

THE AUGMENT MAIL USERS' GUIDE
Second Edition

November, 1983
Journal Document <AUGMENT,103481,>

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November 22, 1983

Re: The document, "The AUGMENT Mail Users' Guide, 2nd edition"

Please note the following:

Searching for a journal document, covered in the section "Searching for a Document Using the Journal Catalog", is not yet implemented.

Subcollections, covered in the section "Submitting a Message or Document to a Journal", is not yet implemented.

At the bottom of page 41, the sentence "When you give this command, you are first asked for the document copy." should read "When you give this command, you are first asked for the document identifier of the document whose catalog citation you want to copy."

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INTRODUCTION

This document describes how to use AUGMENT Mail, a set of commands for reading, sending, and managing electronic mail.

All of your electronic mail work can be done easily and efficiently using the commands described in this document. You need no prior experience with computers. At the same time, Mail is an integral part of the AUGMENT Office Information System. The full complement of powerful and versatile AUGMENT tools can easily be made available for use in Mail, and your electronic mail work can easily be incorporated into other AUGMENT applications. In addition, the knowledge you gain from learning Mail commands and concepts applies fully to learning other AUGMENT features. So you might think of learning about Mail as an introduction to the AUGMENT system.

Since Mail is part of the AUGMENT system, you may want to read some of the beginning lessons of the "AUGMENT Textbook Series" to gain further insight into your work in Mail. It is also helpful, though not necessary, to know a little about text editing in AUGMENT.

The section "GETTING HELP AND LEARNING MORE ABOUT AUGMENT" tells how you can easily obtain more information about the wide range of AUGMENT features and capabilities. You are encouraged to explore the information there, and to contact your Tymshare representative for more information.

This document is aimed primarily at those using AUGMENT Mail in "typewriter mode". If you are using AUGMENT Mail on any standard printing terminal with an uppercase and lowercase keyboard, or at a video terminal that is not designed to handle AUGMENT's special display area and cursor control capabilities, then you are working in typewriter mode.

If you are experienced with AUGMENT, you will find Mail compatible with familiar ways of reading, writing, and handling information. In fact, you will find that integrating electronic mail into your other work is easier than ever before. The familiar tools of AUGMENT, with the added power of a fully integrated Mail system, will add a dimension of ease and flexibility to your work.

If you work at an AUGMENT brand display terminal or at another brand of display terminal equipped and programmed to handle AUGMENT's special cursor control and window mode (as opposed to continuous scrolling), then you are working in "display mode". Although this document is aimed at typewriter users, display users will find most of the information useful in learning about Mail. Most of the commands described in this document are the same in display and typewriter modes except that display users often have the option of marking what appears on their display screen. If you are an advanced AUGMENT display user, you will find the document "Advanced Techniques for Display Users of AUGMENT Mail" particularly helpful.

This document begins with a brief "getting started" section, outlining basic commands for reading and sending mail and for looking up on-line mailing addresses. Following that is an overview that provides general descriptions of Mail's powerful features, followed by a description of how to start and end a Mail session, and how to give commands and type text in AUGMENT Mail. The next three sections describe reading, sending, and managing mail in detail.

The document then explains ways to control some of the things you can do with Mail, and how to get help if you need it. The last few sections of the document are quick reference lists of terminology, commands, and parts of a mail item. Most sections begin with an introduction that explains a specific mail task, followed by "how-to" steps that describe in detail how to complete the task.

GETTING STARTED IN AUGMENT MAIL

Introduction

This section will get you started in AUGMENT Mail. Take a few minutes to read the instructions that follow to learn the basic commands for reading, sending, and editing messages, and for looking up users' mailing addresses.

See the section "STARTING AND ENDING A MAIL SESSION" for instructions on how to log in and enter AUGMENT Mail. Once you have entered Mail, follow the instructions in this section to read or send messages. Wait until you see "MAIL C:" on your terminal before giving any commands.

In the instructions that follow, each numbered step describes a command, including what characters to type to give the command. The information in bold type below the numbered step is the response on your terminal, followed by instructions for what you type.

Special characters indicate the following:

<OK>: Type the key labeled OK. If your terminal has no OK key, type the key labeled RETURN.

<SP>: Press the space bar.

<CTRL- >: Hold down the key labeled CTRL and simultaneously type the specified letter following the dash. For example, to type <CTRL-X>, press the CTRL key and simultaneously type an x, in either upper or lower case.

For most commands, you need type only the first letter of the command word. The entire command word, along with other helpful words and a prompt, appears on your terminal. For some commands, you must first type <SP>. This document tells which you must do. When you complete a command, "MAIL C:" appears on your terminal and you can begin another command.

You can cancel a command at any time by typing the key labeled CMD DELETE or COMMAND DELETE. If your keyboard does not have any of these keys, type <CTRL-X> instead. When you cancel a command, "MAIL C:" appears on your terminal, and you can begin another command. You cannot type the DEL key to cancel a command.

Reading Mail

If you have new mail, the notification "New mail waiting for IDENT" appears. (IDENT is your ident.) If you have no new mail waiting when you first enter Mail, no notification appears. To subsequently check for new mail, give the Check Mail command (see step 1 below).

Your new mail must be picked up before it is available for you to read. For most users, your new mail is automatically picked up when you first enter Mail. If you see "New mail picked up" shortly after you enter Mail, then your new mail has been automatically picked up. You can then skip to step 3, below, to read messages, or to step 4, below, to scan "headers" (the descriptive first line) of messages. If you subsequently receive new mail, or if your new mail is not automatically picked up when you first enter Mail, give the Pickup command to pick it up (see step 2).

After picking up your mail, you can read individual messages with the Type Message command (see step 3) or scan all of the headers of your new mail with the Type All Headers command (see step 4).

1. Give the Check Mail command: Type "<SP>chm<OK>".

Check C: Mail (for ident) T/[A]/OK: Type <OK>. You will see one of the following notifications:

New mail waiting for IDENT: If this notification appears on your terminal, you have new mail waiting.

No new mail for IDENT: If this notification appears on your terminal, you have no new mail waiting.

2. Give the Pickup Command: Type "<SP>pi".

Pickup (mail) C/OK: Type <OK>. You will see one of the following notifications:

New mail picked up: If this notification appears on your terminal, your new mail is available for reading.

No new mail for IDENT: If this notification appears on your terminal, you have no new mail.

"MAIL C:" then appears on your terminal, and you can give a command. After new mail is picked up, most users are shown the headers of unexamined new messages. Each header is preceded by a number. If your message headers are not shown to you when your mail is picked up, go to step 4 to type the headers, then go back to step 3 to read individual messages.

3. Give the Type Message command: Type "tm".

Type C: Message (selection) A: Type the message number of the message you want to read, followed by <OK>.

C/OK: Type <OK>. The message is typed on your terminal, and then "MAIL C:" reappears.

4. Give the Type All Headers command: Type "tah".

Type C: All C: Headers (in category at) A/OK: Type "new-mail", followed by <OK>.

C/OK: Type <OK>. The headers are typed on your terminal, and "MAIL C:" reappears.

Sending a Message

You can send a message to one or more individuals by giving the Send command (see step 1 below). After giving this command, you are prompted to fill in the various parts, or "fields", of the message (see step 2). Finally, you are asked if you want to send the message immediately (see step 3). When you answer yes, your message is sent.

To edit the message before sending it, answer No when asked to send the message; you then enter finishing touches where editing commands are available (see step 3). When you enter finishing touches, "(Finishing touches) C:" appears on your terminal. Once you are in finishing touches, give the Type Draft command to type your draft on the terminal (see Step 4). You can edit a message with the Replace Content command (see step 5). Once edited, the message can be sent, and you will be returned to "MAIL C:" (see step 6).

1. Give the Send command: Type "s".

Send C/OK: Type <OK>.

2. Respond to the following message fields:

(To) T/[A]: Specifies the primary recipients of the message. Type in one or more idents, separating them with commas and/or spaces, and end with <OK>. An ident is a recipient's on-line mailing address. (See the section "Looking up Idents".)

(Cc) T/[A]: Specifies who receives a carbon copy. Type in one or more idents, separating them with commas and/or spaces, and end with <OK>. To send a copy to no one, press the NULL key, or type <CTRL-N>.

(Subject) T/[A]: Type in a brief subject (usually one line or less), and end with <OK>.

(Message body) T/[C]: Type in the first paragraph, or "statement", of your message. When text reaches the end of a line, do not type the RETURN key. AUGMENT automatically breaks text into lines between words when the text is printed or displayed. You can correct errors as you type by backspacing characters or words. To erase the last character you typed, type the BACK SPACE CHAR key or <CTRL-H>. A back slash (\) followed by the erased character appears on your terminal. To erase the last word you typed, type the BACK SPACE WORD key or <CTRL-W>. An underline (_), one for each erased word, appears. (On some terminals the underline appears as a back arrow.) You may type <CTRL-H> or <CTRL-W> repeatedly to erase more than one character or word. To redisplay corrected text, type <CTRL-R>. After typing any of these characters, simply continue typing the message. When you are done, type <OK>.

(next statement) L/T/[A]/OK: Type in another statement, ending with <OK>, or simply type <OK> to end the message.

3. Send the message immediately, or enter finishing touches before sending it.

(Send now?) Y/N/C: Type "y" or <OK> for Yes. After a brief pause, "Mail sent" appears on your terminal, and then "MAIL C:" reappears.

Typing "n" for No at the prompt puts you into finishing touches, where you can edit the draft. A new prompt, "(Finishing touches) C:" appears on your terminal.

4. (Finishing touches) C: Give the Type Draft command. Type "td".

Type C: Draft OK: Type <OK>, and the draft is typed on your terminal.

NOTE: When the draft is typed, a number precedes each field and each statement of the message body. The numbers, called "statement identifiers", are provided automatically and cannot be edited by you. The statement identifiers appear only when you type the draft in finishing touches. When you send the draft, the statement identifiers will not appear.

5. (Finishing touches) C: Give the Replace Content command. Type "r<SP>c".

Replace C: Content (in) C: Specify the field that contains the content you want to edit. Type the first letter of the field name, for example, "m" for "Message (body)", and end with <OK>. You are prompted by the following:

(field, replacing) T/[A]: Type in the content you want to change. Type it in exactly as it appears in the draft. End with <OK>.

(by) T/[A]: Type in the new content, and end with <OK>.

The Replace Content command replaces only the first occurrence of the content in the specified field, so you may need to give the command repeatedly to edit an entire message. When the command is completed, "(Finishing touches) C:" reappears.

6. (Finishing touches) C: Give the Send command. Type "s".

Send (now?) Y/N/C: Type "y" or <OK> to specify Yes. After a brief pause, "Mail sent" appears on your terminal. "MAIL C:" reappears, and you are returned to your location before you first gave the Send

Getting Started in AUGMENT Mail

command. Specifying "n" for No allows you to continue with finishing touches, step 5.

Looking Up Idents

Before you can send a message, you need to know the addresses of the individuals to whom you are sending the message. To address mail to others on AUGMENT host computers, you will use their idents. You can look up the ident for any person who uses AUGMENT by giving the Show Ident command and specifying a person's last name, step 1. If you don't know the last name, you can guess the spelling, and AUGMENT Mail will look up the ident that most closely matches the spelling you specify, step 2.

1. Give the Show Ident Lastname command: Type "<SP>sh<SP>il".

Show C: Ident (record for) C: Lastname T/[A]: Type in the last name, followed by <OK>.

OPT/OK: Type <OK>. After a brief pause, the ident appears on your terminal, along with the person's name and the organization to which that person belongs. (NOTE: If there is more than one person with that last name, then several names, idents, and organizations might appear.)

2. If you do not know the last name, give the Show Ident Sound-alike command: Type "<SP>sh<SP>is".

Show C: Ident (record for) C: Sound-alike (guess the spelling of the last name) T/[A]: Type in your best guess of the spelling of the person's last name, followed by <OK>.

OPT/OK: Type <OK>. After a brief pause, one or more last names that sound like the one you specified appear on your terminal, along with the associated idents and the organization to which those persons belong. If AUGMENT Mail was unable to determine the ident based on your spelling, then the notification "Not found" appears. You may then repeat the command, giving another spelling.

AN OVERVIEW OF AUGMENT MAIL

Introduction

In AUGMENT Mail, a single tool -- the computer -- replaces the myriad of tools used to read, send, and manage electronic mail. The computer, along with the programs that run on it, stores and distributes your mail and provides the tools you need to write and edit mail.

In AUGMENT, mail can be anything from a one-line message reminding a co-worker of a lunch date to a lengthy report or proposal. With AUGMENT Mail's basic tools -- the command set -- you can handle brief memos as easily as documents that are chapters long.

Electronic mail is a powerful tool. With it you can easily communicate your ideas to one or many individuals. As you gain experience with AUGMENT Mail, you may soon feel part of an on-line community where ideas flow in a free and lively exchange.

AUGMENT Mail ensures privacy. Even though many people will use the same computer for electronic mail, only you have access to the information in your mail files. You can, however, authorize others to gain access to one or more of your mail files. Thus, all your correspondence via AUGMENT Mail can have whatever level of protection you choose.

In addition, all the public resources of the computer are readily available for your use. With simple commands, you can copy information from files to which you have access. The ability to copy information boosts your productivity. Information can either be passed from person to person or stored in a single public file in which all interested parties can contribute, which is especially useful for preparing long documents. Drafts of work in progress can be distributed to the various contributors, editors, and reviewers.

AUGMENT Mail is designed to grow with the needs of your organization. As you become more familiar with it, you will explore beyond the basic commands for preparing and sending electronic mail. You will soon discover that Mail offers tools that can make other aspects of your work easier.

The rest of this section describes what it is like to work in AUGMENT Mail.

What Is Mail?

The following is an example of a brief message:

```
1 TYM-KMD-06I36 6-May-82 Welcome to AUGMENT Mail
  From: OAD.TYM
  To: YOU.TYM, JPN.TYM, LNV.TYM
  Cc: JCN.TYM
  Identifier: TYM-KMD-06I36
  Sender: KMD.TYM
  Posted: 6-May-82 08:36-PDT Received: 6-May-82 17:35-PDT
  Message:
  Hello!
  We at the Office Automation Division of Tymshare, Inc. would like to
  welcome you to the world of AUGMENT Mail. We hope you will find
  that AUGMENT Mail makes your work more efficient and enjoyable.
  Sincerely,
  The Staff of Tymshare
```

The first line of the message above is called the "message header". The header consists of an "identifier" that uniquely identifies each message like a name tag ("TYM-KMD-06I36" is the identifier), the date on which the message was sent, and the subject of the message. Usually, the header is just one line long, but, depending on the length of the subject, may take more lines.

The number preceding the message header is called the "message number", which shows the relative position of a message within a category. Messages are numbered "1, 2, 3, ...". The message number is a convenience supplied by Mail and is not part of the message. When you give a command that moves a message to another category, its associated message number changes to show its position in the new category.

The rest of the message consists of various parts called "fields", each containing specific information about the message. Each field has a name. In the example above, the fields are named To, Cc, Subject, Identifier, Posted, Received, and Message. The information in the To field identifies the primary recipients of the message, and the Cc field identifies those who received a carbon copy of the message. The Identifier field contains the message identifier (as does the text at the front of the header), the Posted field tells when the message was sent, and the Received field tells when it was picked up. Everything following the Message field is the text of the message.

There are many other fields that a message can contain, and a message might not have all the fields in the example above. Fields always appear in a certain order in a received message. Refer to Appendix A for a description of each field.

Mail Commands

In AUGMENT Mail, a "command" is an instruction to the computer to perform an action. Commands use familiar English words and have a verb-noun form, like brief sentences telling AUGMENT Mail to "do this" or "put that there". The commands are often self-explanatory: For example, Send, Delete Message, and Copy All Messages give you a good idea of what the commands do. Mail commands allow you to perform all the tasks of reading, sending, and managing mail.

To give a command, simply type the first letter of the command word. The command word, along with helpful prompts, appears on the terminal after the first letter has been typed. Some command words begin with the same letter, so you may first have to type a space and enough letters of the command word to make it unique. This document tells you when you must first type a space in AUGMENT Mail commands.

Because commands are simple and use familiar words, many individuals find it easy to figure out for themselves what they can do in Mail and how to do it. Since commands have a consistent and predictable form, making the transition to other AUGMENT capabilities is easy once a single tool, like Mail, has been learned.

Mail Files

In AUGMENT Mail, all of your work occurs in a "file", which is a work space on the computer. Your files are stored in your "directory", which is the storage area on the computer associated with your user name and which you control. An AUGMENT file is much like a familiar file folder, and a directory is much like a file cabinet. As your work in Mail increases, your directory of files is likely to grow.

Initially, you have two files for Mail:

Your "AUGMENT Mailbox", created and maintained for you by AUGMENT. This file works much like a post office box. Incoming mail is delivered and stored here until you pick it up.

Your "Mail-IDENT" file, where IDENT is your ident. This file is created by AUGMENT Mail, but mostly maintained by you. This is where you read mail you have picked up and compose messages. You can also store messages here. As an example, if your ident were LGS, your Mail-IDENT file would be MAIL-LGS.AUG;1.

NOTE: You can change the name of your Mail-IDENT file in your profile, as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".

As you work in AUGMENT Mail, you will create other files for organizing and storing your mail.

An Overview of AUGMENT Mail

All of your mail activity is written directly into AUGMENT disk files. This means that if something interferes with your work, nothing is lost. In some other systems, your activity is stored in a temporary holding space called a "buffer". If anything interferes with your work, the information in the buffer is often lost. This can never happen in AUGMENT Mail.

Mail Categories

Your Mail-IDENT file is organized into categories, each of which is devoted to a different classification of mail. Each category has a name that describes the classification of mail it holds.

You can refer to the category by name to gain access to information stored in it. Each of your mail files can contain any number of categories, as long as each category has a unique name.

Initially, your Mail-IDENT file has three categories:

New-mail: This is where new mail is delivered when you pick it up from your AUGMENT Mailbox.

Author-mail: This is where copies of messages you send are stored.

Drafts: This is where drafts of messages are stored until you send them.

With Mail commands, you can create new categories in your Mail-IDENT file or in other files you create. You can move or copy messages from one category to another, and move or copy categories from one file to another to organize your mail as you desire.

Categories and files are for logical organization only; they do not restrict the way you handle your mail. You have complete flexibility in controlling messages from a variety of categories and/or files in a single command.

Types of Mail

Your mail environment is based in your directory of mail files, from which you communicate with anyone who uses AUGMENT Mail or a compatible mail system. When you send mail, a copy is delivered into the mailbox of each addressee, and mail they send to you arrives in your mailbox. This type of mail is called "unrecorded mail". This means that if all recipients delete their copies of the message, all traces of it will be gone.

You can also send mail to a journal. This type of mail is called "recorded mail" because it is permanently recorded and cataloged. See the sections

"Journal", "Submitting an Item to a Journal: Recorded Mail", and "Reading an Item Submitted to a Journal" for more details on journals.

Idents

An "ident" is a name assigned especially to you for using AUGMENT. It is usually the same as your initials. Each person authorized to use AUGMENT is assigned an ident. AUGMENT uses your ident in a variety of ways to differentiate you and your work from that of other people.

AUGMENT Mail uses your ident to look up who you are, and where and how you receive your mail. People sending you mail use your ident as your address, because your ident is what AUGMENT uses to find you.

Where AUGMENT goes to look up your ident depends on which "ident data base" you belong to. An ident data base contains all the idents of a given group of users. For example, the ident data base named "TYM" contains the idents of individuals and groups on the staff of Tymshare, Inc.

When you send mail to someone belonging to another ident data base, you must include the name of their ident data base along with their ident so that AUGMENT Mail will know where to find that ident. The ident data base, if one is included, follows the ident and a period, for example, JBT.TYM, where JBT is the ident and TYM is the ident data base.

You can ask your data base administrator to specify an additional ident for you that others can use to send mail to you. This synonym can be longer and can contain a wider range of characters than an individual ident, for example, H/BOGART.TYM or BOGEY.TYM instead of HVB.TYM.

A "group ident" represents a group of users in the same ident data base. When you send a message to a group ident, each member of that group receives a copy of the message. For example, your organization may have a group ident established to represent all of the accounting employees in your division. When you send a message to all of the accounting employees, you would specify the name of the group ident, and AUGMENT Mail will deliver a copy to each member of that group.

A "mail list ident" represents a list of mailing addresses. It is like a group ident in that every address in the list receives a copy of any message sent to that mail list ident. However, it is more flexible than a group ident in that the addresses may be from several different ident data bases. One common application of a mail list ident is for establishing an interest list made up of individuals who are not all in the same ident data base.

A "role ident" is the ident associated with a particular role within an organization. There are one or more people authorized to act as that role; those people can read mail sent to that role and send mail as that role. As an example, your organization may have a role ident established for

handling payroll problems. You may not know who fills that role -- in fact, there may be several people who rotate responsibility for it. All you need to know is the role ident. When you send a message to that ident, AUGMENT Mail will ensure that the proper person receives the message. If your job involves acting as a role, you can use the Act (as) Role command to read and send mail as that role. See Appendix B for details.

Reading, Sending, and Managing Mail

The three primary jobs you will perform in Mail are reading, sending, and managing mail.

Reading mail

When new mail is delivered to you, it is first inserted into your AUGMENT Mailbox, a temporary holding file. At your convenience, the new mail is picked up and delivered into the New-mail category of your Mail-IDENT file. In this file, you can read the message, respond if necessary, and then file or delete it.

When you begin a Mail session, you are told whether you have new mail. If new mail is waiting for you, it is usually picked up for you at that time, and you are shown the numbered header of each new message. If you subsequently receive new mail, you must give a command to pick it up yourself.

Once new mail has been picked up, it is available for reading. When you give a command to read a message, the entire message is typed on your terminal. If the message is longer than one page, the following occurs:

On a typewriter terminal: Each page is numbered, and a line of dashes appears below the page number to mark the page boundary.

On a display terminal in typewriter mode: The text scrolls up from the bottom of the screen in pages. See the section "Controlling the Typeout" to learn how to halt the scrolling.

You can read messages one at a time or in any combination you choose. With a single command, you can read messages in different categories and even in different files. You have complete flexibility over how you read your mail in AUGMENT Mail.

Sending Mail

In AUGMENT Mail, you can send a new message, answer a message you receive, or forward a copy of a message to another recipient. You can choose to send a message along a specified routing list. You can also

send an acknowledgement to the sender of a message verifying that you have received the message.

When you begin a command to send a message, a "draft", or working copy, is created in the Drafts category of your Mail-IDENT file. The draft is filled in as you supply each field and remains there until you send or delete it. Thus, if you are interrupted, disconnected from the computer, or need to do something else for awhile, you can later pick up where you left off. It is nearly impossible to lose work in progress in AUGMENT Mail.

When you send mail, Mail asks you to provide information for the fields To, Cc, Subject, and Message. Alternatively, you can create your own message template, or "mail form", containing any combination of fields. Mail forms can be set up with filled-in fields, and/or blank fields that Mail uses instead of its own form to prompt you.

You can type in the contents of any field or copy existing text from any of your files into a field.

A full set of editing commands is available to edit a message before you send it. With the AUGMENT Mail editing commands, you can easily change a character, delete a few words, or completely revise a lengthy document. The editing commands allow you to change text in any field.

"Mailing addresses" are used to specify who receives a particular message. Your mailing address in AUGMENT Mail is your ident plus the name of your ident data base. If you send messages to users of other systems, you may use a different type of address. In either case, addresses can be specified by typing them in or by copying in a "distribution list" of addresses that you created in a file in the proper format. Using a distribution list is especially useful when you repeatedly send messages to the same group of people. (See "Creating and Using Distribution Lists" for details.)

Whenever you send a message, Mail automatically inserts a copy of that message into the Author-mail category of your Mail-IDENT file. This process enables you to conveniently keep a record of all your outgoing correspondence.

When you send mail, you can specify a variety of delivery specifications that control how the mail is sent. You can request acknowledgement of delivery and receipt of mail you send. You can control the timing of delivery, and specify that a message be passed along a routing list. You can specify that a copy of a message be sent to a category you specify, and that a message or document be submitted to a journal, where it is cataloged and permanently stored with either restricted or unrestricted access.

Managing Mail

Managing mail means deleting unnecessary messages and filing important ones. Deleted messages are simply removed from your file. Messages you file are moved or copied into other categories, often into other files.

AUGMENT Mail provides great flexibility in how you manage your mail. In a single command, you can move any collection of messages, from any category and in any file, into any other category or file you specify. In the same command, you can create a new category to hold your mail and create a new file for the category.

Besides filing and deleting messages, there is a larger aspect of managing mail. As the number of categories and files in your directory grows, you will need to keep track of these also. AUGMENT Mail provides all the tools you need to manage files and categories by creating new ones or deleting obsolete ones.

AUGMENT Mail commands allow you to search through your mail files to find particular messages. In addition, messages can be sorted in a number of ways. Individual messages, categories, and entire mail files can be printed on practically any printing device.

Again, the emphasis is on ease and flexibility: You can manage any collection of messages, in any category or file and in any way you choose, with just a few commands.

Journal

A journal contains permanently recorded messages and documents. Each message or document submitted to a journal is a file in the journal and is referred to as a "journal document".

A journal is like a library in many respects. It stores information in a central location and provides a convenient way to access the information when you need it. A journal has a catalog, analogous to a card catalog in a library, to keep track of the documents stored in it and to enable users to search for documents stored there. Each document has a number associated with it for easy retrieval, just as every book in a library has a call number associated with it.

A journal is a flexible tool that can be used as an extension of your AUGMENT Mail environment. It can be used for such applications as storage and retrieval, a reference library, a professional publication, or as a medium for on-going dialogs on formal topics such as proposals and business plans, or on informal topics of wide or special interest. It is also a convenient way to centrally locate documents so they are easily accessible to a large group of people.

A journal can be public or private. If a journal is public, then anyone

who can log in to a host computer served by the journal can submit and read journal documents. If a journal is private, then only designated individuals can read and submit documents to that journal.

Individual journal documents can also be public or private. If a document is public, then anyone with access to that journal can read the document. If a document is private, then only designated individuals can read it.

All documents submitted to a journal become part of the journal collection. They are maintained by the journal, protected from ever being changed, and protected from view based on access specifications set by the sender.

STARTING AND ENDING A MAIL SESSION

Introduction

To begin a work session in Mail, you must connect to your host computer and then "log in", or begin a job, under your user name. The steps for logging in are described in the AUGMENT textbook lesson "Starting and Ending an AUGMENT Work Session". Follow the instructions there to log in.

Once you have successfully logged in, you will see one of the following, depending on your situation and level of use of the AUGMENT computer:

MAIL C: If this appears on your terminal, you have successfully entered AUGMENT Mail, and you are ready to begin work.

BASE C: If this appears on your terminal, you must enter the Mail subsystem. Give the Goto command. Type "g".

Goto (subsystem) C/OPT: When this appears on your terminal, type the key labeled OPT. If your terminal has no OPT key, then type <CTRL-U>.

(subsystem name) T/[A]: Type "mail", and then type the key labeled OK. If your terminal has no OK key, press the RETURN key. When you press OK or RETURN, an exclamation point (!) appears after "mail". After a brief pause, "MAIL C:" appears on your terminal.

@: If this appears on your terminal, type "augment", then press the OK key or RETURN key. After a brief pause, "MAIL C:" or "BASE C:" appears on your terminal.

If something else appears on your terminal, such as "TABLE C:", give the Goto Mail command as described above.

When you are finished with your work in Mail, end the session by "logging out" of the host computer. The Logout command is described below. You know you are logged out of the computer when "Bye" appears on your terminal.

The Logout command: Type "lj".

Logout C: Job OK: Type <OK>.

What You See Once in Mail

What you see when you first enter Mail depends on whether you have new mail waiting to be read.

If You Have New Mail Waiting

If you have new mail waiting for you, the notification "New mail waiting for IDENT" appears on your terminal. (IDENT is your ident.)

Then, the headers of your new messages are automatically shown to you. Each header is numbered. Once the headers appear, the notification "New mail picked up" appears. For example:

New mail waiting for IDENT

- 1 TYM-WCB-13ATH 31-AUG-82 Demonstration of AUGMENT mail system
- 2 TYM-NCD-13B5D 1-Sep-82 Marketing demonstration set for 9 a.m.
- 3 TYM-JNC-13C5E 1-Sep-82 Status report

New mail picked up

You are positioned at the first of the new messages.

NOTE: The process of having new mail picked up for you at the start of a Mail session is called "automatic pick-up". You can turn this feature on or off. You can also control how your new messages are shown to you when they are picked up. These features are controlled in your profile, as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".

If There is No New Mail

If there is no new mail waiting for you, just the "MAIL C:" prompt appears on your terminal. Although no additional information is typed on your terminal, you are positioned at the first message, if any, in the New-mail category of your Mail-IDENT file. (This can be controlled in your profile as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".)

GIVING COMMANDS AND TYPING TEXT

Introduction

AUGMENT Mail commands use simple English words that are designed to make it easy for you to figure out what you can do next. They all have a similar form: Commands are combinations of verbs and nouns. The verb tells AUGMENT Mail what action to take, and the noun tells it what to act upon. In addition to having a standard form, commands are given in a standard way.

Giving Commands

To give a command, type the first letter of the command word. AUGMENT Mail recognizes the command word after the first letter and shows the entire word on your terminal. When command words begin with the same letter, you may need to type a space and then enough letters of the command word to make it unique.

Prompts and Noise Words

Before you give a command or after you have given part of some commands, a "prompt" appears on your terminal. A prompt is one or more uppercase letters, followed by a colon, that tells you what alternatives you have next. For example, the prompt "C:" in Mail commands stands for "command word" and means AUGMENT is waiting for you to enter a command word. Whenever you see a slash (/) between the letters in a prompt, it means you have a choice.

As an example, to type the first message in your current category, you do the following. At "MAIL C:", you type "t", and "Type C:" appears on your terminal. You then type "f", and "First C/OK:" appears. At this "C/OK:" prompt, you type "m" for "Message". This is what you would then see on your terminal:

```
MAIL C: Type C: First C/OK: Message (in category at) A/OK:
```

"A/OK:" is another prompt, and means that AUGMENT is waiting for you to do something else. You can "address" (give the location of) the category by typing its name, thus responding to the "A" in the prompt, or you can press the key labeled OK (or RETURN if your terminal has no OK key) to specify your current category, thus completing the command.

The words "in category at" in parentheses are "noise words" and are there simply to help you understand the command. Do not try to type noise words when you give a command.

In this document, each command is described step-by-step in the section

in which it is discussed, and you will be instructed how to respond to the prompts in the command. See the section "Command Descriptions in This Document" for a description of command format.

Confirming Commands with <OK>

To tell AUGMENT Mail you have finished giving a command or part of a command, or to indicate that you have finished typing some text, press the key on your terminal labeled OK. If your terminal has no OK key, then press the key labeled RETURN.

The special notation "<OK>" is used in descriptions of commands throughout the rest of this document to indicate when you type OK or RETURN. Whenever you see <OK> in a command description, you may type the OK key, the RETURN key if your terminal has no OK key, or <CTRL-D>.

You are often prompted to type <OK> by the prompt "OK:". If there are no more steps in the command, <OK> also tells AUGMENT that you are finished with the command.

Whenever you type <OK>, AUGMENT Mail displays an exclamation point (!) on your terminal to let you know it has received the <OK>. After the final <OK>, Mail will carry out the command as entered and prompt you again with "C:" to begin another command. For more information on <OK>, see the section "Typing Special Characters".

Command Descriptions in This Document

At the end of many sections in this document, you will see a list of commands and "how-to" steps describing exactly how to give the command. These commands follow the format described in this section.

The command description begins with the name of the command (underlined), followed by what you must type to begin the command. Next, in an indented paragraph below this, you are shown (in boldface) what you see on your terminal, and are told what to type next. If you have a choice of what to type next, indented paragraphs describing these choices will be shown below that step in the command.

As an example, see the Type Message command, below. This command allows you to read one or more messages. The prompts and noise words guide you through the command. (See the section "Prompts and Noise Words".)

NOTE: The numbers in this example are for reference only.

The Type Message command: Type "tm".

1. Type C: Message (selection) A: Type the message number or identifier, followed by <OK>.
2. C/OK: Type <OK> to specify a single message, or give one of

Giving Commands and Typing Text

the command words And or Through, followed by <OK>, to specify additional messages.

2a. And A: Type a message number or identifier, followed by <OK>.

2b. Through A: Type a message number or identifier, followed by <OK>.

3. C/OK: Type <OK> to end the command, or continue to choose the command words And or Through, followed by <OK>, until all the messages you want to read are specified.

The command begins with the command name, followed by what you must type to give the command ("tm"). Paragraph 1 shows you what you will first see on your terminal. It then tells you what to type at the "A:" prompt. Paragraph 2 shows you what you will see next on your terminal. You have a choice at the "C/OK:" prompt, so these choices are shown in paragraphs 2a and 2b. Paragraph 3 then continues with the last step in the command, showing you what you will see on your terminal, and tells you what to type to complete the command.

Canceling Commands

To cancel a command you have started, but not completed, press the key labeled COMMAND DELETE or CMD DELETE. If your terminal has no such key, then type <CTRL-X>.

The special notation "<CD>" is used throughout the rest of this document to indicate when to cancel a command by one of the methods described above.

Typing <CD> any time before confirming the command with <OK> cancels the command in progress. No symbol appears on your terminal to tell you the command has been canceled; you are simply returned to the "C:" prompt. In some commands, a message from AUGMENT Mail, such as "command aborted", appears when you cancel a command.

For more information on <CD>, see the section "Typing Special Characters".

Typing Text

Whenever you see "T" in a prompt, it means you can type in any series of characters. When you type in a series of characters, no carriage returns are necessary to begin new lines. AUGMENT knows how to break lines between words. Simply type in the characters, and end with <OK>. In typewriter mode, two asterisks (**) appear at the beginning of new lines as you type

them in, but the asterisks will not appear in the message. When you type <OK> after typing in some characters, an exclamation point (!) appears at the end of the characters, which means the characters have been accepted; it does not appear in the message when it is sent.

Typing Special Characters

The characters you type when you use AUGMENT Mail include some that have a special control function. These are called "control characters". On your terminal, you will find a key labeled CTRL, which stands for "control". Use this key to type control characters. The CTRL key works like the familiar SHIFT key on the terminal. To type a control character, hold down the CTRL key as you press an alphabetic character. For example, when you are instructed to type "control x", which is expressed as <CTRL-X>, hold down the CTRL key as you type the letter "x", then release both keys in any order. Special characters do not appear on your terminal when you type them.

Some keyboards have special functions keys that you can use instead of the CTRL equivalent. For example, to cancel a command, you could type <CTRL-X>, or press the key labeled CMD DELETE for the same effect. Some functions can only be carried out in one way. For example, when you see <SP>, you would type the space bar regardless of what kind of terminal you were using.

A capitalized abbreviation within angle brackets is the special notation used in this document to indicate control characters and nonprinting characters. In the table below, the NOTATION column lists the notations for the special characters used in Mail, the DEFINITION column describes what the characters do, and the EQUIVALENT column lists the control characters and any special key equivalents. When you see a notation for a special character, it means you can type the corresponding key or control character in the EQUIVALENT column. For example, when you see <OK>, it means you can type the OK key, the RETURN key if your terminal has no OK key, or <CTRL-D>. Refer to the following table as you encounter new special characters.

Giving Commands and Typing Text

<u>NOTATION</u>	<u>DEFINITION</u>	<u>EQUIVALENT</u>
<BC>	Backspace Character	BACK SPACE CHAR key or <CTRL-H>
<BW>	Backspace Word	BACK SPACE WORD key or <CTRL-W>
<CD>	Command Delete	COMMAND DELETE key or <CTRL-X>
<ESC>	Escape	ESC key
<HELP>	Help	HELP key or <CTRL-Q>
<INS>	Insert mode	INSERT key or <CTRL-E>
<LF>	Line Feed	LINE FEED key or <CTRL-J>
<LIT>	Literal	LITERAL key or <CTRL-V>
<NULL>	Null	NULL key or <CTRL-N>
<OK>	Confirmation	OK key, RETURN key, or <CTRL-D>
<OPT>	Option	OPTION key or <CTRL-U>
<RC>	Repeat Command	REPEAT CMD key or <CTRL-B>
<RET>	Return character	RETURN key or <CTRL-M>
<SP>	Space	space bar
<TAB>	Tab	TAB key or <CTRL-I>

Backspacing Characters or Words with <BC> or <BW>

Introduction

When you give the wrong command word or mistype some text, use the special character <BC> or <BW> to correct the error.

<BC> is like backspacing on a typewriter. It erases the last character you typed. After erasing a character with <BC>, simply resume typing. Similarly, <BW> erases an entire word.

Commands

When the character you typed specifies a command word, either <BC> or <BW> erases the command word. After typing <BC> or <BW> in a command, simply go on and complete the command by respecifying the correct command word.

When you type <BC> or <BW> following a command word, the command word is erased. You can type <BC> or <BW> repeatedly to erase more than one word in a given command.

When you type <BC> to backspace the command word, a back slash (\) followed by the first letter of the erased command word appears on the terminal. Following that, the prompt you saw before giving the incorrect command word appears. For example, if you erased the command word "First" in the Type First command, it would look like this:

```
MAIL C: Type C: First C/OK: \F C:
```

At the "C:" prompt, you could give another command word.

Typing <BW> to erase the command word has the same effect as <BC>, although what appears on your terminal is different. The underline (or back arrow on some terminals), as in the example below, means the command word immediately preceding it was erased. The prompt reappears, as with <BC>, as shown in this example:

```
MAIL C: Type C: First C/OK: _ C:
```

In this example, the command word First was erased. You could then give another command word.

Text

As you are typing text, <BC> erases the last character you typed and <BW> erases the last word. <BC> and <BW> work only as you are typing in the text; once text is entered into a file, you must give editing commands to correct it.

When you type <BC>, the last character you typed is erased. To show that the character has been erased, a back slash (\) followed by the character, appears on your terminal. The character after the back slash shows which character has been erased by the <BC>. One character is erased every time you type <BC>. The following example shows that the user typed 3, then backspaced to erase the 3, then typed "2":

```
MAIL C: Type C: Message (selection) A: 3\32
```

You may type <BC> repeatedly to erase more than one character. In the following example, <BC> is typed four times to erase "ial." because "Mial" was misspelled:

```
We at the Office Automation Division would like to welcome you to the
world of AUGMENT Mial.\.\l\a\i
```

Giving Commands and Typing Text

You could then retype "ail." to correct the misspelling.

Using <BW>, you could erase the entire misspelled word "Mail" including any punctuation that follows it. An underline appears on your terminal when you erase a word (on some terminals, a back arrow); when you type <BW> repeatedly, one underline appears for every erased word. On your terminal, erasing a word would look like this:

```
We at the Office Automation Division would like to welcome you to the
world of AUGMENT Mail._
```

You could then retype "Mail.".

Reading Back What You Have Typed

After making repeated corrections with <BC> and <BW>, you can see the corrected text by typing <CTRL-R> any time before confirming with <OK>. After typing <CTRL-R>, you can simply resume and complete the command.

READING MAIL

Introduction

Reading electronic mail in AUGMENT is much like reading ordinary postal mail; you pick up mail from your personal mailbox and then read it at your convenience. When you first enter AUGMENT, you are told whether you have new mail. When you pick up your new mail, it is available for you to read. AUGMENT Mail commands allow you to read electronic mail in a variety of ways. The reading commands are very simple and versatile, and allow you to figure out for yourself what you can do next.

You can check to see whether you have received new mail at any time during a work session. Once your new mail has been picked up, you can read individual messages, groups of messages, or all messages in a category, as well as messages from any category and file -- all in a single command.

You can give commands to read only those messages that contain specific information in certain fields. For example, you can read only those messages from an individual or according to a subject you specify. Once you specify certain fields, you can view just the headers of those messages rather than the entire messages.

You can also read messages or documents that have been submitted to a journal, where they are permanently recorded and cataloged.

Checking for New Mail: The Check Mail Command

When you first log in and enter AUGMENT, you are told whether you have new mail waiting to be read. Later in a work session, you can give the Check Mail command to see if you have received new mail since last reading your mail. When prompted to type in your ident, simply type <OK>. The message "New mail waiting for IDENT" or "No new mail for IDENT" that appears on your terminal tells whether you have new mail. IDENT is your ident. After the message appears, you are returned to "MAIL C:".

In special situations, you may need to type an ident in the Check Mail command. For example, you may need to check if someone else in your group has new mail waiting, or, if you have an alternative ident with which you log in (such as a role ident), you can check your own mail status. If you are connected to that ident's directory and if there is new mail waiting to be picked up, you will see "New mail waiting for IDENT". If you are not connected to that ident's directory or if there is no new mail waiting to be picked up, you will see "No new mail for IDENT".

NOTE: To learn how to look up and specify an ident, see the section "Specifying Mailing Addresses". The Check Mail command only reveals whether new mail exists for the ident, providing you are connected to that

Reading Mail

ident's AUGMENT directory. There is no way to pick up another person's new mail.

The Check Mail command: Type "<SP>chm".

Check Mail (for ident) T/[A]/OK: Type <OK>, or type an ident, followed by <OK>.

Picking Up New Mail: The Pickup Command

When you first enter Mail, new mail is automatically picked up for you. However, when new mail subsequently arrives in your AUGMENT Mailbox, you must give the Pickup command to pick it up. The notification "New mail picked up" that appears on your terminal tells you that your new mail has been picked up. When you pick up mail, it is delivered from your AUGMENT Mailbox into the New-mail category of your Mail-IDENT file.

When your new mail is delivered, you will see the headers of the new messages. You can control the features that automatically pick up new mail and type the headers, as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".

If you give the Pickup command and see the notification "No new mail for IDENT", it means there was no new mail waiting to be picked up.

If Mail is unable to deliver all your new mail into your Mail-IDENT file, then you will see the notification "Mail partially picked up" followed by the reason for partial pickup. For example, your Mail-IDENT file might be too full to store your new mail. After fixing the problem, you can again give the Pickup command, and the remainder of your mail will be picked up. See the section "Identifying and Correcting Problems" to learn how to free pages in your Mail-IDENT file.

When you give the Pickup command, you can specify that your new mail be delivered to a location other than the New-mail category of your mail file. See below for details.

The Pickup command: Type "<SP>pi".

Pickup (mail) C/OK: Type <OK>. After a brief pause, the message "New mail picked up" appears on your terminal, and you are returned to "MAIL C:".

Instead of typing <OK> at the "C/OK:" prompt, you can do the following:

Pickup (mail) C/OK: Type "i".

Insert (new mail in category at) A: Type the name of the category you want the new mail delivered to. If the category is in another file, then type the name of the file, followed by a comma, and

then the name of the category. After a brief pause, the notification "New mail picked up" appears on your terminal, and you are returned to "MAIL C:".

Reading Mail: The Type Command

Introduction

The various forms of the Type command allow complete flexibility in reading your electronic mail. You can read individual messages, groups of messages, or all the messages in a category. You can read messages according to the addresses in the To, Cc, or From field, or according to the content of the Subject field. With a single command, you can type messages from any category, in any file to which you have access, and in any order you choose. Additionally, you can scan your mail file by typing only message headers.

Controlling the Typeout

Before you use the Type command, you should know how to halt the typing of text on your terminal.

You can stop the typing of text at any time by typing <CTRL-O>. The typing stops immediately and you are returned to "MAIL C:". When you type <CTRL-O>, you are left at the message you were on before you gave the Type command.

If you are working at a display terminal in typewriter mode, messages that are typed on your terminal scroll up from the bottom of the screen. To stop and start the scrolling of a message, do the following:

TYMNET users: To stop the scrolling of a message, type <CTRL-S>; to resume the scrolling, type <CTRL-Q>. To enable the stopping and starting of a scrolled message, you must type <CTRL-R> before you connect to your host computer. That is, when you first see "please log in", you must type <CTRL-R> before you type anything else.

ARPANET and MILNET users: To stop the scrolling of a message, type <CTRL-S>; to resume the scrolling, type <CTRL-Q>. To enable the stopping and starting of a scrolled message, type "@flow<SP>output<SP>start<RET>" or "@f<SP>o<SP>s<RET>" after connecting to the network and before connecting to the host computer.

NOTE: Type <CTRL-Q> only once to resume the scrolling of a message. If you type more than one <CTRL-Q> in succession, you will enter an informational data base called "Help" after the message is typed. If you inadvertently enter Help, type <CD> to return to "MAIL C:". (Help

is described in the section "GETTING HELP AND LEARNING MORE ABOUT AUGMENT.)

Selecting Messages, Categories, and Files

When you give a command to type a message, you must tell AUGMENT Mail which message to act upon. When you see "(selection) A:" in Mail commands, Mail is waiting for you to specify a message. You can do this by typing a message number as described below, or by typing an identifier. To specify the current message, simply type <OK> at the prompt. Your current message is the one most recently typed.

Whenever you give a Type command, message numbers will appear at the beginning of each message and each draft. The messages in each category of your file are numbered: "1, 2, 3, ... n", where "n" is the number of the last message in the category. You can always refer to a message or draft by its number. Your "current message" is the one that was most recently typed. When the message is typed, you are returned to "MAIL C:", and you can give another command.

If the message you want to type is in your "current category", then you do not need to specify the category name. Initially, your current category is New-mail. Similarly, if the message you want to type is in your "current file", then you do not need to specify the file name. Initially, your current file is your Mail-IDENT file.

If the message you want to type is in another category, then you must include the name of the category. When prompted by "(selection) A:", type the category name, a pound sign (#), and then the message number, followed by <OK>. For example, to type message number 3 in the Author-mail category of your current file, you type "author-mail#3<OK>".

Similarly, if the message is in another file, then you must include the name of the file. When prompted by "(selection) A:", type the file name, a comma, the category name, a pound sign (#), and then the message number, followed by <OK>. For example, if the Author-mail category in the previous example were in a file named JULY-MAIL, at "(selection) A:" you would type "july-mail,author-mail#3<OK>".

To specify a message in a file that is not divided into categories, type the file name, a comma, a pound sign, and then the number of the message, followed by <OK>. For example: "july-mail,#3<OK>".

After you specify a message in another category, subsequent message selections are assumed to be in that category. Thus, if the message you want to type is in the same category as the last one you specified, you do not have to retype the category name.

Message numbers apply only to a particular category, but message identifiers apply to an entire file. For example, if you specified "new-mail#3" and there was no message number 3 in the New-mail category,

the command would fail, and you would see "3?" on your terminal. When using message identifiers, however, AUGMENT Mail searches through the entire file for that identifier. You need not know which category the message is in.

If you incorrectly specify a category name, or if the specified category is in another file, the category name and "?" appear; for example, "OLD-MAIL?". If you incorrectly specify a file name, the message "Filename not recognized; may be misspelled, in another directory, or archived" appears.

In a Type command, when you see "(in category at) A/OK:", address the category by typing its name. If the category is not in your current file, then you must also type the file name, followed by a comma. If the category is your current category, then simply type <OK>.

In a Type command, when you see "(in file named) T/[A]/OK", address the file by typing its name or simply type <OK> to specify the current file.

Reading a Message or Header

To read an individual message, give the Type Message command followed by the number or identifier of the message you want to type. When a message is typed, you are shown its entire text. To read an individual message header, give the Type Header command followed by the number or identifier of the message you want to type.

You can follow the Type command with any of the command words First, Next, Last, or Previous to specify a message or header. After the message or header is typed, you are returned to "MAIL C:" and can give another command. The current message or header is the one most recently typed.

The Type Message command: Type "tm".

Type C: Message (selection) A: Type the message number or identifier, followed by <OK>, or just type <OK> to specify the current message.

C/OK: Type <OK>. The message is typed on your terminal, and you are returned to "MAIL C:". There are other command words available at this point in the command that allow you to type additional messages. These are described in the section "Reading a Collection of Messages or Headers".

The Type Header command: Type "th".

Type C: Header (selection) A: Type the message number, followed by <OK>, or just type <OK> to specify the current header.

C/OK: Type <OK>. The header is typed on your terminal, and you are returned to "MAIL C:". There are other command words available at this point in the command that allow you to type additional headers. These are described in the section "Reading a Collection of Messages or Headers".

The Type First command: Type "tf".

Type C: First C/OK: Type <OK>. The first message in the current category is typed.

The Type Next command: Type "tn".

Type C: Next C/OK: Type <OK>. The message immediately following the current one is typed. If you specify Next and your current message is the last one in the category, then the message "That is the last one" appears.

The Type Previous command: Type "tp".

Type C: Previous C/OK: Type <OK>. The message immediately preceding the current one is typed. If you specify Previous and your current message is the first one in the category, the message "That is the first one" appears.

The Type Last command: Type "tl".

Type C: Last C/OK: Type <OK>. The last message in the category is typed.

Typing <OK> at the "C/OK:" prompt that follows the command words First, Next, Previous, or Last specifies a message in the current category. Instead of typing <OK> at this point, you can give the command word Message or Header and specify a message or header in a different category.

Message (in category at) A/OK: Type the category name, followed by <OK>.

Header (in category at) A/OK: Type the category name, followed by <OK>.

Reading a Collection of Messages or Headers

You can read any collection of messages or headers, in any order, and from any category or file. Begin with the Type Message or Type Header command, as described earlier. After specifying a message number or identifier, give the command word And or Through. "And" allows you to specify a message or header in addition to any specified earlier. "Through" allows you to specify a consecutive group of messages or headers that begins with the last one you specified. You can repeat the command word And or Through until any combination of messages or headers, in any category or file, has been specified. Your current location is the last message or header typed.

To read a collection of messages, do the following:

The Type Message command: Type "tm".

Type C: Message (selection) A: Type a message number or identifier, followed by <OK>.

C/OK: Give one of the command words And or Through.

And A: Type the message number or identifier, followed by <OK>.

Through A: Type the message number or identifier, followed by <OK>.

C/OK: Type <OK> to end the command, or repeat the And or Through command words, followed by the message number or identifier and ending with <OK>, until all the messages you want to type are specified.

To read a collection of headers, do the following:

The Type Header command: Type "th".

Type C: Header (selection) A: Type a message number or identifier, followed by <OK>.

C/OK: Give one of the command words And or Through.

And A: Type the message number or identifier, followed by <OK>.

Through A: Type the message number or identifier, followed by <OK>.

C/OK: Type <OK> to end the command, or repeat the And or Through command words, followed by the message number or identifier and

Reading Mail

ending with <OK>, until all the headers you want to type are specified.

You can type multiple messages or headers from different categories or files with a single command by responding to the "A:" prompt appropriately. (See the section "Selecting Messages, Categories, and Files".) A consecutive group of messages or headers, however, must be in the same category.

The following are examples of typing a collection of messages in your current category, in a different category, in a different file, and in a mixture of categories and files. The commands are shown as they will appear on your terminal.

Specifying messages in your current category:

```
Type Message (selection) A: 1! C/OK: Through A: 3! C/OK: And A: 7!  
C/OK:!
```

Specifying messages in a different category:

```
Type Message (selection) A: author-mail#2! C/OK: And A:  
author-mail#3! C/OK:!
```

Specifying messages in a different file:

```
Type Message (selection) A: july-mail,author-mail#1! C/OK: Through  
A: july-mail,author-mail#5! C/OK:!
```

Specifying messages in a mixture of files and categories:

```
Type Message (selection) A: 5! C/OK: And A: author-mail#1! C/OK:  
And A: july-mail,author-mail#1! C/OK:!
```

Reading All Messages or Headers

You can read all the messages or headers in a category by giving the Type All Messages or Type All Headers command. When you type all messages or headers, your current category becomes the one specified in the command.

The Type All Messages command: Type "tam".

Type C: All C: Messages (in category at) A/OK: Type the category name, followed by <OK>, or just <OK> to specify the current category.

C/OK: Type <OK>, and all messages in the category are typed.

The Type All Headers command: Type "tah".

Type C: All C: Headers (in category at) A/OK: Type the category name, followed by <OK>, or just <OK> to specify the current category.

C/OK: Type <OK>, and all headers in the category are typed.

Instead of typing <OK> at the "C/OK:" prompt in the Type All Messages and Type All Headers commands, you can give one of the command words From, To, Cc, or Subject, as shown below. When you give one of these command words, the field indicated by the command word is searched for the text you specify; only the messages containing the text in the appropriate field are typed. This process is called a "field search". To specify text for the field search, simply type any text that you think will appear in that field. You can type the text with any capitalization you choose. As an example, if you wanted to read all your messages pertaining to sales presentations, but couldn't remember the exact wording of the subject in those messages, you could specify the text "sales" and all messages with the text "sales" in the Subject field will be typed.

From (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>. Separate entire addresses with a comma and/or a space.

To (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>. Separate entire addresses with a comma and/or a space.

Cc (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>. Separate entire addresses with a comma and/or a space.

Subject (field containing text) T/[A]: Type all or any part of the subject, followed by <OK>.

After typing in the text in the field you have chosen, you are prompted again by "C/OK:". You can complete the command by typing <OK>, or narrow down the field search further by continuing to choose the command words From, To, Cc, or Subject, followed by the text and <OK>.

NOTE: If no messages are found that meet your field search specifications, you are shown the notification "No messages met your specifications", and you are returned to "MAIL C:".

Reading Category Names

You can read category names in a file with the command Type Categoryname or Type All Categorynames. These commands allow you to see which is

your current category, or to scan all the categories in any of your mail files. No messages are typed. When the category names are typed, your current location does not change; you are simply returned to "MAIL C:" at your previous location.

The Type Categoryname command: Type "tc".

Type C: Categoryname OK: Type <OK>. The name of your current category is typed on your terminal.

The Type All Categorynames command: Type "tac".

Type C: All C: Categorynames (in file named) T/[A]/OK: Type <OK> to specify your current file, or type the file name, followed by <OK>, to specify another file.

Reading an Item Submitted to a Journal

Introduction

An item submitted to a journal is called a "journal document". Reading a journal document differs from reading your other mail in that the document is located in a journal and, usually, you have to go to that journal to read it. When someone sends an item to a journal and you are listed as one of the recipients, you will receive in your Mail-IDENT file a message or "citation" informing you of the document's existence and where the document is located in that journal. The text of the document may be included in the citation if the document is short, and you can then read the document by giving the Type Message command and specifying the citation. If the document is long, then you have to read it by giving the Type Message command and specifying its location in the journal.

If the journal document you want to read is related to one or more other journal documents, then you can give a command to have the location of each related document shown to you on your terminal. Additionally, you can have this information copied to any category you choose so that you have a more permanent way to refer to it. If the document you want to read has been superseded by another document, you can choose to read the superseding document instead.

Journal documents are transferred to tape or "archived" frequently to conserve disk space, so there may be times when you want to read a journal document that is not currently on line. If you try to read a journal document that is cataloged but not on line, you will be asked if you want the document retrieved; if so, it will be brought back on line for you.

Each journal catalog keeps a complete listing of all the documents contained in that journal. You can easily search for journal

documents by giving a single command in which you specify search criteria such as the subject of the document or who submitted the document. Such searches are made in the catalog of a particular journal.

Citations in Your Mail File

A journal citation, like all new mail, arrives in your New-mail category when you pick it up. The citation looks very much like any other message, with a header, fields, identifier, and so forth. If the journal document is short, then you will receive an entire copy of it in the Message field of the citation. If it is long, the Message field will be absent; the Location field in the citation will tell you where the document is located.

The citation might look like this:

```

TYM-RBJ-197TC 9-Feb-83 Revised Third Quarter Forecast
  From: RBJ.TYM
  To: OFC.TYM
  Cc: MGP.TYM
  Access: unrestricted
  Location: <AUGMENT,1078,>
  Identifier: TYM-RBJ-197TC / AUGMENT,1078,
  Keywords: THIRDQUARTER REVISION BUDGET FORECAST
  Addendum-to: <AUGMENT,1322,>
  Supersedes: <AUGMENT,1044,>
  Length: 5 page(s)[estimate]
  Posted: 9-Feb-83 16:24-PST  Received: 9-Feb-83 16:58-PST

```

The Location field of this citation tells you that the document is located in a journal named "AUGMENT" and in a file named "1078". The number "1078" is also called the "document number". The journal name and document number make up the "document identifier", which uniquely identifies each journal document. The document identifier can be used to address the document in the Type Message command, as described in the section "Reading a Journal Document". The Location field shows the document identifier in angle brackets "< >". (NOTE: If you are working in display mode, you can give the Jump (to) Link command and mark any character within the angle brackets to automatically jump to that journal document.)

The document identifier also appears in the Identifier field of the citation. There are two identifiers in this field. The first - "TYM-RBJ-197TC" - is the identifier of this citation. The second - "AUGMENT,1078," - is the document identifier.

Citations in a Journal Catalog

Reading Mail

As mentioned previously, when a document is submitted to a journal, each recipient identified in the address fields receives a citation. A citation is also recorded in the catalog that supports that journal. The catalog citation comprises the recorded entry for each journal document, and is the same as the citation you receive in your Mail-IDENT file except for some additional information that is added as part of catalog maintenance.

The catalog for each journal has a similar function to that of a card catalog in a library, namely, to keep a listing of all the documents stored in that journal and to enable users to search for documents stored there. The catalog citation for each journal document is the equivalent of the card in the card catalog. Just as a card might list the book title, author, and other pertinent information about the book, a catalog citation lists the document identifier, and the fields in the document identifying who submitted the document, the subject, related documents, and so forth.

Reading a Journal Document

As mentioned in the section "Reading a Message or Header", you read a message by giving the Type Message command and then specifying the number or identifier of the message you want to read. To read a journal document, you give the Type Message command and, when prompted for the selection by "(selection) A:", type the document identifier of the document you want to read. For the example citation given earlier, you would type "augment,1078,". Remember to type a comma after both the journal name and document number. (NOTE: If you are working in display mode, you can mark the identifier in the Location field to read the journal document.)

Note that you can type a journal identifier with or without angle brackets. That is, you can type it in the form "NAME,NUMBER," or "<NAME,NUMBER,>", where NAME is the name of the journal, and NUMBER is the document number. When referring to the AUGMENT journal, you can omit the word "AUGMENT" in the document identifier. (NOTE: Both of these forms for typing journal identifiers can be used in any address or link in any AUGMENT command. That is, you can address a journal document wherever you can address any file.)

Normally, a document is cataloged and entered into a journal immediately on the same host. However, a citation may occasionally arrive before the document has been cataloged. If you try to read a document before it is cataloged, the following interaction will occur:

```
"Document <NAME,NUMBER,> has not yet been cataloged on this host.  
Do you want it retrieved, if possible? Y/N:"
```

If you see that the citation was just posted, then it will be

cataloged very soon and you can try to read it later. If not, then go ahead and ask for it to be retrieved. Type "n" for No, or "y" for Yes.

When you give a Type command to read a document that contains any of the fields listed below, you are told that the document you want to read is related to one or more other documents. This notification occurs before the document you want to read is typed on your terminal. See the section "Submitting an Item to a Journal: Recorded Mail" for more information on the fields listed below.

When you give a Type command to read a document containing any of these fields:

- Supersedes
- Part-of
- Parts
- Addendum-to
- Addenda
- In-reply-to
- Replies,

you will see the following notification:

"This document contains references to other documents. You may use the Copy Citation command in Mail to make a copy in the category of your choice."

To see the catalog citation for the document, give the Show Citation command. The citation will be shown to you on your terminal. The citation shows you information about the document, including the document identifiers of any related documents. For example, the citation typed on your terminal might look like this:

```
AUGMENT-100562 2-JUN-83 Standards and Procedures
From: STR.TYM
Subject: Standards and Procedures
To: MDN.TYM, GROUP3.TYM
Access: unrestricted
Location: <AUGMENT,02331,>
Identifier: AUGMENT,02331,
Posted: 10-May-83 11:50-PDT
Parts: <AUGMENT,03451,> <AUGMENT,053321,>
```

The Parts field of this catalog citation tells you that there are two documents that are part of this document, and gives you their document identifiers.

If you want to copy a catalog citation so that you can refer to it later and possibly read the related documents, then give the Copy Citation command after the document is typed on your terminal. When you give this command, you are first asked for the document

copy. Then, you are asked for the name of the category to which you want the citation copied. You can optionally create a new category during this command as well as a new file for the category.

After giving this command, the catalog citation is copied to the category you specified. The citation will look just like the one that was shown to you on your terminal. The header of the citation will be in the form "NAME-NUMBER DATE SUBJECT", where NAME is the name of the journal, NUMBER is the document number, DATE is the date the document was submitted, and SUBJECT is the subject of the journal document.

If you give the Copy Citation command and the catalog containing that citation is not on line, then you will see the following notification: (NAME is the journal name, and NUMBER is the document number.)

"Journal Catalog <NAME,NUMBER,> is not on line. A retrieval request has been submitted. You will be notified when the catalog is back on line."

When the catalog is back on line, you will receive a message saying "Journal Catalog <NAME,NUMBER,> is now on line on HOST", where HOST is the host computer.

When you give a Type command to read a document containing a Superseded field, the following interaction will occur:

"Superseded: <NAME,NUMBER,> has been superseded by <NAME,NUMBER,>. Do you want the new document? Y/N:"

NOTE: NAME is the journal name, and NUMBER is the document number.

If you type "n" for No, you are shown the superseded document, that is, the one you asked for.

If you type "y" for Yes, you are shown the superseding document. You will then see the same notification described above:

"This document contains references to other documents. Use the Copy Citation command in Mail to make a copy in the category of your choice."

You may receive this notification only because the document contains a Supersedes field or because it also contains other fields about related documents. To find out if there are other fields about related documents,

you can give the Show Citation command; you can ignore any information about Supersedes.

The Show Citation command: Type "<SP>shc".

Show C: Citation (for document identifier) T/[A]/OK: Type <OK> to specify the current journal document, or type the document identifier of another journal document.

The Copy Citation command: Type "c<SP>c".

Copy C: Citation (for document identifier) T/[A]/OK: Type <OK> to specify your current journal document, or type the document identifier of another document, followed by <OK>.

(to category at) A/OPT: Type the name of the file in which the category is located, a comma, and then the category name. End with <OK>. To create a new category, type <OPT>. You are then prompted by the following:

(new category named) T/[A]: Type the name of the new category, followed by <OK>. (See the section "Guidelines for Naming New Categories and Files" for details on naming categories.)

(in file) T/[A]/OK: Type <OK> to specify your current file, or type the name of another file, followed by <OK>. If the file is not recognized as a current file, you will then see "(new file?) Y/N:". Type "y" or <OK>, and the file is created.

Returning to Your Mail-IDENT file

When you give the Type command to read a journal document, you are left at that document in the journal. In your next Type command, you must specify the file, category (if your file is divided into categories), and the number of the message you want to read. For example, if you want to return to the first message in the New-mail category of your Mail-IDENT file, give the Type Message command and, when prompted by "A:", specify "mail-IDENT,new-mail#1", where IDENT is your ident. You can then specify other messages as you normally would.

Alternatively, to return to the last file you were viewing before reading the journal document, you can give the Jump (to) Return File command. When you give this command, you are shown the directory name and file name of the last file you were viewing, followed by the prompt "Y/N:"; for example, "< MURPHY, MAIL-SRM.AUG;52, > Y/N:".

You respond to the "Y/N:" prompt which follows the name of the file by typing "y" for Yes or "n" for No. When you answer "y" for Yes, you are returned to that file in the last location you were viewing

before leaving it. If you answer "n" for No, you will be shown the name of the file you were viewing before the last one. Because AUGMENT keeps a record of the last ten files you view in a session, giving the Jump (to) Return File command will enable you to return to any of the last ten files you were viewing.

The Jump (to) Return File command: Type "jrf".

Jump (to) C: Return C/OK: File OK: Type <OK>.

At the "Y/N:" prompt that follows the name of the file, type either "y" or <OK> for Yes to return to that file, or "n" for No to return to a previous file.

Retrieving an Archived Document

To conserve disk storage space, journal documents are archived frequently. There may be times, therefore, when the document you want to read is not on line. When you try to type a journal document that is cataloged but not on line, the following interaction will occur: "Document <NAME,NUMBER,> is not on line. Do you want it retrieved? Y/N:", where NAME is the name of the journal, and NUMBER is the document number.

If you type "y" for Yes, you are shown the notification "Retrieval request submitted". You will be notified by a message when the file has been brought back on line. The message you receive will say "Document <NAME,NUMBER,> is now on line on HOST", where NAME is the name of the journal, NUMBER is the document number, and HOST is the name of the host computer. Usually, the document is retrieved in a matter of minutes or hours.

Whether you answer Yes or No to the above question, your location will remain the same as it was before giving the command to type the journal document.

NOTE: Anyone with access to a particular journal can submit a retrieval request for a document recorded in that journal, even if the document is restricted. However, if the document is restricted, only the recipients of the original citation and those listed in the Extended-access field will be able to access the document once it is brought back on line.

Searching for a Document Using the Journal Catalog

There may be times when you want to read a journal document but do not know its document number. You probably remember, however, certain things about the document, such as its subject, who submitted it to that journal, or a key word that may appear in the Keywords field. You can search for such a document by giving the Find

Citations command. The command searches through the catalog for the journal you specify and finds citations that match your search criteria. Those matching citations are then copied into a category you specify, and you can read the citations with the Type Message command to find the document number of the document you want to read.

When you give the Find Citations command, you are first asked for the name of the journal in which the document you are searching for is located. Then, you are asked to specify a date range for the search to cover. Next, you are asked to specify search criteria based on the fields in the citation and, finally, you are asked which category you want the citation or citations delivered to. If you have not yet created the category, you can do so in the command. When the search is completed, you will be told how many citations matching your criteria were found.

You can specify dates for the search to cover in a variety of ways. For example, "Sept-12-83", "9/12/83", "12 Sept 83", and "September 12, 1983" are valid date formats. If you do not specify any dates, the default dates will be used for the search. The default is to start 30 days before the current day.

You can specify a variety of search criteria. You can base the search on text in any field except the Message field and further specify whether the search on that text is case dependent or independent. You can specify that the specified text be searched for anywhere in a field or as the first word or words in a field. You can use the words "and" and "or" to combine searches, and use the word "not" to negate searches. Of course, the more specific you make the search, the fewer the citations matching your specifications will be found. The following summarizes the search criteria you can specify. The examples following the summary illustrate several search specifications.

Summary of Search Specifications

Specifying a field name and the text in that field: You can specify any field name by simply typing its name, for example, From, Subject, Keywords, etc. You can specify text in a field in two ways:

Text surrounded by quotes, that is, "text", means the text should be searched for as the first word or words in the specified field.

Text surrounded by quotes and square brackets, that is, ["text"], means the text should be searched for anywhere within the specified field.

Specifying case dependence or independence of text in a field:

Type an equal sign (=) before text to mean case dependence.

This means that the text searched for must be in the same case in which you type it.

Type a tilde (~) before text to specify case independence. This means that the specified text will be searched for without regard to case.

The default specification is case dependence, which means that if you do not type an equal sign or tilde before text, the text will be searched for in the same case in which you type it.

Specifying the text of the Posted and Received fields: Dates can be specified in a variety of ways. For example, "July-4-83", "July 4, 1983", "7/14/83", and "4 July 83" are valid formats. Precede the date you specify with one of the following:

= Equal sign; means on that date.

< Left angle bracket; means before that date.

> Right angle bracket; means after that date.

between (The word "between".) Means between two specified dates. Separate the two dates with a space.

Specifying a combination of searches: Use the words "AND", "OR", and "NOT".

Examples of Searches:

Subject "Standards and Procedures" AND From "RBJ.TYM"

This search will match all citations with the exact text "Standards and Procedures" as the first words in the Subject field and with the uppercase text "RBJ.TYM" as the first word in the From field.

From "ELT.TYM" OR From "ADAMS@MIT-MC" AND Subject ~ ["proposal"]

This search will match all citations with the uppercase text "ELT.TYM" or uppercase text "ADAMS@MIT-MC" as the first words in the From field that also contain the text "proposal" somewhere in the Subject field.

From "SRK.TYM" AND Subject ~ ["Journal Searching"] AND Posted Between July 21, 1983 July 30, 1983.

This search will match all citations with the uppercase text "SRK.TYM" as the first word in the From field that also

contain the text "journal searching" in the Subject field, and that were posted between July 21, 1983 and July 30, 1983.

The Find Citations command: Type "fc".

Find C: Citations (in journal named) T/OK: Type <OK> to specify the default journal (as set in your profile), or type the name of the journal, followed by <OK>.

(start date) T/OK: Type the posting date you want the search to begin on, followed by <OK>, or type <OK> to specify the default start date, which is 30 days before the current day.

(end date) T/OK: Type the posting date you want the search to end on, followed by <OK>, or type <OK> to specify the default end date, which is the current day.

(using search pattern) T/[A]: Type in your search criteria, as discussed above, followed by <OK>.

(and store matches in category at) A/OPT: Type the name of the file in which the category is located, a comma, and then the name of the category in which you want to store the citations matching your criteria. End with <OK>. If you have not yet created the category, type <OPT>, and you will be prompted by the following:

(new category named) T/[A]: Type the name of the new category, followed by <OK>. (See the section "Guidelines for Naming New Categories and Files" for details on naming categories.)

(in file) T/[A]/OK: Type <OK> to specify the current file, or type the file name, followed by <OK>. If the file is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK>, and the file is created.

SENDING MAIL

Introduction

With AUGMENT Mail commands, you can send original mail, answer mail you have received, forward mail to another recipient, and send an acknowledgement to a message you have received. Some types of mail follow a special routing list; such mail can be passed on to the next recipient in the list. The Mail commands Send, Forward, Answer, and Pass take care of all the mail sending jobs you will encounter in Mail.

A copy of each message you send is automatically filed in the Author-mail category of your Mail-IDENT file.

When you give a command to send mail, Mail asks you to provide all the information needed to get the mail to the right individuals. First, you are asked to whom the mail is addressed. Next, you are asked who should receive "carbon copies" of the mail. You are then asked for a brief subject, and then for the body of the message.

When you answer a message, a copy of your answer is automatically addressed to the originator of the message. You are asked to whom you want carbon copies of the message sent. You are then asked for the body of the message. Mail copies the subject from the original message.

When you forward a message, Mail copies the fields and body of the original message. You are asked to whom the message is to be sent, who should receive carbon copies, and for a brief comment. When the message is delivered, recipients see that the message has been forwarded by you.

When you give a command to acknowledge a message you have received, Mail sends a brief acknowledgement message to the sender.

When you pass a routed message, you simply read the message or make comments on it before passing it on to the next recipient.

When you send new mail, answer mail, or forward mail, you are prompted for specific information, as discussed above. Providing this information is like filling out a standard form. You can add information by adding new fields, or you can design your own mail forms that contain the fields you want in the order you want. Then, when you send, answer, or forward mail, you can use your own mail forms instead of the ones automatically provided by Mail.

Whenever you begin work on a message, a draft of the message is created in the Drafts category of your Mail-IDENT file. The draft remains there until you send or delete it. When you are prompted to give the final confirmation to send a message, you can instead enter "finishing touches", where Mail commands for editing and setting delivery specifications are available. When you enter finishing touches, "(Finishing touches) C:"

appears on your terminal. After editing a draft, you can send it immediately, or save it to finish and send later.

You can specify how mail is to be sent by setting delivery specifications within a sending command. You can specify the time of delivery, specify that a message be routed, and ask for acknowledgment of receipt and/or delivery of your mail. You can also submit mail to a journal so that it is permanently recorded and automatically maintained.

Occasionally, something may interfere with the sending of your mail, or you may choose to send it later instead of right away. In either case, all the work you did is saved in the Drafts category, so you can always pick up where you left off and send the message later. For information about locating and completing drafts, see "Saving and Sending Mail Drafts" and "Editing Mail Drafts".

Specifying Mailing Addresses

Introduction

A mailing address tells AUGMENT Mail to whom your message is to be sent. Specify one or more mailing addresses whenever you are prompted for an address. If you specify more than one address, separate each with a comma and/or a space. Mailing addresses appear in the address fields (To, Cc, Bcc, From, Sender, Reply-to, and Extended-access) of your message. There are several types of mailing addresses, which are described in this section; the type you use depends on the type of mail system the addressee uses.

Sending Mail to AUGMENT Users

To send mail to someone who uses AUGMENT, simply use that person's ident as their address. If you do not know that person's ident, then you can look it up, as described in the following section.

To specify the ident of someone in the same ident data base as you, just use the ident. Use any combination of uppercase and lowercase letters. For example:

```
rbj
Bps
LMV
```

To specify the ident of someone in a different ident data base, you must include a period and the name of that person's ident data base in the address. For example:

Sending Mail

rbj.tym
Bps.cor
LMV.GVT

The letters to the right of the period represent the ident data base of that ident.

When specifying more than one ident, separate each with a comma. The comma may also be followed by a space, for example:

Lmv, ACR, HVJ.TYM

An alternative to using an ident as a mailing address is to use the address MAILBOX@HOST, where MAILBOX is usually identical to the person's directory name, and HOST is the name of the host computer upon which that person receives mail. For example:

Harrison@office-6

As an abbreviation, if the person receives mail on the same AUGMENT host as you do, omit HOST and simply use the address MAILBOX@. For example:

Harrison@

Looking Up an Ident

All you need to know to look up someone's ident is their last name. Give the Show Ident (record for) Lastname command, and specify the last name. You are shown the ident, the person's name, and the organization to which that person belongs.

If you do not know how to spell the last name, you can specify your best guess, and AUGMENT Mail will look up the ident for the name that most closely resembles your guess. Give the Show Ident (record for) Sound-alike command, and you are shown the ident of the name that most closely resembles the sound-alike you type in. You are also shown the person's name, and the organization to which that person belongs.

Once you know someone's ident, you can look up information on the work address and phone number, mailing groups to which that person belongs, and other information. You can also look up information on a group ident, a mail list ident, and a role ident. Give the Show Ident (record for) Ident command and you are shown this information.

The Show Ident command: Type "<SP>sh<SP>i".

Show C: Ident (record for) C: Give one of the following command words:

Lastname T/[A]: Type in the last name, followed by <OK>. When the command is completed, you are shown the person's ident, name, and the organization to which that person belongs. NOTE: If more than one person has that last name, then several idents, names, and organizations might appear.

Ident T/[A]: Type in the ident, followed by <OK>. When the command is completed, you are shown various information about that individual.

Sound-alike T/[A]: Type in your best guess of the spelling of that person's last name, followed by <OK>. When the command is completed, you are shown one or more last names that sound like the one you specified, along with the associated idents and the organizations to which those persons belong.

OPT/OK: Type <OK> if the person is in the same ident system as you; type <OPT> if the person is in a different ident system. When you type <OPT>, you are prompted with:

(in Ident Database) T/[A]: Type in the name of the ident system, followed by <OK>.

Sending Mail to Non-AUGMENT Users: Foreign Addresses

When sending mail to users on other than AUGMENT hosts, you must enclose the address in curly brackets {}, followed by the name of the mail system receiving the mail. The exception is for ARPANET and MILNET (Defense Data Network, or DDN) addresses, which can be given in the form MAILBOX@HOST, where HOST is the name of the host computer upon which that person receives mail, and MAILBOX is the name of the person's mailbox on that host. Some examples of foreign addresses are:

```
{oad.rkt}ontyme
```

```
{Ron B. Jones <rjones@office-3>}DDN or rjones@SU-A1
```

Return Addresses

Since addressing schemes in the various mail systems to which AUGMENT Mail interfaces do vary and change, there is no single address you can give for users of all other mail systems to send mail back to you. Fortunately, AUGMENT Mail and/or the other mail system are able to construct the correct address out of your ident and data base name (e.g. RTH.TYM) and additional qualifiers appended to it. To discover the complete address for the other person to use, first send the person a message using AUGMENT Mail, and ask the person to use the address that appears in the From field of the message he or she receives. For

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example, the return address for RTH from another MILNET host might be "RTH.TYM@OFFICE".

Excluding Addresses From a Group or List

If you are sending a message to a group ident and want to exclude one or more members of that group from receiving the message, you can type a minus sign (-) in front of each address you want to exclude. For example, suppose you are sending a message to a group ident called "GPD.TYM", and do not want the addresses "ART.TYM" and "DRG@office-6" to receive a copy of the message. The To field of your message would look like this:

To: GPD.TYM, -ART.TYM, -DRG@office-6

NOTE: A minus sign in front of an address in the Cc field does not affect any address in the To field.

Sending a Message

The Send or Send New command allows you to send an original message to one or more individuals. The Send New command also enables you to send an original message using a mail form that you design. See the section "Creating and Using Mail Forms" for information on mail forms.

When you give the Send or Send New command, Mail prompts you to provide the information it needs to send the message. You are first asked to whom the message is addressed. Next, you are asked to provide addresses of those who are to receive a carbon copy. Mail then asks for a brief description, or subject, of your message. Finally, you are asked for the text of the message, called the message body. When you complete the Send or Send New command, you are notified that the message has been sent. A copy of the message is automatically filed in your Author-mail category.

The following tells how to draft and send a message with the Send and Send New commands. For information on saving and sending a draft of a message, see the section "Saving and Sending Mail Drafts". For information on editing a draft prior to sending the message, see "Editing Mail Drafts".

NOTE: You may want to insert fields into your draft before it is sent. For example, if you are not the originator of the message, but are simply posting it for someone else, you will want to insert a From field with the ident of that person. See the section "Inserting and Deleting Fields" for more details.

The Send command: Type "s".

Send C/OK: Type <OK>.

(To) T/[A]: Specify to whom the message is addressed. Type in one or more mailing addresses, followed by <OK>. Separate each address with a comma and/or a space. (To learn how to specify addresses, see the section "Specifying Mailing Addresses".)

(Cc) T/[A]: Specify who is to receive a "carbon copy". Type in one or more addresses, followed by <OK>. Separate each address with a comma and/or a space. To send a copy to no one, type <NULL>.

(Subject) T/[A]: Type in a brief subject (usually one line or less), followed by <OK>.

(Message body) T/[C]: Type in the first paragraph, or "statement", of your message, followed by <OK>. It is not necessary to type <RET> to begin new lines. AUGMENT knows how to break lines between words.

(next statement:) L/T/[A]/OK: To continue with the message, type in the next statement of your message, followed by <OK>. To end the message body, just type <OK> at the prompt.

(Send now?) Y/N/C: To send the message immediately, type "y" or <OK> for Yes. After a brief pause, "Mail sent" appears on your terminal, and you are returned to "MAIL C:".

NOTE: If you type "n" for No, you enter finishing touches. See the section "Editing Mail Drafts: Finishing Touches" for more information on editing commands.

The Send New command: Type "sn".

Send C/OK: New (message) OPT/OK: When you type <OK>, you are prompted for the To, Cc, Subject, and Message fields as in the Send command above. To use a mail form, type <OPT> at the "OPT/OK:" prompt. (See the section "Creating and Using Mail Forms" for information on mail forms.) When you type <OPT>, you are prompted by the following.

(using mail form at) A/[T]: Type the name of the mail form, followed by <OK>.

Answering a Message

The Answer command allows you to answer a message that was sent to you and to send the answer to one or more recipients.

With the Answer command, instead of typing in mailing addresses, initially

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you give command words to specify the recipients based on the From, To, and Cc fields of the message you are answering. Then you can specify additional addresses.

When you answer a message, the address specified in the From or Reply-to field of the original message appears in the To field of your answer. All other addresses you specify appear in the Cc field.

If a Reply-to field is present in a message you are answering, the Answer command will use the addresses listed in this field for the reply's To field, instead of using those listed in the From field.

The Answer command automatically fills in the Subject field by taking the subject of the original message and preceding it with "Re:", meaning "in response to". If you are answering an answer, the subject field is unchanged. The Answer command also inserts an In-reply-to field that contains the identifier of the message being answered.

The Answer command can give rise to a lengthy dialog about a topic because you can answer a message that might already be an answer. AUGMENT keeps track of such discussions by recording the identifiers of the chain of answers in the In-reply-to field. When you receive an answer that contains more than one identifier in the In-reply-to field, you can tell who sent the original message, who sent the first answer, who answered that message and so on, by reading the identifiers in the field.

To edit the draft before sending it, specify "n" for No when prompted by "(Send now?) Y/N/C:", as described below.

When you complete the Answer command, you are notified that the message has been sent, and a copy of the message is delivered to your Author-mail category.

The Answer command: Type "a".

Answer (message at) A: Type the message number or identifier, followed by <OK>, or just type <OK> to specify the current message.

OPT/OK: Type <OK>. **NOTE:** If you type <OPT>, you can use a mail form of your own design. See the section "Creating and Using Mail Forms".

(replying to) MAILING-ADDRESS (and to addresses in) C/OK: Type <OK> to send the answer only to the original address in the From or Reply-to field,, or give one of the command words To, Cc, or Both to specify additional recipients. (MAILING-ADDRESS is the address in the From or Reply-to field of the original message.)

To (field) OK: Sends a "carbon copy" to the addresses specified in the To field of the original message.

Cc (field) OK: Sends a "carbon copy" to the addresses specified in the Cc field of the original message.

Both (To and Cc fields) OK: Sends a "carbon copy" to the addresses in both the To and Cc fields of the original message.

(additional addresses) T/[A]/OK: Type in one or more additional addresses, followed by <OK>. To add no additional addresses, just type <OK>.

(Message body) T/[C]: Type in the first paragraph, or statement, of the message body, followed by <OK>.

(next statement:) L/T/[A]/OK: To continue with the message body, type in the next statement, followed by <OK>. To end the message body, just type <OK>.

(Send now?) Y/N/C: To send the message immediately, type "y" or <OK> for Yes. After a brief pause, "Mail sent" appears on your terminal and you are returned to "MAIL C:".

NOTE: Specifying "n" for No in response to "(Send now?) Y/N/C:" enters finishing touches, where you can edit the draft. See "Editing Mail Drafts: Finishing Touches" for information on editing commands.

Forwarding a Message

The Forward command allows you to send a copy of a message you have received to one or more recipients with or without comment by you.

When you give the Forward command, you are asked to provide information for the To and Cc fields, just as in the Send command. Mail automatically fills in the Subject and Message fields. The subject is the same as that of the original message, but with the text "Frwd:" (meaning "forwarded") preceding it. The message body remains the same.

The Forward command prompts you for a comment, which will appear before the message body. To omit the comment, type <NULL>. The Forward command also creates a field called Forwarded-header, which contains a copy of the header and fields of the original message. The Forwarded-header field precedes the message body.

To edit the Comment field or any mailing address before forwarding the message, specify "n" for No when prompted by "(Send now?) Y/N/C:", as described below.

When you complete the Forward command, you are notified that the message has been sent, and a copy of the message is filed in your Author-mail category.

The Forward command: Type "f".

Forward (message at) A: Type the message number or identifier, followed by <OK>.

OPT/OK: Type <OK>. NOTE: If you type <OPT>, you can use a mail form of your own design. See the section "Creating and Using Mail Forms".

(To) T/[A]: Type in one or more addresses, separating them with commas and/or spaces, and end with <OK>.

(Cc) T/[A]: Type in one or more addresses, separating them with commas and/or spaces, and end with <OK>. To send a copy to no one, type <NULL> or <CTRL-N>.

(comment) T/[A]: Type in your comment, and end with <OK>. The comment can be only one paragraph (statement) in length. To omit the comment, type <NULL> or <CTRL-N>.

(Send now?) Y/N/C: Type "y" or <OK> for Yes. After a brief pause, "Mail sent" appears on your terminal and you are returned to "MAIL C:".

NOTE: Specifying "n" for No enters finishing touches, where you can edit the draft. See "Editing Mail Drafts: Finishing Touches" for information on editing commands.

Copying the Message Body From Already Prepared Text

This section is for those who use the Base subsystem of AUGMENT and who have already prepared, with Base commands, the text of their message as a file or section of a file. When you send a message you can copy into the message body this previously prepared text by addressing AUGMENT structures instead of typing in the text.

When you are prompted to type in the message body by (Message body) T/[C]:, type <OPT> (or <CTRL-U>), give a command word for the AUGMENT structure such as Statement, Branch, Group, Plex, or File, and then address the location of the structure. When you specify any of the structures Statement, Branch, Group, or Plex, the text of that structure is copied into the Message field. When you specify File, a pointer called a "link" appears in the Message field of your draft. The link points to the file you specified, and looks like this: <DIRECTORY, FILE,>, where DIRECTORY is the directory name and FILE is the file name. When you send the completed draft, the contents of the file you specified are copied into the Message field, so each recipient will receive a copy of that file's contents.

Copying information into the message body is available in the Send, Send New, and Answer commands. You cannot copy the message body from a file in the Forward command.

Examining Mail Drafts

You can examine your mail draft for errors or omissions before sending it. If you decide not to send the draft immediately, it remains in the Drafts category of your Mail-IDENT file until you send or delete it. You can save drafts for as long as you want.

To examine the draft of a message, when prompted by "(Send Now?) Y/N/C:", give the Type (draft) command. When you give this command, you are shown the draft exactly as you have typed it, with statement identifiers shown on the left. (This can be controlled in your profile setting for finishing touches as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".) The Type command only allows you to view the draft, not edit it. You are then prompted by "(Send Now?) Y/N/C:" again. If you are satisfied with the draft, then type "y" for Yes and the draft is sent.

To examine a draft before you send it, begin with any of the sending commands described earlier.

(Send now?) Y/N/C: Give the Type command. Type "t".

Type (draft) OK: Type <OK>, and you are shown the draft exactly as you have typed it.

(Send now?) Y/N/C: Type "y" for Yes, and the draft is sent.

NOTE: To edit the draft, type "n" for No when prompted by "(Send Now?) Y/N/C:". "(Finishing touches)" appears, which means that commands for editing the draft are available. See "Editing Mail Drafts: Finishing Touches" for information on editing commands.

Saving and Sending Mail Drafts

Whenever you begin to send a message with the Send, Send New, Answer, or Forward command, a draft is created in the Drafts category of your Mail-IDENT file. If you cancel a sending command by typing <CD> before sending the message, the work you did is saved until you send or delete the draft.

The header of a draft initially begins with the word "draft". However, you can replace the word "draft" with a name of your choice to make it easier to find later. The Save command allows you to do this. When you are ready to send the draft, you can identify the draft by specifying its name.

When you give the Save command, you are asked to type in the name of the draft. The name should be short, easy to remember, and contain no punctuation other than dashes or apostrophes. It may also contain at signs (@). Include no spaces in the name. For example, "memo" and "order-form" are valid names. (Names can contain up to 100 characters.) When the Save command is executed, "MAIL C:" appears on your terminal, and you are

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returned to the message you were reading before initiating the sending command.

To send a draft, give the Send Draft command. When you give this command, you must specify which draft you want to send by typing its number or the name you gave it earlier with the Save command. You can find out the name and/or number of a draft by giving the Type All Headers command and specifying the Drafts category. When you give the Send Draft command, the draft moves to the top of the Drafts category of your Mail-IDENT file. It stays there until you send or delete it or begin another draft. When the draft is sent, it is deleted from the Drafts category.

Mail keeps track of which draft you last worked on. You can send your most recent draft with the Send Current command. This command is a shortcut for sending the draft most recently created by the sending commands. The command works like the Send Draft command except you do not have to specify the draft; the first draft in the Drafts category of your Mail-IDENT file is sent. At the completion of the command, you are left where you were before giving the command.

As mentioned previously, all your work in Mail is automatically saved for you. The following steps pertain to saving a draft of a message and giving it a name.

The Save command is available only in finishing touches; that is, when you see "(Finishing touches) C:". To enter finishing touches, at "(Send now?) Y/N/C:" in a sending command, type "n" for No.

The Save command: At "(Finishing touches) C:", type "<SP>sa".

Save (draft using name) T/[A]/OK: Type in the name, followed by <OK>. The name replaces "draft" in the header of your current draft, and you are returned to "MAIL C:".

The Send Draft command: At "MAIL C:", type "sd".

Send C/OK: Draft (at) A: Type the name of the draft, followed by <OK>. If the draft has any blank or missing fields, you are prompted to fill them in.

(Send now?) Y/N/C: Type "y" or <OK> for Yes. After a brief pause, "Mail sent" appears on your terminal, and you are returned to "MAIL C:".

NOTE: Specifying "n" for No at "(Send now?) Y/N/C:" enters finishing touches, where you can edit the draft. See the section "Editing Mail Drafts: Finishing Touches" for information on editing commands. When you send a draft, your current message and category are the same as they were before you gave the command.

The Send Current command: At "MAIL C:", type "sc".

Send C/OK: Current (most recent draft) OK: Type <OK>. If the draft has any blank or missing fields, you are prompted to fill them in.

(Send now?) Y/N/C: Type "y" or <OK> for Yes. Specifying "n" for No enters finishing touches.

Editing Mail Drafts: Finishing Touches

Introduction

Editing a draft of a message means making changes to the content of one or more fields, adding or deleting fields, and setting delivery specifications for sending the message.

To edit a message, you must enter finishing touches. There are two ways to do this. One is to respond "n" for No when prompted by "(Send Now?) Y/N/C:" in a sending command. The other is to give the Edit Current or Edit Draft command at "MAIL C:". The first method is used when you are composing a message and then decide to make some editing changes. The second method is convenient when you want to edit a draft you began at some earlier time. When you enter finishing touches, "(Finishing touches) C:" replaces "MAIL C:" on your terminal.

After entering finishing touches, give the Type Draft command to see your draft. Your draft is then typed out for you, with statement identifiers shown on the left. (Both the typing of the draft and the way the draft is shown to you can be controlled in your profile, as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".)

Once you enter finishing touches, you remain there until you leave by sending the message, saving the draft, or giving the Exit command. When you leave finishing touches, you are returned to "MAIL C:".

NOTE: Before giving the Edit Draft command, you might want to give the Type All Headers command and specify the Drafts category to find out the name and/or number of the draft you want to edit.

The Edit Draft command: Type "<SP>edd".

Edit C: Draft (at) A: Type the name or number of the draft, followed by <OK>. "(Finishing touches) C:" appears on your terminal, meaning that commands for editing the draft are now available.

The Edit Current command: Type "<SP>edc".

Edit C: Current (most recent draft) OK: Type <OK>; "(Finishing touches) C:" appears on your terminal meaning that commands for editing the draft are now available.

Editing Commands

There are many editing commands available in finishing touches. Those most useful for typewriter mode are presented here. For a complete list of editing commands, refer to the section "LIST OF COMMANDS" at the end of this document.

Replacing, Inserting, and Deleting Content

One way to edit is to use the command word Content to replace, insert, or delete text within fields. The commands Replace Content, Insert Content, and Delete Content perform these functions.

When you give the Replace Content command, you are asked to specify the field that contains the text you want to replace. Then, you are asked to type the content to be replaced and, finally, the new content. The first occurrence of the content you specify is replaced by the new content.

Type the content to be replaced exactly as it appears in your draft, including proper capitalization and punctuation. To replace the same content several times in your draft, you must repeat the Replace Content command for each occurrence.

When typing in the content to be changed, you often need to type enough characters surrounding the content to make it unique, so that only the correct occurrence of the content is replaced. For example, in the sentence below, the word "field" is misspelled "feild":

When you receive a message, the From feild contains the ident of the sender of the message.

The text "ei" should be replaced with "ie" in the word "feild"; however, the text "ei" also appears in the word "receive". So to correct the error, you would type the characters surrounding the text "ei" as follows:

feil

Then you would type in the new content, including the surrounding characters, as follows:

fiel

When you complete the command, the error will be corrected.

When you give the Insert Content command, you are asked to specify the field name. You are then asked to type in the content that the new content is to follow. As with the Replace Content command, you

must type in the content exactly as it appears in your draft, and type enough characters to make the content unique. Finally, you are asked to type in the new content.

When you give the Delete Content command, you are asked to specify the field name. You are then asked to type in the content that you want deleted. Again, type in the content exactly as it appears in your draft, typing enough characters to make the content unique.

If you incorrectly specify content, the message "given content not found in field" appears on your terminal, and the command terminates without replacing any content. If this happens, repeat the command, taking care to type in the text just as it appears in the draft.

Remember, these editing commands are available only at "(Finishing touches) C:"

The Replace Content command: Type "r<SP>c".

Replace C: Content (in) C: Specify the field in which you want to replace content. Type the first letter of the field name; for example, type "t" for To, or "c" for Cc. (Type "?" at "C:" to see your alternatives.) After specifying the field, the field name appears on your terminal.

(field, replacing) T/[A]: Type in the content you want to replace. Type the content exactly as it appears in the draft, followed by <OK>.

(by) T/[A]: Type in the new content, followed by <OK>. You are again prompted by "(Finishing touches) C:". You can repeat the Replace Content command.

The Insert Content command: Type "i<SP>c".

Insert C: Content (in) C: Specify the field in which you want to insert content. Type the first letter of the field name; for example, type "t" for To, or "c" for Cc. (Type "?" at "C:" to see your alternatives.) After specifying the field, the field name appears on your terminal.

(field, to follow content) T/[A]: Type in the content you want the new content to follow, followed by <OK>.

(new content) T/[A]: Type in the new content, followed by <OK>.

The Delete Content command: Type "d<SP>c".

Delete C: Content (in) C: Specify the field in which you want to delete content. Type the first letter of the field name; for

example, type "t" for To, or "c" for Cc. (Type "?" at "C:" to see your alternatives.) After specifying the field, the field name appears on your terminal.

(field, deleting) T/[A]: Type in the content you want to delete, followed by <OK>.

Inserting and Deleting Fields

You may want to insert fields into your draft before you send it. There are many useful fields available to you. One field, Comment, can be used to add a note in your message without disturbing the contents of the message body. Another useful field is From. Whenever you send a message, your ident is automatically put in the From field of the delivered message. If you are not the originator of the message, but are simply posting it for someone else, then you should insert a From field into the draft with the ident of that person. When you do this, Mail will insert a Sender field into the delivered message, indicating that the message was sent by you.

Other fields you might want to add are Reply-to, which is used when you are the originator of the message, but want replies to go to someone else; Bcc, which sends out "blind carbon copies"; Action-code, which specifies action for the recipient to take; and References-to, which references other messages.

See Appendix A for descriptions of all of the Mail fields.

To insert a field into your draft, give the Insert Field command. When you give this command, you are asked to specify the field you want to insert. For a complete list of your alternatives, type "?". In most cases, you need only type the first letter of the field name and the entire field name appears on your terminal. You are then asked to type in the content of the new field.

To delete a field, give the Delete field command. Again, you need only type the first letter of the field name and the entire field name appears on your terminal. When you give this command, you are asked to specify the field, and it is then deleted from your draft.

The Insert Field command: Type "if".

Insert C: Field (named) C: Type the first letter of the field name; for example, "f" for From, or "c" for Cc. The entire field name appears on your terminal.

T/[A]: Type in the contents of the field, followed by <OK>. To leave the field blank, type a space, followed by <OK>. (Blank fields are used in mail forms as described in the section "Creating and Using Mail Forms".)

The Delete Field command: Type "df".

Delete C: Field (named) C: Type the first letter of the field name; for example, "f" for From, or "c" for Cc. The entire field name appears on your terminal.

(really?) OK: Type <OK>, and the field is deleted.

Replacing, Deleting, and Inserting Characters, Words, and Text

You can use the command words Replace, Delete, and Insert to edit characters, words, and text by using "address elements" that point exactly to the text to be edited. Specifying the location of the text you want to change, instead of typing it as it appears in the draft, can save a lot of time and energy, especially when you want to do extensive editing of a draft.

This section first describes the commands for replacing characters, words, and text, and then describes the address elements that allow you to specify the location of the text you want to edit. The detailed examples that follow illustrate the editing concepts discussed here. You are encouraged to try the examples, because the best way to learn this editing technique is by practicing it.

The editing method described in this section is for editing text within a "statement". All information in your Mail-IDENT file is stored in statements. A statement is the basic unit of information in AUGMENT and can be any logical unit. For example, every field is a separate statement. The message body can contain many statements. A statement corresponds logically to a paragraph, and it is often helpful at first to think of a statement as such. A statement can contain from one to 2,000 characters.

The command words Replace, Insert, and Delete can be followed by one of the following command words that tell exactly what to act upon:

Character: A single letter, number, punctuation mark, space, return character, or special control character. Characters you can see on your terminal are called "visible" characters; those you cannot see, such as spaces, tabs, and return characters, are "invisible". Invisible characters can be edited just like any other characters in AUGMENT statements.

Word: A series of letters and/or numbers surrounded by spaces, punctuation marks, or any other characters that are not letters or numbers. (It does not have to be spelled correctly or mean something in English or any other language.)

Text: Any series of adjacent visible and invisible characters within a statement.

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Whenever you give an editing command such as Replace Character or Delete Word, you must give the exact location of the character, word, or text you want to edit.

In AUGMENT, every statement has a unique number associated with it. When you enter finishing touches and give the Type Draft command, you are shown your current draft including the number that precedes each statement. For example:

0104 draft 27-Oct-82 14:57-PDT Division meeting tomorrow

0105 To: STAFF.TYM

0106 Cc: DPW.TYM, JCB.TYM

0107 Subject: Division meeting tomorrow

0108 Message:

0109 The operations staff will hold a divisional meeting tomorrow at 3 p.m. in conference room 3B.

0110 Please send a message to DPW or JCB if you plan to attend.

The number preceding each statement is called a "statement identifier". In editing commands, use the statement identifier as the location of the statement you want to edit. NOTE: Statement identifiers cannot be edited or changed by you. However, you can control whether you are shown the numbers when you enter finishing touches. See the section "CONTROLLING YOUR MAIL ENVIRONMENT" for information.

When you give a command such as Replace Word or Insert Character, you are prompted by "A:", which means you should give the location of the character, word, or text you want to edit within the statement you specify.

To specify the location of a character, word, or text within a statement, type the statement identifier, followed by the letter standing for one of the entities listed below. The letter should be preceded by a plus (+), meaning skip forward, or a minus (-), meaning skip backward. Some address elements skip you to absolute positions in a statement. For example, "+e" skips to the last character of a statement, and "+f" skips to the first character of a statement. For the other elements, put a number between the plus or minus sign and the letter to indicate the number of skips to be made. For example, "+4w" means "move to the fourth word following the word I am on".

w -- word

c -- character

e -- end of statement

f -- front of statement

So, using address elements often means counting words or characters to specify the location of the content you want to edit. Counting always begins from your "current location", which is where you are currently located within a statement. To find your current location, type a slash (/). You can type a slash whenever you see "A:" in a prompt. When you type a slash, an arrow (==>) points to your current location. Whenever you finish giving an editing command, your current location changes as follows:

Delete: Your current location is the character following the deleted text.

Insert: Your current location is the last character of the inserted text.

Replace: Your current location is the character following the new text.

Typing a back slash (\) at "MAIL C:" or "(Finishing touches) C:" types the entire current statement.

When using address elements to point to text in a statement, you are actually giving the location of one character position within a statement. When you give a statement number as an address, you are pointing to the first character in the statement.

The following examples illustrate various editing tasks. First, you are told exactly what to type; then, you are shown what appears on your terminal. All examples assume that the example draft described earlier in this section is the current draft.

The first example shows how to add the ident "JPM" into the To field.

1. Give the Insert Word command. Type "iw".

(Finishing touches) C: Insert C: Word (to follow word at) A:

2. Give the address of the word the new ident is to follow. Type "0105+2w" followed by <OK>. (The address means "in statement 0105, two words after the first word in the statement".)

(Finishing touches) C: Insert C: Word (to follow word at) A:
0105+w! T/[A]:

3. Type in the new ident, followed by <OK>.

(Finishing touches) C: Insert C: Word (to follow word at) A:
0105+w! T/[A]:,JPM.TYM!

(Finishing touches) C:

4. Type a back slash to check the statement. (This step is optional.)

(Finishing touches) C: \

0105 To: STAFF.TYM, JPM.TYM

(Finishing touches) C:

The second example shows how to remove the text "or JCB " from the message body.

1. Give the Delete Text command. Type "dt".

(Finishing touches) C: Delete C: Text (at) A:

2. Give the location of the first character of the text to be deleted. The "o" in "or" is the 30th character in statement 0110, so type the address "0110+29c" followed by <OK>.

(Finishing touches) C: Delete C: Text (at) A: 0110+29c!
(through) A:

3. (optional) Type a slash to check your current location.

(Finishing touches) C: Delete C: Text (at) A: 0110+29c!
(through) A: / ge to DPW

==>or JCB if y

4. Give the second address of the text. Count from the current location as shown in step 3; that is, count from the "o" in "or", not from the front of the statement. Do not retype the statement identifier. Type the address "+6c" followed by <OK>.

(Finishing touches) C: Delete C: Text (at) A: 0110+29c!
(through) A: / ge to DPW

==>or JCB if y +6c!

5. At the "OK:" prompt, type <OK>, and the text is removed. You can type a back slash if you wish to check your work.

(Finishing touches) C: Delete C: Text (at) A: 0110+29c!
(through) A: / ge to DPW

==>or JCB if y +6c!

(Finishing touches) C: \

Please send a message to DPW if you plan to attend.

(Finishing touches) C:

If you give an incorrect address at an "A:" prompt, the incorrect address followed by a question mark appears on your terminal; the command terminates and you are returned to "(Finishing touches) C:". Try giving the command again, making sure to type the correct address.

You can type <RC> instead of the final <OK> in an editing command, and the command is repeated. You can type <CTRL-B> to specify <RC>.

The Replace Character command: At "(Finishing touches) C:", type "rc".

Replace C: Character (at) A: Specify the location of the character, as described above, then type <OK>.

(by) T/[A]: Type in the new text, followed by <OK>. The character is replaced, and you are returned to "(Finishing touches) C:" and may repeat the command.

The Replace Word command: At "(Finishing touches) C:", type "rw".

Replace C: Word (at) A: Specify the location of the word, as described above, then type <OK>.

(by) T/[A]: Type in the new text, followed by <OK>. The old word is replaced, and you are returned to "(Finishing touches) C:" and may repeat the command.

The Replace Text command: At "(Finishing touches) C:", type "rt".

Replace Text (at) A: Give the location of the first character in the text, followed by <OK>.

(through) A: Give the location of the last character in the text string, followed by <OK>.

(by) T/[A]: Type in the new text, followed by <OK>. The old text is replaced, and you are returned to "(Finishing touches) C:".

The Insert Character command: Type "ic".

Insert C: Character (to follow character at) A: Specify the location of the character as described above, followed by <OK>.

T/[A]: Type in the new character, followed by <OK>. The new character is inserted, and you are returned to "(Finishing touches) C:".

The Insert Word command: Type "iw".

Insert C: Word (to follow word at) A: Specify the location of the word as described above, followed by <OK>.

T/[A]: Type in the new word, followed by <OK>. The new word is inserted, and you are returned to "(Finishing touches) C:".

The Insert Text command: Type "it"

Insert C: Text (to follow character at) A: Specify the location of the character as described above, followed by <OK>.

T/[A]: Type in the new text, followed by <OK>. The new text is inserted, and you are returned to "(Finishing touches) C:".

The Delete Character command: Type "dc".

Delete C: Character (at) A: Specify the location of the character you want to delete as described above, followed by <OK>.

OK: Type <OK>. The character is deleted, and you are returned to "(Finishing touches) C:".

The Delete Word command: Type "dw".

Delete C: Word (at) A: Specify the location of the word you want to delete as described above, followed by <OK>.

OK: Type <OK>. The word is deleted, and you are returned to "(Finishing touches) C:".

The Delete Text command: Type "dt".

Delete C: Text (at) A: Specify the location of the first character of text you want to delete, followed by <OK>.

(through) A: Specify the location of the last character of the text you want to delete, followed by <OK>.

OK: Type <OK>. The text is deleted, and you are returned to "(Finishing touches) C:".

Inserting and Deleting Statements

In addition to editing text within statements, you can edit entire statements. Two new commands are useful for editing statements: Insert Statement and Delete Statement. Insert Statement inserts a statement into the location you specify. Delete Statement removes a statement from the location you specify. You specify the location by typing a statement identifier. (Remember, a statement identifier is the number that appears before each statement of the draft when you give the Type Draft command in finishing touches.)

When you give the Insert Statement command, you are asked for the location of the statement the new statement is to follow. Then, you are prompted for the text of the statement you want to insert. When you finish giving the command, the new statement is inserted, and you are returned to "(Finishing touches) C:".

When inserting a statement, you can correct typing errors with <BC> and <BW>. You can type <CTRL-H> to specify <BC>, and <CTRL-W> to specify <BW>. You may want to review the section "GIVING COMMANDS AND TYPING TEXT" for information on <BC> and <BW>. You can see the corrected text on your terminal by typing <CTRL-R> any time before the final <OK>.

You can use the Insert Statement command to insert new paragraphs into the message body of your draft.

You can delete a paragraph from the message body with the Delete Statement command.

When editing the message body with Insert Statement and Delete Statement, remember that the field name "Message:" must be a separate statement, and it must come before any other statement in the message body. The whole message body must be the last field in the message.

The Insert Statement command: Type "is".

Insert Statement (to follow statement at) A: Type the statement identifier of the statement the new statement is to follow. End with <OK>.

L/T/[A]: Type the text of the new statement, followed by <OK>.

The Delete Statement command: Type "ds".

Delete Statement (at) A: Type the statement identifier of the statement you want to delete, followed by <OK>.

(really?) OK: Type <OK>.

Setting Delivery Specifications

Delivery specifications allow you to control how your message is sent. You can control the timing of delivery, specify whether mail is to be routed, and ask for acknowledgment of delivery from the system or of receipt from recipients. You can also submit the message to a journal and set access to that message, as well as specify that a copy of a message be inserted in a category you name.

To set a delivery specification, give the Set command in finishing touches. Any delivery specifications you set are listed in the draft in a field named Delivery-specifications. Each delivery specification is a separate subfield. When the draft is sent, the Delivery-specification field is removed, so recipients do not see the specifications.

You can reset a delivery specification to the default by giving the Reset command and naming the delivery specification you want reset. To see how you have set a particular delivery specification in a draft, give the Type Specification command and name the delivery specification.

To set the timing for a message, give the Set Timing command followed by one of the following command words:

Rush: Delivery is immediate.

Defer: Delivery occurs overnight.

Soon: Delivery is according to AUGMENT's normal delivery schedule, usually within a few minutes after the message is sent. This is the default; that is, the same as giving no delivery specification.

Start: Delivery occurs after a specified time. Specify the date and/or the time. Examples of valid dates and times are: 11/15/83 1:00 p.m.; Nov 15, 1983 1300; 1200 noon; 15-Nov-83 2:30 p.m.

Stop: Delivery is canceled if it does not occur by a specified time. Specify the date and/or the time, as described for "Start" above. If the mail is not delivered by the time you specify in the command, it is not sent at all.

Note that the settings Rush, Defer, and Soon are mutually exclusive; that is, setting one of these will cancel one of the other two set previously.

To specify that your message be routed, give the Set Routing command. See the section "Originating and Passing Routed Mail" for more information on routed mail. When you give the Set Routing command, the mail is passed from one recipient to the next according to the contents of the To field in your message.

To request acknowledgment from the system when your message is

delivered, or from an individual when your message is received, give the Set Acknowledgement command followed by one of these command words:

Delivery: Asks AUGMENT Mail to send you an acknowledgment that mail you send has been delivered. AUGMENT delivers the acknowledgement message into your mailbox. It contains the identifier of the original message and a list of all the recipients.

Receipt: Asks the recipients of your message to send you an acknowledgement when they receive your message. The field "Acknowledgement-receipt: requested" appears in the message you send. The recipient gives the Send Acknowledgement command to respond to your request. Then, you will receive a short message acknowledging receipt of your message.

To specify that an item be submitted to a journal, give the Set Journal command. In this command, you can also specify the command word Assign to reserve a document number, although you don't normally need to do this. See the section "Submitting an Item to a Journal" for more information.

To set access to an item you are submitting to a journal, give the Set Access command. Choose the command word Restricted or Unrestricted. "Restricted" means that only those you designate as recipients and in the Extended-access field can read the document. "Unrestricted" means that anyone who has access to that journal can read the document.

To specify that a copy of a message be inserted in a category you specify, give the Set Fcc command and specify the category name. (Fcc stands for File Carbon Copy). If the category is not in your current file, then precede the category name with the file name and a comma.

The Set Timing command: Type "<SP>set".

Set (delivery specification) C: Timing (for message) C: Give one of the following command words to specify the timing for your message. (You can specify any of these in separate commands. However, note that Defer, Soon, and Rush are mutually exclusive settings; that is, setting one of these will cancel one of the other two set previously.)

Rush (immediate) OK: Type <OK>.

Defer (for overnight delivery) OK: Type <OK>.

Soon OK: Type <OK>.

Start (delivery at) T/[A]: Type in the date and/or the time according to a 24-hour format, followed by <OK>.

Sending Mail

Stop (delivery if not sent by) T/[A]: Type in the date and/or the time according to a 24-hour format, followed by <OK>.

The Set Acknowledgement command: Type "<SP>sea".

Set (delivery specification) C: Acknowledgement (for) C: Give one of the following command words. (You can specify both in separate commands.)

Delivery (requested of system) OK: AUGMENT sends a message telling you a message was delivered.

Receipt (requested of recipients) OK: Recipients are asked to acknowledge receipt of the message.

The Set Routing command: Type "<SP>ser".

Set (delivery specification) C: Routing (for delivery) OK: Type <OK>.

The Set Journal command: Type "<SP>sej".

Set (delivery specification) C: Journal (named) T/[A]/OK: Type <OK> to specify the default journal (as specified in your profile; see the section "CONTROLLING YOUR MAIL ENVIRONMENT" for information on your profile), or type in the name of the journal.

C/OK: Type <OK> to end the command, or type "a" to specify the command word Assign, which reserves a document number.

Assign (number) OK: Type <OK>.

The Set Access command: Type "<SP>se<SP>a".

Set (delivery specification) C: Access C: Type "u" for Unrestricted or "r" for Restricted.

Unrestricted OK: Type <OK>.

Restricted OK: Type <OK>.

The Set Fcc command: Type "<SP>sef".

Set (delivery specification) C: Fcc (to category) A: Type the name of the category, followed by <OK>. If the category is in another file, then precede the category name with the file name and a comma.

The Set command can be repeated until all delivery specifications are given. Upon completion of each command, you are returned to "(Finishing touches) C:".

The Reset command: Type "<SP>r".

Reset (delivery specification) C: Give one of the command words Timing, Routing, Journal, Access, or Fcc, followed by <OK>, or give the command word Acknowledgement and then specify Delivery or Receipt, followed by <OK>.

The Type Specification command: Type "ts".

Type Specification (named) C: Give one of the command words Timing, Routing, Journal, Access, or Fcc, followed by <OK>, or give the command word Acknowledgement and then specify Delivery or Receipt, followed by <OK>.

NOTE: For a complete list of Reset and Type Specification commands, see the section "LIST OF COMMANDS" at the end of this document.

Leaving Finishing Touches

To leave finishing touches, give the Send, Save, or Exit command. The Send command sends the draft you have been working on. The Save command saves the draft you have been working on with a name you choose. After giving either of these commands, you are returned to "MAIL C:" and are left at the message you were on before giving the command. The Exit command saves the draft you have been working on, names it "draft", and returns you to "MAIL C:"; you are left at the current draft.

The Send and Exit commands are summarized below. See the section "Saving and Sending Mail Drafts" for a summary of the Save command.

The Send command: At "(Finishing touches) C:", type "s".

Send (now?) Y/N/C: Type "y" or <OK> to specify Yes. After a brief pause, "Mail sent" appears on your terminal and you are returned to "MAIL C:". You are positioned at the message you were on before you started the sending command.

The Exit command: At "(Finishing touches) C:", type "e".

Exit OK: Type <OK>. You are returned to "MAIL C:", but you are not returned to the message you were on before giving the sending command; you remain at the current draft.

Creating and Using Mail Forms

Introduction

A mail form is a message template that you can use again and again to make routine sending jobs faster and easier. It is a draft of a message that contains the fields you want, appearing in the order you want. When you give the Send New, Forward, or Answer command, you can use a mail form that you have designed instead of the standard sending forms that AUGMENT Mail provides for those commands.

To create a mail form, you use the Send command to create a draft that has all the fields you will want to use when you send the message. You can either fill in appropriate fields or leave the fields blank, to be filled in each time you use the form to send a message. There are many fields you can insert into your mail form. See Appendix A for descriptions of all fields. After specifying all the fields you want, you will give the draft a name as described in the Save command, below, and save it in a convenient category. (See the section "Saving and Sending Mail Drafts" for more information on saving and naming a draft.)

When you use a mail form, the fields of the mail form are copied into a new draft. This new draft is located at the head of the Drafts category; the master copy of your mail form remains in its saved location. The copied mail form becomes the current draft. As the sending command is executed, you are prompted to fill in any blank fields. The Answer and Forward commands, however, write over those fields that are automatically supplied. For example, in the Answer command, the To field is automatically specified regardless of what the To field of your mail form might contain.

An example of using a mail form is the following: Suppose you are working on a project named "Stone-proposal", and you must submit a status report on the project weekly. You send the report to the same group of people, and the subject remains the same, but the action you want taken on the report, and the content of the message varies each week. You might set up a mail form that looks like this:

```
Stone-proposal 5-Nov-83 12:25-PDT

To: group1.tym, mgr.tym, mrh.tym

Cc: group2.tym

Subject: Stone Proposal Status

Action-code:

Message:
```

When you use this form, Mail will copy all the fields into a new draft,

prompt you for the Action-code field, and then prompt you for the message body. You can then send the draft immediately, edit it and then send it, or save it to finish up and send later using the Send Draft or Send Current command.

Creating a Mail Form

Begin by giving the Send command: Type "s".

Send C/OK: Type <OK>.

(To) T/[A]: Type in one or more addresses, followed by <OK>. To leave the field blank, type a space, followed by <OK>. To omit the field, type <NULL>. Do the same for "(Cc) T/[A]:" and "(Subject) T/[A]:".

(Message body) T/[C]: Type in the appropriate information or, if your mail form is to have a blank Message field, type one space. End with <OK>.

(Next statement) L/T/[A]/OK: Type in the next statement of the message body, ending with <OK>, or if you are finished specifying the message body, type <OK> at the prompt.

(Send now?) Y/N/C: Type "n" for No.

(Finishing touches) C: To insert fields into your mail form, give the Insert Field command. Type "if". NOTE: This is an optional step. If you do not want to insert any fields into your mail form, you can go on to the next step and name your mail form.

Insert Field (named) C: Type the first letter of the field name: for example, "f" for From, or "c" for Cc. In some cases, you may need to first type <SP> and then enough letters to make the field name unique. The name of the field appears on your terminal.

T/[A]: To insert a blank field, just type a space followed by <OK>. To insert a filled-in field, type the appropriate text for the field, followed by <OK>. You are prompted again by "(Finishing touches) C:" and can insert more fields.

Finally, name your mail form by giving the Save command. Type "<SP>sa".

Save (draft using name) T/[A]/OK: Type in a name for your mail form, followed by <OK>. You are then returned to "MAIL C:".

To set delivery specifications for a mail form, see the section "How to Set Delivery Specifications".

Sending Mail

NOTE: If you want to move the mail form into a different category, give the Move Message command, as described in the section "MANAGING MAIL".

Using a Mail Form

Begin by giving the Send New, Answer, or Forward command. You are prompted by the following:

OPT/OK: Type <OPT>.

(using mail form at) A/[T]: Type the name of your mail form, followed by <OK>.

Complete the sending command by providing information for all fields for which you are prompted, or type <NULL> (or <CTRL-N> if you have no <NULL> key) to omit a field.

(Send now?) Y/N/C: Type "y" or <OK> for Yes, and the message is sent. If you want to edit the draft, type "n" for No. See "Editing Mail Drafts: Finishing Touches" for information on editing commands.

NOTE: If your mail form is not located in your Mail-IDENT file, then when you use it, you must specify its location by typing "FILE, NAME", where FILE is the name of the file in which it is located, and NAME is the name of the mail form.

Acknowledging Receipt of Mail

Messages you receive that contain the field Acknowledge-receipt: Requested will have an asterisk ("*") in the header to alert you that action is required on your part. For example, the header might look like this:

```
COR-SGG-2T5K6 18-JUL-83* Proposal accepted
```

To acknowledge receipt of a message, give the Send Acknowledgement command. When you give this command, Mail simply sends a short message informing the sender that you have acknowledged receipt. You are not prompted for, nor can you add, any fields to the message. Mail also adds a note in your copy of the message you acknowledged indicating that you have sent the acknowledgement.

The acknowledgement message is brief: "IDENT acknowledges receipt of IDENTIFIER", where IDENT is your ident and IDENTIFIER is the identifier of the original message. The subject of the acknowledgement is the same as that of the original message, preceded by the text "Ack-Rcpt:".

If, for any reason, you need to resend an acknowledgement, you can use the command word Again, as described below.

The Send Acknowledgement command: Type "sa".

Send C/OK: Acknowledgement (for receipt of message at) A: Type the number or identifier of the message you are acknowledging, followed by <OK>, or just type <OK> to specify the current message.

C/OK: Type <OK>. "Acknowledgement sent" appears on your terminal, and you are returned to "MAIL C:". If you need to resend the acknowledgement, you can do so by typing "a" for Again.

Again OK: Type <OK>, and the acknowledgement is resent.

NOTE: You can send an acknowledgement without having been requested to send one.

Originating and Passing Routed Mail

Routed mail means that one person at a time receives the mail and then passes it on to the next recipient after reading it or making comments on it. You can specify that a message be routed by giving the Set Routing command in finishing touches.

When you give the Set Routing command, a Delivery-specifications field is inserted into your draft, and a subfield named Routed-to is inserted into the Delivery-specifications field. The content of the Routed-to field is the text "{addresses in To field}", meaning that the message will be routed to the addresses listed in the To field of your draft. The draft might look like this:

```
draft 11-JUL-83 Agenda for Wednesday meeting
  To: RVL.TYM, MKA.TYM, JRN.TYM, STG.TYM
  Subject: Agenda for Wednesday meeting
  Delivery-specifications:
    Routed-to: {addresses in To field}
  Message:
  How does 9:00 Wednesday morning sound for our meeting? We need
  to focus on setting priorities for the year. Please indicate
  any additional items you plan to discuss. --Steve
```

When you send the message, it will be sent to the first person on the routing list. Those listed in the Cc field, if one is included, are not part of the routing list; however, they each receive an immediate copy for reference purposes each time the message is passed. When the message is picked up, it will look like this:

Sending Mail

TYM-STG-2R9VX 11-JUL-83* Agenda for Wednesday Meeting

From: STG.TYM

To: RVL.TYM

Identifier: TYM-STG-2R9VX

Posted: 11-JUL-83 17:04-PDT Received: 11-JUL-83 18:26-PDT

Routed-to: RVL.TYM, MKA.TYM, JRN.TYM, STG.TYM

(originally TYM-STG-2R9VX)

Route-next-to: MKA.TYM, JRN.TYM, STG.TYM

.essage:

How does 9:00 Wednesday morning sound for our meeting? We need to focus on setting priorities for the year. Please indicate any additional items you plan to discuss. --Steve

The To field contains the address of the first person on the routing list. The Routed-to field contains the addresses of all who are on the routing list. The Route-next-to field contains the addresses of those on the routing list who have not yet received the message. The text "(originally TYM-STG-2R9VX)" that appears after the addresses in the Routed-to field tells you the identifier of the original message.

Routed messages that you receive will have an asterisk ("*") in the header, immediately following the date, to alert you that the message requires action on your part.

To pass a message that you have received by routed mail, give the Pass command. You do not specify any addresses in the command; AUGMENT Mail will automatically pass the message on to the next recipient in the list.

When you give the Pass command, you can also specify the command words Comment, Acknowledgement, and Again. Comment allows you to add a comment to the message before you pass it on. A comment is inserted at the beginning of the message and is preceded by the commentor's ident. In the example above, added comments might look like this in the message body:

Message:

JRN adds: I also want to discuss project status. We also need to discuss the layout, etc. for our new sales brochures.

MKA adds: Setting up the demo booth for conference.

RVL adds: Status of current projects within our group. If you think this will take too much time, we could schedule a separate meeting for it.

How does 9:00 Wednesday morning sound for our meeting? We need to focus on setting priorities for the year. Please indicate any additional items you plan to discuss. --Steve

When you originate a routed message, you should include yourself at the end of the routing list so that the last person you want to route the message to can also add a comment and then pass the message on to you.

Acknowledgement asks for verification from Mail that the message has been delivered to the next recipient. Again specifies that a message be passed again. Normally, you will only pass a message once; however, there may be

instances when you need to re-pass a message. For example, if the person you passed a message to accidentally deleted it, you can conveniently resend it by using the command word Again.

The Set Routing command: Type "<SP>ser".

Set (delivery specification) C: Routing (for delivery) OK: Type <OK>.

The Pass command: Type "<SP>pa".

Pass (routed message at) A: Type the number or identifier of the routed message, followed by <OK>, or simply type <OK> at the prompt to pass your current message.

(to next recipient) C/OK: Type <OK>, and the message is passed to the next recipient. You are returned to "MAIL C:". Instead of typing <OK>, you can specify the command word Comment, Acknowledgement, or Again. Type "c" for Comment, "a" for Acknowledgement, or "<SP>a" for Again.

Comment (in message body) T/[A]: Type in your comment, followed by <OK>.

Acknowledgement (for delivery requested of system) C/OK: Type <OK>.

Again C/OK: Type <OK>, and the message is re-passed.

Using and Creating Distribution Lists

If you repeatedly send mail to the same list of addresses, you can avoid having to type in the addresses each time you send the mail. You can do this by storing the list of addresses in a file and then specifying the list's location whenever you want to send mail to those addresses. The list of addresses is referred to as a "distribution list". You can specify a distribution list whenever you are prompted to provide addresses for the From, To, Cc, Bcc, Reply-to, or Extended-access field. The addresses contained in the list are then included as recipients.

The Create Distribution command allows you to create a distribution list. You are first prompted to give a name for the distribution list. Next, you are asked for the name of the file in which you want to store the distribution list. Then, you are asked to specify the addresses in the distribution list. When you type in the addresses, separate each with a comma and/or a space. Your distribution list can contain as many addresses as you choose. For example, a short distribution list might look like this:

```
dist-group jones@office-2, smithy@office-3, sgg.tym
```

Sending Mail

To use a distribution list, simply give any sending command. When you are prompted for addresses by "T/[A]:", type the name of the file, followed by a comma, and then the name of the distribution list. Surround the file name, comma, and list name with angle brackets. For example, if your distribution list called "dist-group" were in a file named MAILING-LIST, you would type "<mailing-list,dist-group>". On your terminal, it would look like this:

```
T/[A]: <mailing-list,dist-group>
```

Remember to include the comma after the name of the file.

You can combine individual addresses and distribution lists in a single address field. Each address and distribution list must be separated by a comma and/or a space. For example:

```
<mailing-list, dist-group>, elm.tym, jones@office
```

Similarly, you can specify more than one distribution list in a single address field. For example:

```
<mailing-list,user-group>, <marketing-list,prospects>,  
<customer-list,new-clients>
```

There is a 2000-character limit for each address field. If, when prompted to fill in an address field, the full address list (once the ident data base names are included and the distribution list names are turned into the actual list) exceeds that length, you will be notified and only 2000 characters will be inserted into the field. Check your draft and delete partial addresses if you see such a notification. You could insert the overflowing addresses into another address field (e.g., To or Cc), or you could send the message to some and then forward it to the others.

The Create Distribution command: Type "<SP>crd".

Create C: Distribution (list to be named) T/[A]: Type in the name of the distribution list, followed by <OK>.

(in file) T/[A]/OK: Type in the name of the file in which you want the distribution list stored, followed by <OK>, or just type <OK> to specify your current file.

(list) T/[A]: Type in the mailing addresses. Separate each address with a comma and/or a space. When you have specified all the addresses, type <OK>.

Submitting an Item to a Journal: Recorded Mail

Introduction

You can permanently record and catalog any message or document by submitting it to a journal. The item can be anything from a one-line memo to a file of several hundred pages. Items submitted to a journal are referred to as journal documents.

You submit an item to a journal by giving a delivery specification command in finishing touches. When the item is submitted, a file containing the item is created in that journal. The item is assigned a number, called a "document number", which is also its file name. Each address designated as a recipient receives a citation specifying the location of the journal document. For information on citations and reading journal documents, see the section "Reading an Item Submitted to a Journal".

A citation for each journal document is also recorded in the catalog that supports that journal. Like the citation you receive in your Mail-IDENT file, the catalog citation contains the document identifier that uniquely identifies each journal document, and the fields in the document. The catalog citation also contains additional fields to keep track of related documents.

Items you submit to a journal can be public or private. If the item is public, then anyone with access to the journal can read the item. If the item is private, then only those individuals you designate as recipients and in the Extended-access field can read it.

When to Use a Journal

The journal facility in AUGMENT Mail provides an easy and convenient way to permanently record and catalog any message or document, as well as keep track of related documents. The submission can be aimed at an unrestricted audience, or at a private audience with full protection from unauthorized access.

One useful journal application is document storage and retrieval. The submission can be anything you would normally file away for later use, such as reports, business plans, procedures, proposals, contracts, important mail, etc. Submitting important documents to a journal frees up space in your own directory, and provides an easy way to automatically maintain the material and access it when you need it.

A journal is an excellent medium for organizational correspondence; for example, correspondence on a proposal being written or on a multi-topic project to which many persons contribute. A journal strongly supports this application through its feature of tracking interrelated submissions. In this way, an on-line diary of the dialog is automatically maintained.

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A journal is also useful as a reference or fact library. The reference material can be formal, such as information on organizational standards and conventions, or more informal, such as a topic of special interest.

Publications is yet another journal application; that is, using the journal as a medium for publishing ideas, business advances, and so forth.

A journal conserves space on the computer. If a document is lengthy, you can submit it once to the journal rather than sending copies to each recipient. In this respect, a journal functions exactly like a library: maintaining a single, central collection is far less costly than maintaining individual collections.

Submitting a Message or Document to a Journal

To submit a message or document to a journal, give the Set Journal command in finishing touches, and specify the name of the journal, or just type <OK> to specify the default journal. (NOTE: Your profile should be set for the journal your organization uses. This setting is the default setting for you. See the section "CONTROLLING YOUR MAIL ENVIRONMENT" for information on your profile.)

When you give the Set Journal command, a Delivery-specifications field is inserted into your draft, and in that field, two subfields are inserted. The first subfield, Access, defines the access to the journal document you are submitting. Mail looks at your profile to define this setting. You can change the access by using the Set Access command as described in the section "Controlling Access to a Journal Document". The second subfield, Location, lists the name of the journal you have specified in the Set Journal command. At this point, the draft might look like this:

```
draft 9-Feb-83 14:24-PST Revised Third Quarter Forecast
  To: OFC.TYM
  Subject: Revised Third Quarter Forecast
  Delivery-specifications:
    Access: restricted
    Location: Journal (AUGMENT)
  Keywords: BUDGET FORECAST REVISION THIRDQUARTER
  Addendum-to: AUGMENT,1233,
  Supersedes: AUGMENT,1044,
  Message:
  File: <Thompson, REVISED-PLAN>
```

Before you send the draft, you can use the Insert Field command in finishing touches to insert fields into your draft. (See the section "Inserting and Deleting Fields" for details on the Insert Field command.) For example, you can insert fields that indicate how your submission relates to other documents in the same journal. You can insert a Supersedes field to indicate your submission supersedes another

document, a Part-of field to indicate your submission is one of the components of a multi-part document headed by the one you name, an In-reply-to field to indicate your submission is a reply to another document, and an Addendum-to field to indicate your submission is an addendum to another document. The documents cited in these fields must be document identifiers, that is, "NAME,NUMBER," where NAME is the name of the journal and NUMBER is the document number. Be sure to follow both the journal name and document number with a comma. Note that the document identifier may also be enclosed in angle brackets.

Instead of inserting an In-reply-to field into your draft to reply to a journal document, you can use the Answer command. When you give this command and see "Answer (message at) A:", type the document identifier of the document to which you are replying. Say No to "(Send now?) Y/N/C:" so you can enter finishing touches. Then give the Set Journal command to submit your reply to that journal. The Answer command will insert an In-reply-to field into your submission, and will cite the document to which you are replying. The Answer command will also insert the text "Re:" in front of the subject, so it will be obvious that you are replying to the journal document. See the section "Answering a Message" for more information on the Answer command.

When you submit a document containing any of the fields Supersedes, Part-of, Addendum-to, or In-reply-to, each document cited in these fields has a complementary field added to its catalog citation to reflect the relationship between it and the newly submitted document, as explained below.

If a submission has a Supersedes field, the document cited in the field has a Superseded field added to its catalog citation, identifying the superseding document. If a submission has an In-reply-to field, the document cited in the field has a Replies field added to its catalog citation, identifying the replying document(s). If a submission has an Addendum-to field, the document cited in the field has an Addenda field added to its catalog citation, identifying the addendum or addenda. If a submission has a Part-of field, the document cited in the field has a Parts field added to its catalog citation, identifying the part(s). The table below summarizes these concepts.

When you add the field:	The catalog adds the complementary field:
Supersedes	Superseded
In-reply-to	Replies
Part-of	Parts
Addendum-to	Addenda

As an example, if you submit a document into a journal named "AUGMENT"

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with document number "11512", and you include the field "Supersedes: AUGMENT,10312," to indicate that your document supersedes document number 10312, then the field "Superseded: AUGMENT,11512, will be added to the catalog citation of document number 10312 to indicate that document number 10312 has been superseded by the document you have just submitted. This same process occurs with the fields Part-of, In-reply-to, and Addendum-to.

See the section "Reading a Journal Document" for details on the notification you receive when you read journal documents that relate to one another.

Another field you might want to insert into your draft is the Extended-access field. This field is useful if you think that, in the future, you may want other individuals (in addition to those listed as recipients) to have access to the item you are submitting. Give the Insert Field command, and specify "Extended-access". When prompted by "T/[A]:"; simply type in the idents of those individuals and/or groups to whom you want to extend access. Separate each ident with a comma and/or a space. The idents you list in this field will not receive citations when you submit the item to the journal; only the addresses you specify as recipients in address fields will receive citations.

You may also want to insert a Subcollections field into your draft. This field indicates that a document is one of a collection of documents pertaining to a specific topic. The information in the field can be used to retrieve documents with the same contents in the Subcollections field. (See the section "Searching for a Document Using the Journal Catalog" for information on retrieving journal documents.) The contents of this field are one or more subcollection idents, separated by a comma and/or a space. Subcollection idents have lists of contributors' and readers' idents associated with them. Only one of the associated individuals can place a subcollection ident in the Subcollections field. If the subcollection idents are not in the same ident data base as your ident, then you must include the ident data base along with the ident.

When you include a Subcollections field in your submission, the idents in that field will also appear in the Cc field, and each person associated with those idents will receive a copy of the citation.

If any of the following conditions arise when you include a Subcollections field in your submission, you will see the error message "IDENT.DATABASE is an illegal subcollection name" when you try to send the item. (IDENT is the subcollection ident, and DATABASE is the ident data base associated with that ident.)

No such subcollection ident exists.

You are not associated with that subcollection ident.

The journal you have specified in the Set Journal command is not associated with that subcollection ident.

The subcollection ident is not associated with the host from which you are sending the item.

To create a subcollection ident or add others to an existing one, contact your ident data base administrator.

When you feel your draft is complete, give the Send command in finishing touches to send it. If the journal you have specified in the Set Journal command does not exist, the notification "no such journal exists" appears on your terminal, and you are returned to "Finishing touches C:". If this occurs, you can simply repeat the Set Journal command and specify the correct journal name; a new Location field will then replace the incorrect one.

There are two other error notifications you may see on your terminal when you try to send the item. If any specified identifiers are not in the form "NAME,NUMBER,", then you will see the notification "Illegal document identifier in FIELD field", where FIELD is the name of the field. If any identifier specifies a journal name that is not the same as the one to which you are submitting the item, then you will see the notification "incorrect journal name in FIELD field". To correct an identifier, simply repeat the Insert Field command in finishing touches and specify the correct identifier; a new field will then replace the incorrect one.

When the item is sent, the Location field remains, but the information in it is replaced by the location of the journal document. For instance, in the example draft given earlier, Journal (augment) might be replaced by <AUGMENT,1098,>, where "AUGMENT" is the journal name, and "1098" is the document number. The section "Reading a Journal Document" describes how to access a journal document to read it.

If any of the following conditions arise after you have submitted an item to a journal, then you will receive a message in your mailbox, as described below:

NOTE: In the following messages, "NAME" is the name of the journal, and "NUMBER" is the document number. A slash (/) between words or phrases means that one of those words or phrases will appear, as appropriate.

If you submit an item with a Supersedes field, and the document cited in this field has already been superseded by another document, then you will receive the message "Journal document <NAME,NUMBER,> has been recorded and cataloged; however, it could not supersede document <NAME,NUMBER,>. Document <NAME,NUMBER,> has already been superseded by <NAME,NUMBER,>."

If you submit an item with a Part-of or an Addendum-to field, and the document cited in the field has been superseded, then you will receive the message: "Journal document <NAME,NUMBER,> has been

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recorded and cataloged. However, it was not cataloged as part of/an addendum to document <NAME,NUMBER,> because that document has been superseded by document <NAME,NUMBER,>."

If you submit an item with a Supersedes field, and the document cited in the field has not yet been cataloged in that journal, you will receive the message: "Journal document <NAME,NUMBER,> has been recorded and cataloged. However, it could not supersede document <NAME,NUMBER,> because that document has not yet been submitted to this journal."

If you submit an item with a Supersedes field, Addendum-to field, In-reply-to field, or Part-of field, and the document cited in the field is this item (that is, the item references itself), then you will receive the message: "Journal document <NAME,NUMBER,> has been recorded and cataloged. However, it could not supersede/be an addendum to/be a reply to/be part of document <NAME,NUMBER,> because a document cannot supersede/be an addendum to/be a reply to/be part of itself."

If you have given the Set Journal command and then decide not to submit the document to a journal, give the Reset Journal command before sending the draft. The Reset Journal command is described in the section "LIST OF COMMANDS".

The timing you set for a message submitted to a journal will affect how quickly the message is cataloged. See the section "Setting Delivery Specifications" for details on the Set Timing command.

Note that to send a message to a journal, you can use a mail form with the fields you want already included. See the section "Creating and Using Mail Forms" for information on how to do this.

NOTE: Contact your Tymshare representative for the names of available journals.

The Set Journal command: Type "<SP>sej".

Set (delivery specification) C: Journal (named) T/[A]/OK: Type the journal name, followed by <OK>, or just type <OK> to specify your default journal.

C/OK: Type <OK>.

Reserving a Document Number

When you give the Set Journal command to indicate that an item is to be submitted to a journal, the Location subfield contains only the name of the journal you have specified. It is not until you send the draft that a number is assigned to that document.

There may be times when you need to know the document number before you actually submit the item to a journal. For example, you may want to include the number somewhere in the document, such as on the title page. To reserve a document number, give the Set Journal Assign command. This command reserves a document number and inserts it into the Location subfield of the draft.

To remove the document number from the Location subfield of a draft, give the Reset Journal command. When you give this command, the Location subfield is removed from your draft, but the number remains reserved for you to use in the Location subfield of any draft you choose. The Reset Journal command is described in the section "LIST OF COMMANDS".

The Set Journal Assign command: Type "<SP>sej".

Set (delivery specification) C: Journal (named) T/[A]/OK: Type <OK> to specify the default journal, or type the name of the journal, followed by <OK>.

C/OK: Type "a".

Assign (number) OK: Type <OK>.

Controlling Access to a Journal Document

Items you submit to a journal can be restricted or unrestricted. If the item is unrestricted, then anyone with access to that journal can read it. If the item is restricted, then only those individuals in the Sender, From, Reply-to, To, Cc, Routed-to, and Extended-access fields can read it.

There are two ways you can set restricted or unrestricted access to a document. One is to set your profile for journal access. The other is to give the Set Access command in finishing touches.

To set your profile, give the Set Profile command and specify "journal, access"; choose "restricted" or "unrestricted". The AUGMENT default is "restricted". This setting sets the default for all future submissions until you change it. It is, of course, a good idea to set your profile to the access you will most often use. For more information on your profile, see the section "CONTROLLING YOUR MAIL ENVIRONMENT".

The Set Access command allows you to choose restricted or unrestricted access, and overrides your profile setting for journal access, enabling you to make individual documents public or private without having to reset your profile.

When you give the Set Access command, a Delivery-specification field is inserted into the draft; in this field, an Access subfield is inserted

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indicating whether the document is to be restricted or unrestricted. The draft might look like this:

```
draft 2-MAR-83 11:54-PST Setting Access to a Journal Document
  To: SRG.TYM, JTP.TYM
  Cc: MTM.TYM
  Subject: Setting Access to a Journal Document
  Delivery-specifications:
    Access: restricted
  Extended-access: LDG.TYM
  Message:
  This document can only be accessed by those listed in the To, Cc,
  and Extended-access fields above, and by the individual who sent
  the message.
```

NOTE: If you give the Set Journal command before giving the Set Access command, the Access subfield will already be present. In this case, the Set Access command will simply change the contents of the Access subfield.

If you have used the Set Access command to set the access for an item and then decide to change the access back to what is specified in your profile, give the Reset Access command before sending the item.

The Set Access command: Type "<SP>se<SP>a".

Set (delivery specification) C: Access C: Give one of the following command words. Type "u" or "r".

Unrestricted OK: Type <OK>.

Restricted OK: Type <OK>.

The Reset Access command: Type "<SP>r<SP>a".

Reset (delivery specification) C: Access OK: Type <OK>; the access is that of your profile setting for access.

Identifying and Correcting Problems

Undeliverable Mail

At some time, you may receive a message from AUGMENT Mail telling you that a message was "undeliverable". This means that an incorrect address was specified in one of the address fields. Mail is notifying you that it could not deliver the message to one or more addresses. The addresses from the original message that are not mentioned did receive their copies.

When a message such as the following appears in the New-mail category, you need to resend the message to the addresses you have incorrectly specified:

MAILER-14L2I Undeliverable mail: TYM-JRW-14L2I

From: MALR.TYM; AUGMENT MAILER

To: JRW.TYM

Identifier: MAILER-14L2I

Posted: 7-Oct-82 16:06-PDT Received: 7-Oct-82 16:06-PDT

Message:

(TYM-JRW-14L2I) could not be delivered to the following addresses:
RDR.TYM, DTM.TYM

The identifier that appears in parentheses at the beginning of the message body is that of the message that could not be delivered. Your copy of that message is in your Author-mail category. You can conveniently resend the undeliverable message by using the Forward command and specifying the message by its identifier. (This eliminates searching through your Author-mail category to find the message.)

When the Forward command prompts you for the To and Cc fields, type in the correct addresses of only those who MAILER said did not receive the message. When prompted for the Comment field, you may want to add a comment such as "I addressed this message to you incorrectly the first time around, so I'm forwarding it to you." Then, when prompted by "(Send now?) Y/N/C:", type "y" or <OK> for Yes to send the message.

For more information on the Forward command, see the section "Forwarding a Message".

Bad File

If you are encountering problems with your Mail-IDENT file, then check its internal structure for consistency by giving the Check File command. You are told the results of the check:

If the notification "Successful: internal structure is OK" appears on your terminal, then there is no internal problem with the file.

If the notification "Bad file" appears on your terminal, you must temporarily specify a new mail file so you can continue with your mail work (see below).

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If you get the bad file notification, then get help for that file from your Tymshare representative. In the meantime, specify a new mail file so you can continue with your mail work.

To specify a new mail file, give the Set Profile command, as described below. More information on Set Profile is in the section "CONTROLLING YOUR MAIL ENVIRONMENT". The new file name must be different from the name of your bad mail file. See the section "Guidelines for Naming New Categories and Files" for more information on file names.

The new name for your mail file takes effect beginning with your next Mail session. When you have specified the new file name, log out and begin a new Mail session. Mail will create the new file for you then. Remember, the categories New-mail, Author-mail, and Drafts also will be created as needed.

The Set Profile command: At "MAIL C:", type "<SP>sep".

Set C: Profile (feature name; <OK> for a menu) T/OK: Type "mail file", followed by <OK>.

Set Profile mail file {address} {begins next session}

Current setting <DIRECTORY, MAIL-IDENT,>
AUGMENT default <DIRECTORY, MAIL-IDENT,>

(new setting) T/[A]: Type in a different file name from the one shown in your profile, followed by <OK>.

You are returned to "MAIL C:".

Full Files

When one of your files is full or almost full, you will experience problems when you try to add information to the file. For example, if your Mail-IDENT file is full and you try to pick up new mail, you will get a message about your mail not being picked up or only partially picked up, and then the reason. As another example, when you try to copy or move messages into another file, and there is not enough room in that file to store the messages, you will be told so. To fix the problem of a full file, delete any unnecessary messages or file messages into some other file. Then do an Update Compact on the file. See the section "MANAGING MAIL" for information on deleting and filing messages and updating files.

MANAGING MAIL

Introduction

Managing mail means filing and sorting important mail from your Mail-IDENT file into other categories and files, and deleting unwanted mail soon after you receive it. You may be surprised by the volume of electronic mail you send and receive; unless you regularly file and sort or delete messages, they will rapidly accumulate. These messages take up valuable pages that you need for new mail, drafts, and author copies. Such a mass of unsorted mail also means that finding information will take longer.

The command word for disposing of mail is Delete. The command words for filing mail are Move and Copy. Once mail is filed, you can sort it in a variety of ways with the Sort command. You can also make paper copies of electronic mail with the Print command. All mail-managing commands are available at "MAIL C:"

With a single command, you can delete, move, or copy messages from any category, in any file, and in any order you choose. When copying or moving messages, you can create new categories and new files. You can select a single message, several messages, or all the messages in a category. You can delete, move, or copy all messages according to the text in the From, To, Cc, or Subject field. You can also delete, move, or copy entire categories and delete entire files.

Deleted and moved messages and categories are not immediately removed from your mail files; they are marked with the text "*DELETED*" or "*MOVED*", but remain until you expunge the files by giving the Expunge command. (You can have the deletions and moves take place immediately by changing the profile setting "delete and move commands" as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".)

Once you have modified a mail file by deleting, moving, or copying messages or categories, you should incorporate the changes into the file by "updating" the file. If messages have been deleted or moved, you may expunge, which removes the messages marked for deletion and then updates the file.

When you give a mail-management command, you must tell AUGMENT Mail which message or category to act upon. When specifying a message, if the message is not in your current category, then you must precede the message number or identifier with the name of the category. If that category is not in your current file, then you must additionally include the name of the file, followed by a comma; for example, "group-projects, demo#2". When specifying a category, if the category is not in your current file, then you must include the name of the file, followed by a comma. For example, "proposals, new".

The section "GIVING COMMANDS AND TYPING TEXT" contains helpful information about specifying commands and responding to prompts. You may want to

review these sections before further exploring AUGMENT Mail's mail-managing commands.

Refer to the section "Selecting Messages, Categories, and Files" for information on specifying messages, categories, and files.

Deleting, Moving, and Copying Messages

You can delete, move, and copy messages with the commands Delete Message, Move Message, and Copy Message, respectively. These commands are available at "MAIL C:". If you delete one or more messages by mistake, you can undo the deletion with the Undelete Message or Undelete All Messages command.

The following describes how the Delete Message, Move Message, and Copy Message commands work.

Delete Message: Marks the header of each message for deletion with the text **"*DELETED*"**. The messages marked for deletion will be removed from your file when you give the Expunge command.

Move Message: Copies the messages you specify into the category you specify, and marks the header of each original message with the text **"*MOVED*"**. The original messages are treated as deleted messages and will be removed from your file when you give the Expunge command.

Copy Message: Copies messages into the category you specify.

NOTE: AUGMENT Mail keeps track of messages marked for moving or deletion, so even if you delete the text **"*DELETED*"** or **"*MOVED*"**, Mail still knows the messages are to be deleted or moved.

To delete a single message, give the Delete Message command and specify the message you want to delete. To copy or move a message, give the Copy Message or Move Message command and specify the message. Then specify the category to which the copied or moved message is to go.

To copy or move more than one message, use the command words And and Through. To delete, move, or copy all the messages in a category, use the Delete All Messages, Move All Messages, or Copy all Messages command, respectively. When you give any of these three commands, you can also give one of the command words From, To, Cc, or Subject to specify a field search. For example, you can delete all messages from a particular address or move all messages containing a specified subject.

To undo the deletion of a single message, give the Undelete Message command, and specify the message. The text **"*DELETED*"** will be removed from the header of the message. To undo the deletion of more than one message, use the command words And and Through. The text **"*DELETED*"** will be removed from the header of each message you specify. To undo the

deletion of all the messages in a category, give the Undelete All Messages command, and specify the category. The text **"*DELETED*"** will be removed from the header of each message in the category. When you give the Undelete All Messages command, you can also specify the command words From, To, Cc, or Subject to undo the deletion of all messages with the text you specify in those fields.

The Delete Message command: Type "dm".

Delete C: Message (selection) A: Type the message number or identifier, followed by <OK>, or just type <OK> to specify the current message.

C/OK: Type <OK> to specify that single message, or give the command word And or Through and then specify another message, followed by <OK>.

(really?) OK: Type <OK>, and the message or messages you specified are deleted.

The Move Message command: Type "mm".

Move C: Message (selection) A: Type the message number or identifier, followed by <OK>, or just type <OK> to specify the current message.

C/OK: Type <OK> to specify that single message, or give the command word And or Through and then specify another message, followed by <OK>.

(to category at) A/OPT: If the category already exists, then select the category, followed by <OK>. (See the section "Selecting Messages, Categories, and Files" to learn how to select a category.) The message or messages you specified are moved to the category you specified. If you have not yet created the category, then type <OPT>. The following will then appear:

(new category named) T/[A]: Type the name of the new category, followed by <OK>.

(in file) T/[A]/OK: Type <OK> if the category is to be created in your current file. If the category is to be created in a different file, then type the name of the file, followed by <OK>. If the file you name is not recognized as a current file, you will then be prompted by **"(new file?) Y/N:"**. Type "y" or <OK> for Yes, and the file will be created.

The Copy Message command: Type "cm".

Copy C: Message (selection) A: Type the message number or identifier, followed by <OK>, or just type <OK> to specify the current message.

C/OK: Type <OK> to specify that single message, or give the command word And or Through and then specify another message, followed by <OK>.

(to category at) A/OPT: If the category already exists, then select the category, followed by <OK>. The message or messages you specified are copied to the category you specified. If you have not yet created the category, then type <OPT>. The following will then appear:

(new category named) T/[A]: Type the name of the new category, followed by <OK>.

(in file) T/[A]/OK: Type <OK> if the category is to be created in your current file. If the category is to be created in a different file, then type the name of the file, followed by <OK>. If the file you name is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes, and the file will be created.

The Delete All Messages command: Type "dam".

Delete C: All C: Messages (in category at) A/OK: Type <OK> to specify your current category, or select the category, followed by <OK>.

C/OK: Type <OK> to delete all the messages in the specified category. To delete messages according to the text in the From, To, Cc, or Subject field, instead give the command word From, To, Cc, or Subject, respectively. Then type any text contained in those fields, followed by <OK>.

From (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

To (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Cc (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Subject (field containing text) T/[A]: Type all or any part of the text of the subject, followed by <OK>.

C/OK: You may type <OK>, or continue to select the command word From, To, Cc, or Subject.

(really?) OK: Type <OK>, and the messages you specified are deleted.

The Move All Messages command: Type "mam".

Move C: All C: Messages (in category at) A/OK: Type <OK> to specify the current category, or select the category, followed by <OK>.

(to category at) A/OPT: Select the category, followed by <OK>. If you

have not yet created the category, type <OPT>. You will then be prompted by the following:

(new category named) T/[A]: Type the name of the new category, followed by <OK>.

(in file) T/[A]/OK: Type <OK> if the category is to be created in your current file. If the category is to be created in a different file, then type the file name, followed by <OK>. If the file you name is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes, and the file will be created.

C/OK: Type <OK> to move all messages in the specified category. If the file you have specified is not recognized as a current file, then you will be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes and the file is created. To move messages according to the text in the From, To, Cc, or Subject field, instead give the command word From, To, Cc, or Subject, respectively, as shown below. Then type any text contained in those fields, followed by <OK>.

From (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

To (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Cc (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Subject (field containing text) T/[A]: Type all or any part of the text of the subject, followed by <OK>.

C/OK: Type <OK> to end the command, or continue to select the command word From, To, Cc, or Subject, followed by <OK>. If the file you have specified is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes and the file is created.

The Copy All Messages command: Type "cam".

Copy C: All C: Messages (in category at) A/OK: Type <OK> to specify the current category, or type the name of the category, followed by <OK>.

(to category at) A/OPT: Select the category, followed by <OK>. If you have not yet created the category, type <OPT>. You will then be prompted by the following:

(new category named) T/[A]: Type the name of the new category, followed by <OK>.

(in file) T/[A]/OK: Type <OK> if the category is to be created in your current file. If the category is to be created in a different file, then type the file name, followed by <OK>. If the file you name is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes, and the file will be created.

C/OK: Type <OK> to copy all messages in the specified category. If the file you have specified is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes and the file is created. To copy messages according to the text in the From, To, Cc or Subject field, instead give the command word From, To, Cc, or Subject, respectively, as shown below. Then type any text contained in those fields, followed by <OK>.

From (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

To (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Cc (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Subject (field containing text) T/[A]: Type all or any part of the text of the subject, followed by <OK>.

C/OK: Type <OK> to end the command, or continue to select the command word From, To, Cc, or Subject, followed by <OK>. If the file you have specified is not recognized as a current file, you will then be prompted by "(new file?) Y/N:". Type "y" or <OK> for Yes and the file is created.

The Undelete Message command: Type "<SP>um".

Undelete C: Message (selection) A: Type the number or identifier of the message you want to undelete, followed by <OK>, or just type <OK> to specify your current message.

C/OK: Type <OK> to specify that single message and end the command, or give the command word And or Through and then specify another message, followed by <OK>.

The Undelete All Messages command: Type "<SP>uam".

Undelete C: All C: Messages (in category at) A/OK: Type <OK> to specify the current category, or select the category, followed by <OK>.

C/OK: Type <OK> to end the command, or choose the command word From, To, Cc, or Subject, followed by <OK>.

From (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

To (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Cc (field containing text) T/[A]: Type all or any part of one or more addresses, followed by <OK>.

Subject (field containing text) T/[A]: Type all or any part of the text of the subject, followed by <OK>.

C/OK: Type <OK> to end the command, or continue to choose the command word From, To, Cc, or Subject, followed by <OK>.

Deleting, Moving, and Copying Categories

You can delete, move, and copy entire categories with the commands Delete Category, Move Category, and Copy Category, respectively. The following describes how these commands work. If you delete a category by mistake, you can undo the deletion with the Undelete Category command.

Delete Category: The category name is marked for deletion by the text ****DELETED****. The category, including all of its messages, will be removed from the file when you give the Expunge command.

Move Category: Copies the category, including all of its messages, to the file you specify. The original category name is marked for deletion by the text ****MOVED****. The original category, including all of its messages, will be removed from the file when you give the Expunge command.

Copy Category: Copies the category you specify to the file you specify.

The Delete Category command: Type "dc".

Delete C: Category (at) A/OK: Type <OK> to specify the current category, or type the name of the category, followed by <OK>. If the category is in another file, then precede the category name with the name of the file and a comma.

(really?) OK: Type <OK>, and the category is deleted.

The Move Category command: Type "mc".

Move C: Category (at) A/OK: Type <OK> to specify the current category, or type the name of the category, followed by <OK>. If the category is in another file, then precede the category name with the name of the file and a comma.

(to file named) T/[A]/OK: Type <OK> to specify the current file, or type the name of the file, followed by <OK>.

OK: Type <OK>, and the category is moved.

The Copy Category command: Type "cc".

Copy C: Category (at) A/OK: Type <OK> to specify the current category, or type the name of the category, followed by <OK>. If the category is in another file, then precede the category name with the name of the file and a comma.

(to file named) T/[A]/OK: Type <OK> to specify the current file, or type the name of the file, followed by <OK>.

OK: Type <OK>, and the category is copied.

The Undelete Category command: Type "<SP>uc."

Undelete C: Category (at) A/OK: Type the name of the category, followed by <OK>. If the category is not in your current file, then precede the category name with the name of the file and a comma.

Creating Categories

Introduction

Creating new categories facilitates the process of filing your mail. When you create a new category, you make a new section in one of your mail files into which moved or copied messages can be placed. Additionally, you can create new files for your new categories.

Give the Create Category command to create a new category. When you give the command, you are asked to name your new category. The following section describes how to name categories. After giving the name of the category, you are asked for the name of the file in which the category is to be created. If the file you specify is not recognized as an existing file, then you will be asked if this is to be a new file; if you answer yes, the file will be created and the category will be added to that file. If you answer no, the text "command aborted" will appear on your screen; if this happens, you may have mistyped the file name.

Upon completion of the command, you are returned to "MAIL C:" at your previous location. The new category is inserted after the last one in the file.

Guidelines for Naming New Categories and Files

A category name should be short and easy to remember. It must begin with either a letter or apostrophe and can contain letters, numbers, at signs, apostrophes, and dashes only. The name should remind you of what is in the category. Here are some sample category names:

```
sales-list
july-83-mail
inventory
```

No two categories in the same file should have the same name, but categories in different files can have the same name.

Similarly, a file name should be short and easy to remember and should remind you of what is in the file. Allowed characters include letters, numbers, dashes, and some other special characters. The name can contain up to 39 characters. Here are some sample file names:

```
1st-QUARTER-MAIL
PERSONAL-MAIL
```

The Create Category command: Type "<SP>crc".

Create C: Category (named) T/[A]: Type the name of the category, followed by <OK>.

(in file) T/[A]/OK: If you want the category in your current file, type <OK>. If you want the category in another file, then type the name of the file, followed by <OK>. If the file you specify is not recognized as a current file, you will then be prompted by the following:

(new file?) Y/N: Type "y" or <OK> for Yes to create the new file. The category you specified earlier is inserted into that file.

Managing Mail

Specifying "n" for No cancels the command; the message "command aborted" appears on your terminal.

When you complete or terminate the command, you are returned to "MAIL C:".

Sorting Mail

The Sort command allows you to sort all messages in a category according to a variety of specifications. Messages can be sorted alphabetically by identifier, by date, and according to the text of the Subject or From field.

The Sort command first asks you to specify the category to be sorted. Then you are asked to give a command word that determines how to sort the messages. After messages are sorted, you are returned to "MAIL C:".

The Sort command: Type "<SP>so".

Sort (all messages in category at) A/OK: Type <OK> to specify the current category, or type the category name, followed by <OK>. If the category is in another file, then precede the category name with the name of the file and a comma.

C/OK: Type <OK> to specify an alphabetic sort by identifier, or give one of the following command words:

From OK: Sorts messages alphabetically according to the text in the From field, ignoring case. Type <OK>.

Subject OK: Sorts messages alphabetically according to the text in the Subject field, ignoring case. Type <OK>.

Date C/OK: Type <OK> to sort messages according to the date and time posted, oldest first, or give the command word Reverse.

Reverse OK: Sorts messages according to the date and time posted, most recent first. Type <OK>.

Printing Mail

Printing mail means making one or more paper copies of your messages or headers. You can print any sequence of messages or headers, as well as all category names in a file. In addition, you can print all messages or headers according to any text within the From, To, Cc, or Subject field.

Since those of you using a printing terminal already receive printed copy

when you use the Type command, you will not generally need to use the Print command. The Print command is most useful for those using a video terminal in typewriter mode. However, those of you using a printing terminal will find the Print command convenient for two printing specifications: New (page for each message) and Wait (at page break). The first prints each message on a separate page. The second waits at each page break so that, for instance, you can print on single sheets of paper.

To print a single message, give the Print Message command and specify the message you want to print. To print more than one message, give the Print Message command, specify the message you want to print, and give the command words And and Through to select additional messages.

To print all the messages or headers in a category, give the Print All Messages or Print All Headers command, respectively. When you give either of these commands, you can also give the command word From, To, Cc, or Subject to specify a field search.

After selecting the message or messages you want to print, you are asked on which device to print the messages. Finally, you are asked for printing specifications, such as the number of copies or whether you want each message on a separate page.

There are many possible configurations of work stations and printing devices, and these configurations vary in different organizations. If you share a printer, be sure to find out whether it is set up as a workstation printer or a line printer. Both types are able to queue files for multiple users. If you have any questions about the printing devices and printing specifications available to you, then contact your Tymshare representative. The following information offers general guidelines that may be appropriate for your office.

The following printing device types are available in the Print commands:

Workstation (printer): Specifies a printer attached to a standard AUGMENT display workstation, or a printing terminal that is shared by users.

Lineprinter: Specifies a printer that requires a special spooling job, as set up by the administrators of a host.

Terminal: Specifies the terminal at which you are currently working. If you work at a typewriter terminal, the output will appear in printed copy. If you work at a display terminal, the output will appear on your screen.

The following printing specifications are available in the Print commands:

Begin (on page) T/[A]: Begins printing on the page you specify. The default is to begin printing on the first page. (Workstation printer only.)

Copies T/[A]: Prints the number of copies you specify. The default is one. (Workstation and Lineprinter only.)

End (on page) T/[A]: Ends printing on the page you specify. (Workstation printer only.)

File T/[A]: Creates a file containing the messages you specify. Use this specification to save messages for future or repeated printing. The messages will be printed when you give the Print Sequential command. (Terminal and Lineprinter only.)

Formatted: Goes through the Output Processor before being printed. Use this specification when you have added formatting directives to your file.

New (page for each message): Begins each message on a new page.

Priority: Specifies the priority of the print-out. Choose one of the command words Immediate, High, Normal, or Low. (Workstation printer only.)

Quickformat: This is the default and need not be specified. Bypasses the Output Processor, ignoring any formatting directives. This is a quicker printing process.

Wait (at page break): Causes the printing to stop and wait before the first page is printed and after each page is printed. If you specify the device Workstation, then type <CTRL-G> to begin printing. If you specify the device Terminal, then type <OK> to begin printing. (Terminal or Workstation only.)

The Print Message command: Type "pm".

Print C/OPT: Message (selection) A: Type the message identifier or number, followed by <OK>, or just type <OK> to specify the current message.

C/OK: Type <OK> to choose that single message, or give the command word And or Through and then specify another message, followed by <OK>.

(on device) C/OK: Type <OK> to indicate your usual printing device as set in your profile, or choose one of the other available device types, as described above, followed by <OK>.

(specifications) C/OK: Type <OK> to specify the default AUGMENT specifications, or choose one of the other available specifications, as described above, followed by <OK>.

C/OK: You may choose another specification or type <OK>.

The Print Header command: Type "ph".

Print C/OPT: Header (selection) A: Type the message identifier or number, followed by <OK> or just type <OK> to specify the current header.

C/OK: Type <OK> to choose that single header, or give the command word And or Through and then specify another header, followed by <OK>.

(on device) C/OK: Type <OK> to indicate your usual printing device as set in your profile, or choose one of the other available device types, as described above, followed by <OK>.

(specifications) C/OK: Type <OK> to specify the default AUGMENT specifications, or choose one of the other available specifications, as described above, followed by <OK>.

C/OK: You may choose another specification or type <OK>.

The Print All Messages command: Type "pam".

Print C/OPT: All C: Messages (in category at) A/OK: Type <OK> to specify your current category, or type the name of another category, followed by <OK>. If the category is in another file, then precede the category name with the name of the file and a comma.

C/OK: Type <OK> to print all the messages in that category, or choose one of the command words From, To, Cc, or Subject, followed by <OK>, to print only those messages with the text you specify in those fields.

(on device) C/OK: Type <OK> to indicate your usual printing device as set in your profile, or choose one of the other available device types, as described above, followed by <OK>.

(specifications) C/OK: Type <OK> to specify the default AUGMENT specifications, or choose one of the other available specifications, as described above, followed by <OK>.

C/OK: You may choose another specification or type <OK>.

The Print All Headers command: Type "pah".

Print C/OPT: All C: Headers (in category at) A/OK: Type <OK> to specify your current category, or type the name of another category, followed by <OK>. If the category is in another file, then precede the category name with the file name and a comma.

C/OK: Type <OK> to print all the headers in that category, or choose one of the command words From, To, Cc, or Subject, followed by <OK>, to print only those headers with the text you specify in those fields.

Managing Mail

(on device) C/OK: Type <OK> to indicate your usual printing device as set in your profile, or choose one of the other available device types, as described above, followed by <OK>.

(specifications) C/OK: Type <OK> to specify the default AUGMENT specifications, or choose one of the other available specifications, as described above, followed by <OK>.

C/OK: You may choose another specification or type <OK>.

The Print All Categorynames command: Type "pac".

Print C/OPT: All C: Categorynames (in file named) T/[A]/OK: Type <OK> to specify your current file, or type the name of another file, followed by <OK>.

(on device) C/OK: Type <OK> to indicate your usual printing device as set in your profile, or choose one of the other available device types, as described above, followed by <OK>.

(specifications) C/OK: Type <OK> to specify the default AUGMENT specifications, or choose one of the other available specifications, as described above, followed by <OK>.

C/OK: You may choose another specification or type <OK>.

Updating Mail Files

The changes made to a file when, for example, new mail is picked up or messages are copied or moved, take effect immediately upon executing the command. You will see the changes as part of the file whenever you type or print. However, the changes are actually saved separately from it. Only when you update the file are the changes completely integrated into it. Any time a file has significant additions or deletions, you should update the file.

Your Mail-IDENT file is updated for you when you end your mail session. (You can control this feature with the profile feature "quit,update", as described in the section "CONTROLLING YOUR MAIL ENVIRONMENT".) The other files in your directory are updated only when you give a command to do so.

The Update command incorporates all the changes made since you created or last updated a file. It does this by consolidating the changes and the previous information into the file. You can update any file in your directory at any time.

When you update a file, information about the newly updated file appears on your terminal, for example: <DIRECTORY, FILE.AUG;22,>. "DIRECTORY" stands

for the directory name, and "FILE" stands for the file name. "AUG" signifies an AUGMENT file, and 22 is the version number.

You have several choices in the way your files are updated. In the Update command, you can simply type <OK> to indicate the default update, to update to a new version of the file, or you can choose one of the command words described below. Updating to a new version incorporates all the changes you have made to the file since the last update, and creates the next higher version of the file. You can also choose the command word New to specify the default.

AUGMENT keeps the latest two versions of a file. The previous version acts as a "backup" file.

The following command words allow you to update the file differently than the default:

Old: Updates the file by incorporating into the current version all the changes you have made since the last update. Update Old does not create a new version of the file, which means that no backup file is created. This update should be used with caution. This update is quite fast.

Compact: Updates the file by creating a new, compacted version, which makes more efficient use of computer storage. This is particularly important when many messages are removed from a file. This update is quite slow. See the section "Expunging Mail Files" for more information on "compacting " a file.

Renamed: Updates the file by creating a new version of the file, and gives it a name you specify. The original file remains, although it is an "older" version of the file.

Named: Updates a file other than your current file with the type of update you choose.

The Update command: Type "u".

Update (file) C/OK: Type <OK>.

(new version) OK: Type <OK>. The file is updated, information about the newly created version appears, and you are returned to "MAIL C:".

The Update Compact command: Type "uc".

Update (file) C/OK: Compact (new version) OK: Type <OK>.

The Update Old command: Type "uo".

Update (file) C/OK: Old (version) OK: Type <OK>.

The Update Renamed command: Type "ur".

Update (file) C/OK: Renamed T/[A]: Type the new name of the file, followed by <OK>.

The Update Named command: Type "u<SP>n".

Update (file) C/OK: Named T/[A]: Type the name of the file you want to update, followed by <OK>.

(to be) C: Type "n".

New (version) OK: Type <OK>, and the file is updated.

Expunging Mail Files

The Expunge command removes all items from your files marked for deletion by the text **"*DELETED*"** and **"*MOVED*"**, and then updates the file. It is similar to the Update command, but if you simply update the file, messages marked for deletion remain in the file.

You can use the Expunge command instead of the Update command, because when you expunge messages, the file is updated as well. There are several kinds of updates that you can choose when using Expunge; see the section "Updating Mail Files" for details.

When you give the Expunge command, you can choose the command word Files to completely remove any files you have deleted, or the command word Messages to expunge messages. When you give the command word Messages, you can further choose whether to expunge messages in just one category or in all the categories in the file. When you expunge just one category, only the messages marked for deletion in the category you specify are removed from the file. When you expunge all the categories in a file, all of the messages marked for deletion in the file are removed from the file.

Earlier, you learned that an AUGMENT file is simply a work space on the computer. When many messages in a file are removed by being expunged, gaps, or blank areas, are left behind in the file. So, when you expunge a significant percentage of the messages in a file, there is the likelihood that much of the file is simply empty, unused space in computer storage. By "compacting" a file, the information in the file is fitted into a more compact area. Compacting a file has no effect on the information stored in the file; it just makes more efficient use of the computer's resources for storing information.

To compact the file, use the command word Compact in the Expunge command, as described below. When you give this command, three tasks are accomplished: Messages marked for deletion by the text **"*DELETED*"** or

"*MOVED*" are removed, the file is updated, and the file is compacted. Give this command regularly.

The Expunge Messages command: Type "<SP>exm".

Expunge (deleted) Messages (in) C: Choose the command word Category or the command word All. Type "c" for Category or "a" for All.

Category (at) A/OK: Type <OK> for the current category or type the name of a different category, followed by <OK>. If the category is in another file, then precede the category name with the name of the file and a comma.

All (categories in file named) T/[A]/OK: Type <OK> for the current file, or type the name of a different file, followed by <OK>.

(and update file) C/OK: Type <OK> to update to a new version (the default), or choose the command word Compact, Old, or Renamed. See the section "Updating Mail Files" for a description of each.

The Expunge Files command: Type "<SP>exf".

Expunge (deleted) C: Files OK: Type <OK>, and all files you have deleted are removed from your directory.

Some Advice on Managing Your Mail Files

The following are a few tips on how to clean up messages in the New-mail, Author-mail, and Drafts categories of your Mail-IDENT file. The same procedures described here apply equally to any other categories or files you might have.

Regularly scan the headers in the New-Mail category of your Mail-IDENT file by giving the Type All Headers command. Often you can tell by reading the subject in the header of the message whether to delete or file the message. Use the appropriate form of the Delete, Move, or Copy command to delete or file the message, and develop the habit of doing this regularly.

Often, it is necessary to examine an entire message to determine whether it merits saving or deleting. Use the appropriate Type command to type messages one at a time, filing or deleting messages as you go.

The way you routinely handle certain messages can determine which mail-management command to use. For example, if you save all messages from "JCB", you would use the Move All Messages command to move messages from "JCB" into another category or file. Or, if you always delete messages pertaining to "weather", you would give the Delete All Messages command to

delete those messages with "weather" as the subject. You can do this without ever examining the messages.

You should frequently check the Drafts category of your Mail-IDENT file, because all the messages you begin in Mail are stored in that category until they are sent or deleted. This means that if anything interrupts your Send, Answer, or Forward command, an incomplete draft of the message remains in the Drafts category until you delete the draft or complete it and send it. Check this category regularly by typing all the headers or all the drafts, and delete those drafts no longer needed with the Delete Message or Delete All Messages command.

Your Author-mail category keeps a record of all messages you send. If you send many messages, this category will soon become very large, so it is wise to regularly move messages in this category into other files. For example, you may want to file author copies for each month, or file messages you send about a specific topic with those you receive on that topic. You can set your profile so that author copies are delivered to another file, or so that no author copies are made at all. (Refer to "CONTROLLING YOUR MAIL ENVIRONMENT" for details.) If you set the profile feature "distribution copy" for no author copies, than you may want to include yourself in the Cc field when you send a message for which you want a copy.

Finally, after you have deleted or moved messages, it is very important to expunge the categories in your Mail-IDENT file, and to do it regularly. Remember, deleted and moved messages are simply marked for deletion; they remain in the file until they are expunged.

CONTROLLING YOUR MAIL ENVIRONMENT

Introduction

You can tailor your interaction with Mail to fit your specific needs by modifying certain features. You modify features by changing feature settings in your AUGMENT Mail "profile". When you change a setting for one or more features, your profile keeps a record of these changes. Then, whenever you begin a new AUGMENT session, AUGMENT checks your profile and uses your new settings instead of the standard ones. Since the standard settings, called "default settings", are appropriate for most situations, you can use Mail without ever changing any of the settings.

Your profile settings determine how certain Mail commands are interpreted by Mail. For example, when you give the Pickup command, Mail checks your profile to see whether you want your new mail shown to you when it is picked up and, if so, how you want it shown to you.

Your profile settings also determine other features, such as where your author copies are automatically delivered, or the way your Mail-IDENT file is updated when you end a Mail session.

Profile commands allow you to change or check the status of a profile feature. The Show Profile command checks the current setting of a feature, and the Set Profile command changes the setting of a profile feature. The Reset Profile command changes a feature back to the default setting.

Each profile feature has a name. As you execute one of the Profile commands, the names are shown to you in a list called a "menu". Many names have several parts, called "fields". Each field can be a word or a phrase. The whole feature name consists of all its component fields.

When you give a Profile command, specify the feature name by typing it. You do not need to know the whole name; you can simply select one field at a time by responding to each menu you are shown. You need not type the entire field, just enough characters to make it unique (usually just the first letter).

You could, for example, change your profile so that new mail is not picked up automatically when you begin a Mail session. You would begin by giving the Set Profile command. If you did not specify a feature name, you would be shown this menu:

Menu:

```
author copy
delete and move commands
distribution copy
entry
finishing touches
journal
```

Controlling Your Mail Environment

```
mail file {address} {begins next session}
message numbers
name appended to From or Sender field
pickup
quit
sort {using}
type command {in display mode}
```

Each item in the menu is a field. If you chose the field "pickup", you would be shown another menu:

Menu:

```
automatically on entry
display
typewriter
```

Choosing the field "automatically on entry" would then show the current setting along with your choices for settings:

```
Current setting ..... yes
AUGMENT default ..... yes
```

Menu:

```
yes
no
(new setting) T:
```

To change your current setting, you would specify "no" at the "T:" prompt. Thereafter, new mail items would not be picked up automatically upon entering Mail.

In this example, the entire feature name consists of two fields and is called "pickup, automatically on entry". You could specify the name by simply typing the first letters of each field, separated by commas, as follows: "p,a". With the Set Profile command, you may then specify a new setting; in the example above, you could have typed "n" to specify the new setting, "no".

In the Reset Profile and Show Profile commands, you are not given choices for new settings. In the Show Profile command, you are simply shown the current settings, and in Reset Profile, the current setting is reset to the default.

Profile Features

The following descriptions tell what each profile feature controls. When you give the Set Profile command for a particular feature, you are shown your current setting and the AUGMENT default setting. You are then shown a menu of choices or are simply prompted to type in a new setting. Please note that the default settings are appropriate for the majority of Mail users.

author copy: Determines whether you automatically receive an author copy of mail you send, and if so, where. Choose "automatically" or "location".

automatically

AUGMENT default: yes

Menu:

yes
no

location {address}: Determines the file and category where you receive the author copy of mail you send. "Automatically" must be set to "yes" for this setting to have any meaning. It is recommended you first type the directory name and a comma. Then type the file name, followed by a comma. Finally, type the category name for your author copies. The file and category must exist before changing this setting. See the section "Guidelines for Naming New Categories and Files" for information on file names.

AUGMENT default: <DIRECTORY,MAIL-IDENT,author-mail>

NOTE: DIRECTORY is your directory name; IDENT is your ident.

delete and move commands: Determines whether messages and categories are simply marked for deletion by the text "**DELETED**" or "**MOVED**" until expunged, or deleted immediately when you give the Delete or Move command. If this feature is set to "delete immediately", then you will not be able to use the Undelete Message, Undelete All Messages, and Undelete Category commands to restore messages. (See the section "Deleting, Moving, and Copying Messages".)

AUGMENT default: mark for deletion by expunge

Menu:

mark for deletion by expunge
delete immediately

Controlling Your Mail Environment

distribution copy: Determines whether you receive, in your New-mail category, copies of messages you send in which your ident is included in the fields To, Cc, or Bcc. Note that you will get an author copy as long as "author copy, automatically" is set to "yes" (the default). You will receive no copies if both are set to "no".

AUGMENT default: no

Menu:

yes
no

entry: Determines whether you are jumped to the first message in your New-mail category when you enter Mail and, when you have no new messages, whether you are jumped to the category name itself. You can set this feature separately for display and typewriter modes. If "pickup, automatically" is "yes" and "pickup, display, jump" or "pickup, typewriter, jump" is "yes" and you have new mail, then those profile features for pickup will override this profile feature for jumping on entry. You will then be at your first newly picked-up message.

display: For display mode.

jump automatically: Determines whether you are automatically jumped to New-mail when you enter Mail. If you have changed "pickup, display, jump" to "no", then you may want to consider changing this feature to "no" also.

AUGMENT default: yes

Menu:

yes
no

typewriter: For typewriter mode.

jump automatically: Determines whether you are automatically jumped to New-mail when you enter Mail. If you have changed "pickup, typewriter, jump" to "no", then you may want to consider changing this feature to "no" also.

AUGMENT default: yes

Menu:

yes
no

finishing touches: Determines whether you are jumped to your current draft when you enter finishing touches and how your draft is shown to you. You can set this feature separately for display and typewriter modes.

display: For display mode.

jump automatically

AUGMENT default: yes

Menu:

yes
no

viewspecs for automatic jump: You must specify "yes" for "jump automatically" for this setting to have any meaning. If you change one viewspec, then respecify the others.

AUGMENT default: levels: ALL, lines: ALL, hjnpuzACEHJLP

typewriter: For typewriter mode.

jump: Determines whether you are automatically jumped to your current draft when you enter finishing touches and if the draft is typed out for you.

AUGMENT default: jump and don't type

Menu:

jump and type automatically
jump and don't type
don't jump

viewspecs for automatic jump and type: You must specify "yes" for "jump" for this setting to have any meaning. If you change one viewspec, then respecify the others. NOTE: This setting also determines how your draft is shown to you when you type your draft by giving the Type command at "(Send Now?) Y/N/C:" or the Type Draft command in finishing touches.

AUGMENT default: levels: ALL, lines: ALL, gjmpuzACEHILP

journal: Determines the name of the journal where documents you submit are automatically sent, unless you specify a different journal name in the Set Journal command. Also determines the access for documents submitted to a journal.

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access for documents sent

AUGMENT default: restricted

Menu:

restricted
unrestricted

name

AUGMENT default: AUGMENT

mail file {address} {begins next session}: Determines the name of the file into which your mail is delivered. If you change this setting, new mail is delivered into the file you specify beginning with your next Mail session. If the file does not already exist, it will be created for your next Mail session. See the section "Guidelines for Naming New Categories and Files" for information on file names.

AUGMENT default: <DIRECTORY, MAIL-IDENT,>

NOTE: DIRECTORY is your directory name; IDENT is your ident.

message numbers: Determines whether you are shown message numbers when you give a Type command, or when you are automatically jumped to your new mail upon pickup. Message numbers are especially convenient in typewriter mode. You can set message numbers separately for display and typewriter modes. "Enabled" turns message numbers on and "disabled" turns message numbers off.

display: For display mode.

AUGMENT default: enabled

Menu:

enabled
disabled

typewriter: For typewriter mode.

AUGMENT default: enabled

Menu:

enabled
disabled

name appended to From or Sender field: Allows you to specify text to be appended to your mailing address in messages you send. For example, you may want to append your name to your address so that those who read the message and are not familiar with your ident will immediately know it is from you. Text specified here will be appended to your address when the message is sent. The text you specify is usually added to the From field. However, if you send a message in which the From field is not equal to your address (e.g., you specify a From field in your message that contains a group ident), then Mail will insert a Sender field in the message containing your address. In this instance, the text you specify will be appended to your address in the Sender field.

AUGMENT default: NULL

pickup: Determines whether new mail is automatically picked up when you first enter Mail. Also determines whether you are shown your new mail whenever it has been picked up, and how your new mail is shown to you. You can set the latter separately for display and typewriter modes.

automatically upon entry

AUGMENT default: yes

Menu:

yes
no

display: For display mode.

jump automatically: Determines whether you are automatically jumped to the first new message in your New-mail category whenever new mail is picked up in display mode. If this feature is "yes" and "pickup, automatically" is "yes" and there is new mail, then this feature overrides "entry, display, jump". If you change this feature to "no", then you may want to consider also changing the profile feature "entry, display, jump" to not jump on entry.

AUGMENT default: yes

Menu:

yes
no

viewspecs for automatic jump: Determines your viewspecs when you are automatically jumped to your New-mail category upon mail pickup in display mode. You must set "jump automatically" to "yes" before this setting has meaning. If you change one or more viewspecs, then respecify the others.

AUGMENT default: levels: 2, lines: 1, ljnpuZACEHJLP

typewriter: For typewriter mode.

jump and type automatically: Determines whether new mail is automatically typed on your terminal whenever new mail is picked up. If this feature is "yes" and "pickup, automatically" is yes and there is new mail, then this feature overrides "entry, typewriter, jump". If you change this feature to "no", then you may want to consider changing the profile feature "entry, typewriter, jump" to not jump on entry.

AUGMENT default: yes

Menu:

yes

no

viewspecs for automatic jump and type: Determines how your new mail is typed out for you. You must also specify "yes" for "jump and type automatically" for this setting to have meaning. If you change one or more viewspecs, then respecify the others.

AUGMENT default: levels: 2, lines: 1, hjnpuzACEHJLP

quit: Determines whether your Mail-IDENT file is updated when you end your Mail session and also determines how the file is updated. See the section "Updating Mail Files" and "Expunging Mail Files" for more information on updating and expunging files.

update mail file automatically

AUGMENT default: old version

Menu:

no: The mail file is not updated when you end your Mail session.

compact new version: The changes are merged into a new, compacted version of the file.

new version: The changes are merged into a new version of the file.

old version: The changes are merged into the existing version of the file.

expunge but don't update: Items marked for deletion are removed from your file, but the file is not updated.

sort {using}: Determines whether messages are sorted according to their

original fields (that is, before any editing changes were made to the fields in the message), or according to their current fields (that is, since any editing changes were made to the fields in the messages).

AUGMENT default: original fields {as picked up}

Menu:

original fields {as picked up}
current fields {possibly edited since pickup}

type command {in display mode}: For display mode only. When you give a Type command in Mail, determines whether you are jumped to that new location and shown 2 levels, 1 line, and the branch only - viewspecs xbg - or are, left at your current location.

AUGMENT default: jump after type

Menu:

jump after type
type but don't jump

The Set Profile command: Type "<SP>sep".

Set C: Profile (feature name; <OK> for a menu) T/OK: Type <OK> to see a menu of profile features or, if you know the name of the feature, just type it in, followed by <OK>. Type enough characters of each field of its name to make it unique.

T: At the end of a menu selection, specify the field of the name by typing enough characters of its name to make it unique, followed by <OK>. When you have completely specified its name, you are shown the current and AUGMENT default setting and a menu of possible settings if available.

(new setting) T/[A]: Type in the new setting, followed by <OK>. You are returned to "MAIL C:".

The Show Profile command: Type "<SP>shp".

Show C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see a menu of profile features or, if you know the name of the feature, just type it in, followed by <OK>. Type enough characters of each field of its name to make it unique.

T: At the end of a menu selection, specify the field of the name by typing enough characters of its name to make it unique, followed by <OK>. When you have completely specified its name, you are shown the

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current and AUGMENT default setting for the feature, and you are returned to "MAIL C:".

The Reset Profile command: Type "<SP>rp".

Reset C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see a menu of profile features or, if you know the name of the feature, just type it in, followed by <OK>. Type enough characters of each field of its name to make it unique.

T: At the end of a menu selection, specify the field of the name by typing it in, followed by <OK>. When you have completely specified its name, you are shown the current and AUGMENT default settings for the feature. The feature is reset to the AUGMENT default, and you are returned to "MAIL C:".

OK: Type <OK>.

GETTING HELP AND LEARNING MORE ABOUT AUGMENT

Introduction

A wealth of information about Mail and other AUGMENT features is immediately available to you whenever you log in. You are encouraged to use the commands in this section to learn about the many powerful features of AUGMENT. The AUGMENT textbook lesson "Getting Help" contains complete information about the commands and features that are briefly described in this section.

On-line informational aids are as complete and up-to-date as possible, but there may be times when you need help from another person about a particular problem. In such a case, do not hesitate to contact your Tymshare representative.

Question Mark

Before you give a command or at any prompt in a command, you can type a question mark (?) to see your current alternatives.

Typing "?" in response to "C" in a prompt shows a list of available command words. A space in front of a command word, indicated by <SP>, means to first type a space before typing the first letter of the command word. At any other prompt, "?" shows information that will help you complete a command. Typing "?" does not interfere with a command in progress; after you are shown the information, you are prompted to continue.

The Help Command

The Help command makes information about AUGMENT capabilities and features available to you. When you give the Help command, information in the Help data bases, which contain complete information on AUGMENT commands and features, is available for you to explore.

When you type "h" to give the Help command at "MAIL C:", the following appears on your terminal:

```
Help (type a term and then <OK>, or just <OK> T/OK:
```

At the "T/OK:" prompt, you can either type a term for Help to look up, followed by <OK>, or type just <OK> to see information about Mail.

When you give the command at "MAIL C:", you are shown general information about AUGMENT Mail. You are shown a descriptive paragraph, sometimes followed by a menu of numbered headings. If such a menu appears, to

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further explore the Help data base for Mail, type a number, followed by <OK>, and the information under that menu heading is shown to you. You may see more menus; you can respond appropriately. You can back up through the information in Help by typing a left angle bracket (<) instead of a term or menu number. When done, simply type <CD> to end the Help command. You are returned to your location before giving the Help command.

You can also type any term for Help to look up. The term need not necessarily pertain to Mail. Capitalization of terms you type does not matter. Virtually any AUGMENT term has an entry in the Help data base. The following are some useful terms for Help to look up. Give the Help command, and at the prompt, type the term, followed by <OK>.

AUGMENT

Begins with general information about the AUGMENT Office Information system. As you explore deeper into the data base, you will find more and more specific information about AUGMENT features and capabilities.

subsystem

Describes all AUGMENT "subsystems", or sets of commands related to particular tasks.

Base

Describes the Base subsystem, a set of commands for reading, writing, and editing on-line information. Also how to create and manage files, and print information with Base commands.

Table

Describes the Table subsystem, a set of commands for handling tabular information, including powerful tools for manipulating numbers.

Calculator

Describes the Calculator subsystem, a set of commands for doing arithmetic, much like an adding machine or pocket calculator. Totals can be integrated into an AUGMENT file.

<HELP>

To find out general information about AUGMENT Mail, or specific information

about a command, type the special character <HELP>. You can type <CTRL-Q> to specify <HELP>.

Typing <HELP> at "MAIL C:" provides general information about AUGMENT Mail. In addition, you can type <HELP> at a prompt in any command to find out detailed information about that command. Whenever you type <HELP>, "(searching Help information)" appears on your terminal. You are then shown information in a Help data base. You can explore further or cancel the command by typing <CD>.

VOCABULARY

acknowledgement: Making it known to the sender whether a message was sent and/or received. Acknowledgement of sending is provided by Mail, and acknowledgement of receipt is provided by the recipient. Page 70

address field: The part or parts of a message that contain mailing addresses, some of which AUGMENT uses to determine where to deliver mail. The address fields in AUGMENT Mail are To, Cc, Bcc, From, Sender, Reply-to, and Extended-access. Page 49

archive: To transfer a file from disk to tape to conserve space. Page 38

AUGMENT Mail: The AUGMENT subsystem for reading, sending, and managing electronic mail. Page 1

AUGMENT Mailbox: The file that is a temporary holding place for new mail you receive. You cannot read the contents of the AUGMENT Mailbox. You must give a command to pick up the new mail stored there; then it is available for reading. Page 13

author copy: A copy of a message you send. Unless you specify otherwise, Mail always provides an author copy for each message you send. Author copies are stored in the Author-mail category of your Mail-IDENT file, or in another category you specify. Note that the person who actually posts the message is the one who receives the author copy. Page 17

Author-mail: The category in your Mail-IDENT file that initially holds your author copies. Pages 14, 17

bad file: A file that has a problem making it impossible for AUGMENT to work with it. Page 89

<BC>: Backspace Character. Typing this special character erases the last character you typed, or the last step in a command. You can type <CTRL-H> (or the BACK SPACE CHAR key if your terminal has one) to specify <BC>. Page 26

Bcc: The address field of a message identifying those who are to receive "blind carbon copies". This means that only the author and Fcc copies will include this field; no other recipients will see the Bcc field. Page 49

body: The content of the Message field of a message. The body can be any length you choose: a single paragraph (statement), several paragraphs (statements), or an entire file. Page 52

<BW>: Backspace word. Typing this special character deletes the last word you typed, plus any punctuation or other characters following the word. You can type <CTRL-W> (or the BACK SPACE WORD key if your terminal has one) to specify <BW>. Page 26

catalog: An index to documents contained in a journal. Each entry in a

catalog consists of a citation, listing the fields in the document as well as special catalog fields (i.e., Superseded, Parts, Addenda, and Replies) added as part of catalog maintenance. Pages 18, 39, 44, 83

category: A section of a mail file devoted to a particular classification of mail. Each category is an AUGMENT branch and has a unique name that describes the kind of mail it holds. Pages 14, 32, 37

Cc: The address field of a message identifying those who are to receive "carbon copies". Page 12

<CD>: Command Delete. Typing this special character cancels any command you have not finished; that is, before you have given the final <OK>. You can then begin a new command. You can type <CTRL-X> (or the COMMAND DELETE key if your terminal has one) to specify <CD>. Page 24

character: A single letter, digit, punctuation mark, space, return character, or special control character. Page 63

citation: A message you receive in your mailbox notifying you where a journal document is located. Also, the list of fields that appears in the catalog entry for each journal document. Page 39

command: In AUGMENT Mail, a command is an instruction that allows you to read, send, or manage messages in one or more of your mail files. All AUGMENT commands have a similar verb-noun syntax. The verb tells AUGMENT what to do, and the noun tells AUGMENT what to act upon, like telling AUGMENT to "do that" or "put this here". Page 13

command word: A word that AUGMENT recognizes as part of a command. Pages 13, 22

compact: To make more efficient use of the storage area occupied by the specified file. Pages 105, 106

computer: In AUGMENT Mail, the computer is the single tool that replaces the many tools conventionally used to send and receive mail. The computer, along with the programs that run on it, stores and distributes your mail and provides the tools you need to write and edit. Page 1

control character: The non-printing character that usually has a special control function in AUGMENT. "CTRL-" preceding a letter and enclosed in angle brackets (< >) represents a control character that you type by holding down the control key, labeled "CTRL", and typing the letter in either upper case or lower case. Page 25

CTRL: By holding down this key while typing a specific character on the keyboard, you can produce control characters. Page 25

<CTRL-O>: The control character that stops a process, such as the printing of text in response to a Type command. Page 31

Vocabulary

current category: The category in which you are currently located. If you refer to a message and give no corresponding category name, the message in your current category is specified. It can be any category in one of your mail files. Initially, your current category is New-mail. Page 32

current file: The file in which you are currently located. If you refer to a category and give no corresponding file name, a category in your current file is specified. Initially, your current file is your Mail-IDENT file. Page 32

current message: The message most recently typed. If you give a command and do not specify a message, the command acts upon your current message. Page 32

DDN address: The form of mailing address you use to send mail to someone on a DDN host computer. DDN stands for Defense Data Network and includes such networks as ARPANET and MILNET. Page 51

default: The standard, unchanged setting of some feature; that which occurs automatically unless you specify otherwise. Page 109

delivery specifications: Features that allow you to control how a message is sent. You can control the timing of delivery, specify that a message be routed, request acknowledgement of delivery and receipt, specify that a copy of a message be inserted in a category you choose, submit an item to a journal, and set access to that item. Commands for setting delivery specifications are available in finishing touches. Page 23

directory: The place on the computer where one or more files are stored. Everyone who uses AUGMENT Mail either has their own directory or shares one with other users. Every directory has a unique name. Page 13

display mode: Using AUGMENT Mail on an AUGMENT brand display terminal or at another brand of display terminal equipped and programmed to handle AUGMENT's special cursor control and window mode (as opposed to continuous scrolling). AUGMENT Mail is used in typewriter mode on other kinds of terminals. Page 1

distribution list: A statement in a file that contains mailing addresses. In a sending command, you can specify a distribution list; the addresses in the list are then copied into the specified address field, eliminating the need to type in all the addresses. Page 79

document: A mail item submitted to a journal. Pages 18, 38

document identifier: The journal name and document number that uniquely identifies each journal document. It appears as the second entry in the Identifier field of a citation in the form "NAME,NUMBER,", where NAME is the name of the journal, and NUMBER is the document number. Page 39

document number: The file name of a journal document. Page 39

draft: A message that is in progress in the Drafts category of your Mail-IDENT file. Page 48

editing: Changing content in one or more fields of a draft, inserting and deleting fields in a draft, and setting delivery specifications. Page 59

electronic mail: Mail that is distributed by an electronic digital computer. Page 11

expunge: To remove from a file all messages and categories marked for deletion. Also, to remove all files that you have deleted. Page 106

field: A part of a message containing specific information about the message. For example, the To field identifies the primary recipients of a message. Field also refers to one element of a profile feature name. Pages 12, 109

field search: A search for messages with specified text in the From, To, Cc, or Subject field. Page 37

file: A work space on the computer, like a file folder in a filing cabinet. In AUGMENT Mail, most files contain information related to electronic mail work. Page 13

filing: One aspect of managing mail, filing is copying or moving messages from your Mail-IDENT file to one or more other files. Page 91

finishing touches: The state in which you can edit and set delivery specifications for a message before sending it. When you enter finishing touches, the prompt "(Finishing touches) C:" replaces "MAIL C:" on your terminal. Page 59

group ident: A name representing a group of users who are in the same ident data base. Page 15

header: The first line of a message consisting of the message identifier, the date the message was sent, and the subject of the message. Usually, the header is just one line long, but, depending on the length of the subject, may take more lines. Page 33

Help: A vast source of information about AUGMENT commands, terms, and procedures. Help is available by using the Help command and by typing <CTRL-Q> (or the key labelled "HELP" if your terminal has one). Page 119

ident: The name assigned especially to you for using AUGMENT, usually the same as your initials. AUGMENT Mail uses your ident as your mailing address. Page 15

ident data base: A data base containing a collection of individual, group, role, and mail list idents, usually associated with one or more organizations. Page 15

identifier: Both the name of a field and the general term for both message identifier and document identifier. Pages 12, 39

Vocabulary

journal: A named collection of messages and documents that are permanently recorded and cataloged. Page 18

logging in: Starting a job on an AUGMENT host computer. Page 20

MAIL C: The prompt that means you have entered AUGMENT Mail, and that Mail commands are available to you. Page 20

mail form: A draft of a message containing the fields you want, in the order you choose. The fields are filled with text or left blank to be filled in each time you use the form. You use a mail form like a template to make routine sending jobs faster and easier. When you send mail with the Send New, Answer, or Forward command, you can use a mail form you have created instead of the standard forms automatically provided by Mail. Page 74

Mail-IDENT file: The file created by AUGMENT Mail, but mostly maintained by you, where you read mail you have picked up and compose new messages. You may also store your Mail-related work there. Your Mail-IDENT file is initially divided into three categories: Drafts, New-mail, and Author-mail. Page 13

mailing address: Tells Mail where a message is to be sent. One or more mailing addresses appear in the address fields of a message; each is separated by a comma and/or a space. Page 49

managing: Deleting unwanted messages and filing important ones. Page 91

menu: A list of choices that are shown to you in a Profile or Help command. Pages 109, 119

message: An item of correspondence sent by AUGMENT Mail. It consists of a header and various parts called fields. Page 11

message identifier: Text that appears at the beginning of every message header to distinguish that message as unique from all others. For example, a message identifier might look like: TYM-SGR-319UV. Page 33

message number: Appearing before the message header, it shows the relative position of a message in a category. The message number is not part of the message; it is simply a convenience provided by AUGMENT Mail. Messages in each category are numbered "1, 2, ... n", where "n" is the last message in the category. Pages 12, 32

New-mail: The category in your Mail-IDENT file where new mail is delivered and where you read new mail. Page 14

noise words: One or more words that appear in parentheses in AUGMENT commands that help you understand the command. Page 22

<OK>: Confirmation. Typing this special character tells AUGMENT Mail you have finished giving a command or part of a command. When you type <OK>, you see an exclamation point (!). You can type <RET> (or the key labeled OK if your terminal has one) to specify <OK>. Page 23

<OPT>: You type <OPT> to request an optional step in a command in response to either "OPT:" in a prompt or any part of a prompt that is enclosed in square brackets, i.e., []. Page 26

print: To make paper copies of one or more messages. Page 100

privacy: A feature that allows you to restrict access to one or more of your files. Page 11

profile feature: A feature that you can change to tailor your interaction with AUGMENT Mail to fit your specific needs. Your AUGMENT profile keeps a record of the profile features you set, so you need only set them once. When you begin a new Mail session, Mail checks your profile and uses your settings instead of those automatically provided by Mail. The standard settings, however, allow you to use Mail without changing any profile features. Page 109

prompt: One or more uppercase letters, followed by a colon, that tells you what you can do next. You see prompts before you give a command or after you have given part of some commands. Page 22

reading mail: Giving a form of the Type command to type messages on your terminal. Page 31

recorded mail: Mail items that are submitted to a journal. Pages 14, 18

<RETURN>: A special character used for confirmation. Press this key on your terminal only when you have no <OK> key. Typing this key for <OK> tells AUGMENT Mail that you have finished giving a command or part of a command. Page 23

role ident: The ident assigned to a particular role (or office or responsibility) within an organization. Page 15

routed mail: The process by which one person at a time receives a message and then passes it on to the next recipient in the routing list after reading and/or making comments on it. Page 77

routing list: The addresses in the Routed-to field of a message that determine the delivery sequence of routed mail. Page 78

special character: Characters that when typed have a special control function. Usually, you do not see special-characters when you type them. Page 25

statement: The basic unit of structure in an AUGMENT file; any logical unit of thought. In AUGMENT Mail, a statement is analogous to a paragraph. Page 6

statement identifier: In AUGMENT Mail, a number that precedes each field and each statement of the message body. It can be used to conveniently locate parts of messages to edit in finishing touches. Page 7

Vocabulary

subsystem: That set of commands relating to a particular AUGMENT task. AUGMENT Mail is a subsystem and is commonly referred to as the "Mail subsystem". Page 120

text: One or more adjacent characters in an AUGMENT file including spaces, punctuation, and other visible and invisible (non-printing) characters. Pages 6, 24, 63

To: The address field of a message identifying the primary recipients of a message. Page 12

type: To have messages typed out on your terminal. Page 31

typewriter mode: Using AUGMENT Mail on any standard printing terminal with an uppercase and lowercase keyboard, or on a display terminal that is not designed and programmed to handle AUGMENT's special display area and cursor control capabilities. Page 1

undeliverable mail: Mail that cannot be delivered because of an incorrect address appearing in one of the address fields. Page 88

unrecorded mail: Mail that is not submitted to a journal and that appears in its entirety in the recipients' mail files. Page 14

update: To consolidate recent changes into your file. You can update your file in several ways. Page 104

viewspecs: Single-letter specifications of how you see your file. For example, one viewspec will show you only headers, another viewspec will show you entire messages. Page 113

word: A series of letters and/or numbers surrounded by spaces, punctuation marks, or any other characters that are not letters or numbers. Page 63

?: You can type a question mark before giving a command or at any prompt during a command to see what your current alternatives are. Page 119

@: The prompt for the Executive. Page 20

LIST OF COMMANDS

The commands in this section are divided into categories by function (reading, sending, etc.) and are listed alphabetically within each category. To give a command, type the first letter of the command word; the entire word appears on your terminal. In some cases, more than one of the command words begin with the same letter; in these cases, you must first type a space and then enough characters for the command word to be recognized.

The command descriptions conform to the following conventions:

A slash (/) in a command separates alternatives.

A first-letter uppercase word is a command word.

Parentheses appear around noise words.

Angle brackets < > enclose special characters.

An uppercase word represents a "variable", meaning at that point in the command you can respond in different ways, as explained in the following list.

ANSWER: Prompted by "Y/N:". Specify "y" or <OK> for Yes or "n" for No.

CATEGORY: Prompted by "A/OK:" or "A:". Address a category by giving the category name, followed by <OK>, or type <OK> to specify the current category if "OK" is in the prompt. If the category is not in your current file, then you must precede the category name with the name of the file and a comma. For example: july,new-mail.

CONTENT: Prompted by "T/[A]": Type a series of characters ending with <OK>, or type <OPT> and an address, ending with <OK>.

DATE: Prompted by "T/OK:". Type <OK> to specify the default date, or type in the date, followed by <OK>. Examples of valid dates are: 10/12/83; October 12, 1983; 12 Oct 83; and Oct-12-83.

DEVICE-TYPE: Only in the Print commands. Type <OK> to specify the default printing device as set in your profile, or choose one of the following command words: Workstation (printer), Terminal, or Lineprinter. Contact your Tymshare representative for information about printing devices.

FEATURE: Prompted by "T/OK:". Type the name of one of the available profile features, followed by <OK>, or type <OK> to see a menu before making your selection.

FEATURE-SETTING: Prompted by "T:". Type in the new setting for the profile feature you have chosen, followed by <OK>.

FIELD: Give a command word that specifies a field in a message. For example, "f" for "From", or "c" for "Cc". The following fields can be chosen:

List of Commands

Action-code	Comment	Message	Subject
Addendum-to	Extended-access	Part-of	Supersedes
Author	From	References-to	To
Bcc	In-reply-to	Reply-to	
Cc	Keywords	Subcollections	

FIELD-SEARCH: Prompted by "C/OK:". Instead of typing <OK> at this prompt, you can select one of the following to search the field for the text you indicate. You can then continue to specify another of the command words, until you type <OK> at the "C/OK:" prompt.

Cc (field containing text) CONTENT
From (field containing text) CONTENT
Subject (field containing text) CONTENT
To (field containing text) CONTENT

FILE: Prompted by "T/[A]/OK:". Type a file name, followed by <OK>, or type <OK> to specify the current file.

IDENTIFIER: Prompted by "T/[A]/OK:". Type <OK> to specify the current document, or type the document identifier in the form "NAME,NUMBER," followed by <OK>, where NAME is the name of the journal, and NUMBER is the document number.

LOCATION: Prompted by "A:" or "A/[T]:". Address a statement by number or identifier, and/or address a location within a statement, followed by <OK>. To address a mail form, type its name, followed by <OK>. To address a draft, type its name, followed by <OK>.

NAME: Prompted by "T/OK:". Type the name of the journal, followed by <OK>.

SELECTION: Prompted by "A:". Type a message number, followed by <OK>. For example: 3. If the message is in another category, then type the name of the category, a pound sign (#), and then the message number. For example: new-mail#3. If the category is in another file, then you must precede the category name with the name of the file and a comma. For example: july, new-mail#3. You can also type a message identifier or document identifier.

SORT-TYPE: Prompted by "C/OK". Type <OK> for an alphabetic sort by message identifiers or choose one of the following:

Subject <OK>
From <OK>
Date <OK>
Date Reverse <OK>

SPECIFICATIONS: Only in the Print commands. Type <OK> to specify the AUGMENT Mail default printing specifications, or choose one or more of the following specifications:

Begin (on page) CONTENT
Copies CONTENT
End (on page) CONTENT
New (page for each message)
Priority High/Immediate/Low/Normal
Quickformat
Wait (at page break)

Contact your Tymshare representative for information on printing specifications available to you.

UPDATE: In the Update and Expunge commands only. Choose from one of the following:

New (version) <OK>
Compact (new version) <OK>
Old (version) <OK>
Renamed CONTENT

... <OK>: You can repeat the previous step or choice in the command as many times as you want, finally typing <OK> to end that part of the command.

Entering and Leaving Mail

Goto (subsystem) Mail <OK>
Goto (subsystem) <OPT> (subsystem name) mail/<OK>
Logout Job <OK>

Reading

Act (as) Role CONTENT
Act (as) Self <OK>
Check Mail (for ident) <OK>/CONTENT
Copy Citation (for document identifier) IDENTIFIER (to category at) CATEGORY
Copy Citation (for document identifier) IDENTIFIER (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER
Find Citations (in journal named) NAME (start date) DATE (end date) DATE (using search pattern) CONTENT (and store matches in category at) CATEGORY

List of Commands

Find Citations (in journal named) NAME (start date) DATE (end date) DATE
(using search pattern) CONTENT (and store matches in category at) <OPT>
(new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Jump (to) Return File <OK> ANSWER

Pickup (mail) <OK>

Pickup (mail) Insert (new mail in category at) CATEGORY

Show Citation (for document identifier) IDENTIFIER

Type All Categorynames (in file named) FILE

Type All Headers (in category at) <OK> (current category) <OK>

Type All Headers (in category at) <OK> (current category) FIELD-SEARCH ...
<OK>

Type All Headers (in category at) CATEGORY <OK>

Type All Headers (in category at) CATEGORY FIELD-SEARCH ... <OK>

Type All Messages (in category at) <OK> (current category) <OK>

Type All Messages (in category at) <OK> (current category) FIELD-SEARCH ...
<OK>

Type All Messages (in category at) CATEGORY <OK>

Type All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK>

Type Categoryname <OK>

Type First/Next/Last/Previous <OK>

Type First/Next/Last/Previous Header (in category at) <OK> (current
category)

Type First/Next/Last/Previous Header (in category at) CATEGORY

Type First/Next/Last/Previous Message (in category at) <OK> (current
category)

Type First/Next/Last/Previous Message (in category at) CATEGORY

Type Header (selection) SELECTION <OK>

Type Header (selection) SELECTION And/Through SELECTION ... <OK>

Type Message (selection) SELECTION <OK>

Type Message (selection) SELECTION And/Through SELECTION ... <OK>

Sending

Answer (message at) SELECTION <OK>
 (replying to) MAILING-ADDRESS (and to addresses in)
 To (field) <OK>
 Cc (field) <OK>
 Both (To and Cc fields) <OK>
 (additional addresses) <OK>/CONTENT
 (Message body) CONTENT
 (next statement) <OK>/CONTENT ... <OK>
 (Send now?)
 Type "y" or <OK>: draft is sent.
 Type "n": you enter finishing touches.
 Type "t": Type (draft) <OK>

Answer (message at) SELECTION <OK>
 (replying to) MAILING-ADDRESS (and to addresses in)
 To (field) <OK>
 Cc (field) <OK>
 Both (To and Cc fields) <OK>
 (additional addresses) <OK>/CONTENT
 (Message body) <OPT>
 (copy from) Branch/File/Group/Message/Phrase/Plex/Sequential/
 Statement/Text/Workstation (at) LOCATION
 (next statement) <OK>/CONTENT ... <OK>
 (Send now?)
 Type "y" or <OK>: draft is sent.
 Type "n": you enter finishing touches.
 Type "t": Type (draft) <OK>

Answer (message at) SELECTION <OPT> (using mail form at) SELECTION
 {prompting guided by mail form}
 (Send now?)
 Type "y" or <OK>: draft is sent.
 Type "n": you enter finishing touches.
 Type "t": Type (draft) <OK>

Act (as) Role CONTENT

Act (as) Self <OK>

Create Distribution (list to be named) CONTENT (in file) FILE (list)
 CONTENT

Edit Draft (at) LOCATION

Edit Current (most recent draft) <OK>

List of Commands

Forward (message at) SELECTION <OK>

(To) CONTENT

(Cc) CONTENT

(comment) CONTENT

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Forward (message at) SELECTION <OPT> (using mail form at) LOCATION

{prompting guided by mail form}

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Pass (routed message at) SELECTION (to next recipient) <OK>

Pass (routed message at) SELECTION (to next recipient) Comment (in message body) CONTENT <OK>

Pass (routed message at) SELECTION (to next recipient) Acknowledgement (for delivery requested of system) <OK>

Pass (routed message at) SELECTION (to next recipient) Again <OK>

Send <OK>

(To) CONTENT

(Cc) CONTENT

(Subject) CONTENT

(Message body) CONTENT

(next statement) <OK>/CONTENT ... <OK>

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Send <OK>

(To) CONTENT

(Cc) CONTENT

(Subject) CONTENT

(Message body) <OPT>

(copy from) Branch/File/Group/Message/Phrase/Plex/Sequential/
Statement//Text/ Workstation (at) LOCATION

(next statement) <OK>/CONTENT ... <OK>

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Send Acknowledgement (for receipt of message at) SELECTION <OK>

Send Acknowledgement (for receipt of message at) SELECTION Again <OK>

Send Current (most recent draft) <OK>

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Send Draft (at) LOCATION

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Send New (message) <OK>

{prompting then same as for Send <OK>}

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Send New (message) <OPT> (using mail form at) LOCATION

{prompting guided by mail form}

(Send now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Show Ident (record for) Ident CONTENT OK

Show Ident (record for) Ident CONTENT <OPT> (in Ident Database) CONTENT

Show Ident (record for) Lastname CONTENT OK

Show Ident (record for) Lastname CONTENT <OPT> (in Ident Database) CONTENT

Show Ident (record for) Sound-alike (guess the spelling of the last name)
CONTENT OK

Show Ident (record for) Sound-alike (guess the spelling of the last name)
CONTENT <OPT> (in Ident Database) CONTENT

Editing

The following commands are available at "(Finishing touches) C:".

Copy Content (in) FIELD (field, existing content) CONTENT (to follow
content) CONTENT

You can also follow Copy with one of the following command words:

List of Commands

Branch/Character/Group/Phrase/Plex/Statement/Text/Word

Delete Character (at) LOCATION <OK>

Delete Content (in) FIELD (field, deleting) CONTENT

Delete Field (named) FIELD (really?) <OK>

Delete Statement (at) LOCATION (really?) <OK>

Delete Text (at) LOCATION (through) LOCATION <OK>

Delete Word (at) LOCATION <OK>

You can also follow Delete with the following command words:

Branch/Group/Phrase/Plex

Exit <OK>

Insert Character (to follow character at) LOCATION CONTENT

Insert Content (in) FIELD (field, to follow content) CONTENT (new content)
CONTENT

Insert Field (named) FIELD CONTENT

Insert Text (to follow character at) LOCATION CONTENT

Insert Statement (to follow statement at) LOCATION CONTENT

Insert Word (to follow word at) LOCATION CONTENT

You can also follow Insert with the following command words:

Branch/Group/Phrase/Plex

Move Content (in) FIELD (field, existing content) CONTENT (to follow
content) CONTENT

You can also follow Move with one of the following command words:

Branch/Character/Group/Phrase/Plex/Statement/Text/Word

Replace Field (named) FIELD (contents to be replaced by) CONTENT

Replace Character (at) LOCATION (by) CONTENT

Replace Content (in) FIELD (field, replacing) CONTENT (by) CONTENT

Replace Text (at) LOCATION (through) LOCATION (by) CONTENT

Replace Word (at) LOCATION (by) CONTENT

You can also follow Replace with the following command words:

Branch/Group/Phrase/Plex/Statement

Reset (delivery specification) Access <OK>

Reset (delivery specification) Acknowledgement (for) Delivery (not requested of system) <OK>

Reset (delivery specification) Acknowledgement (for) Receipt (not requested of recipients) <OK>

Reset (delivery specification) Fcc (to null) <OK>

Reset (delivery specification) Journal (message not in Journal) <OK>

Reset (delivery specification) Routing (delivery not to be routed) <OK>

Reset (delivery specification) Timing (for message to Soon, no start or stop times) <OK>

Save (draft using name) <OK>/CONTENT <OK>

Send (now?)

Type "y" or <OK>: draft is sent.

Type "n": you enter finishing touches.

Type "t": Type (draft) <OK>

Set (delivery specification) Access Unrestricted/Restricted <OK>

Set (delivery specification) Acknowledgement (for) Delivery (requested of system) <OK>

Set (delivery specification) Acknowledgement (for) Receipt (requested of recipients) <OK>

Set (delivery specification) Fcc (to category) CATEGORY

Set (delivery specification) Journal (named) <OK>/CONTENT <OK>

Set (delivery specification) Journal (named) <OK>/CONTENT Assign (number) <OK>

Set (delivery specification) Routing (for delivery) <OK>

Set (delivery specification) Timing (for message) TIMING

For TIMING, specify one of the following:

Rush (immediate) <OK>

Soon <OK>

List of Commands

Start (delivery at) CONTENT
Stop (delivery if not sent by) CONTENT
Defer (for overnight delivery) <OK>

Transpose Content (in) FIELD (field, content) CONTENT (and content) CONTENT

You can also follow Transpose with one of the following command words:

Branch/Character/Group/Phrase/Plex/Statement/Text/Word

Type Draft <OK>

Type Field (named) FIELD <OK>

Type Specification (named) Access <OK>

Type Specification (named) Acknowledgement (for) Delivery <OK>

Type Specification (named) Acknowledgement (for) Receipt <OK>

Type Specification (named) Fcc <OK>

Type Specification (named) Journal (location) <OK>

Type Specification (named) Routing (for delivery) <OK>

Type Specification (named) Timing <OK>

/: Slash. Shows your current position within a statement.

\: Backslash. Types your current statement.

<LF>: Line feed. Moves you to the next statement from your current location.

^: Up arrow. Moves you to the statement back from your current location.

Managing

Copy All Messages (in category at) <OK> (current category) (to category at) CATEGORY <OK>

Copy All Messages (in category at) <OK> (current category) (to category at) CATEGORY FIELD-SEARCH ... <OK>

Copy All Messages (in category at) <OK> (current category) (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Copy All Messages (in category at) <OK> (current category) (to category at)

<OPT> (new category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK>
(new file?) ANSWER

Copy All Messages (in category at) CATEGORY (to category at) CATEGORY <OK>

Copy All Messages (in category at) CATEGORY (to category at) CATEGORY
FIELD-SEARCH ... <OK>

Copy All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Copy All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK> (new file?)
ANSWER

Copy Category (at) CATEGORY (to file named) FILE <OK>

Copy Category (at) <OK> (current category) (to file named) FILE <OK>

Copy Message (selection) SELECTION <OK> (to category at) CATEGORY

Copy Message (selection) SELECTION <OK> (to category at) <OPT> (new
category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Copy Message (selection) SELECTION And/Through SELECTION ... <OK> (to
category at) CATEGORY

Copy Message (selection) SELECTION And/Through SELECTION ... <OK> (to
category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new
file?) ANSWER

Create Category (named) CONTENT (in file) FILE (new file?) ANSWER

Delete All Messages (in category at) <OK> (current category) <OK> (really?)
<OK>

Delete All Messages (in category at) <OK> (current category) FIELD-SEARCH
... <OK> (really?) <OK>

Delete All Messages (in category at) CATEGORY <OK> (really?) <OK>

Delete All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK>
(really?) <OK>

Delete Category (at) <OK> (current category) (really?) <OK>

Delete Category (at) CATEGORY (really?) <OK>

Delete File (named) CONTENT (really?) <OK>

Delete Message (selection) SELECTION (really?) <OK>

List of Commands

Delete Message (selection) SELECTION And/Through SELECTION ...<OK>
(really?) <OK>

Expunge (deleted) Files <OK>

Expunge (deleted) Messages (in) All (categories in file named) FILE (and
update file) <OK> (new version) <OK>

Expunge (deleted) Messages (in) All (categories in file named) FILE (and
update file) UPDATE

Expunge (deleted) Messages (in) Category (at) <OK> (current category) (and
update file) <OK> (new version) <OK>

Expunge (deleted) Messages (in) Category (at) <OK> (current category) (and
update file) UPDATE <OK>

Expunge (deleted) Messages (in) Category (at) CATEGORY (and update file)
<OK> (new version) <OK>

Expunge (deleted) Messages (in) Category (at) CATEGORY (and update file)
UPDATE

Help (type a term and then <OK>, or just <OK>) OK/CONTENT

For OK/CONTENT, type <OK> to see general information about AUGMENT Mail,
or type a specific term for Help to look up, followed by <OK>.

Move All Messages (in category at) <OK> (current category) (to category at)
CATEGORY <OK>

Move All Messages (in category at) <OK> (current category) (to category at)
CATEGORY FIELD-SEARCH ... <OK>

Move All Messages (in category at) <OK> (current category) (to category at)
<OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Move All Messages (in category at) <OK> (current category) (to category at)
<OPT> (new category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK>
(new file?) ANSWER

Move All Messages (in category at) CATEGORY (to category at) CATEGORY <OK>

Move All Messages (in category at) CATEGORY (to category at) CATEGORY
FIELD-SEARCH ... <OK>

Move All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Move All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK> (new file?)
ANSWER

Move Category (at) CATEGORY (to file named) FILE <OK>

Move Category (at) <OK> (current category) (to file named) FILE <OK>

Move Message (selection) SELECTION <OK> (to category at) CATEGORY

Move Message (selection) SELECTION <OK> (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Move Message (selection) SELECTION And/Through SELECTION ... <OK> (to category at) CATEGORY

Move Message (selection) SELECTION And/Through SELECTION ... <OK> (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Print All Categorynames (in file named) FILE (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) <OK> (current category) <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) <OK> (current category) FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) CATEGORY <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) CATEGORY FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) <OK> (current category) <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) <OK> (current category) FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) CATEGORY <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Header (selection) SELECTION <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Header (selection) SELECTION And/Through SELECTION ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Message (selection) SELECTION <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

List of Commands

Print Message (selection) SELECTION And/Through SELECTION ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

NOTE: In the printing commands above, after giving the command word Print, you can type <OPT> and then specify viewspecs before continuing the command.

Reset Profile (feature name; <OK> for a menu) FEATURE <OK>

Set Profile (feature name; <OK> for a menu) FEATURE (new setting) FEATURE-SETTING

Show Profile (feature name; <OK> for a menu) FEATURE <OK>

Sort (all messages in category at) <OK> (current category) SORT-TYPE

Sort (all messages in category at) CATEGORY SORT-TYPE

Undelete All Messages (in category at) <OK> (current category) <OK>

Undelete All Messages (in category at) <OK> (current category) FIELD-SEARCH ... <OK>

Undelete All Messages (in category at) CATEGORY <OK>

Undelete All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK>

Undelete Category (at) <OK> (current category)

Undelete Category (at) CATEGORY

Undelete File (named) FILE

Undelete Message (selection) SELECTION <OK>

Undelete Message (selection) SELECTION And/Through SELECTION ... <OK>

Update (file) <OK> (new version) <OK>

Update (file) UPDATE

Update (file) Named CONTENT (to be) CONTENT

APPENDIX A: SUMMARY OF FIELDS

In the descriptions that follow, fields that are automatically provided by AUGMENT Mail are marked [SYSTEM]. Fields that can be provided by both AUGMENT Mail and you are marked [BOTH]. Fields that are not marked are provided by you. Please note that these marks do not appear in the actual message.

Action-code: This field recommends what action the recipient of the message should take. Contains text.

Addendum-to: This field identifies the item to which this item is an addendum. If this item is submitted to a journal, it is then cataloged as being an addendum to the item identified in this field. This field contains a single identifier. NOTE: If the item identified in this field is recorded in the same journal as this item, then the identified item has an Addenda field added to its catalog entry, identifying this item as an addendum. See Addenda.

Author: This field identifies the individual who wrote the primary contents (body) of the message. The author can be identified by ident, by name, or by any other text you choose.

Bcc: This address field identifies recipients who are to receive a "blind carbon copy" of the message. Only the author and Fcc copies will include this field. This field contains one or more mailing addresses. NOTE: A recipient listed in the Bcc field of a journal citation will not be able to access a restricted journal document. If you want this recipient to have access to the journal document, then specify that recipient's ident in the Extended-access field. See Extended-access.

Cc: This address field identifies those recipients who are to receive a "carbon copy" of the message. This field contains one or more mailing addresses.

Comment: This field enables you to add a comment to a message without disturbing the contents of the message body. This field contains text.

Delivery-specifications: This field appears only in the draft and dictates special delivery requirements. Each delivery requirement is listed as a subfield below the Delivery-specifications field, as follows.

Access: restricted: This field has meaning only for items submitted to a journal. It specifies that only those identified in the From, Sender, Reply-to, To, Cc, Routed-to, and Extended-access fields of the message have access to the item.

Access: unrestricted: This field has meaning only for items submitted to a journal. It specifies that anyone with access to that journal can read the journal item.

Appendix A: Summary Of Fields

Acknowledge-delivery: Requested: This field requests that AUGMENT Mail send an acknowledgment to the sender when the message is delivered.

Acknowledge-receipt: Requested: This field requests that recipients send an acknowledgement to the sender when they receive the message.

Fcc: This field stands for "file carbon copy". It specifies that a copy of a message be inserted into a location in an AUGMENT file. The location specified in this field is in the form "FILE, CATEGORY", where FILE is the name of the file, and CATEGORY is the name of the category. The sender must have access to the specified file. NOTE: The Fcc field does not override your profile setting for author copy location.

Location: This field identifies the journal to which an item will be submitted. This field contains the text "Journal (NAME)" or "Journal (NAME,NUMBER,)", where NAME is the name of the journal, and NUMBER is the document number.

Timing: Rush: This field specifies that the message be delivered immediately.

Timing: Deferred: This field specifies that the message be delivered overnight, between 2200 and 0600 Pacific time (when network transmission rates are lowest).

Timing: Soon: This field specifies that the message be delivered at the next convenient opportunity (usually within a few minutes).

Start: This field specifies that delivery should not begin until the specified date and time.

Stop: This field specifies that delivery should be cancelled if the message has not been delivered by the specified date and time.

Routed-to: {addresses in To field}: This field specifies that the message be routed to the addresses in the To field.

Extended-access: This address field has meaning only for items submitted to a journal. It identifies those who have access to the journal document, but to whom citations are not delivered (unless, of course, the address is listed in another address field). This field consists of a list of idents.

[SYSTEM] Forwarded-header: This field lists the header and fields of the original message in a forwarded message.

[BOTH] From: This address field identifies the originator of the message. The originator is not necessarily the person who sends the message. This field contains one or more mailing addresses and can also contain appended text (which is specified in the profile feature "name appended to From or Sender field"). See Sender.

[SYSTEM] Identifier: This field contains the identifier of the message. If the message is a journal citation, then this field will also contain the identifier of the journal document.

[BOTH] In-reply-to: This field identifies one or more items to which this item is replying. The contents of this field is one or more identifiers. If this item is submitted to a journal, it is then cataloged as being a reply to the first item identified in this field. NOTE: If the item identified first in this field is recorded in the same journal as this item, then it will have a Replies field added to its catalog entry, identifying this item as a reply. See Replies.

Keywords: This field contains a list of words or hyphenated words, separated by spaces or commas, that can be used as search keys to retrieve messages. The key words chosen should act as a clue to the document's content.

[SYSTEM] Length: This field contains an estimate of the number of printed pages in the message, based on the amount of work space that the message occupies in the computer's memory. This field does not appear if the estimate is less than two pages.

[SYSTEM] Location: This field specifies the location of a journal document. The contents of this field are a link to the journal document; that is, "<NAME,NUMBER,>", where NAME is the name of the journal, and NUMBER is the document number.

Message: This field contains the primary content (body) of the message, consisting of one or more AUGMENT "statements" (paragraphs). It is always the last field in the message.

Part-of: This field identifies the item of which this item is a part. If this item is submitted to a journal, it is then cataloged as being part of the item identified in this field. The contents of this field is a single identifier. NOTE: If the item identified in this field is recorded in the same journal as this item, then the identified item has a Parts field added to its catalog entry, identifying this item as a part. See Parts.

[SYSTEM] Posted: This field specifies the date and time the message was sent.

[SYSTEM] Received: This field specifies the date and time the message was picked up. (This field is not present in journal documents.)

References-to: This field identifies other messages to which this message refers. The content of this field is one or more identifiers.

Reply-to: This address field identifies one or more recipients to whom a reply should be sent. When this field is present in a message, the Answer command uses it instead of the From field for the reply's To field. This field contains one or more mailing addresses.

[SYSTEM] Route-next-to: This field identifies who the message will be routed to next. Contains a single mailing address.

Appendix A: Summary Of Fields

[SYSTEM] Routed-to: This field contains a list of mailing addresses, identifying those on the routing list. Additionally, this field contains the identifier of the original message. If the original message is a citation, then this field will also contain the document identifier.

[SYSTEM] Sender: This address field identifies the person who posted the message. It is inserted by the system when the address in the From field is not the same as that of the person posting the message. Contains a single mailing address and can also contain appended text (which is specified in the profile setting "name appended to From or Sender field"). See From.

Subcollections: This field has meaning only for items submitted to a journal. The function of this field is to retrieve documents with the same contents in the Subcollections field. The contents of this field are one or more idents, separated by spaces and/or commas. Only those associated with a particular subcollection ident can place that ident in the Subcollections field.

Subject: This field describes the topic of the message. Contains text.

Supersedes: This field identifies items made obsolete by this item. If this item is submitted to a journal, it is then cataloged as superseding the items identified in this field. Contains one or more identifiers. NOTE: If the items identified in this field are recorded in the same journal as this item, then each item will have a Superseded field added to its catalog entry, identifying this item as the superseding document. See Superseded.

To: This address field identifies the primary recipients of the message. Contains one or more mailing addresses.

Special Journal Catalog Fields

The following fields appear only in the catalog entry for some journal documents. They are inserted automatically as part of catalog maintenance.

Addenda: This field identifies each journal document that is an addendum to this journal document. Contains one or more document identifiers. See Addendum-to.

Parts: This field identifies each journal document that is part of this journal document. Contains one or more document identifiers. See Part-of.

Replies: This field identifies each journal document that is a reply to this journal document. Contains one or more document identifiers. See In-reply-to.

Superseded: This field identifies the journal document that supersedes this journal document. Contains a single identifier. See Supersedes.

APPENDIX B: ACTING AS A ROLE

To read and send mail as a role, give the Act (as) Role command. When you give this command, you are prompted for the role ident and password for that role. Mail then checks to see if you are allowed to act as that role. If you are not, the notification "Your ident not associated with that role" appears on your terminal, and the command is aborted.

If you are authorized to act as that role, then Mail connects you to the directory in which that role's mailbox is located. The name of the mail file for that role is "ROLEDIRECTORY,mail-ROLEIDENT," where ROLEDIRECTORY is the directory associated with that role ident, and ROLEIDENT is the name of the role ident.

Whenever you pick up mail as that role ident, the mail will be delivered into the New-mail category of the Mail-ROLEIDENT file.

Whenever you send mail as that role, a copy of the mail is put in the Author-mail category of the Mail-ROLEIDENT file. The From field of a message you send as a role will contain the role ident, and the Sender field in the message will contain your own ident.

When you read and send mail as a role, all of your own profile features will be in effect except for the name of the mail file and the Author-mail location.

To read and send mail as yourself again, give the Act (as) Self command. This command connects you back to your own directory, using your own Mail-IDENT file, and so forth.

See the section "LIST OF COMMANDS" for the complete syntax of the Act (as) Role and Act (as) Self commands.

