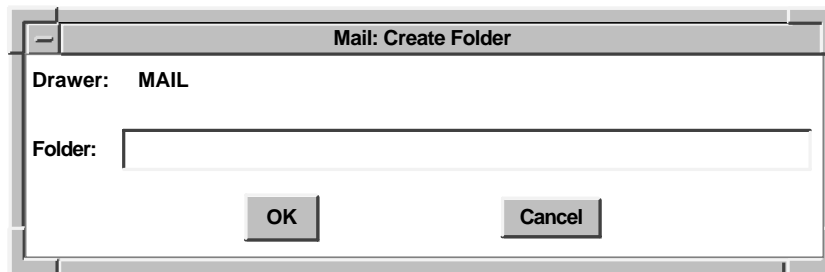
## Creating New Folders

Choosing Create Folder... allows you to create a new folder in which to store your messages.

To create a new folder:

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

Mail displays a dialog box.



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2. Type the name of the new folder to be created in the Folder entry box.

A folder name is limited to 39 characters. It must begin with a letter or number, and it can contain letters, numbers, underscores (\_), hyphens (-), dollar signs (\$), 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.

Mail automatically deletes empty folders when the drawer is closed.

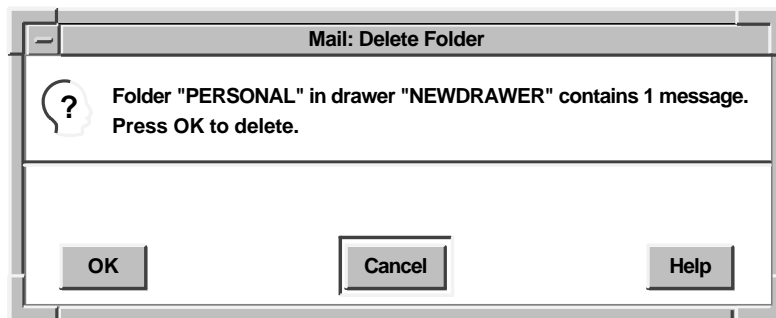
You can also create a new folder when you move or copy a message. If you specify a destination drawer or folder that does not exist, the drawer or folder is created.

## Deleting Folders

To delete folders:

1. Select the folders to be deleted.
2. Choose Delete Folder... from the main window's Maintenance menu.

Mail displays a dialog box.



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

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

You cannot delete an open folder.

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 the INBOX or the WASTEBASKET, all messages in them are deleted but the INBOX and the WASTEBASKET are not deleted.

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

### **Moving and Copying Messages to Another Folder**

You can 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.

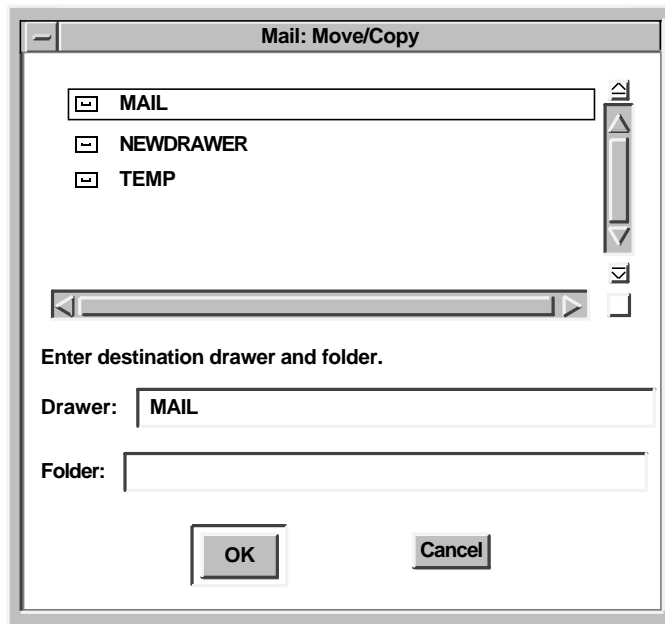
You can move and copy messages from either the main or the Read window.

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

1. Choose Move or Copy from the File menu in the main or Read window.

**Move**

Mail displays a dialog box.



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Initially, MAIL is inserted in the Drawer entry box. If you selected a folder, the name of the folder and the name of the drawer that contains the folder are displayed in their respective text entry boxes. If no folder is currently selected, the Drawer and Folder entry boxes contain whatever was last entered in those boxes.

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

If you specify a drawer or folder that does not exist, that drawer or folder is created.

3. Click on the OK button.

When you perform a move operation, Mail displays a message 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.



You can still perform many Mail tasks on messages that are marked for moving, such as deleting, copying, and printing. When the folder is closed, the messages are moved. The moved or copied messages are listed in the index of the destination folder when the destination folder is next opened.

If you are using the Outline style main window, you can also move messages by dragging. You can drag messages within a single window only. Press and hold MB2 on the selected message, and drag MB2 to the folder to which you want to move the message. Release MB2.

You can also move multiple messages at one time. Select the messages by holding the Ctrl key down while clicking MB1 on the messages you choose. Press and hold MB2 on one of the messages, and drag MB2 to the folder to which you want to move the messages. Release MB2.

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 can 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 MB3 and choose Undo Move/Delete from the pop-up menu.

An alternative method for moving messages is to select the messages, point to the destination folder, press MB3, and choose Move Selected Here or Move 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 MB3, 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 you update a folder while you are reading a message from that folder in your default Read window, the window is closed when the folder is closed. The window will not be reopened. (For a description of default Read windows, see [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.

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; you must delete it from **FileView**.

If you selected multiple drawers, all selected drawers are compressed. Individual messages appear prompting you to delete each uncompressed drawer.

## Marking and Unmarking Messages

<b>E</b> dit
Undo Move/Delete    Alt+Delete
Delete                      Ctrl+D
Copy to Clipboard    Ctrl+Insert
Select All
Mark
Unmark
Full Information...

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 window's or the 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

<b>P</b> ick
Pick from <u>s</u> electe <u>d</u> folder... Find
Pick from <u>o</u> pen folder...

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 that contain a specific word in the subject line.

Once it finds messages that meet your criteria, Mail displays a list of these messages. You can then perform tasks such as copying, moving, extracting, or reading on this set of messages.

To pick messages:

1. Open or select the folder containing the messages. If you selected multiple folders, the first folder is used for the pick operation.
2. Choose Pick from Open Folder... or Pick from Selected Folder... from the main window's Pick menu.

Mail displays a dialog box.

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The dialog box allows you to specify the criteria for picking messages.

3. Click on the option to be used and enter the pick criteria.
4. Click on the OK button to pick the designated messages, or click on the Cancel button to cancel the pick operation.

The following table describes the options in the Pick dialog box.

Option	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.

Option	Description
CC	The user name of the addressee (or the name of a distribution list) who received courtesy copies of messages you want to pick.
Subject	Text included in the subject line of messages you want to pick.
In Text	Any text string included in the body of messages you want to pick.
On	Messages received on the date you specify. 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 entry box, or click on the Clear button to clear the date in the entry box. The time is ignored for this option.
Before	Messages received before the date and, optionally, the time you specify. Click MB1 to display the date dialog box. See the description of the On option for information about the Date dialog box. The time can be used as a criterion for this option.
After	Messages received after the date and, if desired, the time you specify. Click MB1 to display the Date dialog box. See the description of the On option for information about the Date dialog box. The time can be used as a criterion for this option.
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.

When you enter text in any of the first five text entry boxes in the dialog box, Mail searches for matching text anywhere in the corresponding fields of all messages in the open or selected folder.

Searches are not case sensitive. That is, entering the text John in the From entry box might pick messages from Jane Johnson, John Doe, Olav Bejohnesson, and JOHN::Smith.

Once you have picked a set of messages, 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.

You cannot perform a pick operation 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

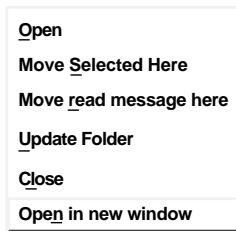
<u>E</u> dit
Undo Move/Delete    Alt+Delete
Delete                    Ctrl+D
Copy to Clipboard    Ctrl+Insert
Select All
<u>M</u> ark
Unmark
Full Information...

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:

- Message number.
- Envelope of the message.
- 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.
- External message ID (if one exists). External message IDs are assigned to non-ASCII files and to messages that are too large to be stored within the Mail file.
- Attributes of the message. Attributes would consist of 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.

To create a new main window, point to the folder or drawer to be opened in the new window, press MB3, 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 tasks on the drawer, folders, and messages displayed in this window.

## 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 editing commands 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 area.

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

If the recipient of a message that contains a CDA document is using a configuration that does not use DECwindows Motif for OpenVMS (such as a character-cell terminal), the recipient receives a message indicating that the mail message is in a foreign format. The recipient can view the mail envelope (address, sender, subject) or can forward, file, reply to, extract, or delete the message, but might 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 is not sent. You are 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 boxes, as described in Extracting a Mail Message to a File.
3. In the Output Format entry box, 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 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.

## Displaying PostScript Files

Mail can display POSTSCRIPT files, provided the files you send or receive contain only POSTSCRIPT language.

A POSTSCRIPT file always begins with a percent sign and an exclamation point (%!). If any other text precedes the %!, Mail cannot display the file. For example, when you forward mail, additional text (in the form of extra mail headers) is often inserted at the beginning of the file. Because this additional text precedes the %!, Mail cannot display the POSTSCRIPT file correctly.

To make sure a POSTSCRIPT file does not contain any text preceding the %!, use an editor to remove all headers before you forward a mail message in POSTSCRIPT format:

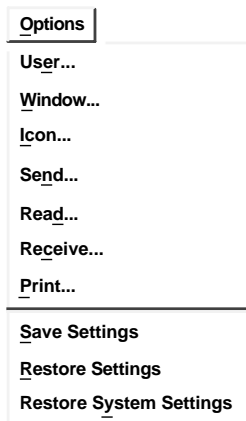
1. Display the main window’s Create–Send menu.
2. Choose Without Header from the Forward submenu.



3. Edit the file.

Similarly, if you receive a POSTSCRIPT file that does not display properly, use an editor to remove all headers (or any other text that precedes the %!), and forward the file to yourself. If a POSTSCRIPT file does not contain the %! at the beginning of the file, you can use the same procedure to add it. The POSTSCRIPT file should then be displayed properly.

## Customizing Your Mail Environment



You can customize many Mail features to suit your working environment. You can alter your Mail user profile, your DECwindows environment, the way your Mail icon is displayed, and the options that control the way your messages are sent, stored, displayed, and printed.

The Options menu in the main window lists the types of options that you can change. Each category of options has a corresponding dialog box in which you choose the changes you want to make. 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.

The following sections list and describe the Mail options you can change.

---

### Note

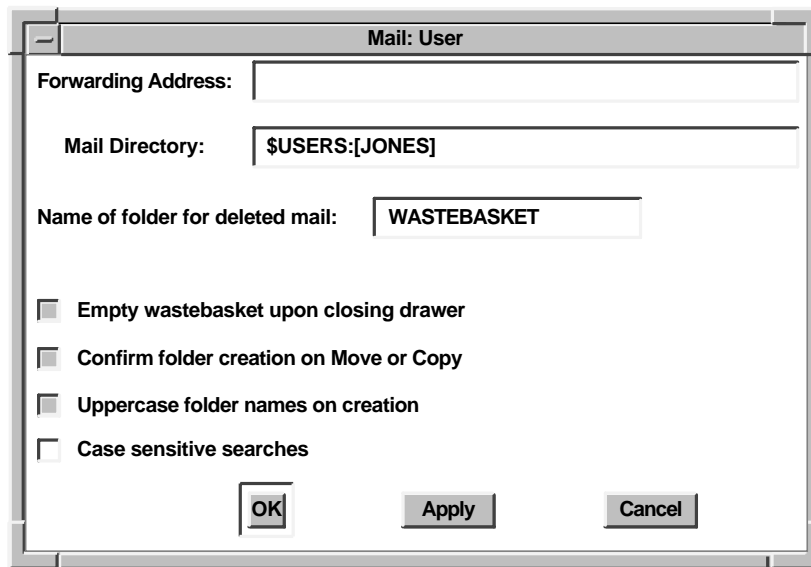
---

If you have used the OpenVMS Mail utility on your system, some of your OpenVMS Mail defaults are displayed. See Making Mail Perform Like the OpenVMS Mail Utility for more information.

---

## Modifying Your User Options

To change the default settings for your Mail User options, choose User... from the main window's Options menu. Mail displays a dialog box.



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The following table describes the options in the User dialog box.

Option	Description
Forwarding Address	The node name 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 in which you want to store your mail messages. Mail stores your messages in the same directory used by the OpenVMS Mail utility. If you have not specified a directory to be used by the OpenVMS Mail utility, your default directory is used. Depending on the number of mail messages you receive and keep, this directory can become cluttered with mail messages. This option allows you to choose a different directory in which to store your mail messages.

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, WASTEBASKET is specified. Existing drawers are unaffected by changing this setting.
Empty wastebasket upon closing drawer	When this option is enabled, the WASTEBASKET is emptied whenever you close a drawer. This option is set by default.
Confirm folder creation on Move or Copy	Automatically confirms the creation of new folders. When you move or copy a message to a folder that does not exist, Mail creates the folder. The Confirm New Folder dialog box prompts you to confirm the creation of a new folder. This option, which is set by default, allows you to suppress the confirmation message.
Uppercase folder names on creation	When you move or copy a message to a folder that does not already exist, Mail creates the new folder. This option allows you to set whether the new folder name is automatically displayed in uppercase letters.
Case sensitive searches	Allows you to set the default for whether all searches are to be case sensitive. For example, if case-sensitive searches are enabled, Important and IMPORTANT are not considered the same.

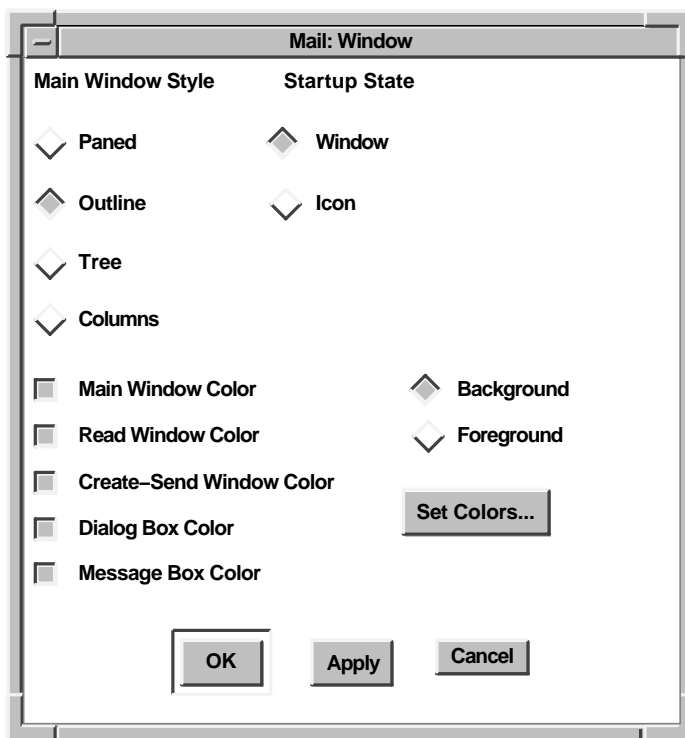
Click on the OK or Apply button to save the profile settings for the current session only. To save the settings permanently, choose Save Settings from the main window's Options menu. Click on the Cancel button to reinstate the original profile settings.

## Modifying Your Window Options

Modifying your window options allows you to choose the main window style, the color of each type of window you work with (the main window, Read window, Create-Send window, dialog boxes, and message boxes), and whether Mail starts as an icon or as a window.

To change the default settings for your DECwindows environment, choose Windows... from the main window's Options menu. Mail displays a dialog box. The following illustration shows the Window options dialog box as it appears on a color system; there are slight

differences in the Window options dialog box on a black-and-white system.



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The following table describes the options in the Window dialog box. Some options apply to color systems, others apply to black-and-white systems. The options that do not apply to your system do not appear in your Window dialog box.

Option	Description
Main Window Style	The window style used to display the index of messages in the main window: Paned, Outline, Tree, or Columns. The default index style is Outline. See Using Alternative Main Window Styles for information about different window style options.

Option	Description
Startup State	This option allows you to choose whether DECwindows Mail starts as a window or as an icon. The default startup state is Window.
Main Window Color	Allows you to change the colors for the main window.
Read Window Color	Allows you to change the colors for the Read window.
Create-Send Window Color	Allows you to change the colors for the Create-Send window.
Dialog Box Color	Allows you to change the colors for dialog boxes.
Message Box Color	Allows you to change the colors for message boxes.
Background	On color systems only. Allows you to set the color for the background.
Foreground	On color systems only. Allows you to set the color for the foreground.
Set Colors...	On color systems only. Allows you to choose the foreground and background colors for the selected windows.
Black on White	On black-and-white systems only. Causes the selected windows to be displayed with a black foreground on a white background.
White on Black	On black-and-white systems only. Causes the selected windows to be displayed with a white foreground on a black background.

You can change among the main window styles Outline, Tree, and Columns simply by clicking on OK or Apply. Changing from one of those window styles to the Paned style (or from the Paned style to another style window) does not take effect until you choose Save Settings from the Options menu and then exit and reenter Mail.

The colors you choose for Main Window Color, Read Window Color, Create-Send Window Color, Dialog Box Color, and Message Box Color affect future windows you create, not those already in existence. The color changes are applied to the types of windows that are enabled when you select the colors. Initially, all windows are enabled.

## Modifying Your Icon Options

You can modify your icon options to customize the text displayed in the DECwindows Mail icon in the icon box. You can also control whether the number of new messages is displayed in the icon.

To change the default settings for your Mail icon, choose Icon... from the main window's Options menu. Mail displays a dialog box.



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The Number of New Messages option controls whether Mail displays in the Mail icon the number of new (unread) messages. By default, this option is enabled. If you do not want Mail to display the number of new messages in the Mail icon, disable this option.

The two text entry boxes in the upper left and upper right corners of the Icon dialog box allow you to customize the text that appears in the Mail icon. The text in these boxes is displayed before and after the number of unread messages in the Mail icon. By default, the text that appears in the left text entry box is Mail, and the right text entry box is blank.

To add or change text in either text entry box, click MB1 on the appropriate box and enter the text you want to be displayed.

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

## Modifying Your Send Options

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

Mail: Send

Personal Name:

Mail Transport:

Copy Self on:  Send  Reply  Forward

Default Editor:

Confirm closing from Create-Send window

Close Create-Send window after successful Send

Wrap long lines

Display Send In Progress box

Courtesy Copy Option

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The following table describes the options in the Send dialog box.

Option	Description
Personal Name	<i>(Optional)</i> Text that is inserted in the From entry box 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.

Option	Description
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 P.S.I. are optional.
Copy Self on: Send	Includes your name as an addressee in the CC entry box in Create-Send windows when sending a new message. You can delete your name from the Create-Send window if you want.
Copy Self on: Reply	Includes your name as an addressee in the Create-Send window when you reply to a message. You can delete your name from the Create-Send window if you want.
Copy Self on: Forward	Includes your name as an addressee in the Create-Send window when you forward a message. You can delete your name from the Create-Send window if you want.
Default Editor	Mail uses the DECwindows editing commands, described in <i>Using DECwindows Motif for OpenVMS</i> , as the default editor for creating messages. If more than one editor is available on your system, you can choose a different editor to create a message. Pressing MB1 on the editor name in the box displays a list of other editors from which you can choose. The editors supplied with DECwindows Mail are DECwindows EVE and DECterm EVE.
Change Editor List...	Allows you to customize the list of available editors to use for creating messages. More information on changing the list of editors follows this table.

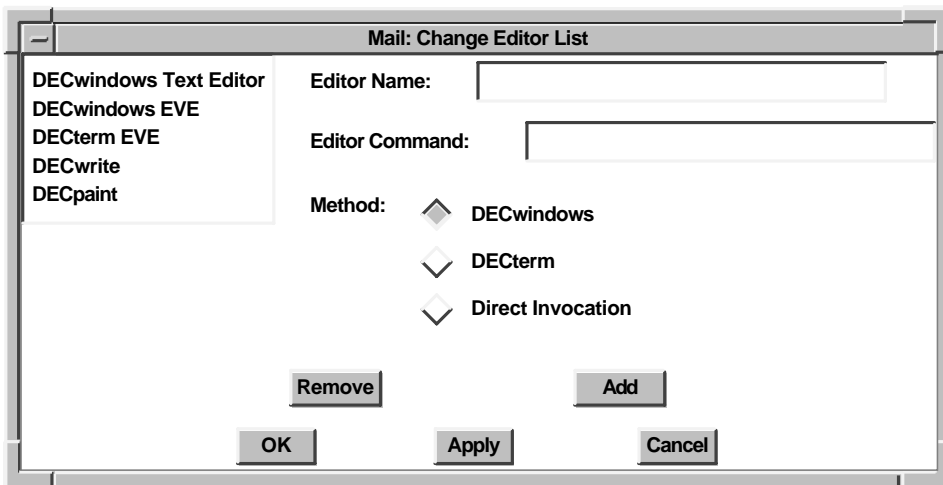


Option	Description
Confirm closing from Create-Send window	<p>If you change the header or text of a message in a Create-Send window and then close the window without sending the message, a caution dialog box is displayed. The message "Changes have been made to the Create-Send window. Do you really want to close it?" appears.</p> <p>This option allows you to suppress the confirmation message.</p>
Close Create-Send window after successful Send	<p>Allows you to set the Create-Send window to close automatically after successfully sending a message.</p>
Wrap long lines	<p>Allows you to set the default for whether to wrap long lines in a message. Disable this option when sending POSTSCRIPT or other files with long lines that you do not want wrapped.</p>
Display Send In Progress box	<p>Allows you to set the default for whether Mail displays the Send In Progress box in the Create-Send window after successfully sending a message. If an error occurs while sending the message, the Send in Progress box is displayed even if this option is disabled.</p>
Courtesy Copy Option	<p>Prompts you with a courtesy copy prompt when using OpenVMS Mail. This option does not affect DECwindows Mail.</p>

### Changing the Editor List

To add a new editor to the list of available editors that you can use to create and edit messages:

1. Click on Change Editor List... in the Send dialog box.  
Mail displays a dialog box showing the current editors in a list box.



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2. In the Editor Name entry box, type the name of the new editor as you want it displayed on the menu.
3. In the Editor Command entry box, type the DCL command you use to invoke the editor.

For DECwindows and DECterm applications, the command must contain the string “%S” twice, first where the input file specification should appear on the command line, and again where the output file specification should appear; for example, EDIT/TPU %S /OUT=%S. The input file specification should precede the output file specification.

4. For the Method option, choose the method of invocation—DECwindows, DECterm, or Direct Invocation—by clicking on the appropriate radio button.

If the editor is a DECwindows application, such as DECwindows EVE, choose DECwindows as the invocation method.

If the editor is a character-cell application, such as EDT, choose DECterm as the invocation method. Mail opens a DECterm window and starts the editor in that window.

If the editor is a DECwindows application that supports Application Control Architecture (ACA), such as DECwrite or DECpaint, choose Direct Invocation as the method. If you choose Direct Invocation, the command line should contain the file name of the editor image, such as SYS\$SYSTEM:DECWRITE, rather than a DCL command line.

5. Click on Add to add the new editor to the list of default editors.

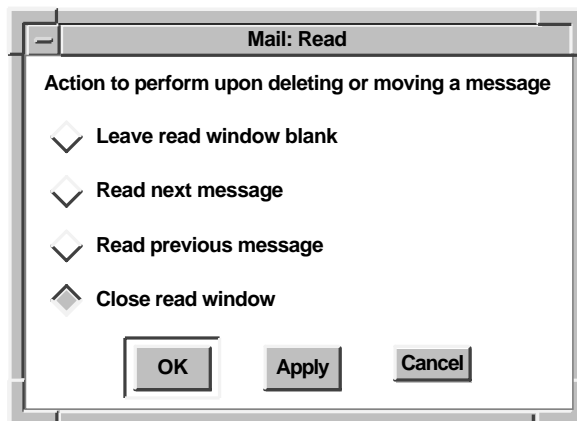
To remove an editor from the list, select it and click on Remove.

6. Click on OK or Apply to save the changes, or click on Cancel to cancel any changes made and to dismiss the dialog box.

## Modifying Your Read Options

Read options specify the action that Mail automatically takes on the Read window after you delete or move the current message.

To change the default settings, choose Read... from the main window's Options menu. Mail displays a dialog box.



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Leave Read Window Blank causes the Read window to be left blank. This is the default.

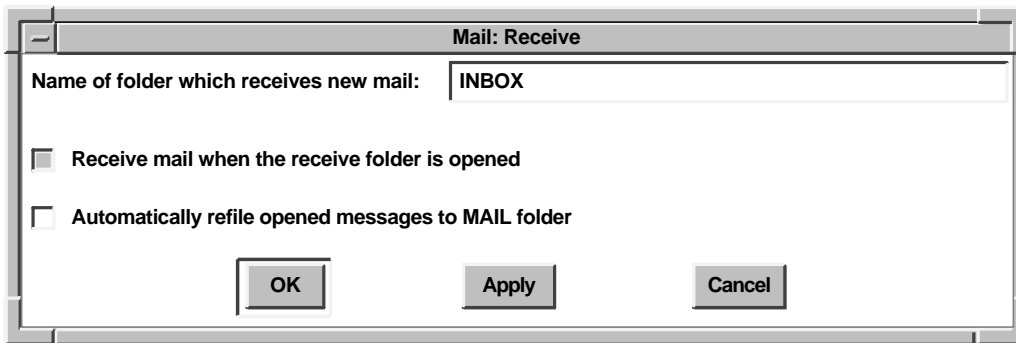
Read Next Message causes the next message in the folder to be displayed automatically in the Read window.

Read Previous Message causes the previous message in the folder to be displayed automatically in the Read window.

Close Read Window causes the Read window to be closed.

## Modifying Your Receive Options

To change the default settings for mail messages that you receive, choose Receive... from the main window's Options menu. Mail displays a dialog box.



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The following table describes the options in the Receive dialog box.

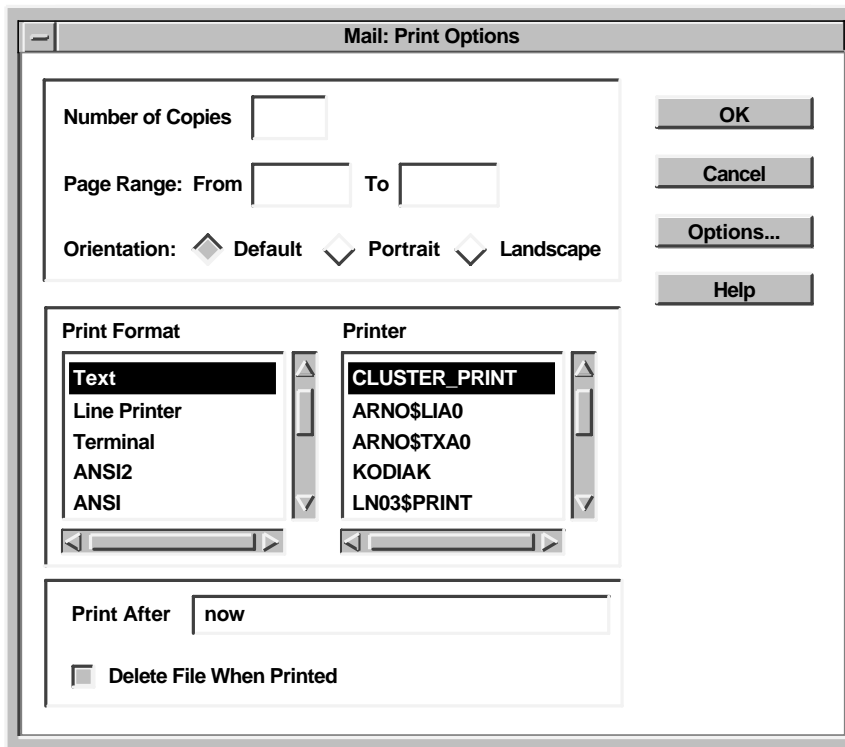
Option	Description
Name of folder which receives new mail	The name of the folder to which your new messages should be delivered. (If the folder does not exist, it is created.) By default, INBOX is specified.
Receive mail when the receive folder is opened	This option, which is set by default, causes new mail to be delivered whenever the receive folder (INBOX by default) is opened. If you disable this option, mail is delivered only when you click on the Receive Mail or Read New Mail button.
Automatically refile opened messages to MAIL folder	This option, which is usually disabled, causes a message to be moved to the MAIL folder once you have read it. If the MAIL folder does not exist, it is created. The refile operation is not completed until you close the receive folder and reopen the MAIL folder.

Changes made to the Name of Folder Which Receives New Mail option do not take effect until you choose Save Settings from the Options Menu and then exit and reenter Mail.

## Modifying Your Default Print Settings

You can modify your default print settings to alter the way your messages are printed.

To modify your default print settings, choose Print... from the main window's Options menu. Mail displays a dialog box.



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Refer to *Using DECwindows Motif for OpenVMS* for a description of the options in this dialog box.

Changing your print defaults affects the way messages are printed during the current Mail session only. When you exit Mail, any print defaults you have changed revert to their original settings.

## **Saving and Restoring Settings**

If you have changed the size or position of the windows or any other user options except print settings, you can save these changes permanently. After you have made the desired changes, choose **Save Settings** from the main window's **Options** menu. If you do not save the changes now, Mail asks you whether to save the changes when you exit Mail. Print settings are not saved.

To restore changed settings to the last saved settings, choose **Restore Settings** from the main window's **Options** menu.

To restore your settings to the system defaults, choose **Restore System Settings** from the main window's **Options** menu.

## **Making Mail Perform Like the OpenVMS Mail Utility**

If you use both the OpenVMS Mail utility and DECwindows Mail to access the same mail messages, Mail automatically sets certain options in your mail profile to make DECwindows Mail perform like OpenVMS Mail.

DECwindows Mail automatically sets the following options in your mail profile:

- Name of folder to receive new mail  
Mail specifies **NEWMAIL** for this option.
- Automatically refile opened messages  
Mail enables this option.

Set the remaining options to match your OpenVMS Mail settings. See *Customizing Your Mail Environment* for more information on modifying your DECwindows Mail options.

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

## Using Alternative Main Window Styles

Mail's default main window displays your drawers, folders, and messages in Outline style. When you open an object, its contents are revealed directly beneath it, similar to the format of a table of contents.

You can choose an alternative style for displaying the objects in your main window. The other styles are Columns, Tree, and Paned.

The Columns style main window is similar to the Outline style except that the window is divided into two panes. The right pane can be scrolled vertically. Each pane can be scrolled horizontally independently of the other. Horizontal scrolling allows you to read a long subject line of a message while still being able to view the message number, date, and so on.

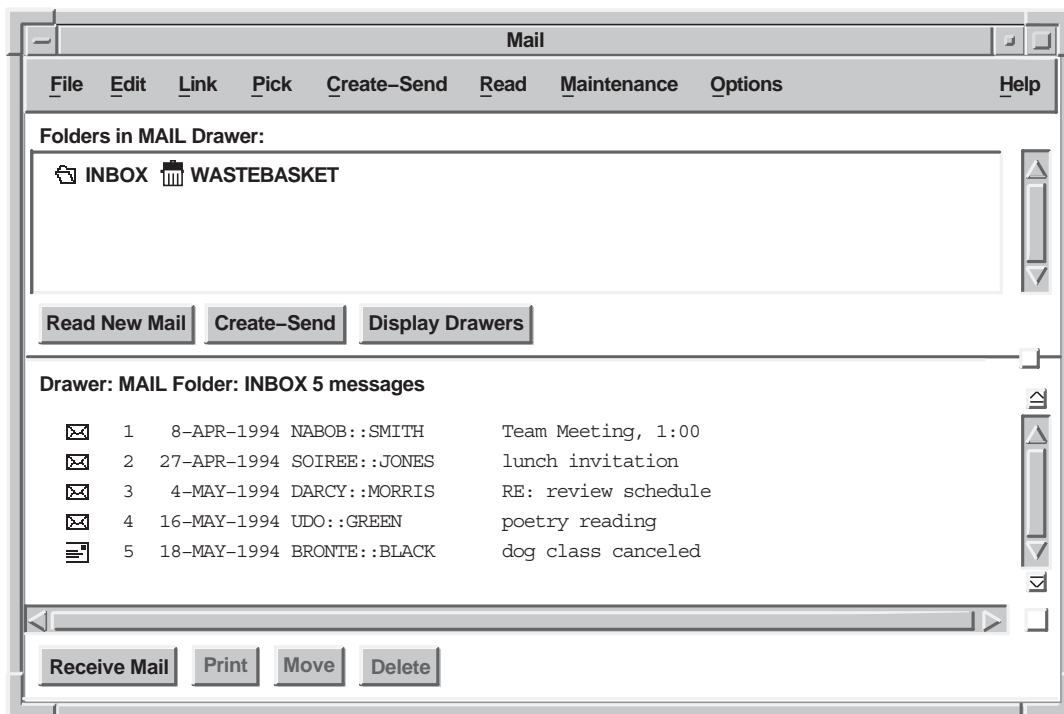
The Tree style main window displays your file cabinet hierarchy as a graphical tree.

A Paned style main window uses two horizontal 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 change to a different main window style, choose Window... from the Options menu. Choose one of the window styles listed in the Window dialog box.

Changing among the Outline, Tree, and Columns style windows takes effect immediately. Changing to the Paned style main window from a different style window—or changing from the Paned main window to a different style—takes effect when you choose Save Settings from the Options menu, and then exit and reenter Mail.

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.



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The Paned style main window differs from the other window styles in the following ways:

- The main window is divided into two panes. The top pane contains the Drawer/Folder index and lists the folders in the open drawer. 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 lists messages in the currently open folder.

- You can open only one folder at a time when using Paned style. To view messages in multiple folders simultaneously, you must open multiple main windows.



- In a Paned style window, you cannot select a range of drawers or folders by clicking, dragging, and releasing MB1 over the range of objects. 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 Directories for Drafts and Distribution Lists

When you save a draft of a message, Mail stores the draft in your default directory. Perform the following steps to specify a different directory for storage of draft files.

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#### Note

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The following procedures assume you are familiar 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 directory-spec
```

where *directory-spec* 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 extension. 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 directory-spec
```

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

## Using Accelerators

The following table shows how you can use certain key combinations, called accelerators, to perform common Mail tasks quickly.

Press	To Produce
Ctrl+M	Move...
Ctrl+P	Print
Ctrl+O	Open Folder
Ctrl+N	Open folder in new window
Alt+Del†	Undo Move/Delete
Ctrl+D	Delete
Ctrl+Insert	Copy to Clipboard
Find	Find
Shift+Find	Find Next Selected
Ctrl+Shift+Find	Find Previous Selected
Ctrl+Find	Replace
Find	Pick from selected folder...
Ctrl+B	Create New Message
Ctrl+A	Create Reply
Ctrl+F	Forward With Header
Ctrl+R	Read new mail in default window
Ctrl+U	Update Folder
KP3	Read Next Message
KP1	Read Previous Message
Remove	Cut
Shift+Insert Here	Paste
Ctrl+Z	Send
Help	Help
Ctrl+Q	Close
Ctrl+E	Exit

†Alt is the Compose Character key.

## Using Hyperapplication Features

<u>L</u> ink	
Go To	Shift+Find
Visit	Alt+Find
Step Forward	Alt+Next
Show Links...	
Show History...	
Go Back	
Start Link	Alt+up
Complete Link	Alt+down
Complete Link...	
Turn Highlight Off	Alt+Select
Highlight...	

Mail is a hyperapplication. Through the Link menu, you can make and follow links between pieces of information (linkable objects). The information at the other end of any link can be another Mail object or an object accessed by any other hyperapplication. For detailed information about hyperapplications and the Link menu, see the chapter on hyperapplication features in *Using DECwindows Motif for OpenVMS*.

Mail's linkable objects are drawers, folders, and messages. For example, you can link messages to messages or a message to a Calendar timeslot.

If highlighting is enabled, Mail highlights linked objects by using the light bulb icon. If highlighting is not enabled and you want to see which objects have links, choose Turn Highlight On from the Link menu to enable highlighting. (To prepare for the reverse action, the menu item changes to read Turn Highlight Off.)

## Exiting Mail

To exit 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. If you have made changes in a Create-Send window and the window is still open, Mail asks whether you really want to exit. Open folders and drawers are closed. The WASTEBASKET folder is emptied unless you have disabled that option in your user profile.

If multiple main windows are open, the File menu contains the Close menu item rather than Exit. Choosing Close closes only the main window from which Close is chosen. When only one main window remains, its File menu contains the Exit menu item.

If you have made any changes to your user profile, Mail asks whether you want to save them. Click MB1 on Yes to save the changes or on No to cancel any changes you have made.



# 11

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## Using Paint



Paint is a graphics application that lets you create a simple picture, such as a sketch or an illustration, using an assortment of art tools. If you have a color monitor, you can choose colors from a color palette.

Paint can save your pictures, print them on different kinds of printers, or copy them to other applications. You can also display the pictures on your screen with the CDA Viewer application (see Chapter 5).

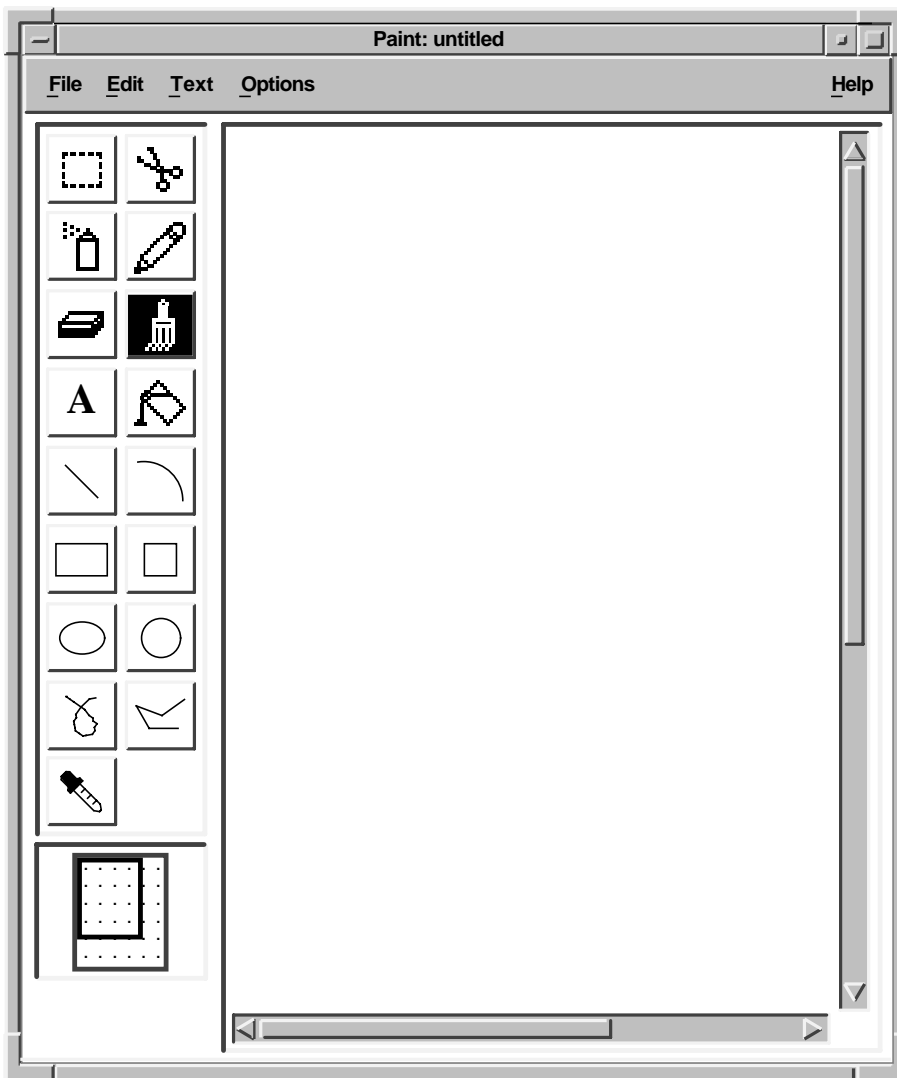
This chapter describes how to

- Start Paint
- Choose tools and menu items
- Draw lines and shapes
- Introduce patterns
- Choose colors (for color monitors only)
- Use the paintbrush
- Edit pictures
- Insert text
- Size the canvas
- Exit Paint

## Starting Paint

To start Paint, choose Paint from the Session Manager's Applications menu.

The Paint window appears, which contains a tool palette and a work area where you draw your picture.



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The Paint window frames a portion of the canvas. At the bottom of the tool palette, you see this portion of the canvas in the bolded box that is enclosed in a larger box. To display different areas of the canvas, press MB1 in the bolded box and drag until the box is in the position you want. Alternatively, you can use the horizontal and vertical scroll bars to move about the canvas.

## Learning the Basics

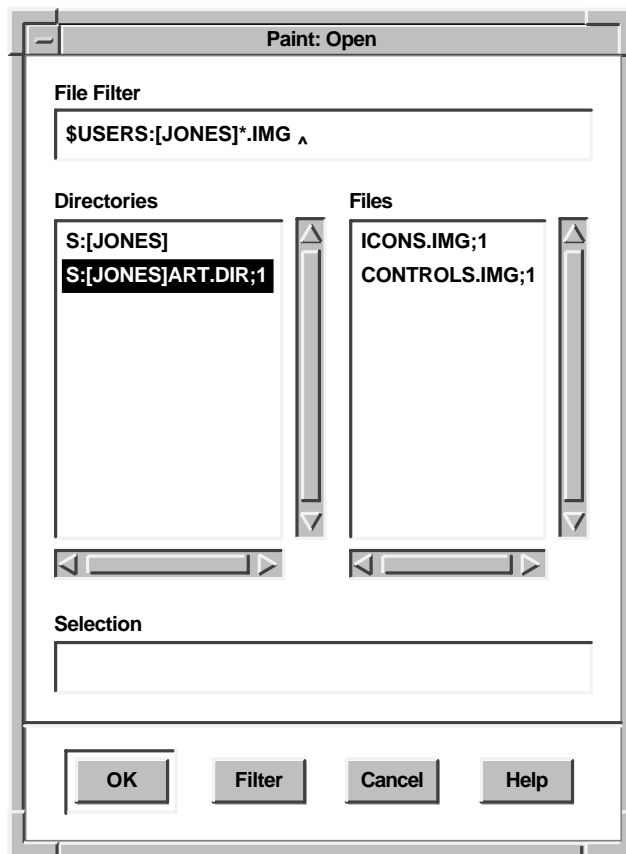
Paint is a bitmap graphics application, which means that it treats pictures as a collection of dots called pixels. Different drawing tools, such as the Pencil, the Paintbrush, and the Text tool, edit the color of the pixels to create a pattern. Because the canvas has so many pixels in every square inch, you do not actually see patterns of dots. Instead you see a collection of lines, shapes, and text.

You can learn the basic steps in Paint by modifying a sample picture called the Clock Tower.

To display the Clock Tower:

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

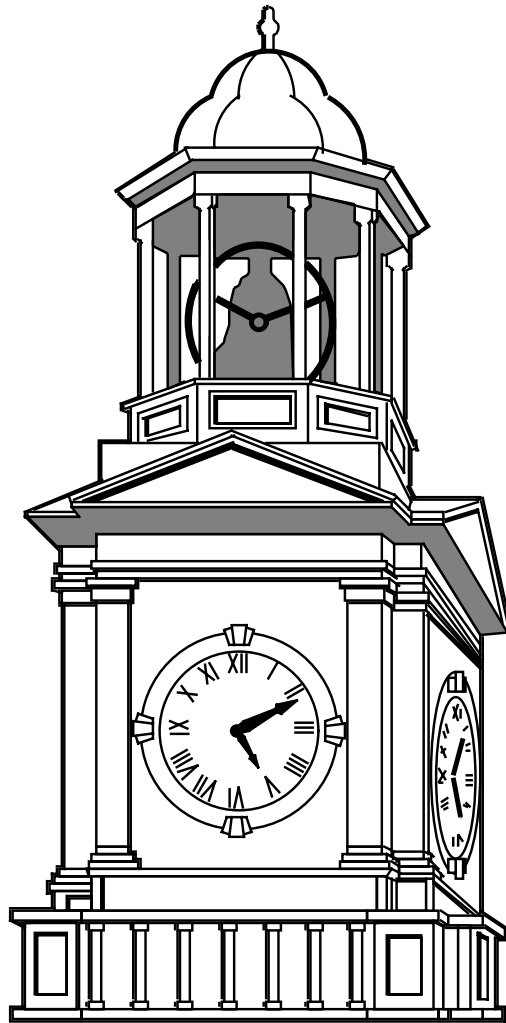
The Open dialog box appears with the names of the graphics files in your current directory.



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2. In the Selection entry box, enter the picture file name DECW\$EXAMPLES:CLOCK.IMG. IMG is the standard format of a Paint file.
3. Click on OK. Paint displays the Clock Tower picture. You can now practice choosing tools and using some of the Paint menu items.





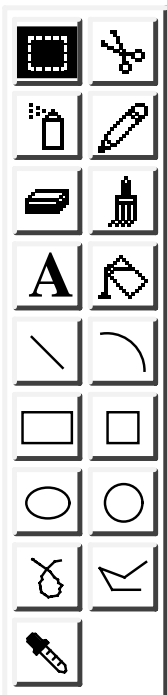
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## Choosing Tools

The tool palette offers a variety of art tools and basic shapes. You can work with the Pencil, the Paintbrush, the Spray Can, or the Paint Bucket. The shapes on the tool palette let you compose pictures quickly and easily.

When you first start Paint, the Paintbrush is highlighted, indicating that 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.

The tools are as follows, starting with the Box tool in the upper left corner of the tool palette:



Use This Tool	To
Box	Select a rectangular area for editing.
Scissors	Select a shape for editing.
Spray Can	Apply paint in a mist. (The slower you drag the tool, the denser the coverage.)
Pencil	Draw a thin line. To draw at 90-degree angles, position the pointer, then shift click.
Eraser	Delete the image in the path of the pointer. To erase at 90-degree angles, position the pointer, then shift click.
Paintbrush	Paint a free stroke. To paint at 90-degree angles, position the pointer, then shift click.
Text	Include text that you type at the keyboard.
Paint Bucket	Fill a closed shape with the current fill pattern.
Line	Draw a straight line. To draw at 45- or 90-degree angles, position the pointer, then shift click.
Arc	Draw an arc. To draw a quarter of a circle, position the pointer, then shift click.
Rectangle	Draw a rectangle. To draw a square, position the pointer, then shift click.
Square	Draw a square.
Ellipse	Draw an oval shape. To draw a circle, position the pointer, then shift click.
Circle	Draw a circle.

Use This Tool	To
Freehand Stroke	Draw a freehand line in the selected line width and pattern.
Polyline	Draw a multisided figure. To specify a corner, click MB1. To complete a shape, click at the starting point. To terminate the polyline, double click MB1 anywhere other than the starting point. To draw at 45- or 90-degree angles, position the pointer, then shift click.
Dropper	Pick up a current pixel color (for color monitors only).

To change the time on the Clock Tower, choose the eraser and delete the current time. To use the Eraser:



1. Click on the eraser in the tool palette.
2. Point to the center of the clock face. 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, using the Line tool, draw in the current time:



1. Click on the Line tool in the tool palette.
2. Point to the center of the clock face and press MB1.  
The Line tool is now active, and one end of the line is anchored at the center of the clock. To stretch and swing the line from the center point, move the mouse.
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. For the minute hand, add a second line in the same manner.

If you make a mistake, choose Undo Line from the Edit menu.

### Inverting an Image

To create a reverse image of a picture, choose the Invert menu item from the Edit menu.

To reverse the tones of the Clock Tower, switching the foreground color and the background color:

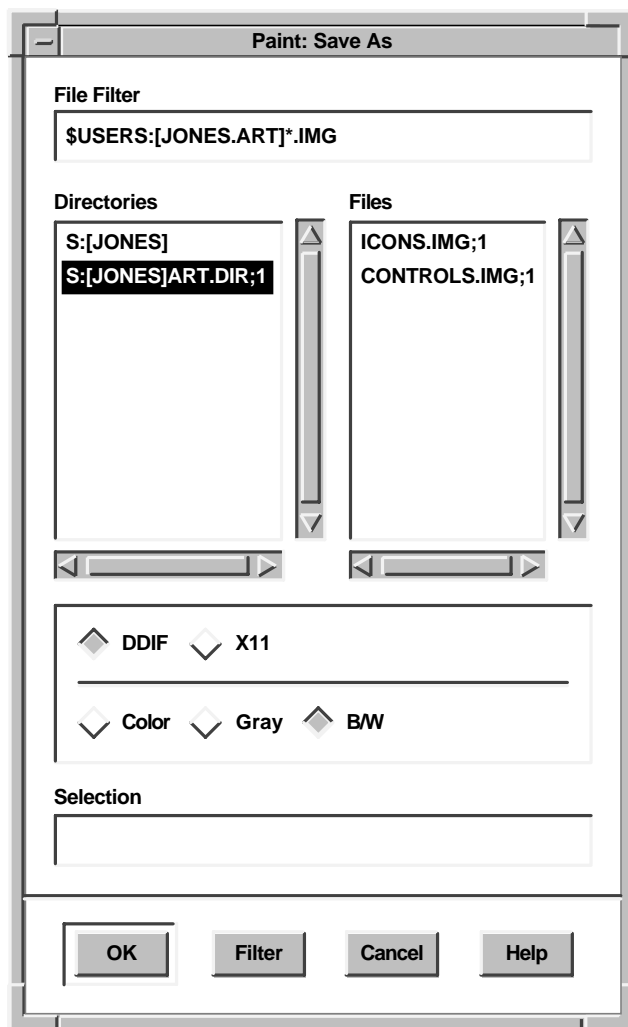


1. Click on the Box tool in the tool palette.
2. Select the Clock Tower by positioning the pointer outside one corner of the Clock Tower area and dragging the pointer over the image.
3. Choose Invert from the Edit menu. A reverse image of the original Clock Tower appears. For color images, the color of the reverse image depends on the arrangement of colors in the palette.

### **Saving a Picture**

To save your version of the Clock Tower:

1. Choose Save As... from the File menu. The Save As dialog box appears.



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2. In the Selection entry box, type a file name using the form `SYSSLOGIN:filename.IMG` so that Paint saves the picture in your login directory.
3. Click on OK.

## Printing a Picture

To print the Clock Tower, choose either Print or Print... from the File menu.

The first time you choose one of the Print menu items, Paint displays the Print dialog box. You can change Paint's default print formats. To see the printer options, click on Options... and change them if you want. Thereafter, the Print menu item sends the picture to the default printer, whereas Print... always displays the Print dialog box.

## Erasing



You can erase in several ways:

- To erase selected portions of your drawing, use the Eraser tool.
- To erase an entire area, select the area using the Box tool or the Scissors tool. Then choose Cut from the Edit menu.
- To erase the entire visible portion of the canvas, choose Clear Window from the Edit menu.
- To erase the last action you made, choose Undo from the Edit menu. In the Edit menu, Undo is followed by the name of the tool you chose. For example, the Undo Line menu item appears when you choose the Line tool.

## Drawing Lines and Shapes

The bottom half of the tool palette 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 the reference point. 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.

Use the Polyline tool as follows:

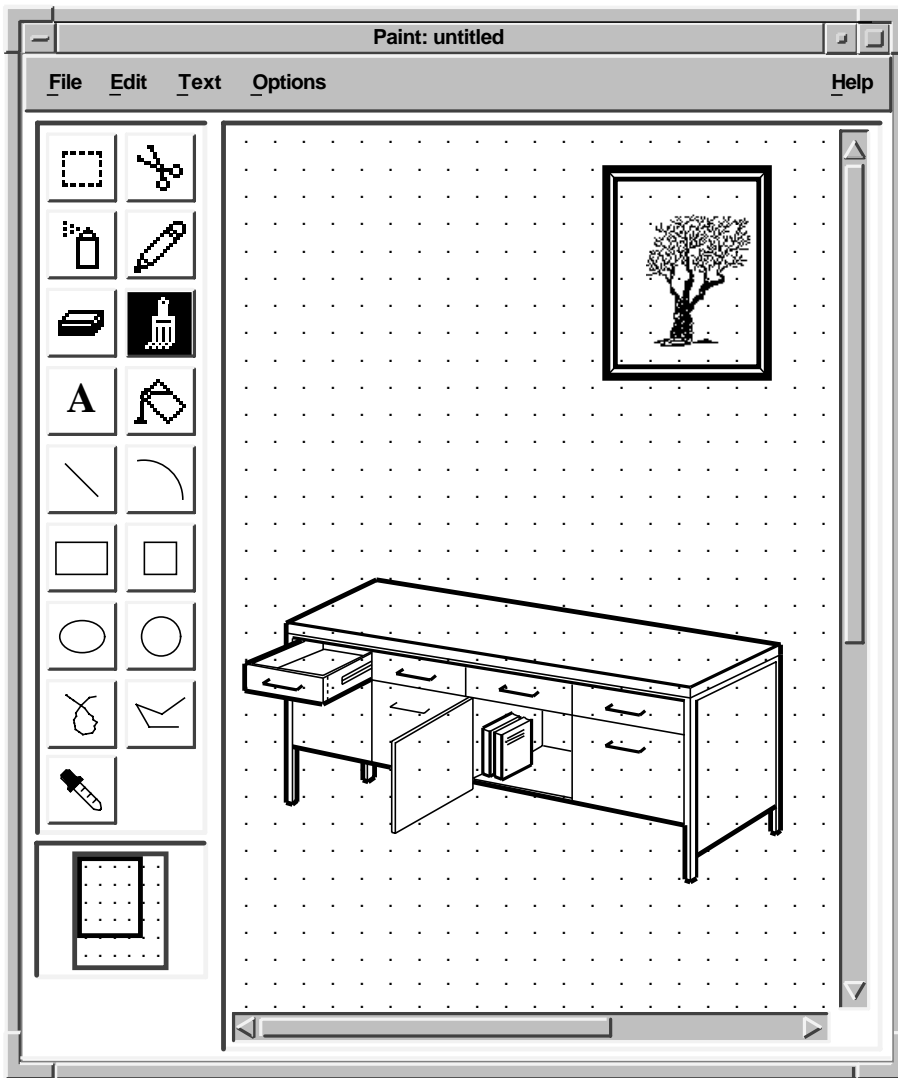
- To end one line and start another, click MB1.
- To terminate the polyline, double click MB1.
- If you are back at the starting point of a figure, click MB1 once to close the figure.

To use the Freehand Stroke tool, press and drag MB1, then release MB1 when you finish drawing that particular line.

To draw a rectangle:

1. Click on the Rectangle tool.
2. Point to 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 width and height you want. (Notice how you can stretch and shrink the rectangle; you can even flip it over.)
3. To anchor the shape, release MB1.

To line up a series of shapes or draw them equidistant from each other, choose Grid On from the Options menu. A horizontal and vertical pattern of dots is superimposed on the drawing window.



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The pattern of dots serves as a guide yet does not become part of your picture. One advantage to using a grid is that a grid makes geometric figures easier to draw because lines “snap into place” on the dots.



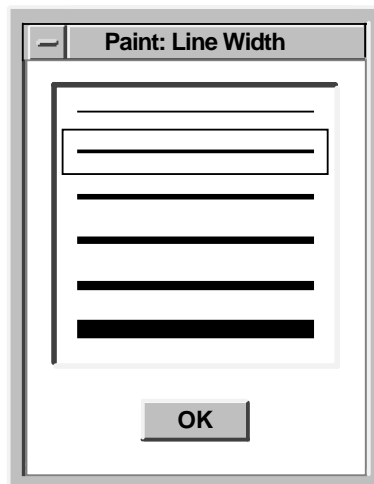
To change the size of the grid:

1. Choose Grid Size... from the Options menu. The Grid Size dialog box is displayed.
2. Press MB1 on the slider bar and drag to the number you want.
3. Click on OK.

### Changing the 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.  
The Line Width dialog box appears.



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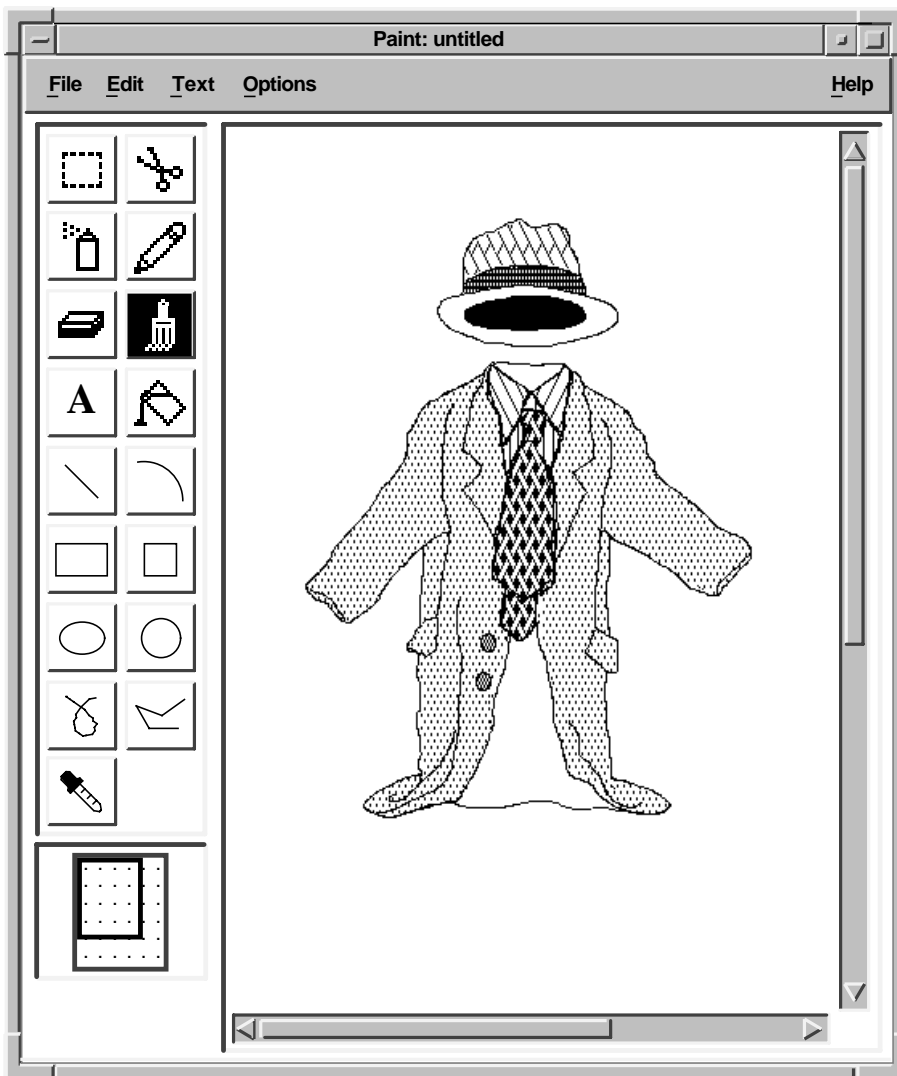
2. Click on the line thickness you want.
3. Click on OK.

Most of the time, geometric shapes or figures are opaque; that is, you cannot see what lies behind them. Opaque figures are the default, as indicated by the shaded radio 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 images you move, as well as the output of the Spray Can, Paintbrush, and Text tools.

### Using Patterns

Lines and shapes need not be solid colors. They can be striped, speckled, woven, dotted, and so on.



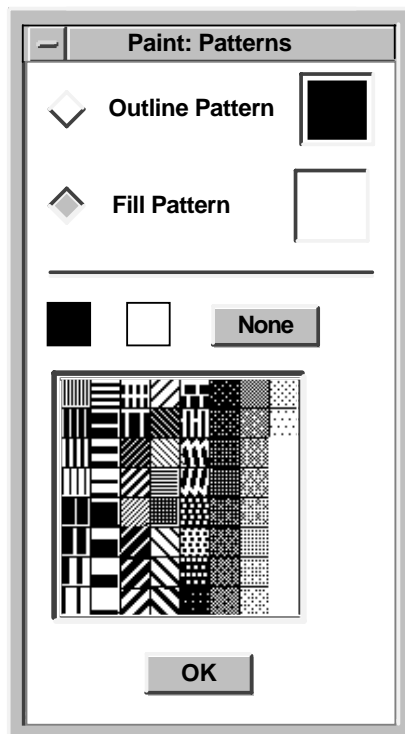
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The line and shape tools, the Spray Can, and the Paintbrush can paint patterned lines.

To use patterned outlines or centers:

1. Choose Patterns... from the Options menu.

Paint displays the Patterns dialog box, which contains a selection of designs that are a mixture of foreground and background colors. The default Outline Pattern is a solid foreground color. The Default Fill Pattern is a solid background color.



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2. Click on either the Outline Pattern or Fill Pattern radio button.
3. Click on any pattern.

Notice that the pattern you click on is displayed in the Outline Pattern or Fill Pattern option box, indicating that it is the active pattern.

4. Click on OK.
5. Click on the tool you want to use. The Paintbrush, the Spray Can, and the Line use the outline pattern only. The Paint Bucket uses the fill pattern only. The geometric shape tools use both the outline pattern and the fill pattern.
6. After positioning the pointer in the drawing window, drag the pointer to create a patterned line or center.

To fill existing shapes using the Paint Bucket tool, click inside the shape you want to fill. You must enclose the shape; any opening in the border causes the paint to spill out onto the canvas. To erase the fill, choose Undo Flood from the Edit menu.

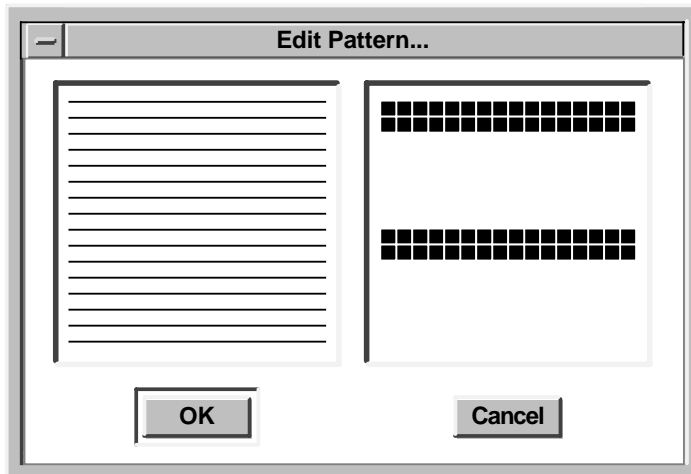
Filling works only on the visible part of the canvas. For example, if you attempt to flood the entire canvas, only the visible portion is affected.

### **Creating Your Own Patterns**

With Paint, you can create your own patterns and store them in 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.

To create your own pattern:

1. Decide whether you want an outline or a fill pattern, then click on the appropriate radio button in the Patterns dialog box.
2. From the palette, choose a pattern that is closest to the design you want and click on it. Paint also provides a few blank patterns at the end of the palette so you can create your own patterns from scratch.
3. Choose Edit Pattern... from the Options menu.  
A dialog box appears, which contains two large option boxes.



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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 (in the right-hand box) to create the effect you want.

To draw over pixels or click on individual pixels, use the Pencil tool. When you click the Pencil 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 you pass the Pencil 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 draws black until you release MB1, even if it passes through a black area. Conversely, if you start the Pencil in a black area, the Pencil draws white until you release MB1, even if it passes through a white area.

To see how the magnified pattern looks under normal conditions, refer to the pattern shown in the left-hand box.

5. To complete the pattern and return to the drawing window, click on OK.

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.

## Choosing Colors

If you have a color monitor, you can create pictures in your choice of colors.

To choose a color:

1. Choose **Palette...** from the Options menu. A basic spectrum of colors appears in the Palette dialog box, with black set as the default.
2. To choose one of the basic spectrum colors, click on the color.
3. To mix and choose other colors of your choice, choose **Mix Color...** from the Options menu. The Mix Color dialog box appears, with options for a wide range of colors.

Complete the Mix Color dialog box as described in *Using DECwindows Motif for OpenVMS*.

4. To add a color from the Mix Color dialog box to your Paint palette, click on **Add**. The color appears as the default in the Palette dialog box and takes effect immediately.
5. To dismiss the Palette dialog box, click on **OK**.
6. To change paint colors quickly when you are working in your Paint window, click on the Dropper tool. Then click on the color you want from the colors you see currently in the window. The Dropper picks up that color. To proceed with the new color, click on any tool.

## Using the Paintbrush

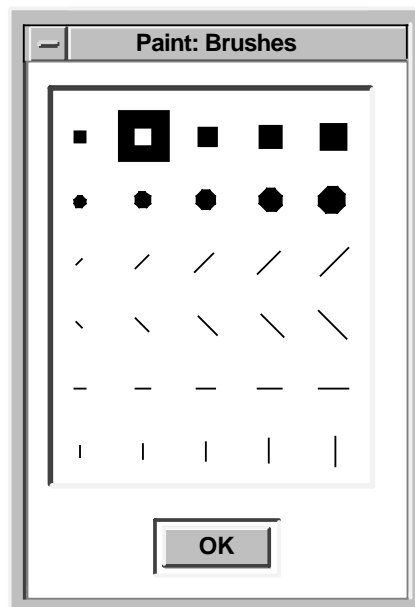


For an elegant stroke, one that creates a calligraphic effect, use the Paintbrush tool. The Paintbrush applies paint along the path of the pointer. Initially, the paintbrush has a solid stroke, but you can choose a patterned stroke by changing the border pattern on the Patterns palette, as described in *Using Patterns*.

To shape the tip of the Paintbrush:

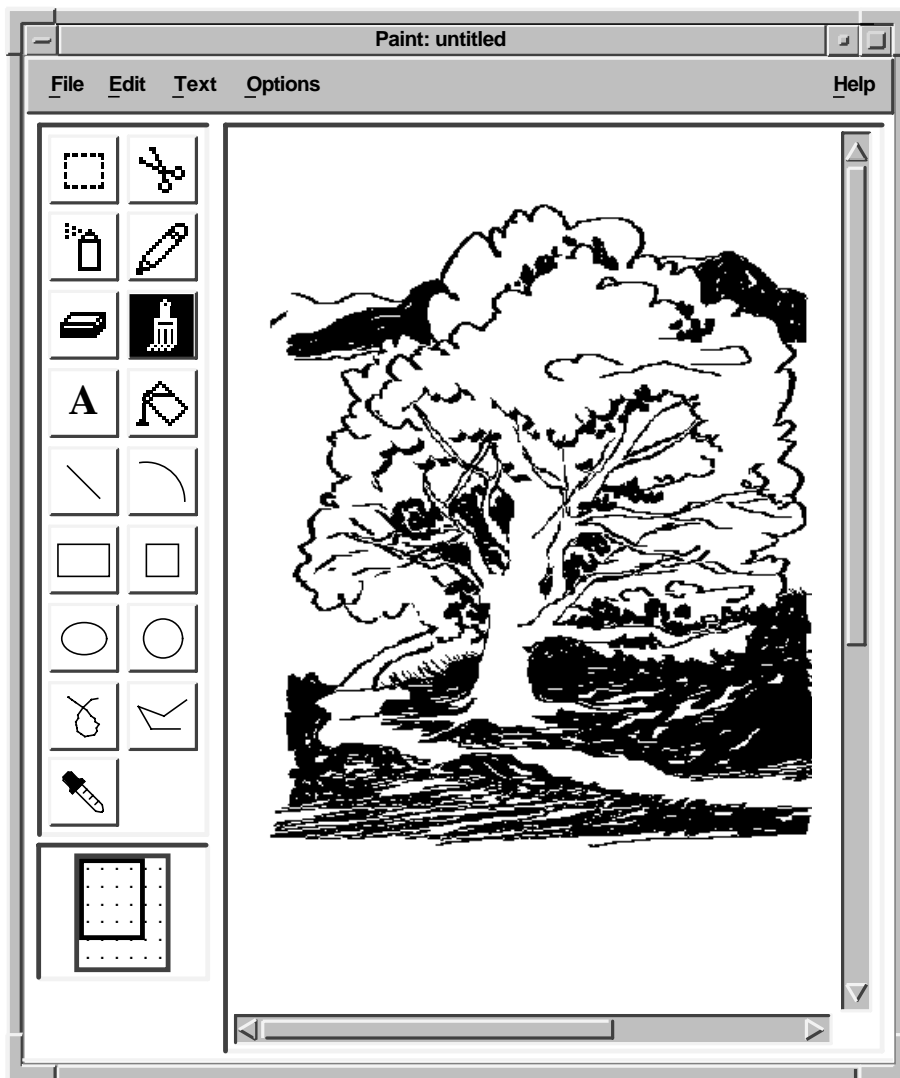
1. Click on the Paintbrush from the tool palette.
2. Choose Brushes... from the Options menu.

The Brushes dialog box appears, which contains an assortment of brush-stroke styles.



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3. Click on the brush-stroke style you want.
4. Click on OK.
5. Move the pointer into the drawing window and try out the new brush stroke.



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## Editing Pictures

With Paint's electronic canvas, you can rearrange images easily in the window. You can delete images entirely, move them to another part of the window, copy them, or quick copy them. Paint can shrink or enlarge selected images. Paint can also crop a picture,



retaining one section of the canvas and deleting the rest. For further effect, Paint can reverse 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 Box marks a rectangular area, while the Scissors marks an area with an arbitrary shape. To select the visible portion of the canvas, choose Select Window from the Edit menu.

To use the Box tool, position the pointer in one corner of the area you want to select and drag the pointer over the image.

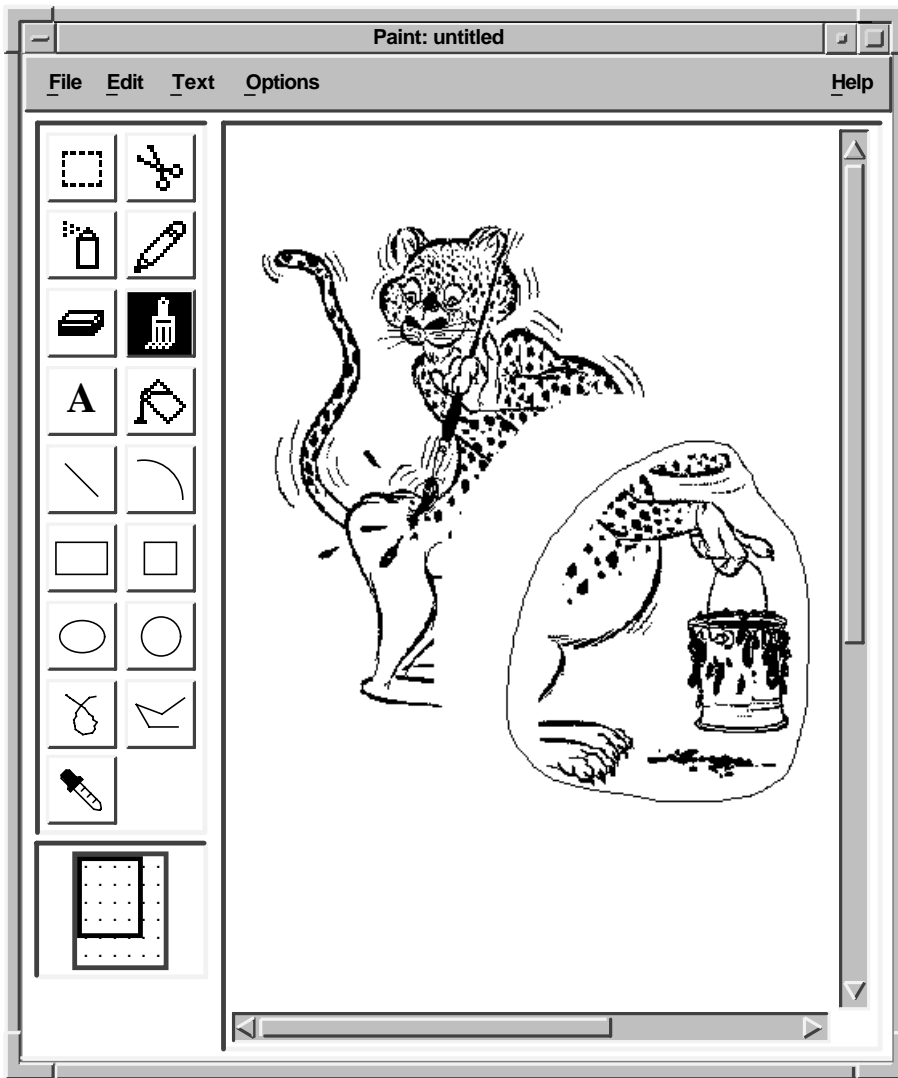
To use the Scissors tool, drag the pointer around the boundary of the object until you reach the starting point.

To cancel a selection, click in another part of the window or choose another tool.

### **Moving Images**

You can move an image from one location in the Paint window to another. To move an image:

1. Using the Scissors tool, select the image.
2. Press MB1 inside the selected area and drag the image to the desired location.
3. Release MB1.



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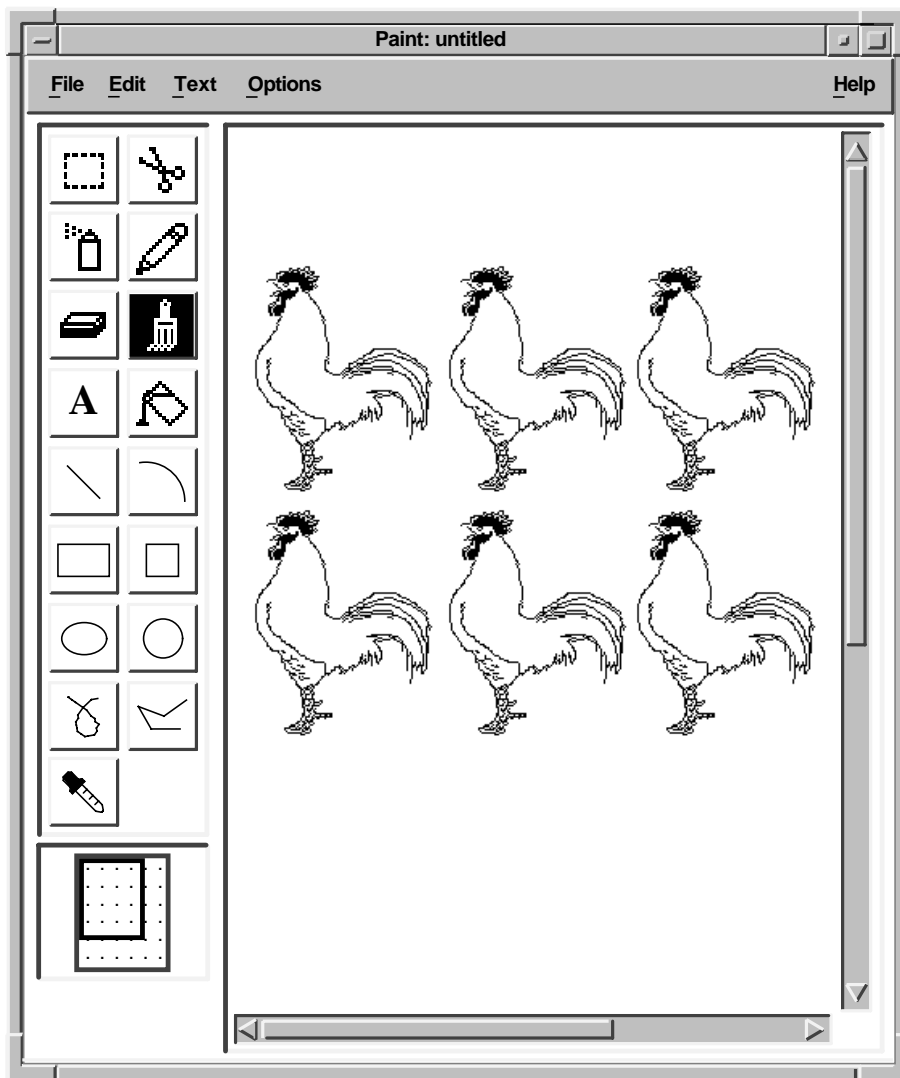
To cancel the selection, click in another part of the window or select another tool.

## **Copying Images**

Once you select an image on the canvas, you can copy the image, leaving the original image intact. You can then paste the image onto the canvas. Paint can paste graphic images that have been copied to the clipboard from other applications, but it cannot paste text from other applications.

To copy an image in the same window:

1. Using the Box or Scissors tool, select the image.
2. Choose Quick Copy from the Edit menu.  
Paint puts a copy of the image on the canvas, leaving it selected.
3. Position the pointer in the selected image and drag it to the location you want.



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To copy an image to the clipboard for use in another window:

1. Using the Box or Scissors tool, select the image.
2. Choose Copy for 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. A copy of the image remains in the clipboard.

To cancel the selection, click in another part of the window or select another tool.

To copy a selection to the clipboard without leaving a copy of it in the original location, choose Cut from the Edit menu.

## **Sizing Images**

You can modify the proportions of selected images.

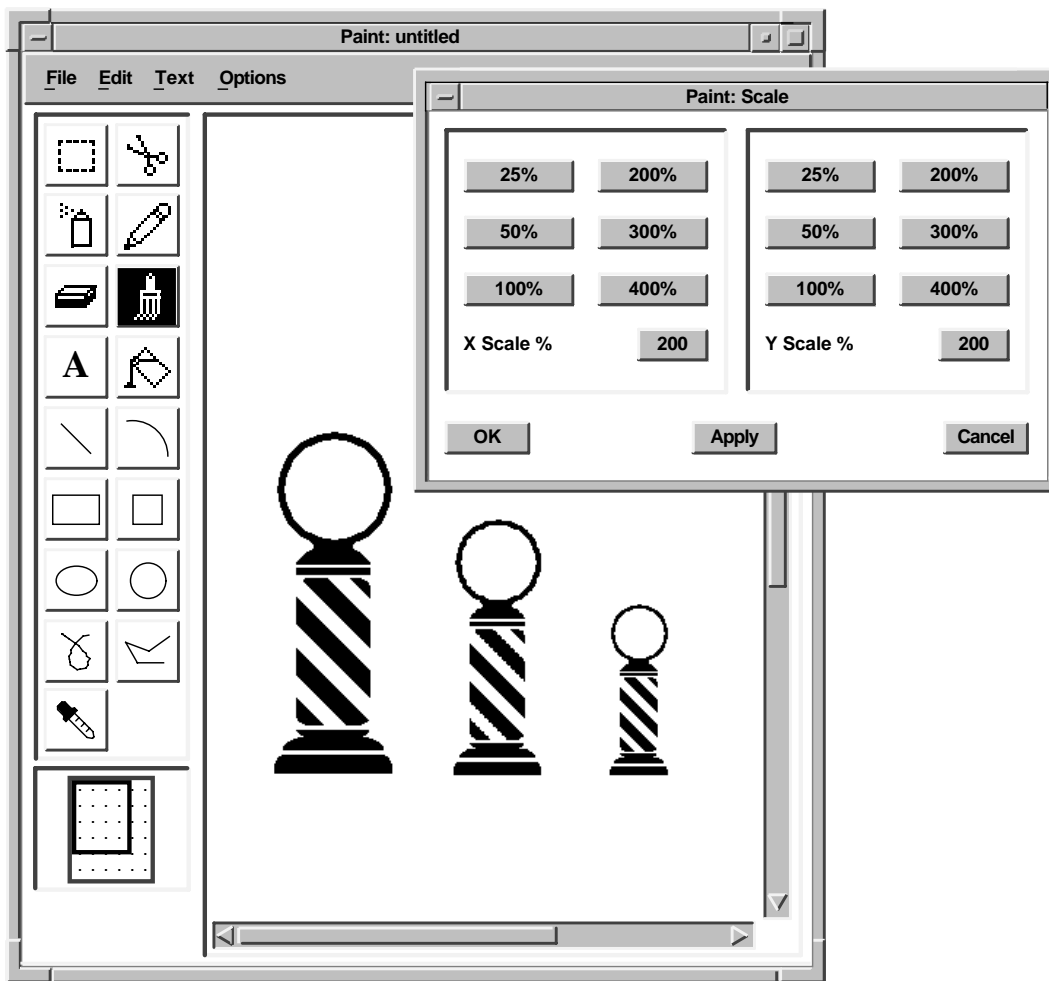
To scale an image:

1. Using the Box or Scissors tool, select the image.
2. Choose Scale... from the Edit menu.

The Scale dialog box appears.

3. For both the x scale and the y scale, click on one of the percent buttons to change the scale. If you want to specify your own percentages, enter a number less than 100 to shrink the figure or a number greater than 100 to enlarge the figure.

For example, clicking on 25% reduces the selected area to one-fourth the original size, while clicking on 200% makes the area twice as large as the original.



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4. To complete the operation, click on OK.

To reverse the process and return to your original picture, choose Undo Scale from the Edit menu.

To scale the entire canvas, choose Scale Picture... from the Edit menu.

## **Cropping a Picture**

One section of a picture might develop so well that you decide to keep it but want to discard the rest. To extract a portion of the picture, you use the Crop menu item.

To crop a picture:

1. Using the Box or Scissors tool, 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 picture. To restore the original picture, choose Undo Crop from the Edit menu.

## **Viewing Portions of the Canvas**

By choosing Full View from the Options menu, you can display the entire canvas. In Full View mode, the only tool available is the Box. To crop your picture in Full View mode, select the area using the Box tool and then choose Crop from the Edit menu.

To return to only a portion of the canvas, choose Paint View from the Edit menu.

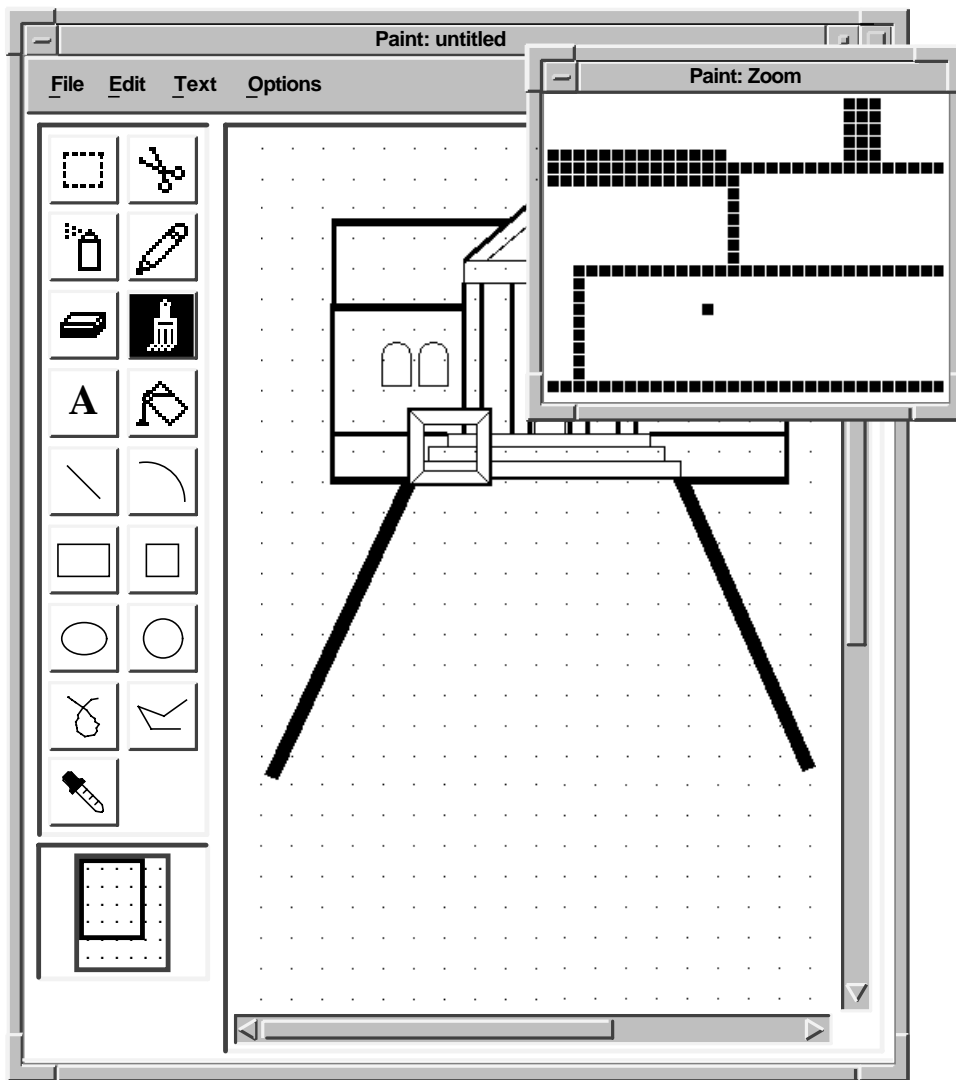
## **Editing in Detail**

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 picture:

1. Choose Zoom On from the Options menu.

The Zoom window appears beside the Paint window, and a magnifying frame appears in the Paint window. The magnifying frame demonstrates the size of the image that Paint magnifies in the Zoom window. To magnify a larger area of the canvas, you can resize the Zoom window.



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2. Press MB1 inside the magnifying frame and drag the frame over the area you want to edit. Release MB1.  
Notice that the Zoom window contains an enlarged version of the area that shows in the magnifying frame.
3. Choose the Pencil from the tool palette.



4. Bring the pointer into the Zoom window and use the Pencil tool 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, choose Zoom Off from the Options menu.

## Including an Image File

You can copy an image from a file into your current Paint window, as long as the image is not larger than the size of the screen.

To copy an image from a file into your window:

1. Choose Include... from the Edit menu. The Include dialog box appears.
2. In the Files list box, double click on the file name of the image file you want to copy to your window. By default, image files have the IMG extension.
3. Click on OK. The image file is copied to your window.

## Inserting Text

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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.

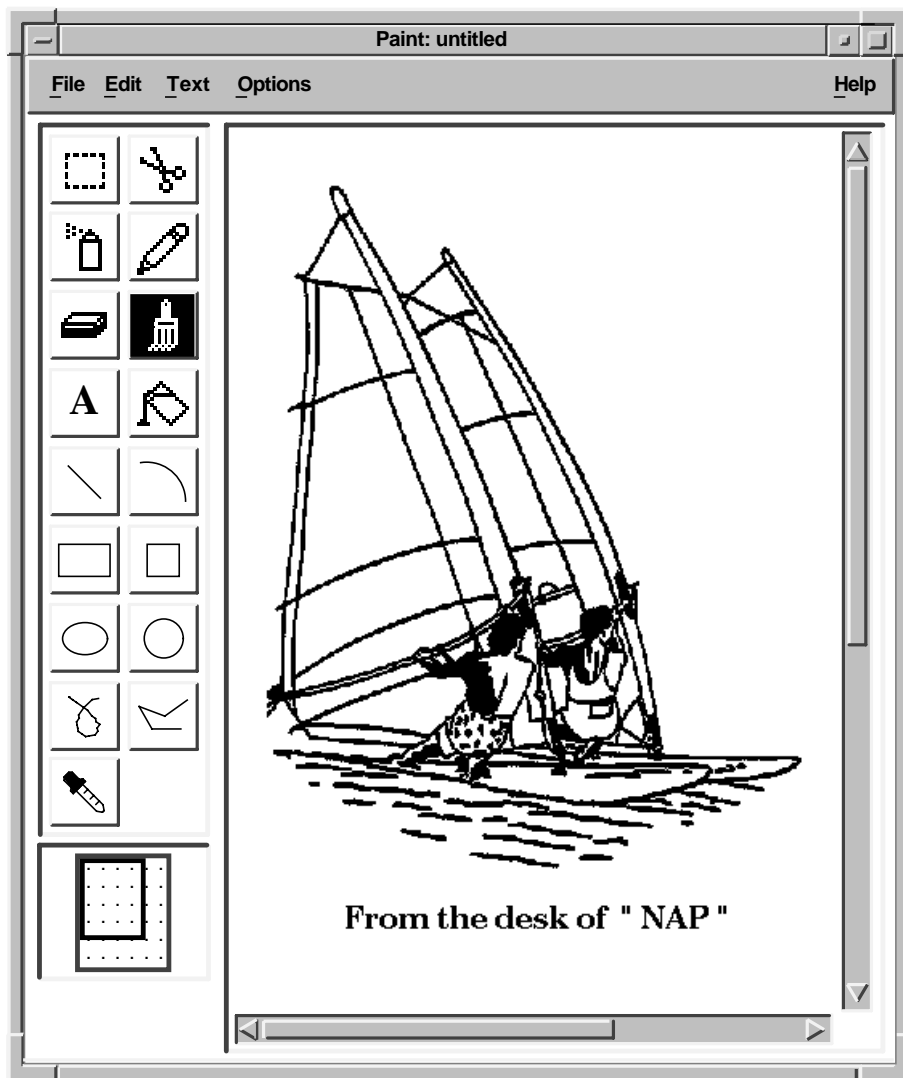
To insert text:

1. Choose the Text tool from the tool palette.
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 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 Text menu and drag the pointer to the submenu icon next to the Family menu item to view the submenu. Release MB1 over your choice of font.
5. To change the text from regular to boldface, pull down the Text 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 font from the Style submenu.
6. To adjust the size of the text, pull down the Text menu and drag the pointer to the submenu icon that appears next to the Size menu item to view the submenu. Release MB1 over your choice of pica size.  
Paint applies the choices you make to the text you entered.
7. To complete the entry with its current characteristics, either move the pointer to another part of the window and click MB1, or click on another tool.

The inserted text becomes part of the picture; you can no longer erase text with the Delete key (<X>) or change its characteristics with items from the Font menu. To erase the text, choose Undo Text from the Edit menu.



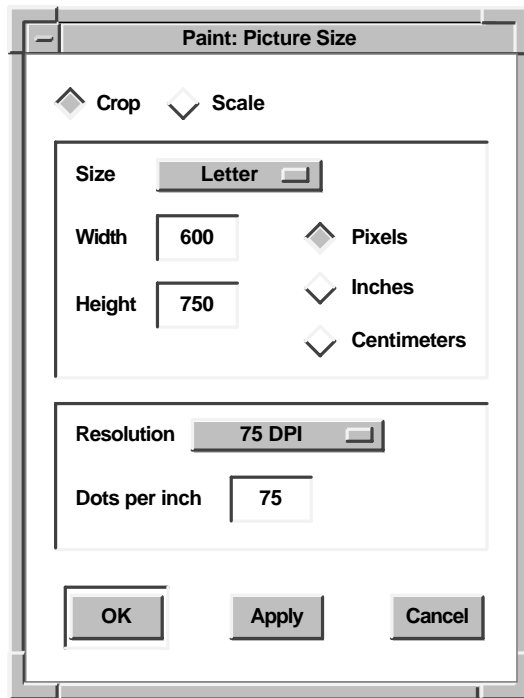
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## Sizing the Canvas

You can tailor the size of a Paint canvas.

To alter the size of the canvas:

1. Choose Picture Size... from the Options menu. The Picture Size dialog box appears.



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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, click on either the Crop or Scale radio button to specify how you are changing the Paint window. You can then set the dimensions to be in pixels, inches, or centimeters by clicking MB1 on the appropriate radio button. If you choose Non-Standard from the Size option menu, you can type in the height and width you want in the associated text entry boxes.

To display the Size option menu, press MB1 inside the Size option box. You can then choose Non-Standard, Letter (8 x 10 inches; 20 x 25 centimeters) or Screen (size of the screen in pixels). Non-Standard enables you to supply your own value. Letter is the default.

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

To modify the DPI, press MB1 on the Resolution Options box. The Resolution menu appears. Choose 75, 100, or 300 DPI, or the Non-Standard menu item. Non-Standard lets you type in the resolution you need. The change is evident when you print the picture rather than in the Paint display.

3. Click on OK.

## Using Accelerators

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

Press	To Produce
Alt+Delete	Undo†
Ctrl+Z	Exit
Shift+Remove	Cut
Ctrl+Insert Here	Copy
Ctrl+O	Open
Shift+Insert Here	Paste
Ctrl+P	Print
Ctrl+S	Save
Ctrl+Q	Quick Copy

†Alt is the Compose Character key.

In addition to using accelerators, you can also use key combinations to manipulate Paint tools. To produce the results listed in the following table, press and hold the Shift key while you drag MB1.

Tool	Effect
Rectangle	Causes the rectangle to become a square
Line	Causes the line to be at an angle that is a multiple of 45 degrees

<b>Tool</b>	<b>Effect</b>
Paintbrush	Causes the image to be horizontal or vertical
Pencil	Causes the image to be horizontal or vertical
Ellipse	Causes the ellipse to become a circle
Polyline	Causes angles to be multiples of 45 degrees
Eraser	Causes the eraser to erase vertically and horizontally only
Arc	Causes the image to be a quarter circle (instead of a quarter ellipse)

## Exiting Paint

To exit Paint, choose Exit from the File menu. If you try to exit without saving your picture, Paint asks whether you want to save the picture before exiting. Click on Yes, No, or Cancel.

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## Using Print Screen



Print Screen lets you take a snapshot of the entire screen or just a portion of the screen. You can save the snapshot to a file or print it, or both.

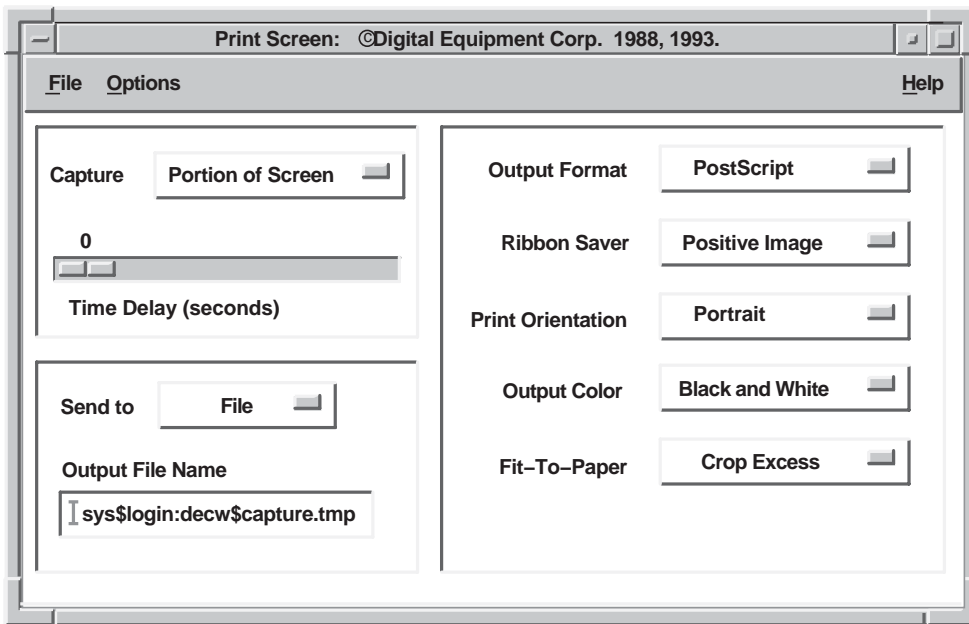
This chapter describes how to

- Start Print Screen
- Take screen snapshots
- Change the Print Screen settings
- Exit Print Screen

### Starting Print Screen

To start Print Screen, choose Print Screen from Session Manager's Applications Menu.

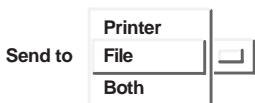
Print Screen options and settings appear in the Print Screen window.



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The default Print Screen settings let you capture screen snapshots in a file formatted for POSTSCRIPT printers. However, you can change the settings to accommodate your particular needs. For a description of the Print Screen settings, see [Changing the Print Screen Settings](#).

## Taking Screen Snapshots



To take a snapshot of your screen, you use the Send to options menu. You can choose to save a screen snapshot to a file, print the snapshot, or do both.

To take a screen snapshot:

1. Arrange the windows on the screen as you want them captured.
2. From the Send to options menu, choose to save the snapshot to a file, to print it, or both.
3. Specify a file name in the Output File Name entry box or accept the default file name.



4. From the Capture options menu, choose to capture the entire screen or a portion of the screen.
5. Choose Print or Print... from the File menu.

If you chose Send to Printer or Send to Both in step 2, Print sends the snapshot to the default printer, whereas Print... displays a dialog box for you to choose a specific printer.

If you chose Send to File in step 2, Print saves the snapshot to a file; the file is not immediately printed.

If you chose Capture Entire Screen in step 3, the snapshot operation proceeds immediately, and Print Screen displays a watch cursor until the snapshot is completed.

If you chose Capture Portion of Screen, continue with the next step.
6. The pointer changes to a capture cursor (+). Move the capture cursor to the upper left corner of the area you want to capture.
7. Press and hold MB1.
8. Drag the capture cursor until a box surrounds the area you want to capture.
9. Release MB1.

The cursor changes to a watch cursor until the snapshot is completed.

### **Using a Time Delay**

When you capture the entire screen or a portion of the screen, you might need some time to rearrange your screen display before the snapshot activates. For example, you might want to minimize a window or click on a buried window to give it input focus.

To take a snapshot of all or part of the screen display after a time delay

1. Set the Capture and Send to options menus to the settings you want. (See Taking Screen Snapshots.)
2. Specify how many seconds to delay by pointing to the Time Delay slider, pressing MB1, and dragging the slider to the number of seconds you want.
3. Choose Print or Print... from the File menu.

If you choose Print..., the Queue Options dialog box appears.

- a. Enter the options you want.
- b. Click on the OK button.

The time delay begins.

4. During the time delay, arrange the objects on your screen as you want them captured.
5. The time delay ends.

If you chose Entire Screen from the Capture options menu, the whole screen is immediately saved to a file or printed, or both.

If you chose Portion of Screen, the pointer changes to a capture cursor (+), and you do the following:

- a. Move the capture cursor to the upper left corner of the area you want to capture.
- b. Press and hold MB1.
- c. Drag the capture cursor until a box surrounds the area you want to capture.
- d. Release MB1.

The portion of the screen you captured is saved to a file or printed, or both.

### **Specifying Output File Names**

By default, Print Screen names the output file that contains a screen snapshot DECW\$CAPTURE.TMP. This file is placed in your SYS\$LOGIN directory, which is your top-level directory.

To direct the output to another directory or file, click on the Output File Name entry box and type another file name. Do not use any logical names that are already defined in the system login command file (SYLOGIN.COM) or in your login command file (LOGIN.COM).

## Changing the Print Screen Settings

To change the settings in the Print Screen window:

1. Place the pointer on the setting you want to change.
2. Press MB1. An options menu appears.
3. Choose the setting you want.
4. Release MB2. The new setting appears.

To save your settings or to specify the system defaults, choose the appropriate menu item from the Options menu.

You can change any of the following settings in the Print Screen window.

### **Output Format**

By default, DECwindows captures a screen snapshot in a file formatted for POSTSCRIPT printers. You can change the output format by choosing Sixel or DDIF from the Output Format options menu.

You can view sixel files in a DECterm window or on a VT screen and print them on certain printers. Choose Sixel Options from Print Screen's Options menu to display a dialog box where you can select screen and printer options for viewing or printing sixel files.

DDIF (Digital Data Interchange Format) files can be used with applications such as Paint, CDA Viewer, and DECwrite.

### **Ribbon Saver**

By default, screen snapshots are printed as a positive image (a black image on a white background).

To reverse the black and white portions of the printed output, choose Negative Image from the Ribbon Saver options menu.

### **Print Orientation**

By default, the Portrait orientation is used for printing snapshots.

You can change the print orientation by choosing Landscape or Best Fit. The Best Fit option automatically determines the print orientation based on the shape of the snapshot.

### **Output Color**

The Output Color settings are Black and White, Color, and Gray Scale. Only the settings applicable to your workstation appear. By default, Print Screen captures screen snapshots in black and white.

If your workstation or printer supports color or gray-scale output, you can use the Color or Gray Scale options.

For example:

- If you are using a color workstation and a color printer and you choose Color from the Output Color options menu, the printed image matches (as closely as possible) the colors you see on the screen.
- If you have a color workstation and you choose Gray Scale, the printed output reflects the range of colors in shades of gray.
- If you have a color workstation and you choose Black and White, the captured output is high-contrast black-and-white image.

### **Fit-To-Paper**

By default, Print Screen prints as much of the image as will fit on the paper at full size and crops the excess.

If you do not want to use the Crop Excess option, you can choose one of the following options:

- **Scale to Fit**  
Scales the snapshot up or down so that the entire snapshot is printed and fills as much of the paper as possible.
- **Reduce Only**  
Reduces the size of a snapshot to fit the printer paper.
- **Increase 2:1**  
Doubles the size of a printed snapshot or of a snapshot saved to a file.
- **Decrease 2:1**  
Halves the size of a printed snapshot or of a snapshot saved to a file.

## **Exiting Print Screen**

To exit Print Screen, choose Exit from the File menu.



# 13

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## Using Puzzle



Puzzle is a video version of a number puzzle with sliding squares. To play with Puzzle, you can either use the mouse or type corresponding numbers from the keypad.

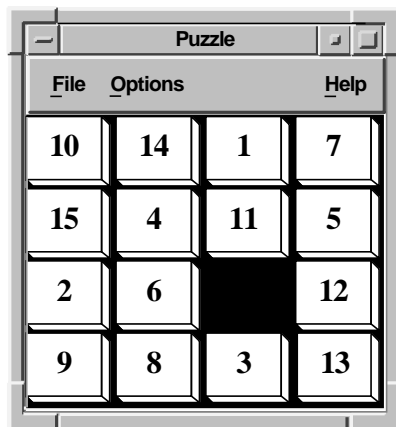
This chapter describes how to

- Start Puzzle
- Play with Puzzle
- Start a new game
- Exit Puzzle

### Starting Puzzle

To start Puzzle:

1. Choose Menu Bar... from the Session Manager's Options menu. A dialog box appears.
2. Click on Games.
3. Click on OK or Apply. The Games menu appears on the Session Manager's menu bar.
4. Choose Puzzle from the Session Manager's Games menu. Puzzle appears on the screen.



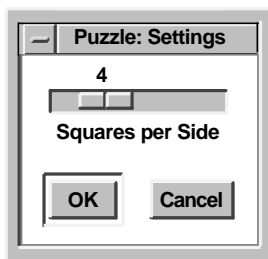
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## Playing with Puzzle

The puzzle squares are scrambled. The trick is to arrange them in ascending order in the fewest possible moves. Puzzle keeps track of the number of moves you make.

Click on the square you want to move. Alternatively, you can type the corresponding number on the keypad and press the Enter key. Although you can move only those squares that are adjacent to the blank square, you can slide an entire row at a time.

You can make Puzzle easier or more challenging by changing the settings. To change the Puzzle settings, choose Settings... from the Options menu. A dialog box appears.



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Try increasing the number of squares per side. To do so, press and hold MB1 on the number in the slider and drag to the right.



To change the settings, click on OK. To return to Puzzle without changing any settings, click on Cancel.

To save the changes you made, choose Save Settings from the Options menu before you exit Puzzle. To restore the system settings, choose Restore System Settings from the Options menu.

## **Starting a New Game**

You can end an existing game at any time. To rescrumble the squares and start a new game, choose New Game from the File menu.

## **Exiting Puzzle**

To exit Puzzle, choose Exit from the File menu.



# A

---

## Composing Characters

In a DECterm window, you can use **compose sequences** to create special characters. A compose sequence is a series of keystrokes that create characters that do not exist as standard keys on your keyboard. You can create any character from the character set that DECterm is currently using. (For more information about choosing a character set, see Chapter 8.)

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 three tables that follow.
2. To compose a three-stroke sequence, simultaneously press and then release the Compose key 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,  $\langle \text{X} \rangle$  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.

---

The characters that you compose in Multinational Character Mode are as follows:

Character	Three-Stroke Sequence	Two-Stroke Sequence
" double 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	

Character	Three-Stroke Sequence	Two-Stroke Sequence
<sup>a</sup>	feminine ordinal	A_
«	open angle brackets	< <
°	degree sign	0 ^
±	plus-or-minus sign	+ - -
<sup>2</sup>	superscript 2	2 ^
<sup>3</sup>	superscript 3	3 ^
μ	micro sign	/ U
¶	paragraph sign	P!
.	middle dot	. ^
<sup>1</sup>	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

Character		Three-Stroke Sequence	Two-Stroke Sequence
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 /	
Û	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° (degree sign)	°a
æ	a e diphthong	a e	
ç	c cedilla	c , (comma)	
è	e grave	e'	'e
é	e acute	e'	'e
ê	e circumflex	e^	^e
ë	e umlaut	e" or "e	"e

Character	Three-Stroke Sequence	Two-Stroke Sequence
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
÷	division sign	- :
xx	multiplication sign	x x

<sup>1</sup>In the ISO Latin 1 mode, the characters ÷, ×, and Ÿ are not available.

Character		Three-Stroke Sequence	Two-Stroke Sequence
'	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	

The characters that you compose in National Replacement Mode using the typewriter keys are as follows:

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	
<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	



Character		Three-Stroke Sequence	Two-Stroke Sequence
ij	i j sign	i j	
fl	florin	f -	
'	grave accent	' space bar	
'	acute accent	' '	
..	diereses	" ^	

### **Finnish**

#	number sign	++	
'	apostrophe	' space bar	

### **Flemish and French/Belgian**

£	pound sign	L- or L=	
'	apostrophe	' space bar	
'	grave accent	' space bar	

### **French Canadian**

'	apostrophe	' space bar	
à	a grave	'a	'a
â	a circumflex	^ a	^ a
è	e grave	'e	'e
ê	e circumflex	^ e	^ e
î	i circumflex	^ i	^ i
ô	o circumflex	^ o	^ o
ù	u grave	'u	'u
û	u circumflex	^ u	^ u

### **German/Austrian**

'	apostrophe	' space bar	
'	grave accent	' space bar	

### **Italian**

Character	Three-Stroke Sequence	Two-Stroke Sequence
' 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 OS	
' grave accent	' space bar	
~ tilde	~ space bar	
<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

<b>Character</b>	<b>Three-Stroke Sequence</b>	<b>Two-Stroke Sequence</b>
ô o circumflex	^ o	^ o
ù u grave	' u	' u
û u circumflex	^ u	^ u

The characters that you compose in National Replacement Mode using data processing keys are as follows:

<b>Character</b>	<b>Three-Stroke Sequence</b>
" double quotation mark	" space bar
# number sign	+ +
' apostrophe	' space bar
@ commercial at	aa or AA or aA
[ opening bracket	((
\ backslash	/ <
] closing bracket	^ space bar
' apostrophe	' space bar
{ opening brace	( -
vertical bar	^ /
} closing brace	) -
~ tilde	~ space bar



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National Replacement Character Set (NRCS)

See DECterm

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