THE AUGMENT MAIL USERS' GUIDE

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INTRODUCTION

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

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

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

The section "How to Find Out More About AUGMENT" tells how you can easily obtain more information about the wide range of AUGMENT features and capabilities. You are encouraged to explore the information there, and to contact your Tymshare representative for more information.

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

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

If you work at a standard AUGMENT terminal (AUGMENT 1250 or AUGMENT 1200) or at a terminal equipped and programmed to handle AUGMENT's special cursor control and display area capabilities, then you are working in "display mode". The section "Integrating Mail Into Other AUGMENT Applications" contains information of interest to display mode users.

This document deals with reading, sending, and managing mail in AUGMENT. The document begins with a brief "getting started" section, outlining basic commands for reading and sending mail, and looking up on-line mailing addresses. Following that is an overview that provides non-technical descriptions of Mail's powerful features, followed by a description of how to give commands and type text. In addition, there is a brief description of how to log in to an AUGMENT host computer. The vocabulary, examples, and

functionally arranged list of commands follow the sections describing how to read, send, and manage AUGMENT Mail. Each section is further divided into an introduction that explains a specific Mail task, followed by "how-to" steps that describe in detail how to complete the task.

GETTING STARTED IN AUGMENT MAIL

Introduction

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

See the section "Beginning and Ending a Mail session" in "The AUGMENT Mail
Users' Guide" for instructions on how to log in and enter AUGMENT Mail.
Once you have entered Mail, follow the instructions here to read or send
messages. Wait until you see "MAIL C:" on your terminal before giving any
commands.

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

Command descriptions follow these conventions:

   IDENT: Type in an ident. AUGMENT Mail uses the ident as an on-line
   mailing address.

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

   <SP>: Press the space bar.

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

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

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

Reading Mail

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

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

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

1. Give the Check Mail command. Type "<SP>chm<OK>". You will see one of the following messages:

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

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

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

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

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

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

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

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

    Type Message (selection) A: Type the message number of the message you want to read, and end with <OK>. The message is typed on your terminal, and then "MAIL C:" reappears.

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

    Type All Headers (in category) OK/A: Type "new-mail", and end with <OK>. The headers are typed on your terminal, and "MAIL C:" reappears.

Sending a Message

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

You can edit the message before sending it. If you answer no when asked to send the message, the draft is typed on your terminal and you enter editing mode, step 3. When you enter editing mode, "(Finishing touches) C:" appears on your terminal. You can edit a message with the Replace Content command, step 4. Once edited, the message can be sent, step 5, and you will be returned to "MAIL C:".

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

   Send C/OK: Type <OK>.

2. Respond to the following message fields:

   (To) T/[A]: Specifies to whom the message is addressed. Type in one or more idents, separating them with commas, and end with <OK>.

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

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

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

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

3. Send the message immediately, or enter editing mode before sending it.

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

Typing "n" for no at the prompt types the draft of the message in its current state on your terminal and enters editing mode. When you enter editing mode, "(Finishing touches) C:" appears on your terminal, and you can edit your message as follows:

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

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

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

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

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

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

Send (now?) Y/N/C: Type "y" or <OK> to specify yes. After a brief pause, "mail sent" appears on your terminal. "MAIL C:" reappears, and you are returned to your location before you first gave the Send command. Specifying "n" for no continues with editing mode, step 4.

Looking Up Idents

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

1. Give the Show Ident (record for) Lastname command. Type "<SP>sh<SP>il".

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

 OK/OPT: Type <OK>. After a brief pause, "Members .... IDENT" appears on your terminal, where "IDENT" is the ident of the person whose last name you specified.

2. If you don't know the last name, give the Show Ident (record for) Sound-alike command. Type "<SP>sh<SP>is".

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

 OK/OPT: Type <OK>. After a brief pause, the ident appears on your terminal. If AUGMENT was unable to determine the ident based on your spelling, the message "Ident unidentified" appears. You may repeat the command, giving another spelling.

AN OVERVIEW OF AUGMENT MAIL

Introduction

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

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

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

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

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

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

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

What Is Mail?

The following is an example of a brief message:

    1 TYM-CRIS-06I36 6-May-82 Welcome to AUGMENT Mail

        From: OAD.TYM

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        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
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The first line of the message is the message header. The text
"TYM-CRIS-06I36" is an "identifier"; it uniquely identifies the message,
like a name tag. Following the identifier is the date on which the message
was sent, and following the date, a brief subject.

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

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

There are many other fields that a message can contain, but a message may
not necessarily have all the fields in the example above. Fields also may
appear in any order except the Message field, which is always last. A list
of field names and descriptions appears in Appendix A.

Mail Commands

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

To give a command, simply type the first letter of the command word. The command word, along with helpful prompts, appears on the terminal after the first letter has been typed. Some command words begin with the same letter, so for these type a space and enough letters of the command word to make it unique.

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

Mail Files

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

Initially, you have two files for Mail:

Your "AUGMENT Mailbox file", 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.

Your "mail" file, 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 there.

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

Mail Categories

Your mail file is organized into sections. Each section is devoted to a different classification of mail. A section of your mail file is called a "category". Each category has a name that describes the classification of mail it holds.

You may refer to the category by name to gain access to information stored in it. Each of your mail files can contain virtually any number of categories, as long as each has a unique name. And each category can contain a large number of messages. The amount of information you can store and use in mail files is limited only by the amount of storage space allocated to you on the computer.

I⁻itially, your mail file has several categories:

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

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

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

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

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

Types of Mail

Your mail environment is based in your directory of mail files, from which you communicate with anyone who uses AUGMENT or a compatible mail system. When you send mail, a copy is delivered into the mail files of each addressee, and mail they send to you arrives in your mailbox. This type of mail is called "informal private mail". Informal means that the message is not recorded and cataloged in a journal. Private means that only those who receive a copy can read the message.

When you post a message in a journal, the mail has more public access. You may, however, restrict access to items submitted to a journal.

Mail that you post in a journal is called "formal private mail". "Formal" means the mail is permanently recorded and cataloged, and private means the sender may restrict access to the mail. See "Journal" for fuller description.

Idents

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

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

Where AUGMENT goes to look up your ident depends on which "ident system" you belong to. An ident system is one or more files containing all the idents of a given group of users. For example, the Office Automation Division of Tymshare (OAD) belongs to an ident system named "TYM" containing all of the idents in Tymshare, Inc.

When you send mail to someone belonging to another ident system, you must include the name of their ident system along with their ident so that AUGMENT will know where to find that ident.

A "group ident" represents a group of users. For example, you may have a group ident established to represent all of the accounting employees in your division. Then, when sending mail to all of the accounting employees, specify the name of the group ident, and AUGMENT will deliver a copy to each member of that group.

A "role ident" is the ident assigned to a particular role within an organization. For example, your organization may have a role ident established for handling payroll problems. You may not know who fills that role — in fact, there may be several people who rotate responsibility for that role. All you need to know is the role ident. When you send something to that ident, AUGMENT will ensure that the proper person receives your message.

Reading, Sending, and Managing Mail

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

Reading mail

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

Whenever you begin a Mail session, you are told whether you have new mail. If new mail is waiting for you, it is usually picked up for you

at that time, and you are shown the numbered "header", or the first
line, of each new message. (The header contains the ident of the
sender, the date, the subject of the message, and other information.)
If you subsequently receive new mail, you must give a command to pick it
up yourself.

Once new mail has been picked up, it is available for reading.
Initially, you see only the numbered headers of new messages. When you
give a command to read a message, the entire message is typed on your
terminal. If the message is longer than one page, each page is
numbered, and a line of dashes appears below the page number to mark the
page boundary. If the message is less than one page, then no page
number or boundary appears.

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

Sending Mail

In AUGMENT Mail, you can send a new message, answer a message you
receive, or forward a copy of a message to another recipient. Some
messages go through a prespecified routing list; you can pass such a
message on to the next recipient. You can also send an acknowledgement
back to the sender verifying that you have received a message.

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

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

The contents of any field are typed in or can be copied from any
existing text in any of your files.

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

"Distribution addresses" are used to specify who receives a particular
message. Your distribution address in AUGMENT Mail is your ident. If

you send messages to users of other systems, you may use a different
type of address. In either case, addresses can be specified by typing
them in or by copying in a "distribution list" of addresses that you
created in a file in the proper format. Using a distribution list is
especially useful when you repeatedly send messages to the same group.

AUGMENT automatically keeps a record of all your outgoing correspondence
and makes it easily available to you. When you send a message, AUGMENT
inserts a copy into the "author-mail" category of your mail file.

When you send mail, you can specify a variety of delivery specifications
that control how the mail is sent. You can request acknowledgement of
delivery and/or receipt of mail you send. You can specify a routing
list, and the mail is then passed from one recipient to the next. You
can control the time of delivery, or specify that delivery be cancelled
if the mail is not sent by a certain time.

AUGMENT Mail can be submitted to a journal where it is cataloged and
permanently stored with either restricted or public access.

Managing Mail

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

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

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

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

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

Journal

Journals provide for "recorded mail". When a message is submitted to a journal, it is cataloged and permanently recorded, "on record". You may restrict access to the recorded message or make it public.

A journal is one or more directories containing messages submitted by a particular group, for example, the people in your organization. Each journal automatically maintains catalogs of all the messages submitted to it. A journal permanently stores both the messages and the catalogs they are listed in. In essence, all items submitted become property of the journal. They are maintained by the journal, protected from ever being changed, and protected from view based on access specifications set by the sender.

STARTING AND ENDING A MAIL SESSION

Introduction

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

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

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

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

Goto (subsystem) C/OPT: When this appears on your terminal, type the key labeled OPT. If your terminal has no OPT key, hold down the CTRL key and simultaneously type an uppercase or lowercase "u".

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

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

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

When you are finished with your work in Mail, end the session by "logging out" of the host computer. The steps for logging out are described in the AUGMENT Textbook lesson "Starting and Ending an AUGMENT Work Session". From Mail, you may give the Quit command. When "MAIL C:" is shown on your terminal, type "q", and "Quit OK:" appears on your terminal; press the OK key (or RETURN if you have no OK key), and your Mail session ends. You know you are logged out of the computer when "Bye" appears on your terminal.

What You See Once in Mail

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

If You Have New Mail Waiting

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

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

New mail waiting for IDENT

1 WCB-13FTH 31-AUG-82 Demonstration of AUGMENT mail system

2 NCD-13B5D 1-Sep-82 Marketing demonstration set for 9 a.m.

3 JNC-13C5E 1-Sep-82 Status report

New mail picked up

You are positioned at the first of the new messages.

NOTE: The process of having new mail picked up at the start of a Mail session is called "automatic pick-up". You can turn this feature on or off. You may also control whether you see the headers of new messages when your mail is picked up. See the section "Controlling Your Mail Environment" for more information.

If There is No New Mail

If there is no new mail waiting for you, just the "MAIL C:" prompt appears on your terminal. Although no additional information is typed on your terminal, you are positioned at the "new-mail" category of your mail file.

GIVING COMMANDS AND TYPING TEXT

Introduction

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

Giving Commands

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

Prompts and Noise Words

Before you give a command or after you have given part of some commands,
"C:" appears on your terminal. "C:" is a "prompt", which is one or more
uppercase letters, followed by a colon, that tells you what alternatives
you have next. "C" stands for "command word" and means AUGMENT is
waiting for you to enter a command word.

For example, to type the first message in your current category, you do
the following. At "MAIL C:", you type "t", and "Type C:" appears on
your terminal; you can type "a", and "All C:" appears. At this "C:",
you can type "m" for "Messages". This is what you then would see on
your terminal:

MAIL C: Type C: All C: Messages (in category at) OK/A:

"OK/A:" means AUGMENT is waiting for you to do something else. A slash
(/) between the letters in a prompt means you have a choice. For
example, the "OK/A:" prompt means you can address the message by typing
a category name, thus responding to the "A", or you can press the key
labeled OK (or RETURN if your terminal has no OK key), thus completing
the command.

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

Confirming Commands with <OK>

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

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

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

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

Canceling Commands

To cancel a command you have started, but not completed, press the key labeled COMMAND DELETE or CMD DELETE. If your terminal has no such key, hold down the key labeled CTRL and simultaneously type an uppercase or lowercase "x".

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

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

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

Typing Text

Whenever you see "T" in a prompt, you can enter text by typing it in. Text in AUGMENT is one or more adjacent characters, including spaces, punctuation, or other characters.

When you type text, no carriage returns are necessary to begin new lines. AUGMENT knows when to wrap text onto new lines. Simply type in the text, followed by <OK>. On a typewriter terminal, double asterisks (**) appear

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

Typing Special Characters

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

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

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

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

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

Introduction

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

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

To erase everything you have typed since the last prompt in a command, type <CTRL-P>.

Commands

When the character you typed specifies a command word, either <BC> or

<BW> erases the command word. After typing <BC> or <BW> in a command,
simply go on and complete the command by respecifying the correct
command word.

Every time you type <BC> or <BW>, the preceding command word is erased.
That is, you may type <BC> or <BW> repeatedly to erase more than one
word in a given command.

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

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

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

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

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

You could then give another command word.

Text

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

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

   MAIL C: Type C: Message (selection) A: 3/32

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

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

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

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

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

You could then retype "Mail."

Reading Back What You Have Typed

After making repeated corrections with <BC> and <BW>, you can see the
corrected text by typing <CTRL-R> any time before the final <OK>. After
typing <CTRL-R>, you may simply resume and complete the command. Typing
<CTRL-R> after <BC> or <BW> to correct the error in the examples above
would look like this on your terminal:

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

You could then complete the command.

READING MAIL

Introduction

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

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

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

The section "Managing Your Mail" describes methods of deleting and filing mail. AUGMENT Mail commands allow you to read mail that has been deleted or moved into another file.

Checking for New Mail: The Check Mail Command

When you first log in and enter AUGMENT, you are told whether you have new mail waiting to be read. Later in a work session, you may check to see if you have received new mail since last reading your mail.

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

Check Mail (for ident) OK/T/[A]: Type <OK>.

The message "New mail waiting for IDENT" or "No new mail for IDENT" appears on your terminal tells whether you have new mail. IDENT is your ident. After the message appears, you are returned to "MAIL C:".

You may also check if someone else in your group has new mail waiting, or, if you are logged in under some ident other than the usual one, you may check your own mail status. At the "OK/T/[A]:" prompt, type the ident, followed by <OK>. If you have access privileges to that ident's mailbox and if there is new mail waiting to be picked up, you will see "New mail waiting for IDENT". If you do not have access privileges to that ident's mailbox or if there is no new mail waiting to be picked up, you will see "No new mail for IDENT".

NOTE: To learn how to look up an ident, see the section "Looking Up
Idents". To learn how to specify an ident, see the section "Specifying
Distribution Addresses". The Check Mail command only reveals whether new
mail exists for the ident. There is no way to check the contents of
another person's AUGMENT Mailbox file.

Picking Up New Mail: The Pickup Command

When you first enter Mail, new mail is automatically picked up for you.
However, when new mail subsequently arrives in your AUGMENT Mailbox file,
you must give the Pickup command to pick it up. When your new mail is
delivered, you are shown the headers of the new mail. You can control the
features that automatically pick up new mail and type the headers, as .
described in the section "Controlling your Mail Environment".

When new mail is waiting for you, you can have it delivered from your
AUGMENT Mailbox file into the "new-mail" category of your mail file by
giving the Pickup command.

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.

When you give the Pickup command, you may specify that your new mail be
delivered to a location other than the "new-mail" category of your mail
file. See the section "Managing your Mail" for information.

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

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

Reading Mail: The Type Command

Introduction

The Type command allows you to read individual messages one at a time.
In addition, you may type groups of messages or all the messages in a
category. With a single command, you can type messages from any
category, in any mail file you have access to, and in any order you
choose. You may scan your mail file by typing only headers of messages.
In other words, the various forms of the Type command allow complete
flexibility in reading your electronic mail.

To read mail, give one of the forms of the Type command. The Type
command is a powerful tool because it provides great flexibility in how
you read electronic mail.

Controlling the Typeout

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

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

For TYMNET or ARPANET users: If you are working at a CRT terminal in typewriter mode, messages that are typed on your terminal scroll up from the bottom of the screen. To stop the scrolling of a message, type <CTRL-S>; to resume the scrolling, type <CTRL-Q>. To enable the stopping and starting of a scrolled message, you must type <CTRL-R> when you first connect to your host computer. That is, when you first see "please log in", you must type <CTRL-R> before you type anything else.

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

Specifying a Message, Category, and/or File

When you give a command to type a message, you must tell AUGMENT which message to act upon. When you see "(selection) A:" in Mail commands, AUGMENT is waiting for you to specify a message. Type a message number followed by <OK>. The command will act upon the message whose number you specified in the current category. To specify the current message, simply type <OK> at the prompt.

When you see the "OK/A:" prompt, it means you may either type <OK> to complete the command in progress or type a message number and then <OK> to specify another message.

The messages in each category of your mail file are numbered: "1, 2, 3, ... n", where "n" is the number of the last message in the category. You can always refer to messages by their number. Your "current message" is the one that was most recently typed. If you do not specify a message number, any Type command acts upon your current message. When the message is typed, you are returned to "MAIL C:", and you may give another command.

In addition to specifying a message number, you may also specify a category name and/or a file name. Additionally, you can refer to a message by its identifier.

If you refer to a message and give no corresponding category name, the message in your "current category" is specified. Initially, your

current category is "new-mail". Similarly, if you refer to a message and/or category and give no corresponding file name, your "current file" is specified. Initially, your current file is your mail file.

If you do not specify a category, the Type command acts upon the specified message in your current category. Initially, this is the "new-mail" category of your mail file. You may also type messages from a different category. In response to an "A" in a prompt, you may type the category name, a number sign (#), and then the message number, followed by <OK>. For example, to type message 3 in the "author-mail" category, you would type "author-mail#3<OK>".

The message you specify may also be in a category in another file. At the prompt, type the file name, a comma, the category name, a number sign, and then the message number, followed by <OK>. For example, if the "author-mail" category in the previous example were in a file named JULY-MAIL, at "A:" you would type "july-mail,author-mail#3<OK>".

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

After you specify a message in another category, subsequent message specifications will be in that category, even if the category is in another file. Thus, it is not necessary to retype file and category names every time you specify a message, as long as the message is in the same category as the one previously specified.

Messages are specified by using the number or message identifier form of selection. Categories, drafts, and mail forms are specified by using the name form of selection.

Message numbers apply only to a particular category, but names or identifiers apply to an entire file. For example, if you specified "new mail#3" and there was no message number 3 in the "new-mail" category, the command would fail, and you would see "3?" on your terminal. When using message identifier or names, however, AUGMENT Mail searches through the entire file for that name or identifier. You need not know which category the message is in.

How to Type a Message or Header

To type an individual message, give the Type Message command followed by the number of the message you want to type, or follow the Type command with a command word that specifies the message. When a message is typed, you are shown its entire text. After it is typed, you are returned to "MAIL C:" and may give another command. The current message is the one most recently typed.

The Type Message command: Type "tm".

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

C/OK: Type <OK>. There are other command words available at this point in the command that allow you to type messages in addition to the one specified. These are described in the section "How to Type a Collection of Messages or Headers".

OK: Type <OK>. The message is typed on the terminal, and you are returned to "MAIL C:".

     Type Message (selection) SELECTION <OK>

The Type First command: Type "tf".

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

     Type First <OK>

The Type Next command: Type "tn".

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

     Type Next <OK>

The Type Previous command: Type "tp".

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

     Type Previous <OK>

The Type Last command: Type "tl".

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

     Type Last <OK>

Instead of typing <OK> at the "C/OK:" prompt that follows First, Next, Previous, and Last, you may give a command word to type only the header

of the message, to type a message in another category, or to type the name of your current category.

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

Type First Message (in category at) CATEGORY <OK>
Type Next Message (in category at) CATEGORY <OK>
Type Previous Message (in category at) CATEGORY <OK>
Type Last Message (in category at) CATEGORY <OK>

Header (in category at) OK/A: Type the category name, ending with <OK>, or type just <OK> for the current category. Only the header of the message is typed.

Type First Header (in category at) CATEGORY <OK>
Type Next Header (in category at) CATEGORY <OK>
Type Previous Header (in category at) CATEGORY <OK>
Type Last Header (in category at) CATEGORY <OK>

Categoryname OK: Type <OK>, and the name of the category relative to the current category is typed. Only the category name appears; no messages are typed. After the category name is typed, you are returned to your current message.

Type First Categoryname <OK>
Type Next Categoryname <OK>
Type Previous Categoryname <OK>
Type Last Categoryname <OK>

How to Type a Collection of Messages or Headers

You may type any collection of messages, in any order, and from any category and/or file. Begin with the Type Message command, as described earlier. After specifying a message number, give the command word And or Through. "And" specifies a message in addition to any specified earlier. "Through" specifies a consecutive group of messages, beginning with the last message specified. You may repeat the command word And or Through until any combination of messages, in any category or file, has been specified. Your current location is the last message typed.

Begin with the Type Message command: Type "tm".

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

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

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

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

At the "C/OK:" prompt, repeat the And or Through command word until all the messages you want to type are specified.

To complete the command, type <OK> at the "C/OK:" prompt. The specified messages are typed, and you are returned to "MAIL C:".

You may type multiple messages from different categories and/or files with a single command by responding to the "A:" prompt appropriately. A consecutive group of messages, however, must be in the same category.

Type Message (selection) SELECTION GROUP ... <OK>

How to Type All Messages or Headers

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

The Type All Messages command: Type "tam".

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

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

Type All Messages (in category at) OK/CATEGORY

The Type All Headers command: Type "tah".

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

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

Type All Headers (in category at) OK/CATEGORY

Instead of typing <OK> at the "C/OK:" prompt, you can give one of the command words From, To, Cc, or Subject. When you give one of these command words, the field indicated by the command word is searched for the text you specify; only the messages containing the text in the appropriate field are typed. This is called a "field search". When you specify the text for the field search, make sure to type it exactly as you think it appears in the message.

From (user) T/[A]: Type one or more idents, followed by <OK>.

To (user) T/[A]: Type one or more idents, followed by <OK>.

Cc (user) T/[A]: Type one or more idents, followed by <OK>. ·

Subject (text) T/[A]: Type the subject text, followed by <OK>.

After typing in the ident or subject, you are prompted again by "C/OK:", and you may complete the command by typing <OK> or another of the command words.

NOTE: If you specify a message with the command words From, To, Cc, or Subject and no messages are found, you are returned to "MAIL C:".

Type All Messages (in category at) OK/CATEGORY FIELD-SEARCH ... <OK>

How to Type Category Names

You can type category names in a file with the commands Type Categoryname or Type All Categorynames. Typing category names allows you to see which is your current category, or to scan all the categories in any of your mail files. No messages are typed. When the category names are typed, your current location does not change; you are simply returned to "MAIL C:" at your previous location.

The Type Categoryname command: Type "tc".

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

Type Categoryname <OK>

The Type All Categorynames command: Type "tac".

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

C/OK: Type <OK>, and all the category names are typed on your terminal.

Type All Categorynames (in file named) <OK> <OK>

How to Read a Message Submitted to a Journal

When you or someone in your office submits a message to a journal, and you are included in the distribution, you will receive a message telling you the location of the message. A message submitted to a journal is called a "journalized message". If the journalized message is short,

you will receive an entire copy of it. But if it is long, you will receive only a notification of its location in the journal. This section describes how to read a journalized message.

A journalized message, like all new mail, arrives in your new-mail category when you pick it up. The notification of a journalized message might look like this:

TYM-RBJ-197TC 9-Nov-82 Revised Third Quarter Plan

   From: RBJ.TYM

   To: OFC.TYM

   Cc: MGP.TYM

   Location: <aug,1078,>

   Identifier: 1078-aug

   Comment: This is an addendum to <Rjones,Third-Quarter-Plan,>
   and supercedes <AUG, 1044,>

   Keywords: THIRD QUARTER PLAN REVISED

   Obsoletes: 1044-OAD

   Length: 5 page(s)[estimate]

   Posted: 9-Nov-82 16:24-PST Received: 9-Nov-82 16:58-PST

In this example, "aug" is the name of the journal, and "1078" is the file that contains the journalized message. The message cited in the Location field is the first (and usually the only) one in the journal file.

To type the journalized message, give the Type Message command, as described in "How to Type Individual Messages". When prompted for the location of the journalized message, type in the information in the Location field of the notification message (omitting the angle brackets) followed by "#1". In the example above, for the location of the message, you would type "aug,1078,#1". (Remember to type the comma after the file name.)

When you give the Type command to read a journalized message, you are left at that message in the journal directory. In your next Type command, you must specify the file and category of the message you want access to in addition to the message number.

If you try to read a journalized message before it is cataloged, the message "That journal item not yet cataloged" appears on your terminal.

Normally, it takes less than one working day for a journalized message
to be cataloged and entered into the journal directory. Your
notification of the journalized message, however, arrives soon after the
message is sent — often before the message is actually cataloged in the
journal directory.

                        SENDING MAIL

Introduction

    With AUGMENT Mail commands, you can send original mail, answer mail you
    have received, or forward mail to another recipient. The AUGMENT commands
    Send, Answer, and Forward take care of all the mail sending jobs you will
    encounter in AUGMENT.

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

    When you answer mail, a copy of your answer is automatically addressed to
    the originator of the mail. You can then include others in the
    distribution. AUGMENT copies the subject from the original message; you
    simply type in your answer.

    When you forward mail, AUGMENT copies the header fields and body of the
    original message and sends it to the idents you specify. Optionally, you
    may include a brief comment. When the mail is delivered, recipients can
    see that the mail has been forwarded by you.

    When you give any command for sending mail, you may send the mail
    immediately, or save it to work on in as many Mail sessions as it takes to
    complete it, and then send the completed draft later.

    The form provided by Mail for sending messages includes the fields To, Cc,
    Subject, and Message body. In addition, AUGMENT supplies fields that tell
    the recipient the identifier of the message, when the message was sent, and
    other information. You can design your own message template, or mail form,
    that contains the fields you want. When you send mail, you can use your
    own mail form instead of the one automatically provided by AUGMENT.

    You can also specify how mail is to be sent by setting delivery
    specifications. You can specify the time of delivery and ask for
    acknowledgment of receipt and/or delivery of your mail. You can also
    submit it to a journal for formal private access.

    Whenever you begin work on new mail, a draft of the message is created in
    the "drafts" category of your mail file. The draft remains there until you
    send or delete it. When you are prompted to give the final confirmation to
    send a message, you may instead enter "editing mode", in which the Mail
    commands for editing mail are available. When you enter editing mode,
    "(Finishing touches) C:" appears on your terminal. After editing a
    message, you may send it immediately, or save it to finish and send later.

    Occasionally, something may interfere with the sending of your mail, or you
    may choose to send it later instead of right away. In either case, all the

work you did is saved in the "drafts" category, so you can always pick up where you left off and send the message later. For information about locating and completing drafts, see "Saving and Sending Mail Drafts" and "Editing Mail Drafts".

Specifying Distribution Addresses

Introduction

A distribution address tells AUGMENT where your message is to be sent. Specify one or more distribution addresses whenever you are asked where the message is to be sent. If you specify more than one address, separate them with commas. Distribution addresses are inserted into the distribution fields (To, Cc, Bcc, and Reply-to) of your message. There are different types of distribution addresses; the type you use depends on the type of mail system the addressee uses.

Looking Up an Ident

All you need to know to look up someone's ident is their last name. If you do not know how to spell the last name, you may specify your best guess, and AUGMENT will look up the ident for the name that most closely resembles your guess.

Once you know someone's ident, you can look up information on the work address, phone number, role, organizations they belong to, and other information.

If you know someone's last name, give the command Show Ident (record for) Lastname, and specify the last name. You are told their ident. When you know the ident, you can give the command Show Ident (record for) Ident to see information about that individual. When you are not sure of the spelling of the last name, give the command Show Ident (record for) Sound-alike, and you are shown the ident of the name that most closely resembles the sound-alike you type in.

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

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

Lastname T/[A]: Type in the last name, followed by <OK>. You are shown the individual's ident.

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

Sound-alike T/[A]: Type in your best guess of the spelling of

that person's last name, followed by <OK>. You are shown the ident.

OK/OPT: Type <OK>.

(all fields) The information is shown to you, and you are returned to "MAIL C:".

Show Ident (record for) Lastname/Ident/Sound-alike CONTENT <OK> (all fields)

Specifying an Ident

To specify an ident, just type the ident. Use any combination of uppercase and lowercase letters. The following are some examples of idents:

rbj

Bps

LMV

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

Lmv, ACR, HVJ

Alternate AUGMENT Addresses

Users on hosts who do not use the AUGMENT Mail system may use another type of address different from their ident. If you need to give someone on the ARPANET your address, you would give them this alternate form. This type of address is formed by the directory name, an at sign (@), followed by the name of the host computer the mail should be directed to, as follows:

rjones@office-3

smithy@office-10

If you are not sure which AUGMENT host the user is on, simply use the host name "office". For example:

rjones@office

As a further abbreviation, if you are sending mail to someone who uses the same AUGMENT host as you, omit the word "office" and simply type the directory name followed by an at sign, as follows:

    rjones@

    smithy@

The address must have the at sign or it will be interpreted as an ident, and the mail probably will be undeliverable.

Foreign Addresses

When sending mail to users on other than AUGMENT hosts, you must "package" the address in curly brackets {}, followed by the name of the mail system receiving the mail. The exception is for ARPANET addresses, which are in the same form as shown in "Alternate AUGMENT Addresses" above; these addresses can be typed without the brackets and the system name. All other addresses must be typed as follows:

    {smithy}Ontyme

    {Ron B. Jones <rjones@office-3>}ARPANET

    {(Ron Jones) rjones@office-3}ARPANET

Sending a Message

The Send command allows you to send an original message to one or more individuals.

When you give the Send command, AUGMENT prompts you to provide the information it needs to send the message. You are first asked to whom the message is addressed. Next, you are asked to provide addresses of those who are to receive a copy. AUGMENT then asks for a brief description, or subject, of your message. Finally, you are asked to type in the text, or the message body, of the message. When you complete the Send command, you are notified that the message has been sent.

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

The Send command: Type "s".

    Send C/OK: Type <OK>.

(To) T/[A]: Specify to whom the message is addressed. Type in the distribution addresses, followed by <OK>. (To learn how to specify an address, see the section "Specifying Distribution Addresses".)

(Cc) T/[A]: Specify who is to receive a copy. Type in the list of addresses, followed by <OK>. To send a copy to no one, type <NULL>.

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

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

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

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

NOTE: If you type "n" to specify no, the draft is saved in the "drafts" category of your mail file until you send or delete it, and you enter editing mode. See the section "Saving and Sending Message Drafts" and "Editing Mail Drafts" for more information.

    Send <OK> (To) IDENT (Cc) IDENT (Subject) CONTENT (Message body)
    T/[C]: CONTENT (next statement) OK/CONTENT ... <OK> (Send now?)
    ANSWER

Answering a Message

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

With the Answer command, instead of typing in addresses, initially you give command words to fill in the distribution based on the From, To, and Cc fields of the message you are answering. Then you may specify additional addresses.

When you answer a message, the ident of the original message appears in the To field of your answer. All other addresses you specify appear in the Cc field.

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

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

The Answer command: Type "a".

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

OK/OPT: Type <OK>.

(replying to) IDENT (and to addresses in) C/OK: Type <OK> to send the answer to the original sender, or give one of the command words To, Cc, or Both to specify other recipients. (IDENT is the sender of the original message.)

> **To** (field) OK: Sends the answer to the addresses specified in the To field of the original message.
>
> **Cc** (field) OK: Sends the answer to the addresses specified in the Cc field of the original message.
>
> **Both** (To and Cc fields) OK: Sends the answer to the addresses in both the To and Cc fields of the original message.

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

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

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

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

NOTE: Specifying "n" for no in response to "(Send now?) Y/N/C:" enters editing mode.

> Answer (message at) SELECTION <OK> (replying to) IDENT (and to addresses in) ANSWER-FIELD (additional addresses) OK/IDENT (Body) OK/CONTENT (next statement) OK/CONTENT ... <OK> (Send now?) ANSWER

Forwarding a Message

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

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

Your comment, if you include one, is inserted into a Comment field preceding the message body. The Forward command also creates a field called Forwarded-header, which contains a copy of the header of the original message. The Forwarded-header field precedes the message body.

NOTE: If you edit any part of the message from the original sender, Mail erases your edits when you forward the message. This is to protect the original sender from being misrepresented. You may, however, edit any additional information you have provided.

The Forward command: Type "f".

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

OK/OPT: Type <OK>.

(To) T/[A]: Specify to whom the message is addressed. Type in one or more idents, separating them with commas, and end with <OK>.

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

(comment) T/[A]: Type in your comment, and end with <OK>. The comment can be only one statement in length.

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

NOTE: Specifying "n" for no at (Send now?) "Y/N/C:" enters editing mode.

Forward (message at) SELECTION (To) IDENT (Cc) IDENT (comment) CONTENT (Send now?) ANSWER

Copying the Message Body From Another File

When you send a message, you can copy the message body from another file.

When you send a message in this way, the contents of the entire file are copied into the Message field of your message, so each ident specified in your message receives a complete copy of the file.

When you are prompted to type in the message body by (Message body) T/[C]:, type <OPT> (or <CTRL-U>), give the command word File, and then type the file name, followed by <OK>.

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

Give the Send, Send New, or Answer command as described earlier. Respond appropriately when prompted to specify the distribution fields.

(Message body) T/[C]: Type <OPT>.

(copy from) C: Type "f".

File (named) T/[A]: Type the file name, followed by <OK>.

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

Specifying "n" for no at the prompt enters editing mode.

Examining Mail Drafts

You can examine your mail draft for errors or omissions before sending it. If you decide not to send the mail immediately, it remains in the "drafts" category of your mail file until you send or delete it. There you can make corrections, additions, or deletions before sending it. You can save mail for as long as you want.

You can examine the draft of a message when prompted by "(Send now?) Y/N/C:". To do this, specify "n" for no at the prompt, and you are shown the draft of the message in the "drafts" category of your mail file. Then, "(Finishing touches:) C" appears; it indicates that commands for editing the message are now available. See "Editing Mail Drafts" for information on editing commands.

You have yet another choice at "(Send now?) Y/N/C:". You can type the draft of the message on your terminal by giving the Type command. When you give the command, you are shown the draft exactly as you have typed it in. The Type command only allows you to view the draft, not edit it. To edit the draft, after it is typed specify "n" for no when prompted by "(Send now?) Y/N/C:". Then, "(Finishing touches) C:" appears.

Begin with any of the sending commands described earlier.

(Send now?) Y/N/C: Type "n" to specify no, or give the Type command.

> No: Type "n", and "No" appears on your terminal. You are shown the draft of the message in the "drafts" category of your mail file, and "(Finishing touches) C:" appears, indicating that you have entered editing mode.

> Type Draft OK: Type <OK>, and you are shown the draft exactly as you have typed it in. When the draft is typed, you are again prompted by "(Send now?) Y/N/C:".

Saving and Sending Mail Drafts

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

The header of a draft is initially preceded by the word "draft". You can give a draft a name tag to make it easier to find later. The Save command allows you to save a draft of a message with the name tag you give it.

When you give the Save command to save and name a draft, the word "draft" that initially precedes the header is replaced by the name tag you specify. Later, when you send the draft, you can identify the draft by the name tag you gave it.

When you give the Save command, you are asked to type in the name tag. Name tags should be short, easy to remember, and contain no punctuation other than hyphens. Include no spaces in the name. For example, "memo" or "order-form" are valid names. (Names can contain up to 100 characters.) When the Save command is executed, "MAIL C:" appears on your terminal, and you are returned to the message you were reading before initiating the sending command.

To send a draft, give the Send Draft command. When you give the command, you must specify which draft you want to send by typing its number or the name tag you gave it earlier. When you give the Send Draft command, the draft moves to the top of the "drafts" category of your mail file. It stays there until you send or delete it or begin another draft. When the draft is sent, it is deleted from the "drafts" category of your mail file.

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

All your work in Mail is automatically saved for you. The following steps pertain to saving a draft of a message and giving it a name tag.

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

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

Save (draft using name) OK/T/[A]: Type in the name tag, followed by <OK>.

The name tag replaces "draft" in the header of your current draft, and you are returned to "MAIL C:".

NOTE: When you save a draft, your current message and current category are the same as they were before you gave the Save command.

Save (draft using name) CONTENT

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

Send C/OK: Draft (at) A: Type the name tag of the draft or type the number of the draft, followed by <OK>.

OK: Type <OK>. If the draft has any blank or missing fields, you are prompted to fill them in.

(Send now?) Y/N/C: Type "y" or <OK> to specify yes. Specifying "n" for no enters editing mode.

NOTE: When you send a draft, your current message and category are the same as they were before you gave the command.

Send Draft (at) T/[A]: CONTENT (Send now?) ANSWER

The Send Current (most recent draft) command: At "MAIL C:", type "sc".

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

(Send now?) Y/N/C: Type "y" or <OK> to specify yes. Specifying "n" for no enters editing mode.

Send Current (most recent draft) <OK> (Send now?) ANSWER

Editing Mail Drafts

Introduction

When you give a command to send mail, you are prompted by "(Send now?) Y/N/C:". When you specify "n" for no, "(Finishing touches) C:" replaces "MAIL C:" on your terminal. This indicates that commands for editing the mail draft are available. The AUGMENT Mail commands for editing drafts are available only at "(Finishing touches) C:".

Editing a draft of a message means making changes to the content of one or more fields, adding or deleting fields, and setting delivery specifications for sending the mail. Once your message has been edited, you can send it at any time.

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

How to Enter Editing Mode

Begin by giving any command for sending mail: Send, Send New, Answer, or Forward.

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

(Finishing touches) C: You have entered editing mode; the commands for editing a draft are now available.

How to Leave Editing Mode

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

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

Send (now) ANSWER

The Abort command: At "(Finishing touches) C:", type "a".

Abort (out of finishing touches) OK: Type <OK>. You are returned to "MAIL C:", but you are not returned to the message you were on before giving the sending command; you remain at the current draft.

Abort (out of finishing touches) <OK>

NOTE: You may also give the Save command, as described in the section "Saving and Sending Mail Drafts", to leave editing mode.

How to Replace Content

One way to edit is to replace old content in a field with new content.
Do this with the Replace Content command.

When you give the command, you are first asked to specify the field that
contains the content to be changed: Then you are asked to type the
content that is to replace the old content. The first occurrence of the
content is replaced by the new content.

Type the content to be replaced exactly as it appears in the draft,
including proper capitalization and punctuation. Since only the first
occurrence of the content is changed, you may need to repeat the Replace
Content command until the contents of all your fields are as you want
them.

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

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

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

    feil

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

    · fiel

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

Similarly, you can insert new content and delete unwanted content from
fields with the Replace Content command. To insert new content, simply
type in a few characters where the new content is to follow. Then
retype those characters along with the new content. To delete content,
just type in the content you want to remove, and when asked to type in
the new content, type <NULL> (or <CTRL-N>).

If you incorrectly specify content, the message "given content not found
in field" appears on your terminal, and the command terminates without
replacing any content. If this happens, repeat the Replace Content

command, taking care to type in the text just as it appears in the draft.

The Replace Content command: At "(Finishing touches) C:", type "r<SP>c".

> **Replace Content (in) C:** Specify the field you want to edit. Type the first letter of the field name; for example, type "t" for To, or "c" for Cc. After specifying the field, the field name appears on your terminal. (Type "?" at "C:" to see your alternatives.)
>
> **(field, replacing) T/[A]:** Type in the content you want to replace. Type the content exactly as it appears in the draft, followed by <OK>.
>
> **(by) T/[A]:** Type in the new content, followed by <OK>. You are again prompted by "(Finishing touches) C:". You may repeat the Replace Content command.
>
> Replace Content (in) FIELD (field, replacing) CONTENT (by) CONTENT

How to Replace Characters, Words, and Text

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

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

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

The Replace command can be followed by one of these command words that tell exactly what to act upon:

> **Character:** A single letter, number, punctuation mark, space, return character, or special control character. Characters you can see on your terminal are called "visible" characters; those you cannot see,

such as spaces, are "invisible". Invisible characters can be edited just like any other characters in AUGMENT statements.

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

Text: Any adjacent series of visible or invisible characters.

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

In AUGMENT, every statement has a unique number associated with it. When you enter editing mode, you are shown your current draft including the number that precedes each statement. For example:

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

0105 To: STAFF

0106 Cc: DPW, JCB

0107 Subject: Division meeting tomorrow

0108 Message:

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

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

The number preceding each statement is called a "statement identifier". In editing commands, use the statement identifier to specify the statement you want to edit.

NOTE: Statement identifiers cannot be edited or changed by you. However, you can control whether you are shown the numbers when you enter editing mode. See the section "Controlling Your Mail Environment" for information.

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

Specify the location of content within a statement by giving the statement identifier, followed by the letter standing for one of the

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

   w -- word

   c -- character

   e -- end of statement

   f -- front of statement

So, using address elements often means counting words or characters to
specify the location of the content you want to edit. Counting always
begins from your "current location", which is where you are currently
located within a statement. To find your current location, type a slash
(/). You may type a slash at any prompt to see your current location.
When you type a slash, an arrow (==>) points to your current location.
Whenever you give an editing command, your current location changes to
the last character position you specified.

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

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

You can add new content or remove old content with the Replace command.
For example, you can give the Replace Word command and replace a single
word with many words. Or, you can give the Replace Character command to
replace a single character with many characters. You can remove content
with the Replace Text command. You are first prompted to point to the
text you want to replace, but when you are prompted to type in the new
text, simply type <NULL> instead. This specifies "nothing" or "no
text". You can use <NULL> to specify no text in any editing command.
You may type <CTRL-N> to specify <NULL>.

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

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

1. Give the Replace Word command. Type "rw".

   (Finishing touches) C: Replace C: Word (at) A:

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

   (Finishing touches) C: Replace C: Word (at) A: 0105+w! (by) T/[A]:

3. Type in the old ident, then a comma, a space, and the new ident, that is, "STAFF, JPM", followed by <OK>.

   (Finishing touches) C: Replace C: Word (at) A: 0105+w! (by) T/[A]: STAFF, JPM!

   (Finishing touches) C:

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

   (Finishing touches) C: \

   0105 To: STAFF, JPM

   (Finishing touches) C:

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

1. Give the Replace Text command. Type "rt".

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

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

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

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

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

   ==>or JCB if y

4. Give the second address of the text. Count from the current location as shown in step 3; that is, count from the "o" in "or", not from the front of the statement. It is not necessary to retype the statement identifier. Type the address "+5c" followed by <OK>.

    (Finishing touches) C: Delete C: Text (at) A: 0110+29c! (through)
    A: / ge to DPW
                      ==>or JCB if y +5c! (by) T/[A]:

5. At the "OK:" prompt, type <NULL>, and the text is removed. (After typing <NULL>, no <OK> is necessary.). You may type a back slash if you wish to check your work.

    (Finishing touches) C: Delete C: Text (at) A: 0110+29c! (through)
    A: / ge to DPW
                      ==>or JCB if y +5c! (by) T/[A]:

    (Finishing touches) C: \

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

    (Finishing touches) C:

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

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

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

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

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

      Replace Character (at) LOCATION (by) CONTENT

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

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

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

Replace Word (at) LOCATION (by) CONTENT

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

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

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

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

Replace Text (at) LOCATION (through) LOCATION (by) CONTENT

How to Insert and Delete Statements

In addition to editing content within statements, you can edit entire statements. Two new commands are useful for editing statements: Insert and Delete.

Insert: Inserts new content into the location you specify.

Delete: Removes content from the location you specify.

To add a new statement to a message, give the Insert Statement command. To remove a statement, give the Delete Statement command.

To give the Insert Statement command, type "is", and "Insert C: Statement (to follow statement at) A:" appears on your terminal. Then, type the statement identifier of the statement that the new one is to follow and end with <OK>. (To insert a new statement after your current statement, just type <OK> at "Insert C: Statement (to follow statement at) A:".) "T/[A]:" then appears on your terminal; type in the text of the statement and end with <OK>. The new statement is inserted, and you are returned to "(Finishing touches) C:".

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

You can use the Insert Statement command to insert new fields into a draft. When you insert a new field; you must include the field name at the front of the statement. The first letter of the field name must be uppercase, and a colon must immediately follow the name. Fields can appear in any order except the message body field, which must be the last one.

To give the Delete Statement command, type "ds", and "Delete Statement (at) A:" appears on your terminal. At the "A:" prompt, type the statement identifier of the statement to be deleted, followed by <OK>. When you see "(really?) OK:", typing <OK> deletes the statement and returns you to "(Finishing touches) C:".

You can delete any field with the Delete Statement command. The message body can contain more than one statement, so to delete the message body you may need to give the Delete Statement command repeatedly.

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

NOTE: You can use the Delete Statement command to delete the message header only when all other fields have already been deleted.

The Insert Statement command: At "(Finishing touches) C:", type "is".

   Insert Statement (to follow statement at) A: Give the address of the statement the new statement is to follow. Type the statement identifier, followed by <OK>.

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

      Insert Statement (to follow statement at) LOCATION

The Delete Statement command: At "(Finishing touches) C:", type "ds".

   Delete Statement (at) A: Give the location of the statement. Type the statement identifier, followed by <OK>.

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

      Delete Statement (at) LOCATION (really?) <OK>

How to Set 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, or submit the message to a journal.

Any delivery specifications you set are listed in a field named Delivery-specifications. However, when the draft is sent this field is removed, so recipients do not see the specifications.

To set the timing for a message, give the Set Timing command followed by one of the command words Rush, Start, Stop, Defer, or Soon.

Rush: Delivery is immediate. When you choose Rush, your message gets delivery priority over mail that does not have the delivery specification.

Start: Delivery occurs after a specified time. After giving the command word Start, specify the time according to a 24-hour format: for example, "0800" for 8 a.m. or "1700" for 5 p.m.

Stop: Delivery is canceled if it does not occur by a specified time. Give the command word Stop, and then specify the time according to a 24-hour format. If the mail is not delivered by the time you specify in the command, it is not sent at all.

Defer: Delivery occurs overnight.

Soon: Delivery is according to AUGMENT's normal delivery schedule. This is the default; that is, the same as giving no delivery specification.

To request acknowledgment from the system when your message is delivered, or from an individual when mail is received, give the Set (delivery specification) Acknowledge command followed by one of these command words:

Delivery (requested of system): Asks AUGMENT Mail to send you an acknowledgment that mail you send has been delivered. AUGMENT delivers the acknowledgement message into the "new-mail" category of your mail file. It contains the identifier of the message, and a list of all the recipients of the original message.

Receipt (request of recipients): Asks the recipients of your mail to send you an acknowledgement when they receive your message. The field Acknowledgement-receipt: requested appears in the message you send.

You may specify that a message be submitted to a journal. See the section "Submitting a Message to a Journal" for information.

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

Set (delivery specification) C: Timing (for message) C: Give one of the following command words to specify the timing for your message:

Rush (immediate) OK: Immediate delivery.

Soon OK: Delivery occurs according to the normal, or default, delivery schedule.

Start (delivery at) T/[A]: Type in the date and time according to a 24-hour format, followed by <OK>. Examples are: "03-Dec-82 0800" (8 a.m. on December 3, 1982) and "1600" (4 p.m. when it next occurs, today or tomorrow). Delivery occurs after, but not before, the specified time.

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

Defer (for overnight delivery) OK: Delivery is deferred overnight.

OK: Type <OK>.

Set (delivery specification) Timing (for message) TIMING

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

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

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

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

Set (delivery specification) Acknowledge REQUEST

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

Creating and Using Mail Forms

Introduction

A mail form is a message template that you can use again and again to make routine sending jobs faster and easier. It is a draft of a message that contains the fields you want, appearing in the order you want.

To create a mail form, you create a message draft that has all the fields you want it to contain. Do this by adding new fields to those automatically provided for you by AUGMENT. You can either fill in

appropriate fields or leave the fields blank. After specifying all the
fields, give the draft a name tag and save it in a convenient category.

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

A mail form might look like this:

Mail-form-1 5-Nov-82 13:35-PDT
    From: jpw4
    To: group1, mgr, mrh
    Cc:
    Subject: Project design
    Keywords: PROJECT, DESIGN
    Action-code:
    Message:

If you sent a message using this mail form, you would be prompted to
specify the information for the blank Cc, Action-code, and Message
fields, and your draft would be ready to send.

AUGMENT handles a draft copied from your mail form as it does any other
draft. You can send it immediately, edit it and then send it, or save
it to finish up and send later using the Send Draft or Send Current
(draft) command.

How to Create a Mail Form

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

   Send C/OK: Type <OK>.

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

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

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

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

(Finishing touches) C: Do the following:

   To insert fields, give the Insert Field command. Type "if".

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

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

   To set delivery specifications, see the section "How to Set
   Delivery Specifications" for commands available at "(Finishing
   touches) C:".

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

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

NOTE: In you want to move the mail form into a different category, give
the Move Mail command, as described in the section "Managing Mail".

How to Use a Mail Form

   Begin by giving the Send New, Answer, or Forward command.

   OK/OPT: Type <OPT>.

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

   OK: Type <OK>.

   Complete the sending command by providing information for all vields
   you are prompted for, or type <NULL> to omit a field.

   (Send now?) Y/N/C: Type "y" or <OK> for yes.

Acknowledging Receipt of Mail

If you receive a message containing the field Acknowledge-receipt:
Requested, give the Send Acknowledgement command to acknowledge receipt of
that message. When you give the command, AUGMENT simply sends a short
message informing the sender that you have acknowledged receipt. You are
not prompted for, nor can you add, any fields to the message. AUGMENT also
adds a note in your copy of the message you acknowledged indicating that
you have sent the acknowledgment.

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

The Send Acknowledgement command: Type "sa".

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

> OK: Type <OK>. "Acknowledgement sent" appears on your terminal, and
> you are returned to "MAIL C:".

NOTE: You may send an acknowledgement without having first read the
message you are acknowledging.

> Send Acknowledgement (for receipt of message at) SELECTION

Using and Creating Distribution Lists

Introduction

> You may find that you repeatedly send mail to the same list of
> addresses. In such a case, it is helpful to have a list of addresses
> stored in a file, called a "distribution list", available for you to use
> any time. To use the list, specify its file location. The addresses
> contained in the list are then included for distribution when you send a
> message.

> You may specify a distribution list whenever you are prompted to provide
> information for the fields To, Cc, Bcc, Reply-to, or Extended-access
> field.

> The Create Distribution (list) command allows you to create a
> distribution list. You are first prompted to give a name for the
> distribution list. Then you are asked to specify the idents. When you
> type in the idents, separate each with a comma or a space. You may use

a comma and a space, if you wish. Your distribution list can contain as many idents as you choose. For example, a short distribution list might look like this:

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

To specify a distribution list, type the name of the file, followed by a comma, then the name of the distribution list. Surround the file name, comma, and list name with angle brackets. For example, if your distribution list were in a file named MAILING-LIST, you would type "<mailing-list,dist-group>". On your terminal, it would look like this:

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

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

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

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

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

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

Using a Distribution List

    Begin with the Send, Answer, or Forward command.

        (To), (Cc), (Bcc), (Reply-to), (Extended-access) T/[A]: Type in the location of the distribution list, followed by <OK>.

        Complete the sending command as you normally would: Type in the subject and message body, then send the message or save it to be sent later.

Creating a Distribution List

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

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

        Type in the distribution addresses. Separate each address with a

comma and/or a space. When you have specified all the addresses, type <OK>.

Submitting a Message to a Journal

You can have a message permanently recorded and cataloged by submitting it to a journal. When you submit a message to a journal, you "journalize" that message.

When a message is journalized, a file containing the message is created in a journal directory. The message is assigned a number, which is the same as its file name. When you send the message, each address specified in the distribution receives a copy of the message.

If the journalized message is long, a message announcing its location (not the journalized message itself) is sent to addresses in the distribution.

In editing mode, give the command Set (delivery specifications) Submit (to) Journal, and give the name of the journal.

A Location field is inserted into your draft. In that field, the journal name appears in curly brackets ({ and }). If the name of the journal were "aug", this would appear in the Location field: {aug}.

When the message is sent, the Location field remains, but the information in it is replaced by the location of the journalized message, including its journal number. For example: <aug,1098,>. The section "How to Read a Message Submitted to a Journal" describes how to gain access to a journalized message to read it.

If you specify an incorrect journal name, the message "no such journal" appears on your terminal, and you are returned to "(Finishing touches) C:". You must edit the Location field so that the name of the journal is correct, and then give the Send command to send the draft. You need not repeat the Set command to specify the journal name.

NOTE: Contact your Tymshare representative or the AUGMENT architect in your organization for the names of available journals.

The Set (Delivery specification) Submit (to) Journal command: At "(Finishing touches) C:", type "<SP>sesj".

> Set (delivery specification) C: Submit (to) C: Journal (named) OK/T/[A]: Type the journal name, followed by <OK>, or just type <OK> to specify the default journal.
>
> A Location field specifying the journal is inserted into your draft, and you are returned to "(Finishing touches) C:".
>
> Set (delivery specification) Submit (to) Journal (named) OK/CONTENT

Identifying and Correcting Problems

Undeliverable Mail

Sometimes you will receive a message from AUGMENT telling you that a message was "undeliverable". This means that an incorrect address was specified in one of the distribution fields. AUGMENT is notifying you that it could not deliver the message to that address. Unless you are notified otherwise, all the other addresses in the original message received their copies.

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

MAILER-14L2I Undeliverable mail: TYM-JPW4-14L2I

From: AUGMENT MAILER on OFFICE-2

To: JPW4.TYM

Identifier: MAILER-14L2I

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

Message:

(TYM-JPW4-14L2I) could not be delivered to the following addresses:
JWP4.TYM

The identifier at the front of the message body is that of the message that could not be delivered. You can find that message in your "author-mail" category. It remains there until you make corrections and send it or delete it.

To make corrections and then send an undeliverable mail item, give the Forward command and specify the undeliverable message by its identifier. (This eliminates searching through the "author-mail" category to find the message.) When prompted to send the message, specify "n" for no, and then use commands at "(Finishing touches) C:" to correct any incorrect addresses. When all incorrect addresses have been respecified, you may send the mail.

Begin by giving the Forward command. Type the identifier (omit the parentheses) or message number of the undeliverable message, followed by <OK>. If you are prompted to give information for any unspecified fields, then do so.

Send now? Y/N/C: Specify "n" for no.

(Finishing touches) C: Give the Type Draft command. Examine and
identify any incorrect idents. Give editing commands to respecify
incorrect idents in any distribution fields. Finally, give the Send
command. "Mail sent" appears on your terminal, and you are returned
to your previous location.

Bad File

If you are encountering problems with your mail file, then check its
internal structural for consistency by giving the Check File command.
AUGMENT tells you the results of the check:

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

If the message "Bad file" appears on your terminal, you must specify
a new mail so you can continue with your mail work.

If you get the bad file message, then get help from the AUGMENT
Architect in your organization, your Tymshare representative, or by
sending a message to Feedback (ident "FEED") describing the nature of
the problem. In the meantime, specify a new mail file so you can
continue with your mail work.

To specify a new mail file, give the Set Profile command, as described
below. More information on Set Profile is in the section "Controlling
Your Mail Environment".

The new file name must be different from the name of your bad mail file.
See the section "Guidelines for Naming New Categories and Files" for
more information on file names.

The new setting for your initial mail file takes effect beginning with
your next Mail session. When you have specified the new file name, log
out and begin a new Mail session. Thereafter, new mail will be
delivered into the file you specified.

AUGMENT Mail will create the new file for you the next time you pick up
mail. Remember, the categories "new-mail", "author-mail", and "drafts"
are also created for you.

The Set Profile command: At "MAIL C:", type "<SP>sep".

Set C: Profile (feature name; <OK> for a menu) OK/T: Type "file",
followed by <OK>.

Set Profile filename for initial mail file

Current setting .... <MAIL-IDENT,>
AUGMENT default .... <MAIL-IDENT,>

(new setting) T/[A]: Type in a file name, followed by \<OK\>. Type a comma after the file name, and surround the file name and comma in angle brackets (\< and \>).

You are returned to "MAIL C:".

MANAGING MAIL

Introduction

Managing your mail is just as important as reading and sending mail. You may be surprised by the volume of electronic mail you send and receive; keeping track of mail you want to keep and disposing of messages you do not want are very important. It is a good idea to get into the habit of sorting, filing, and printing important mail, and deleting unwanted mail soon after you receive it.

The command for disposing of mail is Delete. The commands for filing mail are Move and Copy. The command for for printing is Print. Once mail is filed, you may sort it in a variety of ways with the Sort command.

Deleted and moved messages are not immediately removed from your mail file; they remain until you expunge the file by giving the Expunge command.

When you print mail, you make paper copies of electronic mail to be distributed or filed by conventional means.

Another important part of managing mail is creating new categories in which to file mail or deleting obsolete categories. When you create a new category, you can also create a new file for the category, if you so choose. When you delete a category, it is not actually removed from the file until you expunge the file. You may also move or copy a category into another file.

Once you have modified a mail file by deleting, moving, or copying messages or categories, you should incorporate the changes into the file by "updating" the file. If messages have been deleted or moved, you may expunge, which removes the messages marked for deletion and then updates the file.

The sections "Giving Commands" and "Typing Text" contain helpful information about specifying commands and responding to prompts. You may want to review these sections before further exploring AUGMENT's mail-managing commands.

Deleting, Moving, and Copying Mail

The command for deleting mail is Delete; for moving mail, Move; and for copying mail, Copy. All are available only at "MAIL C:".

The method of specifying messages to be deleted with the Delete command is identical to that of the Type command with the obvious exception that when you give the Delete command, messages are marked for deletion instead of being typed on your terminal. You may want to review the section "Reading Mail: The Type Command".

The Move and Copy commands also closely parallel the form of the Type command. However, once messages have been specified, you must then specify the category into which moved or copied message should go. When you see "(to category) A/OPT:" after specifying messages to be moved or copied, type in the name of the category. When the command is completed, the messages you specified are copied into that category.

The following describes in detail how the Delete, Move, and Copy commands work. Following this are examples of deleting, moving, and copying mail. The section "Deleting, Moving, and Copying Categories" describes in detail the commands for managing categories.

>   **Delete** Marks the header of each specified message or category for deletion with the text "*DELETED*".

>   **Move** Copies messages into the category you specify, or a category into the file you specify, and marks the moved messages or category with the text "*MOVED*".

>   **Copy** Copies messages into the category you specify, or a category into the file you specify.

>   NOTE: AUGMENT keeps track of messages marked for moving or deletion, so if you inadvertently delete the text "*DELETED*" or "*MOVED*", AUGMENT still knows the messages have been deleted or moved.

The following are examples of managing mail with the commands described above. The commands are shown as they would appear on your terminal:

To delete message 3 in the "new-mail" category:

>   Delete C: Message (selection) A: 3!

To delete all messages in the "author-mail" category:

>   Delete C: All C: Messages (in category at) OK/A: author-mail! C/OK:!

To copy all messages in your "new-mail" category from a person whose ident is "JPW" into a category named "jpw-messages" in a file named OCTOBER-MAIL:

>   Copy C: All C: Messages (in category at) OK/A: new-mail! (to
>   category) A/OPT: october-mail,jpw-messages! C/OK: ! !

Instead of typing <OK> at the "C/OK:" prompt in these commands, you can give one of the command words From, To, Cc, or Subject. When you give one of these command words, the field indicated by the command word is searched for the text you specify; only the messages containing the text

in the appropriate field are edited. This is called a "field search".
When you specify the text for the field search, make sure to type it
exactly as you think it appears in the message.

From (user) T/[A]: Type one or more idents, followed by <OK>.

To (user) T/[A]: Type one or more idents, followed by <OK>.

Cc (user) T/[A]: Type one or more idents, followed by <OK>.

Subject (text) T/[A]: Type the subject text, followed by <OK>.

After typing in the ident or subject, you are prompted again by "C/OK:",
and you may continue with the rest of the command by typing <OK> or
another of the command words.

To delete groups of messages in the files named JULY-MAIL and
AUGUST-MAIL:

Delete C: Message (selection) A: july-mail,new-mail#3! C/OK: Through
A: 9! C/OK: And A: august-mail,new-mail#2! C/OK: Through A: 8! C/OK:
!

Deleting, Moving, and Copying Categories

You may also delete, copy, or move whole categories of messages.

Delete Category (at) A: Typing <OK> at the prompt deletes the current
category. Or, you can type the category name, followed by <OK>. You
are then prompted by "OK:". Type <OK>, and the category is marked for
deletion by "*DELETED*".

Copy Category (at) A: Typing <OK> at the prompt specifies the current
category. Or, you can type the category name, followed by <OK>. You
then see "(to follow) A:". Type the name of the category the copy is to
follow, ending with <OK>. This makes a copy of all the messages.

Move Category (at) A: Typing <OK> at the prompt specifies the current
category. Or, you can type the category name, followed by <OK>. You
then see "(to follow) A:". Type the name of another category the former
is to follow, ending with <OK>. The category is marked "*MOVED*".

Creating Categories

Introduction

Creating new categories facilitates the process of filing your mail.

When you create a new category, you make a new section in your mail file into which moved or copied messages go. Additionally, you can create new files for your new categories.

Give the Insert Category command to create a new category. When you give the command, you are asked to name your new category. The section "Guidelines for Naming New Categories and Files", which follows, describes how to name categories. After giving the name of the category, you are asked if you want the category in your current file or if you wish to create a new file. Upon completion of the command, the category and/or file are created for you, and you are returned to "MAIL C:" at your previous location. The new category is inserted after the last one in the file. Categories can later be sorted.

Guidelines for Naming New Categories and Files

A category name should be short and easy to remember and can contain no punctuation marks other than hyphens. The name should remind you of what is in the category. Here are some sample category names:

old-mail

july-mail

inventory

No two categories in the same file should have the same name, but categories in different files can have the same name.

Similarly, a file name should be short and easy to remember and can contain no spaces or punctuation marks other than hyphens. The name should remind you of what is in the file. The name can contain up to 39 characters. Here are some sample file names:

FIRST-QUARTER-MAIL

PERSONAL-MAIL

The Insert Category command: Type "ic".

Insert C: Category (named) T/[A]: Type the name of the category, followed by <OK>.

(in file) OK/T/[A]: If you want the category in your current file, type <OK>. This completes the command, and the new category is inserted into your file. You are then returned to "MAIL C:". To create a new file, type the file name, followed by <OK>.

(new file?) Y/N: Type "y" or <OK> for yes to create the new file. The

category you specified earlier is inserted into the file. If a file by
the name you specified earlier already exists, a new version containing
the new category is created. Specifying "n" for no cancels the command;
the message "command aborted" appears on your terminal.

When you complete or terminate the command, you are returned to "MAIL
C:".

   Insert Category (named) CATEGORY (in file) OK/FILE (new file?) ANSWER

Printing Mail

Printing mail means making one or more paper copies of your messages. You
can print any sequence of messages; the way of selecting messages in the
Print command is the same as that of the Type command. You may want to
review the information in "Reading Mail: The Type Command" before you
begin printing.

When you give the Print command, you are first asked which message or
messages you want to print. Then you are asked on which device to print
the messages.

There are many possible configurations of work stations and printing
devices, and these configurations vary in different organizations. For
information about how to specify printing devices for your organization,
cootact your Tymshare representative or the AUGMENT architect in your
organization. The information that follows offers general guidelines that
may be appropriate for your office.

When asked to specify a printing device, you may choose one of the
following:

   Workstation (printer): Specifies a printer attached to a standard
   AUGMENT display workstation, or a priting terminal that is shared by
   users..

   Lineprinter: Specifies a printer that is set up to use special
   directory and spooling mechanisms.

   Terminal: Specifies the terminal at which you are currently working.

If you share a printer, be sure to find out whether it is set up as a
workstation printer or a line printer. Both types are able to queue files
for multiple users. Contact your Tymshare representative for information
about printing configurations.

After choosing the printing device, you may optionally choose specifications that control the number of copies, which page to begin printing on, which page to end on, and others.

When you complete the command, the messages are printed on the device you specified and according to the specifications you set.

Updating Mail Files

Introduction

The changes you make to a file when you delete, move, or copy messages are automatically saved by AUGMENT; however, although you see the changes as part of the file, they are actually saved separately from it. Only when you update your file are the changes completely integrated into it. Any time you have significantly changed a file or do not plan to work on it in the near future, you should update the file.

Initially, your mail file is updated for you when you pick up your new mail. (You may control this feature so that no automatic updating occurs, as described in the section "Controlling your Mail Environment".) If you subsequently modify the file, it is wise to give a command to update it before you end your work session. The other files in your directory are updated only when you give a command to do so.

The Update command incorporates all the changes you have made since you created or last updated a file. It does this by consolidating the changes and the previous information into a new version of the file. You may update any file in your directory at any time.

When you update a file, information about the newly created version appears on your terminal, for example: <DIRECTORY, FILE.AUG;22,>. "DIRECTORY" stands for your directory name, and "FILE" stands for the file name. "AUG" signifies an AUGMENT file, and 22 is the version number.

The Update command: Type "u".

Update (file) C/OK: Type <OK>.

(new version) OK: Type <OK>. The file is updated, information on the newly created version appears, and you are returned to "MAIL C:".

     Update (file) <OK> (new version) <OK>

The Update Named command: Type "u<SP>n".

Update (file) C/OK: Named T/[A]: Type <OK>.

(to be) C: Type "n".

New (version) OK: Type <OK>, and the file is updated.

Update (file) Named FILE (to be) New (version) <OK>

NOTE: Your current location remains the same when you give either form of the Update command.

Expunging Mail Files

The Expunge command removes all items marked *DELETED* and *MOVED* from your mail file and then updates the file. It is similar to the Update command, but if you simply update the file, messages marked for deletion remain in the file. You must give the Expunge command to remove messages marked for deletion.

You may use the Expunge command instead of the Update command, because when you expunge the file it is updated as well. When the file is expunged, a new version is created, as when you update, and you are shown information about the newly created version on your terminal.

Earlier, you learned that an AUGMENT file is simply a work space in the computer's memory. When many messages in a file are removed by being expunged, gaps, or blank areas, are left behind in the file. So, when you expunge a significant percentage of the messages in a file, there is the likelihood that much of the file is simply empty, unused space in the computer's memory. By "compacting" a file, the information in the file is fitted into a more compact area in the computers memory. Compacting a file has no effect on the information stored in the file; it just makes more efficient use of the computer's resources for storing information.

A form of the Expunge command allows you to compact the file: Expunge (and update file) Compact (new version). When you give this command, three tasks are accomplished: Messages marked for deletion are removed, the file is updated, and the file is compacted. Give this command regularly.

The Expunge (file) Named command allows you to expunge any file you have access to without going to that file. Simply type the name of the file, and it is expunged and updated.

The Expunge (and update file) command: Type "<SP>e".

Expunge (and update file) C/OK: Type <OK>.

(new version) OK: Type <OK>. The file is expunged and updated with a new version number, and you are returned to "MAIL C:".

Expunge (and update file) <OK> (new version) <OK>

The Expunge (and update file) Named command: Type "<SP>e<SP>n".

Expunge (and update file) Named T/[A]: Type in the file name, followed by <OK>.

(to be) C: Type "n".

New (version) OK: Type <OK>.

Expunge (and update file) Named FILE (to be) New (version) <OK>

The Expunge (and update file) Compact command: Type "<SP>ec".

Expunge (and update file) C/OK: Compact (new version) OK: Type <OK>.

Expunge (and update file) Compact (new version) <OK>

Some Advice on Managing Your Mail Files

You might be surprised by how fast messages accumulate in your mail file. The following are a few tips on how to clean up messages in your "new-mail", "author-mail", and "drafts" categories of your mail file. The same procedures described here apply equally to any other categories or files you may have.

When messages accumulate in the "new-mail" category, you should file them very soon after you receive them. The "new-mail" category is intended to hold only recently received messages. When too many messages accumulate, it becomes increasingly difficult to distinguish the recent messages from the old ones.

You may begin by giving the Type All Headers command and scanning the headers. Often you can tell by reading the subject in the header of the message whether to delete or file the message. Use the appropriate form of the Delete, Move, or Copy command to delete or file the mail, and develop the habit of doing this regularly.

Often, it is necessary to examine an entire message to determine whether it merits saving or deletion. Use the appropriate Type command to type messages one at a time, filing or deleting messages as you go.

The way you routinely handle certain messages can determine the mail management command to use. For example, if you save all messages from "JCB", you would use the Move All Messages command to move messages from "JCB". Or, if you always delete messages pertaining to "weather", you would give the Delete All Messages command to delete those message whose

subject is "weather". You can do this without ever examining the message. In fact, such routine mail management tasks can be done automatically. Contact your Tymshare representative for more information.

You may want to look frequently at the messages in the "drafts" category of your mail file, because all the messages you begin in Mail are stored in that category until they are sent. If anything interrupts your a Send, Answer, or Forward command, an incomplete draft of the message remains in the "drafts" category until you delete the draft or complete it and send it. Check this category regularly by typing all the headers, or even all the messages, and delete those no longer needed.

Your "author-mail" category keeps a record of all correspondence you send. If you send many messages, this category will soon become very large. You may want to file, for example, author copies for each month, or those messages to an individual, in separate files. Here again, the various forms of the Move command are especially useful.

You may specify that author copies automatically be delivered to another file, or that no author copies be recorded at all. For the latter, you may want to include yourself in the Cc field when you send a message for which you want a copy. See the section "Controlling your Mail Environment" for more information.

Finally, after you have deleted or moved messages, it is very important to expunge your mail file, and to do it regularly. Remember that deleted and moved messages are simply marked for deletion; they remain in the file until the file is expunged.

CONTROLLING YOUR MAIL ENVIRONMENT

Introduction

You may tailor your interaction with Mail to fit your specific needs by modifying certain features. You modify features by changing feature settings in your AUGMENT Mail "profile". When you change a setting for one or more features, your profile keeps a record of these changes. Then, whenever you begin a new session, AUGMENT checks your profile and uses your new settings instead of the standard ones. Since the standard settings, called "default settings", are appropriate for most situations, you can use Mail without changing any of the settings.

For example, you may change a setting in your profile so that your author copies are automatically delivered to a location other than the author-mail category of your mail file. Or, you can control the way your mail file is updated when you end a work session.

Profile commands allow you to change or check the status of your profile. The Show Profile command checks the current setting of a feature, and the Set Profile command changes the setting of a profile feature. The Reset Profile command changes a feature back to the original setting.

Each profile feature has a name. As you execute one of the Profile commands, the names are shown to you in a list called a "menu". Many names have several parts, called "fields". Each field may be a word or a phrase. The whole feature name consists of all its component fields.

When you give a Profile command, specify the feature name by typing it. You do not need to know the whole name; you may simply select a field at a time by responding to each menu you are shown. You need not type the entire field, just enough characters to make it unique (usually just the first letter).

You could, for example, change your profile so that new mail is not picked up automatically when you begin a Mail session. You would begin by giving the Set Profile command. If you specified no feature name, you would be shown this menu:

    Menu:

        author copy
        bulletin directory
        journal name
        pickup
        quit
        filename for initial mail file {begins next session}
        finishing touches

Each item in the menu is a field. If you chose the pickup field, you would
be shown another menu:

Menu:

    automatic on entry
    display
    typewriter

Choosing the "automatic on entry" field would then show the current setting
along with your choices for settings:

Current setting .... yes
AUGMENT default .... yes

Menu:
    no
    yes
    (new setting) T:

You would specify "no" at the "T:" prompt. Thereafter, new mail items
would not be picked up automatically upon entering Mail.

In this example, the entire feature name consists of two fields and is
called "pickup, automatic on entry". You could specify the name by simply
typing the first letters of each field, separated by commas, as follows:
"p,a". With the Set Profile command, you may then specify a new setting;
in the example above, you could have typed "y" or "n" to specify "yes" or
"no".

In the Reset Profile and Show Profile commands, you are not given choices
for new settings. In the Show Profile command, you are simply shown the
current settings, and in Reset Profile, the current setting is reset to the
default.

Profile Features

The following descriptions tell what each profile feature controls.

author copy: Determines whether you automatically receive a copy of
mail you send, and if so, where.

automatic: Determines whether you automatically receive a copy of
mail you send. Your choices are "yes" or "no".

Current setting .... yes

AUGMENT default .... yes

Menu:

    yes:

    no:

location {link}: Determines in which category in which file you receive a copy of mail you send, when "automatic" is set to "yes". It is recommended you first type the directory name and a comma. You may type any file name, followed by a comma. Then type the category name for your author copies. Surround the whole location with angle brackets. The file must exist before changing this setting. See the section "Guidelines for Naming New Categories and Files" for information on file names.

    Current setting .... <MAIL-IDENT, AUTHOR-MAIL>

    AUGMENT default .... <MAIL-IDENT, AUTHOR-MAIL>

bulletin directory: Determines the directory for items submitted to a bulletin board file. The initial setting is your own directory (shown as DIRECTORY); you may specify any directory name.

    Current setting .... DIRECTORY

    AUGMENT default .... DIRECTORY

journal name: Determines the name of the journal for your organization. When you subsequently send mail to the journal, it is sent to the specified journal instead of the AUGMENT Journal. To change the setting, type in the journal name.

    Current setting .... AUGMENT

    AUGMENT default .... AUGMENT

pickup: Determines whether new mail is picked when you first enter mail. Also determines whether you are automatically shown your new mail after it has been picked up, and how your new mail is shown to you:

    automatic on entry: Determines whether new mail is picked up automatically when you begin a Mail session. Choose "yes" or "no".

        Current setting .... yes

        AUGMENT default .... yes

display: For display-mode users only. Determines whether you are jumped to your new-mail category, and determines your viewspecs when you are jumped to your new mail. You are shown this menu:

viewspecs on automatic jump: Determines the viewspecs when you are automatically jumped to your new-mail category. Specify only the viewspecs you want to change. You must set "jump automatic" to "yes" before this setting has meaning. If you change one or more viewspecs, you must respecify the others.

Current setting .... levels:2, lines:1, ljnpuzACEHJLP

AUGMENT default .... levels:2, lines:1, ljnpuzACEHJLP
(your viewspecs) V:

jump automatic: Determines whether you are automatically jumped to your new-mail category after new mail is picked up. If you specify "yes", you should also specify "yes" for "automatic on entry"

Current setting .... yes

AUGMENT default .... yes

typewriter: For typewriter mode users. Determines whether you are jumped to your new-mail category and how the unexamined messages in the new-mail category are shown to you. You are shown this menu:

viewspecs on automatic jump and typeout: Determines how unexamined messages in the new-mail category are shown to you. You must also specify "yes" to "jump and automatic typeout". If you change one or more viewspecs, you must respecify the others.

Current setting .... levels:2, lines:1, hjnpuzACEHJLP

AUGMENT default .... levels:2, lines:1, hjnpuzACEHJLP
(your viewspecs) V:

jump and automatic typeout: Determines whether new-mail is typed on your terminal automatically when you first begin a Mail session. You may choose "yes" or "no".

Current setting .... yes

AUGMENT default .... yes

quit: Determines whether your mail file is updated when you end your Mail session, and also determines the way the file is updated. See the section "Updating Mail Files" and "Expunging Mail Files" for more information on updating and expunging files. You are shown this menu:

update file {and type of update}: Choose from the menu choices below:

Current setting .... compact new version

AUGMENT default .... compact new version

Menu:

no: The mail file is not updated when you end your Mail session.

new version: The file is updated, and a new version is created.

old version: The file is updated, but no new version is created.   -

compact new version: The file is updated and compacted, and a new version is created.

expunge only: Only items marked for deletion are removed from your file.

filename for initial mail file {begins next session}: Determines the name of your mail file. If you change this setting, new mail is delivered into the file you specify. The file must exist before changing this setting. You may choose any file name. See the section "Guidelines for Naming New Categories and Files" for information on file names.

Current setting .... <MAIL-IDENT,>

AUGMENT default .... <MAIL-IDENT,>

finishing touches: Determines whether your current location is changed to your current draft when you enter "(Finishing touches) C:". If this feature is set to "yes", it also determines how your draft is shown to you. You may choose specifications for both "display" and "typewriter".

display: For display mode users.

viewspecs on automatic jump: Determines your viewspecs when you are jumped to a draft upon entering "(Finishing touches) C:". You

must also specify "yes" for "jump automatic". If you change one
viewspec, you should respecify the others.

Current setting .... levels:ALL, lines:ALL, gjnpuzACEHJLP

AUGMENT default .... levels:ALL, lines:ALL, gjnpuzACEHJLP
(your viewspecs) V:

jump automatic: Determines whether you are automatically jumped
to your current draft when you enter "(Finishing touches) C:".
Choose "yes" or "no".

Current setting .... yes

AUGMENT default .... yes

typewriter: For typewriter mode users.

viewspecs on automatic jump: Determines how your current draft is
shown to you when you enter "(Finishing touches) C:". You must
also specify "yes" for "jump automatic". If you change one
viewspec, you should respecify the others.

Current setting .... levels:ALL, lines:ALL, gjmpuzACEHILP

AUGMENT default .... levels:ALL, lines:ALL, gjmpuzACEHILP
(your viewspecs) V:

jump automatic: Determines whether you are automatically "jumped"
(positioned) to the drafts category of your mail file when you
begin "(Finishing touches) C:". Choose "yes" or "no".

Current setting .... yes

AUGMENT default .... yes

The Set Profile command: Type "<SP>sep".

Set C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see a
menu of profile features or, if you know the name of the feature, just type
it in, followed by <OK>. Type enough characters of the name to make it
unique.

T: At the end of a menu selection, specify the profile feature by typing
enough characters of its name to make it unique, followed by <OK>. When

you have completely specified its name, you are shown the current and default setting and a menu of possible settings if available.

(new setting) T/[A]: Type in the new setting, followed by <OK>. You are returned to "MAIL C:".

The Show Profile command: Type "<SP>shp".

Show C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see a menu of profile features or, if you know the name of the feature, just type it in, followed by <OK>. Type enough characters of the name to make it unique.

T: At the end of a menu selection, specify the profile feature by typing enough characters of its name to make it unique, followed by <OK>. When you have completely specified its name, you are shown the current and default settings for the feature.

OK: Type <OK>, and you are returned to "MAIL C:".

The Reset Profile command: Type "<SP>rp".

Reset C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see a menu of profile features or, if you know the name of the feature, just type it in, followed by <OK>. Type enough characters of its name to make it unique.

T: At the end of a menu selection, specify the profile feature by typing it in, followed by <OK>. When you have completely specified its name, you are shown the current and AUGMENT default settings for the feature. The feature is reset to the AUGMENT default, and you are returned to "MAIL C:".

FINDING OUT MORE ABOUT AUGMENT

Introduction

A wealth of information about Mail and other AUGMENT features is
immediately available to you whenever you log in. You can find out more
information about any aspect of AUGMENT. You are encouraged to use the
commands that follow to explore the many powerful features of AUGMENT. The
AUGMENT Textbook lesson "Getting Help" contains complete information about
the commands and features that are briefly described in this section.
Contact your Tymshare representative for more information.

Question Mark

Before you give a command or at any prompt in a command, you can type a
question mark (?) to see your current alternatives.

Typing "?" in response to "C" in a prompt shows a list of available command
words. At any other prompt, "?" shows information that will help you
complete a command. Typing "?" does not interfere with a command in
progress; after you are shown the information, you are prompted to continue
the command without interruption.

The Help Command

The Help command makes information about AUGMENT capabilities and features
available to you. When you give the Help command, information in the Help
data bases, which contain complete information on AUGMENT commands and
features, is available for you to explore.

When you give the command at "MAIL C:", the following appears on your
terminal:

    Help (type a term and then <OK>, or just <OK>> OK/T:

At the "OK/T:" prompt, you may either type a term for Help to look up,
followed by <OK>, or type just <OK> to see information about Mail.

When you give the command at "MAIL C:", you are shown general information
about AUGMENT Mail. You are shown a descriptive paragraph, sometimes
followed by a menu of numbered headings. If such a menu appears, to
further explore the Help date base for Mail, type a number, followed by
<OK>, and the information under that menu heading is shown to you. You may
see more menus; you can respond appropriately. You may back up through the
information in Help by typing a left angle bracket (<) instead of a term or

menu number. When done, simply type <CD> to end the Help command. You are returned to your location before giving the Help command.

You may also type any term for Help to look up. The term need not necessarily pertain to Mail. Virtually any AUGMENT term has an entry in the Help date base. The following are some useful terms for Help to look up. Give the Help command, and at the prompt, type the word, followed by <OK>.

AUGMENT

> Begins with general information about the AUGMENT Office Information system. As you explore deeper into the data base, you will find more and more specific information about AUGMENT features and capabilities.

subsystem

> Describes all AUGMENT "subsystems", or sets of commands related to particular tasks.

Base

> Describes the Base subsystem, a set of commands for reading, writing, and editing on-line information. Also how to create and manage files, and print information with Base commands.

Table

> Describes the Table subsystem, a set of commands for handling tabular information, including powerful tools for manipulating numbers.

Calculator

> Describes the Calculator subsystem, a set of commands for doing arithmetic, much like an adding machine or pocket calculator. Totals can be integrated into an AUGMENT file.

<HELP>

> To find out general information about AUGMENT Mail, or specific information about a command, type the special character <HELP>. You may type <CTRL-Q> to specify <HELP>.

> Typing <HELP> at "MAIL C:" provides general information about AUGMENT Mail. In addition, you may type <HELP> at a prompt in any command to find out

detailed information about that command. Whenever you type <HELP>,
"(searching Help information)" appears on your terminal. You are then
shown information in a Help data base. You may explore further or cancel
the command by typing <CD>.

Sending a Message to Feedback

On-line informational aids are as complete and up-to-date as possible. But
sometimes you will need help from another person; then it is time to send a
message to Feedback".

Feedback is actually a person employed by the Office Automation Division of
Tymshare, Inc. Feedback's job is to help AUGMENT clients who occasionally
run into problems. Feedback is very friendly and loves to help people, so
feel free to send a message to Feedback with any AUGMENT Mail problem, no
matter how big or small. Feedback will find a solution and report back
within one working day.

Give the Send command and address your message to "FEED". No other ident
specification is necessary. "FEED" is actually a role ident standing for
"Feedback". If others in your organization are interested in Feedback's
answer, you may want to include them in the Cc field of the message.

Messages to feedback are generally informal, but there are a few things to
consider before sending your message. First, it helps Feedback if you are
specific about the problem and the steps that led to it. Second, it is
best to deal with one problem at a time in your message. Third, in your
first message to Feedback, include your telephone number so Feedback can
give you a call if more information is needed.

Feedback will consult with experts at the Office Automation Division of
Tymshare, Inc. to find a solution to your problem and will report back as
soon as the answer is found.

INTEGRATING MAIL INTO OTHER AUGMENT APPLICATIONS

Introduction

This section is aimed primarily at those whose main work in AUGMENT is not
necessarily electronic mail, but who previously have used some other
electronic mail system, such as MSG or Hermes, in conjunction with their
work in AUGMENT. If you are familiar with AUGMENT, particularly if you
work in display mode, you should find that a fully integrated Mail
subsystem will greatly enhance the power and flexibility that is at your
disposal when you use AUGMENT.

Since Mail is an AUGMENT subsystem, electronic mail can now be integrated
with other AUGMENT capabilities, such as Base subsystem editing commands or
Table subsystem commands for handling tabular information, more easily than
ever before. In general, most of the tasks related to reading, composing,
and managing electronic mail can be accomplished with Base subsystem
commands.

The rest of this section offers advice to experienced AUGMENT users on how
to apply familiar ways of reading, writing, and handling information to
Mail. The information in the preceding sections of this document fully
applies to all users regardless of the level of AUGMENT expertise.

Your AUGMENT Mailbox and Mail IDENT Files

All of your electronic mail work now occurs in AUGMENT files. You no
longer have to go to the Exec to read a sequential mail file. Once your
mail is picked up, you can handle it as you would information in any other
AUGMENT file. You no longer need to do sequential file conversions to
bring electronic mail into an AUGMENT file. (See the sections "Mail Files"
and "Picking Up New Mail: The Pickup Command" for information.)

Since Mail is compatible with other mail systems, mail you receive from
another system is converted into structured AUGMENT form. Similarly, mail
you send to those who use another mail system is converted into a format
compatible for that system.

As described in the section "Mail Files", your directory has two files
devoted to electronic mail: your AUGMENT Mailbox file, and your Mail IDENT
file. The AUGMENT Mailbox file is a holding place for new mail; you cannot
read or directly access information in it. However, when you give the
Pickup command, your new mail is delivered into your Mail IDENT file.
There you can read and manipulate it as you would information in any other
AUGMENT file.

Within your Mail IDENT file, AUGMENT creates three categories, each devoted
to a particular classification of mail. A category is simply a branch,
usually at the first level. Messages in the category form ¬ plex one level

down. Each message is also a branch. The message header is the first statement of the branch, and the fields form a plex one level down from the category. Therefore, any command that affects a branch can also be used on a category or a message.

Mail creates the categories new-mail, author-mail, and drafts for you. You can insert your own categories with either the Base Insert Statement command or Mail Insert Category command.

Reading and Managing Mail

Reading

See the section "Reading Mail" for information on reading commands.

You must give the Pickup command in Mail before you can read mail. However, once your mail is picked up, you can read it from any subsystem.

The various forms of the Jump command allow you to read mail at a display terminal as you would other information in an AUGMENT file. The Jump command is available in all subsystems; therefore, you can read mail by giving the Jump command in any subsystem. Many experienced Mail users find it convenient to give the Execute Mail command followed by the Pickup command to pick up their mail, and then simply give various Jump commands from another subsystem to read it.

You can set your mail profile so you are automatically jumped to the new-mail category of your Mail IDENT file whenever you pick up new mail. To get there subsequently, or if you change the automatic-jump profile feature, give the Jump (to) Link command, and at the M/T/[A]: prompt, type the address "mail-IDENT,new-mail", where IDENT is your ident.

The Type command in Mail works in display mode, although it is more convenient to use the Jump command to read mail. When you type messages, headers, or category names, the text scrolls up from the bottom of the display. When it nears the top of the display, "Window full, type a character" appears; typing any character, such as a space, continues the typing. When the message is fully typed, "Type OK:" appears. Typing <OK> returns you to your previous view.

Since your mail file is structured, scanning it is very easy simply by changing viewspecs. If the categories in your file are at the first level, then viewspec x shows you only the category names in a file. (Mail always creates categories at the first level.) To scan message headers in a category, jump to the category and specify viewspecs xb or eb. To read an entire message, jump to the message and specify viewspec w. You may also view statement numbers or SIDs. You may view message numbers only when you give a Type command in mail.

All forms of AUGMENT addressing are entirely compatible in Mail.

Managing

See the section "Managing Mail" for information on commands for managing your mail. You can also use Base subsystem commands for deleting, sorting, and filing mail.

You can delete mail by giving various forms of the Delete command in Base. You can file mail by giving forms of the Move or Copy command.

Recall that the Delete Message command in Mail simply marks the message header with *DELETED* -- it does not actually remove the message from the file. Since a message is a branch, you may use the Delete Branch command to delete a message. You may use Delete Branch to delete any message, including one that is already marked for deletion. The Delete Branch command is available in both Base and Mail.

Similarly, you can use the Move Branch command or the Copy Branch command in Base to move or copy messages in both Base and Mail.

The commands that act on a branch can also be used to control categories, since a category is a branch. When you give the Delete Branch, Move Branch, or Copy Branch command to control a category, the entire category, including the messages contained in it, are deleted, moved, or copied.

The Delete, Move, or Copy Plex commands in the Base subsystem can be used to control the plex of messages in a category, or the plex of categories in a file. These commands are not available in Mail.

To delete a file, simply give the Delete File command in Base. There is no command for deleting a file in Mail.

When you give the Delete Message command in Mail, you can mark or address any character in the message, and the message is marked for deletion. To specify a category, however, you must mark or address the category name itself.

Sending and Composing

See "Sending Mail" for specific information on the commands for sending electronic mail. You must give some form of a sending command to send mail. You can, however, use Base subsystem editing commands to aid in composing mail.

When you are prompted in the sending command by "(Finishing touches) C:", you may find it useful to return to the Base subsystem to compose and edit a message prior to sending it.

First, to leave editing mode, give the Abort command. Then, either quit from Mail or give the Goto Base command. Your current location remains the same, so all the tools for writing and editing are at your disposal to complete your message. (Note that Mail's editing mode offers a subset of Base editing commands, in addition to commands for setting delivery specifications.)

To later return to a draft in progress, give the Jump (to) Link command and give the address "mail-IDENT,drafts", where IDENT is your ident. Your current draft is the first branch in that category. To locate other drafts, you may scan the category by changing viewspecs and then jumping to the draft.

When you are prompted in a sending command by (Message body) T/[C]:, you can optionally copy the message body from a file, branch, plex, group, or statement. Type <OPT>, then give the command word File, Branch, Plex, Group, or Statement. Then give the address of the structure, and it will be copied into the message body when you send the message.

VOCABULARY

acknowledgement: Making it known to the sender whether a message was sent and/or received. Acknowledgement of sending is provided by AUGMENT, and acknowledgement of receipt is provided by the recipient. Page 54

And: In the Type command or one of the managing commands, the command word And specifies a message in addition to those previously specified. You can give the And command word after giving the Message or Through command words. Page 30

Answer Both command: One of the commands for sending mail. It sends an answer to the sender of the message and to every distribution address in both the To and Cc fields. Page 40

Answer Cc command: One of the commands for sending mail. It sends an answer to the sender of the message and to every distribution address in the Cc field. Page 40

Answer command: One of the commands for sending mail. It sends an answer to the sender of the message. You may also specify that addresses in the distribution fields receive a copy of the answer. Page 39

Answer To command: One of the commands for sending mail. It sends an answer to the sender of the message and to the distribution addresses specified in the To field. Page 40

ARPANET address: The form of distribution address you use to send mail to someone on an ARPANET host computer. Page 37

AUGMENT Mail: The AUGMENT subsystem for reading, sending, and managing electronic mail. Page 81

AUGMENT Mailbox: The file that is a temporary holding place for new mail you receive. You cannot read the contents of the AUGMENT Mailbox file. You must give a command to pick up the new mail stored there; then it is available for reading. Page 11

author copy: A copy of a message you send. Unless you specify otherwise, AUGMENT always provides an author copy for each message you send. Author copies are stored in the author-mail category of your mail file, or in another category you specify. Page 15

author-mail: The category in your mail file that initially holds your author copies. Pages 15, 12

<BC>: Backspace character. Typing this special character erases the last character you typed, or the last step in a command. You may type <CTRL-H> (or the BACK SPACE CHAR key if your terminal has one) to specify <BC>. Page 22

body: The content of the Message field of a message. It contains the

substance, or the message body, of a message. The body can be any length you choose. Page 38

<BW>: Backspace word. Typing this special character deletes the last word you typed, plus any punctuation or other characters following the word. You may type <CTRL-W> (or the BACK SPACE WORD key if your terminal has one) to specify <BW>. Page 22

Category: The command word in the Type, Insert, and Delete commands that specifies a category, or section, of a mail file devoted to a particular classification of mail. Each category has a unique name that describes the kind of mail it holds. Pages 11,27,32

Cc: One of the distribution fields of a message. Every distribution address in this field receives a copy of a message. Also, the command word in some Mail commands. Following the command word All in a Type or managing command, Cc specifies messages where an ident or idents are found in the Cc field. It is available after the Type, Delete, Copy, Move, and Print All Messages commands. Pages 10, 65

<CD>: Command delete. Typing this special character cancels any command you have not finished; that is, before you have given the final <OK>. You may then begin a new command. You may type <CTRL-X> (or the COMMAND DELETE key if your terminal has one) to specify <CD>. Page 20

Check Mail command: Checks whether the AUGMENT Mailbox file contains new messages, and tells you the result of the check. Page 25

command word: A word that AUGMENT recognizes as part of a command. Page 19

command: In AUGMENT Mail, a command is an instruction that allows you to read, send, or manage messages in one or more of your mail files. All AUGMENT commands have a similar verb-noun syntax. The verb tells AUGMENT what to do, and the noun tells AUGMENT what to act upon, like telling AUGMENT to "do that" or "put this here". Page 10

Compact: In the Expunge command, the command word that causes AUGMENT to make more efficient use of the storage area occupied by the specified file. Page 70

computer: In AUGMENT Mail, the computer is the single tool that replaces the many tools conventionally used to send and receive mail. The computer, along with the programs that run on it, stores and distributes your mail and provides the tools you need to write and edit. Page 1

control character: The non-printing character that usually has a special control function in AUGMENT. "CTRL-" preceding a letter and enclosed in angle brackets (< >) represents a control character, which you type by holding down the control key, labeled "CTRL", and typing the letter in either uppercase or lowercase. Page 21

Copy command: One of the commands for managing mail. It makes a copy of one

or more messages and inserts the copies into the category you specify. Page 65

Create Distribution (list) command: Creates a distribution list, which is a file containing a specified list of distribution addresses. Page 59

CTRL: By holding down this key while typing a specific character on the keyboard, you can produce control characters. Page 21

<CTRL-O>: The control character that stops a process, such as the printing of text in response to a Type command. Page 27

current category: The category you are currently working in. If you refer to a message and give no corresponding category name, the message in your current category is specified. It can be any category in one of your mail files. Initially, your current category is new-mail. Page 27

current file: The file you are currently working in. If you refer to a category and give no corresponding file name, a category in your current file is specified. Initially, your current file is your mail file. Page 27

current message: The message most recently specified. If you give a command and specify no other message, the command acts upon your current message. Page 27

default: The standard, unchanged setting of some feature; that which occurs automatically unless you specify otherwise. Page 73

Defer: The command word available in the Set Timing command, it sets the timing delivery specification of a message to overnight delivery. Page 54

Delete Category command: The command available at "MAIL C:" that deletes a single category in a file. Page 66

Delete File command: The command available at "MAIL C:" that deletes a file. Page 85

Delete Statement command: The Base subsystem command that removes a statement from a file. Page 52

Delete: A command that removes information from a file, or removes a file entirely. You can use one of the forms of the Delete command to remove information from a mail file. You can delete text, one or more messages, categories, or an entire file. Page 65

delivery specification: The way a message is sent. You can set delivery specifications for such features as timing, acknowledgement, and for submission to a journal. Commands for setting delivery specifications are available at "(Finishing touches) C:". Pages 35,53

directory: The place on the computer where one or more files are stored.

Everyone who uses AUGMENT Mail either has their own directory or shares one with other users. Every directory has a unique name. Page 11

display mode: Using AUGMENT Mail with its special display area and cursor control features on a Cathode Ray Tube (CRT) display terminal properly equipped and programmed for these features. AUGMENT is used in typewriter mode on other kinds of terminals. Pages1,83

distribution address: Tells AUGMENT where a message is sent. One or more distribution addresses appear in the distribution fields of a message. Page 58

distribution field: The part or parts of a message that contain distribution addresses, which AUGMENT uses to determine where to deliver mail. The distribution fields appear before the body of a message. Before a message can be sent, the To field must contain at least one distribution address; the message may also contain the fields Cc or Bcc. Page 58

distribution list: The file that contains distribution addresses. In a sending command, you may specify a distribution list; the addresses in the list are then copied into the specified distribution field, eliminating the need to type in all the addresses. Page 59

draft: A working copy of a message. All messages begin as drafts and remain that way until they are sent. A draft is held in the drafts category of your mail file until the draft is sent or deleted. Page 35

editing: Changing content in one or more fields of a message draft. Fields are edited one at a time. Page 45

electronic mail: Mail that is distributed by an electronic digital computer. Page 9

Expunge command: The command that removes all messages marked for deletion in a file and that updates the file. Page 70

field: Every message is comprised of various fields, each containing specific information about the message. There are many possible fields; depending upon its purpose, a message contains appropriate combinations of fields, selected by the sender. Field also refers to one element of a profile feature name. Page 73

file: A work space on the computer, like a file folder in a filing cabinet. In AUGMENT Mail, most files contain information related to electronic mail work. Page 11

filing: One aspect of managing mail, filing is copying or moving messages from your mail file to one or more other files. Page 64

finishing touches: Editing and/or setting delivery specifications for a message before sending it. When you see this text in a sending command, it

means that the editing and delivery specification commands are available to you. Page 14

Forward command: The command that allows you to send a copy of a message you have received to one or more recipients with or without comment by you. (Available at "MAIL C:".) Page 40

From: The command word that specifies messages from an individual; that is, when the specified distribution address appears in the From field of one or more messages.. The command word is available in the Type, Copy, Delete, Move, and Print All Messages commands. Page 65

group ident: The single ident that specifies a group of users. Page 13

Header: The command word alternative that types only the header of a message. It is available in the Type First, Last, Next, and Previous commands. Page 28

<HELP>: The special character you may type after any prompt to get a Help description of the command as far as you have given it. You may type <CTRL-Q> (or the key labeled HELP if your terminal has one) to specify <HELP>. Page 81

Help command: The command to get on-line information about commands, terms, and procedures. Page 80

ident system: One or more files containing all the idents of a given group of users where AUGMENT goes to look up an ident. Page 13

ident: The name assigned especially to you for using AUGMENT. It usually is the same as your initials. AUGMENT uses your ident to differentiate you and your work from that of other people using the system. Page 12

identifier: Text that appears at the front of every message header to distinguish that message as unique from all others. Page 10

Insert Category command: The command that creates a new category in the file you specify. If the file does not already exist, the command also creates the file, giving it the name you specify. Page 67

Insert Statement command: The Base subsystem command that allows you to add statements to a file. Page 52

journal: One or more directories containing messages submitted by a particular group; each message is cataloged and permanently recorded. Page 15

logging in: Starting a job on an AUGMENT host computer. Page 17

MAIL C: This means that you have entered AUGMENT Mail, and that all Mail commands are available to you. Page 17

mail file: The file created by AUGMENT, but mostly maintained by you, where you read mail you have picked up and compose new messages. You may also store your Mail-related work there. Page 11

mail form: A draft of a message containing the fields you want in the order you choose that you use like a mail template to make routine sending jobs faster and easier. When you send mail using a mail form, a copy of the mail form becomes your current draft. Page 55

managing: Deleting unwanted or unnecessary messages and filing important ones. Page 64

menu: In a Profile command, the list of names of profile features that you may be shown as the command progresses. Page 73

message header: The first line of a message containing the identifier, date, and subject of the message. Page 10

message number: Appearing before the message header, it shows the relative position of a message in a category. The message number is not part of the message; it is simply a convenience provided by AUGMENT. Messages in each category are numbered "1, 2, ... n", where "n" is the last message in the category. Page 27

Message: The command word that specifies a single message, or an item of correspondence sent by AUGMENT Mail. It is available in the commands for typing and managing mail. You may specify a message number after giving this word in a command, or type <OK> to specify the current message. Page 28

Move command: The managing command that makes an exact copy of one or more messages in the category you specify. The original messages are marked for deletion in the header by the text "*MOVED*". Page 65

new-mail: The category where new mail is delivered when you pick it up from your AUGMENT Mailbox file. You read new mail in the new-mail category of your mail file. Page 12

noise words: One or more words that appear in parentheses in AUGMENT commands that help you understand the command. Page 19

OK: Standard AUGMENT terminals have a key labeled OK. Pressing this key specifies the special character <OK>, which confirms parts of commands and ends all commands. In typewriter mode, you may press the key labeled RETURN to specify <OK> in place of the OK key. Page 19

<OK>: Command confirmation. Typing this special character tells AUGMENT you have finished giving a command or part of a command. When you type <OK>, you see an exclamation point (!). You may type <RET> (or the key labeled OK if your terminal has one) to specify <OK>. Page 19

Pick-up command: The command that delivers new mail into the new-mail category of your mail file (or another location you specify). Your new mail is available for reading only after you have picked it up. Page 26

Print command: The managing command that makes paper copies of one or more messages. Page 68

privacy: A feature that allows you to restrict access to one or more of your files, or authorize others to gain access to files. Page 9

profile feature: An AUGMENT feature that you can change or modify to tailor your interaction with AUGMENT Mail to fit your specific needs. Your AUGMENT Profile keeps a record of the profile features you set, so you need only set them once. When you begin a new Mail session, AUGMENT checks your profile and uses your settings instead of those automatically provided by AUGMENT. The standard settings, however, allow you to use Mail without changing any profile features. Page 73

prompt: One or more uppercase letters, followed by a colon, that tells you what you can do next. You see prompts before you give a command or after you have given part of some commands. Page 19

reading mail: Giving a form of the Type command to type messages on your terminal. Page 26

Receipt: The command word that sets a delivery specification asking recipients to acknowledge that they have received your message. It is available in the Set (delivery specification) Acknowledge command. Page 54

recorded mail: Mail that is submitted to and cataloged in a journal; the mail may have restricted access. Page 15

Replace Content command: The editing command that allows you to edit a message draft by replacing the specified content in any field with new content. Page 46

Replace Text command: The editing command that replaces the specified text with new text you type in. Page 49

Replace Word command: The editing command that replaces the specified word with the new word you type in. Page 49

Reset Profile command: The command to change a profile feature back to the original, or default, setting. Page 73

RETURN: Most terminals have a key labeled RETURN; in typewriter mode, press this key to specify the special character <OK>. Page 3

role ident: The ident assigned to a particular role within an organization. Page 13

Rush: The command word for setting the delivery specification to immediate delivery. It is one of the command word alternatives for the Set Timing command. Page 54

Save command: The command to save a draft, giving it a name tag you specify. Page 43

Send Acknowledgement command: The sending command that sends a short message

to the sender of a message informing him or her that you have received the
message. You may send an acknowledgement without first reading the message.
Page 58

Send command: The command that sends an original message to one or more
individuals. Page 38

Send Draft command: The sending command that sends the draft you specify;
indicate the draft by its number or by a name tag. Page 43

Send New command: The command for sending a message using a mail form. Page
56

Set (delivery specification) Acknowledge command: The command that allows you
to request acknowledgement from the system when your message is delivered and
from an individual when your message is received. Page 54

Set (delivery specification) Timing command: The command that allows you to
set the timing of delivery of a message. Page 53

Set Profile command: The command that changes the setting of a profile
feature. Page 73

Show Profile command: The command that checks the current setting of a
profile feature and shows you what it is. Page 73

Soon: The command word that sets the timing of delivery of a message
according to AUGMENT's normal, or default, delivery schedule. It is a command
word alternative in the Set Timing command. Page 54

special character: Characters that when typed have a special control
function. Usually, you do not see special characters when you type them.
Page 21

Start: The command word alternative in the Set Timing command which sets a
delivery specification so that a message is sent no sooner than a specified
time. Page 54

Stop: The command word alternative in the Set Timing command which sets a
delivery specification so that delivery is halted if it does not occur by a
specified time. Page 54

Subject: The command word that specifies one or more messages that contain
specified text in the Subject field. Subject also refers to the brief
description that a sender usually gives to a message and to the field that
contains the subject. Page 66

subsystem: That set of commands relating to a particular AUGMENT task.
AUGMENT Mail is a subsystem and is commonly referred to as the "Mail
subsystem". Page 81

text: One or more adjacent characters including spaces, punctuation, and others. Page 20

Through: The command word alternative that specifies consecutive messages in a category. It is available in the Type, Copy, Delete, Move, and Print Message commands. Page 30

Timing: Setting a delivery specification that tells AUGMENT when you want your message to be sent. You may specify Rush, Soon, Defer, Start, or Stop. Page 53

To: The command word that specifies one or more messages where the specified content appears in the To field. It is available in the Type, Copy, Delete, Move, and Print All Messages commands. Also refers to the To distribution field of a message; every individual whose ident appears in that field will receive a copy of a message. Page 66

Type All Headers command: The command that types all the headers of messages in a specified category. If you specify no category name, headers in the new-mail category are typed. Page 31

Type All Messages command:: The command that types all messages in a specified category. If you specify no category name, headers in the "new-mail" category are typed. Page 31

Type First command: The command that types the first message in the current category. Page 29

Type Last command: The command that types the last message in the current category. Page 29

Type Message command: The command that types the message you specify. Page 28

Type Next command: The command that types the next message after the current message. Page 29

Type Previous command: The command that types the previous message from the current one. Page 29

Type: The command for reading mail; when you type a message, the entire message is shown to you on your terminal. You must follow the Type command by one or more command word alternatives that specify which messages to type and in what order to type them. Page 26

typewriter mode: Using AUGMENT on any standard printing terminal with an upper- and lowercase keyboard, or on a display terminal that is not designed and programmed to handle AUGMENT's special display area and cursor control capabilities. Page 1

undeliverable mail: Mail that cannot be delivered because of an incorrect address appearing in one of the distribution fields. If only one address is

incorrectly specified, then the message is sent to no one. Undeliverable mail remains in your author-mail category until you correct all incorrect addresses and send the message again. Page 61

Update command: The command to update your current file. When a file is updated, recent changes to the file are incorporated into it. You can update your current file or a file you name. Updating a file creates a new version of the file.. Additionally, you can specify that AUGMENT compact the new version of the file. Page 69

?: You may type a question mark before giving a command or at any prompt during a command to see what your current alternatives are. Page 80

@: The prompt for the AUGUST Executive. Page 17

LIST OF COMMANDS

The commands in this category are listed functionally. To give a command, type the first letter of the command word; the entire word appears on your terminal. When commands begin with the same letter, first type a space and then enough characters for the command word to be recognized.

The command descriptions conform to the conventions listed below. An uppercase word represents a "variable", meaning at that point in the command you may respond in different ways.

ANSWER-FIELD: Give the command word To, Cc, or Both to specify idents. (Available only in the Answer command.)

ANSWER: Prompted by Y/N:. Specify "y" or <OK> for yes or "n" for no.

CATEGORY: Specify a category name; that is, a SELECTION omitting the message number. For example: new-mail, july,new-mail.

CONTENT: Prompted by T/[A]: Type in a series of characters ending with _<OK>, or type <OPT> and an address and end with <OK>.

FIELD-SEARCH: Give the command word From, To, Cc, or Subject to search a field for the content specified.

FIELD: Give a command word that specifies a field in a message. For example, "f" for "From", or "c" for "Cc".

FILE: Specify a file name; that is, a SELECTION omitting the category name and message number. For example: july.

GROUP: Give the command word And or Through to specify an additional SELECTION. GROUP may be repeated until any collection of messages is specified.

IDENT: Specify a list of one or more idents by typing them, separated by commas and ending with <OK>, or type <OPT> and address the text comprising the list of idents.

LOCATION: Prompted by A: or A/[T]:. Type in a a statement number or a location within a statement, ending with <OK>.

MESSAGE: Give the command word First, Next, Last, or Previous to specify a message.

OK/CONTENT: Prompted by OK/T/[A]:. Type <OK> to continue with the command, or type in a series of characters ending with <OK>, or type <OPT> and an address and end with <OK>.

OK/IDENT: Prompted by OK/T/[A]:. You may type <OK> to continue with the command, or type in a list of one or more idents, separated by commas, or

type <OPT> and address the text comprising the list of idents. (Available only in the Answer command.)

SELECTION: Prompted by A:. Specify a message, followed by <OK>. The message specification can be a message number optionally preceded by a category name and/or file name. For example: 3, new-mail#3, july,new-mail#3.

... <OK>: You can repeat the previous variable as often as you wish, finally typing <OK> to end that part of the command.

Reading

Check Mail (for ident) OK/CONTENT

Pick-up (mail) <OK>

Type Message (selection) SELECTION <OK>

Type Message (selection) SELECTION GROUP <OK>

Type MESSAGE <OK>

Type MESSAGE Header (in category at) CATEGORY <OK>

Type MESSAGE Message (in category at) CATEGORY <OK>

Type MESSAGE Categoryname <OK>

Type All Messages (in category at) OK/CATEGORY OK/FIELD-SEARCH

Type All Headers (in category at) CATEGORY OK/FIELD-SEARCH

Type All Categorynames (in file named) OK/FILE OK/FIELD-SEARCH

Type Categoryname <OK>

Type All Categorynames (in file named) CONTENT

Type Draft <OK>

Sending

Send <OK>

(To) IDENT

(Cc) IDENT

(Subject) CONTENT

(Message body) CONTENT

(next statement) OK/CONTENT ... <OK>

(Send now?) ANSWER

Answer (message at) SELECTION <OK>

   (replying to) IDENT (and to addresses in) ANSWER-FIELD

   (additional addresses) OK/IDENT

   (Body) OK/CONTENT

   (next statement) OK/CONTENT ... <OK>

   (Send now?) ANSWER

Forward (message at) SELECTION

   (To) IDENT

   (Cc) IDENT

   (comment) CONTENT

   (Send now?) ANSWER

Send Draft (at) CONTENT

   (Send now?) ANSWER

Create Distribution (list) CONTENT OK

Send Current (most recent draft) <OK>

   (Send now?) ANSWER

Send New (message) OK/OPT (using mail form at) LOCATION

   {prompting guided by mail form}

   (Send now?) ANSWER

Answer (message at) SELECTION OK/OPT (using mail form at) LOCATION

    {Prompting guided by mail form}

    (Send now?) ANSWER

Forward (message at) SELECTION OK/OPT (using mail form at) LOCATION

    (Prompting guided by mail form)

    (Send now?) ANSWER

Send Acknowledgement (for receipt of message at) SELECTION

Show Ident (record for) Lastname CONTENT OK

Show Ident (record for) Ident CONTENT OK

Show Ident (record for) Sound-alike CONTENT OK

Editing

When you specify no for ANSWER, you enter editing mode. "(Finishing touches) C:" appears on your terminal, and the following commands are available.

Save (draft using name) CONTENT

Replace Content (in) FIELD (field, replacing) CONTENT (by) CONTENT

Replace Character (at) LOCATION (by) CONTENT

Replace Word (at) LOCATION (by) CONTENT

Replace Text (at) LOCATION (through) LOCATION (by) CONTENT

Insert Statement (to follow statement at) LOCATION

Delete Statement (at) LOCATION (really?) <OK>

Set (delivery specification) Timing (for message) TIMING

    For TIMING, specify one of the following:

        Rush (immediate) <OK>

        Soon <OK>

Start (delivery at) CONTENT

Stop (delivery if not sent by) CONTENT

Defer (for overnight delivery) <OK>

Set (delivery specification) Acknowledge REQUEST

For REQUEST, you may specify:

Delivery (requested of system) <OK>

Receipt (requested of recipients) <OK>

Set (delivery specification) Submit (to) Journal (named) OK/CONTENT

Managing

Delete Message (selection) SELECTION <OK>

Delete Message (selection) SELECTION GROUP <OK>

Delete MESSAGE <OK>

Delete MESSAGE Message OK/FIELDSEARCH

Copy Message (selection) SELECTION (to category) CATEGORY OK/FIELD-SEARCH

Copy MESSAGE OK (to category) CATEGORY OK/FIELD-SEARCH

Copy MESSAGE Message (to category) CATEGORY OK/FIELD-SEARCH

Move Message (selection) SELECTION (to category) CATEGORY OK/FIELD-SEARCH

Move MESSAGE OK (to category) CATEGORY OK/FIELD-SEARCH

Move MESSAGE Message (to category) CATEGORY OK/FIELD-SEARCH

Print Message (selection) SELECTION (on device) PRINTER SPECIFICATIONS <OK>

Print Message (selection) SELECTION GROUP (on device) PRINTER
SPECIFICATIONS <OK>

Print MESSAGE OK (on device) PRINTER SPECIFICATIONS <OK>

Print MESSAGE Message (in category at) CATEGORY (on device) PRINTER
SPECIFICATIONS <OK>

Print MESSAGE Header (in category at) CATEGORY (on device) PRINTER
SPECIFICATIONS <OK>

Print MESSAGE Categoryname (in category at) CATEGORY (on device) PRINTER
SPECIFICATIONS <OK>

> (Contact your Tymshare representative for information about printers and
> printing specifications.)

Delete All Messages (in category at) OK/CATEGORY OK/FIELD-SEARCH

Copy All Messages (in category at) OK/CATEGORY OK/FIELD-SEARCH (to
category) CATEGORY OK/FIELD-SEARCH

Move All Messages (in category at) OK/CATEGORY OK/FIELD-SEARCH (to
category) CATEGORY OK/FIELD-SEARCH

Print All Messages (in category at) OK/CATEGORY OK/FIELD-SEARCH (to
category) CATEGORY OK/FIELD-SEARCH (on device) PRINTER SPECIFICATIONS <OK>

Update (file) <OK> (new version) <OK>

Update (file) Named FILE (to be) New (version) <OK>

Expunge (and update file) <OK>

Expunge (and update file) Named FILE (to be) New (version) <OK>

Copy Category (at) CATEGORY (to follow) LOCATION <OK>

Move Category (at) CATEGORY (to follow) LOCATION <OK>

Delete Category (at) CATEGORY (really?) <OK>

Delete File (named) FILE (really?) <OK>

Set Profile PROFILE-SELECTION CONTENT

Show Profile PROFILE-SELECTION <OK>

Reset Profile PROFILE-SELECTION <OK>

> For PROFILE-SELECTION, choose one of the available profile features, or
> type <OK> to see a menu before making your selection.

Help (type a term and <OK>, or just <OK>) OK/TERM

> For OK/TERM, type <OK> to see general information about AUGMENT Mail, or
> type a specific term for Help to look up, followed by <OK>.

APPENDIX A: HEADER FIELDS

NOTE: In the descriptions that follow, header fields that are automatically provided by AUGMENT Mail are marked [SYSTEM]. No such mark appears with the actual header in the message.

Unless otherwise noted, you type or optionally give the address of the text that appears in the field.

Action-Code: Text that defines what action, if any, the recipient of the message should take.

Addendum-To: A single message identifier signifying that the current message is an addendum to, or a supplement of, another message. The identifier cites the supplemented message. If the current message is submitted to a journal, the message is then cataloged as a supplement to the previous message.

Author: Text that specifies the author of a message. The author may be identified by ident, by name, or by some other means. The author specified in this field is not necessarily the person who sent the message.

· Bcc: A list of addresses for "blind" distribution; only the author copy and Fcc-copies show the contents of the Bcc: field.

Cc: A list of addresses for secondary distribution.

Comment: Text that comments on the message body or on a message submitted to a journal.

Delivery-specifications:

   Access: For messages submitted to a journal, only the addresses specified in the distribution fields (To, Cc, Bcc) and the Extended-access field have access to the message; all others are denied access. This field acts as a switch (on or off), not an address list. Access to the journalized message and the catalog entry both are restricted.

   Acknowledge-Delivery: When this field is specified by the user, the field is set to "Acknowledge-Delivery: requested" by the system when the message is sent. The sender automatically receives a message from AUGMENT Mail when the message has been delivered.

   Acknowledge-Receipt: When this field is specified by the user, the field is set to "Acknowledge-Receipt: requested" by the system. Recipients are asked to send acknowledgement of receipt of the message.

   Fcc: A "link", or a pointer to a location in an AUGMENT file, under which a copy of a message is inserted upon delivery. The sender must have access to the file specified in the link. More than one link can be included in the Fcc field. The specification for the FCC field does not override your Profile setting for Author copy location.

Location: You may specify "Journal" or "Bulletin", followed by the name of the journal or bulletin board encased in curly brackets. When this field is set to Journal, the message is automatically cataloged and recorded in the specified journal. When set to Bulletin, a copy of your message is submitted to the bulletin board, but is not cataloged or otherwise recorded. When the message is delivered, an abbreviated citation of the location of the message is specified.

Location: Journal {Journal-name-1} {Journal-name-2}

Location: Bulletin {Directory-name}

Timing:

Start: When this field is set to any date and time according to the 24-hour convention (for example, 23-Aug-82 0800), delivery occurs as soon as possible after the specified date and time.

Stop: When this field is set to a date and time according to the 24-hour convention, delivery is cancelled if it does not occur before the specified time.

Rush: The message is delivered immediately.

Deferred: The message is delivered overnight, between 2200 and 0600 Pacific time, when network transmission rates are lowest.

Soon: The message is delivered at the next convenient opportunity (usually within three minutes).

Extended-access: A list of idents. For messages submitted to a journal, this field acts as a list of those who have access to the recorded message, but for whom citations are not delivered. This field does not change the original access list for a message already recorded in a journal.

[SYSTEM] Forwarded-Header: In the Forward command, a field under which the header fields of the forwarded message are copied.

[SYSTEM] From: The ident of the sender of a message.

[SYSTEM] Identifier: The identifier assigned to an unrecorded message. The identifier is used in subsequent messages to reference the message (in In-reply-to, References-to, Obsoletes, Supercedes ...). Identifiers for recorded messages can be reserved ahead of time and inserted in the field by the user.

In-Reply-To: In the Answer command, a list of identifiers to which this message replies. For messages submitted to a journal, this field is cataloged and can be used to retrieve messages relating to a recorded discussion.

Keywords: Text that briefly notes the topics discussed in the message.
Keywords can be used as search keys to retrieve messages that are related
(have the same assigned keywords).

Length: An estimate of the number of printed pages, based on the amount of
work space that the message occupies in the computer's memory. This field
does not appear if estimate is less than two pages. If supplied by the user,
the field specifies a (presumably) proven number of printed pages.

Obsoletes: A list of identifiers of messages made obsolete by the current
message. If the message is submitted to a journal, it is then cataloged as
superceding the messages cited in this field.

Part-of: A single message identifier that indicates a message is part of (or
chapter of) a larger document.

[SYSTEM] Posted: The date and time the message was sent.

[SYSTEM] Received: The date and time your new mail was picked up. (This
field is not present in journal copies.)

References-to: A list of message identifiers to which this message refers.

Reply-To: A list of addresses which are used by the Answer command instead of
the From field to specify a To field for the answer. The Answer command also
copies the whole reply-to field into the answer draft.

[SYSTEM] Sender: (if necessary) An address that specifies the sender of a
message. This field is omitted if it is the same as the From field.

Subject: Text that briefly describes the purpose and topic of the message.

To: A list of addresses for primary distribution.

Profile Features

The following descriptions tell what each profile feature controls. When
you give the Set Profile command for a particular feature, you are shown
your current setting and the AUGMENT default setting. You are then shown a
menu of choices or are simply prompted to type in a new setting. Please
note that the default settings are appropriate for the majority of Mail
users.

author copy: Determines whether you automatically receive an author
copy of mail you send, and if so, where. Choose "automatically" or
"location".

automatically

AUGMENT default: yes

Menu:

yes
no

location {address}: Determines the file and category where you
receive the author copy of mail you send. "Automatically" must be
set to "yes" for this setting to have any meaning. It is recommended
you first type the directory name and a comma. Then type the file
name, followed by a comma. Finally, type the category name for your
author copies. The file and category must exist before changing this
setting. See the section "Guidelines for Naming New Categories and
Files" for information on file names.

AUGMENT default: <DIRECTORY,MAIL-IDENT,author-mail>

NOTE: DIRECTORY is your directory name; IDENT is your ident.

delete and move commands: Determines whether messages and categories
are simply marked for deletion by the text "*DELETED*" or "*MOVED*"
until expunged, or deleted immediately when you give the Delete or Move
command. If this feature is set to "delete immediately", then you will
not be able to use the Undelete Message, Undelete All Messages, and
Undelete Category commands to restore messages. (See the section
"Deleting, Moving, and Copying Messages".)

AUGMENT default: mark for deletion by expunge

Menu:

mark for deletion by expunge
delete immediately

distribution copy: Determines whether you receive, in your New-mail
category, copies of messages you send in which your ident is included in
the fields To, Cc, or Bcc. Note that you will get an author copy as
long as "author copy, automatically" is set to "yes" (the default). You
will receive no copies if both are set to "no".

AUGMENT default: no

Menu:

yes
no

entry: Determines whether you are jumped to the first message in your
New-mail category when you enter Mail and, when you have no new
messages, whether you are jumped to the category name itself. You can
set this feature separately for display and typewriter modes. If
"pickup, automatically" is "yes" and "pickup, display, jump" or "pickup,
typewriter, jump" is "yes" and you have new mail, then those profile
features for pickup will override this profile feature for jumping on
entry. You will then be at your first newly picked-up message.

display: For display mode.

jump automatically: Determines whether you are automatically
jumped to New-mail when you enter Mail. If you have changed
"pickup, display, jump" to "no", then you may want to consider
changing this feature to "no" also.

AUGMENT default: yes

Menu:

yes
no

typewriter: For typewriter mode.

jump automatically: Determines whether you are automatically
jumped to New-mail when you enter Mail. If you have changed
"pickup, typewriter, jump" to "no", then you may want to consider
changing this feature to "no" also.

AUGMENT default: yes

Menu:

yes
no

finishing touches: Determines whether you are jumped to your current draft when you enter finishing touches and how your draft is shown to you. You can set this feature separately for display and typewriter modes.

   display: For display mode.

      j⸺ automatically

         AUGMENT default: yes

         Menu:

            yes
            no

      viewspecs for automatic jump: You must specify "yes" for "jump automatically" for this setting to have any meaning. If you change one viewspec, then respecify the others.

         AUGMENT default: levels: ALL, lines: ALL, hjnpuzACEHJLP

   typewriter: For typewriter mode.

      jump: Determines whether you are automatically jumped to your current draft when you enter finishing touches and if the draft is typed out for you.

         AUGMENT default: jump and don't type

         Menu:

            jump and type automatically
            jump and don't type
            don't jump

      viewspecs for automatic jump and type: You must specify "yes" for "jump" for this setting to have any meaning. If you change one viewspec, then respecify the others. NOTE: This setting also determines how your draft is shown to you when you type your draft by giving the Type command at "(Send Now?) Y/N/C:" or the Type Draft command in finishing touches.

         AUGMENT default: levels: ALL, lines: ALL, gjmpuzACEHILP

journal: Determines the name of the journal where documents you submit are automatically sent, unless you specify a different journal name in the Set Journal command. Also determines the access for documents submitted to a journal.

access for documents sent

AUGMENT default: restricted

Menu:

restricted
unrestricted

name

AUGMENT default: AUGMENT

mail file {address} {begins next session}: Determines the name of the
file into which your mail is delivered. If you change this setting, new
mail is delivered into the file you specify beginning with your next
Mail session. If the file does not already exist, it will be created
for your next Mail session. See the section "Guidelines for Naming New
Categories and Files" for information on file names.

AUGMENT default: <DIRECTORY, MAIL-IDENT,>

NOTE: DIRECTORY is your directory name; IDENT is your ident.

message numbers: Determines whether you are shown message numbers when
you give a Type command, or when you are automatically jumped to your
new mail upon pickup. Message numbers are especially convenient in
typewriter mode. You can set message numbers separately for display and
typewriter modes. "Enabled" turns message numbers on and "disabled"
turns message numbers off.

display: For display mode.

AUGMENT default: enabled

Menu:

enabled
disabled

typewriter: For typewriter mode.

AUGMENT default: enabled

Menu:

enabled

name appended to From or Sender field: Allows you to specify text to be appended to your mailing address in messages you send. For example, you may want to append your name to your address so that those who read the message and are not familiar with your ident will immediately know it is from you. Text specified here will be appended to your address when the message is sent. The text you specify is usually added to the From field. However, if you send a message in which the From field is not equal to your address (e.g., you specify a From field in your message that contains a group ident), then Mail will insert a Sender field in the message containing your address. In this instance, the text you specify will be appended to your address in the Sender field.

AUGMENT default: NULL

pickup: Determines whether new mail is automatically picked up when you first enter Mail. Also determines whether you are shown your new mail whenever it has been picked up, and how your new mail is shown to you. You can set the latter separately for display and typewriter modes.

automatically upon entry

AUGMENT default: yes

Menu:

yes
no

display: For display mode.

jump automatically: Determines whether you are automatically jumped to the first new message in your New-mail category whenever new mail is picked up in display mode. If this feature is "yes" and "pickup, automatically" is "yes" and there is new mail, then this feature overrides "entry, display, jump". If you change this feature to "no", then you may want to consider also changing the profile feature "entry, display, jump" to not jump on entry.

AUGMENT default: yes

Menu:

yes
no

viewspecs for automatic jump: Determines your viewspecs when you are automatically jumped to your New-mail category upon mail pickup in display mode. You must set "jump automatically" to "yes" before this setting has meaning. If you change one or more viewspecs, then respecify the others.

AUGMENT default: levels: 2, lines: 1, ljnpuzACEHJLP

typewriter: For typewriter mode.

jump and type automatically: Determines whether new mail is automatically typed on your terminal whenever new mail is picked up. If this feature is "yes" and "pickup, automatically" is yes and there is new mail, then this feature overrides "entry, typewriter, jump". If you change this feature to "no", then you may want to consider changing the profile feature "entry, typewriter, jump" to not jump on entry.

AUGMENT default: yes

Menu:

yes
no

viewspecs for automatic jump and type: Determines how your new mail is typed out for you. You must also specify "yes" for "jump and type automatically" for this setting to have meaning. If you change one or more viewspecs, then respecify the others.

AUGMENT default: levels: 2, lines: 1, hjnpuzACEHJLP

quit: Determines whether your Mail-IDENT file is updated when you end your Mail session and also determines how the file is updated. See the section "Updating Mail Files" and "Expunging Mail Files" for more information on updating and expunging files.

update mail file automatically

AUGMENT default: old version

Menu:

no: The mail file is not updated when you end your Mail session.
compact new version: The changes are merged into a new, compacted version of the file.
new version: The changes are merged into a new version of the file.
old version: The changes are merged into the existing version of the file.
expunge but don't update: Items marked for deletion are removed from your file, but the file is not updated.

sort {using}: Determines whether messages are sorted according to their

original fields (that is, before any editing changes were made to the
fields in the message), or according to their current fields (that is,
since any editing changes were made to the fields in the messages).

    AUGMENT default: original fields {as picked up}

Menu:

    original fields {as picked up}
    current fields {possibly edited since pickup}

type command {in display mode}: For display mode only. When you give a
Type command in Mail, determines whether you are jumped to that new
location and shown 2 levels, 1 line, and the branch only - viewspecs xbg
- or are, left at your current location.

    AUGMENT default: jump after type

Menu:

    jump after type
    type but don't jump

The Set Profile command: Type "<SP>sep".

Set C: Profile (feature name; <OK> for a menu) T/OK: Type <OK> to see a
menu of profile features or, if you know the name of the feature, just
type it in, followed by <OK>. Type enough characters of each field of
its name to make it unique.

T: At the end of a menu selection, specify the field of the name by
typing enough characters of its name to make it unique, followed by
<OK>. When you have completely specified its name, you are shown the
current and AUGMENT default setting and a menu of possible settings if
available.

(new setting) T/[A]: Type in the new setting, followed by <OK>. You
are returned to "MAIL C:".

The Show Profile command: Type "<SP>shp".

Show C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see
a menu of profile features or, if you know the name of the feature, just
type it in, followed by <OK>. Type enough characters of each field of
its name to make it unique.

T: At the end of a menu selection, specify the field of the name by
typing enough characters of its name to make it unique, followed by
<OK>. When you have completely specified its name, you are shown the

current and AUGMENT default setting for the feature, and you are returned to "MAIL C:".

The Reset Profile command: Type "<SP>rp".

Reset C: Profile (feature name; <OK> for a menu) OK/T: Type <OK> to see a menu of profile features or, if you know the name of the feature, just type it in, followed by <OK>. Type enough characters of each field of its name to make it unique.

T: At the end of a menu selection, specify the field of the name by typing it in, followed by <OK>. When you have completely specified its name, you are shown the current and AUGMENT default settings for the feature. The feature is reset to the AUGMENT default, and you are returned to "MAIL C:".

OK: Type <OK>.

GETTING HELP AND LEARNING MORE ABOUT AUGMENT

Introduction

A wealth of information about Mail and other AUGMENT features is
immediately _vailable to you whenever you log in. You are encouraged to
use the commands in this section to learn about the many powerful features
of AUGMENT. The AUGMENT textbook lesson "Getting Help" contains complete
information about the commands and features that are briefly described in
this section.

On-line informational aids are as complete and up-to-date as possible, but
there may be times when you need help from another person about a
particular problem. In such a case, do not hesitate to contact your
Tymshare representative.

Question Mark

Before you give a command or at any prompt in a command, you can type a
question mark (?) to see your current alternatives.

Typing "?" in response to "C" in a prompt shows a list of available command
words. A space in front of a command word, indicated by <SP>, means to
first type a space before typing the first letter of the command word. At
any other prompt, "?" shows information that will help you complete a
command. Typing "?" does not interfere with a command in progress; after
you are shown the information, you are prompted to continue.

The Help Command

The Help command makes information about AUGMENT capabilities and features
available to you. When you give the Help command, information in the Help
data bases, which contain complete information on AUGMENT commands and
features, is available for you to explore.

When you type "h" to give the Help command at "MAIL C:", the following
appears on your terminal:

   Help (type a term and then <OK>, or just <OK> T/OK:

At the "T/OK:" prompt, you can either type a term for Help to look up,
followed by <OK>, or type just <OK> to see information about Mail.

When you give the command at "MAIL C:", you are shown general information
about AUGMENT Mail. You are shown a descriptive paragraph, sometimes
followed by a menu of numbered headings. If such a menu appears, to

further explore the Help date base for Mail, type a number, followed by
<OK>, and the information under that menu heading is shown to you. You may
see more menus; you can respond appropriately. You can back up through the
information in Help by typing a left angle bracket (<) instead of a term or
menu number. When done, simply type <CD> to end the Help command. You are
returned to your location before giving the Help command.

You can also type any term for Help to look up. The term need not
necessarily pertain to Mail. Capitalization of terms you type does not
matter. Virtually any AUGMENT term has an entry in the Help date base.
The following are some useful terms for Help to look up. Give the Help
command, and at the prompt, type the term, followed by <OK>.

AUGMENT

Begins with general information about the AUGMENT Office Information
system. As you explore deeper into the data base, you will find more
and more specific information about AUGMENT features and
capabilities.

subsystem

Describes all AUGMENT "subsystems", or sets of commands related to
particular tasks.

Base

Describes the Base subsystem, a set of commands for reading, writing,
and editing on-line information. Also how to create and manage
files, and print information with Base commands.

Table

Describes the Table subsystem, a set of commands for handling tabular
information, including powerful tools for manipulating numbers.

Calculator

Describes the Calculator subsystem, a set of commands for doing
arithmetic, much like an adding machine or pocket calculator. Totals
can be integrated into an AUGMENT file.

<HELP>

To find out general information about AUGMENT Mail, or specific information

about a command, type the special character <HELP>. You can type <CTRL-Q>
to specify <HELP>.

Typing <HELP> at "MAIL C:" provides general information about AUGMENT Mail.
In addition, you can type <HELP> at a prompt in any command to find out
detailed information about that command. Whenever you type <HELP>,
"(searching Help information)" appears on your terminal. You are then
shown information in a Help data base. You can explore further or cancel
the command by typing <CD>.

acknowledgement: Making it known to the sender whether a message was sent and/or received. Acknowledgement of sending is provided by Mail, and acknowledgement of receipt is provided by the recipient. Page 70

address field: The part or parts of a message that contain mailing addresses, some of which AUGMENT uses to determine where to deliver mail. The address fields in AUGMENT Mail are To, Cc, Bcc, From, Sender, Reply-to, and Extended-access. Page 49

archive: To transfer a file from disk to tape to conserve space. Page 38

AUGMENT Mail: The AUGMENT subsystem for reading, sending, and managing electronic mail. Page 1

AUGMENT Mailbox: The file that is a temporary holding place for new mail you receive. You cannot read the contents of the AUGMENT Mailbox. You must give a command to pick up the new mail stored there; then it is available for reading. Page 13

author copy: A copy of a message you send. Unless you specify otherwise, Mail always provides an author copy for each message you send. Author copies are stored in the Author-mail category of your Mail-IDENT file, or in another category you specify. Note that the person who actually posts the message is the one who receives the author copy. Page 17

Author-mail: The category in your Mail-IDENT file that initially holds your author copies. Pages 14, 17

bad file: A file that has a problem making it impossible for AUGMENT to work with it. Page 89

<BC>: Backspace Character. Typing this special character erases the last character you typed, or the last step in a command. You can type <CTRL-H> (or the BACK SPACE CHAR key if your terminal has one) to specify <BC>. Page 26

Bcc: The address field of a message identifying those who are to receive "blind carbon copies". This means that only the author and Fcc copies will include this field; no other recipients will see the Bcc field. Page 49

body: The content of the Message field of a message. The body can be any length you choose: a single paragraph (statement), several paragraphs (statements), or an entire file. Page 52

<BW>: Backspace word. Typing this special character deletes the last word you typed, plus any punctuation or other characters following the word. You can type <CTRL-W> (or the BACK SPACE WORD key if your terminal has one) to specify <BW>. Page 26

catalog: An index to documents contained in a journal. Each entry in a

catalog consists of a citation, listing the fields in the document as well as special catalog fields (i.e., Superseded, Parts, Addenda, and Replies) added as part of catalog maintenance. Pages 18, 39, 44, 83

category: A section of a mail file devoted to a particular classification of mail. Each category is an AUGMENT branch and has a unique name that describes the kind of mail it holds. Pages 14, 32, 37

Cc: The address field of a message identifying those who are to receive "carbon copies". Page 12

<CD>: Command Delete. Typing this special character cancels any command you have not finished; that is, before you have given the final <OK>. You can then begin a new command. You can type <CTRL-X> (or the COMMAND DELETE key if your terminal has one) to specify <CD>. Page 24

character: A single letter, digit, punctuation mark, space, return character, or special control character. Page 63

citation: A message you receive in your mailbox notifying you where a journal document is located. Also, the list of fields that appears in the catalog entry for each journal document. Page 39

command: In AUGMENT Mail, a command is an instruction that allows you to read, send, or manage messages in one or more of your mail files. All AUGMENT commands have a similar verb-noun syntax. The verb tells AUGMENT what to do, and the noun tells AUGMENT what to act upon, like telling AUGMENT to "do that" or "put this here". Page 13

command word: A word that AUGMENT recognizes as part of a command. Pages 13, 22

compact: To make more efficient use of the storage area occupied by the specified file. Pages 105, 106

computer: In AUGMENT Mail, the computer is the single tool that replaces the many tools conventionally used to send and receive mail. The computer, along with the programs that run on it, stores and distributes your mail and provides the tools you need to write and edit. Page 1

control character: The non-printing character that usually has a special control function in AUGMENT. "CTRL-" preceding a letter and enclosed in angle brackets (< >) represents a control character that you type by holding down the control key, labeled "CTRL", and typing the letter in either upper case or lower case. Page 25

CTRL: By holding down this key while typing a specific character on the keyboard, you can produce control characters. Page 25

<CTRL-O>: The control character that stops a process, such as the printing of text in response to a Type command. Page 31

current category: The category in which you are currently located. If you refer to a message and give no corresponding category name, the message in your current category is specified. It can be any category in one of your mail files. Initially, your current category is New-mail. Page 32

current file: The file in which you are currently located. If you refer to a category and give no corresponding file name, a category in your current file is specified. Initially, your current file is your Mail-IDENT file. Page 32

current message: The message most recently typed. If you give a command and do not specify a message, the command acts upon your current message. Page 32

DDN address: The form of mailing address you use to send mail to someone on a DDN host computer. DDN stands for Defense Data Network and includes such networks as ARPANET and MILNET. Page 51

default: The standard, unchanged setting of some feature; that which occurs automatically unless you specify otherwise. Page 109

delivery specifications: Features that allow you to control how a message is sent. You can control the timing of delivery, specify that a message be routed, request acknowledgement of delivery and receipt, specify that a copy of a message be inserted in a category you choose, submit an item to a journal, and set access to that item. Commands for setting delivery specifications are available in finishing touches. Page 23

directory: The place on the computer where one or more files are stored. Everyone who uses AUGMENT Mail either has their own directory or shares one with other users. Every directory has a unique name. Page 13

display mode: Using AUGMENT Mail on an AUGMENT brand display terminal or at another brand of display terminal equipped and programmed to handle AUGMENT's special cursor control and window mode (as opposed to continuous scrolling). AUGMENT Mail is used in typewriter mode on other kinds of terminals. Page 1

distribution list: A statement in a file that contains mailing addresses. In a sending command, you can specify a distribution list; the addresses in the list are then copied into the specified address field, eliminating the need to type in all the addresses. Page 79

document: A mail item submitted to a journal. Pages 18, 38

document identifier: The journal name and document number that uniquely identifies each journal document. It appears as the second entry in the Identifier field of a citation in the form "NAME,NUMBER,", where NAME is the name of the journal, and NUMBER is the document number. Page 39

document number: The file name of a journal document. Page 39

draft: A message that is in progress in the Drafts category of your Mail-IDENT file. Page 48

editing: Changing content in one or more fields of a draft, inserting and deleting fields in a draft, and setting delivery specifications. Page 59

electronic mail: Mail that is distributed by an electronic digital computer. Page 11

expunge: To remove from a file all messages and categories marked for deletion. Also, to remove all files that you have deleted. Page 106

field: A part of a message containing specific information about the message. For example, the To field identifies the primary recipients of a message. Field also refers to one element of a profile feature name. Pages 12, 109

field search: A search for messages with specified text in the From, To, Cc, or Subject field. Page 37

file: A work space on the computer, like a file folder in a filing cabinet. In AUGMENT Mail, most files contain information related to electronic mail work. Page 13

filing: One aspect of managing mail, filing is copying or moving messages from your Mail-IDENT file to one or more other files. Page 91

finishing touches: The state in which you can edit and set delivery specifications for a message before sending it. When you enter finishing touches, the prompt "(Finishing touches) C:" replaces "MAIL C:" on your terminal. Page 59

group ident: A name representing a group of users who are in the same ident data base. Page 15

header: The first line of a message consisting of the message identifier, the date the message was sent, and the subject of the message. Usually, the header is just one line long, but, depending on the length of the subject, may take more lines. Page 33

Help: A vast source of information about AUGMENT commands, terms, and procedures. Help is available by using the Help command and by typing <CTRL-Q> (or the key labelled "HELP" if your terminal has one). Page 119

ident: The name assigned especially to you for using AUGMENT, usually the same as your initials. AUGMENT Mail uses your ident as your mailing address. Page 15

ident data base: A data base containing a collection of individual, group, role, and mail list idents, usually associated with one or more organizations. Page 15

identifier: Both the name of a field and the general term for both message identifier and document identifier. Pages 12, 39

journal: A named collection of messages and documents that are permanently recorded and cataloged. Page 18

logging in: Starting a job on an AUGMENT host computer. Page 20

MAIL C: The prompt that means you have entered AUGMENT Mail, and that Mail commands are available to you. Page 20

mail form: A draft of a message containing the fields you want, in the order you choose. The fields are filled with text or left blank to be filled in each time you use the form. You use a mail form like a template to make routine sending jobs faster and easier. When you send mail with the Send New, Answer, or Forward command, you can use a mail form you have created instead of the standard forms automatically provided by Mail. Page 74

Mail-IDENT file: The file created by AUGMENT Mail, but mostly maintained by you, where you read mail you have picked up and compose new messages. You may also store your Mail-related work there. Your Mail-IDENT file is initially divided into three categories: Drafts, New-mail, and Author-mail. Page 13

mailing address: Tells Mail where a message is to be sent. One or more mailing addresses appear in the address fields of a message; each is separated by a comma and/or a space. Page 49

managing: Deleting unwanted messages and filing important ones. Page 91

menu: A list of choices that are shown to you in a Profile or Help command. Pages 109, 119

message: An item of correspondence sent by AUGMENT Mail. It consists of a header and various parts called fields. Page 11

message identifier: Text that appears at the beginning of every message header to distinguish that message as unique from all others. For example, a message identifier might look like: TYM-SGR-319UV. Page 33

message number: Appearing before the message header, it shows the relative position of a message in a category. The message number is not part of the message; it is simply a convenience provided by AUGMENT Mail. Messages in each category are numbered "1, 2, ... n", where "n" is the last message in the category. Pages 12, 32

New-mail: The category in your Mail-IDENT file where new mail is delivered and where you read new mail. Page 14

noise words: One or more words that appear in parentheses in AUGMENT commands that help you understand the command. Page 22

<OK>: Confirmation. Typing this special character tells AUGMENT Mail you have finished giving a command or part of a command. When you type <OK>, you see an exclamation point (!). You can type <RET> (or the key labeled OK if your terminal has one) to specify <OK>. Page 23

<OPT>: You type <OPT> to request an optional step in a command in response to either "OPT:" in a prompt or any part of a prompt that is enclosed in square brackets, i.e., [ ]. Page 26

print: To make paper copies of one or more messages. Page 100

privacy: A feature that allows you to restrict access to one or more of your files. Page 11

profile feature: A feature that you can change to tailor your interaction with AUGMENT Mail to fit your specific needs. Your AUGMENT profile keeps a record of the profile features you set, so you need only set them once. When you begin a new Mail session, Mail checks your profile and uses your settings instead of those automatically provided by Mail. The standard settings, however, allow you to use Mail without changing any profile features. Page 109

prompt: One or more uppercase letters, followed by a colon, that tells you what you can do next. You see prompts before you give a command or after you have given part of some commands. Page 22

reading mail: Giving a form of the Type command to type messages on your terminal. Page 31

recorded mail: Mail items that are submitted to a journal. Pages 14, 18

<RETURN>: A special character used for confirmation. Press this key on your terminal only when you have no <OK> key. Typing this key for <OK> tells AUGMENT Mail that you have finished giving a command or part of a command. Page 23

role ident: The ident assigned to a particular role (or office or responsibility) within an organization. Page 15

routed mail: The process by which one person at a time receives a message and then passes it on to the next recipient in the routing list after reading and/or making comments on it. Page 77

routing list: The addresses in the Routed-to field of a message that determine the delivery sequence of routed mail. Page 78

special character: Characters that when typed have a special control function. Usually, you do not see special-characters when you type them. Page 25

statement: The basic unit of structure in an AUGMENT file; any logical unit of thought. In AUGMENT Mail, a statement is analogous to a paragraph. Page 6

statement identifier: In AUGMENT Mail, a number that precedes each field and each statement of the message body. It can be used to conveniently locate parts of messages to edit in finishing touches. Page 7

subsystem: That set of commands relating to a particular AUGMENT task. AUGMENT Mail is a subsystem and is commonly referred to as the "Mail subsystem". Page 120

text: One or more adjacent characters in an AUGMENT file including spaces, punctuation, and other visible and invisible (non-printing) characters. Pages 6, 24, 63

To: The address field of a message identifying the primary recipients of a message. Page 12

type: To have messages typed out on your terminal. Page 31

typewriter mode: Using AUGMENT Mail on any standard printing terminal with an uppercase and lowercase keyboard, or on a display terminal that is not designed and programmed to handle AUGMENT's special display area and cursor control capabilities. Page 1

undeliverable mail: Mail that cannot be delivered because of an incorrect address appearing in one of the address fields. Page 88

unrecorded mail: Mail that is not submitted to a journal and that appears in its entirety in the recipients' mail files. Page 14

update: To consolidate recent changes into your file. You can update your file in several ways. Page 104

viewspecs: Single-letter specifications of how you see your file. For example, one viewspec will show you only headers, another viewspec will show you entire messages. Page 113

word: A series of letters and/or numbers surrounded by spaces, punctuation marks, or any other characters that are not letters or numbers. Page 63

?: You can type a question mark before giving a command or at any prompt during a command to see what your current alternatives are. Page 119

@: The prompt for the Executive. Page 20

The commands in this section are divided into categories by function (reading, sending, etc.) and are listed alphabetically within each category. To give a command, type the first letter of the command word; the entire word appears on your terminal. In some cases, more than one of the command words begin with the same letter; in these cases, you must first type a space and then enough characters for the command word to be recognized.

The command descriptions conform to the following conventions:

> A slash (/) in a command separates alternatives.
> A first-letter uppercase word is a command word.
> Parentheses appear around noise words.
> Angle brackets < > enclose special characters.
> An uppercase word represents a "variable", meaning at that point in the command you can respond in different ways, as explained in the following list.

> ANSWER: Prompted by "Y/N:". Specify "y" or <OK> for Yes or "n" for No.

> CATEGORY: Prompted by "A/OK:" or "A:". Address a category by giving the category name, followed by <OK>, or type <OK> to specify the current category if "OK" is in the prompt. If the category is not in your current file, then you must precede the category name with the name of the file and a comma. For example: july,new-mail.

> CONTENT: Prompted by "T/[A]": Type a series of characters ending with <OK>, or type <OPT> and an address, ending with <OK>.

> DATE: Prompted by "T/OK:". Type <OK> to specify the default date, or type in the date, followed by <OK>. Examples of valid dates are: 10/12/83; October 12, 1983; 12 Oct 83; and Oct-12-83.

> DEVICE-TYPE: Only in the Print commands. Type <OK> to specify the default printing device as set in your profile, or choose one of the following command words: Workstation (printer), Terminal, or Lineprinter. Contact your Tymshare representative for information about printing devices.

> FEATURE: Prompted by "T/OK:". Type the name of one of the available profile features, followed by <OK>, or type <OK> to see a menu before making your selection.

> FEATURE-SETTING: Prompted by "T:". Type in the new setting for the profile feature you have chosen, followed by <OK>.

> FIELD: Give a command word that specifies a field in a message. For example, "f" for "From", or "c" for "Cc". The following fields can be chosen:

Action-code	Comment	Message	Subject
Addendum-to	Extended-access	Part-of	Supersedes
Author	From	References-to	To
Bcc	In-reply-to	Reply-to	
Cc	Keywords	Subcollections	

FIELD-SEARCH: Prompted by "C/OK:". Instead of typing <OK> at this prompt, you can select one of the following to search the field for the text you indicate. You can then continue to specify another of the command words, until you type <OK> at the "C/OK:" prompt.

    Cc (field containing text) CONTENT
    From (field containing text) CONTENT
    Subject (field containing text) CONTENT
    To (field containing text) CONTENT

FILE: Prompted by "T/[A]/OK:". Type a file name, followed by <OK>, or type <OK> to specify the current file.

IDENTIFIER: Prompted by "T/[A]/OK:". Type <OK> to specify the current document, or type the document identifier in the form "NAME,NUMBER," followed by <OK>, where NAME is the name of the journal, and NUMBER is the document number.

LOCATION: Prompted by "A:" or "A/[T]:". Address a statement by number or identifier, and/or address a location within a statement, followed by <OK>. To address a mail form, type its name, followed by <OK>. To address a draft, type its name, followed by <OK>.

NAME: Prompted by "T/OK:". Type the name of the journal, followed by <OK>.

SELECTION: Prompted by "A:". Type a message number, followed by <OK>. For example: 3. If the message is in another category, then type the name of the category, a pound sign (#), and then the message number. For example: new-mail#3. If the category is in another file, then you must precede the category name with the name of the file and a comma. For example: july, new-mail#3. You can also type a message identifier or document identifier.

SORT-TYPE: Prompted by "C/OK". Type <OK> for an alphabetic sort by message identifiers or choose one of the following:

    Subject <OK>
    From <OK>
    Date <OK>
    Date Reverse <OK>

SPECIFICATIONS: Only in the Print commands. Type <OK> to specify the AUGMENT Mail default printing specifications, or choose one or more of the following specifications:

        Begin (on page) CONTENT
        Copies CONTENT
        End (on page) CONTENT
        New (page for each message)
        Priority High/Immediate/Low/Normal
        Quickformat
        Wait (at page break)

    Contact your Tymshare representative for information on printing
    specifications available to you.

    UPDATE: In the Update and Expunge commands only. Choose from one of
    the following:

        New (version) <OK>
        Compact (new version) <OK>
        Old (version) <OK>
        Renamed CONTENT

    ...<OK>: You can repeat the previous step or choice in the command as
    many times as you want, finally typing <OK> to end that part of the
    command.

Entering and Leaving Mail

    Goto (subsystem) Mail <OK>

    Goto (subsystem) <OPT> (subsystem name) mail/<OK>

    Logout Job <OK>

Reading

    Act (as) Role CONTENT

    Act (as) Self <OK>

    Check Mail (for ident) <OK>/CONTENT

    Copy Citation (for document identifier) IDENTIFIER (to category at)
    CATEGORY

    Copy Citation (for document identifier) IDENTIFIER (to category at) <OPT>
    (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

    Find Citations (in journal named) NAME (start date) DATE (end date) DATE
    (using search pattern) CONTENT (and store matches in category at) CATEGORY

Find Citations (in journal named) NAME (start date) DATE (end date) DATE (using search pattern) CONTENT (and store matches in category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Jump (to) Return File <OK> ANSWER

Pickup (mail) <OK>

Pickup (mail) Insert (new mail in category at) CATEGORY

Show Citation (for document identifier) IDENTIFIER

Type All Categorynames (in file named) FILE

Type All Headers (in category at) <OK> (current category) <OK>

Type All Headers (in category at) <OK> (current category) FIELD-SEARCH ... <OK>

Type All Headers (in category at) CATEGORY <OK>

Type All Headers (in category at) CATEGORY FIELD-SEARCH ... <OK>

Type All Messages (in category at) <OK> (current category) <OK>

Type All Messages (in category at) <OK> (current category) FIELD-SEARCH ... <OK>

Type All Messages (in category at) CATEGORY <OK>

Type All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK>

Type Categoryname <OK>

Type First/Next/Last/Previous <OK>

Type First/Next/Last/Previous Header (in category at) <OK> (current category)

Type First/Next/Last/Previous Header (in category at) CATEGORY

Type First/Next/Last/Previous Message (in category at) <OK> (current category)

Type First/Next/Last/Previous Message (in category at) CATEGORY

Type Header (selection) SELECTION <OK>

Type Header (selection) SELECTION And/Through SELECTION ... <OK>

Type Message (selection) SELECTION <OK>

Type Message (selection) SELECTION And/Through SELECTION ... <OK>

Sending

Answer (message at) SELECTION <OK>
(replying to) MAILING-ADDRESS (and to addresses in)
    To (field) <OK>
    Cc (field) <OK>
    Both (To and Cc fields) <OK>
(additional addresses) <OK>/CONTENT
(Message body) CONTENT
(next statement) <OK>/CONTENT ... <OK>
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Answer (message at) SELECTION <OK>
(replying to) MAILING-ADDRESS (and to addresses in)
    To (field) <OK>
    Cc (field) <OK>
    Both (To and Cc fields) <OK>
(additional addresses) <OK>/CONTENT
(Message body) <OPT>
    (copy from) Branch/File/Group/Message/Phrase/Plex/Sequential/
Statement/Text/Workstation (at) LOCATION
(next statement) <OK>/CONTENT ... <OK>
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Answer (message at) SELECTION <OPT> (using mail form at) SELECTION
{prompting guided by mail form}
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Act (as) Role CONTENT

Act (as) Self <OK>

Create Distribution (list to be named) CONTENT (in file) FILE (list)
CONTENT

Edit Draft (at) LOCATION

Edit Current (most recent draft) <OK>

Forward (message at) SELECTION <OK>
(To) CONTENT
(Cc) CONTENT
(comment) CONTENT
(Send now?)
   Type "y" or <OK>: draft is sent.
   Type "n": you enter finishing touches.
   Type "t": Type (draft) <OK>

Forward (message at) SELECTION <OPT> (using mail form at) LOCATION
{prompting guided by mail form}
(Send now?)
   Type "y" or <OK>: draft is sent.
   Type "n": you enter finishing touches.
   Type "t": Type (draft) <OK>

Pass (routed message at) SELECTION (to next recipient) <OK>

Pass (routed message at) SELECTION (to next recipient) Comment (in message
body) CONTENT <OK>

Pass (routed message at) SELECTION (to next recipient) Acknowledgement (for
delivery requested of system) <OK>

Pass (routed message at) SELECTION (to next recipient) Again <OK>

Send <OK>
(To) CONTENT
(Cc) CONTENT
(Subject) CONTENT
(Message body) CONTENT
(next statement) <OK>/CONTENT ... <OK>
(Send now?)
   Type "y" or <OK>: draft is sent.
   Type "n": you enter finishing touches.
   Type "t": Type (draft) <OK>

Send <OK>
(To) CONTENT
(Cc) CONTENT
(Subject) CONTENT
(Message body) <OPT>
   (copy from) Branch/File/Group/Message/Phrase/Plex/Sequential/
Statement//Text/ Workstation (at) LOCATION
(next statement) <OK>/CONTENT ... <OK>
(Send now?)
   Type "y" or <OK>: draft is sent.
   Type "n": you enter finishing touches.
   Type "t": Type (draft) <OK>

Send Acknowledgement (for receipt of message at) SELECTION <OK>

Send Acknowledgement (for receipt of message at) SELECTION Again <OK>

Send Current (most recent draft) <OK>
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Send Draft (at) LOCATION
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Send New (message) <OK>
{prompting then same as for Send <OK>}
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Send New (message) <OPT> (using mail form at) LOCATION
{prompting guided by mail form}
(Send now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Show Ident (record for) Ident CONTENT OK

Show Ident (record for) Ident CONTENT <OPT> (in Ident Database) CONTENT

Show Ident (record for) Lastname CONTENT OK

Show Ident (record for) Lastname CONTENT <OPT> (in Ident Database) CONTENT

Show Ident (record for) Sound-alike (guess the spelling of the last name)
CONTENT OK

Show Ident (record for) Sound-alike (guess the spelling of the last name)
CONTENT <OPT> (in Ident Database) CONTENT

Editing

The following commands are available at "(Finishing touches) C:".

Copy Content (in) FIELD (field, existing content) CONTENT (to follow
content) CONTENT

You can also follow Copy with one of the following command words:

Branch/Character/Group/Phrase/Plex/Statement/Text/Word

Delete Character (at) LOCATION <OK>

Delete Content (in) FIELD (field, deleting) CONTENT

Delete Field (named) FIELD (really?) <OK>

Delete Statement (at) LOCATION (really?) <OK>

Delete Text (at) LOCATION (through) LOCATION <OK>

Delete Word (at) LOCATION <OK>

You can also follow Delete with the following command words:

Branch/Group/Phrase/Plex

Exit <OK>

Insert Character (to follow character at) LOCATION CONTENT

Insert Content (in) FIELD (field, to follow content) CONTENT (new content) CONTENT

Insert Field (named) FIELD CONTENT

Insert Text (to follow character at) LOCATION CONTENT

Insert Statement (to follow statement at) LOCATION CONTENT

Insert Word (to follow word at) LOCATION CONTENT

You can also follow Insert with the following command words:

Branch/Group/Phrase/Plex

Move Content (in) FIELD (field, existing content) CONTENT (to follow content) CONTENT

You can also follow Move with one of the following command words:

Branch/Character/Group/Phrase/Plex/Statement/Text/Word

Replace Field (named) FIELD (contents to be replaced by) CONTENT

Replace Character (at) LOCATION (by) CONTENT

Replace Content (in) FIELD (field, replacing) CONTENT (by) CONTENT

Replace Text (at) LOCATION (through) LOCATION (by) CONTENT

Replace Word (at) LOCATION (by) CONTENT

You can also follow Replace with the following command words:

Branch/Group/Phrase/Plex/Statement

Reset (delivery specification) Access <OK>

Reset (delivery specification) Acknowledgement (for) Delivery (not requested of system) <OK>

Reset (delivery specification) Acknowledgement (for) Receipt (not requested of recipients) <OK>

Reset (delivery specification) Fcc (to null) <OK>

Reset (delivery specification) Journal (message not in Journal) <OK>

Reset (delivery specification) Routing (delivery not to be routed) <OK>

Reset (delivery specification) Timing (for message to Soon, no start or stop times) <OK>

Save (draft using name) <OK>/CONTENT <OK>
Send (now?)
    Type "y" or <OK>: draft is sent.
    Type "n": you enter finishing touches.
    Type "t": Type (draft) <OK>

Set (delivery specification) Access Unrestricted/Restricted <OK>

Set (delivery specification) Acknowledgement (for) Delivery (requested of system) <OK>

Set (delivery specification) Acknowledgement (for) Receipt (requested of recipients) <OK>

Set (delivery specification) Fcc (to category) CATEGORY

Set (delivery specification) Journal (named) <OK>/CONTENT <OK>

Set (delivery specification) Journal (named) <OK>/CONTENT Assign (number) <OK>

Set (delivery specification) Routing (for delivery) <OK>

Set (delivery specification) Timing (for message) TIMING

    For TIMING, specify one of the following:

        Rush (immediate) <OK>
        Soon <OK>

      . Start (delivery at) CONTENT
      Stop (delivery if not sent by) CONTENT
      Defer (for overnight delivery) <OK>

Transpose Content (in) FIELD (field, content) CONTENT (and content) CONTENT

You can also follow Transpose with one of the following command words:

    Branch/Character/Group/Phrase/Plex/Statement/Text/Word

Type Draft <OK>

Type Field (named) FIELD <OK>

Type Specification (named) Access <OK>

Type Specification (named) Acknowledgement (for) Delivery <OK>

Type Specification (named) Acknowledgement (for) Receipt <OK>

Type Specification (named) Fcc <OK>

Type Specification (named) Journal (location) <OK>

Type Specification (named) Routing (for delivery) <OK>

Type Specification (named) Timing <OK>

/: Slash. Shows your current position within a statement.

\: Backslash. Types your current statement.

<LF>: Line feed. Moves you to the next statement from your current location.

^: Up arrow. Moves you to the statement back from your current location.

Managing

Copy All Messages (in category at) <OK> (current category) (to category at) CATEGORY <OK>

Copy All Messages (in category at) <OK> (current category) (to category at) CATEGORY FIELD-SEARCH ... <OK>

Copy All Messages (in category at) <OK> (current category) (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Copy All Messages (in category at) <OK> (current category) (to category at)

<OPT> (new category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK>
(new file?) ANSWER

Copy All Messages (in category at) CATEGORY (to category at) CATEGORY <OK>

Copy All Messages (in category at) CATEGORY (to category at) CATEGORY
FIELD-SEARCH ... <OK>

Copy All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Copy All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK> (new file?)
ANSWER

Copy Category (at) CATEGORY (to file named) FILE <OK>

Copy Category (at) <OK> (current category) (to file named) FILE <OK>

Copy Message (selection) SELECTION <OK> (to category at) CATEGORY

Copy Message (selection) SELECTION <OK> (to category at) <OPT> (new
category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Copy Message (selection) SELECTION And/Through SELECTION ... <OK> (to
category at) CATEGORY

Copy Message (selection) SELECTION And/Through SELECTION ... <OK> (to
category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new
file?) ANSWER

Create Category (named) CONTENT (in file) FILE (new file?) ANSWER

Delete All Messages (in category at) <OK> (current category) <OK> (really?)
<OK>

Delete All Messages (in category at) <OK> (current category) FIELD-SEARCH
... <OK> (really?) <OK>

Delete All Messages (in category at) CATEGORY <OK> (really?) <OK>

Delete All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK>
(really?) <OK>

Delete Category (at) <OK> (current category) (really?) <OK>

Delete Category (at) CATEGORY (really?) <OK>

Delete File (named) CONTENT (really?) <OK>

Delete Message (selection) SELECTION (really?) <OK>

Delete Message (selection) SELECTION And/Through SELECTION ...<OK>
(really?) <OK>

Expunge (deleted) Files <OK>

Expunge (deleted) Messages (in) All (categories in file named) FILE (and
update file) <OK> (new version) <OK>

Expunge (deleted) Messages (in) All (categories in file named) FILE (and
update file) UPDATE

Expunge (deleted) Messages (in) Category (at) <OK> (current category) (and
update file) <OK> (new version) <OK>

Expunge (deleted) Messages (in) Category (at) <OK> (current category) (and
update file) UPDATE <OK>

Expunge (deleted) Messages (in) Category (at) CATEGORY (and update file)
<OK> (new version) <OK>

Expunge (deleted) Messages (in) Category (at) CATEGORY (and update file)
UPDATE

Help (type a term and then <OK>, or just <OK>) OK/CONTENT

   For OK/CONTENT, type <OK> to see general information about AUGMENT Mail,
   or type a specific term for Help to look up, followed by <OK>.

Move All Messages (in category at) <OK> (current category) (to category at)
CATEGORY <OK>

Move All Messages (in category at) <OK> (current category) (to category at)
CATEGORY FIELD-SEARCH ... <OK>

Move All Messages (in category at) <OK> (current category) (to category at)
<OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Move All Messages (in category at) <OK> (current category) (to category at)
<OPT> (new category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK>
(new file?) ANSWER

Move All Messages (in category at) CATEGORY (to category at) CATEGORY <OK>

Move All Messages (in category at) CATEGORY (to category at) CATEGORY
FIELD-SEARCH ... <OK>

Move All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Move All Messages (in category at) CATEGORY (to category at) <OPT> (new
category named) CONTENT (in file) FILE FIELD-SEARCH ... <OK> (new file?)
ANSWER

Move Category (at) CATEGORY (to file named) FILE <OK>

Move Category (at) <OK> (current category) (to file named) FILE <OK>

Move Message (selection) SELECTION <OK> (to category at) CATEGORY

Move Message (selection) SELECTION <OK> (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Move Message (selection) SELECTION And/Through SELECTION ... <OK> (to category at) CATEGORY

Move Message (selection) SELECTION And/Through SELECTION ... <OK> (to category at) <OPT> (new category named) CONTENT (in file) FILE <OK> (new file?) ANSWER

Print All Categorynames (in file named) FILE (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) <OK> (current category) <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) <OK> (current category) FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) CATEGORY <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Headers (in category at) CATEGORY FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) <OK> (current category) <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) <OK> (current category) FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) CATEGORY <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Header (selection) SELECTION <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Header (selection) SELECTION And/Through SELECTION ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Message (selection) SELECTION <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

Print Message (selection) SELECTION And/Through SELECTION ... <OK> (on device) DEVICE-TYPE (specifications) SPECIFICATIONS

NOTE: In the printing commands above, after giving the command word Print, you can type <OPT> and then specify viewspecs before continuing the command.

Reset Profile (feature name; <OK> for a menu) FEATURE <OK>

Set Profile (feature name; <OK> for a menu) FEATURE (new setting) FEATURE-SETTING

Show Profile (feature name; <OK> for a menu) FEATURE <OK>

Sort (all messages in category at) <OK> (current category) SORT-TYPE

Sort (all messages in category at) CATEGORY SORT-TYPE

Undelete All Messages (in category at) <OK> (current category) <OK>

Undelete All Messages (in category at) <OK> (current category) FIELD-SEARCH ... <OK>

Undelete All Messages (in category at) CATEGORY <OK>

Undelete All Messages (in category at) CATEGORY FIELD-SEARCH ... <OK>

Undelete Category (at) <OK> (current category)

Undelete Category (at) CATEGORY

Undelete File (named) FILE

Undelete Message (selection) SELECTION <OK>

Undelete Message (selection) SELECTION And/Through SELECTION ... <OK>

Update (file) <OK> (new version) <OK>

Update (file) UPDATE

Update (file) Named CONTENT (to be) CONTENT

APPENDIX A: SUMMARY OF FIELDS

In the descriptions that follow, fields that are automatically provided by
AUGMENT Mail are marked [SYSTEM]. Fields that can be provided by both AUGMENT
Mail and you are marked [BOTH]. Fields that are not marked are provided by
you. Please note that these marks do not appear in the actual message.

Action-code: This field recommends what action the recipient of the message
should take. Contains text.

Addendum-to: This field identifies the item to which this item is an
addendum. If this item is submitted to a journal, it is then cataloged as
being an addendum to the item identified in this field. This field contains a
single identifier. NOTE: If the item identified in this field is recorded in
the same journal as this item, then the identified item has an Addenda field
added to its catalog entry, identifying this item as an addendum. See
Addenda.

Author: This field identifies the individual who wrote the primary contents
(body) of the message. The author can be identified by ident, by name, or by
any other text you choose.

Bcc: This address field identifies recipients who are to receive a "blind
carbon copy" of the message. Only the author and Fcc copies will include this
field. This field contains one or more mailing addresses. NOTE: A recipient
listed in the Bcc field of a journal citation will not be able to access a
restricted journal document. If you want this recipient to have access to the
journal document, then specify that recipient's ident in the Extended-access
field. See Extended-access.

Cc: This address field identifies those recipients who are to receive a
"carbon copy" of the message. This field contains one or more mailing
addresses.

Comment: This field enables you to add a comment to a message without
disturbing the contents of the message body. This field contains text.

Delivery-specifications: This field appears only in the draft and dictates
special delivery requirements. Each delivery requirement is listed as a
subfield below the Delivery-specifications field, as follows.

> **Access: restricted:** This field has meaning only for items submitted to a
> journal. It specifies that only those identified in the From, Sender,
> Reply-to, To, Cc, Routed-to, and Extended-access fields of the message have
> access to the item.

> **Access: unrestricted:** This field has meaning only for items submitted to
> a journal. It specifies that anyone with access to that journal can read
> the journal item.

Acknowledge-delivery: Requested: This field requests that AUGMENT Mail send an acknowledgment to the sender when the message is delivered.

Acknowledge-receipt: Requested: This field requests that recipients send an acknowledgement to the sender when they receive the message.

Fcc: This field stands for "file carbon copy". It specifies that a copy of a message be inserted into a location in an AUGMENT file. The location specified in this field is in the form "FILE, CATEGORY", where FILE is the name of the file, and CATEGORY is the name of the category. The sender must have access to the specified file. NOTE: The Fcc field does not override your profile setting for author copy location.

Location: This field identifies the journal to which an item will be submitted. This field contains the text "Journal (NAME)" or "Journal (NAME,NUMBER,)", where NAME is the name of the journal, and NUMBER is the document number.

Timing: Rush: This field specifies that the message be delivered immediately.

Timing: Deferred: This field specifies that the message be delivered overnight, between 2200 and 0600 Pacific time (when network transmission rates are lowest).

Timing: Soon: This field specifies that the message be delivered at the next convenient opportunity (usually within a few minutes).

Start: This field specifies that delivery should not begin until the specified date and time.

Stop: This field specifies that delivery should be cancelled if the message has not been delivered by the specified date and time.

Routed-to: {addresses in To field}: This field specifies that the message be routed to the addresses in the To field.

Extended-access: This address field has meaning only for items submitted to a journal. It identifies those who have access to the journal document, but to whom citations are not delivered (unless, of course, the address is listed in another address field). This field consists of a list of idents.

[SYSTEM] Forwarded-header: This field lists the header and fields of the original message in a forwarded messsage.

[BOTH] From: This address field identifies the originator of the message. The originator is not necessarily the person who sends the message. This field contains one or more mailing addresses and can also contain appended text (which is specified in the profile feature "name appended to From or Sender field"). See Sender.

[SYSTEM] Identifier: This field contains the identifier of the message. If the message is a journal citation, then this field will also contain the identifier of the journal document.

[BOTH] In-reply-to: This field identifies one or more items to which this item is replying. The contents of this field is one or more identifiers. If this item is submitted to a journal, it is then cataloged as being a reply to the first item identified in this field. NOTE: If the item identified first in this field is recorded in the same journal as this item, then it will have a Replies field added to its catalog entry, identifying this item as a reply. See Replies.

Keywords: This field contains a list of words or hyphenated words, separated by spaces or commas, that can be used as search keys to retrieve messages. The key words chosen should act as a clue to the document's content.

[SYSTEM] Length: This field contains an estimate of the number of printed pages in the message, based on the amount of work space that the message occupies in the computer's memory. This field does not appear if the estimate is less than two pages.

[SYSTEM] Location: This field specifies the location of a journal document. The contents of this field are a link to the journal document; that is, "<NAME,NUMBER,>", where NAME is the name of the journal, and NUMBER is the document number.

Message: This field contains the primary content (body) of the message, consisting of one or more AUGMENT "statements" (paragraphs). It is always the last field in the message.

Part-of: This field identifies the item of which this item is a part. If this item is submitted to a journal, it is then cataloged as being part of the item identified in this field. The contents of this field is a single identifier. NOTE: If the item identified in this field is recorded in the same journal as this item, then the identified item has a Parts field added to its catalog entry, identifying this item as a part. See Parts.

[SYSTEM] Posted: This field specifies the date and time the message was sent.

[SYSTEM] Received: This field specifies the date and time the message was picked up. (This field is not present in journal documents.)

References-to: This field identifies other messages to which this message refers. The content of this field is one or more identifiers.

Reply-to: This address field identifies one or more recipients to whom a reply should be sent. When this field is present in a message, the Answer command uses it instead of the From field for the reply's To field. This field contains one or more mailing addresses.

[SYSTEM] Route-next-to: This field identifies who the message will be routed to next. Contains a single mailing address.

[SYSTEM] Routed-to: This field contains a list of mailing addresses, identifying those on the routing list.   Additionally, this field contains the identifier of the original message.   If the original message is a citation, then this field will also contain the document identifier.

[SYSTEM] Sender: This address field identifies the person who posted the message.   It is inserted by the system when the address in the From field is not the same as that of the person posting the message.   Contains a single mailing address and can also contain appended text (which is specified in the profile setting "name appended to From or Sender field").   See From.

Subcollections: This field has meaning only for items submitted to a journal. The function of this field is to retrieve documents with the same contents in the Subcollections field.   The contents of this field are one or more idents, separated by spaces and/or commas.   Only those associated with a particular subcollection ident can place that ident in the Subcollections field.

Subject: This field describes the topic of the message.   Contains text.

Supersedes: This field identifies items made obsolete by this item.   If this item is submitted to a journal, it is then cataloged as superseding the items identified in this field.   Contains one or more identifiers.   NOTE: If the items identified in this field are recorded in the same journal as this item, then each item will have a Superseded field added to its catalog entry, identifying this item as the superseding document.   See Superseded.

To: This address field identifies the primary recipients of the message. Contains one or more mailing addresses.

Special Journal Catalog Fields

The following fields appear only in the catalog entry for some journal documents.   They are inserted automatically as part of catalog maintenance.

Addenda: This field identifies each journal document that is an addendum to this journal document.   Contains one or more document identifiers.   See Addendum-to.

Parts: This field identifies each journal document that is part of this journal document.   Contains one or more document identifiers.   See Part-of.

Replies: This field identifies each journal document that is a reply to this journal document.   Contains one or more document identifiers.   See In-reply-to.

Superseded: This field identifies the journal document that supersedes this journal document.   Contains a single identifier.   See Supersedes.

APPENDIX B: ACTING AS A ROLE

To read and send mail as a role, give the Act (as) Role command. When you give this command, you are prompted for the role ident and password for that role. Mail then checks to see if you are allowed to act as that role. If you are not, the notification "Your ident not asociated with that role" appears on your terminal, and the command is aborted.

If you are authorized to act as that role, then Mail connects you to the directory in which that role's mailbox is located. The name of the mail file for that role is "ROLEDIRECTORY,mail-ROLEIDENT," where ROLEDIRECTORY is the directory associated with that role ident, and ROLEIDENT is the name of the role ident.

Whenever you pick up mail as that role ident, the mail will be delivered into the New-mail category of the Mail-ROLEIDENT file.

Whenever you send mail as that role, a copy of the mail is put in the Author-mail category of the Mail-ROLEIDENT file. The From field of a message you send as a role will contain the role ident, and the Sender field in the message will contain your own ident.

When you read and send mail as a role, all of your own profile features will be in effect except for the name of the mail file and the Author-mail location.

To read and send mail as yourself again, give the Act (as) Self command. This command connects you back to your own directory, using your own Mail-IDENT file, and so forth.

See the section "LIST OF COMMANDS" for the complete syntax of the Act (as) Role and Act (as) Self commands.