

Guide to VAX Notes

Order Number: AA-GH98B-TE

March 1989

This manual explains how to use VAX Notes to conduct and participate in online conferences.

Revision/Update Information: This revised manual supersedes the *Guide to VAX Notes* (Order Number AI-GH98A-TE).

Operating System and Version: VMS Version 5.1 or higher

Software Version: VAX Notes Version 2.0

**digital equipment corporation
maynard, massachusetts**

First Printing, March 1986
Revised, March 1989

The information in this document is subject to change without notice and should not be construed as a commitment by Digital Equipment Corporation. Digital Equipment Corporation assumes no responsibility for any errors that may appear in this document.

The software described in this document is furnished under a license and may be used or copied only in accordance with the terms of such license.

No responsibility is assumed for the use or reliability of software on equipment that is not supplied by Digital Equipment Corporation or its affiliated companies.

© Digital Equipment Corporation 1986, 1989.

All Rights Reserved.
Printed in U.S.A.

The postpaid Reader's Comments forms at the end of this document request your critical evaluation to assist in preparing future documentation.

The following are trademarks of Digital Equipment Corporation:

ALL-IN-1	EduSystem	RT
DEC	IAS	ULTRIX
DEC/CMS	MASSBUS	UNIBUS
DEC/MMS	PDP	VAX
DECnet	PDT	VAXcluster
DECmate	P/OS	VMS
DECsystem-10	Professional	VT
DECSYSTEM-20	Q-bus	Work Processor
DECUS	Rainbow	
DECwriter	RSTS	
DIBOL	RSX	digital ™

ZK5197

Contents

Preface	xv
Summary of Technical Changes	xix

Part I Using VAX Notes

Chapter 1 Introduction to VAX Notes

1.1 Overview	1-2
1.1.1 Applications	1-2
1.1.2 Features and Benefits	1-2
1.1.3 Terms and Concepts	1-4
1.2 Getting Started	1-4
1.2.1 Invoking VAX Notes	1-5
1.2.2 Entering VAX Notes Commands	1-6
1.2.3 Getting Help in VAX Notes	1-7
1.2.4 The VAX Notes Keypad	1-8
1.2.5 Accessing a Conference	1-9
1.2.6 Listing Notes in a Conference	1-10
1.2.7 Reading Notes	1-12
1.2.8 Adding a Reply to a Discussion	1-13
1.2.9 Adding a New Topic	1-15
1.2.10 Printing Notes	1-16
1.2.11 Ending a VAX Notes Session	1-17
1.2.12 Quick Summary of Basic Commands	1-17
1.3 VAX Notes Command Summary	1-19

Chapter 2 Reading Notes

2.1	Terms and Concepts	2-1
2.1.1	Types of Conferences	2-1
2.1.2	The Author	2-2
2.1.3	Seen and Unseen Notes	2-2
2.2	Listing Available Conferences	2-3
2.3	Accessing a Conference	2-5
2.3.1	Opening a Conference Through Your Notebook	2-5
2.3.2	Opening a Conference Directly	2-6
2.4	Navigating Through a Conference	2-6
2.4.1	Specifying Notes by Number	2-7
2.4.2	Using Navigation Commands	2-8
2.4.3	Using the Keypad	2-9
2.5	Adding and Deleting Keywords from Notes	2-13
2.5.1	Getting Information About Keywords	2-14
2.5.2	Adding a Keyword to a Note	2-14
2.5.3	Deleting a Keyword from a Note	2-15
2.6	Listing Notes in a Conference	2-16
2.7	Saving Notes	2-18
2.7.1	Saving Unseen Notes	2-20
2.7.2	Marking Saved Notes as Seen	2-20
2.7.3	Saving Notes in a Buffer	2-21
2.8	Printing Notes	2-22
2.9	Deleting Notes	2-25
2.10	Setting Notes as Seen	2-25

Chapter 3 Writing Notes

3.1	Hints for Improving Computer-Mediated Communication	3-1
3.1.1	Making Your Notes More Readable	3-1
3.1.2	Representing Body Language	3-6
3.1.3	When to Use MAIL Instead of VAX Notes	3-7
3.1.4	Practicing Online Etiquette	3-8

3.2	Adding a Reply to a Discussion	3-10
3.2.1	Bypassing the Editor	3-11
3.2.2	Controlling VAX Notes Editing Buffers	3-12
3.2.3	Retrieving Your Previous Reply	3-13
3.3	Adding a New Topic	3-13
3.3.1	Bypassing the Editor	3-14
3.3.2	Retrieving Your Previous Topic	3-14
3.4	Quoting the Author of Another Note	3-15
3.5	Forwarding Notes by MAIL	3-16
3.5.1	Forwarding a Note with a Carbon-Copy List	3-17
3.5.2	Forwarding an Edited or Unedited Note	3-17
3.5.3	Forwarding a Note Without a Header	3-18
3.5.4	Forwarding a Note to All Conference Members, the Conference Moderators, the Author, or Yourself	3-18
3.5.5	Retrieving Your Last Message	3-19
3.5.6	Forwarding a Note with a Special Personal Name	3-19
3.5.7	Specifying a Subject	3-19
3.6	Sending a Message by MAIL	3-20
3.6.1	Composing a Mail Message	3-20
3.6.2	Sending a Text File as Your Message	3-21

Chapter 4 Using Your Notebook

4.1	An Overview of Your Notebook	4-1
4.1.1	Keeping Track of New Notes	4-2
4.1.2	Grouping Entries into Classes	4-3
4.1.3	Using Markers	4-3
4.1.4	Your Profile	4-3
4.1.5	Summary of Notebook Commands	4-4
4.2	Adding an Entry to Your Notebook	4-5
4.3	Grouping Entries into Classes	4-7
4.3.1	Changing the Current Class	4-8
4.3.2	Listing Entries in a Class	4-9
4.4	Accessing an Entry in Your Notebook	4-11
4.5	Modifying an Entry	4-12

4.5.1	Modifying the Entry Name	4-12
4.5.2	Modifying the Notefile Specification	4-13
4.5.3	Modifying Classes for an Entry	4-15
4.5.4	Modifying the Entry as an Object	4-15
4.6	Updating Entries	4-16
4.6.1	Updating Entries from the DCL Level	4-17
4.6.2	Updating Entries in the Default Class	4-18
4.6.3	Updating Entries in a Specific Class	4-18
4.6.4	Using the Wildcard Character in Entry and Class Names	4-18
4.7	Using Markers	4-19
4.7.1	Adding a Marker to a Note	4-19
4.7.2	Getting Information About Markers	4-20
4.7.3	Reading a Marked Note	4-21
4.7.4	Deleting a Marker	4-22
4.8	Closing an Entry	4-22
4.9	Deleting Entries	4-23
4.10	Tailoring Your VAX Notes Sessions	4-23
4.10.1	Using an Editor with VAX Notes	4-25
4.10.1.1	Choosing an EVE Keypad	4-25
4.10.1.2	Choosing an Editor Other than EVE	4-26
4.10.2	Choosing a Default Class	4-27
4.10.3	Setting Up Print Qualifiers	4-27
4.10.4	Choosing a Personal Name	4-28
4.10.5	Choosing an Automatic Feature	4-29
4.10.6	Overriding Profile Settings	4-30

Chapter 5 Moderating a Conference

5.1	Overview	5-1
5.1.1	The Role of the Conference Moderator	5-1
5.1.2	Setting and Restoring Moderator Privilege	5-5
5.1.3	Moderator Commands	5-6
5.1.4	Types of Conferences	5-7
5.2	Setting Up a Conference	5-9
5.2.1	Setting Up a Public Conference	5-10
5.2.2	Setting Up a Private Conference	5-11
5.2.3	Setting Up a Bulletin Board	5-13

5.3	Announcing a Conference	5-14
5.3.1	Putting the Conference on a Shopping List	5-14
5.3.2	Using MAIL to Announce a Conference	5-16
5.4	Maintaining the Membership List	5-17
5.4.1	Adding Members	5-18
5.4.2	Modifying Member Information	5-19
5.4.3	Deleting Members	5-21
5.5	Setting or Modifying Conference Characteristics	5-21
5.5.1	Setting or Modifying Restrictions	5-22
5.5.2	Setting or Modifying the Conference Title	5-23
5.5.3	Setting or Modifying the Notice	5-23
5.5.4	Setting or Modifying Write Protection	5-24
5.6	Using the VAX Distributed Name Service to Access a Conference	5-25
5.7	Maintaining Keywords	5-26
5.8	Other Moderator Tasks	5-27
5.8.1	Deleting Notes	5-28
5.8.2	Hiding Notes	5-28
5.8.3	Moving Notes	5-29
5.8.4	Changing the Title of a Note	5-30
5.8.5	Prohibiting Replies to a Note	5-30
5.9	Ending a Conference	5-31
5.10	Providing Extra Security for Confidential Conferences	5-32

Chapter 6 Additional VAX Notes Features

6.1	Overriding Defaults with the NOTES Command	6-1
6.1.1	Specifying an Entry and a Note	6-1
6.1.2	Overriding the Default Class	6-2
6.1.3	Updating Entries	6-2
6.1.4	Bypassing Notebook Processing	6-3
6.1.5	Overriding the Automatic on Open Setting	6-3
6.1.6	Activating a Display Device	6-4
6.2	Setting Note Characteristics	6-4

6.3	Searching a Conference	6-5
6.3.1	Initiating a Search	6-6
6.3.2	Continuing a Search	6-6
6.3.3	Canceling a Search	6-7
6.4	Manipulating a Subprocess from VAX Notes	6-7
6.4.1	Spawning a Subprocess	6-7
6.4.2	Attaching to a Process	6-8
6.5	Executing EVE Commands in VAX Notes	6-8
6.5.1	Manipulating Buffers	6-8
6.5.2	Retrieving Messages	6-9

Part II The DECwindows Interface

Chapter 7 VAX Notes with DECwindows

7.1	Overview	7-1
7.2	Getting Started	7-2
7.3	Invoking Online Help	7-3
7.4	Opening a Conference and Reading Notes	7-5
7.5	Replying to a Note	7-8
7.6	Closing a Conference and Exiting from Notes	7-9
7.7	Changing Your Profile	7-10
7.8	Expanding Notes and Choosing Notes for Reading	7-11
7.9	Expanding and Collapsing Classes	7-12
7.10	Creating a Conference	7-13
7.11	Adding an Entry	7-14
7.12	Writing a Topic Note	7-16
7.13	Using Keywords	7-18

7.14	Enabling Moderator Privilege and Adding or Deleting a Member . . .	7-20
7.15	Sending Mail and Forwarding a Note by Mail	7-22
7.16	Extracting a Note to a File	7-24
7.17	Displaying a Directory of Available Conferences	7-25
7.18	Setting Notes as Seen	7-27
7.19	Updating an Entry	7-27
7.20	Using Multiple Windows for Convenience and Flexibility	7-28
7.21	Printing a Note	7-30
7.22	Summary	7-31
	7.22.1 Functions of the Mouse Buttons in VAX Notes	7-32
	7.22.2 Functions of Double Clicking	7-32

Part III VAX Notes Command Dictionary

1	Organization of the Command Dictionary	CD-3
2	Rules for Entering VAX Notes Commands	CD-3
	2.1 Abbreviating VAX Notes Commands	CD-4
	2.2 Abbreviating Qualifiers	CD-5
	2.3 Editing VAX Notes Commands	CD-5
	2.4 Specifying Files	CD-7
	2.5 Specifying Dates and Times	CD-7
3	VAX Notes Logical Names	CD-7
4	VAX Notes Commands by Category	CD-8
	ADD ENTRY	CD-11
	ADD KEYWORD	CD-16
	ADD MARKER	CD-19
	ADD MEMBER	CD-22
	ADD OBJECT	CD-27
	ANSWER	CD-30
	ATTACH	CD-34
	BACK	CD-35

BACK NOTE	CD-37
BACK REPLY	CD-38
BACK TOPIC	CD-40
CLOSE	CD-41
CONTINUE	CD-42
CREATE CONFERENCE	CD-43
CREATE KEYWORD	CD-47
DELETE ENTRY	CD-49
DELETE KEYWORD	CD-51
DELETE MARKER	CD-53
DELETE MEMBER	CD-55
DELETE NOTE	CD-57
DELETE OBJECT	CD-59
DIRECTORY	CD-61
DIRECTORY/CONFERENCES	CD-65
DIRECTORY/ENTRIES	CD-68
DIRECTORY/NOTEBOOK	CD-71
EVE	CD-74
EXIT	CD-76
EXTRACT	CD-77
EXTRACT/BUFFER	CD-81
FORWARD	CD-85
HELP	CD-91
LAST	CD-93
.LAST	CD-94
MARK	CD-96
MODIFY ENTRY	CD-99
MODIFY KEYWORD	CD-102
MODIFY MEMBER	CD-104
NEXT	CD-109
NEXT NOTE	CD-110
NEXT REPLY	CD-111
NEXT TOPIC	CD-112
NEXT UNSEEN	CD-113
(\$) NOTES	CD-115
OPEN	CD-119
PRINT	CD-123
READ	CD-128
READ/MARKER	CD-130
REPLY	CD-133
SAVE	CD-137
SAVE/BUFFER	CD-141
SEARCH	CD-145
SELECT	CD-148

SEND	CD-151
SET CLASS	CD-157
SET CONFERENCE	CD-159
SET [NO]MODERATOR	CD-162
SET NOTE	CD-164
SET OBJECT	CD-169
SET PROFILE	CD-171
SET SEEN	CD-177
SHOW CLASSES	CD-179
SHOW CONFERENCE	CD-180
SHOW ENTRY	CD-182
SHOW ERROR	CD-184
SHOW KEYWORDS	CD-185
SHOW MARKER	CD-188
SHOW MEMBER	CD-191
SHOW MODERATOR	CD-193
SHOW NOTE	CD-194
SHOW OBJECT	CD-196
SHOW PROFILE	CD-198
SHOW VERSION	CD-199
SPAWN	CD-200
TOPIC	CD-201
TPU	CD-203
UPDATE	CD-204
WRITE	CD-206

Part IV **Appendixes**

Appendix A Simple Callable Interface

A.1 Introduction	A-1
A.2 Declaring the NOTES\$NOTES Routine	A-2
A.3 Condition Values Returned by NOTES\$NOTES	A-2
A.4 Examples	A-3

Appendix B Error Messages

Index

Examples

A-1	Calling NOTES\$NOTES from a BASIC Program	A-3
A-2	Calling NOTES\$NOTES from a FORTRAN Program	A-3
A-3	Calling NOTES\$NOTES from a C Program	A-3

Figures

1-1	VAX Notes Keypad	1-8
2-1	DIRECTORY/CONFERENCES/ALL Display	2-4
2-2	VAX Notes Keypad	2-10
2-3	Additional VAX Notes Keys for VT200-Series Terminals	2-11
4-1	Anatomy of a Notebook	4-2
4-2	SHOW CLASSES Display	4-9
4-3	DIRECTORY/NOTEBOOK Display	4-10
4-4	SHOW ENTRY Display	4-14
4-5	Updated Class Directory Display	4-17
4-6	SHOW MARKER Display	4-21
7-1	Notes Window	7-3
7-2	Help Window	7-4
7-3	Read Window	7-6
7-4	Edit Window	7-8
7-5	Modify Profile Dialog Box	7-11
7-6	Conference Window	7-12
7-7	Create Conference Dialog Box	7-14
7-8	Notes Window and Entries Pull-Down Menu	7-15
7-9	Add Entry Dialog Box	7-16
7-10	Create New Note Dialog Box	7-17
7-11	Display Keywords Dialog Box	7-19
7-12	Conference Pull-Down Menu and Enable Moderator Menu Item	7-20
7-13	Add Member Dialog Box	7-21
7-14	Mail Dialog Box	7-23
7-15	Extract Notes Dialog Box	7-25

7-16	Directory of Conferences Dialog Box	7-26
7-17	Set Seen Dialog Box	7-27
7-18	Update Entry Dialog Box	7-28
7-19	Screenful of Windows	7-30
7-20	Read Window, Notes Pull-Down Menu, and Print Menu Item	7-31

Tables

1-1	VAX Notes Command Summary	1-19
2-1	Navigation Commands	2-8
2-2	DIRECTORY Command Qualifiers	2-17
2-3	SAVE (or EXTRACT) Command Qualifiers	2-19
2-4	PRINT Command Qualifiers	2-23
3-1	REPLY Command Qualifiers	3-11
3-2	WRITE Command Qualifiers	3-14
4-1	Notebook Commands	4-4
4-2	ADD ENTRY Command Qualifiers	4-7
4-3	MODIFY ENTRY Command Qualifiers	4-12
4-4	Related Marker Commands	4-19
4-5	SET PROFILE Command Qualifiers	4-24
4-6	Recommended Default PRINT Qualifiers	4-28
5-1	Moderator Commands	5-6
5-2	Conference Types and Characteristics	5-8
5-3	ADD MEMBER Command Qualifiers	5-18
5-4	MODIFY MEMBER Command Qualifiers	5-20
5-5	SET CONFERENCE Command Qualifiers	5-22
6-1	SET NOTE Command Qualifiers	6-5
CD-1	Control Key Sequences for Command Line Editing	CD-5
CD-2	Specifying Note-IDs	CD-6
CD-3	Specifying Note-Ranges	CD-6
CD-4	VAX Notes Logical Names	CD-7

Preface

This manual provides tutorial and reference information about VAX Notes, a computerized conferencing system. After reading this manual, you should be able to create, conduct, and participate in a VAX Notes conference.

Intended Audience

This manual is intended for any user of VAX Notes. The reader should have a working knowledge of an interactive text editor. Familiarity with the VMS Mail Utility (MAIL) and the DIGITAL Command Language (DCL) is helpful. The reader who plans to use the DECwindows interface to VAX Notes should have a basic working knowledge of DECwindows.

Document Structure

Part I, *Using VAX Notes*, provides tutorial information about VAX Notes with the character-cell interface:

- Chapter 1, *Introduction to VAX Notes*, introduces VAX Notes and explains basic concepts and features. The figures and examples in this chapter are based on a sample conference that is supplied with the VAX Notes system. By following along with the examples in the manual, the reader can gain hands-on experience with VAX Notes.
- Chapter 2, *Reading Notes*, explains how to read, print, and save notes in a VAX Notes conference. This chapter also tells how to access a list of conferences (or a list of notes in a conference) and how to associate user-defined keywords with notes in a conference.

- Chapter 3, *Writing Notes*, tells how to write and reply to notes. This chapter also gives hints for improving online communication, and explains how to forward notes and send mail messages from within VAX Notes.
- Chapter 4, *Using Your Notebook*, describes the VAX Notes Notebook, and explains how to use the Notebook to keep track of conferences and tailor VAX Notes sessions.
- Chapter 5, *Moderating a Conference*, tells how to create and moderate a VAX Notes conference.
- Chapter 6, *Additional VAX Notes Features*, describes additional features of VAX Notes, including how to override default conditions when invoking VAX Notes, how to search a conference, and how to use other utilities with VAX Notes.

Part II, *The DECwindows Interface*, provides tutorial information to get you started using VAX Notes with the DECwindows interface.

Part III, *VAX Notes Command Dictionary*, presents all the VAX Notes commands alphabetically, provides full descriptions of their format, parameters, and qualifiers, and gives examples of their use.

Part IV, *Appendixes*, provides additional reference information on VAX Notes:

- Appendix A, *Simple Callable Interface*, provides information for programmers who want to call VAX Notes from an application program.
- Appendix B, *Error Messages*, lists VAX Notes error messages and, when necessary, includes corrective action.

Associated Documents

You should have the following manuals available for reference:

- *VAX Text Processing Utility Manual*
- *VMS DCL Dictionary*
- *Introduction to VMS*

If you intend to use VAX notes with the DECwindows interface, you should first become familiar with the basic information in the *VMS DECwindows User's Guide*. The *VMS DECwindows Desktop Applications Guide* also has useful information.

If you anticipate the need to provide extra security for VAX Notes conferences, read the *Guide to VMS System Security*.

Conventions

The following conventions are used in this guide:

mouse	The term <i>mouse</i> is used to refer to any pointing device, such as a mouse, a puck, or a stylus.
MB1, MB2, MB3	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.)
<code>Ctrl/x</code>	A sequence such as <code>CTRL/X</code> indicates that you must hold down the key labeled Ctrl while you press another key or a pointing device button.
<code>PF1</code> <code>⌘</code>	A sequence such as <code>PF1</code> <code>⌘</code> indicates that you must first press and release the key labeled PF1, then press and release another key or a pointing-device button.
<code>Delete</code>	A key name is shown enclosed to indicate that you press a key on the keyboard.
...	In examples, a horizontal ellipsis indicates one of the following possibilities: <ul style="list-style-type: none">• Additional optional arguments in a statement have been omitted.• The preceding item or items can be repeated one or more times.• Additional parameters, values, or other information can be entered.
.	A vertical ellipsis indicates the omission of items from a code example or command format; the items are omitted because they are not important to the topic being discussed.
()	In format descriptions, parentheses indicate that if you choose more than one option, you must enclose the choices in parentheses.
[]	In format descriptions, brackets indicate that whatever is enclosed is optional; you can select none, one, or all of the choices.
{ }	In format descriptions, braces surround a required choice of options; you must choose one of the options listed.
red ink	In interactive examples, user-entered commands are shown in red. Output lines or prompting characters that the system prints or displays are shown in black.

boldface text

italic text

UPPERCASE TEXT

Boldface text represents the introduction of a new term.

Italic text represents information that can vary in system messages (for example, Internal error *number*).

Uppercase letters indicate a command that you must enter (for example, enter OPEN/READ), the name of a routine, the name of a file, the name of a file-protection code, or the abbreviation for a system privilege.

Summary of Technical Changes

DECwindows Interface to VAX Notes

There is now a DECwindows interface to VAX Notes, provided to users with workstations having DECwindows installed. With DECwindows, interaction is primarily by use of the mouse as a pointer and selector. Instead of typing commands as on character-cell terminals, the user selects operations from menus. When keyboard input is needed, dialog boxes solicit this input from the user.

Chapter 7 is a tutorial introduction to VAX Notes with the DECwindows interface. Context-sensitive online help information is also available.

New Commands, Qualifiers, Keywords, and Parameters

The following commands have been added since Version 1.0 of VAX Notes:

New Commands	Parameters	Qualifiers
ADD OBJECT	object-name	/[NO]FILE[=notefile-spec]
CONTINUE		
DELETE OBJECT	object-name	
SET OBJECT	object-name	/[NO]FILE[=notefile-spec]
SHOW OBJECT	object-name	

The following qualifiers and keywords have been added since Version 1.0 of VAX Notes:

New Qualifiers and Keywords	Commands
/ACCESS=(node::username[, . . .])	ADD MEMBER MODIFY MEMBER
/ALL	DIRECTORY/CONFERENCES
/AUTHOR	FORWARD
/[NO]AUTOMATIC[=(DIRECTORY UNSEEN)]	OPEN (\$) NOTES
/BUFFER=buffer-name	DIRECTORY/CONFERENCES DIRECTORY/ENTRIES DIRECTORY/NOTEBOOK
/[NO]CC_PROMPT	FORWARD SEND
/[NO]CONFIRM	ANSWER DELETE NOTE FORWARD REPLY SEND WRITE
/[NO]DECWINDOWS	(\$) NOTES
/ENTRY=entry-name	READ/MARKER
/[NO]HEADER	PRINT
/MODERATORS	FORWARD SEND
/NOCONFERENCE	SET NOTE
NOCREATE_KEYWORDS	ADD MEMBER/PRIVILEGES= MODIFY MEMBER/PRIVILEGES=
/NOFILE	ADD ENTRY MODIFY ENTRY
NOMODERATE	ADD MEMBER /PRIVILEGES= MODIFY MEMBER /PRIVILEGES=
/NONOTICE	SET CONFERENCE

New Qualifiers and Keywords	Commands
/NOTE_ID=new-note-ID	SET NOTE
/NOTITLE	SET NOTE
/[NO]OBJECT=[object-name]	ADD ENTRY MODIFY ENTRY
/OUTPUT=file-spec	DIRECTORY/CONFERENCES DIRECTORY/ENTRIES DIRECTORY/NOTEBOOK
/[NO]PERSONAL_NAME["string"]	FORWARD SEND
/[NO]REPLY_ONLY	CREATE CONFERENCE SET CONFERENCE
/[NO]SELF	FORWARD SEND
/[NO]SUBJECT=["string"]	FORWARD SEND
/[NO]TITLE=["string"]	ANSWER REPLY WRITE
/[NO]WRITE	CREATE CONFERENCE
[NO]WRITE_REGARDLESS	ADD MEMBER/PRIVILEGES= MODIFY MEMBER/PRIVILEGES=

The following optional parameters have been added since Version 1.0 of VAX Notes:

New Parameters	Commands
note-ID	OPEN (\$) NOTES
to-list	FORWARD SEND

See Part III, VAX Notes Command Dictionary (organized alphabetically by command), for complete descriptions of the commands, qualifiers, keywords, and parameters.

Other New Features

For the DECwindows user, VAX Notes supports entering DIGITAL Document Interchange Format (DDIF) documents with text and graphics as notes in conferences. For the user at a character-cell terminal, the ASCII-text portions of DDIF notes can be viewed, printed, and extracted.

Users can choose from a number of date-time formats that are valid in VMS. VAX Notes displays dates and times according to the specified defaults on the user's system or as specified by the user.

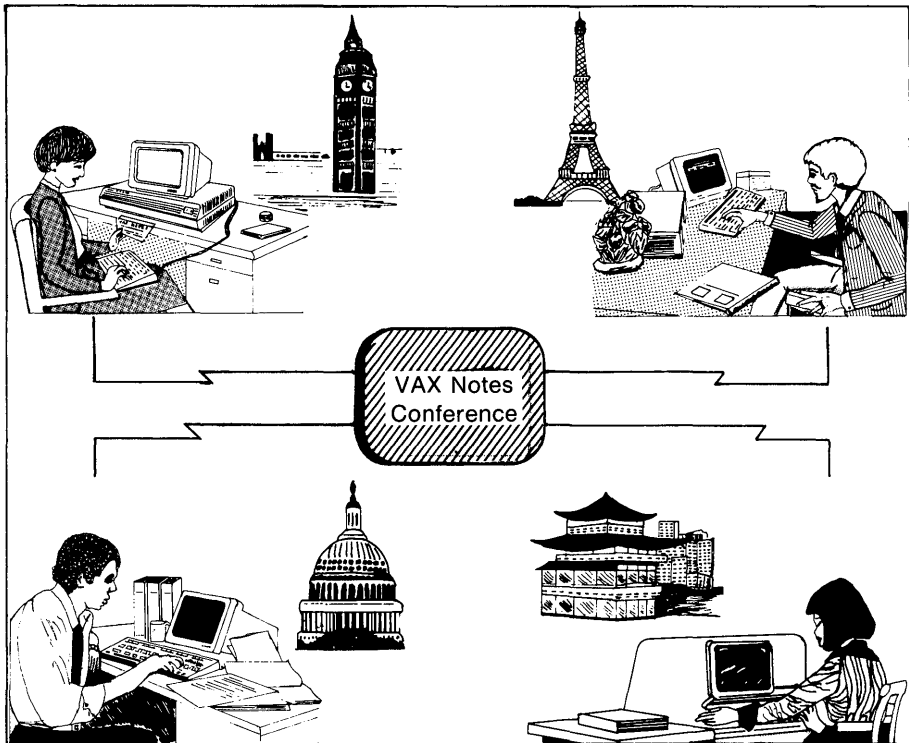
The VAX Distributed Name Service (DNS) is supported for adding and modifying objects and for opening conferences. (The OBJECT commands and qualifiers in the tables in this section are for DNS use.)

Part I

Using VAX Notes

Introduction to VAX Notes

VAX Notes is a computer conferencing system. Using VAX Notes, you can conduct online conferences or meetings, communicating conveniently and economically with people in different geographic locations.



ZK-4298-85

1.1 Overview

You can set up a VAX Notes conference on any subject. Anyone connected to the system can participate, making it possible for you to receive input from many people without costly, time-consuming meetings.

In addition to computerized meetings, you can use conferences as electronic "bulletin boards" or for preparing and reviewing collaborative documents.

1.1.1 Applications

Some potential uses for VAX Notes by various groups are as follows:

- Industry—International group meetings; budget preparation; board meetings; flexible work schedules; employee attitude surveys.
- Government—Policy formulation; assessment of public opinion.
- Engineering—Product design and development; information exchange.
- Education—Off-campus courses; teachers' conferences; contract negotiations.
- Medicine—Remote diagnosis; journal production; research.
- Social Services—Support systems for the elderly; communication with the handicapped; rehabilitation programs; counseling.

1.1.2 Features and Benefits

VAX Notes offers the following features and benefits:

Improved Communications

VAX Notes reduces or eliminates the time and expense required to arrange and attend meetings. Meetings in VAX Notes are not restricted by varying time zones or the lack of adequate facilities. With VAX Notes, information reaches people faster than with conventional publication methods, and everyone has an equal chance to participate.

Distributed Access

VAX Notes conferences can exist on and be accessed from any VMS system where the VAX Notes software has been installed in a DECnet network. You do not need an account on the system where the conference resides to participate in a conference.

Moderator Support

A moderator is the person responsible for managing a conference. The moderator can restrict access to a specific group of participants by specifying names and network locations. VAX Notes allows both moderated and unmoderated conferences.

Choice of Editing Styles or Editors

If you use the character-cell interface to VAX Notes, you have a choice of editing styles or editors. (This is not true of the DECwindows interface.) EVE, the default VAX Notes editor, is an interactive, extensible editor that provides three editing styles: standard EVE keypad editing, EDT-style keypad editing, or WPS-style keypad editing. All of these editing styles support multiple windows, a feature used by VAX Notes. If you are familiar with another editor, you can specify that editor as the one you want to use in VAX Notes.

Simple Conference Structure

VAX Notes uses numbered topics and replies to maintain the discussions in a conference. You choose which topics and replies you want to read at any time.

Notebook

Your Notebook defines your VAX Notes working environment. Your Notebook contains your personal list of conferences of interest to you and a profile that tailors your VAX Notes sessions.

Markers

Markers are user-defined names pointing to special notes in a conference. You can use markers to recall a topic or reply by marker name rather than by number.

Online HELP Facility

VAX Notes has convenient online help to provide information on VAX Notes command syntax and usage and keypad definitions.

Use of Existing Text

VAX Notes allows you to create text outside of VAX Notes and then later add the text to the conference.

MAIL Integration

VAX Notes uses the VMS Mail Utility (MAIL) to let you send notes or messages to other users without leaving VAX Notes.

1.1.3 Terms and Concepts

A **conference** is an online meeting that usually has an agenda to generate and focus discussion on a particular subject. In VAX Notes, agenda items are called **topics**, and participants' comments on these topics are called **replies**. A **note** is either a topic or a reply.

There can be any number of topics in a conference, and each topic can have any number of replies. A topic and all its replies are called a **discussion**. Each topic is numbered, starting with 1, and each reply to a topic is numbered, starting with .1. For example, if topic 4 has three replies, the replies are numbered 4.1, 4.2, and 4.3. You read a discussion by specifying a note number in that discussion.

In a VAX Notes conference, many discussions take place simultaneously. VAX Notes stores the detailed record of the conference proceedings in a **notefile**. Although a notefile can store a public conference, a private meeting, an electronic bulletin board, or a product specification being prepared by several engineers, the term "conference" is used generically throughout this manual to refer to any application of VAX Notes.

When you use VAX Notes for the first time, a **Notebook** is automatically created for you. Your Notebook defines your working environment; you use it to keep a list of conferences that interest you and to store information about your VAX Notes sessions.

When you add a conference to your Notebook, VAX Notes keeps track of which notes you have and have not read in that conference. Each time you join the conference, you have the option of reading only the new notes by pressing a single key.

1.2 Getting Started

This section explains the *basic* features of VAX Notes. Since the idea is to get you started using VAX Notes as quickly as possible, some features are intentionally left out. Complete explanations are given in later chapters.

If you have a workstation and intend to use VAX Notes with the DECwindows interface, turn to Part II, Chapter 7, for a hands-on tutorial session that will get you started.

A sample conference is provided with your VAX Notes system. This sample conference contains some hints on how to run a conference, how to get around in a conference, how to set up the editor of your choice to use in VAX Notes, and more.

You can use the sample conference to get hands-on experience with VAX Notes. When you invoke VAX Notes for the first time, an entry for this conference is automatically added to your Notebook; the entry name is SAMPLE_CONFERENCE. As you read this section, try the examples and compare the results on your screen with the figures presented here. You should be able to complete the hands-on tutorial in this section in about 30 minutes.

As you and others in your organization gain experience with VAX Notes, you can use the sample conference to collect and share your own suggestions.

NOTE

Section 1.2.12 contains a brief summary of the basic VAX Notes commands demonstrated in this tutorial.

1.2.1 Invoking VAX Notes

To invoke VAX Notes, type the following DCL command:

```
$ NOTES
```

After you type the NOTES command, your screen should look like this:

```
Notes>
-----
Directory of Notebook class MAIN
-----
Entry Name      Unseen  last new note  Topics  Update status
>SAMPLE_CONFERENCE  1  17-NOV-1988 00:00    0  Never accessed
End of requested listing
```

- ① Command Line
- ② Message Line
- ③ Heading
- ④ Viewing Area

ZK-5132-86

Notice that the VAX Notes display screen has four parts: the command line, the message line, the heading, and the viewing area.

Command Line

The **command line** is the area at the top of the VAX Notes display screen, and shows the Notes> prompt. You enter VAX Notes commands on the command line.

Message Line

The **message line** is the area immediately below the command line and above the first heading line. When you are in VAX Notes, messages to help you correct or complete a command, or to notify you that new mail has arrived or that your print job is complete, appear on the message line.

You can erase messages from the message line by pressing CTRL/W.

Heading

The **heading** separates the viewing area from the command and message lines. Information displayed in the heading varies, depending on the activity you are performing.

For example, if you are viewing a directory of notes in a conference, the heading shows the conference title and notice (if any), the total number of topics in the conference, when the conference was created, and when the conference was most recently updated.

If you are reading a topic, the heading shows the topic number, the title, the number of replies, the author, the number of lines, and the date and time the topic was added to the conference.

Viewing Area

The **viewing area** occupies the major portion of the screen. VAX Notes displays directory listings, note text, and other types of information in the viewing area. Although you can search and scroll through text that VAX Notes displays in the viewing area, you cannot access the text to make changes.

An indicator appears at the end of a screen of text to tell you when there is more text or when you are at the end of the note or the directory.

1.2.2 Entering VAX Notes Commands

You can enter VAX Notes commands in the following ways:

- Type the command on the command line and press the RETURN (or ENTER) key to process the command.

- Press the key that has been defined to perform the command. (Only certain keys are defined to perform commands. See Section 1.2.4.)

The keypad is provided for your convenience. When a command is also defined as a key, you have the choice of using the keypad or typing the command directly on the command line.

The rules for entering VAX Notes commands are like those for entering DIGITAL Command Language (DCL) commands. You can abbreviate VAX Notes commands to the fewest unambiguous characters. For example, you can abbreviate WRITE to W because it is the only VAX Notes command that begins with W.

1.2.3 Getting Help in VAX Notes

Two kinds of online help are available for VAX Notes: command help and keypad help. Command help lists and describes the VAX Notes commands. Keypad help shows the VAX Notes commands that are defined as keys on your numeric keypad.

To get online help about VAX Notes commands, type the following at the Notes> prompt:

```
Notes> HELP
```

A categorized listing of VAX Notes commands appears. Use the NEXT SCREEN and PREV SCREEN keys to scroll through the command listing. To get information about one of these commands, type the command name at the prompt at the bottom of the screen.

You can immediately see the online help for a particular command by including that command in the HELP command line. For example, to see a complete description of the REPLY command, type the following:

```
Notes> HELP REPLY COMMAND
```

To leave online help that you accessed from the command line, press CTRL/Z. You return to the point where you requested help.

To access keypad help, press the HELP key. VAX Notes displays a layout of the keypad and includes a brief description of the control key sequences that work in VAX Notes command lines. Once the keypad help screen appears on your screen, press the key you want help on. VAX Notes displays the online help for that key.

1.2.4 The VAX Notes Keypad

The layout of the VAX Notes numeric keypad is the same on all DIGITAL terminals. Once you learn this layout, you can switch from one type of terminal to another without having to remember a different set of keypad definitions. The VAX Notes keypad is arranged as shown in Figure 1-1.

Figure 1-1: VAX Notes Keypad

PF1 GOLD	PF2 HELP	PF3	PF4 NUMERIC/ COMMANDS
7 SELECT	8	9	— PREVIOUSLY DISPLAYED NOTE
4	5 BACK TOPIC ↑	6	• NEXT UNSEEN
1 BACK REPLY ←	2 NEXT TOPIC ↓	3 NEXT REPLY →	ENTER One-Key Reading or Command Line Terminator
0 NEXT SCREEN		• PREV SCREEN	

ZK-4673-85

Most of the keys on the VAX Notes keypad are used for moving around within and between discussions in a conference. The sample conference gives you a chance to try some of these keys.

1.2.5 Accessing a Conference

To see a listing of the conferences that are available on your system, use the `DIRECTORY/CONFERENCES` command. The names of the conferences appear in capital letters. Each conference also has a title that reflects the subject of the conference. (This title is highlighted at the top of your screen when you first access a conference so you can verify that you are in the right conference.) In addition, a notice alerting you to important news may be displayed directly below the title.

When you see a conference that looks interesting, you can use the `ADD ENTRY` command to add the conference to your Notebook. (The sample conference has already been added to your Notebook; you can skip this step for the sample conference.)

For example, to add a conference named `BOOK_REVIEWS` to your Notebook, type the following command:

```
Notes> ADD ENTRY BOOK_REVIEWS
```

You can access a conference in the following ways:

- Move the pointer (`>`) until it is pointing to the desired conference and press the `SELECT` key
- Issue the `OPEN` command, specifying the conference you want to access

When you open a conference, you will see the first note that you have not yet read. If you are opening a conference for the first time, you will not have read any notes. Therefore, you will see the first topic, note 1.0.

To access `SAMPLE_CONFERENCE` by using the pointer, press keypad 2 to move the pointer down or keypad 5 to move the pointer up to `SAMPLE_CONFERENCE`. (If `SAMPLE_CONFERENCE` is the only entry in your Notebook, you do not have to move the pointer.) When the pointer is next to `SAMPLE_CONFERENCE`, press the `SELECT` key (keypad 7). VAX Notes automatically opens the conference.

To access `SAMPLE_CONFERENCE` by using the `OPEN` command, type the following command at the `Notes>` prompt:

```
Notes> OPEN SAMPLE_CONFERENCE
```

Regardless of which method you use to access the sample conference, your screen should look like this:

```
Notes> █  
  
-----  
Note 1.0                               Welcome to VAX Notes                               7 replies  
MAR::JOHN_Q_NOTER "I'll make a note!"    24 lines  27-JAN-1986 10:42  
-----  
VAX Notes is a computer-mediated conferencing system that lets you  
conduct online conferences or meetings. Using VAX Notes, you can  
communicate conveniently and economically with people in different  
geographic locations. Anyone connected to the system can participate,  
making it possible for you to receive input from many people without  
costly, time-consuming meetings.  
  
This sample conference has been provided to help you quickly get  
started using VAX Notes. It contains definitions of terms, ways to  
read notes, a place for you to add your first reply, and helpful hints  
for running and participating in an online conference. This conference  
also has information about choosing an editor for writing notes,  
running VAX Notes in batch mode, and protecting a confidential meeting  
with an Access Control List (ACL).  
  
To continue reading this note, press the RETURN key.  
  
7 more lines...
```

ZK-5115-HC

1.2.6 Listing Notes in a Conference

When you are in a conference, you can use the VAX Notes DIRECTORY command to list topics, replies, or both. They appear in ascending order. To see a directory of the topics in SAMPLE_CONFERENCE, type the following command:

```
Notes> DIRECTORY
```

Your screen should look like this:

```
Notes> █
-----
                VAX Notes Sample Conference
Created: 27-JAN-1986 10:39      9 topics      Updated: 18-FEB-1986 14:23
-----
Topic  Author          Date          Repl  Title
-----
>  1    MAR::JOHN_Q_NOTER  27-JAN-1986   7  Welcome to VAX Notes
  2    MAR::JOHN_Q_NOTER  27-JAN-1986   1  Choosing an editor to use in VA♦
  3    MAR::NEW_USER     27-JAN-1986   2  Help! I don't understand NEXT U♦
  4    MAR::JOHN_Q_NOTER  27-JAN-1986   0  Who Are You? - Tell us about yo♦
  5    MAR::JOHN_Q_NOTER  27-JAN-1986   3  Using the DIRECTORY, PRINT and ♦
  6    MAR::JOHN_Q_NOTER  27-JAN-1986   0  Suggestions for the Welcome note
  7    MAR::JOHN_Q_NOTER  27-JAN-1986   5  Online Etiquette
  8    MAR::JOHN_Q_NOTER  27-JAN-1986   1  Using NOTES$COMMAND to Define A♦
  9    MAR::JOHN_Q_NOTER   3-FEB-1986   0  VAX Notes Security Consideratio♦
-----
End of requested listing
```

ZK-5116-HC

You can limit the directory to a range of topics by specifying the starting and ending topic numbers in the DIRECTORY command. For example, to list topics 5 through 9 in SAMPLE_CONFERENCE, type the following command:

```
Notes> DIRECTORY 5-9
```

To include replies in the directory, specify the reply numbers as well as the topic numbers. For example, to list all replies from 5.1 to 5.6, type the following command:

```
Notes> DIRECTORY 5.1-5.6
```

You can use the wildcard character (*) to specify all replies. For example, to see a listing of all notes from topic 5 through the last reply to topic 9, type the following command:

```
Notes> DIRECTORY 5.*-9.*
```

1.2.7 Reading Notes

The READ command allows you to view the text of a note. It is not necessary to issue the READ command every time you want to read a note. VAX Notes assumes you want to read a note when you reply to the Notes> prompt with a number; the READ command is implied. For example, to read note 5.1 in SAMPLE_CONFERENCE, type the following:

```
Notes> 5.1
```

Your screen should look like this:

```
Notes> █  
  
-----  
Note 5.1      Using the DIRECTORY, PRINT and SAVE commands      1 of 3  
MAR::JOHN_Q_NOTER "I'll make a note!"      17 lines  27-JAN-1986 11:23  
-----  
      -< Notation for specifying note ranges >-  
  
Some commands allow you to specify a range of notes. You can limit the  
range to topics only, or include replies in the range.  
  
To list topics only, use whole numbers in the note range. Do NOT type  
a period after either the starting or ending topic number. To include  
replies, you can use the /ALL qualifier or the wildcard character (*).  
  
Here is a quick review of the ways you can specify a range of notes:  
  
Description of range      Example  
-----  
A topic and all its replies      9.*  
A range of topics only      10-39  
All topics      * or ALL  
A range of topics, including replies      1.*-5.*  
2 more lines...
```

ZK-5117-HC

You can practice using the keypad to read notes. When note 5.1 in the sample conference appears on your screen, press the ENTER key to continue reading the note. (The RETURN key and keypad 0 (NEXT SCREEN) also allow you to continue reading a note that does not fit on one screen.)

Then press keypad 1 to issue the BACK REPLY command. Note 5.0 appears.

Press keypad 3 to issue the NEXT REPLY command. Note 5.1 reappears. Press keypad 3 repeatedly to read all the replies to topic 5. Notice that pressing keypad 3 skips the remainder of the current note, if the note uses more than one screen.

Now press keypad 2 to issue the NEXT TOPIC command. Topic 6 (note 6.0) appears.

Finally, press keypad 5 to issue the BACK TOPIC command. Topic 5 (note 5.0) reappears.

One of the advantages of adding a conference to your Notebook is that you can read all the new notes by pressing only the ENTER key on your keypad. For example, you can read all the way to the end of the sample conference by repeatedly pressing the ENTER key. The ENTER key displays the next screen, unless you are at the end of a note; then, the ENTER key displays the next reply. If there are no more replies, the ENTER key displays the next new note in another discussion.

1.2.8 Adding a Reply to a Discussion

A discussion is a topic and all its replies. You can add a reply to a discussion in the following ways:

- Go directly to the discussion and prepare your reply by using the VAX Notes editor
- Use any editor to prepare the reply in a text file, and then access the discussion and add the reply

First, use the READ command (or type the note number) to display the note. You can be anywhere in the discussion to add a reply; you do not have to be reading the topic or the last reply. You use the REPLY command to add a reply. When you confirm that you are finished with your reply, VAX Notes adds your reply as the last reply in the discussion.

In VAX Notes, you always use the editor of your choice to compose notes. If you do not explicitly choose an editor, VAX Notes uses the EVE editor. If you normally use the EDT editor in keypad mode, you should try using EVE with the EDT keypad. This lets you use the keypad as if you were using EDT, and it gives you the benefit of using EVE commands and multiple window capabilities.

To set up EVE (the default VAX Notes editor) with the EDT-style keypad, type the following command:

```
Notes> SET PROFILE/EDITOR=EDT
Your profile has been modified
```

To add a reply to topic 4 in the sample conference, type the following commands:

```
Notes> 4
Notes> REPLY
```

Your screen should look like this:

```
< Note 4.0 by MAR::JOHN_Q_NOTER "I'll make a note!" >
      -< Who Are You? - Tell us about yourself >-

This discussion gives you a chance to add a reply.  Simply enter the
REPLY command, and type your text.

You can write about

- yourself
- a joke
Buffer NOTES$SCRATCH                               Insert          Forward
|
[End of buffer]

Buffer NOTES$EDIT                                   Insert          Forward

Press F10 or CTRL/Z to add your note
```

ZK-5118-HC

Type anything as a reply. Your reply can be as long or as short as you like. Use the PREV SCREEN (keypad period) and NEXT SCREEN (keypad 0) keys, if needed, to review your reply. When you are satisfied with your reply, follow the steps on the screen.

```
Press F10 or CTRL/Z to add your note CTRL/Z
Enter a title for your reply: This is my first reply!
Your reply is complete. Proceed to enter it? (Y/N) <Y> RETURN
```

VAX Notes displays your reply to confirm that it was successfully added to the conference. Notice that your reply is added as the last reply to topic 4.

If you want to cancel your reply, you can do one of the following:

- Quit the editor. If you are using EVE, the default VAX Notes editor, press the DO key (PF4 on a VT100-series terminal) and type the command QUIT.
- Exit from the editor. Then, when VAX Notes prompts you for a title for your reply, press CTRL/C followed by RETURN.
- If you have already typed a title and then change your mind, you can press CTRL/C followed by RETURN (or type N for No) at the prompt that asks whether VAX Notes should proceed to enter the reply. The reply will not be entered in the conference.

If your reply has been entered, it appears on the screen. You can use the DELETE command at the Notes> prompt to delete the reply from the conference.

To use the text in a previously prepared text file for your reply, specify the name of the text file in the REPLY command. For example, if you have a file named FIL.DAT in your current default directory on your VMS system, you can use the text in FIL.DAT for your reply by typing:

```
Notes> REPLY FIL.DAT
```

NOTE

On a personal computer (PC), you can use any editor that gives ASCII output. (With most PC editors, this can usually be accomplished by printing to a file with the PRINT command.) This file must then be transferred to your VMS system before you can add the text to the conference.

VAX Notes gives you a chance to edit the text before you indicate that you are ready to add the reply to the conference.

1.2.9 Adding a New Topic

You use the WRITE command to add a new topic to the conference. As long as the conference is open, you can issue the WRITE command; you do not have to be reading the last note. VAX Notes assigns the next available number to your topic, and the entire editing screen is blank, waiting for you to type the text of your topic.

To write a new topic in the sample conference, type the following command:

```
Notes> WRITE
```

Type the topic text, which can be as long or as short as you like. You can use the PREV SCREEN and NEXT SCREEN keys to review your topic. When you are satisfied with your topic, follow the steps on the screen.

```
Press F10 or CTRL/Z to add your note 
Enter a title for your topic: This is my first topic!
Your topic is complete. Proceed to enter it? (Y/N) <Y> 
```

VAX Notes displays your topic to confirm that it was successfully added to the conference.

If you want to cancel your topic, you can do one of the following:

- Quit the editor. If you are using EVE, the default VAX Notes editor, press the DO key (PF4 on a VT100-series terminal) and type the command QUIT.
- Exit from the editor. Then, when VAX Notes prompts you for a title for your topic, press CTRL/C followed by RETURN.
- If you have already entered a title and then change your mind, you can press CTRL/C followed by RETURN (or type N for No) at the prompt that asks whether VAX Notes should proceed to enter the topic. The topic will not be entered in the conference.

If your topic has been entered, it appears on the screen. You can use the DELETE command at the Notes> prompt to delete the topic from the conference.

To use the text in a previously prepared text file for your topic, specify the name of the text file in the WRITE command. For example, if you have a file named FIL.DAT in your current default directory on your VMS system, you can use the text in FIL.DAT for your topic by typing:

```
Notes> WRITE FIL.DAT
```

VAX Notes gives you a chance to edit the text before you indicate that you are ready to add the topic to the conference.

1.2.10 Printing Notes

At times, it may be inconvenient for you to read notes from your terminal, especially when the notes are long. (The number of lines shown in the note heading indicates how long a note is.)

You can print notes and read them at your leisure. You use the PRINT command to print notes. To print the note you are currently reading, issue the PRINT command. To print a range of notes, specify the note numbers with the PRINT command. For example, to print topic 2 in the sample conference, type the following commands:

```
Notes> 2
Notes> PRINT
1 note added to job on queue SYS$PRINT
```

To print topic 7 and all its replies, type the following command:

```
Notes> PRINT 7.*
6 notes added to job on queue SYS$PRINT
```

VAX Notes delays printing the notes until you end your VAX Notes session.

1.2.11 Ending a VAX Notes Session

To leave the sample conference, type the following command:

```
Notes> CLOSE
```

To end the VAX Notes session, type the following command:

```
Notes> EXIT
```

If you queued any notes to a printer, your print job is started now. You will see a message like the following:

```
Job NOTES (queue SYS$PRINT, entry 999) started on PRINTER$LPA0
```

You can press CTRL/Z twice in place of the CLOSE and EXIT commands.

1.2.12 Quick Summary of Basic Commands

To invoke VAX Notes, type the following:

```
$ NOTES
```

You can get online help for VAX Notes commands and key definitions at any time during a VAX Notes session. To see key definitions for VAX Notes, press the HELP key. To get help on VAX Notes commands, on the command line type the following:

```
Notes> HELP
```

Before you can read the notes in a conference, you must first add the conference to your Notebook, then open the conference.

To see a listing of the conferences that are available on your system, type the following:

```
Notes> DIRECTORY/CONFERENCES
```

The name of each conference appears in capital letters. The title briefly describes the subject of the conference.

To add a conference to your Notebook, use the ADD ENTRY command. For example, to add the CARS conference to your Notebook, type the following:

```
Notes> ADD ENTRY CARS
```

To open a conference, use the OPEN command. For example, to open the CARS conference, type the following:

```
Notes> OPEN CARS
```

A conference is organized into discussions. Each discussion begins with a topic, each having any number of replies. Topics are numbered consecutively, starting with 1. Replies are also numbered consecutively, by topic, starting with .1. For example, if there are three replies to topic 4, they are numbered 4.1, 4.2, and 4.3. To see a listing of the topics in a conference, after opening the conference, type the following:

```
Notes> DIRECTORY
```

To include replies, as well as topics, in the listing, type the following:

```
Notes> DIRECTORY *.*
```

To read a specific topic or reply, type the number at the Notes> prompt. For example, to read the third reply to topic 6, type the following:

```
Notes> 6.3
```

Use the ENTER or RETURN key to page through the replies in a discussion.

To set up EVE, the default VAX Notes editor, with the EDT-style keypad, type the following command:

```
Notes> SET PROFILE/EDITOR=EDT
```

To add a reply to a discussion, use the REPLY command. You must be reading a reply (or the topic) in the discussion before you issue the REPLY command. For example, to add a reply to the discussion on topic 10, type the following:

```
Notes> 10  
Notes> REPLY
```

To start a discussion on a new topic, type the following:

```
Notes> WRITE
```

To print notes, use the PRINT command. If you do not specify a range of notes to print, VAX Notes assumes you want to print the note you are currently reading. For example, to print topic 3 and all replies to that topic, type the following:

```
Notes> PRINT 3.*
```

To leave a conference, use the CLOSE command. You can also press CTRL/Z in place of the CLOSE command. For example, to close a conference, press the following keys:

```
Notes> [CTRL/Z]
```

To end your VAX Notes session, use the EXIT command (or press CTRL/Z). For example, to exit from VAX Notes, press the following keys:

```
Notes> [CTRL/Z]
```

1.3 VAX Notes Command Summary

Table 1-1 groups the VAX Notes commands by function, and gives a brief description of each command. The commands listed in this table as “Getting Started Commands” are demonstrated in Section 1.2.

Table 1-1: VAX Notes Command Summary

Command	Description
GETTING STARTED COMMANDS	
NOTES	Invokes VAX Notes from the DCL level.
HELP	Accesses online help about the VAX Notes commands. Keypad help is available by pressing the HELP key.
SHOW ERROR	Shows full text of an error message displayed on the message line.
DIRECTORY/CONFERENCES	Lists available conferences on a specific system (or node).
ADD ENTRY	Adds a conference to your Notebook.
OPEN	Opens a conference in your Notebook.

(continued on next page)

Table 1–1 (Cont.): VAX Notes Command Summary

Command	Description
GETTING STARTED COMMANDS	
DIRECTORY	Lists topics and replies in a conference.
READ	Displays the specified note.
SET PROFILE/EDITOR	Lets you choose one of the keypad styles for the EVE editor.
REPLY	Adds a reply to the current discussion.
WRITE	Adds a new topic in the current conference.
PRINT	Prints notes.
CLOSE	Lets you leave a conference and return to your Notebook.
EXIT	Ends a VAX Notes session.
NOTEBOOK COMMANDS	
Organizing Entries	
ADD ENTRY	Adds a conference to your Notebook.
DELETE ENTRY	Removes a conference from your Notebook.
MODIFY ENTRY	Changes information about an entry.
SET CLASS	Sets the specified class as the current class.
SHOW CLASSES	Lists classes in your Notebook.
SHOW ENTRY	Shows information about the specified conference in your Notebook.
Using Markers	
ADD MARKER	Adds a marker to the specified note.
DELETE MARKER	Deletes a marker from your Notebook.
MARK	Is a synonym for ADD MARKER.
READ/MARKER	Displays the note having the specified marker.

(continued on next page)

Table 1-1 (Cont.): VAX Notes Command Summary

Command	Description
NOTEBOOK COMMANDS	
SHOW MARKER	Shows the note number associated with the specified marker.
Getting Directories	
DIRECTORY/CONFERENCES	Lists available conferences on a specific node.
DIRECTORY/ENTRIES	Lists entries in the specified class.
DIRECTORY/NOTEBOOK	Is a synonym for DIRECTORY/ENTRIES.
Other Notebook Commands	
CLOSE	Lets you leave a conference and return to your Notebook.
OPEN	Opens the specified conference in your Notebook.
SET PROFILE	Creates or changes settings in your profile.
UPDATE	Polls the specified entry or class of entries to determine which ones have new notes.
MODERATOR COMMANDS	
Setting Up a Conference	
CREATE CONFERENCE	Creates a new conference.
SET CONFERENCE	Sets characteristics for a conference.
SET MODERATOR	Enables moderator privilege.
Maintaining Member Information	
ADD MEMBER	Adds a new member to the conference.
DELETE MEMBER	Deletes a member from the conference.
MODIFY MEMBER	Modifies information about a member.
Other Moderator Commands	
CREATE KEYWORD	Creates a new keyword for the conference.
DELETE KEYWORD	Deletes a keyword.
DELETE NOTE	Deletes a note entered by another user.

(continued on next page)

Table 1–1 (Cont.): VAX Notes Command Summary

Command	Description
MODERATOR COMMANDS	
MODIFY KEYWORD	Modifies the name of a keyword.
SET NOTE	Sets attributes for a note.
DNS COMMANDS	
ADD OBJECT	Adds a conference to the VAX Distributed Name Service (DNS) database, as a DNS object. ¹
DELETE OBJECT	Deletes an object (conference) from the DNS database. ¹
SET OBJECT	Sets, changes, or deletes the file specification associated with a conference that is an object in the DNS database. ¹
SHOW OBJECT	Shows the file specification, if any, associated with a conference that is a VAX Distributed Name Service (DNS) object.
INFORMATION COMMANDS	
SHOW CONFERENCE	Shows information about the current conference.
SHOW ERROR	Shows the full text of the last error message.
SHOW KEYWORDS	Shows information about keywords in the current conference.
SHOW MEMBER	Shows information about all members or a specified member in the current conference.
SHOW MODERATOR	Shows the name of the moderators for the current conference.
SHOW NOTE	Shows information about the specified note.
SHOW OBJECT	Shows the file specification, if any, associated with a conference that is a VAX Distributed Name Service (DNS) object.
SHOW PROFILE	Shows information about your current profile settings.
SHOW VERSION	Shows the version of VAX Notes you are currently using.
¹ This command requires write privilege to the DNS database, and requires installation of DNS on your system.	

(continued on next page)

Table 1–1 (Cont.): VAX Notes Command Summary

Command	Description
INFORMATION COMMANDS	
ADDITIONAL COMMANDS	
Navigation Commands	
BACK	Displays the previous reply in the current discussion.
BACK NOTE	Displays the previous note.
BACK REPLY	Displays the previous reply in the current discussion.
BACK TOPIC	Displays the previous topic.
LAST	Displays the last topic in the conference.
.LAST	Displays the last reply in the current discussion.
NEXT	Displays the next reply.
NEXT NOTE	Displays the next note.
NEXT REPLY	Displays the next reply.
NEXT TOPIC	Displays the next topic.
NEXT UNSEEN	Displays the next note you have not yet seen.
TOPIC	Displays the topic for the current discussion.
Maintaining Keywords	
ADD KEYWORD	Adds an existing keyword to the specified note.
CREATE KEYWORD	Creates a new keyword for the conference.
DELETE KEYWORD	Deletes a keyword.
Manipulating a Subprocess	
ATTACH	Attaches to the parent process or specified process.
SPAWN	Creates a subprocess.
Using Other Utilities	
EVE	Invokes the EVE editor.
FORWARD	Forwards the current note by MAIL.
SEND	Sends a note to one or more users by MAIL without leaving VAX Notes.
TPU	Executes the rest of the command line as a VAXTPU command.

(continued on next page)

Table 1-1 (Cont.): VAX Notes Command Summary

Command	Description
ADDITIONAL COMMANDS	
Other Commands	
ANSWER	Is a synonym for REPLY.
CONTINUE	Causes continuation of the current operation, with the same effect as pressing the RETURN key at the Notes> prompt.
EXTRACT	Is a synonym for SAVE.
EXTRACT/BUFFER	Is a synonym for SAVE/BUFFER.
SAVE	Saves notes in a VMS text file.
SAVE/BUFFER	Saves specified notes in a buffer.
SEARCH	Searches a range of notes or the entire conference for notes containing the specified string.
SELECT	Selects an item from a list displayed on your screen. Also adds a conference on a "shopping list" to your Notebook.
SET NOTE	Sets attributes for the specified note.
SET SEEN	Lets you set notes as seen without having to display them.

Reading Notes

This chapter elaborates on the information presented in Chapter 1 and introduces some new topics. This chapter explains the following:

- Listing available conferences and ways to access them
- Navigating through a conference to view notes
- Displaying the keywords for a conference and adding these keywords to your notes
- Listing, printing, and saving notes that meet specific criteria

2.1 Terms and Concepts

This section introduces some new concepts and terms that are used throughout this manual.

2.1.1 Types of Conferences

Normally, VAX Notes conferences are **unrestricted**. An unrestricted conference is a **public conference** in which anyone can read and write notes. An unrestricted conference may or may not have an active **moderator**, the person who is responsible for generating interest in the conference and keeping the discussion on track.

A **private conference** is a conference that limits participation to a select group of users. You can think of a private conference as being “for members only.” A moderator is required to specify who may participate in a private conference; the moderator does this by creating a **membership list**. Unless you are listed as a member, you will not be able to access a private conference.

The moderator also has the ability to restrict the creation of keywords in a conference, regardless of whether the conference is public or private. A **keyword** is a word or phrase that lets you group notes that are concerned with a particular subject, but that do not have other attributes (for example, title, author, or date) in common.

By default, the creation of new keywords is restricted. If you want to create new keywords, the moderator must authorize you to do so. The moderator can also change the conference characteristics so that anyone can create new keywords. In any case, a keyword that has already been created can be added to any note by any user, regardless of whether keyword creation is restricted.

2.1.2 The Author

When you enter a note in a conference, you are the **author** of the note. Your user name appears in the note heading, and appears next to the note title in a directory listing. Participants can limit the notes they retrieve to just the ones you have entered by specifying your user name (see Section 2.6).

The author of a note has certain privileges, for example, deleting the note (see Section 2.9) or temporarily hiding the note from the view of other participants.

2.1.3 Seen and Unseen Notes

In an active conference, you need some way of keeping up with the latest conversation. VAX Notes maintains a record of which notes you have and have not read in a conference, and provides convenient ways for you to access only the notes that are new to you. Until you read a note, it is marked as **unseen**. VAX Notes marks notes you have read as **seen**. You can use the NEXT UNSEEN command to read only the new notes.

The DIRECTORY, PRINT, and SAVE (or EXTRACT) commands have an /UNSEEN qualifier that lets you list, print, or save only the notes you have not yet read. Using the /UNSEEN qualifier with any of these commands does *not* change the status of these notes to “seen.”

VAX Notes allows you to mark notes as seen even though you have not actually displayed them. The PRINT and SAVE (or EXTRACT) commands have a /SEEN qualifier that changes the status of notes you print or save to “seen.”

You can also use the SET SEEN command to mark a range of notes as “seen” without having to print or save the notes (see Section 2.10).

2.2 Listing Available Conferences

Any given conference exists on a single system in your network. However, because VAX Notes is a distributed system, you can access any conference on any system (provided the conference is public or you are a member of a private conference). You use the `DIRECTORY/CONFERENCES` command to find out the names of conferences that are available on your system (or on any system in your network that you may access).

The `DIRECTORY/CONFERENCES/ALL` command displays a listing of available conferences, including conferences you are not allowed to access. The listing includes titles, the date and time the conference was created and last updated, the current number of topics and notes, and the current notice (if any). If a conference is private, and you are not included among users who have access privileges, the directory listing shows the message "You are not a member of this conference."

To see a listing of the conferences that are available on your system (or node), type the following command:

```
Notes> DIRECTORY/CONFERENCES/ALL
```

Figure 2-1 shows a `DIRECTORY/CONFERENCES/ALL` display.

Figure 2-1: DIRECTORY/CONFERENCES/ALL Display

```
Notes>
Directory of conferences on NOTES$LIBRARY:

Conference file
>SKIING
  Title: Ski season shalt now begin
  Moderator: CUT::GILBERTO
  Created: 3-FEB-1986 11:39 6 topics, 12 notes Updated: 12-SEP-1986 09:44

SMG
  Title: Screen ManaGement Discussions
  Notice: See note 3 for kits, 300 for Wishlist
  Moderator: ACTION::SCARR
  Created: 24-JAN-1986 12:19 686 topics, 2211 notes Updated: 31-OCT-1988 10:03

SMG_OLD
  Title: Screen ManaGement
  Notice: CUT::SMG_OLD -- the new conference is CUT::SMG
  Moderator: CUT:: SCARR
  Created: 3-FEB-1986 11:40 269 topics, 921 notes Updated: 6-OCT-1988 13:41

SNOBOL
```

ZK-5135-86

To see a listing of the conferences that are available on system (node) TOPCAT, type the following command:

```
Notes> DIRECTORY/CONFERENCES/ALL TOPCAT
```

NOTE

You can see a directory of conferences in a private directory by including the device and directory name in the DIRECTORY/CONFERENCES command. The heading of the display shows the device and directory name in place of NOTES\$LIBRARY.

If the private directory contains a Notebook, that Notebook is listed as a conference named NOTES\$NOTEBOOK. DIGITAL recommends that you do *not* try to access or add notes to the Notebook.

2.3 Accessing a Conference

You can access a conference in the following ways:

- Add the conference to your Notebook, then go through your Notebook to open the conference with either the DCL command NOTES or the Notes command OPEN
- Open the conference directly, without adding the conference to your Notebook, with either the DCL command NOTES or the Notes command OPEN

You use the CLOSE or EXIT command (or press CTRL/Z) to leave a conference and to return to your Notebook.

Your Notebook stores the names of conferences you want to track and information about your VAX Notes sessions. See Chapter 4 for more information about adding conferences to your Notebook.

2.3.1 Opening a Conference Through Your Notebook

When you open a conference through your Notebook, VAX Notes keeps track of which notes you have and have not seen. If you plan to follow a conference regularly, you should add it to your Notebook and consistently access the conference through your Notebook. This way, VAX Notes always knows which notes you have seen, and will not show you these notes again unless you specifically ask to see them.

You use the ADD ENTRY command to add a conference to your Notebook. For example, to add a conference called STRATEGY to your Notebook, type the following command:

```
Notes> ADD ENTRY STRATEGY
Entry for STRATEGY added to your Notebook
```

There are two ways to open a conference that you have added as an entry to your Notebook:

- Display a listing of the entry names (conferences) by issuing the DIRECTORY/ENTRIES (or DIRECTORY/NOTEBOOK) command. Then, move the pointer to the entry you want to access and press the SELECT key.

- Issue the OPEN command, specifying the name of the entry you want to access. For example, to access the conference named STRATEGY, type the following command:

```
Notes> OPEN STRATEGY
Opening conference STRATEGY
```

When you have a listing of entries on your screen, you can move the pointer forward by pressing keypad 2, and backward by pressing keypad 5. You can also press keypad 3 to skip forward to the next entry with an “Unseen” count that is greater than zero; press keypad 1 to skip backward to the previous entry with a nonzero “Unseen” count.

2.3.2 Opening a Conference Directly

You might want to open a conference directly and read a few notes before deciding to add the conference to your Notebook. Be aware, however, that when you open a conference directly, VAX Notes does *not* keep track of which notes you have and have not seen. If you add this conference to your Notebook at a later time, VAX Notes will display the notes you saw when you opened the conference directly.

The DCL command NOTES and the VAX Notes command OPEN both have a /NONOTEBOOK qualifier that allows you to open a conference that is not in your Notebook.

For example, to invoke VAX Notes and immediately access the STRATEGY conference, which is not in your Notebook, at the DCL prompt type the following command:

```
$ NOTES/NONOTEBOOK STRATEGY
```

Alternatively, once you have invoked VAX Notes, you can type the following command to bypass your Notebook and access the STRATEGY conference directly:

```
Notes> OPEN/NONOTEBOOK STRATEGY
```

2.4 Navigating Through a Conference

VAX Notes uses a simple topics-and-replies structure to organize the discussions in a conference. There are several ways you can navigate through the topics and replies of Notes conferences.

- Specify the note you want to read by number

- Type navigation commands
- Press keys on the keypad to issue navigation commands

You always have the choice of using the method you find the most convenient.

2.4.1 Specifying Notes by Number

You can simultaneously open a conference and display a specified note by typing the note number after the entry name; for example:

```
Notes> OPEN STRATEGY 55.8
```

From the DCL level, you can simultaneously invoke VAX Notes, open a conference, and display a specified note; for example:

```
$ NOTES STRATEGY 55.8
```

You can read a note by typing the note number at the Notes> prompt. For example, to read reply 4 to topic 17, type:

```
Notes> 17.4
```

You can read other replies to topic 17 by specifying only the reply number. A reply number is distinguished from a topic number by a period (.) in front of the reply number. For example, if you have just read a reply to topic 17, you can read the eighth reply to this topic by typing the following:

```
Notes> .8
```

VAX Notes stays in the discussion under topic 17 until you direct otherwise. To read another discussion, you specify a new topic number.

When you type a number without a period in front of it, VAX Notes interprets this as a topic number. For example, VAX Notes interprets the following response as topic 10, *not* the tenth reply to the current topic:

```
Notes> 10
```

You can type a period (.) at the Notes> prompt to redisplay the current note. This is helpful if you have issued a DIRECTORY or SHOW command while reading a note; the output for these commands writes over the note text. By typing a period and pressing the RETURN key, you can return to the note you were reading without having to remember the note number. Typing a period is also useful to get back to the start of a note if you are on a screen other than the first screen in a long note.

2.4.2 Using Navigation Commands

Some VAX Notes commands let you navigate easily through a discussion, without having to specify a topic or reply number. These commands are briefly described in Table 2–1. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 2–1: Navigation Commands

Command	Description
BACK [REPLY]	Displays the previous reply to the current topic. This command does not go beyond the current discussion.
BACK TOPIC	Displays the previous topic.
LAST	Displays the last topic.
.LAST	Displays the last reply to the current topic.
NEXT [REPLY]	Displays the next reply to the current topic. This command does not go beyond the current discussion.
NEXT TOPIC	Displays the next topic.
NEXT UNSEEN	Skips the rest of the replies to the current topic and displays the next note in another discussion you have not yet seen.
TOPIC	Displays the current topic.

Some examples of the navigation commands follow.

If you are reading note 4.2 and you want to read note 4.3, type the following command:

```
Notes> NEXT
```

To read topic 4 (while in that discussion), type the following command:

```
Notes> TOPIC
```

To read topic 5, skipping the replies to topic 4, type the following command:

```
Notes> NEXT TOPIC
```

To skip the replies to topic 5 and read the next note in the conference that you have not yet seen, type the following command:

```
Notes> NEXT UNSEEN
```

You can continue using the NEXT UNSEEN command until VAX Notes displays the message “No more new notes.”

If you are reading the last reply to a topic and issue the NEXT command, VAX Notes tells you there are no more replies. Similarly, if you are reading a topic and issue the BACK command, VAX Notes also tells you there are no more replies. The NEXT and BACK commands do not cross the boundaries of the current discussion.

To move beyond the current discussion, use the BACK TOPIC, NEXT TOPIC, or NEXT UNSEEN commands.

2.4.3 Using the Keypad

Most of the VAX Notes navigation commands are defined as keys. Review the VAX Notes keypad in Figure 2-2 to see which navigation commands you can issue by pressing a key.

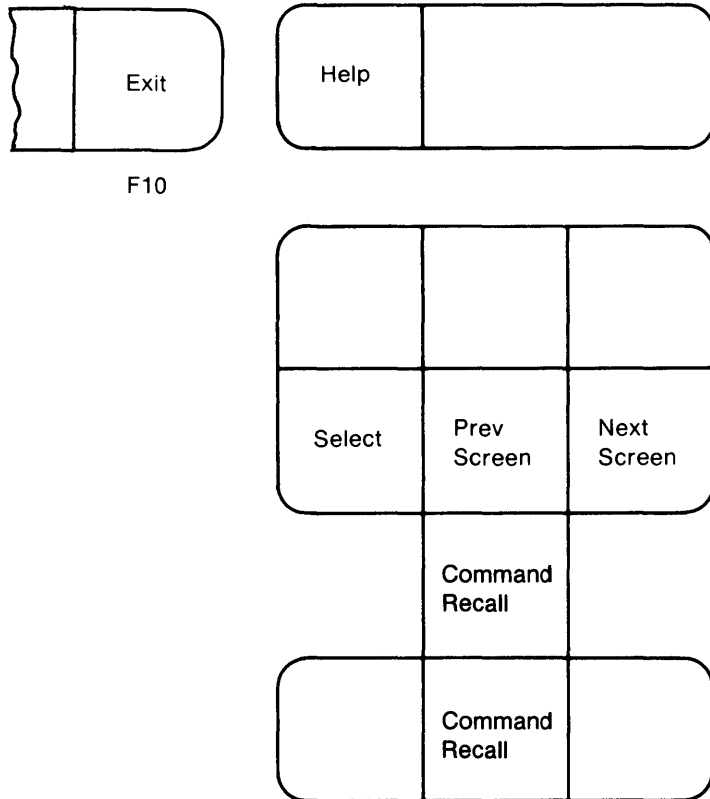
Figure 2-2: VAX Notes Keypad

PF1 GOLD	PF2 HELP	PF3	PF4 NUMERIC/ COMMANDS
7 SELECT	8	9	— PREVIOUSLY DISPLAYED NOTE
4	5 BACK TOPIC ↑	6	• NEXT UNSEEN
1 BACK REPLY ←	2 NEXT TOPIC ↓	3 NEXT REPLY →	ENTER One-Key Reading or Command Line Terminator
0 NEXT SCREEN		• PREV SCREEN	

ZK-4673-85

Figure 2-3 shows additional VAX Notes key definitions for the editing keypad and the function keys along the top of the VT200-series keyboard.

Figure 2-3: Additional VAX Notes Keys for VT200-Series Terminals



ZK-5140-86

Five keys are particularly useful: the keypad ENTER key, the keyboard RETURN key, the keypad minus sign (-) key, the keypad comma (,) key, and program function key F10 (equivalent to CTRL/Z).

ENTER Key

If you are reading a note, you can use the ENTER key repeatedly to navigate through the conference in the following manner:

- If the current note continues onto another screen, the next screen is displayed.
- If you are at the end of the current note, the next reply is displayed.
- If there are no more replies, the next unseen note in another discussion is displayed.

If you are not reading a note, you can press the ENTER key to terminate a command entered at the Notes> prompt.

RETURN Key

If you are reading a note, you can use the RETURN key repeatedly to navigate through a discussion in the following manner:

- If the current note continues onto another screen, the next screen appears.
- If you are at the end of the current note, the next reply appears.
- If there are no more replies, a message appears.

Keypad Comma

To skip the rest of the current discussion, without paging through the remaining replies, press the comma (,) key on the keypad to issue the NEXT UNSEEN command. Notice, however, that any replies you skip in this way are marked "seen."

You can continue reading by pressing the ENTER key, or by pressing the keypad comma key again to skip to the next unseen note. You can continue to press the keypad comma key until VAX Notes displays the message "No more new notes."

Keypad Minus Sign

By pressing the minus sign (-) key on the keypad, you can read the note you were reading immediately prior to the current note. This works regardless of discussion boundaries. For example, if you read note 4.3 and then read note 6.5, you can display note 4.3 again by pressing the keypad minus sign key. (Note that there is no command to display the previously displayed note. The only way to do so is by pressing the keypad minus sign key or by respecifying the note number.)

CTRL/Z

In general, you can think of CTRL/Z as a way to signal the end of an activity in VAX Notes. For example, you can use CTRL/Z to do the following:

- Exit from online command help (not keypad help) and return to the Notes> prompt
- Exit from EVE, the default VAX Notes editor, when you have finished typing a note
- Exit from a conference and return to your Notebook
- Exit from VAX Notes and return to the DCL level

At any prompt other than the Notes> prompt, pressing CTRL/Z is equivalent to pressing RETURN. Pressing CTRL/Z after typing some text in response to any prompt other than the Notes> prompt is treated as if the text were ended by RETURN. This is true *except* in the following cases:

- When you issue the WRITE command, pressing CTRL/Z at the “Enter a title for your topic:” prompt causes VAX Notes to interpret CTRL/Z as a null string, and the title line will be blank. If you press RETURN at the title line prompt, VAX Notes prompts you again for a title for the topic.
- When you forward a note with the FORWARD command, pressing CTRL/Z at the Subject: prompt causes VAX Notes to interpret CTRL/Z as a null string, and the subject line will be blank. If you press RETURN at the Subject: prompt, VAX Notes uses the conference title and note number by default.

2.5 Adding and Deleting Keywords from Notes

A **keyword** is a representative word that allows you to group notes that are concerned with a particular subject or that do not have such attributes as title, author, or time of entry in common. Keywords are useful for grouping notes that may not have the keyword in the note text or title, but that do address the subject the keyword represents.

For example, in a conference on on-site training, several notes may discuss the merits of computer-aided instruction without actually using that term. If the keyword `COMPUTER_AIDED_INSTRUCTION` is created, you can add the keyword to any note that discusses this subject. Then, you can retrieve all the notes that discuss computer-aided instruction by specifying the keyword `COMPUTER_AIDED_INSTRUCTION` with a `DIRECTORY/KEYWORD`, `SAVE/KEYWORD`, or `PRINT/KEYWORD` command.

In a conference that restricts keyword creation, only moderators and privileged users can create keywords. However, anyone can add a keyword to any note, regardless of who entered the note, as long as the keyword was created beforehand.

2.5.1 Getting Information About Keywords

You can see all the existing keywords for the current conference by issuing the `SHOW KEYWORDS` command. If a keyword is longer than 20 characters, the `SHOW KEYWORDS` command truncates it to 20 characters in the display. (The `SHOW NOTE/KEYWORDS` command displays the entire keyword.) To check whether a particular keyword exists, issue the `SHOW KEYWORDS` command and specify the keyword (either fully spelled out or with a wildcard character) as a parameter. For example, to verify that the keyword `MOVIES` exists in the current conference, type the following command:

```
Notes> SHOW KEYWORDS MOVIES
```

If the keyword `MOVIES` exists, it appears on your screen.

To see a list of keywords with the numbers of the notes they refer to, type the following command:

```
Notes> SHOW KEYWORDS/FULL
```

To see which notes a particular keyword refers to, specify the keyword as a parameter to the `SHOW KEYWORDS/FULL` command, as in the following example:

```
Notes> SHOW KEYWORDS/FULL MOVIES
```

2.5.2 Adding a Keyword to a Note

You use the `ADD KEYWORD` command to add a keyword to a note. Unless you specify a note, VAX Notes assumes you want to add the keyword to the note you are currently reading. You do not need to be the author of the note to add a keyword to it.

Anyone can add an existing keyword to any note whether or not keyword creation is restricted in the conference. If keyword creation is unrestricted, anyone can also create and simultaneously add a new keyword with either the `CREATE KEYWORD` or the `ADD KEYWORD` command.

You can add a keyword to only one note at a time; you cannot specify a range of notes with the ADD KEYWORD command. Similarly, you can add only a single keyword to a note at one time. To add more than one keyword to a note, you must issue the ADD KEYWORD command once for each keyword.

To add the keywords EXOTICA and RARE_INSECTS to note 6.6 in the current conference, type the following commands:

```
Notes> READ 6.6
Notes> ADD KEYWORD EXOTICA
Notes> ADD KEYWORD RARE_INSECTS
```

To add a keyword to another note without leaving the note you are currently reading, specify the note as a parameter to the ADD KEYWORD command. For example, if you are reading note 6.6, you can add the keyword FOOTBALL to note 3.5 by typing the following command:

```
Notes> ADD KEYWORD FOOTBALL 3.5
```

NOTE

If you are a moderator or have CREATE_KEYWORDS privilege, or the conference does not restrict the creation of keywords, the first time you add a keyword to a note, it is automatically created.

You can check whether you have MODERATE ([M]) or CREATE_KEYWORDS ([K]) privilege by using the SHOW MEMBER command and by specifying your user name. The SHOW MEMBER command is valid only in a conference that has a membership list.

2.5.3 Deleting a Keyword from a Note

Anyone can delete a keyword from a note, regardless of who added the keyword. To delete more than one keyword from a note, you must issue the DELETE KEYWORD command once for each keyword. Similarly, to delete the same keyword for more than one note, you must issue the DELETE KEYWORD command once for each note.

To delete the keywords EXOTICA and RARE_INSECTS from note 6.6, type the following commands:

```
Notes> READ 6.6
Notes> DELETE KEYWORD EXOTICA
Notes> DELETE KEYWORD RARE_INSECTS
```

To delete a keyword from another note without leaving the note you are currently reading, specify the note as a parameter to the **DELETE KEYWORD** command. For example, if you are reading note 6.6, delete the keyword **FOOTBALL** from note 3.5 by typing the following command:

```
Notes> DELETE KEYWORD FOOTBALL 3.5
```

2.6 Listing Notes in a Conference

This section explains how to use the **DIRECTORY** command with combinations of qualifiers to see a directory of only the notes that meet specific criteria. You can limit the directory to cover a specific range of notes; otherwise, VAX Notes checks every note in the conference for a match with your selection criteria.

You can select notes on one or a combination of the following criteria:

- Author
- Title
- Date-time
- Keyword
- Unseen

You can specify a range of notes with the **DIRECTORY** command. Any qualifier you include in the **DIRECTORY** command is applied only to the notes in the specified range. The order of the directory is determined by how you order the starting and ending points of the range.

If you do not specify a range, VAX Notes applies your selection criteria to all notes in the conference, and automatically displays the listing in descending order.

There are various ways to specify a range of notes:

- A topic and all its replies (for example, 9.*, 13.ALL, or 3.0-3.999)
- A range of topics (for example, 3-7, 10-99, or 39-LAST)
- All topics (for example, * or ALL)
- A range of topics, including all replies (for example, 2.*-8.*)
- All notes in the conference (for example, 1.0-LAST, *.* , or ALL.ALL)

NOTE

Be aware that when you specify all notes in a conference, the VAX Notes command may take a long time to finish processing.

To display a note in a directory listing, move the pointer to the note you want and type the SELECT command (or press the SELECT key). To move the pointer forward through the listing, press keypad 2. To move backward through the listing, press keypad 5.

Table 2-2 briefly describes qualifiers for the DIRECTORY command. Refer to the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 2-2: DIRECTORY Command Qualifiers

Qualifier	Description
/ALL	Includes replies, in addition to topics, in the directory.
/AUTHOR=username	Lists notes entered by the specified author.
/BEFORE=date-time	Lists notes entered before the specified date-time.
/BUFFER=buffer-name	Puts the directory in the specified buffer.
/KEYWORD=keyword-name	Lists notes to which the specified keyword has been added.
/OUTPUT=file-spec	Stores the directory in the specified file.
/SINCE=date-time	Lists notes entered since the specified date-time. The default is /SINCE=TODAY.
/TITLE="string"	Lists notes having the specified string in the title.
/UNSEEN	Lists only those notes you have not yet seen.

Some examples of the DIRECTORY command qualifiers follow.

To get a directory of only topics, starting with topic 10 and ending with topic 20, type the following command. The directory appears in ascending order.

```
Notes> DIRECTORY 10-20
```

To list all topics you have not yet seen, type the following command:

```
Notes> DIRECTORY/UNSEEN
```

To list topics and replies between topics 3 and 13, inclusive, that have the keyword DNA, type the following command:

```
Notes> DIRECTORY/ALL/KEYWORD=DNA 3-13
```

To list topics and replies, starting with the last reply to topic 9 and ending with topic 5, type the following command. The directory appears in descending order. (This is equivalent to typing the command DIRECTORY 9.*-5.*)

```
Notes> DIRECTORY/ALL 9-5
```

To list notes, from note 5.0 to the last reply to topic 9, that were entered since noon, 10 August, by user SMITH, type the following command:

```
Notes> DIRECTORY/AUTHOR=SMITH/SINCE=10-AUG:12:00 5.*-9.*
```

To list unseen notes, from topic 20 through the last note in the conference, that were written by user TATE since yesterday, type the following command:

```
Notes> DIRECTORY/UNSEEN/AUTHOR=TATE/SINCE=YESTERDAY 20-LAST/ALL
```

NOTE

You must use the /ALL qualifier or the .* notation to include replies in a directory listing.

If you want to refer to a select group of notes throughout a VAX Notes session, put the directory for the group into a buffer (using the /BUFFER qualifier). Then, you can access this directory without having to reissue the DIRECTORY command. Saving a directory you will refer to frequently in a buffer is faster than asking VAX Notes to recompile the directory each time, particularly in active conferences with large directories.

To put a directory of all notes in the conference that have the word "benefits" in the title into a buffer named BENEFITS, type the following command:

```
Notes> DIRECTORY/TITLE="BENEFITS"/BUFFER=BENEFITS *.*
```

When you use EVE, the default VAX Notes editor, you can read this directory any time during your VAX Notes session by typing the following command:

```
Notes> EVE BUFFER BENEFITS
```

2.7 Saving Notes

The SAVE (or EXTRACT) command saves notes in the file you specify. (The default file type is .TXT.) The SAVE (or EXTRACT) command takes two parameters: the first parameter names the file in which to store the saved notes; the second parameter (which is optional) specifies a range of notes to be saved. The default is to save only the note you are currently reading. (The SAVE and EXTRACT commands are synonyms, and can be used interchangeably.)

By combining qualifiers for the SAVE (or EXTRACT) command in various ways, you can save only the notes that meet specific criteria. For example, qualifiers are available to let you save notes entered by a certain author, entered before or as of a particular date, having a particular keyword, having a specific word or phrase in the title, or any combination of these.

Table 2-3 briefly describes the qualifiers for the SAVE (or EXTRACT) command. Refer to the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 2-3: SAVE (or EXTRACT) Command Qualifiers

Qualifier	Description
/ALL	Saves topics and replies in the specified note range.
/APPEND	Appends saved notes to the specified file. If the file does not exist, it is created.
/AUTHOR=username	Saves notes entered by the specified user.
/BEFORE=date-time	Saves notes entered before the specified date-time.
/[NO]HEADER	Specifies whether or not the note headings are to be saved with the text. The default is /HEADER.
/KEYWORD=keyword-name	Saves notes having the specified keyword.
/SEEN	Marks saved notes as seen.
/SINCE=date-time	Saves notes entered since the specified date-time. The default date-time is TODAY.
/TITLE="string"	Saves notes having the specified string in the title.
/UNSEEN	Saves only those notes you have not yet read.

If any notes in the specified range of notes are in DIGITAL Document Interchange Format (DDIF), those notes cannot be saved in their entirety in the same output file as the non-DDIF notes. If you are running interactively, a message informs you of each DDIF note, which you can choose to save in a separate file. If you are running in batch, the DDIF notes are saved in the same file as the other notes in the range, but only the ASCII-text portions of the DDIF notes are included.

Some examples of the SAVE (or EXTRACT) command qualifiers follow.

To save the note you are currently reading in a file named REMINDER.MEM, type the following command:

```
Notes> SAVE REMINDER.MEM
```

To save topics 10 through 20 in a file named MUSICIANS.TXT, type the following command:

```
Notes> SAVE MUSICIANS 10-20
```

To save topics and replies, from topic 5 to the last reply to topic 9, and store these notes in a file named FILE.LIST, type the following command:

```
Notes> SAVE/ALL FILE.LIST 5-9
```

2.7.1 Saving Unseen Notes

When you are following the discussion in a conference that enjoys a high level of participation, keeping up with new information can be time-consuming. By using the SAVE/UNSEEN (or EXTRACT/UNSEEN) command, you can save only the notes you have not yet read and store them in a file. When convenient, you can display or print the file to read the notes.

For example, to save all the notes in the current conference that you have not yet seen, and to store the notes in a file named NEW_NOTES.DAT, type the following command:

```
Notes> SAVE NEW_NOTES.DAT/UNSEEN
```

Note that using the /UNSEEN qualifier alone does *not* change the status of the saved notes to “seen.” To mark the saved notes as seen, you must use the /SEEN qualifier, which is discussed in the following section.

2.7.2 Marking Saved Notes as Seen

When you display a note on your screen, VAX Notes automatically marks the note as “seen.” Then, when you issue the NEXT UNSEEN command, VAX Notes skips over this note and displays the next note in another discussion that you have not yet seen. In this way, you avoid displaying a note you have already read unless you specifically ask to see it.

In an active conference, it may be inconvenient for you to display all the notes you have not yet read in order to have VAX Notes mark these notes as “seen.” The SAVE command has a /SEEN qualifier that allows you to save notes and mark the notes as “seen” in one step. The next time you issue the NEXT UNSEEN command (or use keypad comma) to read unseen notes, the notes you saved with the /SEEN qualifier will not be shown to you.

For example, to save all the notes that you have not yet seen in the current conference, to store the notes in a file named NEW_NOTES.DAT, and to mark the notes as seen, type the following command:

```
Notes> SAVE NEW_NOTES.DAT/UNSEEN/SEEN *.*
```

2.7.3 Saving Notes in a Buffer

If you come across a note that you want to refer to frequently throughout a VAX Notes session, you can use the SAVE/BUFFER command to put the note in a buffer. This saves you from having to search for the note each time you want to reread it. For example, to put the note you are currently reading in a buffer called REF, type the following command:

```
Notes> SAVE/BUFFER REF
```

If you are using EVE, the default VAX Notes editor, you can display the contents of the REF buffer by typing the following command:

```
Notes> EVE BUFFER REF
```

All of the qualifiers that you can use with the SAVE command (see Table 2-3) are acceptable for the SAVE/BUFFER command as well.

With the SAVE/BUFFER command, the /APPEND qualifier causes the saved notes to be appended to the end of existing text in the specified buffer. If you do not use the /APPEND qualifier, existing text in the buffer is erased.

In addition, the SAVE/BUFFER command has an /OUTPUT qualifier (which is not available with the SAVE command). The /OUTPUT qualifier lets you specify the name of an output file in which to store the saved notes *in addition to* putting the notes in a buffer.

The following examples demonstrate some uses for the SAVE/BUFFER command.

To save all notes between 10.0 and the last reply to topic 50 that were entered by user SMITH on or after 03 September, and to put them in a buffer named SMITH, type the following command:

```
Notes> SAVE/BUFFER SMITH/AUTHOR=SMITH/SINCE=03-SEP 10.*-50.*
```

To save replies to topic 13 that were entered by user DOE between 8:00 and 12:00 today, and to put the notes in a buffer named AM, type the following command:

```
Notes> SAVE/BUFFER AM/AUTHOR=DOE/SINCE=8:00/BEFORE=12:00 13.*
```

To save all topics from 10 through 20 that have the word "comet" in the title in a buffer named SPACE, and also to store the saved notes in a file named ET_PHENOMS.TXT, type the following command (if the file does not exist, it is automatically created):

```
Notes> SAVE/BUFFER SPACE/OUTPUT=ET_PHENOMS/TITLE="comet" 10-20
```

To save only the text of notes from topic 5 through the last reply to topic 9 that have the keyword OIL, and to put them in a buffer named ENERGY, type the following command:

```
Notes> SAVE/BUFFER ENERGY/ALL/NOHEADER/KEYWORD=OIL 5-9
```

To append topic 6 to note 2.3 in a buffer called PRODUCT_X, type the following commands:

```
Notes> SAVE/BUFFER PRODUCT_X 2.3  
Notes> SAVE/BUFFER/APPEND PRODUCT_X 6
```

NOTE

Only the ASCII portions (if any) of a note in DIGITAL Document Interchange Format (DDIF) can be saved in a buffer.

2.8 Printing Notes

Whenever it is inconvenient to read notes on your screen—because the notes are long or because you are pressed for time—you can print the notes and read them later. You use the PRINT command to print notes.

You can print a range of notes. If you do not specify a note range, VAX Notes assumes you want to print only the note you are currently reading.

Unless you specify another print queue, VAX Notes sends notes to the default system print queue (SYS\$PRINT). If you want to be notified when the print job is complete, use the /NOTIFY qualifier.

By combining PRINT command qualifiers in various ways, you can limit the notes you print to those meeting specific criteria. For example, you can print only those notes that you have not yet seen; notes that were entered by a certain author; notes entered before or after a particular date; notes having a particular keyword, or having a specific word or phrase in the title; or any combination of these.

Table 2-4 briefly summarizes qualifiers for the PRINT command. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 2-4: PRINT Command Qualifiers

Qualifier	Description
<code>/ALL</code>	Prints topics and replies in the specified range.
<code>/AUTHOR=username</code>	Prints notes entered by the specified author.
<code>/BEFORE=date-time</code>	Prints notes entered before the specified date-time.
<code>/COPIES=number</code>	Prints the specified number of copies. The default is <code>/COPIES=1</code> .
<code>/FORM=form-name</code>	Specifies the form name to use when the notes are queued.
<code>/[NO]HEADER</code>	Specifies whether or not to include the note header in the printed output. The default is <code>/HEADER</code> .
<code>/KEYWORD=keyword-name</code>	Prints notes having the specified keyword.
<code>/[NO]NOTIFY</code>	Determines whether or not you will be notified when the print job is complete. The default is <code>/NONOTIFY</code> .
<code>/QUEUE=queue-name</code>	Specifies a print queue to which to send notes. The default queue is <code>SYS\$PRINT</code> .
<code>/SEEN</code>	Marks printed notes as seen.
<code>/SINCE=date-time</code>	Prints notes entered since the specified date-time. The default date-time is <code>TODAY</code> .
<code>/TITLE="string"</code>	Prints notes having the specified string in the title.
<code>/UNSEEN</code>	Prints only those notes you have not yet read.
<code>/[NO]WAIT</code>	Determines whether or not to start the print job immediately or delay until after you exit VAX Notes. The default is <code>/WAIT</code> .

NOTE

Chapter 4 discusses how to set default PRINT qualifiers. These can be any valid qualifiers accepted by the VAX Notes PRINT command, and are automatically used each time you issue the PRINT command. If you provide a qualifier in the PRINT command line that conflicts with a default qualifier, the command line qualifier takes precedence.

If no range is specified, VAX Notes prints only the note you are currently reading. If you specify a selection qualifier (`/AUTHOR`, `/BEFORE`, `/KEYWORD`, `/SINCE`, `/TITLE`, or `/UNSEEN`), VAX Notes searches all topics. Additionally, if you specify the `/ALL` qualifier, all replies are searched.

If you are printing a range of notes interactively and a DIGITAL Document Interchange Format (DDIF) note is in that range, you are prompted for a PostScript print queue for the DDIF note. If you are running in batch and a DDIF note is in the note range, only the ASCII portions (if any) of the DDIF note are printed along with the other notes.

You can control whether notes you specify should start printing immediately after you issue the PRINT command or should be delayed until after you exit from VAX Notes. Use the /NOWAIT qualifier (abbreviated /NOW) to start printing immediately; /WAIT is the default. As long as /WAIT is in effect (and you do not switch print queues with the /QUEUE qualifier), notes are collected in one print job.

For example, to print all the notes that you have not yet seen in the conference, and to start the print job immediately, type the following command:

```
Notes> PRINT/NOWAIT/UNSEEN *.*  
Job NOTES (queue SYS$PRINT, entry 175) started on VAX1$LPAO
```

To print topic 8 and all its replies, and to receive notification when the print job is complete, type the following command (the print job is routed to the default system print queue, SYS\$PRINT, as soon as you issue the command):

```
Notes> PRINT/NOTIFY 8.*  
5 notes added to job on queue SYS$PRINT
```

To print all topics and replies entered by user MCGILL on or after 13 October, type the following command:

```
Notes> PRINT/ALL/AUTHOR=MCGILL/SINCE=13-OCT 1-9999
```

If the print queue LQP (for letter quality printer) is defined on your system, you can print topics 10 through 20 on this printer by typing the following command:

```
Notes> PRINT/QUEUE=LQP 10-20
```

To print all notes from 100.0 through the last note in the conference, and to mark these notes as seen, type the following command:

```
Notes> PRINT/SEEN 100.0-LAST.LAST
```

2.9 Deleting Notes

You use the DELETE NOTE command to delete only topics and replies that you have added to a conference. You cannot accidentally delete someone else's note. If the note you want to delete is not displayed on your screen, you can specify the number of the note in the DELETE NOTE command. Otherwise, VAX Notes assumes you want to delete the note that you are currently reading. You can abbreviate the DELETE NOTE command as DELETE (or DE) when you want to delete the current note.

When you delete a note, nothing happens to other notes. VAX Notes does not reassign or rearrange note numbers. When you delete a reply, VAX Notes does not modify the number of replies in the topic heading. When you delete a topic, the number of topics shown in the conference heading does not change, and replies to the topic remain in the conference with their original numbers.

For example, to delete note 6.4, type the following command:

```
Notes> DELETE NOTE 6.4
Are you sure you want to delete note 6.4? (Y/N) <N> Y
```

VAX Notes displays the conference heading after your note is successfully deleted.

2.10 Setting Notes as Seen

When you first join an active conference that has been in progress for some time, the quantity of notes you have not seen can be very large. You can use the SET SEEN command to set notes you have not yet read as "seen" without having to display, print, or save the notes. By setting notes as "seen," you can limit the quantity of unseen notes to a manageable number. Of course, you can still read "seen" notes any time by using the READ command.

The SET SEEN command has a /BEFORE qualifier to mark notes that were entered before a certain date or time as "seen." If you do not use the /BEFORE qualifier, VAX Notes marks all notes in the conference as "seen."

You must be in a conference to use the SET SEEN command.

For example, to set all notes in the current conference that were entered before yesterday as "seen," type the following command:

```
Notes> SET SEEN/BEFORE=YESTERDAY
```

To set all notes in the conference that were entered before 5:00 P.M. on 01 March as "seen," type the following command:

```
Notes> SET SEEN/BEFORE=01-MAR:17:00
```

To set all notes in the conference as "seen," type the following command:

```
Notes> SET SEEN
```

Writing Notes

This chapter explains how you can improve the way you communicate when you use VAX Notes. It fully describes how to write and reply to notes, and tells how to forward and send notes to other users by the VMS Mail Utility (MAIL).

You can use the editor of your choice with the character-cell interface to VAX Notes. For more information, consult the manual for your particular editor. Figures and examples in this chapter appear as though you were using EVE, the default VAX Notes editor.

3.1 Hints for Improving Computer-Mediated Communication

While communicating by computer has many advantages, it has the following drawbacks:

- Nonverbal cues (such as facial expression, intonation, and body language) that enhance face-to-face discussion are missing.
- Reading a terminal screen for long periods of time may become tiring.
- Some terminal devices lack the ability to visually emphasize information or to express information graphically.

This section gives you some hints for communicating your ideas effectively in notes.

3.1.1 Making Your Notes More Readable

The following sections give you hints for improving communications while in VAX Notes.

Use Correct Spelling, Grammar, and Punctuation

Incorrect spelling, grammar, or punctuation in computerized communication distracts your readers and can make them question your credibility. Spelling, grammar, and punctuation errors can also confuse your readers because the meaning of your message may not be clear. Have a good dictionary and style guide on hand, and refer to them whenever you are in doubt about any of these aspects of good writing.

When you use EVE, the default VAX Notes editor, you can use the SPELL command to check the spelling of your note before adding it to the conference. For each misspelled or unrecognized word (for example, an acronym), you will be given a choice of probable correct spellings and a chance to edit the error.

Use Mixed Case

The use of both uppercase and lowercase letters makes text easier to read. The beginnings and endings of sentences are easier to recognize, as are proper names, acronyms, and so on. Although some people use strictly uppercase letters to avoid making errors in capitalization, this practice places an unfair burden on the reader. Using only uppercase letters can give your readers the impression that you are SHOUTING at them (see Section 3.1.2).

Use Narrow Line Width

Research indicates that it is easier to read lines from about 30 to 65 characters long. EVE lets you adjust the right and left margins of the NOTES\$EDIT buffer so that you can control the width of your note text. VAX Notes automatically sets the left margin at 5 and the right margin at 75.

If you are using an editor other than EVE, you should set the right margin at 65. This gives you the maximum line width recommended for readability.

Make Paragraphs About Five to Seven Lines Long

Probably the most frequent mistake made by people who communicate by computer is the tendency to ramble on without breaking text into paragraphs. The reader's first reaction when presented with a note written in this "stream of consciousness" style is to press the NEXT REPLY key.

If you are having a particularly difficult time deciding how to break a long paragraph that you are convinced discusses a single major thought, find a sentence that ends somewhere between the fifth and seventh line and start a new paragraph with the next sentence. An arbitrary break is better than none.

There is no need to rush as you read or write notes or edit what you have drafted; the system waits for you. When you take the time to organize your thoughts into well-structured, logically organized text, your notes will be read by more people and better understood than if you heedlessly type away without regard for order or presentation.

Keep the Overall Length Short

Not only is the length of individual paragraphs important, but the overall length of your note can be a factor in whether your note is completely read, skimmed, or skipped by the majority of participants. Although VAX Notes places no restrictions on the length of note text, your readers will appreciate the briefest expression you can manage.

As a courtesy, you might put a warning at the beginning of a long note, suggesting that interested participants print or save it. Also, if the long note is of specialized interest, it is helpful to begin it with a statement like the following: "This is a long note about Esperanto. If you're not interested in Esperanto, type NEXT." The remainder of the screen can be left blank (use a form feed in the file) so that the note actually begins on the next page.

Use Visual Aids

The ordinary terminal screen leaves much to be desired when it comes to enhancing visual appearance. However, there are techniques you can use on even the simplest of models that will give your notes a pleasing look. The next time you compose a note, keep the following in mind:

- When listing items, you can simulate bullets with the small letter "o." Leave two spaces after the "o" and line up subsequent lines with the first letter of text that follows the "o." If you prefer, use a hyphen (-) to start each item in the list. Numbering list items is appropriate if they are sequential steps.
- Take advantage of the TAB key to indent text easily and consistently.
- Be as generous as possible with "white space." Use blank lines to separate paragraphs and items in lists. Leave at least two spaces (if you can afford them) between columns in tables.
- Use hyphens or equal signs to simulate underlining. This is helpful to set off headings or delineate special sections of text.

The following note contains many common errors that reduce readability.

WELL, I TAUGHT A BUNCH OF SEMINARS AND STUFF ON PUBLIC SPEAKING
YOU KNOW ANYONE WHO DOES A LOT OF SPEAKING IN PUBLIC SHOULD KNOW
SOMETHING ABOUT IT. HERE'S ONE OF MY TIPS,

TIP 1) PREPARING FOR YOUR SPEECH

A) DISCOVER WHAT YOURE TRYING TO TALK ABOUT. MAKE SURE YOU KNOW
EXACTLY WHAT YOU WANT TOO SAY: YOU COULD PROBLY EVEN RITE IT DOWN
SOMEWHERE AND KEEP ON LOOKING AT IT AS YOU GO. B) WHAT KIND OF
PEOPLE DO YOU WANT TO TALK TO? THERE'R A LOT OF DIFFERENT KIND
OF PEOPLE AND AUDIENCES , AND YOU GOT TO KNOW WHICH ONES YOU WANT
TO GET. YOU SHOULD DECIDE AND THEN STICK WITH IT. C) DONT' TAKE
UP TO MUCH TIME, AND DONT TAKE UP TOO LITTLE TIME. IT WON'T SOUND
GODD. D) GET MATERIALS AND RESEARCH STUFF. E) GIVE A PRACTICE
SESION. YOU CAN DO IT ALONE, BUT IT'S USUALLY MORE BETTER TO DO
IT IN FRONT OF SOMEBDDY BECAUSE THEY CAN GIVE YOU THEIR COMPLAINTS
AHEAD OF TIME SO THAT YOU CAN PREPARE AND YOU WON'T HAVE TO GO IN
FRONT OF YOUR AUDIENCE AND NOT KNOW WHAT TO SAY.

[End of buffer]

Buffer NOTES\$EDIT

Insert

Forward

ZK-5150-HC

Compare the following corrected version of the same note with the previous example. Which version do you find easier to read?

I have taught several seminars on public speaking; I recommend that you take a course on the subject. I'm afraid that public speaking isn't always something that comes too "naturally," so it's helpful to go through some sort of training.

A good talk involves careful preparation:

- 1) Determine your purpose. Then write it down somewhere, and continually refer back to it.
- 2) Think about what type of audience you're trying to reach.
- 3) Consider your time. Don't prepare a two-hour speech when the time you're actually allotted is 30 minutes.
- 4) Gather materials; do research; prepare your outline.
- 5) Give a practice session. Do it alone, or in front of someone who you feel will give constructive criticism.

[End of buffer]

Buffer NOTES\$EDIT

Insert

Forward

ZK-5151-HC

Make an effort to word topic and reply titles carefully. Remember that these titles appear in directory listings and provide a means for participants to locate your note among scores or possibly hundreds of notes in a conference. Cryptic titles may sometimes arouse curiosity, but most people will be just as happy to skip a note as to ponder the meaning of an obscure title.

VAX Notes lets you create titles of up to 63 characters. (Creative writers can fit a complete story in that much space!) It is advisable to be brief, but never sacrifice clarity for brevity. The title should describe the contents of your note.

Of course, participants can agree on conventions to be used in titles to facilitate gathering notes by title. For example, acronyms, abbreviations, or uncommon words can be used as codes to identify notes dealing with a particular topic. However, unless such agreement has been made, you should write titles that are easily understood and reflect the content of your note. (For example, you could title a reply "Huh?", but the title "Not in VMS V5" would carry more information while being friendlier.)

3.1.2 Representing Body Language

You and your fellow “Noters” will soon recognize the need to develop conventions for representing facial expression, intonation, and emotion in online communication. Arguments erupt when something said in jest is misunderstood because the reader does not have the benefit of seeing the writer’s mirthful grin or hearing a punctuating laugh. Before you know it, the entire membership joins in and trades slurs with one another—and all because the nonverbal cues taken for granted in daily conversation are lacking in computerized communication.

This problem is more likely to surface in a conference than in an electronic mail system because electronic mail typically takes the place of the memo—a written form of formal communication. People are practiced at avoiding humor and emotion in memos. Notes in a computerized conference, on the other hand, take the place of a meeting or conversation and are therefore not subject to the controlled expression reserved for forms of more formal communication.

Facial Expression

One of the greatest difficulties when communicating by computer is that you often cannot tell if the author of a note is serious, joking, angry, or being sarcastic because you cannot see the author’s face. As a result, users of computer-based conferencing systems have developed icons and other conventions for representing facial expression, especially the smile.

The colon, hyphen, and closing parenthesis form a smiling face (turned on its side). Some people prefer to spell out the word “smile” and enclose it in brackets. Some examples of icons are presented here for your consideration, but you will enjoy creating some of your own. These icons are created using opening and closing parentheses, the colon (:), semicolon (;), hyphen (-), the vertical bar (|), right brace (}), slash (/), and the tilde (~).

- :-) Smiling face
- :-} Fiendish grin
- ;-) A wink
- :-(Sad or angry face
- |-(Late night
- ~/~ Stirring up trouble

These icons can sometimes help to make your mood or intent clear to the reader.

Intonation

Use all uppercase letters, judiciously, when you want to SHOUT in your note. Use asterisks to emphasize a word or short phrase, like *this*.

Emotion

A conversation that lacks emotion lacks vitality. While most people cannot begin to conceal their emotions in a meeting, they can easily create notes that are carefully controlled, reserved, even dull. Do not be afraid to rant, protest, or pontificate in your notes—just be considerate enough to warn people that you are about to express an angry or unsolicited opinion. Then, your readers can “leave the room” (press the RETURN or the NEXT SCREEN key) until you indicate the coast is clear. You can signal the boundaries of a tirade with some symbol, word, or expression before and after the text in question. For example, you could surround an online rampage with <FLAME ON> and <FLAME OFF> .

Using this technique, you can vent your emotions and simultaneously allow others to move on if they choose.

3.1.3 When to Use MAIL Instead of VAX Notes

Keep in mind that people have jobs to do, and that VAX Notes is a tool to help them do their jobs better. For the sake of courtesy, it is better to use MAIL instead of VAX Notes for the following types of communication:

- “Whispering” and other private messages

You can be discreet, but you cannot be confidential or covert in a conference. If you want to whisper an aside to another participant, you need to use a private communication system. Remember that notes can be printed and saved in files, even in a private conference.

- “Thank-you” messages

When someone answers a question or solves a problem for you and puts the answer or solution in a conference, do not add a reply that serves just as a thank-you. If you have nothing to add to the solution, yet you want to thank your benefactor, use MAIL.

It is helpful, however, to express your thanks in the conference when you can also include information on the problem or solution. You might also tell whether the solution presented in the conference was fully or partially correct. A thank-you reply containing this kind of information is often of interest to other readers, and makes them feel they now share your resource.

- Requests intended for the moderator

VAX Notes has a `SHOW MODERATOR` command that you can use to learn the `MAIL` address of the moderator(s) for a conference. Unless you are sure others will benefit from your conversation with the moderator, keep it out of the conference.
- Conference relocation messages

If you plan to relocate a conference to another node or change the notefile specification, and you know who the conference participants are, contact them by `MAIL` to make the announcement. People might intentionally or inadvertently skip over your announcement in the Notes conference; with `MAIL`, there is a much greater chance that people will get your message.

You can send or forward a message by `MAIL` from within VAX Notes by using the `SEND` or `FORWARD` command. If the conference has a membership list, you can send or forward a message to all members by using the `/MEMBERS` qualifier with either of these commands.

3.1.4 Practicing Online Etiquette

To be a courteous participant in a VAX Notes conference, you should observe the following online etiquette:

Clean Up After Yourself

If you accidentally add a blank or garbled note to a conference, you should delete the note and try again. (The note may not be intelligible, but your user name will be.)

Maintain the Thread of the Discussion

You should read the topic of a discussion before you add a reply. When replies address other replies, without regard for the topic at hand, the discussion can get off the track. If, after reading the topic, you realize your reply would be off the subject, you can alter your reply or start a new topic.

It is also good practice to read an entire discussion before adding a reply. If you hastily reply to a note in the middle of the discussion, you risk duplicating a reply that follows later. You can always delete your reply if you discover you have duplicated information already presented, but getting into the habit of reading the entire discussion before jumping in could save you the trouble.

In a VAX Notes conference, everyone has an equal opportunity to have his or her say. (There are exceptions to this statement: In a conference set to NOWRITE, you can read but not write notes unless you have the MODERATE or WRITE_REGARDLESS privilege; and in a conference set to REPLY_ONLY, you can write replies only, no topics, unless you have one of these privileges.) Although this equality presents a major advantage over traditional, face-to-face meetings, a topic that generates a lot of discussion can rapidly get out of control.

VAX Notes adds replies to a discussion in the order they are entered, which is not necessarily the *intended* order. For example, if you are preparing a reply to the last reply in the current discussion, and meanwhile another participant adds a reply, you are no longer replying to the last reply, but to the second-to-last reply. Therefore, you should include a reference to the specific reply you are addressing at the beginning of your reply. This helps participants keep track of the thread of the discussion and preserves the context of your comments. (If you are using EVE, the default VAX Notes editor, the number of the note you are replying to is visible at the top of the NOTES\$SCRATCH buffer.) For example, the following note is a response to reply 193.1:

```
Notes>
-----
Note 193.3          DIRECTORY command          3 of 3
CUT::ROBERTS "Noting doing!"          12 lines  21-FEB-1986 11:26
-----
-< DIR/CLASS is shorthand >-

re: .1

Yes, you can use the DIRECTORY command when you are in your Notebook
to see a listing of the entries in the current class; you don't
need to type the /ENTRIES part of the command.

That's why, when you are at the "Notebook level," you can type
DIR/CLASS=class-name. VAX Notes really interprets this as
DIR/ENTRIES/CLASS=class-name. Just another convenience.

Val

End of note
```

ZK-5136-86

Accurately Represent Other Notes

Providing a direct quote can help your readers better understand your comments and is a courtesy to the author of the note you are answering. Quoting the author directly preserves the accuracy of his or her comments. Unless you are certain you can paraphrase and retain the original meaning, quoting is safer as well as easier.

One convention for indicating a quote is to add a right angle bracket (>) in the left margin of each line quoted.

Section 3.4 explains how you can use the EVE editor to extract text from another note to use as a direct quote in your note.

Respect Privacy and Confidentiality

Always label confidential and proprietary information carefully whenever you post it in a conference.

You should request the author's permission to publish private communications that you have received.

Conferences are relatively public forums. If you say something in one conference, it may be seen by all sorts of unexpected people or may be quoted in another conference.

Use restraint when you consider reposting someone else's note in another conference. Although the note is already public, the context in another conference may be different and the words may be misinterpreted. The writer may feel embarrassed to be quoted elsewhere. Exercise the same judgment you would apply to something spoken to you in conversation.

3.2 Adding a Reply to a Discussion

You can enter a reply to a note by using the REPLY command. Recall that if you are using EVE as your editor, VAX Notes puts a copy of the note that you are replying to in a buffer called NOTES\$SCRATCH. You can access and scroll through the text in the buffer to review the note; you do not have to put the note in a buffer yourself or try to remember the contents of the note while you are entering your reply.

To add a reply to a discussion, you can be reading any note in the discussion. You do not have to be reading the topic or the last reply. However, if you want to have a specific note in the NOTES\$SCRATCH buffer while you are preparing your reply, you must display that note on your screen before you issue the REPLY command. VAX Notes always puts your reply at the end of the discussion.

When you use EVE, the default VAX Notes editor, and you have VAX DECspell (an optional software product) installed on your system, you can check the spelling of your reply before you add it to the discussion. You use the EVE command SPELL while you are in the NOTES\$EDIT buffer to check the spelling of text in that buffer.

When you finish your reply, VAX Notes asks you to confirm that your reply should be added to the conference. You respond by typing Y or by pressing the RETURN key to add your reply to the conference. If you decide to cancel your reply, you can do so at this point by typing N. VAX Notes then ignores your reply. You can also cancel a reply at any time by quitting the editor or by pressing CTRL/C followed by RETURN at any prompt.

Table 3-1 briefly describes the REPLY command qualifiers, which are discussed in the following sections.

Table 3-1: REPLY Command Qualifiers

Qualifier	Description
/[NO]EDIT	Determines whether or not the text file you specify should be displayed in the NOTES\$EDIT buffer. The default is /EDIT.
/[NO]EXTRACT	Determines whether or not to put a copy of the note you are replying to in the NOTES\$SCRATCH buffer. The default is /EXTRACT.
/LAST	Prevents the NOTES\$EDIT buffer from being erased so you can retrieve and reedit the last note you entered.

3.2.1 Bypassing the Editor

You can use an existing text file for your reply by specifying the file with the REPLY command. If you are confident that the text in the file does not require editing before you enter your reply in the conference, you can bypass the editing step and proceed directly to the title prompt by using the /NOEDIT qualifier. For example, to use the text in a file named ISSUES.TXT as your reply without editing the text, type the following command:

```
Notes> REPLY/NOEDIT ISSUES.TXT
Enter a title for your reply: Here are the open issues.
Your reply is complete. Proceed to enter it? (Y/N)<Y> RETURN
```

You must include a file specification when you issue the REPLY/NOEDIT command. Unlike MAIL, VAX Notes does not allow you to prepare a reply inside VAX Notes without using an editor.

3.2.2 Controlling VAX Notes Editing Buffers

You can use the `/NOEXTRACT` qualifier to prevent VAX Notes from putting a copy of the note you are replying to in the `NOTES$SCRATCH` buffer. When you use the `/NOEXTRACT` qualifier, the buffer in which you type your reply (called `NOTES$EDIT`) occupies the entire screen, and the `NOTES$SCRATCH` buffer is empty.

When you use the `REPLY/NOEXTRACT` command, your screen should look like this:



The screenshot shows a terminal window with a black background and white text. At the top left, there is a small white cursor icon followed by the text "[End of buffer]". At the bottom of the window, there is a horizontal bar with three sections: "Buffer NOTES\$EDIT", "Insert", and "Forward". Below this bar, the text "Press F10 or CTRL/Z to add your note" is displayed.

ZK-5121-HC

If you issue the `REPLY` command *without* the `/NOEXTRACT` qualifier, you can still enlarge the `NOTES$EDIT` buffer to a full screen. Make sure that the cursor is in the `NOTES$EDIT` buffer, then press the `DO` key and type the following `EVE` command:

Command: ONE WINDOW

3.2.3 Retrieving Your Previous Reply

Ordinarily, whenever you add a note to a discussion, VAX Notes keeps the text of the note in the NOTES\$EDIT buffer until the next time you issue the REPLY (or WRITE) command or you end the VAX Notes session. When you issue the REPLY or WRITE command, the text in the buffer is erased, and VAX Notes displays an empty buffer in which to compose your next note. When you end the VAX Notes session, the buffer is discarded.

There may be times when you want to repeat the same reply in another conference; or perhaps VAX Notes was unable to add your reply to the conference (the remote node may have been booting or temporarily unavailable for some other reason), and you want to try again. You can retrieve and reedit the last note you entered by using the /LAST qualifier with the REPLY (or WRITE) command. When you use the /LAST qualifier, VAX Notes does *not* erase the NOTES\$EDIT buffer. You do not have to retype the reply to use it again. For example, if you enter a reply in the current conference, and you would like to use the same text in a reply to topic 33 in the SOLAR_ENERGY conference, type the following commands:

```
Notes> CLOSE
Notes> OPEN SOLAR_ENERGY 33
Notes> REPLY/LAST
```

You can use a reply in one conference as a topic in another conference. For example, to use the reply you just added to the current discussion as a topic in the SOLAR_ENERGY conference, type the following commands:

```
Notes> CLOSE
Notes> OPEN SOLAR_ENERGY
Notes> WRITE/LAST
```

3.3 Adding a New Topic

Use the WRITE command to start a new discussion in a conference. You can be anywhere in a conference when you add a new topic. For instance, you can issue the WRITE command while reading a directory listing or while reading a note. VAX Notes automatically assigns the next available number to your topic; VAX Notes does not reuse numbers of deleted topics.

If the conference is set to NOWRITE or REPLY_ONLY, you must have WRITE_REGARDLESS privilege or MODERATE privilege to be able to add a topic (or any note, if it is NOWRITE).

When you finish your topic, VAX Notes asks you to confirm that your topic should be added to the conference. Respond by typing Y or pressing the RETURN key to add your topic to the conference. If you decide to cancel your topic, you can do so at this point by typing N. You can also cancel a topic at any time by quitting the editor or by pressing CTRL/C followed by RETURN at any prompt.

Table 3–2 briefly describes the WRITE command qualifiers, which are discussed in the following sections.

Table 3–2: WRITE Command Qualifiers

Qualifier	Description
/[NO]EDIT	Determines whether or not the text file you specify should be displayed in the NOTES\$EDIT buffer. The default is /EDIT.
/LAST	Prevents the NOTES\$EDIT buffer from being erased so that you can retrieve and reedit the last note you entered.

3.3.1 Bypassing the Editor

You can use an existing text file for your topic by specifying the file with the WRITE command. If you are confident that the text in the file does not require editing before you enter it in the conference, you can bypass the editing step and proceed directly to the title prompt by issuing the WRITE/NOEDIT command. For example, to use the text in a file named ISSUES.TXT as your topic without editing the text, type the following command:

```
Notes> WRITE/NOEDIT ISSUES.TXT
Enter a title for your topic: Here are the open issues.
Your topic is complete. Proceed to enter it? (Y/N) <Y> 
```

You must include the file specification when you issue the WRITE/NOEDIT command. Unlike MAIL, VAX Notes does not allow you to prepare a note inside VAX Notes without using an editor.

3.3.2 Retrieving Your Previous Topic

Ordinarily, whenever you add a note to a discussion, VAX Notes keeps the text of the note in the NOTES\$EDIT buffer until the next time you issue the WRITE (or REPLY) command or you end the VAX Notes session. When you issue the WRITE or REPLY command, the text in the buffer is erased, and VAX Notes displays an empty buffer in which to compose your next note. When you end the VAX Notes session, the buffer is discarded.

There may be times when you want to repeat the same topic in another conference or VAX Notes was unable to add your topic to the conference (for example, the remote node may have been temporarily unavailable) and you want to try again. You can retrieve and reedit the last note you entered by using the /LAST qualifier with the WRITE command, just as you would with the REPLY command (see Section 3.2.3 for details and examples).

3.4 Quoting the Author of Another Note

If you want to quote text from another note, you can use the EVE editor to select that text from the note without typing that text in your reply. This ensures you will quote accurately and completely because you extract the other author's words directly from the text of his or her note.

To be able to select text from a note, that note must be put in a buffer. Recall that if you are using EVE as your editor in VAX Notes, the text of the note you are replying to is automatically put in a buffer called NOTES\$SCRATCH. To include a direct quote from the text in that buffer in your reply, follow these steps:

1. Issue the READ command to display the note that contains the text you want to quote.
2. Issue the REPLY command to enter your reply. Two windows appear; the note containing the text you want to quote is copied into the NOTES\$SCRATCH buffer and is displayed in the top window.
3. Press the DO key to access the EVE command line, and issue the EVE command OTHER WINDOW. (You can abbreviate this command to OTHER or OT.)
4. Position the cursor at the beginning of the text you want to quote and press the SELECT key.
5. Use the arrow keys to completely highlight the remaining text you want to quote in your reply and then press the REMOVE key.
6. Press the DO key to access the EVE command line, and issue the EVE command OTHER again to return to the NOTES\$EDIT buffer.
7. Position the cursor where you want the quote to appear in your reply and press the INSERT HERE key. The text you extracted from the NOTES\$SCRATCH buffer is copied into your reply in the NOTES\$EDIT buffer.

You can also quote text in a topic, although the method is somewhat different. When you write a topic, VAX Notes does not create the NOTES\$SCRATCH buffer. To quote another note in a topic, follow these steps:

1. Issue the READ command to display the text you want to quote in your topic.
2. Issue the EXTRACT/BUFFER NOTES\$EDIT command to hold the entire note in the NOTES\$EDIT buffer.
3. Issue the WRITE/LAST command to display the current contents of the NOTES\$EDIT buffer.
4. Delete portions of the text you do *not* want to include in the quote.

You can now enclose the text in quotation marks, insert a special character at the beginning of each line of the extracted text, or use some other technique to make it clear to readers that the text is a direct quote. Some conferences use the right angle bracket (>) as a convention. Then you can proceed to compose the rest of your note before or after the quoted text.

3.5 Forwarding Notes by MAIL

Without leaving VAX Notes, you can forward, by MAIL, the note that you are currently reading. Use the FORWARD command at the Notes> prompt.

When you forward a note by MAIL, you can:

- Create a carbon-copy list in addition to the address list
- Add your own comments to the author's text
- Omit the note header lines and forward just the note text
- Forward the note to all members (without using a distribution list), to the conference moderators, to the author of the note, or to yourself
- Retrieve your last mail message to use it again
- Specify a personal name (a nickname or another character string) to be applied to the current mail message only
- Specify a subject

The following sections describe these options.

3.5.1 Forwarding a Note with a Carbon-Copy List

When you type the FORWARD command at the Notes> prompt, the Send to: prompt appears. After you enter the address list in response to the Send to: prompt, the CC: prompt appears, if you specified /CC_PROMPT or your MAIL profile enables carbon-copy prompting. The CC: prompt allows you to type a carbon-copy list, as in the following example:

```
Notes> FORWARD
Send to: George
CC: Smith, Hughes
Subject:
```

If you do not want to use a carbon-copy list, just press RETURN at the CC: prompt.

The carbon-copy list is useful for distinguishing between the primary recipients and the secondary ones, who will receive “carbon copies” of the note.

You can disable the CC: prompt by specifying /NOCC_PROMPT. For example:

```
Notes> FORWARD/NOCC_PROMPT
Send to: George
Subject:
```

The /CC_PROMPT qualifier works identically with the SEND command.

3.5.2 Forwarding an Edited or Unedited Note

VAX Notes automatically allows you to preface a note you are forwarding by MAIL with a message of your own: When you issue the FORWARD command, VAX Notes gives you an empty buffer, called NOTES\$MAIL_EDIT, in which to type your message. This buffer appears in the top half of your screen.

The text of the note you are forwarding appears in the lower half of your screen in the NOTES\$MAIL_NOTE_TEXT buffer. When you use EVE, the default VAX Notes editor, you can edit the note text (for example, to delete irrelevant portions) by pressing the DO key and issuing the command OTHER WINDOW. To return to the NOTES\$MAIL_EDIT buffer, press CTRL/B to recall the OTHER WINDOW command. Then, press the RETURN key.

You can forward a note without preparing a message by issuing the FORWARD/NOEDIT command. For example:

```
Notes> READ 3.4
Notes> FORWARD/NOEDIT
Send to: PATTY
Subject: 
Default subject is: "Notefile CONSERVATION Note 3.4"
Your message is complete. Proceed to send it? (Y/N) <Y> 
Sending mail...
Notes>
Message sent to user PATTY
```

Note that you can use other qualifiers and the to-list parameter on the FORWARD command line, instead of responding to prompts. For example, the following command line (issued while you are reading note 3.4) accomplishes the same thing as the preceding example, and suppresses the Send to: prompt and the Subject: prompt:

```
Notes> FORWARD/NOEDIT/NOSUBJECT PATTY
```

3.5.3 Forwarding a Note Without a Header

To forward only the text of the note you are reading, without the header portion, type the following command:

```
Notes> FORWARD/NOHEADER
```

3.5.4 Forwarding a Note to All Conference Members, the Conference Moderators, the Author, or Yourself

You can forward a note to all members in a conference, without creating a distribution list, by using the /MEMBERS qualifier. Think of the membership listing as a distribution list that is automatically executed when you issue the FORWARD/MEMBERS command. Every user listed as a member of this conference will receive the note. The only exception is a member who has been tagged (by the moderator) with the /NOMAIL qualifier; that member receives the mail only if he or she happens to be on the same system as the person sending it. When you use the /MEMBERS qualifier, the Send to: prompt is suppressed.

Use the /MODERATORS qualifier to forward a note to the conference moderator(s), the /AUTHOR qualifier to forward a note to its author, and the /SELF qualifier to forward it to yourself.

These qualifiers work identically with the FORWARD and the SEND commands.

3.5.5 Retrieving Your Last Message

You can retrieve the last mail message you sent (with either the SEND or FORWARD command) by using the /LAST qualifier. For example, you can send the last message to user SCOTT on node VAX1 by typing the following command:

```
Notes> FORWARD/LAST VAX1::SCOTT
```

The text of your last message is placed in the NOTES\$MAIL_NOTE_TEXT buffer. If you wish, you can edit the message before forwarding it again.

3.5.6 Forwarding a Note with a Special Personal Name

You can use the /PERSONAL_NAME qualifier with the FORWARD command to specify a one-time “personal name” (which can be a name or other character string) to appear on the note you are forwarding. (You can also use this qualifier with the SEND command.) If you do not use the qualifier, the personal name (if any) that is stored in your Notebook profile is used. (See Section 4.10 for instructions on changing your profile.) For example:

```
Notes> FORWARD/PERSONAL_NAME="Amadeo"
```

The note is forwarded with the personal name string “Amadeo.” Subsequent notes that you forward will revert to your personal name set in your Notebook profile.

You can also forward a note without a personal name, regardless of whether you have a personal name stored in your Notebook profile. For example:

```
Notes> FORWARD/NOPERSONAL_NAME
```

3.5.7 Specifying a Subject

You can use the /SUBJECT qualifier to specify the subject on the command line and suppress the Subject: prompt. For example:

```
Notes> FORWARD/SUBJECT="Concerts of interest next month"
```

If you do not want to add a subject, you can use the /NOSUBJECT qualifier, which also suppresses the Subject: prompt.

3.6 Sending a Message by MAIL

You can send a message by MAIL without leaving VAX Notes. When you use the VAX Notes SEND command, you can:

- Compose your message when you issue the SEND command
- Specify a file that contains the text you want to send as your message, and decide whether to edit the file or send it as is
- Send a message to the author of the note you are currently reading, to all conference members (without using a distribution list), to the conference moderators, or to yourself (see Section 3.5.4)
- Retrieve your last message to send it again (see Section 3.5.5)
- Create a carbon-copy list of recipients (see Section 3.5.1)
- Specify a personal name to be applied to the current mail message only (see Section 3.5.6)
- Specify a subject on the command line (see Section 3.5.7)

3.6.1 Composing a Mail Message

You can issue the SEND command without using qualifiers or the to-list parameter by simply typing SEND at the Notes> prompt. You are prompted for the address of the person to receive your message. You can respond with a single name, a list of names (separated by commas), or an existing distribution list (for example, @ACCOUNTING).

If you do not use the /[NO]SUBJECT qualifier with the SEND command, VAX Notes prompts you for a subject. (If you press the RETURN key without typing anything, your message is sent with a blank subject.) After you enter the subject, the VAX Notes display screen is temporarily replaced by an empty editing buffer in which you type your mail message. The name of this buffer is NOTES\$MAIL_EDIT. To send a message to user SCOTT on node VAX1, respond to the prompts on the screen. For example:

```
Notes> SEND
Send to: VAX1::SCOTT
Subject: I think I solved the problem!
```

The following command line, using the /SUBJECT qualifier and the to-list parameter, is equivalent to the preceding example:

```
Notes> SEND/SUBJECT="I think I solved the problem!" VAX1::SCOTT
```

After you finish typing your mail message, respond to the prompts that appear, as follows:

```
Press F10 or CTRL/Z to finish sending mail message 
Your message is complete. Proceed to send it? (Y/N) <Y> 
Sending mail...
Notes>
Message sent to user SCOTT
```

3.6.2 Sending a Text File as Your Message

When you specify the name of a file to send as your mail message, you are given a chance to edit the message before listing addressees.

If you want to send a file as your mail message, but you forgot to specify the file in the SEND command, you can retrieve the file with the EVE command INCLUDE FILE.

If you are certain the text file is acceptable to send without editing it, you can use the /NOEDIT qualifier with the SEND command. You must specify a file when you use the /NOEDIT qualifier. For example:

```
Notes> SEND/NOEDIT MYFILE.TXT
```


Using Your Notebook

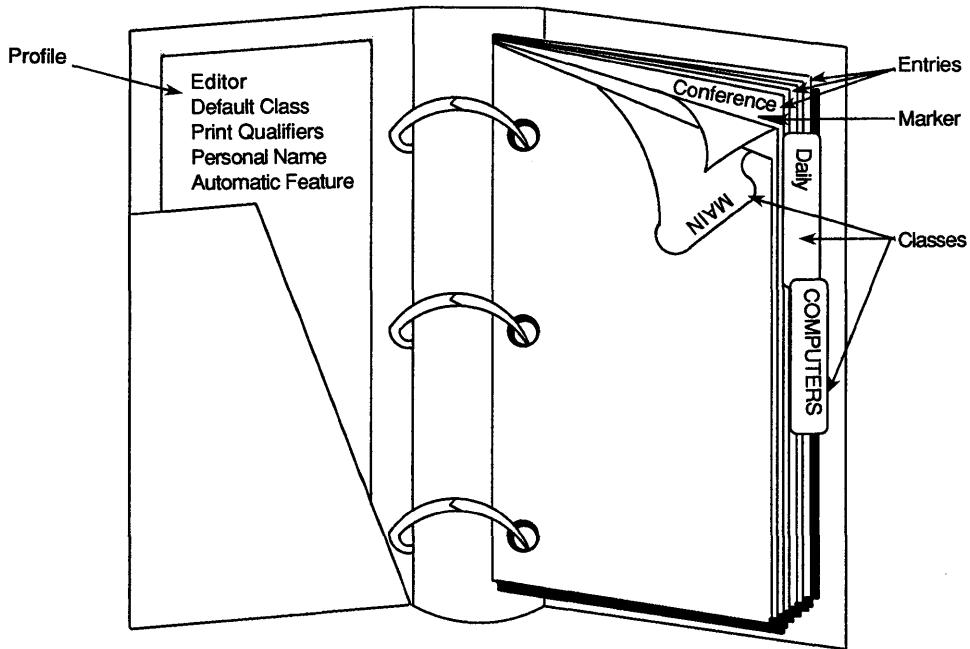
This chapter completely describes your Notebook, and tells you how to modify your profile to tailor VAX Notes sessions to your needs.

4.1 An Overview of Your Notebook

In many ways, your VAX Notes Notebook is like a notebook you might have on your desk or bookshelf. As Figure 4-1 shows, your Notebook stores the following:

- The names of conferences (entries) you want to track in one or more groups (classes)
- The names of any placeholders (markers) you set up in a conference
- Information to tailor your VAX Notes sessions (profile)

Figure 4-1: Anatomy of a Notebook



ZK-4620-85

VAX Notes always operates within the boundaries of your Notebook, unless you specify otherwise. Bypassing your Notebook has no effect on your profile; your profile remains accessible to VAX Notes, and you can modify your profile at any time.

4.1.1 Keeping Track of New Notes

An **entry** is a conference that you have added to your Notebook. When you add a conference to your Notebook, VAX Notes keeps track of which notes you have and have not seen in the conference. Without this ability, it would be very difficult to keep up with the discussions in an active conference.

You can give the entries in your Notebook any names you like; you can abbreviate the entry name in Notebook commands.

Section 4.2 explains how to add an entry to your Notebook.

4.1.2 Grouping Entries into Classes

A **class** is a group of entries that are related in some way. As Figure 4–1 shows, classes work like tabbed dividers in a notebook to keep related conferences together. (You can also think of a class as something like a VMS subdirectory or a mail folder in MAIL.)

For example, the conferences that you follow every day might be grouped into one class, and the conferences that you follow occasionally might be grouped into another class. Conferences on a general area of interest (such as automobiles, medicine, or financial management) might be grouped into a class.

By grouping entries into classes, you work with one subset of conferences at a time. When you use classes to limit the number of entries you deal with at one time, an activity such as displaying a directory of entries or updating the tally of unseen notes in each entry in a class takes less time than if you had all entries in one class.

You can have the same entry listed in more than one class, and you can modify the classes to which an entry belongs at any time. Section 4.3 explains how to do this.

4.1.3 Using Markers

A **marker** is a placeholder in an entry that lets you return to a particular note. Naming markers in a meaningful way makes it easier for you to remember notes of interest. To return to a marked note, you can refer to the marker name instead of the note number. Section 4.7 explains how to set up and use markers.

4.1.4 Your Profile

Your **profile** is the part of your Notebook that stores information about your individual VAX Notes sessions. A profile is automatically created for you when you first invoke VAX Notes, and contains all the information VAX Notes needs to operate. You do not need to change the initial settings in your profile to use VAX Notes.

Your profile is useful for simplifying tasks that you perform repeatedly and for personalizing notes you write. Your profile can include the following information:

- Which editor or editing keypad you prefer to use when writing notes
- Which class to use as the default class

- Which qualifiers you want to issue automatically with the PRINT command
- What personal name you would like to appear beside your user name
- Whether you want to see a directory, the first unseen note, or neither, when you first access a conference

Section 4.10 explains how to modify the settings in your profile to tailor your VAX Notes sessions.

4.1.5 Summary of Notebook Commands

Table 4–1 summarizes Notebook commands, which are described in detail in this chapter.

Table 4–1: Notebook Commands

Command	Action
Maintaining Entries	
ADD ENTRY	Adds a conference to your Notebook.
DELETE ENTRY	Deletes a conference from your Notebook.
MODIFY ENTRY	Modifies information about a Notebook entry.
SHOW ENTRY	Displays information about the specified entry.
Accessing Entries	
CLOSE	Closes the current entry and returns you to your Notebook.
DIRECTORY/ENTRIES	Displays a listing of the entries in the current (or specified) class in your Notebook.
DIRECTORY/NOTEBOOK	Is a synonym for DIRECTORY/ENTRIES.
OPEN	Opens an entry in your Notebook.
Using Markers	
ADD MARKER	Adds a marker to your Notebook for the specified topic or reply.
DELETE MARKER	Deletes a marker from your Notebook.
MARK	Is a synonym for ADD MARKER.
READ/MARKER	Displays the note text marked by the specified marker.

(continued on next page)

Table 4–1 (Cont.): Notebook Commands

Command	Action
SHOW MARKER	Displays information about markers.
Using Your Profile	
SET PROFILE	Sets information in your profile.
SHOW PROFILE	Displays current profile settings.
Other Notebook Commands	
SHOW CLASS	Displays information about the specified class.
UPDATE	Polls the specified class or entry to determine whether or not new notes have been added.

4.2 Adding an Entry to Your Notebook

To add a conference to your Notebook, you use the `ADD ENTRY` command, specifying the conference name as it appears in the conference directory. To display a directory of available conferences in the `NOTES$LIBRARY` directory on your node or a node you specify, you use the `DIRECTORY/CONFERENCES` command. For example, to display a directory of the conferences on your node, type the following command:

```
Notes> DIRECTORY/CONFERENCES
```

To display a directory of the conferences on, for example, node `MAR`, type the following command:

```
Notes> DIRECTORY/CONFERENCES MAR
```

When looking at the directory of conferences, you can move the pointer (`>`) forward (using keypad 2) or backward (using keypad 5) through the list until the pointer is at the item you want. Then, issue the `SELECT` command (or press keypad 7) to select the conference and add it as an entry to your Notebook.

Alternatively, you can type the `ADD ENTRY` command. To add a conference named `MICROCOMPUTERS` to your Notebook, you could type the following command:

```
Notes> ADD ENTRY MICROCOMPUTERS
Entry MICROCOMPUTERS added to class MAIN
```

In this example, `MICROCOMPUTERS` is on your node (if it were not, you would have to specify the node), and `MAIN` is the default class in your profile.

If you want to add a conference that resides in the NOTES\$LIBRARY directory on a remote node, you must specify the remote node name in the ADD ENTRY command. For example, if you want to add the conference GRAPHICS residing on node NODE7, type the following command:

```
Notes> ADD ENTRY NODE7::GRAPHICS
Entry NODE7::GRAPHICS added to class MAIN
```

If a conference you want to add to your Notebook resides in a private directory (not in NOTES\$LIBRARY), you must include the device and directory name with the conference name. For example, to add the conference PUBLIC_RELATIONS residing in user SCOTT's private directory on device DISK\$, type the following command:

```
Notes> ADD ENTRY DISK$:[SCOTT]PUBLIC_RELATIONS
Entry DISK$:[SCOTT]PUBLIC_RELATIONS added to class MAIN
```

Be careful to type the name of the conference correctly when you use the ADD ENTRY command.

NOTE

When you add an entry to your Notebook, VAX Notes does not check whether the conference exists. This is done purposely so that you can add conferences to your Notebook even if the node on which the conference resides is not reachable at the time.

When you add a conference to your Notebook, you can give the conference any entry name you like. You can shorten the name or change it to something that you find easy to remember. There are two ways you can simultaneously add a conference to your Notebook and give it a different entry name:

- Use the /NAME qualifier
- Specify the new entry name as a parameter with the ADD ENTRY command, and specify the conference name with the /FILE qualifier, or (if the conference moderator tells you this is appropriate) specify the object name with the /OBJECT qualifier

For example, when you add the conference MICROCOMPUTERS to your Notebook, you can give it the entry name PC by typing the following command:

```
Notes> ADD ENTRY MICROCOMPUTERS/NAME=PC
Entry PC added to class MAIN
```

You can do the same thing with the following command:

```
Notes> ADD ENTRY PC/FILE=MICROCOMPUTERS
Entry PC added to class MAIN
```

Once you have renamed a conference and added it to your Notebook, you refer to the conference by the new name. For example, when you want to specify the conference MICROCOMPUTERS in Notebook commands, use its entry name, PC.

Table 4–2 briefly describes the qualifiers you can use with the ADD ENTRY command. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 4–2: ADD ENTRY Command Qualifiers

Qualifier	Description
/CLASSES=(class-name[, . . .])	Specifies one or more classes to which the entry belongs. Enclose a list of class names in parentheses, separated by commas.
/[NO]FILE[=notefile-spec]	Specifies the name of the conference that you want to add to your Notebook. You can use the /FILE qualifier when you specify the entry name as a parameter.
/NAME=entry-name	Specifies an entry name of your choice. Use this qualifier when you specify the conference name as a parameter, unless you want the conference name to be used as the entry name.
/[NO]OBJECT[=object-name]	Associates the entry with its VAX Distributed Name Service (DNS) object name so that VAX Notes, when accessing the entry, looks first in the DNS database for the file specification. Use this qualifier only if the conference moderator informs you that the conference is a DNS object.

4.3 Grouping Entries into Classes

When you use VAX Notes for the first time, a class named MAIN is automatically set up for you and is specified as the **default class** in your profile. The class MAIN is the **current class** when you first access VAX Notes. It remains current until you do one of the following:

- You select another class to be the current class
- You change the default class setting in your profile

You can create additional classes to organize related conferences into smaller groups. You determine how the conferences are related. Conferences that you read or participate in every day could go into one class, conferences that deal with similar subjects could go into another class, and so on.

You can put the same conference in more than one class. This is convenient when you want to have a certain conference available regardless of which class is the current class (and without having to change the current class). Note, however, that only one pointer to the conference exists in your Notebook; this ensures that the seen/unseen information remains the same regardless of which class you are in.

When you add a conference to your Notebook, you can use the ADD ENTRY/CLASSES command to specify which classes the conference belongs to; or you can use the MODIFY ENTRY/CLASSES command at any time after you add a conference. An advantage to using the ADD ENTRY command is that you can add, rename, and assign a conference to one or more classes in one step. For example, to add the MICROCOMPUTERS conference to the class HARDWARE with the entry name PC, type the following command:

```
Notes> ADD ENTRY PC/FILE=MICROCOMPUTERS/CLASSES=HARDWARE
Entry PC added to class HARDWARE
```

To add the conference AIRLINES to the classes TRAVEL and TRANSPORTATION, type the following command:

```
Notes> ADD ENTRY AIRLINES/CLASSES=(TRAVEL,TRANSPORTATION)
```

If you specify a class that does not exist, VAX Notes automatically creates the class and adds the entry to it.

You can also use the /CLASSES qualifier to add an *existing* entry to one or more *additional* classes. This is helpful when an entry already belongs to several classes and you want to add it to one or two more. For example, to add the existing entry AIRLINES to the class DAILY, *in addition to* the classes it already belongs to, type the following command:

```
Notes> ADD ENTRY AIRLINES/CLASSES=DAILY
```

4.3.1 Changing the Current Class

The SET CLASS command changes the current class. Changing the current class is like selecting a mail folder or using the SET DEFAULT command in DCL to change the current default directory. You can make any existing class the current class, and you can change the current class at any time during a VAX Notes session.

Changing the current class has no effect on the default class setting in your profile, but changing the current class does affect which entries are available, the location of new entries you add, and any Notebook command that defaults to the current class.

You must name an existing class with the SET CLASS command. You can use the SHOW CLASSES command to see a listing of the classes you have in your Notebook. The current class at the time you issue the SHOW CLASSES command is marked with an asterisk (*). Figure 4-2 shows a SHOW CLASSES display.

Figure 4-2: SHOW CLASSES Display

```
Notes>
-----
VAX Notes Computer Conferencing
Enter the command HELP for help

Class
DAILY
GLEN
*MAIN
TEST
End of requested listing
```

ZK-5122-86

For example, to make the class named DAILY the current class, type the following command:

```
Notes> SET CLASS DAILY
DAILY set as your current class
```

Many Notebook commands accept a /CLASS qualifier to temporarily override the current class for a single command. This is similar to including the directory in a file specification to override the current default directory for the current command only.

4.3.2 Listing Entries in a Class

To see the entries in a particular class, use the DIRECTORY/NOTEBOOK (or DIRECTORY/ENTRIES) command. If you do not specify a class, VAX Notes lists the entries in the current class. If you are in your Notebook and no conference is open, you can see a listing of the entries in the current class by typing DIRECTORY; the /NOTEBOOK qualifier is assumed.

To see a directory of the entries in the current class, type the following command:

```
Notes> DIRECTORY/NOTEBOOK
```

Figure 4-3 shows a DIRECTORY/NOTEBOOK display.

Figure 4-3: DIRECTORY/NOTEBOOK Display

```
Notes>
```

Directory of Notebook class MAIN

Entry Name	Unseen	Last new note	Topics	Update status
BB	0	15-FEB-1986 09:28	191	
BOSTON_RESTAURANTS	330	17-FEB-1986 12:39	102	
MARKETING	1	17-NOV-1858 00:00	0	Never accessed
NEWS	1	12-FEB-1986 10:10	2	
NOTES	0	29-JAN-1986 12:32	505	
REFORMS	147	25-JAN-1986 01:54	23	
>SAMPLE_CONFERENCE	0	3-FEB-1986 22:30	9	
VAXNOTES	0	17-FEB-1986 22:38	314	
End of requested listing				

ZK-5133-86

The message "Never accessed" in the Update status column indicates that you have not yet accessed the MARKETING conference; therefore, the statistics shown for this entry are incorrect. You can update the statistics by issuing the UPDATE command; VAX Notes automatically updates them when you open the conference.

To see the statistics shown in Figure 4-3 for a single entry, specify the entry as a parameter with the DIRECTORY/NOTEBOOK command. For example, to see statistics for entry NEWS only, type the following command:

```
Notes> DIRECTORY/NOTEBOOK NEWS
```

You can use the /CLASS qualifier with the DIRECTORY/NOTEBOOK command to temporarily override the current class. When you use the /CLASS qualifier, VAX Notes lists entry names in the class you specify, rather than in

the current class. For example, to see statistics for the entries in the class named INTERNATIONAL, type the following command:

```
Notes> DIRECTORY/NOTEBOOK/CLASS=INTERNATIONAL
```

If you were in a conference when you issued the DIRECTORY/NOTEBOOK command, you can get back to the screen you were reading by pressing the F10 key or CTRL/Z.

4.4 Accessing an Entry in Your Notebook

To access an entry in your Notebook, use the OPEN command and specify the name of the entry you want to access. The entry you specify does not have to be in the current class. If the entry name you specify is not in your Notebook, VAX Notes displays the message "No such Notebook entry."

VAX Notes confirms that it is opening the conference you specified. The confirmation message refers to the conference by its conference name, not your entry name. For example, if you add the conference MICROCOMPUTERS to your Notebook and give it the entry name PC, the OPEN command and message would be as follows:

```
Notes> OPEN PC
Opening conference MICROCOMPUTERS
```

Some conference names are quite long. You do not need to type the entire name, though. You can abbreviate entry names with the OPEN command by typing the fewest number of characters that identify the entry uniquely. If more than one entry name matches the characters you specify, VAX Notes opens the first entry (in alphabetical order) in the current class with a matching name. If the characters you enter exactly match an entry name, that entry is opened.

For example, suppose you had the following entries in the current class:

```
CURRENCY
CURRENT
CURRENT_EVENTS
```

If you type the command OPEN CUR, VAX Notes opens the entry CURRENCY because that is the first entry that starts with CUR. If you type the command OPEN CURRENT, VAX Notes opens the entry CURRENT because that is an exact match.

4.5 Modifying an Entry

You can use the **MODIFY ENTRY** command to change the following attributes of an entry:

- The entry name
- The notefile specification to which the entry refers
- The classes to which it belongs
- The object, if any, with which it is associated

If the entry you modify is in more than one class, the change is made in all classes, and the record of which notes you have and have not seen is unaffected.

Table 4–3 briefly summarizes the **MODIFY ENTRY** command qualifiers, which are described in the following sections.

Table 4–3: MODIFY ENTRY Command Qualifiers

Qualifier	Description
<code>/CLASSES=(class-name[, . . .])</code>	Replaces the classes to which an entry belongs.
<code>/[NO]FILE[=file-spec]</code>	Changes the file specification to which the entry refers.
<code>/NAME=entry-name</code>	Renames the entry.
<code>/[NO]OBJECT[=object-name]</code>	Associates the entry with the VAX Distributed Name Service (DNS) object name of the conference, so that VAX Notes, when accessing the entry, looks first in the DNS database for the file specification. Use this qualifier only if the conference moderator informs you that the conference is a DNS object.

4.5.1 Modifying the Entry Name

You may find, after accessing an entry frequently, that you want to shorten the name or choose a name that is more meaningful to you. To change the entry name, you specify a new name with the `/NAME` qualifier.

For example, to change the name of the entry BIRD_WATCHING to BIRDS, type the following command:

```
Notes> MODIFY ENTRY BIRD_WATCHING/NAME=BIRDS  
Entry BIRD_WATCHING modified
```

4.5.2 Modifying the Notefile Specification

Sometimes it is necessary to relocate a conference to another system (for instance, to take advantage of available computer resources or to have the conference follow the moderator if the moderator changes jobs). If a relocated conference is an entry in your Notebook, you must change the entry's notefile specification to refer to the new location, unless the entry is a VAX Distributed Name Service (DNS) object (in which case the notefile specification can be kept centrally in the DNS database and need not be updated by individual conference members). You specify a new location with the /FILE qualifier.

To see the notefile specification for an entry, use the SHOW ENTRY command.

Figure 4-4 depicts a SHOW ENTRY display.

Figure 4-4: SHOW ENTRY Display

```
Notes> █  
  
330 unseen notes          Entry BOSTON_RESTAURANTS          102 topic notes  
464 total notes          Boston Area Restaurants  
File: BOSTON_RESTAURANTS          In class: MAIN  
Marker      Note  
>PIZZA      10.0      BOSTON_RESTAURANTS  
PIZZA-DEEPDISH  10.1      BOSTON_RESTAURANTS  
VEGETARIAN   44.0      BOSTON_RESTAURANTS  
End of requested listing
```

ZK-5124-HC

For example, to see the notefile specification for the BOSTON_RESTAURANTS conference, type the following command:

```
Notes> SHOW ENTRY BOSTON_RESTAURANTS
```

If the conference is a DNS object and the entry has been associated with the object (by use of the ADD ENTRY/OBJECT or the MODIFY ENTRY/OBJECT command), the object information is included in the SHOW ENTRY display.

You can abbreviate the entry name in the SHOW ENTRY command by typing the fewest number of unambiguous characters. VAX Notes shows information for the first entry having a name that matches the characters you specify.

For example, you could see information about the entry named BOSTON_RESTAURANTS by typing the following command:

```
Notes> SHOW ENTRY BOS
```

To change the notefile specification of the entry BOSTON_RESTAURANTS, type the following command:

```
Notes> MODIFY ENTRY BOSTON_RESTAURANTS/FILE=BLINTZ::BOSTON_RESTAURANTS
Entry BOSTON_RESTAURANTS modified
```

4.5.3 Modifying Classes for an Entry

You can change the classes to which an entry belongs by using the /CLASSES qualifier with the MODIFY ENTRY command. The list of classes you specify with the /CLASSES qualifier replaces the current classes. Information about which notes you have and have not seen is not affected when you move the entry from one class to another.

By eliminating a class from the list you specify with the /CLASSES qualifier, you delete the entry from that class. For example, suppose the entry JOKES belongs to classes FUN and GAMES. You can delete entry JOKES from class FUN and leave it in class GAMES by typing the following command:

```
Notes> MODIFY ENTRY JOKES/CLASSES=GAMES
Entry JOKES modified
```

4.5.4 Modifying the Entry as an Object

If the conference is a VAX Distributed Name Service (DNS) object, the conference moderator can tell the members to use the MODIFY ENTRY/OBJECT command to associate the entry in their Notebooks with the DNS object name. For example, if the conference whose entry name is SAMPLE becomes a DNS object with the object name CONFERENCES.PUBLIC.SAMPLE, you type the following command:

```
Notes> MODIFY ENTRY SAMPLE/OBJECT=CONFERENCES.PUBLIC.SAMPLE
```

Then, when accessing the conference, VAX Notes always looks first in the DNS database for the notefile specification (if any) there. Only if it is not there does VAX Notes look for the notefile specification provided by the user. Thus, with DNS, the conference location can be updated in one central place. (For more information on DNS objects, see the ADD OBJECT command in the VAX Notes Command Dictionary in Part III.)

4.6 Updating Entries

For each entry in your Notebook, VAX Notes stores a record of which notes in the conference you have and have not read. However, this record is *not* automatically updated as participants enter new notes; you need to update this record yourself.

VAX Notes automatically updates the seen/unseen record when you open a conference (by issuing the OPEN command or by reading a marked note in that conference). To determine whether any new notes have been added to a conference *before* you open it, you can update the tally of unseen notes by issuing the UPDATE command.

You can update a single entry or all entries in a class. To update all entries in the current class, type the following command:

```
Notes> UPDATE
```

VAX Notes polls each entry in turn. When all entries specified have been updated, the class directory is redisplayed. If there was a problem updating an entry, VAX Notes displays a message during the update and, finally, in the column headed "Update status." Figure 4-5 shows a class directory containing an entry that VAX Notes could not update because the notefile containing the conference could not be found.

Figure 4–5: Updated Class Directory Display

```
Notes>
```

Directory of Notebook class MAIN

Entry Name	Unseen	Last new note	Topics	Update status
>BB	0	15-FEB-1986 09:28	191	
BOSTON_RESTAURANTS	330	17-FEB-1986 12:39	102	
FUN_AND_GAMES	1	17-NOV-1858 00:00	0	File not found
NEWS	1	12-FEB-1986 10:10	2	
NOTES	0	29-JAN-1986 12:32	505	
REFORMS	147	25-JAN-1986 01:54	23	
SAMPLE_CONFERENCE	0	3-FEB-1986 22:30	9	
VAXNOTES	0	17-FEB-1986 22:38	314	

End of requested listing

ZK-5134-86

NOTE

If you receive the message "File not found," check the spelling of the notefile specification for that entry. Use the SHOW ENTRY command to check this information. To correct the notefile specification, use the MODIFY ENTRY/FILE command.

To update a single entry, specify that entry as a parameter. This is useful when you want to try to update an entry again, after a problem has occurred, without having to update all entries in the class. For example, to update the entry FUN_AND_GAMES, type the following command:

```
Notes> UPDATE FUN_AND_GAMES
Updating entry FUN_AND_GAMES (file BUNKER::FUN_AND_GAMES)...
```

VAX Notes displays statistics for the updated entry only.

4.6.1 Updating Entries from the DCL Level

You can issue the UPDATE command without leaving the DCL level by using the /UPDATE qualifier with the NOTES command. For example, suppose you

have an entry named ARTS in your default class. You can invoke VAX Notes to update ARTS, and return to the DCL level, by typing the following command:

```
$ NOTES/UPDATE ARTS
Updating entry ARTS (file ARTS)...
$
```

4.6.2 Updating Entries in the Default Class

To update a single entry in the default class, specify the entry name as a parameter with the UPDATE command. For example, to update the entry SCIENCES in your default class, type the following command:

```
Notes> UPDATE SCIENCES
```

To update all entries in the default class, issue the UPDATE command without specifying a class or an entry name.

4.6.3 Updating Entries in a Specific Class

To update all entries in a specific class (other than your default class), use the /CLASS qualifier without specifying an entry name. For example, to update all entries in the class MOVIES, type the following command:

```
Notes> UPDATE/CLASS=MOVIES
```

To update a single entry in a specific class, use the /CLASS qualifier to specify the class, and specify the entry name as the parameter. For example, to update the entry MARS in the class PLANETS, type the following command:

```
Notes> UPDATE/CLASS=PLANETS MARS
```

4.6.4 Using the Wildcard Character in Entry and Class Names

You can use the wildcard character (*) to update entries or classes that have characters in common. For example, to update all entries in all classes that start with the letter R, type the following command:

```
Notes> UPDATE/CLASS=R*
```

To update all entries in the default class that end with ISM, type the following command:

```
Notes> UPDATE *ISM
```

4.7 Using Markers

A marker is a word or phrase that you assign to a particular note (in a particular conference) so that you can refer to the note by that word or phrase instead of its number. VAX Notes keeps a record of the markers you set up for each entry and stores this information in your Notebook. To set up markers in a conference, the conference must be an entry in your Notebook, and you must access the conference through your Notebook.

Table 4–4 briefly describes related marker commands. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 4–4: Related Marker Commands

Command	Action
ADD MARKER	Adds a marker to the current or specified note.
DELETE MARKER	Removes a marker from the specified or current note.
MARK	Is a synonym for ADD MARKER.
READ/MARKER	Displays the note marked by the specified marker.
SHOW ENTRY	Lists marker names for the specified entry.
SHOW MARKER	Shows the note number associated with a specific marker or all markers.

4.7.1 Adding a Marker to a Note

Use the ADD MARKER command to add a marker to a note. (The MARK and ADD MARKER commands are synonyms and can be used interchangeably.) VAX Notes adds the marker to the note you are currently reading unless you specify a note number. You can mark one note at a time; the marker name must be unique within the conference.

For example, to add a marker named MEETING_MONDAY to note 3.4, type the following command:

```
Notes> ADD MARKER MEETING_MONDAY 3.4  
Marker MEETING_MONDAY for note 3.4 added to your Notebook
```

You can use the same marker name in more than one conference in your Notebook. However, if you issue the READ/MARKER command when no conference is open, and you specify a duplicate marker name, VAX Notes displays the marked note in the first entry (in alphabetical order).

For example, if you have a marker named REMINDER in entry BOOKS *and* in entry COOKS, VAX Notes displays the note marked in entry BOOKS when you issue the command READ/MARKER REMINDER, regardless of which class these entries are in. You will not be able to display the marked note in the conference COOKS unless you open that conference and issue the command READ/MARKER REMINDER.

Also, if you are in a conference, you do not have access to duplicate markers that point to other conferences. For example, if the conference COOKS is open, you cannot use the READ/MARKER command to display the note marked with the marker REMINDER in the BOOKS conference.

4.7.2 Getting Information About Markers

Use the SHOW MARKER command, specifying the marker name, to see the note number and conference associated with a marker. To see all the markers in your Notebook, including the associated note numbers and conferences, use the SHOW MARKER/ALL command without specifying a marker name. If you specify a marker name with the /ALL qualifier, all markers with this name for all entries are displayed. (Use the SHOW ENTRY command to see the marker names set up for a specific entry.)

For example, to see the note number associated with the marker named MEETING_MONDAY, type the following command:

```
Notes> SHOW MARKER MEETING_MONDAY
```

If you have not opened a conference, SHOW MARKER is equivalent to SHOW MARKER/ALL, and all markers for all entries are displayed, as in Figure 4-6.

Figure 4–6: SHOW MARKER Display

```
Notes> █  
  
VAX Notes Computer Conferencing  
Enter the command HELP for help  
  
Marker      Note      Conference  
>ASPIC      1071.0    COOKS  
BEEF_ZUCCHINI_STIRFR 22.0      COOKS  
EGG-FOD-YONG 1070.1    COOKS  
EGGDROP_SOUP 1077.1    COOKS  
EGG_ROLLS    94.2      COOKS  
KEBOB        7.0       COOKS  
KUNGPAO_CHICKEN 19.0      COOKS  
LENTILS      788.1     COOKS  
LOWCAL       402.2     COOKS  
MARINADE     7.0       COOKS  
PITA         1120.2    COOKS  
PIZZA        10.0      BOSTON_RESTAURANTS  
PIZZA        72.0      COOKS  
PIZZA-DEEPDISH 10.1      BOSTON_RESTAURANTS  
STRESS       16.0      COURSES  
TIME-MANAGEMENT 25.2      COURSES  
More...
```

ZK-5126-HC

4.7.3 Reading a Marked Note

Use the READ/MARKER command to read the note marked by a specific marker. (Since marker names must be unique within an entry, READ/MARKER displays one note.)

You do not have to open a conference before you read a marked note in that conference. If you are in a conference, and you issue the READ/MARKER command to read a marked note in another conference, VAX Notes automatically closes the current conference and opens the conference containing the marked note. You can use markers to jump from conference to conference without issuing the OPEN or CLOSE commands.

For example, if the marker MEETING_MONDAY marks note 3.4, to read this note you could type the following command:

```
Notes> READ/MARKER MEETING_MONDAY
```

VAX Notes displays the text of note 3.4.

4.7.4 Deleting a Marker

Use the DELETE MARKER command to delete a marker from the current conference. If you used the same marker name in another conference, that marker remains untouched.

For example, to delete the marker MEETING_MONDAY, type the following command line:

```
Notes> DELETE MARKER MEETING_MONDAY
Marker MEETING_MONDAY deleted
```

4.8 Closing an Entry

You can use any of the following methods to close an entry:

- Issue the CLOSE command
- Issue the EXIT command
- Issue the OPEN command to open another conference
- Press CTRL/Z

You can use the CLOSE and EXIT commands interchangeably to close the current entry. VAX Notes returns you to your Notebook directory when you close an entry with the CLOSE or EXIT command. You also return to your Notebook when you use CTRL/Z to close an entry.

You can use the OPEN command to open another entry *without* returning to the Notebook directory. When you issue the OPEN command from within an entry, the current entry is closed automatically before the requested entry is opened.

4.9 Deleting Entries

Use the `DELETE ENTRY` command to delete an entry. If you have added an entry to more than one class, you can specify whether the entry is to be deleted from a specific class or from all classes to which the entry was added. You can also delete an entire class by deleting all the entries in that class.

For example, to delete the entry `JAPAN_FORUM` from all classes, type the following command:

```
Notes> DELETE ENTRY JAPAN_FORUM/CLASS=**
Entry JAPAN_FORUM deleted
```

To delete the entry `HOTRODS` from the class named `MAIN`, type the following command:

```
Notes> DELETE ENTRY HOTRODS/CLASS=MAIN
Entry HOTRODS deleted from class MAIN
```

You can also use the `MODIFY ENTRY/CLASSES` command to delete an entry from a particular class by omitting the name of this class from the new list you specify.

Classes in your Notebook are like mail folders in `MAIL`. Once the class is empty, it no longer exists. To delete the class called `AFTER_5`, type the following command:

```
Notes> DELETE ENTRY */CLASS=AFTER_5
Entry * deleted from class AFTER_5
```

NOTE

Before you delete a class, make sure that class is not specified as the default class in your profile. See Section 4.10.2 for information about setting your default class.

4.10 Tailoring Your VAX Notes Sessions

Your profile defines your operating environment to VAX Notes. VAX Notes automatically sets up your profile with the minimum information it needs to function; you can use VAX Notes without changing anything in your profile.

You may find as you gain experience with VAX Notes that you participate in certain conferences daily, or that you always issue the `PRINT` command with the same qualifiers. You can change settings in your profile to simplify these repetitive tasks.

Use the `SHOW PROFILE` command to see your current profile settings. Initially, your profile contains the following settings:

```
Editor and access: EVE
Default class:    MAIN
PRINT qualifiers: none
Personal name:   none
Automatic on open: NEXT UNSEEN
```

According to these settings, your VAX Notes sessions operate as follows:

- When you write or reply to notes, VAX Notes uses the EVE editor.
- Unless you specify another class, Notebook commands assume the class MAIN.
- A single copy of each note you queue to be printed is sent to the default system print queue (SYS\$PRINT), and you are not notified when printing is complete. Printing does not begin until you leave VAX Notes or switch print queues.
- No personal name will appear in the heading of notes you enter.
- VAX Notes automatically displays the first note you have not yet seen when you first access an entry.

Use the `SET PROFILE` command to change information in your profile. You can change several settings in one step by stringing qualifiers together.

Table 4–5 briefly describes qualifiers you can use with the `SET PROFILE` command. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 4–5: SET PROFILE Command Qualifiers

Qualifier	Description
<code>/[NO]AUTOMATIC=(DIRECTORY UNSEEN)</code>	Specifies whether the <code>DIRECTORY</code> command or the <code>NEXT UNSEEN</code> command is automatically issued when you access a conference. <code>/NOAUTOMATIC</code> cancels the automatic feature.
<code>/CLASS=class-name</code>	Makes the specified class the default class.

(continued on next page)

Table 4–5 (Cont.): SET PROFILE Command Qualifiers

Qualifier	Description
/EDITOR=(name[, (CALL SPAWN)])	Specifies the name of the editor you want to use in VAX Notes, and determines the access method.
/[NO]PERSONAL_NAME="string"	Sets your personal name to the string you specify. /NOPERSONAL_NAME deletes the personal name setting.
/PRINT=qualifier-list	Specifies qualifiers that you automatically want to use when you issue the PRINT command.
/TEMPORARY	Overrides the profile temporarily for this session only and does not change the profile in the Notebook.

4.10.1 Using an Editor with VAX Notes

You can select one of EVE's alternative keypads (or choose an editor other than EVE) to write notes. In addition, you can specify the access method that VAX Notes uses to invoke the editor of your choice. (EVE is always called, regardless of which keypad you choose.) You specify your choice of editor with the SET PROFILE/EDITOR command.

NOTE

You might be accustomed to using an editor that is not callable. If you want to use that editor in VAX Notes, you must specify that the editor is to be spawned. Be aware that spawning an editor is slower than using a callable editor.

4.10.1.1 Choosing an EVE Keypad

To use EVE with the standard editing keypad, you do not need to modify your profile. To use EVE with either the EDT- or WPS-style keypad, you specify the keypad as the editor name in the /EDITOR qualifier. Remember that regardless of which keypad style you choose, you still issue EVE commands when editing text in VAX Notes.

For example, to use EVE with the EDT-style keypad, type the following command:

```
Notes> SET PROFILE/EDITOR=EDT
Your profile has been modified
```

Now, if you issue the SHOW PROFILE command, your settings appear as follows:

```
Editor and access: EDT
Default class:     MAIN
PRINT qualifiers: none
Personal name:    none
Automatic on open: NEXT UNSEEN
```

To use EVE with the WPS-style keypad, substitute WPS for EDT in the previous example.

4.10.1.2 Choosing an Editor Other than EVE

To choose an editor other than EVE, such as EDT or WPS-PLUS, you need to provide the name of the editor *and* the access method VAX Notes should use to invoke the editor.

For example, to call the EDT editor from VAX Notes, type the following command:

```
Notes> SET PROFILE/EDITOR=(EDT,CALL)
Your profile has been modified
```

Now, if you issue the SHOW PROFILE command, your settings appear as follows:

```
Editor and access: EDT, callable
Default class:     MAIN
PRINT qualifiers: none
Personal name:    none
Automatic on open: NEXT UNSEEN
```

Assume that you have a command procedure called SPAWNEDIT.COM in your MYLIB: directory that invokes an editor and takes two parameters: an input file and an output file. You can use the editor invoked by this procedure in VAX Notes by typing the following command:

```
Notes> SET PROFILE/EDITOR=("@MYLIB:SPAWNEDIT",SPAWN)
Your profile has been modified
```

To edit text, VAX Notes spawns a subprocess and the following DCL command is issued:

```
@MYLIB:SPAWNEDIT.COM input-file output-file
```

VAX Notes passes an input file specification and an output file specification to the command procedure that spawns the editor.

4.10.2 Choosing a Default Class

The default class becomes the current class when you first access VAX Notes; it remains current unless you select another class (with the SET CLASS command). You change the default class with the SET PROFILE/CLASS command. You cannot use the wildcard character (*) in the default class name, and you must name an existing class.

If you created a class named DAILY that contains conferences you follow every day, it would be convenient to make DAILY your default class. DAILY would then be accessible as soon as you invoke VAX Notes, and you are saved the extra step of making DAILY the current class before reading notes in DAILY conferences.

To make DAILY the default class, type the following command:

```
Notes> SET PROFILE/CLASS=DAILY
Your profile has been modified
```

4.10.3 Setting Up Print Qualifiers

If you find that you frequently issue the PRINT command with certain qualifiers, you can specify these qualifiers in your profile. Once you set up these qualifiers, you do not have to type them each time you issue the PRINT command; VAX Notes automatically adds the qualifiers to the PRINT command before it is executed.

Default PRINT qualifiers are specified with the SET PROFILE/PRINT command. You must enclose the list of qualifiers in quotation marks. Make sure you type a slash (/) in front of each qualifier. If you get the following message when you issue the PRINT command, check the default PRINT qualifier list in your profile to be sure the syntax is correct:

```
Invalid parameter delimiter - check use of special characters
```

For example, the following command sets up /NOWAIT and /NOTIFY as default PRINT qualifiers:

```
Notes> SET PROFILE/PRINT="/NOWAIT/NOTIFY"
Your profile has been modified
```

Although it is possible to include any valid qualifier for the VAX Notes PRINT command in your profile, certain qualifiers are too restricting to be appropriate for general use. For instance, you would probably not want to include the /AUTHOR, /TITLE, or /KEYWORDS qualifiers in the default PRINT qualifier list.

Table 4–6 summarizes recommended qualifiers to include in your profile. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 4–6: Recommended Default PRINT Qualifiers

Qualifier	Description
/COPIES=number	Prints the specified number of copies. The default is /COPIES=1.
/FORM=form-name	Specifies the form name to use when the notes are queued.
/[NO]NOTIFY	Specifies whether you want to be notified (/NOTIFY) or not (/NONOTIFY) when a print job is complete. The default is /NONOTIFY.
/QUEUE=queue-name	Sends the print job to the specified queue. The default is /QUEUE=SYS\$PRINT.
/[NO]WAIT	Specifies whether you want to print immediately (/NOWAIT) or delay printing until you exit from VAX Notes (/WAIT). The default is /WAIT.

You can temporarily override the default PRINT qualifiers on the command line. For example, if you set up /WAIT as a default PRINT qualifier in your profile, you can print topics 2 through 5 immediately by typing:

```
Notes> PRINT/NOWAIT 2-5
4 notes added to job on queue SYS$PRINT
Job NOTES (queue SYS$PRINT, entry 787) started on SYSTEM$LPAO
```

VAX Notes normally prints notes in a single batch. If you change the print queue in the middle of a VAX Notes session, however, any notes already queued are released for printing. You can have only one print queue active at any given time; when you switch back and forth between print queues, notes in the previous queue are released for printing.

4.10.4 Choosing a Personal Name

As in MAIL, you can set a personal name that appears immediately after your user name in the heading of notes you enter. Your personal name can be any string with up to 63 characters (including spaces); VAX Notes shortens your personal name, if necessary, to fit in the space allotted in the note heading. Some examples for a personal name are your full name, telephone number, location, a nickname, or a witty phrase.

Use the SET PROFILE/PERSONAL_NAME command to set a personal name. You can change your personal name at any time (even when you are in a conference). You can delete it by issuing the SET PROFILE/NOPERSONAL_NAME command. Make sure you enclose the personal name string in quotation marks and start the string with a letter or a number. VAX Notes strips extra spaces, if any.

For example, to make your personal name read "John Q. Noter, Building 5," type the following command:

```
Notes> SET PROFILE/PERSONAL_NAME="John Q. Noter, Building 5"  
Your profile has been modified
```

To delete your personal name, type the following command:

```
Notes> SET PROFILE/NOPERSONAL_NAME  
Your profile has been modified
```

4.10.5 Choosing an Automatic Feature

You can have VAX Notes automatically issue one of the following commands when you first open a conference:

- The DIRECTORY command—If you choose this automatic feature, you will see a directory of topics in descending order.
- The NEXT UNSEEN command—If you choose this automatic feature, you will see the first unseen note.

Use the SET PROFILE/AUTOMATIC command to set one of these automatic features. VAX Notes sets up your profile with the NEXT UNSEEN command as the automatic feature. Only one automatic feature can be active at a time.

To cancel the automatic feature, use the SET PROFILE/NOAUTOMATIC command. In this case, you will see the conference heading only (the viewing area will be blank), and you can issue any VAX Notes command that you want.

To choose the DIRECTORY command as the automatic feature, type the following command:

```
Notes> SET PROFILE/AUTOMATIC=DIRECTORY  
Your profile has been modified
```

To choose the NEXT UNSEEN command as the automatic feature, type the following command:

```
Notes> SET PROFILE/AUTOMATIC=UNSEEN  
Your profile has been modified
```

To cancel the automatic feature, type the following command:

```
Notes> SET PROFILE/NOAUTOMATIC  
Your profile has been modified
```

Note that if you cancel the automatic feature, you have to issue the SET PROFILE/AUTOMATIC command to reset it.

4.10.6 Overriding Profile Settings

A permanent record of your profile is stored in your Notebook. When you start a VAX Notes session, VAX Notes makes a copy of your permanent profile and stores the copy in the computer's memory. When you issue the SET PROFILE command, you usually see the following message:

```
Your profile has been modified
```

This message indicates that VAX Notes has modified both the copy and the permanent profile in your Notebook. This ensures that the permanent profile in your Notebook reflects the latest settings.

You can use the /TEMPORARY qualifier with the SET PROFILE command to temporarily override the settings in your profile, without changing the permanent record in your Notebook. When you use the /TEMPORARY qualifier, VAX Notes changes only the copy in memory. The permanent profile in your Notebook is not affected.

Temporary settings override your permanent profile during the current VAX Notes session only. When you exit VAX Notes, the temporary copy of your profile is discarded.

For example, to change your personal name for the current session only, type the following command:

```
Notes> SET PROFILE/PERSONAL_NAME="FUZZ BALL"/TEMPORARY  
Setting temporarily changed. Permanent profile not modified
```

You can verify that the settings are temporary by issuing the SHOW PROFILE command. The permanent setting is shown, along with the temporary setting.

To switch back to the personal name you were using before making the temporary change, either reset the personal name with the /TEMPORARY qualifier again or exit from VAX Notes.

When you open a conference, you can override the automatic feature in your profile (without using the /TEMPORARY qualifier) by using the /[NO]AUTOMATIC qualifier with either the DCL command NOTES or

the VAX Notes command OPEN. For example, the following command opens the BIRDS entry and displays a directory, regardless of your profile setting:

```
$ NOTES/AUTOMATIC=DIRECTORY BIRDS
```

The following command opens the conference and displays the first unseen note:

```
$ NOTES/AUTOMATIC=UNSEEN BIRDS
```

The following command opens the conference and displays only a conference heading:

```
$ NOTES/NOAUTOMATIC BIRDS
```


Moderating a Conference

5.1 Overview

This chapter describes the role of the moderator in different types of conferences. It also explains how to use moderator privilege to do the following:

- Create and maintain a list of conference members
- Delete, hide, and prohibit replies to notes entered by any user
- Create and modify keywords
- Provide extra security for a confidential conference
- End a conference

5.1.1 The Role of the Conference Moderator

When you create a conference, VAX Notes automatically gives you the ability to act as a moderator for that conference. As the moderator, you have special privileges and responsibilities. You can do much to assure the success of the conference.

The Moderator's Role Early in the Conference

Just as for a conventional face-to-face meeting, the Notes moderator announces the conference, states its purpose, and identifies major topics for discussion. Then the moderator invites and encourages input from all members, while ensuring that they do not stray too far afield from the intended subject. In addition, the moderator can generate and help maintain interest in the conference. Diligence in directing and overseeing the conference is usually needed, at least initially, to ensure that there is enough new conversation to promote participation.

The moderator's role is often crucial to the success of the conference. If prospective participants are not familiar with computer conferencing, or perhaps not familiar with computers at all, the moderator might give a hands-on training session (if possible) at the outset. The moderator should also provide clear instructions that can be referred to whenever they are needed. A face-to-face meeting can be valuable in creating a personal and friendly group feeling that will continue in conference discussions. The moderator should consider setting up such a meeting, if practicable.

When a group is not accustomed to participating in computer conferences, they may become anxious. If they do not know clearly what is expected of them and what the norms of conference behavior are, they will need explicit instructions and encouragement from the moderator before they have the confidence to begin participating actively. It is easier to withdraw from a computer conference than from a face-to-face conference where there is at least the assurance of physical presence and the norms of personal courtesy and attention.

One way a moderator can reduce communication anxiety is to emphasize the informal nature of the conference. The moderator should emphasize repeatedly the importance of active participation. The more lively the exchange, and the more practice people have in writing notes, the more gratifying, interesting, and motivating the conference will be. People also need explicit responses to their contributions so that they are not left wondering nervously about the group's reactions.

The moderator can create a context in which prospective conference participants are attracted to an interesting agenda and are assured that what they contribute is respected and valued. The moderator can directly encourage participation from individuals, suggesting ways to contribute and asking for opinions when appropriate. The moderator can give powerful positive reinforcement and feedback to participants; one effective way of recognizing contributions is to weave them together in periodic summaries of the discussion. When the self-esteem of conference members is enhanced by positive feedback, motivation and contribution tend to rise dramatically.

The Moderator's Role in Different Kinds of Conferences

There are many different kinds of conferences, and the moderator's role varies accordingly. A few examples follow:

- In a public conference on a subject of strong interest to a large number of people who have some familiarity with the mechanics of conferencing, the moderator can simply create and announce the conference. Once word gets around, the conversation takes care of itself. (This chapter gives you some easy and effective methods for publicizing a new public conference.)

In such a conference, you might choose not to moderate at all after you have created the conference. VAX Notes does not *require* a moderator. Unless you enable your moderator privilege with the SET MODERATOR command, VAX Notes treats you as an ordinary user. (If you decide to intervene later for any reason, you can enable the moderator privilege whenever you wish.)

- In a bulletin-board conference, the moderator writes all the notes. Other users can only read the notes.
- In a small private conference on an ongoing work project, the moderator might be the project manager. The project manager could set a task-oriented agenda, inform the members of the team what is expected of them, give any warnings needed about proprietary information, and so forth.
- In an educational conference, the moderator might be the course instructor, spelling out what is expected of the student participants, giving assignments, and setting deadlines. The moderator's introductory note might include a recommendation on how frequently the students should log in and read new notes. The moderator should also make sure that the students understand from the start how to open the conference and read and write notes.

In addition to its value for sharing information and developing ideas or plans, a conference can promote a sense of community and solidarity among the people participating. The goal of promoting group cohesion and morale is sometimes the primary goal of a conference. In such a conference, the moderator might encourage a free, wide-ranging discussion instead of a tight topical agenda, notes of personal introduction from the participants, and general informality.

The Moderator's Role in Preventing and Solving Problems

You can do much as moderator to prevent rude, hostile, or otherwise offensive or unacceptable behavior (which is more likely to occur in an impersonal, remote medium such as a computer conference than in a face-to-face meeting). Your introductory topic (note 1.0) can state rules for communication, including rules of etiquette and courtesy, rules of relevance, guidelines to avoid legal problems, and so forth. If you anticipate a possible need for censorship on any grounds, you may prevent that need from arising if you explicitly state the acceptable limits of the discussion and how you will enforce them.

As moderator, you can do much to prevent a discussion from fragmenting or wandering from the subject. Your introductory note can set boundaries for the discussion, perhaps suggesting subject matter that is not to be included as well as what is. If the discussion does veer off the subject, or a note contains irrelevant or offensive content, you have several options for restoring order: You can move a note to a more appropriate location in the conference; you can

“hide” a note or delete it altogether (you would usually discuss this decision with the note’s author in person or by MAIL); you can prevent any further replies to a topic; you can revoke a user’s membership in a private conference; and you can terminate the conference altogether. (This chapter tells you how to do these things with VAX Notes commands.)

You can also do much to keep the conference aims in focus through “weaving.” A weaving message summarizes the proceedings to date, identifying areas of agreement and disagreement, interpreting and integrating individual contributions, and creating a temporary synthesis that can serve as a starting point for the next phase of the conference discussion. Weaving can be of great value in giving the group a sense of accomplishment and direction and in concentrating group attention on the currently most important agenda topics.

As moderator, you can effectively inject new ideas if a discussion is at a temporary dead end. On the other hand, sometimes a topic and numerous replies go off on a tangent irrelevant to the conference aims. In such a situation, you might intervene and prevent further replies (setting the note to NOWRITE) and explaining the action in a final reply to the topic.

You can do much to reduce ambiguity and promote clear communication. The members of a conference are more likely to withdraw into silence than to risk embarrassment by stating in writing that they do not understand someone’s note. You can be alert to confusing or ambiguous statements and add explanatory replies or request clarification from the author on occasions when other members are likely to be too self-conscious to do so. Such an action on the part of the moderator is also likely to encourage members to ask for clarification on future occasions.

If you see that a decision needs to be made by the conference members, a useful technique might be to make a proposal in a note and request the members’ reactions to it by a certain date, saying that the action will be taken at that time unless there are numerous or serious objections. To ensure that members receive the note promptly, you could use the FORWARD/MEMBERS command to send the note automatically by MAIL to the entire membership list.

You can initiate and encourage “meta-communication”—communication about the communication process itself in the conference. Such a discussion, while not part of the main conference agenda, can give insights into the advantages, problems, and potential of the computer conference as a new medium of communication. It can also bring to light problems of ambiguity, emotional tone and intent, irrelevance, and information overload. It can serve as a suggestion box on conference rules. Problems need to be addressed explicitly, lest dissatisfied members reduce or cease their participation; meta-communication within the conference fosters this explicitness.

An active conference can grow to very large dimensions, resulting sometimes in information overload. Brevity, therefore, is desirable. However, brevity can conflict with clarity and completeness, especially when ideas are complex. As moderator, you can set the standard for length of notes, being careful that the standard is appropriate to the subject matter. You can also contribute a summary of the discussion, whenever a summary seems needed to condense a mass of information. You can identify and express an emerging consensus, and intervene to reduce redundancy or introduce a new topic when a discussion becomes pointless.

You can also create meaningful keywords (see Section 5.7) and remind participants that they can quickly find notes of interest by using the keywords, which are like a simple and handy index.

Sharing the Moderator's Tasks

Monitoring many conversations on a regular basis can turn into a full-time job. If the job of moderator is too time-consuming, you can delegate duties in several ways:

- You can grant moderator privilege to one or more other members, without changing your own moderator status, so that they can take over some or all of the duties.
- You can give selected members privileges that are less than full moderator privilege but enough to allow them to carry out one or more of the following useful functions:
 - The ability to write notes in a conference in which writing is not permitted to most participants
 - The ability to write topics in a conference in which most participants can write only replies
 - The ability to create keywords in a keyword-restricted conference

5.1.2 Setting and Restoring Moderator Privilege

When you create a conference, VAX Notes does not automatically give you the powers of a moderator. You decide if and when you want them. To enable moderator privilege, open the conference and type the following command:

```
Notes> SET MODERATOR
```

Note that not everyone can use the SET MODERATOR command. VAX Notes recognizes you as having that right because you created the conference. You can grant moderator status to one or more other conference members by using the ADD MEMBER/PRIVILEGES=MODERATE or the MODIFY MEMBER/PRIVILEGES=MODERATE command.

If you are the last moderator on record in a conference (that is, you were the last moderator to issue the SET MODERATOR command) and somehow delete your moderator privilege, you can restore the privilege. First, reenter the conference. You will see the following message:

```
You are still a moderator by default -- check your membership list
```

Make sure that your current login node and user name match your node and user name when you last issued the SET MODERATOR command. If there is any doubt, double-check by typing the following command:

```
Notes> SHOW CONFERENCE
```

Then restore your moderator status, as follows:

```
Notes> SET MODERATOR
```

Immediately reset your moderator privilege by typing the following command (substituting your user name for SMITH):

```
Notes> MODIFY MEMBER SMITH/PRIVILEGES=MODERATE
```

5.1.3 Moderator Commands

Table 5-1 briefly describes the moderator commands. Except for the CREATE CONFERENCE command, you must enable your moderator privilege with the SET MODERATOR command before using these commands.

The moderator commands are discussed fully later in this chapter. For a complete description of moderator commands and their qualifiers, see the VAX Notes Command Dictionary in Part III.

Table 5-1: Moderator Commands

Command	Description
CREATE CONFERENCE notefile-spec	Creates a notefile for a new conference.

(continued on next page)

Table 5–1 (Cont.): Moderator Commands

Command	Description
SET CONFERENCE	Sets or changes information about the current conference.
SET [NO]MODERATOR	Specifies whether to enable moderator privilege.
ADD MEMBER username	Adds a user to the membership list for a private conference.
DELETE MEMBER username	Removes a user from the membership list for a private conference.
MODIFY MEMBER username	Changes information about an existing member.
CREATE KEYWORD keyword-name	Creates a new keyword for a conference.
DELETE KEYWORD/ALL keyword-name	Deletes a keyword from the conference.
MODIFY KEYWORD keyword-name	Changes the name of an existing keyword.
DELETE NOTE [note-ID]	Deletes the current or specified note from the conference.
SET NOTE [note-ID]	Sets or changes attributes of the current or specified note.

5.1.4 Types of Conferences

The types of conferences described here are meant to give you ideas about ways you can use VAX Notes. VAX Notes is appropriate for any application that requires information to be shared and communicated by many people or that requires a history of conversation to be kept, so this list is not comprehensive.

A **public conference** is a conference that is open to all users. It addresses a certain subject and usually requires a moderator to keep the discussion on track. If keyword creation is to be restricted, the moderator specifies who (if anyone other than the moderator) has keyword-creation privilege. A forum on employee benefits, perhaps with a member of the personnel department presiding, would be an appropriate public conference.

A **private conference** is a members-only conference. A moderator is required to specify who can participate. In addition, the moderator may limit keyword creation to certain participants. A meeting between senior members of the marketing and manufacturing departments to discuss the design of a new product would be an appropriate private conference. An educational conference, such as an online course, could also be private.

A **restricted conference** is a conference that can be public or private. It limits keyword creation and writing notes to a select group of individuals. The moderator determines who can create keywords and write notes in the conference.

A conference notefile may contain a **collaborative document**, a document that has more than one author. Access to the notefile that stores a collaborative document is restricted to the authors (and, possibly, reviewers); therefore, the moderator must specify who has access rights. (Access can be limited by making the conference private, or by setting the conference to NOWRITE or REPLY_ONLY and granting the authors the WRITE_REGARDLESS privilege.) The moderator does not usually play an active role since the notefile is not being used for discussion but for organizing text. A product design specification produced by a team of engineers, an article for a professional journal written by two or more people, and a procedures manual developed by members of a department are all examples of collaborative documents.

A **bulletin board** is a read-only conference for disseminating information. It is usually open to all users, but only the moderator is able to write notes. A moderator might set up a bulletin board to announce and describe new training programs or to advertise items for sale.

Table 5-2 summarizes the characteristics of the different types of conferences.

Table 5-2: Conference Types and Characteristics

Type	Active Moderator?	Membership List Required?	Characteristics
Public	Yes	No	Open discussion on a certain subject.
Private	Yes	Yes	Closed discussion on a certain subject.
Restricted	Yes	Yes	Public or private conference in which keyword creation or writing notes is limited to select individuals.
Collaborative Document	No	Yes	Select group of users providing input to document as required.
Bulletin Board	Yes	No	Users allowed only to read notes posted by the moderator.

5.2 Setting Up a Conference

In general, setting up a new conference requires several basic steps:

1. Create the conference with the `CREATE CONFERENCE` command and, if you wish, specify whether access or keyword creation is to be restricted, and whether notes can or cannot be written to the conference.
2. Give the conference a title, which appears in the conference heading.
3. Compose an introductory topic to explain the purpose of the conference, rules for communicating, and any additional information you think users should know about the conference.
4. If (in step 1) you set any conference restrictions, enable moderator privilege with the `SET MODERATOR` command to specify names of members and their privileges.

You use the `CREATE CONFERENCE` command to set up a conference in the `NOTES$LIBRARY` directory with the file name you specify. (The default file type is `.NOTE`.) VAX Notes automatically recognizes you as a moderator for the conference and you are recognized by the VMS operating system as the owner of the file.¹ The file name of the notefile serves as the default entry name when a user adds this conference to his or her Notebook.

When you create a conference, your default protection is automatically used to set user's access to the conference file. If you have no default protection set, then VAX Notes uses the system default. If the system default protection does not allow world `READ`, you must specifically change the protection to world `READ` to allow users to access the conference.

NOTE

At installation, your system manager establishes default protection for the `NOTES$LIBRARY` directory. This protection may allow only certain users on your system to create conferences in the `NOTES$LIBRARY` directory. If you are not authorized to create conferences in the `NOTES$LIBRARY` directory, create the conference in your own directory by specifying the device and directory along with the file name for the conference. You can then have the conference moved to the `NOTES$LIBRARY` directory by the system manager (using the command procedure named `SY$MANAGER:NOTES$MOVE_CONFERENCE.COM`).

¹ The concept of file ownership is important when you want to delete the notefile (see Section 5.9) or provide extra security for a confidential conference (see Section 5.10).

The CREATE CONFERENCE command has three qualifiers, all optional:

- `/[NO]RESTRICT` lets you specify whether membership, keyword creation, or both, are to be restricted for the conference you specify.
- `/[NO]WRITE` lets you specify whether notes can or cannot be written to this conference by anyone other than a moderator or a member explicitly granted the `WRITE_REGARDLESS` privilege.
- `/[NO]REPLY_ONLY` lets you specify whether or not topics can be written to this conference by anyone other than a moderator or a member explicitly granted the `WRITE_REGARDLESS` privilege.

By default, a VAX Notes conference is public, notes can be written to the conference, keyword creation is restricted, and the ability to write both topics and replies is unrestricted.

When you create a conference that restricts access, you must specify the names of users who are allowed to access the conference. These users are called **members**. You also need to specify members if you want to assign any privileges or mailing addresses. (If the conference is public, access to it is not restricted to the members.)

You use the `ADD MEMBER` command to create **membership records**, records that state the members' systems (nodes) and any mailing addresses and privileges. The collection of all membership records is called a **membership list**.

The following sections give step-by-step instructions for setting up a public conference, a private conference, and a bulletin board.

5.2.1 Setting Up a Public Conference

A public conference is the simplest type of conference and requires the fewest number of steps to create. Once you create the conference, it is ready for use; you are not required to establish a membership list or to use other moderator commands. If you decide later to modify the conference characteristics, you can do so (see Section 5.5). Similarly, you can create or modify a membership list at any time (see Section 5.4).

To set up a public conference called `BENEFITS`, use the following steps:

1. Create the conference.

Issue the `CREATE CONFERENCE` command, as follows:

```
Notes> CREATE CONFERENCE BENEFITS
NOTES$LIBRARY:BENEFITS.NOTE;1 created
```

2. Give the conference a title.

A message appears requesting a name for the conference. Type in a title, as follows:

```
Enter a title for the conference: Forum on Employee Benefits
You may now enter the text for the introductory topic
```

3. Compose an introductory topic.

At this point, VAX Notes displays an empty editing buffer and waits for you to compose an introductory topic. For the BENEFITS conference, you might explain what you are trying to accomplish through the conference, how long the conference will last, and rules for entering notes. When you are finished, exit from the editor.

Complete the introductory topic by giving it a title, as follows:

```
Enter a title for your topic: Goals and Rules for the Benefits Conference
Your topic is complete. Proceed to enter it? (Y/N) <Y> RETURN
```

VAX Notes displays your introductory topic (as note 1.0) to confirm that the topic was successfully added to the conference.

If you like, you can prevent participants from adding replies to the introductory topic by typing the following command:

```
Notes> SET NOTE/NOWRITE 1.0
```

5.2.2 Setting Up a Private Conference

You use the CREATE CONFERENCE/RESTRICT command to set up a private conference. In addition to limiting membership, you can specify whether keyword creation is available to all or just certain members. The /RESTRICT qualifier accepts two values: MEMBERS and KEYWORDS. If you do not specify a value, *both* membership and keyword creation are restricted.

Suppose your project team wants to set up a conference to keep track of ideas for improving a product. There are five people on your project team: SALLY, MARK, MONROE, DARCY, and you (VALERIE). Everyone except DARCY is on node TINKER; DARCY is on node TAILOR. To set up the conference called PRODUCT_X in your login directory, and to restrict access to the conference to project team members only, use the following steps:

1. Create the conference.

Issue the CREATE CONFERENCE/RESTRICT command, as follows:

```
Notes> CREATE CONFERENCE/RESTRICT=MEMBERS DISK$: [VALERIE]PRODUCT_X
TINKER:: [VALERIE]PRODUCT_X.NOTE:1 created
```

2. Give the conference a title.

A message appears requesting a name for the conference. Type in a title, as follows:

```
Enter a title for the conference: Ideas for Improving Product X
You may now enter text for the introductory topic
```

3. Compose an introductory topic.

At this point, VAX Notes displays an empty editing buffer and waits for you to compose an introductory topic. For the PRODUCT_X conference, you might explain that the purpose of the conference is to collect product improvement ideas. When you are finished, exit from the editor.

Complete the introductory topic by giving it a title, as follows:

```
Enter a title for your topic: Purpose of this Conference
Your topic is complete. Proceed to enter it? (Y/N) <Y> 
```

VAX Notes displays your introductory topic (as note 1.0) to confirm that the topic was successfully added to the conference.

If you want to prevent participants from adding replies to the introductory topic, type the following command:

```
Notes> SET NOTE/NOWRITE 1.0
```

4. Create the membership list.

At this point, you are ready to create the membership list for this conference. You use the ADD MEMBER command to add members, one at a time.

```
Notes> SET MODERATOR
Moderator privilege enabled
Notes> ADD MEMBER TINKER::SALLY
Notes> ADD MEMBER TINKER::MARK
Notes> ADD MEMBER TINKER::MONROE
Notes> ADD MEMBER TAILOR::DARCY
```

If you want to move the conference to the NOTES\$LIBRARY directory, contact your system manager. A command procedure called NOTES\$MOVE_CONFERENCE.COM comes with VAX Notes and allows conferences to be moved from a private directory to the NOTES\$LIBRARY directory.

If you want to create the PRODUCT_X conference so that both membership and keyword creation are restricted, and only moderators and selected members can write notes, type the following command:

```
Notes> CREATE CONFERENCE/RESTRICT/NOWRITE DISK$:[VALERIE]PRODUCT_X
DISK$:[VALERIE]PRODUCT_X.NOTE;1 created
```

Alternatively, you could do the same thing but allow all members to write replies only, not topics, as follows:

```
Notes> CREATE CONFERENCE/RESTRICT/REPLY_ONLY DISK$: [VALERIE]PRODUCT_X
DISK$: [VALERIE]PRODUCT_X.NOTE;1 created
```

You can use the `/PRIVILEGES` qualifier with the `ADD MEMBER` command to specify whether or not the member is to be a moderator or can create keywords or write notes in the `PRODUCT_X` conference. The assignment of privileges is optional; if you do not use the `/PRIVILEGES` qualifier, the member cannot act as a moderator, cannot create keywords, and cannot write in a write-restricted conference.

If the `PRODUCT_X` conference is set to `NOWRITE`, the `/PRIVILEGES=WRITE_REGARDLESS` qualifier grants the privilege of writing notes. If it is set to `REPLY_ONLY`, this same qualifier grants the privilege of writing topics. For example, to give member `DARCY` the privilege to create keywords and to write any notes, including topics, type the following command:

```
Notes> ADD MEMBER TAILOR: :DARCY/PRIVILEGES=(CREATE_KEYWORDS,WRITE_REGARDLESS)
```

Section 5.4 provides more information about setting up and maintaining a membership list.

5.2.3 Setting Up a Bulletin Board

You initially set up a bulletin board as you would a public conference. You use the `CREATE CONFERENCE` command (without the `/[NO]RESTRICT` qualifier) to set up the conference. However, you include the `/NOWRITE` qualifier to prohibit anyone besides yourself, or members you specify, from entering notes in the conference. You have complete control over the contents of the conference and all other users can only read the notes.

To set up a bulletin board called `COURSES`, use the following steps:

1. Create the conference, and prohibit other users from adding notes.

Issue the `CREATE CONFERENCE` command, as follows:

```
Notes> CREATE CONFERENCE COURSES/NOWRITE
NOTES$LIBRARY: COURSES.NOTE;1 created
```

2. Give the conference a title.

A message appears requesting a name for the conference. Type in a title, as follows:

```
Enter a title for the conference: New Courses for the Fall Term
You can now compose an introductory topic
```

3. Compose an introductory topic.

At this point, VAX Notes displays an empty editing buffer and waits for you to compose an introductory topic. For the COURSES bulletin board, you might describe the format you will use to present course information, how to find a particular course in the conference, and where to get more information. You should also inform the users that they cannot write notes in the conference. When you are finished, exit from the buffer.

Complete the introductory topic by giving it a title, as follows:

```
Enter a title for your topic: Course Information and Instructions
Your topic is complete. Proceed to enter it? (Y/N) <Y> RETURN
```

VAX Notes displays your introductory topic (as note 1.0) to confirm that the topic was successfully added to the conference.

5.3 Announcing a Conference

VAX Notes provides the following two methods for announcing a new conference:

- You can use a note in an existing conference to announce another conference.

By linking the notefile specification of the conference you want to announce with this note, you put the conference on a “shopping list” in the existing conference. You use the SET NOTE/CONFERENCE command to establish this link. To add the conference to their Notebooks, users display this note and press the SELECT key. This method is recommended for announcing public conferences.

- You can use the FORWARD/MEMBERS or SEND/MEMBERS command to send a mail message privately announcing the conference to members only.

5.3.1 Putting the Conference on a Shopping List

A good way to publicize a new conference is to announce it by writing a note in an existing conference—one whose users are likely to be interested in the new conference. You use the SET NOTE/CONFERENCE command to simultaneously announce a new conference and provide a convenient way for interested users to join the new conference. First, you compose an announcement note in an existing conference. Then, you use the SET NOTE/CONFERENCE command to link the name of the new conference with your announcement note. When users read the announcement note, they can add the new conference to their Notebooks *without leaving the current conference* by issuing the SELECT command (or by pressing the SELECT key).

You can put your conference on more than one shopping list, if desired. You repeat the same steps in each conference where you want to announce your new conference.

An asterisk (*) appears next to the note number in the heading of a note you have set with the SET NOTE/CONFERENCE command. This indicator alerts users that a conference has been linked with this note and is available to be added to their Notebooks.

It is best to put only public conferences on a shopping list. VAX Notes does not prohibit you from putting a private conference on a shopping list, but you risk frustrating nonmembers, who do not have access to it. (See Section 5.3.2 on how to announce private conferences to members only.)

To put the COURSES bulletin board on the shopping list in the STUDENT_NEWS conference, use the following steps:

1. Open the conference in which you want to post your announcement.

```
Notes> OPEN STUDENT_NEWS
```

2. Issue the WRITE command to start a new topic.

```
Notes> WRITE
```

At this point, you compose the announcement note, which will become the last topic in the STUDENT_NEWS conference. When you finish the announcement, exit from the editor.

Complete the announcement by giving it a title.

```
Enter a title for your topic: Announcing New Courses for the Fall Term
Your topic is complete. Proceed to enter it? (Y/N) <Y> RETURN
```

3. Issue the SET NOTE/CONFERENCE command to link the conference with your topic.

```
Notes> SET NOTE/CONFERENCE=COURSES
```

If you set up the COURSES conference on a different system than the one where STUDENT_NEWS resides, you need to specify the system (node) name in the notefile specification. For example, if STUDENT_NEWS resides on the ASTRO system, and you create COURSES on the ELROY system, then you need to type the following command:

```
Notes> SET NOTE/CONFERENCE=ELROY::COURSES
```

5.3.2 Using MAIL to Announce a Conference

You can use the FORWARD/MEMBERS or SEND/MEMBERS command to send a mail message privately announcing a new conference. You can send the message to members of the new conference, provided you have already established the membership list, or another conference whose members are likely to be interested in the new conference. These two commands use the VMS Mail Utility (MAIL) to send a mail message to the membership list of the currently open conference.

Once you have prepared a note to announce a new conference, use the FORWARD/MEMBERS command to forward the note to all users on the membership list. VAX Notes gives you a chance to add a forwarding message at the beginning of this note. If you want to compose a mail message instead of a note and then send the message to members only, you can use the SEND/MEMBERS command. With either the FORWARD/MEMBERS or SEND/MEMBERS command, VAX Notes uses the membership list as a MAIL distribution list; you do not list each individual member as an addressee.

To announce the PRODUCT_X conference by forwarding the introductory topic to members only, use the following steps:

1. Display the introductory topic.

```
Notes> 1
```

You must display the introductory topic (always topic 1) before you can forward it.

2. Forward the topic to all conference members.

```
Notes> FORWARD/MEMBERS
```

3. Type a subject (or use the default subject by pressing the RETURN key at the Subject: prompt).

```
Subject: Announcing the PRODUCT_X Conference  
Default subject is: "Notefile TINKER::PRODUCT_X Note 1.0"
```

4. Compose a message to include with the topic.

At this point, VAX Notes displays an empty editing buffer for you to compose a forwarding message. When you are finished, exit from the editor.

```
Your message is complete. Proceed to send it? (Y/N) <Y> RETURN
```


To compose an announcement and then send it to members, use the following steps:

1. Issue the SEND/MEMBERS command.

```
Notes> SEND/MEMBERS
```

2. Give your message a subject.

```
Subject: Announcing the PRODUCT_X Conference
```

3. Compose your announcement.

VAX Notes displays an empty editing buffer (called NOTES\$MAIL__EDIT) for you to compose your announcement. When you are finished, exit from the editor.

```
Your message is complete. Proceed to send it? (Y/N) <Y> 
```

5.4 Maintaining the Membership List

When you create a conference in which membership, keyword creation, or writing privileges are restricted, you specify who can access the conference, create keywords, or write notes by creating a membership list. By adding a user to the membership list, you authorize that user to access the conference. At the same time, you can specify whether the user is authorized to create keywords, act as a moderator, write notes (if the conference is set to NOWRITE), or write topics (if the conference is set to REPLY_ONLY).

NOTE

You can create a membership list for a public conference in order to give certain members privileges or to specify mailing addresses. VAX Notes does not check the membership list of public conferences to determine access rights.

If you are adding to or otherwise modifying the membership list for several conferences and the process is repetitive, you can use batch processing.

You can add and delete members from the membership list and change information for a member at any time. To create or maintain a membership list for a conference, you must open the conference and enable your moderator privilege by issuing the SET MODERATOR command.

5.4.1 Adding Members

You use the moderator command `ADD MEMBER` to add a user to the membership list for a restricted conference. Table 5-3 briefly describes the qualifiers for the `ADD MEMBER` command. All qualifiers are optional. Refer to the *VAX Notes Command Dictionary* in Part III for complete descriptions.

Table 5-3: ADD MEMBER Command Qualifiers

Qualifier	Description
<code>/ACCESS=(node::username[, ...])</code>	Uniquely identifies a member regardless of whether his or her VMS user name is the same as another member's.
<code>/MAIL=mail-address</code>	Specifies the user's mailing address.
<code>/NODES=(node-name[, ...])</code>	Specifies names of systems (nodes) the user will use to access VAX Notes. <code>/NODES</code> is superseded by <code>/ACCESS</code> .
<code>/PRIVILEGES=(<u>[NO]MODERATE</u>,<u>[NO]CREATE</u>_ <u>KEYWORDS</u>,<u>[NO]WRITE</u>_<u>REGARDLESS</u>)</code>	Specifies the user's privileges.

You can supply the user name as a parameter to the `ADD MEMBER` command; or you can specify a user's system (node) name along with the user name. You should use the `/ACCESS` qualifier when the user has more than one system to access VAX Notes. (The `/ACCESS` qualifier supersedes the `/NODES` qualifier; see the `MODIFY MEMBER` command in the *Command Dictionary* for more information.) By specifying a list of node names, you ensure that the user's identity is independent of the system. If you are adding a member who uses VAX Notes in a cluster environment, you should use the cluster name (cluster alias) or list all the node names in the cluster for that member.

If you have two users with the same user name (for example, `NODEA::SMITH` and `NODEB::SMITH`), and you want to give them different privileges or different mailing addresses, you must use the `/ACCESS` qualifier to give them unique identities. When you use the `/ACCESS` qualifier, the parameter to the `ADD MEMBER` command is typically the member's full name; it must be enclosed in quotation marks if it includes any spaces.

The `/MAIL` qualifier is useful when the user wants to receive mail messages from VAX Notes on a specific system, or when the user uses a mailing system other than the VMS Mail Utility (`MAIL`) and, therefore, requires a different syntax for his or her mailing address than that required by `MAIL`.

You use the /PRIVILEGES qualifier to authorize the user to act as moderator, create keywords, or write notes in a write-restricted conference (a conference set to NOWRITE or REPLY_ONLY).

NOTE

If you authorize a user to act as moderator (with /PRIVILEGES=MODERATE), that user is also automatically authorized to create keywords and to write notes to a write-restricted conference.

In the next example, you add user MITZY to the membership list and do the following:

- Grant user MITZY access rights to this conference
- Specify BAZAAR as the system (node) that MITZY uses
- Authorize MITZY to create keywords in this conference

```
Notes> ADD MEMBER BAZAAR::MITZY/PRIVILEGES=CREATE_KEYWORDS
```

In the next example, you add user LEE to the membership list and do the following:

- Grant user LEE access rights to this conference, and give him the member name "Ed Lee"
- Specify A and B as systems (nodes) that he uses
- Specify A as the system on which he wants to receive mail messages from VAX Notes
- Authorize him to act as moderator (a privilege that automatically includes the other privileges)

```
Notes> ADD MEMBER "Ed Lee"/ACCESS=(A::LEE,B::LEE)/MAIL=A::LEE/PRIV=MODERATE
```

5.4.2 Modifying Member Information

You use the MODIFY MEMBER command to modify information about a member. Table 5-4 briefly describes the qualifiers for the MODIFY MEMBER command. Refer to the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 5–4: MODIFY MEMBER Command Qualifiers

Qualifier	Description
<code>/ACCESS=(node::username[, ...])</code>	Uniquely identifies a member regardless of whether his or her VMS user name is the same as another member's.
<code>/MAIL=mail-address</code>	Modifies the user's mailing address.
<code>/NAME=new-username</code>	Changes the user name by which this user is recognized.
<code>/NODES=(node-name[, ...])</code>	Modifies the list of system names by which this user is recognized. <code>/NODES</code> is superseded by <code>/ACCESS</code> .
<code>/PRIVILEGES=([NO]MODERATE,[NO]CREATE_ KEYWORDS,[NO]WRITE_REGARDLESS)</code>	Modifies the user's privileges.

When you use the `MODIFY MEMBER` command to change information about a member, only the information you specify is modified; the rest of the user's membership record remains the same. For example, if user `SMITH` marries and now has the user name `SMITH_JONES`, you can modify the user name by typing the following command:

```
Notes> MODIFY MEMBER SMITH/NAME=SMITH_JONES
```

If user `BROWN`, whose member name is "Pat Brown," changes jobs and is using different systems (nodes) in the new department, you can change this user's list of node names by typing a command like the following:

```
Notes> MODIFY MEMBER "Pat Brown"/ACCESS=(ACCTNG::BROWN,FINANC::BROWN)
```

If you want to authorize member `CHARLES` to be a moderator for the conference, type the following command:

```
Notes> MODIFY MEMBER CHARLES/PRIVILEGES=MODERATE
```

(Recall that when you authorize someone to act as moderator, that person is automatically authorized to create keywords and to write notes, even if the conference is write-restricted.)

If two conference members have the same VMS user name and you need to grant one of them a privilege or assign a mailing address, you can do so only

by using the /ACCESS qualifier. (The /ACCESS qualifier supersedes the /NODES qualifier; see the MODIFY MEMBER command in the Command Dictionary for more information.) For example:

```
Notes> MODIFY MEMBER "JORGE GARCIA"/ACCESS=(MAR::GARCIA,BAT::GARCIA)/MAIL=BAT::GARCIA
```

```

.
.
```

```
Notes> MODIFY MEMBER "MARIA GARCIA"/ACCESS=PLUM::GARCIA/PRIVILEGES=MODERATE
```

5.4.3 Deleting Members

You delete a user from the membership list by using the DELETE MEMBER command. Do not specify a system (node) name with the member's user name.

You can use the SHOW MEMBER/FULL command to see all information for the member to verify that this is the member you want to delete.

To delete user ADAMS from the membership list, type the following command:

```
Notes> DELETE MEMBER ADAMS
Member ADAMS deleted
```

If two members have the same user name and you want to delete one of them, first identify that member uniquely with the /ACCESS qualifier. For example, you may want to delete user SMITH (John Smith) on NODEA without affecting user SMITH on NODEB. Use the following commands:

```
Notes> MODIFY MEMBER "JOHN SMITH"/ACCESS=NODEA::SMITH
```

```

.
.
```

```
Notes> DELETE MEMBER "JOHN SMITH"
```

5.5 Setting or Modifying Conference Characteristics

You use the SET CONFERENCE command to set or change characteristics of a conference in which you have moderator privilege. To set or change conference characteristics, you must be in the conference, and you must enable your moderator privilege by issuing the SET MODERATOR command.

To review the current characteristics of a conference, issue the SHOW CONFERENCE command when the conference is open.

Table 5–5 briefly describes the SET CONFERENCE command qualifiers, which are illustrated in the following sections. See the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 5–5: SET CONFERENCE Command Qualifiers

Qualifier	Description
<code>/[NO]NOTICE="string"</code>	Sets, changes, or deletes a notice for the conference.
<code>/[NO]REPLY_ONLY</code>	Specifies whether or not users without MODERATE or WRITE_REGARDLESS privilege can write topics in this conference.
<code>/[NO]RESTRICT[=(MEMBERS,KEYWORDS)]</code>	Specifies whether or not the conference restricts membership, keyword creation, or both.
<code>/TITLE="string"</code>	Sets or changes a title for the conference.
<code>/[NO]WRITE</code>	Specifies whether or not users without MODERATE or WRITE_REGARDLESS privilege can write notes in this conference.

5.5.1 Setting or Modifying Restrictions

You use the SET CONFERENCE/[NO]RESTRICT command to set or change restrictions. You can set or change restrictions for a conference at any time.

The /[NO]RESTRICT qualifier accepts two values: MEMBERS and KEYWORDS. If you do not specify one of these values, the qualifier applies to *both* membership and keyword creation. By default, if you do not use the /[NO]RESTRICT qualifier, membership is unrestricted and keyword creation is restricted.

If you originally created a private conference and now would like to open the conference to the public, you can remove access restriction, without removing keyword creation restriction, by typing the following command:

```
Notes> SET CONFERENCE/NORESTRICT=MEMBERS
Conference has been modified
```

If you originally allowed anyone to create keywords in a conference, you can now restrict keyword creation by issuing the SET CONFERENCE/RESTRICT command, as follows:

```
Notes> SET CONFERENCE/RESTRICT=KEYWORDS
Conference has been modified
```

If you already have a membership list for the conference, you must modify the membership records of those members you want to have keyword creation privileges. If the conference is public and does not have a membership list, you must create a membership list if you want to allow some members to create new keywords; the membership list does not restrict access to the public conference.

5.5.2 Setting or Modifying the Conference Title

The conference title appears in a listing of available conferences (when a user issues the DIRECTORY/CONFERENCES command) and in the conference heading (when a user issues the DIRECTORY command after accessing the conference). Users rely on the conference title to indicate the subject of the conference and to verify that they have accessed the right conference.

You use the SET CONFERENCE/TITLE command to set or change the conference title. You can type a title of up to 63 characters, enclosed in quotation marks. Use uppercase and lowercase letters in the title exactly as you want it to appear on the screen. You can set or change the title at any time. For example, if you created a conference without a title, you can now set a title for that conference by typing the following command:

```
Notes> SET CONFERENCE/TITLE="This is the title for the conference"
Conference has been modified
```

To delete the existing title, type the following command:

```
Notes> SET CONFERENCE/TITLE=""
Conference has been modified
```

As soon as you set or change the title, users will see the new title in the conference heading or directory listing.

5.5.3 Setting or Modifying the Notice

A **notice** is a one-line message you can display beneath the conference title to give a special reminder or to relay important information to anyone who accesses the conference. The use of a notice is optional, and you can change or remove the notice at any time.

You use the SET CONFERENCE/[NO]NOTICE command to set, change, or delete the notice for a conference. The notice can be up to 63 characters long and must be enclosed in quotation marks. Use uppercase and lowercase letters in the notice exactly as you want it to appear on the screen.

To use "Fly Fishing Flea Market Saturday" as the notice for the current conference, type the following command:

```
Notes> SET CONFERENCE/NOTICE="Fly Fishing Flea Market Saturday"  
Conference has been modified
```

To delete the notice, issue the SET CONFERENCE/NONOTICE command. For example, to delete the notice for the current conference, type the following command:

```
Notes> SET CONFERENCE/NONOTICE  
Conference has been modified
```

5.5.4 Setting or Modifying Write Protection

The SET CONFERENCE/[NO]WRITE command lets you specify whether users other than a moderator or a member with WRITE_REGARDLESS privilege can enter notes in the conference. The default is /WRITE; anyone who has access to the conference can enter notes. You can prohibit users from entering notes, or you can lift the prohibition, at any time.

The SET CONFERENCE/[NO]REPLY_ONLY command lets you specify whether users other than a moderator or a member with WRITE_REGARDLESS privilege can add topics. The ability to write replies remains unrestricted. The default is /NOREPLY_ONLY; anyone who has access to the conference is able to write topics (unless, of course, the conference is write-restricted). For example, you can prevent all users except moderators and members with WRITE_REGARDLESS privilege from entering notes in the current conference by typing the following command:

```
Notes> SET CONFERENCE/NOWRITE  
Conference has been modified
```

The write-protection setting takes effect immediately.

To remove the prohibition, type the following command:

```
Notes> SET CONFERENCE/WRITE  
Conference has been modified
```

To grant certain users the ability to write notes in a conference set to NOWRITE, or the ability to write topics in a conference set to REPLY_ONLY, use the ADD MEMBER or the MODIFY MEMBER command with the qualifier /PRIVILEGES=WRITE_REGARDLESS.

5.6 Using the VAX Distributed Name Service to Access a Conference

If the VAX Distributed Name Service (DNS) is installed on your system, you can use it to associate a conference with a notefile specification. If the conference moves, its notefile specification is changed just once, centrally, in the DNS database, instead of by each user individually.

A DNS **object** is a name recognizable across the entire network, wherever DNS is installed. For VAX Notes, an object is a name identifying a conference. **ADD OBJECT**, **DELETE OBJECT**, **SET OBJECT**, and **SHOW OBJECT** are the VAX Notes commands that support DNS.

NOTE

The **ADD OBJECT**, **DELETE OBJECT**, and **SET OBJECT** commands require write privilege to the DNS database.

The **ADD OBJECT** command adds a new object to a DNS database. An object name is a path name consisting of several elements separated by periods (for example, **CONF.PUBLIC.SAMPLE**). With the optional **/FILE** qualifier, a file specification can be associated with the object. For example, the following command adds the object name **CONF.PUBLIC.SAMPLE** to the DNS database and associates the file specification **MAR::NOTES\$\$SAMPLE** with that object:

```
Notes> ADD OBJECT CONF.PUBLIC.SAMPLE/FILE=MAR::NOTES$$SAMPLE
```

The conference moderator can instruct the users of the conference to add it to their Notebooks with the **ADD ENTRY/OBJECT** command, or to change it in their Notebooks with the **MODIFY ENTRY/OBJECT** command. For example, the following command adds the VAX Notes sample conference, which is located on node **MAR**, gives it the entry name **SAMPLE**, and associates it with its DNS object name, which is **CONF.PUBLIC.SAMPLE**:

```
Notes> ADD ENTRY SAMPLE/OBJECT=CONF.PUBLIC.SAMPLE/FILE=MAR::NOTES$$SAMPLE
```

Whenever a user accesses this conference, VAX Notes looks in the DNS database first and uses the notefile specification recorded there; it looks for the notefile specification on the **/FILE** qualifier only if there is no notefile specification associated with the object in the DNS database.

If a conference is later moved, its file specification needs to be changed (with the **SET OBJECT** command) only once by a user with write privilege to the DNS database. If you specified the **/OBJECT** qualifier with the **ADD ENTRY** or the **MODIFY ENTRY** command, you do not need to change the entry's file specification because the object in the DNS database is associated with the new file specification.

If you do not use the /OBJECT qualifier with the ADD ENTRY command, you must specify the notefile specification either as a parameter or with the /FILE qualifier (unless the conference resides on your node). If you use the /OBJECT qualifier, you can omit the /FILE qualifier or you can use the /NOFILE qualifier.

You can use the MODIFY ENTRY/NOOBJECT command to dissociate the entry from the DNS object so that VAX Notes will not look in the DNS database when you access the entry.

If you want to determine whether a conference is a DNS object, you can use the SHOW ENTRY or the SHOW CONFERENCE command. If the conference is a DNS object, its object name is displayed (along with other information) in response to the command. You can use the SHOW OBJECT command to display the file specification (if any) associated with the object in the DNS database.

5.7 Maintaining Keywords

You use the following commands to maintain keywords:

- You use the CREATE KEYWORD command to create a new keyword.
- You use the MODIFY KEYWORD/NAME command to change the name of an existing keyword. The new keyword automatically replaces the old keyword for all notes that had the old keyword.
- You use the DELETE KEYWORD/ALL command to delete a keyword from all notes *and* delete the keyword itself.
- You use the SHOW KEYWORDS/ALL command to see a listing of all existing keywords and, for each keyword, the notes that refer to the keyword.

To maintain keywords, you must be in the conference. If keyword creation is restricted in this conference, you must have CREATE_KEYWORDS privilege set in your membership record. You can view your membership record by issuing the SHOW MEMBER command and specifying your user name. (If you are moderator for this conference, you are automatically authorized to create keywords.)

To create the keyword HORSES for the current conference, type the following command:

```
Notes> CREATE KEYWORD HORSES
```

To change the name of the keyword HORSES to THOROUGHBREDS, type the following command:

```
Notes> MODIFY KEYWORD HORSES/NAME=THOROUGHBREDS
```

To delete the keyword THOROUGHBREDS, and all references to the keyword, type the following command:

```
Notes> DELETE KEYWORD/ALL THOROUGHBREDS
```

A moderator or participant with CREATE_KEYWORDS privilege automatically creates a keyword the first time the keyword is added to a note. For example, if the keyword BUGS does not exist for the current conference, you can simultaneously create the keyword BUGS and add it to note 30.7 by typing the following command:

```
Notes> ADD KEYWORD BUGS 30.7
```

5.8 Other Moderator Tasks

When a user carelessly enters a note that is offensive or contains private information, the moderator should act to restore order to the discussion or to protect confidentiality. The moderator should also keep the discussion from wandering off the subject and not allow violations of the conference rules (as described in the introductory topic). VAX Notes provides the following special functions for the moderator to maintain control in a conference:

- With the DELETE NOTE command the moderator can delete a note from a conference, regardless of who entered the note.
- With the SET NOTE/HIDDEN command the moderator can temporarily hide a note.
- With the SET NOTE/NOTE_ID command the moderator can move a note to a more appropriate location within the conference.
- With the SET NOTE/[NO]TITLE command the moderator can change or delete the title of a note.
- With the SET NOTE/[NO]WRITE command the moderator can halt a discussion by prohibiting members from entering further replies.

The author of the note in question can also use these commands.

You can use the /HIDDEN and /NOWRITE qualifiers together on the SET NOTE command to both hide and prohibit replies to a topic.

To use these moderator commands, you must be in the conference, and you must enable your moderator privilege by issuing the SET MODERATOR command.

5.8.1 Deleting Notes

As moderator, you can use the DELETE NOTE command to delete a note entered by another user. If you do not specify the note number in the DELETE NOTE command, VAX Notes assumes you want to delete the current note. When you want to delete the current note, you can use the command DELETE; the word NOTE is optional.

If you are currently reading note 7.9 and decide to delete it, type the following command:

```
Notes> DELETE
Are you sure you want to delete note 7.9? (Y/N) <N> Y
Note 7.9 deleted
```

To delete a note that you are not currently reading, in this case note 5.2, type the following command:

```
Notes> DELETE NOTE 5.2
Are you sure you want to delete note 5.2? (Y/N) <N> Y
Note 5.2 deleted
```

5.8.2 Hiding Notes

As moderator, you can use the SET NOTE/HIDDEN command to temporarily hide a note entered by another user. The note remains in the conference, but only you and the author are able to read the note. When any other user tries to display the note, he or she receives a message explaining that the note is hidden.

If you do not specify the note number in the SET NOTE/HIDDEN command, VAX Notes assumes you want to hide the note you are currently reading. For example, if you are reading note 8.0, you can hide this note by typing the following command:

```
Notes> SET NOTE/HIDDEN
Note 8.0 modified
```

To hide note 14.7, type the following command:

```
Notes> SET NOTE/HIDDEN 14.7  
Note 14.7 modified
```

NOTE

Hiding a note in a discussion does *not* prohibit users from adding new replies to that discussion (see Section 5.8.5).

You can reveal a hidden note by using the SET NOTE/NOHIDDEN command. For example, to reveal note 14.7, type the following command:

```
Notes> SET NOTE/NOHIDDEN 14.7  
Note 14.7 modified
```

5.8.3 Moving Notes

If one or more notes are logically under the wrong topic in the conference, the author or a moderator can move them with the SET NOTE/NOTE_ID command. The need to move notes occurs when a reply has been mistakenly written under the wrong topic or when several replies have logically diverged from the original subject.

You must first select a new note ID not already used by an existing note because two notes cannot have the same note ID.

If you have decided that the note you are currently reading should become note 14.5, you can move it with the following command:

```
Notes> SET NOTE/NOTE_ID=14.5
```

The preceding command works only if note 14.5 does not already exist; if it does, an error message appears. If the last reply to 14 is currently 14.3, the note you are moving becomes 14.4, not 14.5, because VAX Notes generally avoids gaps in numbering.

You can move a series of sequential notes all at once to a new location where they will appear in the same sequence as before. When specifying the new location, you need to specify the new number of the first note only. In the following example, the six notes 10.4 through 10.9 become topic 11.0 and its replies, 11.1 through 11.5.

```
Notes> SET NOTE 10.4-10.9/NOTE_ID=11.0
```

If there is a gap in numbering in the replies to a discussion because one or more notes have been deleted, you can fill in the gap when you move the notes to that discussion. (See the examples under SET NOTE in Part III, the Command Dictionary.)

5.8.4 Changing the Title of a Note

You can change or delete the title of a note with the SET NOTE/[NO]TITLE command. VAX Notes replaces the existing title of the note with the string you specify. You must be the author of the note or have moderator privilege to use the /[NO]TITLE qualifier. This is useful when you want to give a note a title that more accurately reflects the content of the note.

To change the title of the current note (for example, note 8.1) to "July meeting agenda," type the following command:

```
Notes> SET NOTE/TITLE="July meeting agenda"  
Note 8.1 modified
```

5.8.5 Prohibiting Replies to a Note

You can temporarily suspend a discussion by using the SET NOTE/NOWRITE command. Then no one but you can add a reply to the topic until you lift the prohibition. (The author of the note, another moderator, or a member with WRITE_REGARDLESS privilege can also write replies; the author or a moderator can lift the prohibition.)

If you issue the SET NOTE/NOWRITE command without specifying a note number, VAX Notes assumes you want to prohibit replies to the topic you are currently reading. You must specify a topic, or be reading a topic, to use the SET NOTE/NOWRITE command. For example, if you are reading note 99.11, you would type the following commands to prohibit further replies to this discussion:

```
Notes> TOPIC  
Notes> SET NOTE/NOWRITE  
Note 99.0 modified
```

To prohibit replies to topic 102, type the following command:

```
Notes> SET NOTE/NOWRITE 102  
Note 102.0 modified
```

To lift the prohibition and resume allowing replies to a note, use the SET NOTE/WRITE command. For example, to resume replies to topic 102, type the following command:

```
Notes> SET NOTE/WRITE 102  
Note 102.0 modified
```

5.9 Ending a Conference

Once a conference has ended, you or your system manager can archive or delete the notefile used to store the conference proceedings. Before doing so, however, you should send mail to conference members asking them to delete the entry for this conference from their Notebooks. Once you announce that the conference is ended, you can use the SET CONFERENCE/NOWRITE command to prevent any new notes from being added to the conference.

You use the Convert Utility to make an archive copy of a conference to keep on line. Use the /SHARE option when there is a possibility that someone might be accessing the conference while it is being archived. Use the VMS Backup Utility to archive a notefile to tape. See the *VMS Convert and Convert/Reclaim Utility Manual* and the *VMS Backup Utility Manual* for more information.

Recall that notefiles reside in the NOTES\$LIBRARY directory and have the default file type .NOTE. To delete a conference you created, first set the protection on the notefile to give yourself (O for owner) delete access (specified by the D in RWED), then delete the notefile. You must include the version of the notefile (usually 1) in the notefile specification when you use the DELETE command.

To delete the notefile named FISHING that you created on the current system, type the following DCL commands:

```
$ SET PROTECTION=(O:RWED) NOTES$LIBRARY:FISHING.NOTE
$ DELETE NOTES$LIBRARY:FISHING.NOTE;1
```

To delete the ATHLETICS conference that you created on the SILVER system, type the following DCL commands:

```
$ SET PROTECTION=(O:RWED) SILVER::NOTES$LIBRARY:ATHLETICS.NOTE
$ DELETE SILVER::NOTES$LIBRARY:ATHLETICS.NOTE;1
```

To delete a conference that you created in your own directory, you must name your directory instead of NOTES\$LIBRARY. For example, to delete the NEW_ENGLAND conference in the private directory [ROBERTS], type the following command:

```
$ DELETE [ROBERTS]NEW_ENGLAND.NOTE;1
```

5.10 Providing Extra Security for Confidential Conferences

VAX Notes notefiles (which store conferences) are subject to the same file protection as VMS files in general. While you can restrict access to a notefile through the membership list, this only prevents unauthorized users from reading the notefile through VAX Notes. Any user with READ access to the notefile (through standard VMS file protection) can still copy and examine the notefile by using DCL commands.

If you decide that the discussion in a particular conference is confidential and warrants extra protection, you need to take steps outside VAX Notes to secure the file from unauthorized access. You can provide extra security through an Access Control List (ACL), which can define access more selectively than standard UIC-based protection.

By default, the system checks the ACL before it checks the UIC-based protection, and before VAX Notes checks the membership list, to determine whether a user should be given access to a notefile.

The approach you take to setting up a conference protected by an ACL depends on how your system manager has installed your VAX Notes system. At installation, your system manager establishes default protection for the NOTES\$LIBRARY directory. This protection may allow only certain users on your system to create notefiles in the NOTES\$LIBRARY directory; a notefile created by anyone else resides in the directory specified at the time the file was created.

If you are able to create notefiles in the NOTES\$LIBRARY directory, then you can set up an ACL for any notefile you create (as owner of the notefile) and the ACL will protect the notefile from unauthorized access automatically. You do not need to involve your system manager to set up the ACL.

If you are not able to create notefiles in the NOTES\$LIBRARY directory, use the following steps:

1. Create the notefile in your default login directory, and set protection on the notefile to deny access to group and world users, as follows:

```
$ SET PROTECTION=(S:RWED,O:RWED,G,W) notefile-specification
```

2. Ask your system manager to move the notefile to the NOTES\$LIBRARY directory. A command procedure called NOTES\$MOVE_
CONFERENCE.COM, located in the system manager directory (SYS\$MANAGER), comes with VAX Notes expressly for this purpose. In addition to moving the notefile to the NOTES\$LIBRARY directory, this command procedure creates an ACL for you.

3. Once your system manager notifies you that your notefile has been moved to the NOTES\$LIBRARY directory, modify the ACL to specify who is authorized to access the notefile.

The following example shows how to set up an ACL for a notefile named MYNOTES.

```
$ SET FILE/ACL=((IDENT=[USER1],ACCESS=READ+WRITE+EXECUTE),-
_ $ (IDENT=[USER2],ACCESS=READ+WRITE+EXECUTE))-
_ $ NOTES$LIBRARY:MYNOTES.NOTE
$
```

If you protect a conference this way, you must ensure that all references to your local system specify the node name (or use 0:). For example, if your local system is named BOOK, then you must always use DIRECTORY/CONFERENCES BOOK and ADD ENTRY BOOK::conference_name.

Additional VAX Notes Features

This chapter explains the following additional features of VAX Notes:

- Overriding default conditions when you invoke VAX Notes
- Setting attributes for a note
- Searching for a word or phrase in a range of notes or the entire conference
- Manipulating subprocesses from VAX Notes
- Executing EVE commands in VAX Notes

6.1 Overriding Defaults with the NOTES Command

The DCL command `NOTES` invokes VAX Notes and provides immediate access to your Notebook. By using one or more qualifiers and parameters with the `NOTES` command, you can invoke VAX Notes, override the default conditions, and execute a VAX Notes command, in one step.

6.1.1 Specifying an Entry and a Note

You can supply an optional parameter with the `NOTES` command to open an entry immediately after invoking VAX Notes. VAX Notes looks first for the entry in the default class specified in your profile. (The default class is the current class when you invoke VAX Notes.)

To invoke VAX Notes and open an entry named `EATERIES`, type the following command:

```
$ NOTES EATERIES
```

If you know the note-ID of a note that you want to read, you can specify that note-ID as the second parameter after the entry name. To invoke VAX Notes, open the entry EATERIES, and immediately display note 50.6, type the following command:

```
$ NOTES EATERIES 50.6
```

If you do not supply the entry-name parameter, VAX Notes displays a directory of entry names in the default class.

You cannot use the note-ID parameter unless you precede it with the entry-name parameter. Also, you cannot use the note-ID parameter and the /UPDATE qualifier together.

You can use the note-ID parameter with the VAX Notes command OPEN as well as with the DCL command NOTES.

6.1.2 Overriding the Default Class

You can override the default class by using the /CLASS qualifier with the NOTES command. The class you specify becomes the current class when you invoke VAX Notes.

To make a class named TRAVEL the current class when you invoke VAX Notes, type the following command:

```
$ NOTES/CLASS=TRAVEL
```

You can change the current class and open an entry in the specified class with a single NOTES command. For example, you can invoke VAX Notes, specify that the class BOOKS be the current class (instead of the default class), and open the entry FICTION in class BOOKS by typing the following command:

```
$ NOTES FICTION/CLASS=BOOKS
```

6.1.3 Updating Entries

By invoking VAX Notes with the NOTES/UPDATE command, you can update information about which notes you have and have not seen in one or more entries, and then return to the DCL level. You can include the /CLASS qualifier to specify a class other than the default class in which VAX Notes is to find the entries. If you do not specify any entry names, VAX Notes updates all entries in the specified (or default) class.

To update all entries in a class named MISC and then return to the DCL level, type the following command:

```
$ NOTES/UPDATE/CLASS=MISC  
$
```

You cannot use the /UPDATE qualifier and the note-ID parameter together.

6.1.4 Bypassing Notebook Processing

The /NONOTEBOOK qualifier directs VAX Notes to open your Notebook for profile information only; no entry processing is done. This means that information about which notes you have and have not seen is not available. Further, if you supply a parameter with the NOTES command, it is interpreted as a notefile specification rather than the name of a Notebook entry.

You can use the NOTES/NONOTEBOOK or the OPEN/NONOTEBOOK command to open a conference that is an entry when you want to bypass Notebook processing, or to open a conference that is not an entry in your Notebook. (Without the qualifier, you would not be able to open a conference without first adding it as an entry with the ADD ENTRY command.) The parameter must be the notefile specification, not just the conference's entry name.

The /NONOTEBOOK qualifier causes entry processing to be temporarily bypassed until you close the conference. Entry processing is restored as soon as you open the next conference (without the /NONOTEBOOK qualifier). You can also restore entry processing by ending the VAX Notes session and starting a new session.

To invoke VAX Notes, directly open the conference MICROS on node JETSET without the benefit of seen/unseen information, and immediately read note 12.5, type the following command:

```
$ NOTES/NONOTEBOOK JETSET::MICROS 12.5
```

6.1.5 Overriding the Automatic on Open Setting

When opening a conference, you can override the Automatic on Open setting from your user profile. (You can also change the profile setting with the SET PROFILE command.)

If the Automatic on Open setting in your profile specifies that a conference opens with a display of the first unseen note, you can override the setting and cause a directory of notes to appear. Use the `/AUTOMATIC=DIRECTORY` qualifier with the DCL command `NOTES` or with the VAX Notes command `OPEN`. For example, the following command opens the entry named `INTERNATIONAL` and displays a directory of notes:

```
$ NOTES/AUTOMATIC=DIRECTORY INTERNATIONAL
```

Similarly, if your profile specifies that a directory of notes is displayed when a conference opens, you can open the conference and display the first unseen note as follows:

```
$ NOTES/AUTOMATIC=UNSEEN INTERNATIONAL
```

You can specify `/NOAUTOMATIC` when you do not want to see either the first unseen note or the directory listing. The following command opens the entry `INTERNATIONAL` with a conference heading only:

```
$ NOTES/NOAUTOMATIC INTERNATIONAL
```

The `/AUTOMATIC` and `/NOAUTOMATIC` qualifiers work identically on the DCL command `NOTES` and the VAX Notes command `OPEN`.

6.1.6 Activating a Display Device

The `/[NO]DECWINDOWS` qualifier on the DCL command `NOTES` activates the display device requested for either the DECwindows interface to Notes on a workstation or the character-cell (command-line) interface on either a workstation or a terminal. The default is `/DECWINDOWS` (if available) on a workstation, and `/NODECWINDOWS` when no workstation device is available.

Use the `NOTES/NODECWINDOWS` command if you want to invoke the character-cell interface of VAX Notes in the DECterm (terminal emulator) window of a workstation.

6.2 Setting Note Characteristics

With the `SET NOTE` command, you can do the following, provided you are either the author of the note or the conference moderator:

- Put a conference on a “shopping list”
- Hide a note
- Move a note or notes to a different location within the conference

- Change the title of a note
- Prohibit users from replying to a note

You can see all settings for a note with the SHOW NOTE command.

Table 6–1 briefly describes the qualifiers you can use with the SET NOTE command. See Chapter 5 or the VAX Notes Command Dictionary in Part III for complete descriptions.

Table 6–1: SET NOTE Command Qualifiers

Qualifier	Description
/[NO]CONFERENCE=notefile-spec	Puts the specified conference on, or removes it from, a shopping list. Users reading a note set with this qualifier can add the conference to their Notebooks by pressing the SELECT key while reading the note.
/[NO]HIDDEN	Determines whether or not a note can be read by other than the author and the moderator. The default is /NOHIDDEN.
/NOTE_ID=new-note-ID	Moves a note or notes to a new location in the same conference.
/[NO]TITLE="string"	Changes the title of a note to the specified string or deletes the title.
/[NO]WRITE	Determines whether further replies can be entered for this note. The default is /WRITE.

6.3 Searching a Conference

The human memory being what it is, you are more likely to remember some catchy word or phrase you read than to recall the number of the note in which you read it. VAX Notes provides an easy means of finding that note by letting you search for the catchy word or phrase. If the word or phrase occurs more than once in the conference, VAX Notes gives you the choice of continuing the search until every occurrence is retrieved or abandoning the search once you have found the note you seek.

If you can narrow down your search to a range of notes, the search will proceed much faster than if you search the entire conference. However, VAX Notes does not prevent you from searching the entire conference if you cannot remember the general area in which the note might be located. Be aware that searching the entire conference can take a long time.

6.3.1 Initiating a Search

To start a search, you use the SEARCH command and specify the string. You can optionally specify the range of notes to be included in the search. You must enclose the search string in quotation marks.

To search for the string "the eagle has landed" in the range starting with topic 2 and ending with the last reply to topic 6, type the following command:

```
Notes> SEARCH "THE EAGLE HAS LANDED"/NOTES=2.*-6.*
```

The SEARCH command is *not* case sensitive; VAX Notes finds all occurrences of the string whether you use uppercase letters, lowercase letters, or a combination of these.

VAX Notes displays the note in which it first finds the search string.

6.3.2 Continuing a Search

If the note that VAX Notes displays is not the note you want, you can continue the search for the same string by typing the SEARCH command without a parameter, as follows:

```
Notes> SEARCH
```

VAX Notes responds by displaying the next note in the range in which the string is found. VAX Notes continues searching for the string as long as you issue the SEARCH command without specifying a new string.

When no more instances of the string occur, the following message appears:

```
No more notes found containing string "THE EAGLE HAS LANDED"
```

You can begin a search for a different string in a different range of notes by specifying the new string and note range with the SEARCH command.

6.3.3 Canceling a Search

To cancel a search, issue a command other than SEARCH at the Notes> prompt. If the search is in progress and you are not at the Notes> prompt, press CTRL/C to cancel the search. The Notes> prompt and the following message appear:

```
Notes>  
Command cancelled by CTRL/C
```

6.4 Manipulating a Subprocess from VAX Notes

On occasion, you might want to suspend VAX Notes temporarily to read your mail, queue a batch job, edit a file, or react to a message from the system manager. You use the SPAWN command to create a subprocess. Then you can operate in the subprocess as if you were logged in from another terminal. When you want to return to VAX Notes, you simply log out of the subprocess or issue the ATTACH command (to suspend the subprocess).

If you want to perform a single DCL command and immediately return to VAX Notes, you can include the DCL command in the SPAWN command line.

6.4.1 Spawning a Subprocess

To spawn a subprocess in which you can issue commands until you log out or attach to the process running VAX Notes, type the following command:

```
Notes> SPAWN
$
```

Typing a dollar sign (\$) at the Notes> prompt also spawns a subprocess.

To spawn a subprocess and issue a single DCL command to see, for example, a listing of the files in your current default directory, type the following command:

```
Notes> SPAWN DIRECTORY
```

As soon as the directory finishes, press the RETURN key to return to VAX Notes.

6.4.2 Attaching to a Process

To suspend the spawned subprocess and attach to the process running VAX Notes, type the following command, substituting the name of the process running VAX Notes for *process-name*:

```
$ ATTACH process-name
Notes>
```

To resume operating in a spawned subprocess, specify the subprocess name in the ATTACH command. For example, to continue working in subprocess ROBERT_1, type the following command:

```
Notes> ATTACH ROBERT_1
```

To attach to the process running VAX Notes and terminate the spawned subprocess, type the following command:

```
$ LOGOUT  
Notes>
```

6.5 Executing EVE Commands in VAX Notes

You use the VAX Notes command EVE to execute EVE commands. Whatever you type following the command EVE is interpreted as an EVE editor command. If you issue the EVE command alone, you invoke the EVE editor with a blank buffer called MAIN. This buffer, like any other EVE buffer you create during a VAX Notes session, remains available (in the background) until you end the session or erase the buffer.

When you end your session, VAX Notes asks you if you want to write the contents of any buffer you created during the session to a VMS text file. If you answer yes, you must provide a name for the file. The file is written to your current default directory unless you specify another directory with the file name. If you answer no, the buffer is discarded. This process is repeated for each buffer.

6.5.1 Manipulating Buffers

A useful EVE command is the BUFFER command. You specify the name of the buffer you want to make the current buffer. If you name a buffer that you did not previously create (with either the VAX Notes /BUFFER qualifier or the EVE BUFFER command), EVE creates the buffer automatically. You can perform any EVE command on the text in this buffer.

If you put a directory of the current conference in a buffer called DIR, you can access this directory by typing the following command:

```
Notes> EVE BUFFER DIR
```

The directory appears on your screen. You can scroll through the directory, extract lines from it, or edit the directory. To return to VAX Notes, issue the EVE command EXIT (to keep the editing changes you made to the DIR buffer). For example, if you edited the directory, you can return to VAX Notes and keep the modified directory by typing the following command:

```
Command: EXIT
```

Type the EVE command QUIT to leave VAX Notes and not keep the editing changes, as follows:

Command: QUIT

6.5.2 Retrieving Messages

A special buffer, called MESSAGES, is automatically created each time you start a VAX Notes session. This buffer shows you *all* the messages that have appeared in the message window since the start of the current VAX Notes session, whether generated by VAX Notes, EVE, or the system, and whether for information or error reporting.

If you had a problem executing a command, the exact messages you received appear in the MESSAGES buffer. The messages are listed in the same order they were displayed. By selecting and removing the text of the messages from this buffer, you can accurately report system feedback to your system manager. You do not have to memorize messages or write them down.

To review messages in the MESSAGES buffer, type the following VAX Notes command:

```
Notes> EVE BUFFER MESSAGES
```

Once the MESSAGES buffer is displayed on your screen, you can scroll through the buffer, extract text from it, or perform other editing functions. To return to VAX Notes, use the EXIT command to exit from the MESSAGES buffer. To leave VAX Notes and return to the DCL level, use the QUIT command to quit the MESSAGES buffer.

If you were writing a note before going to the MESSAGES buffer, you can return to your note by pressing the DO key and typing the following command:

```
Command: BUFFER NOTES$EDIT
```


Part II

The DECwindows Interface

VAX Notes with DECwindows

7.1 Overview

This chapter is a tutorial introduction to VAX Notes with the DECwindows interface to the VMS operating system. All of this manual except this chapter applies to the character-cell interface, in which you interact with VAX Notes by entering commands.

You must have a workstation to use the DECwindows interface.

With DECwindows, you can do the following:

- Execute Notes commands by selecting items from menus on your screen instead of having to remember and type command lines
- Run several applications (for example, Notes, Bookreader, and Calendar) simultaneously in several windows and switch between them at will
- Use separate windows to view various items simultaneously within Notes (for example, a directory of notes within a conference and the text of a note)
- Cut and paste text from one window to another

To use VAX Notes with DECwindows, you should be familiar with the basic information in the *VMS DECwindows User's Guide*. Other useful information on DECwindows is in the *VMS DECwindows Desktop Applications Guide*.

This chapter contains step-by-step descriptions of typical tasks in VAX Notes using the DECwindows interface. The best way to get started is to perform these steps at your workstation as you read the instructions.

For reference information, invoke online help (as described in Section 7.3).

7.2 Getting Started

The DECterm window is the gate through which you access many DECwindows applications, including VAX Notes. To make the DECterm window active, move the pointer to anywhere in the window except the menu bar or an icon, and click MB1. The window's title bar is highlighted, indicating that the window is now active, and the cursor to the right of the DCL prompt (usually a \$) starts blinking.

Type the command `NOTES` and press `RETURN`.

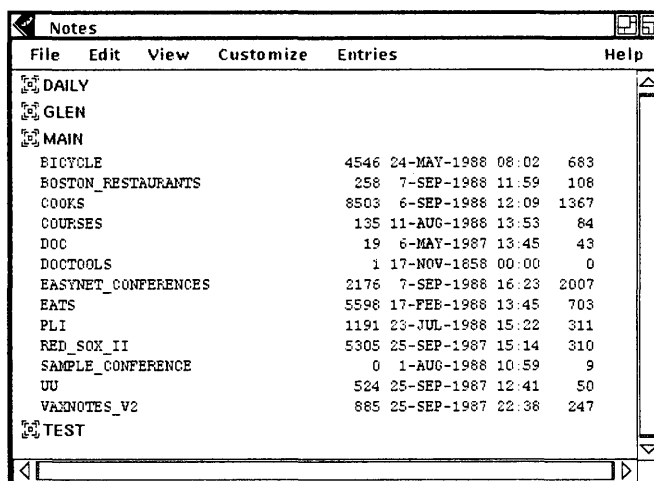
The Notes window appears in response to the command `NOTES`. This window is the starting point and ending point for all interaction with DECwindows Notes.

NOTE

You can invoke the Notes character-cell interface on a workstation within the DECterm window by typing the command `NOTES/NODECWINDOWS`.

Figure 7-1 shows a typical Notes window.

Figure 7-1: Notes Window



ZK-7997-HC

7.3 Invoking Online Help

Online help is available at any time. To get help on screen objects such as menu names, menu items, dialog boxes, and buttons, press the HELP key while you click MB1 on the screen object (or press and hold MB1 while moving the pointer to the object).

NOTE

In this chapter, "click" refers to MB1 unless MB2 or MB3 is specified. The special functions of MB2 and MB3 in Notes are explained later in the chapter. "Double click" always means to click MB1 twice quickly.

For example, to get help on a menu item:

1. Press and hold the HELP key.
2. Press and hold MB1 on a menu name.
3. Drag the pointer to the menu item you want help on.
4. Release MB1.
5. Release the HELP key.

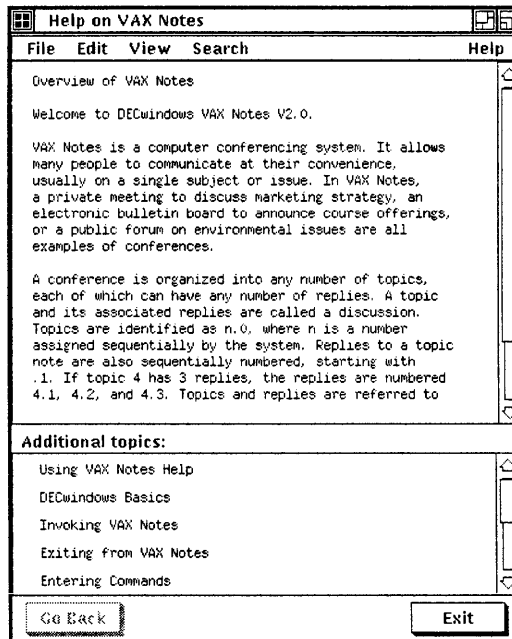
A Help window is displayed with information on the menu item. Additional topics, if any, are listed. You can get help on an additional topic by double clicking on it.

You can also get online help by choosing a menu item from the Help menu, as follows:

1. Move the pointer to Help in the menu bar, and press MB1 to display a pull-down menu.
2. Hold down MB1 while you move the pointer down the pull-down menu to the Overview menu item.
3. Release MB1 with the pointer on Overview.

A Help window is displayed, as shown in Figure 7-2.

Figure 7-2: Help Window



ZK-7998-HC

4. Read the help text and, if you wish, get help on an additional topic from the list by double clicking on it.

5. In the figure, the Go Back push button is dimmed, showing that it is not currently operative. If you are reading an additional topic in help, you can click on the Go Back push button to display the previous help topic again.
6. Click on the Exit push button when you are ready to close the Help window.

7.4 Opening a Conference and Reading Notes

The Notes window lists the classes in your Notebook and the entries (conferences entered into your Notebook) under the default class. (The default class is specified in your Notes user profile.) In Figure 7-1 the classes are DAILY, GLEN, MAIN, and TEST; MAIN is the default class.

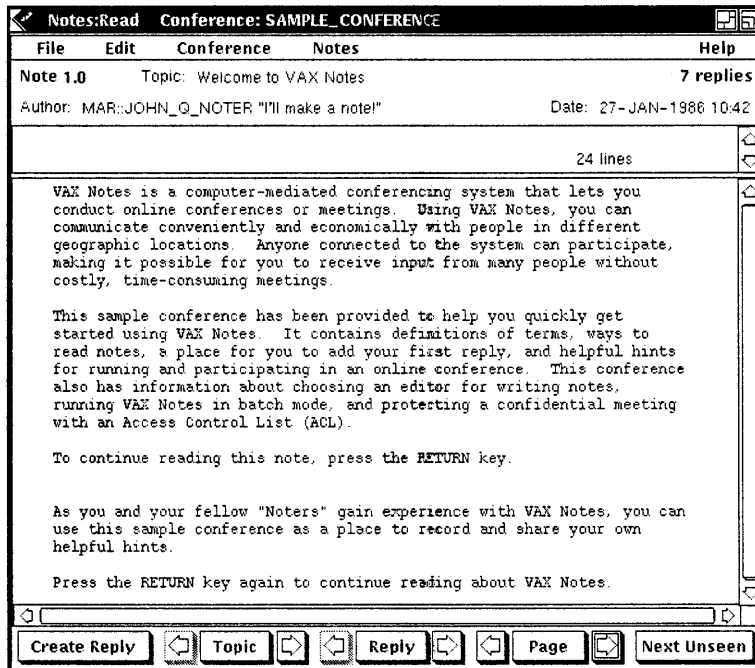
To open a conference, follow these steps:

1. Move the pointer to the entry name SAMPLE_CONFERENCE.¹
2. Double click on that entry name.

Note that the pointer arrow turns into a watch, showing that the operation is in progress. Then the conference opens and the first unseen note (note 1.0 if you have not accessed the conference before) appears in a Read window (see Figure 7-3).

¹ SAMPLE_CONFERENCE is provided to all VAX Notes users; therefore, you can follow the steps given here and see the windows illustrated on your workstation screen. Much of the information in SAMPLE_CONFERENCE, however, is applicable only to the character-cell interface to Notes, *not* to the DECwindows interface to Notes.

Figure 7-3: Read Window



ZK-7999-HC

Alternatively, you can open a conference by clicking on the entry name in the Notes window to select that entry (it becomes highlighted) and then by choosing Open from the File pull-down menu. If you do not select an entry name first, Open is dimmed, meaning inoperative. (A dimmed menu item cannot be chosen at this time, either because nothing has been selected or because of another obstacle.)

Five push buttons are at the bottom of the Read window. You can click on one of them or its associated left or right arrow (a left arrow means preceding and a right arrow means subsequent) to write a note or to read further, as follows:

- Click on Create Reply to display an Edit window in which you can write a note.
- Click on Topic to display the current topic note in the Read window; the left arrow (now inoperative and dimmed because there is no preceding topic) displays the preceding topic, and the right arrow displays the next topic (in this case, note 2.0).

- Click on Reply to display the first reply to the topic (here, 1.1), and click on Reply's right arrow to display the succeeding reply, if any; the left arrow (here dimmed) is for the preceding reply in the discussion (remember that in Notes a "discussion" is a topic and its replies).
- Click on Page or one of its arrows to display the next (or preceding) page of a multipage note, or (if you are at the end of a note) the next reply in the discussion, or (at the end of the discussion) the next unseen note in the conference.
- Click on Next Unseen to display the next unseen note in the conference.

To continue reading notes in this discussion, follow these steps:

1. Click on the arrow to the right of Reply.
The next note, 1.1, appears, replacing 1.0 in the window.
At this point the Reply left arrow is no longer dimmed; it is now operative, and you could click on it to go back to note 1.0.
2. Click either on the Reply right arrow or on the Page right arrow repeatedly to bring up subsequent notes.

NOTE

You can have multiple conferences open at the same time, and multiple notes displayed in Read windows at the same time. In the Notes window, you can select an entry name and then choose Open in New Window from the File pull-down menu. The conference is opened in a new window, instead of replacing a currently open conference in its window. To read an additional note in a new window, select a note from the directory in the Conference window, and then choose Read in New Window from the Notes pull-down menu.

Whenever you want to perform an action on another window on the screen, click on any portion of that window except the icon. If you make a mistake and want to get rid of a window, the quickest way is to press MB2 to get a pop-up menu, and release MB2 on the bottom menu item, which in various windows is called Exit, Close Conference, Cancel Enter, and so on.

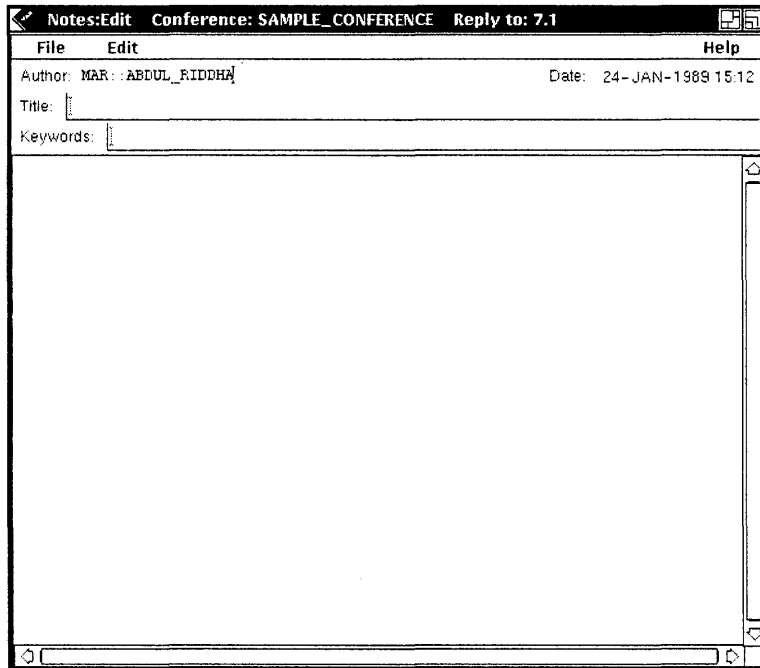
7.5 Replying to a Note

To write a reply to a note, perform the following steps:

1. Click on Create Reply at the bottom of the Read window.

The Edit window appears as in Figure 7-4.

Figure 7-4: Edit Window



ZK-0875A-HC

2. Click in the text area to start a cursor blinking, and type the text of your note. (If this is for practice only, do not be concerned about the content of your reply because you will not have to enter it in the conference.)

By using MB3, you can quickly copy text from another window into the Edit window to include in your note. After you select text (by holding down MB1 and dragging the pointer over the text, which becomes highlighted) in another window, you can move the pointer to the Edit window and click

MB3. The selected text is immediately copied to the cursor position in the Edit window.

3. Click on the cursor after Title: to start it blinking, and type a title for your note.

If keyword creation is restricted in the conference, you cannot create a new keyword, though you can add an existing keyword or keywords to the note. (Section 7.13 has information on using keywords.)

4. Press MB1 on File in the menu bar, and hold it down. To enter your note in the conference, release MB1 on Enter Note in the menu. To cancel the entry, release MB1 on Cancel Enter.

The Edit window closes.

7.6 Closing a Conference and Exiting from Notes

To close a conference, follow these steps:

1. In either the Conference window or the Read window, press and hold MB2. Note that the pointer can be anywhere in the window.

A pop-up menu appears.

2. Still holding down MB2, move the pointer to Close Conference and then release MB2.

The conference is closed. The Notes window is still open.

To exit from VAX Notes, follow these steps:

1. In the Notes window, press and hold down MB2. The pointer can be anywhere in the window.

A pop-up menu appears.

2. Still holding down MB2, move the pointer to Exit, and then release MB2.

The Notes window is closed, and you exit from VAX Notes. You are back in the DECterm window, where you can type a DCL command. (Type NOTES again when you are ready to reinvoke Notes.)

You always have the choice of exiting from any Notes window individually. At any time, you can move the pointer to any window on your screen, click on it to make it active, and then exit from that window. Also, no matter how many Notes windows you have on the screen, you can immediately click on the Notes window and then exit from it, thus closing at once all windows for the VAX Notes process.

7.7 Changing Your Profile

You can customize your VAX Notes sessions by changing your profile settings. Follow these steps:

1. In the DECterm window, invoke VAX Notes by typing the command NOTES.

The Notes window appears.

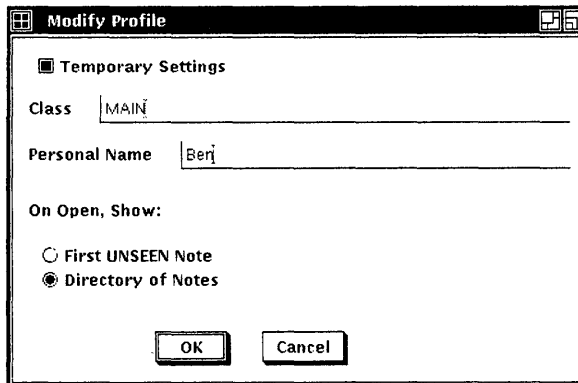
2. Press MB1 on Customize in the menu bar, and release MB1 on Modify Profile . . . in the pull-down menu.

The Modify Profile dialog box appears. The profile settings currently in effect are shown in the box.

3. Practice changing these settings.
 - a. Click on Temporary Settings. (Temporary settings are in effect for the current VAX Notes session only.)
 - b. Click on the cursor after Personal Name to make it blink.
 - c. Type a personal name.

If the First UNSEEN Note button is on, turn it off by turning on the Directory of Notes button (one click does both operations, as they are mutually exclusive). Now the dialog box should look similar to the dialog box in Figure 7-5.

Figure 7–5: Modify Profile Dialog Box



ZK-0876A-HC

You can also use this dialog box to change the default class name (ordinarily MAIN), which indicates the class that is to be expanded when you first invoke Notes.

When the settings are as you wish, click on OK or press RETURN.

If later in the same Notes session you reinvoke the Modify Profile dialog box, the permanent profile settings are displayed; then you can click on Temporary Settings to display the temporary settings.

7.8 Expanding Notes and Choosing Notes for Reading

You can use the Conference window to expand notes and to choose notes for reading. Follow these steps:

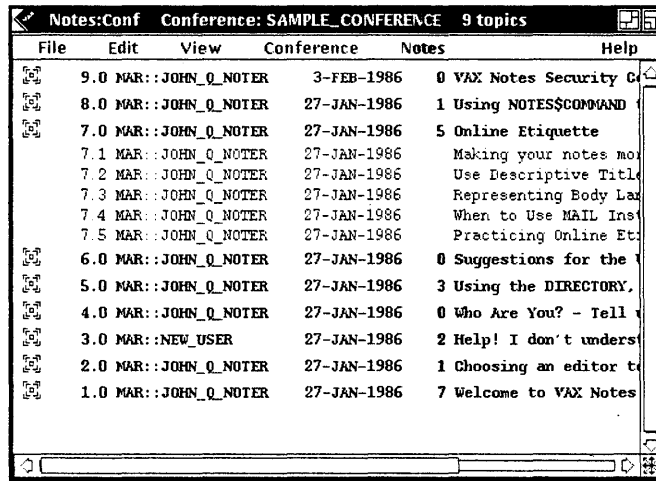
1. Open a conference by double clicking on it in the Notes window.

Because of your new temporary settings in the profile, you no longer get the first unseen note in a Read window. Rather, a Conference window appears, containing a directory of notes in the conference.

2. Double click on the icon next to a note.

If this note has any replies, the note is “expanded”; that is, its replies are listed under it, as in Figure 7–6, in which topic 7.0 is expanded to show all its replies. “Collapsing” is the opposite; the listing of replies is removed by double clicking on the icon. (Collapsing does not remove the replies from the conference.)

Figure 7–6: Conference Window



ZK-0877A-HC

3. Now choose a note to read. This time, double click anywhere on the note line *except* on the icon.
That note is displayed in a Read window.
4. After reading the note, press MB2 to display the pop-up menu, and choose Close Conference.

7.9 Expanding and Collapsing Classes

In the Notes window, the entries under the default class (as specified in your profile) are displayed; the entries under the other classes are not. You can expand classes to display these entries.

Collapsing is the reverse of expanding. Collapsing removes the entries under any or all classes from the Notes window (it does not delete them from the Notebook).

To expand a class in the Notes window, double click on it. To collapse an expanded class, double click on it.

You can expand or collapse all your classes at once by choosing Expand All or Collapse All from the View pull-down menu.

NOTE

To expand or collapse an item, you can double click anywhere in windows and dialog boxes where an icon appears.

7.10 Creating a Conference

To create a new conference, follow these steps:

1. At the Notes window, press MB1 on File in the menu bar, and release MB1 on Create Conference . . . in the pull-down menu.

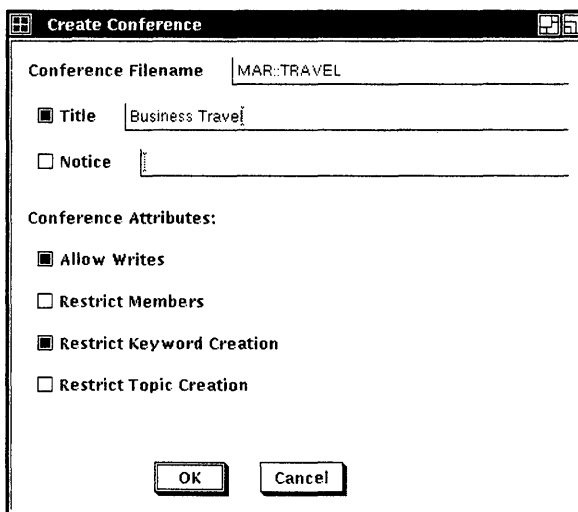
The Create Conference dialog box appears. Note the buttons that are turned on: Allow Writes and Restrict Keyword Creation. These are the defaults. You can turn them off by clicking on them. Your other options are Restrict Members and Restrict Topic Creation. (See the SET CONFERENCE command in Part III, the Command Dictionary, for a full explanation of your options.)

2. Click on an inactive cursor to start it blinking.
3. Type the information requested.

At the end of each line, move the pointer to the next text field and click MB1 to make the cursor active (alternatively, press TAB at the end of each line), and type the information requested. Do not press RETURN until you have completed entering text in the desired fields.

Figure 7-7 shows the dialog box with the notefile specification and the title field filled in.

Figure 7–7: Create Conference Dialog Box



ZK-0878A-HC

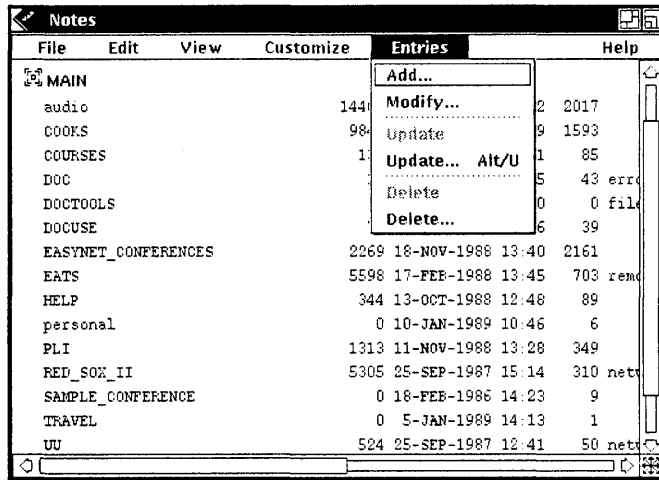
4. When you are finished, press RETURN or click on OK to create the conference; or click on Cancel if you do not want to create the conference.
-

7.11 Adding an Entry

To add an entry (conference) to your Notebook, follow these steps:

1. At the Notes window, press MB1 on Entries in the menu bar, and release MB1 on Add . . . in the pull-down menu (see Figure 7–8).

Figure 7-8: Notes Window and Entries Pull-Down Menu

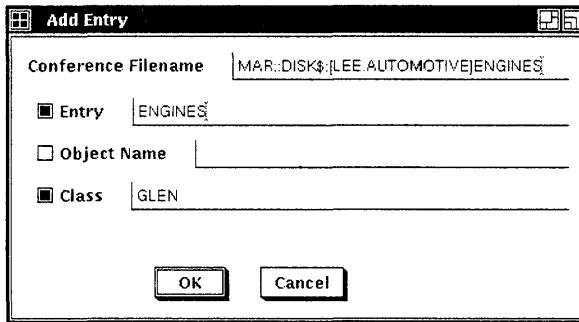


ZK-0879A-HC

The Add Entry dialog box appears.

2. Type a file specification in the Conference Filename field (for example, the file specification shown in Figure 7-9).
3. Click on the Entry button or the word Entry.
The cursor starts to blink and is now active.
4. Type an entry name (for example, ENGINES). Do not press RETURN.
(Supplying an entry name is not required but is a convenience; you can use a name as brief as you choose, and that name can be used thereafter to access the conference.)
5. Click on the cursor after MAIN (the default class) to start that cursor blinking, and delete the word MAIN.
6. Type another class name (for example, GLEN). Do not press RETURN.
The window should now look like Figure 7-9.

Figure 7–9: Add Entry Dialog Box



ZK-0880A-HC

7. Since this is a fictitious example done for practice, click on Cancel to end this operation. To add the entry, you would click on OK.

The Add Entry dialog box disappears.

See the ADD ENTRY command in Part III, the Command Dictionary, for complete information on adding an entry to your Notebook.

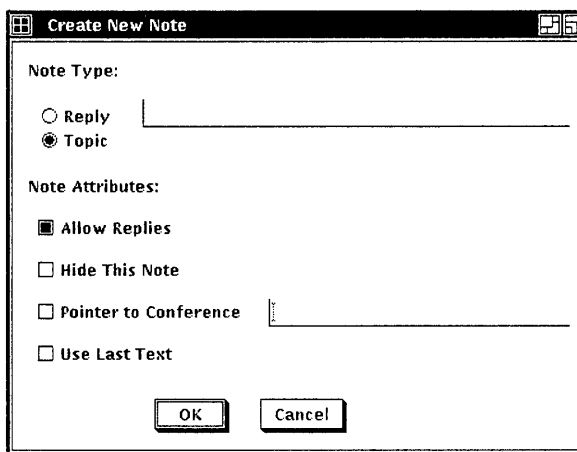
7.12 Writing a Topic Note

To write a topic note, follow these steps:

1. Open a conference by double clicking on an entry name in the Notes window.
2. When the conference is open, press MB1 on Notes in the menu bar (of either the Conference window or the Read window) and release MB1 on Create New Note . . . in the pull-down menu.

The Create New Note dialog box appears, as shown in Figure 7–10.

Figure 7–10: Create New Note Dialog Box



ZK-0881A-HC

The Allow Replies button is on because the default is to allow replies to be written to a note. As the author of the note, you can turn it off if you want to prohibit replies. Also, the Topic button is turned on by default. (If you are coming from the Read window, the note-ID of the note in the window appears.) Ignore the Reply line; you would type a Note-ID number there if you were going to reply to a note rather than write a topic.

3. Click on OK.

The dialog box vanishes, and the Edit window appears.

4. Click on the cursor where you want to enter text; the cursor starts to blink. When you have finished typing, click on another cursor and type something in that text field.
5. Press MB1 on File in the menu bar, and release MB1 on Enter Note in the pull-down menu if you want to enter the note you just typed, or on Cancel Enter if you want to cancel it.

7.13 Using Keywords

You can use keywords from either the Conference window or the Read window. Follow these steps:

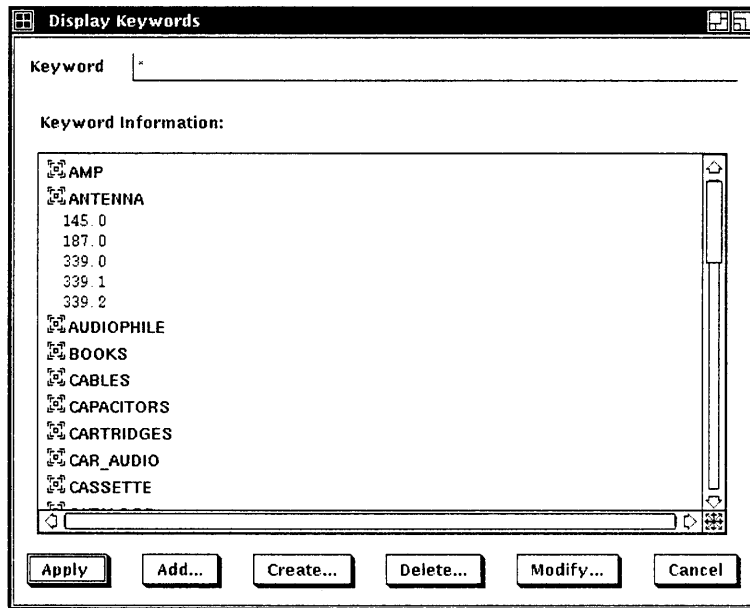
1. In either window, choose the Keywords . . . menu item from the Conference pull-down menu.
The Display Keywords dialog box appears. An asterisk wildcard is in the Keyword field, and all the keywords in the conference are listed in the Keyword Information field.
2. Double click on one of the keywords (either the keyword itself or the icon) to expand it.

The note-ID numbers of the notes to which that keyword has been added are listed, as in Figure 7-11, under the keyword ANTENNA.

NOTE

There may not be any note-ID numbers for a particular keyword; in that case, the keyword has not yet been added to any notes.

Figure 7–11: Display Keywords Dialog Box



ZK-0882A-HC

3. Now double click on one of the note-ID numbers if you want to read that note.
The note appears in the Read window and you can read it.
4. In the Read window, press MB2 and move the pointer to Close Window, then release MB2.
The Read window is closed.
5. Now, for practice, add a keyword to a note. In the Display Keywords dialog box, click on the Add . . . push button.
The Add Keyword dialog box appears.
6. Type a keyword (or keywords, separated by commas) from the keyword list, and then click on the cursor in the Note-ID field and type the note-ID of the note to which you want to add that keyword.
7. Finally, click on OK or Apply to add the keyword to the note, or Cancel to cancel the operation.

You can create a new keyword only if one of the following conditions is true:

- You have CREATE-KEYWORDS privilege
- You are a moderator
- Keyword creation in this conference is unrestricted

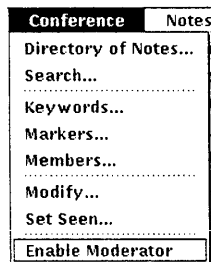
To create a keyword, click on the Create . . . push button and type the new keyword in the Create Keyword dialog box. Then click on Apply or OK to create the keyword, or Cancel.

You can delete a keyword from a note. If you are a moderator, you can also delete a keyword altogether from the conference. Click on Delete . . . to bring up the Delete Keyword dialog box. Type the keyword; and type the note-ID or click on the button at Delete Keyword and All References (as applicable) and then click on OK or Apply to perform the deletion, or Cancel.

7.14 Enabling Moderator Privilege and Adding or Deleting a Member

If you have created a conference, you are automatically a moderator of the conference. However, you cannot exercise moderator privilege until you explicitly enable the privilege. To do so, in the Conference window, choose Enable Moderator from the Conference pull-down menu (see Figure 7-12).

Figure 7-12: Conference Pull-Down Menu and Enable Moderator Menu Item

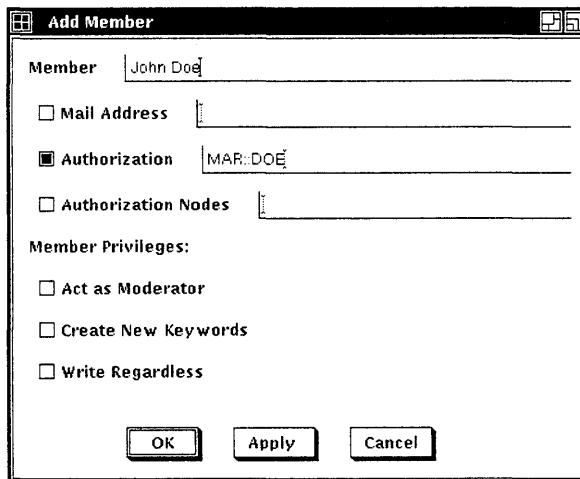


ZK-0883A-HC

When you have enabled your moderator privilege, you can add and delete members from the conference. To add a member, follow these steps:

1. In the Conference window, choose Members . . . from the Conference pull-down menu.
The Display Members dialog box appears, with the members listed.
2. Click on Add . . .
The Add Member dialog box appears.
3. In the Member field, type the user's name, John Doe for example.
4. Click on the Authorization button and type the node and user name (for example, MAR::DOE) and then click on OK or Apply to add the member, or Cancel (see Figure 7-13).

Figure 7-13: Add Member Dialog Box



ZK-0884A-HC

If you want to give a new member special privileges or specify a mail address, you can do so in the same dialog box.

With moderator privilege, you can also delete a member from the conference, as follows:

1. In the Display Members dialog box, click on Delete . . .
The Delete Member dialog box appears.

2. Type the name of the member (exactly as it appears in the member list in the Display Members dialog box) and click on OK or Apply to perform the deletion, or Cancel.

Unless you disable your moderator privilege, it remains enabled throughout the VAX Notes session until you exit. As a safeguard, you can disable it immediately by choosing Disable Moderator (which replaced Enable Moderator as soon as you chose that item) in the Conference pull-down menu.

7.15 Sending Mail and Forwarding a Note by Mail

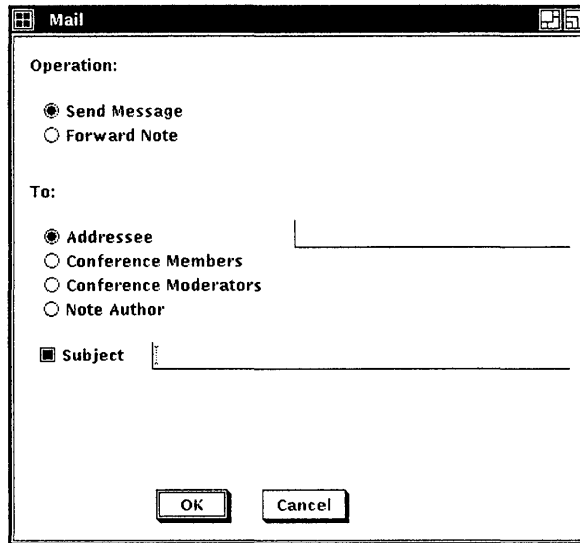
You can send electronic mail from within VAX Notes, as follows:

- From the Notes window, you can send a message.
- From the Conference window, you can send a message or forward a note that you have selected (by clicking on it).
- From the Read window, you can send a message or forward the note displayed in the Read window.

From one of these windows, follow these steps:

1. Choose Mail . . . from the File pull-down menu.
The Mail dialog box appears (see Figure 7-14).

Figure 7-14: Mail Dialog Box



ZK-0885A-HC

2. As a test, send a mail message to yourself. (Note that the Send Message button, the Addressee button, and the Subject button are turned on, by default.) In the Addressee field, type your own node and user name.
3. In the Subject text field, click on the cursor and type a subject. Click on OK.

The Send window appears. The From:, To:, and Subject: fields are already filled in as you specified.

4. Click on the message field to start a cursor blinking, and type a short message. Click on Send to send the mail.

You can forward a note that you have selected in the Conference window, or forward the note currently in the Read window, by clicking on the Forward Note button in the Mail dialog box. The rest of the operation is similar to sending mail; in the Send window, the note you are forwarding is in the text area, and you can edit it or add text if you wish before forwarding the note.

7.16 Extracting a Note to a File

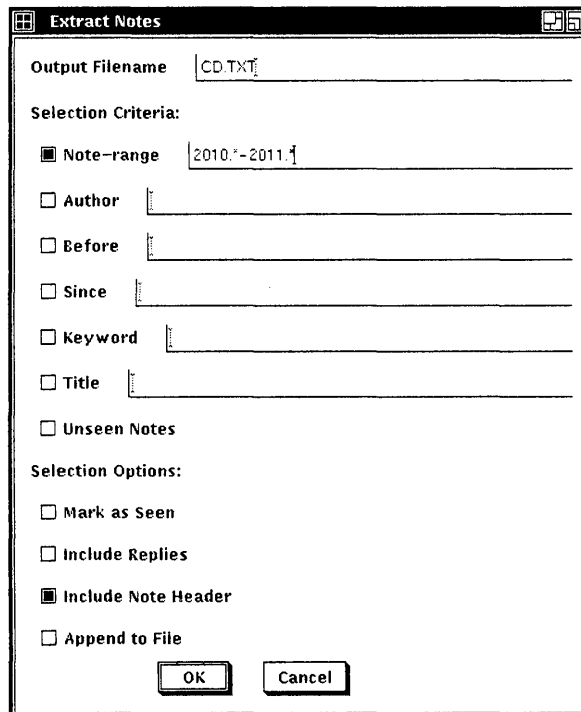
If you want to put a note or notes into a file, you can do so either from the Conference window or the Read window. From either window, follow these steps:

1. Choose Extract . . . from the File pull-down menu.

The Extract Notes dialog box appears. If you started from the Read window, the note-ID number of the note in that window is in the Note-Range field.

2. Type a file name in the Output Filename field, and provide any selection criteria and options that you want. (A simple example, in which notes 2010 and 2011 and their replies are to be extracted to a file called CD.TXT, is shown in Figure 7-15.)

Figure 7–15: Extract Notes Dialog Box



ZK-0886A-HC

3. Click on OK.

The note or notes you specified are extracted to a file in your default directory. (To doublecheck, you can type the `DIRECTORY` command in the DECterm window.)

7.17 Displaying a Directory of Available Conferences

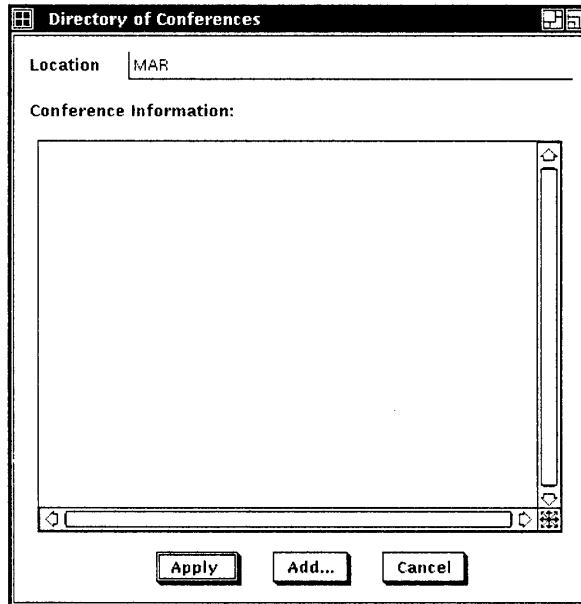
You can see a list of the conferences that exist on your system and that are available for you to add as entries to your Notebook. Follow these steps:

1. In the Notes window, choose `Directory of Conferences . . .` from the File pull-down menu.

The Directory of Conferences dialog box appears.

2. In the Location field, type the name of the node from which you want a directory of conferences (see Figure 7-16).

Figure 7-16: Directory of Conferences Dialog Box



ZK-0887A-HC

3. Click on Apply.
A list of the conferences on that node appears.
4. If you see a conference that you want to add as an entry to your Notebook, click on it to select it, and then click on Add . . .
The Add Entry dialog box appears, with the conference file name filled in; when you click on OK, the entry is added to your Notebook.

7.18 Setting Notes as Seen

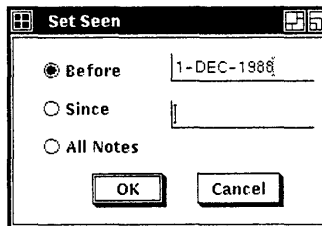
There may be times when you do not want all the unread notes in a conference to be classified as “unseen” in your Notebook. You can set these notes as seen, as follows:

1. In the Conference window, choose Set Seen . . . from the Conference pull-down menu.

The Set Seen dialog box appears. The All Notes button is turned on by default, and if you immediately click on OK, all the notes in the conference are categorized as seen.

2. If you want to set all notes before a certain date as seen (as you might in a very large conference that you have recently added as an entry, for example), click on the Before button and type a valid VMS date-time specification in the Before text field (see Figure 7–17).

Figure 7–17: Set Seen Dialog Box



ZK-0888A-HC

3. Click on OK.

7.19 Updating an Entry

You can update an entry to determine how many notes you have not yet seen in the conference. To update a single entry, follow these steps:

1. Click on the entry name in the Notes window to select it.
The selected entry is highlighted.
2. From the Entries pull-down menu, choose Update.

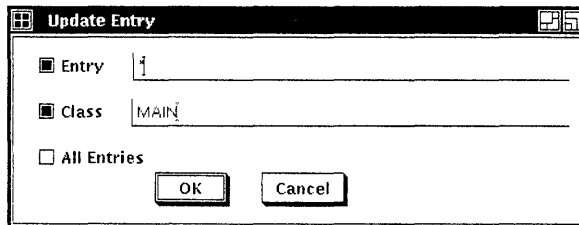
The entry is updated. Note that in the Notes window the total number of notes and the number of unseen notes for that entry are updated.

To update more than one entry at once, follow these steps:

1. In the Notes window, choose Update . . . from the Entries pull-down menu.

The Update Entry dialog box appears (see Figure 7-18). By default, the Entry and Class buttons are on, and your default class (MAIN in the figure) is filled in. There is an asterisk wildcard in the Entry field.

Figure 7-18: Update Entry Dialog Box



ZK-0889A-HC

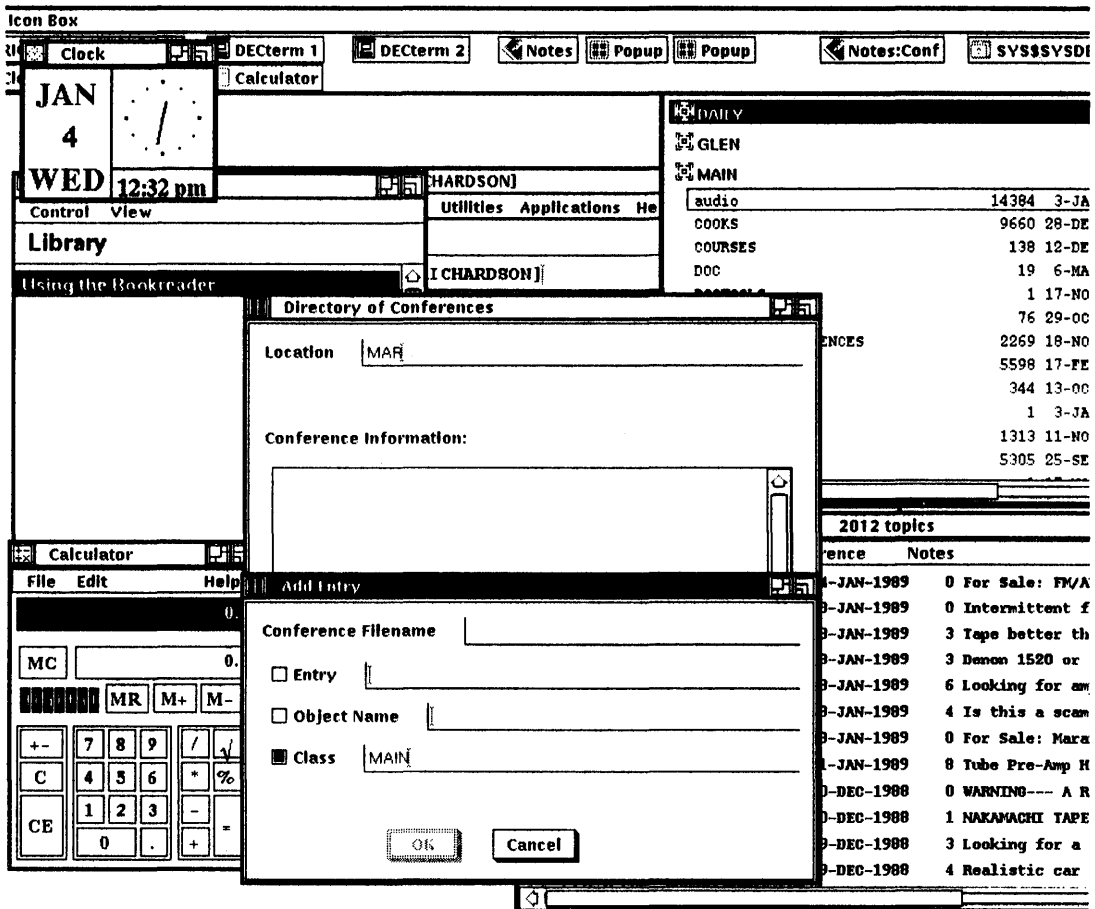
2. If you now click on OK, all entries in class MAIN are updated.
3. Alternatively, you can update entries in all classes by clicking on the All Entries button or using the asterisk wildcard in the Entry and Class fields to specify all entries. You can update several entries at once that have a common string in their entry names; for example, if several entry names in the same class include the string AUTO, you can type *AUTO* in the Entry field to update them all.
4. Click on OK to accomplish the specified updating operation.

7.20 Using Multiple Windows for Convenience and Flexibility

You can have several applications on your workstation screen at one time, easily switching between them by clicking on any window to make it active and to bring it to the foreground (if it is not there already).

In Figure 7-19 you can see an example of the use of multiple windows. In the background, and entirely hidden, are two DECterm (terminal emulator) windows; in either of these, you can type a DCL command. A small portion of the FileView window is visible. Three applications are running other than VAX Notes: Clock, Bookreader, and Calculator. The VAX Notes windows are the Notes window, the Conference window, the Directory of Conferences dialog box, and the Add Entry dialog box. This example is complex, designed to illustrate some of the many possibilities.

Figure 7-19: Screenful of Windows



ZK-7994-HC

7.21 Printing a Note

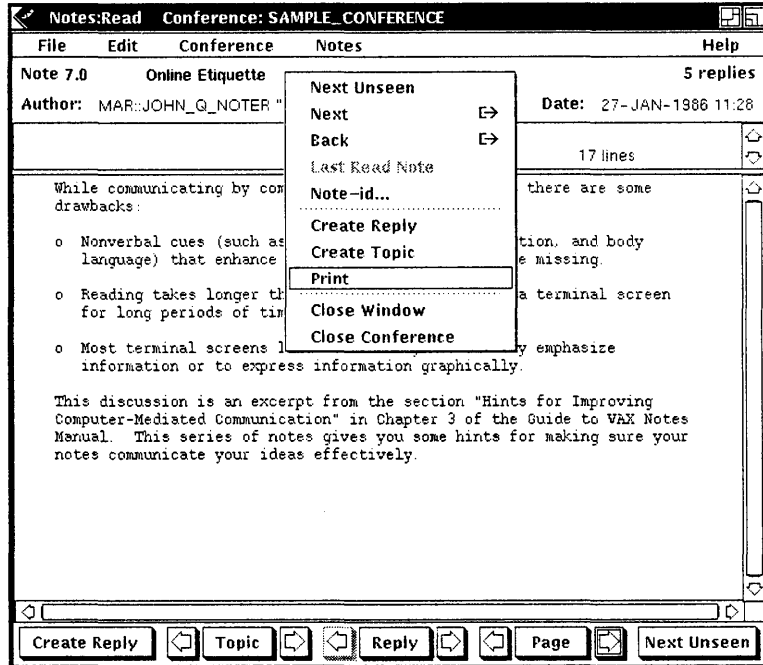
To print a note that is displayed in a Read window, follow these steps:

1. Press and hold down MB2.
A pop-up menu appears.

2. Still holding down MB2, move the pointer to Print, as shown in Figure 7-20.
3. Release MB2.

The note is printed.

Figure 7-20: Read Window, Notes Pull-Down Menu, and Print Menu Item



ZK-0890A-HC

7.22 Summary

There are multiple ways of accomplishing tasks in DECwindows, and this chapter does not attempt to describe them all. Your best resource for reference information when you use Notes with DECwindows is online help.

The following sections summarize some convenient timesaving features.

7.22.1 Functions of the Mouse Buttons in VAX Notes

MB1 is used for most functions. The following are important exceptions:

- Use MB2 to cause a pop-up menu to appear at the current pointer position. The pop-up menu varies according to the type of window you are in, and includes common actions as menu items; you select an item by releasing MB2 on it. MB2 saves time and motion; there is no need to move the pointer to another location in the window to use it.
- Use MB3 to copy text quickly. After you select text (by holding down MB1 and dragging the pointer over the text, which becomes highlighted) in a window, you can move the pointer to the Edit window and click MB3. The selected text is immediately copied to the cursor position in the Edit window.

7.22.2 Functions of Double Clicking

To double click, you *quickly* click MB1 twice. Double clicking is a shortcut for the following tasks:

- Opening a conference
You double click on the entry name (anywhere on the line) in the Notes window, and the conference opens.
- Displaying a note
You double click on the note line (anywhere on the line except the icon) in the Conference window, and the note appears in a Read window.
- Expanding a class or collapsing an expanded class
You double click on a class name (or anywhere on the class line) in the Notes window, and the entries under that class appear or disappear.
- Expanding a topic or collapsing an expanded topic
You double click on the icon next to a topic note in the Conference window, and its replies (if any) appear or disappear.
- Other uses
There are various dialog boxes in which you can double click to expand and collapse items or to display them for reading. Wherever there is an icon next to an item, you can double click to expand and collapse the item.

Part III
VAX Notes Command Dictionary

1 Organization of the Command Dictionary

Part III is a dictionary of all VAX Notes commands, including the DCL command NOTES. Commands are in alphabetical order so that you can find them quickly without consulting the table of contents or the index. Full descriptions of their format, parameters, and qualifiers are given, along with examples of their use. Use the command dictionary whenever you need complete information on a command.

All VAX Notes commands belong to one of four categories:

- *General* — These commands ordinarily require no special privileges or conditions.
- *Navigation* — These commands are valid only when you are in a conference, and are used to move around within a discussion or from one discussion to another.
- *Notebook* — These commands are used to maintain your Notebook.
- *Moderator* — These commands can be used only if you have moderator privilege and have issued the SET MODERATOR command to activate this privilege.

A Notebook or moderator command is so identified in the Restrictions section for that command.

A complete list of VAX Notes commands by category appears in Section 4.

You can issue some VAX Notes commands by pressing a key. The key that performs a command is identified in the Description section for that command.

2 Rules for Entering VAX Notes Commands

The rules for entering VAX Notes commands are like those for DIGITAL Command Language (DCL) commands. The command formats in this section show optional items enclosed in brackets ([]). You do *not* type the brackets.

NOTE

In file specifications, you *do* type brackets to separate directory names from file names. For example, to specify the file MEMO.TXT in directory BROWN, type [BROWN]MEMO.TXT, including the brackets.

Uppercase is used in the command formats to indicate words that you type as given, and lowercase indicates variables for which you substitute an actual value.

In the following SAVE command format, a note range is optional, and you substitute a file specification for *output-file* and, optionally, a numeric range for *[note-range]*:

SAVE output-file [note-range]

Here is an actual SAVE command as you might type it:

```
Notes> SAVE MYFILE.TEXT 8.0-8.8
```

When you have a choice among two or more values for an item, the command format shows these alternatives in braces ({}), separated by vertical bars (|). You choose one of the alternatives, without typing the braces.

In the following SET PROFILE command format, you could choose either CALL or SPAWN, but not both. Neither is required, however (as indicated by the brackets).

```
SET PROFILE/EDITOR=(editor-name[,{CALL|SPAWN}])
```

NOTE

Unlike braces and brackets, parentheses do need to be typed when they enclose a list rather than a single item. (The same rule applies to DCL commands.)

2.1 Abbreviating VAX Notes Commands

You can abbreviate VAX Notes commands to the fewest number of unambiguous characters that VAX Notes can interpret. If a one-word command is the only one starting with a particular letter, you can abbreviate it to that letter. For example, you can abbreviate the FORWARD command to F, the OPEN command to O, and the PRINT command to P.

When two or more commands start with the same letter, you must use at least the first two characters to abbreviate these commands. For example, both ANSWER and ATTACH start with A; you can abbreviate ANSWER to AN and ATTACH to AT.

To abbreviate a two-word command, you must use enough characters for each word to make the command unique. For example, to abbreviate one of the SHOW commands, use SH for SHOW (to distinguish it from other commands starting with S) and one or two letters for the second word. For example,

SHOW KEYWORDS can be abbreviated to SH K, but SHOW CLASSES must be abbreviated to SH CL to distinguish it from SHOW CONFERENCE.

In command procedures, you should completely spell out VAX Notes commands to guarantee compatibility with future releases of VAX Notes.

2.2 Abbreviating Qualifiers

VAX Notes qualifiers remain unique when abbreviated to the first four characters. The negative form of a qualifier (for example, /NOMODERATE) remains unique when abbreviated to the first six characters.

In command procedures, to guarantee compatibility with future releases of VAX Notes, you should not use fewer than four characters for any VAX Notes qualifier, or fewer than six characters for the negative form of the qualifier.

2.3 Editing VAX Notes Commands

Table CD-1 summarizes the control key sequences you can use to recall and edit VAX Notes command lines.

Table CD-1: Control Key Sequences for Command Line Editing

Control Key	Action
CTRL/A	Switches between insert mode and overstrike mode.
CTRL/B	Recalls the most recently entered VAX Notes command. Used repeatedly, it recalls up to 20 of the previous commands. You can also use the up arrow and down arrow to recall commands.
CTRL/D	Moves the cursor one character to the left. You can also use the left arrow key to move left on the command line.
CTRL/E	Moves the cursor to the end of the command line.
CTRL/F	Moves the cursor one character to the right. You can also use the right arrow key to move right on the command line.

(continued on next page)

Table CD-1 (Cont.): Control Key Sequences for Command Line Editing

Control Key	Action
CTRL/H	Moves the cursor to the beginning of the command line.
CTRL/J	Deletes the previous word.
CTRL/U	Deletes the command from the current cursor position to the beginning of the line. You can also use CTRL/X.

Specifying Note Numbers in Commands

In command formats, the parameter *note-ID* refers to a single topic or reply, and *note-range* refers to a range of notes. Any command that accepts a *note-ID* or *note-range* can be used only when a conference is open.

Table CD-2 and Table CD-3 show how to specify notes in a command line.

NOTE

A command format that shows a range of notes as a parameter also allows a single *note-ID* as a parameter, but the reverse is not true. A command format that shows a single note as a parameter does *not* accept a range of notes.

Table CD-2: Specifying Note-IDs

To specify this:	Type this:
The current note	. (period)
A single topic (12.0)	12 or 12.0
The 9th reply to topic 4	4.9
The topic of the current reply	TOPIC
The last topic in the file	999 or LAST
The last reply to the current topic	.999 or .LAST

Table CD-3: Specifying Note-Ranges

To specify this:	Type this:
Topics only, no replies, from 12.0 to 18.0, inclusive	12-18
All the topics in the conference	* or ALL
All replies to the current topic	.* or .ALL
All replies to topic 12	12.* or 12.ALL
A range of notes, including replies	5.2-17.4
All topics and all replies in the conference	*.* or ALL.ALL

2.4 Specifying Files

Some VAX Notes commands permit you to extract notes to or get note text from a VMS text file. VAX Notes assumes the file resides in your current default directory unless you specify otherwise. For more information on specifying VMS text files, see *Introduction to VMS*.

2.5 Specifying Dates and Times

Some VAX Notes commands permit you to specify a date and time with the /BEFORE or /SINCE qualifier. Although the formats of date/time specifications in examples in this manual are common, they are not the only valid formats. It is possible that a different format is used on your system. If so, your system manager can explain it; or, for information on the range of date/time possibilities, see the *VMS RTL Library (LIB\$) Manual*, which is part of the *VMS Run-Time Library Routines Volume*.

3 VAX Notes Logical Names

Table CD-4 lists and defines the logical names that VAX Notes uses.

Table CD-4: VAX Notes Logical Names

Logical Name	Definition
NOTES\$LIBRARY	The directory for storing notefiles. Notefiles are opened with the default directory NOTES\$LIBRARY and the default file type .NOTE.
NOTES\$NOTEBOOK	The file name of your Notebook. Your Notebook is opened with the file name NOTES\$NOTEBOOK, the default directory SYS\$LOGIN, and the default file type .NOTE.
NOTES\$SECTION	The name of the VAXTPU section file. The default directory for the section file is SYS\$SHARE, and the default file type is .TPU\$SECTION.
NOTES\$COMMAND	The name of a VAXTPU command file that you can include as part of the VAX Notes initialization. The default file type is .TPU.

4 VAX Notes Commands by Category

The following listing groups VAX Notes commands by category (general commands, navigation commands, Notebook commands, and moderator commands).

General Commands

ADD KEYWORD
ANSWER
ATTACH
CLOSE
CONTINUE
DELETE KEYWORD
DELETE NOTE
DIRECTORY
DIRECTORY/CONFERENCES
EVE
EXIT
EXTRACT
EXTRACT/BUFFER
FORWARD
HELP
NOTES (DCL command)
PRINT
READ
REPLY

SAVE
SAVE/BUFFER
SEARCH
SELECT
SEND
SET NOTE
SET PROFILE
SET SEEN
SHOW CONFERENCE
SHOW ERROR
SHOW KEYWORDS
SHOW MEMBER
SHOW MODERATOR
SHOW NOTE
SHOW OBJECT
SHOW PROFILE
SHOW VERSION
SPAWN
TPU
WRITE

Navigation Commands

BACK
BACK NOTE
BACK REPLY
BACK TOPIC
LAST
.LAST
NEXT
NEXT NOTE
NEXT REPLY
NEXT TOPIC
NEXT UNSEEN
TOPIC

Notebook Commands

ADD ENTRY
ADD MARKER
DELETE ENTRY
DELETE MARKER
DIRECTORY/ENTRIES
DIRECTORY/NOTEBOOK
MARK

MODIFY ENTRY
OPEN
READ/MARKER
SET CLASS
SHOW CLASSES
SHOW ENTRY
SHOW MARKER
UPDATE

Moderator Commands

ADD MEMBER
ADD OBJECT (requires DNS write privilege)
CREATE CONFERENCE
CREATE KEYWORD
DELETE KEYWORD
DELETE MEMBER
DELETE NOTE
DELETE OBJECT (requires DNS write privilege)
MODIFY KEYWORD
MODIFY MEMBER
SET CONFERENCE
SET [NO]MODERATOR
SET NOTE
SET OBJECT (requires DNS write privilege)

ADD ENTRY

Adds a new entry to your Notebook.

Format

ADD ENTRY *entry-name*

Command Qualifiers

/CLASSES=(class-name[, . . .])

/[NO]FILE[=notefile-spec]

/NAME=entry-name

/[NO]OBJECT[=object-name]

Defaults

/CLASSES=current-class

See text

/NAME=notefile-name

/NOOBJECT

Restrictions

- The ADD ENTRY command is a Notebook command.
- The /OBJECT qualifier is for use only on systems with the VAX Distributed Name Service (DNS) installed, and only when the conference being added is a DNS object.

Command Parameters

entry-name

Specifies the entry name for a conference you add to your Notebook.

If you specify a conference name (or notefile specification) as the parameter with the ADD ENTRY command, VAX Notes uses the conference name as the entry name, unless you specify a name with the /NAME qualifier.

If you do not want to use the conference name as the entry name, you can specify an entry name of your choice as the parameter with the ADD ENTRY command and specify the conference name with the /FILE qualifier. To add a conference on a remote node, you must include the node name in the notefile specification. Instead of, or in addition to, the /FILE qualifier, the /OBJECT qualifier can associate the conference with its notefile specification, provided the conference is a DNS object (see the Command Description for more detail).

ADD ENTRY

Related Commands

DELETE ENTRY
DIRECTORY/CONFERENCES
MODIFY ENTRY
SET CLASS
SHOW CLASSES
SHOW ENTRY

Description

The ADD ENTRY command adds a conference to one or more classes in your Notebook. The default entry name is the file name from the notefile specification.

In one step, you can add a conference to your Notebook and give the conference an entry name that is easy for you to remember and type by using either of the following methods:

- Specify the conference as the parameter, and use the /NAME qualifier to specify the entry name.
- Specify the entry name as the parameter, and use the /FILE qualifier (and/or the /OBJECT qualifier if applicable; see below) to specify the conference.

To add a conference that exists in the NOTES\$LIBRARY directory on a remote node, you must include the node name with the conference name. To add a conference that resides in a private directory, you must include the full notefile specification (device and directory name) with the conference name.

You can use the /CLASSES qualifier to add the entry to one or more specific classes. Use /CLASSES=* to add the entry to all existing classes. If you do not specify any classes, VAX Notes assumes you want to add the entry to the current class. You can also use the /CLASSES qualifier to add an *existing* entry to one or more additional classes.

If the conference has an object name registered in the VAX Distributed Name Service (DNS) database, use the /OBJECT qualifier to associate the entry with the DNS object. Then, whenever the entry is accessed, VAX Notes looks in the DNS database for the notefile specification of the conference.

If you have added the conference with the `ADD ENTRY/OBJECT=object-name/FILE=notefile-spec` command, VAX Notes, when accessing the conference, always looks *first* in the DNS database for the object, and uses the file specification recorded there. If there is no file specification in the database, VAX Notes uses the file specification you supplied with the `/FILE` qualifier. If you do not use the `/OBJECT` qualifier, you must use the `/FILE` qualifier or supply the notefile specification as the parameter to the `ADD ENTRY` command. If the `/OBJECT` qualifier is used, the notefile specification can be omitted, or the `/NOFILE` qualifier can be used.

If you want to determine whether an entry in your Notebook has been associated with a DNS object, you can use the `SHOW ENTRY` or the `SHOW CONFERENCE` command. If the conference is a DNS object, and if you have used the `ADD ENTRY/OBJECT` or `MODIFY ENTRY/OBJECT` command to associate the entry with the object name, this object name is displayed (along with other information) in response to the command.

The `MODIFY ENTRY/NOOBJECT` command can be used to dissociate the entry from the DNS object so that VAX Notes will not look in the DNS database when the conference is accessed. (For more information on DNS objects, see the `ADD OBJECT` command.)

VAX Notes does not verify that the conference exists when you use the `ADD ENTRY` command. This is done purposely to allow you to add the entry to your Notebook even if the node on which the conference resides is unreachable at the time. Make sure you spell the conference name correctly.

You can use the `DIRECTORY/CONFERENCES` command to obtain a directory of available conferences on the node. Once the directory is displayed, you can add a conference to your Notebook by pointing to the conference of your choice and issuing the `SELECT` command (or by pressing the `SELECT` key). VAX Notes applies defaults for `/CLASSES` and `/NAME`.

Command Qualifiers

`/CLASSES=(class-name[, . . .])`

`/CLASSES=current-class (default)`

Names the Notebook classes to which the entry is to belong. Separate multiple class names with commas. The default is the current class. You can use the wildcard character (*) to add the entry to all classes.

ADD ENTRY

You must enclose a list of class names in parentheses and separate the names with commas.

You can also use the `/CLASSES` qualifier to add an *existing* entry to one or more classes. If you specify a class that does not exist, VAX Notes automatically creates the class. The `ADD ENTRY/CLASSES` command is convenient to use when an entry already belongs to several classes; with the `MODIFY ENTRY/CLASSES` command, you have to list the classes to which the entry currently belongs, as well as the new ones, to add an existing entry to new classes. Use the `ADD ENTRY/CLASSES=*` command to add the entry name to all existing classes.

`/FILE=notefile-spec`
`/NOFILE`

Specifies the conference you want to add to your Notebook. Use this qualifier (and/or the `/OBJECT` qualifier if applicable) when you specify the entry name as the parameter.

`/NAME=entry-name`
`/NAME=notefile-name (default)`

Gives the entry a name other than the file-name portion of the notefile specification. Use this qualifier when you specify the conference as the parameter, unless you want the conference file name to be the entry name.

`/OBJECT=object-name`
`/NOOBJECT (default)`

Associates the entry in your Notebook with its DNS object name. The conference must be a DNS object.

Examples

1. `Notes> ADD ENTRY FARMING`

Adds the conference `FARMING`, located on your node, to the default class in your Notebook, and uses the notefile name, `FARMING`, as the entry name.

2. `Notes> ADD ENTRY SOMNOD::EPA_PROJECT/NAME=EPA`

Adds the `EPA_PROJECT` conference, located on node `SOMNOD`, to the current class in your Notebook, and names the entry `EPA`.

ADD ENTRY

3. Notes> ADD ENTRY EATS/FILE=BOSTON::LOCAL_RESTAURANTS

Adds the conference LOCAL_RESTAURANTS, located on node BOSTON, to the current class, and specifies EATS as the entry name.

4. Notes> ADD ENTRY/CLASSES=(GAMES,LUNCH)/NAME=CHES CHES_TECHNIQUES

Adds the conference CHES_TECHNIQUES to two classes in your Notebook (called GAMES and LUNCH), and names the entry CHES.

5. Notes> ADD ENTRY BOSTON::DISK\$:[GLEN]ENGINES

Adds the conference ENGINES, residing in user GLEN's private directory on device DISK\$: on node BOSTON, to the current class, and by default uses ENGINES as the entry name.

6. Notes> ADD ENTRY SAMPLE/OBJECT=CONFERENCES.PUBLIC.SAMPLE/FILE=MAR::NOTES\$SAMPLE

Adds the VAX Notes sample conference, which is located on node MAR, gives it the entry name SAMPLE, and associates it with its DNS object name, which is CONFERENCES.PUBLIC.SAMPLE. When accessing the conference, VAX Notes will look in the DNS database first and use the notefile specification recorded there; it will look for the notefile specification on the /FILE qualifier only if there is no notefile specification associated with the object in the DNS database.

ADD KEYWORD

ADD KEYWORD

Adds a keyword to the current or specified note. The specified keyword must be an existing keyword for the conference. If you have CREATE_KEYWORDS privilege or keyword creation is unrestricted, however, you can use the ADD KEYWORD command to simultaneously create and add a new keyword to a note.

Format

ADD KEYWORD *keyword-name [note-ID]*

Restrictions

- You must be in a conference to use the ADD KEYWORD command.
- In a conference that restricts the creation of keywords, the keyword you specify must have been previously created or, if not, you must have CREATE_KEYWORDS privilege.

Command Parameters

keyword-name

Specifies the keyword you want to add. The keyword name must exactly match a keyword previously created, unless the keyword is new. If the keyword is new, keyword creation in the conference must be unrestricted or, if it is restricted, you must have CREATE_KEYWORDS privilege.

If the keyword consists of more than one word separated by a space, enclose the keyword in quotation marks. If you are creating a new multiword keyword, you can avoid the need for quotation marks by separating the words with a hyphen or an underscore character instead of a space.

note-ID

Refers to a single topic or reply. The default is the topic or reply you are currently reading.

Related Commands

CREATE KEYWORD
DELETE KEYWORD
DIRECTORY/KEYWORD
MODIFY KEYWORD
SELECT
SHOW KEYWORDS
SHOW NOTE/KEYWORDS

Description

The ADD KEYWORD command adds a keyword to the current or specified note. If you do not specify a note, VAX Notes adds the keyword to the note you are currently reading.

The keyword name you specify must be an existing keyword for the conference if the conference restricts the creation of keywords and you do not have CREATE_KEYWORDS privilege. In a conference with restricted keyword creation, you must have MODERATE or CREATE_KEYWORDS privilege to create or add a new keyword. In a conference that does not restrict keywords, you can create a new keyword with the CREATE KEYWORD or the ADD KEYWORD command.

You can see all the keywords defined for a conference by using the SHOW KEYWORDS command.

You can see all the keywords associated with a particular note by using the SHOW NOTE/KEYWORDS command.

You can see all the notes associated with a keyword by using the DIRECTORY/KEYWORD=keyword-name command.

Examples

1. Notes> ADD KEYWORD FARMING 5.2

Adds the keyword FARMING to note 5.2.

ADD KEYWORD

2. `Notes> READ 4.7`
`Notes> ADD KEYWORD COMPILER_BUGS`

Adds the keyword `COMPILER_BUGS` to note 4.7 (which is the current note).

3. `Notes> READ 4.7`
`Notes> ADD KEYWORD "COMPILER BUGS"`

Adds the keyword `COMPILER BUGS` to note 4.7 (which is the current note). The quotation marks are necessary because of the space in the two-word keyword.

ADD MARKER

Adds a marker to the current or specified note in the current entry.

Format

ADD MARKER *marker-name* [*note-ID*]

Restrictions

- You must be in a conference to use the ADD MARKER command.

Command Parameters

marker-name

Consists of a text-string that names a marker in a Notebook entry.

If the marker consists of more than one word separated by a space, enclose the marker in quotation marks. You can avoid the need for quotation marks by separating the words with a hyphen or an underscore character instead of a space.

note-ID

Refers to a single topic or reply. The default is the topic or reply you are currently reading.

Related Commands

DELETE MARKER
MARK
READ/MARKER

ADD MARKER

SHOW ENTRY
SHOW MARKER

Description

The ADD MARKER command adds a marker to the current note or the note you specify. A marker is a word or phrase that you associate with a particular note so that you can refer to the note by the word or phrase instead of its note number. A marker name must be unique within an entry, although you can use the same marker name in different entries.

Unlike keywords, which are available for any of the conference participants to use (but not necessarily to create), markers are for your individual use only. You can add them freely for your own convenience without being concerned about their relevance to anyone else.

If you issue the READ/MARKER command when the desired conference is not open and specify a duplicate marker name, VAX Notes displays the marked note in the first entry (in alphabetical order). You can use the /ENTRY=entry-name qualifier, however, to display a marked note in a specified conference, when the marker name is a duplicate.

If you have a marker named REMINDER in entry BOOKS *and* in entry COOKS, for example, VAX Notes displays the note marked in entry BOOKS when you issue the command READ/MARKER REMINDER, regardless of which class these entries are in. You can display the marked note in the conference COOKS if you open that conference and issue the command READ/MARKER REMINDER; or, without first opening that conference, you can issue the command READ/MARKER/ENTRY=COOKS REMINDER.

If you do not specify a note to be marked, VAX Notes adds the marker to the note you are currently reading.

You can see all the markers you created for the current entry, and the note number associated with each, by using either the SHOW ENTRY command or the SHOW MARKER/ALL command. To see the note number associated with a particular marker, use the SHOW MARKER command.

To retrieve a note that you marked, use the READ/MARKER command.

To delete a marker, use the DELETE MARKER command. This does not delete the note, only the marker.

ADD MARKER

The ADD MARKER and MARK commands are synonyms and can be used interchangeably.

Examples

1. `Notes> ADD MARKER TELEVISION`

Adds the marker TELEVISION to the current note.

2. `Notes> ADD MARKER STAR_WARS 3.2`

Adds the marker STAR_WARS to note 3.2.

3. `Notes> ADD MARKER "STAR WARS" 3.2`

Adds the marker STAR WARS to note 3.2. The quotation marks are necessary because of the space in the two-word marker.

ADD MEMBER

ADD MEMBER

Adds a new user to the membership list for the conference.

Format

ADD MEMBER *member-name*

Command Qualifiers

/ACCESS=(node::username[, . . .])

/[NO]MAIL=mail-address

/NODES=(node-name[, . . .])

/[NO]PRIVILEGES=([NO]MODERATE,
[NO]CREATE_KEYWORDS,[NO]WRITE_REGARDLESS)

Defaults

See text

See text

See text

See text

Restrictions

- The ADD MEMBER command is a moderator command.
- You must be in a conference to use this command.

Command Parameters

member-name

Specifies, for the user who is to become a member of a conference, one of the following:

- The VMS user name (for example, ADD MEMBER SMITH)
- The node and the VMS user name (for example, ADD MEMBER NODEA::SMITH, which is equivalent to the command ADD MEMBER SMITH/NODES=NODEA)
- A string enclosed in quotation marks and having a maximum length of 64 characters, typically the person's full name, and used only with the /ACCESS qualifier. (An example is ADD MEMBER "JOHN SMITH"/ACCESS=NODEA::SMITH. The quotation marks are not required if there are no spaces in the string, so you can specify, for example, JOHN_SMITH instead of "JOHN SMITH"; or you can use mixed case, as in

ADD MEMBER

“John Smith” because Notes retains the case you use for display purposes; for most other purposes Notes is case-insensitive)

Related Commands

DELETE MEMBER
MODIFY MEMBER
SET MODERATOR
SHOW MEMBER

Description

The ADD MEMBER command adds a new user to the membership list for a conference. With this command, you can list node names that, together with the user name, identify the new user. You can specify his or her mailing address. You can grant privileges that let the user act as moderator, create keywords for the conference, or (assuming the conference is write-restricted) write notes in the conference.

When two or more members have the same user name and need to have different privileges or different assigned mailing addresses, you can distinguish them by using the /ACCESS qualifier and specifying a unique member name for each. This member name is a string up to 64 characters long. If one user is already a member of the conference, you can accomplish the same thing by using the /ACCESS qualifier on the MODIFY MEMBER command. The /ACCESS qualifier supersedes the /NODES qualifier; for detailed information, see the MODIFY MEMBER command description.

You can change a user's privileges, mail address, nodes, and name at any time with the MODIFY MEMBER command.

Command Qualifiers

/ACCESS=(node::username[, . . .])

Specifies the unique identity of a member by assigning one or more nodes and user names to the member's name. This name is a string enclosed in quotation marks (the quotation marks are needed only if the string includes any spaces) and having a maximum length of 64 characters.

ADD MEMBER

The `/ACCESS` qualifier is necessary when two members who have the same VMS user name need to be assigned different privileges or different mail addresses.

You must enclose a list of nodes and names in parentheses.

`/MAIL=mail-address`

`/NOMAIL`

Specifies a mailing address for this member. This is useful when the member uses a mail system other than the VMS Mail Utility (MAIL), or wants to receive mail on a particular system. If `/NOMAIL` is specified, the member receives mail sent from within VAX Notes only if he or she happens to be on the same system as the person sending the mail.

`/NODES=(node-name[, . . .])`

Specifies the node names that, used in combination with the user name, identify this member. You must enclose a list of node names in parentheses, separating names with commas.

The `/ACCESS` qualifier supersedes the node names list. Once a user has an access list, the node list is ignored by VAX Notes.

**`/PRIVILEGES=([NO]MODERATE,[NO]CREATE_KEYWORDS,
[NO]WRITE_REGARDLESS)`**

`/NOPRIVILEGES`

Gives or denies a member one or more specified privileges. If you give MODERATE privilege, the member can issue the SET MODERATOR command.

The MODERATE privilege automatically includes the CREATE_KEYWORDS and the WRITE_REGARDLESS privileges.

If you give a member CREATE_KEYWORDS privilege, the member can create new keywords. In a conference that restricts keyword creation, a user without CREATE_KEYWORDS privilege can only add existing keywords to notes.

The WRITE_REGARDLESS privilege enables a member to write notes in a write-restricted conference. This privilege is useful for a conference set to NOWRITE in which certain users need to be able to add information without possessing the full MODERATE privilege. The WRITE_REGARDLESS privilege also allows the member to write topics in a conference that is set to REPLY_ONLY, and to reply to topics that are set to NOWRITE.

Examples

1. `Notes> ADD MEMBER SOMNOD::COHEN`

Adds user COHEN on node SOMNOD to the membership list for this conference. Since the full user name specification is given in the user name parameter, the /NODES qualifier is not needed.

2. `Notes> ADD MEMBER MILLY/NODES=(NODE1,NODE2,NODE3)`

Adds user MILLY on nodes NODE1, NODE2, and NODE3. User MILLY can log in from any one of these three nodes and be recognized by VAX Notes.

3. `Notes> ADD MEMBER ABRA::CASEY/PRIVILEGES=MODERATE`

Adds user CASEY on node ABRA and grants this member MODERATE privilege. User CASEY can use the SET MODERATOR command to act as moderator for this conference and can create keywords.

4. `Notes> ADD MEMBER DEAN/NODES=(BLINNY,BLINKY)/PRIVILEGES=CREATE_KEYWORDS`

Adds user DEAN on nodes BLINNY and BLINKY, and grants this member CREATE_KEYWORDS privilege. User DEAN can create keywords for this conference but cannot act as moderator.

5. `Notes> ADD MEMBER "JOHN LEE"/ACCESS=(NODEA::LEE,NODEB::LEE)/MAIL=NODEB::LEE`

.
. .
.

`Notes> ADD MEMBER "Susan Lee"/ACCESS=NODEC::LEE/PRIVILEGES=WRITE_REGARDLESS`

Adds two members with the same VMS user name, LEE, and assigns them unique identities for purposes of mail and privileges. John Lee is identified as the LEE on NODEA and NODEB, and NODEB is specified as the system on which he is to receive mail. Susan Lee is identified as the LEE on NODEC, and is granted WRITE_REGARDLESS privilege, allowing her to write notes to a conference that is set to NOWRITE, or to write both topics and replies to a conference that is set to REPLY_ONLY. Whenever Notes

ADD MEMBER

displays Susan Lee's member name, it appears in mixed case, as specified; for all other purposes Notes is case-insensitive, recognizing "SUSAN LEE" and "Susan Lee" as equivalent.

ADD OBJECT

Adds a new object to a VAX Distributed Name Service (DNS) database and optionally associates a file specification with that object. In VAX Notes, the object is a name identifying a conference.

Format

ADD OBJECT *object-name*

Command Qualifiers

/[NO]FILE[=notefile-spec]

Defaults

/NOFILE

Restrictions

- The ADD OBJECT command requires write privilege to the DNS database.
- DNS must be installed on your system if you are to use this command.

Command Parameters

object-name

Specifies the name to be registered in the DNS database. For VAX Notes, the name identifies a conference. The name is a pathname with an indeterminate number of elements separated by periods; for example, CONFERENCES.PUBLIC.SAMPLE might be the object name for the VAX Notes sample conference.

Related Commands

ADD ENTRY
DELETE OBJECT
MODIFY ENTRY
SET OBJECT
SHOW CONFERENCE

ADD OBJECT

SHOW ENTRY
SHOW OBJECT

Description

The ADD OBJECT command adds a new object to a DNS database. An object in the DNS database is a name recognizable across the entire network, wherever DNS is installed. In VAX Notes, the object is a name for a conference. With the /FILE qualifier, the object can be associated with a file specification.

The conference moderator can instruct the users of the conference to add it to their Notebooks with the ADD ENTRY/OBJECT command, or to change it in their Notebooks with the MODIFY ENTRY/OBJECT command. Then if the conference is later moved, its file specification need be changed only once by a user with write privilege to the DNS database (using the SET OBJECT command). The users who specified the /OBJECT qualifier with the ADD ENTRY or the MODIFY ENTRY command do not need to change the entry's file specification because the object in the DNS database is associated with the new file specification.

If a conference is an object, and if a user has added the conference with the ADD ENTRY/OBJECT=object-name/FILE=notefile-spec command, VAX Notes, when accessing the conference, always looks *first* in the DNS database for the object, and uses the file specification recorded there. If there is no file specification in the database, VAX Notes uses the file specification supplied by the user.

The MODIFY ENTRY/NOOBJECT command can be used to dissociate the entry from the DNS object so that VAX Notes will not look in the DNS database when the conference is accessed.

If you want to determine whether an entry in your Notebook has been associated with a DNS object, you can use the SHOW ENTRY or the SHOW CONFERENCE command. If the conference is a DNS object, and if you have used the ADD ENTRY/OBJECT or MODIFY ENTRY/OBJECT command to associate the entry with the object name, this object name is displayed (along with other information) in response to the command.

Command Qualifiers

/FILE=notefile-spec

/NOFILE (default)

The notefile specification given with the */FILE* qualifier associates the file specification of the conference with the DNS object. The */FILE* and */NOFILE* qualifiers are optional.

Example

```
Notes> ADD OBJECT CONFERENCES.PUBLIC.SAMPLE/FILE=MAR::NOTES$SAMPLE
```

Adds the VAX Notes sample conference as an object in the DNS database with the object name CONFERENCES.PUBLIC.SAMPLE, and associates that object name with the notefile specification MAR::NOTES\$SAMPLE.

ANSWER

ANSWER

Enters a reply to the current topic or reply.

Format

ANSWER *[file-spec]*

Command Qualifiers

/[NO]CONFIRM

/[NO]EDIT

/[NO]EXTRACT

/LAST

/[NO]TITLE[="string"]

Defaults

/CONFIRM

/EDIT

/EXTRACT

See text

See text

Restrictions

- You must be reading a note to use this command.
- If the conference or the note has been set to NOWRITE, you must be a moderator or a member with WRITE_REGARDLESS privilege to use this command.

Command Parameters

file-spec

Specifies a file containing text you want to use for your reply. You cannot use the file-spec parameter together with the /LAST qualifier.

Related Commands

REPLY
WRITE

Description

The ANSWER command invokes EVE or the editor specified in your profile to allow you to add a reply to the current discussion. If you have a text file you want to use for your reply, specify this file as the parameter to the ANSWER command.

If you are using EVE, this editor is invoked with two “windows” (that is, two areas of the screen, top and bottom; the use of the term *windows* in EVE should not be confused with DECwindows). The NOTES\$SCRATCH buffer, which contains the text of the note you are answering, appears in the top window. You can access the NOTES\$SCRATCH buffer to scroll through or extract text from this buffer, if desired. The bottom window shows the contents of the NOTES\$EDIT buffer. If you specify a text file as a parameter to the ANSWER command, the text appears in the bottom window. Otherwise, the NOTES\$EDIT buffer is empty, and you type your reply in this buffer.

Use the EVE command OTHER WINDOW to move back and forth between the two buffers.

If you do not want to see the NOTES\$SCRATCH buffer, use the /NOEXTRACT qualifier. The NOTES\$EDIT buffer is enlarged to a full screen.

Use /NOEDIT when you want to use text in a file for your reply and you do not want to edit the text. VAX Notes immediately asks you to provide a title for your reply.

If VAX Notes is unable to write your reply to the conference, or if you cancel your reply, you can use the /LAST qualifier to retrieve the most recent contents of the NOTES\$EDIT buffer. You can also use the /LAST qualifier to repeat the same note (as a topic or a reply) in several conferences by following these steps:

1. Immediately after adding the reply you want to repeat, use the CLOSE command to leave the current conference.
2. Use the OPEN command to open the conference in which you want to repeat the note.
3. Go to the place in the conference where you want to insert the reply, and issue the WRITE/LAST command (to use the note as a topic) or the ANSWER/LAST command (to use the note as a reply).

ANSWER

4. The reply you last entered in the previous conference appears in the NOTES\$EDIT buffer. You can edit the note, if desired, before you add the note to the current conference.

NOTE

On a personal computer, you can use any editor that gives ASCII output. With most PC editors, this can usually be accomplished by printing to a file with the PRINT command. This file must then be transferred to your VMS system before you can add the text to the conference.

The ANSWER and REPLY commands are synonyms and can be used interchangeably.

Command Qualifiers

/CONFIRM (default)

/NOCONFIRM

Determines whether you get a prompt asking you if the reply should be entered. */NOCONFIRM* suppresses the prompt.

/EDIT (default)

/NOEDIT

Specifies whether or not to invoke the editor. You can use */NOEDIT* only when you are using a text file for your reply.

/EXTRACT (default)

/NOEXTRACT

Determines whether or not to display a portion of the current note in the NOTES\$SCRATCH buffer upon entering the editor. The default is */EXTRACT*.

/LAST

Prevents the NOTES\$EDIT buffer from being erased so that the most recent contents of the NOTES\$EDIT buffer can be retrieved for further editing or repeated in another conference, if desired.

/TITLE="string"

/NOTITLE

Creates the reply with the specified title or with no title, and suppresses the prompt for a title. If you do not specify */TITLE* or */NOTITLE*, Notes prompts you for one.

Examples

1. Notes> ANSWER

Invokes the editor; the current note shows in the NOTES\$SCRATCH buffer, and the NOTES\$EDIT buffer is empty.

2. Notes> ANSWER/NOEXTRACT REORG.MEM

Invokes the editor without displaying the NOTES\$SCRATCH buffer and puts a copy of the file REORG.MEM in the NOTES\$EDIT buffer. You can edit the text from the file REORG.MEM before adding the reply to the conference.

3. Notes> ANSWER/LAST

Retrieves the most recent contents of the NOTES\$EDIT buffer to be used as the text for this reply. You can edit the text before adding it to the conference.

4. Notes> ANSWER/NOEDIT MEMO.TXT

Uses the text in the file MEMO.TXT for this reply without invoking the editor. VAX Notes immediately asks you to provide a title for this reply.

ATTACH

ATTACH

Attaches to the parent process or the specified subprocess.

Format

ATTACH [*process-name*]

Command Parameters

process-name

Specifies the name of the process to which you want to attach.

Related Commands

SPAWN

Description

The ATTACH command lets you attach to the parent process or a specified subprocess. This command takes one optional parameter—a process name. If no process name is specified, you attach to the parent process of the current subprocess.

Example

```
Notes> ATTACH COLLINS_1
```

Attaches to the process named COLLINS_1.

BACK

Displays the previous reply in the current discussion.

Format

BACK

Restrictions

- You must be reading a reply to use this command.

Related Commands

BACK NOTE
BACK REPLY
BACK TOPIC
TOPIC

Description

The **BACK** command displays the previous reply in the current discussion. If you are reading the first reply, this command displays the current topic.

You cannot use the **BACK** command to move past the current topic. If you are reading a topic and issue the **BACK** command, VAX Notes displays the message "No more replies."

Examples

1. `Notes> READ 8.6`
`Notes> BACK`

Displays reply 8.6, then displays reply 8.5.

BACK

2. Notes> READ 8
Notes> BACK
No more replies

Displays topic 8, then attempts to move past the current topic. VAX Notes displays an error message.

BACK NOTE

Displays the note previous to the one you are currently reading.

Format

BACK NOTE

Restrictions

- You must be reading a topic or reply to use this command.

Related Commands

BACK
BACK REPLY
BACK TOPIC
TOPIC

Description

The **BACK NOTE** command displays the previous note in the conference, whether you are reading a topic or reply. If you are reading a topic, this command displays the last reply to the previous topic.

Examples

1. `Notes> READ 8.6`
`Notes> BACK NOTE`

Displays reply 8.6, then displays reply 8.5.

2. `Notes> READ 8`
`Notes> BACK NOTE`

Displays topic 8, then displays the last reply to topic 7.

BACK REPLY

BACK REPLY

Displays the previous reply for the current topic.

Format

BACK REPLY

Restrictions

- You must be reading a reply to use this command.

Related Commands

BACK
BACK NOTE
BACK TOPIC
TOPIC

Description

The **BACK REPLY** command displays the previous reply for the current topic. You cannot use the **BACK REPLY** command to move past the current discussion. If you are reading a topic and you issue the **BACK REPLY** command, VAX Notes displays the message "No more replies."

You can press keypad 1 to issue this command.

Examples

1. Notes> READ 4.3
Notes> BACK REPLY

Displays reply 4.3. The next command displays reply 4.2.

BACK REPLY

2. `Notes> READ 6.1`
`Notes> BACK REPLY`

Displays reply 6.1. The next command displays topic 6.

3. `Notes> READ 5.0`
`Notes> BACK REPLY`
No more replies

Produces an error message. You must be reading a reply, not a topic, to use the `BACK REPLY` command.

BACK TOPIC

BACK TOPIC

Displays the topic previous to the one you are currently reading.

Format

BACK TOPIC

Restrictions

- You must be reading a topic or reply to use this command.

Related Commands

BACK
BACK NOTE
BACK REPLY
TOPIC

Description

The BACK TOPIC command displays the previous topic in the conference, whether you are reading a topic or reply.

You can press keypad 5 to issue this command.

Example

```
Notes> READ 8.6  
Notes> BACK TOPIC
```

Displays note 8.6. The next command displays topic 7.

CLOSE

Closes the currently open conference.

Format

CLOSE

Related Commands

EXIT
OPEN

Description

The **CLOSE** command closes the currently open conference and returns you to your Notebook.

You can issue the **OPEN** command (instead of the **CLOSE** command) to close the current conference automatically, without returning to your Notebook, before the specified conference is opened.

You can use the F10 key or the control key sequence **CTRL/Z** to issue this command.

Example

```
Notes> CLOSE
```

Closes the currently open conference and returns you to your Notebook.

CONTINUE

CONTINUE

Causes continuation of the current operation with the same effect as pressing the RETURN key at the Notes> prompt.

Format

CONTINUE

Description

The CONTINUE command is useful for batch processing. You can use it in a command procedure to indicate continuation at points where you would normally press the RETURN key (which cannot be used in a command procedure) at the Notes> prompt.

Example

```
Notes> READ 22
Notes> CONTINUE
```

Displays topic 22. The CONTINUE command causes the next page, if any, of note 22 to be displayed; if at the end of the note, it causes the next reply (note 22.1 in this case), if any, to be displayed. In general, the CONTINUE command is equivalent to pressing the RETURN key at the Notes> prompt.

CREATE CONFERENCE

Creates a new conference with the name you specify.

Format

CREATE CONFERENCE *notefile-spec*

Command Qualifiers

/[NO]REPLY_ONLY
/[NO]RESTRICT[=(MEMBERS,KEYWORDS)]
/[NO]WRITE

Defaults

/NOREPLY_ONLY
/RESTRICT=KEYWORDS
/WRITE

Restrictions

- The CREATE CONFERENCE command is classified as a moderator command because you automatically become the moderator when you create a conference.
- If you restrict membership, keyword creation, or writing, you must create a membership list in order to specify members and assign them any privileges.

Command Parameters

notefile-spec

Specifies the conference that you want to create. To create a conference on a remote node, you must specify the node name in the specification. The default device, directory (NOTES\$LIBRARY), and file type (.NOTE) are assumed. The file name portion of this specification is the default entry name when someone adds this conference to a Notebook.

To create a conference in your private directory, include the device and directory name in the notefile specification.

CREATE CONFERENCE

Related Commands

ADD MEMBER
MODIFY MEMBER
SET CONFERENCE
SET NOTE/CONFERENCE
SHOW CONFERENCE

Description

The CREATE CONFERENCE command lets you create a new conference on your system. When you create a conference, VAX Notes automatically recognizes you as moderator for the conference; you do not need special privilege to issue this command.

You must specify the name of the conference you want to create. The default device, default directory (NOTES\$LIBRARY), and default file type (.NOTE) are assumed. This name appears in the DIRECTORY/CONFERENCES display, and is the default entry name when someone adds this conference to a Notebook.

At installation, your system manager establishes default protection for the NOTES\$LIBRARY directory. This protection may allow only certain users on your system to create conferences in the NOTES\$LIBRARY directory. If you are not authorized to create conferences in the NOTES\$LIBRARY directory, create the conference in your own directory by specifying the device and directory name with the conference name. You can then ask your system manager to move your conference to the NOTES\$LIBRARY directory (using the command procedure SYS\$MANAGER:NOTES\$MOVE_CONFERENCE.COM).

You can use the /**[NO]REPLY_ONLY** qualifier to control whether other users can add topics to the conference; the ability to add replies remains unrestricted. You can explicitly give selected users the privilege of writing topics by granting them the **WRITE_REGARDLESS** privilege (see the ADD MEMBER and MODIFY MEMBER commands).

You can use the /**[NO]RESTRICT** qualifier to control access to the conference, restrict the creation of keywords to specific users, or both. The default is to create a public conference that anyone can access and in which the creation of keywords is restricted.

CREATE CONFERENCE

If you decide to create a private conference (open only to a selected group of users), you must create a membership list, which identifies who can access the conference. You also need a membership list if you want to grant to certain members privileges that are restricted in the conference (MODERATE, CREATE_KEYWORDS, or WRITE_REGARDLESS privileges). You use the ADD MEMBER command to create the membership list and to grant privileges.

You can use the /[NO]WRITE qualifier to control whether other users can add notes to the conference. /NOWRITE prohibits users other than a moderator from adding notes to a conference, unless you explicitly give them the WRITE_REGARDLESS privilege.

You can use the VMS Mail Utility (MAIL) to announce a private conference to members only by issuing the SEND/MEMBERS or FORWARD/MEMBERS command. VAX Notes uses the membership list like a MAIL distribution list.

You can make a public conference available on a “shopping list” in another conference by using the SET NOTE/CONFERENCE command. (This method is not recommended for private conferences.)

Command Qualifiers

/REPLY_ONLY

/NOREPLY_ONLY (default)

Specifies whether or not the ability to write is restricted to replies, except for moderators and any other members to whom you give WRITE_REGARDLESS privilege.

/RESTRICT[=(MEMBERS,KEYWORDS)]

/RESTRICT=KEYWORDS (default)

/NORESTRICT[=(MEMBERS,KEYWORDS)]

Specifies whether or not to restrict access, the creation of keywords, or both.

The /[NO]RESTRICT qualifier accepts two values: MEMBERS and KEYWORDS. If you do not specify one of these values, the qualifier applies to *both* access and keyword creation.

/WRITE (default)

/NOWRITE

Specifies whether to prevent anyone other than a moderator, or any member to whom you give WRITE_REGARDLESS privilege, from adding notes to the conference. The default is /WRITE. A conference that can be written to only by

CREATE CONFERENCE

a moderator is called a bulletin board. If another user attempts to add a note, that user receives a message that the conference is write-protected.

Examples

1. Notes> CREATE CONFERENCE SOMNOD::COURSES

Creates the conference COURSES on system SOMNOD. By default, this conference allows any user to access the conference and to add notes.

2. Notes> CREATE CONFERENCE/RESTRICT BASIC

Creates the private conference BASIC on your system. Membership and keyword creation are restricted.

3. Notes> CREATE CONFERENCE/RESTRICT=MEMBERS/NOWRITE PERSONNEL

Creates the conference PERSONNEL on your system with restricted access, with keyword creation restricted by default, and with the ability to write notes restricted to moderators and to any members given the WRITE__REGARDLESS privilege.

4. Notes> CREATE CONFERENCE DISK\$: [ROSCOE]TASK_FORCE

Creates the conference TASK__FORCE in user ROSCOE's private directory on device DISK\$:

5. Notes> CREATE CONFERENCE/REPLY_ONLY MATHEMATICS

Creates the conference MATHEMATICS on your system and restricts the writing of notes to replies only; only moderators and any members with the WRITE__REGARDLESS privilege can write topics.

CREATE KEYWORD

Creates a new keyword for the current conference.

Format

CREATE KEYWORD *keyword-name*

Restrictions

- In a restricted conference, you must be privileged to create keywords. You must be a moderator or your membership record must contain CREATE_ KEYWORDS privilege.
- You must be in the conference for which you want to create keywords.

Command Parameters

keyword-name

Names the keyword you want to create.

If the keyword consists of more than one word separated by a space, enclose the keyword in quotation marks. You can avoid the need for quotation marks by separating the words with a hyphen or an underscore character instead of a space.

Related Commands

ADD KEYWORD
DELETE KEYWORD
DIRECTORY/KEYWORD
MODIFY KEYWORD
SHOW KEYWORDS
SHOW MEMBER
SHOW NOTE/KEYWORDS

CREATE KEYWORD

Description

The CREATE KEYWORD command allows you to create new keywords for a conference. You specify the name of the keyword you want to create.

In a conference that restricts keyword creation, you must either be a moderator or have CREATE_KEYWORDS privilege specified in your membership record. You can use the SHOW MEMBER command to see your membership record.

Once you create a keyword, any user can add the keyword to any note in the conference by using the ADD KEYWORD command.

If you are authorized to create keywords, VAX Notes automatically creates a keyword the first time you add the keyword to a note.

Examples

1. Notes> CREATE KEYWORD TRUCKERS

Creates the keyword TRUCKERS for this conference.

2. Notes> CREATE KEYWORD MONEY_MARKET
No privilege for attempted operation

Produces an error message in a conference that restricts keyword creation if you do not have CREATE_KEYWORDS (or MODERATE) privilege.

DELETE ENTRY

Deletes an entry from your Notebook from the specified class or all classes.

Format

DELETE ENTRY *entry-name*

Command Qualifiers

/CLASS=class-name

Defaults

/CLASS=current-class

Restrictions

- The DELETE ENTRY command is a Notebook command.

Command Parameters

entry-name

Names the entry you want to delete. The entry is deleted from the current class or the class you specify with the /CLASS qualifier. To delete the entry from all classes, use the wildcard character (*) as the class name with the /CLASS qualifier.

To delete an entire class, specify a class name with the /CLASS qualifier and use the wildcard character (*) for the entry name.

Related Commands

ADD ENTRY
DIRECTORY/ENTRIES
MODIFY ENTRY
SHOW ENTRY

DELETE ENTRY

Description

The DELETE ENTRY command deletes an entry from your Notebook. You must specify the name of the entry you want to delete.

If the entry is in more than one class, VAX Notes deletes it from the current class unless you specify a particular class. To delete all entries in a class (that is, to delete the class itself) issue the command DELETE ENTRY */CLASS=class-name.

Command Qualifiers

/CLASS=class-name

/CLASS=current-class (default)

Specifies a single class from which to delete the entry. The default is to delete the entry from the current class. To delete the entry from all classes, use the wildcard character (*) as the class-name.

Examples

1. Notes> DELETE ENTRY FOOTBALL/CLASS=*

Deletes the entry FOOTBALL from all classes.

2. Notes> DELETE ENTRY/CLASS=GAMES ALIENS

Deletes the entry ALIENS from the class GAMES only.

3. Notes> DELETE ENTRY */CLASS=MISC

Deletes the class MISC.

DELETE KEYWORD

Deletes a keyword from the specified or current note.

Format

DELETE KEYWORD *keyword-name* [*note-ID*]

Command Qualifiers

/ALL

Defaults

See text

Restrictions

- You must be a moderator for the conference or have CREATE_KEYWORDS privilege to delete a keyword from all notes (with the /ALL qualifier).
- You must be in the conference for which you want to delete keywords.

Command Parameters***keyword-name***

Names the keyword you want to delete.

If the keyword consists of more than one word separated by a space, enclose the keyword in quotation marks.

note-ID

Specifies a single topic or reply. The default is the note you are currently reading. If you use the /ALL qualifier, do not specify a note-ID.

Related Commands

ADD KEYWORD
CREATE KEYWORD
MODIFY KEYWORD

DELETE KEYWORD

SHOW KEYWORDS
SHOW NOTE/KEYWORDS

Description

The DELETE KEYWORD command deletes a keyword from a note. If you do not specify a note, VAX Notes deletes the keyword from the current note.

To use the /ALL qualifier to delete the keyword from all notes (and, therefore, delete the keyword), you must be a moderator for the conference or have CREATE_KEYWORDS privilege.

Command Qualifiers

/ALL

Specifies that the keyword is to be deleted from all notes. This also causes the keyword itself to be deleted. You must be a moderator for the conference or have CREATE_KEYWORDS privilege to use this qualifier. If you specify a note-ID, you cannot use this qualifier.

Examples

1. Notes> DELETE KEYWORD MRP

Deletes the keyword MRP from the current note.

2. Notes> DELETE KEYWORD KIDS 2.9

Deletes the keyword KIDS from note 2.9.

3. Notes> DELETE KEYWORD/ALL SUGAR

Deletes the keyword SUGAR from all notes, and deletes the keyword SUGAR.

DELETE MARKER

Deletes a marker from the current entry.

Format

DELETE MARKER *marker-name*

Restrictions

- You must be in a conference to use this command.

Command Parameters

marker-name

Names the marker you want to delete.

If the marker consists of more than one word separated by a space, enclose the marker in quotation marks.

Related Commands

ADD MARKER
MARK
READ/MARKER
SHOW ENTRY
SHOW MARKER

Description

The DELETE MARKER command deletes a marker from the current entry only. If this marker name is also in another entry, the marker remains in that entry. You must specify the name of the marker to be deleted.

DELETE MARKER

Example

```
Notes> DELETE MARKER FORGET_ME_NOT
```

Deletes the marker FORGET_ME_NOT from the current entry.

DELETE MEMBER

Deletes a member from the membership list for the conference.

Format

DELETE MEMBER *member-name*

Restrictions

- The DELETE MEMBER command is a moderator command.
- You must be in a conference to use this command.

Command Parameters

member-name

Specifies the member to be deleted. Do not specify nodes. If the member has a member name (established with the ADD MEMBER/ACCESS or MODIFY MEMBER/ACCESS command) that is different from his or her VMS user name, you must specify that member name (enclosed in quotation marks if it includes any spaces, for example, "JOHN SMITH"). Otherwise, use the VMS user name.

Related Commands

ADD MEMBER
MODIFY MEMBER
SET MODERATOR
SHOW MEMBER

DELETE MEMBER

Description

The DELETE MEMBER command deletes a member from the membership list for a private or restricted conference. You must specify the member name.

To use the DELETE MEMBER command, you must have moderator privilege and must have first issued the SET MODERATOR command to enable that privilege.

You can delete one member at a time.

Example

```
Notes> DELETE MEMBER MITCHELL
```

Deletes user MITCHELL from the membership list for this conference.

DELETE NOTE

Deletes a topic or reply from the conference.

Format

DELETE [NOTE *[note-ID]*]

Command Qualifiers

/[NO]CONFIRM

Defaults

/CONFIRM

Restrictions

- You must be in a conference to use this command.
- To delete a note, you must be the author or a moderator.

Command Parameters***note-ID***

Specifies a single topic or reply. The default is the topic or reply you are currently reading.

Related Commands

ANSWER
REPLY
SET NOTE
SHOW NOTE
WRITE

DELETE NOTE

Description

The DELETE NOTE command deletes the current or specified note. You can use DELETE (instead of DELETE NOTE) to delete the current note.

If you are a moderator for the conference, you can delete any note. Otherwise, you can delete only your own topics and replies.

To determine whether you are authorized to delete a note, VAX Notes checks the combination of the node name and the author name. In a public conference, the node name in the note heading must match the node you are on in order for you to delete your note. In a private conference, as long as you are on one of the nodes listed in your membership record, you can delete your note.

Command Qualifiers

/CONFIRM (default)

/NOCONFIRM

Controls whether a prompt is issued before the deletion is performed, asking you to confirm that it should be performed. Your response to the prompt can be YES or NO.

Examples

1. Notes> DELETE
Deletes the current note.
2. Notes> DELETE NOTE 2.1
Deletes note 2.1.

DELETE OBJECT

Deletes an object from a VAX Distributed Name Service (DNS) database. In VAX Notes, the object is a name identifying a conference.

Format

DELETE OBJECT *object-name*

Restrictions

- The DELETE OBJECT command requires write privilege to the DNS database.
- DNS must be installed on your system if you are to use this command.

Command Parameters

object-name

Specifies the name of the object to be deleted from the DNS database. For VAX Notes, the name identifies a conference.

Related Commands

ADD ENTRY
ADD OBJECT
MODIFY ENTRY
SET OBJECT
SHOW CONFERENCE
SHOW ENTRY
SHOW OBJECT

DELETE OBJECT

Description

The DELETE OBJECT command deletes an object from a DNS database. In VAX Notes, the object is a name for a conference.

For more information on DNS objects, see the ADD OBJECT command.

Example

```
Notes> DELETE OBJECT CONFERENCES.PUBLIC.SAMPLE
```

Deletes the object CONFERENCES.PUBLIC.SAMPLE from the DNS database.

DIRECTORY

Displays a directory for the currently open conference or, if none is open, the current class in your Notebook.

Format

DIRECTORY [*note-range*]

Command Qualifiers	Defaults
/ALL	See text
/AUTHOR=username	See text
/BEFORE[=date-time]	See text
/BUFFER=buffer-name	See text
/KEYWORD=keyword-name	See text
/OUTPUT=file-spec	See text
/SINCE[=date-time]	See text
/TITLE="string"	See text
/UNSEEN	See text

Command Parameters

note-range

Specifies a range of notes. If no range is specified, all topics are included.

Related Commands

DIRECTORY/CONFERENCES
 DIRECTORY/ENTRIES
 DIRECTORY/NOTEBOOK
 SELECT

DIRECTORY

Description

The DIRECTORY command displays a directory of the currently open conference. If no conference is open, the DIRECTORY command displays a listing of the entries in the current class in your Notebook.

You can optionally specify a range of notes to include in the directory. You can also selectively display notes you have or have not seen in the following ways: by author, by a word or phrase in the title, by date, by keywords, or by a combination of these.

The default display sequence is in ascending order. You can display the directory in descending order by specifying the range of notes from highest to lowest.

You can display a note listed in the directory by moving the pointer to the note and issuing the SELECT command (or by pressing the SELECT key). You can move the pointer forward through the list by pressing keypad 2, or backward by pressing keypad 5.

Command Qualifiers

/ALL

Includes topics and replies in the listing. The /ALL qualifier is not needed when you use a notation for specifying the note-range parameter that implies replies are to be included (for example, 2.*-8.*).

/AUTHOR=username

Lists only notes written by the specified user (author). If you include a node name with the user name, the directory is limited to that specific combination.

/BEFORE[=date-time]

Lists only notes entered before the date-time specified. The date-time can be any valid VMS date-time specification. If you specify /BEFORE without a date-time value, the default is /BEFORE=TODAY.

/BUFFER=buffer-name

Puts the directory listing in the specified buffer.

/KEYWORD=keyword-name

Lists only notes having the specified keyword.

If the keyword consists of more than one word separated by a space, enclose the keyword in quotation marks.

/OUTPUT=file-spec

Specifies the output file for the directory. You must use this qualifier to store the directory in a file.

/SINCE[=date-time]

Lists notes entered since the date-time specified. The date-time can be any valid VMS date-time specification. If you specify */SINCE* without a date-time value, the default is */SINCE=TODAY*.

/TITLE="string"

Lists notes having the specified string in the title. Surround the string with quotation marks.

/UNSEEN

Lists only notes you have not yet seen.

Examples

1. Notes> DIRECTORY 10-20

Lists topics in ascending order, starting with note 10 and ending with note 20.

2. Notes> DIRECTORY 6.*-25.*

Lists topics *and* replies, starting with note 6.0 and ending with the last reply to topic 25. (This is the same as typing DIR/ALL 6-25.)

3. Notes> DIRECTORY/TITLE="BUG"/AUTHOR=CHARLIE

Lists topics written by user CHARLIE that have the word BUG in the title.

4. Notes> DIRECTORY/ALL/SINCE="YESTERDAY+16:15" 100-9999

Lists notes written since yesterday at 4:15 P.M., starting with note 100 and ending with the last note in the conference.

DIRECTORY

5. Notes> DIRECTORY/UNSEEN/BUFFER=DIRECTORY

Puts a listing of topics you have not seen into a buffer named DIRECTORY.
To see the listing, issue the command EVE BUFFER DIRECTORY.

6. Notes> DIRECTORY/KEYWORD=OHIO

Lists topics to which the keyword OHIO has been added.

DIRECTORY/CONFERENCES

Displays a directory of the conferences on the current or specified node, or the specified device and directory.

Format

DIRECTORY/CONFERENCES [*node-name*]

Command Qualifiers

/ALL

/BUFFER=buffer-name

/OUTPUT=file-spec

Defaults

See text

See text

See text

Restrictions

- If you type a logical name in place of a device and directory, you must include a colon (:) for it to be correctly interpreted as a logical name.

Command Parameters

node-name

Specifies the node for which you want a directory of conferences. The default is your current node.

You can also specify a device and directory.

Related Commands

DIRECTORY
DIRECTORY/ENTRIES
DIRECTORY/NOTEBOOK
SELECT

DIRECTORY/CONFERENCES

Description

The DIRECTORY/CONFERENCES command displays a directory of the conferences you are allowed to access on the specified node. Unless you specify another node, you get a listing of the conferences on the current node. The default directory, NOTES\$LIBRARY, is assumed.

To see a directory of the conferences in a private directory, specify the device name and directory.

The conference directory shows the title, notice, and number of notes for conferences you are allowed to access. You can use the /ALL qualifier to list all conferences, including conferences you are not allowed to access.

When the directory of available conferences is displayed, you can add a conference to your Notebook by moving the pointer (>) to the conference and pressing the SELECT key or keypad 7. Move the pointer forward with keypad 2 and backward with keypad 5.

NOTE

When you request a listing of conferences in someone's private directory, that person's Notebook is listed as a conference with the name NOTES\$NOTEBOOK. DIGITAL recommends that you do *not* attempt to access or add notes to a Notebook.

Command Qualifiers

/ALL

Lists all conferences, including conferences you are not allowed to access.

/BUFFER=buffer-name

Puts the conference directory listing in the specified buffer.

/OUTPUT=file-spec

Specifies the output file for the directory. You must use this qualifier to store the directory in a file.

Examples

1. `Notes> DIRECTORY/CONFERENCES/ALL`

Displays a listing of all the conferences on the current system (node), including the conferences you are not allowed to access.

2. `Notes> DIRECTORY/CONFERENCES NODE1`

Displays a listing of the conferences on node NODE1.

3. `Notes> DIRECTORY/CONFERENCES DISK$: [HARVEY]`

Displays a listing of the conferences in user HARVEY's private directory on device DISK\$:.

4. `Notes> DIRECTORY/CONFERENCES/BUFFER=DIR HALO`

Puts the directory of conferences on node HALO into a buffer named DIR. You can view the directory listing at any time during the current VAX Notes session by issuing the command `EVE BUFFER DIR`; you do not have to reissue the `DIRECTORY/CONFERENCES` command.

5. `Notes> DIRECTORY/CONFERENCES/OUTPUT=DIR.LIS MYVAX`

Puts the directory of conferences on the node MYVAX into an output file named DIR.LIS.

DIRECTORY/ENTRIES

DIRECTORY/ENTRIES

Displays a listing of the entries in the current (or specified) class in your Notebook.

Format

DIRECTORY/ENTRIES [*entry-name*]

Command Qualifiers

/BUFFER=buffer-name

/CLASS=class-name

/OUTPUT=file-spec

Defaults

See text

/CLASS=current-class

See text

Restrictions

- The DIRECTORY/ENTRIES command is a Notebook command.

Command Parameters

entry-name

Specifies an entry for which a directory listing is to be displayed. If you do not specify an entry, the directory listing includes all entries.

Related Commands

DIRECTORY
DIRECTORY/NOTEBOOK
SELECT
SHOW CLASSES

Description

The DIRECTORY/ENTRIES command displays a directory listing of the requested class in your Notebook. The listing shows the entry name (truncated to 20 characters), the number of notes you have not yet seen, the date and time the last note was entered, the number of topics, and the update status for each entry in the current (or specified) class.

If you do not specify a class, the current class is assumed. You can specify the name of a single entry as a parameter in the command line to see statistics for that entry only.

If no conference is open, the /ENTRIES part of the command is assumed.

When the directory listing is displayed on your screen, you can open an entry by moving the pointer to the entry you want and issuing the SELECT command (or by pressing the SELECT key). You can use the following keypad keys to move the pointer:

- | | |
|----------|---|
| Keypad 2 | Moves forward to the next entry. |
| Keypad 5 | Moves backward to the previous entry. |
| Keypad 3 | Skips forward to the next entry with nonzero unseen count. |
| Keypad 1 | Skips backward to the previous entry with nonzero unseen count. |

The DIRECTORY/ENTRIES and DIRECTORY/NOTEBOOK commands are synonyms and can be used interchangeably.

Command Qualifiers

/BUFFER=buffer-name

Puts the directory listing in the specified buffer.

/CLASS=class-name

/CLASS=current-class (default)

Specifies the class for which you want to display the directory listing. If you do not specify a class, the current class is assumed.

/OUTPUT=file-spec

Specifies the output file for the directory. You must use this qualifier to store the directory in a file.

DIRECTORY/ENTRIES

Examples

1. `Notes> DIRECTORY/ENTRIES COBOL`

Displays statistics for the entry named COBOL in the current class.

2. `Notes> DIRECTORY/ENTRIES/CLASS=MATERIALS/BUFFER=DIR`

Creates a listing of the entries in class MATERIALS, and puts the listing in the buffer named DIR. To see the listing, issue the command `EVE BUFFER DIR`.

3. `Notes> DIRECTORY/ENTRIES/OUTPUT=ENTRIES.LIS`

Creates a listing of the entries in the current class, and stores the listing in a file named ENTRIES.LIS.

4. `Notes> DIRECTORY/ENTRIES/CLASS=MOVIES`

Displays entries in the class named MOVIES.

DIRECTORY/NOTEBOOK

Displays a listing of the entries in the current (or specified) class in your Notebook.

Format

DIRECTORY/NOTEBOOK [*entry-name*]

Command Qualifiers

/BUFFER=buffer-name

/CLASS=class-name

/OUTPUT=file-spec

Defaults

See text

/CLASS=current-class

See text

Restrictions

- The DIRECTORY/NOTEBOOK command is a Notebook command.

Command Parameters***entry-name***

Specifies an entry for which a directory listing is to be displayed. If you do not specify an entry, the directory listing includes all entries.

Related Commands

DIRECTORY
DIRECTORY/ENTRIES
SELECT
SHOW CLASSES

DIRECTORY/NOTEBOOK

Description

The DIRECTORY/NOTEBOOK command displays a directory listing of the requested class in your Notebook. The listing shows the entry name (truncated to 20 characters), the number of notes you have not yet seen, the date and time the last note was entered, the number of topics, and the update status for each entry in the current (or specified) class.

If you do not specify a class, the current class is assumed. You can specify the name of a single entry as a parameter in the command line to see statistics for that entry only.

If no conference is open, the /NOTEBOOK part of the command is assumed.

When the directory listing is displayed on your screen, you can open an entry by moving the pointer to the entry you want and issuing the SELECT command (or by pressing the SELECT key). You can use the following keypad keys to move the pointer:

- | | |
|----------|---|
| Keypad 2 | Moves forward to the next entry. |
| Keypad 5 | Moves backward to the previous entry. |
| Keypad 3 | Moves forward to the next entry with nonzero unseen count. |
| Keypad 1 | Moves backward to the previous entry with nonzero unseen count. |

The DIRECTORY/NOTEBOOK and DIRECTORY/ENTRIES commands are synonyms and can be used interchangeably.

Command Qualifiers

/BUFFER=buffer-name

Puts the directory listing in the specified buffer.

/CLASS=class-name

/CLASS=current-class (default)

Specifies the class for which you want to display the directory listing. If you do not specify a class, the current class is assumed.

/OUTPUT=file-spec

Specifies the output file for the directory. You must use this qualifier to store the directory in a file.

Examples

1. `Notes> DIRECTORY/NOTEBOOK COBOL`
Displays statistics for the entry named COBOL in the current class.
2. `Notes> DIRECTORY/NOTEBOOK/CLASS=MOVIES`
Displays entries in the class named MOVIES.
3. `Notes> DIRECTORY/NOTEBOOK/CLASS=MATERIALS/BUFFER=DIR`
Creates a listing of the entries in class MATERIALS, and puts the listing in the buffer named DIR. To see the listing, issue the command `EVE BUFFER DIR`.
4. `Notes> DIRECTORY/NOTEBOOK/OUTPUT=ENTRIES.LIS`
Creates a listing of the entries in the current class, and stores the listing in a file named ENTRIES.LIS.

EVE

EVE

Invokes the EVE editor. If you provide an EVE command as a parameter, that command is immediately executed.

Format

EVE [*eve-command*]

Command Parameters

eve-command

Names an EVE command.

Related Commands

TPU

Description

The EVE command invokes the EVE editor and processes the remainder of the line (if provided) as an EVE command. When you exit (using the EXIT command) from the EVE editor, you return to VAX Notes. You can end your VAX Notes session by quitting (using the QUIT command) an EVE buffer, and responding yes to the prompt.

Examples

1. Notes> EVE GET ANNUAL_REPORT.TEXT

Invokes the EVE editor and puts a copy of the file ANNUAL_ REPORT.TEXT in a buffer with the same name.

2. `Notes> EVE DEF KEY`

Invokes the EVE editor and prompts for the command you want to define as a key.

3. `Notes> EVE BUFFER DIR`

Displays the contents of the buffer named DIR. Once you access the buffer, you can perform any EVE command on the contents of buffer DIR.

4. `Notes> EVE BUFFER MESSAGES`

Displays messages that have appeared in the VAX Notes and EVE message windows since the beginning of the current VAX Notes session.

EXIT

EXIT

Exits from the current conference or VAX Notes.

Format

EXIT

Related Commands

CLOSE

Description

The EXIT command lets you exit from the current conference or end your VAX Notes session.

If you are in a conference, the EXIT command closes the conference and returns you to your Notebook.

If you are in your Notebook, the EXIT command exits from VAX Notes and returns you to the DCL level. If, during this session, you issued the PRINT command and did not use the /NOWAIT qualifier, the notes pending in the print queue are released. (The /WAIT qualifier is the default.)

You can also use CTRL/Z to exit.

Example

```
Notes> CLOSE  
Notes> EXIT
```

Closes the current conference and returns you to your Notebook. The next command exits from VAX Notes and releases any notes waiting to print.

EXTRACT

Creates in your current default directory a text file containing the specified note or range of notes.

Format

EXTRACT *output-file [note-range]*

Command Qualifiers	Defaults
/ALL	Current note
/APPEND	See text
/AUTHOR=username	See text
/BEFORE[=date-time]	See text
/[NO]HEADER	/HEADER
/KEYWORD=keyword-name	See text
/SEEN	See text
/SINCE[=date-time]	See text
/TITLE="string"	See text
/UNSEEN	See text

Restrictions

- You must be in a conference to use this command.
- If any notes in the specified range of notes are in DIGITAL Document Interchange Format (DDIF), those notes cannot be extracted in their entirety to the same output file as the non-DDIF notes.

Command Parameters

output-file

Specifies the output file in which to store the specified notes. The default file type is .TXT.

EXTRACT

note-range

Specifies the range of notes to be extracted. The default is the note you are currently reading. If a selection qualifier is specified, the default is all topics.

Related Commands

EXTRACT/BUFFER
SAVE
SAVE/BUFFER

Description

The EXTRACT command creates a text file containing the notes you specify. You must specify the name of the output file as the first parameter in the command. Use the optional second parameter to specify the range of notes to extract. If no range is specified, VAX Notes extracts only the note you are currently reading; if you specify a selection qualifier (/AUTHOR, /BEFORE, /KEYWORD, /SINCE, /TITLE, or /UNSEEN), VAX Notes searches all topics. Additionally, if you specify the /ALL qualifier, all replies are searched.

If any notes in the specified range of notes are in DIGITAL Document Interchange Format (DDIF), those notes cannot be extracted in their entirety to the same output file as the non-DDIF notes. If you are running interactively, a message informs you of each DDIF note, which you can choose to extract to a separate file. If you are running in batch, the DDIF notes are extracted to the same file as the other notes in the range, but only the ASCII-text portions of the DDIF notes are included.

To put extracted notes into a buffer, you must use the EXTRACT/BUFFER command.

The EXTRACT and SAVE commands are synonyms and can be used interchangeably.

Command Qualifiers

/ALL

Specifies that topics and all replies in the specified range are to be extracted.

/APPEND

Appends the extracted notes to the output file. If the file does not exist, it is created. If the file does exist but the */APPEND* qualifier is *not* used, a new version of that file is created containing the specified notes; the current version of the file is unchanged.

/AUTHOR=username

Extracts only notes entered by the specified user. If you include a node name with the user name, only notes entered by the author from that node are extracted.

/BEFORE[=date-time]

Extracts only notes entered before the specified date-time. The date-time can be any valid VMS date-time specification. If you specify */BEFORE* without a date-time value, the default is */BEFORE=TODAY*.

/HEADER (default)***/NOHEADER***

Specifies whether or not to include the note header in the extracted output.

/KEYWORD=keyword-name

Extracts only notes having the specified keyword.

/SEEN

Marks the extracted notes as seen.

/SINCE[=date-time]

Extracts only notes entered since the specified date-time. The date-time can be any valid VMS date-time specification. If you specify */SINCE* without a date-time value, the default is */SINCE=TODAY*.

EXTRACT

/TITLE="string"

Extracts notes having the specified string in the note title. Surround the string with quotation marks.

/UNSEEN

Extracts only unseen notes.

Examples

1. Notes> EXTRACT MAIL.MSG

Extracts the current note and stores it in a file called MAIL.MSG.

2. Notes> EXTRACT BOOKS 10.*

Extracts topic 10 and all its replies and stores the notes in a file called BOOKS.TXT.

3. Notes> EXTRACT/KEYWORD=YALE COLLEGES.MEM *.*

Extracts all notes in the conference that have the keyword YALE and stores the notes in a file called COLLEGES.MEM.

4. Notes> EXTRACT/AUTHOR=GLEN/KEYWORD=NUCLEAR FIL.DAT 8-30

Extracts topics from topic 8.0 through 30.0 that were entered by user GLEN and that refer to the keyword NUCLEAR. The notes are stored in a file named FIL.DAT.

5. Notes> EXTRACT/SINCE=15-MAR/BEFORE="TODAY+16:00" NOTES *.*

Extracts all notes in the conference entered after 15 March (00:00:00.00) and before today (16:00:00.00), and puts them in a file called NOTES.TXT.

EXTRACT/BUFFER

Puts extracted notes in the buffer you specify.

Format

EXTRACT/BUFFER *buffer-name* [*note-range*]

Command Qualifiers	Defaults
/ALL	Current note
/APPEND	See text
/AUTHOR=username	See text
/BEFORE[=date-time]	See text
/[NO]HEADER	/HEADER
/KEYWORD=keyword-name	See text
/OUTPUT=file-spec	See text
/SEEN	See text
/SINCE[=date-time]	See text
/TITLE="string"	See text
/UNSEEN	See text

Restrictions

- You must be in a conference to use this command.
- Only the ASCII portions (if any) of a note in DIGITAL Document Interchange Format (DDIF) can be extracted to a buffer.

Command Parameters***buffer-name***

Names the buffer in which extracted notes are to be stored.

note-range

Specifies a range of notes. The default is the note you are currently reading. If a selection qualifier is specified, the default is all topics.

EXTRACT/BUFFER

Related Commands

EXTRACT
SAVE
SAVE/BUFFER

Description

The EXTRACT/BUFFER command extracts notes and puts them in the buffer you specify. You must specify the name of the buffer as the first parameter. Use the optional second parameter to specify a range of notes. If you do not specify a range of notes, VAX Notes assumes you want to extract only the note you are currently reading; if you specify a selection qualifier (/AUTHOR, /BEFORE, /KEYWORD, /SINCE, /TITLE, or /UNSEEN), VAX Notes searches all topics. Additionally, if you specify the /ALL qualifier, all replies are searched.

To put extracted notes into a VMS text file only, you must use the EXTRACT command. You can use the /OUTPUT qualifier with the EXTRACT/BUFFER command to store extracted notes in a VMS text file *in addition* to storing them in a buffer.

When you specify the name of an existing buffer, extracted notes are appended to the end of the text in that buffer.

To view notes extracted to a buffer, issue the command `EVE BUFFER buffer-name`, substituting the name of the buffer for `buffer-name`.

The EXTRACT/BUFFER and SAVE/BUFFER commands are synonyms and can be used interchangeably.

Command Qualifiers

/ALL

Specifies that topics and all replies in the specified range are to be extracted.

/APPEND

Appends the extracted notes to the specified buffer. If the buffer does not exist, it is created. If /APPEND is not used, the buffer is erased first.

EXTRACT/BUFFER

/AUTHOR=username

Extracts only notes entered by the specified user. If you include a node name with the user name, only notes entered by the author from that node are extracted.

/BEFORE[=date-time]

Extracts only notes entered before the specified date-time. The date-time can be any valid VMS date-time specification. If you specify */BEFORE* without a date-time value, the default is */BEFORE=TODAY*.

/HEADER (default)

/NOHEADER

Specifies whether or not to include the note header in the extracted notes.

/KEYWORD=keyword-name

Extracts only notes having the specified keyword.

/OUTPUT=output-file

Names an output file in which to store extracted notes, in addition to putting them in a buffer.

/SEEN

Marks the extracted notes as having been seen.

/SINCE[=date-time]

Extracts only notes entered since the specified date-time. The date-time can be any valid VMS date-time specification. If you specify */SINCE* without a date-time value, the default is */SINCE=TODAY*.

/TITLE="string"

Extracts notes having the specified string in the note title. Surround the string with quotation marks.

/UNSEEN

Extracts only unseen notes.

EXTRACT/BUFFER

Examples

1. `Notes> EXTRACT/BUFFER MAIL`

Extracts the current note to a buffer called MAIL.

2. `Notes> EXTRACT/BUFFER BOOKS 10.*`

Extracts topic 10 and all its replies and puts them in a buffer named BOOKS.

3. `Notes> EXTRACT/BUFFER COLLEGES *.* /KEYWORD=YALE`

Extracts all notes in the conference that have the keyword YALE and puts them in a buffer called COLLEGES.

4. `Notes> EXTRACT/BUFFER NUCLEAR 8-30 /AUTHOR=GLEN`

Extracts topics from topic 8.0 through 30.0 that were entered by user GLEN and puts them in a buffer called NUCLEAR.

5. `Notes> EXTRACT/BUFFER NOTES *.* /SINCE=15-MAR /BEFORE=18-MAR`

Extracts all notes in the conference entered after 15 March (00:00:00.00) but before 18 March (00:00:00.00), and puts them in a buffer called NOTES.

FORWARD

Forwards by MAIL the note you are currently reading.

Format

FORWARD *[to-list]*

Command Qualifiers	Defaults
/AUTHOR	See text
/[NO]CC_PROMPT	See text
/[NO]CONFIRM	/CONFIRM
/[NO]EDIT	/EDIT
/[NO]HEADER	/HEADER
/LAST	See text
/MEMBERS	See text
/MODERATORS	See text
/[NO]PERSONAL_NAME[="string"]	See text
/[NO]SELF	See text
/[NO]SUBJECT[="string"]	See text

Restrictions

- You must be reading a note to use the FORWARD command.

Command Parameters

to-list

Is a list of one or more addressees to whom you want to forward the note. If there is more than one addressee, separate them with commas.

This parameter is optional. If you do not use it, VAX Notes prompts you for an addressee.

You cannot specify any two of the following together on a command line: to-list, /AUTHOR, /MEMBERS, and /MODERATORS.

FORWARD

Related Commands

SEND

Description

The FORWARD command forwards by MAIL a copy of the note you are currently reading. (The FORWARD/LAST command is an exception to this statement, as discussed later.)

If you do not use the optional to-list parameter, VAX Notes prompts you for an addressee. You can specify a single addressee, a list of addressees (separated by commas), or a distribution list (for example, @PUBLIC).

If you want to distinguish between the primary and the secondary recipients, specify the former after the Send to: prompt and the latter after the CC: prompt; the CC: prompt appears if you use the /CC_PROMPT qualifier on the command line or if your MAIL profile is set for it.

If you want to send a note to all members of a restricted conference, use the /MEMBERS qualifier. VAX Notes automatically uses the membership list as a MAIL distribution list. (If you use the /MEMBERS qualifier, you are not prompted for an addressee with the Send to: prompt.) If any member has been tagged /NOMAIL (a qualifier on the ADD MEMBER or MODIFY MEMBER command), that member receives the mail you send with the FORWARD/MEMBERS command *only* if he or she is on the same system as you are.

If you want to send a note to the conference moderator(s), use the /MODERATORS qualifier. If you want to send a note to its author, use the /AUTHOR qualifier. If you want to send a note to yourself as well as to other recipients, use the /SELF qualifier; or, if your MAIL profile setting specifies that you are sent a copy of each mail message and you do not want to be sent the note, use the /NOSELF qualifier.

You can optionally choose a subject for the forwarded note. VAX Notes uses a default subject consisting of the conference name and location and the note number, and the default subject is used if you press RETURN at the Subject: prompt. If you specify /SUBJECT or /NOSUBJECT, the Subject: prompt

does not appear. With the `/SUBJECT` qualifier, you specify the subject on the command line.

VAX Notes automatically gives you a chance to preface the note with a message before forwarding it. You type your message in the `NOTES$MAIL_EDIT` buffer. To bypass this option, use the `/NOEDIT` qualifier.

You can retrieve the text of the last mail message you sent (with either the `SEND` or `FORWARD` command) by using the `/LAST` qualifier. You start in the editor with your last mail message in the `NOTES$MAIL_EDIT` buffer. You can edit the text, if desired, before forwarding it again.

You can forward a topic and all its replies by first extracting the notes to the `NOTES$MAIL_EDIT` buffer, then typing the command `FORWARD/LAST`.

You can cause the `CC:` prompt to appear by using the `/CC_PROMPT` qualifier. If you do not specify either `/CC_PROMPT` or `/NOCC_PROMPT` on the command line, then VAX Notes defaults to your `MAIL` profile setting for the carbon-copy list prompt. You can suppress the prompt by using the `/NOCC_PROMPT` qualifier; or you can press the `RETURN` key after the `CC:` prompt if you do not want to supply a carbon-copy list.

You can specify a special personal name for one-time use on the note you are forwarding by using the `/PERSONAL_NAME` qualifier; or you can specify that no personal name should appear by using the `/NOPERSONAL_NAME` qualifier. Otherwise, the personal name, if any, that is stored in your Notebook profile is used. If this name is blank, VAX Notes uses the personal name setting in your `MAIL` profile.

Command Qualifiers

`/AUTHOR`

Forwards the note you are currently reading to the author of the note.

`/CC_PROMPT`

`/NOCC_PROMPT`

Determines whether or not VAX Notes gives you a `CC:` prompt, which allows you to create a carbon-copy list. The carbon-copy list is useful for distinguishing between the primary and the secondary recipients. If you get the prompt and you do not want a carbon-copy list, simply press `RETURN`. If you do not specify `/CC_PROMPT` or `/NOCC_PROMPT`, VAX Notes uses the setting in your `MAIL` profile to determine whether to prompt you.

FORWARD

/CONFIRM (default)

/NOCONFIRM

Controls whether a prompt is issued before the note is forwarded, asking you to confirm that it should be forwarded. Your response to the prompt can be YES or NO.

/EDIT (default)

/NOEDIT

Determines whether or not you can enter a message to be included at the beginning of the note to be forwarded. VAX Notes automatically gives you the option of prefacing the note with a message. Use the */NOEDIT* qualifier to bypass the option.

/HEADER (default)

/NOHEADER

Specifies whether or not to include the note header at the top of the mail message.

/LAST

Retrieves the text of the last mail message sent (with either the SEND or FORWARD command) and which is still in the NOTES\$MAIL_EDIT buffer. When you exit the editor, the contents of that buffer are forwarded, in addition to whatever you have added in the editor.

/MEMBERS

Forwards the note to the conference members. Use this qualifier when you want to be certain all members see a particular note. When you use this qualifier, you do not get the Send to: prompt (the CC: prompt still appears). If any member has been tagged */NOMAIL* (a qualifier on the ADD MEMBER or MODIFY MEMBER command), that member receives the mail you send with the FORWARD/MEMBERS command *only* if he or she is on the same system as you are.

/MODERATORS

Specifies that the note you are currently reading be forwarded to the conference moderator(s).

/PERSONAL_NAME="string"

/NOPERSONAL_NAME

Specifies a personal name for one-time use on the note forwarded, or specifies that the note carry no personal name. The default is to apply the personal

name, if any, stored in your Notebook profile. If this is blank, the personal name, if any, in your MAIL profile is used.

/SELF
/NOSELF

Specifies that a copy of the note you are currently reading be sent or not be sent to yourself, in addition to any other recipients. If you do not specify this qualifier, VAX Notes uses the COPY_SELF setting from your MAIL profile.

/SUBJECT="string"
/NOSUBJECT

Causes the note you are currently reading to be forwarded with the subject you specify or with no subject. If you use the /SUBJECT qualifier, you must supply a subject (a string that must be enclosed in quotation marks if it is more than one word separated by spaces). If you do not specify /SUBJECT or /NOSUBJECT, you are prompted to supply a subject and informed of the default subject (which is an identification of the note by conference name, location, and note number).

Examples

1. Notes> FORWARD/NOEDIT FLOYD::ANDRE
Subject:
Default subject is: "Notefile AI Note 2.3"

Forwards an unedited copy of note 2.3 (the current note) in the conference AI to user ANDRE on node FLOYD. The default subject is used as the mail subject.

2. Notes> FORWARD/NOEDIT/CC_PROMPT/MODERATORS
CC: FLOYD::ANDRE
Subject:
Default subject is: "Notefile AI Note 45.3"

Forwards an unedited copy of note 45.3 (the current note) in the conference AI to the conference moderator(s); a "carbon copy" goes to user ANDRE on node FLOYD. The default subject is used as the mail subject.

FORWARD

3. Notes> FORWARD/NOEDIT/MEMBERS/SUBJECT="Another opinion on the Magnum deal"

Forwards an unedited copy of the current note as a mail message to all members of this conference. "Another opinion on the Magnum deal" is the subject.

4. Notes> EXTRACT/BUFFER NOTES\$MAIL_EDIT 30.*
7 notes written to buffer NOTES\$MAIL_EDIT
Notes> FORWARD/LAST/CC_PROMPT/NOSUBJECT/SELF
Send to: SCHULTZ,NODEA::JOHNSON
CC: SMITH

Puts topic 30 and all its replies into the NOTES\$MAIL_EDIT buffer, and then puts the contents of the NOTES\$MAIL_EDIT buffer into the editor. When you exit from the editor, the notes are forwarded, with whatever you have added in the editor, to addressees SCHULTZ and JOHNSON and to yourself, with a "carbon copy" to SMITH. (SCHULTZ and SMITH are on your node, so the user names are sufficient, but JOHNSON is on node NODEA, a different network node, which must therefore be specified.) There is no subject.

5. Notes> FORWARD/PERSONAL_NAME="Here's that note you wrote"/AUTHOR

Forwards a copy of the current note to the note's author, using the personal name string "Here's that note you wrote" instead of any personal name you may have stored in your Notebook profile.

HELP

Displays on your terminal the list of VAX Notes commands for which online help is available, or displays online help for a particular command.

Format

HELP *[command]*

Command Parameters

command

Names a VAX Notes command for which you want help.

Related Commands

SHOW ERROR

Description

The HELP command displays on your terminal a listing of VAX Notes commands for which online help is available. You can get help on a particular command in one step by specifying the command as a parameter to the HELP command. For example, the command HELP ATTACH displays online help for the ATTACH command.

If you discover that you want help on a different command, type a question mark (?) to redisplay the listing of VAX Notes commands.

If the word you type after the HELP command is one of the commands that takes an option (ADD, BACK, CREATE, DELETE, MODIFY, NEXT, SET, and SHOW), VAX Notes displays the option list for the command and prompts you for the option for which you want help.

HELP

VAX Notes also has online help for key definitions. If you are using a VT200-series terminal, you can access keypad help by pressing the HELP key on the editing keypad. On a VT100-series terminal, press keypad key PF2 to access keypad help. Then press the keypad key for which you want help.

To leave online help and return to VAX Notes, press CTRL/Z at any prompt.

Examples

1. Notes> HELP

Displays a list of commands for getting started in VAX Notes and a list of other help topics. It prompts you to type a topic for which you want help, or to type ? to see a complete list of VAX Notes commands.

2. Notes> HELP ADD

Displays the listing of options for the ADD command and prompts for the option for which you want help.

3. Notes> HELP DIRECTORY/CONFERENCES

Displays help information on the DIRECTORY/CONFERENCES command, and lists the subtopics (qualifiers, parameters, examples, and other subtopics) for additional information. It prompts you for a subtopic.

LAST

Displays the last topic in the conference.

Format

LAST

Restrictions

- You must be in a conference to use this command.

Related Commands

.LAST

Description

The LAST command displays the last topic in the conference. This command is useful when you cannot remember the number of the last topic in the conference.

Example

```
Notes> LAST
```

Displays the last topic in the conference.

.LAST

.LAST

Displays the last reply to the current or specified topic.

Format

.LAST

Restrictions

- You must be reading a note to use this command.

Related Commands

LAST

Description

The **.LAST** command displays the last reply to the current topic or the specified topic. This command is useful when you do not remember the number of the last reply.

You can issue the command **LAST.LAST** to display the last reply to the last topic (that is, the last note) in the conference.

Examples

1. `Notes> .LAST`
Displays the last reply to the current topic.
2. `Notes> 20.LAST`
Displays the last reply to topic 20.
3. `Notes> LAST.LAST`
Displays the last reply to the last topic.

MARK

MARK

Marks the current or specified note in the current entry.

Format

MARK *marker-name* [*note-ID*]

Restrictions

- You must be in a conference to use the MARK command.

Command Parameters

marker-name

Specifies the name of the marker.

If the marker consists of more than one word separated by a space, enclose the marker in quotation marks. You can avoid the need for quotation marks by separating the words with a hyphen or an underscore character instead of a space.

note-ID

Specifies a single topic or reply. The default is the topic or reply you are currently reading.

Related Commands

ADD MARKER
DELETE MARKER
READ/MARKER
SHOW ENTRY
SHOW MARKER

Description

The **MARK** command adds a marker to the current note or the note you specify. A marker is a word or phrase that you associate with a particular note so that you can refer to the note by the word or phrase instead of its note number. Marker names must be unique within an entry, although you can use the same marker name in different entries.

Unlike keywords, which are available for any of the conference participants to use, your markers are for your individual use only. You can add them freely for your own convenience without being concerned about their relevance to anyone else.

If you issue the **READ/MARKER** command when the desired conference is not open and you specify a duplicate marker name, VAX Notes displays the marked note in the first entry (in alphabetical order). You can use the **/ENTRY=entry-name** qualifier, however, to display a marked note in a specified conference when the marker name is a duplicate.

If you have a marker named **REMINDER** in entry **BOOKS** and in entry **COOKS**, VAX Notes displays the note marked in entry **BOOKS** when you issue the command **READ/MARKER REMINDER**, regardless of which class these entries are in. You can display the marked note in the conference **COOKS** if you open that conference and issue the command **READ/MARKER REMINDER**; or, without first opening that conference, you can issue the command **READ/MARKER/ENTRY=COOKS REMINDER**.

If you do not specify a note to be marked, VAX Notes adds the marker to the note you are currently reading.

You can see all the markers you created for the current entry, and the note number associated with each, by using either the **SHOW ENTRY** command or the **SHOW MARKER/ALL** command. To see the note number associated with a particular marker, use the **SHOW MARKER** command.

To retrieve a note that you marked, use the **READ/MARKER** command.

To delete a marker, use the **DELETE MARKER** command. This does not delete the note, just the marker.

The **MARK** and **ADD MARKER** commands are synonyms and can be used interchangeably.

MARK

Examples

1. `Notes> MARK TELEVISION`

Marks the current note with the marker TELEVISION.

2. `Notes> MARK HYPERSPACE 3.7`

Marks note 3.7 with the marker HYPERSPACE.

3. `Notes> MARK "STAR WARS" 3.2`

Marks note 3.2 with the marker STAR WARS. The quotation marks are necessary because of the space in the two-word marker.

MODIFY ENTRY

Modifies information for a Notebook entry.

Format

MODIFY ENTRY *entry-name*

Command Qualifiers

/CLASSES=(class-name[, . . .])

/[NO]FILE[=notefile-spec]

/NAME=entry-name

/[NO]OBJECT[=object-name]

Defaults

See text

See text

/NAME=notefile-name

/NOOBJECT

Restrictions

- The MODIFY ENTRY command is a Notebook command.
- The /OBJECT qualifier is for use only on systems with the VAX Distributed Name Service (DNS) installed, and only when the conference being added is a DNS object.

Command Parameters

entry-name

Specifies the entry you want to modify.

Related Commands

ADD ENTRY
DELETE ENTRY
SHOW ENTRY

MODIFY ENTRY

Description

The MODIFY ENTRY command lets you modify information for an entry in your Notebook. You must specify the name of the Notebook entry you want to modify.

You can change the name of the conference with the /NAME qualifier, or you can change the notefile specification with the /FILE qualifier. The change is reflected in all classes (if the entry belongs to more than one class), and seen/unseen information is unaffected.

You can use the /CLASSES qualifier to change the classes to which an entry belongs. The list of classes you specify replaces the list of classes to which the entry currently belongs. If you specify a class that does not exist, VAX Notes automatically creates the class. To delete an entry from a class, use the /CLASSES qualifier and omit that class from the new list.

If the conference has an object name registered in the VAX Distributed Name Service (DNS) database, use the /OBJECT qualifier to associate the entry with the DNS object. Then, whenever the entry is accessed, VAX Notes looks in the DNS database for the notefile specification of the conference.

If a conference is a DNS object, and if a user modifies the entry with the MODIFY ENTRY/OBJECT=object-name/FILE=notefile-spec command, VAX Notes when accessing the conference always looks *first* in the DNS database for the object, and uses the file specification recorded there. If there is no file specification in the database, VAX Notes uses the file specification supplied by the user.

The MODIFY ENTRY/NOOBJECT command can be used to dissociate the entry from the DNS object so that VAX Notes will not look in the DNS database when the conference is accessed. (For more information on DNS objects, see the ADD OBJECT command.)

Command Qualifiers

/CLASSES=(class-name[, . . .])

Replaces the classes to which the entry currently belongs with the list you specify. Enclose the list in parentheses and separate class names with commas. You can use the wildcard character (*) to add the entry to all existing classes.

MODIFY ENTRY

/FILE=new-file-spec

/NOFILE

Changes the notefile specification.

/NAME=new-entry-name

Changes the entry name from the old name to the new one you specify.

/OBJECT=object-name

/NOOBJECT (default)

Associates the entry in your Notebook with its DNS object name. The conference must be a DNS object.

Examples

1. Notes> MODIFY ENTRY CLIMATE/NAME=WEATHER

Changes the name of the entry CLIMATE to WEATHER.

2. Notes> MODIFY ENTRY HEAT/FILE=PUBLIC::ENERGY

Changes the file specification of the entry HEAT to PUBLIC::ENERGY.

3. Notes> MODIFY ENTRY HEAT/OBJECT=CONFERENCES.PUBLIC.ENERGY

Associates the entry HEAT with its DNS object name, which is CONFERENCES.PUBLIC.ENERGY. When accessing the conference, VAX Notes will look in the DNS database first and use the notefile specification (if any) recorded there.

MODIFY KEYWORD

MODIFY KEYWORD

Modifies the name of a keyword.

Format

MODIFY KEYWORD *keyword-name*

Command Qualifiers	Defaults
/NAME=new-keyword-name	See text

Restrictions

- The MODIFY KEYWORD command is a moderator command.
- You must be in a conference to use this command.

Command Parameters

keyword-name

Specifies the keyword name you want to modify.

If the keyword consists of more than one word separated by a space, enclose the keyword in quotation marks.

Related Commands

ADD KEYWORD
CREATE KEYWORD
DELETE KEYWORD
SHOW KEYWORDS
SHOW NOTE/KEYWORDS

Description

The MODIFY KEYWORD command lets you change the name of a keyword. The new keyword automatically replaces the old keyword for all notes to which the old keyword had been added.

Command Qualifiers

/NAME=new-keyword-name

Specifies the new name for the keyword you want to modify.

Example

```
Notes> MODIFY KEYWORD FARMS/NAME=FARMING
```

Changes the name of the keyword FARMS to FARMING. All notes to which the previous keyword FARMS had been added now have the new keyword FARMING.

MODIFY MEMBER

MODIFY MEMBER

Modifies information about a member.

Format

MODIFY MEMBER *member-name*

Command Qualifiers

/ACCESS=(node::username[, . . .])

/[NO]MAIL[=mail-address]

/NAME=new-username

/NODES=(node-name[, . . .])

/[NO]PRIVILEGES=[([NO]MODERATE,[NO]CREATE_KEYWORDS,
[NO]WRITE_REGARDLESS)]

Defaults

See text

See text

See text

See text

See text

Restrictions

- The MODIFY MEMBER command is a moderator command.
- You must be in a conference to use this command.

Command Parameters

member-name

Specifies, for the member for whom you want to modify information, one of the following:

- The VMS user name (for example, SMITH)
- The node and the VMS user name (for example, NODEA::SMITH)
- A string enclosed in quotation marks (which are required if the string includes any spaces) with a maximum length of 64 characters (typically the person's full name, for example, "JOHN SMITH" or JOHN_SMITH) and used only with the /ACCESS qualifier

Related Commands

ADD MEMBER
DELETE MEMBER
SET MODERATOR
SHOW MEMBER

Description

The MODIFY MEMBER command lets you modify information for a member. You must have moderator privilege, and you must have enabled this privilege by issuing the SET MODERATOR command before using the MODIFY MEMBER command.

Use this command to modify a member's mail address, user name, nodes, or privileges. You can also use this command to identify uniquely a member with the same VMS user name as another member for purposes of giving them different privileges or mailing addresses.

NOTE

The /ACCESS qualifier supersedes the /NODES qualifier. If a conference is served by a V2.0 server, and the moderator has specified a member's access with the /ACCESS qualifier, or the member has accessed the conference, the moderator cannot use /NODES to modify that member's access. The V2.0 server has converted the member's record to use the /ACCESS field when the member accesses the conference. As a result, moderators must upgrade to V2.0 to continue modifying existing access. If a moderator on a V1.n system checks a member record on a conference now served by a V2.0 server, the node list is displayed and can be modified; however, this node list is ignored by the V2.0 server. (A moderator on a V2.0 system will only see the nodes and user names, if any, in the /ACCESS field; if the /ACCESS field is empty, then and only then does VAX Notes look in the /NODES field.)

MODIFY MEMBER

Command Qualifiers

/ACCESS=(node::username[. . .])

Specifies the unique identity of a member by assigning one or more nodes and user names to the member name. The member name is a string enclosed in quotation marks (which are required if the string includes any spaces) and having a maximum length of 64 characters.

The */ACCESS* qualifier is necessary when two members who have the same VMS user name need to be assigned different privileges or different mail addresses.

You must enclose a list of nodes and names in parentheses.

/MAIL=mail-address

/NOMAIL

Sets or changes the mailing address for this user to the address you specify. To delete a mailing address, use */NOMAIL*. If you use the */NODES* qualifier and specify more than one node for the member, and you do not use the */[NO]MAIL* qualifier, VAX Notes uses the first node you list as the mailing address.

If you use the */NOMAIL* qualifier, and someone subsequently uses the *FORWARD/MEMBERS* or the *SEND/MEMBERS* command to send mail to the conference members, the member you tagged as */NOMAIL* receives that mail *only* if that member is on the same system as the person sending the mail.

/NAME=new-username

Changes the user name to the new name you specify.

/NODES=(node-name[. . .])

Replaces the previous list of nodes for a member with the new nodes you specify. You must enclose a list of node names in parentheses and separate names with commas.

The */ACCESS* qualifier supersedes the node names list. Once a user has an access list, the node list is ignored by VAX Notes.

MODIFY MEMBER

***/PRIVILEGES=([NO]MODERATE,[NO]CREATE_KEYWORDS,
[NO]WRITE_REGARDLESS)
/NOPRIVILEGES***

Modifies a member's privileges by giving or denying one or more privileges, as follows:

- MODERATE privilege enables a member to issue the SET MODERATOR command, and automatically includes the other privileges.
- CREATE_KEYWORDS privilege enables a member to create new keywords for the current conference. (Without CREATE_KEYWORDS, a member can add only existing keywords to notes.)
- WRITE_REGARDLESS privilege enables a member to write notes in a write-restricted conference. This privilege is useful for a conference set to NOWRITE in which certain users need to be able to add information without possessing the full MODERATE privilege. The WRITE_REGARDLESS privilege also allows a member to write topics in a conference that is set to REPLY_ONLY, and to reply to topics that are set to NOWRITE.
- /NOPRIVILEGES deletes a member's privileges altogether.

Examples

1. Notes> MODIFY MEMBER WAYNE/MAIL=TEXAN::WAYNE

Changes member WAYNE's mail address to TEXAN::WAYNE.

2. Notes> MODIFY MEMBER JONES/NAME=KENYON/MAIL=SPACE::KENYON

Changes JONES's user name to KENYON, and specifies the new user name in the mail address.

3. Notes> MODIFY MEMBER JOHNSON/NODES=(GREEN,BROWN)

Changes the node names that member JOHNSON can use to GREEN and BROWN. This list replaces the previous list.

4. Notes> MODIFY MEMBER BYRD/PRIVILEGES=MODERATE

Grants MODERATE privilege to member BYRD. This privilege automatically includes the CREATE_KEYWORDS and WRITE_REGARDLESS privileges.

MODIFY MEMBER

5. `Notes> MODIFY MEMBER "JOHN LEE"/ACCESS=(NODEA::LEE,NODEB::LEE)/MAIL=NODEB::LEE`

```
Notes> MODIFY MEMBER "Susan Lee"/ACCESS=NODEC::LEE/PRIVILEGES=WRITE_REGARDLESS
```

Modifies the identification of two members with the same VMS user name, LEE, so that their identities are unique for purposes of assigning mail addresses and granting privileges. John Lee is identified as the LEE on NODEA and NODEB, and NODEB is specified as the system on which he is to receive mail. Susan Lee is identified as the LEE on NODEC and is granted WRITE_REGARDLESS privilege, allowing her to write notes to a conference that is set to NOWRITE or to write both topics and replies to a conference that is set to REPLY_ONLY. Whenever VAX Notes displays Susan Lee's member name, it appears in mixed case, as specified; for all other purposes, Notes is case-insensitive, recognizing "SUSAN LEE" and "Susan Lee" as equivalent.

NEXT

Displays the next reply.

Format

NEXT

Restrictions

- You must be reading a note to use this command.

Related Commands

NEXT NOTE
NEXT REPLY
NEXT TOPIC
NEXT UNSEEN

Description

The NEXT command displays the next reply. If there are no more replies, VAX Notes displays a message.

Example

```
Notes> NEXT
```

Displays the next reply to the current topic. If you are currently reading the last reply, the message "No more replies" is displayed.

NEXT NOTE

NEXT NOTE

Displays the note following the one you are currently reading.

Format

NEXT NOTE

Restrictions

- You must be reading a note to use this command.
-

Related Commands

NEXT
NEXT REPLY
NEXT TOPIC
NEXT UNSEEN

Description

The NEXT NOTE command displays the next reply or, if no more replies exist, the next topic.

Example

```
Notes> READ 40.5  
Notes> NEXT NOTE
```

Assuming 40.5 is not the last reply, displays note 40.6. If topic 40 has only five replies, this command would display topic 41.

NEXT REPLY

Displays the reply following the one you are currently reading.

Format

NEXT REPLY

Restrictions

- You must be reading a note to use this command.

Related Commands

NEXT
NEXT NOTE
NEXT TOPIC
NEXT UNSEEN

Description

The **NEXT REPLY** command displays the reply following the one you are currently reading. If you are reading the last reply, the message "No more replies" is displayed. You cannot use the **NEXT REPLY** command to move beyond the current discussion.

You can press keypad 3 to issue this command.

Example

```
Notes> READ 4.6  
Notes> NEXT REPLY
```

Displays reply 4.7. If topic 4 has only six replies, this command displays the message "No more replies."

NEXT TOPIC

NEXT TOPIC

Displays the topic following the one you are currently reading.

Format

NEXT TOPIC

Restrictions

- You must be reading a note to use this command.

Related Commands

NEXT
NEXT NOTE
NEXT REPLY
NEXT UNSEEN

Description

The NEXT TOPIC command skips over the rest of the replies to the current topic.

You can press keypad 2 to issue this command.

Example

```
Notes> READ 40.5  
Notes> NEXT TOPIC
```

Displays reply 40.5. The next command skips the rest of the replies to topic 40 and displays topic 41.

NEXT UNSEEN

Displays the next unseen note.

Format

NEXT UNSEEN

Restrictions

- You must have accessed the conference through your Notebook to use this command.

Related Commands

NEXT
NEXT NOTE
NEXT REPLY
NEXT TOPIC
SET SEEN

Description

The **NEXT UNSEEN** command displays the next note outside the current discussion that you have not yet read. Unseen notes are displayed in chronological order, according to the time the notes were added to the conference. The **NEXT UNSEEN** command skips over the rest of the replies to the current topic and automatically marks the skipped replies as "seen."

You can use the keypad comma (,) to issue this command.

NEXT UNSEEN

Example

Notes> NEXT UNSEEN

Skips the remaining replies to the current topic and displays the next topic or reply that you have not yet read.

(\$) NOTES

Invokes VAX Notes from the DCL level.

Format

NOTES [*entry-name* [*note-ID*]]

Command Qualifiers

/[NO]AUTOMATIC[={DIRECTORY|UNSEEN}]
 /CLASS=class-name
 /[NO]DECWINDOWS
 /[NO]NOTEBOOK
 /[NO]UPDATE

Defaults

/AUTOMATIC
 /CLASS=default-class
 See text
 /NOTEBOOK
 /NOUPDATE

Restrictions

- You must issue this command from the DCL prompt (\$).

Command Parameters

entry-name

Specifies an entry in the Notebook to be opened. If you use the /NONOTEBOOK qualifier, VAX Notes looks in the NOTES\$LIBRARY directory for a conference with that notefile name.

With the /UPDATE qualifier, you can use the wildcard character (*) or omit the entry name parameter to specify all entries.

note-ID

Specifies a note to be displayed on your screen as soon as the specified conference opens. You can use the note-ID parameter only if you precede it with the entry-name parameter.

When you use the note-ID parameter, you cannot also use the /UPDATE qualifier.

(\$) NOTES

Description

The DCL command NOTES invokes VAX Notes and provides immediate access to your Notebook. You can specify a Notebook entry to be opened, specify a note to be displayed, and activate a class other than the default class, in one step. You can specify one or more entries in the activated (or default) class to be updated before you enter VAX Notes, provided you do not specify a note to be displayed by using the note-ID parameter.

If you use the /UPDATE qualifier without specifying any entry names, VAX Notes updates all entries in the activated (or default) class. After VAX Notes updates the specified entries, you return to the DCL level.

To open a conference directly, without going through your Notebook, use the /NONOTEBOOK qualifier. The entry-name parameter you provide is treated as the file name of a notefile specification. VAX Notes looks in the NOTES\$LIBRARY directory, instead of the default class, for the conference. When you use /NONOTEBOOK to invoke VAX Notes and open a conference, information about which notes you have or have not seen is not available.

Command Qualifiers

/AUTOMATIC[={DIRECTORY|UNSEEN}]

/NOAUTOMATIC

Specifies whether the Automatic on Open setting from your user profile should be used when you open the conference. The default is to use the automatic setting. Use /NOAUTOMATIC when you wish to open a conference and not see the first unseen note or the directory listing. You can also override your user profile setting by using /AUTOMATIC=DIRECTORY or /AUTOMATIC=UNSEEN. If you use the optional note-ID parameter, it supersedes the /AUTOMATIC qualifier and displays the note you specify.

/CLASS=class-name

/CLASS=default-class (default)

Activates the specified class rather than the default class. You cannot use /CLASS and /NONOTEBOOK together.

/DECWINDOWS

/NODECWINDOWS

Activates the display device requested, if available. If you are using a DECwindows workstation, the default is /DECWINDOWS. If DECwindows is

not available, the default is to use the character-cell interface. If you want to use the character-cell interface to Notes from a terminal emulator window on a workstation, specify `/NODECWINDOWS`.

/NOTEBOOK (default)

/NONOTEBOOK

Directs VAX Notes to perform Notebook entry processing and to activate the default class (unless you specify another class with the `/CLASS` qualifier).

If you specify `/NONOTEBOOK`, the Notebook is opened for profile information only, and no entry processing is done. This means that no tracking information is available regarding which notes you have and have not seen. Further, the parameter is treated as a notefile specification rather than the name of an entry in your Notebook. In addition, the default Automatic on Open setting in your profile is automatically used.

You cannot use the `/NONOTEBOOK` qualifier with either `/CLASS` or `/UPDATE`.

/UPDATE

/NOUPDATE (default)

Updates the specified Notebook entries and returns to the DCL level. Use the wildcard character (`*`), or omit the entry name parameter, to update all entries in the specified (or default) class. You cannot use the `/UPDATE` qualifier if you use the note-ID parameter or the `/NONOTEBOOK` qualifier.

Examples

1. `$ NOTES`

Starts VAX Notes and activates the default class.

2. `$ NOTES/CLASS=LANGUAGES`

Starts VAX Notes and activates the class named `LANGUAGES` (instead of the default class).

3. `$ NOTES MICROS 10.5`

Starts VAX Notes, opens the entry named `MICROS`, and displays note 10.5.

(\$) NOTES

4. **\$ NOTES VETTES/CLASS=CARS**

Starts VAX Notes with the class named CARS, and opens the entry named VETTES in that class.

5. **\$ NOTES/UPDATE/CLASS=MISC ***

Updates all entries in the class named MISC and returns to the DCL level.

6. **\$ NOTES/NONOTEBOOK SOMNOD::JOKES**

After processing the profile information from the Notebook, opens the conference SOMNOD::JOKES directly. Note that no information about which notes you have and have not read in JOKES is available. Further, VAX Notes will not mark the notes you read in the current session as seen.

OPEN

Opens a conference in your Notebook.

Format

OPEN *entry-name* [*note-ID*]

Command Qualifiers

/[NO]AUTOMATIC[={DIRECTORY|UNSEEN}]
/CLASS=class-name
/[NO]NOTEBOOK

Defaults

/AUTOMATIC
See text
/NOTEBOOK

Restrictions

- The OPEN command is a Notebook command.

Command Parameters***entry-name***

Specifies the name of the Notebook entry to open. You can abbreviate the entry name to the fewest characters that uniquely identify the entry.

note-ID

Specifies a note to be displayed on your screen as soon as the conference opens. This parameter is optional.

Related Commands

ADD ENTRY
CLOSE
EXIT

OPEN

Description

The OPEN command opens the entry you specify, and optionally displays a specified note. VAX Notes looks for the entry first in the current class, unless you specify a class with the /CLASS qualifier. If you do not use the /CLASS qualifier and the entry is not in the current class, VAX Notes continues to search your Notebook for an entry with that name. However, if you specify a class with the /CLASS qualifier, VAX Notes looks for the entry only in that class.

You can abbreviate the entry name to the fewest characters that uniquely identify the entry. If more than one entry name in the current or specified class matches the characters you specify, VAX Notes opens the first matching entry (in alphabetical order) within that class. If the characters you specify exactly match an entry name, that entry is opened. For example, suppose you have the following entries in the current class:

```
BIRDS  
BIRTH  
BIRTHDAYS
```

If you issue the command OPEN BIR, VAX Notes opens the entry named BIRDS. If you issue the command OPEN BIRTH, VAX Notes opens the entry named BIRTH.

If you issue the command OPEN BIRDS 10.10, VAX Notes opens the entry name BIRDS and displays note 10.10. If there is no note 10.10 because topic 10 has only 5 replies (for example), VAX Notes displays note 10.5.

To open a conference that is not an entry in your Notebook, use the /NONOTEBOOK qualifier.

If you issue the OPEN command from an open conference, VAX Notes automatically closes the current conference and opens the one you specify. You do not have to issue the CLOSE (or EXIT) command before issuing the OPEN command.

Command Qualifiers

```
/AUTOMATIC[={DIRECTORY|UNSEEN}]  
/NOAUTOMATIC
```

Specifies whether the Automatic on Open setting from your user profile should be used when you open the conference. The default is to use the

automatic setting. Use `/NOAUTOMATIC` when you wish to open a conference and not see the first unseen note or the directory listing. You can also override your user profile setting by using `/AUTOMATIC=DIRECTORY` or `/AUTOMATIC=UNSEEN`. This qualifier is superseded if you use the optional note-ID parameter, which displays a specified note.

`/CLASS=class-name`

Specifies the class in which the entry is found. Use the `/CLASS` qualifier to cause VAX Notes to look for the entry in the specified class only.

Ordinarily you do not need to specify the class. It is useful to do so when you want to type a short entry-name abbreviation that is also an abbreviation for an entry in another class.

You cannot use `/CLASS` and `/NONOTEBOOK` together.

`/NOTEBOOK (default)`

`/NONOTEBOOK`

Specifies whether the conference is an entry in your Notebook. Use the `/NONOTEBOOK` qualifier to open a conference that is not an entry in your Notebook.

You cannot use `/NONOTEBOOK` and `/CLASS` together.

Examples

1. `Notes> OPEN INTERNATIONAL 2.2`

Closes the current conference (if there is one), opens the entry named `INTERNATIONAL`, and displays note 2.2.

2. `Notes> OPEN TAXES/CLASS=IMPORTS/AUTOMATIC=DIRECTORY`

Closes the current conference (if there is one), opens the entry named `TAXES` in the class named `IMPORTS`, and displays a directory of notes.

3. `Notes> OPEN CURRENCY/NONOTEBOOK`

Closes the current conference (if there is one) and opens the `CURRENCY` conference (which is not an entry in your Notebook).

OPEN

4. `Notes> OPEN STAKES::FOREIGN_EXCHANGE/NOTEBOOK`

Closes the current conference (if there is one) and directly opens the `FOREIGN_EXCHANGE` conference, which resides on the `STAKES` system.

PRINT

Prints the specified note or range of notes.

Format

PRINT [*note-range*]

Command Qualifiers

/ALL
/AUTHOR=username
/BEFORE[=date-time]
/COPIES=number
/FORM=form-name
/[NO]HEADER
/KEYWORD=keyword-name
/[NO]NOTIFY
/QUEUE=queue-name
/SEEN
/SINCE[=date-time]
/TITLE="string"
/UNSEEN
/[NO]WAIT

Defaults

See text
See text
See text
/COPIES=1
See text
/HEADER
See text
/NONOTIFY
/QUEUE=SYS\$PRINT
See text
See text
See text
See text
See text
/WAIT

Restrictions

- You must be in a conference to use this command.

Command Parameters

note-range

Specifies a range of notes to be printed. If no range is specified, the default is the current note. If a selection qualifier is specified, the default is to search all topics.

PRINT

Related Commands

EXTRACT
SAVE
SET PROFILE

Description

The PRINT command prints the current note or, optionally, the specified range of notes. If no range is specified, VAX Notes prints only the note you are currently reading; if you specify a selection qualifier (/AUTHOR, /BEFORE, /KEYWORD, /SINCE, /TITLE, or /UNSEEN), VAX Notes searches all topics. Additionally, if you specify the /ALL qualifier, VAX Notes searches all replies. You can use several qualifiers in a single PRINT command line with these exceptions or conditions:

- To use /BEFORE and /SINCE to specify a time interval, make sure that the date-time you specify for /SINCE is earlier than the date-time you specify for /BEFORE.
- The keyword you specify with /KEYWORD must be an existing keyword for the conference.

You can set up a list of default qualifiers for the PRINT command in your profile. These qualifiers are executed by default whenever you use the PRINT command; you do not have to type the qualifiers each time. You can override the default qualifiers on the command line. See the SET PROFILE command for information about setting up default qualifiers for the PRINT command.

If you are printing a range of notes interactively, and a DIGITAL Document Interchange Format (DDIF) note is in that range, you are prompted for a PostScript print queue for the DDIF note. If you are running in batch and a DDIF note is in the note range, only the ASCII portions (if any) of the DDIF note are printed along with the other notes.

Command Qualifiers

/ALL

Prints all topics and replies in the specified range.

/AUTHOR=username

Prints only notes entered by the specified user. If you include a node name with the user name, only notes entered by the author from that node are printed.

/BEFORE[=date-time]

Prints notes entered before the specified date-time only. Any valid VMS date-time specification is acceptable. If you specify */BEFORE* without a date-time value, the default is */BEFORE=TODAY*.

/COPIES=number***/COPIES=1 (default)***

Specifies the number of copies to print. The default is one copy.

/FORM=form-name

Specifies the form name to use when the notes are queued.

/HEADER (default)***/NOHEADER***

Specifies whether or not to include the note header in the printed output.

/KEYWORD=keyword-name

Prints only notes having the specified keyword.

/NOTIFY***/NONOTIFY (default)***

Specifies whether to notify you when your print job is complete.

/QUEUE=queue-name***/QUEUE=SYSS\$PRINT (default)***

Specifies a print queue to which the specified notes will be sent. The default is the default print queue at your installation (SYSS\$PRINT).

/SEEN

Marks the printed notes as seen.

PRINT

/SINCE[=date-time]

Prints notes entered since the specified date-time only. Any valid VMS date-time specification is acceptable. If you specify ***/SINCE*** without a date-time value, the default is ***/SINCE=***TODAY.

/TITLE="string"

Prints notes having titles that contain the specified string only. Surround the string with quotation marks.

/UNSEEN

Prints only unseen notes.

/WAIT (default)

/NOWAIT

Specifies whether to print immediately or wait until you exit from VAX Notes.

Examples

1. Notes> PRINT/NOTIFY/QUEUE=LQP 40.*-45.*

Prints topics 40 through 45, including all replies, on the letter quality printer (LQP) and notifies you when the job is complete.

2. Notes> PRINT/NOWAIT/TITLE="POLICY E-90" 1-9999

Immediately prints all topics in the conference that have the phrase POLICY E-90 in the title.

3. Notes> PRINT/UNSEEN 55.0-59.999

Prints topics and replies that you have not yet seen from topic 55 through the last reply to topic 59.

4. Notes> PRINT/AUTHOR=GLEN 4-10

Prints topics entered by user GLEN from topic 4 through topic 10.

5. Notes> PRINT/SINCE=YESTERDAY 2.*-100.*

Prints topics and any replies entered since yesterday (24 hours prior to 0:00 today), starting with topic 2 through the last reply to topic 100.

6. **Notes**> PRINT/UNSEEN/SEEN 10.0-99.LAST

Prints topics and replies that you have not yet seen from topic 10 through the last reply to topic 99, and marks them as seen.

READ

READ

Displays the specified note.

Format

[READ] *note-ID*

Restrictions

- You must be in a conference to use this command.
-

Command Parameters

note-ID

Specifies a single topic or reply to be displayed.

Related Commands

NEXT
NEXT UNSEEN
READ/MARKER
SELECT

Description

The READ command displays the topic or reply you specify. When you respond to the Notes> prompt with a note-ID, the READ command is implied.

To display a note you marked, use the READ/MARKER command, specifying the marker name instead of the note number.

You can use the NEXT command to page through notes in succession.

To skip the rest of the current discussion, and to display the next note you have not yet seen, issue the NEXT UNSEEN command.

Examples

1. `Notes> READ 4.9`
Displays note 4.9.
2. `Notes> READ .3`
Displays the third reply to the current topic.
3. `Notes> READ 5`
Displays topic 5.0.
4. `Notes> 2.7`
Displays note 2.7. Note that the `READ` command is implied; you do not have to type `READ`.
5. `Notes> READ 3.3-3.5`
Note-range not allowed for this command

You cannot specify a range of notes for the `READ` command. To read notes 3.3 through 3.5, first read 3.3, then use the `NEXT` command to page through the replies. (Press the `RETURN` key to read the next screen of a multiple screen note.)

READ/MARKER

READ/MARKER

Displays the note marked with the specified marker name.

Format

READ/MARKER *marker-name*

Command Qualifiers

/ENTRY=entry-name

Defaults

See text

Restrictions

- The READ/MARKER command is a Notebook command.

Command Parameters

marker-name

Names the marker associated with the note you want to read.

Related Commands

ADD MARKER
DELETE MARKER
MARK
READ
SHOW ENTRY
SHOW MARKER

Description

The READ/MARKER command displays the note that has the specified marker name. Since marker names must be unique within a conference, READ/MARKER specifies a single topic or reply.

You can see the names of markers in the current entry, and the number of the note marked by each, by issuing the SHOW ENTRY command. You can see the number of the note associated with a particular marker by issuing the SHOW MARKER command.

You do not have to be in a conference to use the READ/MARKER command. VAX Notes automatically opens the conference containing the note marked by the marker you specify. If you are in a conference and ask to see a marked note in another conference, VAX Notes automatically closes the conference you are in and opens the conference containing the marked note. Therefore, by issuing the READ/MARKER command, you can jump from one conference to another without issuing the OPEN and CLOSE commands.

If you issue the READ/MARKER command when the desired conference is not open and specify a duplicate marker name, VAX Notes displays the marked note in the first entry (in alphabetical order). You can use the /ENTRY=entry-name qualifier, however, to display a marked note in a specified conference, when the marker name is a duplicate.

If you have a marker named REMINDER in entry BOOKS *and* in entry COOKS, VAX Notes displays the note marked in entry BOOKS when you issue the command READ/MARKER REMINDER, regardless of which class these entries are in. You can display the marked note in the conference COOKS if you open that conference and issue the command READ/MARKER REMINDER; or, without first opening that conference, you can issue the command READ/MARKER/ENTRY=COOKS REMINDER.

To read an unmarked note, use the READ command.

Command Qualifiers

/ENTRY=entry-name

Indicates a specific conference. Use this qualifier when the same marker name is used in more than one conference.

READ/MARKER

Examples

1. `Notes> READ/MARKER REPORT`

Displays the text of the note that you marked with the marker REPORT.

2. `Notes> READ/MARKER/ENTRY=COOKS REMINDER`

Displays the text of the note in the conference COOKS that you marked with the marker name REMINDER. If REMINDER is also a marker name in another conference, the /ENTRY=COOKS qualifier tells VAX Notes that the note in COOKS, not the other conference, should be displayed. If you issue the command without having opened the desired conference and without using this qualifier, VAX Notes displays the note in the conference that is first in alphabetical order.

REPLY

Enters a reply to the current topic or reply.

Format

REPLY [*file-spec*]

Command Qualifiers

/[NO]CONFIRM

/[NO]EDIT

/[NO]EXTRACT

/LAST

/[NO]TITLE[="string"]

Defaults

/CONFIRM

/EDIT

/EXTRACT

See text

See text

Restrictions

- You must be reading a note to use this command.
- If the conference or the note has been set to NOWRITE, you must be a moderator or a member with WRITE_REGARDLESS privilege to use this command.

Command Parameters***file-spec***

Specifies a file containing text that you want to use for your reply. You cannot use the file-spec parameter together with the /LAST qualifier.

Related Commands

ANSWER

WRITE

REPLY

Description

The REPLY command invokes EVE or the editor specified in your profile to allow you to add a reply to the current discussion. If you have a text file you want to use for your reply, specify this file as the parameter to the REPLY command.

The EVE editor is invoked with two windows. The NOTES\$SCRATCH buffer, which contains the text of the note you are replying to, appears in the top window. You can access the NOTES\$SCRATCH buffer to scroll through or extract text from this buffer. The bottom window shows the contents of the NOTES\$EDIT buffer. If you specified a text file as a parameter to the REPLY command, the text appears in the bottom window. Otherwise, the NOTES\$EDIT buffer is empty, and you type your reply in this buffer.

Use the EVE command OTHER WINDOW to move back and forth between the two buffers.

If you do not want to see the NOTES\$SCRATCH buffer, use the /NOEXTRACT qualifier. The NOTES\$EDIT buffer is enlarged to a full screen.

Use /NOEDIT when you want to use text in a file for your reply and you do not want to edit the text. VAX Notes immediately asks you to provide a title for your reply.

If VAX Notes is unable to write your reply to the conference, or if you cancel your reply, you can use the /LAST qualifier to retrieve the most recent contents of the NOTES\$EDIT buffer. You can also use the /LAST qualifier to repeat the same note (as a topic or a reply) in several conferences by following these steps:

1. Immediately after adding the reply you want to repeat, use the CLOSE command to leave the current conference.
2. Use the OPEN command to open the conference in which you want to repeat the note.
3. Go to the place in the conference where you want to insert the reply, and issue the WRITE/LAST command (to use the note as a topic) or the REPLY/LAST command (to use the note as a reply).
4. The reply you last entered in the previous conference appears in the NOTES\$EDIT buffer. You can edit the note, if desired, before you add the note to the current conference.

NOTE

On a personal computer, you can use any editor that gives ASCII output. With most PC editors, you can usually accomplish this by printing to a file with the PRINT command. This file must then be transferred to your VMS system before you can add the text to the conference.

The REPLY and ANSWER commands are synonyms and can be used interchangeably.

Command Qualifiers

/CONFIRM (default)

/NOCONFIRM

Determines whether you get a prompt asking you if the reply should be entered. /NOCONFIRM suppresses the prompt.

/EDIT (default)

/NOEDIT

Specifies whether or not to invoke the editor. You can use /NOEDIT only when you are using a text file for your reply.

/EXTRACT (default)

/NOEXTRACT

Specifies whether or not to display a buffer (called NOTES\$SCRATCH) containing a portion of the note to which you are replying.

/LAST

Retrieves the most recent contents of the NOTES\$EDIT buffer for further editing.

/TITLE="string"

/NOTITLE

Creates the reply with the specified title or with no title, and suppresses the prompt for a title. If you do not specify /TITLE or /NOTITLE, Notes prompts you for one.

REPLY

Examples

1. `Notes> REPLY`

Invokes the editor; the current note shows in the `NOTES$SCRATCH` buffer, and the `NOTES$EDIT` buffer is empty.

2. `Notes> REPLY/NOEXTRACT REORG.MEM`

Invokes the editor without displaying the `NOTES$SCRATCH` buffer and puts a copy of the file `REORG.MEM` in the `NOTES$EDIT` buffer.

3. `Notes> REPLY/NOEDIT [JONES]MEMO.TEXT`

Uses the text in the file `[JONES]MEMO.TEXT` for the reply, and does not invoke the editor.

4. `Notes> REPLY/LAST`

Invokes the editor and puts the text entered in the last reply in the `NOTES$EDIT` buffer.

5. `Notes> CLOSE`
`Notes> OPEN RESTAURANTS`
`Notes> READ 5`
`Notes> REPLY/LAST`

Uses the text last stored in the `NOTES$EDIT` buffer as the text for the reply to note 5 in `RESTAURANTS`. This allows you to enter the same reply in more than one conference without having to retype it each time. Because `REPLY/LAST` invokes the editor, you can edit the text before you enter it in the new conference.

SAVE

Creates a text file containing the specified note or range of notes.

Format

SAVE *output-file* [*note-range*]

Command Qualifiers

/ALL
 /APPEND
 /AUTHOR=username
 /BEFORE[=date-time]
 /([NO])HEADER
 /KEYWORD=keyword-name
 /SEEN
 /SINCE[=date-time]
 /TITLE="string"
 /UNSEEN

Defaults

Current note
 See text
 See text
 See text
 /HEADER
 See text
 See text
 See text
 See text
 See text

Restrictions

- You must be in a conference to use this command.
- If any notes in the specified range of notes are in DIGITAL Document Interchange Format (DDIF), those notes cannot be saved in their entirety in the same output file as the non-DDIF notes.

Command Parameters

output-file

Names the output file in which to save the specified notes. The default file type is .TXT.

note-range

Specifies the range of notes to be saved. The default is the note you are currently reading. If a selection qualifier is specified, the default is all topics.

SAVE

Related Commands

EXTRACT
EXTRACT/BUFFER
SAVE/BUFFER

Description

The SAVE command creates a text file containing the notes you specify. You must specify the name of the output file as the first parameter in the command. Use the optional second parameter to specify the range of notes to save. If no range is specified, VAX Notes saves only the note you are currently reading; if you specify a selection qualifier (/AUTHOR, /BEFORE, /KEYWORD, /SINCE, /TITLE, or /UNSEEN), VAX Notes searches all topics. Additionally, if you specify the /ALL qualifier, all replies are searched.

If any notes in the specified range of notes are in DIGITAL Document Interchange Format (DDIF), those notes cannot be saved in their entirety in the same output file as the non-DDIF notes. If you are running interactively, a message informs you of each DDIF note, which you can choose to save in a separate file. If you are running in batch, the DDIF notes are saved in the same file as the other notes in the range, but only the ASCII-text portions of the DDIF notes are included.

To put saved notes into a buffer, you must use the SAVE/BUFFER command.

The SAVE and EXTRACT commands are synonyms and can be used interchangeably.

Command Qualifiers

/ALL

Specifies that topics and all replies in the specified range are to be saved.

/APPEND

Appends the saved notes to the output file. If the file does not exist, it is created. If the file does already exist but the /APPEND qualifier is *not* used, a new version of that file is created containing the specified notes, and the current version of the file is unchanged.

SAVE

/AUTHOR=username

Saves only notes entered by the specified user. If you include a node name with the user name, only notes entered by the author from that node are saved.

/BEFORE[=date-time]

Saves only notes entered before the specified date-time. The date-time can be any valid VMS date-time specification. If you specify ***/BEFORE*** without a date-time value, the default is ***/BEFORE=TODAY***.

/HEADER (default)

/NOHEADER

Specifies whether or not to include the note header in the saved output.

/KEYWORD=keyword-name

Saves only notes having the specified keyword.

/SEEN

Marks the saved notes as seen.

/SINCE[=date-time]

Saves only notes entered since the specified date-time. The date-time can be any valid VMS date-time specification. If you specify ***/SINCE*** without a date-time value, the default is ***/SINCE=TODAY***.

/TITLE="string"

Saves notes having the specified string in the note title. Surround the string with quotation marks.

/UNSEEN

Saves only unseen notes.

Examples

1. Notes> SAVE MAIL.MSG

Saves the current note in a file called MAIL.MSG.

2. Notes> SAVE BOOKS 10.*

Saves topic 10 and all its replies in a file called BOOKS.TXT.

SAVE

3. Notes> SAVE/KEYWORD=YALE COLLEGES *.*

Saves all notes in the conference that have the keyword YALE and puts them in a file called COLLEGES.TXT.

4. Notes> SAVE/AUTHOR=GLEN/SEEN NUCLEAR 8-19

Saves topics from 8 through 19 that were entered by user GLEN, stores them in a file called NUCLEAR.TXT, and marks them as seen.

5. Notes> SAVE/SINCE=15-MAR/BEFORE=18-MAR NOTES.MEM *.*

Saves all notes in the conference entered after 15 March (00:00:00.00) but before 18 March (00:00:00.00), and stores them in a file called NOTES.MEM.

SAVE/BUFFER

Puts saved notes in the buffer you specify.

Format

SAVE/BUFFER *buffer-name* [*note-range*]

Command Qualifiers	Defaults
/ALL	Current note
/APPEND	See text
/AUTHOR=username	See text
/BEFORE[=date-time]	See text
/[NO]HEADER	/HEADER
/KEYWORD=keyword-name	See text
/OUTPUT=file-spec	See text
/SEEN	See text
/SINCE[=date-time]	See text
/TITLE="string"	See text
/UNSEEN	See text

Restrictions

- You must be in a conference to use this command.
- Only the ASCII portions (if any) of a note in DIGITAL Document Interchange Format (DDIF) can be saved in a buffer.

Command Parameters

buffer-name

Names the buffer in which saved notes are to be stored.

note-range

Specifies the range of notes to be saved. The default is the note you are currently reading. If a selection qualifier is specified, the default is all topics.

SAVE/BUFFER

Related Commands

EXTRACT
EXTRACT/BUFFER
SAVE

Description

The SAVE/BUFFER command saves notes and puts them in the buffer you specify. You must specify the name of the buffer as the first parameter. Use the optional second parameter to specify a range of notes. If you do not specify a range of notes, VAX Notes assumes you want to save only the notes you are currently reading; if you specify a selection qualifier (/AUTHOR, /BEFORE, /KEYWORD, /SINCE, /TITLE, or /UNSEEN), VAX Notes searches all topics. Additionally, if you specify the /ALL qualifier, all replies are searched.

To put saved notes into a VMS text file only, you must use the SAVE command. You can use the /OUTPUT qualifier with the SAVE/BUFFER command to store saved notes in a VMS text file *in addition* to storing them in a buffer.

When you specify the name of an existing buffer and specify the /APPEND qualifier, saved notes are appended to the end of the text in that buffer.

To view or edit notes saved in a buffer, issue the command EVE BUFFER buffer-name, substituting the name of the buffer for buffer-name.

The SAVE/BUFFER and EXTRACT/BUFFER commands are synonyms and can be used interchangeably.

Command Qualifiers

/ALL

Specifies that topics and all replies in the specified range are to be saved.

/APPEND

Appends the saved notes to the specified buffer. If the buffer does not exist, it is created. If /APPEND is not used, the buffer is erased first.

SAVE/BUFFER

/AUTHOR=username

Saves only notes entered by the specified user. If you include a node name with the user name, only notes entered by the author from that node are saved.

/BEFORE[=date-time]

Saves only notes entered before the specified date-time. The date-time can be any valid VMS date-time specification. If you specify */BEFORE* without a date-time value, the default is */BEFORE=TODAY*.

/HEADER (default)

/NOHEADER

Specifies whether or not to include the note header in the saved notes.

/KEYWORD=keyword-name

Saves only notes having the specified keyword.

/OUTPUT=output-file

Names an output file in which to store saved notes and puts them in a buffer.

/SEEN

Marks the saved notes as seen.

/SINCE[=date-time]

Saves only notes entered since the specified date-time. The date-time can be any valid VMS date-time specification. If you specify */SINCE* without a date-time value, the default is */SINCE=TODAY*.

/TITLE="string"

Saves notes having the specified string in the note title. Surround the string with quotation marks.

/UNSEEN

Saves only unseen notes.

SAVE/BUFFER

Examples

1. `Notes> SAVE/BUFFER MAIL`

Saves the current note to a buffer called MAIL.

2. `Notes> SAVE/BUFFER BOOKS 10.*`

Saves topic 10 and all its replies and puts them in a buffer named BOOKS.

3. `Notes> SAVE/BUFFER/APPEND BOOKS`

`Notes> EVE BUFFER BOOKS`

Saves the current note, appending it to the end of the text in the buffer named BOOKS; then the EVE BUFFER BOOKS command displays the notes saved in the buffer and allows you to edit them.

4. `Notes> SAVE/BUFFER COLLEGES *.* /KEYWORD=YALE`

Saves all notes in the conference that have the keyword YALE and puts them in a buffer called COLLEGES.

5. `Notes> SAVE/BUFFER NUCLEAR 8-30 /AUTHOR=GLEN`

Saves topics in the range 8.0 through 30.0 that were entered by user GLEN and puts them in a buffer called NUCLEAR.

6. `Notes> SAVE/BUFFER NOTES *.* /SINCE=15-MAR /BEFORE=18-MAR`

Saves all notes in the conference entered after 15 March (00:00:00.00) but before 18 March (00:00:00.00), and puts them in a buffer called NOTES.

SEARCH

Searches a range of notes or the entire conference for notes containing the specified string.

Format

SEARCH [*"string"*]

Command Qualifiers

/NOTES=note-range

Defaults

/NOTES=*.*

Restrictions

- You must be in a conference to use this command.

Command Parameters

string

Specifies the word or phrase for which to search. Enclose the string in quotation marks if it includes any spaces or punctuation marks.

Description

The SEARCH command interactively searches through all notes in the conference, or a specified range, for the string you specify. You should surround the string with quotation marks if it contains any spaces or punctuation marks; spaces and many of the punctuation marks are invalid in an unquoted search string. The SEARCH command is not case-sensitive; VAX Notes finds all occurrences of the string, regardless of capitalization.

To search for a string in a range of notes only, use the /NOTES qualifier when you first issue the SEARCH command. To include replies in the range, use the notation .* (for example, 10.*-20.*).

SEARCH

VAX Notes displays a note containing the string and pauses for your next instruction. To search for the next note that contains the string, issue the SEARCH command again, without the qualifier or parameter. You will be able to search for the next occurrence of the same string at any time until you specify another string with the SEARCH command or close the conference.

To cancel a search in progress, press CTRL/C.

NOTE

Be aware that searching through the entire conference can take a long time. It is therefore often expedient to limit the search to a range of notes. A timesaving alternative is to use DIRECTORY/TITLE/ALL="string"; then only the note titles are searched for the string. (See the DIRECTORY command for more information.)

Command Qualifiers

/NOTES=note-range

/NOTES=*. * (default)

Specifies the range of notes to be searched. The default is to search the entire conference. To include replies in the search, use the convention .* (for example, 10.*-20.*).

Examples

1. Notes> SEARCH "DANTE'S INFERNO"

.
. .
. . .

Notes> SEARCH

.
. .
. . .

Notes> SEARCH

SEARCH

Searches the entire conference until the first occurrence of the phrase DANTE'S INFERNO is found in a note, and displays that note. To get the next occurrence of the same phrase, you type only SEARCH (or the abbreviation SEA). Repeat this command until you are through searching.

2. Notes> SEARCH/NOTES=21-50 "RANDOM"

Searches for the first occurrence of the word RANDOM in topics only, starting with topic 21 and ending with topic 50. The single-word string RANDOM is enclosed in quotation marks here, but they are not required.

3. Notes> SEARCH/NOTES=2.*-99.* BUTTER

Searches for the first occurrence of the word BUTTER, starting with topic 2 and ending with the last reply to topic 99. Note that BUTTER, a single-word string, does not require quotation marks.

SELECT

SELECT

Selects an item from a list displayed on your screen. Also selects a conference from a "shopping list" and adds the conference to your Notebook.

Format

SELECT

Related Commands

ADD ENTRY
DIRECTORY
DIRECTORY/CONFERENCES
DIRECTORY/ENTRIES
DIRECTORY/NOTEBOOK
READ
SET CLASS
SHOW CLASSES
SHOW ENTRY
SHOW KEYWORDS
SHOW MARKERS

Description

The SELECT command lets you select an item from a list displayed on your screen without having to specify the item on the command line. When you issue the DIRECTORY/ENTRIES command (to see a list of available entries) or the DIRECTORY command (to list notes in a conference), VAX Notes displays a pointer (>) at the far left of the screen. Move this pointer forward (pressing keypad 2) or backward (pressing keypad 5) through the list until the pointer is at the item you want. Then, issue the SELECT command (or press keypad 7) to select the item.

SELECT

When you are viewing a list of entries, press keypad 3 to go forward to the next entry with a nonzero unseen count, and press keypad 1 to go backward to the next entry with a nonzero unseen count. When you press the SELECT key, VAX Notes opens the entry you selected.

When you are viewing a directory of notes, VAX Notes displays the note you selected.

When you are viewing a list of conferences (DIRECTORY/CONFERENCES), issue the SELECT command to select the desired conference and add it to your Notebook.

When you are viewing a list of classes (SHOW CLASSES), issue the SELECT command to select the desired class and set your default class.

When you are viewing a list of marker names (SHOW ENTRY or SHOW MARKERS), issue the SELECT command to select the desired marked note and read it.

When you are viewing a list of keyword names (SHOW KEYWORDS), issue the SELECT command to select the desired keyword and add it to the current note.

You can also use the SELECT command to select a conference from a "shopping list" and add the conference to your Notebook. To select a conference that is on a shopping list, read a note that has an asterisk (*) next to the note number in the heading and issue the SELECT command. The conference is added to your Notebook; the conference name is used as the entry name. You can issue the SET CLASS command before using the SELECT command to add the conference to a particular existing class.

You can also use the SELECT key on the editing keypad (VT200-series terminals) or keypad 7 to issue the SELECT command.

To see the name of the conference linked to a note that has an asterisk next to its note number, use the SHOW NOTE command.

Examples

1. `Notes> READ 34.0`
`Notes> SELECT`

Selects the conference linked to note 34.0 and adds the conference to your Notebook.

SELECT

2. Notes> DIRECTORY/CONFERENCES
Notes> SELECT

Selects the conference next to the pointer and adds the conference to your Notebook.

3. Notes> DIRECTORY/ENTRIES
Notes> keypad 7

Selects the entry next to the pointer and opens the conference.

4. Notes> SHOW CLASSES
Notes> SELECT

Selects the class next to the pointer and sets it as your default class.

5. Notes> SHOW KEYWORDS
Notes> SELECT

Selects the keyword next to the pointer and adds the keyword to the current note.

6. Notes> SHOW MARKERS
Notes> keypad 7

Selects the marked note next to the pointer and displays it for reading.

SEND

Sends a mail message to one or more users without leaving VAX Notes.

Format

SEND *[file-spec [to-list]]*

Command Qualifiers

/AUTHOR

/[NO]CC_PROMPT

/[NO]CONFIRM

/[NO]EDIT

/LAST

/MEMBERS

/MODERATORS

/[NO]PERSONAL_NAME[="string"]

/[NO]SELF

/[NO]SUBJECT[="string"]

Defaults

See text

See text

/CONFIRM

/EDIT

See text

See text

See text

See text

See text

See text

Restrictions

- You must be in a conference to use the SEND/AUTHOR, the SEND/MEMBERS, or the SEND/MODERATORS command.
- You must be reading a note to use the SEND/AUTHOR command.

Command Parameters

file-spec

Specifies a file to send as the mail message. This parameter is optional unless the to-list parameter is used, in which case it must precede the to-list. You cannot specify a file-spec and /LAST together on a command line.

to-list

Is a list of one or more addressees to whom you want to send the mail message. If there is more than one addressee, separate them with commas.

SEND

If you use the optional to-list parameter, you must precede it with the file-spec parameter.

You cannot specify any two of the following together on a command line: to-list, /AUTHOR, /MEMBERS, and /MODERATORS.

Related Commands

FORWARD

Description

The SEND command sends a mail message to one or more users without leaving VAX Notes. You can list the addressees at the Send to: prompt.

You can send the same message to all members in the conference (without specifying these users individually) by using the /MEMBERS qualifier. Using the /MEMBERS qualifier suppresses the Send to: prompt. If any member has been tagged /NOMAIL (a qualifier on the ADD MEMBER or MODIFY MEMBER command), that member receives the mail you send with the SEND/MEMBERS command *only* if he or she is on the same system as you are.

Similarly, you can send a mail message to the conference moderator(s) by using the /MODERATORS qualifier.

If you want to send a message to yourself as well as to other recipients, use the /SELF qualifier; or, if your MAIL profile setting specifies that you are sent a copy of each mail message and you do not want to be sent the note, use the /NOSELF qualifier. If you do not use either the /SELF or /NOSELF qualifier, VAX Notes defaults to your MAIL profile setting for COPY_SELF.

You can send a mail message to the author of the note you are currently reading by using the /AUTHOR qualifier. The Send to: prompt is suppressed, and VAX Notes uses the node name and user name in the heading of the note as the mail address.

To send a file as the mail message, include the file specification in the SEND command line. You can use the /NOEDIT qualifier to send the file without editing it. If you do not specify a file to send as your mail message, you cannot use the /NOEDIT qualifier.

If you are sending a file, you can also specify the addressee(s) as a second parameter on the command line after the file specification. For example, `SEND FILE.TXT SMITH` would send the `FILE.TXT` file to user `SMITH`. Note that you cannot specify the addressee(s) as a parameter on the `SEND` command line unless you are sending a file; VAX Notes interprets the first or only parameter as a file specification.

If you receive the message "Error mailing message(s)," you can try again to send your message by using the `/LAST` qualifier. VAX Notes retrieves your last message (the `NOTES$MAIL_EDIT` buffer is not erased) and allows you to edit the text before sending it.

At the `CC:` prompt, you can type a carbon-copy list if you want to distinguish the primary recipients of the message from the secondary ones, to whom "carbon copies" are sent. You can cause the `CC:` prompt to appear by using the `/CC_PROMPT` qualifier, or by including it in your MAIL profile. You can suppress the `CC:` prompt by using the `/NOCC_PROMPT` qualifier. Alternatively, when the `CC:` prompt appears, you can simply press `RETURN` if you do not want a carbon-copy list. If you do not use either the `/CC_PROMPT` or the `/NOCC_PROMPT` qualifier, VAX Notes defaults to your MAIL profile setting.

You can specify a special personal name for one-time use on the message you are sending by using the `/PERSONAL_NAME` qualifier; or you can specify that no personal name should appear on the message by using the `/NOPERSONAL_NAME` qualifier. If you do not use the `/PERSONAL_NAME` or `/NOPERSONAL_NAME` qualifier, the personal name, if any, that is stored in your Notebook profile is used on the message. If this is blank, then VAX Notes uses the personal name setting in your MAIL profile.

You can use the `/SUBJECT` qualifier and specify the subject on the command line, or use `/NOSUBJECT` if you do not want your message to have a subject. If you do not use either qualifier, the `Subject:` prompt will appear, at which you can type a subject or just press `RETURN`.

Command Qualifiers

/AUTHOR

Specifies that the node name and user name in the heading of the note you are currently reading are to be used as the mail address.

SEND

/CC_PROMPT

/NOCC_PROMPT

Determines whether or not VAX Notes gives you the CC: prompt, allowing you to create a carbon-copy list. The carbon-copy list is useful for distinguishing between the primary and the secondary recipients. If you do not specify */CC_PROMPT* or */NOCC_PROMPT*, VAX Notes uses the setting in your MAIL profile.

/CONFIRM (default)

/NOCONFIRM

Controls whether a prompt is issued before the message is sent, asking you to confirm that it should be sent. Your response to the prompt can be YES or NO.

/EDIT (default)

/NOEDIT

Specifies whether or not to invoke the editor to send the message.

/LAST

Retrieves the text of the previous message. This qualifier prevents the NOTES\$MAIL_EDIT buffer from being erased.

/MEMBERS

Sends the mail message to all members on the membership list for the conference. You can use this qualifier only when a membership list exists. If any member has been tagged */NOMAIL* (a qualifier on the ADD MEMBER or MODIFY MEMBER command), that member will receive the mail you send with the SEND/MEMBERS command *only* if he or she is on the same system as you are.

/MODERATORS

Specifies that the message be sent to the conference moderator(s).

/PERSONAL_NAME="string"

/NOPERSONAL_NAME

Specifies a personal name (a string that must be enclosed in quotation marks if it is more than one word separated by spaces) to be used on the message sent, or specifies that the message carry no personal name. The default is to apply the personal name stored in your Notebook profile. If this is blank, then the personal name, if any, in your MAIL profile is used.

/SELF
/NOSELF

Specifies that a copy of the message be sent or not be sent to yourself, in addition to any other recipients. If you do not specify the */SELF* or */NOSELF* qualifier, VAX Notes uses the *COPY_SELF* setting from your MAIL profile.

/SUBJECT="string"
/NOSUBJECT

Causes the message to be forwarded with the subject you specify or with no subject. If you use the */SUBJECT* qualifier, you must supply a subject (a string that must be enclosed in quotation marks if it is more than one word separated by spaces). If you do not specify */SUBJECT* or */NOSUBJECT*, you are prompted to supply a subject.

Examples

1. Notes> SEND/NOEDIT MESSAGE.TEXT/SUBJECT="July Status" BIGSIS::LEE,LILSIS::MARSH
Notes>

Sends the text file named MESSAGE.TEXT, without editing, to users BIGSIS::LEE and LILSIS::MARSH, with the subject "July Status." After the message is sent, you return to VAX Notes.

2. Notes> SEND/NOEDIT MESSAGE.TEXT/SUBJECT="Progress Report on Project Clean-Up"
Send to: BIGSIS::EDISON,LILSIS::MARSH
Notes>

Sends the text file named MESSAGE.TEXT, without editing, to users BIGSIS::EDISON and LILSIS::MARSH, with the subject "Progress Report on Project Clean-Up." After the message is sent, you return to VAX Notes.

3. Notes> SEND/MEMBERS/CC_PROMPT
CC: JOHNSON
Subject: Announcing a New Conference on Networking Technology

Puts you in EVE (or your chosen editor) to let you type a mail message to send to all members in the conference, with a "carbon copy" to user JOHNSON. Notice that the Send to: prompt does not appear when you use the */MEMBERS* qualifier.

SEND

4. Notes> READ 50
Notes> SEND/AUTHOR/SELF/MODERATORS
Subject: I think we should meet offline to discuss your ideas.

Puts you in EVE (or your chosen editor) to let you type a mail message to send to the author of topic 50, to yourself, and to the conference moderator(s). The Send to: prompt does not appear. VAX Notes uses the node name and user name in the note heading as the author's mail address.

5. Notes> SEND/LAST/NOCC_PROMPT

Retrieves your last mail message from the NOTES\$MAIL_EDIT buffer. You have a chance to edit the text before trying again to send the message. The CC: prompt is suppressed.

6. Notes> SEND/MEMBERS/PERSONAL_NAME="Committee Secretary" MEMO.TXT
Subject: Important Decision of the Smoking Policy Committee

Puts you in EVE (or your chosen editor) to allow you to edit the file named MEMO.TXT before sending the file to the conference members. The personal name "Committee Secretary" is used on the message.

SET CLASS

Lets you make a specified class the current class.

Format

SET CLASS *class-name*

Command Parameters

class-name

Specifies the name of the class you want to be the current class.

Related Commands

ADD ENTRY
DELETE ENTRY
DIRECTORY/ENTRIES
DIRECTORY/NOTEBOOK
MODIFY ENTRY
SHOW CLASSES

Description

The SET CLASS command allows you to make a specified class the current class. Once you specify a class with the SET CLASS command, VAX Notes assumes this class when performing commands (unless you specify another class with the /CLASS qualifier in an individual command). The SET CLASS command is similar to the SELECT folder-name command in the VMS Mail Utility (MAIL) or the DCL command SET DEFAULT.

Use the SET CLASS command when you want to permanently override the default class specified in your profile for the current VAX Notes session. The class you specify with the SET CLASS command remains the current class until you issue the SET CLASS command again or exit from VAX Notes.

SET CLASS

The class you specify must be an existing class in your Notebook. You cannot use the wildcard character (*) in the class name.

Examples

1. `Notes> SET CLASS WEEKLY`

Sets the class named WEEKLY as the current class. Notebook commands issued from this point on assume the class WEEKLY unless another class is specified.

2. `Notes> SET CLASS TOP_SECRET`
`Notes> ADD ENTRY POLICIES/CLASSES=DAILY`
`Notes> MODIFY ENTRY MARTIANS/NAME=UFOS`

Sets the class TOP_SECRET as the current class. The next command adds the conference named POLICIES to the class named DAILY. (The /CLASSES qualifier allows you to override the current class for an individual command.) The last command changes the name of the entry MARTIANS to UFOS in the class TOP_SECRET.

SET CONFERENCE

Sets information for an existing conference.

Format

SET CONFERENCE

Command Qualifiers

`/[NO]NOTICE="string"`
`/[NO]REPLY_ONLY`
`/[NO]RESTRICT[=(MEMBERS,KEYWORDS)]`
`/TITLE="string"`
`/[NO]WRITE`

Defaults

See text
`/NOREPLY_ONLY`
See text
See text
See text

Restrictions

- The SET CONFERENCE command is a moderator command.

Related Commands

ADD MEMBER
CREATE CONFERENCE
MODIFY MEMBER
SHOW CONFERENCE

Description

Use the SET CONFERENCE command to set or change the following information for an existing conference:

- The notice, which appears beneath the conference title in the heading
- Whether anyone besides you, other moderators, and any members with the WRITE_REGARDLESS privilege can write topics in the conference (whereas replies can be written by any user)

SET CONFERENCE

- Whether to restrict access, keyword creation, or both to specific members
- The title, which appears in the conference heading
- Whether anyone besides you, other moderators, and any members with the WRITE_REGARDLESS privilege can enter notes (topics and replies alike) in the conference

You must be a moderator for the conference, and must have enabled your moderator privilege with the SET MODERATOR command, before using the SET CONFERENCE command.

If you decide to make a conference private (open only to a selected group of users), you must create a membership list, which identifies who can access the conference. You also need a membership list if you want to grant to certain members privileges that are restricted in the conference (MODERATE, CREATE_KEYWORDS, or WRITE_REGARDLESS privileges). You use the ADD MEMBER command to create the membership list and to grant privileges, or the MODIFY MEMBER command to change a member's privileges.

To set up a bulletin board, in which only you can write notes, use the /NOWRITE qualifier.

Command Qualifiers

/NOTICE="string"

/NONOTICE

Sets the notice for the conference to the string you specify. Surround the string with quotation marks. To delete the notice, use /NONOTICE.

/REPLY_ONLY

/NOREPLY_ONLY (default)

Specifies whether or not the ability to write is restricted to replies, except for moderators and any members to whom you give WRITE_REGARDLESS privilege.

/RESTRICT[=(MEMBERS,KEYWORDS)]

/NORESTRICT[=(MEMBERS,KEYWORDS)]

Specifies whether or not to restrict access to the conference, keyword creation, or both.

SET CONFERENCE

The `/[NO]RESTRICT` qualifier accepts two values: `MEMBERS` and `KEYWORDS`. If you do not specify one of these values, the qualifier applies to both access and keyword creation. If you specify one value but not the other, the setting for the omitted value remains unchanged. For example, if the conference currently restricts access and keyword creation, and you specify `/NORESTRICT=MEMBERS`, keyword creation remains restricted.

`/TITLE="string"`

Sets the title of the conference to the string you specify. Surround the string with quotation marks.

`/WRITE` `/NOWRITE`

Specifies whether to prevent anyone other than a moderator, or any member to whom you give `WRITE_REGARDLESS` privilege, from adding notes. You can set this conference attribute at any time; for a conference in progress, this prevents the addition of any new notes. Any note in progress at the time you successfully complete the `SET CONFERENCE/NOWRITE` command is *not* added to the conference. The author receives a message indicating that the conference is write-protected.

Examples

1. `Notes> SET CONFERENCE/TITLE="Course Evaluation System"/REPLY_ONLY`

Sets the title of the conference to "Course Evaluation System" and prohibits members other than moderators or members with the `WRITE_REGARDLESS` privilege from writing topics.

2. `Notes> SET CONFERENCE/RESTRICT=KEYWORDS/NOTICE="NASA Project"`

Allows anyone to access the conference but restricts the creation of keywords to users with `MODERATE` or `CREATE_KEYWORDS` privilege (see the `ADD MEMBER` command). In addition, this command sets the notice to "NASA Project."

3. `Notes> SET CONFERENCE/NOWRITE`

Prevents anyone other than a moderator or a member with `WRITE_REGARDLESS` privilege from entering new notes from this point on.

SET [NO]MODERATOR

SET [NO]MODERATOR

Enables moderator privilege.

Format

SET [NO]MODERATOR

Restrictions

- The SET [NO]MODERATOR command is a moderator command.
- You must be in a conference to use this command.

Related Commands

SHOW MEMBER
SHOW MODERATOR

Description

You must issue the SET MODERATOR command in a conference you have opened before you can issue any moderator commands (provided you are the owner of the conference or another moderator has authorized you to act as moderator). As long as your member record for this conference indicates you have moderator privilege, you can issue the SET MODERATOR command. You can see whether you have moderator privilege in two ways:

- Use the SHOW MEMBER command to see your member record.
- Use the SHOW MODERATOR command to see if your user name is listed as a moderator for this conference.

SET [NO]MODERATOR

You can temporarily suspend your moderator privilege by issuing the SET NOMODERATOR command. When you do this, you forfeit the ability to delete or hide other users' notes, to add new users or change existing users' privileges, and so on. You can suspend and reinstate moderator privilege at any time and as often as you like. Your member record does not change when you issue the SET NOMODERATOR command.

If you are the last moderator on record in a conference (that is, you were the last moderator to issue the SET MODERATOR command) and somehow delete your moderator privilege, you can restore the privilege as follows:

1. Reenter the conference. You will see this message:

```
You are still a moderator by default -- check your membership list
```

2. Make sure that the node and user name you are currently logged in under match your node and user name when you last issued the SET MODERATOR command; if there is any doubt, double-check by typing the following command:

```
Notes> SHOW CONFERENCE
```

3. Restore your moderator status by typing the following command:

```
Notes> SET MODERATOR
```

4. Immediately reset your moderator privilege as follows (substituting your user name for "SMITH"):

```
Notes> MODIFY MEMBER SMITH/PRIVILEGES=MODERATE
```

Examples

1. Notes> SET MODERATOR

Allows you to perform moderator commands.

2. Notes> SET NOMODERATOR

Suspends your moderator privilege. VAX Notes recognizes you as an ordinary user until you issue the SET MODERATOR command.

SET NOTE

SET NOTE

Sets attributes for the specified note.

Format

SET NOTE *[note-ID]*

Command Qualifiers

`/[NO]CONFERENCE=notefile-spec`
`/[NO]HIDDEN`
`/NOTE_ID=new-note-ID`
`/[NO]TITLE[="string"]`
`/[NO]WRITE`

Defaults

See text
See text
See text
See text
See text

Restrictions

- You must be in a conference to use this command.
- You must be a moderator or the author of the note to use the `/[NO]CONFERENCE`, `/[NO]HIDDEN`, `/NOTE_ID`, `/[NO]TITLE`, and `/[NO]WRITE` qualifiers.
- The `note-ID` parameter must specify a single note unless it is used with the `/NOTE_ID` qualifier, which permits a range of notes; hence, if a range of notes is specified with `/NOTE_ID`, no other qualifier can be used on the same command line.
- The `/NOTE_ID` qualifier cannot specify a new `note-ID` that is already the number of a note in the conference.

Command Parameters

note-ID

Specifies by number either a single note (for example, 8.3) or a range of notes (for example, 10.0-10.6). You can specify a range of notes only if you use the `/NOTE_ID` qualifier.

The default is the note you are currently reading.

Related Commands

DELETE NOTE
SET SEEN
SHOW NOTE

Description

The SET NOTE command can set the following attributes for the current or specified note or notes:

- Removes the note from or puts it on a “shopping list”
- Hides the note from all users except a moderator and the author
- Moves the note or notes to a different, specified location within the conference
- Changes the title of the note
- Prevents anyone from replying to the note

By putting a note on a shopping list, you give interested users a convenient way to add a new conference to their Notebooks without leaving the current conference. You use the SET NOTE/CONFERENCE command to associate the file specification of the new conference with a particular note. Then, someone reading that note can add the associated conference to their Notebook by issuing the SELECT command (or by pressing the SELECT key). To remove a note from a shopping list, use the SET NOTE/NOCONFERENCE command.

You can temporarily hide a note by using the /HIDDEN qualifier. The note remains part of the conference, but can be displayed by only the author or moderator. All other users get a message indicating this note is hidden when they try to access a hidden note.

Use the /NOTE_ID qualifier to move a note, or a sequential series of notes, to a more appropriate location in the conference. The need to move one or more notes occurs, typically, when a reply has been mistakenly written under the wrong topic, or a number of replies have diverged from the original subject and would be more logically organized as a new topic and its replies.

SET NOTE

When you select the new note-ID, make sure that there is not already a note with that number. If you are moving more than one note with the command, the new note-ID is the new number of the first of the notes; the others follow in the same sequence as in the old location. (See the Examples section.)

Use the `/NOWRITE` qualifier to prevent further replies to a discussion. You must be reading the topic you want to prevent replies to or else specify the topic. When you want to resume replies, issue the `SET NOTE/WRITE` command. Only the moderator or the author of the topic can specify whether users can enter replies.

A moderator or the author can change or delete the title of a note by using the `/[NO]TITLE` qualifier.

To mark notes you have not yet read as "seen," use the `SET SEEN` command.

Command Qualifiers

`/CONFERENCE=notefile-spec`

`/NOCONFERENCE`

Associates the specified conference with this note to allow users to add the conference to their Notebooks by issuing the `SELECT` command (or by pressing the `SELECT` key or keypad 7). A note that is linked to a conference by the `SET NOTE/CONFERENCE` command has an asterisk (*) next to its note number.

`/HIDDEN`

`/NOHIDDEN`

Specifies whether users can display this note. Only the author or the moderator can view hidden notes. All other users get a message indicating that the note is hidden.

`/NOTE_ID=new-note-ID`

Moves a note or a sequential series of notes to a new location in the conference, as specified by the new note-ID. (See the Examples section.)

`/TITLE="string"`

`/NOTITLE`

Sets or changes the title to the string you specify.

/WRITE
/NOWRITE

Specifies whether users can enter further replies to this topic. Only the moderator or the author of the topic can specify this.

Examples

1. Notes> SET NOTE/CONFERENCE=ANGEL::METHODS

Associates the conference METHODS on node ANGEL with the note you are currently reading. Users reading this note can add the conference METHODS to their Notebooks by pressing the SELECT key.

2. Notes> SET NOTE/HIDDEN 3.4

Only the author of topic 3 or the conference moderator can read note 3.4.

3. Notes> SET NOTE/NOHIDDEN 55.7
Notes> SET NOTE/NOWRITE 55

Permits users to read the previously hidden note 55.7, but prevents users from making further replies to topic 55.

4. Notes> SET NOTE/NOTE_ID=18.9

Moves the note you are currently reading to a new location in the conference: the ninth reply to note 18.0. There must not already be a note 18.9, because two notes cannot have the same note-ID; if there is already a note 18.9, an error message is displayed. If currently the last reply to note 18.0 is not 18.8 but rather 18.3 (for example), the new note location becomes 18.4, not 18.9, because VAX Notes avoids the gap in numbering.

5. Notes> SET NOTE 10.4-10.9/NOTE_ID=11.0

Moves notes 10.4 through 10.9, renumbering 10.4 as the new note 11.0, followed by notes 11.1 through 11.5, in the same order as before. If you are not a moderator, VAX Notes relocates only those notes that you authored.

6. Notes> SET NOTE 10.4/NOTE_ID=11

Moves note 10.4 to the discussion numbered 11, numbering the note with the next higher number than the last current reply to 11. If the last reply is 11.6, the relocated note becomes 11.7.

SET NOTE

7. Notes> DELETE 5.1-5.5

.
. .
.

Notes> SET NOTE 6.1-6.5/NOTE_ID=5.1

Notes 5.1-5.5 are deleted, resulting in a gap in numbering, with 5.6 now the first reply to topic 5. The SET NOTE command moves notes 6.1-6.5 into this gap. (If you try to move too many notes into such a gap, an error message is displayed and no notes are moved. If you move fewer notes than the gap would hold, the move is successful.)

SET OBJECT

Changes or sets the value of the attribute of an existing object in a VAX Distributed Name Service (DNS) database. In VAX Notes, the object is a name identifying a conference, and the attribute is a notefile specification or /NOFILE.

Format

SET OBJECT *object-name*

Command Qualifiers

/[NO]FILE[=*notefile-spec*]

Defaults

/NOFILE

Restrictions

- The SET OBJECT command requires write privilege to the DNS database.
- DNS must be installed on your system if you are to use this command.

Command Parameters

object-name

Specifies the object name in the DNS database. For VAX Notes, the name identifies a conference.

Related Commands

ADD ENTRY
ADD OBJECT
DELETE OBJECT
MODIFY ENTRY
SHOW CONFERENCE
SHOW ENTRY
SHOW OBJECT

SET OBJECT

Description

The SET OBJECT command changes or sets the value of the attribute of an existing object in a VAX Distributed Name Service (DNS) database. In VAX Notes, the object is a name identifying a conference, and the attribute is a notefile specification or /NOFILE.

If a conference moves, and the conference is a DNS object, the notefile specification can be changed in the DNS database. For any user who has added the conference with the ADD ENTRY/OBJECT=object-name/FILE=notefile-spec command, VAX Notes, when accessing the conference, always looks *first* in the DNS database for the object, and uses the file specification recorded there. If there is no file specification in the database, VAX Notes uses the file specification supplied by the user.

If you want to determine whether an entry in your Notebook has been associated with a DNS object, you can use the SHOW ENTRY or the SHOW CONFERENCE command. If the conference is a DNS object, and if you have used the ADD ENTRY/OBJECT or MODIFY ENTRY/OBJECT command to associate the entry with the object name, this object name is displayed (along with other information) in response to the command.

For more information on DNS objects, see the ADD OBJECT command.

Command Qualifiers

/FILE=notefile-spec

/NOFILE (default)

The notefile specification given with the /FILE qualifier associates the file specification of the conference with the DNS object.

Example

```
Notes> SET OBJECT CONFERENCES.PUBLIC.SAMPLE/FILE=MAR::NOTES$SAMPLE
```

Associates the DNS object name CONFERENCES.PUBLIC.SAMPLE with the notefile specification MAR::NOTES\$SAMPLE.

SET PROFILE

Sets information in your profile.

Format

SET PROFILE

Command Qualifiers

```

/[NO]AUTOMATIC[={DIRECTORY|UNSEEN}]
/CLASS=class-name
/EDITOR=(editor[, {CALL|SPAWN}])
/[NO]PERSONAL_NAME="string"
/[NO]PRINT="qualifier list"
/TEMPORARY

```

Defaults

```

See text
See text
See text
See text
See text
Permanent settings

```

Related Commands

```

PRINT
SHOW PROFILE

```

Description

The SET PROFILE command lets you change the default settings in your profile. Your profile tailors your VAX Notes sessions by specifying the following:

- The editor of your choice and the method for accessing the editor
- Whether a directory listing, the first unseen message, or a conference heading is automatically displayed when you open a conference
- The name of the class you want to be the current class when you first access your Notebook (the default class)
- A personal name to appear alongside your user name in notes you write and mail messages you send or forward

SET PROFILE

- A list of the qualifiers you automatically want to use whenever you issue the PRINT command in VAX Notes

Unless you issue the SET PROFILE command to change the default settings, your VAX Notes sessions have the following characteristics:

- EVE, the default VAX Notes editor, is called by VAX Notes when you issue the REPLY or WRITE command.
- When you open an entry, the first note you have not seen is displayed.
- The class called MAIN is the default class.
- When you write or reply to a note, your node and user name appear in the note heading, and the area reserved for your personal name is blank.
- When you issue the PRINT command without any qualifiers, the following happens:
 - The notes you specified are not printed until you leave VAX Notes (or change the print queue).
 - The notes are printed on the default printer at your installation (SYS\$PRINT).
 - You are not notified when the print job is complete.
 - You get one copy of each note.

You can temporarily change the settings in your profile for the current VAX Notes session by using the /TEMPORARY qualifier. Otherwise, any time you use the SET PROFILE command to alter your profile, the settings are permanently changed.

If you set up a list of default qualifiers for the PRINT command, any additional qualifiers you use in the PRINT command line are appended to the default qualifiers. If you include a qualifier with the PRINT command that conflicts with the default qualifiers in your profile, the qualifier on the command line takes precedence.

Command Qualifiers

/AUTOMATIC[={DIRECTORY|UNSEEN}]
/NOAUTOMATIC

Specifies whether an automatic DIRECTORY or NEXT UNSEEN command is issued or whether you see only a conference heading when you open an entry.

SET PROFILE

When you invoke VAX Notes for the first time, your profile has NEXT UNSEEN set.

You can cancel the automatic feature by issuing the command SET PROFILE/NOAUTOMATIC. In this case, you see the conference heading only when you open an entry.

/CLASS=class-name

Names the class you want to be the current class when you first access your Notebook. VAX Notes automatically creates a class named MAIN when you invoke VAX Notes for the first time, and specifies this class as the default class in your profile unless you change this setting. The class you specify as the default class must exist, and you cannot use the wildcard character (*) in the class name.

/EDITOR=(editor[, {CALL|SPAWN}])

Specifies the editor you want to use in VAX Notes and how you want to access the editor. When you invoke VAX Notes for the first time, your editor is set to EVE.

There are three special values that the /EDITOR qualifier accepts in place of the editor name: EVE, EDT, and WPS. When used without the access option, these values specify the keypad layout you want to use with the EVE editor, as follows:

- SET PROFILE/EDITOR=EVE specifies that you want to use EVE with the standard editing keypad.
- SET PROFILE/EDITOR=EDT specifies that you want to use EVE with the EDT-style keypad.
- SET PROFILE/EDITOR=WPS specifies that you want to use EVE with the WPS-style keypad.

To specify EDT as the editor you want to use in VAX Notes, specify EDT as the editor name and CALL as the access option.

When you want to use an editor that is not callable, you must use the SPAWN access option. For example, if you have a command procedure that invokes an editor you want to use in VAX Notes, you need to specify the command procedure (prefaced by an at sign (@) and surrounded by quotation marks) as the editor name and SPAWN as the access option. The command procedure must be written to accept two parameters: an input file and an output file.

SET PROFILE

VAX Notes automatically passes these parameters to the procedure when it spawns the subprocess and invokes the command procedure.

The following example shows how to write a command procedure to invoke an editor for use in VAX Notes.

```
#! Command procedure to invoke an editor for VAX Notes
#!
#! Inputs:
#!
#!     P1 = Input file name.
#!     P2 = Output file name.
#!
#! Note that this procedure is run in the context of a subprocess.
#! LOGIN.COM is not executed. However, all process logical names
#! and DCL global symbols are copied.
#!
#! The default directory is the same as the parent process.
#!
$ DEFINE/USER SYS$INPUT '$TRNLNM("SYS$OUTPUT")'
$ IF P1 .EQS. "" THEN GOTO NOINPUT
$ EDIT/TPU/OUTPUT='P2' 'P1'
$ EXIT
$ NOINPUT:
$ EDIT/TPU 'P2'
$ EXIT
```

/PERSONAL_NAME="string"

/NOPERSONAL_NAME

Sets the personal name string. You can use up to 63 characters in your personal name. Your personal name appears alongside your node and user name in the heading of topics or replies you enter, as well as mail messages you send or forward. Surround the personal name string with quotation marks, and begin the string with a letter or number. Extra spaces, if any, are stripped from the personal name string. When you invoke VAX Notes for the first time, you do not have a personal name.

To delete the personal name, issue the following command:

```
Notes>SET PROFILE/NOPERSONAL_NAME
```

/PRINT="qualifier list"

/NOPRINT

Sets the default qualifiers for the VAX Notes PRINT command. These qualifiers are added to the PRINT command before any other qualifiers or parameters in the PRINT command line. In case of a conflict, the qualifiers on the command

SET PROFILE

line override the default qualifier setting. In case of a conflict when both temporary and permanent print qualifiers are defined, the temporary settings override the permanent settings.

You must surround the qualifier list with quotation marks.

The qualifiers for the PRINT command in VAX Notes are as follows:

- /ALL
- /AUTHOR=username
- /BEFORE[=date-time]
- /COPIES=number
- /FORM=form-name
- /[NO]HEADER
- /KEYWORD=keyword-name
- /[NO]NOTIFY
- /QUEUE=queue-name
- /SEEN
- /SINCE[=date-time]
- /TITLE="string"
- /UNSEEN
- /[NO]WAIT

To delete default qualifiers, use /NOPRINT.

/TEMPORARY

Temporarily changes the profile settings for the VAX Notes session.

Examples

1. Notes> SET PROFILE/PRINT="/QUEUE=LPBO/NOWAIT"

When you issue the PRINT command, the notes are printed immediately on the printer specified by the queue-name LPBO.

SET PROFILE

2. `Notes> SET PROFILE/PRINT="/COPIES=2"`
`Notes> PRINT/NOTIFY/QUEUE=LQP 3.*`

VAX Notes treats the PRINT command line as if you had typed PRINT/COPIES=2/NOTIFY/QUEUE=LQP 3.*. You get two copies of base note 3 and all its replies. The system prints the notes on the letter quality printer (LQP) and notifies you when printing is complete.

3. `Notes> SET PROFILE/PERSONAL_NAME="Johnny Be Good"`

Displays the phrase "Johnny Be Good" next to your node and user name in the heading of topics or replies you enter, as well as mail messages you send or forward.

4. `Notes> SET PROFILE/EDITOR=EDT`

Sets up EVE with the EDT-style keypad as the editor for VAX Notes and specifies that VAX Notes is to access EVE by calling it directly.

5. `Notes> SET PROFILE/EDITOR=(EDT,CALL)`

Sets up EDT as your editor for VAX Notes and specifies that VAX Notes is to access EDT by calling it directly.

6. `Notes> SET PROFILE/EDITOR=("MYDIR:EDITOR", SPAWN)`

Spawns a subprocess and runs the command procedure EDITOR.COM in your directory named MYDIR:.

7. `Notes> SET PROFILE/CLASS=PRIVATE`

Sets PRIVATE as the default class. When you first access your Notebook, PRIVATE is the current class.

8. `Notes> SET PROFILE/AUTOMATIC=UNSEEN`

When you open an entry, VAX Notes automatically issues the NEXT UNSEEN command to display the first note you have not yet seen. You can use the keypad comma to continue to read unseen notes.

SET SEEN

Sets notes you have not yet read as "seen."

Format

SET SEEN

Command Qualifiers
/BEFORE[=date-time]

Defaults
See text

Restrictions

- You must be in a conference to use the SET SEEN command.

Related Commands

EXTRACT
EXTRACT/BUFFER
NEXT UNSEEN
PRINT
SAVE
SAVE/BUFFER

Description

The SET SEEN command sets notes you have not yet read as "seen" without having to display them. This is useful when you are first joining an active conference that has been in progress for some time. By setting notes as "seen," you limit the quantity of notes VAX Notes shows you when you use the NEXT UNSEEN command. You can read "seen" notes any time by using the READ command.

You use the /BEFORE qualifier to mark notes as "seen" that were entered before a certain time, date, or both. If you do not use the /BEFORE qualifier, VAX Notes marks all notes in the conference as "seen."

SET SEEN

Command Qualifiers

/BEFORE[=date-time]

Specifies that notes entered before a certain date, time, or both are to be marked as "seen." The date-time can be any valid VMS date-time specification. If you specify /BEFORE without a date-time value, the default is /BEFORE=TODAY.

Examples

1. `Notes> SET SEEN/BEFORE=YESTERDAY`

Sets all notes in the conference that were entered before yesterday as "seen."

2. `Notes> SET SEEN/BEFORE=01-MAR:17:00`

Sets all notes in the conference that were entered before 5:00 P.M. on 1 March as "seen."

3. `Notes> SET SEEN/BEFORE="TODAY+16:15"`

Sets all notes in the conference that were entered before 4:15 P.M. today as "seen."

4. `Notes> SET SEEN`

Sets all notes in the conference as "seen."

SHOW CLASSES

Lists the classes in your Notebook.

Format

SHOW CLASSES

Restrictions

- The SHOW CLASSES command is a Notebook command.

Related Commands

DIRECTORY/ENTRIES
DIRECTORY/NOTEBOOK
SELECT
SET CLASS

Description

The SHOW CLASSES command shows a listing of classes in your Notebook. The current class is indicated with an asterisk (*).

You can select a class and set your default class by moving the pointer (>) to the desired class name and pressing the SELECT key or keypad 7. Move the pointer forward with keypad 2, and backward with keypad 5.

Example

```
Notes> SHOW CLASSES
```

Shows a listing of class names in your Notebook.

SHOW CONFERENCE

SHOW CONFERENCE

Shows information about the current conference.

Format

SHOW CONFERENCE

Related Commands

CREATE CONFERENCE
SET CONFERENCE

Restrictions

- You must be in a conference to use the SHOW CONFERENCE command.

Description

The SHOW CONFERENCE command shows the following information about the current conference:

- The name of the last person to issue the SET MODERATOR command
- Any restriction to access or keyword creation
- The title and notice, if any
- The notefile specification
- The VAX Distributed Name Service (DNS) object name of the entry, provided the conference is a DNS object and you have used the ADD ENTRY/OBJECT or MODIFY ENTRY/OBJECT command to associate the entry with the object (for more information on DNS objects, see the ADD OBJECT command)

SHOW CONFERENCE

Example

Notes> SHOW CONFERENCE

Shows information about the current conference.

SHOW ENTRY

SHOW ENTRY

Shows information about the specified entry.

Format

SHOW ENTRY *entry-name*

Restrictions

- The SHOW ENTRY command is a Notebook command.
-

Command Parameters

entry-name

Names the entry for which you want information. You can abbreviate the entry name to the fewest characters that uniquely identify the entry. This parameter is optional when you have opened a conference and are requesting information about this entry.

Related Commands

ADD ENTRY
DELETE ENTRY
MODIFY ENTRY
SELECT

Description

The SHOW ENTRY command shows the following information for the entry you specify:

- The complete notefile specification
- The entry name (possibly truncated)
- The conference title

SHOW ENTRY

- The number of topics and the total number of notes in the conference
- The number of notes you have not yet seen
- The names of markers you set up in that conference and the note marked by each
- The classes to which the entry belongs
- The VAX Distributed Name Service (DNS) object name of the entry, provided the conference is a DNS object and you have used the ADD ENTRY/OBJECT or MODIFY ENTRY/OBJECT command to associate the entry with the object (for more information on DNS objects, see the ADD OBJECT command)

You can select a marked note and read it by moving the pointer (>) to the desired marker name and pressing the SELECT key or keypad 7. Move the pointer forward with keypad 2, and backward with keypad 5.

Example

```
Notes> SHOW ENTRY JOKES
```

Shows information for the entry named JOKES.

SHOW ERROR

SHOW ERROR

Shows the full text of the last error message.

Format

SHOW ERROR

Restrictions

- This command is valid only after you have received an error message.

Description

The SHOW ERROR command shows the full text of the last error message. Use this command when you need more information about an error.

Press the RETURN key to refresh your screen by erasing the error buffer.

Example

```
Notes> SEND ADDRESSES  
File not found
```

```
Notes> SHOW ERROR  
Error opening DEV$: [JONES.WORK]ADDRESSES.TXT; as input  
File not found
```

After an unsuccessful attempt to send a file named ADDRESSES by MAIL, the SHOW ERROR command displays the full text of the error message.

SHOW KEYWORDS

Shows information about keywords in the current conference.

Format

SHOW KEYWORDS [*keyword-name*]

Command Qualifiers	Defaults
/ALL	See text
/FULL	See text

Restrictions

- You must be in a conference to use the SHOW KEYWORDS command.

Command Parameters

keyword-name

Names the keyword about which you want to get information. You can use the wildcard character (*) in the keyword name. If you use the /ALL qualifier, do not specify a keyword name.

If the keyword consists of more than one word separated by a space, enclose the keyword in quotation marks.

Related Commands

ADD KEYWORD
CREATE KEYWORD
DELETE KEYWORD
DIRECTORY/KEYWORD
MODIFY KEYWORD
SELECT
SHOW NOTE/KEYWORDS

SHOW KEYWORDS

Description

The SHOW KEYWORDS command shows information about keywords in the current conference. If a keyword is longer than 20 characters, this command truncates it to 20 characters in the display; the SHOW NOTE/KEYWORDS command displays the entire keyword. Name a specific keyword to see information for that keyword, or use the /ALL qualifier to see information about all keywords for the conference.

To see a complete listing of all the notes to which the keyword has been added, use the /FULL qualifier.

You can select a keyword and add it to the current note by moving the pointer (>) to the desired keyword name and pressing the SELECT key or keypad 7. Move the pointer forward with keypad 2, and backward with keypad 5.

Command Qualifiers

/ALL

Lists all keywords for the current conference. If you specify a keyword name, you cannot use this qualifier.

/FULL

Displays a listing of all notes that refer to the specified keyword (or all keywords, if used with the /ALL qualifier).

Examples

1. Notes> SHOW KEYWORDS GOLD

Verifies that the keyword GOLD exists for the current conference. Only the keyword is displayed.

2. Notes> SHOW KEYWORDS/ALL/FULL

Lists all keywords for the current conference, and, for each keyword, lists the notes that refer to the keyword.

3. Notes> SHOW KEYWORDS/FULL PATENTS

Shows the keyword PATENTS and all the notes to which it has been added.

SHOW KEYWORDS

4. `Notes> SHOW KEYWORDS/FULL "BAKED BEANS"`

Shows the keyword **BAKED BEANS** and all the notes to which it has been added. The quotation marks are necessary because of the space in the two-word keyword.

SHOW MARKER

SHOW MARKER

Shows information about the marker you specify or all markers for the current entry or for all entries.

Format

SHOW MARKER [*marker-name*]

Command Qualifiers

/ALL

Defaults

See text

Restrictions

- The SHOW MARKER command is a Notebook command.

Command Parameters

marker-name

Specifies a marker about which you want to get information.

If the marker consists of more than one word separated by a space, enclose the marker in quotation marks.

Related Commands

ADD MARKER
DELETE MARKER
MARK
READ/MARKER
SELECT
SHOW ENTRY

Description

The SHOW MARKER command shows the note that is marked by the marker you specify.

Use the /ALL qualifier to see a listing of all marker names in all entries and the note number marked by each. You can select a marked note and read it by moving the pointer (>) to the desired marker name and pressing the SELECT key or keypad 7. Move the pointer forward with keypad 2 and backward with keypad 5.

Command Qualifiers

/ALL

Shows all markers, and the note number marked by each, for all entries. If you specify a marker name with the /ALL qualifier, all markers that have this name for all entries are displayed.

Examples

1. Notes> SHOW MARKER ACTION_ITEM

Shows which note in the current entry is marked with the marker ACTION_ITEM.

2. Notes> SHOW MARKER "ACTION ITEM"

Shows which note in the current entry is marked with the marker ACTION ITEM. The quotation marks are necessary because of the space in the two-word marker.

3. Notes> SHOW MARKER/ALL

Shows all markers, and the note number marked by each, for all entries.

4. Notes> SHOW MARKER QUALITY/ALL

Shows which notes in all entries are marked with the marker QUALITY.

SHOW MARKER

5. Notes> SHOW MARKER

Shows all markers, and the note number marked by each, for the current entry. If you have not opened a conference, SHOW MARKER is equivalent to SHOW MARKER/ALL, and all markers for all entries are displayed.

SHOW MEMBER

Shows information about the specified members in the current conference.

Format

SHOW MEMBER [*username*]

Command Qualifiers	Defaults
/ALL	See text
/MODERATOR	See text

Restrictions

- You must be in a conference to use the SHOW MEMBER command.

Command Parameters

username

Specifies the name of the member for whom you want information. If you use the /ALL qualifier, do not specify a user name.

Related Commands

ADD MEMBER
DELETE MEMBER
MODIFY MEMBER
SHOW MODERATOR

SHOW MEMBER

Description

The SHOW MEMBER command shows information about members in the current conference. You can see information for a specific member or all members.

Use the /ALL qualifier to see the following information for each member:

- Access list
- Mail address
- Privileges

To see a listing of members who are also moderators, use the /MODERATOR qualifier.

If you use the SHOW MEMBER command in a conference that does not have a membership list, VAX Notes displays the message "No such member in this conference."

Command Qualifiers

/ALL

Shows information for all members in the current conference. If you specify a user name, you cannot use this qualifier.

/MODERATOR

Shows only the users who have moderator privilege (PRIVILEGES=MODERATE).

Examples

1. Notes> SHOW MEMBER MARTIN

Shows information about user MARTIN.

2. Notes> SHOW MEMBER/ALL

Shows information about all members in the current conference.

3. Notes> SHOW MEMBER/MODERATOR

Shows information for all moderators.

SHOW MODERATOR

Shows the names of the moderators for the current conference.

Format

SHOW MODERATOR

Restrictions

- You must be in a conference to use the SHOW MODERATOR command.

Related Commands

ADD MEMBER
DELETE MEMBER
MODIFY MEMBER
SHOW MEMBER

Description

The SHOW MODERATOR command shows the node and user name of each moderator for the current conference.

Example

Notes> SHOW MODERATOR

Shows the names of moderators for this conference.

SHOW NOTE

SHOW NOTE

Shows information about the specified or current note.

Format

SHOW NOTE [*note-ID*]

Command Qualifiers

/KEYWORDS

Defaults

See text

Restrictions

- You must be in a conference to use this command.

Command Parameters

note-ID

Specifies a single topic or reply. The default is the note you are currently reading.

Related Commands

DELETE NOTE
SET NOTE

Description

The SHOW NOTE command shows the following information about the specified or current note:

- The number of replies
- The author's user name and complete personal name
- The complete title

SHOW NOTE

- The number of lines of text in the note
- Any associated notefile specification (if the note was put on a “shopping list”)
- Whether further replies have been prohibited by the author or moderator
- Whether the note has been hidden by the author or moderator

Use the /KEYWORDS qualifier to see the keywords associated with the note.

Command Qualifiers

/KEYWORDS

Shows the keywords to which the specified or current note refers. The keywords are not truncated to 20 characters, as in the SHOW KEYWORDS command.

Examples

1. `Notes> SHOW NOTE 3.4`

Shows information about note 3.4.

2. `Notes> SHOW NOTE/KEYWORDS 4`

Shows the keywords referred to by topic 4.

SHOW OBJECT

SHOW OBJECT

Shows the notefile specification (if any) associated with the specified object in the VAX Distributed Name Service (DNS) database. In VAX Notes, the object is a name identifying a conference.

Format

SHOW OBJECT *object-name*

Restrictions

- DNS must be installed on your system for you to see an object in a DNS database.

Command Parameters

object-name

Specifies the name of the object as registered in the DNS database. For VAX Notes, the name identifies a conference.

Related Commands

ADD ENTRY
ADD OBJECT
DELETE OBJECT
MODIFY ENTRY
SET OBJECT
SHOW CONFERENCE
SHOW ENTRY

Description

The SHOW OBJECT command returns the notefile specification (if any) associated with the specified object in the DNS database. In VAX Notes, a DNS object is a conference.

For more information on DNS objects, see the ADD OBJECT command.

Example

```
Notes> SHOW OBJECT CONFERENCES.PUBLIC.SAMPLE  
CONFERENCES.PUBLIC.SAMPLE = "MAR::NOTES$SAMPLE"
```

Returns the notefile specification (MAR::NOTES\$SAMPLE) of the conference with the object name CONFERENCES.PUBLIC.SAMPLE.

SHOW PROFILE

SHOW PROFILE

Shows your current profile settings.

Format

SHOW PROFILE

Restrictions

- The SHOW PROFILE command is a Notebook command.
-

Related Commands

PRINT
SET PROFILE

Description

The SHOW PROFILE command shows your current profile settings, including:

- The default editor and the method for accessing the editor
 - The default class
 - Your personal name, if any
 - The default qualifier list for the PRINT command, if any
 - Whether a directory listing, the first unseen note, or a conference heading is automatically displayed when you open an entry
-

Example

```
Notes> SHOW PROFILE
```

Shows the current settings for your profile.

SHOW VERSION

Shows information about the version of VAX Notes you are currently using.

Format

SHOW VERSION

Description

The **SHOW VERSION** command shows the version number of the VAX Notes software you currently have installed on your system.

Example

```
Notes> SHOW VERSION  
VAX Notes Version V02.0
```

Shows that you are using Version 2.0 of the VAX Notes software.

SPAWN

SPAWN

Creates a subprocess.

Format

SPAWN [*command-string*]

Command Parameters

command-string

Specifies a DCL command to be performed when the subprocess is active.

Related Commands

ATTACH

Description

The SPAWN command creates a subprocess.

If you specify a command string on the SPAWN command, after the command has completed, press the RETURN key to resume your VAX Notes session.

Examples

1. Notes> SPAWN

Creates a subprocess. You can issue DCL commands until you log out of the subprocess or attach to the parent process.

2. Notes> SPAWN DIRECTORY

Spawns a subprocess and shows a listing of your current default directory. When the directory finishes, press the RETURN key to resume your VAX Notes session.

TOPIC

Displays the topic for the current discussion.

Format

TOPIC

Restrictions

- You must be reading a note to use this command.

Related Commands

BACK
BACK NOTE
BACK REPLY
BACK TOPIC
LAST
.LAST
NEXT NOTE
NEXT REPLY
NEXT TOPIC
NEXT UNSEEN
READ

Description

The TOPIC command displays the topic for the current discussion. (A topic is numbered n.0, where n is a number assigned by the system.)

TOPIC

Example

```
Notes> 13.7  
Notes> TOPIC
```

Displays note 13.7 and then displays the topic (note 13.0) for the current discussion.

TPU

Executes the rest of the command line as a VAXTPU command.

Format

TPU *[command-string]*

Restrictions

- The TPU command is of interest only to programmers. It does not have a general purpose within VAX Notes.

Command Parameters

command-string

Specifies a VAXTPU command that you want to execute.

Related Commands

EVE

Description

The TPU command executes the rest of the command line as a VAXTPU command. After the TPU command executes, you return to VAX Notes.

Example

```
Notes> TPU MESSAGE ("HELLO THERE")  
HELLO THERE
```

Displays the string "HELLO THERE" on the message line.

UPDATE

UPDATE

Queries the specified entry to determine whether or not it contains notes you have not yet seen.

Format

UPDATE [*entry-name*]

Command Qualifiers

/CLASS=class-name

Defaults

/CLASS=current-class

Restrictions

- The UPDATE command is a Notebook command.

Command Parameters

entry-name

Specifies an entry you want to update. If you do not specify an entry, all entries in the current (or specified) class are updated.

Related Commands

(**\$**)NOTES

Description

Use the UPDATE command to determine whether an entry has notes you have not yet seen. You can update a single entry or all entries in the current class or in a specific class.

You can issue the UPDATE command when you invoke VAX Notes to update an entry (or all entries) in the specified class before you access your Notebook.

Command Qualifiers

/CLASS=class-name

/CLASS=current-class (default)

Names the class in which the specified entry (or all entries) is to be updated.

You can use the wildcard character (*) to specify all classes with common names, or use an asterisk alone to indicate all classes.

If you do not specify a class, the current class is assumed.

Examples

1. `Notes> UPDATE CAMERAS`

Updates the entry CAMERAS in the current class.

2. `Notes> UPDATE/CLASS=A*`

Updates all entries in all classes that start with the letter A.

3. `Notes> UPDATE/CLASS=RELIGIONS CATHOLICISM`

Updates the entry CATHOLICISM in the class RELIGIONS.

WRITE

WRITE

Enters a new topic in the conference.

Format

WRITE [*file-spec*]

Command Qualifiers	Defaults
/[NO]CONFIRM	/CONFIRM
/[NO]EDIT	/EDIT
/LAST	See text
/[NO]TITLE[="string"]	See text

Restrictions

- You must be in a conference to use this command.
- If the conference has been write-restricted by a moderator (using the SET CONFERENCE/NOWRITE command), you must have either MODERATE or WRITE_REGARDLESS privilege to use the WRITE command.

Command Parameters

file-spec

Specifies a VMS text file you want to include in the NOTES\$EDIT buffer when you invoke the editor.

You cannot specify a file-spec with /LAST.

Related Commands

ANSWER
REPLY

Description

The WRITE command invokes EVE or the editor named in your profile so you can enter a new topic. You can be positioned anywhere in the conference when you issue the WRITE command. If you have a text file you want to use for your topic, specify the file as a parameter to the WRITE command.

Use /NOEDIT when you want to bypass editing the text in the text file before entering your topic. VAX Notes immediately prompts you for a title for the topic. If you do not specify a text file in the WRITE command, you cannot use the /NOEDIT qualifier.

If VAX Notes is unable to write your topic, or if you cancel your entry, you can retrieve the text of your last note by issuing the WRITE/LAST command. You can also use the WRITE/LAST command to enter the text in another conference (see Examples).

If you want to start a new conference, use the CREATE CONFERENCE command.

Command Qualifiers

/CONFIRM (default)

/NOCONFIRM

Controls whether a prompt is issued before the note is entered, asking you to confirm that it should be entered. Your response to the prompt can be YES or NO.

/EDIT (default)

/NOEDIT

Specifies whether to invoke the editor. You cannot use /NOEDIT unless you specify a text file.

/LAST

Retrieves the most recent text from the NOTES\$EDIT buffer. (If you specify a text file to use for your topic, VAX Notes puts a copy of the file in the NOTES\$EDIT buffer, even if you use the /NOEDIT qualifier to bypass editing.) You cannot use /LAST if you use the file-spec parameter.

WRITE

/TITLE="string"
/NOTITLE

Creates the note with the specified title or with no title, and suppresses the prompt for a title. If you do not specify */TITLE* or */NOTITLE*, Notes prompts you for one.

Examples

1. Notes> WRITE

Invokes the editor with an empty NOTES\$EDIT buffer and assigns your note the next available topic number.

2. Notes> WRITE/NOEDIT COURSES.TXT

Gets the text for the topic from the file COURSES.TXT without invoking the editor.

3. Notes> WRITE/LAST

Invokes the editor and retrieves the most recent contents of the NOTES\$EDIT buffer.

4. Notes> CLOSE
Notes> OPEN RESTAURANTS
Notes> WRITE/LAST

Uses the text last stored in the NOTES\$EDIT buffer as the text for the next topic in the RESTAURANTS conference. This allows you to enter the same note in more than one conference without having to retype it each time. Because the WRITE/LAST command invokes the editor, you can edit the text before you enter it in the new conference.

Part IV

Appendixes

Simple Callable Interface

This appendix is intended for programmers who want to call VAX Notes from an application program.

A.1 Introduction

The procedure `NOTES$NOTES` provides high-level callable access to VAX Notes. It invokes the appropriate user interface based on the input device, and processes commands from `SYS$INPUT` until it returns to the calling program.

Before you can set up a call to `NOTES$NOTES`, you must determine whether the call should be a procedure call or a function call. Call `NOTES$NOTES` as a function if you want it to return a condition value. Otherwise, if you are not interested in the condition value, you can call `NOTES$NOTES` as a procedure. You should call `NOTES$NOTES` as a function because not checking the condition value can lead to many undiscovered errors.

The format for calling `NOTES$NOTES` as a function is

```
condition_value = NOTES$NOTES [arg1]
```

The format for calling `NOTES$NOTES` as a procedure is

```
CALL NOTES$NOTES [arg1]
```

where **arg1** is the address of a VMS string descriptor of the VAX Notes DCL command line with which to start up VAX Notes.

The argument you supply in the call to NOTES\$NOTES must have these attributes:

Attribute	Value	Description
VMS Usage:	char_string	VMS data structure; string of from 0 to 65,535 8-bit characters
Type:	character string	VMS data type; symbolic code DSC\$K_DTYPE_T
Access:	read only	Data must be read as input by NOTES\$NOTES and not modified
Mechanism:	by reference	Address of data is passed to NOTES\$NOTES

If you do not supply an argument, no special processing will be done and VAX Notes will start up in the default Notebook class, as if the command were \$ NOTES.

A.2 Declaring the NOTES\$NOTES Routine

You declare the NOTES\$NOTES routine in your program as you would declare any other external routine. The declaration statement will vary depending on whether you are calling NOTES\$NOTES as a procedure or function. Refer to your language reference manual or handbook for details.

A.3 Condition Values Returned by NOTES\$NOTES

Because of the variety of condition values that can be returned by NOTES\$NOTES, you should check for success or failure only. You can check for an odd number, since all success values are odd. If the condition value returned is not a success condition, then the routine did not complete normally and the information it was supposed to return may be missing, incomplete, or incorrect.

You must create a command procedure for linking as follows:

```
$ LINK yourfile, SYS$INPUT:/OPTIONS
  SYS$LIBRARY:NOTES$SHARE/SHARE
$ EXIT
```

A.4 Examples

The following examples demonstrate calls to NOTES\$NOTES in BASIC, FORTRAN, and C programs.

Example A-1: Calling NOTES\$NOTES from a BASIC Program

```
1  %TITLE "demo"
   EXTERNAL LONG FUNCTION NOTES$NOTES (STRING BY DESC) &
   DECLARE LONG istatus &
   istatus = NOTES$NOTES ('NOTES JOKES') &
   END
```

Example A-2: Calling NOTES\$NOTES from a FORTRAN Program

```
PROGRAM CALL_NOTES
INTEGER NOTES$NOTES
ISTATUS = NOTES$NOTES ('NOTES V2SUGGESTIONS')
TYPE *, ISTATUS
END
```

Example A-3: Calling NOTES\$NOTES from a C Program

```
#include <stdio.h>
#include <descrip.h>
main ()
{
int notes$notes ();
int status;
$DESCRIPTOR (cmd_desc, "NOTES ENTRYNAME");
status = notes$notes (&cmd_desc);
}
```

Appendix B

Error Messages

This appendix lists VAX Notes error messages and their severity levels. Corrective action is given for each message that requires user action.

The two identifiers !AS and !UL shown in error message text in this appendix will be replaced by a string or a number, respectively, when you receive the message.

Severity levels

In this appendix, severity levels are shown directly following the error message. Severity levels can be one of the following:

- Information messages mean just that; VAX Notes is informing you that it is taking an action.
- Success messages indicate that VAX Notes has performed your request.
- Warning messages are typically informational messages that indicate that VAX Notes is unable to perform your request.
- Error messages indicate a slightly stronger significance than warning messages.
- Severe messages mean that VAX Notes cannot continue and will probably exit prematurely.

If an error message you receive is not listed here, check the *VMS System Messages and Recovery Procedures Reference Manual* in your VMS documentation set.

!UL note(s) written to file !AS

Information:

User Action: None.

!UL note(s) written to buffer !AS

Information:

User Action: None.

!UL error(s) while sending message, !UL sent successfully

Warning:

User Action: When sending a mail message or forwarding a note to a list of addressees, VMS Mail (MAIL) was unable to route the message to every addressee. If you used the /MEMBERS qualifier, check the spelling of node and user names of members with the SHOW MEMBER/ALL command.

!UL note(s) added to job on queue !AS

Success:

User Action: None.

!AS added as a member of this conference

Success:

User Action: None.

!AS is already a member of this conference

Error:

User Action: The user names for members must be unique. In VAX Notes, user names are considered independently of node names. If you have two users with the same user name, you cannot assign these users different privileges or mail addresses.

!AS set as your current class

Success:

User Action: None.

Bad directory line

Error:

User Action: An illegal note-ID was detected as the result of selecting a note from a directory listing of notes. Use the READ command, specifying the note-ID.

Beginning spelling correction...

Information:

User Action: None.

Cannot add your note to the conference - type SHOW ERROR

Error:

User Action: An error occurred while VAX Notes was adding your note to the conference. Type the SHOW ERROR command to see the reason why your note cannot be added to the conference.

Cannot start MAIL subprocess

Error:

User Action: Type the SHOW ERROR command for more information.

Class !AS already exists

Error:

User Action: Class names must be unique within a Notebook. To see a list of existing class names, type the SHOW CLASSES command.

Command cancelled by user

Information:

User Action: None.

Command keypad enabled

Success:

User Action: None.

Conference has been modified

Success:

User Action: None.

Consecutive double spaces removed from personal name

Success:

User Action: None.

Creating your Notebook (!AS)

Warning:

User Action: When you access VAX Notes for the first time, a Notebook is automatically created for you. If you receive this message upon invoking VAX Notes a subsequent time, see your system manager.

Directory listing written to buffer !AS

Information:

User Action: None.

Directory listing written to file !AS

Information:

User Action: None.

Entry !AS added to class !AS

Success:

User Action: None.

Entry !AS added to classes !AS

Success:

User Action: None.

Entry !AS deleted

Success:

User Action: None.

Entry !AS deleted from class !AS

Success:

User Action: None.

Entry !AS is already in your Notebook

Error:

User Action: The entry already exists in your Notebook. To add an entry to more than one class, use the ADD ENTRY/CLASSES command to specify a list of classes when you add the entry, or use MODIFY ENTRY/CLASSES to change the list of classes to which the entry currently belongs. To delete an entry completely from your Notebook, use the command DELETE ENTRY entry-name/CLASS=*. To check whether an entry exists, use the command SHOW ENTRY entry-name.

Entry !AS modified

Success:

User Action: None.

Error creating print job on queue !AS

Error:

User Action: The queue name you specified is unreachable or does not exist. Specify another print queue.

Error during spelling correction

Error:

User Action: You must have the DECspell optional software installed on your system to use the SPELL command. See your system manager.

Error mailing message(s)

Error:

User Action: The node you were trying to send mail to is unreachable or does not exist. Make sure you typed the node name correctly.

Failed to allocate required virtual memory

Error:

User Action: If this problem recurs, increase your account's PGFLQUOTA or the SYSGEN parameter VIRTUALPAGECNT.

First character in personal name must be alphanumeric

Error:

User Action: You cannot use a special character (for example, !,@,#,\$,%) as the first character in your personal name.

Infinite forwarding detected sending to user !AS

Error:

User Action: VAX Notes cannot send your message to the user identified in the message because that user has created a loop in forwarding their mail. Try again later.

Insert mode enabled

Success:

User Action: None.

Invalid class name

Error:

User Action: You must specify a class name.

Invalid class name !AS

Error:

User Action: You cannot use an asterisk (*) or a percent sign (%) in a class name.

Invalid context block

Error:

User Action: Submit a Software Performance Report (SPR).

Invalid context block address

Error:

User Action: Submit a Software Performance Report (SPR).

Invalid entry name

Error:

User Action: You must specify an entry name.

Invalid entry name !AS

Error:

User Action: You cannot use an asterisk (*) or a percent sign (%) in an entry name.

Invalid item code

Error:

User Action: Submit a Software Performance Report (SPR).

Invalid item length

Error:

User Action: Submit a Software Performance Report (SPR).

Invalid note specification

Error:

User Action: You can specify a note by number, LAST, .LAST, or TOPIC. To read a note that you marked, use the READ/MARKER command.

Invalid notefile format

Error:

User Action: Make sure that the file you are attempting to access is a VAX Notes conference file. If it is, submit a Software Performance Report (SPR).

Invalid sequence of operations

Error:

User Action: Submit a Software Performance Report (SPR).

Keyword !AS already exists

Error:

User Action: Keywords must be unique within a conference. To see a list of existing keywords, use the SHOW KEYWORDS command.

Keyword !AS added to note !AS

Success:

User Action: None.

Keyword !AS created

Success:

User Action: None.

Keyword !AS deleted

Success:

User Action: None.

Keyword !AS deleted from note !AS

Success:

User Action: None.

Keyword !AS modified

Success:

User Action: None.

Last request is not continuable

Error:

User Action: There is no more information to get either about classes, entries, keywords, notes, or users.

MAIL message not sent

Warning:

User Action: You cancelled your mail message by pressing CTRL/Z at the To: or Subject: prompt.

MAIL message will not be sent

Warning:

User Action: VAX Notes could not send your mail message. Use SEND/LAST (or FORWARD/LAST) to try again.

Marker !AS already exists

Error:

User Action: Marker names must be unique within a conference. Use the SHOW MARKER/ALL command to see a list of marker names.

Marker !AS deleted

Success:

User Action: None.

Marker !AS for note !AS added to your Notebook

Success:

User Action: None.

Member !AS deleted

Success:

User Action: None.

Member !AS modified

Success:

User Action: None.

Message successfully sent to all recipients

Success:

User Action: None.

Moderator privilege disabled

Success:

User Action: None.

Moderator privilege enabled

Success:

User Action: None.

No class specified

Error:

User Action: You must specify a class name when adding entries.

No current note

Error:

User Action: You must be reading a note to issue the command you were using when you received this error.

No entries found in class !AS in your Notebook

Error:

User Action: There are no entries for the DIRECTORY command to list. To list entries in another class, use the DIRECTORY/NOTEBOOK/CLASS command.

No marker named !AS for this conference

Error:

User Action: The marker name you specified with the READ/MARKER command does not exist in this conference or in any other conference in your Notebook. Use the SHOW MARKER command to list markers for the current conference.

No members found in the conference

Error:

User Action: There is no membership list for this conference. The SHOW MEMBER command cannot generate a list. The SEND/MEMBERS and FORWARD/MEMBERS commands are not valid.

No messages successfully sent

Warning:

User Action: Your mail message was not successfully sent to any of the addressees you specified.

No more classes

Warning:

User Action: You have reached the end of the list of classes that match the wildcard you specified.

No more commands to recall

Error:

User Action: You have scrolled to the end of the commands available for recall. Scroll in the opposite direction, or issue a new command.

No more entries

Warning:

User Action: You have scrolled to the end of the listing of entries. Scroll in the opposite direction or issue a new command.

No more entries to read in this direction

Error:

User Action: You have scrolled to the end of the listing of entries. Scroll in the opposite direction or issue a new command.

No more keywords

Warning:

User Action: You have exhausted the list of keywords that match the wildcard specified.

No more notes

Warning:

User Action: You have read the last note in the specified note range.

No more new notes

Information:

User Action: No new notes have been added to this conference since the last time you accessed the conference.

No more notes found containing string "IAS"

Warning:

User Action: You tried to continue searching for a string after VAX Notes displayed the last note containing the string. VAX Notes also displays this error when you cancel a search in progress with CTRL/C.

No more replies

Warning:

User Action: You have read the last reply in the current discussion. You can use one of the following commands to move beyond the current discussion:

BACK TOPIC
NEXT NOTE

NEXT TOPIC
NEXT UNSEEN

You can also press the ENTER key or the comma key on your keypad to read the next unseen note.

No more text

Warning:

User Action: There is no more text in the note, or the note is hidden and you do not have moderator privilege to see the text.

No notes found containing string "!AS"

Warning:

User Action: The string you specified is not in any note in the current conference. Make sure you spelled the string correctly.

No privilege for attempted operation

Error:

User Action: VAX Notes displays this message in the following instances:

- You attempted to issue a moderator command before issuing the SET MODERATOR command.
- You do not have moderator privilege (so you cannot use the SET MODERATOR command).
- You tried to create a keyword in a restricted conference but you do not have keyword creation privilege.

Use the SHOW MEMBER command to check your privileges. Use the SHOW CONFERENCE command to see whether keyword creation is restricted.

No privilege to delete this note

Error:

User Action: You are not the author of the note, you do not have moderator privilege, or you did not enable your moderator privilege with the SET MODERATOR command.

No privilege to modify this note

Error:

User Action: You are not the author of the note, you do not have moderator privilege, or you did not enable your moderator privilege with the SET MODERATOR command.

No privilege to reply to this note (set nowrite)

Error:

User Action: The author of the note, or a moderator, has prohibited further replies from being added to the discussion.

No privilege to write or modify this conference

Error:

User Action: A moderator has prevented anyone besides another moderator from adding notes to the conference or changing any of the conference characteristics.

No such class

Error:

User Action: The class you specified does not exist in your Notebook. VAX Notes deletes a class when you delete all entries in the class; empty classes are not retained. To create the class, add an entry to it by specifying the class name with the /CLASSES qualifier. VAX Notes also displays this message when you do not have any classes in your Notebook (because you deleted all entries from all classes.)

No such keyword

Error:

User Action: The keyword you specified does not exist for the conference. Type the SHOW KEYWORD/ALL command to see a list of existing keywords. If keyword creation is not restricted, or if you have keyword creation privilege, you can create a keyword by adding the new keyword to a note, or by using the CREATE KEYWORD command.

No such marker

Error:

User Action: The marker you specified does not exist in your Notebook. Make sure you typed the marker name correctly. To see a list of markers in your Notebook, use the SHOW MARKER/ALL command.

No such member in this conference

Error:

User Action: The user name you specified is not on the membership list for this conference. Make sure you typed the user name correctly. To see the membership list, type the SHOW MEMBER/ALL command.

No such Notebook entry

Error:

User Action: If you use the UPDATE command or the SHOW ENTRY command, the entry you specify must be in the current class. If you get this message after issuing the OPEN command, make sure you typed the entry name correctly.

Note !AS deleted

Success:

User Action: None.

Note !AS is being written

Information:

User Action: None.

Note !AS is set hidden

Information:

User Action: This note has been hidden from the view of anyone besides the author or a moderator. If you have moderator privilege, type the SET MODERATOR command to read the note.

Note !AS modified

Success:

User Action: None.

Note not deleted

Warning:

User Action: None.

Note will not be entered in the conference

Information:

User Action: If you want to try again to add the note to the conference, use the REPLY/LAST or WRITE/LAST command.

Notes may not be written to this conference

Information:

User Action: This conference has been set NOWRITE by a moderator. You can read existing notes, but you cannot add new notes.

Numeric keypad enabled

Success:

User Action: None.

Only topic notes (not replies) can be modified for write

Error:

User Action: To prevent or enable further replies to a discussion, read the topic (you can use the TOPIC command) and type the SET NOTE/[NO]WRITE command.

Opening conference entry !AS (file !AS)...

Information:

User Action: None.

Opening conference !AS

Information:

User Action: None.

Overstrike mode enabled

Success:

User Action: None.

Please use the SEND or FORWARD command

Error:

User Action: The command MAIL is not a VAX Notes command. Use the SEND command to send a mail message, or the FORWARD command to forward a note.

Press F10 or CTRL/Z to add your note

Information:

User Action: You can use the F10 key on a VT200-series terminal to exit from the editor. You can press CTRL/Z on any DIGITAL terminal to exit.

Press F10 or CTRL/Z to cancel your note

Information:

User Action: If you want to cancel your note, you can use the F10 key on a VT200-series terminal, or press CTRL/Z on any DIGITAL terminal, at the prompt for a title. This has the same effect as quitting the editor.

Press F10 or CTRL/Z to finish sending mail message

Information:

User Action: None.

Previous marker (to note !AS) superseded

Information:

User Action: You marked a previously marked note with a new marker.

Required context not provided

Error:

User Action: Submit a Software Performance Report (SPR).

Required item is missing

Error:

User Action: Submit a Software Performance Report (SPR).

Sending mail...

Information:

User Action: None.

Server not running in a network process

Severe:

User Action: The image NOTES\$SERVER cannot be run interactively. It can only be run in a network process running in the NOTES\$SERVER account.

Server not running in the NOTES\$SERVER account

Severe:

User Action: The image NOTES\$SERVER cannot be run interactively. It can only be run in a network process running in the NOTES\$SERVER account.

Setting temporarily changed. Permanent profile not modified

Success:

User Action: None.

Sorry, keypad help is not available for this terminal

Warning:

User Action: None.

Spelling correction complete

Information:

User Action: None.

String copy error

Error:

User Action: Submit a Software Performance Report (SPR).

There is no error text to show

Warning:

User Action: You issued the SHOW ERROR command, but VAX Notes has no more message text to show. Type the EVE BUFFER MESSAGES command to see the text of the first message again.

There is nothing from which to select

Error:

User Action: You issued the SELECT command or pressed the SELECT key but there is nothing to select. Issue another command.

This note does not have a conference to select

Error:

User Action: You issued the SELECT command (or pressed the SELECT key) while reading a note, but the note is not linked to a conference. Only a note having an asterisk (*) next to the note number in the heading is linked to a conference.

Unrecognized call_user code (!UL.)

Error:

User Action: Submit a Software Performance Report (SPR).

Unrecognized editor

Error:

User Action: Submit a Software Performance Report (SPR).

Updating entry !AS (file !AS)...

Information:

User Action: None.

You are already in the editor

Error:

User Action: When you issue the REPLY (or ANSWER) or WRITE command, you are put in EVE, the VAX Notes editor (or the editor specified by your profile).

You are already in VAX Notes

Error:

User Action: Submit a Software Performance Report (SPR).

You are not reading a note

Error:

User Action: You must be reading a note to use the command you issued when you received this message. If you are not reading a note, you can specify the note number as a parameter.

You cannot spawn from a captive account

Error:

User Action: You tried to use the SPAWN command, but you are logged on to a captive account and the command will not be attempted by the system.

You did not specify a note

Error:

User Action: You must specify a note to use the command you issued when you received this message.

You have not read any notes

Error:

User Action: You pressed the minus sign key on the numeric keypad immediately after opening a conference before reading any notes. Press the comma on the keypad to read the first note you have not yet seen.

You have not specified anything to set

Error:

User Action: You must specify something to set on either the SET CONFERENCE, SET NOTE, or SET PROFILE commands.

You may now enter the text for the introductory topic

Information:

User Action: None.

You must be reading a note to forward it

Error:

User Action: Read the note you want to forward by typing the note number at the Notes> prompt. If you want to send a mail message, use the SEND command.

You must be reading a note to reply to it

Error:

User Action: You must be reading a note before you use the REPLY command. To add a new topic to the conference, use the WRITE command.

You must be reading a note to use /AUTHOR

Error:

User Action: To send a mail message to the author of a note, read the note and use the SEND/AUTHOR command.

You must be using your Notebook to modify your profile

Warning:

User Action: VAX Notes had a problem creating your Notebook. See your system manager.

You must either use the editor or specify a file

Error:

User Action: When you use the /NOEDIT qualifier, you must specify the name of a text file to use as your note. Unlike VMS Mail (MAIL), VAX Notes does not allow you to prepare a note without an editor.

You must first complete this message

Error:

User Action: You issued the EVE command while in the editor preparing a note. You must first finish or cancel your note before using the EVE command.

You must use the OPEN command to open a conference first

Error:

User Action: Make sure the conference you are trying to open is an entry in your Notebook. (Use the ADD ENTRY command to add a conference to your Notebook.) If you do not want to add the conference to your Notebook, you must use the OPEN/NONOTEBOOK command to access the conference.

Your profile has been modified

Success:

User Action: None.

Your software license does not allow this operation

Error:

User Action: You are on a NOTES-CLIENT licensed system and have attempted to perform an operation that is not allowed under the NOTES-CLIENT license. Typically, this is an attempt to perform any of the following commands on a NOTES-CLIENT licensed system without specifying the node name of a system where the VAX Notes server is licensed to run: CREATE CONFERENCE, DIRECTORY/CONFERENCES, OPEN, or UPDATE. On a NOTES-CLIENT licensed system, to display a directory of available conferences, you must specify the node name of the appropriate system where the VAX Notes server is licensed to run. Contact your system manager for this information. For example, if FULL is the name of the full-server node, you would use the command DIRECTORY/CONFERENCES FULL::. Similarly, you specify the node name of a system where the server is licensed when you issue the command CREATE CONFERENCE, OPEN, or UPDATE.

Index

A

- Abbreviating commands, 1-7
- Accessing a conference, 1-9 to 1-10, 2-5
 - outside Notebook, 2-6
 - through Notebook, 2-5 to 2-6
 - with the OPEN command, 1-9
 - with the pointer, 1-9
- /ACCESS qualifier, 5-18, 5-20, 5-21
- ACL (Access Control List), 5-32 to 5-33
- ADD ENTRY command, 1-9, 1-18, 1-19, 1-20,
2-5, 4-4, 4-5, CD-11
 - /CLASSES qualifier, 4-7, 4-8
 - examples, CD-14
 - /FILE qualifier, 4-6, 4-7, 5-26
 - /NAME qualifier, 4-6, 4-7
 - /OBJECT qualifier, 4-7, 5-26
 - qualifiers, 4-7 (table)
- ADD KEYWORD command, 1-23, 2-14, CD-16
 - examples, CD-17
- ADD MARKER command, 1-20, 4-4, 4-19,
CD-19
 - examples, CD-21
- ADD MEMBER command, 1-21, 5-7, 5-10,
5-12, 5-18, CD-22
 - /ACCESS qualifier, 5-18
 - examples, CD-24
 - /MAIL qualifier, 5-18
 - /NODES qualifier, 5-18
 - /PRIVILEGES qualifier, 5-13, 5-18, 5-19,
5-24
 - qualifiers, 5-18 (table)
- ADD OBJECT command, 1-22, 5-25, CD-27
 - examples, CD-29
- /ALL qualifier, 2-17, 2-19, 2-23, 4-20, 5-7,
5-26
- Announcing a conference, 5-14 to 5-17
- ANSWER command, 1-24, CD-30
 - examples, CD-33
- /APPEND qualifier, 2-19
- Arrow
 - See Pointer
- ATTACH command, 1-23, 6-7, 6-8, CD-34
 - examples, CD-34
- Author, 2-2
 - quoting, 3-10
 - sending mail to, 3-18
- /AUTHOR qualifier, 2-17, 2-19, 2-23, 3-18,
4-27
- Automatic feature
 - canceling, 4-29
 - choosing, 4-29 to 4-30
- Automatic on Open setting
 - overriding, 6-3
- /AUTOMATIC qualifier, 4-29

B

- BACK command, 1-23, CD-35
 - examples, CD-35
- BACK NOTE command, 1-23, CD-37
 - examples, CD-37
- BACK REPLY command, 1-12, 1-23, CD-38
 - examples, CD-38
- BACK TOPIC command, 1-13, 1-23, 2-8, CD-40
 - examples, CD-40
- BACK [REPLY] command, 2-8
- Basic commands, 1-17
- /BEFORE qualifier, 2-17, 2-19, 2-23
- Body language, 3-6
 - emotion, 3-7

Body language (cont'd.)

- facial expression, 3–6
- intonation, 3–7

Buffer

- controlling, 3–12
- displaying contents of, 2–21
- MAIN, 6–8
- manipulating, 6–8
- MESSAGES, 6–9
- NOTES\$EDIT, 3–12, 3–13, 3–14
 - extracting text from, 3–16
- NOTES\$MAIL_EDIT, 3–17, 3–20
- NOTES\$MAIL_NOTE_TEXT, 3–17
- NOTES\$SCRATCH, 3–10
 - extracting text from, 3–15
- /BUFFER qualifier, 2–17
- Bulletin board, 5–8
 - setting up, 5–13 to 5–14

C

Canceling

- automatic features, 4–29
- replies, 3–11
- topics, 3–14

Carbon-copy list, 3–17

Class

- changing the current, 4–8 to 4–9
- choosing default, 4–27
- definition of, 4–3
- deleting, 4–23
- listing entries in, 4–9 to 4–11
- MAIN, 4–7
- updating entries in default, 4–18
- updating entries in specific, 4–18
- /CLASSES qualifier, 4–7, 4–8, 4–12, 4–15
- /CLASS qualifier, 4–9, 4–10, 4–18, 4–24, 4–27, 6–2
- CLOSE command, 1–17, 1–19, 1–20, 1–21, 2–5, 4–4, 4–22, CD–41
 - examples, CD–41

Cluster

- listing nodes for members, 5–18
- cluster alias, 5–18

Collaborative document, 5–8

Command line, 1–6

Commands

- abbreviating, 1–7, CD–4
- ADD ENTRY, 1–9, 1–18, 1–19, 1–20, 2–5, 4–4, 4–5, CD–11
- ADD KEYWORD, 1–23, 2–14, CD–16

Commands (cont'd.)

- ADD MARKER, 1–20, 4–4, 4–19, CD–19
- ADD MEMBER, 1–21, 5–7, 5–10, 5–12, 5–13, 5–18, CD–22
- ADD OBJECT, 1–22, 5–25, CD–27
- ANSWER, 1–24, CD–30
- ATTACH, 1–23, 6–7, 6–8, CD–34
- BACK, 1–23, CD–35
- BACK NOTE, 1–23, CD–37
- BACK REPLY, 1–12, 1–23, CD–38
- BACK TOPIC, 1–13, 1–23, 2–8
- BACK [REPLY], 2–8
 - by category, CD–8
 - categories of, CD–3
- CLOSE, 1–17, 1–19, 1–20, 1–21, 2–5, 4–4, 4–22, CD–41
 - command line editing, CD–5 (table)
- CONTINUE, 1–24, CD–42
- CREATE CONFERENCE, 1–21, 5–6, 5–9, 5–10, 5–13, CD–43
- CREATE KEYWORD, 1–21, 1–23, 2–14, 5–7, 5–26, CD–47
- DELETE, 1–15, 1–16, 5–31
- DELETE ENTRY, 1–20, 4–4, 4–23, CD–49
- DELETE KEYWORD, 1–21, 1–23, 2–15, 5–7, 5–26, CD–51
- DELETE MARKER, 1–20, 4–4, 4–19, 4–22, CD–53
- DELETE MEMBER, 1–21, 5–7, 5–21, CD–55
- DELETE NOTE, 1–21, 2–25, 5–7, 5–27, 5–28, CD–57
- DELETE OBJECT, 1–22, 5–25, CD–60
- DIRECTORY, 1–10, 1–18, 1–19, 2–16, CD–61
- DIRECTORY/CONFERENCES, 1–9, 1–18, 1–19, 1–21, 2–3, 4–5, CD–65
- DIRECTORY/ENTRIES, 1–21, 4–4, 4–9, CD–68
- DIRECTORY/NOTEBOOK, 1–21, 4–4, 4–9, 4–10, CD–71
- DNS, 1–22 (table)
 - entering, 1–6 to 1–7
- EVE, 1–23, 6–8, CD–74
- EVE BUFFER, 6–8
- EXIT, 1–17, 1–19, 1–20, 2–5, 4–22, CD–76
- EXTRACT, 1–24, CD–77
 - See SAVE command
- EXTRACT/BUFFER, 1–24, CD–81
- FORWARD, 1–23, 3–16, 3–18, 3–19, CD–85
- getting started, 1–19 (table)
- HELP, 1–7, 1–17, 1–19, CD–91
- INCLUDE FILE (EVE), 3–21
- information, 1–22 (table)

Commands (cont'd.)

keypad layout, 1-8
LAST, 1-23, 2-8, CD-93
.LAST, 1-23, 2-8, CD-94
MARK, 1-20, 4-4, 4-19, CD-96
moderator, 1-21 (table), 5-6 (table)
MODIFY ENTRY, 1-20, 4-4, 4-12, CD-99
MODIFY ENTRY/CLASSES, 4-23
MODIFY KEYWORD, 1-21, 5-7, CD-102
MODIFY MEMBER, 1-21, 5-7, 5-19, 5-20,
CD-104
navigation, 1-23 (table), 2-8 (table)
NEXT, 1-23, CD-109
NEXT NOTE, 1-23, CD-110
NEXT REPLY, 1-12, 1-23, CD-111
NEXT TOPIC, 1-13, 1-23, 2-8, CD-112
NEXT UNSEEN, 1-23, 2-2, 2-8, 2-20,
CD-113
NEXT [REPLY], 2-8
Notebook, 1-20 (table)
NOTES, 1-5, 1-17, 1-19, 2-5, 6-1, 6-2, 6-4
\$NOTES, CD-115
online help, 1-7, 1-17
OPEN, 1-9, 1-18, 1-19, 1-21, 2-5, 4-4,
4-11, 4-22, CD-119
OTHER WINDOW, 3-17
PRINT, 1-16, 1-19, 1-20, 2-22, 4-27,
CD-123
QUIT, 1-15, 1-16
READ, 1-12, 1-20, CD-128
READ/MARKER, 1-20, 4-4, 4-19, 4-21,
CD-130
REPLY, 1-13, 1-18, 1-20, 3-10, 3-11, 3-12,
3-13, 3-14, CD-133
rules for entering, CD-3 to CD-7
SAVE, 1-24, 2-18, CD-137
SAVE/BUFFER, 1-24, 2-21, CD-141
SEARCH, 1-24, 6-6, 6-7, CD-145
SELECT, 1-24, 4-5, 5-15, CD-148
SEND, 1-24, 3-18, 3-19, 3-20, 3-21,
CD-151
SET CLASS, 1-20, 4-9, 4-27, CD-157
SET CONFERENCE, 1-21, 5-6, 5-21, 5-22,
5-23, 5-24, 5-31, CD-159
SET MODERATOR, 1-21, 5-6, 5-9
SET NOTE, 1-21, 1-24, 5-7, 5-28, 5-29,
5-30, 6-4, 6-5, CD-164
SET NOTE/CONFERENCE, 5-14
SET OBJECT, 1-22, 5-25, CD-169
SET PROFILE, 1-21, 4-5, 4-24, 4-30,
CD-171

Commands (cont'd.)

SET PROFILE/EDITOR, 1-14, 1-18, 1-20
SET SEEN, 1-24, 2-2, 2-25, CD-177
SET [NO]MODERATOR, 5-7, CD-162
SHOW CLASS, 4-5
SHOW CLASSES, 1-20, 4-9, CD-179
SHOW CONFERENCE, 1-22, 5-21, CD-180
SHOW ENTRY, 1-20, 4-4, 4-13, 4-19,
CD-182
SHOW ERROR, 1-19, 1-22, CD-184
SHOW KEYWORDS, 1-22, 2-14, 5-26,
CD-185
SHOW MARKER, 1-20, 4-4, 4-19, 4-20,
CD-188
SHOW MEMBER, 1-22, 5-26, CD-191
SHOW MEMBER/FULL, 5-21
SHOW MODERATOR, 1-22, CD-193
SHOW NOTE, 1-22, 6-5, CD-194
SHOW OBJECT, 1-22, 5-25, CD-196
SHOW PROFILE, 1-22, 4-5, 4-24, 4-30,
CD-198
SHOW VERSION, 1-22, CD-199
SPAWN, 1-23, 6-7, CD-200
specifying dates and times in, CD-7
specifying files in, CD-7
specifying note numbers in, CD-6
SPELL, 3-2
summary of, 1-19(table)
TOPIC, 1-23, 2-8, CD-201
TPU, 1-24, CD-203
UPDATE, 1-21, 4-5, 4-16, 4-18, CD-204
WRITE, 1-15, 1-18, 1-20, 3-13, 3-14,
CD-206
Computer-mediated communication, 3-1 to 3-10
representing body language, 3-6
Conference
accessing, 1-9 to 1-10, 2-5, 2-5
outside Notebook, 2-6
through Notebook, 2-5 to 2-6
adding a reply to, 1-13 to 1-15
adding a topic to, 1-15 to 1-16
adding to Notebook, 2-5
announcing, 5-14 to 5-17
announcing by MAIL, 5-16 to 5-17
archiving, 5-31
bulletin board, 5-8
setting up, 5-13 to 5-14
canceling a search, 6-7
collaborative document in, 5-8
continuing a search, 6-6
creating ACL for, 5-32 to 5-33

Conference (cont'd.)

- definition of, 1-4
 - deleting, 5-31
 - discussions, 1-18
 - ending, 5-31
 - initiating a search, 6-6
 - leaving, 2-5
 - listing available, 2-3 to 2-4
 - listing notes in, 1-10 to 1-11, 2-16
 - modifying
 - characteristics of, 5-21 to 5-24
 - notice, 5-23 to 5-24
 - restrictions of, 5-22 to 5-23
 - title, 5-23
 - write protection, 5-24
 - navigating through, 2-6
 - opening directly, 2-5
 - private, 2-1, 5-7
 - setting up, 5-11 to 5-13
 - protecting confidential, 5-32 to 5-33
 - example, 5-33
 - in NOTES\$LIBRARY directory, 5-32
 - in private directory, 5-32
 - public, 2-1, 5-7
 - membership list in, 5-17
 - setting up, 5-10 to 5-11
 - putting on shopping list, 5-14 to 5-15
 - reading notes in, 1-12 to 1-13
 - removing write protection, 5-24
 - restricted, 5-8
 - searching a, 6-5
 - setting characteristics of, 5-21 to 5-24
 - setting notice, 5-23 to 5-24
 - setting restrictions of, 5-22 to 5-23
 - setting title, 5-23
 - setting up, 5-9 to 5-14
 - setting write protection, 5-24
 - types and characteristics, 5-8 (table)
 - types of, 2-1 to 2-2, 5-7 to 5-8
 - unrestricted, 2-1
- CONTINUE command, 1-24, CD-42
- examples, CD-42
- /COPIES qualifier, 2-23, 4-28
- CREATE CONFERENCE command, 1-21, 5-6, 5-9, 5-10, 5-13, CD-43
- examples, CD-46
 - /[NO]REPLY_ONLY qualifier, 5-10
 - /[NO]RESTRICT qualifier, 5-10
 - /[NO]WRITE qualifier, 5-10, 5-13
 - /RESTRICT qualifier, 5-11

- CREATE KEYWORD command, 1-21, 1-23, 2-14, 5-7, 5-26, CD-47
- examples, CD-48

CTRL/Z

- closing an entry with, 4-22
- ending a VAX Notes session, 1-17, 1-19
- leaving a conference, 1-19
- leaving online help, 1-7
- using, 2-13

Current class

- definition of, 4-7
- overriding, 4-9

D

DCL level

- updating entries from, 4-17

- DDIF, 2-19, 2-22, 2-24, CD-77, CD-78, CD-81, CD-124, CD-137, CD-138, CD-141

DECwindows

- adding an entry, 7-14
- changing the profile, 7-10
- closing a conference, 7-9
- collapsing classes, 7-12
- collapsing topics in directories, 7-11
- creating a conference, 7-13
- double clicking, 7-32
- exiting from Notes, 7-9
- expanding classes, 7-12
- expanding topics in directories, 7-11
- getting started, 7-2
- interface to VAX Notes, 7-1 to 7-32
- mouse buttons, 7-32
- opening a conference, 7-5
- overview, 7-1
- printing a note, 7-30
- reading notes, 7-5
- replying to a note, 7-8
- writing a topic, 7-16

- /DECWINDOWS qualifier, 6-4

Default class

- choosing, 4-27
- definition of, 4-7
- overriding, 6-2
- updating entries in, 4-18

Default editor, 1-3

Default PRINT qualifiers

- overriding, 4-28
- recommended, 4-28 (table)
- setting, 4-27

Defaults

- overriding, 6-1 to 6-3
- DELETE command, 1-15, 1-16, 5-31
 - examples, CD-58
- DELETE ENTRY command, 1-20, 4-4, 4-23, CD-49
 - examples, CD-50
- DELETE KEYWORD command, 1-21, 1-23, 2-15, 5-7, CD-51
 - /ALL qualifier, 5-7, 5-26
 - examples, CD-52
- DELETE MARKER command, 1-20, 4-4, 4-19, 4-22, CD-53
 - examples, CD-53
- DELETE MEMBER command, 1-21, 5-7, 5-21, CD-55
 - examples, CD-56
- DELETE NOTE command, 1-21, 2-25, 5-7, 5-27, 5-28, CD-57
 - examples, CD-58
- DELETE OBJECT command, 1-22, 5-25, CD-59
 - example, CD-60
- Deleting notes, 2-25, 5-28
- DIGITAL Document Interchange Format (DDIF), 2-19, 2-22, 2-24, CD-77, CD-78, CD-81, CD-124, CD-137, CD-138, CD-141
- Directory, 1-10 to 1-11
 - examples, 1-10 to 1-11
 - NOTES\$LIBRARY, 5-9, 5-12
- DIRECTORY/CONFERENCES command, 1-9, 1-18, 1-19, 1-21, 2-3, 4-5, 5-23, CD-65
 - examples, CD-66
- DIRECTORY/ENTRIES command, 1-21, 4-4, 4-9, CD-68
 - examples, CD-69
- DIRECTORY/KEYWORD command, 2-13
- DIRECTORY/NOTEBOOK command, 1-21, 4-4, 4-9, 4-10, CD-71
 - /CLASS qualifier, 4-10
 - examples, CD-72
- DIRECTORY command, 1-10, 1-18, 1-19, CD-61
 - /ALL qualifier, 2-17
 - /AUTHOR qualifier, 2-17
 - /BEFORE qualifier, 2-17
 - /BUFFER qualifier, 2-17
 - examples, 2-17 to 2-18, CD-63
 - /KEYWORD qualifier, 2-17
 - /OUTPUT qualifier, 2-17
 - qualifiers, 2-17 (table)
 - selection criteria, 2-16
 - /SINCE qualifier, 2-17

DIRECTORY command (cont'd.)

- /TITLE qualifier, 2-17
 - /UNSEEN qualifier, 2-2, 2-17
- Discussion, 1-18
- definition of, 1-4
 - starting new, 3-13
- Distributed Name Service, 5-25
- DNS, 5-25
- DNS commands, 1-22 (table)

E

Editing buffers

- controlling, 3-12

Editor

- bypassing with REPLY command, 3-11
- bypassing with WRITE command, 3-14
- calling, 4-26
- choosing, 4-25
- EDT, 1-13 to 1-14
- EVE, 1-3, 1-13
 - on a personal computer, 1-15
 - quitting the, 1-15, 1-16
 - spawning, 4-25, 4-26
- /EDITOR qualifier, 4-24, 4-25
- EDT editor, CD-173
 - calling from Notes, 4-26
- Ending a conference, 5-31
- Ending a VAX Notes session, 1-17
- ENTER key, 1-13, 1-18, 2-12
- Entry
 - accessing, 4-11
 - adding to Notebook, 4-5 to 4-7
 - changing classes for, 4-15
 - changing name of, 4-12 to 4-13
 - changing specification of, 4-13 to 4-15
 - closing, 4-22
 - definition of, 4-2
 - deleting, 4-15, 4-23
 - grouping into classes, 4-3, 4-7 to 4-8
 - listing, 4-9 to 4-11
 - modifying, 4-12
 - modifying as DNS object, 4-15
 - specifying, 6-1
 - updating, 4-16 to 4-18, 6-2
- Error messages, B-1
 - retrieving, 6-9
- Etiquette, 3-8 to 3-10
- EVE BUFFER command, 2-21, 6-8
- EVE command, 1-23, 6-8, CD-74
 - examples, CD-74

EVE editor
 as Notes editor, 4-25
 keypad, 4-25
 using the SPELL command with, 3-2
EXIT command, 1-17, 1-19, 1-20, 2-5, 4-22, CD-76
 examples, CD-76
EXTRACT/BUFFER command, 1-24, CD-81
 examples, CD-83
EXTRACT command, 1-24, CD-77
 See SAVE command
 examples, CD-80

F

/FILE qualifier, 4-6, 4-7, 4-12, 4-13
/FORM qualifier, 2-23, 4-28
FORWARD/MEMBERS command, 5-14, 5-16
FORWARD command, 1-23, 3-16, CD-85
 /AUTHOR qualifier, 3-18
 examples, CD-89
 /LAST qualifier, 3-19
 /MEMBERS qualifier, 3-18
 /MODERATORS qualifier, 3-18
 /PERSONAL_NAME qualifier, 3-19
 /SELF qualifier, 3-18
Forwarding notes, 3-16
 edited or unedited, 3-17
 to all conference members, 3-18
 with carbon-copy list, 3-17
 without a header, 3-18
 with personal name, 3-19

G

Getting started, 1-4 to 1-5
 commands for, 1-19 (table)

H

Heading, 1-6
Help, 1-3, 1-7
 DECwindows, 7-3
 keypad, 1-3, 1-7
 online, 1-3, 1-7, 1-17
HELP command, 1-7, 1-17, 1-19, CD-91
 examples, CD-92
/HIDDEN qualifier, 5-27, 5-28
Hiding notes, 5-28

I

INCLUDE FILE command (EVE), 3-21
Information commands, 1-22 (table)
Information messages
 retrieving, 6-9
Invoking VAX Notes, 1-5 to 1-6

K

Keypad, 2-11 (figure)
 EDT-style, 4-25
 EVE, 4-25
 help, 1-3, 1-7, 1-17
 layout, 1-8
 using, 2-9 to 2-13
 WPS-style, 4-25
Keypad 7, 4-5
Keypad editing
 EDT, 1-3, 1-13 to 1-14, 1-18
 EVE, 1-3
 WPS, 1-3
Keys
 CTRL/Z, 1-7, 1-17, 1-19, 2-13, 4-22
 ENTER, 1-13, 1-18, 2-12
 HELP, 1-7, 1-17
 keypad 0, 1-12, 1-14
 keypad 1, 1-12, 2-6
 keypad 2, 1-13, 2-6
 keypad 3, 1-13
 keypad 5, 1-13, 2-6
 keypad 7, 1-9, 4-5
 keypad comma, 2-12
 keypad minus sign, 2-12
 keypad period, 1-14
 NEXT SCREEN, 1-7, 1-14, 1-16
 period, 2-7
 PREV SCREEN, 1-7, 1-14, 1-16
 RETURN, 1-12, 1-18, 2-12
 select, 5-15
 SELECT, 1-9
Keyword, 2-13 to 2-16
 adding to note, 2-14
 changing name of, 5-27
 creating, 5-26
 definition of, 2-2, 2-13
 deleting, 5-27
 deleting from note, 2-15
 getting information about, 2-14
 maintaining, 5-26 to 5-27
 required privilege, 5-26

/KEYWORD qualifier, 2-17, 2-19, 2-23
/KEYWORDS qualifier, 4-27

L

LAST command, 1-23, 2-8, CD-93
 examples, CD-93
.LAST command, 1-23, 2-8, CD-94
 examples, CD-95
/LAST qualifier, 3-11, 3-13, 3-14, 3-15, 3-19
Listing available conferences, 2-3
Listing notes, 1-10 to 1-11
 in a conference, 2-16
 replies, 1-11
 topics, 1-11
 with wildcards, 1-11
Logical names, CD-7 (table)

M

MAIL, 1-3
 forwarding notes by, 3-16
 retrieving last message, 3-19
 sending a text file, 3-21
 using in VAX Notes, 3-20
 using to announce conference, 5-16 to 5-17
 when to use, 3-7
/MAIL qualifier, 5-18, 5-20
MAIN class, 4-7
MARK command, 1-20, 4-4, 4-19, CD-96
 See also ADD MARKER command
 examples, CD-97
Marker, 1-3
 adding to a note, 4-19
 commands, 4-19 (table)
 definition of, 4-3, 4-19
 deleting, 4-22
 getting information about, 4-20
 reading note with, 4-21
 using, 4-19 to 4-22
Member
 adding, 5-18 to 5-19
 definition of, 5-10
 deleting, 5-21
 modifying, 5-19 to 5-21
Membership list, 2-1
 adding to, 5-18 to 5-19
 definition of, 5-10
 deleting from, 5-21
 for public conference, 5-17
 maintaining, 5-17 to 5-21

Membership list (cont'd.)
 modifying, 5-19 to 5-21
 using to forward notes, 3-18
 using to send mail, 3-18
Membership record
 definition of, 5-10
/MEMBERS qualifier, 3-18
Message line, 1-6
Messages
 retrieving error, 6-9
 retrieving information, 6-9
MESSAGES buffer, 6-9
Meta-communication, 5-4
Moderator, 1-3, 2-1 to 2-2
 role of, 5-1 to 5-5
 early in conference, 5-1 to 5-2
 in different kinds of conferences, 5-2 to 5-3
 in preventing and solving problems, 5-3 to 5-5
 sharing tasks, 5-5
Moderator commands, 1-21 (table), 5-6 (table)
Moderator privilege
 setting and restoring, 5-5 to 5-6
/MODERATORS qualifier, 3-18
MODIFY ENTRY/CLASSES command, 4-23
MODIFY ENTRY command, 1-20, 4-4, 4-12, CD-99
 /CLASSES qualifier, 4-12, 4-15
 examples, CD-101
 /FILE qualifier, 4-12, 4-13, 5-26
 /NAME qualifier, 4-12
 /OBJECT qualifier, 4-12, 4-15, 5-26
 qualifiers, 4-12 (table)
MODIFY KEYWORD command, 1-21, 5-7, CD-102
 examples, CD-103
 /NAME qualifier, 5-26
MODIFY MEMBER command, 1-21, 5-7, 5-19, 5-20, CD-104
 /ACCESS qualifier, 5-20, 5-21
 examples, CD-107
 /MAIL qualifier, 5-20
 /NAME qualifier, 5-20
 /NODES qualifier, 5-20
 /PRIVILEGES qualifier, 5-20, 5-24
 qualifiers, 5-19 (table)
Moving notes, 5-29

N

/NAME qualifier, 4-6, 4-7, 4-12, 5-20, 5-26
Navigation commands, 1-23 (table), 2-8 (table)
NEXT command, 1-23, CD-109
 examples, CD-109
NEXT NOTE command, 1-23, CD-110
 examples, CD-110
NEXT REPLY command, 1-12, 1-23, CD-111
 examples, CD-111
NEXT SCREEN, 1-7, 1-12, 1-14, 1-16
NEXT TOPIC command, 1-13, 1-23, 2-8,
 CD-112
 examples, CD-112
NEXT UNSEEN command, 1-23, 2-2, 2-8, 2-20,
 CD-113
 examples, CD-113
NEXT [REPLY] command, 2-8
/NODES qualifier, 5-18, 5-20
/NOEDIT qualifier, 3-11, 3-14, 3-21
/NOEXTRACT qualifier, 3-12
/NONOTEBOOK qualifier, 2-6, 6-3
Note
 calling from a program, A-1
 logical names, CD-7
 specifying in commands, CD-6 (table)
Notebook, 1-3
 accessing an entry, 4-11
 adding conference to, 2-5
 adding entry to, 4-5 to 4-7
 commands, 1-20 (table)
 summary of, 4-4 (table)
 definition of, 1-4
 elements of, 4-1 (figure)
 overview, 4-1 to 4-5
Notebook processing
 bypassing, 6-3
Notefile
 definition of, 1-4
Note-ID
 definition of, CD-6
 specifying in commands, CD-6 (table)
Note-range
 definition of, CD-6
 specifying in commands, CD-6 (table)
Notes
 adding marker to, 4-19
 attaching to a process, 6-8
 changing title of, 5-30
 definition of, 1-4
 deleting, 2-25, 5-28

Notes (cont'd.)

etiquette, 3-8
executing EVE commands in, 6-8
features, 1-2 to 1-3, 6-1
forwarding, 3-16
forwarding edited or unedited, 3-17
forwarding to all conference members, 3-18
forwarding with carbon-copy list, 3-17
forwarding without a header, 3-18
forwarding with personal name, 3-19
hiding, 5-28
hints for improving, 3-1 to 3-10
keeping track of new, 4-2
listing, 1-10 to 1-11, 2-16
listing of conferences, 1-9
listing replies, 1-10
listing topics, 1-10
listing with wildcards, 1-11
manipulating a subprocess, 6-7
moving, 5-29
navigating through, 2-6
numbering, 1-4, 1-18
printing, 1-16 to 1-17, 1-19, 2-22
printing in single batch, 4-28
prohibiting replies to, 5-30
quoting, 3-15 to 3-16
reading, 1-12
 marked, 4-21
removing write protection, 5-30
representing body language in, 3-6
revealing hidden, 5-29
saving, 2-18 to 2-22
 in a buffer, 2-21
 marked, 2-20
 unseen, 2-20
screen parts, 1-5 to 1-6
scrolling through command listing, 1-7
seen and unseen, 2-2
selecting
 by author, 2-16
 by date-time, 2-16
 by keyword, 2-16
 by number, 2-7
 by title, 2-16
 unseen, 2-16
selecting a range, 2-16
setting as seen, 2-25
setting characteristics of, 6-4 to 6-5
spawning a subprocess, 6-7
tailoring, 4-23 to 4-31
writing, 1-15

Notes (cont'd.)

writing substitutes for facial expression, 3-6
NOTES\$EDIT buffer, 3-12, 3-13, 3-14
 checking spelling in, 3-11
 extracting text from, 3-16
NOTES\$LIBRARY directory, 5-9, 5-12, 5-31, 5-32
NOTES\$MAIL_EDIT buffer, 3-17, 3-20
NOTES\$MAIL_NOTE_TEXT buffer, 3-17
NOTES\$MOVE_CONFERENCE.COM, 5-12
NOTES\$NOTES
 examples of calling, A-3
NOTES\$NOTES procedure, A-1
 argument attributes, A-2 (table)
 condition values returned by, A-2
 declaring, A-2
 format, A-1
NOTES\$SCRATCH buffer, 3-10
 extracting text from, 3-15
NOTES command, 1-5, 1-17, 1-19, 2-5, 6-1
 /CLASS qualifier, 6-2
 /DECWINDOWS qualifier, 6-4
 /NONOTEBOOK qualifier, 6-3
 /[NO]AUTOMATIC qualifier, 6-3
 /UPDATE qualifier, 6-2
\$NOTES command, CD-115
 examples, CD-117
 /UPDATE qualifier, 4-17
/NOTE_ID qualifier, 5-27, 5-29, 6-5
Notice
 definition of, 5-23
 deleting, 5-24
 modifying, 5-23 to 5-24
 setting, 5-23 to 5-24
/NOTIFY qualifier, 2-22, 4-27
/NOWAIT qualifier, 4-27
/[NO]AUTOMATIC qualifier, 4-24, 6-3
/[NO]CONFERENCE qualifier, 6-5
/[NO]EDIT qualifier, 3-11, 3-14
/[NO]EXTRACT qualifier, 3-11
/[NO]HEADER qualifier, 2-19, 2-23
/[NO]HIDDEN qualifier, 6-5
/[NO]NOTICE qualifier, 5-22, 5-24
/[NO]NOTIFY qualifier, 2-23, 4-28
/[NO]PERSONAL_NAME qualifier, 4-25, 4-29
/[NO]REPLY_ONLY qualifier, 5-10, 5-22, 5-24
/[NO]RESTRICT qualifier, 5-10, 5-22
/[NO]TITLE qualifier, 5-27, 5-30, 6-5
/[NO]WAIT qualifier, 2-23, 4-28
/[NO]WRITE qualifier, 5-10, 5-13, 5-22, 5-24, 5-27, 5-30, 5-31, 6-5

Numbering notes, 1-18

O

Object
 DNS, 5-25
/OBJECT qualifier, 4-7, 4-12, 4-15
Online help, 1-3, 1-7, 1-17
OPEN command, 1-9, 1-18, 1-19, 1-21, 2-5, 4-4, 4-11, 4-22, CD-119
 abbreviating entry names with, 4-11
 examples, CD-121
 /NONOTEBOOK command, 6-3
 /NONOTEBOOK qualifier, 2-6
 /[NO]AUTOMATIC qualifier, 6-3
OTHER WINDOW command, 3-17
/OUTPUT qualifier, 2-17

P

Personal name
 choosing, 4-28
 deleting, 4-28
/PERSONAL_NAME qualifier, 3-19
Pointer, 2-5, 2-17, CD-148
 accessing notes with, 1-9
 moving the, 2-6
PREV SCREEN, 1-7, 1-14, 1-16
PRINT/KEYWORD command, 2-13
PRINT command, 1-16, 1-19, 1-20, 2-22, 4-27, CD-123
 /ALL qualifier, 2-23
 /AUTHOR qualifier, 2-23
 /BEFORE qualifier, 2-23
 /COPIES qualifier, 2-23, 4-28
 examples, 2-24, CD-126
 /FORM qualifier, 2-23, 4-28
 /KEYWORD qualifier, 2-23
 /NOTIFY qualifier, 2-22, 4-27
 /NOWAIT qualifier, 4-27
 /[NO]HEADER qualifier, 2-23
 /[NO]NOTIFY qualifier, 2-23, 4-28
 /[NO]WAIT qualifier, 2-23, 4-28
 qualifiers, 2-22 (table)
 /QUEUE qualifier, 2-23, 4-28
 /SEEN qualifier, 2-2, 2-23
 selection criteria, 2-22
 /SINCE qualifier, 2-23
 /TITLE qualifier, 2-23
 /UNSEEN qualifier, 2-2, 2-23
Printing notes, 1-16 to 1-17, 1-19, 2-22

Printing notes (cont'd.)

- default print queue, 2-22
- examples, 2-24
- in single batch, 4-28
- setting up qualifiers, 4-27 to 4-28
- /PRINT qualifier, 4-25, 4-27
- Private conference, 5-7
 - definition of, 2-1
 - setting up, 5-11 to 5-13
- Privileges
 - restoring moderator, 5-5
 - setting moderator, 5-5
- /PRIVILEGES qualifier, 5-13, 5-18, 5-19, 5-20, 5-24
- Process
 - attaching to a, 6-8
- Profile, 4-23 to 4-31
 - definition of, 4-3
 - information in, 4-3 to 4-4
 - initial settings, 4-24
 - overriding settings, 4-30 to 4-31
- Public conference, 5-7
 - definition of, 2-1
 - membership list in, 5-17
 - setting up, 5-10 to 5-11

Q

Qualifiers

- /ACCESS, 5-18, 5-20, 5-21
- /ALL, 2-17, 2-19, 2-23, 4-20, 5-7, 5-26
- /APPEND, 2-19
- /AUTHOR, 2-17, 2-19, 2-23, 3-18, 4-27
- /AUTOMATIC, 4-29
- /BEFORE, 2-17, 2-19, 2-23
- /BUFFER, 2-17
- /CLASS, 4-9, 4-10, 4-18, 4-24, 4-27, 6-2
- /CLASSES, 4-7, 4-8, 4-12, 4-15
- /COPIES, 2-23, 4-28
- /DECWINDOWS, 6-4
- /EDITOR, 4-24, 4-25
- /FILE, 4-6, 4-7, 4-12, 4-13
- /FORM, 2-23, 4-28
- /HIDDEN, 5-27, 5-28
- /KEYWORD, 2-17, 2-19, 2-23
- /KEYWORDS, 4-27
- /LAST, 3-11, 3-13, 3-14, 3-15, 3-19
- /MAIL, 5-18, 5-20
- /MEMBERS, 3-18
- /MODERATORS, 3-18
- /NAME, 4-6, 4-7, 4-12, 5-20, 5-26

Qualifiers (cont'd.)

- /NODES, 5-18, 5-20
- /NOEDIT, 3-11, 3-14, 3-21
- /NOEXTRACT, 3-12
- /NONOTEBOOK, 2-6, 6-3
- /NOTE_ID, 5-27, 5-29, 6-5
- /NOTIFY, 2-22, 4-27
- /NOWAIT, 4-27
- /[NO]AUTOMATIC, 4-24, 6-3
- /[NO]CONFERENCE, 6-5
- /[NO]EDIT, 3-11, 3-14
- /[NO]EXTRACT, 3-11
- /[NO]HEADER, 2-19, 2-23
- /[NO]HIDDEN, 6-5
- /[NO]NOTICE, 5-22, 5-24
- /[NO]NOTIFY, 2-23, 4-28
- /[NO]PERSONAL_NAME, 4-25, 4-29
- /[NO]REPLY_ONLY, 5-10, 5-22, 5-24
- /[NO]RESTRICT, 5-10, 5-22
- /[NO]TITLE, 5-27, 5-30, 6-5
- /[NO]WAIT, 2-23, 4-28
- /[NO]WRITE, 5-10, 5-13, 5-22, 5-24, 5-27, 5-30, 5-31, 6-5
- /OBJECT, 4-7, 4-12, 4-15
- /OUTPUT, 2-17
- /PERSONAL_NAME, 3-19
- /PRINT, 4-25, 4-27
- /PRIVILEGES, 5-13, 5-18, 5-19, 5-20, 5-24
- /QUEUE, 2-23, 4-28
- /RESTRICT, 5-11
- /SEEN, 2-2, 2-19, 2-23
- /SELF, 3-18
- /SINCE, 2-17, 2-19, 2-23
- /TEMPORARY, 4-25, 4-30
- /TITLE, 2-17, 2-19, 2-23, 4-27, 5-22, 5-23
- /UNSEEN, 2-2, 2-17, 2-19, 2-23
- /UPDATE, 4-17, 6-2
- /QUEUE qualifier, 2-23, 4-28
- QUIT command, 1-15, 1-16
- Quoting from another note, 3-15 to 3-16

R

- READ/MARKER command, 1-20, 4-4, 4-19, 4-21, CD-130
 - examples, CD-131
- READ command, 1-12, 1-20, CD-128
 - examples, CD-128
- Reading notes, 1-12 to 1-13, 2-2
 - by number, 2-7
 - previous, 2-12

Reading notes (cont'd.)

- unseen, 2-12
- using the ENTER key, 2-12
- with marker, 4-21

Reply

- adding to a discussion, 1-13 to 1-15, 3-10 to 3-13
 - bypassing the editor, 3-11
 - canceling, 1-15, 3-11
 - definition of, 1-4
 - deleting, 1-15
 - listing in directory, 1-11
 - navigating through, 2-6
 - numbering, 1-4, 1-18, 2-7
 - prohibiting, 5-30
 - retrieving last, 3-13
 - using existing text file, 1-15
- REPLY command, 1-13, 1-18, 1-20, 3-10, 3-13, 3-14, CD-133
- examples, CD-135
 - /LAST qualifier, 3-11, 3-13, 3-15
 - /NOEDIT qualifier, 3-11
 - /NOEXTRACT qualifier, 3-12
 - /[NO]EDIT qualifier, 3-11
 - /[NO]EXTRACT qualifier, 3-11
- qualifiers, 3-11 (table)
- Reporting problems, 6-9
- Restricted conference, 5-8
- /RESTRICT qualifier, 5-11
- RETURN key, 1-12, 1-18, 2-12
- Role of moderator, 5-1 to 5-5
- early in conference, 5-1 to 5-2
 - in different kinds of conferences, 5-2 to 5-3
 - in preventing and solving problems, 5-3 to 5-5

S

- SAMPLE_CONFERENCE, 1-4
- accessing, 1-9 to 1-10
- SAVE/BUFFER command, 1-24, 2-21, CD-141
- examples, 2-21 to 2-22, CD-144
- SAVE/KEYWORD command, 2-13
- SAVE command, 1-24, 2-18, CD-137
- /ALL qualifier, 2-19
 - /APPEND qualifier, 2-19
 - /AUTHOR qualifier, 2-19
 - /BEFORE qualifier, 2-19
 - examples, CD-139
 - /KEYWORD qualifier, 2-19
 - /[NO]HEADER qualifier, 2-19

SAVE command (cont'd.)

- qualifiers, 2-19 (table)
 - /SEEN qualifier, 2-2, 2-19, 2-20
 - /SINCE qualifier, 2-19
 - /TITLE qualifier, 2-19
 - /UNSEEN qualifier, 2-2, 2-19, 2-20
- Saving notes, 2-18 to 2-22
- examples, 2-21
 - in a buffer, 2-21
 - /OUTPUT qualifier, 2-21
 - in a file, 2-18
 - marking as seen, 2-20
 - unseen, 2-20
- Scrolling
- through command listing, 1-7
- SEARCH command, 1-24, 6-6, 6-7, CD-145
- examples, CD-146
 - /SEEN qualifier, 2-2, 2-19, 2-23
- SELECT command, 1-24, 4-5, 5-15, CD-148
- Selecting notes
- by author, 2-16
 - by date-time, 2-16
 - by keyword, 2-16
 - by number, 2-7
 - by title, 2-16
 - unseen, 2-16
- Select key, 5-15
- SELECT key, 1-9
- /SELF qualifier, 3-18
- SEND/MEMBERS command, 5-14, 5-16
- SEND command, 1-24, 3-20, 3-21, CD-151
- /AUTHOR qualifier, 3-18
 - examples, CD-155
 - /LAST qualifier, 3-19
 - /MEMBERS qualifier, 3-18
 - /MODERATORS qualifier, 3-18
 - /NOEDIT qualifier, 3-21
 - /PERSONAL_NAME qualifier, 3-19
 - /SELF qualifier, 3-18
- SET CLASS command, 1-20, 4-9, 4-27, CD-157
- examples, CD-158
- SET CONFERENCE command, 1-21, 5-6, 5-21, 5-22, 5-31, CD-159
- examples, CD-161
 - /[NO]NOTICE qualifier, 5-22, 5-24
 - /[NO]REPLY_ONLY qualifier, 5-22, 5-24
 - /[NO]RESTRICT qualifier, 5-22
 - /[NO]WRITE qualifier, 5-22, 5-24, 5-31
 - qualifiers, 5-22 (table)
 - /TITLE qualifier, 5-22, 5-23
- SET MODERATOR command, 1-21, 5-6, 5-9

- SET MODERATOR command (cont'd.)
 - examples, CD-163
 - SET NOTE/CONFERENCE command, 5-14
 - SET NOTE command, 1-21, 1-24, 5-7, 6-4, CD-164
 - examples, CD-167
 - /HIDDEN qualifier, 5-27, 5-28
 - /NOTE_ID qualifier, 5-27, 5-29, 6-5
 - /[NO]CONFERENCE qualifier, 6-5
 - /[NO]HIDDEN qualifier, 6-5
 - /[NO]TITLE, 5-27
 - /[NO]TITLE qualifier, 5-30, 6-5
 - /[NO]WRITE qualifier, 5-27, 5-30, 6-5
 - qualifiers, 6-5 (table)
 - SET OBJECT command, 1-22, 5-25, CD-169
 - examples, CD-170
 - SET PROFILE/EDITOR command, 1-14, 1-18, 1-20
 - SET PROFILE command, 1-21, 4-5, 4-24, 4-30, CD-171
 - /AUTOMATIC qualifier, 4-29
 - /CLASS qualifier, 4-24, 4-27
 - /EDITOR qualifier, 4-24, 4-25
 - examples, CD-175
 - /[NO]AUTOMATIC qualifier, 4-24
 - /[NO]PERSONAL_NAME qualifier, 4-25, 4-29
 - /PRINT qualifier, 4-25, 4-27
 - qualifiers, 4-24 (table)
 - /TEMPORARY qualifier, 4-25, 4-30
 - SET SEEN command, 1-24, 2-2, 2-25, CD-177
 - examples, CD-178
 - SET [NO]MODERATOR command, 5-7, CD-162
 - /SHARE option, 5-31
 - Shopping list
 - putting conference on, 5-14 to 5-15
 - SHOW CLASS command, 4-5
 - SHOW CLASSES command, 1-20, 4-9, 4-9 (figure), CD-179
 - examples, CD-179
 - SHOW CONFERENCE command, 1-22, 5-21, CD-180
 - examples, CD-180
 - SHOW ENTRY command, 1-20, 4-4, 4-13, 4-19, CD-182
 - examples, CD-183
 - SHOW ERROR command, 1-19, 1-22, CD-184
 - example, CD-184
 - SHOW KEYWORDS command, 1-22, 2-14, CD-185
 - /ALL qualifier, 5-26
 - examples, CD-186
 - SHOW MARKER command, 1-20, 4-4, 4-19, CD-188
 - /ALL qualifier, 4-20
 - examples, CD-189
 - SHOW MEMBER/FULL command, 5-21
 - SHOW MEMBER command, 1-22, 5-26, CD-191
 - examples, CD-192
 - SHOW MODERATOR command, 1-22, CD-193
 - examples, CD-193
 - SHOW NOTE command, 1-22, 6-5, CD-194
 - examples, CD-195
 - SHOW OBJECT command, 1-22, 5-25, CD-196
 - examples, CD-197
 - SHOW PROFILE command, 1-22, 4-5, 4-24, 4-30, CD-198
 - examples, CD-198
 - SHOW VERSION command, 1-22, CD-199
 - examples, CD-199
 - /SINCE qualifier, 2-17, 2-19, 2-23
 - SPAWN command, 1-23, 6-7, CD-200
 - examples, CD-200
 - Specific class
 - updating entries in, 4-18
 - Specifying notes by number, 2-7
 - SPELL command, 3-2, 3-11
 - Subject
 - of a forwarded note, 3-19
 - Subprocess
 - manipulating a, 6-7
 - spawning a, 6-7
- ## T
-
- Tailoring VAX Notes, 4-23 to 4-31
 - /TEMPORARY qualifier, 4-25, 4-30
 - Text file
 - sending in MAIL, 3-21
 - Title
 - changing, 5-30
 - deleting, 5-23
 - modifying, 5-23
 - setting, 5-23
 - /TITLE qualifier, 2-17, 2-19, 2-23, 4-27, 5-22, 5-23
 - Topic
 - adding new, 1-15 to 1-16, 3-13
 - bypassing the editor, 3-14
 - canceling, 1-16, 3-14
 - definition of, 1-4
 - deleting, 1-16
 - listing in directory, 1-11

Topic (cont'd.)

- navigating through, 2-6
- numbering, 1-4, 1-18, 2-7
- prohibiting new, 5-24
- removing write protection, 5-24
- retrieving last, 3-14
- using existing text file, 1-16
- TOPIC command, 1-23, 2-8, CD-201
 - examples, CD-201
- TPU command, 1-24, CD-203
 - examples, CD-203
- Tracking notes, 4-2
- Types of conferences, 5-7 to 5-8

Write protection (cont'd.)

- removing, 5-24
- setting, 5-24
- Writing notes, 1-15 to 1-16
 - etiquette, 3-8
 - substitutes for facial expression, 3-6
 - with emotion, 3-7

U

Unrestricted conference

- definition of, 2-1
- /UNSEEN qualifier, 2-2, 2-17, 2-19, 2-23
- UPDATE command, 1-21, 4-5, 4-16, 4-18,
CD-204
 - /CLASS qualifier, 4-18
 - examples, CD-205
 - using wildcard character with, 4-18
- /UPDATE qualifier, 4-17, 6-2
- Update status, 4-16
- Updating entries, 4-16 to 4-18

V

- VAX Distributed Name Service, 5-25
- Viewing area, 1-6

W

- Wildcard characters, 1-11
 - in default class name, 4-27
 - in entry and class names, 4-18
- WPS-Plus editor
 - calling from Notes, 4-26
- Write
 - bypassing the editor, 3-14
- WRITE command, 1-15, 1-18, 1-20, 3-13,
3-14, CD-206
 - examples, CD-208
 - /LAST qualifier, 3-13, 3-14, 3-15
 - /NOEDIT qualifier, 3-14
 - /[NO]EDIT qualifier, 3-14
 - qualifiers, 3-14 (table)
- Write protection
 - modifying, 5-24

How to Order Additional Documentation

Technical Support

If you need help deciding which documentation best meets your needs, call 800-343-4040 before placing your electronic, telephone, or direct mail order.

Electronic Orders

To place an order at the Electronic Store, dial 800-DEC-DEMO (800-332-3366) using a 1200- or 2400-baud modem. If you need assistance using the Electronic Store, call 800-DIGITAL (800-344-4825).

Telephone and Direct Mail Orders

Your Location	Call	Contact
Continental USA, Alaska, or Hawaii	800-DIGITAL	Digital Equipment Corporation P.O. Box CS2008 Nashua, New Hampshire 03061
Puerto Rico	809-754-7575	Local DIGITAL subsidiary
Canada	800-267-6215	Digital Equipment of Canada Attn: DECdirect Operations KAO2/2 P.O. Box 13000 100 Herzberg Road Kanata, Ontario, Canada K2K 2A6
International	—————	Local DIGITAL subsidiary or approved distributor
Internal ¹	—————	SDC Order Processing - WMO/E15 <i>or</i> Software Distribution Center Digital Equipment Corporation Westminster, Massachusetts 01473

¹For internal orders, you must submit an Internal Software Order Form (EN-01740-07).

Reader's Comments

Guide to VAX Notes
AA-GH98B-TE

Please use this postage-paid form to comment on this manual. If you require a written reply to a software problem and are eligible to receive one under Software Performance Report (SPR) service, submit your comments on an SPR form.

Thank you for your assistance.

I rate this manual's:	Excellent	Good	Fair	Poor
Accuracy (software works as manual says)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness (enough information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity (easy to understand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization (structure of subject matter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Figures (useful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples (useful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Index (ability to find topic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page layout (easy to find information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would like to see more/less _____

What I like best about this manual is _____

What I like least about this manual is _____

I found the following errors in this manual:

Page	Description
_____	_____
_____	_____
_____	_____

Additional comments or suggestions to improve this manual:

I am using **Version** _____ of the software this manual describes.

Name/Title _____ Dept. _____

Company _____ Date _____

Mailing Address _____

_____ Phone _____

Do Not Tear - Fold Here and Tape

digital™



No Postage
Necessary
if Mailed
in the
United States



BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 33 MAYNARD MASS.

POSTAGE WILL BE PAID BY ADDRESSEE

DIGITAL EQUIPMENT CORPORATION
Corporate User Publications—Spit Brook
ZK01-3/J35
110 SPIT BROOK ROAD
NASHUA, NH 03062-9987



Do Not Tear - Fold Here

Cut Along Dotted Line

Reader's Comments

Guide to VAX Notes
AA-GH98B-TE

Please use this postage-paid form to comment on this manual. If you require a written reply to a software problem and are eligible to receive one under Software Performance Report (SPR) service, submit your comments on an SPR form.

Thank you for your assistance.

I rate this manual's:	Excellent	Good	Fair	Poor
Accuracy (software works as manual says)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness (enough information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity (easy to understand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization (structure of subject matter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Figures (useful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples (useful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Index (ability to find topic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page layout (easy to find information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would like to see more/less _____

What I like best about this manual is _____

What I like least about this manual is _____

I found the following errors in this manual:

Page	Description
_____	_____
_____	_____
_____	_____

Additional comments or suggestions to improve this manual:

I am using **Version** _____ of the software this manual describes.

Name/Title _____ Dept. _____

Company _____ Date _____

Mailing Address _____

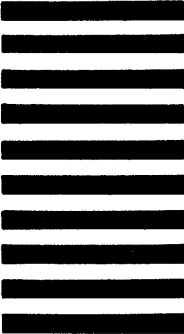
Phone _____

Do Not Tear - Fold Here and Tape

digital™



No Postage
Necessary
if Mailed
in the
United States



BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 33 MAYNARD MASS.

POSTAGE WILL BE PAID BY ADDRESSEE

DIGITAL EQUIPMENT CORPORATION
Corporate User Publications—Spit Brook
ZK01-3/J35
110 SPIT BROOK ROAD
NASHUA, NH 03062-9987



Do Not Tear - Fold Here

Cut Along Dotted Line

