

ADVANCED TECHNIQUES FOR DISPLAY USERS OF  
AUGMENT MAIL

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Office Automation Division  
Tymshare, Inc.  
20705 Valley Green Drive  
Cupertino, California 95014

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## Introduction

This document is for those who work in display mode and who use AUGMENT Mail in conjunction with other work in AUGMENT. Since Mail is an AUGMENT subsystem, electronic mail can be integrated with other AUGMENT capabilities, such as Base subsystem commands for editing and composing or Table subsystem commands for handling tabular information. Most of your electronic mail work in AUGMENT can be accomplished with familiar Base commands. This means that you can begin working in Mail with a minimum of new commands and concepts.

This document describes how to accomplish all the tasks related to reading, sending, and managing electronic mail using combinations of commands in the Base and Mail subsystems. Most Mail commands, other than those for picking up, sending, and editing, are not discussed here; instead, you are referred to the appropriate section of "The AUGMENT Mail Users' Guide".

To use this document, you should know about Base subsystem commands for reading, writing, editing, and printing, along with AUGMENT addressing, marking, and viewspecs. You should also be familiar with the AUGMENT Textbook series through the display lesson "Reading and Writing an Organized File", and with the files TUTOR3 and those sections of TUTOR4 that deal with statement name and plex concepts. This document is designed to be used in conjunction with "The AUGMENT Mail Users' Guide", which includes complete information on the Mail subsystem; keep a copy handy for reference.

## Overview of AUGMENT Mail

Initially, you have two files for Mail:

Your "AUGMENT mailbox", created and maintained for you by AUGMENT. This file works much like a post office box. Incoming mail is delivered and stored there until you pick it up. The AUGMENT mailbox is not an AUGMENT file, so do not try jumping to it.

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

NOTE: You can change the name of your Mail-IDENT file in your profile as described in "Controlling Your Mail Environment" in "The AUGMENT Mail Users' Guide".

Your Mail-IDENT file is initially divided into three categories for you: New-mail, Author-mail, and Drafts. New-mail is where you receive your most recent messages, Author-mail is where AUGMENT automatically inserts copies of all messages you send, and Drafts is where drafts of messages in progress are stored until you send or delete them. In Mail, a category is always a branch, so any command that acts on a branch will act on a category. AUGMENT automatically creates categories at the first level. Messages are one level down from the top statement of the category, which is called the "category statement".

An individual message is also a branch, so any command that acts on a branch will act on a message. The first statement of the message is called the "header". It contains an "identifier" that uniquely identifies the message, the date on which the message was sent, and the subject of the message.

The rest of the message consists of substatements called "fields". Each field has a name that describes its contents, for example, To, Cc, Identifier, Posted, Received, and Message. The To field tells who received the message, and the Cc field specifies who received a copy of the message. The Identifier field contains the message identifier, the Posted field tells when the message was sent, and the Received field tells when it was picked up. All statements following the Message field make up the body of the message. The following is an example of a brief message as it would appear on your display:

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

Messages can be read and scanned by giving various forms of the Jump command and changing viewspecs. Since the Jump command is universal, mail can be read in any subsystem.

Since messages and categories are named branches, you can always refer to them by statement name. The name of a category is the name of the category statement, for example, New-mail. The name of a message is the identifier that appears in the header; it also appears in the Identifier field. The name of a draft is the first word of the draft; this is "draft" by default. However, you can replace "draft" with a name of your choice. See the section "Leaving Finishing Touches" for details.

## Entering and Leaving the Mail Subsystem

Assuming you begin in Base or a subsystem other than Mail, you enter the Mail subsystem by giving the Goto command and specifying "mail" as the subsystem name. When you enter Mail, you are prompted with "MAIL C:" and are positioned at the New-mail category of your Mail-IDENT file. (You can control this feature in your profile as described in the section "Profile Features for Display Users".) To leave Mail, simply give the Quit command.

Since so many tasks associated with electronic mail are easily accomplished with Base commands, many experienced AUGMENT users prefer to work in Base and give the Execute command to give a single command in Mail before being automatically returned to Base. To give the Execute Mail command for the first time in a work session, type "e<OPT>mail<OK>". Thereafter, simply type "em" (no <OK> is necessary). Note that the Execute command is available in all subsystems.

### Checking for New Mail: The Check Mail Command

When you first enter AUGMENT, you are told whether you have new mail. Thereafter, you can check for new mail by giving the Check Mail command in any subsystem. Either "New mail waiting for IDENT" or "No new mail for IDENT" will appear on your terminal. Refer to "Checking for New Mail: The Check Mail Command" in "The AUGMENT Mail Users' Guide" for more information.

### Picking up New Mail: The Pickup Command

If you have new mail, it is automatically picked up when you enter Mail, and you are shown the headers of your new messages. When you are already in Mail, you must give the Pickup command to pick up new mail. Upon pick-up, Mail sets your viewspecs to 2 levels, 1 line, and ljnpuzACEHJLP. (You can control these features in your profile as described in the section "Profile Features for Display Users".)

When your mail is picked up, it is delivered from your AUGMENT mailbox into the New-mail category of your Mail-IDENT file. New mail is always located at the tail of the New-mail plex.

When the message "New mail picked up" appears on your terminal, the mail is available for reading. If you see "No new mail for IDENT" instead, it means there was no AUGMENT mail waiting to be picked up.

Refer to "Picking Up New Mail: The Pickup Command" in "The AUGMENT Mail Users' Guide" for more information.



## Reading Mail

### Introduction

Once mail has been picked up, you can read it by giving various forms of the Jump command and by changing viewspecs. You can use the Jump command in any subsystem, and use all forms of AUGMENT addressing. Some mail-reading tasks, such as scanning all headers from a particular ident, are more easily accomplished with forms of the Type command in Mail.

This section describes various Jump commands and viewspecs that are useful for reading mail. When a Type command in Mail will more easily perform a reading task, you will be referred to the appropriate section of "The AUGMENT Mail Users' Guide".

### Jumping to Your Mail-IDENT File

Whenever you enter Mail or pick up new mail, you are automatically jumped to the New-mail category of your Mail-IDENT file. (You can control these features in your profile, as described in the section "Profile Features for Display Users".) To subsequently locate your New-mail category, give the Jump Link command, and at the "M/T/[A]:" prompt, specify "mail-IDENT, new-mail" where IDENT is your ident.

To locate other categories in your Mail-IDENT file, give the Jump Link command and specify "mail-IDENT, CATEGORY", where IDENT is your ident and CATEGORY is the statement name of the category.

If you are currently located in your Mail-IDENT file, you can omit "mail-IDENT" and the comma.

### Scanning Categories and Headers

You can scan categories and headers in your file by specifying viewspecs at the "V:" prompt in an appropriate Jump command, in the Set Viewspecs command in Base, after a colon (:) at the end of a link, or with the mouse. The following viewspecs are useful for scanning a mail file:

x or ds, et or es: Displays category names  
xb or dsb, etb or esb: Displays headers

Since Mail always creates categories at the first level, viewspec x or ds shows you only the category statements in a file. Headers are one level down from the category statement; to scan them, jump to the category statement and specify viewspecs xb or dsb.

If you place messages at the first level (that is, the file is not divided into categories), then viewspec x or ds will show you the headers.



## Reading Mail

If you create categories below the first level, you can use viewspecs `es` or `et` to scan just the category names and viewspecs `esb` or `etb` to scan the headers.

## Reading Entire Messages

To read an entire message, give the command word `Jump`, mark the header, and specify viewspec `w` at the "V:" prompt. (If viewspec `l` is in effect, you may also want to specify viewspec `h` at the "V:" prompt.) If the entire message does not fit on the display screen, simply repeat the `Jump` command and mark the last statement on the screen. The following are some other useful forms of the `Jump` command for reading messages:

`Jump (to) Up:` If you give this command and mark or address the message body, you are jumped to the next higher level in the message, usually the header. If you mark or address a header, you are jumped to the category name.

`Jump (to) Next:` If you give this command and mark or address the last statement of a message, you are jumped to the next message in the file.

`Jump (to) Successor:` If you give this command and mark or address a header, you are jumped to the next message in the category. If you mark or address a category, you are jumped to the next category.

`Jump (to) Predecessor:` If you give this command and mark or address a message header, you are jumped to the previous message in the category. If you mark or address a category, you are jumped to the previous category.

`Jump (to) Name First:` This command is useful for locating a particular message or draft in a file. By typing or marking an identifier, you are jumped to the message. To jump to a draft saved with a unique name, just give this command and specify the name of the draft. (Specifying `First` jumps to the first occurrence of the name.)

## The Type Command in Mail

Forms of the `Type` command in Mail are useful for scanning headers or categories, for reading a nonconsecutive collection of messages, and for selecting messages according to the content of certain fields. Refer to "Reading Mail" in "The AUGMENT Mail Users' Guide" for a complete description of the `Type` command.

When you give the `Type` command and the screen is full, "Window full, type a character" appears; typing any character continues the typing. When the text is fully typed, "Type OK:" appears. Typing `<OK>` returns you to your previous view.

## Sending Mail

### Introduction

With AUGMENT Mail commands, you can compose and send original mail, answer mail, and forward mail.

Whenever you give a Mail sending command, a draft of the message is created in the Drafts category of your Mail-IDENT file. When you are prompted for the final confirmation to send the message, you may instead enter "finishing touches" where you can edit the message and set delivery specifications that specify how the message is to be sent. After editing a message, you may send it immediately or simply leave it in Drafts to finish and send later. You may also compose and edit a message using the more powerful tools in the Base subsystem. See the section "Editing Mail" for more information.

This section describes Mail's sending commands in general. Refer to "Sending Mail" in "The AUGMENT Mail Users' Guide" for detailed information.

### Specifying Mailing Addresses and Looking Up Idents

A mailing address tells AUGMENT to whom your message is to be sent. To include more than one address, separate them with commas. They are inserted into the address fields (To, Cc, Bcc, From, and Reply-to) of your message. There are different types of mailing addresses; the type you use depends on the type of mail system the addressee uses.

For more detail than the following overview, refer to the sections "An Overview of AUGMENT Mail" and "Specifying Distribution Addresses" in "The AUGMENT Mail Users' Guide". Please note that if you currently use an ARPANET address, you may continue to do so.

An "ident" is a unique name assigned to each person who uses AUGMENT. An "ident system" is a data base of all the idents of a given group of users. To address others on AUGMENT host computers, specify that person's ident, followed by a period and the ident system to which that person belongs. For example, in the mailing address IBT.TYM, IBT is the ident and TYM is the ident system.

To look up an ident, you must know the ident system. Those you regularly send mail to will probably belong to the same ident system as you. Look up an ident by giving the Show Ident (record for) Lastname or Show Ident (record for) Ident command. The first command shows you the ident for the last name you specify; the second shows information about the ident you specify. If the person belongs to an ident system other than your own, type <OPT> when prompted by "OPT/OK:", and respond to "(in Ident System) M/T/[A]:" by typing in the name of the ident system.

If you repeatedly send mail to the same list of addresses, it is helpful to

## Sending Mail

store the list, called a "distribution list", in a file. For information on creating and using distribution lists, refer to "Using and Creating Distribution Lists" in "The AUGMENT Mail Users' Guide".

### The Send Command

To originate and send a new message, give the Send command. First, you are asked to whom the message is to be sent. Next, you are asked to provide addresses of those who are to receive a copy, and then for the subject of your message. You are then asked for the text, called the body, of the message. Finally, you are prompted to send the message by "(Send now?) Y/N/C: "; typing "y" or <OK> for Yes sends the message.

Instead of typing in a message body, you can copy existing AUGMENT structures. When prompted by "(message body) T/[C]:", type <OPT> and respond to "(copy from) C:" by giving a command word for the structure, such as Statement, Branch, Group, Plex, or File. Mark or address the structure, and then complete the command. The structure is copied into the Message field. When you specify a file, only a link to the file appears in the draft of your message. When the message is sent, however, the entire file is sent.

There are other forms of the Send command for different kinds of sending tasks. Refer to "Sending Mail" in "The AUGMENT Mail Users' Guide" for more information.

### The Answer Command

To answer a message, give the Answer command and mark or address the message you are answering. The answer is automatically sent to the address specified in the From or Reply-to field of the original message. You can specify it also be sent to the addresses in the To and Cc fields by giving the command word To, Cc, or Both. You can then specify additional addresses. To send the message, when prompted by "(Send now?) Y/N/C:", specify "y" or <OK> for Yes. Refer to "Answering a Message" in "The AUGMENT Mail Users' Guide" for more information.

### The Forward Command

To forward a message, give the Forward command and mark or address the message you are forwarding. Specify the To and Cc fields just as you do in the Send command. Mail automatically fills in the Subject and Message fields. The Forward command prompts you for a comment, which will appear before the message body. To omit the comment, type <NULL>. To send the message, when prompted by "(Send now?) Y/N/C:", specify "y" or <OK> for Yes. Refer to "Forwarding a Message" in "The AUGMENT Mail Users' Guide" for more information.

## Editing Mail

### Introduction

As mentioned earlier, you can edit mail by entering finishing touches in Mail, or by entering Base to use its more powerful editing tools.

Finishing touches provides a subset of Base editing commands. In addition, it provides commands for editing fields by name, for setting delivery specifications, for typing the draft, and for jumping.

When you first enter finishing touches, you are automatically jumped to the draft you are currently working on. (You can control this feature in your profile as described in the section "Profile Features for Display Users".) The draft will remain in the Drafts category until you send or delete it. If you decide to stop working on the draft, you can give it a name to easily jump to it later. See the section "Leaving Finishing Touches" for details.

### Locating a Draft

To return to a draft you began earlier, give the Jump Link command and specify "mail-IDENT, drafts", where IDENT is your ident. Your current draft is the first branch in that category. To locate other drafts, you can scan the category by changing viewspecs (xb or dsb allow you to scan draft headers). After finding the draft you want, give the Jump command and mark the header, and at the "V:" prompt, specify viewspec w.

If you have named a draft with the Save command (as described in "Leaving Finishing Touches"), then you can easily jump right to it by giving the Jump Link command and specifying its name. If you are in another file, you must include the file name and a comma.

### Editing a Draft in Mail: Finishing Touches

#### Introduction

You enter finishing touches by specifying "n" for No when prompted by "(Send now?) Y/N/C:" in a sending command or by giving the Edit command at "MAIL C:". When you enter finishing touches, "(Finishing touches) C:" replaces "MAIL C:" in the command window.

This section gives a brief overview of finishing touches. For more detail, refer to "Editing Mail Drafts" in "The AUGMENT Mail Users' Guide".

### Editing Commands

The familiar AUGMENT structure nouns, such as Branch and Statement, are available in finishing touches. In addition, there are some unique commands that allow you to edit a draft by naming fields. You can follow the command words Delete, Insert, and Replace by the command word Field. When prompted for the field name, give the command word that indicates the field; for example To, Cc, Author, or Subject.

For a complete list of commands available at finishing touches, refer to the section "Summary of Commands". You can also type a question mark (?) at "(Finishing touches) C:" to see your current alternatives.

### Changing Delivery Specifications

Delivery specifications allow you to control how your message is sent. You can control the timing of delivery, ask for acknowledgment of delivery from the system or of receipt from recipients, submit the message to a journal, and set access to that message. You can also send the message through a routing list and specify that a copy of a message be inserted into the location you specify.

The Set command is used to choose a delivery specification. Any delivery specifications you set are listed as subfields below a field named Delivery-specifications. The Reset command resets a delivery specification to the default.

For a summary of the delivery specifications you can set, refer to the section "Summary of Commands". For more details on delivery specifications, refer to "How to Set Delivery Specifications" in "The AUGMENT Mail Users' Guide".

NOTE: You can also change delivery specifications by using editing commands to delete, insert, or modify the subfield statements.

### Leaving Finishing Touches

There are three ways of leaving finishing touches: sending the draft, giving the Save command, or giving the Exit command. If you do not send the draft, it is automatically saved for you in the Drafts category.

To send a draft in finishing touches, give the command word Send and respond to "(now?) Y/N/C:" with "y" or <OK> for Yes. After sending the draft, you are returned to the location and viewspecs you had before giving the sending command.

The Save command allows you to change the statement name of the draft before leaving finishing touches. This command cancels the sending command, and you are returned to your previous location and viewspecs.

The Exit command simply exits finishing touches and cancels the sending command; your current location or viewspecs do not change.

Refer to "How to Leave Editing Mode" in "The AUGMENT Mail Users' Guide" for more information.

## Editing a Draft in Base

### Introduction

Once a draft has been created in Mail, many AUGMENT users prefer to enter Base and use the more powerful composing and editing tools available there to complete the draft. In Base, you can compose and edit a mail draft just as you would information in any AUGMENT file.

### Starting a Draft

You must create a draft with one of Mail's sending commands, because there are invisible properties associated with it. As soon as you give a sending command and type the first <OK>, a draft is created in the Drafts category of your Mail-IDENT file. The header of such a draft would contain the statement name "draft" followed by the date and time of creation. It might look like this:

```
draft 14-Feb-83 16:24-PST
```

Continuing with the sending command would add more fields and information into the draft. For example, you may want to use the sending command to specify the To, Cc, and Subject fields, along with all or part of the message body. However, instead of completing the draft in Mail, you can enter Base to use its familiar editing and composing tools. To interrupt the sending command, type Command Delete or give the Exit command in finishing touches. Then enter Base by giving the Quit command or Goto Base command.

Since the draft remains in the Drafts category until you send, delete, or move it, you can come back to it at any time to complete and send it.

### Inserting and Deleting Fields

Use the Insert Statement command to insert a field. Fields must be inserted one level down from the header. Insert delivery specification subfields one level down from the Delivery-specifications field. Simply type the field name followed by a colon and a space, and follow with the appropriate contents for the field.

You may insert fields in any order with the exception of the Message field, which must be last. The body of the message must be separate

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statements following the Message field. Refer to Appendix A of "The AUGMENT Mail Users' Guide" for information on what the contents of each field may be.

To delete a field, give the Delete Statement command and mark or address the field. If you are deleting the message body, a command such as Delete Group may be more useful.

## Sending the Draft

To send a draft after editing it in Base, go to Mail and give the Send Draft command; mark or address any character in the draft. If the draft is named, you can specify the name. When the command is completed, the draft is sent.

If the draft is the first branch in the Drafts category, then give the Send Current command. No address or mark is necessary to specify the draft; simply type <OK>, and the current draft is sent.

Refer to "Saving and Sending Mail Drafts" in "The AUGMENT Mail Users' Guide" for details on the Send Draft and Send Current commands.

## Managing Mail

### Introduction

Managing mail means filing and sorting important mail from your Mail-IDENT file into other categories and files, and deleting unwanted mail soon after you receive it. You may be surprised by the volume of electronic mail you send and receive; unless you regularly file and sort or delete messages, they will rapidly accumulate. These messages take up valuable pages that you need for new mail, drafts, and author copies. Such a mass of unsorted mail also means that finding information will take longer.

You can use the Base or Mail subsystem for mail-management tasks. In Base, the commands Move Branch, Copy Branch, and Delete Branch are useful for managing messages and categories. The command word Group is useful for specifying consecutive messages or categories in a file. The Mail subsystem provides commands that allow you to manage nonconsecutive messages and messages with specified content in certain fields. To learn about these commands, refer to "Managing Mail" in "The AUGMENT Mail Users' Guide".

You can use the familiar ways of AUGMENT addressing to manage your mail. To address a message, mark the header or type the statement name of the message, which is its identifier. To address a category, mark or type the category name. If the category is a file, then address it by typing the file name followed by a comma.

The following sections present commands for managing your mail.

### Deleting Messages

In Base, to delete a message, give the Delete Branch command. To delete a consecutive group of messages, give the Delete Group command and mark or address the first and last headers of the group. To delete all messages in a category, give the Delete Plex command and mark or address any header in the plex.

In Mail, the alternatives offered by the Delete command are powerful and well suited for messages. Note that when you give the Delete command in Mail, the message is simply tagged for deletion by the text "\*DELETED\*"; it is not removed from the file until you give the Expunge command. Refer to "Deleting, Moving, and Copying Mail" and "Expunging Mail Files" in "The AUGMENT Mail Users' Guide" for details.

### Filing Messages

Filing means copying or moving messages from one location to another. The purpose is to sort and store messages according to a categorizing scheme you devise, making it easier to locate the messages later. For example,



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you will regularly want to file messages from the New-mail category of your Mail-IDENT file into other files. You may decide to file these messages by topic, sender, date, or other criteria you choose.

Messages should be filed into a category. A category is simply a named statement, which acts as a filing place for messages that have something in common. The messages should be positioned one level down from that statement. Its statement name should remind you of the messages it contains; for example, "market-memos" or "quarterly-plan".

An entire file can be considered a category. For example, you may have a file named "jan-mail" that holds all mail for the month of January, filed one level down from the origin statement. When an entire file is a category, you address it by specifying the file name.

In Base, to copy one message, give the Copy Branch command. To copy a consecutive group of messages, give the Copy Group command and mark or address the first and last headers of the group. To move one message, give the Move Branch command; to move a consecutive group of messages, give the Move Group command.

In Mail, the alternatives offered by the Move command are powerful and well suited for messages. Note that when you give the Move command in Mail, the message is simply tagged by the text "\*MOVED\*"; it is not removed from the file until you give the Expunge command. Refer to "Deleting, Moving, and Copying Mail" and "Expunging Mail Files" in "The AUGMENT Mail Users' Guide" for details.

## Deleting and Filing Categories

In Base, to delete a category, give the Delete Branch command and mark or address the category; the category and all the messages under it are deleted. To file a category, give the Copy Branch or Move Branch command, specify the category, then specify the file into which the category is to be filed. To delete a consecutive group of categories in a file, you may use the command word Group instead of Branch. To delete a file, simply give the Delete File command in Base or Mail.

## Printing Mail

Printing mail means making paper copies of your messages. You can print messages in Base or Mail. In Base, you can print an individual message, a consecutive group of messages or categories, or an entire mail file. In Mail, you have greater flexibility in the choice of which messages to print. Various forms of the Print command in Mail are useful for printing headers in a category, for printing a nonconsecutive collection of messages and headers, and for printing according to the content of certain fields. Refer to "Printing Mail" in "The AUGMENT Mail Users' Guide" for more information.

In Base, to print an individual message or category, give the Print Branch command and mark or address the header or the category. To print a consecutive group of messages or categories, give the Print Group command. To print an entire file, give the Print File command.

Viewspects are useful in controlling how the messages are printed. For example, to print only headers, you could specify viewspecs esb and mark or address a category. To print only category names, you could specify viewspec x. Viewspect w prints entire messages. You can set viewspecs before giving the Print command and the viewspecs you specify will take effect in the printed copy. Or, you can specify <OPT> and viewspecs at the "C/OPT:" prompt in the Print command.

### Sorting Mail

You can sort messages in Base or Mail; however, the Sort commands in Mail are specifically designed to sort by fields, so they are easier and more convenient to use. To learn how to sort messages in Mail, refer to "The AUGMENT Mail Users' Guide".

The Base commands most useful for sorting messages are those that use content patterns to specify where to start and stop sorting.

### Updating and Expunging Files

Initially, your Mail-IDENT file is automatically updated (with Update Old) when you quit from mail. (You can control this feature in your profile as described in "Controlling Your Mail Environment" in "The AUGMENT Mail Users' Guide".) Any other files you may have for mail are updated only when you give a command to do so.

After deleting or moving many messages from a file, give the Update Compact command.

If you delete or move messages with Mail commands, you must give the Expunge command in Mail to remove the messages and update the file. Refer to "Expunging Mail Files" in "The AUGMENT Mail Users' Guide" for details on the Expunge command.

### Some Advice on Managing Your Files

The following are a few tips on how to clean up messages in the New-mail, Author-mail, and Drafts categories of your Mail-IDENT file. The same procedures described here apply equally to any other categories or files you may have for mail.

Regularly scan the headers in the New-mail category of your Mail-IDENT file by giving the Jump Link command and specifying "new-mail:db". Often, you can tell by reading the subject in the header whether to delete or file a

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message. Use the appropriate form of the Delete, Move, or Copy command to delete or file messages.

You should frequently check the Drafts category of your Mail-IDENT file, because drafts of all messages you begin are stored there until they are sent, deleted, or moved. Scan all the headers or entire drafts, and delete those drafts no longer needed.

Your Author-mail category keeps a record of all messages you send. If you send many messages, this category will soon become very large, so it is wise to file messages in this category into another file regularly. Various forms of the Move command are especially useful. You can set your profile so that author copies are automatically delivered to another file, or so that no author copies are made at all. (Refer to "Controlling Your Mail Environment" in "The AUGMENT Mail Users' Guide" for details.) If you set your profile for the latter, you may want to include yourself in the Cc field when you send a message of which you want a copy.

Finally, after you have deleted or moved messages, you should expunge and update your file.

## Profile Features for Display Users

This section describes several profile features pertinent to Mail display users. Refer to "Controlling Your Mail Environment" in "The AUGMENT Mail Users' Guide" for details on setting your profile in Mail and to learn about other Mail profile features.

### Base Features

Including Mail among the subsystems that are automatically loaded when you first enter AUGMENT makes entering Mail quicker and easier. This setting will not change your regular entry subsystem.

To include Mail, give the Set Profile command and specify "subsystem, include". When prompted, specify "mail" plus any other subsystems you have included.

### Mail Features

The Mail profile features described in this section control automatic jumping upon entering Mail, automatic jumping upon entering finishing touches, message numbers, automatic pickup of new mail upon entering Mail, and automatic jumping upon mail pickup.

#### Entry

To determine whether you are automatically jumped to the New-mail category when you enter Mail, give the Set Profile command and specify "entry, display, jump". Choose "yes" or "no". The default is "yes".

If you choose "yes", you will be jumped to the first message in New-mail when you use Goto or Execute to enter Mail. Your viewspecs will be the same as those set for "pickup, display, viewspecs".

NOTE: If "pickup, automatically" and "pickup, display, jump" are both set to "yes" (defaults) and you have new mail, then the profile features for pickup will override this profile feature for jumping on entry, and you will be jumped to your newly picked-up mail.

#### Finishing Touches

To determine whether you are jumped to your draft when you enter finishing touches, give the Set Profile command and specify "finishing, display, jump"; choose "yes" or "no". The default is "yes".

To determine your view of the draft when you are jumped, give the Set Profile command and specify "finishing, display, viewspecs"; type in the viewspecs you want. Initially, you are shown all levels and all lines. Note that if you change one viewspec, you must respecify the others.

## Profile Features for Display Users

### Message Numbers

Message numbers are intended as a convenience for those who use the Type command in Mail. If you normally use the Jump command to read your mail, you may prefer to turn message numbers off.

Give the Set Profile command and specify "message numbers, display"; choose "disabled". The default is "enabled".

### Pickup

To determine whether new mail is automatically picked up when you enter Mail, give the Set Profile command and specify "pickup, automatically". Choose "yes" or "no". The default is "yes".

To determine whether you are jumped to the New-mail category and shown your new mail when it is picked up, give the Set Profile command and specify "pickup, display, jump"; choose "yes" or "no". The default is "yes".

To determine your view of the New-mail category when you are automatically jumped, give the Set Profile command and specify "pickup, display, viewspecs". Type in the viewspecs you want; initially you are shown only headers. Note that if you change one viewspec, you must respecify the others.

## Summary of Commands

This section summarizes the commands described in this document for reading, sending, editing, and managing mail. For complete information on commands in the Mail subsystem, refer to "The AUGMENT Mail Users' Guide".

Commands follow these conventions:

[Mail]: The command is available in the Mail subsystem.

[Base]: The command is available in the Base subsystem.

[Universal]: The command can be given in any subsystem.

### Entering and Leaving the Mail Subsystem

Goto (subsystem) Mail [Universal]

Enters the Mail subsystem.

Execute (command in) Mail [Universal]

Allows you to give one command in Mail before being returned to the previous subsystem.

Quit [Universal]

Exits Mail and returns you to the previous subsystem.

### Checking for and Picking up New Mail

Check Mail (for ident) [Universal]

Checks the contents of your AUGMENT mailbox; the message "New mail waiting for IDENT" or "No new mail for IDENT" appears on your terminal.

Pickup (mail) [Mail]

Makes the contents of your AUGMENT mailbox available for reading in the New-mail category of your Mail-IDENT file.

## Summary of Commands

### Reading Mail

Jump (to) <MARK> [Universal]

To read statements in a file, mark the statement and specify viewspecs.

Jump (to) Link [Universal]

To jump to your New-mail category, specify "mail-IDENT, new-mail" or just "new-mail" if you are currently in your Mail-IDENT file; specify viewspecs in the link.

Jump (to) Successor [Universal]

Jump (to) Predecessor [Universal]

To jump to the preceding or succeeding message, mark or address a message header; to jump to a preceding or succeeding category, mark or address a category; specify viewspecs.

Jump (to) Name First [Universal]

To jump to a message, mark or address its identifier. To jump to a draft you have saved with a name, specify the name. The command word First jumps you to the first occurrence of the name.

Jump (to) Up [Universal]

To jump to a message header, mark or address one of the fields (statements) one level down from the header; to jump to a category, mark a message header; specify viewspecs.

Jump (to) Next [Universal]

To jump to the next message, mark or address the last statement in the current message; specify viewspecs.

Set Viewspecs [Base]

Sets the viewspecs you specify. The following are some useful viewspecs for reading mail:

- x or ds, et or es -- Displays category names
- xb or dsb, etb or esb -- Displays headers
- w -- Displays entire messages

You can also specify viewspecs at the "V:" prompt in a Jump command, after a colon (:) at the end of a link, or by using the mouse.

## Sending Mail

Send <OK> [Mail]

Sends a message to the addresses you specify. Prompts you for the fields To, Cc, Subject, and Message body.

Send Draft [Mail]

Sends the specified draft.

Send Current (most recent draft) [Mail]

Sends the current draft; that is, the first branch in the Drafts category. Prompts you for the fields To, Cc, Subject and Message body, if not already there.

Answer [Mail]

Answers a message. Mark or address the message you are answering. The answer is automatically sent to the original sender; specify further distribution by choosing To, Cc, or Both; specify any additional addresses; and supply the message body.

Forward [Mail]

Forwards a copy of a message to the addresses you specify. Mark or address the message you are forwarding. Prompts you for the fields To, Cc, and Comment.

Show Ident (record for) Lastname [Universal]

Shows you all the idents for the last name you specify.

Show Ident (record for) Ident. [Universal]

Shows you information about the ident you specify.



## Summary of Commands

### Editing Mail

NOTE: Use editing commands in Base or in Mail's finishing touches to edit the text of individual statements of a draft. To enter Mail's finishing touches, type "n" for No when prompted by "(Send now?) Y/N/C:" in a sending command, or give the Edit command at "MAIL C:".

Edit Draft [Mail]

Jumps you to the draft you specify.

Edit Current (most recent draft) [Mail]

Jumps you to your latest draft.

The following verbs and nouns are available in Base and in Mail's finishing touches.

VERBS	NOUNS
Insert	Character
Delete	Text
Copy	Word
Move	Phrase
Replace	Statement
Transpose	Branch
	Group
	Plex

The following are available only in Mail's finishing touches.

Insert Field (named) [Mail]

Inserts the field you specify.

Delete Field (named) [Mail]

Deletes the field you specify.

Replace Field (named) [Mail]

Replaces the content in the field you specify with the content you specify.

Save (draft using name) [Mail]

Saves a draft with a name you specify. Ends the sending command.

Send (now?) [Mail]

Sends the message and exits finishing touches, returning you to your previous location.

Exit (sending command) [Mail]

Ends the sending command.

Set (delivery specification) [Mail]

In finishing touches, sets one of the following delivery specifications for the current draft.

**Access:** Specifies public or private access to messages submitted to a journal.

**Acknowledgement:** Requests acknowledgement from the system when a message is delivered or from an addressee when a message is received.

**Fcc:** Sends a copy of a message to a category.

**Journal:** Specifies submission to a journal.

**Routing:** Specifies that mail is sent according to a routing list.

**Timing:** Specifies when delivery occurs; give the command word Rush, Soon, Defer, Start, or Stop.

Reset (delivery specification) [Mail]

Resets a delivery specification to the default. Choose one of the command words listed above.

Managing Mail

Delete Branch [Base]

Delete Plex [Base]

Delete Group [Base]

Delete File [Base] [Mail]

Branch deletes a message or category; Plex deletes all messages in a category or all categories in a file; Group deletes a consecutive group of messages or categories; File deletes an entire file.

## Summary of Commands

Copy Branch [Base]  
Copy Plex [Base]  
Copy Group [Base]

Branch copies a message or category; Plex copies all messages in a category or all categories in a file; Group copies a consecutive group of messages or categories.

Move Branch [Base]  
Move Plex [Base]  
Move Group [Base]

Branch moves a message or category; Plex moves all messages in a category or all categories in a file; Group moves a consecutive group of messages or categories.

Print Branch [Base]  
Print Group [Base]  
Print File [Base]

Branch prints the message or category you mark or address on the printing device you specify; Group prints a consecutive group of messages or categories; File prints an entire file.

Update (file) Compact (new version) [Base] [Mail]

Updates and creates a new "compacted" version of the current file.

## Setting Your Profile

Set Profile [Base] [Mail]

Allows you to change user profile features in the Base or Mail subsystem.