

DECUServe User Guide

This guide describes the DECUServe Online Conferencing System.

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VAX/VMS V5.5-2
Vax Notes V2.2
OneKey V5.61

DECUServe
TAY2-1/F8
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Customer Service: (978) 952-6957
Modem Numbers: see page 3-1

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Preface

Welcome

Welcome to the electronic community of DECUServe, “Where DECUS meets Daily”!

You have joined a proud group of dedicated volunteers and users who use the DECUServe conferencing system as an integral part of their work and education. We hope you enjoy your time with us and derive many hours of savings for each hour you spend. We also hope that you will contribute your own experiences as you become more familiar with our system and its members.

Subscription to DECUServe

Access to DECUServe is provided only by subscription. If you are not already subscribed to DECUServe you can easily get a subscription form by following the instructions at the end of Chapter 13.

Acknowledgments

It is impossible to thank all the people who have helped put DECUServe together and keep it running day after day. They know how valuable their efforts have been each time someone's question is answered, a new programming technique is described, or a new bug is reported. They will probably never know the countless hours that have been saved by the many people who learned something from the accumulated wisdom of the DECUS community. Thank you to all the volunteers and users of DECUServe.

The original version of this guide could not have been written without the help of Pierre M. Hahn, Donald E. Amby, Dale E. Coy, Linwood Ferguson, Sharon Johnson, Terry Kennedy, Fred Lobmeyer, Chris Rhode, and Fred Scholldorf. Version 1.1 of this guide was produced with the help of F. Arthur Cochrane, Pierre Hahn, Bob Hassinger, and Larry Stone.

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Part I Getting Started with DECUServe

Chapter 1

Introduction

1.1 Purpose of This Guide

This guide is intended to be used in three ways:

- as an introduction to DECUServe and VAXnotes for new users,
- as a study guide for users wishing to learn more about advanced topics,
- as a reference manual and refresher guide for experienced users of the system.

Readers of this guide are expected to have a basic familiarity with computer systems including such concepts as logging in, accessing files, invoking editors and logging out. Familiarity with communications concepts such as local terminals, modems, and remote systems is desirable but not essential.

This guide is divided into three parts.

Part I, composed of Chapter 2 through Chapter 6, is designed to get you started on the system quickly. New users of the system should read these chapters in sequence. By the time you finish Chapter 4, you have logged onto the system. By Chapter 5 you have explored some of the conferences on the system and may have entered note or a question of your own. In Chapter 6 you begin to learn advanced techniques for reading and searching conferences. If you have problems go directly to Chapter 13—*Troubleshooting*.

Part II consists of only Chapter 7—*The DECUServe Cookbook*. This chapter is an alternate way of learning how to use the system. By reading this chapter you explore the features of the system as a new user would from simple concepts to more complex ones, with each new concept building on what was previously learned.

Part III is composed of the Chapter 8 through Chapter 13 . These chapters contain reference material or more detail on particular aspects of the system. These are intended to be read after you have mastered the basics. They may be read in any order.

Chapter 2

Getting Ready

2.1 Terminal Equipment

VAX Notes and the various editors on the system work best if you use a Digital VTxxx or compatible terminal to access the system. The terminal should be configured for XON/XOFF flow control (in both directions), 8 bit operation, no parity, 1 stop bit, and application keypad mode.

2.2 PCs and Macintoshes

There are many good VT200-series and VT300-series terminal emulators for the PC and the Macintosh. These programs allow your screen and keyboard to emulate most of the behavior of a VT-series terminal and typically use one of the PC COM ports or the Macintosh modem port to communicate.

Become familiar enough with your terminal emulator to understand how to set up the communication parameters such as flow control, baud rate, number of data bits, parity/no parity, stop bits, etc. Set these parameters as described in Terminal Equipment above.

Also, learn how your emulator maps the keys of your native keyboard into the keypad and cursor control keys of the emulated terminal. Full emulation of all VT-series special function keys is not absolutely required, but basic support for cursor movement and control-key functions is almost essential for effective screen editing and navigation within VAX Notes.

2.3 Modems & Communication Equipment

DECUServe modems support a maximum communications speed of 14,400 bps (bits per second), as well as slower speeds such as 9600, 2400, 1200, and 300 bps. We recommend that you use a minimum of 2400 bps to connect as slower speeds will cause delays when the screen is redrawn. Most asynchronous modems on the market today (or in the last several years) will be compatible with DECUServe. If you use a modem to reach any of the on-line services such as CompuServe or Prodigy, you should have no problems connecting with DECUServe.

Most DECUServe modems support V.42bis compression and the older MNP compression classes as well as the current error correction standards. Not all modem groups support all features - see Table 3-1, Public Telephone System Numbers or DECUSERVE_INFORMATION topic 12 for a full list of phone numbers and supported features.

If the discussion above sounds like gibberish, or you simply don't know what protocols your modem supports, try it anyway. Most modems of recent vintage are sophisticated enough to negotiate between themselves for the highest mutually compatible speed and most reliable form of connection.

As new standards evolve for even higher speed modems, you can expect DECUServe to switch to newer modems supporting these new standards that also support the speeds in use today.

2.4 Do you have your USERNAME and PASSWORD?

As part of your sign-on package you should have received a page giving your username and password. These will be required for you to log in to the system (once you have established a connection). Please locate them now.

If you have not registered you may read the remainder of these instructions to learn how to log in once you get your username and password. You can also log in to a special INFORMATION account where you can request a registration form. You can also obtain a registration form through Internet mail by following the instructions at the end of Chapter 13.

Please do not use anyone else's username and password. The members and management of DECUServe take the security of the system very seriously. Access to the system using anything other than your own username and password is a violation of the DECUServe canons of conduct and is strictly forbidden.

Chapter 3

Connecting to DECUServe

3.1 Telephone Network Dialin

You may access DECUServe using the public telephone system and an asynchronous, auto-dial modem. Simply dial one of the telephone number groups listed in Table 3-1 depending on the speed of your modem. If all lines in your preferred group are busy you will hear a busy signal and you should try one of the other groups.

Table 3-1: Public Telephone System Numbers

Speeds	Number	Description
Up to 28,800 bps	(978)952-2540	subscriber dial in access
Up to 28,800 bps	(800)521-8950	to request information or to report problems
Voice help	(978)952-6957	Customer Service Answering Machine

Note that the 800-number lines are to be used only to request information or report problems. These telephone access lines do not allow you to login using your normal username and password without prior authorization.

3.2 Connecting via INTERNET

If your host computer is connected to the Internet or you have TELNET access to the Internet through a terminal server you may be able to access DECUServe through TELNET terminal emulation.

3.2.1 Internet Terminal Emulation

To connect to DECUServe over the Internet, use your local TELNET client or terminal server to connect to the Internet host EISNER.DECUS.ORG (IP address 192.67.173.2).

For example, on a local UNIX workstation, you might type the command:

```
telnet eisner.decus.org
```

If your system is not configured to use the Internet Domain Name System (DNS) to perform host name to IP address resolution, you may need to access the DECUServe system directly by IP address.

To establish a TELNET connection to DECUServe by IP address, you might type:

```
telnet 192.67.173.2
```

However, you should be aware that the IP address for DECUServe is subject to set wrap change.

Once a connection has been established to the DECUServe system, you will be prompted for your username and password just as if you had dialed in.

For additional information on using the Internet refer to Chapter 9 of this guide.

3.2.2 Other Internet Services

The DECUServe system also supports file transfer using the Internet File Transfer Protocol (FTP) and electronic mail exchange using Internet Simple Mail Transfer Protocol (SMTP). To learn more about these facilities please refer to Chapter 9.

3.3 DECUServe POPs

Some DECUServe volunteers maintain DECUServe POPs (Points of presence). A DECUServe POP will typically consist of one or more dial-in lines to a system or terminal server maintained by the DECUServe volunteer from which you then Telnet to DECUServe. There may be a charge for using a DECUServe POP to defray the costs of operating it. Complete information on current DECUServe POPs can be found in DECUSERVE_INFORMATION topic 43.

Chapter 4

Logging On

If you have not yet established a connection between your equipment and the DECUServe system please do so now. Refer to Chapter 3 if you need help.

4.1 Username & Password

You must know your username and password to log in. It is best if you can commit them to memory, especially your password. If you are logging in for the first time please find the information sheet which tells you what they are.

Your username and password are for your use only. DO NOT allow your account to be used by anyone other than yourself. DO NOT under any circumstances give your password to anyone else. Violation of these rules will cause termination of your account.

4.2 What to Expect

If you are logging in for the first time, see *First-Time Options* below.

When your modem has connected, press the RETURN key at intervals of one second to allow the system to determine the baud rate of your connection. One or two presses of the RETURN key are usually sufficient.

You are presented with the standard system notice and disclaimer.

You are prompted for your username (supplied in your welcome kit):

Username: J_NOTER

Enter your username immediately after the prompt and press RETURN.

You are then be prompted for your password:

Password:

Enter your password immediately after the prompt and press RETURN. Note that the password is never echoed. If you make a typing mistake before you press RETURN, you can press CONTROL-U to erase what you have entered so far and try again.

You have three chances to enter your username and password correctly. After the third unsuccessful login attempt the DECUServe system forces a disconnect.

If you have successfully entered your username and password you are logged onto the system.

4.3 System Announcements

Please read the system announcements which are displayed immediately after login. These give you important notices about upcoming system changes, new conferences, and similar news.

4.4 First-Time Options

The first time you log into your account the system asks you to change your password. This is done to make sure that only you know the password to this account.

When the system gives you the following prompt:

New Password:

type in at least 6 characters for your new password. (The characters you type are not displayed on the screen.) We recommend that you make your password longer than 8 characters. Ideally, use some combination of letters and numerals that does not appear in any dictionary and is not easily guessed.

At the prompt:

Verification:

type in the same sequence of characters as you just typed. This is to make sure that there were no undetected typing or communications errors in your previous input.

Remember your password; you will need it the next time you log in.

4.4.1 Setting Up Your Environment

The VAX Notes conferencing software supports various profile options which allow you to customize your environment. For example:

- your "personal name" which appears immediately after your username on notes which you write,
- your choice of editor EVE, EDT, TPU/EDT, TPU/WPS, or TECO,
- and the initial selection of "conferences" to be tracked in your personal "notebook".

If this is your first login, the system automatically activates the New User Environment procedure (NUE) to help your setup your account profile.

In the questions that follow the system's default is shown in square brackets. Press the RETURN key to accept the default or enter a new value (followed by a RETURN) to change it.

4.4.2 Setting Your Personal Name

NUE prompts you to accept your default personal name or change it:

```
Please enter your personal name [John E. Noter]:
```

This sets the name which appears along with your username in every note you write.

4.4.3 Setting Your Preferred Editor

NUE prompts you to select your default editor for composing notes:

```
Enter your preferred editor EVE, EDT, TPU/EDT, TPU/WPS, TECO [EVE]:
```

You can change your selection at any time using the **SET PROFILE** command in Notes.

There are five editors available. Brief descriptions of them are given in Table 4–1. Additional information is available in Chapter 12.

Table 4–1: Editors Available in VAX Notes

EVE	This is the basic TPU based editor covered in the VAX Notes Quick Reference Card. This is the default editor.
EDT	This is the standard VAX editor with line mode, keypad, and nokeypad modes. It is also available on some personal computers and PDP-11s.
TPU/EDT	This is the advanced TPU based editor with split screen and a keypad matching EDT, but without the line and nokeypad modes.
TPU/WPS	This TPU-based editor has a keypad similar to WPS and WPS-Plus.
TECO	This is a classic editor available on many platforms.

4.4.4 Customizing Your Notebook

Next, the NUE procedure automatically adds groups of VAX Notes conferences to your notebook based on your areas of interest. Your notebook is a file used by VAX Notes to keep track of which notes you have already read in public conferences.

For now, select your areas of interest as described by the system. It takes a few seconds after the VAX Notes banner appears to display this information. Later, as you become more familiar with the content of each conference, you can add or delete the conference entries from your notebook.

Refer to Chapter 11 for a list of conferences and their groupings.

You may invoke the NUE procedure at any time in order to select additional areas of interest. To do this, type the command:

```
$ ENVIRONMENT_update
```

Only the first three characters are required.

Your initial conferencing environment has now been set up.

When this procedure exits, you may type the command to start VAX Notes and proceed with reading the information which is available:

```
$ NOTES
```

4.5 Diskspace and Disk Quota

Every DECUServe user is limited in the amount of disk space that may be used through the VMS DISKQUOTA facility. Once your disk quota is filled, you will be unable to create or expand any files. To see what your quota is and how much of it you are using, enter the command:

```
$ SHOW QUOTA
```

To avoid disservice to other users trying to send you electronic mail, the Mail utility has been configured with the EXQUOTA privilege which overrides your quota. You will receive all your mail even though you may have reached your disk quota. However, you will be unable to create any new files or expand any existing files until you delete enough mail or other files to reduce your disk usage below your quota.

To avoid you being denied access to VAX Notes due to having insufficient disk quota for your VAX Notes notebook, the notebook is owned by the system rather than by you. Some VAX Notes operation can cause rapid expansion of your notebook. DECUServe will periodically optimize your notebook.

DECUServe recognizes that occasionally you need short term scratch space that exceeds your disk quota. The MYSCRATCH facility has been provided to meet that need. Please see Chapter 10 for more information on this facility.

Chapter 5

Using Standard VAX Notes

5.1 VAX Notes Concepts

VAX Notes is a computer conferencing system in which discussions can be conducted between people in different locations and at different times.

VAX Notes discussions are organized into conferences. Each conference contains a number of *topics*. Each topic serves to set an agenda for the discussion which follows. Each topic may contain any number of *replies*. Each reply contains the textual response, question, or comment on the given topic from one of the conference participants. Topics and replies are referred to collectively as *notes*. A topic and all of its replies are called a *discussion* or *thread*.

Many people can participate in the same conference or even the same discussion simultaneously. VAX Notes controls access to the information and automatically assigns time stamps, sequence numbers, and authorship to all updates. Similarly, VAX Notes enables users to participate in discussions over an extended period of time by automatically keeping track of which notes each user has already seen and presenting only new, unseen information the next time they login. Also, old information is always available on request so that users can review a discussion already in progress or search a range of discussions for related information.

5.2 Conference Structure

Each VAX Notes conference has a name, for example, DOCUMENT_PROCESSING or SOFTWARE_DEVELOPMENT, describing the general theme of the conference.

Each note within a conference has a two-level number, for example, 2.2, 6.0 or 356.17. Topics (the notes that set the agenda for a discussion) are numbered consecutively starting at 1 and incrementing by 1 for each topic (e.g. 1.0, 2.0, 3.0). Replies are numbered in the form n.m with m incrementing by 1 for each reply. For example, replies to topic 3.0 are numbered 3.1, 3.2, 3.3, ..., 3.9, 3.10, 3.11, You may randomly navigate through the this two-level hierarchy of notes by specifying a note number, or you may use the commands described below to select and read a note.

Each note also has a *title* and an *author*, and is stamped with the *date* and *time* it was entered into the conference. Each note may also be associated with one or more *keywords* (usually assigned by the conference moderator and usable by all members) or *markers* (assigned by you and only visible to you). The title, author and date/time are displayed in the header of a note when you read it and in the directory of notes for the conference.

5.3 Your Personal Notebook

Each user of VAX Notes is automatically provided with a personal notebook.

The notebook is used by VAX Notes to maintain information about your environment:

- the list of conferences which interest you,
- your personal name and your selection of editor,
- your personalized list of conferences,
- your “read-through” point for each conference, and so on.

Your notebook appears in your directory as the file named NOTES\$NOTEBOOK.NOTE. This file is maintained automatically by VAX Notes. It may be modified only by using commands from within Notes. You should not delete this file, attempt to edit it, or even type it out; it is a special, binary-formatted file and it is not humanly readable.

5.4 Invoking VAX Notes

To invoke the VAX Notes utility, type the following command:

```
$ NOTES
```

After you issue the **NOTES** command, your screen will clear and VAX Notes will display a directory of the conferences currently in your personal notebook as shown in Figure 5-1. (Your screen may show a different selection of conferences.)

5.5 Entering Commands

VAX Notes commands can be entered in two ways:

- Type the command on the command line and press RETURN.
- Press a key that has been defined to perform the command.

You can abbreviate commands to the fewest unambiguous characters. For example, **W** is a legal abbreviation for the **WRITE** command.

Figure 5–1: VAX Notes Startup Screen

```
Notes> █  
  
Directory of Notebook class MAIN  
  
Entry Name          Unseen  Last new note    Topics  Update status  
>1ST_AIDE            1      17-NOV-1858 00:00    0      Never accessed  
CONFERENCE_OF_CONFER 1      17-NOV-1858 00:00    0      Never accessed  
DECUSERVE_INFORMATIO 1      17-NOV-1858 00:00    0      Never accessed  
WHO_AM_I            1      17-NOV-1858 00:00    0      Never accessed  
End of requested listing
```

5.6 Getting Help

You can get help on VAX Notes commands by entering **HELP** at the Notes> prompt, like this:

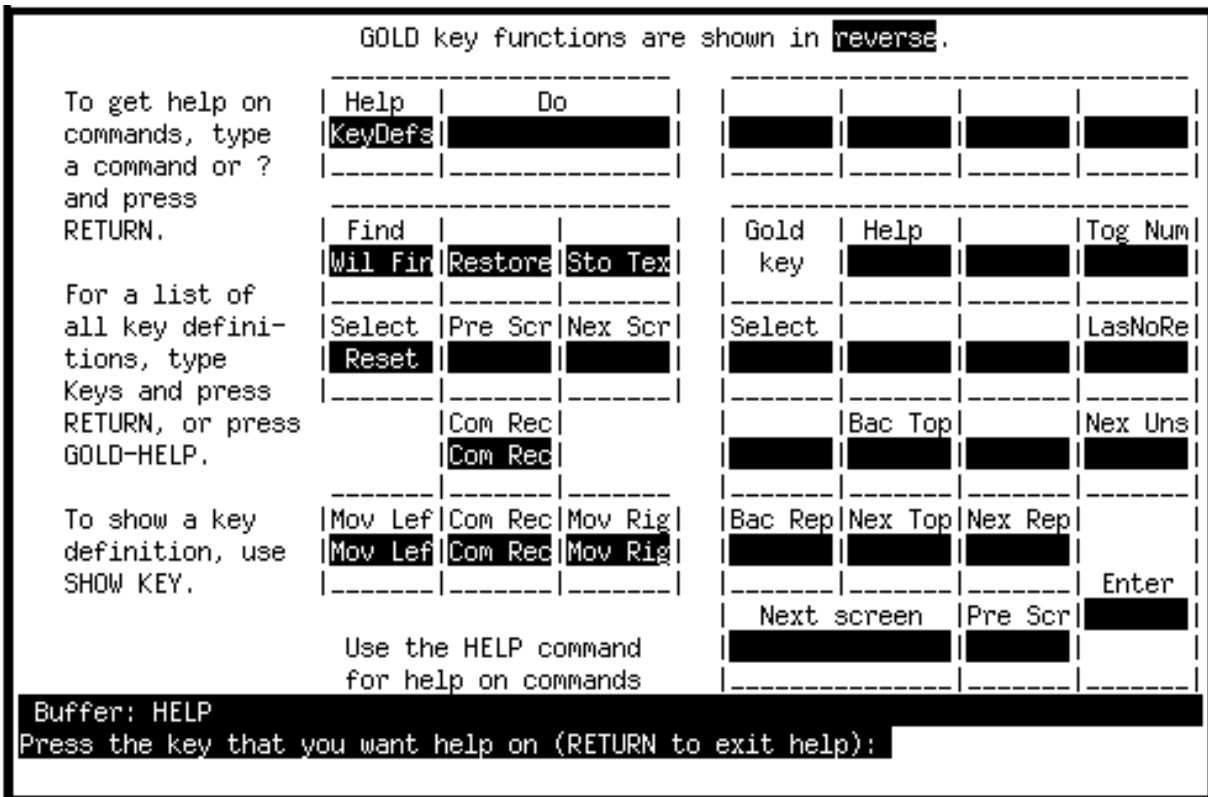
```
Notes> HELP
```

You can also get help on the VAX Notes keypad by pressing the HELP or PF2 key on your keyboard. VAX notes generates a display such as the one shown in Figure 5–2.

When the keypad diagram is on display, you can type “keys” and get a list of key definitions as shown in Figures 5–3 and 5–4.

The key definitions display may also be generated anytime you are in Notes mode by pressing GOLD-HELP (that is, the PF1 key followed by the PF2 or HELP key). The help screens you see will vary depending on your terminal type and any keys you have defined.

Figure 5-2: VAX Notes Keypad Help Screen



5.7 Opening a Conference

There are two ways to open a conference:

- Use the “DOWN” KP2 or “UP” KP5 keys on the keypad to move the pointer (>) until it is pointing to the desired conference, and then press the SELECT key.
- Type the command **Notes> OPEN conference_name** followed by RETURN. The conference name may be abbreviated to the first unambiguous string.

When you open a conference VAX Notes displays the first note you have not already seen. If you are opening the conference for the first time you have not read any notes. Therefore the first topic, note 1.0, is displayed.

5.8 Getting a Directory of Notes

When you are reading a conference you can get a directory of topics, replies, or both using the **DIRECTORY** command. The following command displays a directory of all topic notes (notes ending in “.0”):

```
Notes> DIRECTORY
```

Figure 5-3: VAX Notes Key Definitions, Part 1

Key	Function	Gold sequence (GOLD = PF1)	Function
CTRL/A	Insert/overstrike		
CTRL/B	Command recall	GOLD/H	Help
CTRL/D	Move left	GOLD/UP	Command recall
CTRL/E	End of line	GOLD/DOWN	Command recall
CTRL/F	Move right	GOLD/RIGHT	Move right
CTRL/H	Start of line	GOLD/LEFT	Move left
TAB	Tab	GOLD/FIND	Wildcard find
CTRL/J	Erase previous word	GOLD/INSERT HERE	Restore
CTRL/L	Insert page break	GOLD/REMOVE	Store text
RETURN	Return	GOLD/SELECT	Reset
CTRL/U	Erase start of line	GOLD/F13	Restore word
CTRL/V	Quote	GOLD/HELP	Help keys
CTRL/W	Refresh		
CTRL/Z	Exit		
DELETE	Delete		
UP	Command recall		
DOWN	Command recall		
RIGHT	Move right		
LEFT	Move left		
ENTER	Enter		
PF1	Shift key		
PF2	Help		
PF4	Toggle numeric		
COMMA	Next unseen		
MINUS	Last note read		
PERIOD	Previous screen		
KPO	Next screen		
Buffer: HELP Press Next Screen to see more help			
Press the key that you want help on (RETURN to exit help):			

To include replies in the directory, specify a range of notes using wildcards:

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

or

```
Notes> DIRECTORY 5.*-8.*
```

Figure 5-4: VAX Notes Key Definitions, Part 2

DOWN	Command recall
RIGHT	Move right
LEFT	Move left
ENTER	Enter
PF1	Shift key
PF2	Help
PF4	Toggle numeric
COMMA	Next unseen
MINUS	Last note read
PERIOD	Previous screen
KP0	Next screen
KP1	Back reply
KP2	Next topic
KP3	Next reply
KP5	Back topic
KP7	Select
FIND	Find
SELECT	Select
PREV SCREEN	Previous screen
NEXT SCREEN	Next screen
F10	Exit
F11	Forward reverse
F12	Start of line
F13	Erase previous word
F14	Insert/overstrike
HELP	Help
DO	Do
MIDOWN	Point mouse

Buffer: HELP Press Prev Screen to see more help
Press the key that you want help on (RETURN to exit help):

5.9 Reading Notes

There are several ways to begin reading notes:

- Issue the **Notes> READ** command and optionally specify the number of the note.
- Enter the number of the note, as in **Notes> 5.2**. VAX Notes always assumes you want to read a note when you respond to the **Notes>** prompt with a number.
- When a directory listing is on display, move the pointer (>) using the KP2 or KP5 keys until it points to the desired note and press the SELECT key.

Once you are reading notes there are several ways to navigate forward and back:

- Use KP3 to move to the NEXT REPLY.

- Use KP1 to move to the previous reply (BACK REPLY).
- Use KP2 to move to the NEXT TOPIC (skipping intervening replies).
- Use KP5 to move to the previous topic (BACK TOPIC).

5.10 Writing Notes

5.10.1 Adding a REPLY to a Discussion

A discussion consists of a topic note and all of its replies. To add your own reply you simply position yourself in that discussion, and use the **Notes> REPLY** command to start up the editor of your choice. If you have not already chosen your default editor, do so now using (for example):

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

To add a reply to topic number 5 in the conference you are currently reading:

```
Notes> 5.n
Notes> REPLY
```

Typically (depending on your chosen editor), the editor is started and your initial edit buffer contains the note you were just reading. Some VAX Notes editors support split screen operation. In this case one edit buffer displays the note you were just reading while the other buffer displays the new note you are composing.

It is useful to quote portions of the old note to which you are replying in your new note. Used sparingly, it helps others understand exactly what you are talking about. Normally, the quoted material should be indented from the main text and prefixed by one or two arrows, as the following example shows.

```
>> I want to learn how to write a topic note.
>> Can someone please give me the instructions?

Just read the next section. It will all be
explained there.
```

The first two lines contain the quoted material, extracted from the prior note. The reply goes on to give the answer to the question.

When you are satisfied with your reply, exit the editor (usually F10 or CTRL-Z). VAX Notes prompts you for a title and confirms that you want to enter the note in the conference.

To cancel your reply, do one of the following:

- Quit from the editor. (In EVE press the PF4 key and type **QUIT** RETURN.)
- Exit the editor. When VAX Notes prompts for the title, press CONTROL-Z.

5.10.2 Adding a Topic Note

Adding a new topic to an existing conference is as easy as adding a reply. Simply use the **Notes> WRITE** command. VAX Notes starts the editor specified in your profile and gives you a blank editing screen.

When you are satisfied with your text, exit the editor (usually F10 or CONTROL-Z). VAX Notes prompts you for a title and confirms that you want to enter the note in the conference. VAX Notes automatically assigns the next available number and displays the note on your screen.

5.11 Deleting a Note

If you discover later that a note you have written contains a serious error, you may delete it using **Notes> DELETE m.n**. Here, "m.n" is the number of the note you wish to delete.

Unless you are a moderator of this conference, you may delete only notes that you have written.

5.12 Ending a VAX Notes Session

To leave the conference you are reading, type the following command:

```
Notes> CLOSE
```

Then, to exit the VAX Notes utility entirely:

```
Notes> EXIT
```

You can also press CONTROL-Z in place of the **CLOSE** and **EXIT** commands.

Chapter 6

Using OneKey VAX Notes

6.1 Overview

DECUServe offers an optional custom interface to VAX Notes called OneKey. OneKey lets you rapidly step through everything you haven't read by simply pressing the ENTER key. When you are through with one conference, the next one containing unseen notes is automatically opened. You can optionally control the order of presentation of conferences. For example, if you always want to read DECUSERVE_FORUM first, then that's what you'll see first.

Other benefits of OneKey are the following:

- Additional keypad keys are defined to speed reading notes, replying to notes, and writing new topics.
- A facility is provided to help you search note titles to locate information.
- A number of features of OneKey are easily tailored.

6.2 Setup / How to Access OneKey

OneKey is enabled for your account as follows:

1. Edit your LOGIN.COM file.
2. Insert a line:

```
$ DEFINE NOTES$SECTION ONEKEY
```

If you are a new subscriber, this may have been done automatically if you requested it during your first login.

3. Make sure that you do NOT have a file named NOTES\$COMMAND.TPU in any of your directories.
4. OneKey will be used the next time you log in. If you wish to use it immediately, type this command at the prompt:

```
$ DEFINE NOTES$SECTION ONEKEY
```

Then type **\$ NOTES** and you will be using the OneKey interface.

The only changes made to the basic VAX Notes interface are extensions of the functions of the ENTER and KP, (keypad COMMA) keys. All other OneKey functions are *additions* rather than *changes to existing functions*.

6.3 The ENTER Key Function

After you have entered Notes, simply press the ENTER key (on the keypad) to read the next note you have not seen.

When you see the message:

```
No more unseen conferences...Do you want to update all conferences? [Y]:
```

Type **Y** (or the ENTER key) to perform the update;

Type **N** to not perform the update;

Type **X** or **E** or **Q** to exit Notes and return to the prompt.

All standard VAX Notes and EVE key definitions remain present.

See Chapter 8, OneKey Reference Manual for additional OneKey key definitions.

6.4 What the ENTER Key Does

In VAX Notes mode, the ENTER and the F20 keys are defined as “1K-Note” which is the function for one key reading. If you are using a VAXstation, Mouse Button 3 Down is also defined this way. Pressing any one of these keys does the following:

1. If a conference is not open, open one and show an unseen note.
2. If the note you're reading has more lines, show the next page.
3. If all of the current note has been seen, show the next unread note.
4. If there are no more unseen notes in this conference, open the next conference.
5. If there are no more conferences with unseen notes, recheck the Notebook.
6. If there is now a conference with something new, go read it.
7. Otherwise, ask if all conferences in the Notebook should be updated.

At the update prompt, use only *one* keystroke (no return).

Type one of the following characters:

Char.	Description
Y	Starts an update. Be patient - it can take a while to update a lot of conferences. When the update finishes, you are told how many conferences have unseen notes. If there are any, press the ENTER key to open the next conference.
N	Leaves you where you are. This may be the last note you read or a directory listing.
X	Clears the screen and exits from VAX Notes.
E	Clears the screen and exits from VAX Notes.

6.5 Exiting OneKey

What if you want to get out of VAX Notes before you've read everything?

OneKey makes exiting simple and fast. From almost any point (including replying to a note), you can use the fast exit. Press GOLD-F10 (that's the PF1 key, followed by F10). The screen is cleared, and the system prompt appears. You don't have to look at any intermediate screens. (The F10 key is marked "Exit" on most LK201 keyboards.)

If you don't have an F10 key, GOLD-E is also "fast exit". However, GOLD-E is only available if you have a **Notes**> prompt (not when you're replying or writing).

6.6 Skipping Notes Without Reading Them

In Notes mode, you press the KP4 key (the keypad key marked '4') to skip reading the rest of the unread notes in the current conference and go directly to the next conference that has unread notes. KP4 does NOT mark any unread notes "seen". You can eventually come back and read all of them. Of course, if you have only one conference with unread notes, using KP4 keeps returning you to that conference.

If you want to skip the rest of the replies in a particular discussion and mark them as "seen", use Keypad Comma key (KP,).

If you want to mark *all* remaining unread notes (topics and replies) in a conference as having been "seen", use the following VAX Notes command:

```
Notes> SET SEEN
```

6.7 Backing Up

The key sequence GOLD-KP4 attempts the impossible going back to the last seen note in the previously-seen conference. For example, you might inadvertently OneKey to the next conference and want to come back. Try GOLD-KP4. OneKey doesn't always know how to get back, but it makes its best attempt.

6.8 Getting Help on OneKey

You can get help on the OneKey extensions to the VAX Notes keypad by pressing the HELP or PF2 key on your keyboard. VAX notes generates a display such as the one shown in Figure 6-1.

When the keypad diagram is on display, type "keys" to get a list of key definitions as shown in Figure 6-2 and Figure 6-3.

The key definitions display may also be generated anytime you are in Notes mode by pressing GOLD-HELP (that is, the PF1 key followed by the PF2 or HELP key. Please refer to Chapter 8, the OneKey Reference Manual, for more information on OneKey functions.

Figure 6-1: OneKey/VAX Notes Keypad Help Screen

GOLD key functions are shown in **reverse**.

To get help on commands, type a command or ? and press RETURN.	Help	Do				1K-Note
	KeyDef					
For a list of all key definitions, type Keys and press RETURN, or press GOLD-HELP.	Find	Restore	Sto Tex	Gold key	Help	Tog Num
	Wil Fir					
To show a key definition, use SHOW KEY.	Select	Pre Scr	Nex Scr	Select	Sea Nex	Add Mar
	Reset					Rea Mar
Use the HELP command for help on commands		Com Rec		Ope NUC	Bac Top	1K Srch
		Com Rec		OpePrCo		Tex Src
	Mov Lef	Com Rec	Mov Rig	Bac Rep	Nex Top	Nex Rep
	Mov Lef					
				Next screen	Pre Scr	1K-Note
					Ena Dot	

Buffer: HELP
 Press the key that you want help on (RETURN to exit help):

Figure 6-2: OneKey/VAX Notes Key Definitions, part 1

Key	Function	Gold sequence (GOLD = PF1)	Function
CTRL/A	Insert/overstrike		
CTRL/B	Command recall	GOLD/.	Enable dot
CTRL/D	Move left	GOLD/D	Return to directory
CTRL/E	End of line	GOLD/E	Complete exit
CTRL/F	Move right	GOLD/H	Help
CTRL/H	Start of line	GOLD/N	Reread notebook
TAB	Tab	GOLD/O	Write section file
CTRL/J	Erase previous word	GOLD/P	Print notes
CTRL/L	Insert page break	GOLD/Q	Complete exit
RETURN	Return	GOLD/S	Write sequence file
CTRL/U	Erase start of line	GOLD/U	Update
CTRL/V	Quote	GOLD/W	Where
CTRL/W	Refresh	GOLD/Y	Toggle width
CTRL/Z	Exit	GOLD/Z	Show version
DELETE	Delete	GOLD/~	Show version
UP	Command recall	GOLD/UP	Command recall
DOWN	Command recall	GOLD/DOWN	Command recall
RIGHT	Move right	GOLD/RIGHT	Move right
LEFT	Move left	GOLD/LEFT	Move left
ENTER	1k-note	GOLD/PERIOD	Enable dot
PF1	Shift key	GOLD/KP4	Open previous conference
PF2	Help	GOLD/KP6	Text srch
PF4	Toggle numeric	GOLD/KP9	Read marker
COMMA	Next unseen	GOLD/FIND	Wildcard find
MINUS	Last note read	GOLD/INSERT HERE	Restore
PERIOD	Previous screen	GOLD/REMOVE	Store text
KP0	Next screen	GOLD/SELECT	Reset

Buffer: HELP Press Next Screen to see more help
 Press the key that you want help on (RETURN to exit help):

Figure 6-3: OneKey/VAX Notes Key Definitions, part 2

PF4	Toggle numeric	GOLD/KP9	Read marker
COMMA	Next unseen	GOLD/FIND	Wildcard find
MINUS	Last note read	GOLD/INSERT HERE	Restore
PERIOD	Previous screen	GOLD/REMOVE	Store text
KP0	Next screen	GOLD/SELECT	Reset
KP1	Back reply	GOLD/F10	Complete exit
KP2	Next topic	GOLD/F13	Restore word
KP3	Next reply	GOLD/HELP	Help keys
KP4	Open next unseen confere		
KP5	Back topic		
KP6	1k srch		
KP7	Select		
KP8	Search next		
KP9	Add mark		
FIND	Find		
SELECT	Select		
PREV SCREEN	Previous screen		
NEXT SCREEN	Next screen		
F10	Exit		
F11	Forward reverse		
F12	Start of line		
F13	Erase previous word		
F14	Insert/overstrike		
HELP	Help		
DO	Do		
F20	1k-note		
M1DOWN	Point mouse		
M3DOWN	1k-note		

Buffer: HELP Press Prev Screen to see more help
Press the key that you want help on (RETURN to exit help):

Part II The DECUServe Cookbook

Chapter 7

The DECUServe Cookbook

The first few chapters of this guide presented the absolute minimum amount of information necessary to use the system. These got you going quickly but didn't explore some of the features of DECUServe and VAX Notes in detail.

Later chapters of this guide consist of advanced reference material. They are intended for reading after you have become experienced with the system.

This chapter explores DECUServe and VAX Notes concepts more fully than the earlier chapters and, it is hoped, in a more interesting fashion than the later reference chapters. The presentation style here is more like a recipe starting from scratch, adding one or two ingredients at a time, mixing them up, until the final product (your understanding) is complete. That's why we call this chapter the The DECUServe Cookbook.

7.1 About the Master Chefs

Chris Rhode wrote the very first cookbook user guide. Linwood Ferguson volunteered to format it using RUNOFF and cleaned up errors related to changes in the DECUServe environment. It was then published as a stand-alone document and distributed informally at a past DECUS Symposium. Fred Scholldorf subsequently integrated most of the cookbook as this chapter of the DECUServe User Guide using DECwrite. Fred also performed some minimal editing to reduce duplication of material already in other chapters. Further editing was done by Larry Stone for this version of the User Guide.

7.2 Introduction

This chapter is aimed at the subscriber whose usual use of the system will be to follow discussions in selected conferences on an ongoing basis, contributing to discussions from time to time. Please read this chapter in sequence as each section introduces concepts which elaborate upon the concepts developed in earlier sections. You will notice substantial duplication of material presented elsewhere in this guide. This is intentional. The DECUServe User Guide aims to present the same material in several ways both to reinforce the concepts through repetition and to allow you to choose the presentation style you prefer.

We realize that some subscribers wish to minimize their contact with the large volume of notes on the system, desiring merely to look for existing information (quickly, without reading every note on the system), or to post questions (again, without reading most of the material on the system or caring much how it is organized). Later sections of this chapter will help you to navigate through the volume of information available. However, we strongly encourage you to read through this entire chapter, ideally while sitting at a terminal. Try reading part of a conference and posting a note or two. The WHO_AM_I conference, where subscribers tell each other about themselves, is a great place to start.

We welcome suggestions for improvements to this document; send them via VAX Mail to “@ASSIST” (see Section 7.18, Sending Mail To The Customer Service Representative or the description of VAX Mail in Chapter 10 to learn how to do this).

Thank you, and once again, welcome to DECUServe!

7.3 VAX Notes and VMS

Most of your activity on the DECUServe system takes place inside a software product known as VAX Notes. It is an electronic conferencing product which makes extensive use of VT100-type screen features, so use of a VTxxx or a VTxxx-emulator on a PC or MAC is essential.

DECUServe runs the VAX/VMS operating system. If you are not familiar with VMS, about all you need to know is that you enter a command at the “\$” prompt. For example, **\$ NOTES** to activate the VAX Notes application, or **\$ MAIL** to activate VAX Mail. When the command completes you are given another “\$” prompt. At that point you can type another command, and so on. Use the **\$ LOGOUT** command to disconnect from the system.

7.3.1 Keyboard and Keypad Functions

Most input to VMS and to programs such as VAX Notes and VAX Mail is terminated (sent to the system) by pressing the RETURN key on the main keyboard, not the ENTER key on the numeric keypad. The exceptions are the control and numeric keypad commands discussed in the next two paragraphs.

Some functions on DECUServe involve use of the control key on your keyboard, which may be labeled CTRL or CTL or something similar. This document will use the notation CTRL/X to denote a control key sequence. Use the CONTROL key as you use the SHIFT key. For example, you can use CTRL/U at almost any time to delete the current line you are typing so that you can start over. Hold the control key down and press ‘U’. You do not press the RETURN key after using a Control function. Here are some other common control functions:

CTRL/S	Stops the flow of output to the screen.
CTRL/Q	Resumes the flow of output to the screen.
CTRL/Y	Gets you out of almost anything back to the system “\$” prompt. (Use only in an emergency.)
CTRL/C	Aborts the current operation, e.g. Notes> SEARCH . (CTRL/C acts like a CTRL/Y if a program does not support CTRL/C.)

CTRL/Z

Substitutes for the **EXIT** command while in most programs such as VAX Notes or VAX Mail.

You should use the RUBOUT or DELETE key on your keyboard (often at the upper right of the main keyboard) to delete characters. BACKSPACE or CONTROL-H will not have the desired effect.

You will often make use of the numeric keypad on your terminal or PC in order to send commands to VAX Notes, VAX Mail, and most of the editors on the system. In virtually every case, pressing a keypad key causes some action to take place immediately; there is no need to press RETURN after pressing these keys. In fact, doing so will usually result in unexpected behavior. This document will use the notation KPX to denote a key on the numeric keypad; for example, KP3 means the '3' key on the keypad.

The layout and names of keypad keys for standard VAX Notes are given in Chapter 5, for OneKey VAX Notes in Chapter 6 and Chapter 8, and for many of the VAX Notes Editors in Chapter 12. This chapter explains the functions many of these keys and provides examples of their use. If you are using a terminal emulator program on another computer, make sure you understand how your keys map to the VTxxx numeric keypad keys. Also make sure your terminal emulator is setup to use "Keypad Application Mode".

7.3.2 VAX Notes Conferences

Through VAX Notes, you have access to a large number of conferences. A conference is a collection of notes (messages written by DECUServe subscribers) in a specific major subject area (e.g. VMS, PERSONAL_COMPUTING, DEC_NETWORKING, etc.). Each conference consists of a number of discussions, each consisting of a base or topic note (typically a question posed by a subscriber), usually followed by one or more replies or reply notes (answers and discussion authored by other subscribers). Every note in a conference is assigned a number of the form n.m. A topic note has a note number of the form n.0 (e.g. 1.0). The topic note may be followed by a number of reply notes with numbers of the form n.1, n.2, etc. (e.g. 1.1, 1.2, 1.3, ...).

We strive to keep each discussion tightly focused on one concept, idea, or question, and to prevent discussions from drifting into material that really belongs in a different conference or discussion.

7.3.3 Your VAX Notes Notebook

DECUServe has a large number of conferences; you may only want to follow a small number of them. VAX Notes automatically keeps track of the conferences you are following, and for each conference, which notes you have read (seen) in that conference, so that each time you open a conference, you pick up reading approximately where you left off. The data file that keeps track of this information for you is known as a notebook.

7.4 Accessing the System

7.4.1 The First Login

Follow the instructions on the cover letter you received with your DECUServe subscription to dial up the DECUServe system and log in using your assigned username and password. Once you have connected to the system, you may have to press RETURN a few times (wait a few seconds each time) to get the **Username:** prompt. Enter your username followed by pressing RETURN. When prompted with **Password:**, enter your password followed by RETURN. Type carefully, your password is not echoed as it is typed. You can use DELETE, RUBOUT, or CTRL/U as mentioned earlier to correct typing mistakes.

Once you have successfully entered your username and password, you see a number of informational messages. These are followed by either a banner announcing that you are entering the New Subscriber Environment Generation Procedure or the VMS system prompt "\$" if the New Subscriber Environment Generation Procedure is not available.

7.4.2 Subsequent Logins

Always read the informational messages that appear during login carefully. They do change from time to time. The information is typically exceptionally useful or important.

If your connection to the computer is dropped at any time after you have logged in, simply redial; after entering your username and password again you are given the opportunity to resume your old session (provided you redial within a few minutes). If you have repeated problems getting into the system or being disconnected from the system, call the DECUServe Customer Service Representative for assistance at the telephone number listed on the cover letter or follow the instructions listed in Chapters 3 and 13 of this document.

7.4.3 New User Environment Setup

Upon your first login, the system runs the DECUServe New User Environment Generation Procedure, which walks you through some important first steps on the system. It assists you in tailoring your environment to your preferences. It also takes care of some important initial chores, including changing your password.

One of the most important steps through which the New User Environment leads you is choosing the conferences, or major subject areas, which you wish to follow. Since there are a lot of conferences, it shows you typical areas of interest, such as:

- 3rd Party and Public Domain Software, Software Development, Status
- Site Management, Business Practices, Security, Law, News
- VMS, Digital's Layered Products, Other Digital Software
- PDP-11 Operating Systems, Software and Hardware
- Ultrix, Unix, Xenix Operating Systems, Software, Workstations

These general areas of interest and others are presented. You may choose those that appeal to you. Each of these broad areas of interest correspond to several VAX Notes conferences which are then added to your notebook. This allows you to follow new developments in them each time you log on. A fairly complete list of conference areas is given in Chapter 11 of this

guide. You may always add or delete individual conferences manually later; this is just an initial way to setup your personal notebook quickly.

If you simply get the "\$" prompt instead of the New User Environment Generation Procedure, there are at several things you should do immediately:

1. Change your password if the system has not already forced you to do so. Issue the command **SET PASSWORD** at the "\$" prompt. You are asked to enter your old password, a new password, and your new password again at the **Verification** prompt. This is to guard against typing mistakes since none of these entries are displayed as you type them.

Choose any string of letters and digits of at least 6 characters in length which you can easily remember but will be difficult for others to guess. For example, use a phrase such as "PASSTHESALT" rather than your first name, nickname, or other easily guessed passwords.

2. The next two steps require that you enter VAX Notes. Simply type **NOTES** at the "\$" prompt (followed by the RETURN key). Ignore the displays generated by VAX Notes for now.
3. Set your default VAX Notes editor. The default editor is EVE. If you are familiar with it, you may wish to leave the default intact. People familiar with EDT but unfamiliar with EVE should issue the following command at the **Notes>** prompt:

```
Notes> SET PROFILE/EDITOR=(EDT,CALL)
```

Once again, the command is followed by the RETURN key at the **Notes>** prompt. The EDT editor (described in Chapter 12) is now set as the default. This default setting applies across all further logins until you choose to change it again.

4. Set up an initial set of conferences. You can get a paginated list of all conferences available on DECUServe by issuing the command:

```
Notes> DIR/CONFERENCES EISNER::
```

Press RETURN to advance to the next page of the listing. Write down the names of any conferences which appear interesting (ignore ">" symbols which may appear to the left of the conference names), and then add them to your notebook one at a time using the command:

```
Notes> ADD ENTRY EISNER::conference_name
```

It is very important that you always specify the string **EISNER::** in these two commands. When you are done adding conferences, issue the command

```
Notes> UPDATE
```

Wait until it completes, and then issue the **EXIT** command to exit Notes.

7.5 Procedure Summary For Using VAX NOTES

The following outline procedure for using NOTES probably suffices for your first few ventures into DECUServe; you can review each step and perform it after you read it.

1. Log into your account. When you log in, look at any messages displayed as they may tell you important things about availability of DECUServe or other information. They do change periodically.

A few seconds after you reach the "\$" prompt, you will notice a message **Subprocess username_1 has completed**. You may want to wait for this message. When you logged in, a subprocess was started which updates the unseen counts in your notebook. Running in parallel with your login, this updates your notebook faster and saves you the trouble of having to do it yourself.

2. Issue the **NOTES** command at the "\$" prompt to enter VAX Notes and display the contents of your notebook, indicating which conferences (if any) contain unseen notes.
3. If there are no conferences with unseen notes, you may use CTRL/Z or the **EXIT** command to exit VAX Notes. Then proceed to step (6). Or, you may select the conference you wish to read by using the command **OPEN conferencename**.
4. The first unseen note in the conference is automatically presented to you. Use the numeric keypad keys to read the notes in the conference:

ENTER to proceed through all unseen notes in sequence

KP3 to skip to the next reply in the current discussion

KP. to skip to the next discussion

You can also reply to any note you are reading via the **REPLY** command; see below for instructions on the REPLY command. If you feel overwhelmed by the number of unseen notes in the conference, read about the SET SEEN command.

5. When all notes are read, or when you wish to stop reading notes and come back later and pick up approximately where you left off, use CTRL/Z or the **CLOSE** command to return to your notebook listing, and go back to step (3).
6. Log out of your account using \$ **LOGOUT**.

7.6 More Details On Using Vax Notes

7.6.1 The Background Update Process

When you log into DECUServe, a background process is started which goes through your notebook and updates all of the unseen counts. Once completed, you can quickly ascertain which conferences contain notes you haven't seen. To avoid confusion, you may wish to wait until you see the **Subprocess username_1 has completed** message before entering VAX NOTES. It does no harm if you do not wait and enter VAX Notes anyway, but some of your unseen counts may not be updated when you first see the directory. However, if you read or post notes in some conference and come back to the directory display after the subprocess is complete, they are then updated.

7.6.2 Starting VAX Notes

To get into VAX Notes, simply issue the command:

```
$ NOTES
```

Note that “\$” is used to indicate that the command **NOTES** is typed in response to the “\$” prompt you get after logging in; the “\$” is not typed as part of the command. Remember to press RETURN to send the command to the system.

Shortly after typing NOTES, you get a “notebook listing” on your screen that looks something like this:

```
                Directory of Notebook class MAIN
Entry Name      Unseen  Last new note   Topics Update status
DEC_SOFTWARE    28    18-FEB-1986 14:23      9
PERSONAL_COMPUTING  2    6-MAR-1989 18:50     10
VMS             2    6-MAR-1989 18:51    289
```

You may now select a conference to read. Do this by issuing the command **OPEN confere-
ncename**. For example:

```
Notes> OPEN VMS
```

You can abbreviate the conference name in the **OPEN** command as long as the abbreviation is unique in your notebook listing or you are satisfied opening the first conference whose prefix matches the string you type. VAX Notes opens the specified conference and displays the first unseen note in the conference, if any.

7.6.3 Reading A Conference

Normally you read all unseen notes in sequence until there are no more notes to be read, although you can exit the conference at any time and return later to pick up where you left off. When you wish to exit the conference and return to the notebook listing, issue the **EXIT** command.

To exit VAX Notes and get back to the “\$” prompt when at the notebook directory listing, use the **EXIT** command a second time. Remember that you can use CTRL/Z as a shortcut for typing **EXIT**. At the “\$” prompt you can issue the command **LOGOUT** to disconnect from the system.

As mentioned earlier, when you enter a conference, VAX Notes finds a discussion containing unseen notes and presents the unseen notes in that discussion to you in order. When you finish reading a discussion, VAX Notes proceeds to the next discussion with unseen notes. This process continues until all unseen notes have been read.

A few comments are appropriate about the order in which notes are presented by default. When you enter a conference, VAX Notes displays an unseen note. This note may not be related to where you left off reading when you were last in the conference. As an example, if you last read 500.1 and exited and then someone posted a reply in 1.3, when you next open that conference, you may find yourself reading 1.3 first, not 500.2.

The base note (n.0) and all replies to it (n.1, n.2, etc.) are often called a “thread”. They all relate to one topic, and represent a collective train of thought. Because of this (in VAX Notes’s normal order of presentation), after the first unseen note (say 3.24) you move on to 3.25, 3.26, etc. until you come to the end of that thread. In this situation, VAX Notes is presenting replies in numeric order to help you follow the meaning of that thread. It does not matter that replies to other topics were posted in between, say, the time stamps of 3.26 and 3.27. It would be confusing to jump from 3.26 to 5.1 and back to 3.27.

The above behavior is intended to help you in following discussions. It may at first appear confusing, since you find yourself jumping back from high numbered topics in one session to low numbered ones later. The important thing to remember is that VAX Notes is keeping track of all unseen topics and replies, and unless you tell it not to (see **SET SEEN**), VAX Notes will eventually show you everything you have yet to see.

Often, you can use just the ENTER key on the numeric keypad for note reading. This is known as the VAX Notes OneKey-Noting key. The ENTER key will do the following:

- If there is more of the current note to be read, (many notes are longer than one screen) the next screen of the note is displayed.
- If the current note has been completely read, the next reply in the discussion is presented.
- If no more replies exist in the current discussion, the next unseen discussion is presented.

Two other keys on the numeric keypad may be immediately useful to you:

- The keypad 3 key on the keypad (KP3) which may be used to skip to the next reply in a discussion (if the current note is too long or uninteresting to you).
- The keypad comma key (KP,) which may be used to skip to the next unseen discussion (if the entire discussion you are currently reading is uninteresting to you).

Further details on these and other keypad commands are provided in the next section.

7.7 Additional VAX Notes Commands And Keys

OneKey noting presents unseen notes to you in order, one discussion at a time. You can alter this method of presentation by pressing numeric keypad keys as follows:

- To go back to the previous screen of a long note, use the keypad period key (KP. or “PREV SCREEN”). To display the next screen, use the keypad zero key (KP0 or “NEXT SCREEN”). If your terminal has NEXT SCREEN and PREV SCREEN keys, they work in the same way.
- To skip to the next reply in a discussion, use the keypad “3” key (KP3 or “NEXT REPLY”).
- To skip to the next discussion with unseen notes, use the keypad comma key (KP, or “NEXT UNSEEN”). Note that all remaining notes in the discussion you were reading are marked as “seen” when you do this. The keypad comma key only discards notes currently in existence in the discussion. If new notes are posted in the same discussion later, you will have to use the keypad comma key again to discard them if you still have no interest in that discussion.
- To go back to the previous note you were reading (as when you’ve accidentally pressed the ENTER key one time too many), use the keypad minus key (KP- or “LAST NOTE READ”).

7.7.1 Moving to a Different Discussion

Use the keypad “5” key (KP5 or “PREVIOUS TOPIC”) to move to lower topic numbers (e.g. from 2.0 to 1.0 or 2.5 to 1.0) and the keypad “2” key (KP2 or “NEXT TOPIC”) to move to higher topic numbers (e.g. from 2.0 to 3.0 or 2.5 to 3.0).

7.7.2 Moving Within a Discussion

Use the keypad “1” key (KP1 or “PREVIOUS REPLY”) to move to lower reply numbers (e.g. from 2.5 to 2.4) and the keypad “3” KP3 or “NEXT REPLY”) to move to higher reply numbers (e.g. from 2.5 to 2.6).

7.7.3 Jumping Around Within a Conference

To jump to a specific note number, just type the note number at the **Notes>** prompt (e.g. **2.4**), using the number keys on the main keyboard (not the numeric keypad!), followed by RETURN. You can also use the letter “L” (for last) to reference the last topic in the conference, or the syntax **n.L** (e.g. **32.L**) to reference the last note in a specific discussion, or **.L** to reference the last note in the current discussion, or “.” to reference the current note (e.g., to start reading it again from the first page).

7.7.4 Navigating Your Notebook

Three specific keypad commands are also useful when you are reviewing your notebook listing (the directory listing of your conferences) in that they allow you to open conferences with non-zero unseen counts quickly without having to manually issue an “OPEN conferencename” command. Use KP2 or KP5 to move the > pointer at the left side of the screen to point at a conference with a non-zero unseen count, and then KP7 to open that conference.

7.7.5 OneKey VAX Notes Extensions

The technique of using the ENTER key to move between notes is often called one-key noting. Additional software is available which expands on this VAX Notes feature. For instance, when there are no more unseen notes in a conference in standard VAX Notes, you must exit (close) that conference, look for another with unseen notes, and open it. Using the software extensions, the ENTER key automatically picks the next conference with unseen notes and opens it.

These extensions are generally referred to as OneKey Notes (just to confuse you). If you see discussions of it on DECUServe, it is this software addition that is most likely being referred to.

OneKey VAX Notes is optional. See Chapter 8 of this guide or the DECUServe conference VAX_NOTES_UTILITY, topic 222. By default, you are using standard VAX Notes as shipped by Digital Equipment Corporation.

7.8 Adding Your Own Replies Or Topics

After a while you may wish to post a note or two, either to contribute to an existing discussion or to pose a question of your own. Two commands exist to do this. The **REPLY** command enters a reply at the end of the discussion you are reading (you do not have to be reading the first or last note in the discussion to do this). The **WRITE** command starts a new discussion. Both of these commands use the editor you chose during your first login session to let you compose your note. Go to Chapter 12 if you need help deciding which editor to chose or help with the keypad layouts and commands when you are in editor mode. If you use **REPLY**, the text of the note you are currently reading is extracted into your favorite editor for you, unless you use the command **REPLY / NOEXTRACT** or unless the editor you chose cannot support this feature. This text extraction is often convenient as a guide to composing your reply. You can quote pieces of the original note in your reply to help others establish context. When you quote text in this way you should normally insert some special character (“>” is often used) in front of each line of original text so that it can be distinguished from the new text you are entering.

For example:

```
> This is a line from the original note
This is my response to that line
```

Attempt to minimize quoting so other subscribers are not rereading most of a previous note as they read yours.

When you have finished composing your response, exit the editor in the normal fashion (for example, CTRL/Z followed by the command **EXIT** if you are using the EDT editor). You are then be asked to enter a title for your note. Try to choose a meaningful title so other users can seek out information in your note by searching on titles (more details on this later). There is a maximum length of about 60 characters or a title appears truncated on an 80 column screen. Finally, you are asked if you really want to post the note (Respond N if you've changed your mind.)

VAX Notes always displays your note immediately after you post it, but if you use ENTER to move to the next unseen, it picks up the current thread where you left off. For example, if you posted your reply while reading, say, 124.5 (and the thread goes up to 124.10), your reply is posted and displayed as 124.11. On pressing ENTER, VAX Notes takes you back to 124.6 (where you left off), moves through 124.7, etc. and eventually re-displays 124.11 (your reply).

If you are contributing to an existing discussion using the **REPLY** command, avoid digressing into concepts outside of the scope of that discussion. In such cases perhaps starting a new discussion is preferable.

If you are considering starting a new discussion using the **WRITE** command, make an effort to determine if a discussion on that topic already exists (in which case you should **REPLY** to it rather than starting a duplicate discussion). Make sure your discussion is within the scope of the conference you are posting (use the content of the 1.* discussion in each conference for guidance). Some topics fit well in several conferences; choose the one which fits best in your judgment. It is perfectly acceptable to just write a question the conference moderators will tell you where to move the note if it can join an existing discussion or can help you find a more appropriate conference. Send mail to the moderators of your chosen conference(s) asking for guidance, if necessary.

7.9 Deleting or Modifying a Note

If you wish to delete a note you have posted, you can do so by issuing the VAX Notes command **DELETE n.m** where "n.m" is the note number assigned to your note.

If you wish to change the title of a note you have posted, you can do so by using the command **NOTE/TITLE="new title" n.m**.

VAX Notes does not have a facility to directly modify the content of an existing note. However, you can extract the text of a note to a file, delete the note, and then use **REPLY** or **WRITE** to put the modified text back into VAX Notes.

7.10 Telling Notes to Pretend You Have Read a Note (SET SEEN)

When you open a conference, VAX Notes presents all unseen notes to you in order. If there are many unseen notes in a conference, this can take time. This is a common problem especially when one starts reading a conference that has existed for many months and contains hundreds or even thousands of notes.

You can use the **SET SEEN** command while in a conference to alter the unseen map in your notebook without actually having to read notes. Two forms of the **SET SEEN** command are most useful.

The **SET SEEN** command all by itself sets all existing notes seen, to be used when you want to see only notes written from now on.

The other form of the command is **SET SEEN/BEFORE=dd-mon-yyyy**, which sets all notes created before the specified date as seen. In this manner you can reduce or eliminate the number of notes you have to plow through. Use of **/BEFORE=dd-mon-yyyy** specifying a date a week or two in the past usually lets you capture the flavor of recent discussions without having to read the entire discussions. (If you encounter part of an interesting discussion and you wish to read the whole discussion, use the command **.0** to back up to the base note of the discussion, and then proceed through the notes using the ENTER key. Or, if you wish to skip an uninteresting discussion, use KP.)

For example:

```
Notes> SET SEEN/BEFORE=01-DEC-1993
```

Note that if you were prompted during your first login session by the New User Environment Generation Procedure to choose "areas of interest" in order to populate your notebook with conferences, **SET SEEN/BEFORE=date** commands have been issued for you in each conference to give you a reasonable number of unseen notes. You can use **SET SEEN** yourself to change this if you wish.

If you really want to read all the notes in a conference, for example, issue **SET SEEN** with a very old date on the **/BEFORE** qualifier, for example:

```
Notes> SET SEEN/BEFORE=01-JAN-1900
```

7.11 Note Ranges

The **DIRECTORY** and **SEARCH** commands (discussed next) and other commands in VAX Notes allow a note range as a parameter. A note range is an expression that identifies one or more notes to be operated upon by the command. The following examples demonstrate the syntax of note ranges:

EXPRESSION	MEANING
1.4	Note 1.4 only
1.*	All notes in discussion 1 (1.0, 1.1, ...)
1.4-3.6	Note 1.4 and all remaining notes in that discussion, all notes in discussion 2, and notes 3.0 thru 3.6.
1.*-2.*	All notes in discussions 1 and 2
*	All topic notes (1.0, 2.0, ...)
.	All notes in the conference

The notation “<note range>” is used elsewhere in this document to indicate places where a note range can be specified in a command. The “<>”s are not actually typed as part of the note range.

Note that “*” does not mean all notes. You must use “*.*” to mean all notes. Expressions such as “2.4,3.6” to specify two arbitrary notes, or “2.1-2.6,3.1-3.6” to specify a list of arbitrary ranges of notes are not permitted.

7.12 SEARCH

The search command lets you search for an arbitrary string in a conference you have opened. Type **SEARCH string** at the **Notes>** prompt; if the string contains spaces, you must enclose it in double quotes:

```
Notes> SEARCH MODEM
Notes> SEARCH "DISK SHADOWING"
```

VAX Notes presents the first note that it finds containing the specified string; to proceed to the next note containing that same string, issue the **SEARCH** command again without a parameter:

```
Notes> SEARCH
```

Searching conferences for strings can be slow, especially in large conferences. You can sometimes make use of the **/NOTES=<note range>** qualifier of **SEARCH** to restrict the range of notes being searched. A quicker, but sometimes less effective, method for seeking out information in a conference is to use the **DIRECTORY** command described in the next section.

7.13 DIRECTORY

The **DIRECTORY** command is used within an opened conference to display the titles of some or all of the notes in a conference. It also is useful for locating information in a conference; it is quicker than **SEARCH** but not as thorough. (If you want to search for information across many conferences use the title search facility described later.)

- **DIRECTORY “<note range>”**
Lists the titles of all notes in the specified note range. In all **DIRECTORY** commands, * (NOT *.*) is the default note range if none is specified. The command **DIRECTORY L-1** lists all the topic titles in reverse chronological order; in a large conference this may be useful for locating recent discussions on “hot” topics.
- **DIRECTORY/SINCE=dd-mon-yyyy “<note range>”**
Lists all notes in the specified note range written on or since the specified date.
- **DIRECTORY/BEFORE=dd-mon-yyyy “<note range>”**
Works similarly to list all notes written before the specified date.
- **DIRECTORY/AUTHOR=username “<note range>”**
Lists all notes in the specified note range written by the specified user.
- **DIRECTORY/TITLE="string" “<note range>”**
Lists all notes in the specified note range with titles containing the specified string. This differs from the **SEARCH** command in that **SEARCH** will find notes with the “string” anywhere in the body of the note; **DIRECTORY/TITLE** only looks at the title (and hence is much faster than **SEARCH**).

7.14 Notebook Management

In your first login session, an initial set of conferences is established in your notebook, either by the New User Environment Generation Procedure or by your use of **ADD ENTRY** commands. You are free to add new conferences to your notebook at any time, or to delete conferences from your notebook when you are no longer interested in them. (Changes in conferences are announced in the CONFERENCE_OF_CONFERENCES conference and in the messages that appear during your login to the system.)

Use the command **ADD ENTRY EISNER::confrencename** to add a new conference and **DELETE ENTRY confrencename** to delete a conference from your notebook. (Note that in the **DELETE** command, the string **EISNER::** must not be specified!). Use of the **UPDATE** command is recommended after altering the contents of your notebook to eliminate misleading or confusing information in the notebook display.

7.15 VAX Notes HELP

You can use the **HELP** command at the **Notes>** prompt to browse through the online help for VAX Notes. Also, while at the **Notes>** prompt, pressing PF2 (not KP2) on the keypad or the key labeled HELP (if your keyboard has such a key) will bring up a keypad diagram which shows what all of the keys on the keypad do.

From the “\$” prompt or from within Notes, the command **HELP DECUSERVE** will give additional help on using the system.

7.16 Title Search Facility

It is possible to search a database of note titles for all conferences from the VMS "\$" prompt. This is a quick and reasonably reliable way of locating information on a specific topic. The command is shown below:

```
$ SEARCH DECUSERVE_TITLES string
```

The string can be a single word, or a phrase contained in double quotes:

```
$ SEARCH DECUSERVE_TITLES MODEM
ALL-IN-1 26 17-FEB-1988 3 What modems can be used w/ALL-IN-1?
ALL-IN-1 20-FEB-1990 310.1 Need MNP modem to dial mnp from All-In-1

$ SEARCH DECUSERVE_TITLES "DISK SHADOWING"
VMS 205 23-MAY-1988 23 Disk Shadowing Question
```

Each line of output from SEARCH identifies a specific note with a title containing the string you specified.

- The conference is always indicated at the far left. The conference name is truncated if it is longer than 20 characters.
- If a number appears between the conference name and the date, then this specifies a topic note. Probably most or all of the notes in that discussion relate to your topic of interest. (For example, the first match in the search for MODEM is note 26.0.)
- If no number appears between the conference name and date, then the number to the right of the date specifies the matching note. (310.1 for the second match in the search for MODEM).
- Output from SEARCH can be paused and resumed using CTRL/S and CTRL/Q, and safely interrupted via CTRL/Y at any time.

7.16.1 Narrowing the Scope of a Search

You can sometimes narrow your search by specifying multiple strings (separated by commas) and including the /MATCH=AND qualifier to the SEARCH command. With this qualifier, only notes having titles containing all of the specified strings will be listed:

```
$ SEARCH/MATCH=AND DECUSERVE_TITLES MODEM,DECSERVER
DEC_NETWORKING 29-JUL-1987 16.2 PASTHRU on DECserver with XMODEM
DEC_NETWORKING 18-JUL-1987 7.0 DECserver 200/Modem Control Issues
```

7.17 Sending Mail To Conference Moderators

Every conference on DECUServe has one or more moderators (also known as conference managers) who are a resource for any questions regarding conference content (for example, if you are unsure if a given question is appropriate for a given conference). To send mail to all moderators of a given conference, use the SEND/MODERATOR command at the Notes> prompt after opening the conference. You will be prompted for the CC: addresses and a subject line for your message and will then be placed into your default Notes editor to compose your mail message. Exit the editor to send your message, or QUIT from the editor to abandon the mail message.

7.18 Sending Mail To The Customer Service Representative

If you have any questions or problems while using the system, use the MAIL utility to send mail to the DECUServe Customer Service Representative. This can be done by issuing the **MAIL** command at the \$ prompt (i.e. when you are not inside VAX Notes).

```
$ MAIL
MAIL> SEND
To:      @ASSIST
Subj:    I need help!
Enter you message below. Press CTRL/Z when complete, or CTRL/C to quit:
I keep getting garbage on my screen every time I enter VAX
VAX Notes.
[CTRL/Z]
MAIL> EXIT
$
```

You can use CTRL/Z to end your message or CTRL/C to cancel the message. If you want to use the EDT editor to compose your note, use **SEND/EDIT** instead of **SEND**.

7.19 Sending Mail to the DECUServe Executive Committee

If you have a private comment about the system, you can use **MAIL** to send mail to the DECUServe Executive Committee, the group of people who manage and set policy for the system. Use the same steps as you would use to send mail to the DECUServe Customer Service Representative, but send mail to **@XCOM** instead of **@ASSIST**.

You are welcome to participate in the DECUSERVE_FORUM conference, where subscribers discuss DECUServe management and policy issues.

7.20 Notes on the Callable EDT Editor

If you get a * prompt when you first enter the editor type **CHANGE** (or just a **C**) followed by RETURN to enter screen mode. You can now type text, or use the arrow and numeric keypad keys to move around in your text and manipulate it.

When you are done editing, use CTRL/Z to get the * prompt and then use either the **EXIT** command to save your editing work and exit, or **QUIT** to discard all of your work (if you're really sure you want to do that).

Here are the common editor commands; remember that KPX means press the "x" key on the numeric keypad, and that you should not press RETURN after these command keys.

Key	Function
Right Arrow	Move cursor right one character.
Left Arrow	Move cursor left one character.
Up Arrow	Move cursor up one line (tries to stay in same column).
Down Arrow	Move cursor down one line (tries to stay in same column).

Key	Function
KP0	Move to beginning of next line.
PF1 then KP0	Insert a blank line above the current one (make sure you are at the beginning of a line before using it).
KP1	Move to the right one word.
KP2	Move to the end of the current line.
PF1 then KP5	Go to the beginning of the editing buffer.
PF1 then KP4	Go to the end of the editing buffer.
KP.	Delete a character.
PF1 then KP.	Undelete last deleted character.
KP-	Delete a word.
PF1 then KP-	Undelete last deleted word.
PF4	Delete a line.
PF1 then PF4	Undelete last deleted line.
PF2	Display help text.

Additional information on this and the other editors available within VAX Notes may be found in Chapter 12 of this guide.

Part III DECUServe Reference Manual

Chapter 8

OneKey Reference Manual

8.1 Quick Reference

The key definitions of OneKey are listed in Tables 8-1 and 8-2. The remaining sections of this chapter discuss the use of these keys in detail.

GOLD is PF1 key on the keypad. The LK201 keyboard is the keyboard most commonly found on VT200 and higher series terminals.

Table 8-1: Notes Mode Key Definitions

In Notes mode (you can see the Notes> prompt):	
Keystroke	Function
ENTER	Next Unseen (OneKey Reading)
F20	Next Unseen (OneKey Reading) - LK201 Keyboard
M3DOWN	Next Unseen (OneKey Reading) - VAXstation Mouse
GOLD-F10	Get Out of VAX Notes ("Fast Exit") - LK201 Keyboard
GOLD-E	Get Out of VAX Notes ("Fast Exit")
GOLD-D	Return to Directory Listing
GOLD-N	Re-scan Your Notebook
GOLD-O	Write Section File
GOLD-P	Print Note(s) to Attached Printer
GOLD-U	Update All Classes Immediately
GOLD-W	What Conference am I in?
GOLD-Z	Show Version of OneKey and VAX Notes
GOLD-~	Show Version of OneKey and VAX Notes

Table 8–1 (Cont.): Notes Mode Key Definitions

In Notes mode (you can see the Notes> prompt):	
Keystroke	Function
KP4	Open the NEXT Conference with Unseen Notes
KP8	Search Next
KP6	Goto OneKey Search Menu
KP9	Mark this Note
GOLD-KP4	Open PREVIOUS Conference, Display Last Note Read
GOLD-KP9	Go to Marked Note
KP6	Display OneKey Search Screen, to Search Note Titles

Table 8–2: Editor Mode Key Definitions

In editor mode (you are writing a note and cannot see the Notes> prompt):	
Keystroke	Function
GOLD-F10	Get Out of VAX Notes ("Fast Exit")
GOLD-I	DCL Command
GOLD-J	Grammar Check (if available)
GOLD-Q	Quote Selected Region (or Current Line)
GOLD-S	Spell Check (if available)
GOLD-W	Write File
GOLD-Z	Show Information about Buffers
GOLD-;	Global Replace
GOLD-S	Spawn (if available)
GOLD-@	Signature (Insert sys\$login:onekey_signature.dat)
GOLD-PREV SCREEN	Top
GOLD-NEXT SCREEN	Bottom
F7	Quote (Insert next typed character without translation)
GOLD-F7	Insert Escape Character - LK201 Keyboard
F8	Capitalize Word - LK201 Keyboard
GOLD-F8	Uppercase Word - LK201 Keyboard
F17	One Window - LK201 Keyboard

Table 8–2 (Cont.): Editor Mode Key Definitions

In editor mode (you are writing a note and cannot see the Notes> prompt):

Keystroke	Function
F18	Two Windows - LK201 Keyboard
GOLD-F18	Get File - LK201 Keyboard
F19	Other Window (Other Buffer) - LK201 Keyboard
GOLD-F19	Buffer - LK201 Keyboard
F20	Delete to End of Line - LK201 Keyboard
GOLD-(Insert :-((smiling face)
GOLD-}	Insert :-} (smirking face)
GOLD-)	Insert :-) (frowning face)
CTRL/F	Return to Editing (from show, etc.)

In OneKey Search mode (while viewing a list of titles):

KP7 OR SELECT	Display Note Selected By Cursor Position
KP6 OR GOLD-KP6	Go to Search Directory

WPS Key extensions only:

KP9	Mark this Place in Text
GOLD-KP9	Go to Text Marker
GOLD-INSERT HERE	Paste - LK201 Keyboard
GOLD-REMOVE	Copy (Gold Cut) - LK201 Keyboard

8.2 How to Enable OneKey

OneKey is enabled for your account as follows:

1. Edit your LOGIN.COM file.
2. Insert a line: **\$ DEFINE NOTES\$SECTION ONEKEY**
If you are a new subscriber, this may have been done automatically if you requested it during your first login.
3. Make sure that you do NOT have a file named NOTES\$COMMAND.TPU in any of your directories.
4. OneKey will be used the next time you log in. If you wish to use it immediately, type this command at the prompt: **\$ DEFINE NOTES\$SECTION ONEKEY**
The next time you type **\$ NOTES**, you will have the OneKey interface.

The only changes made to the basic VAX Notes interface are extensions of the functions of the ENTER and keypad comma keys. All other OneKey functions are *additions* rather than *changes* to existing functions.

8.3 Modes

OneKey operates in one of two modes: Notes mode and editor mode. Notes mode is active when you are reading notes, getting directories of notes or searching notes. Editor mode is active when you are using an editor to compose a new note.

8.4 The ENTER Key

In Notes mode, the keys defined as one key reading (“1K-Note”) are the ENTER key and the F20 function key. If you’re using a VAXstation, MOUSE BUTTON 3 DOWN is also defined this way.

Pressing any one of the keys defined as “1K-Note” does the following:

1. If you don’t have a conference open, open one and show an unseen note.
2. If the note you’re reading has unread lines, move down one page.
3. If you’ve seen all pages of the current note, show the next unseen note.
4. If there are no more unseen notes in this conference, open the next conference.
5. If there are no more conferences with unseen notes, recheck the Notebook.
6. If there’s something new in one of the conferences, go read it.
7. Otherwise, ask if you want to update your Notebook.

When you see the message:

```
No more unseen conferences...Do you want to update all conferences? [Y])
```

Type Y (or the ENTER key) to perform the update;

Type N to NOT perform the update;

Type X or E or Q to exit Notes and return to DCL.

Type only one letter or the ENTER key at the update prompt. Typing a RETURN is not necessary.

All standard Notes and EVE key definitions remain present.

8.5 Exiting OneKey

OneKey makes exiting simple and fast. From almost any point (including replying to a note), you can use the fast exit. Press GOLD-F10 (the PF1 key, followed by F10). The screen is cleared, and the DCL prompt appears. You don’t have to look at slowly-displayed intermediate screens. [F10 is marked “Exit” on most LK201 keyboards.]

If you don’t have an F10 key, GOLD-E is also “fast exit”. However, GOLD-E is only available if you have a **Notes**> prompt, not when you’re replying or writing.

8.6 Information Keys

In Notes mode, these keys are used for information:

GOLD-W	“What conference is this?” displays the name of the current conference entry.
GOLD-Z	displays the version of OneKey and the version of VAX Notes.
GOLD--	same as GOLD-Z.

8.7 Directory

In Notes mode, the GOLD-D command is called “Return to Directory”.

This command has a fairly complicated effect, but won't hurt anything. The best way to learn what the command really does is to try it.

Here is a short description:

- GOLD-D toggles between a directory listing and a note you are reading.
- When you do a Notes **DIR** command, you can use the Notes KP2 and KP5 keys to move through the listing, and the Notes KP7 (or E4 or SELECT) key to select a note to read. After reading the note, you may want to return to the listing to select another note. Pressing GOLD-D returns you to the directory listing.
- While viewing the directory listing, pressing GOLD-D again returns you to the last note you saw.
- If you have not yet issued a **DIR** command, pressing GOLD-D does it for you. If you have an open conference, the generated command is **DIR**. If you are viewing the top-level VAX Notes display, the generated command is **DIR/CLASS=***.

8.8 Search

OneKey provides both title search and full text search capabilities.

8.8.1 OneKey Title Search

OneKey provides a title search capability to help you locate notes on a particular subject *independently of the conference in which they appear*. You can search through the titles of all notes (*.*) or just the topic (*.0) notes. From the search menu, you can directly read the note(s) of interest.

Activate the OneKey title search subsystem by pressing KP6.

The search menu may seem complex at first, but actually is easier to use than it is to explain. Instructions are included within the menu.

Use the top section of the screen to control the search (words for which to search, etc.). Press any find or search key to initiate the search.

The results of the search are displayed in the bottom section of the screen. You can use the arrow keys or your editor's find capability to position the cursor to a note of interest. Then press a Notes select key (KP7, E4, or SELECT) to begin reading the note.

At any place outside of the search menu, press KP6 to return to search. Within the search menu, KP6 moves between the top and bottom sections of the screen.

To exit from the search menu without selecting a note, press F10 or CTRL/Z or GOLD-F. (GOLD-F is also known as the ALL-IN-1 “file document” sequence).

8.8.2 Special Notes On OneKey Title Search

1. OneKey search uses files created by a periodic batch process. On DECUServe, this process runs at 4:30 AM. Notes written after that time do not appear in the search file until the following day.
2. In the top section of the search window, you can select which file to search, and the match criterion, by using the left or right arrow keys. The options available are controlled by the site. You have the choice of searching the following:
 - a. All titles (topics + replies),
 - b. Only topic titles (*.0) Multiple search elements may be combined using AND, OR, NAND, or NOR match criteria.
3. Enter the string-to-find using the syntax for the VMS SEARCH command. That is, enter a comma separated list of quoted strings. For simple (single phrase) searches OneKey supplies quotes to handle a multi-word phrase.

8.8.3 OneKey Text Search

While you are reading a conference in Notes mode you may wish to search all notes in that conference for a particular text string. Type any search command at the Notes prompt. For example:

```
Notes> search onekey
```

After the first occurrence is found, press KP8 to search for the next note in which the string appears.

8.9 Printing

In Notes mode, you may want to print a note (or notes) on a printer attached to your terminal. GOLD-P first asks what notes you want to print (the default is to print only the current note). The notes are automatically printed. You can print only notes from the conference you are currently reading.

8.10 Marking Notes

In Notes mode, you can mark a note for future reference. A marker is any single word or string of alphanumeric characters. KP9 is used to mark a note. You are asked two questions:

```
Marker Name:      (enter your choide of a marker name)
Note:              (enter number or press Return to mark current note)
```

After a note is marked, the Notes command **SHOW MARKERS** locates all marked notes in the conference. If you remember the marker name, use GOLD-KP9 to go directly to the marked note.

The GOLD-KP9 key sequence works across conferences. That is, it might close the current conference, open another conference, and go directly to a note.

Markers are your personal notations. Other subscribers cannot see them.

8.11 Update & Refresh

In Notes mode, under some circumstances, you may want to refresh your Notes environment. You can do this at any time.

8.11.1 Update

GOLD-U performs a Notes UPDATE operation. This re-reads all of the conference files, and posts any changes to your notebook (making OneKey aware of them). For example, you are then aware of new notes posted by others since you started reading.

8.11.2 Refresh

GOLD-N instructs OneKey to rescan your Notebook. This is useful only if some external process (such as a spawned **\$ NOTES UPDATE** command) has changed your Notebook. In that case, GOLD-N causes OneKey to become aware of the changes.

It is not necessary to use both **UPDATE** and **REFRESH** in sequence; the UPDATE command includes the equivalent of REFRESH.

8.12 Editor Mode Extensions

This section describes the OneKey extensions to key definitions in editor mode (writing replies and topics). Remember that the basic Notes system provides other helpful keys (such as KP1, KP2, KP3, KP5, KP0, KP., KP.). Remember also that there is online help. Press the HELP key, PF2, or GOLD-H to use it. Table 8-3 describes the various OneKey extensions. Most of the extensions are also briefly described in the online help.

OneKey provides a few extensions when you are editing (that is, replying to or writing a note). The extensions are available only if you're using one of the native Notes editors (EVE, EDT, or WPS). Use of OneKey in regular Notes mode doesn't depend on your choice of editors. You may use any of the spawned or called editors you just won't have the OneKey editor mode extensions. Some of these additions extend the EDT or EVE editors to have some of the features of WPS.

Many of the editor mode extension require use of the GOLD (PF1) key. In most EVE environments, you have a GOLD key; you always have a GOLD key in EDT and WPS.

Some subscribers don't have a VT2xx or VT3xx keyboard. These subscribers cannot use the function key extensions but there are usually EVE command equivalents. To issue the command equivalent, press the DO key and type the command. The DO key is: PF4 in the EVE editor, GOLD-KP7 in EDT, and GOLD-[in WPS.

Table 8–3: Editor Mode Extension Key Definitions

Keystroke	Function
In all Notes Editors, the following extensions are available	
GOLD-I	issues one DCL command and shows the results in a buffer.
GOLD-Q	is used to quote sections of text in VAX Notes fashion. By default, the > character is used to as the quoting character. If you establish a select region (by pressing a “select” key and moving the cursor), the entire region is quoted. Otherwise just the current line receives the quote.
GOLD-S	activates the Spelling Checker if it is available on the system. The Spelling Checker is easy to use. Normally, you type the first initial of the option you want. If you choose the Edit option, use the DO key to continue checking spelling.
GOLD-J	activates the Grammar Checker if it is available on the system. Grammar checking includes spelling checking. The user interface is similar to the one for Spell. At the conclusion of the grammar check, use an editor exit (e.g., F10 or CTRL/Z) to return to VAX Notes. (Note: The other OneKey extensions are not carried into the spelling and grammar editors.)
GOLD-;	replaces one string with another. You are prompted for the search and replacement strings.
GOLD-S	Spawns to DCL (if permitted on the system). Type LOGOUT at the DCL prompt to return to Notes.
GOLD-@	Inserts the contents of SYSSLOGIN:ONEKEY_SIGNATURE.DAT (if it exists) into the buffer. For example, this file could contain your personal signature. Most VAX Notes systems discourage use of lengthy signatures.
Two of the mini-keypad keys on the LK201 keyboard have extended definitions:	
GOLD-E5	(usually labeled PREV SCREEN) moves to top of buffer.
GOLD-E6	(usually labeled NEXT SCREEN) moves to bottom of buffer.

Table 8–3 (Cont.): Editor Mode Extension Key Definitions

Keystroke	Function
These function keys are provided in the OneKey editors:	
GOLD-F10	“Fast Exit”, discussed previously.
F7	Quote (Insert next typed character without translation). This is used to insert special characters.
F8	Capitalize Word.
GOLD-F8	Uppercase Word.
F17	One Window. Current window expands to fill screen.
F18	Two Windows. Splits the current window into two windows.
GOLD-F18	Get File. Creates a new buffer, if necessary, and fills it with the contents of the file specified. In two-window mode, you could import a file to use in writing a note.
F19	Other Window (Other Buffer). In two-window mode, puts your cursor in the other window. Very useful for jumping to the NOTES\$SCRATCH buffer to pick up material to quote.
GOLD-F19	Select Buffer. Puts a different buffer in your current window. Useful, for example, if you’ve messed up and can’t see the Notes editing buffer. Press GOLD-F19 and type the name NOTES\$EDIT or type the name NOTES\$SCRATCH which contains the note to which you are replying.
F20	Delete to the end of line.
CTRL/L	Although it is technically not a OneKey extension, CTRL/L inserts a formfeed character. This is used for special effects in Notes. When the note is read by someone, any material below the formfeed is not displayed until the RETURN or ENTER key is pressed.
Some keys insert facial expressions	
GOLD-)	inserts a smiling face: :-)
GOLD-(inserts a frowning face :-)
GOLD-}	inserts a smirking face :-}
In the WPS editor only, the following keys are defined	
KP9	Mark the current text location, and give it a name. You can have many named markers.
GOLD-KP9	Return to a previously named marker. Works even if the marker is in another buffer.

8.13 Conference Presentation Order

OneKey presents conferences containing unseen notes in the order that the conferences were added to your notebook. This reading sequence can seem somewhat random.

If you want OneKey to present some conferences before others do this:

1. Create a file in your login directory, named ONEKEY_READ_SEQUENCE.DAT
2. This file should contain, in order, the entry names for the conferences you want to read first.
3. The entries must be case-correct, letter-perfect, one per line. Entries can be a (unique) substring of a conference name. Leading and trailing spaces are allowed.
4. The file does not need to contain all entries in your notebook; only the ones you want to see “first”. The remaining ones are shown in the usual VAX Notes order.

Entries that don't match anything are ignored. (They increase the search time a millisecond or so). If not all conferences are listed, that's OK. All you need are the ones you want to see first, in the desired sequence. The rest of them are presented in the same order as usual. With a shorter ONEKEY_READ_SEQUENCE.DAT file, OneKey will do some things a little bit faster. Duplicates are ignored (the first one does it).

Creating a letter-perfect ONEKEY_READ_SEQUENCE.DAT file may seem complicated. To simplify this, OneKey will create the file for you fully populated, in alphabetical order. Just press GOLD-S at the Notes> prompt. If you don't edit this file to change the order, OneKey uses the alphabetical sequence. To customize the sequence use any editor to cut and paste the lines in the desired sequence.

8.14 132-Column Mode

The GOLD-Y key sequence toggles your screen between 80-column and 132-column modes. 132-column mode is useful for some directory displays. The screen used to enter replies remains with the margins set to encourage notes to be in 80-column width. (Hint: GOLD-Y gets its name from a funny spelling of the word “wYde”)

8.15 Customizing OneKey

Several of features of OneKey can be tailored to suit your requirements. It's also possible to add features to OneKey if you like, and to change the key definitions. Instructions for customizing OneKey and other special features of OneKey are posted in the DECUServe VAX_NOTES_UTILTY Conference, Topic 222.

Chapter 9

INTERNET Reference Manual

9.1 The Internet Connection

The Internet is a large collection of state-wide, regional, and national TCP/IP (Transmission Control Protocol/Internet Protocol) networks, covering most of the industrial world. The Internet began as a means of tying together academic and research communities, but has grown in recent years to include a more general membership.

DECUServe is connected to the Internet via the New England Academic and Research Network (NEARnet), a National Science Foundation sponsored TCP/IP network serving the New England Area.

The software used to provide NEARnet and Internet access to the DECUServe system is called MultiNet, a VAX/VMS TCP/IP software package from TGV, Inc. In addition, PMDF, a VAX/VMS multi-protocol electronic mail system from Innosoft International, Inc. provides Internet electronic mail services.

The primary services offered by DECUServe over the Internet are remote terminal emulation (TELNET), remote file access (FTP), and the bi-directional exchange of electronic mail (MAIL).

Internet Names and Addresses for DECUServe are shown in Table 9-1

Table 9-1: Internet Addresses

System	Internet DNS Name	Name Type	Internet Address
DECUServe	EISNER.DECUS.ORG	Primary	192.67.173.2
	DECUSERVE.DECUS.ORG	Alternate	
	DECUSV.DECUS.ORG	Alternate	

9.2 Terminal Emulation Using TELNET

Remote terminal emulation is supported via the TELNET protocol.

To connect to DECUServe over the Internet, use your local TELNET client or terminal server to connect to the Internet host **EISNER.DECUS.ORG** (IP address 192.67.173.2).

For example, on a local UNIX workstation, you might type the command:

```
$ TELNET eisner.decus.org
```

If your system is not configured to use the Internet Domain Name System (DNS) to perform host name to IP address resolution, you may need to access the DECUServe system directly by IP address.

For example, to establish a TELNET connection to DECUServe by IP address, you might type the command:

```
$ TELNET 192.67.173.2
```

However, you should be aware that the IP address for DECUServe is subject to set wrap change.

Once a connection has been established to the DECUServe system, you are prompted for your username and password just as if you had dialed in.

Contact your local network administrator for additional information about the Domain Name System if you have trouble reaching any of the DECUS systems by host name.

TELNET may also be used for remote access to other systems reachable via the Internet. To Telnet to a remote host, enter:

```
$ TELNET remote_host_name
```

9.3 File Transfer Using FTP

Remote file access to and from DECUServe is supported by the Internet File Transfer Protocol (FTP).

An FTP client is generally invoked in much the same way as a TELNET client; type the FTP command followed by a host name or IP address. Once a connection is established, the exact command syntax that you use to specify your DECUS username and password and transfer files depends on the type of system from which you are FTPing. In particular, some FTP clients may prompt you for your remote username and password, while others require you to type a **USER** or **LOGIN** command followed by your remote username.

You may FTP from your machine to PUT or SEND (upload) or to GET or RECEIVE (download) files from DECUServe. You may also FTP from DECUServe to other systems reachable via the Internet.

If you have FTP available on your system, you should be able to connect to DECUServe by typing:

```
$ FTP eisner.decus.org
```

The following instructions describe FTP on DECUServe. The commands on your system may be slightly different.

At the FTP prompt, you should type **LOGIN** and answer the prompts. After supplying your username and password, you may use the FTP commands. Type **?** for a list of commands, or type **HELP command-name** for help on a particular command.

Type **EXIT** or **QUIT** to leave FTP. This logs you out of the remote system.

9.4 Internet Electronic Mail

The Simple Mail Transfer Protocol (SMTP) is used to provide electronic mail exchange between Internet hosts. (DEC uses the VMS MAIL in native mode between DECnet hosts.)

Mail sent via the Internet to DECUServe will be delivered to as regular VMS MAIL. DECUServe users can also send mail to Internet users using regular VMS MAIL by specifying an Internet-style address at the **To:** prompt.

The Internet address syntax when sending mail to a DECUServe user is:

```
username@EISNER.DECUS.ORG
```

Most hosts are not sensitive to the case of the address, so uppercase, lowercase or mixed case addresses should be equivalent.

To send mail to an Internet site from VMS MAIL on DECUServe use:

```
To: IN% "username@address"
```

where **username@address** is the recipient's username and host address in fully qualified domain name form. The **IN%** part specifies that the PMDF-to-VMS MAIL foreign mail interface should be used to send the mail over the Internet.

For example, a VMS MAIL user would send mail to user John at hal.bigvax.com by using the address:

```
To: IN% "JOHN@HAL.BIGVAX.COM"
```

To send mail to a DCS user from VMS MAIL on DECUServe use the normal DECnet- style mail address:

```
To: DCSA1::username
```

9.4.1 AutoForwarding Mail to Other Internet Hosts

Subscribers who wish to have their electronic mail automatically forwarded to their home systems over the Internet should perform two steps to ensure that all of their mail will be correctly forwarded:

1. Use the SET FORWARD command inside of VMS MAIL as follows:

```
SET FORWARD "IN%" "user@address" "
```

“user” should be your username on your local system, and “address” should be the fully-qualified domain-style address of the host system. The quotation marks shown above must be used exactly as specified for your mail to be forwarded properly.

2. Optionally, issue the following command at the operating system prompt:

```
$ PMDF FORWARD "user@node"
```

where “user@node” is the user's home username and nodename.

The PMDF command causes any mail coming in over the Internet to your DECUServe account to be immediately redirected to the system and account you specify. PMDF redirection prevents electronic mail headers from becoming unnecessarily complicated by being handled by the local VMS MAIL agent.

The SET FORWARD command in VMS MAIL insures that VMS MAIL from other DECUServe subscribers is forwarded as well as Internet mail.

Chapter 10

Other Facilities

10.1 VAX/VMS Mail Utility

10.1.1 Invoking VMS MAIL From The DCL Prompt

The VAX/VMS Mail Utility can be used to exchange private messages between members of DECUServe and other systems. This form of communication should be used sparingly, since it somewhat defeats the purpose of having VAX Notes conferences.

Activate VMS MAIL from the operating system prompt using the following format:

```
$ MAIL [/SUBJECT="subject text"] [[file-spec] recipient-name(s)]
```

You can omit all of the optional parameters and let VAX MAIL prompt you for them.

Help is available within the VMS MAIL utility by entering the commands shown:

```
$ MAIL
MAIL> HELP
```

Information on sending, receiving or forwarding Internet mail is available in Chapter 9

10.1.2 Invoking VMS MAIL Within VAX Notes

You can send a mail message to one or more users without leaving VAX Notes using the VAX Notes **FORWARD** or **SEND** commands. In both cases, VAX Notes starts up your default editor so you can compose your mail message.

You can forward the note you are currently reading by typing

```
Notes> FORWARD [to-list]
```

Options allow you to forward the note back to the note's author (handy if you want to have some private dialogue about the note in question):

```
Notes> FORWARD/AUTHOR
```

or to all the moderators of the conference:

```
Notes> FORWARD/MODERATORS
```

You can compose a completely new mail message (optionally using a file as input) by:

```
Notes> SEND [file-spec [to-list]]
```

Again, the **/AUTHOR** and **/MODERATORS** options are available to send mail directly to the note author or conference moderators. Additional help on VAX Notes MAIL is available within VAX Notes by entering **Notes> HELP FORWARD** or **Notes> HELP SEND**.

10.2 KERMIT

KERMIT is a popular file transfer protocol which enables you to upload and download files to and from the system. To use KERMIT you must have a matching KERMIT program running on your local PC, MAC or other computer system.

To activate KERMIT on the DECUServe system you must be at the DCL command level:

```
$ KERMIT
```

You then see something similar to the following:

```
Executing SYS$COMMON:[SYSEXE]CKERMIT.INI;1 for VMS...
Executing CKERMIT_INI:CKERMIT.SYS
Good Morning!
C-Kermit 5A(189), 30 June 93, OpenVMS VAX
Type ? or HELP for help
DISK_USER:[DECUSERVER_USER.your_username] C-Kermit>
```

You can now enter Kermit server mode by typing the command **SERVER**, or issue a file transfer command such as **RECEIVE filename.typ** or **SEND filename.typ** directly. What you do depends somewhat on the capabilities of your local KERMIT.

At this point you “escape” back to your local KERMIT program using whatever escape sequence you have set up, and enter the appropriate file transfer commands for your local version of KERMIT.

For example, if you had enabled server mode on the remote system, you would be able to issue GET or SEND commands to your local KERMIT and download or upload the indicated files(s).

Additional help is available once you have started KERMIT by using the **HELP** command.

10.3 ForWords

ForWords is a text retrieval facility which operates on master indices of the notes conferences maintained by the DECUServe volunteer staff.

10.3.1 Invoking ForWords

You invoke the ForWords facility with the **FW** command at the DCL prompt.

When first invoked, FW briefly displays its copyright message and then displays the working screen. The first screen consists of the Main Menu displayed at the top, similarly to a spread sheet program, and two windows.

To tell FW to find something for you, you use the Search option of the Main Menu, followed by the Enter option of the Search Menu. This will put the cursor in the Search Specification Form.

You select one of the options from a menu by either positioning on the option with the cursor keys and pressing RETURN or by typing the first letter of the option.

10.3.2 Defining Searches

The Search Specification Form has several fields for entering information to control the search. Any field that contains information will restrict the search. You are not required to put information in any field. However, if you do not specify anything, you will retrieve a very large list of documents.

The most common search will be for key words or phrases. In FW you may enter a phrase or individual words with the reserved words **AND** and **OR** to construct logical expressions. The “field” is a scrolling region and you can build very large expressions if you like. Generally one or two words will suffice for your needs.

10.3.2.1 Additional Attributes

If you also want to restrict the selection of notes to a specific conference or author, you may enter values in those fields also. Entering a value in any field means only retrieve notes which match this value. The final set is the “and” of matches to all the specified fields.

You should note that the field in the FW search form that references “KEYS” is referring to the KEYWORD feature of VAXnotes and not to the keywords you may want to find in the titles and bodies of the notes.

You are free to use **OR** to form lists of conferences to search and the use of both **AND** and **OR** will provide for more complex expressions in the Title and Keywords fields. The **AND** operator is only useful with Keywords and Titles since no note may appear in more than one conference and all notes have only one author.

10.3.2.2 Listing Field Values

You can invoke the internal list manager by using PF1-L when the cursor is positioned in any of the selector fields. You will be shown a list of items that match the partial string you have entered in the field. If the field is blank, you will be shown the full list of candidate values. When the PF1-L list is being displayed, you may move the cursor up and down the list and select items by pressing the space bar. The items will be entered into the field as an **OR** expression when you press RETURN. When you are viewing the list, entering a string of characters will position the cursor to the first occurrence of the string in the list.

10.3.2.3 Starting the search

Press the ENTER key (not RETURN) to initiate the search.

10.3.2.4 Stopping runaway searches

FW will display progress messages while it is searching. The progress messages may be alarming in the sense that they could tell you you are finding a lot of hits to the “VMS conference” for instance. These are statistical values and do not greatly affect the search speed. However, FW also displays messages about the number of items added to the list of found notes. If this value becomes very large, you may want to use the CTRL/C to terminate the search.

10.3.3 Using the search results

When FW has found all the notes you have requested, it will display the list in the topmost of the two “editing” windows. The search statistics will be displayed in the lower window. The cursor will be placed in the list and the note the cursor is on will be highlighted. Pressing RETURN will display the contents of the note. Pressing RETURN a second time goes back to the list.

10.3.3.1 Browsing the notes in the list

When you are browsing a note, the PREV SCREEN and NEXT SCREEN keys can be used to move the note in the window. The keys F, N, P, and L, can be used to find the key words you used to select the note. The PF1 (or GOLD) key may be used with PREV SCREEN and NEXT SCREEN to move to the previous or next note in the note stream. Pressing RETURN will take you back to the list window. The + and - keys will display the next and previous notes in the list without bothering to go back to the list window.

10.3.3.2 One window vs two

If you prefer to work with a single window rather than two, you may use PF1-Z to “zoom” either in to or out of two window mode.

10.3.4 Convenient function keys

PF1-W is used to introduce a request for various FW displays. PF1-W-L returns to the list window. PF1-W-S returns to the search window.

10.3.5 Selecting a different index

The default index for FW is called ALL and represents all the conference that are available for public access. The index LIBRARY provides information on software available on DECUServe either from SIG Tapes or the DECUS CD-Rom collection. There are other indices that are used for administrative purposes by the volunteer staff that are protected from access by normal users of the system.

To select a different index for searching, you use the option Search - Index (you may just enter **SI**). You will be prompted for the index to search on the default device INDEX:. To see the list of available indices press DO or PF1-L.

10.3.6 Advice on using FW

10.3.6.1 Not a substitute for VAXNotes

Remember that the FW indices are updated nightly. They are not as up to date as the actual conferences. FW does not mark notes as “seen” when you read them in the context of FW. You do not have a notebook. Therefore, FW is most useful for retrieval of “historical” information. If you have a question, it is very worthwhile to look for the answer first with FW before posting a note requesting help. Even if you want to start a general discussion on a topic, it is good practice to see what similar discussions may have already taken place.

10.3.6.2 Saving Lists

You are free to save search lists and use them again. Therefore, if you are researching a topic, you may return to your list in later sessions and continue to browse the notes. When browsing notes, you may also invoke the FW editor or an external editor of your choice to create documents.

A useful technique would be to compose a “position paper” on some topic by referencing related notes and including your own insights and then post the “paper” in the appropriate conference for further discussion.

If you are saving large lists, you will need to save them in your scratch area that is not subject to disk quota. Information left in your scratch area is subject to removal by the system manager if space is needed. More information on your scratch area is can be found in Section 10.4.

10.3.6.3 Finding a “home” for a topic

If the appropriate location for a particular discussion is not obvious, FW can provide a means for locating where most discussions on related topics have taken place in the past.

10.3.6.4 Using the search list as data

If you want to use the list of notes you have found as data, you need to be aware that the lists you save are “techie” lists with information that is important to FW but is not very instructive. To get a simple list use the List Print (LP) option and print the list to a file. Be sure to specify a file directory that you have write access to. Your default directory while using FW is INDEX: which does not provide write access for normal users.

10.3.6.5 Setting your preferences

The FW preferences will generally be set to acceptable values. The Preferences Display (PD) option will let you set values that may be more to your liking. In particular, FW is faced with a difficult tradeoff when trying to display information in list references. The normal default for lists is to display the Author name and the note number, but not the conference name. If you want to see the conference name also use Preferences Display and select “Long”. The other option “Short” only displays the note number and title. To make the selection take effect, press the ENTER key on the keypad.

10.3.6.6 Editing Files in FW

If you choose to use the internal FW editor, you need to know how to specify a file to be edited. The Edit menu option “Saved” has the options “Get” and “Merge.” Get (ESG) copies the specified file into the edit buffer while Merge (ESM) inserts the file at the current edit cursor position in the file. The “Save” (ESS) command writes out the edit buffer to a file.

In general the FW editor is similar to EDT. However, it is not EDT. To get more information on the editor’s functions look in FW help under Keys and the Help Index.

A significant difference between FW Edit and EDT is that FW Edit Commands are in the regular FW menu tree. As an example the command to set margins is the Layout (EL) form that has margin settings as two of its fields. To change margins, you enter values in these fields and then press Enter on the keypad.

10.3.6.7 Getting more information on FW

If you need more information or help on using ForWords, there is an active discussion of ForWords usage in DECUSERVE_FORUM topic 312. Feel free to post any questions or comments about ForWords there.

Table 10–1: Commonly Used ForWords Function Keys

WINDOW SELECTION KEYS	Keystrokes
BROWSE WINDOW	PF1-W-B
CHOOSE WINDOW	PF1-L
HISTORY WINDOW	PF1-W-H
EDIT WINDOW	PF1-W-E
LAST WINDOW	CTRL/G
LIST WINDOW	PF1-W-L
MENU	PF1-M or KP0
PROFILE WINDOW	PF1-W-I
SEARCH WINDOW	PF1-S
SEARCH PROGRESS WINDOW	PF1-W-P
QUIT	PF1-K

Table 10–1 (Cont.): Commonly Used ForWords Function Keys

GENERAL FUNCTION KEYS	Keystrokes
BACK OUT	F12
CLEAR FORM	PF1-REMOVE
EXECUTE	ENTER
HELP	HELP
SPAWN	PF1-O
ZOOM	PF1-Z
VERSION	PF-V
NEXT FIELD	PF1-Y
PREV FIELD	TAB
LIST	DO

BROWSE WINDOW FUNCTION KEYS	Keystrokes
NEXT DOCUMENT	PF1+
NEXT REPLY	PF1-NEXT SCREEN
PREVIOUS DOCUMENT	PF1-
PREVIOUS REPLY	PF1-PREC SCREEN
RETURN TO LIST	RETUNR

LIST WINDOW FUNCTION KEYS	Keystrokes
BOTTOM	PF1-B
SEARCH NARROW	PF1-N
SELECT MANY	SPACE BAR
TOP	PF1-T
EXPAND	PF1-E

Table 10–1 (Cont.): Commonly Used ForWords Function Keys

EDITING FUNCTION KEYS	Keystrokes
BACKSPACE	DELETE
BACKWARD KILL WORD	F19
BACKWARD WORD	F17

Table 10–1 (Cont.): Commonly Used ForWords Function Keys

EDITING FUNCTION KEYS	Keystrokes
BACKWARDS	KP5
BEGINNING OF LINE	PF1-LEFT ARROW
BOTTOM	PF1-B or PF1-KP4
CHAR	KP3
CLEAR TO END OF LINE	PF4
CLEAR	REMOVE
COPY	PF1-C
DELETE	KP,
DOWN ARROW	DOWN ARROW
END OF LINE	PF1-RIGHT
EOLN	KP2
FILL	PF1-KP8
FIND AGAIN	PF3
FIND	FIND
FORWARD WORD	F18
FORWARDS	KP4
GO TO	PF1-G
KILL WORD	F20
LEFT ARROW	LEFT ARROW
MARK	SELECT
PAGE DOWN	PREV SCREEN
PAGE UP	NEXT SCREEN
PASTE	INSERT
REFRESH	PF1-R
RIGHT ARROW	RIGHT ARROW
SCREEN	KP8
UP ARROW	UP ARROW
WORD	KP1

10.4 MYSCRATCH

All DECUServe subscribers are provided scratch space for your temporary personal use in uploading and downloading files. The scratch space can be accessed via the logical name MYSCRATCH. This scratch space is charged to a separate disk quota shared by all DECUServe users rather to your personal disk quota. DECUServe guidelines request that you delete files in your scratch area as soon as you are finished with them. Files that have been in your scratch are over two weeks are subject to deletion if the space is needed by other users. Guideline for scratch space use can be found in conference DECUSERVE_INFORMATION topic 18.

By default, your scratch space is accessible only by you. To make files you upload accessible to other subscribers, you will need to change the protection on your files as well as the your MYSCRATCH directory:

```
$ SET DEFAULT MYSCRATCH
$ SET PROTECTION=W:RE *.*
$ SET PROTECTION=W:RE [-]your_username.DIR
```

Files in your scratch area are owned by a special identifier with access for you provided by an ACL. As a result, deleting subdirectories requires a special command. To delete a subdirectory in your scratch area, enter the command:

```
$ DELSUB sub_directory_name.DIR;*
```

10.4.1 Making MYSCRATCH your default scratch area

Some VMS commands require the creation of temporary files that may exceed your disk quota. If this happens to you, you may want to make MYSCRATCH your default scratch area. To do this, enter the command:

```
$ DEFINE SYS$SCRATCH MYSCRATCH
```

To make this change permanent, you should add this command to your LOGIN.COM.

10.5 Online DECUServe Help

Help on almost all DECUServe subject can be found online using the normal VMS Help facility. To access, enter:

```
$ HELP DECUSERVE
```

Chapter 11

DECUServe Conference Titles

11.1 Public Conferences as of 2-DEC-1993

1ST_AIDE	PUBLIC_DOMAIN_SOFTWARE
3RD_PARTY_VMS_SOFTWARE	SECURITY
4GLS_AND_QUERY_TOOLS	SEMINARS_PUBLIC
ALGORITHMS	SHOP_TALK
ALL-IN-1	SIG_3RD_PARTY_FORUM
ARTICLES	SIG_BOAIM_FORUM
ARTIFICIAL_INTELLIGENCE	SIG_BP_FORUM
AXP_DEV_TOOLKIT	SIG_CHI_FORUM
BOARD_PUBLIC	SIG_DAARC_FORUM
BUSINESS_PRACTICES	SIG_DMS_FORUM
CIP_FORUM	SIG_GAP_FORUM
CONFERENCE_OF_CONFERENCES	SIG_LT_FORUM
DATABASES	SIG_NET_FORUM
DECUSERVE_FORUM	SIG_SITE_FORUM
DECUSERVE_INFORMATION	SIG_UNISIG_FORUM
DECUS_LIBRARY	SIG_VMS_SYSTEMS_FORUM
DEC_NETWORKING	SITE_MANAGEMENT
DEC_SOFTWARE	SOCIETY_MINUTES
DOCUMENT_PROCESSING	SOFTWARE_DEVELOPMENT

ELECTRONIC_LAW	SPR_DIRECTORY
EMPLOYMENT	STANDARDS
FACTORY_AUTOMATION	SWAP_MEET
HARDWARE_HELP	SYMPOSIA_ASSISTIVE_NEEDS
HOBBIES_AND_INTERESTS	SYMPOSIA_PUBLIC
INDUSTRY_NEWS	TALK_TO_THE_LUGS
INTERNETWORKING	TELECOMMUNICATIONS
LATEST_RELEASE_INFORMATION	TEXT_SEARCH
LOCAL_HAPPENNINGS	UNIX_OS
MC_PUBLIC	USER_INTERFACES-WINDOWS
NEW_CONFERENCE_IDEAS	VAX_NOTES_UTILITY
OFFICE_AUTOMATION	VMS
OTHER_SOFTWARE_HELP	WHO_AM_I
PATHWORKS	WINDOWS_NT
PDP-11	WORKSTATIONS
PERSONAL_COMPUTING	

11.2 “Required” Conferences

DECUSERVE_INFORMATION	DECUSERVE_FORUM
WHO_AM_I	CONFERENCE_OF_CONFERENCES
1ST_AIDE	

11.3 Popular Conference Groupings

The following groupings of conferences are presented the way NUE (the New User Environment setup package) presents them when you log in for the first time. (The list was accurate as of 23-JUL-1991.) Since the list of available conferences changes occasionally you may wish to consult the CONFERENCE_OF_CONFERENCES conference to see if any have been added or taken away since this list was extracted.

11.3.1 ALL-IN-1

Keywords: Office Automation, ALL-IN-1, Conferencing

- ALL-IN-1
- OFFICE_AUTOMATION
- SIG_BOAIM_FORUM

11.3.2 WORD

Keywords: Word Processing, PCs, Office Automation, Conferencing, ALL-IN-1

ALL-IN-1
DOCUMNET_PROCESSING
PERSONAL_COMPUTING
OFFICE_AUTOMATION
SIG_BOAIM_FORUM
VAX_NOTES_UTILITY

11.3.3 PUBLIC_DOM

Keywords: Public Domain Software and PCs

DECUS_LIBRARY
PERSONAL_COMPUTING
PUBLIC_DOMAIN_SOFTWARE

11.3.4 SOFTWARE

Keywords: 3rd Party and Public Domain Software; Software Development, Status.

3RD_PARTY_VMS_SOFTWARE
4GLS_AND_QUERY_TOOLS
ALGORITHMS
DATABASES
DECUS_LIBRARY
LATEST_RELEASE_INFORMATION
OTHER_SOFTWARE_HELP
PUBLIC_DOMAIN_SOFTWARE
SIG_LT_FORUM
SIG_3RD_PARTY_FORUM
SOFTWARE_DEVELOPMENT

11.3.5 MANAGEMENT

Keywords: Site Management, Business Practices, Security, Law, News.

BUSINESS_PRACTICES
ELECTRONI_LAW
INDUSTRY_NEWS
LATEST_RELEASE_INFORMATION
SECURITY
SIG_BOAIM_FORUM
SIG_BP_FORUM
SITE_MANAGEMENT
SOAPBOX

11.3.6 DIGITAL

Keywords: VMS, Digital's Layered Products, Other Digital Software

4GLS_AND_QUERY_TOOLS
DATABASES
DEC_NETWORKING
DEC_SOFTWARE
LATEST_RELEASE_INFORMATION
SIG_BP_FORUM
SOFTWARE_DEVELOPMENT
SOAPBOX
VMS
USER_INTERFACES-WINDOWS
WORKSTATIONS
SIG_GAP_FORUM
SIG_LT_FORUM

11.3.7 NETWORKS

Keywords: Computer Networks, Modems, Phone Lines, Equipment

DEC_NETWORKING
HARDWARE_HELP
PCSA_DECNET_DOC
PUBLIC_DOMAIN_SOFTWARE
SIG_NET_FORUM
TELECOMMUNICATIONS

11.3.8 HARDWARE

Keywords: Hardware, Automation, Real-time and Related Operating Systems

ALGORITHMS
FACTORY_AUTOMATION
HARDWARE_HELP
PDP-11
SWAP_MEET

11.3.9 UNIX

Keywords: Ultrix, Unix, Xenix Operating Systems, Software, Workstations, SIG

LATEST_RELEASE_INFORMATION
SIG_UI_FORUM
SIG_GAP_FORUM
SIG_UNISIG_FORUM
UNIX_OS
USER_INTERFACES-WINDOWS
WORKSTATIONS

11.3.10 PDP-11

Keywords: PDP-11 Operating Systems, Software and Hardware

HARWARE_HELP
LATEST_RELEASE_INFORMATION
PDP-11
SWAP_MEET

11.3.11 PC

Keywords: Personal Computers, PC Networks, Document Processing

DOCUMENT_PROCESSING
LATEST_RELEASE_INFORMATION
PATHWORKS
PERSONAL_COMPUTING

11.3.12 DECUS

Keywords: DECUS Organization and Management, Symposia, LUGs, SIGs

DECUS_SYMPOSIA
LOCAL_HAPPENINGS
SIG_3RD_PARTY_FORUM
SIG_BP_FORUM
SIG_BOAIM_FORUM
SIG_GAP_FORUM
SIG_LT_FORUM
SIG_NET_FORUM
SIG_RT-11_FORUM
SIG_UI_FORUM
SIG_UNISIG_FORUM
SIG_VAX_FORUM
SOAPBOX
SOCIETY_MINUTES
TALK_TO_THE_BOARD
TALK_TO_THE_LUGS

11.3.13 FORUM

Keywords: Discussions and Ideas about DECUServe Organization and Management

DECUSERVE_FORUM
NEW_CONFERENCE_IDEAS
SOAPBOX

11.3.14 REQUIRED

Conferences always needed or at least strongly recommended.

WHO_AM_I
1ST_AIDE
CONFERENCE_OF_CONFERENCES
DECUSERVE_INFORMATION

Chapter 12

VAX Notes Editors

This chapter provides reference material on the editors available within VAX Notes.

There are five editors available. Brief descriptions of them are given in Table 12–1. More detailed descriptions of each of them are given in later sections of this chapter.

All screen images shown in this chapter were obtained with OneKey enabled. Because of differences in terminal types and software versions, the screens shown here may not be exactly the same on your display.

Table 12–1: Editors Available in VAX Notes

EVE	This is the basic TPU-based editor covered in the VAX Notes Quick Reference Card.
EDT	This is the standard VAX Notes editor with line, keypad, and nokeypad modes. EDT is also available on some Personal Computers and PDP-11s.
TPU/EDT	This is the advanced TPU based editor with split screen and a keypad matching EDT but without the line and nokeypad modes.
TPU/WPS	This editor is also TPU-based with a keypad similar to WPS and WPS-Plus.
TECO	This is a classic editor available on may platforms.

12.1 Showing Your Preferred Editor

You can determine the editor currently selected by executing the following command:

```
Notes> SHOW PROFILE
```

12.2 Changing Your Preferred Editor

Change your editor at any time using the **SET PROFILE** command in Notes:

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

12.3 Editing with EVE

12.3.1 Changing Your Preferred Editor to EVE

Select the TPU-based editor known as EVE using the following Notes command:

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

The EVE editor is documented on the VAX Notes Quick Reference Card (AV-G101A-TE). All of the information on this card is also available on-line using the help functions built into TPU.

12.3.2 Getting Help on EVE

Pressing the HELP or PF2 keys while in EVE will generate a display such as the one shown in Figure 12-1, showing the layout of keys on the keypad.

Figure 12-1: EVE Editor Keypad Layout (w/OneKey Extension)

To get help on commands, type a command or ? and press RETURN.	HELP	Do	One window	Two windows	Other window	Erase eol
	Find	Insert here	Remove	HELP	Do	
For a list of all key definitions, type Keys and press RETURN, or press GOLD-HELP.	Select	Previous screen	Next screen			
		Move up				
To show a key definition, use SHOW KEY.	Move left	Move down	Move right			
						Return
Use the DO key to enter advanced commands						
Buffer: HELP						
Press the key that you want help on (RETURN to exit help):						
Press F10 or CTRL/Z to add your note						

When the keypad diagram is on display, you can type **keys** and get a list of key definitions as shown in Figure 12-2.

The key definitions display may also be generated anytime you are in the EVE editor by pressing **GOLD-HELP**.

To enable **GOLD** key functions, press the **DO** key and type the string **SET GOLD** followed by **RETURN**. Then press the key which is to become the “**GOLD**” key for the session.

12.4 Editing with EDT

There are actually two EDT-style editors:

- **Callable EDT**—supports line, keypad and nokeypad mode editing, and is based on the native VAX/VMS editor of the same name.
- **TPU/EDT**—supports split-screen, keypad mode editing (line and nokeypad modes are not available) using the VAX/VMS TPU editor with an EDT-style keypad.

12.4.1 Changing Your Preferred Editor to Callable EDT

Select the Callable EDT editor using:

```
Notes> SET PROFILE/EDITOR=( EDT, CALL)
```

12.4.2 Changing Your Preferred Editor to TPU/EDT

Select the TPU/EDT editor using:

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

You can distinguish between the two editors by the “look and feel” of their screens.

If you are new to EDT-style editors or have no preference between callable EDT and TPU/EDT, we recommend that you try TPU/EDT.

12.4.3 Entering or Exiting Screen Mode in Callable EDT

If you get a ***** prompt when you first enter the callable EDT editor, you are in line mode. To enter screen mode, type **CHANGE** (or just a **C**) followed by **RETURN**. You can now type text, or use the arrow and numeric keypad keys to move around in your text and manipulate it.

To return to line mode, press **CTRL/Z**. You may then type **EXIT** to exit the editor, **QUIT** to abandon the edits you have made, or any other line-mode command.

12.4.4 Getting Help on EDT or TPU/EDT

Pressing the **HELP** or **PF2** keys while either Callable EDT or TPU/EDT are active will generate a display showing the layout of keys on the keypad.

The screen images captured in Figures 12-3 through 12-6 show what help was available within Callable EDT and TPU/EDT at the time this document was written.

Figure 12-3 shows the keypad help screen for Callable EDT.

Figure 12-4 shows the keypad help screen for TPU/EDT.

Figure 12-2: EVE Editor Key Defintions (w/OneKey Extensions)

Key	Function	Gold sequence (GOLD = PF1)	Function
CTRL/A	Insert overstrike		
CTRL/B	Recall	GOLD/\$	Spawn
CTRL/E	End of line	GOLD/(Frown
CTRL/F	Editing window	GOLD/)	Smile
CTRL/H	Start of line	GOLD/;	Replace
TAB	Tab	GOLD/@	Onekey signature
CTRL/J	Erase word	GOLD/I	Dcl
CTRL/L	Insert page break	GOLD/J	Grammar check
RETURN	Return	GOLD/Q	Quote answer
CTRL/R	Remember	GOLD/S	Spell
CTRL/U	Erase start of line	GOLD/Y	Toggle width
CTRL/V	Quote	GOLD/Z	Show
CTRL/W	Refresh	GOLD/}	Grin
CTRL/Z	Finish	GOLD/UP	Top
DELETE	Delete	GOLD/DOWN	Bottom
UP	Move up	GOLD/RIGHT	End of line
DOWN	Move down	GOLD/LEFT	Start of line
RIGHT	Move right	GOLD/FIND	Wildcard find
LEFT	Move left	GOLD/INSERT HERE	Restore
ENTER	Return	GOLD/REMOVE	Store text
PF2	Help keypad	GOLD/SELECT	Reset
PF4	Do	GOLD/PREV SCREEN	Top
FIND	Find	GOLD/NEXT SCREEN	Bottom
INSERT HERE	Insert here	GOLD/F6	Restore line
REMOVE	Remove	GOLD/F7	Escape
SELECT	Select	GOLD/F8	Uppercase word
PREV SCREEN	Previous screen	GOLD/F10	Complete exit
NEXT SCREEN	Next screen	GOLD/F13	Restore word
F6	Erase line	GOLD/HELP	Help keys
F7	Quote	GOLD/F18	Get file
F8	Capitalize word	GOLD/F19	Buffer
F10	Finish		
F11	Forward reverse		
F12	Move by line		
F13	Erase word		
F14	Insert overstrike		
HELP	Help keypad		
DO	Do		
F17	One window		
F18	Two windows		
F19	Other window		
F20	Erase eol		
MIDOWN	Position cursor		
Buffer: HELP			
Press the key that you want help on (RETURN to exit help):			
Press F10 or CTRL/Z to add your note			

When the keypad diagram is on display in TPU/EDT, you can type **keys** and get a list of key definitions as shown in Figures 12-5 and 12-6.

The TPU/EDT key definitions display may also be generated anytime you are in edit mode by pressing GOLD-HELP (that is, press the PF1 key followed by the PF2 or HELP key).

Figure 12-3: Callable EDT Editor Keypad Layout

↑ UP	DOWN ↓ v	← LEFT	→ RIGHT
---------	----------------	-----------	------------

DELETE	Delete character
LINEFEED	Delete to beginning of word
BACKSPACE	Backup to beginning of line
CTRL/A	Compute tab level
CTRL/D	Decrease tab level
CTRL/E	Increase tab level
CTRL/K	Define key
CTRL/R	Refresh screen
CTRL/T	Adjust tabs
CTRL/U	Delete to beginning of line
CTRL/W	Refresh screen
CTRL/Z	Exit to line mode

**Press a key for help on that key.
To exit, press the spacebar.**

GOLD	HELP	FNDNXT FIND	DEL L UND L
PAGE COMMAND	SECT FILL	APPEND REPLACE	DEL W UND W
ADVANCE BOTTOM	BACKUP TOP	CUT PASTE	DEL C UND C
WORD CHNGCASE	EOL DEL EOL	CHAR SPECINS	ENTER SUBS
LINE OPEN LINE		SELECT RESET	

12.5 Editing with WPS

Figure 12-4: TPU/EDT Editor Keypad Layout (w/OneKey Extensions)

GOLD key functions are shown in **reverse**.

To get help on commands, type a command or ? and press RETURN.	HELP	Do	One Win	Two Win	Oth Win	Era Eol	
	KeyDefs		Get Fil	Buffer	 	 	
For a list of all key definitions, type Keys and press RETURN, or press GOLD-HELP.	Find	Ins Her	Remove	Gold key	HELP	FndNxt	Del L
	Wil Fir	Restore	Sto Tex	KeyDefs	Find	Res Lin	
To show a key definition, use SHOW KEY.	Select	Pre Scr	Nex Scr	MovByPa	Sect	Append	Del W
	Reset	Top	Bottom	Do	Fill	EDT Rep	Res Wor
Move up			Forward	Reverse	Remove	Del C	
Top			Bottom	Top	Ins Her	Res Cha	
Mov Lef	Mov Dow	Mov Rig	Word	EOL	Char		
StaOfLi	Bottom	EndOfLi	ChngCas	Del EOL	SpecIns		
				Line	Select	Return	
				Open Line	Reset	Subs	

Use the DO key to enter advanced commands

Buffer: HELP
 Press the key that you want help on (RETURN to exit help):
 Press F10 or CTRL/Z to add your note

12.5.1 Changing Your Preferred Editor to WPS

Select the WPS editor by using:

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

12.5.2 Getting Help on WPS

Pressing the HELP or PF2 keys while in WPS will generate a display such as the one shown in Figure 12-7, defining the layout of keys on the keypad.

When the keypad diagram is on display, you can type **keys** and get a list of key definitions as shown in Figures 12-8 and 12-9.

The key definitions display may also be generated anytime you are in edit mode by pressing GOLD-HELP.

Figure 12-5: TPU/EDT Editor Key Definitions (w/OneKey Extensions), part 1

Key	Function	Gold sequence (GOLD = PF1)	Function
CTRL/A	Insert overstrike		
CTRL/B	Recall	GOLD/\$	Spawn
CTRL/E	End of line	GOLD/(Frown
CTRL/F	Editing window	GOLD/)	Smile
CTRL/H	Start of line	GOLD/0	Repeat
TAB	Tab	GOLD/1	Repeat
CTRL/J	Delete previous word	GOLD/2	Repeat
CTRL/K	Learn	GOLD/3	Repeat
CTRL/L	Insert page break	GOLD/4	Repeat
RETURN	Return	GOLD/5	Repeat
CTRL/R	Remember	GOLD/6	Repeat
CTRL/U	Delete start line	GOLD/7	Repeat
CTRL/V	Quote	GOLD/8	Repeat
CTRL/W	Refresh	GOLD/9	Repeat
CTRL/Z	Finish	GOLD/;	Replace
DELETE	Delete	GOLD/@	Onekey signature
UP	Move up	GOLD/I	Dcl
DOWN	Move down	GOLD/J	Grammar check
RIGHT	Move right	GOLD/Q	Quote answer
LEFT	Move left	GOLD/S	Spell
ENTER	Return	GOLD/Y	Toggle width
PF2	Help keypad	GOLD/Z	Show
PF3	Fndnxt	GOLD/}	Grin
PF4	Del l	GOLD/UP	Top
COMMA	Del c	GOLD/DOWN	Bottom
MINUS	Del w	GOLD/RIGHT	End of line
PERIOD	Select	GOLD/LEFT	Start of line
KP0	Line	GOLD/ENTER	Subs
KP1	Word	GOLD/PF2	Help keys
KP2	Eol	GOLD/PF3	Find
KP3	Char	GOLD/PF4	Restore line

Buffer: HELP Press Next Screen to see more help
 Press the key that you want help on (RETURN to exit help):
 Press F10 or CTRL/Z to add your note

12.6 Editing with TECO

12.6.1 Changing Your Preferred Editor to TECO

Select the TECO editor by using:

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

Figure 12-6: TPU/EDT Editor Key Defintions (w/OneKey Extensions), part 2

PERIOD	Select	GOLD/LEFT	Start of line
KP0	Line	GOLD/ENTER	Subs
KP1	Word	GOLD/PF2	Help keys
KP2	Eol	GOLD/PF3	Find
KP3	Char	GOLD/PF4	Restore line
KP4	Forward	GOLD/COMMA	Restore char
KP5	Reverse	GOLD/MINUS	Restore word
KP6	Remove	GOLD/PERIOD	Reset
KP7	Move by page	GOLD/KP0	Open line
KP8	Sect	GOLD/KP1	Chngcase
KP9	Append	GOLD/KP2	Del eol
FIND	Find	GOLD/KP3	Specins
INSERT HERE	Insert here	GOLD/KP4	Bottom
REMOVE	Remove	GOLD/KP5	Top
SELECT	Select	GOLD/KP6	Insert here
PREV SCREEN	Previous screen	GOLD/KP7	Do
NEXT SCREEN	Next screen	GOLD/KP8	Fill
F6	Erase line	GOLD/KP9	Edt+wps replace
F7	Quote	GOLD/FIND	Wildcard find
F8	Capitalize word	GOLD/INSERT HERE	Restore
F10	Finish	GOLD/REMOVE	Store text
F11	Forward reverse	GOLD/SELECT	Reset
F12	Start of line	GOLD/PREV SCREEN	Top
F13	Delete previous word	GOLD/NEXT SCREEN	Bottom
F14	Insert overstrike	GOLD/F6	Restore line
HELP	Help keypad	GOLD/F7	Escape
DO	Do	GOLD/F8	Uppercase word
F17	One window	GOLD/F10	Complete exit
F18	Two windows	GOLD/F13	Restore word
F19	Other window	GOLD/HELP	Help keys
F20	Erase eol	GOLD/F18	Get file
MIDOWN	Position cursor	GOLD/F19	Buffer

Buffer: HELP Press Prev Screen to see more help
 Press the key that you want help on (RETURN to exit help):
 Press F10 or CTRL/Z to add your note

12.6.2 Getting Help in TECO

You must be kidding!

All kidding aside, there is on-line help for TECO, but if you are not already familiar with TECO then you should probably not try to learn it by reading the on-line instructions.

TECO is a command-driven editor. As such, TECO does not provide a native-mode screen editing facility, although TECO wizards have written TECO macros which emulate a screen-based editor.

Figure 12-7: WPS Editor Keypad Layout (w/OneKey Extensions)

GOLD key functions are shown in **reverse**.

To get help on commands, type a command or ? and press RETURN.	HELP	Do	One Win	Two Win	Oth Win	Era Eol	
	KeyDefa	[REVERSE]	[REVERSE]	Get Fil	Buffer	[REVERSE]	
For a list of all key definitions, type Keys and press RETURN, or press GOLD-HELP.	Find	Paste	Cut	Gold	MovByPa	Del Wor	Del Cha
	Wil Fir	Paste	Copy	key	Paginat	Restore	Restore
To show a key definition, use SHOW KEY.	Select	Pre Scr	Nex Scr	Sentenc	Tab Pos	Mark	Cut
	Reset	Top	Bottom	Sentenc	[REVERSE]	Go to	Copy
		Move up		MovByWo	Paragra		Paste
		Top		MovByWo	Fill		Paste
	Mov Lef	Mov Dow	Mov Rig	Backup	Line	Upp Cas	
	StaOfLi	Bottom	EndOfLi	Scr Bac	Line	Low Cas	
							<>
				Advance	Select		Swap
				Scroll advance	Reset		

Use the DO key to enter advanced commands

Buffer: HELP
 Press the key that you want help on (RETURN to exit help):
 Press F10 or CTRL/Z to add your note

The TECO prompt is the single character *. TECO commands are usually single characters followed by an <ESC>. TECO commands are not executed until two <ESC>'s are typed together. Thus a string of commands may be executed together by following each one with a single <ESC> and the last one with two <ESC>'s.

Help may be obtained within TECO by entering the special command **help** followed by a carriage return. A typical TECO session startup is shown in Figure 12-10.

To exit from TECO, type **EX** followed by two <ESC>'s. The <ESC> character can also be generated by typing CTRL-[(Control-Left-Square-Bracket) on most keyboards. Note that TECO always echoes the <ESC> character as a \$.

12.6.3 Exiting TECO

Exit from TECO by typing the following command (in response to the * prompt). Each '\$' represents one <ESC> character:

```
*ex$$
```

Figure 12-8: WPS Editor Key Definitions (w/OneKey Extensions), part 1

Key	Function	Gold sequence (GOLD = PF1)	Function
CTRL/A	Insert overstrike		
CTRL/B	Recall	GOLD/CTRL/J	Delete beginning sentence
CTRL/E	End of line	GOLD/''''	Edt+wps replace
CTRL/F	Editing window	GOLD/\$	Spawn
CTRL/H	Start of line	GOLD/'	Edt+wps replace
TAB	Tab	GOLD/(Frown
CTRL/J	Delete previous word	GOLD/)	Smile
CTRL/K	Learn	GOLD/,	Find
CTRL/L	Insert page break	GOLD/.	Continue search key
RETURN	Return	GOLD//	Continue search/select
CTRL/R	Remember	GOLD/0	Repeat
CTRL/U	Erase start of line	GOLD/1	Repeat
CTRL/V	Quote	GOLD/2	Repeat
CTRL/W	Refresh	GOLD/3	Repeat
CTRL/Z	Finish	GOLD/4	Repeat
DELETE	Delete	GOLD/5	Repeat
UP	Move up	GOLD/6	Repeat
DOWN	Move down	GOLD/7	Repeat
RIGHT	Move right	GOLD/8	Repeat
LEFT	Move left	GOLD/9	Repeat
ENTER	<>	GOLD/:	Replace
PF2	Move by page	GOLD/;	Replace
PF3	Delete word	GOLD/>	Learn
PF4	Delete character	GOLD/?	Continue search/select
COMMA	Paste	GOLD/@	Onekey signature
MINUS	Cut	GOLD/B	Bottom
PERIOD	Select	GOLD/C	Center line
KP0	Advance	GOLD/F	Exit
KP1	Backup	GOLD/G	Include file
KP2	Line	GOLD/H	Help keypad
KP3	Upper case	GOLD/I	Dcl
KP4	Move by word	GOLD/J	Grammar check
KP5	Paragraph	GOLD/K	Quit
KP7	Sentence	GOLD/N	Insert page break
KP8	Tab position	GOLD/P	Page marker
KP9	Mark	GOLD/Q	Quote answer
FIND	Find	GOLD/R	Ruler
INSERT HERE	Paste	GOLD/S	Spell
REMOVE	Cut	GOLD/T	Top
SELECT	Select	GOLD/W	Write file
PREV SCREEN	Previous screen	GOLD/Y	Toggle width
NEXT SCREEN	Next screen	GOLD/Z	Show
F6	Erase line	GOLD/[Do

Buffer: HELP Press Next Screen to see more help
 Press the key that you want help on (RETURN to exit help):
 Press F10 or CTRL/Z to add your note

Figure 12-9: WPS Editor Key Definitions (w/OneKey Extensions), part 2

INSERT HERE	Paste	GOLD/S	Spell
REMOVE	Cut	GOLD/T	Top
SELECT	Select	GOLD/W	Write file
PREV SCREEN	Previous screen	GOLD/Y	Toggle width
NEXT SCREEN	Next screen	GOLD/Z	Show
F6	Erase line	GOLD/[Do
F7	Quote	GOLD/\	Insert date/time
F8	Capitalize word	GOLD/`	Halt
F10	Finish	GOLD/	Insert date/time
F11	Forward reverse	GOLD/}	Grin
F12	Move by line	GOLD/DELETE	Delete start line
F13	Delete previous word	GOLD/UP	Top
F14	Insert overstrike	GOLD/DOWN	Bottom
HELP	Help keypad	GOLD/RIGHT	End of line
DO	Do	GOLD/LEFT	Start of line
F17	One window	GOLD/ENTER	Swap
F18	Two windows	GOLD/PF2	Paginate
F19	Other window	GOLD/PF3	Restore
F20	Erase eol	GOLD/PF4	Restore
MIDOWN	Position cursor	GOLD/COMMA	Paste
		GOLD/MINUS	Copy
		GOLD/PERIOD	Reset
		GOLD/KP0	Scroll advance
		GOLD/KP1	Scroll backup
		GOLD/KP2	Line
		GOLD/KP3	Lower case
		GOLD/KP4	Move by word
		GOLD/KP5	Fill
		GOLD/KP7	Sentence
		GOLD/KP9	Go to
		GOLD/FIND	Wildcard find
		GOLD/INSERT HERE	Paste
		GOLD/REMOVE	Copy
		GOLD/SELECT	Reset
		GOLD/PREV SCREEN	Top
		GOLD/NEXT SCREEN	Bottom
		GOLD/F6	Restore line
		GOLD/F7	Escape
		GOLD/F8	Uppercase word
		GOLD/F10	Complete exit
		GOLD/F13	Delete beginning sentence
		GOLD/HELP	Help keys
		GOLD/F18	Get file
		GOLD/F19	Buffer

Buffer: HELP Press Prev Screen to see more help
 Press the key that you want help on (RETURN to exit help):
 Press F10 or CTRL/Z to add your note

Figure 12-10: TECO Startup/Help

```
Notes> write

                                     VAX Notes Computer Conferencing
                                     Enter the command HELP for help
                                     Profile for user FRED

Editor and access:  TECO, Callable
Default class:     MAIN
PRINT qualifiers:  none
Personal name:     "Fred Scholldorf (WHO #513)"
Automatic on open: NEXT UNSEEN

%Can't find file "SYS$SCRATCH:NOTES_009F_EDIT1.TMP"
%Creating new file
*help

HELP

TECO's HELP command can be used to get information about TECO or to
access any standard VAX/VMS HELP library.

Format:

  HELP [[/LIBRARY]=[=]name] [key-1 [key-2 [...]]]

Using the =name qualifier selects a HELP library other than the TECO
library. The ==name format both selects the library for this HELP
command and makes it the default library for subsequent HELP commands.
For example

  HELP ==HELP SYSTEM $ASSIGN

would select the system HELP library, establish it as the default, and
tell you about the Assign I/O Channel system service.

The Key-n parameters obey the standard VAX/VMS HELP syntax rules.

Additional information available:

Commands  EDIT      Errors  Flags  HELP  Messages  TECO

*ex$#
```

Chapter 13

Troubleshooting

13.1 What to do if things don't work

First of all —**Don't Panic!**

There is usually a reasonable explanation for everything, and there are many people on the system eager to help you.

Go back over the instructions to see if you have overlooked something. Perhaps the documentation is wrong. (After all, every word of it was written by a human.) Try finding another reference to the what are trying to do and compare notes. If you do find a documentation error please notify us using the instructions below.

If the problem persists, try to collect as much information about it as possible. Do other commands fail in the same way? Are the symptoms the same every time? Write down the exact sequence of things you are trying to do and the system responses. Include the exact text of any error messages. This information will be very helpful to the people trying to help you.

13.2 Where to go for help

13.2.1 Can't Access the System

You are completely confused or you can't access the system at all. DECUServe has a telephone answering machine for voice messages: (978)952-6957.

Please leave your DECUS membership number, DECUServe username, your name, both day and evening telephone numbers and a description of the problem you are having or the assistance needed.

13.2.2 Account or Subscription Problems

You can reach the system using one of the available methods but you can't log in, or you can log in but you are having a general problem with your account.

Send VMS MAIL to: @ASSIST

Send VMS MAIL to: PROBLEMS or DECUSERVE

Send Internet mail to: ASSIST@eisner.decus.org or
PROBLEMS@eisner.decus.org
DECUSERVE@eisner.decus.org

You may also log in to the DECUServe PROBLEMS account (no password is necessary) to request assistance. Telnet or any dial-in line (including (800)-521-8950) may be used.

13.2.3 INTERNET Problems

Users with questions about DECUServe access to the Internet should post them to the INTERNETWORKING VAX Notes conference. A collection of Internet experts routinely monitor this conference and answer posted queries.

13.2.4 Business or Policy Issues

If you would like to send mail to representatives of the DECUServe Executive Committee, you can:

Send VMS MAIL to: XCOM or EXEC

Send Internet mail to: XCOM@eisner.decus.org or
EXEC@eisner.decus.org

To send electronic mail to the DECUS Board of Directors you may:

Send VMS MAIL to: BOARD

This facility is not available from Internet Mail.

To send mail to representatives of DECUS Canada, you can:

Send VMS MAIL to: DECUS_CA

Send Internet mail to: DECUS_CA@eisner.decus.org

13.2.5 Address or Telephone Number Changes

If you would like to update information in your DECUS and DECUServe file (such as your address or telephone number), you can:

Send VMS MAIL to: INFO_CHANGE

Send Internet mail to: INFO_CHANGE@eisner.decus.org

This information is forwarded to the DECUS office, as well as DECUServe.

You can get information about your DECUServe account expiration, and receive a renewal invoice if you wish, by typing the following command:

```
$ EXPIRY
```

13.3 Getting a DECUServe Application Form

If you (or your friends) need a DECUServe application, you can obtain one on-line on the system, or by VMS MAIL or Internet mail. Send a mail message to one of the following addresses depending on where you are:

Send VMS MAIL from DECUServe to: APPLICATION

Send VMS MAIL from DCS to: DECUSV::APPLICATION

Send Internet mail to: APPLICATION@eisner.decus.org

You will get back, by return mail, an application form. If you include the string **ps** or **postscript** in the mail subject line, you get a PostScript file. If you include **ln3** or **ln03** in the subject line, you get an LN03 format file. Otherwise, you get a flat text file. You can get 1 application form per mail message. No particular text is required in the "body" of the message; only the subject is important.

Information about joining DECUServe is freely available to your friends. They may log in to the INFORMATION account (no password is necessary). They may use any modem dial-in line (including (800)-521-8950) or reach DECUServe using Telnet on the Internet.

See Chapter 9 for information about Telnet and Internet mail to DECUServe.

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